Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), the procurement of Capital Improvement Program (CIP) construction, minor repairs, and associated professional consulting services, as well as contract management functions to ensure that contracts are meeting the City's needs. It also manages the centralized advertising and award of all contracts for goods, services, and public works in conformance with the City's Charter and Municipal Code.

In addition, the Department manages the Central Stores and Equal Opportunity Contracting (EOC) programs. Purchasing & Contracting programs provide important services to other City departments and residents including:

• Providing oversight to the City's procurement of goods, services, and consulting services;

• Providing oversight to the City's procurement of CIP construction, minor repair, and architectural and engineering consultant services;

• Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse;

• Monitoring and enforcing City, State, and Federal equal opportunity contracting requirements and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers.

The vision is:

To be a leader in fostering a purchasing climate in which diverse and small vendors are encouraged to compete and participate in City contracts.

The mission is:

Ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best practices, and utilization of small, local, woman- and minority- owned businesses, when applicable, in City contracting.

Goals and Objectives

Goal 1: ***Promote transparency regarding requirements within the procurement process by ensuring clear, accessible, and timely communication of contracting requirements and opportunities for external stakeholders.***

- Leverage technology to proactively share timely, accessible, and user-friendly information about upcoming bids and procurements.
- Post information on awarded formal procurements timely.
- Regularly publish purchase order data on the City's Open Data Portal.

Goal 2: ***Increase the efficiency of the procurement process.***

- Ensure all procurements consistently follow the appropriate rules and requirements based on the contract type.
- Conduct Citywide Training.
- Streamline the contracting process.

Goal 3: ***Promote small and local, disadvantaged, minority-, and woman-owned business participation in City procurement with a focus on increasing access to City contracts.***

- Develop a more robust Small Local Business Enterprises (SLBE) Program that enhances outreach, individualized assistance, and performance tracking aligned with equity audit recommendations.
- Enhance community outreach by partnering with organizations that serve underrepresented businesses, offering individualized assistance, and promoting participation in City bootcamps and training programs.
- Integrate SLBE engagement metrics into procurement dashboards and reporting tools and monitor SLBE application growth.

Goal 4: ***Ensure excellent customer service.***

- Enhance customer service skills of Purchasing and Contracting staff.
- Foster a skilled and sustainable workforce.
- Enhance internal customer services provided by the Central Stores Division.

Budget Equity Impact Statement

Equity Highlights

Examples from the current fiscal year.

- Launched the Procurement Champion Certificate Program, a series of 13 in-person training courses designed to address gaps and deficiencies in knowledge in the goods and services procurement process among City staff to enhance procurement efficiency, contract administration, and compliance.
- Released the Procurement Request Form (PRF) Status Tracker to address gaps in visibility in the goods and services procurement process among City staff. The PRF is an intake form and spreadsheet that collects and tracks requests from City departments to P&C when they need new goods and/or services contracts or amendments to existing goods and/or services contracts. Departments can use the Status Tracker to get on-demand updates on their requests.
- Published the Ariba Contract Tracking (ACT) Dashboard to address gaps in visibility and contract administration of departments' contract portfolios by displaying summary information on open contracts, purchase order count and values, remaining contract capacity, and top vendors per purchase order value.

Budget Equity Lens Summary

Ongoing Operations

Is there an opportunity to adjust the department's ongoing operations to mitigate the impacts of identified disparities, gaps, and deficiencies?

NO

Budget Adjustment(s)

Do the adjustments impact any department disparities, gaps, and deficiencies?

YES

Yes. Adjustments impact disparities, gaps and deficiencies identified within the following Tactical Equity Plan (TEP) Goals and Objectives:

In response to budget-deficit directives, P&C reduced 4.00 vacant FTE positions in the Public Works division that support City departments. The loss of these positions will increase procurement delays, reduce compliance support, and heighten risk to capital project delivery and low-bid contract KPIs. Without these positions the department's ability to meet service levels, institutional knowledge, and readiness for future contract surges are highly at risk. Converting 3.00 Procurement Contracting Officer FTEs to permanent roles and adding positions in other teams would further mitigate departmental risk by improving compliance, customer service, technology implementation, and transparency. (Goal 2, Obj. 2 and Goal 4 Obj. 1 and 2 are impacted.)

Key Performance Indicators

Performance Indicator	Definition	Baseline	FY2026 Performance	Goal
Contract funds to minority- and woman-owned firms	Percentage of total dollar value of contracts awarded to minority- and woman-owned firms, as a prime contractor or subcontractor, on goods, services, and public works contracts.	11.00%	15.00%	31.00%
Contract funds to Small Local Business Enterprises (SLBE)	Percentage of total dollar value of City-funded contracts awarded to certified SLBE firms, as a prime contractor or subcontractor, on City-funded contracts.	17.00%	22.00%	15.00%
Contracts posted on Sunshine Act page[1]	Percentage of contracts (goods and services, construction, and architectural & engineering) posted on Sunshine Act page within 5 business days of execution.	0.00%	64.00%	100.00%
Increased procurement knowledge[2]	Percentage of external department staff that increased procurement knowledge/understanding after training.	100.00%	71.00%	25.00%
Low bid contracts awarded on time	Percentage of low bid contracts awarded within 120 days for all goods, services, and construction contracts, regardless of funding source.	59.00%	81.00%	55.00%
Reservations processed on time	Percentage of reservations received, processed, and made ready for pick-up or delivery by Central Stores within 10 business days of receipt.	0.00%	53.00%	75.00%
Small Local Business Enterprise (SLBE) applications	Number of new applications resulting from outreach efforts conducted to promote the City's Small Local Business Enterprise (SLBE) Program.	0	18	20

1 Measures how reliably we meet the transparency requirement to post Sunshine Act items to the public facing website no later than five business days

2 Due to identified issues in its data collection methodology, the Department is reexamining its calculation approach and evaluating more effective ways to measure gains in procurement knowledge through its training programs.

Department Summary

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
FTE Positions (Budgeted)	90.00	90.00	86.00	(4.00)
Personnel Expenditures	$11,515,431	$12,993,711	$13,641,622	$647,911
Non-Personnel Expenditures	9,699,657	10,933,237	10,988,927	55,690
Total Department Expenditures	**$21,215,088**	**$23,926,948**	**$24,630,549**	**$703,601**
Total Department Revenue	**$11,198,417**	**$11,940,606**	**$12,307,821**	**$367,215**

General Fund

Department Expenditures

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Central Stores	$4,176	$ -	$ -	$ -
Equal Opportunity Contracting	1,468,535	2,047,639	1,986,626	(61,013)
Purchasing & Contracting	9,517,485	10,475,563	10,957,106	481,543
Total	**$10,990,196**	**$12,523,202**	**$12,943,732**	**$420,530**

Department Personnel

	FY2025 Budget	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Equal Opportunity Contracting	13.00	13.00	12.00	(1.00)
Purchasing & Contracting	56.00	56.00	53.00	(3.00)
Total	**69.00**	**69.00**	**65.00**	**(4.00)**

Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments[1] Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	2.00	$1,413,201	$ -
Employ and Empower Program Support Addition of 1.00 Intern - Hourly and associated revenue to support the Employ and Empower Program.	1.00	45,162	45,170
Restructure to Purchasing and Contracting Transfer of non-personnel expenditures associated with the restructure from the Compliance Department to the Purchasing and Contracting Department.	-	25,634	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	-	15,272	-

Budget Adjustments

	FTE	Expenditures	Revenue
One-time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in the prior Fiscal Year.	-	-	(53,955)
Discretionary Spending Savings Reduction of non-personnel expenditures associated with a reduction in discretionary spending.	-	(23,815)	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	(1.00)	(56,455)	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	-	(81,732)	-
Disparity Study Support Reduction of 1.00 Program Coordinator supporting the implementation of recommendations from the 2020 Disparity Study.	(1.00)	(173,052)	-
Administrative Hearings Reduction of 1.00 Program Coordinator supporting the scheduling and processing of appeal hearings.	(1.00)	(193,193)	-
Public Works Support Reduction of 4.00 FTE positions supporting the administration of consultant contracts for public works projects.	(4.00)	(550,492)	-
Total	**(4.00)**	**$420,530**	**($8,785)**

1. This adjustment includes the transfer of 2.00 FTE from the Compliance Department.

Expenditures by Category

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
PERSONNEL EXPENDITURES				
Personnel Cost	6,532,713	7,402,941	7,535,271	132,330
Fringe Benefits	3,504,832	3,923,351	4,279,311	355,960
PERSONNEL SUBTOTAL	**10,037,546**	**11,326,292**	**11,814,582**	**488,290**
NON-PERSONNEL EXPENDITURES				
Supplies	14,734	46,023	46,134	111
Contracts & Services	232,620	518,351	460,208	(58,143)
External Contracts & Services	*94,239*	*357,662*	*284,358*	*(73,304)*
Internal Contracts & Services	*138,381*	*160,689*	*175,850*	*15,161*
Information Technology	686,848	613,425	604,693	(8,732)

Expenditures by Category

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Energy and Utilities	11,835	14,000	14,515	515
Other Expenses	6,613	5,111	3,600	(1,511)
NON-PERSONNEL SUBTOTAL	**952,650**	**1,196,910**	**1,129,150**	**(67,760)**
Total	**$10,990,196**	**$12,523,202**	**$12,943,732**	**$420,530**

Revenues by Category

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Charges for Current Services	$1,111,221	$704,155	$695,370	($8,785)
Other Revenue	329,757	-	-	-
Total	**$1,440,978**	**$704,155**	**$695,370**	**($8,785)**

Personnel Expenditures

Job Number	Job Title/Wages	FY2025 Budget	FY2026 Budget	FY2027 Adopted	Salary Range	Total
FTE, Salaries and Wages						
20000012	Administrative Aide 1	4.00	4.00	4.00	58,365 - 70,262	$270,756
20000071	Assistant Engineer-Civil	9.00	9.00	5.00	100,214 - 120,702	581,656
21000845	Associate Compliance Officer	0.00	5.00	5.00	104,790 - 126,651	505,690
20000145	Associate Engineer-Civil	6.00	6.00	6.00	115,398 - 139,318	811,988
20000119	Associate Management Analyst	6.00	1.00	1.00	85,280 - 103,085	80,974
21000328	Associate Procurement Contracting Officer	3.00	3.00	6.00	104,790 - 126,651	738,045
91000328	Associate Procurement Contracting Officer - Hourly	3.00	3.00	0.00	104,790 - 126,651	-
20001101	Department Director	1.00	1.00	1.00	99,237 - 375,918	250,619
20001168	Deputy Director	2.00	2.00	2.00	79,643 - 292,822	400,982
20000924	Executive Assistant	1.00	1.00	1.00	67,392 - 81,557	81,557
20000293	Information Systems Analyst 3	1.00	1.00	1.00	95,472 - 115,378	115,378
20000998	Information Systems Analyst 4	1.00	1.00	1.00	107,328 - 130,083	130,083
91001000	Intern - Hourly	0.00	0.00	1.00	36,920 - 47,320	42,016
90001073	Management Intern - Hourly	0.00	1.00	0.00	36,920 - 47,320	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	57,325 - 69,264	69,264
20000173	Payroll Supervisor	1.00	1.00	1.00	65,790 - 79,581	79,581
20001234	Program Coordinator	2.00	1.00	0.00	36,920 - 220,314	-
20001222	Program Manager	4.00	4.00	5.00	79,643 - 292,822	889,097
20000890	Senior Civil Engineer	2.00	2.00	2.00	132,954 - 160,742	293,696

Personnel Expenditures

Job Number	Job Title/Wages	FY2025 Budget	FY2026 Budget	FY2027 Adopted	Salary Range	Total
21000846	Senior Compliance Officer	0.00	4.00	4.00	120,890 - 146,078	542,139
20000015	Senior Management Analyst	7.00	3.00	3.00	93,621 - 113,214	313,416
21000329	Senior Procurement Contracting Officer	9.00	9.00	9.00	120,890 - 146,078	1,267,506
21000847	Supervising Compliance Officer	0.00	1.00	1.00	135,928 - 164,694	161,563
20000970	Supervising Management Analyst	1.00	0.00	0.00	100,381 - 121,597	-
21000330	Supervising Procurement Contracting Officer	5.00	5.00	5.00	135,928 - 164,694	821,296
	Bilingual - Regular					2,912
	Budgeted Personnel Expenditure Savings					(998,337)
	Salary Savings					(23,600)
	Vacation Pay In Lieu					106,994
FTE, Salaries and Wages Subtotal		**69.00**	**69.00**	**65.00**		**$7,535,271**

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Fringe Benefits				
Employee Offset Savings	37,801	39,693	39,695	2
Flexible Benefits	665,315	716,853	761,491	44,638
Long-Term Disability	22,991	36,906	32,373	(4,533)
Medicare	94,363	105,581	107,707	2,126
Other Post-Employment Benefits	218,774	211,744	173,910	(37,834)
Retiree Medical Trust	11,248	12,066	13,403	1,337
Retirement 401 Plan	43,827	48,259	53,602	5,343
Retirement ADC	2,183,669	2,459,175	2,831,818	372,643
Retirement DROP	1,748	2,576	2,576	-
Risk Management Administration	72,111	86,632	87,285	653
Supplemental Pension Savings Plan	111,238	136,623	113,541	(23,082)
Unemployment Insurance	-	6,914	6,454	(460)
Workers' Compensation	41,750	60,329	55,456	(4,873)
Fringe Benefits Subtotal	**$3,504,832**	**$3,923,351**	**$4,279,311**	**$355,960**
Total Personnel Expenditures			**$11,814,582**	

Central Stores Fund

Department Expenditures

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Central Stores	$10,224,892	$7,934,592	$11,686,817	$3,752,225
Purchasing & Contracting	-	3,469,154	-	(3,469,154)
Total	**$10,224,892**	**$11,403,746**	**$11,686,817**	**$283,071**

Department Personnel

	FY2025 Budget	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Central Stores	20.00	21.00	21.00	-
Purchasing & Contracting	1.00	-	-	-
Total	**21.00**	**21.00**	**21.00**	**-**

Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	-	$159,621	$ -
Security Services Addition of non-personnel expenditures to support contractual increases for security services at the Chollas Operations Yard.	-	100,000	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	-	22,285	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	-	1,165	-
One-time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in the prior Fiscal Year.	-	-	376,000
Total	**0.00**	**$283,071**	**$376,000**

Expenditures by Category

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
PERSONNEL EXPENDITURES				
Personnel Cost	948,946	970,741	1,046,269	75,528
Fringe Benefits	528,939	696,678	780,771	84,093
PERSONNEL SUBTOTAL	**1,477,885**	**1,667,419**	**1,827,040**	**159,621**
NON-PERSONNEL EXPENDITURES				
Supplies	7,908,565	8,765,002	8,765,057	55
Contracts & Services	580,541	505,087	685,290	180,203
External Contracts & Services	*234,828*	*159,051*	*259,051*	*100,000*
Internal Contracts & Services	*345,713*	*346,036*	*426,239*	*80,203*
Information Technology	76,576	261,551	258,180	(3,371)
Energy and Utilities	170,147	203,759	150,322	(53,437)
Other Expenses	-	928	928	-
Capital Expenses	11,178	-	-	-
NON-PERSONNEL SUBTOTAL	**8,747,007**	**9,736,327**	**9,859,777**	**123,450**
Total	**$10,224,892**	**$11,403,746**	**$11,686,817**	**$283,071**

Revenues by Category

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Charges for Current Services	$9,611,494	$11,060,451	$11,436,451	$376,000
Other Revenue	103,996	176,000	176,000	-
Revenue from Use of Money and Property	41,950	-	-	-
Total	**$9,757,440**	**$11,236,451**	**$11,612,451**	**$376,000**

Personnel Expenditures

Job Number	Job Title/Wages	FY2025 Budget	FY2026 Budget	FY2027 Adopted	Salary Range	Total
FTE, Salaries and Wages						
20000011	Account Clerk	2.00	0.00	0.00	49,629 - 59,696	-
20000024	Administrative Aide 2	0.00	2.00	2.00	67,184 - 80,974	157,246
20000171	Auto Messenger 1	4.00	4.00	4.00	37,523 - 45,074	150,092
20000110	Auto Messenger 2	7.00	7.00	7.00	42,806 - 51,584	351,223
20001222	Program Manager	1.00	1.00	1.00	79,643 - 292,822	176,842
20000950	Stock Clerk	2.00	2.00	2.00	42,994 - 51,938	94,932
20000955	Storekeeper 1	3.00	3.00	3.00	49,525 - 59,405	178,215
20000956	Storekeeper 2	1.00	1.00	1.00	54,142 - 65,458	54,142
20000538	Stores Operations Supervisor	1.00	1.00	1.00	77,002 - 92,976	77,002
	Budgeted Personnel Expenditure Savings					(216,944)

Personnel Expenditures

Job Number	Job Title/Wages	FY2025 Budget	FY2026 Budget	FY2027 Adopted	Salary Range	Total
	Overtime Budgeted					19,276
	Salary Savings					(7,644)
	Standby Pay					5,940
	Vacation Pay In Lieu					5,947
FTE, Salaries and Wages Subtotal		**21.00**	**21.00**	**21.00**		**$1,046,269**

	FY2025 Actual	FY2026 Budget	FY2027 Adopted	FY2026-2027 Change
Fringe Benefits				
Employee Offset Savings	1,761	2,359	2,761	402
Flexible Benefits	190,974	238,215	238,600	385
Long-Term Disability	2,712	4,766	4,428	(338)
Medicare	14,344	13,711	14,804	1,093
Other Post-Employment Benefits	53,376	61,080	53,754	(7,326)
Retiree Medical Trust	1,796	1,773	1,850	77
Retirement 401 Plan	5,483	5,328	5,633	305
Retirement ADC	204,959	291,794	375,197	83,403
Risk Management Administration	17,513	24,990	26,979	1,989
Supplemental Pension Savings Plan	26,346	29,320	31,979	2,659
Unemployment Insurance	-	890	884	(6)
Workers' Compensation	9,675	22,452	23,902	1,450
Fringe Benefits Subtotal	**$528,939**	**$696,678**	**$780,771**	**$84,093**
Total Personnel Expenditures			**$1,827,040**	

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY 2025 ACTUAL	FY 2026* BUDGET	FY 2027** ADOPTED
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	$ 494,204	$ 31,130	$ (368,442)
TOTAL BALANCE AND RESERVES	**$ 494,204**	**$ 31,130**	**$ (368,442)**
REVENUE			
Charges for Services	$ 9,611,494	$ 11,060,451	$ 11,436,451
Other Revenue	103,996	176,000	176,000
Revenue from Use of Money and Property	41,950	-	-
TOTAL REVENUE	**$ 9,757,440**	**$ 11,236,451**	**$ 11,612,451**
TOTAL BALANCE, RESERVES, AND REVENUE	**$ 10,251,644**	**$ 11,267,581**	**$ 11,244,009**
OPERATING EXPENSE			
Personnel Expenses	$ 948,946	$ 970,741	$ 1,046,269
Fringe Benefits	528,939	696,678	780,771
Supplies	7,904,187	8,765,002	8,765,057
Contracts & Services	580,541	505,087	685,290
Information Technology	76,576	261,551	258,180
Energy and Utilities	170,147	203,759	150,322
Other Expenses	-	928	928
Capital Expenditures	11,178	-	-
TOTAL OPERATING EXPENSE	**$ 10,220,514**	**$ 11,403,746**	**$ 11,686,817**
TOTAL EXPENSE	**$ 10,220,514**	**$ 11,403,746**	**$ 11,686,817**
BALANCE* **	**$ 31,130**	**$ (136,165)**	**$ (442,808)**
TOTAL BALANCE, RESERVES, AND EXPENSE	**$ 10,251,644**	**$ 11,267,581**	**$ 11,244,009**

*At the time of publication, audited financial statements for Fiscal Year 2026 were not available. Therefore, the Fiscal Year 2026 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2026 Adopted Budget, while the beginning Fiscal Year 2026 balance amount reflects the audited Fiscal Year 2025 ending balance.

**Fiscal Year 2027 Beginning Fund Balance reflects the projected Fiscal Year 2026 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2026.

***The Central Stores Fund reflects a negative beginning/ending balance and will be monitored throughout Fiscal Year 2027 to address negative balances.