

# **Purchasing & Contracting**



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# Purchasing & Contracting



## Department Description

The Purchasing & Contracting Department is responsible for administering the City's centralized procurement and materials management functions to ensure the availability of materials, supplies, equipment (commodities), and services to meet the City's operational needs. The Department's responsibilities include the administration of procurement standards to meet or exceed its regulations, as well as the applicable requirements of federal and State when required all while maintaining excellent internal (City departments) and external (bidders and proposers) customer service.

In addition, the Department manages contracts for professional and general services necessary to support the City's Managed Competition processes including all operational, administrative, and procurement functions. Procurement professionals carry on the daily operational contracting needs of organizing, maintaining the warehousing of essential materials, supporting mail center and delivery operations City-wide, and administering internal service level agreements. Department staff are instrumental in developing City policies and procedures that reflect the City's leading edge approach to social, environmental, and economic goals.

The Equal Opportunity Contracting Program (EOC) is a new addition to the Department for Fiscal Year 2014. The Equal Opportunity Contracting Program staff serves both businesses and the labor market by working to ensure equal access to contracting opportunities with the City of San Diego. Working in partnership with City departments/agencies and other local, State, and federal agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers to:

- Enforce federal, State, and local, labor, and equal opportunity laws
- Provide mentorship opportunities and technical assistance to small and emerging local contractors
- Conduct broad outreach efforts to increase the diversity of the contracting community
- Develop partnerships with City departments, business associations, and small and emerging local businesses
- Ensure the City provides contracting opportunities to a broad cross-section of the community in order to enhance diversity and increase competition.

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The Department's mission is:

*To support the achievement of the City's Strategic Plan goals and objectives by providing superior services and support to City departments and customers for the centralized acquisition of services and supplies*

## Goals and Objectives

The following goals and objectives represent the action plan for the Department:

### ***Goal 1: Procure high quality products and services for the best value, promoting fiscally-sound, efficient City government***

Providing the highest quality products and services at the best value is central to the City's ability to meet its operational goals and responsibilities. The Department will continue toward accomplishing this goal by focusing on these following objectives during the next fiscal year:

- Identify and evaluate opportunities to standardize and reduce unnecessary complexities of its operations focusing on organizational structure, work assignments, and policy review and revision
- Evaluate, refine, and reengineer procurement processes to optimize the use of SAP
- Continue to evaluate opportunities for strategic sourcing and institute new fiscally advantageous vendor relationships
- Initiate and develop tools to improve vendor performance measurement through the creation of vendor metrics and dashboards
- Initiate development of new processes to more readily adapt Department policies to evolving City Council mandates through effective policy development
- Initiate development of new tools and metrics to facilitate improved cost, operational, and management analysis
- Develop new criteria for incorporating sustainable practices into procurement considerations
- Increase the number and variety of diversity and local business outreach programs

### ***Goal 2: Effectively facilitate the procurement of services and materials and manage related data leading to a fiscally-sound, efficient City government***

Creating simplified, precise, and easily managed contracts, agreements, and supporting documents is necessary to improve operational cost effectiveness and will result in the efficient and timely receipt of goods and professional services. The Department will work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Develop new integrated technical solutions for contract management by increasing the use of SAP
- Develop integrated City-wide Terms and Conditions (T&Cs) to facilitate and standardize procurement documentation and processes
- Increase competitive solicitation interests through the expansion of the vendor outreach program
- Increase the number of departmental and client-oriented procurement and contract administration training opportunities
- Improve the internal customer complaint response process
- Develop a more precise program to resolve contractor and supplier issues in a timely manner
- Complete analysis of the Supplier Relationship Management (SRM) capabilities of SAP and present a formal recommendation for action
- Develop a program for reverse auctions for needed City materials and supplies

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## ***Goal 3: Provide excellent customer service***

Ensuring that customers are provided excellent service is paramount to the overall effectiveness of the City. The Department will provide responsive and timely customer service to enable City employees to perform their jobs most effectively. The Department will work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Provide personal support and reference resources for the use of internal and external customers
- Provide ongoing customer service training for Department staff
- Improve departmental teamwork through enhanced internal communications and increased participation in strategic meetings
- Solicit increased customer feedback to improve responsiveness and service delivery by instituting a focused Purchasing & Contracting customer survey

## ***Goal 4: Pursue ongoing workforce learning to ensure assimilation of critical professional and technical knowledge and the development of high-performing skill sets facilitating the development of a more responsive and innovative workforce***

Developing and retaining a trained and skilled workforce is essential to the stability and success of the Department and the overall effectiveness of client departments. Ensuring that employees are adequately trained, that they continue to pursue professional development, education, and certification; and that they take advantage of development opportunities will help create a high-performing organization that operates more efficiently and effectively. The Department will continue to work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Participate in professional organizations and regional contracting efforts
- Support professional development and training toward relevant professional certification
- Implement internal team rotations and employee cross-training

## ***Goal 5: Promote highest ethical standard and behavior among employees to promote public trust and confidence in City government***

The Department moves toward accomplishing this goal by focusing on the following objectives:

- Conduct an annual Department-wide review of professional standards and ethical practices
- Provide annual training on ethics standards set by National Institute of Governmental Purchasing (NIGP), the National Association of Purchasing Managers (NAPM), and/or the National Contract Management Association (NCMA)

## ***Goal 6: Effectively administer the City's Small Local Business and Contract Compliance Programs***

It is important that the City promotes economic opportunities in public contracting for City residents and businesses. Developing effective policies, procedures, and monitoring contractor compliance will ensure an effective EOC. The Department will move toward accomplishing this goal by focusing on the following objectives:

- Ensure that all who do business with the City comply with federal, State, and local labor laws
- Foster collaborative relationships with the public, contractor organizations and subcontractors, and the City staff involved in EOC activities

## ***Goal 7: Effectively administer State and federal equal opportunity, labor compliance, and subcontracting programs***

It is important that the City and its prime subcontractors comply with federal and State Equal Employment Opportunity, labor, and subcontracting laws to continue to receive funding from these agencies. The Department will move toward accomplishing this goal by focusing on the following objectives:

- Implement its approved labor compliance program
- Implement and update its Title VI Program
- Ensure federal and State requirements are included in contract specifications

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## Key Performance Indicators

Performance Measure	Actual FY2012	Estimated FY2013	Target FY2014
1. Cost savings/cost avoidance achieved via strategic purchase processes	\$456,142	435,000	\$450,000
2. Percent of departments that complete procurement (P-card) reconciliations on time <sup>1</sup>	49%	45%	N/A <sup>1</sup>
3. Number of central warehouse items supplied to client departments annually	64,004	55,000	58,000
4. Number of supplier education outreach conducted annually	11	11	12
5. Number of supplier workshops conducted annually	4	6	4
6. Number of client department educational workshops conducted annually	14	12	10
7. Number of vendor reviews and conferences completed annually	24	20	20
8. Percent of purchase orders issued against established price/outline agreements	N/A	41%	41%
9. Dollar value of awards to certified disadvantaged, minority, women, and disabled veteran enterprises <sup>2</sup>	\$37.8M <sup>3</sup>	\$40M <sup>4</sup>	N/A <sup>4</sup>
10. Percent of total spent dollars awarded to certified disadvantaged, minority, women, and disabled veteran owned businesses	13%	13%	15%
11. Percent compliance with federal, State, and local equal opportunity employment and contracting laws	100%	100%	100%
12. Percent of contracts, based on total dollar value, awarded to SBLE's <sup>3</sup> (including minority and woman-owned businesses)	22%	15%	18%

1. The P-Card Program moved to the City Comptroller Department in February 2013. This measure will no longer be tracked in Purchasing & Contracting.
2. This is a citywide performance measure that has been realigned to track trends based on total dollars awarded for construction and Architectural & Engineering consultant projects.
3. Includes construction and consultant contracts.
4. Under Proposition 209, the Department cannot set a target for this measure.

## Service Efforts and Accomplishments

The Purchasing & Contracting Department has worked to accomplish the following:

- Received the Achievement in Excellence in Procurement award for Fiscal Year 2012 representing the 12th year in a row receiving this award
- Established SAP reports for tracking and management of contracts
- Facilitated Automated Metering Infrastructure System Agreement for Public Utilities Department - Water Division leading to streamlined method to measure, collect and analyze water usage; the system will

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provide remote water meter reading capability and more accurate usage data which will decrease lost revenue from inaccurate meters and by early detection of potential water pipe leaks

- Facilitated Emergency Medical System Interagency agreement
- Completed first time design/build contract to develop a one of a kind fireboat to support emergency response calls along the Mission Bay and off shore San Diego's Coast Line for the San Diego Lifeguard Service Department
- Achieved a \$70,000 savings for Laboratory products via strategic use of a national cooperative agreement
- Achieved a \$100,000 savings by rebidding Sodium Hypochlorite agreement
- Earned two leadership roles (Chair and Treasurer) in the San Diego regional chapter of the California Association of Public Procurement Officials, Inc.



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## Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
FTE Positions (Budgeted)	62.39	56.74	<b>62.93</b>	6.19
Personnel Expenditures	\$ 4,817,479	\$ 4,370,434	\$ <b>5,467,356</b>	\$ 1,096,922
Non-Personnel Expenditures	10,430,764	12,138,371	<b>12,348,933</b>	210,562
<b>Total Department Expenditures</b>	<b>\$ 15,248,243</b>	<b>\$ 16,508,805</b>	<b>\$ 17,816,289</b>	<b>\$ 1,307,484</b>
<b>Total Department Revenue</b>	<b>\$ 11,211,120</b>	<b>\$ 13,871,558</b>	<b>\$ 14,001,050</b>	<b>\$ 129,492</b>

## General Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Equal Opportunity Contracting	\$ -	\$ -	\$ <b>1,247,562</b>	\$ 1,247,562
Purchasing & Contracting	5,067,265	3,166,747	<b>3,227,231</b>	60,484
<b>Total</b>	<b>\$ 5,067,265</b>	<b>\$ 3,166,747</b>	<b>\$ 4,474,793</b>	<b>\$ 1,308,046</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Equal Opportunity Contracting	0.00	0.00	<b>11.70</b>	11.70
Purchasing & Contracting	39.39	30.39	<b>27.89</b>	(2.50)
<b>Total</b>	<b>39.39</b>	<b>30.39</b>	<b>39.59</b>	<b>9.20</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Equal Opportunity Contracting (EOC) Program Transfer</b> Transfer of the EOC Program from the Administration Department to the Purchasing & Contracting Department.	10.00	\$ 1,084,734	\$ 175,054
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	146,844	-
<b>Addition of Supervising Management Analyst</b> Addition of 1.00 Supervising Management Analyst to support the Equal Opportunity Contracting (EOC) Program.	1.00	123,553	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	107,938	-
<b>Non-Discretionary Adjustment</b> 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.	0.00	54,103	-

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.20	2,065	-
<b>Transfer of Procurement Card (P-Card) Program</b> Transfer of 1.00 Administrative Aide 2 and 1.00 Associate Management Analyst and associated revenue and expenditures, as a result of the transfer of the P-Card Program from the Purchasing & Contracting Department to the Office of the City Comptroller.	(2.00)	(211,191)	(70,000)
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	25,000
<b>Total</b>	<b>9.20</b>	<b>\$ 1,308,046</b>	<b>\$ 130,054</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,312,887	\$ 1,666,434	\$ 2,251,639	\$ 585,205
Fringe Benefits	1,344,340	1,134,226	1,622,764	488,538
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 3,657,227</b>	<b>\$ 2,800,660</b>	<b>\$ 3,874,403</b>	<b>\$ 1,073,743</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 36,007	\$ 43,150	\$ 44,443	\$ 1,293
Contracts	92,859	69,427	148,164	78,737
Information Technology	356,831	222,049	329,840	107,791
Energy and Utilities	2,021	3,425	3,877	452
Other	22,318	21,038	74,066	53,028
Transfers Out	900,000	6,998	-	(6,998)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 1,410,037</b>	<b>\$ 366,087</b>	<b>\$ 600,390</b>	<b>\$ 234,303</b>
<b>Total</b>	<b>\$ 5,067,265</b>	<b>\$ 3,166,747</b>	<b>\$ 4,474,793</b>	<b>\$ 1,308,046</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Charges for Services	\$ 1,184,114	\$ 459,500	\$ 634,554	\$ 175,054
Other Revenue	93,335	70,000	25,000	(45,000)
<b>Total</b>	<b>\$ 1,277,449</b>	<b>\$ 529,500</b>	<b>\$ 659,554</b>	<b>\$ 130,054</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	2.00	0.00	0.00	\$36,962 - \$44,533	\$ -
20000024	Administrative Aide 2	2.00	1.00	0.00	42,578 - 51,334	\$ -
20000071	Assistant Engineer-Civil	2.00	0.00	0.00	57,866 - 69,722	\$ -
20000145	Associate Engineer-Civil	2.00	0.00	0.00	66,622 - 80,454	\$ -
20000119	Associate Management Analyst	4.00	2.00	6.00	54,059 - 65,333	336,929
20000539	Clerical Assistant 2	1.00	0.00	0.00	29,931 - 36,067	\$ -
90000539	Clerical Assistant 2 - Hourly	0.00	1.00	0.50	29,931 - 36,067	14,966

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
20000545	Contracts Processing Clerk	3.00	4.00	4.00	32,968 - 39,811	149,416
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	129,855
20001168	Deputy Director	0.00	1.00	1.00	46,966 - 172,744	109,855
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	50,441
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	69,607
90001073	Management Intern - Hourly	0.00	0.00	0.70	24,274 - 29,203	16,992
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	40,742
20000791	Principal Procurement Specialist	2.00	2.00	2.00	59,363 - 71,864	140,134
90000791	Principal Procurement Specialist - Hourly	0.00	0.39	0.39	59,363 - 71,864	23,152
20000227	Procurement Specialist	7.67	10.00	10.00	49,109 - 59,488	514,203
20001222	Program Manager	1.00	0.00	1.00	46,966 - 172,744	97,971
90000783	Public Information Clerk - Hourly	1.00	0.00	0.00	31,491 - 37,918	-
20000890	Senior Civil Engineer	2.00	0.00	0.00	76,794 - 92,851	-
90000890	Senior Civil Engineer - Hourly	0.39	0.00	0.00	76,794 - 92,851	-
20000927	Senior Clerk/Typist	1.00	1.00	1.00	36,067 - 43,514	42,426
20000015	Senior Management Analyst	1.00	0.00	3.00	59,363 - 71,760	209,898
20000879	Senior Procurement Specialist	1.33	2.00	2.00	53,955 - 65,270	127,276
20000970	Supervising Management Analyst	0.00	0.00	1.00	66,768 - 80,891	66,768
20000756	Word Processing Operator Bilingual - Regular	2.00	2.00	3.00	31,491 - 37,918	109,552 1,456
<b>FTE, Salaries, and Wages Subtotal</b>		<b>39.39</b>	<b>30.39</b>	<b>39.59</b>		<b>\$ 2,251,639</b>
		<b>FY2012 Actual</b>	<b>FY2013 Budget</b>	<b>FY2014 Proposed</b>	<b>FY2013-2014 Change</b>	
<b>Fringe Benefits</b>						
Employee Offset Savings	\$	22,854	\$ 23,035	\$ 32,338	\$	9,303
Flexible Benefits		219,545	180,401	245,346		64,945
Insurance		194	-	-		-
Long-Term Disability		12,733	9,855	12,489		2,634
Medicare		35,301	24,491	32,507		8,016
Other Post-Employment Benefits		94,125	177,063	232,619		55,556
Retiree Health Contribution		95,230	-	-		-
Retiree Medical Trust		687	143	901		758
Retirement 401 Plan		2,741	574	3,606		3,032
Retirement ARC		684,453	571,668	834,522		262,854
Retirement DROP		6,939	1,991	6,374		4,383
Retirement Offset Contribution		6,433	5,206	7,081		1,875
Risk Management Administration		35,845	29,080	38,924		9,844
Supplemental Pension Savings Plan		99,949	72,477	100,868		28,391
Unemployment Insurance		7,140	5,124	6,709		1,585
Workers' Compensation		20,173	33,118	68,480		35,362
<b>Fringe Benefits Subtotal</b>		<b>\$ 1,344,340</b>	<b>\$ 1,134,226</b>	<b>\$ 1,622,764</b>	<b>\$</b>	<b>488,538</b>
<b>Total Personnel Expenditures</b>					<b>\$ 3,874,403</b>	

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## Central Stores Fund

### Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Central Stores	\$ 10,180,979	\$ 13,342,058	\$ 13,341,496	\$ (562)
<b>Total</b>	<b>\$ 10,180,979</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>	<b>\$ (562)</b>

### Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Proposed	FY2013–2014 Change
Central Stores	23.00	26.35	23.34	(3.01)
<b>Total</b>	<b>23.00</b>	<b>26.35</b>	<b>23.34</b>	<b>(3.01)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	\$ 250,509	\$ -
<b>Non-Discretionary Adjustment</b> 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.	0.00	12,438	-
<b>New Global Positioning System (GPS) Contract</b> Addition of expenditures for data/service plan associated with new GPS contract.	0.00	792	-
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(0.01)	(2,409)	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(36,971)	-
<b>Reduction of Storekeeper 1</b> Reduction of 1.00 Storekeeper 1 as a result of efficiencies gained with the implementation of the SAP Inventory Management module.	(1.00)	(68,996)	-
<b>Reduction of Procurement Specialist and Contracts Processing Clerk</b> Reduction of 1.00 Procurement Specialist and 1.00 Contracts Processing Clerk.	(2.00)	(155,925)	-
<b>Delivery Services Revenue</b> Adjustment to reflect the addition of revenue associated with the internal delivery services consolidation.	0.00	-	794,748

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>One-Time Reductions and Annualizations</b>	0.00	-	(1,465)
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2013.			
<b>Revised Revenue</b>	0.00	-	(793,845)
Adjustment to reflect Fiscal Year 2014 revenue projections.			
<b>Total</b>	<b>(3.01)</b>	<b>\$ (562)</b>	<b>\$ (562)</b>

## Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 700,383	\$ 846,199	\$ 811,398	\$ (34,801)
Fringe Benefits	459,869	723,575	781,555	57,980
<b>PERSONNEL SUBTOTAL</b>	<b>\$ 1,160,252</b>	<b>\$ 1,569,774</b>	<b>\$ 1,592,953</b>	<b>\$ 23,179</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 8,360,291	\$ 11,030,736	\$ 11,031,621	\$ 885
Contracts	376,745	425,334	423,792	(1,542)
Information Technology	279,271	160,725	129,331	(31,394)
Energy and Utilities	68,655	136,101	139,385	3,284
Other	(75,803)	7,816	12,845	5,029
Transfers Out	11,568	11,572	11,569	(3)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>\$ 9,020,727</b>	<b>\$ 11,772,284</b>	<b>\$ 11,748,543</b>	<b>\$ (23,741)</b>
<b>Total</b>	<b>\$ 10,180,979</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>	<b>\$ (562)</b>

## Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Proposed	FY2013-2014 Change
Charges for Services	\$ 9,715,891	\$ 13,220,593	\$ 13,221,496	\$ 903
Fines Forfeitures and Penalties	-	1,465	-	(1,465)
Other Revenue	217,036	120,000	120,000	-
Rev from Money and Prop	745	-	-	-
<b>Total</b>	<b>\$ 9,933,671</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>	<b>\$ (562)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	3.00	2.00	2.00	\$31,491 - \$37,918	\$ 73,940
20000171	Auto Messenger 1	0.00	5.00	5.00	26,208 - 31,491	145,586
20000110	Auto Messenger 2	7.00	7.00	7.00	29,931 - 36,067	238,744
90000110	Auto Messenger 2 - Hourly	0.00	0.00	0.34	29,931 - 36,067	10,177
20000545	Contracts Processing Clerk	1.00	1.00	0.00	32,968 - 39,811	-
20000227	Procurement Specialist	1.00	1.00	0.00	49,109 - 59,488	-
20000927	Senior Clerk/Typist	1.00	1.00	1.00	36,067 - 43,514	42,426
90000927	Senior Clerk/Typist - Hourly	0.00	0.35	0.00	36,067 - 43,514	-
20000950	Stock Clerk	3.00	3.00	3.00	30,056 - 36,275	105,016
20000951	Stock Clerk	1.00	1.00	1.00	30,056 - 36,275	35,368

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Proposed	Salary Range	Total
20000955	Storekeeper 1	3.00	3.00	2.00	34,611 - 41,517	40,479
20000956	Storekeeper 2	1.00	0.00	0.00	37,835 - 45,718	-
20000953	Storekeeper 3	1.00	1.00	1.00	39,811 - 47,882	46,685
20000538	Stores Operations Supervisor	1.00	1.00	1.00	45,573 - 55,078	53,701
	Overtime Budgeted					19,276
<b>FTE, Salaries, and Wages Subtotal</b>		<b>23.00</b>	<b>26.35</b>	<b>23.34</b>		<b>\$ 811,398</b>
		<b>FY2012 Actual</b>	<b>FY2013 Budget</b>	<b>FY2014 Proposed</b>	<b>FY2013-2014 Change</b>	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 5,619	\$ 8,285	\$ 8,018	\$ (267)	
	Flexible Benefits	101,944	139,725	133,650	(6,075)	
	Long-Term Disability	3,705	4,810	4,384	(426)	
	Medicare	9,036	10,794	9,740	(1,054)	
	Other Post-Employment Benefits	34,961	145,521	138,314	(7,207)	
	Retiree Medical Trust	144	-	91	91	
	Retirement 401 Plan	575	-	363	363	
	Retirement ARC	232,539	308,013	368,812	60,799	
	Retirement DROP	239	-	-	-	
	Retirement Offset Contribution	2,560	3,312	3,205	(107)	
	Risk Management Administration	16,822	23,966	23,144	(822)	
	Supplemental Pension Savings Plan	29,160	38,815	40,669	1,854	
	Unemployment Insurance	2,090	2,450	2,354	(96)	
	Workers' Compensation	20,475	37,884	48,811	10,927	
<b>Fringe Benefits Subtotal</b>		<b>\$ 459,869</b>	<b>\$ 723,575</b>	<b>\$ 781,555</b>	<b>\$ 57,980</b>	
<b>Total Personnel Expenditures</b>					<b>\$ 1,592,953</b>	

# Purchasing & Contracting

## Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2012 Actual	FY2013* Budget	FY2014 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ (2,031,479)	\$ (2,982,694)	\$ (2,056,551)
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (2,031,479)</b>	<b>\$ (2,982,694)</b>	<b>\$ (2,056,551)</b>
<b>REVENUE</b>			
Interoffice Mail Delivery	\$ 364,657	\$ 328,826	\$ 328,826
Reimbursed Material	8,832,536	11,922,746	11,128,901
Reimbursed Material Surcharge	479,888	969,021	969,021
Reimbursement Between Funds	38,809	–	–
Surplus Property Sales	71,003	30,000	30,000
Surplus Property Sales Surcharge	146,033	90,000	90,000
Interest and Dividends	745	–	–
Litigation Awards - Misc.	–	1,465	–
Internal Delivery Reimbursement	–	–	794,748
<b>TOTAL REVENUE</b>	<b>\$ 9,933,671</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 7,902,192</b>	<b>\$ 10,359,364</b>	<b>\$ 11,284,945</b>
<b>OPERATING EXPENSE</b>			
Inventory Purchases	\$ 8,313,786	\$ 10,999,427	\$ 10,999,427
Personnel and Non-Personnel Expense	1,867,193	2,342,631	2,342,069
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 10,180,979</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>
<b>TOTAL EXPENSE</b>	<b>\$ 10,180,979</b>	<b>\$ 13,342,058</b>	<b>\$ 13,341,496</b>
<b>BALANCE</b>	<b>\$ (2,278,787)</b>	<b>\$ (2,982,694)</b>	<b>\$ (2,056,551)</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 7,902,192</b>	<b>\$ 10,359,364</b>	<b>\$ 11,284,945</b>

\* At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



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