

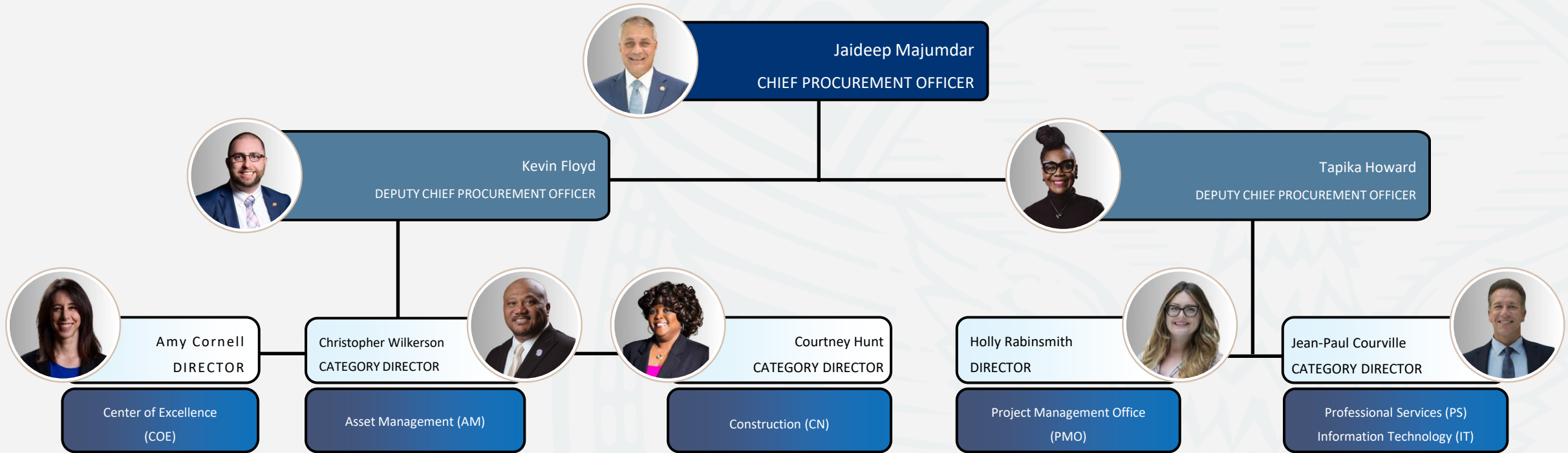


# DEPARTMENT OF PROCUREMENT

## FY2025 PROPOSED BUDGET REVIEW

May 08, 2024

# FY2025 Organizational Structure Chart



# FY2024 Year in Review



A City of Opportunity for All	One Safe City	City Built for the Future	Effective and Ethical Government
<ul style="list-style-type: none"><li>• Launched DOP Academy</li><li>• Supplier Focus Groups and Interest Days</li><li>• Increased average number of responses to solicitations</li></ul>	<ul style="list-style-type: none"><li>• Procured vendors for the Summer Youth Employment Initiative</li><li>• Provide continual support for user agencies that engage our partners, communities, and residents</li></ul>	<ul style="list-style-type: none"><li>• Pump station upgrades</li><li>• Manage a large procurement portfolio of Capital Improvement projects</li></ul>	<ul style="list-style-type: none"><li>• One-day PO processing time</li><li>• Implemented Six-Sigma Scoring Matrix to provide equity in evaluation process</li><li>• Launched RACI chart for user agency timeline</li></ul>

# FY2025 Look Ahead



A City of Opportunity for All	One Safe City	City Built for the Future	Effective and Ethical Government
<ul style="list-style-type: none"><li>• Diversify Suppliers that work with the City</li><li>• Implement Enterprise contracts citywide, including a Contingent Workforce Program</li><li>• Launch Supplier Mentorship Program</li></ul>	<ul style="list-style-type: none"><li>• Continue to support APD, Fire, and Corrections on a priority basis</li><li>• Streamline processes to result in efficient procurement processes in emergencies</li></ul>	<ul style="list-style-type: none"><li>• Automate Business Analytics</li><li>• Develop Supplier Relationship Management Strategy</li></ul>	<ul style="list-style-type: none"><li>• Increase training for user agencies</li><li>• Provide critical supplier information to user agencies to assist in securing their greatest products and services needs</li></ul>

# FY2025 Position Count By Fund (FTE)



Headcount				
Fund	Filled	Vacant		Total
		Funded	Unfunded	
General (1001)	27.60	-	11.60	39.20
Aviation (5501)	13.80	5.80	-	19.60
Watershed (5051)	13.80	5.80	-	19.60
2022A1 GO Public Improv Bond Fund (3163)	13.80	5.80	-	19.60
<b>Total</b>	<b>69.00</b>	<b>17.4</b>	<b>11.60</b>	<b>98.00</b>

Avg. Vacancy Rate (FY23):  
**18.6%\***

\* 18.6% is based on FY23 authorized positions count of 86. Current DOP Vacancy Rate is 9.1% against 98 authorized positions

# FY2025 Year Over Year Budget Trend

*in Millions*



Department of Procurement			
Fund	FY2024 Adopted	FY2025 Proposed *	% Variance
General Fund	2,718,318	3,194,098	17.5%
Aviation	1,761,877	1,859,756	5.6%
Watershed	1,761,877	1,859,756	5.6%
Fleet Services	72,389	0	-100.0%
<b>Total</b>	<b>6,314,461</b>	<b>6,913,610</b>	<b>9.5%</b>

\* DOP Operations will be split funded in FY2025 budget: 40% General Fund, 20% Aviation, Watershed and 2022A1 GO Public Improvement Bond Fund respectively. The 2022A1 GO Public Improvement Bond Fund is not shown on this chart due to being classified as Capital/Non-Operating fund.

# FY2025 Proposed Budget and Year over Year Trend (General Fund)



Expenditures and Appropriations	FY24 Adopted	FY25 Proposed	Variance
Salaries, Regular (Full Time + Extra Help)	1,803,836	2,280,855	477,019
Salaries, Sworn (Full Time + Extra Help_	0	0	0
Overtime	5,000	5,000	0
Benefits (Group Health, Retirement, and Other)	746,282	745,043	(1,239)
<b>TOTAL PERSONNEL</b>	<b>2,555,118</b>	<b>3,030,898</b>	<b>475,780</b>
Purchased / Contracted Services	117,012	117,012	0
Supplies	34,752	34,752	0
Capital Outlays	0	0	0
Interfund / Interdepartmental Charges	0	0	0
Other Costs	11,436	11,436	0
Other Financing Uses	0	0	0
<b>TOTAL OTHER EXPENSES</b>	<b>163,200</b>	<b>163,200</b>	<b>0</b>
<b>TOTAL PERSONNEL AND OTHER EXPENSES</b>	<b>\$2,718,318</b>	<b>\$3,194,098</b>	<b>\$475,780</b>

- The increase in salaries, regular is to support the additional headcount added to DOP via personnel actions
- Operating expenses have remained flat despite a personnel increase due to the digitization of the procurement process and leveraging existing City contracts



# Q & A

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# THANK YOU





# APPENDIX

# FY2025 Position Count By Office (FTE)



## Full Time Equivalent by Office

Office	General Fund			Other Operating Funds			Total Operating Funds		
	FY24	FY25	YOY Variance	FY24	FY25	YOY Variance	FY24	FY25	YOY Variance
Procurement Administration	34.5	3.6	-30.9	30.5	3.6	-26.9	65	7.2	-57.8
Office Of Contract Administration	3.5	23.2	19.7	6.5	23.2	16.7	10	46.4	36.4
Office Of Purchasing	3.0	12.4	9.4	3.0	12.4	9.4	6	24.8	18.8
<b>Total</b>	<b>41</b>	<b>39.2</b>	<b>-1.8</b>	<b>40</b>	<b>39.2</b>	<b>-0.8</b>	<b>81</b>	<b>78.4</b>	<b>-2.6</b>

# FY2025 Budget Changes By Office



Budget Changes by Office									
Office	General Fund			Other Operating Funds			Total Operating Funds		
	FY24	FY25	YOY Variance	FY24	FY25	YOY Variance	FY24	FY25	YOY Variance
Procurement Administration	2,292,578	293,336	(1,999,242)	3,030,781	341,588	(2,689,193)	5,323,359	634,923	(4,688,436)
Office Of Contract Administration	229,072	1,890,385	1,661,313	418,348	2,201,344	1,782,996	647,420	4,091,728	3,444,308
Office Of Purchasing	196,668	1,010,378	813,710	74,625	1,176,580	1,101,955	271,293	2,186,958	1,915,665
<b>Total</b>	<b>2,718,318</b>	<b>3,194,098</b>	<b>475,780</b>	<b>3,523,754</b>	<b>3,719,512</b>	<b>195,758</b>	<b>6,242,072</b>	<b>6,913,610</b>	<b>671,538</b>