

00121505 - PROCUREMENT AND ASSET MANAGEMENT DEPARTMENT

	ACTUAL FY 2021-22	ACTUAL FY 2022-23	ADOPTED BUDGET FY 2023-24	AMENDED BUDGET FY 2023-24	YTD* ACTUALS FY 2023-24	YEAR-END ESTIMATE FY 2023-24	PROPOSED FY 2024-25	UPDATED PROPOSED FY 2024-25	PERCENT CHANGE
PERSONNEL									
500111 - ADMINISTRATIVE SALARIES	0	31,803	157,111	157,111	136,226	157,111	170,583	123,176	
500120 - FULL TIME SALARIES	188,461	99,232	114,950	114,950	73,234	114,950	292,624	252,374	
500125 - COMPENSATED ABSENCES	4,046	6,414	9,697	9,697	0	9,697	17,197	13,697	
500140 - OVERTIME	89	0	0	0	0	0	0	0	
500210 - FICA & MICA TAXES	15,467	10,661	21,795	21,795	16,292	21,795	36,923	30,599	
500220 - RETIREMENT CONTRIBUTION	19,642	12,338	32,270	32,270	26,914	32,270	55,175	45,585	
500230 - LIFE & HEALTH INSURANCE	36,220	17,184	40,246	40,246	27,820	40,246	57,579	49,752	
PERSONNEL Total	263,925	177,632	376,069	376,069	280,485	376,069	630,081	515,183	37%
OPERATING									
500310 - PROFESSIONAL SERVICES	0	0	0	0	0	0	20,000	20,000	
500340 - CONTRACTUAL SERVICES - OTHER	0	0	0	0	0	0	60,000	180,000	
500400 - TRAVEL & PER DIEM	4,861	1,305	8,720	8,720	4,852	8,720	8,720	8,720	
500410 - COMMUNICATION & FREIGHT	1,100	300	1,400	1,400	1,100	1,400	1,400	1,400	
500460 - REPAIR & MAINT - OFFICE EQUIP	0	0	500	500	0	500	500	500	
500470 - PRINTING & BINDING	525	0	1,000	1,000	140	1,000	1,000	1,000	
500510 - OFFICE SUPPLIES	121	549	1,150	1,150	766	1,150	1,400	1,400	
500540 - DUES/SUBSCRIPTIONS/MEMBERSHIPS	680	675	2,680	2,680	1,090	2,680	2,680	2,680	
OPERATING Total	7,287	2,829	15,450	15,450	7,948	15,450	95,700	215,700	
Grand Total	271,211	180,462	391,519	391,519	288,434	391,519	725,781	730,883	87%

NOTE:
 Percentage Change column compares FY 2024-25 Updated Proposed Budget to FY 2023-24 Adopted Budget
 *YTD = Year To Date

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500111 - ADMINISTRATIVE SALARIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Procurement & Asset Management Director	157,111.00	168,345.00	170,583.00	123,176.00
Grand Total	157,111.00	168,345.00	170,583.00	123,176.00

NOTE:
Council Approved FY 2025 column reflects a 3.5% COLA and a prorated merit of 3% based on employees date of performance evaluation

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500120 - FULL TIME SALARIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
PROCUREMENT MANAGER		90,000.00	90,000.00	67,500.00
Procurement Specialist (2)	117,296.00	128,003.00	133,595.00	128,624.00
SENIOR PROCUREMENT SPECIALIST		75,000.00	75,000.00	56,250.00
Vacancy Trend Adjustment Savings	-2,346.00	0.00	-5,971.00	0.00
Grand Total	114,950.00	293,003.00	292,624.00	252,374.00

NOTE:
Council Approved FY 2025 column reflects a 3.5% COLA and a prorated merit of 3% based on employees date of performance evaluation

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500125 - COMPENSATED ABSENCES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Compensated Absences	9,895.00	16,634.00	17,548.00	13,697.00
Vacancy Trend Adjustment Savings	-198.00	0.00	-351.00	0.00
Grand Total	9,697.00	16,634.00	17,197.00	13,697.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500210 - FICA & MICA TAXES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Salaries and Wages x 7.65%	22,240.00	37,056.00	37,677.00	30,599.00
Vacancy Trend Adjustment Savings	-445.00	0.00	-754.00	0.00
Grand Total	21,795.00	37,056.00	36,923.00	30,599.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500220 - RETIREMENT CONTRIBUTION
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Administrative and General Salaries at 12%	32,929.00	55,362.00	56,301.00	45,585.00
Vacancy Trend Adjustment Savings	-659.00	0.00	-1,126.00	0.00
Grand Total	32,270.00	55,362.00	55,175.00	45,585.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500230 - LIFE & HEALTH INSURANCE
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Life and Health Insurance	41,067.00	61,294.00	58,754.00	49,752.00
Vacancy Trend Adjustment Savings	-821.00	0.00	-1,175.00	0.00
Grand Total	40,246.00	61,294.00	57,579.00	49,752.00

NOTE:

In the FY 2025 Dept. Request column, a 5% increase was included due to an anticipated increase in health insurance rates for FY 2025. As of July 2024, the City obtained a rate pass for the health insurance costs resulting in a decrease reflected in the FY 2025 Council Approved column.

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500310 - PROFESSIONAL SERVICES
Account Type	Expense

LINE ITEMS	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Real Estate Brokerage & Advisory Firm	0.00	20,000.00	20,000.00
Grand Total	0.00	20,000.00	20,000.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500340 - CONTRACTUAL SERVICES - OTHER
Account Type	Expense

LINE ITEMS	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Procurement Support Services	60,000.00	60,000.00	180,000.00
Grand Total	60,000.00	60,000.00	180,000.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500400 - TRAVEL & PER DIEM
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Car Allowance	5,220.00	5,220.00	5,220.00	5,220.00
State and National Conferences and Training	3,000.00	3,000.00	3,000.00	3,000.00
Training and Meeting Refreshments	500.00	500.00	500.00	500.00
Grand Total	8,720.00	8,720.00	8,720.00	8,720.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500410 - COMMUNICATION & FREIGHT
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Cell Phone Allowance	1,200.00	1,200.00	1,200.00	1,200.00
Freight and Shipping Costs	200.00	200.00	200.00	200.00
Grand Total	1,400.00	1,400.00	1,400.00	1,400.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500460 - REPAIR & MAINT - OFFICE EQUIP
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	2024 - FY 2024 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET	2025 - FY 2025 OPERATING BUDGET
Replacement of Office Equipment	500.00	500.00	500.00	500.00
Grand Total	500.00	500.00	500.00	500.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500470 - PRINTING & BINDING
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Toner and Ink	1,000.00	1,000.00	1,000.00	1,000.00
Grand Total	1,000.00	1,000.00	1,000.00	1,000.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500510 - OFFICE SUPPLIES
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET	20251 - FY 2025 OPERATING BUDGET
Office Supplies	800.00	800.00	800.00	800.00
Uniforms	350.00	600.00	600.00	600.00
Grand Total	1,150.00	1,400.00	1,400.00	1,400.00

Organization	00121505 - PROCUREMENT & ASSET MANAGEMENT
Object	500540 - DUES/SUBSCRIPTIONS/MEMBERSHIPS
Account Type	Expense

LINE ITEMS	COUNCIL APPROVED	DEPT. REQ.	CM APPROVED	COUNCIL APPROVED
	20241 - FY 2024 OPERATING BUDGET	20251 - FY 2025	20251 - FY 2025	20251 - FY 2025
		OPERATING BUDGET	OPERATING BUDGET	OPERATING BUDGET
Certificates/ Licenses	1,000.00	1,000.00	1,000.00	1,000.00
NIGP Memberships (National, SEFL, Greater Miami)NPI	680.00	680.00	680.00	680.00
Procurement and Fixed Assets Trainings	1,000.00	1,000.00	1,000.00	1,000.00
Grand Total	2,680.00	2,680.00	2,680.00	2,680.00