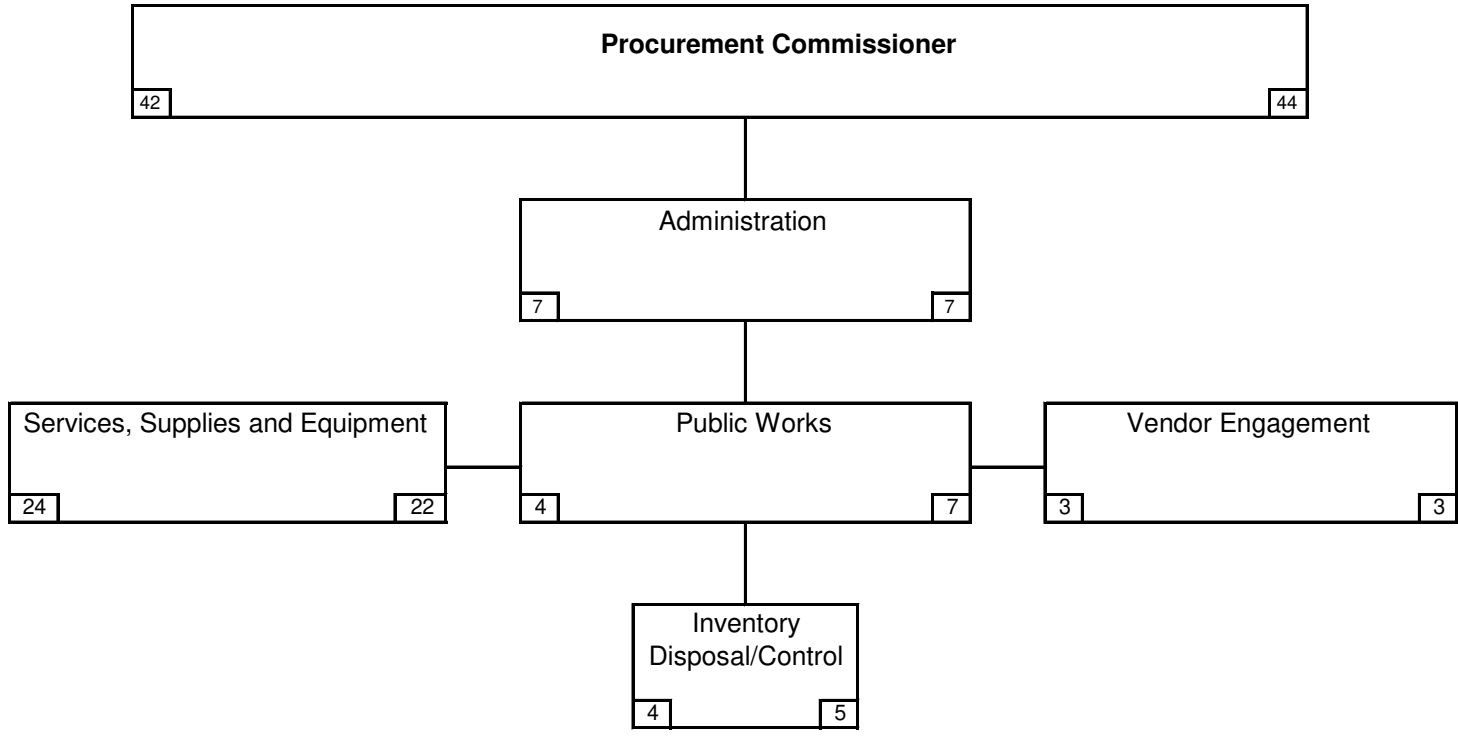


FISCAL 2021 OPERATING BUDGET

Department PROCUREMENT	No. 38
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FY21 PROPOSED BUDGET	
PROCUREMENT	
42	44
FY20 FILLED POS. 11/19	FY21 BUDGETED POSITIONS

SECTION 26

CITY OF PHILADELPHIA

DEPARTMENTAL SUMMARY BY FUND

FISCAL 2021 OPERATING BUDGET

Department								No.
PROCUREMENT								38
No. (1)	Fund (2)	Class (3)	Description (4)	Fiscal 2019 Actual Obligations (5)	Fiscal 2020 Original Appropriation (6)	Fiscal 2020 Estimated Obligations (7)	Fiscal 2021 Proposed Budget (8)	Increase or (Decrease) (9)
01	General	100	Employee Compensation					
		a)	Personal Services	2,402,513	2,709,242	2,752,970	2,430,908	(322,062)
		b)	Employee Benefits					
		200	Purchase of Services	2,605,252	2,916,267	2,916,267	2,273,634	(642,633)
		300	Materials and Supplies	18,118	33,588	33,588	24,728	(8,860)
		400	Equipment		15,466	15,466	15,466	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	5,025,883	5,674,563	5,718,291	4,744,736	(973,555)
02	Water	100	Employee Compensation					
		a)	Personal Services	90,176	105,285	105,985	110,515	4,530
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	90,176	105,285	105,985	110,515	4,530
		100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
		100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
		100	Employee Compensation					
		a)	Personal Services					
		b)	Employee Benefits					
		200	Purchase of Services					
		300	Materials and Supplies					
		400	Equipment					
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total					
Departmental Total All Funds		100	Employee Compensation					
		a)	Personal Services	2,492,689	2,814,527	2,858,955	2,541,424	(317,532)
		b)	Employee Benefits					
		200	Purchase of Services	2,605,252	2,916,267	2,916,267	2,273,634	(642,633)
		300	Materials and Supplies	18,118	33,588	33,588	24,728	(8,860)
		400	Equipment		15,466	15,466	15,466	
		500	Contributions, etc.					
		800	Payments to Other Funds					
			Total	5,116,059	5,779,848	5,824,276	4,855,252	(969,025)

71-53B (Program Based Budgeting Version)

CITY OF PHILADELPHIA		DEPARTMENTAL SUMMARY				
FISCAL 2021 OPERATING BUDGET		INCREASES AND DECREASES				
					ALL FUNDS	
Department						No.
PROCUREMENT						38
Budget Comments	Class	Class	Class	Class	Other	Total
(1)	100	200	300/400	500	Classes	(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
General Fund:						
Eliminate 8 positions, salary reduction	(323,044)					(323,044)
DC47 Wage Increase	21,156					21,156
DC47 Bonus	(9,900)					(9,900)
Non Rep Wage Increase	3,829					3,829
Exempt Salary Reductions	(14,103)					(14,103)
Advertising Invoices		(600,000)				(600,000)
Reduction in Services		(42,633)				(42,633)
Reduction in Materials			(8,860)			(8,860)
Total General Fund	(322,062)	(642,633)	(8,860)			(973,555)
Water Fund:						
DC47 Wage Increase	4,530					4,530
Total Water Fund	4,530					4,530

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

DEPARTMENTAL SUMMARY
PERSONAL SERVICES

Department PROCUREMENT	No. 38
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Line No.	Category	Fiscal 2019		Fiscal 2020			Fiscal 2021		Increase (Decrease) in Pos. (Col. 8 less 5)	Increase (Decrease) in Requirements (Col. 9 less 6)
		Actual Positions 6/30/19	Actual Obligations	Budgeted Positions	Estimated Obligations	Increment Run -PPE 11/24/19	Budgeted Positions	Department Request		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

A. Summary by Object Classification - All Funds

1	Lump Sum		19,147							0
2	Full Time - Civilian	43	2,442,866	52	2,817,155	42	44	2,487,591	(8)	(329,565)
3	Bonus, Gross Adj.									0
4	PT, Temp/Seas, Bd , SCG		24,624		25,000			25,000		0
5	Overtime - Civilian		6,054		6,200			6,000		(200)
6	Holiday Overtime - Civilian									0
7	Shift/Stress									0
8	H&L, IOD, LT-Sick									0
9										0
	Total	43	2,492,691	52	2,848,355	42	44	2,518,591	(8)	(329,765)

B. Summary of Uniformed Personnel Included in Above - All Funds

1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total									

C. Summary by Object Classification - General Fund

1	Lump Sum		19,147							
2	Full Time - Civilian	41	2,353,093	50	2,712,070	41	42	2,378,358	(8)	(333,712)
3	Bonus, Gross Adj.				9,900					(9,900)
4	PT, Temp/Seas, Bd , SCG		24,624		25,000			25,000		
5	Overtime - Civilian		5,648		6,000			6,000		
6	Holiday Overtime - Civilian									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total	41	2,402,513	50	2,752,970	41	42	2,409,358	(8)	(343,612)

D. Summary of Uniformed Personnel Included in Above - General Fund

1	Lump Sum									
2	Full Time - Uniform									
3	Bonus, Gross Adj.									
4	PT, Temp/Seas, Bd , SCG									
5	Overtime - Uniform									
6	Unused Uniform Leave									
7	Shift/Stress									
8	H&L, IOD, LT-Sick									
9										
	Total									

71-53D (Program Based Budgeting Version)

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2021 OPERATING BUDGET						
Department	No.	Program		No.		
PROCUREMENT	38	PUBLIC WORKS		02		
Program Description						
Through this program, the City utilizes formal contracts for the procurement of its public works (construction) contracting for City-owned or leased facilities. This program also includes concessions contracts, which are public-private partnerships between the City and a business to generate revenue.						
Program Objectives						
<ul style="list-style-type: none"> - Encourage staff to attend job-related seminars and pursue professional certifications. - Increase outreach efforts to attract small, local, and diverse businesses. - Continue to realign and augment staffing and training resources. - Expand vendor performance to include tracking and evaluation of ongoing projects. - Increase the number of construction-related Best Value opportunities. 						
Performance Measures*						
Description	Fiscal 2019 Year-End	Fiscal 2020 Year-to-Date (Q1 + Q2)	Fiscal 2020 Target	Fiscal 2021 Target		
(1)	(2)	(3)	(4)	(5)		
Average number of days from bid initiation to award	130	136	85	85		
<u>Comments:</u> Due to staffing changes within the Public Works Unit, this metric is higher than targeted amount.						
Average number of bidders per awarded contract(s)	4.4	4.8	5.0	5.0		
<u>Comments:</u> The Department will continue to collaborate with departments in regards to increasing the number of potential bidders on these contract opportunities. Opportunities are advertised in the newspapers and on electronically on PHLContracts.						
Percentage of contracts awarded to Local Business Entities (LBE)	40.9%	45.5%	65.0%	65.0%		
Percentage of Public Works contracts awarded to M/W/DSBEs	30.2%	N/A	35.0%	35.0%		
<u>Comments:</u> This is an annual measure.						
Summary by Fund						
Fund No.	Fund	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	267,770	433,138	428,011	445,484	17,473
	Total	267,770	433,138	428,011	445,484	17,473
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual 6/30/19	Fiscal 2020 Budgeted	Increment Run PPE 11/24/19	Fiscal 2021 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	4	6	4	7	1
	Total Full Time	4	6	4	7	1

CITY OF PHILADELPHIA

FISCAL 2021 OPERATING BUDGET

PROGRAM SUMMARY - ALL FUNDS
(CONTINUED)

Department PROCUREMENT	No. 38	Program PUBLIC WORKS	No. 02
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2019 Actual Revenues (3)	Fiscal 2020 Original Budget (4)	Fiscal 2020 Estimate (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	198,677	175,000	175,000	175,000	

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2020 Original Approp. (GO Only) (4)	Fiscal 2020 Original Approp. (All Other Sources) (5)	Fiscal 2021 Proposed Budget (GO Only) (6)	Fiscal 2021 Proposed Bdgt (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2019 Calculated Obligations (3)	Fiscal 2020 Calculated Appropriations (4)	Fiscal 2020 Calculated Obligations (5)	Fiscal 2021 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	89,819	135,147	135,147	141,042	5,896
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2021 OPERATING BUDGET						
Department PROCUREMENT		No. 38	Program PUBLIC WORKS		No. 02	
Fund GENERAL		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	232,753	330,492	331,365	346,987	15,622
b)	Employee Benefits					
200	Purchase of Services	32,841	97,326	91,326	94,677	3,351
300	Materials and Supplies	2,177	3,000	3,000	1,500	(1,500)
400	Equipment		2,320	2,320	2,320	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		267,770	433,138	428,011	445,484	17,473
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted Positions (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	4	6	4	7	1
105	Full Time - Uniform					
Total		4	6	4	7	1
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2019 Actual Revenues (2)	Fiscal 2020 Original Budget (3)	Fiscal 2020 Estimate (4)	Fiscal 2021 Proposed Budget (5)	Increase or (Decrease) (6)	
Local	198,677	175,000	175,000	175,000		
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program PUBLIC WORKS	No. 02
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1B10	Account Clerk	37,421 - 40,725	1	1	1	1	\$39,622	
2	B129	Contract Clerk	44,891 - 49,386				1	\$45,000	1
3	D250	Dep. Comm./Director PW & Special Services	92,700		1				(1)
4	2E02	Procurement Technician 1	41,065 - 52,791				1	\$42,000	1
5	2E03	Procurement Technician 2	52,321 - 67,274	2	3	2	3	\$180,220	
6	2E14	Procurement Technician Supervisor	68,047 - 87,491	1	1	1	1	\$73,942	
Total:				4	6	4	7	380,784	1

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA	SCHEDULE 100
FISCAL 2021 OPERATING BUDGET	LIST OF POSITIONS BY PROGRAM

Department PROCUREMENT	No. 38	Program PUBLIC WORKS	No. 02
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		4	6	4	7	\$380,784	1
2	161	OVERTIME						\$1,000	
3	109	DC47 WAGE INCREASE						\$2,150	
Total Gross Requirements				4	6	4	7	383,934	1
Plus: Earned Increment								8,053	
Plus: Longevity									
Less: (Vacancy Allowance)								(45,000)	
Total Budget Request								346,987	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020			Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Position 6/30/19 (3)	Actual Obligation (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		12,998							
2	Full Time - Civilian	4	218,964	6	329,465	4	7	343,837	14,372	1
3	Full Time - Uniform									
4	Bonus, Gross Adj.				900			2,150	1,250	
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		791		1,000			1,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		4	232,753	6	331,365	4	7	346,987	15,622	1

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET			SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM			
Department PROCUREMENT		No. 38	Program PUBLIC WORKS		No. 02	
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Departmental Request (6)	Increase or (Decrease) (7)
<i>Schedule 200 - Purchase of Services</i>						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services					
211	Transportation					
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	1,800				
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities	31,041	87,876	87,876	87,876	
250	Professional Services		250			
251	Professional Svcs. - Information Technology		8,900			
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions			3,150	6,501	3,351
257	Architectural & Engineering Services					
258	Court Reporters		300	300	300	
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		32,841	97,326	91,326	94,677	3,351

71-53K (Program Based Budgeting Version)

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET			SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department PROCUREMENT		No. 38	Program PUBLIC WORKS		No. 02	
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	1,997	3,000	2,940	1,500	(1,440)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing	180		60		(60)
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		2,177	3,000	3,000	1,500	(1,500)
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		2,020	2,020	2,020	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		300	300	300	
499	Other Equipment (not otherwise classified)					
Total			2,320	2,320	2,320	

**CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department PROCUREMENT	No. 38	Program PUBLIC WORKS	No. 02
Fund GENERAL	No. 01		

Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriation (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)			9,450	300	300
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	ABSO/STERLING INFOSYSTEMS, INC.		250			Employee Background Checks
251	MODIS		8,900			IT Consulting
258	MISCELLANEOUS		300	300	300	Miscellaneous Court Reporters
			9,450	300	300	

**CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET**

**SUPPORTING DETAIL:
CLASSES OTHER THAN
250s AND 290, BY PROGRAM**

Department PROCUREMENT	No. 38	Program PUBLIC WORKS	No. 02
Fund GENERAL	No. 01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
240	Various Vendors	31,041	87,876	87,876	87,876	Citywide Advertising

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2021 OPERATING BUDGET						
Department	No.	Program		No.		
PROCUREMENT	38	INVENTORY DISPOSAL/CONTROL		03		
Program Description						
Inventory Disposal/Control tracks the purchase, ownership, and disposal lifecycle of all City assets and conducts random inspections to ensure vendors' compliance with contracts. This program posts all surplus inventory to a local vendor, which hosts online government auctions for vehicles, equipment, excess office supplies, and other surplus goods. Procurement promotes its auction services and visits City agencies to help identify and manage surplus inventory that can be auctioned.						
Program Objectives						
<ul style="list-style-type: none"> - Increase the citywide participation rate for completing the inventory reconciliation and reporting of City assets. - Increase outreach and training opportunities to City departments regarding tagging, tracking, and disposal procedures. - Develop disposal plans with City departments to improve the overall Inventory Disposal Process. 						
Performance Measures*						
Description		Fiscal 2019 Year-End	Fiscal 2020 Year-to-Date (Q1 + Q2)	Fiscal 2020 Target	Fiscal 2021 Target	
(1)		(2)	(3)	(4)	(5)	
Total revenues earned across the program		\$2,240,710	\$423,992	\$695,000	\$695,000	
Summary by Fund						
Fund No. (1)	Fund (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	254,395	328,823	315,587	262,760	(52,827)
Total		254,395	328,823	315,587	262,760	(52,827)
Summary of Full Time Positions by Fund						
Fund No. (1)	Fund (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	4	7	4	5	(2)
Total Full Time		4	7	4	5	(2)

CITY OF PHILADELPHIA

FISCAL 2021 OPERATING BUDGET

**PROGRAM SUMMARY - ALL FUNDS
(CONTINUED)**

Department PROCUREMENT	No. 38	Program INVENTORY DISPOSAL/CONTROL	No. 03
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2019 Actual Revenues (3)	Fiscal 2020 Original Budget (4)	Fiscal 2020 Estimate (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	146,206	125,000	125,000	125,000	
02	Water	18,299	20,000	10,000	20,000	10,000
09	Aviation	1,129	5,000	5,000	5,000	

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2020 Original Approp. (GO Only) (4)	Fiscal 2020 Original Approp. (All Other Sources) (5)	Fiscal 2021 Proposed Budget (GO Only) (6)	Fiscal 2021 Proposed Bdg (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2019 Calculated Obligations (3)	Fiscal 2020 Calculated Appropriations (4)	Fiscal 2020 Calculated Obligations (5)	Fiscal 2021 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	97,754	123,786	123,786	99,668	(24,119)
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2021 OPERATING BUDGET						
Department PROCUREMENT		No. 38	Program INVENTORY DISPOSAL/CONTROL			No. 03
Fund GENERAL		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	244,038	316,256	303,620	247,993	(55,627)
b)	Employee Benefits					
200	Purchase of Services	3,247	9,020	3,420	7,420	4,000
300	Materials and Supplies	7,110	2,000	7,000	5,800	(1,200)
400	Equipment		1,547	1,547	1,547	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		254,395	328,823	315,587	262,760	(52,827)
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted Positions (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	4	7	4	5	(2)
105	Full Time - Uniform					
Total		4	7	4	5	(2)
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2019 Actual Revenues (2)	Fiscal 2020 Original Budget (3)	Fiscal 2020 Estimate (4)	Fiscal 2021 Proposed Budget (5)	Increase or (Decrease) (6)	
Local	146,206	125,000	125,000	125,000		
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program INVENTORY DISPOSAL/CONTROL	No. 03
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1A11	Clerk Typist 1	30,944 - 33,043		1				(1)
2	2E23	Procurement Special Services Officer	46,237 - 50,867	3	5	3	4	\$208,136	(1)
3	2E10	Procurement Special Services Supervisor	53,633 - 68,955	1	1	1	1	\$69,580	
Total:				4	7	4	5	277,716	(2)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program INVENTORY DISPOSAL/CONTROL	No. 03
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		4	7	4	5	\$277,716	(2)
2	161	OVERTIME						\$500	
3	101	DC47 WAGE INCREASE						\$3,250	
4	101	NON REP WAGE INCREASE						\$1,270	
Total Gross Requirements				4	7	4	5	282,736	(2)
Plus: Earned Increment								257	
Plus: Longevity									
Less: (Vacancy Allowance)								(35,000)	
Total Budget Request								247,993	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020			Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/19 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum		5,673							
2	Full Time - Civilian	4	238,307	7	301,770	4	5	242,973	(58,797)	(2)
3	Full Time - Uniform									
4	Bonus, Gross Adj.				1,350			4,520	3,170	
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		58		500			500		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		4	244,038	7	303,620	4	5	247,993	(55,627)	(2)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2021 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
PROCUREMENT		38	INVENTORY DISPOSAL/CONTROL		03	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	1,510				
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel	635				
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	165	2,000	2,000	800	(1,200)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
300	Materials & Supplies	4,800		5,000	5,000	
	Total	7,110	2,000	7,000	5,800	(1,200)
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		1,347	1,347	1,347	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		200	200	200	
499	Other Equipment (not otherwise classified)					
	Total		1,547	1,547	1,547	

**CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET**

**SUPPORTING DETAIL:
PROFESSIONAL SERVICES AND
CARE OF INDIVIDUALS, BY PROGRAM**

Department PROCUREMENT	No. 38	Program INVENTORY DISPOSAL/CONTROL	No. 03
Fund GENERAL	No. 01		

Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriation (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		8,600			
290	Payments for Care of Individuals					

Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
251	MODIS		8,600			IT Consulting
	TOTAL		8,600			

CITY OF PHILADELPHIA

PROGRAM SUMMARY - ALL FUNDS

FISCAL 2021 OPERATING BUDGET

Department PROCUREMENT	No. 38	Program VENDOR ENGAGEMENT	No. 04
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Program Description

Vendor Engagement is comprised of customer service and vendor outreach initiatives, including marketing City procurement contract opportunities and programs, answering questions from vendors and City employees, and registering vendors in PHLContracts, the City's eProcurement system.

Program Objectives

- Improve and increase marketing strategies to attract and maintain local and diverse businesses.
- Develop a platform to collect and gather data related customer/vendor experience.
- Increase awareness of the City's Local Business Purchasing Initiative and Local Business Entity Certification program.
- Collaborate with the Optimize Procurement and Accounting Logistics (OPAL) project team to understand how vendors will interact with the system and develop vendor training and orientation materials to support enrollment and transition efforts.

Performance Measures*

Description (1)	Fiscal 2019 Year-End (2)	Fiscal 2020 Year-to-Date (Q1 + Q2) (3)	Fiscal 2020 Target (4)	Fiscal 2021 Target (5)
Percent of external survey respondents that rate customer service as Satisfactory or better		N/A	85.0%	85.0%

Comments: This is an annual measure and is tabulated at year-end. This is also a new measure for FY20, so prior year data is not available.

Summary by Fund

Fund No. (1)	Fund (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	225,092	227,996	221,155	190,354	(30,801)
	Total	225,092	227,996	221,155	190,354	(30,801)

Summary of Full Time Positions by Fund

Fund No. (1)	Fund (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted (6)	Inc. / (Dec.) (Col. 6 less 4) (7)
01	General	3	4	3	3	(1)
	Total Full Time	3	4	3	3	(1)

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET			PROGRAM SUMMARY - ALL FUNDS (CONTINUED)			
Department PROCUREMENT		No. 38	Program VENDOR ENGAGEMENT			No. 04
Selected Associated Non-Tax Revenues by Fund						
Fund No. (1)	Fund (2)	Fiscal 2019 Actual Revenues (3)	Fiscal 2020 Original Budget (4)	Fiscal 2020 Estimate (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
Selected Associated Capital Projects						
Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2020 Original Approp. (GO Only) (4)	Fiscal 2020 Original Approp. (All Other Sources) (5)	Fiscal 2021 Proposed Budget (GO Only) (6)	Fiscal 2021 Proposed Bdgt (All Other Sources) (7)
Selected Associated Operating Costs						
Dept. Where Appropriated (1)	Description (2)	Fiscal 2019 Calculated Obligations (3)	Fiscal 2020 Calculated Appropriations (4)	Fiscal 2020 Calculated Obligations (5)	Fiscal 2021 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	92,238	86,277	86,277	73,561	(12,717)
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2021 OPERATING BUDGET						
Department		No.	Program		No.	
PROCUREMENT		38	VENDOR ENGAGEMENT		04	
Fund		No.				
GENERAL		01				
<i>Summary by Class</i>						
Class	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	224,960	212,171	211,330	180,329	(31,001)
b)	Employee Benefits					
200	Purchase of Services		2,400	1,400	2,400	1,000
300	Materials and Supplies	132	12,188	7,188	6,388	(800)
400	Equipment		1,237	1,237	1,237	
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		225,092	227,996	221,155	190,354	(30,801)
<i>Summary of Positions</i>						
Code	Category	Actual Positions 6/30/19	Fiscal 2020 Budgeted Positions	Increment Run PPE 11/24/19	Fiscal 2021 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	3	4	3	3	(1)
105	Full Time - Uniform					
Total		3	4	3	3	(1)
<i>Selected Associated Non-Tax Revenues by Type</i>						
Description	Fiscal 2019 Actual Revenues	Fiscal 2020 Original Budget	Fiscal 2020 Estimate	Fiscal 2021 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local						
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program VENDOR ENGAGEMENT	No. 04
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1A22	Clerical Supervisor 2	41,930 - 45,868		1				(1)
2	D250	Deputy Commissioner/Dir of Admin & Mgmt.	103,309	1	1	1	1	\$103,309	
3	1A37	Service Representative	36,340 - 39,498	2	2	2	2	\$77,927	
Total:				3	4	3	3	\$181,236	(1)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program VENDOR ENGAGEMENT	No. 04
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		3	4	3	3	\$181,236	(1)
2	161	OVERTIME						\$1,000	
3	101	EXEMPT SALARY REDUCTION						(\$2,696)	
Total Gross Requirements				3	4	3	3	179,540	(1)
Plus: Earned Increment								789	
Plus: Longevity									
Less: (Vacancy Allowance)									
Total Budget Request								180,329	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020			Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/19 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian	3	####	4	210,330	3	3	179,329	(31,001)	(1)
3	Full Time - Uniform									
4	Bonus, Gross Adj.									
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		99		1,000			1,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		3	####	4	211,330	3	3	180,329	(31,001)	(1)

CITY OF PHILADELPHIA			SCHEDULE 200			
FISCAL 2021 OPERATING BUDGET			PURCHASE OF SERVICES BY PROGRAM			
Department		No.	Program		No.	
PROCUREMENT		38	VENDOR ENGAGEMENT		04	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication					
210	Postal Services					
211	Transportation					
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses					
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities					
250	Professional Services					
251	Professional Svcs. - Information Technology		2,400			
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions			1,400	2,400	1,000
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total			2,400	1,400	2,400	1,000

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2021 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program			No.
PROCUREMENT		38	VENDOR ENGAGEMENT			04
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	132	1,600	1,600	800	(800)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists		5,605	4,000	4,000	
325	Printing		4,983	1,588	1,588	
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		132	12,188	7,188	6,388	(800)
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		1,077	1,077	1,077	
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		160	160	160	
499	Other Equipment (not otherwise classified)					
Total			1,237	1,237	1,237	

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department PROCUREMENT		No. 38	Program VENDOR ENGAGEMENT		No. 04	
Fund GENERAL		No. 01				
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriation (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		2,400			
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
251	MODIS		2,400			IT Consulting
			2,400			

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2021 OPERATING BUDGET						
Department	No.	Program			No.	
PROCUREMENT	38	ADMINISTRATION			05	
Program Description						
Procurement Administration is responsible for the strategic direction of all Procurement program areas and oversees training and human resources. This program also includes advertising for all City departments, boards, and commissions as required.						
Program Objectives						
<ul style="list-style-type: none"> - Increase Local Business Entity (LBE) Retention rate to support the Local Business Purchasing Initiative. - Enhance LBE framework and establish an administrative team to perform outreach and process LBE applications. - Expand vendor performance for Public Works to include review of open projects. - Digitize the City's contract renewal process in PHLContracts. This effort will also digitize vendor performance data collection for SS&E contracts. - Continue to increase Best Value opportunities. - Create alignment between Central Procurement and departmental staff responsible for processing procurement transactions. - Maintain engagement with the Optimize Procurement and Accounting Logistics (OPAL) project, participate in stakeholder sessions and champion the OPAL initiative with City staff and vendors. 						
Performance Measures*						
Description		Fiscal 2019 Year-End	Fiscal 2020 Year-to-Date (Q1 + Q2)	Fiscal 2020 Target	Fiscal 2021 Target	
(1)		(2)	(3)	(4)	(5)	
Average invoice processing times for Citywide advertising days		17.4	21.6	30.0	30.0	
Percent of citywide advertising not related to bid advertisements		63.8%	76.5%	60.0%	60.0%	
Summary by Fund						
Fund No.	Fund	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	2,976,303	3,243,066	3,238,995	2,483,187	(755,808)
	Total	2,976,303	3,243,066	3,238,995	2,483,187	(755,808)
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/19	Fiscal 2020 Budgeted	Increment Run PPE 11/24/19	Fiscal 2021 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	7	8	7	9	1
	Total Full Time	7	8	7	9	1

CITY OF PHILADELPHIA	PROGRAM SUMMARY - ALL FUNDS (CONTINUED)
FISCAL 2021 OPERATING BUDGET	

Department PROCUREMENT	No. 38	Program ADMINISTRATION	No. 05
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2019 Actual Revenues (3)	Fiscal 2020 Original Budget (4)	Fiscal 2020 Estimate (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	1,039	10,000	10,000	10,000	

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2020 Original Approp. (GO Only) (4)	Fiscal 2020 Original Approp. (All Other Sources) (5)	Fiscal 2021 Proposed Budget (GO Only) (6)	Fiscal 2021 Proposed Bdgt (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2019 Calculated Obligations (3)	Fiscal 2020 Calculated Appropriations (4)	Fiscal 2020 Calculated Obligations (5)	Fiscal 2021 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	177,820	215,455	215,455	177,198	(38,257)
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA

PROGRAM SUMMARY

FISCAL 2021 OPERATING BUDGET

Department PROCUREMENT	No. 38	Program ADMINISTRATION	No. 05
Fund GENERAL	No. 01		

Summary by Class

Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	458,729	579,816	552,145	457,981	(94,164)
b)	Employee Benefits					
200	Purchase of Services	2,513,759	2,654,221	2,676,821	2,017,537	(659,284)
300	Materials and Supplies	3,815	6,400	6,400	5,040	(1,360)
400	Equipment		2,629	3,629	2,629	(1,000)
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
	Total	2,976,303	3,243,066	3,238,995	2,483,187	(755,808)

Summary of Positions

Code (1)	Category (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted Positions (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	7	8	7	7	(1)
105	Full Time - Uniform					
	Total	7	8	7	7	(1)

Selected Associated Non-Tax Revenues by Type

Description (1)	Fiscal 2019 Actual Revenues (2)	Fiscal 2020 Original Budget (3)	Fiscal 2020 Estimate (4)	Fiscal 2021 Proposed Budget (5)	Increase or (Decrease) (6)
Local	1,039	10,000	10,000	10,000	
Federal					
State					
Other Governments					
Other Funds					

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program ADMINISTRATION	No. 05
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1B10	Account Clerk	37,421 - 40,725	1	1	1	1	\$41,350	
2	1A04	Clerk 3	39,793 - 43,420	1	1	1	1	\$44,646	
3	D250	Deputy Commissioner	105,000 - 112,270	1	1	1	1	\$112,270	
4	1A20	Executive Secretary	36,027 - 46,319	1	1	1	1	\$47,544	
5	1E03	Information Management Analyst 2	58,286 - 74,924	1	1	1	1	\$67,228	
6	1A03	Office Clerk 2	33,668 - 36,402	1	1	1			(1)
7	P534	Procurement Commissioner	125,000	1	1	1	1	\$125,000	
8	2E14	Procurement Technician Supervisor	68,047 - 87,491			1	1	\$88,716	
Total:				7	8	7	7	\$526,754	(1)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program ADMINISTRATION	No. 05
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		7	8	7	7	\$526,754	(1)
2	121	TEMPORARY AND SEASONAL APPOINTMENTS						\$25,000	
3	161	OVERTIME						\$1,000	
4	101	EXEMPT SALARY REDUCTION						(\$6,235)	
5	101	DC47 WAGE INCREASE						\$2,150	
6	101	NON REP SALARY INCREASE						\$1,275	
Total Gross Requirements				7	8	7	7	549,944	(1)
Plus: Earned Increment								2,927	
Plus: Longevity								150	
Less: (Vacancy Allowance)								(95,040)	
Total Budget Request								457,981	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020			Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/19 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian	7	433,496	8	525,245	7	7	431,981	(93,264)	(1)
3	Full Time - Uniform									
4	Bonus, Gross Adj.				900				(900)	
5	PT, Temp/Seas, Bd, SCG		24,624		25,000			25,000		
6	Overtime - Civilian		609		1,000			1,000		
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		7	458,729	8	552,145	7	7	457,981	(94,164)	(1)

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA			SCHEDULE 300 - 400			
FISCAL 2021 OPERATING BUDGET			MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM			
Department		No.	Program		No.	
PROCUREMENT		38	ADMINISTRATION		05	
Fund		No.				
GENERAL		01				
Code	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Departmental Request	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications	541	1,000	1,000	1,000	
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	2,030	3,400	3,400	2,040	(1,360)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists	1,244	1,000	1,000	1,000	
325	Printing					
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
300	Materials & Supplies		1,000	1,000	1,000	
	Total	3,815	6,400	6,400	5,040	(1,360)
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		2,289	3,329	2,289	(1,040)
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		340	300	340	40
499	Other Equipment (not otherwise classified)					
	Total		2,629	3,629	2,629	(1,000)

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department PROCUREMENT		No. 38	Program ADMINISTRATION		No. 05	
Fund GENERAL		No. 01				
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriation (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)	3,990	3,900	31,000		(31,000)
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	US FACILITIES INC.	3,500				Building Maintenance/Support Employee Background Checks IT Consulting
250	ABSO	490		1,000		
251	MODIS		3,900	30,000		
		3,990	3,900	31,000		

**CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET**

**SUPPORTING DETAIL:
CLASSES OTHER THAN
250s AND 290, BY PROGRAM**

Department PROCUREMENT	No. 38	Program ADMINISTRATION	No. 05
Fund GENERAL	No. 01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
240	Various Vendors	2,462,339	2,575,186	2,575,186	1,975,186	Citywide Advertising

CITY OF PHILADELPHIA		PROGRAM SUMMARY - ALL FUNDS				
FISCAL 2021 OPERATING BUDGET						
Department	No.	Program	No.			
PROCUREMENT	38	SERVICES, SUPPLIES AND EQUIPMENT	06			
Program Description						
Service, Supplies, and Equipment is responsible for managing formal and informal contracts for the procurement of City services, supplies, and equipment as per the requirements of the Philadelphia Home Rule Charter (Section 8-200) and The Philadelphia Code.						
Program Objectives						
<ul style="list-style-type: none"> - Encourage staff to attend job-related seminars and pursue professional certifications. - Establish and implement a framework and administrative team to support the 8-200 Charter change/Local Business Purchasing Initiative. - Automate Procurement's contract management platform. - Leverage relationships with Chambers, quasi city agencies and city departments to enhance Vendor Engagement, increase sourcing and bid responses, as well as participation. - Increase training offerings for City staff regarding Procurement best practices. - Continue engagement with City agencies to develop purchasing plans for general, capital, and grant-funded purchases. 						
Performance Measures*						
Description	Fiscal 2019 Year-End	Fiscal 2020 Year-to-Date (Q1 + Q2)	Fiscal 2020 Target	Fiscal 2021 Target		
(1)	(2)	(3)	(4)	(5)		
Average number of days from bid initiation to award	142	100	130	130		
<u>Comments:</u> SS&E is experiencing longer processing times due to unexpected staffing changes.						
Average number of bidders per awarded contract(s)	2.6	2.0	4.0	4.0		
<u>Comments:</u> Procurement will continue to work with departments to increasing the number of potential bidders on these contract opportunities.						
Percentage of Service, Supply and Equipment (SSE) contracts awarded to Minority-, Women-, and Disabled- Owned Business Enterprises (M/W/DSBEs)	29.4%	N/A	35.0%	35.0%		
<u>Comments:</u> This is an annual measure. These percentages represent the overall M/W/DSBE contract awards for all City contracts.						
Percentage of Small Order Purchases (SOPs) awarded to M/W/DSBEs	17.3%	N/A	25.0%	25.0%		
<u>Comments:</u> This is an annual measure. These percentages represent the overall M/W/DSBE contract awards for all City contracts.						
Summary by Fund						
Fund No.	Fund	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	1,302,324	1,441,540	1,514,544	1,362,952	(151,593)
02	Water	90,176	105,285	105,985	110,515	4,530
	Total	1,392,500	1,546,825	1,620,529	1,473,467	(147,062)
Summary of Full Time Positions by Fund						
Fund No.	Fund	Actual Positions 6/30/19	Fiscal 2020 Budgeted	Increment Run PPE 11/24/19	Fiscal 2021 Budgeted	Inc. / (Dec.) (Col. 6 less 4)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01	General	23	25	23	20	(5)
02	Water	2	2	1	2	
	Total Full Time	25	27	24	22	(5)

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET	PROGRAM SUMMARY - ALL FUNDS (CONTINUED)
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Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
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Selected Associated Non-Tax Revenues by Fund

Fund No. (1)	Fund (2)	Fiscal 2019 Actual Revenues (3)	Fiscal 2020 Original Budget (4)	Fiscal 2020 Estimate (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
01	General	9,975	45,000	45,000	45,000	
02	Water	18,299	20,000	20,000	20,000	

Selected Associated Capital Projects

Dept. Where Appropriated (1)	Description (2)	Carry Forward (3)	Fiscal 2020 Original Approp. (GO Only) (4)	Fiscal 2020 Original Approp. (All Other Sources) (5)	Fiscal 2021 Proposed Budget (GO Only) (6)	Fiscal 2021 Proposed Bdgt (All Other Sources) (7)

Selected Associated Operating Costs

Dept. Where Appropriated (1)	Description (2)	Fiscal 2019 Calculated Obligations (3)	Fiscal 2020 Calculated Appropriations (4)	Fiscal 2020 Calculated Obligations (5)	Fiscal 2021 Calculated Budget (6)	Increase or (Decrease) (7)
Finance	Employee Benefits - Civilian	507,609	551,826	551,826	484,134	(67,692)
Finance	Employee Benefits - Uniform					

71-53E (Program Based Budgeting Version)

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2021 OPERATING BUDGET						
Department PROCUREMENT		No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT		No. 06	
Fund GENERAL		No. 01				
Summary by Class						
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Proposed Budget (6)	Increase or (Decrease) (7)
100	Employee Compensation					
a)	Personal Services	1,242,034	1,270,507	1,354,511	1,197,619	(156,893)
b)	Employee Benefits					
200	Purchase of Services	55,406	153,300	143,300	151,600	8,300
300	Materials and Supplies	4,884	10,000	10,000	6,000	(4,000)
400	Equipment		7,733	6,733	7,733	1,000
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		1,302,324	1,441,540	1,514,544	1,362,952	(151,593)
Summary of Positions						
Code (1)	Category (2)	Actual Positions 6/30/19 (3)	Fiscal 2020 Budgeted Positions (4)	Increment Run PPE 11/24/19 (5)	Fiscal 2021 Budgeted Positions (6)	Increase or (Decrease) (7)
101	Full Time - Civilian	23	25	23	20	(5)
105	Full Time - Uniform					
Total		23	25	23	20	(5)
Selected Associated Non-Tax Revenues by Type						
Description (1)	Fiscal 2019 Actual Revenues (2)	Fiscal 2020 Original Budget (3)	Fiscal 2020 Estimate (4)	Fiscal 2021 Proposed Budget (5)	Increase or (Decrease) (6)	
Local	9,975	45,000	45,000	45,000		
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1B10	Account Clerk	37,421 - 40,725	2	3	2	2	\$81,450	(1)
2	A441	Asst Chief Administrative Officer	92,000	1		1	1	\$92,000	1
3	1A04	Clerk 3	39,793 - 43,420	2	2	2	1	\$47,898	(1)
4	1A11	Clerk Typist 1	30,944 - 33,043	1	1				(1)
5	1A12	Clerk Typist 2	33,668 - 36,402	2	2				(2)
6	1B29	Contract Clerk	46,237 - 50,867	1	1		2	\$93,000	1
7	D250	Dep. Comm/Director of Supplies & Equip	106,605	1	1	1	1	\$106,605	
8	1A03	Office Clerk 2	33,668 - 36,402			1	2		(1)
9	2E09	Procurement Operations Support Manager	56,405 - 72,512	1	1	1	1	\$74,337	
10	2E02	Procurement Technician 1	41,065 - 52,791	3	3	5	5	\$232,413	2
11	2E03	Procurement Technician 2	52,321 - 67,274	6	6	4	4	\$244,348	(2)
12	2E14	Procurement Technician Supervisor	68,047 - 87,491	2	3	4	3	\$248,308	
13	1A18	Secretary	36,340 - 39,498	1	1	1			(1)
			Total:	23	25	23	20	\$1,220,359	(5)

71-531 (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
Fund GENERAL	No. 01		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		23	25	23	20	\$1,220,359	(5)
2	161	OVERTIME						\$2,500	
3	101	EXEMPT SALARY REDUCTION						(\$5,172)	
4	109	DC47 WAGE INCREASE						\$13,596	
5	109	NON REP SALARY INCREASE						\$1,284	
Total Gross Requirements				23	25	23	20	1,232,567	(5)
Plus: Earned Increment								17,495	
Plus: Longevity								116	
Less: (Vacancy Allowance)								(52,559)	
Total Budget Request								1,197,619	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020		Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/19 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)		
1	Lump Sum		476						
2	Full Time - Civilian	23	1,237,467	25	1,345,261	23	20	1,180,239	(165,023)
3	Full Time - Uniform								
4	Bonus, Gross Adj.				6,750			14,880	8,130
5	PT, Temp/Seas, Bd, SCG								
6	Overtime - Civilian		4,091		2,500			2,500	
7	Overtime - Uniform								
8	Holiday Overtime - Civilian								
9	Unused Uniform Leave								
10	Shift/Stress								
11	H&L, IOD, LT-Sick								
12									
Total		23	1,242,034	25	1,354,511	23	20	1,197,619	(156,893)

71-53J (Program Based Budgeting Version)

CITY OF PHILADELPHIA		SCHEDULE 200 PURCHASE OF SERVICES BY PROGRAM				
FISCAL 2021 OPERATING BUDGET						
Department PROCUREMENT		No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT		No. 06	
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 200 - Purchase of Services						
201	Cleaning & Laundering					
202	Janitorial Services					
205	Refuse, Garbage, Silt and Sludge Removal					
209	Telephone & Communication			520		(520)
210	Postal Services					
211	Transportation	397				
215	Licenses, Permits & Inspection Charges					
216	Commercial off the Shelf Software Licenses	3,675				
220	Electric Current					
221	Gas Services					
222	Steam for Heating					
230	Meals (non-travel) & Official Entertaining					
231	Overtime Meals					
240	Advertising & Promotional Activities	51,334	131,600	131,600	131,600	
250	Professional Services		5,500			
251	Professional Svcs. - Information Technology		16,200			
252	Accounting & Auditing Services					
253	Legal Services					
254	Mental Health & Intellectual Disability Services					
255	Dues					
256	Seminar & Training Sessions			11,180	20,000	8,820
257	Architectural & Engineering Services					
258	Court Reporters					
259	Arbitration Fees					
260	Repair & Maintenance Charges					
261	Repaving, Repairing & Resurfacing Streets					
262	Demolition of Buildings					
264	Abatement of Nuisances					
265	Rehabilitation of Property					
266	Maint. & Support - Comp. Hardware & Software					
275	Juror Fees					
276	Juror Expenses					
277	Witness Fees					
280	Insurance & Official Bonds					
282	Lease Purchase - Computer Systems					
283	Lease Purchase - Vehicles					
284	Ground & Building Rental					
285	Rents - Other					
286	Rental of Parking Spaces					
290	Payments for Care of Individuals					
295	Imprest Advances					
298	Payments for Burials & Graves					
299	Other Expenses (not otherwise classified)					
Total		55,406	153,300	143,300	151,600	8,300

CITY OF PHILADELPHIA		SCHEDULE 300 - 400 MATERIALS, SUPPLIES & EQUIPMENT BY PROGRAM				
FISCAL 2021 OPERATING BUDGET						
Department PROCUREMENT		No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT			No. 06
Fund GENERAL		No. 01				
Code (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriations (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Departmental Request (6)	Increase or (Decrease) (7)
Schedule 300 - Materials & Supplies						
301	Agricultural & Botanical					
302	Animal, Livestock & Marine					
303	Bakeshop, Dining Room & Kitchen					
304	Books & Other Publications					
305	Building & Construction					
306	Library Materials					
307	Chemicals & Gases					
308	Dry Goods, Notions & Wearing Apparel					
309	Cordage & Fibers					
310	Electrical & Communication					
311	General Equipment & Machinery					
312	Fire Fighting & Safety					
313	Food					
314	Fuel - Heating & Cooling					
316	General Hardware & Minor Tools					
317	Hospital & Laboratory					
318	Janitorial, Laundry & Household					
320	Office Materials & Supplies	4,324	10,000	10,000	6,000	(4,000)
322	Small Power Tools & Hand Tools					
323	Plumbing, AC & Space Heating					
324	Precision, Photographic & Artists					
325	Printing	560				
326	Recreational & Educational					
328	Vehicle Parts & Accessories					
335	Lubricants					
340	#2 Diesel Fuel					
341	Compressed Natural Gas (CNG)					
342	Liquid Propane Gas (LPG)					
345	Gasoline					
399	Other Materials & Supplies (not otherwise classified)					
Total		4,884	10,000	10,000	6,000	(4,000)
Schedule 400 - Equipment						
405	Construction, Dredging & Conveying					
410	Electrical, Lighting & Communications					
411	General Equipment & Machinery					
412	Fire Fighting & Emergency					
417	Hospital & Laboratory					
420	Office Equipment		6,733	5,733	6,733	1,000
423	Plumbing, AC & Space Heating					
424	Precision, Photographic & Artists					
426	Recreational & Educational					
427	Computer Equipment & Peripherals					
428	Vehicles					
430	Furniture & Furnishings		1,000	1,000	1,000	
499	Other Equipment (not otherwise classified)					
Total			7,733	6,733	7,733	1,000

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET				SUPPORTING DETAIL: PROFESSIONAL SERVICES AND CARE OF INDIVIDUALS, BY PROGRAM		
Department PROCUREMENT		No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT		No. 06	
Fund GENERAL		No. 01				
Class (1)	Description (2)	Fiscal 2019 Actual Obligations (3)	Fiscal 2020 Original Appropriation (4)	Fiscal 2020 Estimated Obligations (5)	Fiscal 2021 Department Request (6)	Increase or (Decrease) (7)
250s	Professional Services (250-254, 257-259)		21,700			
290	Payments for Care of Individuals					
Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
250	ABSO/STERLING INFOSYSTEMS, INC.		500			Employee Background Checks Building Maintenance/Support IT Consulting
250	US FACILITIES INC.		5,000			
251	MODIS		16,200			
	Total Class 250s		21,700			

CITY OF PHILADELPHIA	SUPPORTING DETAIL:
FISCAL 2021 OPERATING BUDGET	CLASSES OTHER THAN
	250s AND 290, BY PROGRAM

Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
Fund GENERAL	No. 01		

Minor Object Code	Name of Contractor or Provider	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriation	Fiscal 2020 Estimated Obligations	Fiscal 2021 Department Request	Describe purpose or scope of service provided. Include, if applicable, unit cost of service.
240	Various Vendors	51,334	131,600	131,600	131,600	Citywide Advertising

CITY OF PHILADELPHIA			PROGRAM SUMMARY			
FISCAL 2021 OPERATING BUDGET						
Department		No.	Program		No.	
PROCUREMENT		38	SERVICES, SUPPLIES AND EQUIPMENT		06	
Fund		No.				
WATER		02				
<i>Summary by Class</i>						
Class	Description	Fiscal 2019 Actual Obligations	Fiscal 2020 Original Appropriations	Fiscal 2020 Estimated Obligations	Fiscal 2021 Proposed Budget	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
100	Employee Compensation					
a)	Personal Services	90,176	105,285	105,985	110,515	4,530
b)	Employee Benefits					
200	Purchase of Services					
300	Materials and Supplies					
400	Equipment					
500	Contributions, Indemnities and Taxes					
700	Debt Service					
800	Payments to Other Funds					
900	Advances and Misc. Payments					
Total		90,176	105,285	105,985	110,515	4,530
<i>Summary of Positions</i>						
Code	Category	Actual Positions 6/30/19	Fiscal 2020 Budgeted Positions	Increment Run PPE 11/24/19	Fiscal 2021 Budgeted Positions	Increase or (Decrease)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
101	Full Time - Civilian	2	2	1	2	
105	Full Time - Uniform					
Total		2	2	1	2	
<i>Selected Associated Non-Tax Revenues by Type</i>						
Description	Fiscal 2019 Actual Revenues	Fiscal 2020 Original Budget	Fiscal 2020 Estimate	Fiscal 2021 Proposed Budget	Increase or (Decrease)	
(1)	(2)	(3)	(4)	(5)	(6)	
Local	18,299	20,000	20,000	20,000		
Federal						
State						
Other Governments						
Other Funds						

71-53F (Program Based Budgeting Version)

CITY OF PHILADELPHIA
FISCAL 2021 OPERATING BUDGET

SCHEDULE 100
LIST OF POSITIONS
BY PROGRAM

Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run - PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Increase (Decrease) (Col. 8 less Col. 6) (10)
1	1A04	CLERK 3	39,793 - 43,420	1	1		1	\$44,446	
2	2E03	PROCUREMENT TECHNICIAN 2	52,321 - 67,274	1	1	1	1	\$64,164	
Total:				2	2	1	2	\$108,610	

CITY OF PHILADELPHIA FISCAL 2021 OPERATING BUDGET	SCHEDULE 100 LIST OF POSITIONS BY PROGRAM
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Department PROCUREMENT	No. 38	Program SERVICES, SUPPLIES AND EQUIPMENT	No. 06
Fund WATER	No. 02		

Line No. (1)	Class Code (2)	Title (3)	Salary Range (in dollars) (4)	Fiscal 2019 Actual Pos. 6/30/19 (5)	Fiscal 2020 Budgeted Positions (6)	Increment Run -PPE 11/24/19 (7)	Fiscal 2021 Budgeted Positions (8)	Annual Salary 7/1/20 (9)	Inc. (Dec.) (Col. 8 less Col. 6) (10)
1	101	TOTAL FULL TIME EMPLOYEES		2	2	1	2	\$108,610	
2	101	SALARY ADJUSTMENT						\$1,283	
Total Gross Requirements				2	2	1	2	109,893	
Plus: Earned Increment								622	
Plus: Longevity									
Less: (Vacancy Allowance)									
Total Budget Request								110,515	

Summary of Personal Services

Line No. (1)	Category (2)	Fiscal 2019		Fiscal 2020			Fiscal 2021		Inc. / (Dec.) in Require. (Col. 9 less Col. 6) (10)	Inc. / (Dec.) in Bud. Pos. (Col. 8 less Col. 5) (11)
		Actual Positions 6/30/19 (3)	Actual Obligations (4)	Budgeted Positions (5)	Estimated Obligations (6)	Increment Run -PPE 11/24/19 (7)	Budgeted Positions (8)	Department Request (9)		
1	Lump Sum									
2	Full Time - Civilian	2	89,771	2	105,085	1	2	109,232	4,147	
3	Full Time - Uniform									
4	Bonus, Gross Adj.				700			1,283	583	
5	PT, Temp/Seas, Bd, SCG									
6	Overtime - Civilian		406		200				(200)	
7	Overtime - Uniform									
8	Holiday Overtime - Civilian									
9	Unused Uniform Leave									
10	Shift/Stress									
11	H&L, IOD, LT-Sick									
12										
Total		2	90,176	2	105,985	1	2	110,515	4,530	