

## **Purchasing & Contracting**



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# Purchasing & Contracting



## Description

The Department manages Central Stores, the Living Wage, Equal Opportunity Contracting (EOC), Administrative Hearings programs, and Publishing Services. Additionally, the Department oversees the City's Animal Services contract. The Living Wage Program ensures compliance with the City's Living Wage Ordinance through oversight of contract requirements, complaint investigations, and proactive contract reviews. The EOC Program assists businesses and the labor market with increased access to contracting opportunities with the City of San Diego. Working in partnership with City departments and other agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers.

### ***The mission is:***

The Purchasing & Contracting Department administers the City's centralized procurement and materials management function to ensure the availability of supplies, equipment, and services to meet the City's operational needs. The Department establishes and manages procurement standards that meet or exceed City, State, or federal regulations and requirements.

### ***The vision is:***

Purchasing & Contracting staff strive to provide responsive customer service for internal (City departments) and external (bidders and proposers) clients and customers.

# Purchasing & Contracting

## Goals and Objectives

**Goal 1:** *Provide equality goods and services in a fiscally responsible manner*

**Goal 2:** *To ensure equality, non-discrimination, and compliance in the procurement of City contracts*

**Goal 3:** *To make sure the Living Wage Ordinance and Prevailing Wage compliance requirements are understood and met*

**Goal 4:** *Use best practices in the delivery of procured goods and services*

## Key Performance Indicators

Performance Indicator	FY2018 Target	FY2018 Actual	FY2019 Target	FY2019 Actuals	FY2020 Target
Average number of days to award a contract	65	66	65	73	66
Percent of Living Wage Ordinance violations investigated and addressed within 60 days	100%	100%	100%	100%	100%
Percentage increase in customer satisfaction <sup>1</sup>	5%	N/A	5%	N/A	5%
Percentage of contracts, based on total dollar value, awarded to Small Local Business Enterprises (SLBEs)	20%	20%	20%	24%	20%
Percentage of purchase orders processed within 10 days	90%	81%	88%	90%	88%
Percentage of on-line Quick Copy services requests processed for production within 1 business day <sup>2</sup>	N/A	N/A	90%	92%	90%

1. Indicator data is based on Ariba survey. Survey for FY 2019 not completed - no actual data available.

2. This is a new KPI, historical data is displayed as N/A until baseline is established.

# Purchasing & Contracting

## Department Summary

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
FTE Positions (Budgeted)	79.96	81.96	81.96	0.00
Personnel Expenditures	\$ 6,769,933	\$ 7,652,906	\$ 7,810,624	\$ 157,718
Non-Personnel Expenditures	8,744,642	19,474,608	22,033,951	2,559,343
<b>Total Department Expenditures</b>	<b>\$ 15,514,575</b>	<b>\$ 27,127,514</b>	<b>\$ 29,844,575</b>	<b>\$ 2,717,061</b>
<b>Total Department Revenue</b>	<b>\$ 10,420,803</b>	<b>\$ 11,126,306</b>	<b>\$ 12,025,739</b>	<b>\$ 899,433</b>

## General Fund

### Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Central Stores	\$ 26	\$ -	\$ -	-
Equal Opportunity Contracting	1,633,153	1,428,294	1,247,921	(180,373)
Purchasing & Contracting	4,191,100	15,667,804	18,902,191	3,234,387
<b>Total</b>	<b>\$ 5,824,280</b>	<b>\$ 17,096,098</b>	<b>\$ 20,150,112</b>	<b>\$ 3,054,014</b>

### Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Equal Opportunity Contracting	19.48	13.00	13.00	0.00
Purchasing & Contracting	38.48	39.96	39.96	0.00
<b>Total</b>	<b>57.96</b>	<b>52.96</b>	<b>52.96</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Animal Control and Services Program</b>	0.00	\$ 2,174,519	\$ -
Addition of one-time non-personnel expenditures associated with the contract with the San Diego Humane Society for animal control and services.			
<b>Disparity Study</b>	0.00	1,000,000	800,000
Addition of one-time non-personnel expenditures related to a citywide disparity study and associated revenue from the Public Works Department.			
<b>Salary and Benefit Adjustments</b>	0.00	48,983	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>Addition of Program Coordinator</b>	0.00	26,609	-
Addition of 1.00 Program Coordinator, partially offset by the reduction of 1.00 Principal Procurement Specialist, to manage core procurement functions.			
<b>Pay-in-Lieu of Annual Leave Adjustments</b>	0.00	17,102	-
Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.			
<b>Non-Standard Hour Personnel Funding</b>	0.00	1,599	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			

# Purchasing & Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Adjustment</b>	0.00	(44,695)	-
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.			
<b>Support for Information Technology</b>	0.00	(170,103)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
<b>Total</b>	<b>0.00 \$</b>	<b>3,054,014 \$</b>	<b>800,000</b>

## Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 3,060,515	\$ 3,332,355	\$ 3,394,899	62,544
Fringe Benefits	1,937,287	1,919,526	1,951,275	31,749
<b>PERSONNEL SUBTOTAL</b>	<b>4,997,802</b>	<b>5,251,881</b>	<b>5,346,174</b>	<b>94,293</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 45,126	\$ 55,062	\$ 47,646	(7,416)
Contracts	350,057	11,295,043	14,424,283	3,129,240
Information Technology	412,349	485,390	315,287	(170,103)
Energy and Utilities	14,737	3,411	11,411	8,000
Other	4,209	5,311	5,311	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>826,478</b>	<b>11,844,217</b>	<b>14,803,938</b>	<b>2,959,721</b>
<b>Total</b>	<b>\$ 5,824,280</b>	<b>\$ 17,096,098</b>	<b>\$ 20,150,112</b>	<b>\$ 3,054,014</b>

## Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 1,353,582	\$ 1,093,716	\$ 1,893,716	800,000
Other Revenue	779	-	-	-
<b>Total</b>	<b>\$ 1,354,361</b>	<b>\$ 1,093,716</b>	<b>\$ 1,893,716</b>	<b>800,000</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	1.00	1.00	1.00	\$ 39,449 - 47,528	\$ 47,528
20000060	Assistant Procurement Contracting Officer	0.00	0.00	1.00	47,463 - 57,691	52,502
20001233	Assistant to the Director	0.00	1.00	0.00	50,128 - 184,332	-
20000119	Associate Management Analyst	13.00	9.00	9.00	57,691 - 69,723	510,801
21000328	Associate Procurement Contracting Officer	8.00	8.00	7.00	57,691 - 69,723	439,386
20000232	Buyer's Aide 1	1.00	1.00	1.00	39,449 - 47,528	39,449
90000539	Clerical Assistant 2 - Hourly	0.48	0.48	0.48	31,929 - 38,482	16,883
20000545	Contracts Processing Clerk	1.00	0.00	0.00	35,173 - 42,479	-
20001101	Department Director	1.00	1.00	1.00	63,127 - 239,144	165,402
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	133,387
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	56,208
20000290	Information Systems Analyst 2	1.00	1.00	1.00	57,691 - 69,723	57,691

# Purchasing & Contracting

## Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
20000293	Information Systems Analyst 3	1.00	1.00	1.00	63,342 - 76,578	76,578
90001073	Management Intern - Hourly	0.48	0.48	0.48	25,913 - 31,155	13,665
20000680	Payroll Specialist 2	1.00	1.00	1.00	38,783 - 49,160	46,309
20000173	Payroll Supervisor	1.00	1.00	1.00	44,477 - 56,537	52,983
20000791	Principal Procurement Specialist	1.00	1.00	0.00	63,342 - 76,685	-
20000227	Procurement Specialist	3.00	0.00	0.00	52,405 - 63,471	-
20001234	Program Coordinator	1.00	1.00	2.00	24,537 - 147,160	185,095
20001222	Program Manager	2.00	4.00	5.00	50,128 - 184,332	608,066
20000015	Senior Management Analyst	5.00	5.00	5.00	63,342 - 76,578	349,189
21000329	Senior Procurement Contracting Officer	2.00	5.00	7.00	63,342 - 76,578	512,226
20000879	Senior Procurement Specialist	4.00	2.00	0.00	57,584 - 69,659	-
20000970	Supervising Management Analyst	3.00	2.00	2.00	71,249 - 86,311	154,329
21000330	Supervising Procurement Contracting Officer	4.00	4.00	4.00	71,249 - 86,311	312,693
20000756	Word Processing Operator	1.00	1.00	1.00	33,605 - 40,459	40,459
	Adjust Budget To Approved Levels					38,420
	Bilingual - Regular					4,368
	Budgeted Vacancy Savings					(535,820)
	Vacation Pay In Lieu					17,102
<b>FTE, Salaries, and Wages Subtotal</b>		<b>57.96</b>	<b>52.96</b>	<b>52.96</b>		<b>\$ 3,394,899</b>

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 16,428	\$ 16,796	\$ 15,704	(1,092)
Flexible Benefits	529,649	541,613	570,730	29,117
Medicare	49,007	48,417	52,482	4,065
Other Post-Employment Benefits	280,995	275,580	294,000	18,420
Retiree Medical Trust	5,241	6,067	6,956	889
Retirement 401 Plan	3,296	3,357	2,523	(834)
Retirement ADC	773,546	677,585	640,465	(37,120)
Risk Management Administration	46,186	47,385	57,840	10,455
Supplemental Pension Savings Plan	211,338	241,025	276,388	35,363
Unemployment Insurance	5,459	5,597	5,567	(30)
Workers' Compensation	16,140	56,104	28,620	(27,484)
<b>Fringe Benefits Subtotal</b>	<b>\$ 1,937,287</b>	<b>\$ 1,919,526</b>	<b>\$ 1,951,275</b>	<b>31,749</b>
<b>Total Personnel Expenditures</b>			<b>\$ 5,346,174</b>	

## Central Stores Fund

### Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Central Stores	\$ 9,690,295	\$ 7,509,489	\$ 7,465,568	(43,921)
Purchasing & Contracting	-	23,505	23,619	114
<b>Total</b>	<b>\$ 9,690,295</b>	<b>\$ 7,532,994</b>	<b>\$ 7,489,187</b>	<b>(43,807)</b>

# Purchasing & Contracting

## Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Central Stores	22.00	20.00	20.00	0.00
<b>Total</b>	<b>22.00</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00 \$	66,320 \$	-
<b>Pay-in-Lieu of Annual Leave Adjustments</b> Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	2,966	-
<b>Non-Discretionary Reclassification</b> Reclassification of hazmat and storage tank operating fees from non-discretionary to discretionary.	0.00	1,196	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(6,555)	-
<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	(40,234)	-
<b>Reduction of Non-Personnel Expenditures</b> Reduction of non-personnel expenditures related to city services, maintenance, office supplies and professional services.	0.00	(67,500)	-
<b>Revised Revenue</b> Adjustment to reflect revised revenue projections.	0.00	-	99,433
<b>Total</b>	<b>0.00 \$</b>	<b>(43,807) \$</b>	<b>99,433</b>

## Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 795,767	\$ 783,662	\$ 812,797	29,135
Fringe Benefits	976,363	858,358	898,509	40,151
<b>PERSONNEL SUBTOTAL</b>	<b>1,772,131</b>	<b>1,642,020</b>	<b>1,711,306</b>	<b>69,286</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 6,579,819	\$ 5,307,919	\$ 5,303,503	(4,416)
Contracts	1,163,680	389,927	283,883	(106,044)
Information Technology	67,338	51,432	44,877	(6,555)
Energy and Utilities	107,158	140,768	144,690	3,922
Other	168	928	928	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>7,918,164</b>	<b>5,890,974</b>	<b>5,777,881</b>	<b>(113,093)</b>
<b>Total</b>	<b>\$ 9,690,295</b>	<b>\$ 7,532,994</b>	<b>\$ 7,489,187</b>	<b>(43,807)</b>



# Purchasing & Contracting

## Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ 8,891,546	\$ 7,357,914	\$ 7,457,347	\$ 99,433
Other Revenue	148,155	176,000	176,000	-
Rev from Money and Prop	12,843	-	-	-
Transfers In	13,897	-	-	-
<b>Total</b>	<b>\$ 9,066,442</b>	<b>\$ 7,533,914</b>	<b>\$ 7,633,347</b>	<b>\$ 99,433</b>

## Personnel Expenditures

Job Number Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>					
20000011 Account Clerk	2.00	2.00	<b>2.00</b>	\$ 33,605 - 40,459	\$ 78,491
20000171 Auto Messenger 1	5.00	4.00	<b>4.00</b>	27,975 - 33,605	130,388
20000110 Auto Messenger 2	7.00	7.00	<b>7.00</b>	31,929 - 38,482	262,995
20000950 Stock Clerk	3.00	2.00	<b>2.00</b>	32,079 - 38,718	76,662
20000955 Storekeeper 1	3.00	3.00	<b>3.00</b>	36,935 - 44,305	132,029
20000956 Storekeeper 2	1.00	1.00	<b>1.00</b>	40,373 - 48,796	48,796
20000538 Stores Operations Supervisor	1.00	1.00	<b>1.00</b>	48,624 - 58,765	57,590
Night Shift Pay					3,604
Overtime Budgeted					19,276
Vacation Pay In Lieu					2,966
<b>FTE, Salaries, and Wages Subtotal</b>	<b>22.00</b>	<b>20.00</b>	<b>20.00</b>		<b>\$ 812,797</b>

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 5,323	\$ 5,381	\$ 5,589	208
Flexible Benefits	243,855	234,100	234,100	-
Medicare	12,225	10,390	10,755	365
Other Post-Employment Benefits	129,334	122,480	122,500	20
Retiree Health Contribution	58,475	-	-	-
Retiree Medical Trust	494	475	489	14
Retirement 401 Plan	207	-	-	-
Retirement ADC	425,073	392,779	421,548	28,769
Retirement DROP	1,156	1,195	1,234	39
Risk Management Administration	21,314	21,060	24,100	3,040
Supplemental Pension Savings Plan	46,784	46,815	49,247	2,432
Unemployment Insurance	1,369	1,283	1,211	(72)
Workers' Compensation	30,754	22,400	27,736	5,336
<b>Fringe Benefits Subtotal</b>	<b>\$ 976,363</b>	<b>\$ 858,358</b>	<b>\$ 898,509</b>	<b>\$ 40,151</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,711,306</b>	

# Purchasing & Contracting

## Publishing Services Fund<sup>1</sup>

### Department Expenditures

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Publishing Services	\$ -	\$ 2,101,344	\$ 1,955,678	(145,666)
Purchasing & Contracting	-	397,078	249,598	(147,480)
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,498,422</b>	<b>\$ 2,205,276</b>	<b>(293,146)</b>

### Department Personnel

	FY2018 Budget	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Publishing Services	0.00	9.00	9.00	0.00
<b>Total</b>	<b>0.00</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Discretionary Reclassification</b> Reclassification of hazmat and storage tank operating fees from non-discretionary to discretionary.	0.00	\$ 1,242	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	(5,861)	-
<b>One-Time Additions and Annualizations</b> Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2019.	0.00	(50,000)	-
<b>Reduction of Non-Personnel Expenditures</b> Reduction of non-personnel expenditures related to equipment and paper.	0.00	(75,000)	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(80,006)	-
<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	(83,521)	-
<b>Total</b>	<b>0.00</b>	<b>\$ (293,146)</b>	<b>-</b>

### Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ 461,084	\$ 481,758	20,674
Fringe Benefits	-	297,921	271,386	(26,535)
<b>PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>759,005</b>	<b>753,144</b>	<b>(5,861)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ 333,492	\$ 300,492	(33,000)

<sup>1</sup> Beginning in the Fiscal Year 2019 Adopted Budget, the Publishing Services Fund was transferred from the Public Works-Facilities Services Department. For prior year actuals and budget please refer to READ – Facilities Services.

# Purchasing & Contracting

## Expenditures by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Contracts	-	1,026,241	1,011,640	(14,601)
Information Technology	-	163,551	83,545	(80,006)
Energy and Utilities	-	116,362	53,176	(63,186)
Transfers Out	-	53,279	3,279	(50,000)
Capital Expenditures	-	42,000	-	(42,000)
Debt	-	4,492	-	(4,492)
<b>NON-PERSONNEL SUBTOTAL</b>	-	1,739,417	1,452,132	(287,285)
<b>Total</b>	\$ -	\$ 2,498,422	\$ 2,205,276	\$ (293,146)

## Revenues by Category

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
Charges for Services	\$ -	\$ 2,498,676	\$ 2,498,676	-
<b>Total</b>	\$ -	\$ 2,498,676	\$ 2,498,676	-

## Personnel Expenditures

Job Number	Job Title / Wages	FY2018 Budget	FY2019 Budget	FY2020 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	0.00	1.00	1.00	\$ 39,449 - 47,528	\$ 39,449
20000487	Graphic Designer	0.00	2.00	2.00	46,174 - 55,456	108,971
20000752	Print Shop Supervisor	0.00	1.00	1.00	61,000 - 72,688	72,688
21000193	Publishing Specialist 2	0.00	2.00	2.00	33,906 - 40,158	80,316
20000912	Senior Offset Press Operator	0.00	2.00	2.00	40,652 - 48,387	96,774
21000194	Senior Publishing Specialist	0.00	1.00	1.00	39,449 - 47,528	47,528
	Overtime Budgeted					17,516
	Termination Pay Annual					14,516
	Leave					
	Vacation Pay In Lieu					4,000
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>9.00</b>	<b>9.00</b>		<b>\$ 481,758</b>

	FY2018 Actual	FY2019 Budget	FY2020 Adopted	FY2019-2020 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ -	\$ 1,164	\$ 727	(437)
Flexible Benefits	-	102,150	102,150	-
Medicare	-	5,132	5,179	47
Other Post-Employment Benefits	-	55,116	55,125	9
Retiree Medical Trust	-	346	455	109
Retirement ADC	-	84,427	54,480	(29,947)
Retirement DROP	-	5,681	5,868	187
Risk Management Administration	-	9,477	10,845	1,368
Supplemental Pension Savings Plan	-	27,260	29,583	2,323
Unemployment Insurance	-	738	688	(50)
Workers' Compensation	-	6,430	6,286	(144)
<b>Fringe Benefits Subtotal</b>	<b>\$ -</b>	<b>\$ 297,921</b>	<b>\$ 271,386</b>	<b>(26,535)</b>
<b>Total Personnel Expenditures</b>		<b>\$</b>	<b>\$ 753,144</b>	

# Purchasing & Contracting

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

Central Stores Fund	FY2018 Actual	FY2019* Budget	FY2020 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 425,002	\$ 382,455	\$ 18,898
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 425,002</b>	<b>\$ 382,455</b>	<b>\$ 18,898</b>
<b>REVENUE</b>			
Charges for Services	\$ 8,891,546	\$ 7,357,914	\$ 7,457,347
Other Revenue	148,155	176,000	176,000
Revenue from Use of Money and Property	12,843	-	-
Transfers In	13,897	-	-
<b>TOTAL REVENUE</b>	<b>\$ 9,066,442</b>	<b>\$ 7,533,914</b>	<b>\$ 7,633,347</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 9,491,443</b>	<b>\$ 7,916,369</b>	<b>\$ 7,652,245</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenses	\$ 795,767	\$ 783,662	\$ 812,797
Fringe Benefits	976,363	858,358	898,509
Supplies	6,579,819	5,307,919	5,303,503
Contracts	1,163,680	389,927	283,883
Information Technology	67,338	51,432	44,877
Energy and Utilities	107,158	140,768	144,690
Other Expenses	168	928	928
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 9,690,295</b>	<b>\$ 7,532,994</b>	<b>\$ 7,489,187</b>
<b>TOTAL EXPENSE</b>	<b>\$ 9,690,295</b>	<b>\$ 7,532,994</b>	<b>\$ 7,489,187</b>
<b>BALANCE</b>	<b>\$ (198,852)</b>	<b>\$ 383,375</b>	<b>\$ 163,058</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 9,491,443</b>	<b>\$ 7,916,369</b>	<b>\$ 7,652,245</b>

\* At the time of publication, financial statements for Fiscal Year 2019 were not available. Therefore, the Fiscal Year 2019 Revenues, Expenditures, and Fund Balances reflect those amounts as published in the Fiscal Year 2019 Adopted Budget. Fiscal Year 2020 Beginning Fund Balance reflects the projected Fiscal Year 2019 Ending Fund Balance based on updated Revenue and Expenditure Projections for Fiscal Year 2019.

# Purchasing & Contracting

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

Publishing Services Fund	FY2018 Actual	FY2019* Budget	FY2020 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 824,090	\$ 978,694	\$ 428,259
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 824,090</b>	<b>\$ 978,694</b>	<b>\$ 428,259</b>
<b>REVENUE</b>			
Charges for Services	\$ 3,694,987	\$ 2,498,676	\$ 2,498,676
Other Revenue	74,695	-	-
Revenue from Use of Money and Property	14,136	-	-
Transfers In	4,707	-	-
<b>TOTAL REVENUE</b>	<b>\$ 3,788,525</b>	<b>\$ 2,498,676</b>	<b>\$ 2,498,676</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 4,612,615</b>	<b>\$ 3,477,370</b>	<b>\$ 2,926,935</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenses	\$ 492,610	\$ 461,084	\$ 481,758
Fringe Benefits	378,186	297,921	271,386
Supplies	293,034	333,492	300,492
Contracts	2,077,665	1,026,241	1,011,640
Information Technology	90,713	163,551	83,545
Energy and Utilities	100,653	116,362	53,176
Transfers Out	4,492	53,279	3,279
Capital Expenditures	32,314	42,000	-
Debt Expenses	-	4,492	-
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 3,469,668</b>	<b>\$ 2,498,422</b>	<b>\$ 2,205,276</b>
<b>TOTAL EXPENSE</b>	<b>\$ 3,469,668</b>	<b>\$ 2,498,422</b>	<b>\$ 2,205,276</b>
<b>BALANCE</b>	<b>\$ 1,142,947</b>	<b>\$ 978,948</b>	<b>\$ 721,659</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 4,612,615</b>	<b>\$ 3,477,370</b>	<b>\$ 2,926,935</b>

\* At the time of publication, financial statements for Fiscal Year 2019 were not available. Therefore, the Fiscal Year 2019 Revenues, Expenditures, and Fund Balances reflect those amounts as published in the Fiscal Year 2019 Adopted Budget. Fiscal Year 2020 Beginning Fund Balance reflects the projected Fiscal Year 2019 Ending Fund Balance based on updated Revenue and Expenditure Projections for Fiscal Year 2019.



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