

Purchasing and Contracting



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Purchasing and Contracting



Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), that are not related to construction or Architecture and Engineering consulting. In addition, the Department manages the Central Stores, Living Wage, Equal Opportunity Contracting (EOC), Administrative Hearings, and Publishing Services programs, as well as overseeing the City's Animal Services contract. Purchasing & Contracting programs provide important services to other City departments and residents including:

- Providing oversight to the City's goods, services, and consulting contracting services,
- Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse,
- Ensuring compliance with the City's Living Wage Ordinance through oversight of contract requirements, complaint investigations, and proactive contract reviews,
- Monitoring and enforcing equal opportunity and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers,
- Overseeing the City's administrative appeals process for numerous Departments,
- Supporting the City's printing and publishing service requests.

The vision is:

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

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.

Purchasing and Contracting

Goals and Objectives

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

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

Goal 3: *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	FY2019 Target	FY2019 Actual	FY2020 Target	FY2020 Actual	FY2021 Target
Average number of days to award a contract ¹	65	73	66	73	90
Percentage of contracts, based on total dollar value, awarded to Small Local Business Enterprises (SLBEs) ²	20%	24%	20%	N/A	20%
Percentage of purchase orders processed within 10 days	88%	90%	88%	88%	88%
Percentage of on-line Quick Copy services requests processed for production within 1 business day	90%	92%	90%	92%	92%

1. The average number of days to award a contract has been increased to account for the delays imposed on the solicitation process as a result of the COVID-19 pandemic.
2. FY 2020 Actuals are not available, data will be calculated within 1st Quarter of FY 2021.

Purchasing and Contracting

Department Summary

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
FTE Positions (Budgeted)	81.96	81.96	70.96	(11.00)
Personnel Expenditures	\$ 6,950,041	\$ 7,810,624	\$ 6,365,374	\$ (1,445,250)
Non-Personnel Expenditures	20,193,392	22,033,951	18,071,961	(3,961,990)
Total Department Expenditures	\$ 27,143,433	\$ 29,844,575	\$ 24,437,335	\$ (5,407,240)
Total Department Revenue	\$ 11,170,685	\$ 12,025,739	\$ 6,764,464	\$ (5,261,275)

General Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Equal Opportunity Contracting	\$ 1,031,614	\$ 1,247,921	\$ 1,204,878	\$ (43,043)
Purchasing & Contracting	15,114,633	18,902,191	17,135,419	(1,766,772)
Total	\$ 16,146,247	\$ 20,150,112	\$ 18,340,297	\$ (1,809,815)

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Equal Opportunity Contracting	13.00	13.00	11.48	(1.52)
Purchasing & Contracting	39.96	39.96	36.48	(3.48)
Total	52.96	52.96	47.96	(5.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Animal Control and Services Program	0.00	\$ 1,842,910	\$ -
Addition of non-personnel expenditures to support the Animal Services Program.			
Non-Discretionary Adjustment	0.00	270,987	-
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.			
Disparity Study	0.00	248,785	124,393
Addition of one-time non-personnel expenditures and associated revenue to support the completion of the citywide disparity study.			
Pay-in-Lieu of Annual Leave Adjustments	0.00	15,018	-
Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.			
Non-Standard Hour Personnel Funding	0.00	(4,231)	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Reduction of Non-Personnel Expenditures Reduction of non-personnel expenditures associated with contractual services, supplies, and training.	0.00	(33,865)	-
Transfer of Buyer's Aide 1 Transfer of 1.00 Buyer's Aide 1 from the Purchasing and Contracting Department to Department of Finance to support the Vendor Management Software System.	(1.00)	(63,132)	-
Reduction of Associate Procurement Contracting Officer Reduction of 1.00 Associate Procurement Contracting Officer associated with procurement and contracting of goods and services.	(1.00)	(96,936)	-
Reduction of Senior Procurement Contracting Officer Reduction of 1.00 Senior Procurement Contracting Officer associated with procurement and contracting of goods and services.	(1.00)	(104,605)	-
Position Reductions Reduction of 1.00 Senior Procurement Officer supporting the purchasing functions and 1.00 Word Processing Operator supporting the Equal Opportunity Contracting Program.	(2.00)	(194,342)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(201,742)	-
Salary and Benefit Adjustments 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	(314,143)	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.	0.00	(3,174,519)	(800,000)
Revised Revenue Adjustment to reflect revised revenue projections for the Administrative Hearing Program and Purchasing and Contracting and the Public Utilities Department not renewing their Service Level Agreement in Fiscal Year 2021.	0.00	-	(918,462)
Total	(5.00)	\$ (1,809,815)	\$ (1,594,069)

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 2,915,611	\$ 3,394,899	\$ 2,975,799	\$ (419,100)
Fringe Benefits	1,669,123	1,951,275	1,608,004	(343,271)
PERSONNEL SUBTOTAL	4,584,734	5,346,174	4,583,803	(762,371)
NON-PERSONNEL				

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Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Supplies	\$ 54,220	\$ 47,646	\$ 39,842	\$ (7,804)
Contracts	11,231,273	14,424,283	13,293,478	(1,130,805)
Information Technology	230,300	315,287	387,599	72,312
Energy and Utilities	10,307	11,411	30,264	18,853
Other	3,664	5,311	5,311	-
Capital Expenditures	31,750	-	-	-
NON-PERSONNEL SUBTOTAL	11,561,513	14,803,938	13,756,494	(1,047,444)
Total	\$ 16,146,247	\$ 20,150,112	\$ 18,340,297	\$ (1,809,815)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 802,639	\$ 1,893,716	\$ 299,647	\$ (1,594,069)
Other Revenue	686	-	-	-
Rev from Other Agencies	10,833	-	-	-
Total	\$ 814,159	\$ 1,893,716	\$ 299,647	\$ (1,594,069)

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	1.00	1.00	\$ 39,449 - 47,528	\$ 47,528
20000060	Assistant Procurement Contracting Officer	0.00	1.00	0.00	47,463 - 57,691	-
20001233	Assistant to the Director	1.00	0.00	0.00	50,128 - 184,332	-
20000119	Associate Management Analyst	9.00	9.00	9.00	57,691 - 69,723	527,472
21000328	Associate Procurement Contracting Officer	8.00	7.00	7.00	57,691 - 69,723	432,713
20000232	Buyer's Aide 1	1.00	1.00	0.00	39,449 - 47,528	-
90000539	Clerical Assistant 2 - Hourly	0.48	0.48	0.00	31,929 - 38,482	-
20001101	Department Director	1.00	1.00	1.00	63,127 - 239,144	170,726
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	138,715
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	56,202
20000290	Information Systems Analyst 2	1.00	1.00	0.00	57,691 - 69,723	-
20000293	Information Systems Analyst 3	1.00	1.00	1.00	63,342 - 76,578	75,758
20000998	Information Systems Analyst 4	0.00	0.00	1.00	71,249 - 86,311	86,320
90001073	Management Intern - Hourly	0.48	0.48	0.96	28,080 - 31,158	26,952
20000680	Payroll Specialist 2	1.00	1.00	1.00	40,726 - 49,171	48,188
20000173	Payroll Supervisor	1.00	1.00	1.00	46,696 - 56,534	55,403
20000791	Principal Procurement Specialist	1.00	0.00	0.00	63,342 - 76,685	-
20001234	Program Coordinator	1.00	2.00	2.00	28,080 - 147,160	209,293
20001222	Program Manager	4.00	5.00	5.00	50,128 - 184,332	613,953
20000015	Senior Management Analyst	5.00	5.00	5.00	63,342 - 76,578	349,902

Purchasing and Contracting

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
21000329	Senior Procurement Contracting Officer	5.00	7.00	5.00	63,342 - 76,578	354,132
20000879	Senior Procurement Specialist	2.00	0.00	0.00	57,584 - 69,659	-
20000970	Supervising Management Analyst	2.00	2.00	2.00	71,249 - 86,311	157,560
21000330	Supervising Procurement Contracting Officer	4.00	4.00	4.00	71,249 - 86,311	298,314
20000756	Word Processing Operator Bilingual - Regular	1.00	1.00	0.00	33,605 - 40,459	-
	Budgeted Vacancy Factor					2,912
	Vacation Pay In Lieu					(708,364)
						32,120
FTE, Salaries, and Wages Subtotal		52.96	52.96	47.96		\$ 2,975,799

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 14,518	\$ 15,704	\$ 14,755	\$ (949)
Flexible Benefits	480,118	570,730	437,031	(133,699)
Long-Term Disability	-	-	10,083	10,083
Medicare	46,207	52,482	42,159	(10,323)
Other Post-Employment Benefits	252,534	294,000	220,255	(73,745)
Retiree Medical Trust	5,267	6,956	4,755	(2,201)
Retirement 401 Plan	2,501	2,523	2,811	288
Retirement ADC	599,526	640,465	606,352	(34,113)
Retirement DROP	-	-	5,192	5,192
Risk Management Administration	42,780	57,840	37,065	(20,775)
Supplemental Pension Savings Plan	210,754	276,388	207,216	(69,172)
Unemployment Insurance	4,866	5,567	4,474	(1,093)
Workers' Compensation	10,053	28,620	15,856	(12,764)
Fringe Benefits Subtotal	\$ 1,669,123	\$ 1,951,275	\$ 1,608,004	\$ (343,271)
Total Personnel Expenditures			\$ 4,583,803	

Central Stores Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Central Stores	\$ 8,210,196	\$ 7,465,568	\$ 4,630,831	\$ (2,834,737)
Purchasing & Contracting	27,370	23,619	116,971	93,352
Total	\$ 8,237,566	\$ 7,489,187	\$ 4,747,802	\$ (2,741,385)

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Central Stores	20.00	20.00	19.00	(1.00)
Purchasing & Contracting	0.00	0.00	1.00	1.00

Purchasing and Contracting

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Total	20.00	20.00	20.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment 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 \$	96,199 \$	-
Flexible Benefit Plan Adjustments Adjustments to the Flexible Benefit plan as a result of negotiated changes in how the plan will be administered for new and existing employees, including changes to tiers and cash-back options.	0.00	20,000	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.	0.00	5,947	-
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.	0.00	(2,966)	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(15,814)	-
Salary and Benefit Adjustments 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	(203,449)	-
Central Stores Inventory Reduction of non-personnel expenditures and associated revenue to better align with inventory purchased from vendors.	0.00	(2,641,302)	(2,809,081)
Total	0.00 \$	(2,741,385) \$	(2,809,081)

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 796,179	\$ 812,797	\$ 750,661	(62,136)
Fringe Benefits	853,485	898,509	780,177	(118,332)
PERSONNEL SUBTOTAL	1,649,664	1,711,306	1,530,838	(180,468)
NON-PERSONNEL				
Supplies	\$ 5,895,394	\$ 5,303,503	\$ 2,662,253	(2,641,250)
Contracts	514,333	283,883	333,965	50,082
Information Technology	49,672	44,877	78,905	34,028
Energy and Utilities	122,353	144,690	140,913	(3,777)

Purchasing and Contracting

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Other	4	928	928	-
Capital Expenditures	6,146	-	-	-
NON-PERSONNEL SUBTOTAL	6,587,902	5,777,881	3,216,964	(2,560,917)
Total	\$ 8,237,566	\$ 7,489,187	\$ 4,747,802	\$ (2,741,385)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 8,167,675	\$ 7,457,347	\$ 4,648,266	\$ (2,809,081)
Other Revenue	166,648	176,000	176,000	-
Rev from Money and Prop	8,703	-	-	-
Transfers In	753	-	-	-
Total	\$ 8,343,779	\$ 7,633,347	\$ 4,824,266	\$ (2,809,081)

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 33,605 - 40,459	\$ 79,294
20000171	Auto Messenger 1	4.00	4.00	4.00	28,080 - 33,613	118,576
20000110	Auto Messenger 2	7.00	7.00	7.00	31,929 - 38,482	260,801
20000950	Stock Clerk	2.00	2.00	2.00	32,079 - 38,718	77,418
20000955	Storekeeper 1	3.00	3.00	3.00	36,935 - 44,305	132,912
20000956	Storekeeper 2	1.00	1.00	1.00	40,373 - 48,796	48,797
20000538	Stores Operations Supervisor	1.00	1.00	1.00	48,624 - 58,765	58,760
	Budgeted Vacancy Factor					(57,090)
	Night Shift Pay					1,924
	Overtime Budgeted					19,276
	Termination Pay Annual					4,046
	Leave					
	Vacation Pay In Lieu					5,947
FTE, Salaries, and Wages Subtotal		20.00	20.00	20.00		\$ 750,661

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 4,958	\$ 5,589	\$ 3,997	\$ (1,592)
Flexible Benefits	239,187	234,100	230,690	(3,410)
Long-Term Disability	-	-	2,499	2,499
Medicare	12,748	10,755	9,752	(1,003)
Other Post-Employment Benefits	124,354	122,500	113,274	(9,226)
Retiree Medical Trust	580	489	488	(1)
Retirement 401 Plan	317	-	-	-
Retirement ADC	378,491	421,548	321,845	(99,703)
Retirement DROP	1,193	1,234	3,954	2,720
Risk Management Administration	21,080	24,100	19,062	(5,038)
Supplemental Pension Savings Plan	46,850	49,247	46,415	(2,832)
Unemployment Insurance	1,266	1,211	1,106	(105)

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	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Workers' Compensation	22,462	27,736	27,095	(641)
Fringe Benefits Subtotal	\$ 853,485	\$ 898,509	\$ 780,177	\$ (118,332)
Total Personnel Expenditures		\$ 1,530,838		

Publishing Services Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Publishing Services	\$ 2,677,084	\$ 1,955,678	\$ 1,107,655	(848,023)
Purchasing & Contracting	82,537	249,598	241,581	(8,017)
Total	\$ 2,759,621	\$ 2,205,276	\$ 1,349,236	\$ (856,040)

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Publishing Services	9.00	9.00	3.00	(6.00)
Total	9.00	9.00	3.00	(6.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	\$ 25,289	\$ -
Flexible Benefit Plan Adjustments Adjustments to the Flexible Benefit plan as a result of negotiated changes in how the plan will be administered for new and existing employees, including changes to tiers and cash-back options.	0.00	9,000	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.	0.00	3,704	-
Salary and Benefit Adjustments 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	(1,644)	-
Non-Discretionary Adjustment 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	(11,525)	-

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Reduction of Senior Press Operator Reduction of 1.00 Senior Press Operator and non-personnel expenditures to better align program expenditures with expected revenues.	(1.00)	(88,575)	(85,204)
Print Shop Reductions Reduction of 5.00 FTE positions and associated non-personnel expenditures to align with a decrease in print shop services.	(5.00)	(792,289)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(278,963)
Revised Revenue Reduction of revenue associated with a decrease in print shop services.	0.00	-	(493,958)
Total	(6.00)	\$ (856,040)	\$ (858,125)

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 446,421	\$ 481,758	\$ 167,257	\$ (314,501)
Fringe Benefits	269,222	271,386	83,476	(187,910)
PERSONNEL SUBTOTAL	715,644	753,144	250,733	(502,411)
NON-PERSONNEL				
Supplies	\$ 574,937	\$ 300,492	\$ 133,099	\$ (167,393)
Contracts	1,215,296	1,011,640	785,685	(225,955)
Information Technology	78,263	83,545	118,326	34,781
Energy and Utilities	104,879	53,176	58,114	4,938
Transfers Out	54,492	3,279	3,279	-
Capital Expenditures	16,109	-	-	-
NON-PERSONNEL SUBTOTAL	2,043,977	1,452,132	1,098,503	(353,629)
Total	\$ 2,759,621	\$ 2,205,276	\$ 1,349,236	\$ (856,040)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 2,004,107	\$ 2,498,676	\$ 1,640,551	\$ (858,125)
Other Revenue	39	-	-	-
Rev from Money and Prop	8,499	-	-	-
Transfers In	102	-	-	-
Total	\$ 2,012,747	\$ 2,498,676	\$ 1,640,551	\$ (858,125)

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	1.00	0.00	\$ 39,449 - 47,528	\$ -
20000487	Graphic Designer	2.00	2.00	1.00	46,174 - 55,456	54,344
20000752	Print Shop Supervisor	1.00	1.00	0.00	61,000 - 72,688	-
21000193	Publishing Specialist 2	2.00	2.00	1.00	33,906 - 40,158	40,165

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Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
20000912	Senior Offset Press Operator	2.00	2.00	0.00	40,652 - 48,387	-
21000194	Senior Publishing Specialist	1.00	1.00	1.00	39,449 - 47,528	47,528
	Overtime Budgeted					17,516
	Vacation Pay In Lieu					7,704
FTE, Salaries, and Wages Subtotal		9.00	9.00	3.00	\$	167,257

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 773	\$ 727	\$ -	\$ (727)
Flexible Benefits	98,883	102,150	43,167	(58,983)
Long-Term Disability	-	-	493	493
Medicare	5,325	5,179	2,059	(3,120)
Other Post-Employment Benefits	55,757	55,125	18,879	(36,246)
Retiree Medical Trust	428	455	219	(236)
Retirement ADC	58,264	54,480	-	(54,480)
Retirement DROP	5,674	5,868	1,691	(4,177)
Risk Management Administration	9,441	10,845	3,177	(7,668)
Supplemental Pension Savings Plan	28,822	29,583	11,355	(18,228)
Unemployment Insurance	736	688	219	(469)
Workers' Compensation	5,120	6,286	2,217	(4,069)
Fringe Benefits Subtotal	\$ 269,222	\$ 271,386	\$ 83,476	\$ (187,910)
Total Personnel Expenditures			\$ 250,733	

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2019 Actual	FY2020* Budget	FY2021** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (198,852)	\$ (62,335)	\$ (487,133)
TOTAL BALANCE AND RESERVES	\$ (198,852)	\$ (62,335)	\$ (487,133)
REVENUE			
Charges for Services	\$ 8,167,675	\$ 7,457,347	\$ 4,648,266
Other Revenue	166,648	176,000	176,000
Revenue from Use of Money and Property	8,703	-	-
Transfers In	753	-	-
TOTAL REVENUE	\$ 8,343,779	\$ 7,633,347	\$ 4,824,266
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 8,144,928	\$ 7,571,012	\$ 4,337,133
OPERATING EXPENSE			
Personnel Expenses	\$ 796,179	\$ 812,797	\$ 750,661
Fringe Benefits	853,485	898,509	780,177
Supplies	5,865,091	5,303,503	2,662,253
Contracts	514,333	283,883	333,965
Information Technology	49,672	44,877	78,905
Energy and Utilities	122,353	144,690	140,913
Other Expenses	4	928	928
Capital Expenditures	6,146	-	-
TOTAL OPERATING EXPENSE	\$ 8,207,263	\$ 7,489,187	\$ 4,747,802
TOTAL EXPENSE	\$ 8,207,263	\$ 7,489,187	\$ 4,747,802
BALANCE***	\$ (62,335)	\$ 81,825	\$ (410,669)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 8,144,928	\$ 7,571,012	\$ 4,337,133

* At the time of publication, audited financial statements for Fiscal Year 2020 were not available. Therefore, the Fiscal Year 2020 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2020 Adopted Budget, while the beginning Fiscal Year 2020 balance amount reflects the audited Fiscal Year 2019 ending balance.

** Fiscal Year 2021 Beginning Fund Balance reflect the projected Fiscal Year 2020 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2020.

*** The Central Stores Fund results in a negative ending balance/beginning balance and will be monitored throughout Fiscal Year 2021 to address negative balances.

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Publishing Services Fund	FY2019 Actual	FY2020* Budget	FY2021** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 1,142,947	\$ 396,073	\$ (34,340)
TOTAL BALANCE AND RESERVES	\$ 1,142,947	\$ 396,073	\$ (34,340)
REVENUE			
Charges for Services	\$ 2,004,107	\$ 2,498,676	\$ 1,640,551
Other Revenue	39	-	-
Revenue from Use of Money and Property	8,499	-	-
Transfers In	102	-	-
TOTAL REVENUE	\$ 2,012,747	\$ 2,498,676	\$ 1,640,551
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,155,693	\$ 2,894,749	\$ 1,606,211
OPERATING EXPENSE			
Personnel Expenses	\$ 446,421	\$ 481,758	\$ 167,257
Fringe Benefits	269,222	271,386	83,476
Supplies	574,937	300,492	133,099
Contracts	1,215,296	1,011,640	785,685
Information Technology	78,263	83,545	118,326
Energy and Utilities	104,879	53,176	58,114
Transfers Out	54,492	3,279	3,279
Capital Expenditures	16,109	-	-
TOTAL OPERATING EXPENSE	\$ 2,759,621	\$ 2,205,276	\$ 1,349,236
TOTAL EXPENSE	\$ 2,759,621	\$ 2,205,276	\$ 1,349,236
BALANCE	\$ 396,073	\$ 689,473	\$ 256,975
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,155,693	\$ 2,894,749	\$ 1,606,211

* At the time of publication, audited financial statements for Fiscal Year 2020 were not available. Therefore, the Fiscal Year 2020 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2020 Adopted Budget, while the beginning Fiscal Year 2020 balance amount reflects the audited Fiscal Year 2019 ending balance.

** Fiscal Year 2021 Beginning Fund Balance reflect the projected Fiscal Year 2020 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2020.



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