

# **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), the procurement of Capital Improvement Program (CIP) construction, minor repairs, and associated professional consulting services, as well as contract management functions to ensure that contracts are meeting the City's needs. It also manages the centralized advertising and award of all contracts for goods, services, and public works in conformance with the City's Charter and Municipal Code.

In addition, the Department manages the Central Stores, Equal Opportunity Contracting (EOC), and Publishing Services programs. 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;
- Providing oversight to the City's CIP construction, minor repair, and architectural and engineering consultant services contracts;
- Procurement of materials and equipment for City departments, including storage and distribution of goods through the Central Stores warehouse;
- Monitoring and enforcing City, State, and Federal equal opportunity contracting requirements and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers;
- Supporting the City's printing and publishing service requests.

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

Purchasing & Contracting Department 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

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meet the City's operational needs. The Department establishes and manages procurement standards that meet or exceed City, State, or federal regulations and requirements.

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

## Key Performance Indicators

Performance Indicator	FY2021 Target	FY2021 Actual	FY2022 Target	FY2022 Actual	FY2023 Target
Average number of days to award a contract	66	131	80	163	80
Percentage of contracts, based on total dollar value, awarded to Small Local Business Enterprises (SLBEs)	20%	28%	20%	23%	20%
Percentage of purchase orders processed within 10 days	88%	85%	90%	97%	90%
Percentage of on-line Quick Copy services requests processed for production within 1 business day	92%	94%	90%	56%	90%

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## Department Summary

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
FTE Positions (Budgeted)	70.96	71.00	92.00	21.00
Personnel Expenditures	\$ 6,366,672	\$ 7,095,351	\$ 10,390,794	\$ 3,295,443
Non-Personnel Expenditures	20,468,181	21,309,121	8,588,314	(12,720,807)
<b>Total Department Expenditures</b>	<b>\$ 26,834,852</b>	<b>\$ 28,404,472</b>	<b>\$ 18,979,108</b>	<b>\$ (9,425,364)</b>
<b>Total Department Revenue</b>	<b>\$ 9,717,545</b>	<b>\$ 9,294,220</b>	<b>\$ 11,737,933</b>	<b>\$ 2,443,713</b>

## General Fund

### Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Central Stores	\$ 161	\$ -	\$ -	-
Equal Opportunity Contracting	801,135	994,267	1,980,894	986,627
Publishing Services	99,855	-	-	-
Purchasing & Contracting	16,873,552	18,269,757	7,906,711	(10,363,046)
<b>Total</b>	<b>\$ 17,774,703</b>	<b>\$ 19,264,024</b>	<b>\$ 9,887,605</b>	<b>\$ (9,376,419)</b>

### Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Equal Opportunity Contracting	11.48	11.00	12.00	1.00
Purchasing & Contracting	36.48	32.00	51.00	19.00
<b>Total</b>	<b>47.96</b>	<b>43.00</b>	<b>63.00</b>	<b>20.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Transfer of the Public Works Contracts Division</b>	19.00	\$ 2,673,341	\$ 2,247,109
Transfer of 19.00 FTE positions, expenditures, and associated revenue from the Engineering & Capital Projects Department to the Purchasing and Contracting Department.			
<b>Addition to Animal Services Contract</b>	0.00	1,428,603	-
Addition of non-personnel expenditures to support the maintenance and annual costs of the Animal Services Program.			
<b>Salary and Benefit Adjustments</b>	0.00	684,510	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			

# Purchasing and Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Small Business Bonding Assistance</b> Addition of non-personnel expenditures to support a bonding assistance program to assist small businesses obtain bid, payment, and performance bonds in order to participate in City of San Diego contracts.	0.00	500,000	-
<b>Small Business Technical Assistance</b> Addition of non-personnel expenditures to implement a technical assistance program to help provide equitable access to resources and support related to contracting.	0.00	350,000	-
<b>Support for Equal Opportunity Contracting</b> Addition of 1.00 Program Coordinator and 1.00 Administrative Aide 1 to support the Equal Opportunity Contracting program.	2.00	192,442	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(21,735)	-
<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	(46,818)	-
<b>Transfer of Prevailing Wage Personnel</b> Transfer of 1.00 Associate Management Analyst and non-personnel expenditures from the Purchasing and Contracting Department to the Compliance Department.	(1.00)	(112,762)	-
<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 2022.	0.00	(150,000)	-
<b>Transfer of the Animal Services Program</b> Transfer of non-personnel expenditures from the Purchasing and Contracting Department to the Parks and Recreation Department to support the maintenance and annual costs of the Animal Services Program.	0.00	(14,874,000)	-
<b>Total</b>	<b>20.00</b>	<b>\$ (9,376,419)</b>	<b>\$ 2,247,109</b>

## Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,752,585	\$ 2,986,848	\$ 5,342,859	\$ 2,356,011
Fringe Benefits	1,741,876	1,901,515	2,925,747	1,024,232
<b>PERSONNEL SUBTOTAL</b>	<b>4,494,461</b>	<b>4,888,363</b>	<b>8,268,606</b>	<b>3,380,243</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 39,989	\$ 39,397	\$ 49,471	\$ 10,074
Contracts & Services	12,887,571	13,821,719	1,031,514	(12,790,205)
Information Technology	343,209	498,023	521,492	23,469
Energy and Utilities	8,983	11,411	11,411	-

# Purchasing and Contracting

## Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Other	490	5,111	5,111	-
<b>NON-PERSONNEL SUBTOTAL</b>	13,280,242	14,375,661	1,618,999	(12,756,662)
<b>Total</b>	<b>\$ 17,774,703</b>	<b>\$ 19,264,024</b>	<b>\$ 9,887,605</b>	<b>\$ (9,376,419)</b>

## Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Charges for Services	\$ 534,700	\$ 175,254	\$ 2,422,363	\$ 2,247,109
Other Revenue	1,592	-	-	-
Transfers In	7,142	-	-	-
<b>Total</b>	<b>\$ 543,433</b>	<b>\$ 175,254</b>	<b>\$ 2,422,363</b>	<b>\$ 2,247,109</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	1.00	1.00	4.00	\$ 45,269 - 54,528	\$ 210,757
20000071	Assistant Engineer-Civil	0.00	0.00	8.00	77,889 - 93,840	702,867
20000145	Associate Engineer-Civil	0.00	0.00	5.00	89,669 - 108,295	539,851
20000119	Associate Management Analyst	9.00	8.00	7.00	66,197 - 79,990	477,172
21000328	Associate Procurement Contracting Officer	7.00	3.00	3.00	89,621 - 108,295	306,209
20001101	Department Director	1.00	1.00	1.00	71,693 - 271,584	194,770
20001168	Deputy Director	1.00	1.00	2.00	56,929 - 209,339	309,667
20000924	Executive Assistant	1.00	1.00	1.00	52,792 - 63,852	63,852
20000293	Information Systems Analyst 3	1.00	1.00	1.00	73,375 - 88,725	88,725
20000998	Information Systems Analyst 4	1.00	1.00	1.00	82,532 - 100,002	100,002
90001073	Management Intern	0.96	0.00	0.00	31,200 - 34,070	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	46,697 - 56,380	54,125
20000173	Payroll Supervisor	1.00	1.00	1.00	53,542 - 64,822	64,822
20001234	Program Coordinator	2.00	1.00	2.00	34,070 - 167,127	211,439
20001222	Program Manager	5.00	4.00	4.00	56,929 - 209,339	543,511
20000890	Senior Civil Engineer	0.00	0.00	2.00	103,363 - 124,954	228,317
20000015	Senior Management Analyst	5.00	5.00	6.00	72,664 - 87,865	463,750
21000329	Senior Procurement Contracting Officer	5.00	9.00	9.00	103,337 - 124,954	1,014,627
20000970	Supervising Management Analyst	2.00	1.00	1.00	79,751 - 96,633	96,633
21000330	Supervising Procurement Contracting Officer	4.00	4.00	4.00	116,233 - 140,837	538,744
	Bilingual - Regular					1,456
	Budgeted Personnel					(963,159)
	Expenditure Savings					
	Vacation Pay In Lieu					94,722
<b>FTE, Salaries, and Wages Subtotal</b>		<b>47.96</b>	<b>43.00</b>	<b>63.00</b>		<b>\$ 5,342,859</b>

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	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 16,891	\$ 18,098	\$ 26,867	\$ 8,769
Flexible Benefits	425,146	399,133	631,232	232,099
Insurance	334	-	-	-
Long-Term Disability	12,167	11,756	18,363	6,607
Medicare	42,931	42,530	76,099	33,569
Other Post-Employment Benefits	205,836	190,061	295,828	105,767
Retiree Medical Trust	4,132	4,655	9,326	4,671
Retirement 401 Plan	2,399	2,979	15,890	12,911
Retirement ADC	792,584	964,775	1,468,899	504,124
Retirement DROP	1,871	3,892	2,680	(1,212)
Risk Management Administration	33,885	32,891	60,580	27,689
Supplemental Pension Savings Plan	190,210	204,069	283,573	79,504
Unemployment Insurance	4,103	4,280	6,667	2,387
Workers' Compensation	9,385	22,396	29,743	7,347
<b>Fringe Benefits Subtotal</b>	<b>\$ 1,741,876</b>	<b>\$ 1,901,515</b>	<b>\$ 2,925,747</b>	<b>\$ 1,024,232</b>
<b>Total Personnel Expenditures</b>		<b>\$ 8,268,606</b>		

## Central Stores Fund

### Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Central Stores	\$ 7,283,663	\$ 7,273,005	\$ 7,363,324	\$ 90,319
Purchasing & Contracting	98,554	102,184	13,249	(88,935)
<b>Total</b>	<b>\$ 7,382,218</b>	<b>\$ 7,375,189</b>	<b>\$ 7,376,573</b>	<b>\$ 1,384</b>

### Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Central Stores	19.00	19.00	20.00	1.00
Purchasing & Contracting	1.00	1.00	1.00	0.00
<b>Total</b>	<b>20.00</b>	<b>20.00</b>	<b>21.00</b>	<b>1.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Storeroom Support</b>	1.00	\$ 157,558	\$ -
Addition of 1.00 Program Manager in Central Stores to support the expansion of services.			
<b>Non-Discretionary Adjustment</b>	0.00	69,957	-
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.			



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## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(10,638)	-
<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	(215,493)	-
<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 2022.	0.00	-	123,088
<b>Revised Revenue</b> Adjustment to reflect revised revenue projections.	0.00	-	73,516
<b>Total</b>	<b>1.00</b>	<b>\$ 1,384</b>	<b>\$ 196,604</b>

## Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 661,167	\$ 754,320	\$ 750,789	(3,531)
Fringe Benefits	648,274	815,661	761,257	(54,404)
<b>PERSONNEL SUBTOTAL</b>	<b>1,309,441</b>	<b>1,569,981</b>	<b>1,512,046</b>	<b>(57,935)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 5,378,008	\$ 5,304,410	\$ 5,295,962	(8,448)
Contracts & Services	505,608	300,076	345,090	45,014
Information Technology	50,878	80,556	69,918	(10,638)
Energy and Utilities	138,283	119,238	152,629	33,391
Other	-	928	928	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>6,072,777</b>	<b>5,805,208</b>	<b>5,864,527</b>	<b>59,319</b>
<b>Total</b>	<b>\$ 7,382,218</b>	<b>\$ 7,375,189</b>	<b>\$ 7,376,573</b>	<b>\$ 1,384</b>

## Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Charges for Services	\$ 7,182,916	\$ 7,302,415	\$ 7,499,019	196,604
Other Revenue	257,195	176,000	176,000	-
Rev from Money and Prop	11,604	-	-	-
Transfers In	71,115	-	-	-
<b>Total</b>	<b>\$ 7,522,830</b>	<b>\$ 7,478,415</b>	<b>\$ 7,675,019</b>	<b>\$ 196,604</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	2.00	2.00	2.00	\$ 36,705 - 44,178	\$ 80,883
20000171	Auto Messenger 1	4.00	4.00	4.00	32,760 - 36,705	142,416
20000110	Auto Messenger 2	7.00	7.00	7.00	34,865 - 42,020	278,308
20001222	Program Manager	0.00	0.00	1.00	56,929 - 209,339	121,918

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## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
20000950	Stock Clerk	2.00	2.00	2.00	35,024 - 42,270	77,294
20000955	Storekeeper 1	3.00	3.00	3.00	40,339 - 48,380	137,099
20000956	Storekeeper 2	1.00	1.00	1.00	44,087 - 53,286	53,286
20000538	Stores Operations Supervisor	1.00	1.00	1.00	53,104 - 64,166	64,166
	Budgeted Personnel					(234,324)
	Expenditure Savings					
	Night Shift Pay					2,101
	Overtime Budgeted					19,276
	Standby Pay					2,419
	Vacation Pay In Lieu					5,947
<b>FTE, Salaries, and Wages Subtotal</b>		<b>20.00</b>	<b>20.00</b>	<b>21.00</b>	<b>\$</b>	<b>750,789</b>

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 2,798	\$ 3,754	\$ 3,570	\$ (184)
Flexible Benefits	205,462	225,470	230,060	4,590
Long-Term Disability	2,704	2,912	2,829	(83)
Medicare	10,889	10,572	11,789	1,217
Other Post-Employment Benefits	95,983	110,358	96,713	(13,645)
Retiree Medical Trust	736	781	1,032	251
Retirement 401 Plan	-	-	1,219	1,219
Retirement ADC	248,379	364,978	329,749	(35,229)
Retirement DROP	1,792	1,282	1,346	64
Risk Management Administration	15,807	19,098	19,805	707
Supplemental Pension Savings Plan	45,210	50,546	47,360	(3,186)
Unemployment Insurance	912	1,058	1,026	(32)
Workers' Compensation	17,603	24,852	14,759	(10,093)
<b>Fringe Benefits Subtotal</b>	<b>\$ 648,274</b>	<b>\$ 815,661</b>	<b>\$ 761,257</b>	<b>\$ (54,404)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,512,046</b>	

## Publishing Services Fund

### Department Expenditures

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Publishing Services	\$ 1,632,156	\$ 1,760,017	\$ 1,709,688	\$ (50,329)
Purchasing & Contracting	45,775	5,242	5,242	-
<b>Total</b>	<b>\$ 1,677,931</b>	<b>\$ 1,765,259</b>	<b>\$ 1,714,930</b>	<b>\$ (50,329)</b>

### Department Personnel

	FY2021 Budget	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Publishing Services	3.00	8.00	8.00	0.00
<b>Total</b>	<b>3.00</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

# Purchasing and Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00 \$	6,803 \$	-
<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	(26,865)	-
<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	(30,267)	-
<b>Total</b>	<b>0.00 \$</b>	<b>(50,329) \$</b>	<b>-</b>

## Expenditures by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 346,115	\$ 448,616	\$ 424,069	\$ (24,547)
Fringe Benefits	216,655	188,391	186,073	(2,318)
<b>PERSONNEL SUBTOTAL</b>	<b>562,770</b>	<b>637,007</b>	<b>610,142</b>	<b>(26,865)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 111,110	\$ 133,099	\$ 133,099	-
Contracts & Services	934,027	790,577	796,284	5,707
Information Technology	24,288	115,450	122,253	6,803
Energy and Utilities	45,736	85,847	49,873	(35,974)
Transfers Out	-	3,279	3,279	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>1,115,161</b>	<b>1,128,252</b>	<b>1,104,788</b>	<b>(23,464)</b>
<b>Total</b>	<b>\$ 1,677,931</b>	<b>\$ 1,765,259</b>	<b>\$ 1,714,930</b>	<b>\$ (50,329)</b>

## Revenues by Category

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
Charges for Services	\$ 1,357,878	\$ 1,640,551	\$ 1,640,551	-
Other Revenue	6	-	-	-
Rev from Money and Prop	(2,539)	-	-	-
Transfers In	295,937	-	-	-
<b>Total</b>	<b>\$ 1,651,282</b>	<b>\$ 1,640,551</b>	<b>\$ 1,640,551</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000487	Graphic Designer	1.00	2.00	2.00	\$ 53,495 - 64,242	\$ 127,520
20000752	Print Shop Supervisor	0.00	1.00	1.00	66,619 - 79,384	66,619
21000193	Publishing Specialist 2	1.00	2.00	2.00	36,671 - 43,442	86,232

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## Personnel Expenditures

Job Number	Job Title / Wages	FY2021 Budget	FY2022 Budget	FY2023 Adopted	Salary Range	Total
20000912	Senior Offset Press Operator	0.00	2.00	2.00	43,960 - 52,329	96,289
21000194	Senior Publishing Specialist	1.00	1.00	1.00	42,677 - 51,406	51,406
	Budgeted Personnel					(43,960)
	Expenditure Savings					
	Overtime Budgeted					17,516
	Termination Pay Annual					14,743
	Leave					
	Vacation Pay In Lieu					7,704
<b>FTE, Salaries, and Wages Subtotal</b>		<b>3.00</b>	<b>8.00</b>	<b>8.00</b>	<b>\$</b>	<b>424,069</b>

	FY2021 Actual	FY2022 Budget	FY2023 Adopted	FY2022-2023 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 467	\$ -	\$ -	-
Flexible Benefits	88,412	75,411	85,567	10,156
Long-Term Disability	1,524	1,698	1,344	(354)
Medicare	3,886	6,139	4,940	(1,199)
Other Post-Employment Benefits	42,681	49,049	39,823	(9,226)
Retiree Medical Trust	365	917	692	(225)
Retirement 401 Plan	-	-	1,189	1,189
Retirement ADC	39,930	-	16,403	16,403
Retirement DROP	4,182	1,759	3,284	1,525
Risk Management Administration	7,011	8,489	8,155	(334)
Supplemental Pension Savings Plan	22,644	37,173	21,632	(15,541)
Unemployment Insurance	512	618	487	(131)
Workers' Compensation	5,040	7,138	2,557	(4,581)
<b>Fringe Benefits Subtotal</b>	<b>\$ 216,655</b>	<b>\$ 188,391</b>	<b>\$ 186,073</b>	<b>\$ (2,318)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 610,142</b>	

# Purchasing and Contracting

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

Central Stores Fund	FY2021 Actual	FY2022* Budget	FY2023** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (247,956)	\$ (107,344)	\$ (24,674)
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (247,956)</b>	<b>\$ (107,344)</b>	<b>\$ (24,674)</b>
REVENUE			
Charges for Services	\$ 7,182,916	\$ 7,302,415	\$ 7,499,019
Other Revenue	257,195	176,000	176,000
Revenue from Use of Money and Property	11,604	-	-
Transfers In	71,115	-	-
<b>TOTAL REVENUE</b>	<b>\$ 7,522,830</b>	<b>\$ 7,478,415</b>	<b>\$ 7,675,019</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 7,274,874</b>	<b>\$ 7,371,071</b>	<b>\$ 7,650,345</b>
OPERATING EXPENSE			
Personnel Expenses	\$ 661,167	\$ 754,320	\$ 750,789
Fringe Benefits	648,274	815,661	761,257
Supplies	5,378,008	5,304,410	5,295,962
Contracts & Services	505,608	300,076	345,090
Information Technology	50,878	80,556	69,918
Energy and Utilities	138,283	119,238	152,629
Other Expenses	-	928	928
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 7,382,218</b>	<b>\$ 7,375,189</b>	<b>\$ 7,376,573</b>
<b>TOTAL EXPENSE</b>	<b>\$ 7,382,218</b>	<b>\$ 7,375,189</b>	<b>\$ 7,376,573</b>
<b>BALANCE</b>	<b>\$ (107,344)</b>	<b>\$ (4,118)</b>	<b>\$ 273,772</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 7,274,874</b>	<b>\$ 7,371,071</b>	<b>\$ 7,650,345</b>

\* At the time of publication, audited financial statements for Fiscal Year 2022 were not available. Therefore, the Fiscal Year 2022 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2022 Adopted Budget, while the beginning Fiscal Year 2022 balance amount reflects the audited Fiscal Year 2021 ending balance.

\*\* Fiscal Year 2023 Beginning Fund Balance reflect the projected Fiscal Year 2022 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2022.

# Purchasing and Contracting

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

Publishing Services Fund	FY2021 Actual	FY2022* Budget	FY2023** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 108,727	\$ 82,077	\$ (2,976)
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 108,727</b>	<b>\$ 82,077</b>	<b>\$ (2,976)</b>
REVENUE			
Charges for Services	\$ 1,357,878	\$ 1,640,551	\$ 1,640,551
Other Revenue	6	-	-
Revenue from Use of Money and Property	(2,539)	-	-
Transfers In	295,937	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,651,282</b>	<b>\$ 1,640,551</b>	<b>\$ 1,640,551</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 1,760,009</b>	<b>\$ 1,722,628</b>	<b>\$ 1,637,575</b>
OPERATING EXPENSE			
Personnel Expenses	\$ 346,115	\$ 448,616	\$ 424,069
Fringe Benefits	216,655	188,391	186,073
Supplies	111,110	133,099	133,099
Contracts & Services	934,027	790,577	796,284
Information Technology	24,288	115,450	122,253
Energy and Utilities	45,736	85,847	49,873
Transfers Out	-	3,279	3,279
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,677,931</b>	<b>\$ 1,765,259</b>	<b>\$ 1,714,930</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,677,931</b>	<b>\$ 1,765,259</b>	<b>\$ 1,714,930</b>
<b>BALANCE</b>	<b>\$ 82,077</b>	<b>\$ (42,631)</b>	<b>\$ (77,355)</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 1,760,009</b>	<b>\$ 1,722,628</b>	<b>\$ 1,637,575</b>

\* At the time of publication, audited financial statements for Fiscal Year 2022 were not available. Therefore, the Fiscal Year 2022 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2022 Adopted Budget, while the beginning Fiscal Year 2022 balance amount reflects the audited Fiscal Year 2021 ending balance.

\*\* Fiscal Year 2023 Beginning Fund Balance reflect the projected Fiscal Year 2022 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2022.

\*\*\*The Publishing Services Fund results in a negative ending balance/beginning balance and will be monitored throughout Fiscal Year 2023 to address negative balances.