

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 and Equal Opportunity Contracting (EOC) 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.

The vision is:

To be a leader in fostering a purchasing climate in which diverse and small vendors are encouraged to compete and participate in City contracts.

The mission is:

Ensure open and fair procurements, competitive and fair pricing, environmentally-sustainable solutions, best practices, and utilization of small, local, woman- and minority- owned businesses, when applicable, in City contracting.

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Goals and Objectives

Goal 1: Promote transparency regarding requirements within the procurement process.

- Use technology to provide information on upcoming bids and procurements.
- Post information on awarded formal and informal procurement timely.

Goal 2: Increase efficiency of procurement process.

- Ensure all procurements consistently follow the appropriate rules and requirements based on the contract type.
- Conduct Citywide Training.
- Streamline the contracting process.

Goal 3: Promote small and local, disadvantaged, minority, and woman- owned business participation in City procurement.

- Develop a more robust SLBE Program.
- Enhance community outreach.

Goal 4: Ensure excellent customer service.

- Enhance customer service skills of P&C staff.
- Foster a skilled and sustainable workforce.

Budget Equity Impact Statement	
Budget Equity Lens Summary Base Budget	Budget Equity Lens Summary Budget Adjustment
<p><i>Is there an opportunity to adjust the department's ongoing Base Budget to address disparity?</i></p> <p>Yes</p> <p>Collaborating with Council Offices to enhance community outreach related to underserved populations and provide information on the City's Small Local Business Enterprise (SLBE) Program certification and benefits and How to do Business with the City. Collaborating with the Communications Department to use social media platforms to help provide information on upcoming procurements and the Library Department to help create landing pages on computers directing patrons on where they can find bid opportunities and information on the City's SLBE Program. Collaborate with outside agencies, organizations, and Council Offices to conduct SLBE certification workshops to help develop a more robust SLBE Program.</p>	<p><i>Do the Budget Adjustments address a disparity?</i></p> <p>Yes</p> <p>The budget adjustments for the Purchasing & Contracting Department will address disparities that align with the following Tactical Equity Plan Goals: 1. Increase efficiency of procurement process. 2. Ensure excellent customer service. Budget Adjustment #1: Purchase of electronic bidding software Equity lens: This software allows all members of the public, including potential bidders, to be informed of and have clear access to bid opportunities with the City. Operationally this software helps staff perform the procurement of goods, services, consultant, and public works contracts in a streamlined and transparent manner. Budget Adjustment #2: Position request Equity lens: Existing staff are unable to keep up with the volume of contract and purchase order requests received on an annual basis. Investing in adequate staffing will address internal and external disparities.</p>

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Budget Equity Impact Statement

Internally, workload and assignments will be distributed in an equitable manner and will allow for existing staff to provide better service to external departments and engage in trainings and professional development on a more regular basis. Externally, with increased staff, the time to process contract awards should decrease, which means contractors will be able to start their services sooner and help avoid cash flow issues. Operationally, the addition of this FTE will help ensure that departments are obtaining contracts and/or POs in a timely manner. The budget adjustment for the Central Stores Fund will address disparities that align with the following Tactical Equity Plan Goals: 1. Ensure excellent customer service. Budget Adjustment #1: Purchase of inventory processing system Equity lens: Procurement of equipment and software will assist all employees in streamlining work efforts and creates better internal control of inventory management. Operationally, true inventory will become more readily available and accessible, also avoiding errors normally caused by human error.

Key Performance Indicators

Performance Indicator	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	Goal
Average number of days to award a contract ¹	73	73	131	163	105	N/A
Percentage of total dollar value of contracts awarded to Small Local Business Enterprises (SLBEs) ²	24%	N/A	28%	23%	23%	20%
Percentage of purchase orders processed within 10 days ³	90.00%	88.00%	85.00%	97.00%	99.25%	N/A
Percentage of on-line Quick Copy services requests processed for production within 1 business day ⁴	92%	92%	94%	56%	15%	N/A
Percentage of low bid contracts awarded within 90 days ⁵	N/A	N/A	N/A	N/A	N/A	85%
Percentage of total dollar value of contracts awarded to minority- and woman-owned firms. ⁶	N/A	N/A	N/A	N/A	N/A	31%

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Key Performance Indicators

Performance Indicator	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Actual	Goal
Number of training events held related to procurement process. ⁶	N/A	N/A	N/A	N/A	N/A	5
Number of outreach events conducted promoting how to do business with City and/or Small Local Business Enterprises (SLBE) Program. ⁶	N/A	N/A	N/A	N/A	N/A	10

1. This KPI has been replaced with a new KPI focusing specifically on 'low bid' contracts. Fiscal Year 2023 figure based on goods & services contracts and construction contracts awarded in Fiscal Year 2023. 'Days to award a contract' calculated from 'Solicitation Due Date' to 'Contract Effective Date' (i.e., date of last signature). Figures for previous fiscal years were based on goods & services contracts only. 'Days to award a contract' calculated from 'Solicitation Posting Date' to 'Contract Effective Date' for Fiscal Year 2022.
2. This KPI has been reworded slightly for clarity.
3. This KPI is no longer being tracked until the department is in a better position to more accurately measure the portion of the purchase requisition review process that is within its control. Data on that portion, in turn, will enable the department to determine a reasonable standard in terms of days for that portion. Fiscal Year 2022 and Fiscal Year 2023 figures based on non-catalog Ariba purchase orders only. Figures for previous fiscal years were based on SAP purchase orders only.
4. This KPI is no longer tracked by the department as Publishing Services has been moved to the Communications Department. Drop in Fiscal Year 2023 figure due to significant vacancies in Publishing Services.
5. This KPI was added for FY 2024. "Low bid" refers to contracts awarded based solely on price (i.e., lowest responsive bid automatically winner). Based on best practices and the department's experience, ninety (90) days is a very reasonable maximum threshold for awarding "low bid" contracts. It is also industry standard for a vendor to guarantee prices in their bid for 90 days; therefore, a "low bid" contract should be awarded within 90 days, or the City risks the vendor potentially withdrawing their bid due to price changes.
6. This KPI was added for FY 2024.

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Department Summary

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
FTE Positions (Budgeted)	71.00	92.00	85.00	(7.00)
Personnel Expenditures	\$ 6,935,824	\$ 10,390,794	\$ 10,758,391	\$ 367,597
Non-Personnel Expenditures	19,680,293	8,588,314	7,927,434	(660,880)
Total Department Expenditures	\$ 26,616,117	\$ 18,979,108	\$ 18,685,825	\$ (293,283)
Total Department Revenue	\$ 8,964,698	\$ 11,737,933	\$ 10,059,126	\$ (1,678,807)

General Fund

Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Equal Opportunity Contracting	\$ 645,657	\$ 1,980,894	\$ 1,576,979	\$ (403,915)
Purchasing & Contracting	17,723,138	7,906,711	9,335,450	1,428,739
Total	\$ 18,368,795	\$ 9,887,605	\$ 10,912,429	\$ 1,024,824

Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Equal Opportunity Contracting	11.00	12.00	11.00	(1.00)
Purchasing & Contracting	32.00	51.00	53.00	2.00
Total	43.00	63.00	64.00	1.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
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	\$ 797,945	\$ -
Procurement Support Addition of 1.00 Supervising Procurement Contracting Officer to help support purchasing and contracting operations and staff.	1.00	153,702	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	55,715	-
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	29,566	-

Purchasing and Contracting

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Pay-in Lieu of Annual Leave Adjustments	0.00	(12,104)	-
Adjustments to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.			
Total	1.00 \$	1,024,824 \$	-

Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
PERSONNEL				
Personnel Cost	\$ 2,896,761	\$ 5,342,859	\$ 5,832,754	489,895
Fringe Benefits	2,166,862	2,925,747	3,375,395	449,648
PERSONNEL SUBTOTAL	5,063,623	8,268,606	9,208,149	939,543
NON-PERSONNEL				
Supplies	\$ 22,737	\$ 49,471	\$ 48,424	(1,047)
Contracts & Services	12,819,674	1,031,514	1,062,127	30,613
<i>External Contracts & Services</i>	<i>12,716,946</i>	<i>960,251</i>	<i>960,251</i>	-
<i>Internal Contracts & Services</i>	<i>102,728</i>	<i>71,263</i>	<i>101,876</i>	<i>30,613</i>
Information Technology	446,790	521,492	577,207	55,715
Energy and Utilities	11,951	11,411	11,411	-
Other	4,019	5,111	5,111	-
NON-PERSONNEL SUBTOTAL	13,305,171	1,618,999	1,704,280	85,281
Total	\$ 18,368,795 \$	9,887,605 \$	10,912,429 \$	1,024,824

Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Charges for Services	\$ 571,794	\$ 2,422,363	\$ 2,422,363	-
Other Revenue	91,855	-	-	-
Total	\$ 663,648 \$	2,422,363 \$	2,422,363 \$	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000012	Administrative Aide 1	1.00	4.00	4.00	\$ 51,126 - 61,583	\$ 238,385
20000071	Assistant Engineer-Civil	0.00	8.00	8.00	87,820 - 105,804	756,512
20000145	Associate Engineer-Civil	0.00	5.00	5.00	101,101 - 122,102	610,510
20000119	Associate Management Analyst	8.00	7.00	7.00	74,763 - 90,340	498,821
21000328	Associate Procurement Contracting Officer	3.00	3.00	3.00	91,850 - 110,990	324,348
20001101	Department Director	1.00	1.00	1.00	89,589 - 339,372	209,621
20001168	Deputy Director	1.00	2.00	2.00	67,740 - 249,134	333,279
20000924	Executive Assistant	1.00	1.00	1.00	59,068 - 71,442	71,442
20000293	Information Systems Analyst 3	1.00	1.00	1.00	83,637 - 101,133	101,133
20000998	Information Systems Analyst 4	1.00	1.00	1.00	94,074 - 113,988	94,074
20000680	Payroll Specialist 2	1.00	1.00	1.00	50,258 - 60,679	58,252
20000173	Payroll Supervisor	1.00	1.00	1.00	57,624 - 69,765	68,370

Purchasing and Contracting

Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Adopted	Salary Range	Total
20001234	Program Coordinator	1.00	2.00	2.00	36,489 - 198,900	232,054
20001222	Program Manager	4.00	4.00	4.00	67,740 - 249,134	606,157
20000890	Senior Civil Engineer	0.00	2.00	2.00	116,542 - 140,885	281,770
20000015	Senior Management Analyst	5.00	6.00	6.00	82,066 - 99,234	534,078
21000329	Senior Procurement Contracting Officer	9.00	9.00	9.00	105,931 - 128,048	1,097,600
20000970	Supervising Management Analyst	1.00	1.00	1.00	87,965 - 106,585	87,965
21000330	Supervising Procurement Contracting Officer	4.00	4.00	5.00	119,138 - 144,345	687,711
	Bilingual - Regular					1,456
	Budgeted Personnel					(1,154,240)
	Expenditure Savings					
	Termination Pay Annual					10,838
	Leave					
	Vacation Pay In Lieu					82,618
FTE, Salaries, and Wages Subtotal		43.00	63.00	64.00		\$ 5,832,754

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Fringe Benefits				
Employee Offset Savings	\$ 23,634	\$ 26,867	\$ 36,324	\$ 9,457
Flexible Benefits	356,806	631,232	586,273	(44,959)
Long-Term Disability	12,341	18,363	20,255	1,892
Medicare	43,587	76,099	83,216	7,117
Other Post-Employment Benefits	194,005	295,828	290,139	(5,689)
Retiree Medical Trust	4,201	9,326	9,456	130
Retirement 401 Plan	5,524	15,890	35,635	19,745
Retirement ADC	1,296,148	1,468,899	2,069,618	600,719
Retirement DROP	-	2,680	3,227	547
Risk Management Administration	34,706	60,580	65,637	5,057
Supplemental Pension Savings Plan	167,434	283,573	128,986	(154,587)
Unemployment Insurance	4,201	6,667	6,450	(217)
Workers' Compensation	24,275	29,743	40,179	10,436
Fringe Benefits Subtotal	\$ 2,166,862	\$ 2,925,747	\$ 3,375,395	\$ 449,648
Total Personnel Expenditures			\$ 9,208,149	

Central Stores Fund

Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Central Stores	\$ 6,468,222	\$ 7,363,324	\$ 7,666,889	\$ 303,565
Purchasing & Contracting	109,055	13,249	106,507	93,258
Total	\$ 6,577,277	\$ 7,376,573	\$ 7,773,396	\$ 396,823

Purchasing and Contracting

Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Central Stores	19.00	20.00	20.00	0.00
Purchasing & Contracting	1.00	1.00	1.00	0.00
Total	20.00	21.00	21.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Inventory Scanning Software Addition of non-personnel expenditures to purchase software to enhance Central Stores' inventory processing system.	0.00 \$	200,000 \$	-
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	167,040	-
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	38,196	-
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	(8,413)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(38,256)
Total	0.00 \$	396,823 \$	(38,256)

Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
PERSONNEL				
Personnel Cost	\$ 757,531	\$ 750,789	\$ 817,701	66,912
Fringe Benefits	750,725	761,257	732,541	(28,716)
PERSONNEL SUBTOTAL	1,508,256	1,512,046	1,550,242	38,196
NON-PERSONNEL				
Supplies	\$ 4,446,764	\$ 5,295,962	\$ 5,295,613	(349)
Contracts & Services	410,641	345,090	445,412	100,322
<i>External Contracts & Services</i>	186,260	40,393	40,393	-
<i>Internal Contracts & Services</i>	224,381	304,697	405,019	100,322
Information Technology	47,905	69,918	261,505	191,587
Energy and Utilities	163,857	152,629	219,696	67,067
Other	-	928	928	-
Capital Expenditures	(146)	-	-	-
NON-PERSONNEL SUBTOTAL	5,069,021	5,864,527	6,223,154	358,627
Total	\$ 6,577,277	\$ 7,376,573	\$ 7,773,396	\$ 396,823

Purchasing and Contracting

Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Charges for Services	\$ 6,358,046	\$ 7,499,019	\$ 7,460,763	\$ (38,256)
Other Revenue	325,007	176,000	176,000	-
Rev from Money and Prop	2,715	-	-	-
Transfers In	29,206	-	-	-
Total	\$ 6,714,974	\$ 7,675,019	\$ 7,636,763	\$ (38,256)

Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	2.00	2.00	2.00	\$ 45,627 - 54,916	\$ 91,254
20000171	Auto Messenger 1	4.00	4.00	4.00	36,489 - 39,511	148,978
20000110	Auto Messenger 2	7.00	7.00	7.00	37,524 - 45,224	299,072
20001222	Program Manager	0.00	1.00	1.00	67,740 - 249,134	158,437
20000950	Stock Clerk	2.00	2.00	2.00	37,695 - 45,493	90,986
20000955	Storekeeper 1	3.00	3.00	3.00	43,415 - 52,069	154,385
20000956	Storekeeper 2	1.00	1.00	1.00	47,449 - 57,349	57,349
20000538	Stores Operations Supervisor	1.00	1.00	1.00	57,154 - 69,059	69,059
	Budgeted Personnel Expenditure Savings					(277,042)
	Overtime Budgeted					19,276
	Vacation Pay In Lieu					5,947
FTE, Salaries, and Wages Subtotal		20.00	21.00	21.00		\$ 817,701

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Fringe Benefits				
Employee Offset Savings	\$ 3,051	\$ 3,570	\$ 2,972	\$ (598)
Flexible Benefits	210,149	230,060	236,440	6,380
Long-Term Disability	2,831	2,829	2,799	(30)
Medicare	11,929	11,789	11,494	(295)
Other Post-Employment Benefits	101,161	96,713	96,713	-
Retiree Medical Trust	978	1,032	1,240	208
Retirement 401 Plan	289	1,219	4,261	3,042
Retirement ADC	320,499	329,749	312,986	(16,763)
Retirement DROP	1,237	1,346	-	(1,346)
Risk Management Administration	18,052	19,805	21,879	2,074
Supplemental Pension Savings Plan	52,023	47,360	21,025	(26,335)
Unemployment Insurance	965	1,026	903	(123)
Workers' Compensation	27,563	14,759	19,829	5,070
Fringe Benefits Subtotal	\$ 750,725	\$ 761,257	\$ 732,541	\$ (28,716)
Total Personnel Expenditures			\$ 1,550,242	

Purchasing and Contracting

Publishing Services Fund

Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Publishing Services	\$ 1,669,455	\$ 1,709,688	\$ -	(1,709,688)
Purchasing & Contracting	591	5,242	-	(5,242)
Total	\$ 1,670,046	\$ 1,714,930	\$ -	(1,714,930)

Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Publishing Services	8.00	8.00	0.00	(8.00)
Total	8.00	8.00	0.00	(8.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
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	\$ 105,670	\$ -
Support for Information Technology Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	(13,419)	-
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	(229,697)	-
Transfer of Publishing Services Transfer of 8.00 FTE positions, non-personnel expenditures, and associated revenue from the Purchasing and Contracting Department to the Communications Department.	(8.00)	(1,577,484)	(1,640,551)
Total	(8.00)	\$ (1,714,930)	\$ (1,640,551)

Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
PERSONNEL				
Personnel Cost	\$ 235,228	\$ 424,069	\$ -	(424,069)
Fringe Benefits	128,716	186,073	-	(186,073)
PERSONNEL SUBTOTAL	363,944	610,142	-	(610,142)
NON-PERSONNEL				
Supplies	\$ 211,012	\$ 133,099	\$ -	(133,099)
Contracts & Services	1,014,221	796,284	-	(796,284)
<i>External Contracts & Services</i>	<i>881,743</i>	<i>710,559</i>	-	<i>(710,559)</i>
<i>Internal Contracts & Services</i>	<i>132,478</i>	<i>85,725</i>	-	<i>(85,725)</i>

Purchasing and Contracting

Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Information Technology	21,798	122,253	-	(122,253)
Energy and Utilities	59,071	49,873	-	(49,873)
Transfers Out	-	3,279	-	(3,279)
NON-PERSONNEL SUBTOTAL	1,306,101	1,104,788	-	(1,104,788)
Total	\$ 1,670,046	\$ 1,714,930	\$ -	\$ (1,714,930)

Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Charges for Services	\$ 1,397,613	\$ 1,640,551	\$ -	(1,640,551)
Rev from Money and Prop	31	-	-	-
Transfers In	188,431	-	-	-
Total	\$ 1,586,075	\$ 1,640,551	\$ -	\$ (1,640,551)

Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000487	Graphic Designer	2.00	2.00	0.00	\$ 60,977 - 73,227	\$ -
20000752	Print Shop Supervisor	1.00	1.00	0.00	71,699 - 85,437	-
21000193	Publishing Specialist 2	2.00	2.00	0.00	39,467 - 46,755	-
20000912	Senior Offset Press Operator	2.00	2.00	0.00	47,312 - 56,319	-
21000194	Senior Publishing Specialist	1.00	1.00	0.00	45,931 - 55,326	-
FTE, Salaries, and Wages Subtotal		8.00	8.00	0.00		\$ -

	FY2022 Actual	FY2023 Budget	FY2024 Adopted	FY2023-2024 Change
Fringe Benefits				
Flexible Benefits	\$ 63,631	\$ 85,567	\$ -	(85,567)
Long-Term Disability	998	1,344	-	(1,344)
Medicare	2,825	4,940	-	(4,940)
Other Post-Employment Benefits	29,133	39,823	-	(39,823)
Retiree Medical Trust	401	692	-	(692)
Retirement 401 Plan	-	1,189	-	(1,189)
Retirement ADC	-	16,403	-	(16,403)
Retirement DROP	2,071	3,284	-	(3,284)
Risk Management Administration	5,175	8,155	-	(8,155)
Supplemental Pension Savings Plan	19,674	21,632	-	(21,632)
Unemployment Insurance	341	487	-	(487)
Workers' Compensation	4,468	2,557	-	(2,557)
Fringe Benefits Subtotal	\$ 128,716	\$ 186,073	\$ -	(186,073)
Total Personnel Expenditures			\$ -	

Purchasing and Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2022 Actual	FY2023* Budget	FY2024** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (158,085)	\$ (20,388)	\$ 80,455
TOTAL BALANCE AND RESERVES	\$ (158,085)	\$ (20,388)	\$ 80,455
REVENUE			
Charges for Services	\$ 6,358,046	\$ 7,499,019	\$ 7,460,763
Other Revenue	325,007	176,000	176,000
Revenue from Use of Money and Property	2,715	-	-
Transfers In	29,206	-	-
TOTAL REVENUE	\$ 6,714,974	\$ 7,675,019	\$ 7,636,763
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 6,556,889	\$ 7,654,631	\$ 7,717,218
OPERATING EXPENSE			
Personnel Expenses	\$ 757,531	\$ 750,789	\$ 817,701
Fringe Benefits	750,725	761,257	732,541
Supplies	4,446,764	5,295,962	5,295,613
Contracts & Services	410,641	345,090	445,412
Information Technology	47,905	69,918	261,505
Energy and Utilities	163,857	152,629	219,696
Other Expenses	-	928	928
Capital Expenditures	(146)	-	-
TOTAL OPERATING EXPENSE	\$ 6,577,277	\$ 7,376,573	\$ 7,773,396
TOTAL EXPENSE	\$ 6,577,277	\$ 7,376,573	\$ 7,773,396
BALANCE***	\$ (20,388)	\$ 278,058	\$ (56,178)
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 6,556,889	\$ 7,654,631	\$ 7,717,218

* At the time of publication, audited financial statements for Fiscal Year 2023 were not available. Therefore, the Fiscal Year 2023 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2023 Adopted Budget, while the beginning Fiscal Year 2023 balance amount reflects the audited Fiscal Year 2022 ending balance.

** Fiscal Year 2024 Beginning Fund Balance reflects the projected Fiscal Year 2023 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2023.

***The Central Stores Fund results in a negative ending balance/beginning balance and will be monitored throughout Fiscal Year 2024 to address negative balances.