

Purchasing & Contracting



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Purchasing & Contracting



Department Description

The Purchasing & Contracting Department is responsible for administering the City's centralized procurement and materials management functions to ensure the availability of materials, supplies, equipment (commodities), and services to meet the City's operational needs. The Department's responsibilities include the administration of procurement standards to meet or exceed its regulations, as well as the applicable requirements of federal and State when required all while maintaining excellent internal (City departments) and external (bidders and proposers) customer service.

In addition, the Department manages contracts for professional and general services necessary to support the City's Managed Competition processes including all operational, administrative, and procurement functions. Procurement professionals carry on the daily operational contracting needs of organizing, maintaining the warehousing of essential materials, supporting mail center and delivery operations citywide, and administering internal service level agreements. Department staff are instrumental in developing City policies and procedures that reflect the City's leading edge approach to social, environmental, and economic goals.

The Living Wage Program, a new addition to the department, administered the Living Wage Ordinance (LWO) during its seventh year since enactment through oversight of requirements on all applicable service contracts, complaint investigations, and proactive contract compliance reviews. The Program provided ongoing assistance in understanding and fulfilling obligations for City staff, designated City facilities, covered employers and employees, labor and community organizations, and the public. Informational material was updated as needed on the City's website.

The Equal Opportunity Contracting Program (EOC) is a new addition to the Department for Fiscal Year 2014. The Equal Opportunity Contracting Program staff serves both businesses and the labor market by working to ensure equal access to contracting opportunities with the City of San Diego. Working in partnership with City departments/agencies and other local, State, and federal agencies, EOC monitors and enforces equal opportunity and public contracting laws related to the use of construction contractors, consultants, vendors, and suppliers to:

- Enforce federal, State, and local, labor, and equal opportunity laws
- Provide mentorship opportunities and technical assistance to small and emerging local contractors
- Conduct broad outreach efforts to increase the diversity of the contracting community

Purchasing & Contracting

- Develop partnerships with City departments, business associations, and small and emerging local businesses
- Ensure the City provides contracting opportunities to a broad cross-section of the community in order to enhance diversity and increase competition.

The Department's mission is:

To support the achievement of the City's Strategic Plan goals and objectives by providing superior services and support to City departments and customers for the centralized acquisition of services and supplies

Goals and Objectives

The following goals and objectives represent the action plan for the Department:

Goal 1: Procure high quality products and services for the best value, supporting fiscally-sound, efficient City government

Providing the highest quality products and services at the best value is central to the City's ability to meet its operational goals and responsibilities. The Department will continue toward accomplishing this goal by focusing on these following objectives during the next fiscal year:

- Identify and evaluate opportunities to standardize and reduce unnecessary complexities of its operations focusing on organizational structure, work assignments, and policy review and revision
- Evaluate, refine, and reengineer procurement processes to optimize the use of SAP
- Continue to evaluate opportunities for strategic sourcing and institute new fiscally-advantageous vendor relationships
- Initiate and develop tools to improve vendor performance measurement through the creation of vendor metrics and dashboards
- Initiate development of new processes to more readily adapt departmental policies to evolving City Council mandates through effective policy development
- Initiate development of new tools and metrics to facilitate improved cost, operational, and management analysis
- Develop new criteria for incorporating sustainable practices into procurement considerations
- Increase the number and variety of diversity and local business outreach programs

Goal 2: Effectively facilitate the procurement of services and materials and manage related data leading to a fiscally-sound, efficient City government

Creating simplified, precise, and easily managed contracts, agreements, and supporting documents is necessary to improve operational cost effectiveness and will result in the efficient and timely receipt of goods and professional services. The Department will work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Develop new integrated technical solutions for contract management by increasing the use of SAP
- Develop integrated citywide Terms and Conditions (T&Cs) to facilitate and standardize procurement documentation and processes
- Increase competitive solicitation interests through the expansion of the vendor outreach program
- Increase the number of departmental and client-oriented procurement and contract administration training opportunities
- Improve the internal customer complaint response process
- Develop a more precise program to resolve contractor and supplier issues in a timely manner
- Complete analysis of the Supplier Relationship Management (SRM) capabilities of SAP and present a formal recommendation for action
- Develop a program for reverse auctions for needed City materials and supplies

Purchasing & Contracting

Goal 3: Provide excellent customer service

Ensuring that customers are provided excellent service is paramount to the overall effectiveness of the City. The Department will provide responsive and timely customer service to enable City employees to perform their jobs most effectively. The Department will work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Provide personal support and reference resources for the use of internal and external customers
- Provide ongoing customer service training for Department staff
- Improve departmental teamwork through enhanced internal communications and increased participation in strategic meetings
- Solicit increased customer feedback to improve responsiveness and service delivery by instituting a focused Purchasing & Contracting customer survey

Goal 4: Pursue ongoing workforce learning to ensure assimilation of critical professional and technical knowledge and the development of high-performing skill sets facilitating the development of a more responsive and innovative workforce

Developing and retaining a trained and skilled workforce is essential to the stability and success of the Department and the overall effectiveness of client departments. Ensuring that employees are adequately trained, that they continue to pursue professional development, education, and certification; and that they take advantage of development opportunities will help create a high-performing organization that operates more efficiently and effectively. The Department will continue to work toward accomplishing this goal by focusing on the following objectives during the next fiscal year:

- Participate in professional organizations and serve on regional collaborative contracting efforts
- Support professional development and training toward relevant professional certification
- Implement internal team rotations and employee cross-training

Goal 5: Promote highest ethical standard and behavior among employees to promote public trust and confidence in City government

The Department will work toward accomplishing this goal by focusing on the following objectives:

- Conduct an annual Department-wide review of professional standards and ethical practices
- Provide annual training on ethics standards set by National Institute of Governmental Purchasing (NIGP), the National Association of Purchasing Managers (NAPM), and/or the National Contract Management Association (NCMA)

Goal 6: Effectively administer the City's small local business and contract compliance programs

It is important that the City promotes economic opportunities in public contracting for City residents and businesses. Developing effective policies, procedures, and monitoring contractor compliance will ensure an effective EOC. The Department will move toward accomplishing this goal by focusing on the following objectives:

- Ensure that all who do business with the City comply with federal, State, and local labor laws
- Foster collaborative relationships with the public, contractor organizations, subcontractors, and City staff involved in EOC activities

Goal 7: Effectively administer State and federal equal opportunity, labor compliance, and subcontracting programs

It is important that the City and its prime and subcontractors comply with federal and State Equal Employment Opportunity, labor, and subcontracting laws to continue to receive funding from these agencies. The Department will move toward accomplishing this goal by focusing on the following objectives:

- Implement its approved labor compliance program
- Implement and update its Title VI Program
- Ensure federal and State requirements are included in contract specifications

Purchasing & Contracting

Key Performance Indicators

Performance Measure	Actual FY2012	Actual FY2013	Target FY2014
1. Cost savings/cost avoidance achieved via strategic purchase processes	\$456,142	\$389,000	\$450,000
2. Percent of departments that complete procurement (p-card) reconciliations on time ¹	49%	N/A	N/A ¹
3. Number of central warehouse items supplied to client departments annually	64,004	53,059	58,000
4. Number of supplier education outreach conducted annually	11	9	12
5. Number of supplier workshops conducted annually	4	4	4
6. Number of client department educational workshops conducted annually	14	6	10
7. Number of vendor reviews and conferences completed annually	24	26	20
8. Percent of purchase orders issued against established price/outline agreements	N/A	43%	41%

1. The P-Card Program moved to the City Comptroller in February 2013. This measure will no longer be tracked in Purchasing & Contracting.

Service Efforts and Accomplishments

The Purchasing & Contracting Department has worked to accomplish the following:

- Received the Achievement in Excellence in Procurement award for Fiscal Year 2013 representing the 13th year in a row receiving this award
- Implemented PlanetBids software to provide Vendor Registration and eSourcing.

Purchasing & Contracting

Department Summary

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
FTE Positions (Budgeted)	62.39	56.74	64.93	8.19
Personnel Expenditures	\$ 4,817,479	\$ 4,370,434	\$ 5,812,534	\$ 1,442,100
Non-Personnel Expenditures	10,430,764	12,138,371	12,348,933	210,562
Total Department Expenditures	\$ 15,248,243	\$ 16,508,805	\$ 18,161,467	\$ 1,652,662
Total Department Revenue	\$ 11,211,120	\$ 13,871,558	\$ 14,016,338	\$ 144,780

General Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
Equal Opportunity Contracting	\$ -	\$ -	\$ 1,368,572	\$ 1,368,572
Purchasing & Contracting	5,067,265	3,166,747	3,436,111	269,364
Total	\$ 5,067,265	\$ 3,166,747	\$ 4,804,683	\$ 1,637,936

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013–2014 Change
Equal Opportunity Contracting	0.00	0.00	12.70	12.70
Purchasing & Contracting	39.39	30.39	28.89	(1.50)
Total	39.39	30.39	41.59	11.20

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Equal Opportunity Contracting (EOC) Program Transfer Transfer of the EOC Program from the Administration Department and the Business Office to the Purchasing & Contracting Department.	10.00	\$ 1,090,765	\$ 175,054
Support for Equal Opportunity Contracting (EOC) Program Addition of 1.00 Supervising Management Analyst and 1.00 Senior Management Analyst to support the Equal Opportunity Contracting (EOC) Program.	2.00	238,653	-
Addition of Program Manager Addition of 1.00 Program Manager to support the implementation of critical operational improvements.	1.00	190,797	-
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	166,396	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	107,938	-

Purchasing & Contracting

Significant Budget Adjustments (Cont'd)

	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	54,103	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.20	1,778	-
Transfer of Procurement Card (P-Card) Program Transfer of 1.00 Administrative Aide 2, 1.00 Associate Management Analyst, and associated revenue and expenditures as a result of the transfer of the P-Card Program from the Purchasing & Contracting Department to the Office of the City Comptroller.	(2.00)	(212,494)	(70,000)
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	25,000
Total	11.20	\$ 1,637,936	\$ 130,054

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 2,312,887	\$ 1,666,434	\$ 2,457,453	\$ 791,019
Fringe Benefits	1,344,340	1,134,226	1,746,840	612,614
PERSONNEL SUBTOTAL	\$ 3,657,227	\$ 2,800,660	\$ 4,204,293	\$ 1,403,633
NON-PERSONNEL				
Supplies	\$ 36,007	\$ 43,150	\$ 44,443	\$ 1,293
Contracts	92,859	69,427	148,164	78,737
Information Technology	356,831	222,049	329,840	107,791
Energy and Utilities	2,021	3,425	3,877	452
Other	22,318	21,038	74,066	53,028
Transfers Out	900,000	6,998	-	(6,998)
NON-PERSONNEL SUBTOTAL	\$ 1,410,037	\$ 366,087	\$ 600,390	\$ 234,303
Total	\$ 5,067,265	\$ 3,166,747	\$ 4,804,683	\$ 1,637,936

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 1,184,114	\$ 459,500	\$ 634,554	\$ 175,054
Other Revenue	93,335	70,000	25,000	(45,000)
Total	\$ 1,277,449	\$ 529,500	\$ 659,554	\$ 130,054

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
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FTE, Salaries, and Wages

20000012	Administrative Aide 1	2.00	0.00	0.00	\$36,962 - \$44,533	\$ -
20000024	Administrative Aide 2	2.00	1.00	0.00	42,578 - 51,334	\$ -

Purchasing & Contracting

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
20000071	Assistant Engineer-Civil	2.00	0.00	0.00	57,866 - 69,722	-
20000145	Associate Engineer-Civil	2.00	0.00	0.00	66,622 - 80,454	-
20000119	Associate Management Analyst	4.00	2.00	6.00	54,059 - 65,333	340,570
20000539	Clerical Assistant 2	1.00	0.00	0.00	29,931 - 36,067	-
90000539	Clerical Assistant 2 - Hourly	0.00	1.00	0.50	29,931 - 36,067	14,966
20000545	Contracts Processing Clerk	3.00	4.00	4.00	32,968 - 39,811	150,907
20001101	Department Director	1.00	1.00	1.00	59,155 - 224,099	136,417
20001168	Deputy Director	0.00	1.00	1.00	46,966 - 172,744	109,855
20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	51,087
20000293	Information Systems Analyst 3	1.00	1.00	1.00	59,363 - 71,760	70,863
90001073	Management Intern - Hourly	0.00	0.00	0.70	24,274 - 29,203	16,992
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,265
20000791	Principal Procurement Specialist	2.00	2.00	2.00	59,363 - 71,864	141,932
90000791	Principal Procurement Specialist - Hourly	0.00	0.39	0.39	59,363 - 71,864	23,152
20000227	Procurement Specialist	7.67	10.00	10.00	49,109 - 59,488	520,859
20001222	Program Manager	1.00	0.00	2.00	46,966 - 172,744	209,593
90000783	Public Information Clerk - Hourly	1.00	0.00	0.00	31,491 - 37,918	-
20000890	Senior Civil Engineer	2.00	0.00	0.00	76,794 - 92,851	-
90000890	Senior Civil Engineer - Hourly	0.39	0.00	0.00	76,794 - 92,851	-
20000927	Senior Clerk/Typist	1.00	1.00	1.00	36,067 - 43,514	42,970
20000015	Senior Management Analyst	1.00	0.00	4.00	59,363 - 71,760	277,922
20000879	Senior Procurement Specialist	1.33	2.00	2.00	53,955 - 65,270	128,908
20000970	Supervising Management Analyst	0.00	0.00	1.00	66,768 - 80,891	66,768
20000756	Word Processing Operator Bilingual - Regular	2.00	2.00	3.00	31,491 - 37,918	110,971 1,456

FTE, Salaries, and Wages Subtotal	39.39	30.39	41.59	\$ 2,457,453
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	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
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Fringe Benefits

Employee Offset Savings	\$ 22,854	\$ 23,035	\$ 36,287	\$ 13,252
Flexible Benefits	219,545	180,401	286,957	106,556
Insurance	194	-	-	-
Long-Term Disability	12,733	9,855	13,315	3,460
Medicare	35,301	24,491	35,047	10,556
Other Post-Employment Benefits	94,125	177,063	243,399	66,336
Retiree Health Contribution	95,230	-	-	-
Retiree Medical Trust	687	143	901	758
Retirement 401 Plan	2,741	574	3,606	3,032
Retirement ARC	684,453	571,668	913,369	341,701
Retirement DROP	6,939	1,991	6,374	4,383
Retirement Offset Contribution	6,433	5,206	-	(5,206)
Risk Management Administration	35,845	29,080	36,933	7,853
Supplemental Pension Savings Plan	99,949	72,477	106,212	33,735
Unemployment Insurance	7,140	5,124	7,071	1,947

Purchasing & Contracting

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Workers' Compensation	20,173	33,118	57,369	24,251
Fringe Benefits Subtotal	\$ 1,344,340	\$ 1,134,226	\$ 1,746,840	\$ 612,614
Total Personnel Expenditures			\$ 4,204,293	

Central Stores Fund

Department Expenditures

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Central Stores	\$ 10,180,979	\$ 13,342,058	\$ 13,356,784	\$ 14,726
Total	\$ 10,180,979	\$ 13,342,058	\$ 13,356,784	\$ 14,726

Department Personnel

	FY2012 Budget	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Central Stores	23.00	26.35	23.34	(3.01)
Total	23.00	26.35	23.34	(3.01)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2013 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	\$ 266,331	\$ -
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	12,438	-
New Global Positioning System (GPS) Contract Addition of expenditures for data/service plan associated with new GPS contract.	0.00	792	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(0.01)	(2,442)	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	(36,971)	-
Reduction of Storekeeper 1 Reduction of 1.00 Storekeeper 1 as a result of efficiencies gained with the implementation of the SAP Inventory Management module.	(1.00)	(69,383)	-

Purchasing & Contracting

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Reduction of Procurement Specialist and Contracts Processing Clerk Reduction of 1.00 Procurement Specialist and 1.00 Contracts Processing Clerk.	(2.00)	(156,039)	-
Delivery Services Revenue Adjustment to reflect the addition of revenue associated with the internal delivery services consolidation.	0.00	-	794,748
One-Time Reductions and Annualizations Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2013.	0.00	-	(1,465)
Revised Revenue Adjustment to reflect Fiscal Year 2014 revenue projections.	0.00	-	(778,557)
Total	(3.01)	\$ 14,726	\$ 14,726

Expenditures by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
PERSONNEL				
Personnel Cost	\$ 700,383	\$ 846,199	\$ 820,638	\$ (25,561)
Fringe Benefits	459,869	723,575	787,603	64,028
PERSONNEL SUBTOTAL	\$ 1,160,252	\$ 1,569,774	\$ 1,608,241	\$ 38,467
NON-PERSONNEL				
Supplies	\$ 8,360,291	\$ 11,030,736	\$ 11,031,621	\$ 885
Contracts	376,745	425,334	423,792	(1,542)
Information Technology	279,271	160,725	129,331	(31,394)
Energy and Utilities	68,655	136,101	139,385	3,284
Other	(75,803)	7,816	12,845	5,029
Transfers Out	11,568	11,572	11,569	(3)
NON-PERSONNEL SUBTOTAL	\$ 9,020,727	\$ 11,772,284	\$ 11,748,543	\$ (23,741)
Total	\$ 10,180,979	\$ 13,342,058	\$ 13,356,784	\$ 14,726

Revenues by Category

	FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change
Charges for Services	\$ 9,715,891	\$ 13,220,593	\$ 13,236,784	\$ 16,191
Fines Forfeitures and Penalties	-	1,465	-	(1,465)
Other Revenue	217,036	120,000	120,000	-
Rev from Money and Prop	745	-	-	-
Total	\$ 9,933,671	\$ 13,342,058	\$ 13,356,784	\$ 14,726

Personnel Expenditures

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	3.00	2.00	2.00	\$31,491 - \$37,918	\$ 74,888
20000171	Auto Messenger 1	0.00	5.00	5.00	26,208 - 31,491	147,114
20000110	Auto Messenger 2	7.00	7.00	7.00	29,931 - 36,067	241,342
90000110	Auto Messenger 2 - Hourly	0.00	0.00	0.34	29,931 - 36,067	10,177

Purchasing & Contracting

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2012 Budget	FY2013 Budget	FY2014 Adopted	Salary Range	Total
20000545	Contracts Processing Clerk	1.00	1.00	0.00	32,968 - 39,811	-
20000227	Procurement Specialist	1.00	1.00	0.00	49,109 - 59,488	-
20000927	Senior Clerk/Typist	1.00	1.00	1.00	36,067 - 43,514	42,970
90000927	Senior Clerk/Typist - Hourly	0.00	0.35	0.00	36,067 - 43,514	-
20000950	Stock Clerk	3.00	3.00	3.00	30,056 - 36,275	106,378
20000951	Stock Clerk	1.00	1.00	1.00	30,056 - 36,275	35,822
20000955	Storekeeper 1	3.00	3.00	2.00	34,611 - 41,517	40,998
20000956	Storekeeper 2	1.00	0.00	0.00	37,835 - 45,718	-
20000953	Storekeeper 3	1.00	1.00	1.00	39,811 - 47,882	47,283
20000538	Stores Operations Supervisor	1.00	1.00	1.00	45,573 - 55,078	54,390
	Overtime Budgeted					19,276
FTE, Salaries, and Wages Subtotal		23.00	26.35	23.34		\$ 820,638
		FY2012 Actual	FY2013 Budget	FY2014 Adopted	FY2013-2014 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 5,619	\$ 8,285	\$ 8,018	\$ (267)	
	Flexible Benefits	101,944	139,725	150,590	10,865	
	Long-Term Disability	3,705	4,810	4,340	(470)	
	Medicare	9,036	10,794	9,740	(1,054)	
	Other Post-Employment Benefits	34,961	145,521	137,302	(8,219)	
	Retiree Medical Trust	144	-	91	91	
	Retirement 401 Plan	575	-	363	363	
	Retirement ARC	232,539	308,013	366,804	58,791	
	Retirement DROP	239	-	-	-	
	Retirement Offset Contribution	2,560	3,312	-	(3,312)	
	Risk Management Administration	16,822	23,966	20,834	(3,132)	
	Supplemental Pension Savings Plan	29,160	38,815	40,669	1,854	
	Unemployment Insurance	2,090	2,450	2,302	(148)	
	Workers' Compensation	20,475	37,884	46,550	8,666	
Fringe Benefits Subtotal		\$ 459,869	\$ 723,575	\$ 787,603	\$ 64,028	
Total Personnel Expenditures					\$ 1,608,241	

Purchasing & Contracting

Revenue and Expense Statement (Non-General Fund)

Central Stores Fund	FY2012 Actual	FY2013* Budget	FY2014 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (2,031,479)	\$ (2,982,694)	\$ 71,784
TOTAL BALANCE AND RESERVES	\$ (2,031,479)	\$ (2,982,694)	\$ 71,784
REVENUE			
Interoffice Mail Delivery	\$ 364,657	\$ 328,826	\$ 328,826
Reimbursed Material	8,832,536	11,922,746	11,144,189
Reimbursed Material Surcharge	479,888	969,021	969,021
Reimbursement Between Funds	38,809	–	–
Surplus Property Sales	71,003	30,000	30,000
Surplus Property Sales Surcharge	146,033	90,000	90,000
Interest and Dividends	745	–	–
Litigation Awards - Misc.	–	1,465	–
Internal Delivery Reimbursement	–	–	794,748
TOTAL REVENUE	\$ 9,933,671	\$ 13,342,058	\$ 13,356,784
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 7,902,192	\$ 10,359,364	\$ 13,428,568
OPERATING EXPENSE			
Inventory Purchases	\$ 8,313,786	\$ 10,999,427	\$ 10,999,427
Personnel and Non-Personnel Expense	1,867,193	2,342,631	2,357,357
TOTAL OPERATING EXPENSE	\$ 10,180,979	\$ 13,342,058	\$ 13,356,784
TOTAL EXPENSE	\$ 10,180,979	\$ 13,342,058	\$ 13,356,784
BALANCE	\$ (2,278,787)	\$ (2,982,694)	\$ 71,784
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 7,902,192	\$ 10,359,364	\$ 13,428,568

* At the time of publication, audited financial statements for Fiscal Year 2013 were not available. Therefore, the Fiscal Year 2013 column reflects final budget amounts from the Fiscal Year 2013 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.



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