

# **Purchasing and Contracting**



**Page Intentionally Left Blank**

# 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.

# Purchasing and Contracting

## 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.

<b>Budget Equity Impact Statement</b>	
<b>Budget Equity Lens Summary Base Budget</b>	<b>Budget Equity Lens Summary Budget Adjustment</b>
<p><b><i>Is there an opportunity to adjust the department's ongoing Base Budget to address disparity?</i></b></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><b><i>Do the Budget Adjustments address a disparity?</i></b></p> <p>Yes</p> <p>The budget adjustments for the Purchasing &amp; 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. Internally, workload and assignments will be</p>

# Purchasing and Contracting

## Budget Equity Impact Statement

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 Estimate	Goal
Average number of days to award a contract <sup>1</sup>	73	73	131	163	N/A	N/A
Percentage of total dollar value of contracts awarded to Small Local Business Enterprises (SLBEs) <sup>2</sup>	24%	N/A	28%	23%	20%	20%
Percentage of purchase orders processed within 10 days <sup>3</sup>	90%	88%	85%	97%	N/A	N/A
Percentage of on-line Quick Copy services requests processed for production within 1 business day <sup>4</sup>	92%	92%	94%	56%	N/A	N/A
Percentage of low bid contracts awarded within 90 days <sup>5</sup>	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. <sup>6</sup>	N/A	N/A	N/A	N/A	N/A	31%
Number of training events held related to procurement process. <sup>6</sup>	N/A	N/A	N/A	N/A	N/A	5

# Purchasing and Contracting

## Key Performance Indicators

Performance Indicator	FY2019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Estimate	Goal
Number of outreach events conducted promoting how to do business with City and/or Small Local Business Enterprises (SLBE) Program. <sup>6</sup>	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.
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.
4. This KPI is no longer tracked by the department as Publishing Services has been moved to the Communications Department.
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.

# Purchasing and Contracting

## Department Summary

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
FTE Positions (Budgeted)	71.00	92.00	85.00	(7.00)
Personnel Expenditures	\$ 6,935,824	\$ 10,390,794	\$ 10,877,638	\$ 486,844
Non-Personnel Expenditures	19,680,293	8,588,314	7,925,277	(663,037)
<b>Total Department Expenditures</b>	<b>\$ 26,616,117</b>	<b>\$ 18,979,108</b>	<b>\$ 18,802,915</b>	<b>\$ (176,193)</b>
<b>Total Department Revenue</b>	<b>\$ 8,964,698</b>	<b>\$ 11,737,933</b>	<b>\$ 10,059,126</b>	<b>\$ (1,678,807)</b>

## General Fund

### Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Equal Opportunity Contracting	\$ 645,657	\$ 1,980,894	\$ 1,566,025	\$ (414,869)
Purchasing & Contracting	17,723,138	7,906,711	9,485,252	1,578,541
<b>Total</b>	<b>\$ 18,368,795</b>	<b>\$ 9,887,605</b>	<b>\$ 11,051,277</b>	<b>\$ 1,163,672</b>

### Department Personnel

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

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 933,302	\$ -
<b>Procurement Support</b> Addition of 1.00 Supervising Procurement Contracting Officer to help support purchasing and contracting operations and staff.	1.00	157,193	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	55,715	-
<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	29,566	-

# Purchasing and Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Pay-in Lieu of Annual Leave Adjustments</b>	0.00	(12,104)	-
Adjustments to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.			
<b>Total</b>	<b>1.00 \$</b>	<b>1,163,672 \$</b>	<b>-</b>

## Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,896,761	\$ 5,342,859	\$ 5,881,131	538,272
Fringe Benefits	2,166,862	2,925,747	3,465,866	540,119
<b>PERSONNEL SUBTOTAL</b>	<b>5,063,623</b>	<b>8,268,606</b>	<b>9,346,997</b>	<b>1,078,391</b>
<b>NON-PERSONNEL</b>				
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 &amp; Services</i>	<i>12,716,946</i>	<i>960,251</i>	<i>960,251</i>	-
<i>Internal Contracts &amp; 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	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>13,305,171</b>	<b>1,618,999</b>	<b>1,704,280</b>	<b>85,281</b>
<b>Total</b>	<b>\$ 18,368,795 \$</b>	<b>9,887,605 \$</b>	<b>11,051,277 \$</b>	<b>1,163,672</b>

## Revenues by Category

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

## Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000012	Administrative Aide 1	1.00	4.00	4.00	\$ 47,504 - 57,220	\$ 232,552
20000071	Assistant Engineer-Civil	0.00	8.00	8.00	81,598 - 98,308	738,062
20000145	Associate Engineer-Civil	0.00	5.00	5.00	93,938 - 113,452	595,620
20000119	Associate Management Analyst	8.00	7.00	7.00	69,466 - 83,940	486,575
21000328	Associate Procurement Contracting Officer	3.00	3.00	3.00	93,877 - 113,439	348,041
20001101	Department Director	1.00	1.00	1.00	83,242 - 315,328	204,508
20001168	Deputy Director	1.00	2.00	2.00	62,941 - 231,483	325,151
20000924	Executive Assistant	1.00	1.00	1.00	54,883 - 66,380	69,699
20000293	Information Systems Analyst 3	1.00	1.00	1.00	77,711 - 93,968	98,667
20000998	Information Systems Analyst 4	1.00	1.00	1.00	87,409 - 105,912	91,780
20000680	Payroll Specialist 2	1.00	1.00	1.00	46,697 - 56,380	56,831
20000173	Payroll Supervisor	1.00	1.00	1.00	53,542 - 64,822	66,702



# Purchasing and Contracting

## Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Proposed	Salary Range	Total
20001234	Program Coordinator	1.00	2.00	2.00	33,904 - 184,808	226,394
20001222	Program Manager	4.00	4.00	4.00	62,941 - 231,483	591,373
20000890	Senior Civil Engineer	0.00	2.00	2.00	108,285 - 130,904	274,898
20000015	Senior Management Analyst	5.00	6.00	6.00	76,252 - 92,204	521,016
21000329	Senior Procurement Contracting Officer	9.00	9.00	9.00	108,268 - 130,874	1,177,582
20000970	Supervising Management Analyst	1.00	1.00	1.00	81,732 - 99,033	85,819
21000330	Supervising Procurement Contracting Officer	4.00	4.00	5.00	121,767 - 147,530	731,887
	Bilingual - Regular					1,456
	Budgeted Personnel					(1,136,422)
	Expenditure Savings					
	Termination Pay Annual					10,322
	Leave					
	Vacation Pay In Lieu					82,618
<b>FTE, Salaries, and Wages Subtotal</b>		<b>43.00</b>	<b>63.00</b>	<b>64.00</b>		<b>\$ 5,881,131</b>

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 23,634	\$ 26,867	\$ 36,159	\$ 9,292
Flexible Benefits	356,806	631,232	586,273	(44,959)
Long-Term Disability	12,341	18,363	23,153	4,790
Medicare	43,587	76,099	83,924	7,825
Other Post-Employment Benefits	194,005	295,828	291,465	(4,363)
Retiree Medical Trust	4,201	9,326	9,544	218
Retirement 401 Plan	5,524	15,890	35,919	20,029
Retirement ADC	1,296,148	1,468,899	2,153,733	684,834
Retirement DROP	-	2,680	3,148	468
Risk Management Administration	34,706	60,580	65,943	5,363
Supplemental Pension Savings Plan	167,434	283,573	130,059	(153,514)
Unemployment Insurance	4,201	6,667	6,766	99
Workers' Compensation	24,275	29,743	39,780	10,037
<b>Fringe Benefits Subtotal</b>	<b>\$ 2,166,862</b>	<b>\$ 2,925,747</b>	<b>\$ 3,465,866</b>	<b>\$ 540,119</b>
<b>Total Personnel Expenditures</b>			<b>\$ 9,346,997</b>	

## Central Stores Fund

### Department Expenditures

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Central Stores	\$ 6,468,222	\$ 7,363,324	\$ 7,646,958	\$ 283,634
Purchasing & Contracting	109,055	13,249	104,680	91,431
<b>Total</b>	<b>\$ 6,577,277</b>	<b>\$ 7,376,573</b>	<b>\$ 7,751,638</b>	<b>\$ 375,065</b>

# Purchasing and Contracting

## Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Central Stores	19.00	20.00	20.00	0.00
Purchasing & Contracting	1.00	1.00	1.00	0.00
<b>Total</b>	<b>20.00</b>	<b>21.00</b>	<b>21.00</b>	<b>0.00</b>

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Inventory Scanning Software</b> Addition of non-personnel expenditures to purchase software to enhance Central Stores' inventory processing system.	0.00 \$	200,000 \$	-
<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	164,883	-
<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	18,595	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	(8,413)	-
<b>Revised Revenue</b> Adjustment to reflect revised revenue projections.	0.00	-	(38,256)
<b>Total</b>	<b>0.00 \$</b>	<b>375,065 \$</b>	<b>(38,256)</b>

## Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 757,531	\$ 750,789	\$ 798,326	47,537
Fringe Benefits	750,725	761,257	732,315	(28,942)
<b>PERSONNEL SUBTOTAL</b>	<b>1,508,256</b>	<b>1,512,046</b>	<b>1,530,641</b>	<b>18,595</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 4,446,764	\$ 5,295,962	\$ 5,295,613	(349)
Contracts & Services	410,641	345,090	445,412	100,322
<i>External Contracts &amp; Services</i>	186,260	40,393	40,393	-
<i>Internal Contracts &amp; 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	217,539	64,910
Other	-	928	928	-
Capital Expenditures	(146)	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>5,069,021</b>	<b>5,864,527</b>	<b>6,220,997</b>	<b>356,470</b>
<b>Total</b>	<b>\$ 6,577,277</b>	<b>\$ 7,376,573</b>	<b>\$ 7,751,638</b>	<b>\$ 375,065</b>

# Purchasing and Contracting

## Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	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	-	-	-
<b>Total</b>	<b>\$ 6,714,974</b>	<b>\$ 7,675,019</b>	<b>\$ 7,636,763</b>	<b>\$ (38,256)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	2.00	2.00	2.00	\$ 42,394 - 51,026	\$ 89,028
20000171	Auto Messenger 1	4.00	4.00	4.00	33,904 - 36,712	145,345
20000110	Auto Messenger 2	7.00	7.00	7.00	34,865 - 42,020	291,731
20001222	Program Manager	0.00	1.00	1.00	62,941 - 231,483	154,573
20000950	Stock Clerk	2.00	2.00	2.00	35,024 - 42,270	88,768
20000955	Storekeeper 1	3.00	3.00	3.00	40,339 - 48,380	150,619
20000956	Storekeeper 2	1.00	1.00	1.00	44,087 - 53,286	55,950
20000538	Stores Operations Supervisor	1.00	1.00	1.00	53,104 - 64,166	67,374
	Budgeted Personnel					(270,285)
	Expenditure Savings					
	Overtime Budgeted					19,276
	Vacation Pay In Lieu					5,947
<b>FTE, Salaries, and Wages Subtotal</b>		<b>20.00</b>	<b>21.00</b>	<b>21.00</b>		<b>\$ 798,326</b>

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 3,051	\$ 3,570	\$ 2,899	\$ (671)
Flexible Benefits	210,149	230,060	236,440	6,380
Long-Term Disability	2,831	2,829	3,092	263
Medicare	11,929	11,789	11,212	(577)
Other Post-Employment Benefits	101,161	96,713	97,155	442
Retiree Medical Trust	978	1,032	1,206	174
Retirement 401 Plan	289	1,219	4,157	2,938
Retirement ADC	320,499	329,749	315,180	(14,569)
Retirement DROP	1,237	1,346	-	(1,346)
Risk Management Administration	18,052	19,805	21,981	2,176
Supplemental Pension Savings Plan	52,023	47,360	20,515	(26,845)
Unemployment Insurance	965	1,026	904	(122)
Workers' Compensation	27,563	14,759	17,574	2,815
<b>Fringe Benefits Subtotal</b>	<b>\$ 750,725</b>	<b>\$ 761,257</b>	<b>\$ 732,315</b>	<b>\$ (28,942)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,530,641</b>	

# Purchasing and Contracting

## Publishing Services Fund

### Department Expenditures

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

### Department Personnel

	FY2022 Budget	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
Publishing Services	8.00	8.00	0.00	(8.00)
<b>Total</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>	<b>(8.00)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 94,051	\$ -
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to an annual review of information technology funding requirements.	0.00	(13,419)	-
<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	(229,697)	-
<b>Transfer of Publishing Services</b> Transfer of 8.00 FTE positions, non-personnel expenditures, and associated revenue from the Purchasing and Contracting Department to the Communications Department.	(8.00)	(1,565,865)	(1,640,551)
<b>Total</b>	<b>(8.00)</b>	<b>\$ (1,714,930)</b>	<b>\$ (1,640,551)</b>

### Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 235,228	\$ 424,069	\$ -	(424,069)
Fringe Benefits	128,716	186,073	-	(186,073)
<b>PERSONNEL SUBTOTAL</b>	<b>363,944</b>	<b>610,142</b>	<b>-</b>	<b>(610,142)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 211,012	\$ 133,099	\$ -	(133,099)
Contracts & Services	1,014,221	796,284	-	(796,284)
<i>External Contracts &amp; Services</i>	<i>881,743</i>	<i>710,559</i>	-	<i>(710,559)</i>
<i>Internal Contracts &amp; Services</i>	<i>132,478</i>	<i>85,725</i>	-	<i>(85,725)</i>
Information Technology	21,798	122,253	-	(122,253)
Energy and Utilities	59,071	49,873	-	(49,873)
Transfers Out	-	3,279	-	(3,279)

# Purchasing and Contracting

## Expenditures by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>NON-PERSONNEL SUBTOTAL</b>	1,306,101	1,104,788	-	(1,104,788)
<b>Total</b>	<b>\$ 1,670,046</b>	<b>\$ 1,714,930</b>	<b>\$ -</b>	<b>\$ (1,714,930)</b>

## Revenues by Category

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	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	-	-	-
<b>Total</b>	<b>\$ 1,586,075</b>	<b>\$ 1,640,551</b>	<b>\$ -</b>	<b>\$ (1,640,551)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2022 Budget	FY2023 Budget	FY2024 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000487	Graphic Designer	2.00	2.00	0.00	\$ 56,657 - 68,039	\$ -
20000752	Print Shop Supervisor	1.00	1.00	0.00	66,619 - 79,384	-
21000193	Publishing Specialist 2	2.00	2.00	0.00	36,671 - 43,442	-
20000912	Senior Offset Press Operator	2.00	2.00	0.00	43,960 - 52,329	-
21000194	Senior Publishing Specialist	1.00	1.00	0.00	42,677 - 51,406	-
<b>FTE, Salaries, and Wages Subtotal</b>		<b>8.00</b>	<b>8.00</b>	<b>0.00</b>		<b>\$ -</b>

	FY2022 Actual	FY2023 Budget	FY2024 Proposed	FY2023-2024 Change
<b>Fringe Benefits</b>				
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)
<b>Fringe Benefits Subtotal</b>	<b>\$ 128,716</b>	<b>\$ 186,073</b>	<b>\$ -</b>	<b>\$ (186,073)</b>
<b>Total Personnel Expenditures</b>			<b>\$ -</b>	

# Purchasing and Contracting

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

Central Stores Fund	FY2022 Actual	FY2023* Budget	FY2024** Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (158,085)	\$ (14,286)	\$ 293,873
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (158,085)</b>	<b>\$ (14,286)</b>	<b>\$ 293,873</b>
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	-	-
<b>TOTAL REVENUE</b>	<b>\$ 6,714,974</b>	<b>\$ 7,675,019</b>	<b>\$ 7,636,763</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 6,556,889</b>	<b>\$ 7,660,733</b>	<b>\$ 7,930,636</b>
OPERATING EXPENSE			
Personnel Expenses	\$ 757,531	\$ 750,789	\$ 798,326
Fringe Benefits	750,725	761,257	732,315
Supplies	4,440,661	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	217,539
Other Expenses	-	928	928
Capital Expenditures	(146)	-	-
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 6,571,174</b>	<b>\$ 7,376,573</b>	<b>\$ 7,751,638</b>
<b>TOTAL EXPENSE</b>	<b>\$ 6,571,174</b>	<b>\$ 7,376,573</b>	<b>\$ 7,751,638</b>
<b>BALANCE</b>	<b>\$ (14,286)</b>	<b>\$ 284,160</b>	<b>\$ 178,998</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 6,556,889</b>	<b>\$ 7,660,733</b>	<b>\$ 7,930,636</b>

\* 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.