

# **Purchasing and Contracting**



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# Purchasing and Contracting



## Description

The Purchasing & Contracting Department is charged with overseeing the transactions for procuring and/or contracting goods and services (including professional services), that are not related to construction or Architecture and Engineering consulting. In addition, the Department manages the Central Stores, Equal Opportunity Contracting (EOC), , and Publishing Services programs, as well as overseeing the City's Animal Services contract. In the Fiscal Year 2022 Proposed Budget, the functions of Living Wage and Administrative Hearings have been restructured from the Purchasing & Contracting Department to the new Office of Compliance and Labor Standards. Purchasing & Contracting programs provide important services to other City departments and residents including:

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

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

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

### ***The mission is:***

The Purchasing & Contracting Department administers the City's centralized procurement and materials management function to ensure the availability of supplies, equipment, and services to meet the City's operational needs. The Department establishes and manages procurement standards that meet or exceed City, State, or federal regulations and requirements.

# Purchasing and Contracting

## Goals and Objectives

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

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

*Goal 3: Make sure the Living Wage Ordinance and Prevailing Wage compliance requirements are understood and met*

*Goal 4: Use best practices in the delivery of procured goods and services*

## Key Performance Indicators

Performance Indicator	FY2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target
Average number of days to award a contract <sup>2</sup>	66	73	66	TBD	1
Percentage of contracts, based on total dollar value, awarded to Small Local Business Enterprises (SLBEs)	20%	N/A	20%	TBD	20%
Percentage of purchase orders processed within 10 days	88%	88%	88%	TBD	90%
Percentage of on-line Quick Copy services requests processed for production within 1 business day	90%	92%	92%	TBD	90%

2. The average number of days to award a contract remains at 90 for FY2022 to account for delays imposed on the solicitation process as a result of the ongoing COVID-19 pandemic.

# Purchasing and Contracting

## Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
FTE Positions (Budgeted)	81.96	70.96	66.00	(4.96)
Personnel Expenditures	\$ 6,919,287	\$ 6,365,374	\$ 6,402,085	\$ 36,711
Non-Personnel Expenditures	21,916,238	18,071,961	19,894,480	1,822,519
<b>Total Department Expenditures</b>	<b>\$ 28,835,525</b>	<b>\$ 24,437,335</b>	<b>\$ 26,296,565</b>	<b>\$ 1,859,230</b>
<b>Total Department Revenue</b>	<b>\$ 10,062,068</b>	<b>\$ 6,764,464</b>	<b>\$ 9,294,220</b>	<b>\$ 2,529,756</b>

## General Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Equal Opportunity Contracting	\$ 775,392	\$ 1,204,878	\$ 971,444	\$ (233,434)
Purchasing & Contracting	18,277,563	17,135,419	16,613,511	(521,908)
<b>Total</b>	<b>\$ 19,052,955</b>	<b>\$ 18,340,297</b>	<b>\$ 17,584,955</b>	<b>\$ (755,342)</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Equal Opportunity Contracting	13.00	11.48	11.00	(0.48)
Purchasing & Contracting	39.96	36.48	32.00	(4.48)
<b>Total</b>	<b>52.96</b>	<b>47.96</b>	<b>43.00</b>	<b>(4.96)</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	\$ 456,971	\$ -
<b>Pay-In-Lieu of Annual Leave Adjustments</b> Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	21,775	-
<b>Equipment Rate Reduction</b> Reduction in non-personnel expenditures associated with a rate reduction for equipment rentals.	0.00	(3,893)	-
<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	(13,199)	-

# Purchasing and Contracting

## Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Standard Hour Personnel Funding</b>	(0.96)	(29,162)	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			
<b>Support for Information Technology</b>	0.00	67,481	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.			
<b>One-Time Additions and Annualizations</b>	0.00	(248,785)	(124,393)
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.			
<b>Living Wage and Administrative Hearings Programs</b>	(4.00)	(434,893)	-
Transfer of 4.00 FTE positions and associated non-personnel expenditures from the Purchasing and Contracting Department to the new Office of Compliance and Labor Standards.			
<b>Citywide Contracts Reduction of 2.6%</b>	0.00	(571,637)	-
Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.			
<b>Total</b>	<b>(4.96)</b>	<b>\$ (755,342)</b>	<b>\$ (124,393)</b>

## Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 2,980,308	\$ 2,975,799	\$ 2,783,734	(192,065)
Fringe Benefits	1,679,003	1,608,004	1,838,492	230,488
<b>PERSONNEL SUBTOTAL</b>	<b>4,659,312</b>	<b>4,583,803</b>	<b>4,622,226</b>	<b>38,423</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 113,485	\$ 39,842	\$ 39,397	(445)
Contracts	13,982,469	13,293,478	12,451,730	(841,748)
Information Technology	280,317	387,599	455,080	67,481
Energy and Utilities	13,753	30,264	11,411	(18,853)
Other	3,620	5,311	5,111	(200)
<b>NON-PERSONNEL SUBTOTAL</b>	<b>14,393,643</b>	<b>13,756,494</b>	<b>12,962,729</b>	<b>(793,765)</b>
<b>Total</b>	<b>\$ 19,052,955</b>	<b>\$ 18,340,297</b>	<b>\$ 17,584,955</b>	<b>\$ (755,342)</b>

## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Charges for Services	\$ 656,509	\$ 299,647	\$ 175,254	(124,393)
Other Revenue	869	-	-	-
Transfers In	94,664	-	-	-
<b>Total</b>	<b>\$ 752,042</b>	<b>\$ 299,647</b>	<b>\$ 175,254</b>	<b>\$ (124,393)</b>

## Personnel Expenditures

### FTE, Salaries, and Wages

20000012	Administrative Aide 1	1.00	1.00	1.00	\$ 39,458	-	47,528	\$ 47,528
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# Purchasing and Contracting

## Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Proposed	Salary Range	Total
20000060	Assistant Procurement Contracting Officer	1.00	0.00	0.00	47,466 - 57,699	-
20000119	Associate Management Analyst	9.00	9.00	8.00	57,699 - 69,722	494,771
21000328	Associate Procurement Contracting Officer	7.00	7.00	3.00	57,699 - 69,722	194,477
20000232	Buyer's Aide 1	1.00	0.00	0.00	39,458 - 47,528	-
90000539	Clerical Assistant 2- Hourly	0.48	0.00	0.00	31,928 - 38,480	-
20001101	Department Director	1.00	1.00	1.00	63,128 - 239,138	170,726
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,330	138,715
20000924	Executive Assistant	1.00	1.00	1.00	46,467 - 56,202	56,202
20000290	Information Systems Analyst 2	1.00	0.00	0.00	57,699 - 69,722	-
20000293	Information Systems Analyst 3	1.00	1.00	1.00	63,336 - 76,586	76,586
20000998	Information Systems Analyst 4	0.00	1.00	1.00	71,240 - 86,320	86,320
90001073	Management Intern-Hourly	0.48	0.96	0.00	30,160 - 31,200	-
20000680	Payroll Specialist 2	1.00	1.00	1.00	40,726 - 49,171	48,188
20000173	Payroll Supervisor	1.00	1.00	1.00	46,696 - 56,534	55,403
20001234	Program Coordinator	2.00	2.00	1.00	30,160 - 147,160	85,852
20001222	Program Manager	5.00	5.00	4.00	50,128 - 184,330	491,254
20000015	Senior Management Analyst	5.00	5.00	5.00	63,336 - 76,586	341,648
21000329	Senior Procurement Contracting Officer	7.00	5.00	9.00	63,336 - 76,586	620,726
20000970	Supervising Management Analyst	2.00	2.00	1.00	71,240 - 86,320	71,240
21000330	Supervising Procurement Contracting Officer	4.00	4.00	4.00	71,240 - 86,320	343,554
20000756	Word Processing Operator Bilingual - Regular Budgeted Personnel Expenditure Savings Vacation Pay In Lieu	1.00	0.00	0.00	33,613 - 40,456	- 1,456 (594,807) 53,895
<b>FTE, Salaries, and Wages Subtotal</b>		<b>52.96</b>	<b>47.96</b>	<b>43.00</b>		<b>\$ 2,783,734</b>

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 15,701	\$ 14,755	\$ 16,611	\$ 1,856
Flexible Benefits	441,873	437,031	421,933	(15,098)
Long-Term Disability	-	10,083	11,431	1,348
Medicare	45,734	42,159	39,579	(2,580)
Other	2,077	-	-	-
Other Post-Employment Benefits	232,512	220,255	211,412	(8,843)
Retiree Medical Trust	4,775	4,755	4,450	(305)
Retirement 401 Plan	2,516	2,811	2,850	39
Retirement ADC	656,261	606,352	872,102	265,750
Retirement DROP	4,491	5,192	3,742	(1,450)

# Purchasing and Contracting

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Risk Management Administration	44,887	37,065	36,618	(447)
Supplemental Pension Savings Plan	212,271	207,216	190,963	(16,253)
Unemployment Insurance	4,607	4,474	4,144	(330)
Workers' Compensation	11,298	15,856	22,657	6,801
<b>Fringe Benefits Subtotal</b>	<b>\$ 1,679,003</b>	<b>\$ 1,608,004</b>	<b>\$ 1,838,492</b>	<b>\$ 230,488</b>
<b>Total Personnel Expenditures</b>			<b>\$ 4,622,226</b>	

## Central Stores Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Central Stores	\$ 7,692,352	\$ 4,630,831	\$ 7,239,017	\$ 2,608,186
Purchasing & Contracting	165,584	116,971	99,659	(17,312)
<b>Total</b>	<b>\$ 7,857,935</b>	<b>\$ 4,747,802</b>	<b>\$ 7,338,676</b>	<b>\$ 2,590,874</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Central Stores	20.00	19.00	19.00	0.00
Purchasing & Contracting	0.00	1.00	1.00	0.00
<b>Total</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Inventory Non-Personnel Expenditures</b>	0.00	\$ 2,641,302	\$ 2,777,237
Addition of one-time non-personnel expenditures and matching revenue to restore the one time adjustment requested in FY21.			
<b>Salary and Benefit Adjustments</b>	0.00	4,346	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
<b>Support for Information Technology</b>	0.00	(65)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.			
<b>Non-Discretionary Adjustment</b>	0.00	(54,709)	-
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.			
<b>Revised Revenue</b>	0.00	-	(123,088)
Adjustment to reflect revised revenue projections.			
<b>Total</b>	<b>0.00</b>	<b>\$ 2,590,874</b>	<b>\$ 2,654,149</b>



# Purchasing and Contracting

## Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 765,704	\$ 750,661	\$ 726,282	\$(24,379)
Fringe Benefits	758,637	780,177	808,902	28,725
<b>PERSONNEL SUBTOTAL</b>	<b>1,524,341</b>	<b>1,530,838</b>	<b>1,535,184</b>	<b>4,346</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 5,637,463	\$ 2,662,253	\$ 5,304,410	\$ 2,642,157
Contracts	494,219	333,965	300,076	(33,889)
Information Technology	46,388	78,905	78,840	(65)
Energy and Utilities	155,524	140,913	119,238	(21,675)
Other	-	928	928	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>6,333,594</b>	<b>3,216,964</b>	<b>5,803,492</b>	<b>2,586,528</b>
<b>Total</b>	<b>\$ 7,857,935</b>	<b>\$ 4,747,802</b>	<b>\$ 7,338,676</b>	<b>\$ 2,590,874</b>

## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Charges for Services	\$ 7,191,515	\$ 4,648,266	\$ 7,302,415	\$ 2,654,149
Other Revenue	146,856	176,000	176,000	-
Rev from Money and Prop	6,168	-	-	-
Transfers In	328,188	-	-	-
<b>Total</b>	<b>\$ 7,672,726</b>	<b>\$ 4,824,266</b>	<b>\$ 7,478,415</b>	<b>\$ 2,654,149</b>

## Personnel Expenditures

Job Number	FY2020 Budget	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change	
<b>FTE, Salaries, and Wages</b>					
20000011 Account Clerk	2.00	2.00	2.00	\$ 33,613 - 40,456	\$ 73,462
20000171 Auto Messenger 1	4.00	4.00	4.00	30,160 - 33,613	133,108
20000110 Auto Messenger 2	7.00	7.00	7.00	31,928 - 38,480	263,723
20000950 Stock Clerk	2.00	2.00	2.00	32,074 - 38,709	70,783
20000955 Storekeeper 1	3.00	3.00	3.00	36,941 - 44,304	132,912
20000956 Storekeeper 2	1.00	1.00	1.00	40,373 - 48,797	40,373
20000538 Stores Operations Supervisor	1.00	1.00	1.00	48,630 - 58,760	58,760
Budgeted Personnel					(73,986)
Expenditure Savings					
Night Shift Pay					1,924
Overtime Budgeted					19,276
Vacation Pay In Lieu					5,947
<b>FTE, Salaries, and Wages Subtotal</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>		<b>\$ 726,282</b>

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 3,734	\$ 3,997	\$ 3,610	\$(387)
Flexible Benefits	218,569	230,690	225,470	(5,220)
Long-Term Disability	-	2,499	2,929	430
Medicare	12,100	9,752	10,164	412

## Purchasing and Contracting

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Other	5,400	-	-	-
Other Post-Employment Benefits	118,282	113,274	111,924	(1,350)
Retiree Medical Trust	643	488	750	262
Retirement 401 Plan	227	-	-	-
Retirement ADC	296,704	321,845	359,890	38,045
Retirement DROP	3,680	3,954	1,232	(2,722)
Risk Management Administration	22,828	19,062	19,386	324
Supplemental Pension Savings Plan	48,483	46,415	48,594	2,179
Unemployment Insurance	1,125	1,106	1,059	(47)
Workers' Compensation	26,861	27,095	23,894	(3,201)
<b>Fringe Benefits Subtotal</b>	<b>\$ 758,637</b>	<b>\$ 780,177</b>	<b>\$ 808,902</b>	<b>\$ 28,725</b>
<b>Total Personnel Expenditures</b>		<b>\$ 1,535,184</b>		

## Publishing Services Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Publishing Services	\$ 1,811,022	\$ 1,107,655	\$ 1,367,692	\$ 260,037
Purchasing & Contracting	113,613	241,581	5,242	(236,339)
<b>Total</b>	<b>\$ 1,924,364</b>	<b>\$ 1,349,236</b>	<b>\$ 1,372,934</b>	<b>\$ 23,698</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Publishing Services	9.00	3.00	3.00	0.00
<b>Total</b>	<b>9.00</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</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	(6,058)	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	(111,703)	-
<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	(2,869)	-
<b>Total</b>	<b>0.00</b>	<b>\$ 23,698</b>	<b>\$ 0</b>

# Purchasing and Contracting

## Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 448,575	\$ 167,257	\$ 167,257	0
Fringe Benefits	287,059	83,476	77,418	(6,058)
<b>PERSONNEL SUBTOTAL</b>	<b>735,634</b>	<b>250,733</b>	<b>244,675</b>	<b>(6,058)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 248,150	\$ 133,099	\$ 133,099	0
Contracts	821,385	785,685	790,577	4,892
Information Technology	62,641	118,326	115,457	(2,869)
Energy and Utilities	50,996	58,114	85,847	27,733
Transfer Out	-	3,279	3,279	-
Capital Expenditures	5,828	-	-	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>1,189,000</b>	<b>1,098,503</b>	<b>1,128,259</b>	<b>29,756</b>
<b>Total</b>	<b>\$ 1,924,634</b>	<b>\$ 1,349,236</b>	<b>\$ 1,372,934</b>	<b>23,698</b>

## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Charges for Services	\$ 1,612,707	\$ 1,640,551	\$ 1,640,551	0
Other Revenue	42	-	-	-
Rev from Money and Prop	5,209	-	-	-
Transfers In	19,342	-	-	-
<b>Total</b>	<b>\$ 1,637,299</b>	<b>\$ 1,640,551</b>	<b>\$ 1,640,551</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	Salary Range		Total			
<b>FTE, Salaries, and Wages</b>							
20000012	Administrative Aide 1	1.00	0.00	0.00	\$ 39,458	47,528	\$ -
20000487	Graphic Designer	2.00	1.00	1.00	46,176	55,453	54,344
20000752	Print Shop Supervisor	1.00	0.00	0.00	61,006	72,696	-
21000193	Publishing Specialist	2.00	1.00	1.00	40,643	48,381	40,165
20000912	Senior Offset Press Operator	2.00	0.00	0.00	33,904	40,165	-
21000194	Senior Publishing Specialist	1.00	1.00	1.00	39,458	47,528	47,528
	Overtime Budgeted						17,516
	Vacation Pay In Lieu						7,704
<b>FTE, Salaries, and Wages Subtotal</b>		<b>9.00</b>	<b>3.00</b>	<b>3.00</b>			<b>\$ 167,257</b>

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 732	\$ -	\$ -	-
Flexible Benefits	100,251	43,167	35,911	(7,256)
Long-Term Disability	-	493	595	102
Medicare	5,272	2,059	2,059	-
Other	11,865	-	-	-
Other Post-Employment Benefits	57,650	18,879	18,654	(225)
Retiree Medical Trust	480	219	219	262
Retirement 401 Plan	-	-	-	-

## Purchasing and Contracting

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Retirement ADC	57,376	-	-	-
Retirement DROP	5,635	1,691	1,691	-
Risk Management Administration	11,126	3,177	3,231	54
Supplemental Pension Savings Plan	29,219	11,355	11,355	-
Unemployment Insurance	707	219	216	(3)
Workers' Compensation	6,746	2,217	3,487	1,270
<b>Fringe Benefits Subtotal</b>	<b>\$ 287,059</b>	<b>\$ 83,476</b>	<b>\$ 77,418</b>	<b>\$ (6,058)</b>
<b>Total Personnel Expenditures</b>		<b>\$</b>	<b>244,675</b>	

# Purchasing and Contracting

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

Central Stores Fund	FY2020 Actual	FY2021* Budget	FY2022** Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ (62,335)	\$ (247,956)	\$ (171,492)
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (62,335)</b>	<b>\$ (247,956)</b>	<b>\$ (171,492)</b>
<b>REVENUE</b>			
Charges for Services	\$ 7,191,515	\$ 4,648,266	\$ 7,302,415
Other Revenue	146,856	176,000	176,000
Revenue from Use of Money and Property	6,168	-	-
Transfers In	328,188	-	-
<b>TOTAL REVENUE</b>	<b>\$ 7,672,726</b>	<b>\$ 4,824,266</b>	<b>\$ 7,478,415</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 7,610,391</b>	<b>\$ 4,576,310</b>	<b>\$ 7,306,923</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenses	\$ 765,704	\$ 750,661	\$ 726,282
Fringe Benefits	758,637	780,177	808,902
Supplies	5,637,875	2,662,253	5,304,410
Contracts	494,219	333,965	300,076
Information Technology	46,388	78,905	78,840
Energy and Utilities	155,524	140,913	119,238
Other Expenses	-	928	928
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 7,858,347</b>	<b>\$ 4,747,802</b>	<b>\$ 7,338,676</b>
<b>TOTAL EXPENSE</b>	<b>\$ 7,858,347</b>	<b>\$ 4,747,802</b>	<b>\$ 7,338,676</b>
<b>BALANCE</b>	<b>\$ (247,956)</b>	<b>\$ (171,492)</b>	<b>\$ (31,753)</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 7,610,391</b>	<b>\$ 4,576,310</b>	<b>\$ 7,306,923</b>

\* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

\*\* Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.

# Purchasing and Contracting

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

Publishing Services Fund	FY2020 Actual	FY2021* Budget	FY2022** Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 396,062	\$ 108,727	\$ 37,956
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (62,335)</b>	<b>\$ (247,956)</b>	<b>\$ (171,492)</b>
<b>REVENUE</b>			
Charges for Services	\$ 1,612,707	\$ 1,640,551	\$ 1,640,551
Other Revenue	42	-	-
Revenue from Use of Money and Property	5,209	-	-
Transfers In	19,342	-	-
<b>TOTAL REVENUE</b>	<b>\$ 1,637,299</b>	<b>\$ 16,40,551</b>	<b>\$ 1,640,551</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 2,033,361</b>	<b>\$ 1,749,278</b>	<b>\$ 1,678,507</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenses	\$ 448,575	\$ 167,257	\$ 167,257
Fringe Benefits	287,059	83,476	77,418
Supplies	248,150	133,099	133,099
Contracts	821,385	785,685	790,577
Information Technology	62,641	118,326	115,457
Energy and Utilities	5,828	58,114	85,847
Other Expenses	-	3,279	3,279
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,924,634</b>	<b>\$ 1,349,236</b>	<b>\$ 1,372,934</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,924,634</b>	<b>\$ 1,349,236</b>	<b>\$ 1,372,934</b>
<b>BALANCE</b>	<b>\$ 108,727</b>	<b>\$ 400,042</b>	<b>\$ 305,573</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 2,033,361</b>	<b>\$ 1,749,278</b>	<b>\$ 1,678,507</b>

\* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

\*\* Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.