

ADOPTED 2009 BUDGET

DEPT: DEPARTMENT OF ADMINISTRATIVE SERVICES - PROCUREMENT

UNIT NO. 1152
FUND: General - 0001

OPERATING AUTHORITY & PURPOSE

The Procurement Division of the Department of Administrative Services is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, professional service contracts, repairs or alterations to buildings, structures, purchase or leases of County-owned real estate and appurtenances. The Procurement Division is also authorized to develop standards, prepare specifications, sign and issue contracts and purchase orders, process requests for proposals,

and assist the Milwaukee County Transit System's processing of purchase orders. The Procurement Division is responsible and accountable to the Purchasing Standardization Committee as delineated in Chapter 32.23 of the Milwaukee County Code of General Ordinances.

Additionally, the Procurement Division provides Disadvantaged Business Enterprises an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

BUDGET SUMMARY				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 251,048	\$ 443,159	\$ 379,737	\$ (63,422)
Employee Fringe Benefits (EFB)	174,859	289,043	259,574	(29,469)
Services	48,495	35,473	125,557	90,084
Commodities	4,336	4,460	4,460	0
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	124,405	115,603	123,053	7,450
Abatements	(114,148)	0	0	0
Total Expenditures	\$ 488,995	\$ 887,738	\$ 892,381	\$ 4,643
Direct Revenue	38,388	39,551	0	(39,551)
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 38,388	\$ 39,551	\$ 0	\$ (39,551)
Direct Total Tax Levy	450,607	848,187	892,381	44,194

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	69,468	0	0	0
Tech Support & Infrastructure	22,636	0	0	0
Distribution Services	1,593	0	0	0
Telecommunications	2,405	0	0	0
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	3,186	0	0	0
Applications Charges	12,099	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	2,762	0	0	0
Total Charges	\$ 114,149	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ 450,607	\$ 848,187	\$ 892,381	\$ 44,194
Total Property Tax Levy	\$ 564,756	\$ 848,187	\$ 892,381	\$ 44,194

* In 2007, these costs were included in other charging departmental and non-departmental budgets. They were reflected here to show the "total" amount of tax levy support for this Department. In 2008 and 2009, these costs are budgeted within the receiving department to show the tax levy cost in the department.

PERSONNEL SUMMARY				
	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 251,048	\$ 443,159	\$ 379,737	\$ (63,422)
Employee Fringe Benefits (EFB)	\$ 174,859	\$ 289,043	\$ 259,574	\$ (29,469)
Position Equivalent (Funded)*	9.0	7.8	6.7	(1.1)
% of Gross Wages Funded	100.0	97.4	95.7	(1.6)
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2007 Actuals, the Position Equivalent is the budgeted amount.

** Delineated for information. (Also included in personal services.)

PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Purchasing Manager	Unfund	1/-1.0	Purchasing	(71,150)
			TOTAL	\$ (71,150)

MISSION

The Procurement Division, within the scope of Chapter 32, shall obtain goods and services for Milwaukee County customers in a manner that enhances the quality of life in Milwaukee County and fully utilizes all segments of the business community.

OBJECTIVES

- Procure needed goods and services for County departments in an efficient and timely manner.

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- Provide an atmosphere for equal opportunity for all vendors and suppliers who wish to participate in County contracts.

BUDGET HIGHLIGHTS

- Personal services without fringe benefits decrease \$63,422 from \$443,159 to \$379,737.
- In 2009, Procurement will discontinue the collection of revenue in the amount of \$39,551 that is associated with an annual fee of \$25 for vendors who want to be added to the Milwaukee County list of approved vendors. This function will return to being provided at no cost to vendors.
- Contract Personal Services increases \$98,684 from \$3,100 in 2008 to \$101,784 in 2009 to more accurately reflect actual staffing of the Division. Since 2007, the Purchasing Administrator has applied salary savings from a vacant position of Purchasing Manager to support a contract employee (who had retired from Procurement). In 2008, an appropriation transfer was approved shifting appropriations from salaries to Contract Personal Services to support this position. In 2009, the budget is updated to reflect this staffing arrangement. There is no reduction in overall support to Procurement.

- The department will address concerns found in the Auditor's report done in May 2008, by filling vacancies and improving procedures.
- Procurement will continue the strategic partnerships with other County departments and local and regional agencies to utilize collaborative contract agreements to reduce the demand on staff. The department will also continue to seek best practices to provide more efficient service.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."