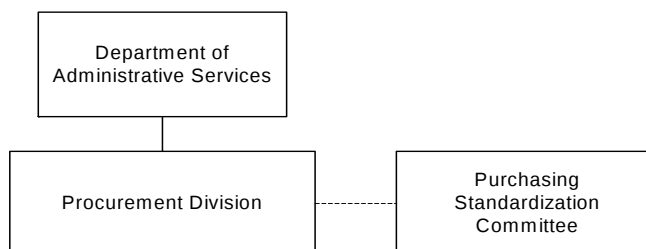


DAS-PROCUREMENT (1152)



MISSION

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

Budget Summary

	2010	2009/2010 Change
Expenditures	740,615	(151,766)
Revenue	0	0
Levy	740,615	(151,766)
FTE's	5.8	(1.0)

Major Programmatic Changes

- Continue strategic partnerships with other County departments and regional agencies.

OBJECTIVES

- Procure needed goods and services for County departments in an efficient, cost-effective, and timely manner.
- Provide an atmosphere of equal opportunity for all vendors and suppliers who wish to participate in County contracts.
- Provide more efficient service while assisting in reducing the demand on staff, by continuing strategic partnerships with other County departments and local and regional agencies in utilizing collaborative contract agreements. The department will also continue to seek best practices in purchasing.

DEPARTMENTAL PROGRAM DESCRIPTION

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 assists the Milwaukee County Transit System in processing purchase orders and is responsible and accountable to the Purchasing Standardization Committee.

COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

2010 BUDGET

Approach and Priorities

- Continue strategic partnerships with other County departments and regional agencies.
- Maintain same level of service while reducing levy support.
- Develop more in-house expertise on the development and evaluation of Request for Proposals (RFP).

Budget Highlights

Wage and Benefit Modifications

(\$60,757)

This budget includes an expenditure reduction of \$60,757 based on the changes described in the non-departmental account for wage and benefit modifications (org-1972).

Relocation from City Campus

(\$54,073)

Due to a Countywide space reallocation planned for 2010, City Campus will be vacated as of April 1, 2010. In order to account for this change, the crosscharge to Procurement for space rental at City Campus is reduced. A corresponding reduction in indirect revenue is reflected in Facilities budget so that this has no County-wide levy impact. Once a new location is identified this cross-charge will be adjusted accordingly. The space planning work-group will develop relocation recommendations. See the Facilities budget for more detailed information.

Reduction in Contract for Personal Services

(\$66,000)

Contract for personal services decreased \$66,000 from \$101,784 in 2009 to \$31,558 in 2010 due to a reduction in temporary help.

Position Changes

(\$49,410)

The following position changes were made for a total savings of salary, and active fringe benefits in the amount of \$49,410:

- Unfund two vacant positions: 1.0 FTE Office Support Assistant II and 1.0 FTE Buyer 2
- Fund 1.0 FTE Purchasing Manager that was unfunded in the 2009 budget, effective second quarter. This position was previously filled with a contract employee.
- The Purchasing Administrator is reassigned as an ECP, non-classified position at a pay range of 902E, at no additional cost to the County.

Capital Investments

- The department has no capital projects in 2010.

COUNTY EXECUTIVE'S 2010 BUDGET

DEPT: DAS-Procurement

UNIT NO. 1152
FUND: General - 0001

BUDGET SUMMARY				
Account Summary	2008 Actual	2009 Budget	2010 Budget	2009/2010 Change
Personal Services (w/o EFB)	\$ 217,765	\$ 379,737	\$ 347,928	\$ (31,809)
Employee Fringe Benefits (EFB)	157,886	259,574	256,706	(2,868)
Services	136,493	125,557	69,958	(55,599)
Commodities	2,155	4,460	3,780	(680)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	7,834	0	0	0
Capital Contra	0	0	0	0
County Service Charges	115,629	123,053	62,243	(60,810)
Abatements	0	0	0	0
Total Expenditures	\$ 637,762	\$ 892,381	\$ 740,615	\$ (151,766)
Direct Revenue	31,650	0	0	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 31,650	\$ 0	\$ 0	\$ 0
Direct Total Tax Levy	606,112	892,381	740,615	(151,766)

PERSONNEL SUMMARY				
	2008 Actual	2009 Budget	2010 Budget	2009/2010 Change
Position Equivalent (Funded)*	7.8	6.7	5.8	(0.9)
% of Gross Wages Funded	97.4	95.7	100.0	4.3
Overtime (Dollars)	\$ 322	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2008 Actuals, the Position Equivalent is the budgeted amount.

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Office Support Asst 2	00007	Unfund	(1.00)	(1)	Purchasing	\$ (32,610)
Buyer 2	00089	Unfund	(1.00)	(1)	Purchasing	(49,622)
Purchasing Manager*	88555	Fund	0.75	1	Purchasing	58,784
Purchasing Administrator - NR	70914	Abolish	(1.00)	(1)	Purchasing	(97,688)
Purchasing Administrator - ECP	Z0022	Create	1.00	1	Purchasing	97,688
					TOTAL	\$ (23,448)

* Position cost and FTE for 9 months to accurately reflect the time it will take to fill the position.

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."