

COUNTY EXECUTIVE'S 2008 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	2006 Actual	2007 Budget	2008 Budget	2007/2008 Change
Personal Services (w/o EFB)	\$ 347,180	\$ 472,567	\$ 443,159	\$ (29,408)
Employee Fringe Benefits (EFB)	176,288	336,010	293,658	(42,352)
Services	29,214	38,473	35,473	(3,000)
Commodities	1,947	5,460	4,460	(1,000)
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	217,255	124,970	116,308	(8,662)
Abatements	(202,633)	(109,589)	0	109,589
Total Expenditures	\$ 569,251	\$ 867,891	\$ 893,058	\$ 25,167
Direct Revenue	41,187	39,551	39,551	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
Total Revenue	\$ 41,187	\$ 39,551	\$ 39,551	\$ 0
Direct Total Tax Levy	528,064	828,340	853,507	25,167

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	125,148	69,465	0	(69,465)
Tech Support & Infrastructure	31,787	18,895	0	(18,895)
Distribution Services	1,076	847	0	(847)
Telecommunications	2,791	3,781	0	(3,781)
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	8,485	4,409	0	(4,409)
Applications Charges	30,661	9,534	0	(9,534)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	2,685	2,658	0	(2,658)
Total Charges	\$ 202,633	\$ 109,589	\$ 0	\$ (109,589)
Direct Property Tax Levy	\$ 528,064	\$ 828,340	\$ 853,507	\$ 25,167
Total Property Tax Levy	\$ 730,697	\$ 937,929	\$ 853,507	\$ (84,422)

* In 2006 and 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, these costs are budgeted within the receiving department to show the tax levy cost in the department.

PERSONNEL SUMMARY				
	2006 Actual	2007 Budget	2008 Budget	2007/2008Change
Personal Services (w/o EFB)	\$ 347,180	\$ 472,567	\$ 443,159	\$ (29,408)
Employee Fringe Benefits (EFB)	\$ 176,288	\$ 336,010	\$ 293,658	\$ (42,352)
Position Equivalent (Funded)*	10.7	9.0	7.8	(1.2)
% of Gross Wages Funded	97.0	100.0	97.4	(2.6)
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2006 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)
Office Support Asst 2	Abolish	1/1.0	Standards & Specification	\$ (26,569)
Clerical Asst 2	Abolish	1/1.0	Standards & Specification	0*
Buyer 3	Abolish	1/1.0	Purchasing	0*
			TOTAL	\$ (26,569)

*These positions were unfunded in 2007 so the abolishment in 2008 does not have a net fiscal effect.

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 \$29,408, from \$472,567 to \$443,159.
- 1.0 FTE vacant position of Office Support Assistant 2 is abolished for a savings of \$45,955, including salary, social security and the active portion of fringe benefit costs.
- 1.0 FTE Buyer 3 and 1.0 FTE Clerical Assistant 2 were unfunded in 2007 and are abolished in 2008.
- Services are reduced by \$3,000 to a total of \$35,473 based on previous year actual amounts.
- Revenue of \$39,551 is maintained in 2008 and is associated with an annual fee of \$25 for vendors who wish to be added to the Milwaukee County list of approved vendors.
- 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 Division and the City of Milwaukee Purchasing Department will continue to identify areas where there is duplication of effort in the procurement of goods and services. Identification of those areas will result in the collaborative effort of both entities to effectively procure commodities and/or services.
- Departments have the authority to fill unfunded positions provided they do not incur a salary deficit.
- ECP positions are not provided step increases or performance awards in 2008 as allowed in County Ordinance Section 17.265 (3).
- The abatement of Countywide crosscharges is discontinued in 2008. The tax levy previously held in the servicing department is redistributed to the recipient departments in an amount corresponding to the crosscharges. This results in a tax levy redistribution equal to the change in abatements. Due primarily to this change in methodology, direct tax levy for this department increased \$25,167. The actual change in tax levy for this department from 2007 is a decrease of \$84,422.
- 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 severely liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."