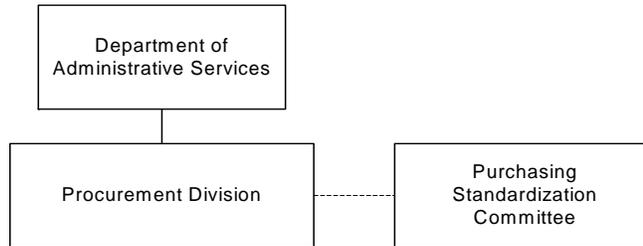


## DAS-PROCUREMENT (1152)



### MISSION

The Procurement Division of the Department of Administrative Services, within the scope of Chapter 32, Milwaukee County Ordinances, 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.

<b>Budget Summary</b>		
	2011	2010/2011 Change
<b>Expenditures</b>	703,083	(113,298)
<b>Revenue</b>	0	0
<b>Levy</b>	703,083	(113,298)
<b>FTE's</b>	5.5	(0.3)

**Major Programmatic Changes**

- Continue strategic partnerships with other County departments and government agencies to maximize high volume discounts and collaborative purchasing opportunities.

### 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 government 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 or fixtures.

**ADOPTED 2011 BUDGET**

**DEPT: DAS-Procurement**

**UNIT NO. 1152**  
**FUND: General - 0001**

**2011 BUDGET**

***Approach and Priorities***

- Continue strategic partnerships with other County departments and government 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***

**(\$12,891)**

This budget includes an expenditure reduction of \$12,891 based on the changes described in the non-departmental account for wage and benefit modifications (Org-1972).

***Reduction in Contract for Personal Services***

**(\$36,058)**

Contract for personal services decreases \$36,058 from \$53,558 in 2010 to \$17,500 in 2011 due to a reduction in expense for temporary help.

***Position Changes***

**(\$45,928)**

One vacant FTE of Administrative Assistant 2 is abolished (salary and active fringe savings of \$78,688). Since Procurement is now co-located with DAS – Fiscal in the Courthouse, 0.5 FTE of a Clerical Assistant 2 is transferred from DAS – Fiscal to Procurement (salary and active fringe cost of \$32,760). Sharing this position increases operating efficiencies and reduces levy.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2011 Budget</b>	<b>2010/2011 Change</b>
Personal Services (w/o EFB)	\$ 284,569	\$ 358,009	\$ 362,752	\$ 4,743
Employee Fringe Benefits (EFB)	178,949	264,028	255,312	(8,716)
Services	129,749	69,958	27,300	(42,658)
Commodities	2,247	3,780	2,980	(800)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	4,398	0	0	0
Capital Contra	0	0	0	0
County Service Charges	117,370	120,606	54,739	(65,867)
Abatements	0	0	0	0
<b>Total Expenditures</b>	<b>\$ 717,282</b>	<b>\$ 816,381</b>	<b>\$ 703,083</b>	<b>\$ (113,298)</b>
Direct Revenue	1,800	0	0	0
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 1,800</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Total Tax Levy</b>	<b>715,482</b>	<b>816,381</b>	<b>703,083</b>	<b>(113,298)</b>

**ADOPTED 2011 BUDGET**

**DEPT: DAS-Procurement**

**UNIT NO. 1152**  
**FUND: General - 0001**

<b>PERSONNEL SUMMARY</b>				
	<b>2009 Actual</b>	<b>2010 Budget</b>	<b>2011 Budget</b>	<b>2010/2011 Change</b>
<b>Position Equivalent (Funded)*</b>	<b>6.7</b>	<b>5.8</b>	<b>5.5</b>	<b>(0.3)</b>
<b>% of Gross Wages Funded</b>	<b>95.7</b>	<b>100.0</b>	<b>100.0</b>	<b>0.0</b>
<b>Overtime (Dollars)</b>	<b>\$ 11</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Overtime (Equivalent to Position)</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

\* For 2009 Actuals, the Position Equivalent is the budgeted amount.

<b>PERSONNEL CHANGES</b>						
<b>Job Title/Classification</b>	<b>Title Code</b>	<b>Action</b>	<b># of Positions</b>	<b>Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Salary Only)</b>
Purchasing Manager*	70916	Fund	0	0.25	Purchasing	\$ 19,344
Administrative Asst 2	09521	Abolish	(1)	(1.00)	Purchasing	(46,650)
Clerical Asst 2	00007	Transfer-in	1	0.50	Purchasing	18,306
					<b>TOTAL</b>	<b>\$ (9,000)</b>

\* In 2010, this position was funded for 9 months. In 2011, the position is funded for 12 months based on an assumption that the position will be filled by January 1, 2011.

*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."*