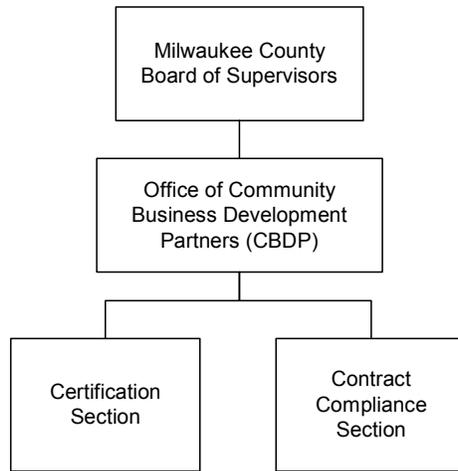


COUNTY BOARD-OFFICE OF COMMUNITY BUSINESS PARTNERS (1040)



MISSION

The mission of the Office of Community Business Development Partners (CBDP) is to increase overall economic viability for small and disadvantaged businesses (SBEs and DBEs) in Milwaukee County. In achieving this mission, CBDP is dedicated to:

- Promoting contracting opportunities and capacity building measures to small businesses.
- Certifying and registering firms qualified to participate in DBE and SBE programs.
- Establishing contract goals to assist ready, willing, and able DBEs in participating on County projects.
- Monitoring of contracts for compliance.

Budget Summary		
	2013	2012/2013 Change
Expenditures	1,143,618	219,361
Revenue	258,236	213,236
Levy	885,382	6,125
FTE's	7.7	1.7
Major Programmatic Focus		
<ul style="list-style-type: none"> • Implementation of DBE Program updates to include increased oversight and contract monitoring activities and the launch of a formal small business participation program. 		

OBJECTIVES

- Implement DBE Program updates to include a formal SBE element and actual work site monitoring.
- Provide County department and division personnel education on the County Ordinances and DBE Program updates, and training in the proper implementation of associated policies and procedures.
- Review replacement of manual DBE processes such as contract review, approval, monitoring, and closeout for integration into an electronic workflow system.
- Conduct community outreach to attract potential small businesses to contract opportunities.

ADOPTED 2013 BUDGET

DEPT: County Board-Office of Community Business Partners

UNIT NO. 1040
FUND: General - 0001

DEPARTMENTAL PROGRAM DESCRIPTION

CBDP is responsible for designing, implementing, monitoring and enforcing Milwaukee County's DBE Program in order to maintain compliance with Federal Regulations and Milwaukee County Ordinances. CBDP submits triennial overall goal reports to the Federal Aviation Administration (FAA) and the Federal Transit Administration (FTA); establishes DBE goals on a contract-by-contract basis, certifies small businesses as DBEs and/or registers them as SBEs, monitors contracts for compliance and enforces necessary remediation, actively promotes greater utilization of small businesses, participates in small business development and technical assistance initiatives, administers a revolving loan account to provide short-term assistance to qualifying DBEs; and engages in numerous small business seminars on effective business operations and contracting practices; all of which assist in increasing overall economic viability for small and disadvantaged businesses in Milwaukee County. Milwaukee County receives an average in excess of \$50,000,000 annually in Federal and State funding for its airport, highway and transit operations and capital improvement program budgets from the United States Department of Transportation (USDOT). The County's DBE program, in addition to being a requirement of receiving this direct Federal funding, ensures that full compliance is maintained with all Federal DBE laws.

2013 Budget

Approach and Priorities

- Continuing required services.
- Improvement of outreach to current and prospective DBEs and SBEs informing them of available contractual opportunities.

Programmatic Impacts

- Implementation of a federally required SBE element.
- Implementation of federally required enhanced monitoring (including on-site review) and oversight of contracts that have DBE participation.

Budget Highlights

US Code of Federal Regulations

Pursuant to the most recent mandates of the United States Code of Federal Regulations Title 49, Part 26 (CFR 49), Milwaukee County is required to implement a formal Small Business Enterprise (SBE) element as part of its existing Disadvantaged Business Enterprise (DBE) Program. The updates to the CFR also require enhanced monitoring and oversight of contracts that have DBE participation, which is in addition to the tracking and monitoring measures currently in place.

Personnel Changes

\$92,980

The following positions are created related to increased DBE Program mandates:

- 1.0 FTE Certification Analyst (created but unfunded) and 2.0 FTE Contract Specialists. This action increases net salary and benefit costs by \$235,372 and includes a vacancy and turnover savings of (\$58,836) from hiring for these positions no earlier than March 1, 2013.

Charges to the Capital Improvement Program

(\$158,236)

Staffing costs of \$158,236 are charged to the Capital Improvement program for 2013. CBDP will develop a methodology for tracking of staffing charged to capital to be implemented no later than April 1, 2013. The methodology will be reviewed and approved by the Comptroller's Office prior to implementation. Final staff charges will be based upon actual work performed.

ADOPTED 2013 BUDGET

DEPT: County Board-Office of Community Business Partners

UNIT NO. 1040
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CBDP Review of Contracts for Services

\$0

A Countywide policy is established whereby the fiscal note form for any and every Milwaukee County resolution that authorizes entering into a contract for services shall include a box that must be checked to determine if CBDP has reviewed the contract for compliance with disadvantaged business enterprise (DBE) requirements.

Automated Contract Tracking Initiative

\$55,363

The Office of Community Business Development Partners (CBDP) shall issue a request for proposals (RFP) and / or a request for qualifications (RFQ) for implementation of web-based software in 2013 to allow CBDP to track contracts in real-time, generate automated reports, create mass notification for contract opportunities, maintain an active automatically updated directory and allow real-time monitoring and tracking of DBE goals and participation. An appropriation of \$55,363 is included for the purchase and implementation of the software.

Small Business Opportunity Initiative

\$100,000

Small business owners are key to the local economy and to job creation. According to the Small Business Administration, small businesses, and self-employed individuals, have created 64 percent of all new jobs during the recent recession. Access to capital, space and technical assistance are continuing issues for small business owners who encounter increased difficulty in accessing these resources in the current economy.

1. To address the needs of small businesses in Milwaukee County, a Small Business Opportunity Initiative is created for the following purposes:
2. Explore leveraging the Milwaukee County Research Park business incubator facility for small business owners with specializations in professional and management service areas, with an emphasis on expanding the pool of businesses used for county procurement, where small and disadvantaged firms are underutilized.
3. Explore providing relevant training to such small businesses at the Milwaukee County Research Park through utilization of seminars provided by CBDP to include how to do business with the county and how to leverage Small Business Certifications to grow small businesses.
4. Assist businesses with Small Business Enterprise and Disadvantaged Business Enterprise Certification to ensure their ability to participate in public sector procurement.
5. Utilize the CBDP Revolving Loan Fund (which has a current balance of approximately \$302,000) for providing loans of up to \$35,000 for labor and materials for Small Business Enterprises working on county projects. CBDP is authorized to pursue grant matching funds from federal, state and/or local sources to increase the Revolving Loan Fund.
6. Establish a new Micro Loan Program – with loans of \$1000-\$5000 for equipment, technical assistance and software while empowering self-employed and low income entrepreneurs who create a minimum of one permanent fulltime job for underserved young adults, unemployed individuals or transitional workers. This Program will be funded with \$100,000 in Potawatomi Revenue previously allocated to the Safe Alternatives for Youth Program.

ADOPTED 2013 BUDGET

DEPT: County Board-Office of Community Business Partners

UNIT NO. 1040
FUND: General - 0001

BUDGET SUMMARY				
Account Summary	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Personal Services (w/o EFB)	\$ 358,623	\$ 401,483	\$ 486,968	\$ 85,485
Employee Fringe Benefits (EFB)	261,582	262,428	301,881	39,453
Services	196,196	96,796	242,231	145,435
Commodities	5,849	7,020	6,500	(520)
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	148,706	156,530	106,038	(50,492)
Abatements	0	0	0	0
Total Expenditures	\$ 970,956	\$ 924,257	\$ 1,143,618	\$ 219,361
Direct Revenue	13,756	0	100,000	100,000
State & Federal Revenue	0	0	0	0
Indirect Revenue	30,000	45,000	158,236	113,236
Total Revenue	\$ 43,756	\$ 45,000	\$ 258,236	\$ 213,236
Direct Total Tax Levy	927,200	879,257	885,382	6,125

PERSONNEL SUMMARY				
	2011 Actual	2012 Budget	2013 Budget	2012/2013 Change
Position Equivalent (Funded)*	6.0	6.0	7.7	1.7
% of Gross Wages Funded	100.0	100.0	95.8	(4.2)
Overtime (Dollars)	\$ 94	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

* For 2011 Actuals, the Position Equivalent is the budgeted amount.

Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Certification Analyst	12910	Create/Unfund	1	1.0	CBDP	\$ 0
Contract Specialist	57322	Create	2	2.0	CBDP	98,780
					TOTAL	\$ 98,780

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."