

<b>Dept:</b> Administration	15	<b>DANE COUNTY</b>	<b>Fund Name:</b> General Fund
<b>Prgm:</b> Purchasing	114/11		<b>Fund No:</b> 1110

**Mission:**  
 To procure goods and services, professional and non-professional, required for the operation of Dane County government at the lowest possible cost to the taxpayer, while maintaining the fairness and integrity of public purchasing laws. To administer the Contract Compliance Program. To dispose of surplus property.

**Description:**  
 The Purchasing Division evaluates the product and service needs of county government, ensuring availability at the most advantageous cost. Product suitability is determined through application and information research which identifies quality and economic impact. Professional services are acquired through contract administration, which includes development of written requests for proposals, evaluation, interviews (if necessary), negotiations and final vendor selection. The Contract Compliance Program enforces and monitors contractor performance relative to workforce representation of protected groups/members, and promotes and oversees participation and contracting opportunities for businesses operated by minorities, women and people with disabilities.

	Actual 2015	Adopted 2016	2015 Carry Forward	Board Transfers	Budget As Modified	2016 YTD	Estimated 2016	Department Request
<b>PROGRAM EXPENDITURES</b>								
Personnel Costs	\$177,206	\$203,400	\$0	\$0	\$203,400	\$58,316	\$197,198	\$202,100
Operating Expenses	\$2,894	\$7,020	\$0	\$0	\$7,020	\$636	\$4,050	\$7,120
Contractual Services	\$400	\$500	\$0	\$0	\$500	\$0	\$500	\$500
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$180,500</b>	<b>\$210,920</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,920</b>	<b>\$58,952</b>	<b>\$201,748</b>	<b>\$209,720</b>
<b>PROGRAM REVENUE</b>								
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$8,720	\$40,000	\$0	\$0	\$40,000	\$3,100	\$32,500	\$40,000
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$146,635	\$40,000	\$0	\$0	\$40,000	\$16,311	\$56,000	\$40,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$155,355</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$19,411</b>	<b>\$88,500</b>	<b>\$80,000</b>
<b>GPR SUPPORT</b>	<b>\$25,145</b>	<b>\$130,920</b>			<b>\$130,920</b>			<b>\$129,720</b>
<b>F.T.E. STAFF</b>	<b>2.000</b>	<b>2.000</b>					<b>2.000</b>	<b>2.000</b>

<b>Dept:</b> Administration	15								<b>Fund Name:</b> General Fund
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DI#	2017 Base	Net Decision Items							2017 Executive Budget
		01	02	03	04	05	06	07	
<b>PROGRAM EXPENDITURES</b>									
Personnel Costs	\$202,100	\$0	\$3,200	\$45,800	\$0	\$0	\$0	\$0	\$251,100
Operating Expenses	\$7,020	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$7,120
Contractual Services	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500
Operating Capital	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$209,620</b>	<b>\$100</b>	<b>\$3,200</b>	<b>\$45,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$258,720</b>
<b>PROGRAM REVENUE</b>									
Taxes	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Licenses & Permits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fines, Forfeits & Penalties	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Charges for Services	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Intergovernmental Charge for Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,000
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$80,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$80,000</b>
<b>GPR SUPPORT</b>	<b>\$129,620</b>	<b>\$100</b>	<b>\$3,200</b>	<b>\$45,800</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$178,720</b>
<b>F.T.E. STAFF</b>	<b>2.000</b>	<b>0.000</b>	<b>0.000</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>3.000</b>

NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ABOVE			Expenditures	Revenue	GPR Support
<b>2017 BUDGET BASE</b>			\$209,620	\$80,000	\$129,620
DI #	ADMN-PURC-1	Printing & Services			
DEPT	This item adds funding to account for a 2017 rate increase for Printing & Services.		\$100	\$0	\$100
EXEC	Approved as Requested		\$0	\$0	\$0
ADOPTED					\$0
NET DI # ADMN-PURC-1			\$100	\$0	\$100

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<b>NARRATIVE INFORMATION ABOUT DECISION ITEMS SHOWN ON PREVIOUS PAGE</b>	<b>Expenditures</b>	<b>Revenue</b>	<b>GPR Support</b>
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DI #	ADMN-PURC-2	Adjust Personnel Costs			
DEPT			\$0	\$0	\$0
EXEC	Adjust personnel costs to reflect a 2% cost of living increase effective beginning of 2017 payroll year, and an additional 1% effective mid 2017 payroll year. Also reflect personnel cost changes due to an increase in retirement (WRS) rates, a decrease in dental insurance premiums, and a 25% employee contribution to the additional cost of Point of Service (POS) health plans above the cost of HMO plans.		\$3,200	\$0	\$3,200
ADOPTED					\$0
NET DI #		ADMN-PURC-2	\$3,200	\$0	\$3,200

DI #	ADMN-PURC-3	Purchasing Agent - Equity			
DEPT			\$0	\$0	\$0
EXEC	Increase position authority and expenditures to add a 1.0 FTE Purchasing Officer effective 7/1/17. This position's duties will have an emphasis on Equity-related purchasing issues.		\$45,800	\$0	\$45,800
ADOPTED					\$0
NET DI #		ADMN-PURC-3	\$45,800	\$0	\$45,800

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<b>2017 EXECUTIVE BUDGET</b>			\$258,720	\$80,000	\$178,720
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