

2022 Operating Budget Timeline and Purchasing Guidance

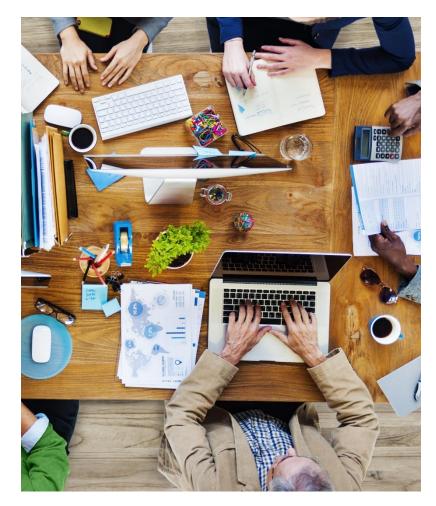
Millicent Hutchinson, May 5, 2021



Healthy people. Healthy places.

PHMDC Fiscal Guidance

- City of Madison is the Fiscal Agent for PHMDC
 - Designated in the IGA
 - City handles all fiscal matters including disbursements, receipts, budget, and audit
 - PHMDC follows City of Madison
 Purchasing Guidelines
 - PHMDC follows the budget preparation procedures as outlined by the City
 - Though PHMDC follows both the Mayoral and County Executive directives regarding the operating budget target.



2022 Operating Budget Timeline

| Target Date | Activity |
|-------------------------|---|
| 4/27/2021 | BOH Budget Committee Meeting Summary of 2021 Budget Outcomes Discuss 2022 Objectives Ideas for new ARPA or State funding |
| 5/19/2021 | Meeting with City and County Finance DirectorsMeeting to set 2022 budget target |
| TBD | BOH Budget Committee Meeting |
| 5/24/2021 | Official 2022 Operating Budget Kick-off |
| 6/2/2021 | June Board of Health meeting • Share 2022 Budget directives from Mayor and County Executive with BoH |
| 6/7/2021 - 6/25/2021 | Department Budget Development |
| TBD | BOH Budget CommitteePotentially discuss additional state and federal funding |
| 7/6/2021 | Final budget draft to PHMDC Executive Team |
| 7/7/2021 | BOH Meeting– Approve budget |
| 7/9/2021 | Submit 2022 Ops budget to City Finance |

Purchasing Guidelines

• Under \$10,000

No competitive process, nor vendor contract needed. Best value judgement from department.

• \$10,000 - \$49,999

- Informal solicitation of quotes and a purchase of service contract required.
- If no solicitation of quotes, department has option to submit a "Non-Competitive Selection Request" to City Purchasing review/approval, which details the rationale to select a specific vendor.

• \$50,000 and up

- Formal RFP and purchase of service contract required.
- If no RFP, department can request approval via resolution from the City Council (referred to Board of Health) to select a specific vendor, in addition to submitting a "Non-Competitive Selection Request" to City Purchasing review/approval.