

**ADOPTED 2008 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS – ARCHITECTURAL  
ENGINEERING AND ENVIRONMENTAL SERVICES

**UNIT NO.** 5080

**FUND:** Internal Service - 0028

**OPERATING AUTHORITY & PURPOSE**

The Architectural, Engineering and Environmental Services Division of the Department of Transportation and Public Works (DPTW) provides a core competency of professional and technical services for Milwaukee County. The division is comprised of five sections: Architectural, Airport Engineering, Site Development Engineering,

Environmental Services and Support Services. Through the Division employees' efforts and extended staff provided by consultants, these sections research, design, administer and implement a diverse combination of programs and projects.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>2007/2008 Change</b>
Personal Services (w/o EFB)	\$ 3,091,308	\$ 3,007,722	\$ 2,834,892	\$ (172,830)
Employee Fringe Benefits (EFB)	2,192,303	1,948,982	1,958,800	9,818
Services	182,417	176,850	313,531	136,681
Commodities	45,624	40,733	51,249	10,516
Other Charges	21,730	50,000	50,000	0
Debt & Depreciation	46,432	22,000	23,807	1,807
Capital Outlay	449,787	512,864	261,364	(251,500)
Capital Contra	0	0	0	0
County Service Charges	1,641,135	2,152,581	2,248,875	96,294
Abatements	(1,527,378)	(1,857,328)	(1,637,563)	219,765
<b>Total Expenditures</b>	<b>\$ 6,143,358</b>	<b>\$ 6,054,404</b>	<b>\$ 6,104,955</b>	<b>\$ 50,551</b>
Direct Revenue	132,757	155,000	168,750	13,750
State & Federal Revenue	229,315	243,050	225,316	(17,734)
Indirect Revenue	5,255,421	5,573,978	4,896,340	(677,638)
<b>Total Revenue</b>	<b>\$ 5,617,493</b>	<b>\$ 5,972,028</b>	<b>\$ 5,290,406</b>	<b>\$ (681,622)</b>
<b>Direct Total Tax Levy</b>	<b>525,865</b>	<b>82,376</b>	<b>814,549</b>	<b>732,173</b>

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<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>2007/2008 Change</b>
Central Service Allocation	\$ 80,562	\$ 50,172	\$ 0	\$ (50,172)
Courthouse Space Rental	344,868	323,924	0	(323,924)
Tech Support & Infrastructure	65,073	109,680	0	(109,680)
Distribution Services	1,267	733	0	(733)
Telecommunications	10,778	16,099	0	(16,099)
Record Center	7,763	4,734	0	(4,734)
Radio	0	0	0	0
Computer Charges	16,970	30,865	0	(30,865)
Applications Charges	55,284	76,628	0	(76,628)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	15,761	12,080	0	(12,080)
<b>Total Charges</b>	<b>\$ 598,325</b>	<b>\$ 624,915</b>	<b>\$ 0</b>	<b>\$ (624,915)</b>
<b>Direct Property Tax Levy</b>	<b>\$ 525,865</b>	<b>\$ 82,376</b>	<b>\$ 814,549</b>	<b>\$ 732,173</b>
<b>Total Property Tax Levy</b>	<b>\$ 1,124,190</b>	<b>\$ 707,291</b>	<b>\$ 814,549</b>	<b>\$ 107,258</b>

\*\* 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.

<b>PERSONNEL SUMMARY</b>				
	<b>2006 Actual</b>	<b>2007 Budget</b>	<b>2008 Budget</b>	<b>2007/2008 Change</b>
Personal Services (w/o EFB)	\$ 3,091,308	\$ 3,007,722	\$ 2,834,892	\$ (172,830)
Employee Fringe Benefits (EFB)	\$ 2,192,303	\$ 1,948,982	\$ 1,958,800	\$ 9,818
Position Equivalent (Funded)*	48.9	40.9	40.2	(0.7)
% of Gross Wages Funded	96.0	100.0	96.8	(3.2)
Overtime (Dollars)**	\$ 15,397	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.3	0.0	0.0	0.0

\* For 2006 Actuals, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

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<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Office Support Asst. 2 (Hrly)	Create	1/1.0	Architect/Eng Services	\$ 26,929
Clerical Asst. 1	Abolish	2/2.0	Architect/Eng Services	0*
Records Center Tech (DPW)	Abolish	1/1.0	Architect/Eng Services	0*
Facilities Assessment Analyst	Abolish	1/1.0	Architect/Eng Services	0*
Contract Payment Analyst	Abolish	1/1.0	Architect/Eng Services	0*
Specification Writer	Abolish	1/1.0	Architect/Eng Services	0*
Architectural Designer	Abolish	1/1.0	Architect/Eng Services	0*
Managing Engineer Design	Abolish	1/1.0	Architect/Eng Services	(81,714)
Engineer	Unfund	1/1.0	Architect/Eng Services	(68,111)
Engineering Tech	Fund	1/1.0	Architect/Eng Services	61,003
Records Center Tech (DPW)	Fund	1/1.0	Architect/Eng Services	38,292
Ex. Dir. 2 - Environ. & Engineer	Abolish	1/1.0	Architect/Eng Services	(108,388)
Dir. Of Sustain. & Env. Svcs.	Create	1/1.0	Architect/Eng Services	108,388
			<b>TOTAL</b>	<b>\$ (23,601)</b>

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

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		2006 Actual	2007 Budget	2008 Budget	2007/2008 Change
Architectural / Engineering Services	Expenditure	\$ 6,139,324	\$ 6,171,039	\$ 5,918,136	\$ (252,903)
	Abatement	(1,039,466)	(1,243,954)	(713,126)	530,828
	Revenue	5,434,845	5,546,858	4,904,356	(642,502)
	Tax Levy	\$ (334,987)	\$ (619,773)	\$ 300,654	\$ 920,427
Environment / Energy	Expenditure	\$ 1,531,418	\$ 1,740,693	\$ 1,824,382	\$ 83,689
	Abatement	(487,914)	(613,374)	(924,437)	(311,063)
	Revenue	182,651	425,170	386,050	(39,120)
	Tax Levy	\$ 860,853	\$ 702,149	\$ 513,895	\$ (188,254)

**MISSION**

The mission of Architectural, Engineering and Environmental Services is to provide technical services to plan, design, construct, manage, operate and preserve Milwaukee County’s natural resources and public facilities.

provisions of the Green Print resolution adopted by the County Board in 2007.

**OBJECTIVES**

- Operate within established budgets while maximizing the quality and timeliness of services provided.
- Implement Guaranteed Energy Savings Performance Contracting (GESPC) and other

- Publicize successful projects and initiatives in APWA and other trade newsletter articles.
- Increase accountability for contract change orders.
- Commence Countywide Sanitary Sewer Monitoring and Maintenance Program implementation within the AE&ES operating budget and explore a transition to jurisdictional departments as program progresses.
- Initiate the Countywide Stormwater Management NR-216 Permit Administration

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within the AE&ES operating budget and explore transition to jurisdictional departments as program progresses.

- Establish a standard overhead rate acceptable to the Department of Administrative Services which is competitive with the private sector while maximizing the revenue collection for the Division.

### DEPARTMENT DESCRIPTION

Architectural, Engineering and Environmental Services provides a core competency of professional and technical services for Milwaukee County. The Architectural, Engineering and Environmental Services Division is comprised of the Architectural Services Section, Civil Engineering/Site Development Section, Airport Engineering Section, Environmental Services Section, and Support Services Section.

Architectural, Engineering and Environmental Services is comprised of the following sections:

1. The **Architectural Services Section** provides technical services in building maintenance, remodeling, additions and new construction for all County departments. Specific tasks performed include project program and budget development, cost estimating, formation of the design team; including consultants, design development, development of bid documents, procurement and evaluation of competitive bids; contract award, project management, verification of installation quality and final acceptance of completed construction.
2. The **Airport Engineering Section** provides planning, design and construction management services for all major maintenance and passenger facility charge projects at General Mitchell International and Lawrence J. Timmerman Airports. In addition, this section coordinates planning and administration of projects with State and Federal agencies, and those sponsored by the airlines and other Airport tenants.
3. The **Civil Engineering and Site Development Section** provides civil engineering and land surveying services on public works projects for

County departments. Projects include parking lots, roadways, grading, land improvements, water resources and underground utilities. Specific services include project management utilizing the DTPW cost and scheduling system, in-house design staff and professional services consultants, design, preparation of drawings, technical specifications and bidding documents, administration of the competitive bidding process, engineering feasibility studies, needs assessment and programming for existing and proposed facilities, certified survey maps, site surveys and construction staging.

4. The **Environmental Services Section** provides technical and managerial services concerning environmental issues of all County departments. Environmental issues include stormwater management, hazardous substance control (asbestos, lead, PCBs, mercury, etc.), underground storage tanks, landfills, air quality, recycling, solid wastes, water quality, brownfields, pesticides/herbicides and environmental due diligence for property acquisition/disposal.
5. The **Support Services Section** provides County facilities records management, County facilities assessment, administration of the DTPW cost and scheduling system used for project management and administration of a Geographic Information System (GIS) and the Milwaukee County Automated Mapping and Land Information System (MCAMLIS). Services include development and maintenance the County property assets inventory, including land, utilities, roads, bridges, buildings and facilities; management of asset records archive; development and quality assurance and control of all architectural and project record drawings and system/equipment inventory of County buildings; condition assessment of all County facilities used for the development of a five-year major maintenance and capital improvement plan.

### BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits decrease \$172,830, from \$3,007,722 to \$2,834,892.

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- The 2008 Budget includes the following position actions for the Architectural, Engineering and Environmental Services Division:
  - Abolish 2.0 FTE Clerical Assistant 1 positions, abolish 1.0 FTE Record Center Technician position, abolish 1.0 FTE position of Facilities Assessment Analyst, abolish 1.0 FTE Contract Payment Analyst position, abolish 1.0 FTE Specification Writer position, abolish 1.0 FTE Managing Engineer Design position, abolish 1.0 FTE Architectural Designer position.
  - Unfund 1.0 FTE position of Engineer.
  - Fund 1.0 FTE position of Engineering Tech and fund 1.0 position of Record Center Tech (DPW).
  - Create 1.0 FTE Office Support Assistant 2 (Hourly).
  - The above position actions result in an salary, social security and active fringe benefit savings of \$68,994.
- The abolishment of 1.0 FTE Ex. Dir 2 – Director of Energy & Environmental Services will be replaced with the creation of 1.0 FTE of Director of Sustainability and Environmental Services. The new position will be responsible for the management of current environmental services work performed by the Division as well as new Green Print initiatives for the purpose of improved environmental sustainability throughout the County. The budgeted salary, social security, and active fringe benefit cost of this position is \$143,411.
- 1.0 FTE position of Construction Coordinator and 1.0 FTE position of Architectural Designer were unfunded in 2007 and remain unfunded in 2008.
- Abolished positions in 2008, excluding 1.0 FTE of Managing Engineer Design and 1.0 FTE of Ex. Dir 2 – Director of Energy & Environmental Services, were previously unfunded in 2007. All abolished and unfunded positions in the Division are currently vacant.
- Funding for Other Post Employment Benefits (OPEB) liability increases \$759 from \$455,600 in 2007 to \$456,359 in 2008.
- Indirect Revenue decreases \$677,638, from \$5,573,978 to \$4,896,340. The Division's source of Indirect Revenue represents billable staff time devoted to capital projects and capitalized major maintenance projects. The decrease in Indirect Revenue primarily reflects a reduced level of capital project work performed by the Division in 2008. The reduction in billable revenue is offset by an increase in levy.
- The Wisconsin Department of Natural Resources/Department of Agriculture, Trade and Consumer Protection-Land Conservation Program grant is budgeted at \$105,000, an increase of \$20,000 over 2007. This grant is used to offset the cost of salaries in the Environmental/Energy Section.
- In 2008, AE&ES receives \$225,316 in revenue for Milwaukee County Automated Mapping and Land Information System (MCAMLIS) project management. The project administration includes conceptual development of individual projects, development of project specifications, writing contracts, preparation of invoices to draw down funds as expended, payment of subcontractors, record keeping and general maintenance of MCAMLIS data holding. In addition, this effort will merge the County's internal GIS functions with MCAMLIS. The MCAMLIS project is managed in accordance with Milwaukee County procurement and contracting policies and ordinances. MCAMLIS provides County government, municipal governments within the County and private citizens with improved access to mapping and land information.
- The 2008 Budget provides \$125,000 in contractual service dollars for the purpose of stormwater permit compliance project work. As stipulated by the Wisconsin Department of Natural Resources (WDNR), Milwaukee County is required to meet various conditions mandated by the WDNR's NR-216 Stormwater Permit Compliance Schedule, which include the submission of various environmental monitoring procedures and the implementation of a program to reduce total suspended solids from entering waterways.

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- The contractual service appropriations for the building inventory and assessment program is eliminated in 2008 for a tax levy savings of \$150,000. The program has two phases that run concurrently: phase one is the digitization of the building plans and building systems inventory; phase two is the assessment of each building system and the equipment discovered during phase one investigation. In 2008, phase one work will continue using Division staff and will concentrate on the remaining Parks Department buildings in addition to Fleet Maintenance and the Public Museum.
- 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 \$732,173. The actual change in tax levy for this department from 2007 is an increase of \$107,258.
- 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.