

**ADOPTED 2008 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service Fund - 0031

**OPERATING AUTHORITY & PURPOSE**

The Facilities Management section of the Department of Transportation and Public Works (DTPW) provides property management, tenant services and maintenance, housekeeping, security and skilled trades services to various private entities and County departments. Facilities Management is the steward of such County owned properties as the Courthouse Complex (Courthouse, Safety Building,

Criminal Justice Facility, St. Anthony's, 6<sup>th</sup> & State Parking Area and the surface lot located at the former Annex site), County Grounds buildings (Child Adolescent Treatment Center (CATC) and Children's Court), City Campus, Muirdale Building, Eschweiler Buildings and the electric, sanitary water & sewer and storm systems on the County Grounds.

<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)	\$ 7,448,296	\$ 6,917,827	\$ 8,036,324	\$ 1,118,497
Employee Fringe Benefits (EFB)	5,518,516	8,482,501	7,129,765	(1,352,736)
Services	6,438,704	5,521,730	5,865,618	343,888
Commodities	734,534	659,691	760,050	100,359
Other Charges	1,182,377	1,231,862	1,285,639	53,777
Debt & Depreciation	3,898,538	2,555,200	2,410,179	(145,021)
Capital Outlay	927,824	800,000	600,000	(200,000)
Capital Contra	(292,305)	0	0	0
County Service Charges	16,621,011	16,413,972	16,476,252	62,280
Abatements	(14,634,134)	(14,399,792)	(14,122,375)	277,417
<b>Total Expenditures</b>	<b>\$ 27,843,361</b>	<b>\$ 28,182,991</b>	<b>\$ 28,441,452</b>	<b>\$ 258,461</b>
Direct Revenue	4,562,398	5,390,679	5,560,605	169,926
State & Federal Revenue	0	0	0	0
Indirect Revenue	5,436,086	5,393,608	21,881,716	16,488,108
<b>Total Revenue</b>	<b>\$ 9,998,484</b>	<b>\$ 10,784,287</b>	<b>\$ 27,442,321</b>	<b>\$ 16,658,034</b>
<b>Direct Total Tax Levy</b>	<b>17,844,877</b>	<b>17,398,704</b>	<b>999,131</b>	<b>(16,399,573)</b>

**ADOPTED 2008 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service Fund - 0031

<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	\$ 308,271	\$ 274,754	\$ 0	\$ (274,754)
Courthouse Space Rental	0	0	0	0
Tech Support & Infrastructure	38,449	42,411	0	(42,411)
Distribution Services	115	44	0	(44)
Telecommunications	32,486	24,184	0	(24,184)
Record Center	0	0	0	0
Radio	246,643	211,977	0	(211,977)
Computer Charges	9,091	9,308	0	(9,308)
Applications Charges	31,207	36,329	0	(36,329)
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	67,196	32,226	0	(32,226)
<b>Total Charges</b>	<b>\$ 733,457</b>	<b>\$ 631,233</b>	<b>\$ 0</b>	<b>\$ (631,233)</b>
<b>Direct Property Tax Levy</b>	<b>\$ 17,844,877</b>	<b>\$ 17,398,704</b>	<b>\$ 999,131</b>	<b>\$ (16,399,573)</b>
<b>Total Property Tax Levy</b>	<b>\$ 18,578,334</b>	<b>\$ 18,029,937</b>	<b>\$ 999,131</b>	<b>\$ (17,030,806)</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)	\$ 7,448,296	\$ 6,917,827	\$ 8,036,324	\$ 1,118,497
Employee Fringe Benefits (EFB)	\$ 5,518,516	\$ 8,482,501	\$ 7,129,765	\$ (1,352,736)
Position Equivalent (Funded)*	172.0	148.9	159.2	10.3
% of Gross Wages Funded	96.0	75.2	95.3	20.1
Overtime (Dollars)**	\$ 292,219	\$ 67,045	\$ 67,057	\$ 12
Overtime (Equivalent to Position)	6.1	1.4	1.5	0.0

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

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

**ADOPTED 2008 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service Fund - 0031

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Facility Wkr IV	Unfund	9/9.0	Housekeeping	(349,803)
Facility Wkr IV	Abolish	5/5.0	Housekeeping	(194,335)
Facility Wkr IV (HRLY)	Create	10/5.0	Housekeeping	150,800
Painter Bldgs	Unfund	2/2.0	Trades	(105,878)
Electrical Mech (DOT)	Unfund	1/1.0	Trades	(59,634)
Stone Mason	Unfund	1/1.0	Trades	(63,326)
Plumber	Unfund	1/1.0	Trades	(64,936)
Facility Wkr Secur (HRLY)	Unfund	5/5.0	Trades	(152,830)
Facility Wkr Secur	Unfund	4/4.0	Security	(122,260)
			<b>TOTAL</b>	<b>\$ (962,202)</b>

**MISSION**

To provide services focused on asset management and the preservation of County owned property, and to ensure that all County owned buildings are clean, safe, user-friendly, and meet the needs of all tenants, employees and the general public.

space and associated grounds and mechanical systems for all facilities under the stewardship of Facilities Management. The functions include daily custodial and repair services, grounds care and snow removal, provision of centralized electrical, mechanical and engineering services, security operations, and maintenance of the various utility distribution systems.

**OBJECTIVES**

- Operate within established budgets while maximizing the quality and timeliness of services provided.
- Facilities Management will strive to maintain core services currently provided to its end-users.
- Facilities Management will continue to expand and enhance the use of technology within the Division in order to improve efficiency, communications and responsiveness.
- Facilities Management will continue to look for ways to deliver its services that create savings through energy conservation initiatives.

The Management Services Unit is responsible for property management and lease administration functions for Facilities Management. Unit functions include management of land and building leases for the Courthouse, Criminal Justice Facility, Safety Building, St. Anthony's, City Campus, Children's Court Center and Child & Adolescent Treatment Center (CATC). In addition, this unit acts as a liaison between the County and major tenants, such as the Milwaukee Regional Medical Center (MRMC) and We Energies.

Facilities Management is responsible for operating all buildings on a 24/7 basis, especially County facilities (i.e. Criminal Justice Facility, Community Corrections, Children's Court and CATC) that have service activity on a constant basis.

**DEPARTMENT DESCRIPTION**

DTPW – Facilities Management provides services and performs functions in two areas: maintenance operations and property management.

The Maintenance Operations Unit is responsible for approximately 3.7 million square feet of building

## ADOPTED 2008 BUDGET

DEPT: DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FACILITIES MANAGEMENT

UNIT NO. 5700

FUND: Internal Service Fund - 0031

### BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits increase \$1,118,497, from \$6,917,827 to \$8,036,324, primarily due to the restoration of funding for Security and Housekeeping positions.
- Facilities Management's budget includes the following position actions related to vacant positions: unfund 9.0 FTE Facility Worker IV positions, abolish 5.0 FTE Facility Worker IV positions and replace with the creation of 5.0 FTE Facility Worker IV (Hourly) positions, unfund 2.0 FTE Painter Buildings positions, unfund 1.0 FTE Electrical Mechanic DOT position, unfund 1.0 FTE Stone Mason position, unfund 1.0 FTE Plumber position, unfund 5.0 FTE Facility Worker Security (Hourly) positions and unfund 4.0 FTE Facility Worker Security positions for a total salary, social security and active fringe benefit savings \$1,469,149.
- The 2008 Budget restores funding for 16.0 FTE Facility Worker IV housekeeping positions and 6.5 FTE Facility Worker Security positions that were unfunded or partially funded in the 2007 Budget for an additional salary, social security and active fringe benefit cost of \$991,673.
- Contractual Services increase by \$343,888, from \$5,521,730 to \$5,865,618, primarily due to projected increases for utility costs associated with heat, steam, and electricity expenditures.
- In 2008, the Facilities Management Division will participate in the implementation of a Guaranteed Energy Savings Performance Contract (GESPC) pilot project to improve the County's energy efficiency and promote environmental sustainability. As part of the pilot, the Division will work with an approved vendor to retrofit light fixtures throughout the Courthouse Complex in order to reduce electricity consumption and realize utility cost savings. The budgeted cost of the Facilities Management GESPC project is \$200,000, offset by a reduction in equal amount to the Facilities 2008 budget request for electricity. This cost represents the approximate amount of debt service that will be paid in 2008 on a loan for the new fixtures and equipment.
- Commodities increase in the amount of \$100,359 for the restoration of housekeeping supplies partially funded in the 2007 Adopted Budget.
- Capital Outlay is reduced by \$200,000, from \$800,000 to \$600,000, to offset the cost of restoring funding for previously unfunded positions.
- Other Charges increase \$53,777, from \$1,231,862 to \$1,285,639, to reflect the estimated increase from the City of Wauwatosa for Fire Protection on the County Grounds.
- Parking revenues decrease \$131,087, from \$662,516 in 2007 to \$531,429 in 2008. The reduction reflects a technical correction from the 2007 Adopted Budget. The revenue sources are represented by the following lots:
  - Annex Surface lot of \$87,896 (\$80/month).
  - 6<sup>th</sup> & State monthly parking of \$136,364 (\$75/month).
  - 6<sup>th</sup> & State Daily Parking of \$26,515 (35 slots at \$4/day for 200 days).
  - 6<sup>th</sup> & State Special Event Parking of \$122,471.
  - Museum lot of \$30,909 (\$75/month),
  - Code 10 Garage, Medical Examiner area and the St. Anthony's dock area of \$19,318 (\$80/month).
  - MacArthur Square parking of \$107,955 (\$90/month). The MacArthur Square parking is directly offset with an expense of \$107,955, which Milwaukee County pays the City of Milwaukee to rent the stalls.
- Facilities Management is responsible for the oversight of the Milwaukee County Grounds including: reviews and approvals for current and future grounds development, oversight of the electric, water and sanitary sewer systems, contractor monitoring, and the management of the storm water basins.
- Departments have the authority to fill unfunded positions provided they do not incur a salary deficit.

**ADOPTED 2008 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** Internal Service Fund - 0031

- 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, tax levy for the Facilities Management Division is reduced by \$16,399,573, from \$17,398,583 to \$999,010. Revenue for facility space rental in the amount of \$16,523,098 is provided to offset the tax levy reduction. Total tax levy support for Facilities services Countywide decreases \$507,708 over 2007 to total \$17,522,229.
- 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."

<b>ACTIVITY AND STATISTICAL SUMMARY</b>			
	<u>2006 Actual</u>	<u>2007 Budget</u>	<u>2008 Budget</u>
Work Orders Logged on System*	20,000	35,400*	30,000*
Time and Materials Orders - Facilities Related	66	100	100
Time and Materials Orders - Non-Facilities Related	40	50	50
*Includes Building Trades and Maintenance Work Orders			