

**ADOPTED 2009 BUDGET**

**DEPT:** FACILITIES MANAGEMENT

**UNIT NO.** 5700

**FUND:** General 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>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Personal Services (w/o EFB)	\$ 7,756,349	\$ 8,036,324	\$ 7,847,506	\$ (188,818)
Employee Fringe Benefits (EFB)	7,825,399	7,129,765	5,432,669	(1,697,096)
Services	5,650,964	5,157,924	5,708,885	550,961
Commodities	826,285	755,450	703,302	(52,148)
Other Charges	1,224,811	1,285,639	1,285,639	0
Debt & Depreciation	2,464,171	2,357,418	0	(2,357,418)
Capital Outlay	298,629	150,000	210,000	60,000
Capital Contra	0	0	0	0
County Service Charges	16,426,664	16,175,394	18,554,224	2,378,830
Abatements	(15,024,288)	(14,068,405)	(17,098,449)	(3,030,044)
<b>Total Expenditures</b>	<b>\$ 27,448,984</b>	<b>\$ 26,979,509</b>	<b>\$ 22,643,776</b>	<b>\$ (4,335,733)</b>
Direct Revenue	3,251,296	4,080,303	3,434,657	(645,646)
State & Federal Revenue	0	0	0	0
Indirect Revenue	5,236,126	21,761,481	21,504,069	(257,412)
<b>Total Revenue</b>	<b>\$ 8,487,422</b>	<b>\$ 25,841,784</b>	<b>\$ 24,938,726</b>	<b>\$ (903,058)</b>
<b>Direct Total Tax Levy</b>	<b>18,961,562</b>	<b>1,137,725</b>	<b>(2,294,950)</b>	<b>(3,432,675)</b>

*(For comparison purposes, each column in the Budget Summary table and subsequent tables are net of the expenditures and revenues for the Water Utility which are reflected for 2009 in Org. Unit 5500).*

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<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Central Service Allocation	\$ 274,754	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	0	0	0	0
Tech Support & Infrastructure	50,807	0	0	0
Distribution Services	84	0	0	0
Telecommunications	36,859	0	0	0
Record Center	0	0	0	0
Radio	313,055	0	0	0
Computer Charges	6,727	0	0	0
Applications Charges	46,102	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	33,488	0	0	0
<b>Total Charges</b>	<b>\$ 761,876</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Property Tax Levy</b>	<b>\$ 18,961,562</b>	<b>\$ 1,137,725</b>	<b>\$ (2,294,950)</b>	<b>\$ (3,432,675)</b>
<b>Total Property Tax Levy</b>	<b>\$ 19,723,438</b>	<b>\$ 1,137,725</b>	<b>\$ (2,294,950)</b>	<b>\$ (3,432,675)</b>

\* In 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 and 2009, these costs are budgeted within the receiving department to show the tax levy cost in the department.

<b>PERSONNEL SUMMARY</b>				
	<b>2007 Actual</b>	<b>2008 Budget</b>	<b>2009 Budget</b>	<b>2008/2009 Change</b>
Personal Services (w/o EFB)	\$ 7,756,349	\$ 8,036,324	\$ 7,847,506	\$ (188,818)
Employee Fringe Benefits (EFB)	\$ 7,825,399	\$ 7,129,765	\$ 5,432,669	\$ (1,697,096)
Position Equivalent (Funded)*	148.9	159.2	150.1	(9.1)
% of Gross Wages Funded	75.2	95.3	97.7	2.4
Overtime (Dollars)**	\$ 289,072	\$ 67,057	\$ 0	\$ (67,057)
Overtime (Equivalent to Position)	5.6	1.5	0.0	(1.5)

\* For 2007 Actuals, the Position Equivalent is the budgeted amount.

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

<b>PERSONNEL CHANGES</b>				
<b>Job Title/Classification</b>	<b>Action</b>	<b>Number of Positions/ Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Excluding Social Security &amp; Fringe)</b>
Custodial Work Supv 2	Unfund	1/1.0	Operations	(37,673)
Facilities Maint Supv	Unfund	2/2.0	Operations	(79,766)
Facilities W rkr 4	Unfund	5/5.0	Operations	(209,145)
Facilities W rkr 4 In-Charge	Create	5/5.0	Operations	233,830
Facilities/Grnds Supv	Create	2/2.0	Operations	102,892
Mechanical Tech (HRLY)	Unfund	6/3.0	Operations	(95,904)
			<b>TOTAL</b>	<b>\$ (85,766)</b>

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### MISSION

- 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.

### 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.

### 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 space and associated grounds and mechanical systems for all facilities under the stewardship of Facilities Management. The functions include daily custodial for public areas 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.

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.

### BUDGET HIGHLIGHTS

- The DTPW – Facilities Management Division will have the sole responsibility for establishing and implementing a space allocation standard for all Milwaukee County buildings. This Division will work with all departments to ensure that a formalized countywide approach to management of space utilization is employed.
- The Department of Transportation and Public Works (DTPW) – Facilities Management Division is converted to a General Fund. The exception to the conversion is the Water Utility, which becomes a standalone (Internal Service Fund) Division within DTPW with oversight by the Facilities Management Division.
- Due to conversion of DTPW – Facilities Management to a General Fund department, Other Post Employment Benefit (OPEB) tax levy savings total approximately \$1,670,000 for 2009. In addition, depreciation and interest allocation continues to be included in rates and charges to user departments and entities but is crosscharged and abated within DTPW – Facilities Management. This change in methodology results in an expenditure decrease within DTPW—Facilities Management while continuing to recognize income from departmental users and other entities giving this Division a direct tax levy surplus.
- Personal Services expenditures, without fringe benefits, decrease \$188,818 from \$8,036,324 to \$7,847,506. The decrease in Personal Services expenditures is primarily due to the elimination of accrual for OPEB expenses.
- An appropriation of \$20,000 is included to cover unemployment expenditures due to positions that are unfunded.

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- 5.0 FTE Facility Worker 4 In-Charge positions are created and 5.0 FTE Facility Worker 4 positions are unfunded for a net salary and active fringe cost of \$29,991. In addition, 2.0 FTE Facilities Grounds Supervisors are created and 1.0 FTE Custodial Worker Supervisor 2 and 2.0 FTE Facility Maintenance Supervisors are unfunded for a net salary and active fringe savings of \$31,004. The position actions detailed above will allow increased supervision of housekeeping & maintenance staff. As the positions of Facility Worker 4, Facilities Maintenance Supervisor and Custodial Worker Supervisor 2 become vacant, due to promotion to the Facilities In-Charge or Facilities Grounds Supervisor positions, these positions will continue to be held unfunded.
- Budgeted utility costs increase by approximately \$475,000 over the 2008 appropriation for utility increases based on projections from vendors for costs associated with heat, steam, water, sewer and electricity.
- An appropriation of \$50,000 is included for consultant services to assist DTPW—Facilities Management in formalizing a countywide approach to the strategic use of its space, facilities consolidation and sale of assets.
- Included among charges for 2009 is \$1,285,639, which is the estimated cost for the Wauwatosa Fire contract.
- In 2009, the DTPW—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 has undertaken 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 DTPW—Facilities Management Division project is \$195,175. This cost represents the approximate amount of debt service that will be paid in 2009 on a loan for the new fixtures and equipment.
- An appropriation of \$57,100 is budgeted in 2009 for the Summer Youth Employment program funded by revenue from the 6<sup>th</sup> and State parking lot.
- Parking revenues decrease \$27,917, from \$531,429 to \$503,512 in 2009. The revenue sources are represented by the following lots:
  - Annex Surface lot of \$82,727 (\$80/month).
  - 6<sup>th</sup> and State lot of \$266,750.
  - The budgeted revenue anticipates that the 6<sup>th</sup> & State lot will not be sold in 2009.
  - Museum lot of \$28,977 (\$75/month).
  - Code 10 Garage of \$909 (\$80/month).
  - Medical Examiner area and the St. Anthony's dock area of \$16,193 (\$75/month).
  - MacArthur Square parking of \$107,955 (\$95/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.
- An appropriation of \$60,000 is included for maintenance of the floor structure in the laboratory area of the Technology Innovation Center at the Milwaukee County Research Park. This section of floor has become unstable and requires structural repair.
- Major capital improvement projects for the Courthouse Complex total \$2,445,316 (excluding capitalized interest) and include items such as an Automation and Access Control Upgrade, Courthouse Light Court Windows and continued renovation of Courthouse Restrooms and Courtroom Bullet Resistant Glass Walls in misdemeanor courts. Project management of capital improvement projects will be handled through DTPW – Architecture and Engineering and Environmental Services Division.
- 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

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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>2007 Actual</u>	<u>2008 Budget</u>	<u>2009 Budget</u>
Work Orders Logged on System*	6,600	30,000*	30,000*
Time and Materials Orders - Facilities Related	67	100	100
Time and Materials Orders - Non-Facilities Related	39	50	50

\*Includes Building Trades and Maintenance Work Orders.