

**ADOPTED 2009 BUDGET**

**DEPT:** DEPARTMENT OF TRANSPORTATION AND PUBLIC WORKS –  
DIRECTOR'S OFFICE

**UNIT NO.** 5800  
**FUND:** General - 0001

**OPERATING AUTHORITY & PURPOSE**

The Director's Office is charged with the general management of the Department of Transportation and Public Works (DTPW) and multimodal transportation planning in the County.

The DTPW - Director's Office provides management and support services to the DTPW divisions through oversight, coordination and technical assistance.

The Transportation Planning Section within the Director's Office represents the County interests in pertinent safety and multimodal transportation planning, prepares related transportation plans, and aggressively seeks out, applies for and professionally manages state and federal grant funds which reduce tax levy support for County transportation projects.

<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)	\$ 242,970	\$ 264,302	\$ 872,254	\$ 607,952
Employee Fringe Benefits (EFB)	142,872	159,521	457,136	297,615
Services	5,812	12,461	1,129,649	1,117,188
Commodities	1,268	8,250	12,156	3,906
Other Charges	230	1,000	16,500	15,500
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	480,749	422,604	709,852	287,248
Abatements	(657,796)	(522,500)	(1,454,142)	(931,642)
<b>Total Expenditures</b>	<b>\$ 216,105</b>	<b>\$ 345,638</b>	<b>\$ 1,743,405</b>	<b>\$ 1,397,767</b>
Direct Revenue	221,241	203,652	2,279,397	2,075,745
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 221,241</b>	<b>\$ 203,652</b>	<b>\$ 2,279,397</b>	<b>\$ 2,075,745</b>
<b>Direct Total Tax Levy</b>	<b>(5,136)</b>	<b>141,986</b>	<b>(535,992)</b>	<b>(677,978)</b>

<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	\$ 124,342	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	45,360	0	0	0
Tech Support & Infrastructure	30,082	0	0	0
Distribution Services	127	0	0	0
Telecommunications	0	0	0	0
Record Center	225	0	0	0
Radio	0	0	0	0
Computer Charges	4,603	0	0	0
Applications Charges	22,222	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	1,227	0	0	0
<b>Total Charges</b>	<b>\$ 228,188</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Direct Property Tax Levy</b>	<b>(5,136)</b>	<b>141,986</b>	<b>(535,992)</b>	<b>(677,978)</b>
<b>Total Property Tax Levy</b>	<b>\$ 223,052</b>	<b>\$ 141,986</b>	<b>(535,992)</b>	<b>(677,978)</b>

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\* 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)	\$ 242,970	\$ 264,302	\$ 872,254	\$ 607,952
Employee Fringe Benefits (EFB)	\$ 142,872	\$ 159,521	\$ 457,136	\$ 297,615
Position Equivalent (Funded)*	3.9	3.3	11.3	8.0
% of Gross Wages Funded	100.0	84.1	100.0	15.9
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

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

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

<b>PERSONNEL CHANGES</b>				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Director of Operations	Create	1/1.0	DTPW - Director's Office	75,886
Accountant 2	Abolish	1/1.0	DTPW - Director's Office	(41,001)
Accountant 4	Transfer In	1/1.0	From Transportation Services	56,613
Transit Business Manager	Transfer In	1/1.0	From Transportation Services	80,524
Manager of Transit Planning	Transfer In	1/1.0	From Transportation Services	80,524
Manager of Real Estate Services	Transfer In	1/1.0	From DAS - ECD	76,232
Real Estate Agent	Transfer In	1/1.0	From DAS - ECD	56,748
Economic Development Specialist	Transfer In	1/1.0	From DAS - ECD	53,946
Administrative Specialist (Econ. Dev.)	Transfer In	1/1.0	From DAS - ECD	46,743
ExDir2 Dir of Econ Dev	Transfer In	1/1.0	From DAS - ECD	91,389
ExDir2 Dir of Econ Dev	Abolish*	1/1.0	From DAS - ECD	(91,389)
			<b>TOTAL</b>	<b>\$ 486,215</b>

\*The Position of ExDir2 Dir of Econ Dev will be abolished upon transfer to DTPW-Director’s Office.

**MISSION**

The mission of the DTPW - Director’s Office is to provide essential management and support services to DTPW divisions through oversight, coordination and technical assistance.

- Enhance the use of technology throughout the department to improve efficiency and responsiveness.
- Deliver fiscal savings through energy conservation initiatives.
- Expand and create new opportunities to increase and/or secure new revenue sources within all areas of operations.
- Review DTPW operational procedures and implement process improvements to eliminate

**OBJECTIVES**

- Strive to maintain all core services provided by all of the divisions within the Department of Transportation and Public Works.

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duplication, create efficiencies and maximize resources.

- Develop and implement written policies and procedure manuals, succession planning and cross training for all critical positions in the department.
- Provide fiscal and operational oversight in all DTPW divisions to maximize the quality and timeliness of services provided.
- Consolidate fiscal and administrative staff throughout the Department of Transportation and Public Works to create work distribution efficiencies.

In 2009, the Department of Transportation and Public Works – Real Estate Services section is created. The Real Estate Services section is responsible for property management, oversight and approval of lease/lease extensions for all County-owned facilities. To facilitate the review and approval process, departments will be required to notify the Real Estate Services section prior to the commencement of negotiations of leases or lease extensions.

The Real Estate Service section will establish and provide the due diligence procedures and standards, which are the sole responsibility of the departments to follow prior to executing lease agreements.

### DEPARTMENT DESCRIPTION

The DTPW – Director's Office is responsible for the management of the Department of Transportation and Public Works administrative functions, including establishment and implementation of department policies and procedures, personnel administration, accounting, safety and training and general public information services. Human resources and budgeting functions are provided for the department through the Department of Administrative Services – Fiscal Affairs and Human Resources Divisions.

The Transportation Planning Section within the Director's Office represents the County interests in pertinent safety and multimodal transportation planning, prepares related transportation plans, and aggressively seeks out, applies for and professionally manages state and federal grant funds which reduce tax levy support for County transportation projects. The Transportation Planning Section provides technical and professional expertise for multimodal and transit planning and coordination, grant preparation and development, as well as transit system development and oversight.

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### BUDGET HIGHLIGHTS

- Personal Services without fringe benefits increases \$607,952 from \$264,302 to \$872,254.
- The 2009 Budget reflects an ongoing restructuring of the Department of Transportation and Public Works. Three positions are transferred from the Transportation Services Division to the Director's Office. These positions provide fiscal oversight for the County's transit program. They include 1.0 FTE Accountant 4 position, 1.0 FTE Transit Business Manager position and 1.0 FTE Manager of Transit Planning position. The Director of Operations is also created to provide oversight and assistance to DTPW divisions. Fifty percent of this employee's time will be spent on transit-related issues.
- The Department of Administrative Services (DAS) – Economic and Community Development Division (ECD) is eliminated and the ECD – Real Estate Services section is transferred to the Director's Office. This results in the transfer of 1.0 FTE Manager of Real Estate Services, 1.0 FTE Real Estate Agent, 1.0 FTE Economic Development Specialist and 1.0 FTE Administrative Specialist (Economic Development) into the Director's Office. The DAS – Human Resources Division will perform a classification study to review the duties and salary of the Manager of Real Estate Services position based on additional responsibilities. The position shall be classified as a civil service appointment.
- The Real Estate Services section will have the sole responsibility for establishing and implementing a space allocation standard for all Milwaukee County buildings. This section will work with all departments to ensure that a formalized countywide approach to management of space utilization is employed.
- The DTPW – Director's Office will assume responsibility for County lease management including the review and approval of all County leases/lease extensions to protect the financial interest of the County and to ensure that leases are coordinated with the countywide space plan.
- The Department of Administrative Services (DAS) will provide the Director's Office with 1.0 FTE Budget and Policy Administrator position and 1.0 FTE Human Resources Coordinator position. These positions are fully funded by the Director's Office through a crosscharge. Additionally, DAS provides the Division a 1.0 FTE Management Assistant (Human Resources) position, which was previously fully funded by DAS. In 2009, the full costs of the Management Assistant (Human Resources) are paid for by the Director's Office through a crosscharge.
- The restructuring of the Department of Transportation and Public Works includes consolidation of fiscal and budgetary responsibilities throughout the department. In 2009, this ongoing effort results in the abolishment of 1.0 FTE Accountant 2 position for a salary and active fringe savings of \$63,144.
- In 2009, all expenditures not related to the Real Estate Section in the Director's Office are fully crosscharged to all DTPW divisions. 35 percent of the Director's Office expenditures are charged to the Transit Division for transit-planning services provided by the Division. The remaining 65 percent of expenditures are crosscharged to all divisions in the DTPW for administrative and management services.
- 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 severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."