

**ADOPTED 2007 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 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>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 3,280,745	\$ 3,175,106	\$ 3,007,722	\$ (167,384)
Employee Fringe Benefits (EFB)	2,127,137	1,848,792	1,948,982	100,190
Services	296,214	175,909	176,850	941
Commodities	51,941	48,675	40,733	(7,942)
Other Charges	36,843	50,000	50,000	0
Debt & Depreciation	132,852	25,318	22,000	(3,318)
Capital Outlay	361,979	600,000	512,864	(87,136)
Capital Contra	(62,484)	0	0	0
County Service Charges	2,070,649	2,173,539	2,152,581	(20,958)
Abatements	(1,986,069)	(2,305,409)	(1,857,328)	448,081
<b>Total Expenditures</b>	<b>\$ 6,309,807</b>	<b>\$ 5,791,930</b>	<b>\$ 6,054,404</b>	<b>\$ 262,474</b>
Direct Revenue	235,523	149,505	155,000	5,495
State & Federal Revenue	350,884	322,000	243,050	(78,950)
Indirect Revenue	4,929,596	5,283,910	5,573,978	290,068
<b>Total Revenue</b>	<b>\$ 5,516,003</b>	<b>\$ 5,755,415</b>	<b>\$ 5,972,028</b>	<b>\$ 216,613</b>
<b>Direct Total Tax Levy</b>	<b>793,804</b>	<b>36,515</b>	<b>82,376</b>	<b>45,861</b>

<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Central Service Allocation	\$ 80,575	\$ 80,562	\$ 50,172	\$ (30,390)
Courthouse Space Rental	330,936	344,873	323,924	(20,949)
Tech Support & Infrastructure	65,918	59,552	109,680	50,128
Distribution Services	496	532	733	201
Telecommunications	9,677	11,941	16,099	4,158
Record Center	15,369	13,993	4,734	(9,259)
Radio	0	0	0	0
Computer Charges	29,324	35,130	30,865	(4,265)
Applications Charges	67,049	50,361	76,628	26,267
<b>Total Charges</b>	<b>\$ 599,344</b>	<b>\$ 596,944</b>	<b>\$ 612,835</b>	<b>\$ 15,891</b>
<b>Direct Property Tax Levy</b>	<b>\$ 793,804</b>	<b>\$ 36,515</b>	<b>\$ 82,376</b>	<b>\$ 45,861</b>
<b>Total Property Tax Levy</b>	<b>\$ 1,393,148</b>	<b>\$ 633,459</b>	<b>\$ 695,211</b>	<b>\$ 61,752</b>

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

**ADOPTED 2007 BUDGET**

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

**UNIT NO.** 5080

**FUND:** Internal Service - 0028

<b>PERSONNEL SUMMARY</b>				
	<b>2005 Actual</b>	<b>2006 Budget</b>	<b>2007 Budget</b>	<b>2006/2007Change</b>
Personal Services (w/o EFB)	\$ 3,280,745	\$ 3,175,106	\$ 3,007,722	\$ (167,384)
Employee Fringe Benefits (EFB)	\$ 2,127,137	\$ 1,848,792	\$ 1,948,982	\$ 100,190
Position Equivalent (Funded)*	51.0	48.9	40.9	(8.0)
% of Gross Wages Funded	100.0	96.0	100.0	4.0
Overtime (Dollars)**	\$ 14,382	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	0.0	0.0	0.0

\* For 2005 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 Fringe Benefits)
Clerical Assistant 1	Unfunded	2/2.0	Architect/ Eng Svcs	\$ (70,304)
Record Center Technicians	Unfunded	2/2.0	Architect/ Eng Svcs	(76,152)
Facilities Assessment Analyst	Unfunded	1/1.0	Architect/ Eng Svcs	(41,877)
Contract Payment Analyst	Unfunded	1/1.0	Architect/ Eng Svcs	(64,099)
Specification Writer	Unfunded	1/1.0	Architect/ Eng Svcs	(72,918)
Engineering Technician	Unfunded	1/1.0	Architect/ Eng Svcs	(54,081)
Architectural Designers	Unfunded	2/2.0	Architect/ Eng Svcs	(139,550)
Construction Coordinator	Unfunded	1/1.0	Architect/ Eng Svcs	(59,576)
			<b>TOTAL</b>	<b>\$ (578,557)</b>

<b>ORGANIZATIONAL COST SUMMARY</b>					
DIVISION		2005 Actual	2006 Budget	2007 Budget	2006/2007Change
Architectural / Engineering Services	Expenditure	\$ 6,571,124	\$ 6,255,751	\$ 6,171,039	\$ (84,712)
	Abatement	(1,326,269)	(1,258,870)	(1,243,954)	14,916
	Revenue	4,869,805	5,520,915	5,546,858	25,943
	Tax Levy	\$ 375,050	\$ (524,034)	\$ (619,773)	\$ (95,739)
Environment / Energy	Expenditure	\$ 1,724,757	\$ 1,841,588	\$ 1,740,693	\$ (100,895)
	Abatement	(659,801)	(1,046,539)	(613,374)	433,165
	Revenue	646,200	234,500	425,170	190,670
	Tax Levy	\$ 418,756	\$ 560,549	\$ 702,149	\$ 141,600

**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.

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.

**DEPARTMENT DESCRIPTION**

Architectural, Engineering and Environmental Services provides a core competency of

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

## ADOPTED 2007 BUDGET

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

UNIT NO. 5080

FUND: Internal Service - 0028

---

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 \$167,384, from \$3,175,106 to \$3,007,722.
- The Governmental Accounting Standards Board (GASB) statement number 45 (GASB-45), issued in 2004, will become effective for Milwaukee County in 2007. This statement establishes standards for the measurement, recognition, and display of Other Post Employment Benefits (OPEB) expenditures and related liabilities. For the County, this OPEB cost is for post retirement health insurance and life insurance benefits for eligible employees. Beginning in 2007, Milwaukee County is required to accrue for the annual cost of OPEB earned by an employee during the year (normal cost) plus the amortization of past service costs earned by an employee prior to the effective date of the new governmental accounting standard. In order to comply with Wisconsin state statutes, proprietary fund departments must follow governmental accounting rules and use accrual accounting. Architecture, Engineering and Environmental Services has a budgeted amount of \$455,600 for OPEB liability.
- Funded positions decrease 8.0 FTE, from 48.9 to 40.9.

## ADOPTED 2007 BUDGET

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

**UNIT NO.** 5080

**FUND:** Internal Service - 0028

---

- There are 11 positions unfunded in the 2007 budget: one Engineering Technician, one Construction Coordinator, one Facility Assessment Analyst, two Record Center Technicians, two Clerical Assistant I positions, one Specification Writer, one Contract Payment Analyst and two Architectural Designers.
- The Architectural, Engineering and Environmental Services Division has not been able to recruit qualified candidates for the Airport Engineer position for over one-year due to the insufficient salary range associated with this position. The salary range for this position is reallocated from PR916E to PR917E.
- Indirect Revenue increases \$290,068 from \$5,283,910 to \$5,573,978. This is attributed to the recovery of eligible operating costs from capital projects and capitalized major maintenance projects. This revenue is recovered based on billable staff time devoted to these projects.
- Due to accounting adjustments, the following expenditure corrections are included in the 2007 budget: computer software is decreased \$15,525, professional services for environmental consultant services is decreased \$11,659 and capital outlay for major maintenance is reduced \$87,136.
- The Wisconsin Department of Natural Resources/Department of Agriculture, Trade and Consumer Protection-Land Conservation Program grant is budgeted at the 2006 level of \$85,000. This grant is used to offset the cost of salaries in the Environmental/Energy Division.
- State and Federal Revenue decreases \$78,950, from \$322,000 to \$243,050. This is primarily due to decreased State reimbursement of costs corresponding with decreased maintenance costs of underground storage tanks.
- In 2007 AE&ES receives \$214,000 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.
- Capital outlay has an expenditure authority of \$150,000. The appropriation is budgeted for the Building Inventory and Assessment Program. The building inventory and assessment program has existed in Milwaukee County for 12 years. The program has two phases: 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 or shown on the digitized plan. In 2007, funding for this work will remain at \$150,000. All phase one and two work will concentrate on the remaining Parks Department buildings. Once this initial inventory and assessment is completed, it will be necessary to review, update, and recommend building assessments and improvements on an ongoing basis.
- 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

**ADOPTED 2007 BUDGET**

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

**UNIT NO.** 5080

**FUND:** Internal Service - 0028

---

knowingly violates this subsection may be

removed for cause.