

COUNTY EXECUTIVE'S 2009 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 professional and technical services related to reconstruction and rehabilitation of the County's natural resources and public infrastructure. The Division is comprised of five sections: Architectural,

Airport Engineering, Site Development Engineering, Environmental Services and Support Services. These sections research, design, administer and implement a diverse combination of programs and projects.

BUDGET SUMMARY				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 2,794,549	\$ 2,834,892	\$ 2,803,536	\$ (31,356)
Employee Fringe Benefits (EFB)	1,964,267	1,958,800	2,011,343	52,543
Services	179,499	313,531	318,727	5,196
Commodities	34,459	51,249	43,774	(7,475)
Other Charges	21,865	50,000	30,000	(20,000)
Debt & Depreciation	34,641	23,807	18,251	(5,556)
Capital Outlay	365,369	261,364	235,000	(26,364)
Capital Contra	(8,043)	0	0	0
County Service Charges	1,732,255	2,248,875	2,258,690	9,815
Abatements	(1,462,730)	(1,637,563)	(1,392,545)	245,018
Total Expenditures	\$ 5,656,131	\$ 6,104,955	\$ 6,326,776	\$ 221,821
Direct Revenue	119,854	168,750	140,000	(28,750)
State & Federal Revenue	228,514	225,316	179,958	(45,358)
Indirect Revenue	5,078,702	4,896,340	5,328,420	432,080
Total Revenue	\$ 5,427,070	\$ 5,290,406	\$ 5,648,378	\$ 357,972
Direct Total Tax Levy	229,061	814,549	678,398	(136,151)

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ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*				
Account Summary	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Central Service Allocation	\$ 50,172	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	323,928	0	0	0
Tech Support & Infrastructure	131,392	0	0	0
Distribution Services	1,799	0	0	0
Telecommunications	11,649	0	0	0
Record Center	3,314	0	0	0
Radio	0	0	0	0
Computer Charges	22,306	0	0	0
Applications Charges	97,241	0	0	0
Apps Charges - Network	0	0	0	0
Apps Charges - Mainframe	0	0	0	0
HRIS Allocation	12,553	0	0	0
Total Charges	\$ 654,354	\$ 0	\$ 0	\$ 0
Direct Property Tax Levy	\$ 229,061	\$ 814,549	\$ 678,398	\$ (136,151)
Total Property Tax Levy	\$ 883,415	\$ 814,549	\$ 678,398	\$ (136,151)

* 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.

PERSONNEL SUMMARY				
	2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Personal Services (w/o EFB)	\$ 2,794,549	\$ 2,834,892	\$ 2,803,536	\$ (31,356)
Employee Fringe Benefits (EFB)	\$ 1,964,267	\$ 1,958,800	\$ 2,011,343	\$ 52,543
Position Equivalent (Funded)*	40.9	39.2	37.6	(1.6)
% of Gross Wages Funded	100.0	96.6	100.0	3.4
Overtime (Dollars)**	\$ 7,483	\$ 0	\$ 20,001	\$ 20,001
Overtime (Equivalent to Position)	0.1	0.0	0.3	0.3

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

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

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PERSONNEL CHANGES				
Job Title/Classification	Action	Number of Positions/ Total FTE	Division	Cost of Positions (Excluding Social Security & Fringe)
Managing Architect	Abolish	1/1.0	Architect/Eng Services	\$ (80,524)
Engineering Technician	Abolish	1/1.0	Architect/Eng Services	(56,218)
Architectural Technician	Abolish	1/1.0	Architect/Eng Services	(42,834)
Engineering Intern	Abolish	1/0.9	Architect/Eng Services	(23,077)
Draft Technician - 3 Electric	Abolish	1/1.0	Architect/Eng Services	(41,495)
Office Support Assistant II	Abolish	1/1.0	Architect/Eng Services	(27,033)
Architectural Designer	Create	1/1.0	Architect/Eng Services	43,640
			TOTAL	\$ (227,541)

ORGANIZATIONAL COST SUMMARY					
DIVISION		2007 Actual	2008 Budget	2009 Budget	2008/2009 Change
Architectural / Engineering Services	Expenditure	\$ 5,774,659	\$ 5,918,136	\$ 5,928,250	\$ 10,114
	Abatement	(1,020,623)	(713,126)	(804,545)	(91,419)
	Revenue	4,848,393	4,904,356	5,005,904	101,548
	Tax Levy	\$ (94,357)	\$ 300,654	\$ 117,801	\$ (182,853)
Environment / Energy	Expenditure	\$ 1,344,208	\$ 1,824,382	\$ 1,791,071	\$ (33,311)
	Abatement	(442,108)	(924,437)	(588,000)	336,437
	Revenue	578,680	386,050	642,474	256,424
	Tax Levy	\$ 323,420	\$ 513,895	\$ 560,597	\$ 46,702

MISSION

The mission of the Architectural, Engineering and Environmental Services Division (AE&ES) is to provide technical services to plan, design, construct, manage, operate and preserve Milwaukee County's natural resources and public facilities.

- Increase accountability for contract change orders.
- Implement construction contract revisions recommended by the Department of Audit in 2008.

OBJECTIVES

- Operate within established budgets while maximizing the quality and timeliness of services provided.
- Implement Guaranteed Energy Savings Performance Contracting and other provisions of the Green Print resolution adopted by the County Board in 2007.
- Publicize successful projects and initiatives in APWA and other trade newsletter articles.
- Implement an online distribution of consultant's Request For Proposals.

- Commence Countywide Sanitary Sewer Monitoring and Maintenance Program implementation and explore a transition to jurisdictional departments as program progresses.
- Initiate the Countywide Stormwater Management NR-216 Permit Administration and explore transition to jurisdictional departments as program progresses.
- Maintain a standard overhead rate, which is competitive with the private sector, but maximizes the use of County resources.

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DEPARTMENT DESCRIPTION

Architectural, Engineering and Environmental Services provides professional and technical services related to the reconstruction and rehabilitation of the County's natural resources and public infrastructure. 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.

1. The **Architectural Services Section** provides technical services in building maintenance, remodeling, additions and new construction for all County departments. Specific tasks performed include: budget development and cost estimation; bid document design, evaluation and contract award; design development; and project management from conception to project completion.
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. 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. Specific services include project management; design and preparation of drawings, technical specifications and bidding documents; engineering feasibility studies and needs assessments for County facilities; certified survey maps, site surveys and construction staging.

4. The **Environmental Services Section** provides technical and support services for environmental issues including 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 records management, facilities assessments, and Milwaukee County Automated Mapping and Land Information System administration. Services include the development and maintenance of the property assets inventory, asset records, and project records archive; and infrastructure assessments used for five-year major maintenance and capital improvement planning.

BUDGET HIGHLIGHTS

- Personal Services expenditures without fringe benefits decrease \$31,356, from \$2,834,892 to \$2,803,536.
- To reconcile the County's budgeting and HR systems, the Division has abolished 1.0 FTE Managing Architect position, 1.0 FTE Engineering Technician position and 1.0 FTE Architectural Technician position. These positions have been vacant but funded since 2007. Additionally, the Division has created a 1.0 FTE Architectural Designer position. These actions result in a salary and active fringe savings of \$193,790.
- The Division has also abolished 0.9 FTE Engineering Intern position (vacant), 1.0 FTE Draft Technician 3 (Electric) position and 1.0 FTE Office Support Assistant 2 position (vacant). These actions result in a salary and active fringe savings of \$136,264.

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- Reduce non-point grant expenditures by \$20,000 from \$50,000 to \$30,000 to reconcile with actual experience.
- The Wisconsin Department of Natural Resources/Department of Agriculture, Trade and Consumer Protection-Land Conservation Program grant is budgeted at \$85,000. This grant is used to offset the cost of salaries in the Environmental/Energy Section.
- Revenue of \$179,958 is budgeted for Milwaukee County Automated Mapping and Land Information System (MCAMLIS) project management. This effort will merge the County's internal GIS functions with MCAMLIS.
- Indirect Revenue increases \$432,080 from \$4,896,340 to \$5,328,420. The increase primarily reflects the implementation of the Sanitary Sewer Capacity, Management, Operation and Maintenance Program (CMOM) and NR216 Stormwater Discharge Permit Compliance Program. The Division also receives indirect revenue for work completed on capital projects and capitalized major maintenance projects.
- Departments having jurisdiction for storm and sanitary sewers are crosscharged for services performed to meet the requirements of the NR-216 Stormwater Permit Administration and the Countywide Sanitary Sewer Monitoring and Maintenance Program. The cost of contract management and administrative oversight of the programs is \$495,300 during 2009. AE&ES will crosscharge departments \$365,840 for services performed. An additional \$129,460 is provided for contractual services for the purpose of stormwater permit compliance work.
- In conjunction with the Countywide Sanitary Sewer Monitoring and Maintenance Program, an appropriation of \$517,400 is budgeted in the 2009 Recommended Capital Budget for the repair and reconstruction of lower portions of the sanitary sewer manholes and sewer piping. Continuation of this work allows the County to meet the requirements of the stipulated agreement between the County and the State to improve the condition of sanitary sewer facilities to minimize the inflow and infiltration of clear water into the sanitary sewer system.
- An appropriation of \$619,400 is budgeted in the 2009 Recommended Capital Budget for the countywide replacement of asphalt roadways and parking lots. The overall condition of the various access drives and parking lots throughout County facilities continues to deteriorate. This appropriation will provide funding for the reconstruction of the Estabrook Parkway Drive and the Dineen Park parking lot, two of the worst rated in the system.
- As a result of the 2009 reorganization of the Fleet Management Division, vehicle-owning and leasing departments no longer pay for vehicles and equipment through rental rates (crosscharged from Fleet), but are allocated a maintenance appropriation to pay for vehicle maintenance and repairs provided by the County's maintenance provider. Departments are now responsible for vehicle repair and replacement decisions in consultation with the Fleet Division. This restructuring results in a decrease in crosscharges from Fleet Management of \$34,140. The Division is allocated \$12,036 for maintenance and repairs of its vehicles and equipment for 2009. The 2009 maintenance appropriation is less than the 2008 crosscharge amount as overhead is no longer allocated to departments but budgeted centrally as part of the contract costs.
- As a result of the 2009 reorganization of the Fleet Management Division, vehicle-owning and leasing departments no longer pay Fleet space rental rates (crosscharged from Fleet). Overhead costs are now budgeted centrally in the Fleet Management Division. This restructuring results in a decrease in crosscharges from Fleet Management of \$593.

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- 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."