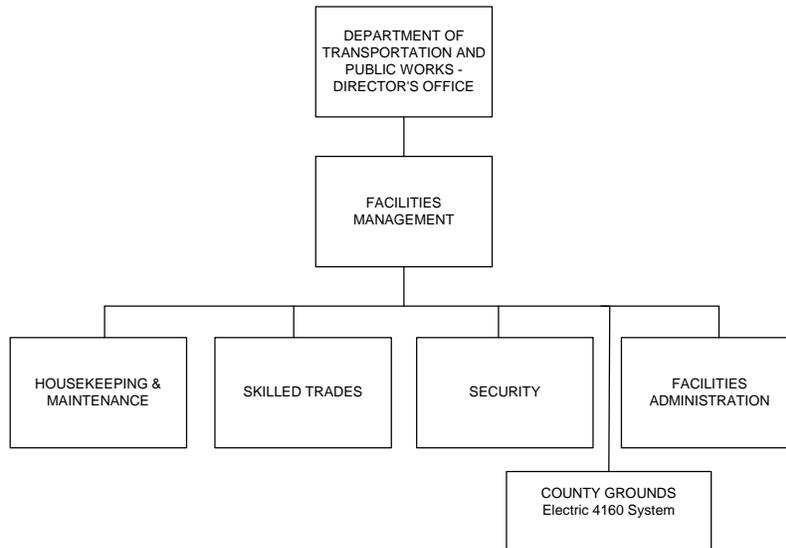


## DTPW-FACILITIES MANAGEMENT (5700)



### 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.

| <b>Budget Summary</b>   |                    |                             |
|---|--------------------|-----------------------------|
|   | <b>2010</b>        | <b>2009/2010<br/>Change</b> |
| <b>Expenditures</b>   | <b>21,487,303</b>  | <b>(1,156,473)</b>          |
| <b>Revenue</b>  | <b>26,344,180</b>  | <b>1,405,454</b>            |
| <b>Levy</b>   | <b>(4,856,877)</b> | <b>(2,561,927)</b>          |
| <b>FTE's</b>  | <b>133.1</b>       | <b>(16.9)</b>               |
| <p><b>Major Programmatic Changes</b></p> <ul style="list-style-type: none"> <li>Outsourcing of Housekeeping Staff</li> <li>Resumption of HOPP Program</li> <li>Space Consolidation</li> </ul> |                    |                             |

### 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.
- Implement outsourcing of housekeeping and security (at the City Campus only) that will appear seamless, from current operations, to the tenants, employees and general public.
- Facilities Management will continue to expand and enhance the use of technology within the Division in order to improve efficiency, communications and responsiveness. One such initiative for 2010 includes electronic rent payments, for non-county entities, directly from their respective bank accounts.
- Facilities Management will continue to identify energy cost savings through energy conservation initiatives, such as Performance Contract initiatives.
- Facilities Management will continue to expand the Space Utilization Plan and its implementation.

**ADOPTED 2010 BUDGET**

**DEPT: DTPW-Facilities Management**

**UNIT NO. 5700**  
**FUND: General - 0031**

**DEPARTMENTAL PROGRAM DESCRIPTION**

The **Facilities Management** Division 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 Vel R Phillips Juvenile Justice Center), City Campus, Muirdale Building, Eschweiler Buildings and the electric, potable water & sanitary sewer and storm water systems on the County Grounds. DTPW – Facilities Management provides services and performs functions in two areas: maintenance operations and property management.

In the 2009 Adopted Budget, the Facilities Management Division was given 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 **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, Vel R Phillips Juvenile Justice 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, Vel R Phillips Juvenile Justice Center and Child & Adolescent Treatment Center (CATC)) that have service activity on a constant basis, as these facilities harbor persons in differing modes of custody.

**2010 BUDGET**

***Approach and Priorities***

- Maintain and operate buildings and grounds under Facilities Management's purview in a manner consistent with current operations.
- Space planning, utilization, and consolidation will be implemented to ensure the most efficient and best use of County assets, resulting in tax levy savings.

***Programmatic Impacts***

- Housekeeping<sup>1</sup> and Security operations at City Campus are outsourced.

***Budget Highlights***

***Wage and Benefit Modifications***

**(\$762,267)**

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<sup>1</sup> The initiative to outsource housekeeping services for County-owned buildings maintained by the Facilities division was included in the 2010 Recommended budget, removed by an amendment but then restored through a veto. As a result, 34.0 FTE positions are unfunded and personnel services are reduced by \$1,047,996 based on estimated savings. A fund transfer will be required during 2010 to adjust the account series accordingly and the FTE reduction will be reflected in the 2011 budget. Housekeeping and security services for City Campus are also outsourced resulting in the abolishment of 5.5 FTE for a budgetary savings of \$99,205.

## ADOPTED 2010 BUDGET

DEPT: DTPW-Facilities Management

UNIT NO. 5700  
FUND: General - 0031

This budget includes an expenditure reduction of \$762,267 based on the changes described in the non-departmental account for wage and benefit modifications (org-1972).

### **HOPP Program Oversight** (\$250,000)

The HOPP (Home Owners Protection Program) is a program for rehabbing houses near the Mitchell International Airport for the purpose of reducing noise within the homes. The first phase of the program focused on single-family housing within designated parcels. This phase has been completed. The next phase of this project is to perform the same work on other parcels of single-family housing and multi-family units. In the past, Facilities Management staff has provided oversight for contractors and the program's operations. With the next phase being finalized, Facilities Management anticipates fulfilling the same function and estimates revenues accordingly.

### **Behavioral Health Trades Reductions** \$0

Due to an initiative by the Department of Health and Human Services - Behavioral Health Division (BHD) to re-prioritize work orders and better assess usage, BHD has reduced their Facilities Management service crosscharge from \$1,198,353 in the 2009 Adopted Budget to \$869,731. As a result of the service reduction, the following positions in Facilities Management are no longer utilized by BHD but will be reassigned to address other work-orders in the County:

- 1.0 FTE Sheet Metal Worker
- 1.0 FTE Elevator Constructor Worker
- 1.0 FTE Asbestos Worker

To adjust for the loss in revenue, Facilities Management unfunds 1.0 FTE vacant Steamfitter Welder position for \$103,769 and will reduce its purchased services (i.e. 6000 object expenditure series) by \$261,423.

### **Facilities Management Services to the Water Utility** (\$294,645)

Facilities Management will allocate 1.5 FTE positions of Electrical Mechanic and 1.5 FTE positions of Plumber to the DTPW Water Utility, consisting of water distribution, sanitary sewer and storm water systems, to reflect use of these positions for normal maintenance and oversight of the Water Utility system. Costs of these positions, totaling \$294,645, will be charged to the Water Utility.

### **Space Planning Initiative**

Facilities Management is currently using a consultant to develop space-planning guidelines and analyze existing County space. It is anticipated that the consultant will present their report to the County Board's Committee on Transportation and Public Works in October, 2009. Guideline Recommendations and findings from this report will be used in Facilities Management's efforts to efficiently locate tenants into County-owned facilities. The final determination of the long-term location of the Income Maintenance and Child Care functions currently operating out of the Coggs Center will significantly impact county space planning decisions and the feasibility of vacating existing facilities. The purpose of a space planning initiative shall be to assist policymakers in making comprehensive space allocation decisions based on financial, programmatic and long-term facility planning criteria.

## **Capital Investments**

\$3,694,400 is invested in capital projects for 2010. These include projects that are part of two 2010 debt issuances and a Fall 2009 debt issuance. The projects funded through the Fall 2009 debt issuance were submitted to the County Board for approval during the September 2009 cycle but are presented here for illustrative purposes. Additional details can be found in the Debt Service budget - Org 9960 and the 2010 Recommended Capital Improvement Budget. The funded projects include:

- Deputy workstations upgrading and replacement of the deputy workstations located at the Criminal Justice Facility.
- Courthouse Light Court Window replacement to address deteriorated and failing windows.
- Criminal Justice Facility – Pod 3D to install doors and plumbing updates in order to increase capacity.

**ADOPTED 2010 BUDGET**

**DEPT: DTPW-Facilities Management**

**UNIT NO. 5700**  
**FUND: General - 0031**

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- The Medical Examiners Office for the replacement of an outdated Automated Immunoassay Analyzer equipment that is vital to autopsy work performed by the Medical Examiner.
- Updating and remodeling the north-end restrooms of the County Courthouse to meet ADA standards and the City of Milwaukee building code standards.

**ADOPTED 2010 BUDGET**

**DEPT: DTPW-Facilities Management**

**UNIT NO. 5700**  
**FUND: General - 0031**

| <b>BUDGET SUMMARY</b>          |                      |                      |                      |                         |
|--------------------------------|----------------------|----------------------|----------------------|-------------------------|
| <b>Account Summary</b>         | <b>2008 Actual</b>   | <b>2009 Budget</b>   | <b>2010 Budget</b>   | <b>2009/2010 Change</b> |
| Personal Services (w/o EFB)    | \$ 7,918,081         | \$ 7,847,506         | \$ 6,741,294         | \$ (1,106,212)          |
| Employee Fringe Benefits (EFB) | 7,194,954            | 5,432,669            | 5,216,066            | (216,603)               |
| Services                       | 6,256,640            | 5,708,885            | 5,922,406            | 213,521                 |
| Commodities                    | 638,039              | 703,302              | 722,259              | 18,957                  |
| Other Charges                  | 1,183,309            | 1,285,639            | 1,285,639            | 0                       |
| Debt & Depreciation            | 2,549,240            | 0                    | 0                    | 0                       |
| Capital Outlay                 | 2,086,493            | 210,000              | 300,175              | 90,175                  |
| Capital Contra                 | (1,632,028)          | 0                    | 0                    | 0                       |
| County Service Charges         | 16,143,455           | 18,554,224           | 18,491,789           | (62,435)                |
| Abatements                     | (14,318,537)         | (17,098,449)         | (17,192,325)         | (93,876)                |
| <b>Total Expenditures</b>      | <b>\$ 28,019,646</b> | <b>\$ 22,643,776</b> | <b>\$ 21,487,303</b> | <b>\$ (1,156,473)</b>   |
| Direct Revenue                 | 3,562,790            | 3,434,657            | 3,507,062            | 72,405                  |
| State & Federal Revenue        | 33,213               | 0                    | 0                    | 0                       |
| Indirect Revenue               | 22,347,234           | 21,504,069           | 22,837,118           | 1,333,049               |
| <b>Total Revenue</b>           | <b>\$ 25,943,237</b> | <b>\$ 24,938,726</b> | <b>\$ 26,344,180</b> | <b>\$ 1,405,454</b>     |
| <b>Direct Total Tax Levy</b>   | <b>2,076,409</b>     | <b>(2,294,950)</b>   | <b>(4,856,877)</b>   | <b>(2,561,927)</b>      |

| <b>PERSONNEL SUMMARY</b>                 |                    |                    |                    |                         |
|--|--------------------|--------------------|--------------------|-------------------------|
|  | <b>2008 Actual</b> | <b>2009 Budget</b> | <b>2010 Budget</b> | <b>2009/2010 Change</b> |
| <b>Position Equivalent (Funded)*</b>     | <b>159.2</b>       | <b>150.1</b>       | <b>133.1</b>       | <b>(16.9)</b>           |
| <b>% of Gross Wages Funded</b>           | <b>95.3</b>        | <b>97.7</b>        | <b>89.1</b>        | <b>(8.7)</b>            |
| <b>Overtime (Dollars)</b>                | <b>\$ 290,035</b>  | <b>\$ 0</b>        | <b>\$ 0</b>        | <b>\$ 0</b>             |
| <b>Overtime (Equivalent to Position)</b> | <b>5.2</b>         | <b>0.0</b>         | <b>0.0</b>         | <b>0.0</b>              |

\* For 2008 Actuals, the Position Equivalent is the budgeted amount.

**ADOPTED 2010 BUDGET**

**DEPT: DTPW-Facilities Management**

**UNIT NO. 5700**  
**FUND: General - 0031**

| <b>PERSONNEL CHANGES</b>    |            |         |                |           |                   |                                 |
|-----------------------------|------------|---------|----------------|-----------|-------------------|---------------------------------|
| Job Title/Classification    | Title Code | Action  | # of Positions | Total FTE | Division          | Cost of Positions (Salary Only) |
| Facility Wkr (HRLY)         | 13531      | Unfund  | (10)           | (5.00)    | Maintenance Ops   | \$ (151,960)                    |
| Facility Wkr 4              | 13620      | Unfund  | (27)           | (27.00)   | Maintenance Ops   | (1,127,223)                     |
| Facility Wkr 4              | 13620      | Abolish | (3)            | (2.50)    | Maintenance Ops   | (78,280)                        |
| Facility Worker 4 In-Charge | 13625      | Unfund  | (2)            | (2.00)    | Maintenance Ops   | (93,896)                        |
| Facilities Maint Supv*      | 13510      | Unfund  | (2)            | (2.00)    | Maintenance Ops   | 0                               |
| Facilities Grounds Supv     | 20270      | Abolish | (2)            | (2.00)    | Maintenance Ops   | (99,590)                        |
| Facility Wkr Security       | 62030      | Abolish | (3)            | (3.00)    | DPW Security Ops  | (105,441)                       |
| Carpenter                   | 20500      | Abolish | (1)            | (1.00)    | Maintenance Ops   | (56,208)                        |
| Painter                     | 21000      | Abolish | (1)            | (1.00)    | Maintenance Ops   | (53,470)                        |
| Machinist                   | 26400      | Unfund  | (1)            | (1.00)    | Maintenance Ops   | (56,964)                        |
| Ironworker                  | 26350      | Abolish | (1)            | (1.00)    | Maintenance Ops** | (55,838)                        |
| Electrical Mechanic         | 23800      | Abolish | (1)            | (1.00)    | Maintenance Ops** | (61,926)                        |
| Refrigeration Mech          | 26500      | Abolish | (1)            | (1.00)    | Maintenance Ops   | (67,632)                        |
| Steamfitter Temp Control    | 27220      | Abolish | (1)            | (1.00)    | Maintenance Ops   | (67,636)                        |
| Steamfitter Welder          | 27270      | Unfund  | (1)            | (1.00)    | Maintenance Ops   | (68,967)                        |
|                             |            |         |                |           | <b>TOTAL</b>      | <b>\$ (2,145,031)</b>           |

\*2.0 FTE Facilities Maint Supv were 'Unfunded' as part of the 2009 Adopted Budget. These positions are now being abolished.

\*\* Department of Parks, Recreation, & Culture maintenance positions that were transferred-in and then abolished as part of the 2010 Adopted Budget.

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."