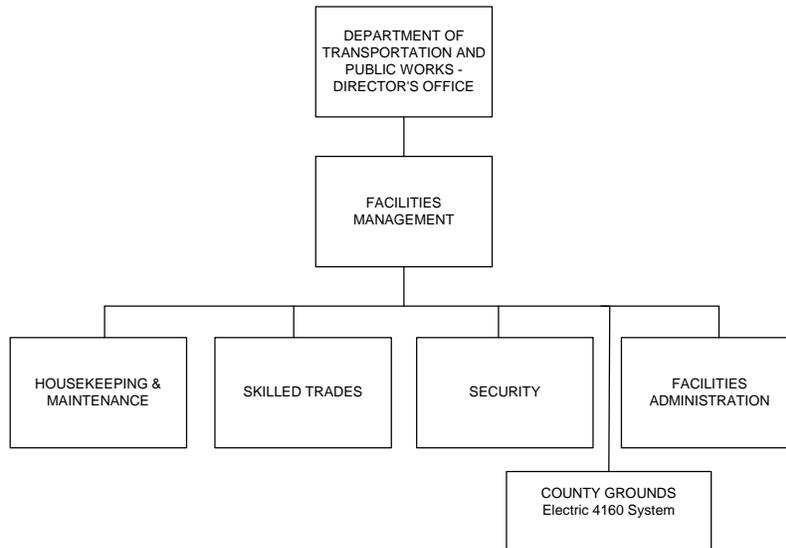


DTPW-FACILITIES MANAGEMENT (5700)



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.

Budget Summary

	2011	2010/2011 Change
Expenditures	21,347,450	(139,853)
Revenue	23,557,277	(2,786,903)
Levy	(2,209,827)	2,647,050
FTE's	85.0	(48.1)

* FTE reflects the housekeeping positions unfunded in 2010. Because the change was confirmed through veto, the FTE change is captured in 2011.

Major Programmatic Changes

- Maximize County Space Utilization
- Continuation of Space Planning Initiative
- Full Year in Residential Sound Installation Program

OBJECTIVES

- Operate within established budgets while maximizing the quality and timeliness of services provided.
- Maintain core services currently provided to its end users.
- Expand and enhance the use of technology within the Division in order to improve efficiency, communications and responsiveness.
- Identify energy cost savings through energy conservation initiatives.
- Expand and implement the Space Utilization Plan.

ADOPTED 2011 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, Medical Examiner, 6th & 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 system 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 continues to work with all departments to ensure that a formalized countywide approach to management of space utilization is employed.

The **Maintenance Operations** Division 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** Division 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 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 CATC) that have service activity on a constant basis, as these facilities harbor persons in differing modes of custody.

2011 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 further reviewed and, where appropriate, implemented to ensure the most efficient and best use of County assets.

Programmatic Impacts

- Space utilization at City Campus is maximized.
- The Residential Sound Installation Program (RSIP) moves to full year operation.

ADOPTED 2011 BUDGET

DEPT: DTPW-Facilities Management

UNIT NO. 5700
FUND: General - 0031

Budget Highlights¹

Wage and Benefit Modifications

(\$234,877)

This budget includes an expenditure reduction of \$234,877 based on the changes described in the non-departmental account for wage and benefit modifications (Org-1972).

County-Wide Building Space Utilization

(\$470,000)

An initiative to consolidate current county space needs includes the moving of the Department of Aging and the Department of Family Care from private space and into county facilities. Facilities Management anticipates a levy reduction of approximately \$470,000. These levy savings are presented here for illustrative purposes. However, they are achieved in departmental budgets through lower space rental cross-charges. With space maximized, Facilities Management will work with the Architectural, Engineering, and Environmental Services Division to perform an energy conservation assessment of buildings for further future operational cost savings.

In light of the move of the Department of Family Care to the Courthouse, The Department of Transportation and Public Works-Facilities Management is directed to work with the Department of Family Care (DFC) to examine both the current parking availability and meeting space for visitors to the DFC. The Director, Department of Transportation and Public works shall provide a report to the Committees on Transportation and Public Works, and Health and Human Needs in the January 2011 cycle regarding the progress of this initiative.

RSIP Program Oversight

(\$205,468)

The RSIP (Residential Sound Installation Program) is a program for retrofitting 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. 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. In 2011, Facilities Management anticipates fulfilling the same function and estimates revenues accordingly. The RSIP was initially budgeted in 2010 for partial year operation, this initiative reflects full year estimated revenues.

Fire Protection at County Grounds

\$65,881

The County has maintained a contract with the City of Wauwatosa Fire Department for fire protection of all buildings and property owned by the County and the Milwaukee Regional Medical Center at the County Grounds. The contract increases by \$65,881, from \$1,285,639 in 2010 to \$1,351,520 in 2011.

Space Planning

\$0

The Milwaukee County Long Range Strategic Planning Committee will study and review the space needs of the County and make recommendations to the Milwaukee County Board of Supervisors for policy implementation. Currently, a Countywide inventory of space assets and needs is underway and has yet to be completed. Once this inventory is completed, Milwaukee County will determine the best course of action and issue requests for proposals (rfp) for space needs identified from the review process.

Reallocation Study of Positions

\$0

The Director of Human Resources in consultation with the Director of Transportation and Public Works shall conduct a reallocation study to determine if the following position is currently subject to wage compression, and recommend a new wage classification if warranted:

- Mechanical Services Manager

¹ For presentation purposes, the levy impact of each budget highlight is shown here. However, since Facilities net expenditures are charged to other departments, the true levy impact is in user department's budgets.

ADOPTED 2011 BUDGET

DEPT: DTPW-Facilities Management

UNIT NO. 5700
FUND: General - 0031

CAPITAL INVESTMENTS

The Department of Transportation & Public Works-Facilities Division is responsible for oversight of Project WO114 Countywide Infrastructure Improvements, which are listed below.

- O'Donnell Park Improvements - \$6,557,830
- City Campus Façade & Other Inspections - \$260,000
- Museum Façade Repair & Replacement - \$1,400,000
- Safety Building Light Court & Penthouse - \$750,000
- GMIA & LJT Airport Improvements - \$596,400
- Research Park Infrastructure Improvements - \$27,600
- County Grounds Improvements - \$120,000
- Courthouse Improvements – 996,000
- HOC Infrastructure Improvements - \$62,400
- DHHS Infrastructure Improvements - \$6,000
- Senior Centers Infrastructure Improvements - \$36,000
- Trimborn Farm Infrastructure Improvements - \$24,000
- Transit Infrastructure Improvements - \$355,200
- Parks Infrastructure Improvements - \$466,800
- Zoo Infrastructure Improvements - \$234,000

BUDGET SUMMARY				
Account Summary	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Personal Services (w/o EFB)	\$ 7,402,055	\$ 6,741,294	\$ 5,221,068	\$ (1,520,226)
Employee Fringe Benefits (EFB)	4,386,327	5,216,066	4,363,179	(852,887)
Services	5,876,894	5,922,406	8,118,364	2,195,958
Commodities	520,060	722,259	614,958	(107,301)
Other Charges	1,278,265	1,285,639	1,351,520	65,881
Debt & Depreciation	0	0	0	0
Capital Outlay	317,184	300,175	300,175	0
Capital Contra	0	0	0	0
County Service Charges	18,556,439	18,491,789	15,814,815	(2,676,974)
Abatements	(16,996,085)	(17,192,325)	(14,436,629)	2,755,696
Total Expenditures	\$ 21,341,139	\$ 21,487,303	\$ 21,347,450	\$ (139,853)
Direct Revenue	3,467,588	3,507,062	3,644,946	137,884
State & Federal Revenue	0	0	0	0
Indirect Revenue	20,954,480	22,837,118	19,912,331	(2,924,787)
Total Revenue	\$ 24,422,068	\$ 26,344,180	\$ 23,557,277	\$ (2,786,903)
Direct Total Tax Levy	(3,080,929)	(4,856,877)	(2,209,827)	2,647,050

PERSONNEL SUMMARY				
	2009 Actual	2010 Budget	2011 Budget	2010/2011 Change
Position Equivalent (Funded)*	150.1	133.1	85.0	(48.1)
% of Gross Wages Funded	97.7	89.1	93.3	4.2
Overtime (Dollars)	\$ 179,400	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	3.8	0.0	0.0	0.0

* For 2009 Actuals, the Position Equivalent is the budgeted amount.

ADOPTED 2011 BUDGET

DEPT: DTPW-Facilities Management

UNIT NO. 5700
FUND: General - 0031

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Facil Wrkr Security (HRLY)*	62010	Abolish	(1)	(1.00)	Security	\$ (22,168)
RC-Facil Wrkr Security*	62030	Abolish	(1)	(1.00)	Security	(35,144)
Facil Wkr Security*	65040	Abolish	(26)	(26.00)	Security	(766,664)
					TOTAL	\$ (823,976)

* Related to 2010 mid-year implementation of security outsourcing.

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."