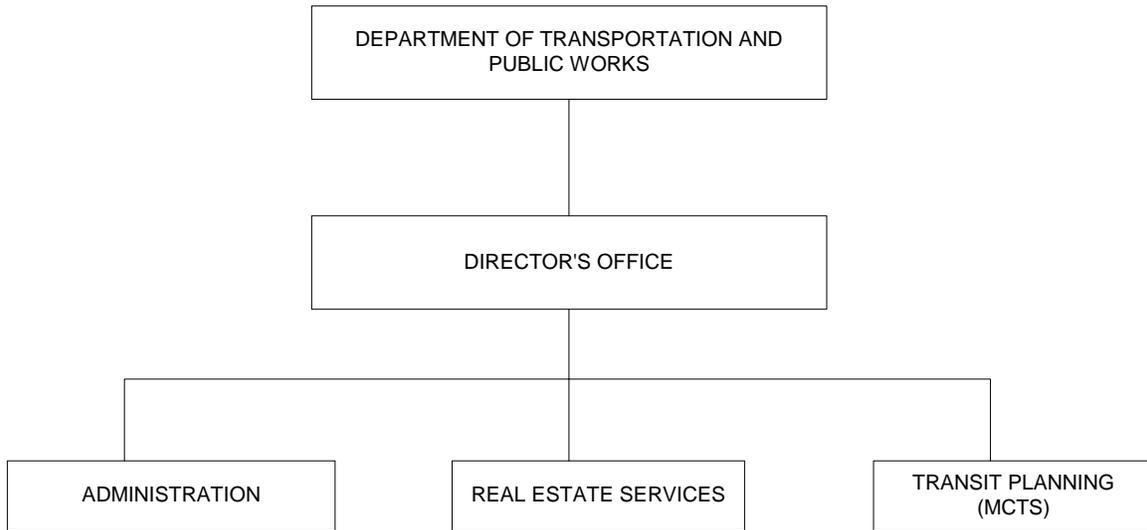


DTPW-DIRECTOR'S OFFICE (5800)



MISSION

The mission of the Department of Transportation and Public Works (DTPW) - Director's Office is to provide essential management and support services to DTPW divisions through oversight, coordination and technical assistance.

| Budget Summary | | |
|--|-----------|---------------------|
| | 2011 | 2010/2011 Change |
| Expenditures | 2,008,658 | 293,170 |
| Revenue | 2,438,500 | 162,000 |
| Levy | (429,842) | 131,170 |
| FTE's | 13.2 | 0.2 |
| Major Programmatic Changes | | |
| <ul style="list-style-type: none"> • Creation of a Transportation Training Specialist • Creation of an Inspection Unit | | |

OBJECTIVES

- Strive to maintain all core services provided by the divisions within DTPW.
- Enhance the use of technology throughout the department to improve efficiency and responsiveness.
- Achieve 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 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 DTPW divisions to maximize the quality of services provided.

ADOPTED 2011 BUDGET

DEPT: DTPW-Director's Office

UNIT NO. 5800
FUND: General - 0001

- Consolidate fiscal and administrative staff throughout DTPW to create work distribution efficiencies.

DEPARTMENTAL PROGRAM DESCRIPTION

The DTPW – Director's Office (Director's Office) is responsible for the management of the Department of Transportation and Public Works administrative functions, transportation planning, and real estate services. Administrative functions include establishment and implementation of department policies and procedures, personnel administration, accounting, safety and training and general public information services. The Department of Administrative Services – Fiscal Affairs provides budgeting functions to the department.

The Transportation Planning Section provides technical and professional expertise for multimodal and transit planning and coordination, as well as transit system development and oversight. The Transportation Planning Section aggressively identifies, applies for and professionally manages state and federal grant funds that reduce tax levy support for County transportation projects.

The Real Estate Services Section administers the leasing, acquisition and disposition of a wide variety of buildings and vacant property owned by Milwaukee County. The Real Estate Section is specifically responsible for marketing, negotiation and sale of excess County-owned properties, including the property management and disposition of tax delinquent properties acquired by the Milwaukee County Treasurer through the tax foreclosure process.

The Real Estate Services Section establishes and provides the due diligence procedures and standards, which are the sole responsibility of the departments to follow prior to executing lease agreements.

2011 BUDGET

Approach and Priorities

- The Director's Office will continue 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.
- In 2011, all expenditures not related to the Real Estate Section in the Director's Office are fully crosscharged to all DTPW divisions. Thirty-five percent of the Director's Office expenditures are charged to the Transit Division for transit-planning services provided by the Division, and 65 percent are crosscharged to all divisions in the DTPW for administrative and management services.
- Enhance safety and reduce workers' compensation costs by creating a position responsible for department-wide training and safety efforts.
- Focus on core services and programs by transferring the Economic Development staff to the County Executive Office of Economic Development.

Budget Highlights

Wage and Benefit Modifications

(\$8,812)

This budget includes an expenditure reduction of \$8,812 based on the changes described in the non-departmental account for wage and benefit modifications (Org-1972), for a total tax levy savings of \$8,812.

Transportation Training Specialist

\$16,508

In 2011, 1.0 FTE Public Works Training Specialist will be created. This position is being created to oversee training practices and procedures for current commercial drivers' license holders within the Department of

ADOPTED 2011 BUDGET

DEPT: DTPW-Director's Office

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Transportation and Public Works. The position will ensure proper safety practices are in compliance and make sure proper licensure and endorsements are being kept current. In addition, this position will monitor changes to State and Federal requirements related to safe vehicle operation. The position is budgeted with an active salary and fringe benefit cost of \$82,538. This position is charged to DTPW divisions as follows: 40 percent of this position is charged to the Airport, 40 percent to highways, and 20 percent to the remaining divisions, for a net levy cost of approximately \$16,508.

Salary Studies **\$0**

The Director of Human Resources in consultation with the Director of Transportation and Public Works shall conduct a reallocation study for the February 2011 County Board cycle to determine if the following positions are currently subject to wage compression, and recommend a new wage classification if warranted.

Org. 5300 Highway Maintenance Manager
Org. 5300 Assistant Highway Maintenance Manager
Org. 5702 2 Mechanical Services Manager

Inspection Unit **\$0**

Based on the facility assessment audit conducted in October 2010, an Inspection Unit is to be created in the Director's Office of DTPW consisting of the following positions:

- 1 Mechanical Services Manager
- 1 Carpenter
- 1 Electrician
- 1 Mason
- 1 Steamfitter/Welder

The Director of Transportation and Public Works is directed to develop a proposal for how this unit will perform their duties within the Director's Office interacting with other County departments. This proposal shall also provide a plan to fund the positions within the inspection unit. Based on approval of the proposal submitted to the County Board, the Director of Transportation and Public Works shall request funding for the positions within the inspection unit.

Economic Development **\$33,588**

Provide \$96,595 in professional services for specialized real estate, development, engineering or other services to support the activities of the office. Funding is also provided for the County's membership in Milwaukee 7 (\$25,000) and the East Wisconsin Counties Railroad Consortium (\$25,000).

Cell Tower Revenue **(\$12,000)**

Revenue from cellular tower contracts increases \$12,000 from \$188,000 to \$200,000.

Parking Revenue **(\$40,000)**

Total parking revenue increases from \$1,500,000 to \$1,580,000. The increased revenue is divided evenly with the State of Wisconsin, for a net levy decrease of \$40,000.

Towing Revenue **(\$70,000)**

The base towing fee is increased from \$10 to \$20, and revenues are further increased based on recent activity.

ADOPTED 2011 BUDGET

DEPT: DTPW-Director's Office

UNIT NO. 5800
FUND: General - 0001

| BUDGET SUMMARY | | | | |
|--------------------------------|---------------------|---------------------|---------------------|-------------------------|
| Account Summary | 2009 Actual | 2010 Budget | 2011 Budget | 2010/2011 Change |
| Personal Services (w/o EFB) | \$ 869,182 | \$ 983,810 | \$ 979,412 | \$ (4,398) |
| Employee Fringe Benefits (EFB) | 332,981 | 584,676 | 600,299 | 15,623 |
| Services | 846,282 | 977,444 | 1,073,790 | 96,346 |
| Commodities | 2,437 | 13,100 | 14,600 | 1,500 |
| Other Charges | 13,858 | 41,000 | 51,000 | 10,000 |
| Debt & Depreciation | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 |
| Capital Contra | 0 | 0 | 0 | 0 |
| County Service Charges | 575,439 | 530,003 | 432,833 | (97,170) |
| Abatements | (1,454,148) | (1,414,545) | (1,143,276) | 271,269 |
| Total Expenditures | \$ 1,186,031 | \$ 1,715,488 | \$ 2,008,658 | \$ 293,170 |
| Direct Revenue | 1,970,585 | 2,276,500 | 2,438,500 | 162,000 |
| State & Federal Revenue | 0 | 0 | 0 | 0 |
| Indirect Revenue | 0 | 0 | 0 | 0 |
| Total Revenue | \$ 1,970,585 | \$ 2,276,500 | \$ 2,438,500 | \$ 162,000 |
| Direct Total Tax Levy | (784,554) | (561,012) | (429,842) | 131,170 |

| PERSONNEL SUMMARY | | | | |
|--|--------------------|--------------------|--------------------|-------------------------|
| | 2009 Actual | 2010 Budget | 2011 Budget | 2010/2011 Change |
| Position Equivalent (Funded)* | 11.3 | 13.0 | 13.2 | 0.2 |
| % of Gross Wages Funded | 100.0 | 100.0 | 94.6 | (5.4) |
| Overtime (Dollars) | \$ 309 | \$ 0 | \$ 0 | \$ 0 |
| Overtime (Equivalent to Position) | 0.0 | 0.0 | 0.0 | 0.0 |

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

| PERSONNEL CHANGES | | | | | | |
|---------------------------------|-------------------|---------------|-----------------------|------------------|-------------------|--|
| Job Title/Classification | Title Code | Action | # of Positions | Total FTE | Division | Cost of Positions (Salary Only) |
| Transp. Training Specialist | Z0003 | Create | 1 | 1.00 | Director's Office | 49,584 |
| Mechanical Svcs. Mgr | 76760 | Create | 1 | 0.00 | Director's Office | 0 |
| Carpenter | 20500 | Create | 1 | 0.00 | Director's Office | 0 |
| Electrician | 23800 | Create | 1 | 0.00 | Director's Office | 0 |
| Mason | 24400 | Create | 1 | 0.00 | Director's Office | 0 |
| Steamfitter/Welder | 27270 | Create | 1 | 0.00 | Director's Office | 0 |
| | | | | | TOTAL | \$ 49,584 |

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."