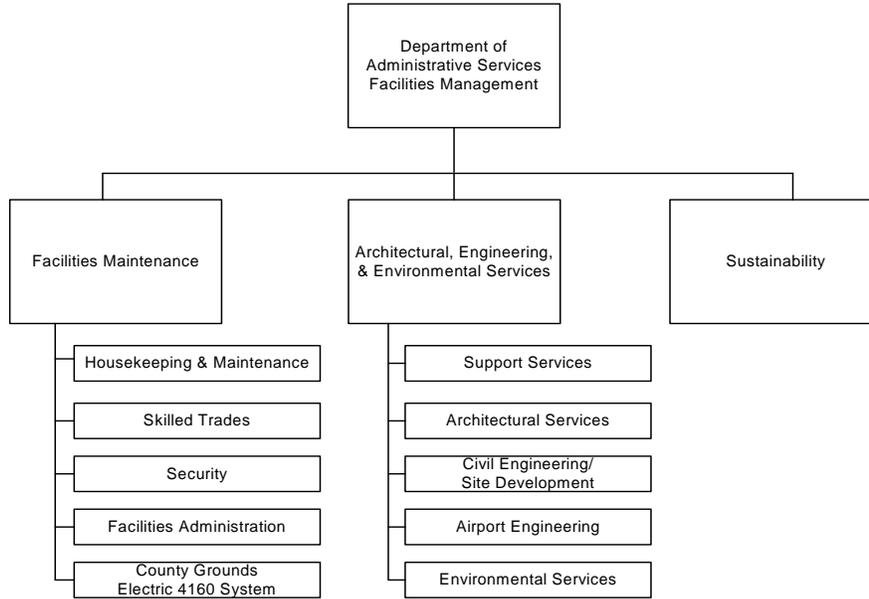


DAS-FACILITIES MANAGEMENT (5700)



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 as well as provide technical services to plan, design, construct, manage, operate and preserve Milwaukee County's natural resources and public facilities.

Budget Summary

	2012	2011/2012 Change
Expenditures	26,060,495	4,713,045
Revenue	28,130,183	4,572,906
Levy	(2,069,688)	140,139
FTE's	124.4	6.2

Major Programmatic Changes

- Creation of a new DAS-Facilities Management Division.
 - Sustainability section is created under DAS-Facilities Management.
 - AE & ES is transferred to DAS- Facilities Management.
 - Facilities Management is transferred to DAS-Facilities Management.
 - Management and oversight of the Water Utility fund is transferred to DAS- Facilities Management.
- Expand Energy Conservation programs to Include buildings on the County Grounds.
- Implement an online construction bid document and consultant RFP document notification and distribution process.
- Expand facilities assessment information database

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

UNIT NO. 5700
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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.
- Maximize the quality and timeliness of services provided within authorized operating and capital budgets.
- Minimize overhead costs and standardize overhead rates while maximizing cost effective use of County resources in capital project management.
- Continue implementation of the Countywide sanitary sewer monitoring and maintenance program, stormwater management and NR-216 permit administration, and enable transition for maintenance program monitoring to jurisdictional departments.
- Continue application of Guaranteed Energy Savings Performance Contracting (GESPC) to appropriate County buildings and continue implementation of the County's Green Print Initiative.
- Expand, through a 2011 Capital Project, information on the County's inventory of facilities and increase the utilization of this information for maintenance, assessments, and future capital planning.

DEPARTMENTAL PROGRAM DESCRIPTION

DAS – Facilities Management Division

The 2012 Budget creates a new DAS division of Facilities Management which includes the former Department of Transportation and Public Works (DTPW) divisions of Architectural, Engineering, & Environmental Services (AE & ES), Facilities Management, and oversight and management of the Water Utility. In addition, a Sustainability section is created in order to coordinate county-wide sustainability efforts.

The DAS - Facilities Management division and all Transportation Department divisions shall report to the Transportation, Public Works, and Transit Committee.

Facilities Maintenance

Facilities Maintenance provides property management, tenant services and maintenance, housekeeping, security and skilled trades services to various private entities and County departments. Facilities Maintenance 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 and the electric system on the County Grounds. Facilities Maintenance provides services and performs functions in two areas: maintenance operations and property management.

Maintenance Operations 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.

Management Services 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.

COUNTY EXECUTIVE'S 2012 BUDGET

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Facilities Maintenance 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.

The Architectural, Engineering and Environmental Services

The Architectural, Engineering and Environmental Services provides professional and technical services related to the maintenance, construction and rehabilitation of the public infrastructure and preservation of the natural resources of Milwaukee County. AE&ES is comprised of the Architectural Services, Civil Engineering/Site Development, Airport Engineering, Environmental Services, and Support Services.

Architectural Services provides technical services in building maintenance, remodeling, additions and new construction for all County departments. Specific tasks performed include: budget development and construction estimation; bid document design, evaluation and contract award; design development; and project management from conception to project completion.

Airport Engineering provides planning, design and construction management services for all major maintenance and capital projects at General Mitchell International and Lawrence J. Timmerman Airports. This section coordinates planning and administration of projects with state and federal agencies, and with airlines and other airport tenants.

Civil Engineering and Site Development 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.

Environmental Services provides technical and managerial services concerning environmental issues including sustainability to all County departments. Environmental issues addressed include the incorporation of green building concepts, environmental due diligence for property acquisition and disposal, procurement of grant funding, stormwater management and hazardous substance control (asbestos, lead, PCBs, mercury, pesticides/herbicides, etc.). This section also monitors underground storage tanks, landfills, air quality, recycling, solid waste, water quality and brownfields.

Support Services provides records management, facilities assessments and Milwaukee County Automated Mapping and Land Information System (MCAMLIS) administration. Services include the development and maintenance of the property assets inventory; management of asset and project record archives; and assessment of County infrastructure.

Sustainability

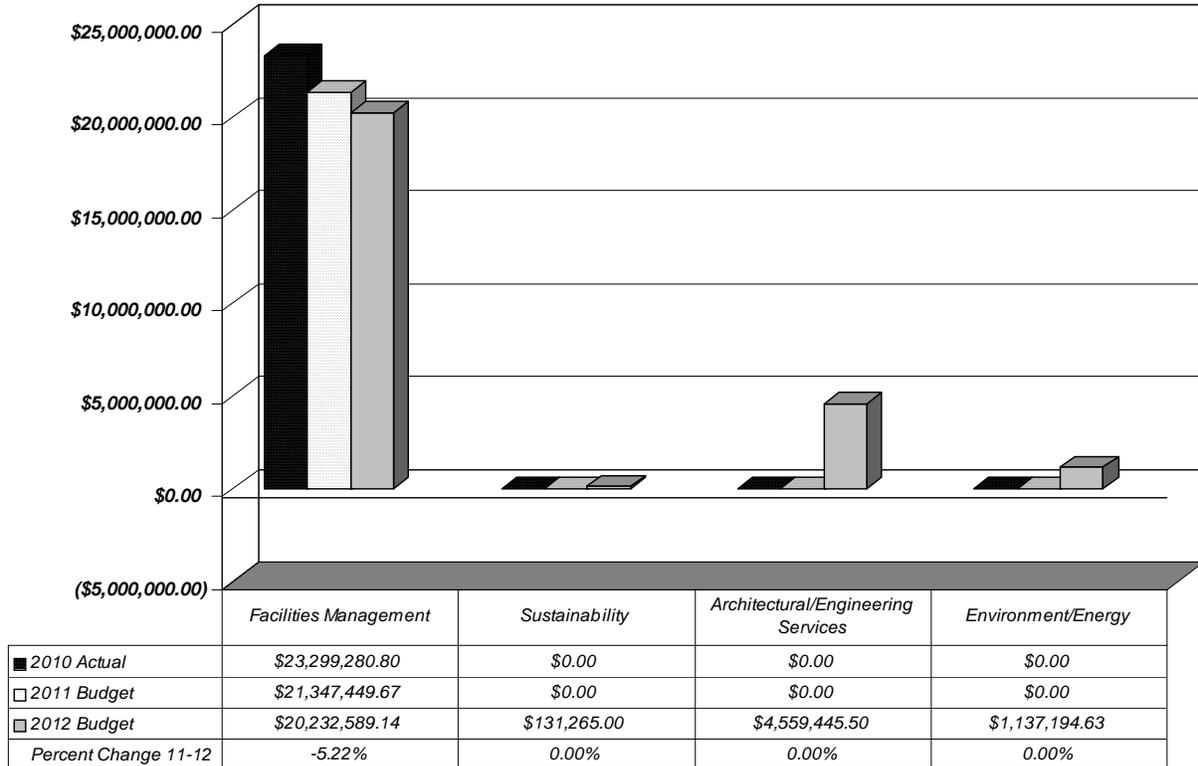
Sustainability provides guidance, management, and development of sustainability functions related to the County's building and infrastructure assets and to coordinate county-wide sustainability efforts. This section is responsible for the implementation of the County's Green Print Initiative.

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

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Expenditures



2012 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.
- Maintain a high quality level of service that addresses the needs of client departments.
- Provide project management for the condensed 2010 – 2012 capital program so that the County may effectively address its infrastructure needs.
- Implementation of the County’s Green Print Initiative.

Programmatic Impacts

- Utility energy conservation through performance contracting expands to include County Grounds buildings.
- Monitoring of the Doyne Landfill transitions from consultants to AE&ES staff.
- Complete facilities inspections and manage major maintenance projects.

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

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Budget Highlights

For purposes of presentation, a change in levy is identified for each budget highlight, however, since Facilities net expenditures are charged to other departments, the true levy impact is in user department's budgets.

Elimination of Step Increases for 2012 for Employees in Certain Pay Grades **(\$12,859)**

This budget includes an expenditure reduction of \$12,859 based on the elimination of step increases for 2012, as provided for in Chapter 17 of the Milwaukee County General Ordinances, for employees in certain pay grades. (See Appendix B for pay grades affected.)

DAS-Facilities Management Division

The new division of DAS-Facilities Management is created to better provide a more coordinated approach towards strategic management, long-term planning and development, and maintenance of County-owned property and infrastructure. To achieve this, AE & ES is transferred as a new section under the DAS-Facilities Management division. A new Sustainability section is created to provide guidance, management, and development of sustainability functions related to the County's building and infrastructure assets and to coordinate county-wide sustainability efforts. In addition, the following position actions result from the creation of this new Division:

Create 1.0 FTE Facilities Management Director **\$0**

The position of Facilities Management Director position is created and will maintain oversight and management duties of the DAS-Facilities Management Division. The existing Chief of Operations position (located in the former DTPW-Facilities Management) is re-titled to the Facilities Management Director position.

Create 1.0 FTE Facilities Maintenance Manager **\$0**

The position of Facilities Maintenance Manager is created and will maintain oversight and management duties of the DAS-Facilities Maintenance section. The existing Assistant Director of Facilities Management Operations (located in the former DTPW-Facilities Management) is re-titled to the Facilities Maintenance Manager position.

Create 1.0 FTE Sustainability Director **\$120,822**

The position of Sustainability Director is created and will maintain oversight and management duties of the DAS-Sustainability section.

Facilities Maintenance Related Staffing Modifications **(\$90,014)**

In order to provide additional work duty flexibility in addition to painting responsibilities, 6.0 FTE Facility Worker 2 positions are created at a personnel cost of \$324,756. This cost is offset by abolishing 4.0 FTE Painter Building positions and 2.0 FTE Painter Supervisor positions for a personnel cost savings of \$529,628. The savings are partially offset by unemployment costs estimated at \$73,802 as well as a decrease in revenue of \$41,056 related to the Residential Sound Installation Program (RSIP).¹

Fire Protection Charge **(\$1,125,976)**

Fire protection charges are moved out of the Facilities Maintenance section and into the Water Utility division in order to more accurately allocate the cost of this charge to all user-tenants located on the County Grounds.

Capital Outlay-Lease Purchase **\$830,768**

For 2011, Facilities Maintenance's utility accounts are used (via fund transfer action) to fund the \$830,768 capital outlay – lease purchase payment for Phase II of the County's Performance Contracting program. In order to more accurately budget for this cost and avoid any potential utility-related budget shortfall for 2012, the capital outlay-

¹ RSIP is a program for retrofitting houses near the Mitchell International Airport for the purpose of reducing noise within the homes. The 1.0 FTE Painter Building position used in this program is replaced with 1.0 FTE Facility Worker 2 position.

COUNTY EXECUTIVE'S 2012 BUDGET

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lease purchase is increased by \$830,768 to account for Phase II of the County's Performance Contracting program.

Security Contracting **(\$100,489)**

Security contracting expenditures decrease \$100,489 from \$1,204,039 to \$1,103,550 to reflect anticipated usage of contracted security staff. Facilities Management will continue to provide security services at the Courthouse, Safety Building, City Campus, Criminal Justice Facility and the Vel R. Phillip's Juvenile Justice facilities as adopted in the 2011 Budget.

Parking Revenues **(\$83,000)**

Parking Revenues increase by \$83,000 to better reflect past years' actuals (i.e. 2009 actual revenue \$588,230 and 2010 actual revenue of \$595,912) as well as an increase in rates of \$5 per slot per month for County managed lots (schedule of rates is provided). Additionally, Daily & Special Event parking at 6th & State increase by \$18,613. MacArthur Square has an overall automatic increase of \$5,988, due to a City of Milwaukee rate increase in January 2011. The MacArthur Square rate automatically increases when the City of Milwaukee raises their rates at the facility for a net \$-0- cost to the County.

Lot	2011 Adopted Monthly Rate Per Slot	2012 Request Monthly Rate Per Slot
Annex Parking	80	85
Medical Examiner	75	80
St. Anthony's Dock	75	80
Code 10 Garage	80	85
Museum Lot	75	80
6th & State	75	80
MacArthur Square	99.43	104.42

AE & ES Related Staffing Modifications **\$0**

In order to meet the needs of AE & ES section, the following positions are created:

Create 1.0 FTE Assistant Airport Engineer Airport **\$0**

1.0 FTE Assistant Airport Engineer Airport is created. This position will provide the needed backup for the Airport Engineer and continue the level of service for capital and major maintenance projects necessary at General Mitchell International Airport (GMIA). This position action will result in a personnel expenditure increase of \$113,332. Of this total, \$50,000 is offset in the DOT-Airport operating budget and the remainder is charged to Airport capital projects.

Create 1.0 FTE Engineer **\$0**

1.0 FTE Engineer position is created. This position is needed to continue the level of service in capital and major maintenance projects. This position action will result in a total personnel expenditure increase of \$72,796. Upon filling this position, 0.50 FTE Engineer position is abolished for a personnel expenditure savings of \$65,574. All costs for this position are charged to County wide capital or maintenance projects for no tax levy.

Create 1.0 FTE Clerical Assistant 2 Hourly and Abolish 1.0 FTE Clerical Specialist (vacant) **\$0**

1.0 FTE Clerical Assistant 2 Hourly position is created. This position will help to stabilize the clerical staffing situation for the division by providing needed resources to continue the level of service in capital and major maintenance project delivery. Based on work volumes this position will allow for the flexibility to reduce work hours during periods of low administrative work. This position action will result in personnel expenditure increase of \$53,034. This increase is offset by abolishing 1.0 FTE Clerical Specialist position

COUNTY EXECUTIVE'S 2012 BUDGET

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(vacant) for a personnel expenditure decrease of \$55,940. All costs for this position are charged to County wide capital or maintenance projects for no tax levy.

AE & ES Change in Fund Type

(\$576,004)

AE & ES is created as a section under the DAS-Facilities Management division. As a result, AE & ES is changed from an internal services fund to a general fund. The transition to a general fund generates various savings for the Division: OPEB costs are eliminated for a savings of \$451,544; compensated absences are no longer accrued for, generating a savings of \$108,208; debt and depreciation is reduced by \$16,252.

Capital Investments

The projects below are included in the 2012 Capital Improvements Budget. These projects are not funded within the Architecture & Engineering Division Operating Budget. However, this division does provide oversight to their implementation:

• WO 114 – Countywide Infrastructure Improvements:	\$1,500,000
• WO 870 – County Wide Special Assessment	250,000
• WA123 Runway Safety Improvements	200,000
• WA135 Runway 1L/19R & 7R/25L Intersection	2,750,000
• WA139 Redundant Main Electric Service	7,405,000
• WA142 LJT runway 15L-33R Extension	78,000
• WA153 Passenger Loading Bridges	5,500,000
• WA161 GMIA Terminal Roadway	2,850,000
• WA162 Cessna Apron Reconstruction	1,021,000
• WA163 Perimeter Road Bridge over Howell	3,200,000
• WA166 Perimeter Road Bridge	1,100,000
• WA167 Bag Claim Escalator Replacement	600,000
• WA169 LJT Runway and Taxiway Lights	250,000
• WA173 Fuel Farm Electrical upgrade	150,000
TOTAL	\$26,854,000

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

UNIT NO. 5700
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BUDGET SUMMARY				
Account Summary	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Personal Services (w/o EFB)	\$ 5,681,254	\$ 5,221,068	\$ 7,951,500	\$ 2,730,432
Employee Fringe Benefits (EFB)	4,997,120	4,363,179	5,461,979	1,098,800
Services	7,686,568	8,118,364	8,322,435	204,071
Commodities	350,824	614,958	681,390	66,432
Other Charges	1,299,497	1,351,520	0	(1,351,520)
Debt & Depreciation	0	0	0	0
Capital Outlay	1,930,864	300,175	1,335,943	1,035,768
Capital Contra	0	0	0	0
County Service Charges	16,797,334	15,814,815	16,787,974	973,159
Abatements	(15,444,191)	(14,436,629)	(14,480,726)	(44,097)
Total Expenditures	\$ 23,299,270	\$ 21,347,450	\$ 26,060,495	\$ 4,713,045
Direct Revenue	4,458,096	3,644,946	3,860,683	215,737
State & Federal Revenue	0	0	0	0
Indirect Revenue	21,890,228	19,912,331	24,269,500	4,357,169
Total Revenue	\$ 26,348,324	\$ 23,557,277	\$ 28,130,183	\$ 4,572,906
Direct Total Tax Levy	(3,049,054)	(2,209,827)	(2,069,688)	140,139

PERSONNEL SUMMARY				
	2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Position Equivalent (Funded)*	167.54	118.23	124.4	6.2
% of Gross Wages Funded	91.8	94.2	96.1	1.9
Overtime (Dollars)	\$ 97,656	\$ 46,392	\$ 80,004	\$ 33,612
Overtime (Equivalent to Position)	1.4	0.7	1.4	1.4

* For 2010 Actuals, the Position Equivalent is the budgeted amount.

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

UNIT NO. 5700
 FUND: General - 0001

PERSONNEL CHANGES						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Sustainability Director	Z0004	Create	1	1.00	Facilities Management	\$ 85,286
Engineer	35750	Create	1	1.00	Facilities Management	46,404
Engineer	35750	Abolish**	(1)	(0.50)	Facilities Management	(40,570)
Facility Worker 2	13540	Create	6	6.00	Facilities Management	187,872
Painter Building	21000	Abolish	(4)	(4.00)	Facilities Management	(233,712)
Painter Supervisor	21560	Abolish	(2)	(2.00)	Facilities Management	(119,924)
Clerical Assistant 2 (Hourly)	00048	Create	1	1.00	Facilities Management	30,416
Clerical Specialist	01292	Abolish	(1)	(1.00)	Facilities Management	(32,768)
Facilities Management Dir	Z0067	Re-title	1	1.00	Facilities Management	77,794
Chief of Operations	80035	Re-title***	(1)	1.00	Facilities Management	0
Facilities Maintenance Mngr	Z0066	Re-title	1	1.00	Facilities Management	68,922
Asst. Dir of Facilities Management Operations	76750	Re-title****	(1)	1.00	Facilities Management	0
Assistant Airport Engineer	Z0004	Create	1	1.00	Facilities Management	79,222
Records Center Tech DPW	00461	Transfer-In	1	1.00	Facilities Management	38,962
Clerical Spec Arch/Eng	01292	Transfer-In	1	1.00	Facilities Management	42,026
Clerical Spec Arch/Eng	04411	Transfer-In; Abolish	(1)	(1.00)	Facilities Management	(42,026)
Cost Schedule Analyst	04411	Transfer-In	1	1.00	Facilities Management	65,028
Support Services Manager	08600	Transfer-In	1	1.00	Facilities Management	87,338
Principal Architect	08605	Transfer-In	1	1.00	Facilities Management	100,012
Site Dev & Civil Eng	08610	Transfer-In	1	1.00	Facilities Management	100,012
Airport Eng	20235	Transfer-In	1	1.00	Facilities Management	100,012
Facilities Assessment Coor	20385	Transfer-In	1	1.00	Facilities Management	72,260
Managing Architect	35360	Transfer-In	1	1.00	Facilities Management	82,442
Contract Payment Spec	35571	Transfer-In	1	1.00	Facilities Management	44,130
Specification Writer	35600	Transfer-In	1	1.00	Facilities Management	71,118
Engineering Tech	35710	Transfer-In	1	1.00	Facilities Management	55,974
Eng Tech Surveyor	35720	Transfer-In	2	2.00	Facilities Management	142,236
Architecture Designer	35730	Transfer-In	1	1.00	Facilities Management	50,040
Construction Coordinator	35740	Transfer-In	4	4.00	Facilities Management	269,604

COUNTY EXECUTIVE'S 2012 BUDGET

DEPT: DAS-Facilities Management

UNIT NO. 5700
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PERSONNEL CHANGES (continued)						
Job Title/Classification	Title Code	Action	# of Positions	Total FTE	Division	Cost of Positions (Salary Only)
Managing Eng Electrical	35810	Transfer-In	1	1.00	Facilities Management	82,442
Managing Eng Site Dev	35820	Transfer-In	1	1.00	Facilities Management	82,442
Manging Eng Field Oper	35830	Transfer-In	2	2.00	Facilities Management	164,884
Managing Eng Design	35840	Transfer-In	1	1.00	Facilities Management	82,442
Managing Eng Field Opr-Airport	35870	Transfer-In	1	1.00	Facilities Management	46,404
Dir Architecture & Engineering	80031	Transfer-In	1	1.00	Facilities Management	109,974
Sustainability & Env Engineer	20245	Transfer-In	1	1.00	Facilities Management	99,570
Engineer	35750	Transfer-In	2	2.00	Facilities Management	128,780
Env Compliance Manager	40045	Transfer-In	1	1.00	Facilities Management	74,054
GIS Specialist	10841	Transfer-Out	(1)	(1.00)	DAS-ED	(58,052)
GIS Supervisor	35770	Transfer-Out	(1)	(1.00)	DAS-ED	(72,260)
TOTAL						\$ 2,871,910

**To be abolished upon filling of FT Engineer.
 ***Position to be re-titled to Facilities Management Director. No change in salary range.
 ****Position to be re-titled to Facilities Maintenance Manager. No change in salary range.

ORGANIZATIONAL COST SUMMARY					
DIVISION		2010 Actual	2011 Budget	2012 Budget	2011/2012 Change
Facilities Management	Expenditure	\$ 23,299,281	\$ 21,347,450	\$ 20,232,589	\$ (1,114,861)
	Revenue	26,348,328	23,557,277	22,955,701	(601,576)
	Tax Levy	\$ (3,049,047)	\$ (2,209,827)	\$ (2,723,112)	\$ (513,285)
Sustainability	Expenditure	\$ 0	\$ 0	\$ 131,265	\$ 131,265
	Revenue	0	0	0	0
	Tax Levy	\$ 0	\$ 0	\$ 131,265	\$ 131,265
Architectural/Engineering Services	Expenditure	\$ 5,133,866	\$ 4,947,755	\$ 4,559,445	\$ (388,310)
	Revenue	5,280,106	4,872,939	4,724,933	(123,333)
	Tax Levy	\$ (146,240)	\$ 74,816	\$ (165,488)	\$ (264,799)
Environment/Energy	Expenditure	\$ 1,048,935	\$ 984,179	\$ 1,137,195	\$ 153,016
	Revenue	655,857	451,538	449,549	(1,989)
	Tax Levy	\$ 390,078	\$ 532,641	\$ 687,646	\$ 155,005

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."