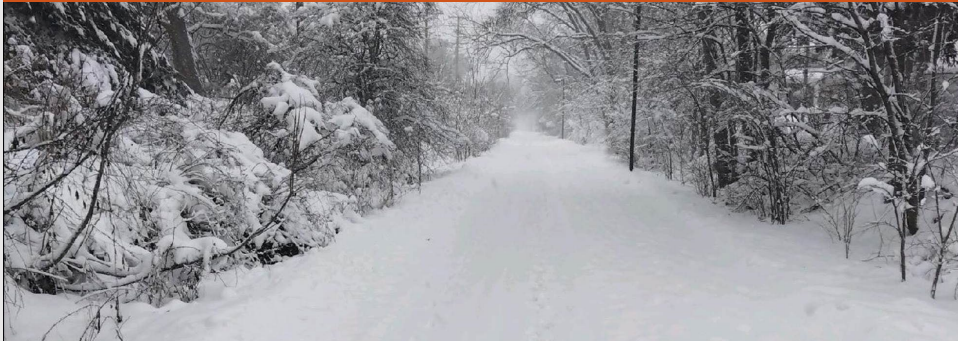


From: [Mohelnitzky, Hannah](#)
To: [Mohelnitzky, Hannah](#)
Subject: The E: January 2024
Date: Friday, January 12, 2024 3:22:30 PM
Attachments: [image016.png](#)
[image018.png](#)
[image020.png](#)
[image022.png](#)
[image029.png](#)
[image024.png](#)
[image030.png](#)

THE E.

A newsletter for the Engineering Division



January 2024 Issue

A message from City Engineer, Jim Wolfe

Happy New Year Engineering! I'm excited for all of the great opportunities that the new year brings, including being able to see our "winners" from this year's Combined Campaign contest (thanks Bryan Cooper and Stephen King!). Work on our 2024 projects is already well underway, with some already starting construction, several already bid (with some pretty competitive prices so far; let's hope that continues!), and design and public engagement having begun on many others. We will also be working on several other initiatives throughout the year, including restarting our full Engineering-wide Equity Team, which will be meeting at the end of this month to help organize their work plan for the year. Also, I want to take a moment to really celebrate all of our Division's hard work in sanitary sewer rehab and preventative maintenance – only 8 reported back-ups in 2023! This is really incredible, and I'm so proud of our team!!

I'd also like to thank all of our winter crews working long shifts in the winter elements. We are proud of our Engineering team, and your service to our community is appreciated.

-Jim

2024 City of Madison Employee Bus Passes

Employee bus passes for 2024 are here. Current 2023 passes are valid until January 31, 2024. Visit your payroll clerk at Emil St. or EN Admin staff at the City County Building.

Deferred Compensation Contribution Changes

New in January 2024: Contribution change requests for Deferred Compensation will now be effective the next possible payroll period.

No more waiting for the month following Central Payroll's receipt of contribution changes to see the update happen.

Contact benefits@cityofmadison.com or your payroll clerk if you have questions.

If you're interested in learning more about Deferred Compensation plans offered to employees, visit <https://www.cityofmadison.com/human-resources/benefits/deferred-compensation-457b-plan>.

City Updates APMs

- APM 2-25: Workplace Violence Prevention and Response Policy – <https://www.cityofmadison.com/mayor/apm/2-25.pdf> (updated)
 - Creates regular, proactive responsibilities for new Threat Assessment Team (TAT)

- Creates Citywide and TAT training expectations
- Provides additional definition and clarity for violence behavior
- Adds workplace violence plan management
- Threat Assessment Team Manual – <https://www.cityofmadison.com/mayor/apm/2-25ThreatAssessment.pdf> (new)
 - More detail on TAT operations, helpful glossary, and threat prevention, reporting, and response requirements
- APM 2-52: Inclusive Workplace – Transgender, Gender Non-Conforming, and Nonbinary Employees – <https://www.cityofmadison.com/mayor/apm/2-52.pdf> (updated)
 - Update “non-binary” to “nonbinary”
 - Update title of resource guide
- Inclusive Workplace Resource Guide – <https://www.cityofmadison.com/mayor/apm/hr/APM2-52Attach1.pdf> (updated)
 - Change title of resource guide
 - Update “non-binary” to “nonbinary”
 - Creating an Inclusive Workplace:
 - Add section on recognizing your power and responsibility
 - Add section on language and addressing unknown people (they/them vs. no pronouns)
 - Add content on appropriate questions to ask trans coworkers, and asking employees about how to support them
 - Add example script for correcting someone on pronouns
 - Add content on using multiple sets of pronouns
 - Remove references to Transition Liaison
 - Fully re-work Name and Gender Changes section
 - General updates to add clarifying details, remove unnecessary details, or adjust for plain language.
- Inclusive Workplace Language Guide – <https://www.cityofmadison.com/mayor/apm/hr/APM2-52Attach2.pdf> (updated)
 - Update “non-binary” to “nonbinary”
 - Add content on how to use gender-neutral language in formal settings
 - Add content on translations and Latinx/Latine for Spanish
- APM 2-55: City Staff Identification – <https://www.cityofmadison.com/mayor/apm/2-55.pdf> (new)
 - Creates expectations around the responsibilities for keeping and carrying a City ID card to facilitate easy ID of City employees and safety/security of City spaces
 - Allows for provision of City ID card and replacement in certain circumstances
 - Requires employees to wear City issued IDs at all times at work
 - Requires Supervisors and Managers to reinforce the use of City IDs

APM Index: <https://www.cityofmadison.com/mayor/apm>

Equity Minute: Engineering Team is Formed

The Equity Team is formed, and the team is starting the year with a full-day retreat on Jan. 31, 2024 to develop the Equity Action Plan (and resulting work plan) for the year. Key focus areas of the Equity Action Plan will be:

- Identify and take action on inequitable policies, procedures, and programs.
- Ensure compliance with Prohibited Harassment and/or Discrimination (APM 3-5) training requirements.
- Ensure language access.
- Support equity learning and training.
- Members should be able to spend 5 to 8 hours per month working on their assigned projects and attending meetings and trainings.

Everyone Needs a City ID

Please see the following process for obtaining a City ID, and please note that we are going to use the first quarter of 2024 to ensure permanent employees have City IDs, so no need to all rush at once.

New and replacement City IDs can be obtained by contacting the Human Resources Department at HR@cityofmadison.com:

- The request will need to be received from a Supervisor, Manager, Department Head, or payroll contact for the applicable agency, and must include: a headshot against a blank background if not already on file; the agency; the employee name as they would like it to appear on the card; and confirmation of whether the card should be RFID Access enabled for entry into City Buildings.
- For security purposes, Human Resources cannot print IDs for walk-in service; rather, the ID will be printed within 1-5 business days and shipped or picked up by the appropriate Supervisor, Manager, Department Head, or payroll contact.
- For in person pick-up, the Supervisor, Manager, Department Head, or payroll contact must show valid City, State, or Federal ID. ID requests should be made at least one week in advance of new hires to allow for timely delivery of the ID prior to employee start dates.

If one of the following five (5) situations apply to your need for a new or replacement ID, the Human Resources Department will provide you with a new ID at no charge by the process outlined above after you turn in your old ID:

- Your current ID is ten (10) or more years old;
- Your name changes;
- Your Department/Division changes;
- Your ID is damaged;
- The picture on your ID is no longer an accurate depiction of you.

We have ordered Engineering lanyards that will be arriving soon. These will be available to CCB and Emil Street staff when they arrive.

City Kickstarts New Mentor-Mentee Program

The City of Madison is taking nominations, including self-nominations, for *potential mentors and mentees* who could greatly benefit from participating in a mentor-mentee program. Studies have shown that mentoring can improve job satisfaction, performance, and career advancement for employees from diverse backgrounds. It also benefits mentors by giving them new perspectives and insights. Mentorship helps build our support system at work, promoting inclusion and belonging.

The goals of the Mentorship Program are:

1. Leadership Development: Growth and development of both mentors and mentees.
2. Equity and Inclusion: Promote belonging, retention, and advancement of diverse employees.
3. Organizational Learning: Increase cross-agency socialization, collaboration, and learning.
4. Capacity Building: Build capacity for a citywide mentoring.

Completed nomination forms, including self-nominations, can be emailed to JWinston@cityofmadison.com, no later than Wed., Jan. 31, 2024.

Media Snapshot

Drone Video: WATCH: [Pleasant View Road Construction - US 14 to Old Sauk Rd - December 2023](#)



WORT-FM Features 2018 Flood in 1-hour Special

The Engineering Division has grown and changed so much since the 2018 flood that changed the way we do stormwater design and decisions. It's been 5.5 years since the City's historic floods. Since then, we've had emergency repairs, federal grant money awarded, robust Watershed Studies that have changed the way we approach true community engagement.

Flooding Prevention, 5.5 Years Since 2018'S Historic Floods
<https://www.wortfm.org/water-stories-special-2018-flooding-and-now/>

Don't forget to bookmark GEAR today!
<https://www.cityofmadison.com/employeeet/engineering>

Section Updates

Each month, Engineering Division City Engineer Jim Wolfe leads a section head meeting. Each month in The E, we will share main points for employees to know what was discussed on important topics that impact employees division-wide. This is to improve better internal communication between leadership and staff. This is separate from official meeting minutes.

Division Communications

Hannah Mohelnitzky, Engineering Division Public Information Officer

We are very busy with upcoming press events and groundbreakings: Metro Transit Hanson Road Satellite Facility Groundbreaking, Upcoming Salt and See Demonstration ahead of Winter Salt Awareness Week and the upcoming 2 Megawatt Press Event. The beginning of the year means a lot of public meeting scheduling, questionnaires and set up on website updates. Thank you to everyone sending in and for your patience!

Public Works and Private Development

Chris Petykowski, Deputy City Engineer, Public Works and Private Development

Public works engineers are continuing to work on 2024 projects. Private development Engineers and Managers continue to service contracts and issue plan sets. Plans issued this month include 611 E Dayton St, Sheboygan/Segoe. Wilson/Doty, Rutledge St, & 2024 Resurfacing project teams had public information meetings to obtain input on designs. Wilson/Doty & Knutson were presented at Transportation Commission also.

Facilities Management

Bryan Cooper, Deputy City Engineer, Facilities Services and Management

- 2024 GreenPower team continuing installation work at [Police Training Center](#), [Engineering Operations Facility](#), and [East District Police](#). [Design and procurement activities for CDA Truax Apartments Solar PV](#) project underway.
- Construction Phase > [Streets West Badger Salt Barn](#), [CCB remodels \(Assessor/Clerk/Treasurer/OIM/Common Council\)](#), [Royal Thai Pavilion roof replacement/restoration](#), [Door Creek Park Pavilion](#), [Tenney Park Beach Shelter](#), [Madison Public Market](#), [Metro – Satellite Facility](#), [State Street Campus Garage Mixed Use Development](#)
- Bidding Phase > [Fire Station 14 Training Site Phase 1](#), [Village on Park Parking Structure](#)
- Design Phase > [Bartillon Shelter](#), [Streets – Waste Transfer – Public Drop Off Access and Flatwork Improvements](#), [Country Grove Park Shelter](#), [WPCRC Expansion](#), [Imagination Center at Reindahl Park](#).

Operations – Sewer and Stormwater Utilities

Kathy Cryan, Deputy Division Manager, Operations, Admin, and Personnel

The start of the year has brought some significant snow to the area, and Operations have been busy completing our snow removal routes along with supporting our colleagues in Streets, as needed.

Stormwater

Janet Schmidt, Principal Engineer, Section Manager

Now that everyone is back from the holidays we are back to design season! Wexford pond dredging is proceeding as well as the Grassman Greenway reconstruction. We will be doing another watershed study in-house for Pennito Creek starting this year and plan on putting the last study for the Nine Spring Area out for RFP later in the winter/spring. That will be the last of the studies to officially kick off however there is still many of them at various stages that will continue for several years yet. We are working on maintenance dredge permits as part of our dredge program we will be ramping up in the next few years. The last of the ponds are being surveyed and we will phase the surveys for the future with our WDNR/EPA permit and reporting requirements. Greenway inspections are underway thanks to our inspection and Ops staff! The inspections will allow us to better anticipate repairs and better determine project needs in the future. There are several street projects in the works that will keep our staff busy in addition to all the private development work that is never ending. We have successfully completed our listening sessions for the Stormwater Vegetation Management Plan. We will be using the input we received to determine some more sessions related to subject matter expertise around concerns and questions that were gathered. 2024 should be pretty busy!

Sanitary Sewer

Mark Moder, Principal Engineer, Section Manager

Project assignments for 2024 construction year are now out and designs are underway. Private development is still steady with infill site redevelopments and plat development design work. The Infill developments resulting in larger regional infrastructure sewer projects are now moving forward with design and bidding: Lake Street Garage Redevelopment (Lake St. and Dayton St. Sewer), Gardners Bakery Redevelopment (Commercial Ave. (Hwy 30) sewer crossing), 1617 Sherman Ave. (Fordem-First St. Sewer Replacement). We need these sewer improvements in place prior to these proposed buildings being occupied. All 3 are significant projects. Lift Stations Projects: Our Lift Station projects from 2023-Harper and Thurber are now both in operation. The Thurber Lift Station still has site restoration work that will be wrapped up this Spring. The next lift station project, Truax Lift Station Replacement, will be under construction and completed in 2024. We plan to put out a Request For Proposal (RFP) for the Badger Lift Station Replacement in February. Impact Fee Projects- We have an impact fee project to build a regional sewer to serve pending development on undeveloped lands in the vicinity of Portage and Hoepker Road. Development now appears to be moving forward so we will need to establish the impact fee and put together the plans for construction. Finally, we have a new engineer starting work in early January- Erin Geter. She is joining Engineering after working as a quality engineer for Fiskars. Please be sure to welcome her to the team.

Land Information/Official Map

Jeff Quamme, Section Manager

- Ongoing street vacation projects.
- Continued coordination of Real Estate projects for several engineering projects
- Ongoing review and modification of addressing data to be used by Dane County 911.
- Private development in the City of Madison still very active. Extensive land right reviews, acquisitions and releases.
- Continued maintenance of files and processing for storm water billing.
- Final policy changes for street naming and renaming policies resolution going forward.
- Several Relocation Order and acquisition of rights projects for engineering.
- New Mapping staff Josh Sherrod starts and will be training.

Engineering Technology

Candice Kasprzak, Engineering Technology Manager

- Starting on getting sidewalk inspections up in CityWorks
- Setting up new Facilities Management projects in Autodesk Construction Cloud (ACC)
- Starting to get contract administration set up in ACC
- Start work with Construction Inspection in 2023 to configure ACC
- Will be working with Land Information Section on getting the parcels into our system while down a person
- Looking into getting CityWorks time imported into Kronos
- Researching BIM for facilities into CityWorks
- Ongoing
 - Setting up CAD standards, templates and efficiency improvements
 - E911 Addressing Points with Dane County
 - Misc CityWorks updates and maintenance
 - Sanitary & Storm record updates – working on sanitary and storm backlog
 - Data Governance –Working on data training. Looking into online class forums for different topics

Administration Staff

Johanna Johnson, Heidi Fleegel and Isaac Gabriel

- CC Resolution date is END of DAY on Tuesday, Jan. 16 (1/23 CC)
- BPW resolution date is NOON on Wednesday, Jan 17 (1/24 BPW)

Finance

Steve Danner-Rivers, Financial Manager

Finance is starting the yearend closeout process. Please help with this process by doing the following...

- Please ask vendors to send invoices for work completed through 12/31/23. Send these invoices to Jen by end of January.
- Please route PW change orders for 2023 work ASAP. If you cannot route it for some reason, let Steve/Chase know the estimated amounts by end of January.
- Please send partial payments for PW contract work thru 12/31/23 to Alane by end of January. If unable to pay for any worked performed in 2023, let Steve/Chase know the estimated amounts by end of January.
- 2024 travel/training requests are open. Please make sure to select the correct year when submitting a claim in ESS.
- DO NOT pay any 2023 invoices on your p-card anymore. Send these invoices to Chase/Jen so we can cut a check.
- Submit all grant reimbursement requests or else work with Chase to identify the amount of grant revenue earned in 2023 if unable to request reimbursement at this time.

Construction Inspection

John Fahrney, Principal Engineer, Section Manager

Inspections continue on permits and PW projects.

Surveyors are working on construction surveys and preliminary surveys for 2024.
City of Madison staff is reviewing/preparing Standard Specifications for revisions.
Staff is working on Sidewalk and Resurfacing contracts.
Staff is finalizing 2023 projects

Coming and Going

- New Hires
 - Erin Geter
 - Idania Morales
- Promotions
 - Bill Drum
 - Josh Sherrod
- Departures
 - Tim Thoma
- Interview/Offer Process
 - Utility Locator
- Posted
 - Upcoming postings
 - Surveyor 2
 - Leadworker 1 - Operations
 - Public Works Utilities Maintenance Worker 1 or Public Works Utilities Machine Operator 1
 - Construction Inspector Hourly
 - Conservation Ecology Trainee
 - Infrastructure Trainee
 - Solar Power Trainee

Our Madison – Inclusive, Innovative & Thriving

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