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THE E.

A newsletter for the Engineering Division



November 2023 Issue

A message from City Engineer, Jim Wolfe

I want to send out a huge thank you to everyone that helped out with our first ever Division-wide meeting. So much work went into making this meeting happen – all of the planning and coordination efforts, finding and setting up the AV equipment, getting the garage cleaned and organized, all of the cooks for making and bringing food, participating in the presentation and videos, and I could go on. This first one went really well, and I thought it was great to have all of Engineering together at one time, so I definitely think we'll do this again!

Coming up in November, the Common Council will be discussing and approving the budget for 2024. As we discussed at the all-hands meeting, we have a lot of exciting projects included in the Capital budget, along with the proposed 6% total pay raise as part of the Operating Budget. Thanksgiving is also just a few weeks away, and one thing I am certainly grateful for this year is all of the hard work that you all have put in to help make our Division successful in our mission to serve our residents well. I am also grateful that the reconstruction of my street is almost complete!

-Jim

Paid Leave Carryover Reminder for 2023 into 2024

It's that time of year again and time for a reminder about the policies on carrying over paid leave balances from one year to the next.

- Floating Holiday
 - Must be used in the calendar year in which they are accrued.
 - No carryover from one year to the next year is allowed.
- Vacation
 - 2023 into 2024: Employees will be allowed to carry over 15 days. That is 120 hours for 8-hour days and 116.25 hours for 7.75-hour days. Therefore, employees need to have their vacation balances down to 15 days by 12/31/2023.
 - Employees who had 25 or more accrued vacation days' as of October 1, 2023, are eligible to cash out up to 10 days accrued vacation. This is a one-time offer, and all eligible employees were emailed by Human Resources.
- Compensatory Time
 - A maximum of 80 hours compensatory time may be carried over from one year to the next. (40 hrs for non-reps)
 - Comp time balances in excess of 80 (40 non-reps) will be paid out on the paycheck issued on December 22, 2023. The pay period for this check ends Saturday, December 10, 2023.

Your paid leave balances are included on your biweekly direct deposit notification or paycheck stub. You can also check your paid leave balances online by logging into your employee account at <https://ess.cityofmadison.com>.

What You Need to Do

- Make certain you have submitted your requests to use all your remaining floating holidays prior to the end of this year so you do not lose any of this time.
- Submit any requests to use COMP TIME in 2023 no later than December 1, 2023 so we can factor these into your comp time pay out.
- If you are not scheduling comp time off days in December, your comp time balance in excess of 80 will automatically be paid out on the paycheck issued on December 22, 2023. No action on your part is required.
- If you want to reduce your comp time balance to fewer than 80 hours, please submit a time off request specifying the balance you would like carried over. For example, if you want all of your comp time paid out in 2023, your request should state "Comp Time Carry Over Balance = 0".

Please note that it is your responsibility to manage your paid leave balances. We will not be calling employees to let them know what their balances are, to remind them to submit time off requests or to ask what they want for their comp time pay out. Absent information from the employee, the employee will be paid down to 80 (represented employees) or 40 (non-rep employees) hours comp time for the payroll period ending December 10th.

Take the City's Commuter Survey

We need your help to understand how staff commutes to work on a daily basis. The City of Madison is conducting a Greenhouse Gas Inventory for all municipal activities in 2018 and 2022, and your participation in this survey will help us understand how employee commutes contribute to our carbon footprint. Our [commute survey](#) should only take 5-10 minutes to complete. This data collection will inform policy which will help the City reach our climate goals. This survey is for staff who worked for the City in 2022. If you also worked for the City of Madison in 2018, please make sure to complete that portion of the survey as well so we can understand staff commuting trends at that time too.

First In-Person All Hands Meeting a Success!

Thank you to everyone who made the Engineering Division's first in-person All Hands Divisionwide Meeting a success! We held the meeting at 11 a.m., Oct. 17, 2023, at our Emil Street Garage. We covered everything from big projects in 2023, future efforts in 2024 and specific updates from our City Engineer Jim Wolfe. We had special videos to share on the division's newest program MI-TE, Thank you, 2023 (a word from your Engineering supervisors) and a feature history piece on John Nolen Drive. All videos are available on GEAR. Thank you to everyone who helped with set up, tear down, pre-planning, food and everything in between.

Watch the videos included in the program:

[Madison Infrastructure Training Engineering Program Feature](#)
[Thank You, 2023](#)
[John Nolen Drive History](#)











Combined Campaign Kicks Off Next Week

The Combined Campaign kicks off Monday Nov. 6, 2023 and will run through Friday, Dec. 15, 2023. Emails with more info will be coming soon. Paper pledge forms will be available in the coming weeks in the break rooms at Emil and CCB. Also the contest will return in a similar format to last year and will be starting soon! Keep an eye out for emails.

Monthly GEAR Update

GEAR: GROWTH. ENGAGEMENT. ACCESSIBILITY. RESOURCES

If you have a section to be updated on GEAR, email ENGWeb@cityofmadison.com

A new public involvement plan is now available on GEAR to help give you a path forward/checklist to double check during the process of your project from a public involvement perspective. You can check it out here:

<https://www.cityofmadison.com/employeenet/engineering/communications/public-engagement-program/public-involvement-plan>

BOOKMARK GEAR TODAY:

<https://www.cityofmadison.com/employeenet/engineering>

In the Community:

ENG Staff Leads Neighborhood Green Infrastructure Tour



Stormwater Engineer Phil Gaebler led a tour of green infrastructure in the GI Pilot study area for residents of a nearby neighborhood association. Residents learned about rain gardens, permeable pavement and replacing lawns with native plants.

We're on the 'Gram!

The Engineering Division is expanding its digital footprint in the social media space with a new platform to share about the division: **Instagram!** This platform is different than Facebook, X and YouTube because it typically reaches a younger audience, and the platform has a really user friendly way to target specific demographics, locations and areas when trying to share about projects, initiatives, job postings, etc. This platform is also a great way to share photos from events you're at on "stories." We'll be using this platform for a more human, visual perspective of Engineering, so feel free to send photos to ENGWeb@cityofmadison.com if you'd like to see it on our Instagram feed.

Give us a follow: <https://www.instagram.com/madisonengr/>

Equity Minute: Racial Equity and Social Justice

In October's E, we asked to hear from you about how your understanding of RESJ has evolved while working for the City. One respondent noted a change in the "Golden Rule". "Being fair and equitable is more than treating people how you want to be treated. It's about listening and treating people how they want to be treated."

There's still time to share your thoughts. Take the 1 question Survey Monkey: Survey Monkey:
<https://www.surveymonkey.com/r/8WVJBZG>

Are you looking to learn more about racial equity, how it relates to your job and what you can do?
Organizational Development has just the training opportunity for you!

RESJ Foundations Part 1: Introduction to Racial Equity and Social Justice is being offered on November 29 or 30 from 1:00 – 3:00 pm. Sign up on line for this Zoom class at: <https://www.cityofmadison.com/human-resources/professional->

Connect with EAP During Isreal-Palestinian Conflict

During this difficult time, we want to acknowledge the wide impact that the Israel-Palestinian conflict may have on our employees. Many of us have seen first-hand videos, images, and possibly experienced firsthand the devastating effects of war. This can negatively affect our worldview, sense of safety, and increase our feelings of fear and anxiety due to the unpredictability for the future impact.

We also want to recognize that there are employees who may have a greater impact due to having family in those regions, being veterans, being currently involved with the military, having family or loved ones in the military, and immigrants whose native country is also in conflict. However, this list is not exhaustive and some other folks may be feeling significantly impacted. Additionally, we want to recognize the harmful narratives on the media including racially targeted comments or how information may be presented depending on the news outlet. As this complex issue continues to develop, we want to remind you all that EAP is here to support you and want to encourage you all to take care of yourselves. Below are some suggestions to take care of yourself and others:

- Get informed from reliable sources but set a healthy boundary on how much information you are exposing yourself to (i.e. doom-scrolling)
- Do not place the responsibility of educating you on people who are impacted
- Check-in on people that may be impacted
- Validate people's feelings and experiences
- Offer support while avoiding giving advice
- Recognize that this will impact co-workers differently and respect people's boundaries (some individuals may not want to talk about this at work)
- Recognize that everyone has the right to their feelings and emotions even if they may not align with yours
- Acknowledge that this may affect your performance, productivity, and wellbeing. It is okay to check in with your supervisor about your needs
- Find ways to take care of yourself
- Get professional support including connecting with a counselor
- **For managers and supervisors:** Be mindful of the impact this can have on employees and offer flexibility and support during this difficult time

Please do not hesitate to reach out to EAP. We can support you individually and connect you to counseling services in the community. Remember that you have access to:

- The City of Madison's EAP by calling 608-266-6561
- The External EAP: FEI Workforce Resilience: They are available 24/7, some of the services they offer include:
 - Counseling
 - Life Coaching
 - Legal and Financial Consultation
 - Medical Advocacy
 - Child and Elder Care Resources

Media Roundup







Engineering and Streets held a press conference kicking off fall with the Mayor earlier in October.

News Releases

- [New Public Art to Be Dedicated on South Pinckney Street Median](#)
- [Imagination Center at Reindahl Park Moves Forward, Meeting Set](#)
- [Listening Sessions Scheduled for City's First Stormwater Utility Vegetation Management Plan](#)
- [Atwood Avenue Now Open to Bidirectional Traffic](#)
- [Fall is Here: Mulch Leaves, Compost, Connect on Collection Times](#)

Blog

- [Plant of the Week: Aromatic Aster](#)
- [Plant of the Week: New England Aster](#)
- [2023 Summer at the Storm Drains Contest List of Winners](#)

- [Plant of the Week: Obedient plant \(Physostegia virginiana\)](#)

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

October was very busy, and successful for our Division in the communications world. We held a press event with Streets and the Mayor's Office, hosted our first in-person all hands meeting, started planning a number of new press events for November including a Groundbreaking for Public Market, Winter Kickoff with Streets and Public Art Dedication on South Pinckney Street with DPCEd. We launched the division's first Instagram and updated a number of areas on GEAR to better serve our Engineering Division employees. I'm gearing up to sit on an interview panel for Water Utility's next communications coordinator, and helping DPCEd kick off their search for their next PIO as well. Work with DCR has been busy and rewarding, I'm learning a lot about what DCR offers, and am working to include elements from the communications plan I'm working on with them to ours. Media requests continue to come in, please forward to me as soon as you have them. This is important as we continue to move forward on major projects that impact other agencies across the City. IT is also in the process of transitioning the City to Microsoft 365, which includes Microsoft Teams (instead of Zoom/Skype), eventually new Sharepoint (which will take GEAR onto a whole new interface plus so much more for Engineering work), and Drupal (a whole new system to update our websites).

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 Grand View Commons PH 10, 1000 Oaks Ph 11, Hammersley Ph2. Harvey St had a public information meeting to obtain input on designs. Harvey St and Broom St were approved at Board of Public Works & Transportation Commission. 2024 Bikeways was presented at Transportation Commission also.

Facilities Management

Bryan Cooper, Deputy City Engineer, Facilities Services and Management

0. 2023 GreenPower work underway at [Police Training Center](#), [Tenney Park Pavilion](#), and [Engineering Operations Facility](#). Design activities for [CDA Truax Apartments Solar PV](#) project underway
1. Construction > [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](#).
2. Construction contract execution underway for [Madison Public Market](#)
3. Bidding [State Street Campus Garage Mixed Use Development](#), [Metro – Satellite Facility](#)
4. Rebidding at a future date > [Village on Park Parking Structure and Site Improvements](#)
5. Design > [Bartillon Shelter](#), [Streets – Waste Transfer – Public Drop Off Access and Flatwork Improvements](#), [Country Grove Park Shelter](#), [Imagination Center at Reindahl Park](#), [WPCRC Expansion](#)

Operations – Sewer and Stormwater Utilities

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

Crews are working to wrap work up before winter hits and we turn to snow removal.

Construction crews are wrapping up waterways projects and other repairs for the year. Kudos to Jon Kornell, Brandon Parpart, Terry Daveler, and Taylor Lemon for knocking out a whole bunch of patches this past month or so before the asphalt plants close. We're behind on our fall greenway and pond fall mowing due to our John Deere tractor with the boom mower has been out of commission for a couple of months with transmission problems. Turns out a part from assembly line fell into our transmission while in production. Long story short, new transmission installed and we are back in operation.

Sanitary sewer PMs are on schedule and all but 3.6% of our 2023 ACs are done. We are holding steady at 8 sewer main back ups. We started the fall cycle of storm structure cleaning on Oct 1st and are about 40% complete. Snow routes have been updated and new staff are being trained. Equipment will be switched over in the near future. Position descriptions have been updated and are ready to be provided to Human Resources for the city-wide compensation study. We will share info the study

as it becomes available. And for the first time in a long time we are close to being fully staffed. Again, thanks to everyone for your work in keeping things running smoothly during this period!

Stormwater

Janet Schmidt, Principal Engineer, Section Manager

Budget is getting ready to approve and new project assignments are out! Big projects that will ramp up for next year include Sauk Creek Greenway Corridor Planning, SWU Vegetation Management Plan, West Town Pond redesign for additional flood control and Pheasant Branch Enhancement project at Old Sauk Trails Business Park. Wexford Pond dredge and Grassman Greenway will both be starting construction soon, so there will be work through the fall and winter. We will be tackling a large box culvert repair on University Ave that will occur over the winter. This should hopefully extend the life of that box for several decades. Not to mention all our continued work on the watershed studies. We have 18 studies in progress and will likely launch 2 more next year. Hopefully in the next 2-3 years we will be ready to wrap most of these up and have a very solid game plan moving forward. We also have a full plate of street projects that are starting up soon so there will be plenty to do this design season! Finally, it was really great seeing everyone at the All Hands Meeting. There are so many familiar faces and new faces so getting the opportunity to get together as a division was really great.

Sanitary Sewer

Mark Moder, Principal Engineer, Section Manager

Project assignments for 2024 construction year are now out and some projects are already being bid. Engineers are encouraged to get out and see the project sites and request survey work prior to winter if it is still needed. 2023 construction projects are nearly complete. Private development which is still steady with infill site redevelopments and plat development design work. Infill developments are resulting in larger regional infrastructure sewer projects. Some will require that the work be bid by the City: 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), & possibly 838 Williamson St.(S. Paterson St. Sewer Replacement). We are anticipating this trend of necessary sewer improvements to continue as we continue to see apartment growth along the City's key transportation corridors with the roll out of the Transit Oriented Overlay Zoning with the Bus Rapid Transit. City Planning is now reviewing the neighborhood plans in an attempt to get ahead of where population growth areas will be. Lift Station Projects: Thurber Lift Station is now underway. The Truax Lift Station, is under contract but will not begin until 2024. We will be looking to hire a consultant engineer for the Badger Lift Station. Finally, we are interviewing candidates for an Engineer 1 position.

Land Information/Official Map

Jeff Quamme, Section Manager

- Several additional and 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. Extensive land right reviews, acquisitions and releases.
- Continued maintenance of files and processing for storm water billing.
- State Street Garage related items.
- Coordination with other agencies to assist with better addressing accuracy.
- Continued review and updating of revised street naming policies for new streets and renaming of streets.
- New hire for parcel and official mapping.
- Annexation coordination and associated parcel acquisitions at Mid Town Rd and annexation on north side of Madison.

Engineering Technology

Candice Kasprzak, Engineering Technology Manager

- John is speaking at Autodesk University conference in Las Vegas this November about migrating Change Orders to ACC.
- Getting the last couple of issues worked out with IT Pipes and Sewer AI – Using both in the field and Office.
- Starting on getting sidewalk inspections up in CityWorks
- Facilities has 15 projects, 6 of which are in the construction phase, set up in Autodesk Construction Cloud (ACC) so we're getting to test and tweak processes as they are used. Setting up new projects in ACC as they come on line.
- Will start working more intensely with Construction Inspection to configure ACC later this year this year after construction slows down. In the meantime we met with Admin and Construction Inspection staff to review

- process from time bids are opened until start work letter is issued to gear for integrating this process into ACC.
- Public Works contracts will now be digitally routed and signed, same as Purchase of Service contracts.
 - Will is working with Land Information Section on getting the parcels into our system while down a person.
 - Looking into getting CityWorks time imported into Kronos.
 - Ongoing
 - Setting up CAD standards, templates and efficiency improvements
 - E911 Addressing Points with Dane County
 - Sanitary & Storm record updates – working on sanitary and storm backlog
 - Data Governance – System and Data inventory creation done. Working on data training.

Administration Staff

Johanna Johnson and Heidi Fleegel

We would like to welcome Isaac Gabriel as our new Program Assistant at our downtown office. Reminders for BPW deadlines for the 11/20 (previously 11/22) is noon on 11/13. These items will go on the 12/5 CC agenda. There is only 1 BPW meeting in December. Plan accordingly. Items are due 12/7 by noon. CC deadlines for the 11/7 meeting and by noon 11/14 for the 11/21 meeting.

The November 23rd meeting has been changed to Monday, November 20th at 4:30 pm. The deadline for agenda items will be NOON on Monday, November 13th. Please note that items that go to this meeting will not go to Common Council until December 5th.

Finance

Steve Danner-Rivers, Financial Manager

As we near the end of the year, we have some important reminders for everybody:

- **Check your contracts** – if they expire soon and need to be extended, please work with Chase to extend them.
- **Billings to others** – please let Steve & Jen know if we need to bill anyone (including other City agencies) for work done by our crews or by our contracts for others
- **Grants** – please let Chase know the status of your grants this year. Was there any grant activity, new grant applications, awards, closeouts, etc.?
- **Spending** – budget is tight. Please limit any purchases to the extent possible/delay until January. Wait until after Christmas to purchase anything on pcards that will be used in 2024. Likewise, after Christmas do not pay for any goods or services used in 2023 (we will cut a check instead). We can start issuing 2024 Purchase Orders around the beginning of December. Generally speaking, we should not be spending money in 2023 for stuff that is used or happening in 2024.
- **Memberships** – wait until January to renew any memberships.
- **Trainings** – if the training takes place in 2024, do not pay on pcard until after Christmas (after your claim is approved too).
- **Change orders** – if you have pending change orders and they won't be approved/finalized before the end of the year, let Steve and Chase know.

Construction Inspection

John Fahrney, Principal Engineer, Section Manager

Inspections continue on permits, private development projects, PW and WISDOT projects. Surveyors are working on construction surveys and preliminary surveys for 2024. There is a contractor/developer/engineer meeting on November 8. City of Madison staff is reviewing/preparing Standard Specifications for revisions.

Coming and Going

- New Hires
 - Hector Acosta
 - Humberto Macias
 - Ben Carrao
 - Nelson Dresser
 - Sam Snyder
 - Joey Zimmer

- Lue Yang
- Ray Schnurbusch
- Alex Liddicoat
- Folly Adumah
- Isaac Gabriel
- Promotions
 - Jason Raisbeck
 - Brent Walker
 - Mark Canter
 - Levi Sanders
 - Kollan Luczejko-Reid
- Departures
 - Cindy Hemenway
- Interview/Offer Process
 - Public Works Utilities Maintenance Worker 1 or Public Works Utilities Machine Operator 1
 - Engineer 1 – Sewer and Stormwater
 - Construction Manager 1
- Upcoming postings
 - Leadworker 2 Trainee- Operations

Our Madison – Inclusive, Innovative & Thriving

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