

From: [Mohelnitzky, Hannah](#)
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Attachments: [image032.png](#)
[image015.png](#)
[image040.png](#)
[image009.png](#)
[image053.png](#)
[image055.png](#)
[image056.png](#)
[image060.png](#)

Importance: High

THE E.

A newsletter for the Engineering Division



October 2023 Issue

A message from City Engineer, Jim Wolfe

We are just two weeks from the 2023 City of Madison Engineering Division All Hands Meeting at 1600 Emil Street, our Larry D. Nelson Operations Facility! Please join us for food, updates on the division, special guests and connectivity with your co-workers as we celebrate another year of your great work. Things you should know:

- Location: 11 a.m., Oct. 17, 2023, 1600 Emil Street East Garage
- Upload photos to include in the slideshow: [F:\Encommon\HANNAH.MOHELNITZKY\ALL HANDS 2023 PHOTO SLIDESHOW UPLOAD](#)
- Take the survey if you haven't already. It's still open for anyone who hasn't taken it yet: [2023 City of Madison Engineering Division All Hands Meeting Future Communications and Topical Survey](#)
- **There will be Metro bus shuttles provided for downtown staff to ride to Emil for the meeting.**
 - Pickup Downtown to Emil Street: 10:45 a.m., corner of Wilson Street and Martin Luther King Jr. Blvd. Arrival to Emil at 11 a.m.
 - Pickup Emil Street to Downtown: 1 p.m., will pick up on eastbound Emil Street

I look forward to seeing you all there!

-Jim

New Pop Up Offices Available at Emil Street

We've got our new, small, conference/hoteling rooms at Emil Street completed and ready for use! Each room has a table and three chairs. Perfect for a small meeting, private phone call, or some time away from CCB to come work at Emil. Please feel free to start booking them in Outlook on the room calendars. They're listed as "Emil St. 113A – Engineering Staff Only" and "Emil St. 113B – Engineering Staff Only."

Engineering's John Sapp To Co-Lead Autodesk Platform Virtual Chat

Municipalities frequently face issues with tight budgets, inefficient processes, legal requirements, and outdated technology that hamper their missions to be good stewards of public resources. The City of Madison Engineering Division was faced with the sunset of legacy software vital to its operations. In this class, John Sapp, with other industry experts, will teach a class to tell the story of how Engineering improved change orders to construction projects (our most complicated process) through the use of cloud software. [Learn more, sign up for the session.](#)

2024 Open Enrollment Underway, Deadline Oct. 20, 2023

2024 Open Enrollment is underway and ends 4:30 p.m., Oct. 20, 2023. Packets were dispersed to all Engineering Employees. You will need your packet and entry login to your Employee Self Service portal to complete your Dental, Vision and obtain your ETF Member ID. Health Insurance forms can be submitted through [myETF Benefits](#) or paper form will need to be submitted to HR no later than 4:30 p.m., Oct. 20, 2023. If you have any question regarding about your ESS or ETF Member ID, come find Danielle or Kong.

Flex Spending begins Oct. 30, 2023 and ends at 4:30 p.m., Nov. 17, 2023. This will need to be completed every year for the year you want to participate. This can **ONLY** be done through Employee Self Service (ESS).

Questions about Health, Dental, Vision or Flex Spending? Please contact HR Benefits team at benefits@cityofmadison.com or contact them at 608-266-4615.

If you do not need to make changes to your existing health, dental, or vision coverage, you do not need to take any action regarding those benefits and your coverage will continue into 2024 at 2024 rates.

For dental and vision enrollment changes, you must make changes directly through [ESS](#) (employee self-service). Instructions can be found [here](#) as well as within the ESS program.

Human Resources staff will be in room 204 of the Madison Municipal Building between **8:30 a.m. and 4:00 p.m. on Thursday, October 12** to assist with Open Enrollment. We will also have a vendor fair in room 215 of the Madison Municipal Building from 11:30-3:30 p.m. the same day. This is your opportunity to explore information on the various vendors available related to health, dental, vision insurance, and flexible spending.

Help Make M365 Process Smooth, Clear Out Emails

IT is doing a number of system updates, one being a migration of email as part of the M365 Upgrade. One thing IT wants all employees to do is clean up email inboxes. Here are some easy ways to delete a lot of emails at once.

Sort by user:

- Are there some users that just send FYI emails that you don't need to keep – Think fuel availability from Fleet, EAP/other newsletter availability alerts, IT Maintenance alerts, etc. Sort email by the user, then you can just grab a whole bunch and delete.
- Also – if you have personal emails from someone, forward them to your personal account and delete. Remember all emails are subject to open record requests.
- Look for emails from software vendors and delete those

Same as by Subject - If you regularly converse with someone, but they also send out blasts for maintenance, news, etc, you can sort or search by subject.

Sort by Size – Save off large attachments to the server.

Sort by date – Most of us (yes, Fries, you are the exception), don't need emails from 15 years ago.

Moving forward – try to keep your inbox as clean as possible. Try to get into the habit of reading and deleting right away. If you send out project emails, try and keep the subject line consistent, so it is easier to search or sort. You can't control what others do, but you can keep yours organized. If an email is important, you can save it as a msg file and save it to the project folder.

Tentative M365 Project & Deployment Schedules

The below graphic demonstrates the order we hope to roll out M365 products and expected timeframes. These timelines are subject to change as we encounter project interdependencies, and we will continue to update the graphics and [M365 Project page](#) as firmer dates are chosen. As of right now, we are on track to meet these estimated timelines.



M365 Products annotated with an asterisk (*) indicate that deployment timeframes are to be determined, due to project interdependencies. SharePoint Online work began in 2022, as foundational elements were established. The deployment of SharePoint Online will occur on a rolling basis, site by site. This deployment schedule was created in collaboration between the City of Madison M365 Core Team and the City's M365 Implementation consultant, CoreBTS. All dates are displayed in ranges, as hard dates are subject to change as critical tasks may arise throughout implementation and impact timing. M365 Project Updates: visit the [M365 Project page](#) (*you must login to the IT Service Center to access this page).

Automated Closed Captions Now Available for Virtual External Meetings

The City will now offer automated closed captions for will be permitted for **virtual BCC meetings and virtual public information meetings**. To use this feature, meeting participants will need to select the "Show Captions" button on the meeting task bar. Unless meeting participants select this option, captions will not appear on their screen. Captions will be automatically available to meeting participants that join the Zoom meeting. In compliance with Council RES-16-00741, this feature will be available and locked to permit English-only captions for all City Zoom accounts. **Captions will only be available in the live Zoom meeting** and not in meeting recordings, broadcasts, or streams.

Zoom automated captions generate real-time captions during your meetings, providing an inclusive and accessible environment for all participants.

For information on how to start Zoom automated captions in a meeting and learn about its limitations, please visit this Knowledge Base article: <https://cityofmadison.teamdynamix.com/TDClient/2427/Portal/KB/ArticleDet?ID=155605> (login required)

Equity Minute: Take The ENG Equity Survey: Living our Values

An interview question recently posed to candidates applying for a position in the Engineering Division was this: The City of Madison is dedicated to the Racial Equity and Social Justice Initiative (RESJI), in which we examine our day-to-day operations and impacts with the goal of creating a fair and just community so everyone can have equal outcomes. What educational, volunteer, and life experiences demonstrate your ability to contribute to the City of Madison's goal of achieving racial and equity and social justice?

How would you answer this question? How has your understanding of RESJ evolved during your time working in the Engineering Division?

Let's hear from you! Anonymous responses will be shared in November's E newsletter.

Survey Monkey: <https://www.surveymonkey.com/r/8WVJBZG>

Engineering Website Freeze Coming Soon

The City's web team is making some major upgrades to the system we use for updating our websites. For those of you don't know – it's called Drupal—and we use this software to run all things web. IT is asking us to not make edits for three days in November and only necessary updates in October (which includes everything that we do, so I have confirmed with them and have no concern about that.)

There will be a website freeze for three days in November (Nov. 2-8). Please **plan accordingly**, set an outlook reminder to send updates to ENGweb@cityofmadison.com **BEFORE** the start of Nov. 2, and we'll probably be good for those next three days.

Engineering RESJ Team: Announces Second Book Club Pick

The Engineering Racial Equity and Social Justice (RESJ) Team announces the book club's second pick, *Caste: The Origins of Our Discontents* by Isabel Wilkerson.

The book club is open to all staff interested in learning more about RESJ topics and discussing with your peers. The Engineering Equity Team Book Club will meet Tuesday, Nov. 14, 2023, from 3:30 – 5:00 PM, at the Great Dane Pub, 123 E. Doty St.

To borrow a copy of the book, please contact Megan Eberhardt, meberhardt@cityofmadison.com. A full and free audiobook is also available on YouTube: https://www.youtube.com/watch?v=xgf85EZ_eIE

GEAR UPDATE

GEAR: GROWTH. ENGAGEMENT. ACCESSIBILITY. RESOURCES

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

BOOKMARK GEAR TODAY:

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

Media Roundup

County AB Interchange Press Event





University Avenue Pedestrian Bridge Ribbon Cutting



Public Market Open House Morning Show Promotion



Hammersley Construction in a Digital Photo Book

A local photographer shared photos of Hammersley Construction, check it out:

<https://www.blurb.com/books/11671952-public-works>



News Releases:

- [Sewer Operational After Quick Engineering Response to Weekend Overflow](#) posted September 11, 2023

Blog:

- [Plant of the Week: Obedient plant \(*Physostegia virginiana*\)](#) posted October 2, 2023
- [Plant of the Week: Pearly Everlasting](#) posted September 8, 2023
- [Plant of the week: Blue Sage](#) posted September 1, 2023

Podcast: Everyday Engineering

[Listen to all the episodes on Apple iTunes!](#)

Manager 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 in the final push to finish up planning for the 2023 All Hands Meeting. I'm excited to see it all come together and to see everyone in person! Media requests have kept me busy with ours focusing on Public Market, Bartillon and the Imagination Center at Reindahl Park. We are also in the thick of public information meetings for a number of sections, thank you to everyone following the process and all the reminders. It helps me make sure nothing gets missed. I've also been helping out with media requests for DPCEd since they are without a PIO at the moment and helping DCR craft a communications plan by the new year since they, too, are without a PIO. I'm enjoying working across agencies, but it makes for a busy autumn with requests. I appreciate everyone's patience when things take a bit longer.

Public Works and Private Development

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

Public works engineers are continuing to work on 2023 and beyond projects. Private development Engineers and Managers continue to service contracts and issue plan sets. Plans issued this month include American Center Replat, . Knutson Dr had a public information meeting to obtain input on designs. Sheboygan Ave/Segoe Rd Plans were approved by the Board of Public Works. Our 2024 budget was proposed by the Mayor, some notable projects included are Autumn Ridge Path, W Washington Ave, E Wilson St and Hermina ped/bike bridge.

Facilities Management

Bryan Cooper, Deputy City Engineer, Facilities Services and Management

- 2023 GreenPower work underway at [Police Training Center](#) and [Tenney Park Pavilion](#). Design activities for [CDA Truax Apartments Solar PV](#) project underway
- 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](#)
- Resolution for budget amendment and construction contract award for > [Madison Public Market](#),
- Bidding > [State Street Campus Garage Mixed Use Development](#), [Metro – Satellite Facility](#).
- Rebidding at a future date > [Village on Park Parking Structure and Site Improvements](#)
- 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

No monthly blurb submitted/Kathy on vacation.

Stormwater

Janet Schmidt, Principal Engineer, Section Manager

Ops crews are working on some waterway and flood mitigation projects for us. One in particular was a long time coming – Regent Street/Kenosha culvert replacement. The corrugated pipes were in very poor shape and the new pipe should offer flood benefits to the neighborhood. Thanks to the crews for getting that done! As the days are getting shorter our design season is ramping up with several projects in the works for fall bids. We will certainly be busy and look forward to getting our Engineer 1/utility designer position filled. We are working on putting a contract together for epoxy repairs for the box culvert on University Ave- we have never tried this technology so we are hopeful it works well and we can use it in other places with aging boxes. Our watershed studies along with our Stormwater Vegetation Management Plan are continuing to move forward with more public meetings coming up this fall. Lower Badger Mill Creek Pond (west of Hawks Landing) is nearing completion. The ponds, channel and bridge are in place and a contract for next year will install the street that will go between Hawks Landing and Meadow Road. Robin Greenway culvert replacement and vegetation restoration is in full swing. Pretty soon the Wexford pond dredge will be kicking off. They are still in the process of relocating the turtles and frogs prior to the construction activities this fall. We will begin our stormwater quality citywide modeling pretty soon (TMDL model), which is required for the citywide stormwater permit. That is a huge amount of work (almost 2,000 hours the last time we did it!) Hopefully we have a more streamlined process this time due to all the hard work by the team last time to make process improvements to the workflow.

Sanitary Sewer

Mark Moder, Principal Engineer, Section Manager

The 2023 construction projects for the most part are now winding down except for private development which is still steady with infill site redevelopments and plat development design work. Some of the infill developments are resulting in larger regional infrastructure projects that will 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), & 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.

Lift Station Projects: Thurber Lift Station is now set to start in early October. 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 this Fall.

Project assignments for 2024 construction year are now out.

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.
- Land title review, research and coordination for John Nolen Drive Project with Railroads.

- Private development in the City of Madison. Extensive land right reviews, acquisitions and releases.
- Continued maintenance of files and processing for storm water billing.
- Madison Public Market and State Street Garage related items.
- Coordination with other agencies to assist with better addressing accuracy.
- Review, updating and ultimate adoption of revised street naming policies for new streets.

Engineering Technology

Candice Kasprzak, Engineering Technology Manager

- New Digger's Hotline software (Korterra) went live 9/11/23. Field crews from Eng, TE, Water and Parks now receiving tickets through software
- Facilities FAMIS conversion to CityWorks complete. Just making user request tweaks, but is running smoothly.
- 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.
- Setting up new Facilities Management projects in Autodesk Construction Cloud (ACC)
- Start work with Construction Inspection in 2023 to configure ACC
 - 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

- CC resolution dates are END of DAY on Tuesdays: Oct. 10 (10/17 CC), Oct. 31 (11/7 CC).
- BPW resolution dates are NOON on Wednesdays: Oct. 11 (10/18 BPW).

Finance

Steve Danner-Rivers, Financial Manager

The focus of the Finance section has transitioned back to the day to day accounting functions with an eye toward making sure everything is proceeding toward the eventual closing out of 2023. On the budget front, the 2024 Capital Budget process recently hit the Finance Committee Amendment phase with three amendments being proposed for Engineering. The next phase will be the Common Council Amendment Phase, with budget adoption the week of November 13th. On the Operating Budget side, the Mayor's Executive Operating Budget is set to be Introduced on 10/3, with Finance Committee Amendments the week of October 9th. Now that we are getting closer to the end of the year, our budget is getting tight. Purchases of supplies, particularly in the General Fund, should be scrutinized/delayed until next year if possible. This is especially true if the items purchased will primarily be used/needed in 2024. The CCB transition to Kronos is going very well. A big thank you to everyone at ESB for teaching us how it works! A few tips to share:

*As you're completing your timecard, remember it's ok to have multiple In/Out times for the day, for approved appointments, etc. Use plus sign to left of date to add multiple blocks of time worked. It's ok if your approved schedule that day is different the schedule that's programmed in Kronos.

* Before approving your timecard, check that the variance column is blank, and the Activity column shouldn't have any unallocated time 0000000/000000/0000.

* The In/Out/Activity/Duration columns are only for times you worked. The Pay Code/Amount columns are for leave time or Comp Cash out.

* Auto lunchbreak can be removed on a particular day if needed, say if you grabbed lunch while on the way to an appointment. Contact Jen Wright or Kong Vang for removal.

Construction Inspection

John Fahrney, Principal Engineer, Section Manager

There are permits, private development projects, PW and WISDOT projects in progress. Surveyors are working on preliminary surveys for 2024.

Coming and Going

- New Hires
 - Hector Acosta
- Promotions
 - Taylor Lemon
 - Benjamin Wenninger
 - Autumn Ingraham
- Departures
 - Dan Sommer
- Interview/Offer Process
 - Public Works Utilities Maintenance Worker 1 or Public Works Utilities Machine Operator 1
 - GreenPower Trainee Hrly – Facilities
- Posted
 - Engineer 1 – Sewer and Stormwater
 - CCTV Technician – Operations
- Upcoming postings
 - Leadworker 2 Trainee - Operations
 - Construction Manager 1

Our Madison – Inclusive, Innovative & Thriving

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MADISON**

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