

Metro Transit

Capital Improvement Plan

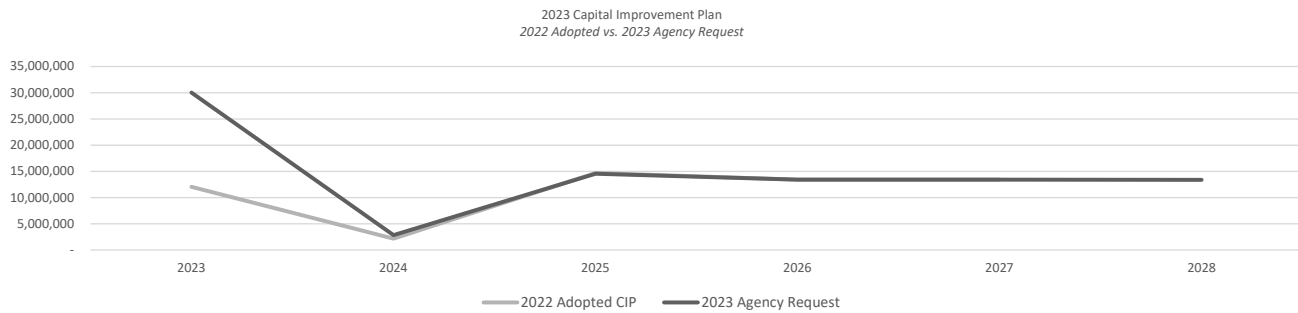
	2022 Adopted	2023 Request	Change
2023 Capital Budget	12,056,000	30,026,000	17,970,000
2023 Capital Improvement Plan*	55,755,000	74,255,000	18,500,000

*Years 2023 to 2027 used for comparison.

	2022	2023
Number of Projects	3	3

Project Summary: Agency Request

	2023	2024	2025	2026	2027	2028
Facilities Repairs and Improvement	27,900,000	40,000	40,000	40,000	40,000	40,000
Transit Coaches	-	-	13,200,000	13,200,000	13,200,000	13,200,000
Transit System Upgrades	2,126,000	2,799,000	1,306,000	178,000	186,000	131,000
Total	30,026,000	2,839,000	14,546,000	13,418,000	13,426,000	13,371,000



Major Changes/Decision Points

Facilities Repairs and Improvement

- GO borrowing for the program has been reduced by \$1.0m due to the award of a \$6.4m federal bus and bus facilities grant
- The majority of the \$6.4m bus and bus facilities grant will be used to cover increased construction costs for renovations at the 1101 East Washington facility
- \$12.5m in anticipated federal funds have been added to support improvements at Metro's new satellite facility on Hanson Rd.

Transit System Upgrades

- \$140k in funding from 2025 is moved \$70k each to 2023 and 2024 as scrubbers will need to be replaced sooner than expected
- Project budget increased by \$600k in 2024 anticipating equipment purchases with the opening of the satellite facility on Hanson Rd.
- The program continues to be funded from General Fund-supported borrowing to alleviate pressure on qualifying under the State's Expenditure Restraint Program



Department of Transportation

Metro Transit

1245 E. Washington Ave., Suite 201

Madison, WI 53703

Phone: (608) 266-4904 | Fax: (608) 267-8778

Customer Service: (608) 266-4466

mymetrobus@cityofmadison.com

mymetrobus.com

**TO: Satya Rhodes-Conway, Mayor
Dave Schmiedicke, Finance Director**

FROM: Justin Stuehrenberg, Transit General Manager

DATE: April 21, 2022

SUBJECT: 2023 Metro Capital Budget

Dear Mayor Rhodes-Conway and Mr. Schmiedicke:

I am pleased to present Metro's proposed 2023 Capital Budget. This budget continues the initiatives Metro envisioned in previous budgets, while also identifying opportunities to leverage additional federal resources that have become available.

Goals of Agency's Capital Budget

Metro's budget proposal ensures that we can continue to provide quality service to meet the growing transportation needs of the Madison region. Transit ridership reduces the need for expensive roadway and parking capacity, reduces greenhouse gas emissions, and enables a more equitable and vibrant city.

This budget proposal continues the planned combination of the Metro bus replacement program with the BRT project for 2023-2024 and shifts future replacements to electric buses. We are also proposing to reduce local share and supplement federal funds in the ongoing renovations at Metro's main bus storage and maintenance facility on East Washington Avenue. Further, we are proposing utilizing federal sources for the transit specific renovations needed at the satellite facility on Hanson Road, in order to prepare its use for BRT service in 2024.

Metro's main objective in all facets of the capital budget is to ensure facilities, equipment and vehicles are safe, within proper working order, and comfortable for both staff and riders alike. Having updated assets will create operational efficiencies in the long term, allowing Metro to maintain and eventually grow service, so that more residents are able to access essential and recreational sites in the region.

Prioritized List of Capital Requests

1. Transit System Upgrades
2. 1101 E Washington Facility Improvements
3. Hanson Road Facility Renovations

April 21, 2022

Page 2

All of these projects are critical to the increased efficiency of Metro operations. Updates to both facilities are necessary to put in the infrastructure for additional electric buses to be deployed in 2024, along with the additional maintenance space required for BRT service to begin operation.

Summary of Changes from 2022 Capital Improvement Plan

1. Transit System Upgrades – In this line item, there was \$140,000 removed from the 2025 plan, with \$70,000 being added to each of 2023 and 2024 instead. Metro had initially planned to replace 2 floor scrubbers in 2025. The equipment has been failing more often and recently the manufacturer has been unable to provide any parts for these pieces of equipment. Staff are currently fabricating parts to keep the equipment functional. There is an additional \$600,000 added in 2024 to purchase maintenance equipment needed for the opening of the Hanson Road facility in line with the BRT service.
2. 1101 East Washington Facility Improvements – We are reducing the local GF GO borrowing by one-million dollars (\$1,000,000), and adding \$6.4 million in federal funding due to the award of a bus and bus facilities grant. The grant funding will primarily be used to fund the difference in increased construction costs since the project was initially scoped.
3. Hanson Road Facility Renovations – In order to prepare the new satellite facility to be fully-operational, Metro is planning for the addition of a wash bay, service lane, utilities to accommodate electric vehicles, and lifts for maintenance of the 60-foot BRT buses. This project is planned to be funded entirely with federal sources.

Potential for Scaling Capital Requests

While projects can be scaled, it will just result in portions of work being pushed out to future years. With current inflation rates and the inefficiencies of splitting into multiple bids, that would likely add considerable cost in the long run. Instead, there is likely some opportunity to shift some additional federal funds into projects once it has been determined how much will be required in the operating budget.

Enterprise Agencies Only

Metro is fortunate to have received \$69m in rescue act (and related) funding in response to COVID-19. In coordination with the Finance Department and the Mayor, we are planning to use some of those funds to cover Metro's debt payments through 2024. In addition, Metro is planning to use federal funds either in entirety or in conjunction with local funds on projects, so that long-term debt is minimized for future Metro operating budgets.

I look forward to additional discussion.

Sincerely,



Justin Stuehrenberg
Metro General Manager

2023 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency	Metro Transit <input type="text"/>	Proposal Name	Facilities Repairs and Improvement <input type="text"/>
Project Number	85002	Project Type	Program
Project Category	Facility	Priority:	Select... <input type="text"/>
2023 Project Number	<input type="text"/>		

Description

This program is for major building repairs and improvements to the existing Metro Transit facility at 1101 East Washington Avenue. This program's goal is to ensure that the Metro facility remains usable for at least the next 20 years. The project scope includes recommendations of a 2018 study, which detailed a 4-phase construction plan for the facility. No work is scheduled to occur in 2022, but will resume in 2023 with funding for Phase 3B that provides upgrades to the administrative and support areas. Funding for additional phases, which would include bus storage remodeling and exterior building improvements, is deferred beyond the CIP.

Does the project/program description require updates? If yes, please include below.

Work on the previous phase is still under construction in 2022, which was previously funded. As stated above, phase 3B is still set to resume in 2023.

This request now encompasses work to be done at the satellite facility at Hanson Road, which was acquired in 2021. In order to ready the facility to support 60-foot electric BRT buses, some additions need to be made, such as maintenance bays, lifts, a service lane, bus wash and utility infrastructure.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element:	Land Use and Transportation <input type="text"/>
Strategy	Improve transit service, especially to peripheral employment and residential locations, with a focus on reducing the travel time fo <input type="text"/>

Describe how this project/program advances the Citywide Element:

Building upgrade will lead to a return on investment with new technology that provides a safe environment for fleet maintenance and the protection of assets, both human and equipment.

Quality is an equity issue for Shop employees that don't have environmental quality compared to other City Shop employees. Efficiencies will improve transit service as timely repairs with more vehicles to be utilized reducing travel time.

The construction at Hanson Road supports the addition of BRT service, which is going to provide more regular and recurring transit options across the City.

Other Strategic Plans:

Does the project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Yes No Climate Forward, Housing Forward, Metro Forward, Vision Zero)?

If yes, specify which plan(s) the project/program would advance and describe how the project/program will help the City meet its strategic goals.

Metro Forward - By continuing to bring Metro's main bus storage and maintenance facility to a current standard of safety and usability. This helps to keep drivers, mechanics and other staff, as well as equipment, in the safest environment possible, so that routes are able to be completed timely and safely for all riders.

In addition, completing necessary work on Metro's satellite location to ready it for BRT service rollout will ensure that this new service has the proper maintenance and facilities to run efficiently and effectively.

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair? Yes No

Describe how routine maintenance and/or scheduled repair considers equity and quality of life for residents. Describe how you use an equity lens to prioritize maintenance and/or repair projects.

Phase 3B of this multi-phase remodeling work includes administrative offices, dispatch offices, locker rooms, bathrooms and over half the bus maintenance bays that will improve safety, equity and efficiency at this core transit facility. This scope increases the number of bathrooms in the facility to rectify gender equity concerns.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? Yes No

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations? Yes No

If yes, describe how.

The addition of electric buses to the fleet in 2024 is the first big step in moving towards an electrified fleet. This will reduce emissions and cut down on the purchase of diesel fuels. The facility at Hanson Road needs to have the proper electrical infrastructure added to accomodate this new fleet of electric buses.

Budget Information

Prior Appropriation* 2016-2021 Actuals 2022 Budget

*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Borrowing - GF GO <input type="text" value="v"/>	9,000,000	40,000	40,000	40,000	40,000	40,000
Federal Sources <input type="text" value="v"/>	18,900,000					
Total	\$27,900,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000

Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Building <input type="text" value="v"/>	27,900,000	40,000	40,000	40,000	40,000	40,000
Total	\$27,900,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000

Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

Reduced 2023 local spending by \$1 million due to the award of the federal bus and bus facilities grant of \$6.4 million. The majority of the grant will be used to pay the difference in increased labor and material costs since the project was initially scoped for the 1101 East Washington facility.

There is an addition of \$12,500,000 in federal sources to fund the improvements at the Hanson Road facility, which was added for the 2023 request.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2024 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2025 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2026 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2027 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2028 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Operating Costs

Projects/Programs with a technological component will be required to follow City of Madison information technology policies and procedures for software/hardware acquisition and project support by IT staff. Answer the following questions below and upload relevant supplemental materials to your agency's SharePoint folder.

Over the next six years, will the project/program require any of the following IT resources? Yes No

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.? Yes No

Software (either local or in the cloud)? Yes No

A new website or changes to an existing sites? Yes No

For projects/programs requesting new software/hardware:

Have you submitted a Software/Hardware Request form? Yes No
[IT New Software Request Form](#)

Have you submitted an IT project request form? Yes No
[IT Project Request Form](#)

Have you worked with IT to complete an IT Budget Analysis form? If yes, please upload your agency's capital SharePoint folder. Yes No

Changes to existing hardware/ software:

Will any existing software or processes need to be modified to support this project/program or initiative? Yes No

If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder? Yes No
[Agency Capital Materials](#)

Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in [MGO Sec. 23.63\(2\)](#). Yes No

If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder? Yes No
[Surveillance Budget Request Attachment](#)

Other Operating Costs

In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following? Yes No

Facilities/land maintenance? Yes No

Vehicle setup or maintenance costs? Yes No

External management or consulting contracts? Yes No

How many additional FTE positions required for ongoing operations of this project/program?

Estimate the project/program annual operating costs by major.

Major	Annual Cost	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Notes

Notes:

2023 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency	Metro Transit <input type="text"/>	Proposal Name	Transit Coaches <input type="text"/>
Project Number	85001	Project Type	Program
Project Category	Transportation	Priority:	Select... <input type="text"/>
2023 Project Number	<input type="text"/>		

Description

This program is for the replacement of fixed route transit coaches. The program's goal is to maintain an updated fleet of vehicles for Metro Transit's fixed route service. All transit coaches purchased through this program meet both EPA Emission Standards and Americans with Disabilities Act requirements. Funding in 2022 includes \$13.5m in state Volkswagen settlement funds to replace 40-foot diesel buses. Funding is included in the Transportation budget in 2023 and 2024 to acquire buses for the Bus Rapid Transit Project. Metro anticipates the purchase of electric buses starting in 2025.

Does the project/program description require updates? If yes, please include below.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element: Land Use and Transportation

Strategy Improve transit service, especially to peripheral employment and residential locations, with a focus on reducing the travel time fo

Describe how this project/program advances the Citywide Element:

Loss of the ability to provide for current service levels are projected to impact those routes which are more vulnerable due to ridership, but more necessary to ensure equitable transit across the service area. Structural inequities present in the community could be exacerbated by the loss of these critical transit services.

Other Strategic Plans:

Does the project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Yes No Climate Forward, Housing Forward, Metro Forward, Vision Zero)?

If yes, specify which plan(s) the project/program would advance and describe how the project/program will help the City meet its strategic goals.

Metro Forward - In continuing to offer safe, reliable and comfortable transit services to all riders, we need to fulfill a long-range plan of bus replacements. This will ensure that Metro buses are not in service past their useful life, which could lead to breakdowns, additional maintenance costs, etc.

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair? Yes No

For projects/programs that are not specifically focused on maintenance and repair, what specific inequities does this program intend to address? How and for whom?

Replacing buses on a regular schedule ensures that we have an updated and safe fleet for all riders. Utilizing buses that are in good working order is critical to service. Should there be buses that breakdown, it may disproportionately affect those living in the periphery of the city, further from the main bus storage and maintenance facility. These areas also happen to be more heavily populated by people of color.

What data helped shape your proposal? Data may include qualitative and quantitative data such as demographic, qualified census tracts, environmental justice areas, specific recommendations from a Racial Equity and Social Justice Analysis, or other sources.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? Yes No

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations? Yes No

If yes, describe how.

Metro is currently anticipating adding up to 46 electric buses in 2024, through the Transportation budget and BRT project. In addition, plans for 2024 and after include moving towards an electric fleet.

Budget Information

Prior Appropriation* 2016-2021 Actuals 2022 Budget

*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Borrowing - Non-GF GO <input type="text"/>	<input type="text"/>	<input type="text"/>	2,640,000	2,640,000	2,640,000	2,640,000
Federal Sources <input type="text"/>	<input type="text"/>	<input type="text"/>	10,560,000	10,560,000	10,560,000	10,560,000
Total	\$0	\$0	\$13,200,000	\$13,200,000	\$13,200,000	\$13,200,000

Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Machinery and Equipment <input type="text"/>	<input type="text"/>	<input type="text"/>	13,200,000	13,200,000	13,200,000	13,200,000
Total	\$0	\$0	\$13,200,000	\$13,200,000	\$13,200,000	\$13,200,000

Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2024 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2025 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2026 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2027 Projects

Project name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

2028 Projects

Project Name	Est Cost	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Operating Costs

Projects/Programs with a technological component will be required to follow City of Madison information technology policies and procedures for software/hardware acquisition and project support by IT staff. Answer the following questions below and upload relevant supplemental materials to

your agency's SharePoint folder.

Over the next six years, will the project/program require any of the following IT resources?

Yes No

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.?

Yes No

Software (either local or in the cloud)?

Yes No

A new website or changes to an existing sites?

Yes No

For projects/programs requesting new software/hardware:

Have you submitted a Software/Hardware Request form?

Yes No

[IT New Software Request Form](#)

Have you submitted an IT project request form?

Yes No

[IT Project Request Form](#)

Have you worked with IT to complete an IT Budget Analysis form? If yes, please upload your agency's capital SharePoint folder.

Yes No

Changes to existing hardware/ software:

Will any existing software or processes need to be modified to support this project/program or initiative?

Yes No

If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?

Yes No

[Agency Capital Materials](#)

Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in [MGO Sec. 23.63\(2\)](#).

Yes No

If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?

Yes No

[Surveillance Budget Request Attachment](#)

Other Operating Costs

In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following?

Yes No

Facilities/land maintenance?

Yes No

Vehicle setup or maintenance costs?

Yes No

External management or consulting contracts?

Yes No

How many additional FTE positions required for ongoing operations of this project/program?

Estimate the project/program annual operating costs by major.

Major	Annual Cost	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Notes

Notes:

2023 Capital Improvement Plan Program Budget Proposal

Identifying Information

Agency	Metro Transit <input type="text"/>	Proposal Name	Transit System Upgrades <input type="text"/>
Project Number	85003	Project Type	Program
Project Category	Other	Priority:	Select... <input type="text"/>
2023 Project Number	<input type="text"/>		

Description

This program is for Metro Transit's equipment and software enhancements. The program's goal is to improve the efficiency of Metro Transit's operations by updating the system tools used for the services provided. The CIP includes an additional \$7m over 2022 to 2025 for capital investments meant to reduce future operating costs and help address the agency's operating deficit.

Does the project/program description require updates? If yes, please include below.

Alignment with Strategic Plans and Citywide Priorities

Citywide Element: Land Use and Transportation

Strategy Improve transit service, especially to peripheral employment and residential locations, with a focus on reducing the travel time fo

Describe how this project/program advances the Citywide Element:

It is expected that the status quo will result in a structural budget deficit for Metro, forcing a cut to service. These investments are intended to reduce operational costs to keep cost growth in line with expected revenues.

Other Strategic Plans:

Does the project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Climate Forward, Housing Forward, Metro Forward, Vision Zero)? Yes No

If yes, specify which plan(s) the project/program would advance and describe how the project/program will help the City meet its strategic goals.

Metro Forward - These operational upgrades over the next several years are to help gain efficiencies in multiple areas of Metro. If this were not done, our structural operating deficit would eventually mean cutting routes or service, which would be a detriment to residents of the City and would reduce availability of bus service.

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair? Yes No

For projects/programs that are not specifically focused on maintenance and repair, what specific inequities does this program intend to address? How and for whom?

The transit system upgrades capital budget is intended to make strategic investments that reduce operating costs over time. Costs are typically reduced by increasing average speeds of the bus, which disproportionately benefits those living in the periphery of the city and traveling longer distances. These areas also happen to be more heavily populated by people of color.

What data helped shape your proposal? Data may include qualitative and quantitative data such as demographic, qualified census tracts, environmental justice areas, specific recommendations from a Racial Equity and Social Justice Analysis, or other sources.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)?

Yes No

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations?

Yes No

If yes, describe how.

Some of the potential updates could help reduce bus emissions by having lights timed to allow bus traffic to have priority. This would create a more efficient service, which will reduce operational costs, as well as lessening idle time and emissions waiting for traffic signals and stops.

Budget Information

Prior Appropriation*

\$591,355

2016-2021 Actuals

\$371,897

2022 Budget \$2,124,000

*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Borrowing - GF GO	2,126,000	2,799,000	1,306,000	178,000	186,000	131,000
Total	\$2,126,000	\$2,799,000	\$1,306,000	\$178,000	\$186,000	\$131,000

Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Machinery and Equipment	2,126,000	2,799,000	1,306,000	178,000	186,000	131,000
Total	\$2,126,000	\$2,799,000	\$1,306,000	\$178,000	\$186,000	\$131,000

Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

In the 2022 CIP, we had 2 scrubbers intended for replacement. One of them has since hit its end of life, and the manufacturer no longer can provide parts for the machine. Metro staff has been fabricating parts to keep it functional. There is a decrease in the 2025 request by \$140,000, and instead allocated \$70,000 in 2023 for replacement of one scrubber and \$70,000 in 2024 for the second scrubber.

Also, with the anticipated use and staffing of the satellite facility on Hanson Road, we have added \$600,000 to the 2024 request to outfit that location with necessary equipment for upkeep and maintenance.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location

Insert item

2024 Projects

Project Name	Est Cost	Location

Insert item

2025 Projects

Project name	Est Cost	Location

Insert item

2026 Projects

Project name	Est Cost	Location

Insert item

2027 Projects

Project name	Est Cost	Location

Insert item

2028 Projects

Project Name	Est Cost	Location

Insert item

Operating Costs

Projects/Programs with a technological component will be required to follow City of Madison information technology policies and procedures for

software/hardware acquisition and project support by IT staff. Answer the following questions below and upload relevant supplemental materials to your agency's SharePoint folder.

Over the next six years, will the project/program require any of the following IT resources? Yes No

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.? Yes No

Software (either local or in the cloud)? Yes No

A new website or changes to an existing sites? Yes No

For projects/programs requesting new software/hardware:

Have you submitted a Software/Hardware Request form? Yes No

[IT New Software Request Form](#)

Have you submitted an IT project request form? Yes No

[IT Project Request Form](#)

Have you worked with IT to complete an IT Budget Analysis form? If yes, please upload your agency's capital SharePoint folder. Yes No

Changes to existing hardware/ software:

Will any existing software or processes need to be modified to support this project/program or initiative? Yes No

If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder? Yes No

[Agency Capital Materials](#)

Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in [MGO Sec. 23.63\(2\)](#). Yes No

If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder? Yes No

[Surveillance Budget Request Attachment](#)

Other Operating Costs

In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following? Yes No

Facilities/land maintenance? Yes No

Vehicle setup or maintenance costs? Yes No

External management or consulting contracts? Yes No

How many additional FTE positions required for ongoing operations of this project/program?

Estimate the project/program annual operating costs by major.

Major	Annual Cost	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Notes

Notes: