

Engineering

Agency Budget by Fund

| Fund | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Adopted | 2024 C2C | 2024 Request |
|--------------|--------------------|---------------------|--------------------|---------------------|------------------|---------------------|
| General | 4,398,998 | 4,528,690 | 4,704,941 | 5,066,401 | 5,899,791 | 5,897,330 |
| Total | 4,398,998 | 4,528,690 | 4,704,941 | 5,066,401 | 5,899,791 | 5,897,330 |

Agency Budget by Service

| Service | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Adopted | 2024 C2C | 2024 Request |
|--------------------------------|--------------------|---------------------|--------------------|---------------------|------------------|---------------------|
| Engineering And Administration | 3,541,619 | 3,386,431 | 3,729,534 | 4,101,019 | 4,704,017 | 4,637,731 |
| Facilities Management | 485,448 | 523,764 | 390,966 | 518,649 | 607,721 | 637,781 |
| Facilities Operations & Mainte | (63,696) | 138,535 | 136,116 | 446,732 | 588,053 | 621,818 |
| Mapping And Records | 435,627 | 479,960 | 448,325 | - | - | - |
| Total | 4,398,998 | 4,528,690 | 4,704,941 | 5,066,401 | 5,899,791 | 5,897,330 |

Agency Budget by Major-Revenue

| Major Revenue | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Adopted | 2024 C2C | 2024 Request |
|----------------------|--------------------|---------------------|--------------------|---------------------|------------------|---------------------|
| Charges For Services | (51,109) | (202,000) | (157,991) | (52,500) | (52,500) | (52,500) |
| Invest Other Contrib | (12,000) | - | - | - | - | - |
| Misc Revenue | (251,176) | (244,990) | (239,828) | (195,000) | (195,000) | (210,000) |
| Transfer In | (4,980) | - | (3,359) | - | - | - |
| Total | (319,264) | (446,990) | (401,178) | (247,500) | (247,500) | (262,500) |

Agency Budget by Major-Expense

| Major Expense | 2021 Actual | 2022 Adopted | 2022 Actual | 2023 Adopted | 2024 C2C | 2024 Request |
|----------------------|--------------------|---------------------|--------------------|---------------------|------------------|---------------------|
| Salaries | 3,846,374 | 4,043,245 | 4,012,002 | 4,326,909 | 4,893,091 | 4,811,649 |
| Benefits | 1,293,700 | 1,331,224 | 1,373,697 | 1,421,390 | 1,565,654 | 1,564,528 |
| Supplies | 202,187 | 232,300 | 254,511 | 205,800 | 205,800 | 273,570 |
| Purchased Services | 761,174 | 749,754 | 754,241 | 613,317 | 703,363 | 836,462 |
| Inter Depart Charges | 451,467 | 473,338 | 533,773 | 572,667 | 564,728 | 603,565 |
| Inter Depart Billing | (1,836,641) | (1,854,181) | (1,822,104) | (1,826,183) | (1,785,346) | (1,929,945) |
| Total | 4,718,262 | 4,975,680 | 5,106,119 | 5,313,901 | 6,147,291 | 6,159,830 |

TO: Mayor Satya Rhodes-Conway
FROM: Jim Wolfe, City Engineer
DATE: July 21, 2023
SUBJECT: 2024 Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director, Budget & Program Evaluation Staff

Goals of Agency's Operating Budget

The General Fund portion of the Engineering Division's budget covers the transportation programming and design services within the Engineering Division, facilities programming and design services, facilities operations and maintenance, environmental services not related to landfills, land mapping and management, and engineering technology.

Our transportation and programming design goals are:

- Design and construct an equitable and sustainable transportation system that provides integrated, safe options for pedestrians, bicyclist, public transportation, and motorists.
- Reduce our impact on climate change.
- Engage and involve the community in the project design process.
- Use an equity lens to identify and prioritize projects that incorporate safety and efficiently use public funds to address multiple infrastructure needs within projects (e.g. sewer, stormwater, water, private utilities, etc.).
- Protect taxpayers' investment in infrastructure by maximizing its useful life.

Our facilities goals are:

- Provide a safe and healthy work environment.
- Engage building occupants and users in design process.
- Protect taxpayers' investment in public buildings by maximizing each building's useful life.
- Reduce energy consumption and increase on-site generation of renewable energy.
- Help meet the City's goal of 100% renewable energy by 2030.

Our 2024 work plan, which includes a number of significant projects such as the John Nolen Drive redesign, the City's first purpose-built shelter, expansion of the GreenPower program to install more than double the amount of solar on City facilities in 2024 compared to 2023, and expanding the use of Autodesk Construction Cloud (ACC), a unified digital platform, to public works and private development infrastructure design and construction to more accurately and efficiently complete projects, including post-construction records.

Our budget request supports our work plan by providing staffing resources to meet our increased GreenPower program demands, address our inability to hire seasonal construction inspection staff, and expand implementation of ACC to public works and private development design and construction.

Individual and aggregate project cost and schedule data are key indicators of our performance and are monitored to assure we are meeting our goals.

99% Budget for General, Library, Fleet fund agencies

Engineering will be utilizing salary savings to manage to the 99% budget target. The implementation of ACC is expected to streamline our contract administration processes and eliminate redundant efforts. Once fully implemented, this should enable current inspection staff to spend more time in the field inspecting construction activities and communicating with residents, instead of doing paperwork. It should also eliminate redundant, tedious administrative tasks through automation, and minimize manual documentation of records, improving accuracy. Through these efficiency gains, we anticipate being able to slow growth in staffing costs, while being able to maintain service levels. We will also continue to work with the Public Works team to identify opportunities to coordinate and share resources.

Reallocations and Other Changes

We have proposed a number of net neutral changes to our Cost to Continue budget. These changes reflect current projection of costs and align budget to actuals.

Also included in our neutral reallocations are reclassification of the following positions.

- Recreate Accountant 2 (18/08) as Accountant 3 (18/10) as part of career ladder progression.
- Recreate Accountant 3 (18/10) as Accountant 4 (18/12).
- Recreate three Engineer 4s (18/12) as Principal Engineer 1s (18/15).
- Recreate Architect 1 (18/06) as Architect 2 (18/08) as part of career ladder progression.
- Recreate Architect 4 (18/12) as Principal Architect 1 (18/15).
- Recreate 2 LTE Facilities Maintenance Worker (16/09) as 2.0 FTE Electricians (71/04).
- Recreate Maintenance Mechanic 1 (16/13) to Maintenance Mechanic 2 (16/15).

These changes are needed in 2024 to enable us to retain the talent we have invested in developing as they have taken on more complexity and responsibility in their work, and are necessary to continue to remain organized and efficient towards meeting our work plan goals.

Optional Supplemental Request

Service – Engineering & Administration

- Create 1.0 FTE Construction Inspector 1 position is needed to assure we can provide adequate construction oversight to protect the City's investment in its infrastructure. Historically, Engineering has relied on seasonal employees to provide nearly 50% of its construction inspection workforce. Since the pandemic it has become increasingly difficult to hire and retain seasonal staff to perform this work. Additionally, there has been steady growth in private development work within the City, most of which requires improvements in the right-of-way, and inspection of that work to ensure it meets City standards. The general fund operating portion of this position will be offset by a reduction in GF hourly wages and benefits.
- Create 1.0 FTE CAD/GIS Specialist 1 to be allocated 50% to land management and 50% to Autodesk Construction Cloud project admin. The land management role is needed to eliminate a backlog of work related to private development mapping and help maintain

our desired service level for private development land management and mapping. The ACC role is to serve as the ACC project admin for Public Works and private development contracts. ACC is a unified digital platform for project planning, design, and construction that will streamline existing processes and eliminate redundant tasks. In time, we expect ACC to result in efficiencies that allow for existing staff to take on other responsibilities and/or improve our level of service.

- Engineering has been successful in recruiting and hiring women and BIPOC employees into entry level positions, and this has been especially true through 2023. We've posted and filled positions as trainees to attract a wide range of candidates. Our investment in training, developing, and retaining our employees is critical to providing quality services for our residents, as well as to meet our Equitable Workforce Plan goals.

Service – Engineering Facilities Maintenance and Operations

- Create 2.0 new LTE GreenPower Trainees to be funded 80% capital and 20% GF operating. These positions are required to meet our renewable energy goals. Work to be performed by these positions includes PV installations, electrical upgrades to support EV charging, and installation of EV charging systems.

The GreenPower program prepares participants for employment opportunities in the solar energy and electrical industries while also increasing the City's generation of renewable energy and decreasing our carbon footprint. At the same time the program is intended to increase the representation of women, BIPOC, and LGBTQ+ people in the skilled trades. This aligns with our Equitable Workforce Plan goals.

Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

| | |
|-------------------|------------------|
| Projection Number | (Multiple Items) |
| Segment 3 | 40 - ENGINEERING |

| Fund/Service/Major | Cost to Continue | Request | Change: Request v. |
|---|------------------|-------------|--------------------|
| | (C2C) | | C2C |
| 1100 - GENERAL | \$5,899,791 | \$5,897,330 | -\$2,462 |
| 401 - ENGINEERING AND ADMINISTRATION | \$4,704,017 | \$4,637,731 | -\$66,286 |
| 42 - INTERGOV REVENUES | \$0 | \$0 | \$0 |
| 43 - CHARGES FOR SERVICES | \$0 | \$0 | \$0 |
| 46 - INVEST OTHER CONTRIB | \$0 | \$0 | \$0 |
| 47 - MISC REVENUE | -\$195,000 | -\$210,000 | -\$15,000 |
| 48 - OTHER FINANCE SOURCE | \$0 | \$0 | \$0 |
| 49 - TRANSFER IN | \$0 | \$0 | \$0 |
| 51 - SALARIES | \$3,033,156 | \$2,926,492 | -\$106,663 |
| 52 - BENEFITS | \$951,229 | \$945,619 | -\$5,610 |
| 53 - SUPPLIES | \$47,100 | \$56,340 | \$9,240 |
| 54 - PURCHASED SERVICES | \$419,882 | \$460,622 | \$40,740 |
| 57 - INTER DEPART CHARGES | \$464,201 | \$475,208 | \$11,007 |
| 58 - INTER DEPART BILLING | -\$16,550 | -\$16,550 | \$0 |
| 59 - TRANSFER OUT | \$0 | \$0 | \$0 |
| 403 - FACILITIES MANAGEMENT | \$607,721 | \$637,781 | \$30,060 |
| 43 - CHARGES FOR SERVICES | \$0 | \$0 | \$0 |
| 49 - TRANSFER IN | \$0 | \$0 | \$0 |
| 51 - SALARIES | \$427,791 | \$434,129 | \$6,338 |
| 52 - BENEFITS | \$129,156 | \$129,156 | \$0 |
| 53 - SUPPLIES | \$4,100 | \$4,100 | \$0 |
| 54 - PURCHASED SERVICES | \$36,432 | \$60,154 | \$23,722 |
| 57 - INTER DEPART CHARGES | \$10,242 | \$10,242 | \$0 |

| Fund/Service/Major | Cost to Continue (C2C) | Request | Change: Request v. C2C |
|---|-----------------------------------|----------------|-----------------------------------|
| 404 - FACILITIES OPERATIONS & MAINTENANCE | \$588,053 | \$621,818 | \$33,764 |
| 43 - CHARGES FOR SERVICES | -\$52,500 | -\$52,500 | \$0 |
| 48 - OTHER FINANCE SOURCE | \$0 | \$0 | \$0 |
| 49 - TRANSFER IN | \$0 | \$0 | \$0 |
| 51 - SALARIES | \$1,432,145 | \$1,451,028 | \$18,883 |
| 52 - BENEFITS | \$485,270 | \$489,754 | \$4,484 |
| 53 - SUPPLIES | \$154,600 | \$213,130 | \$58,530 |
| 54 - PURCHASED SERVICES | \$247,050 | \$315,686 | \$68,636 |
| 57 - INTER DEPART CHARGES | \$90,285 | \$118,115 | \$27,830 |
| 58 - INTER DEPART BILLING | -\$1,768,796 | -\$1,913,395 | -\$144,599 |
| 402 - MAPPING AND RECORDS | \$0 | \$0 | \$0 |
| 47 - MISC REVENUE | \$0 | \$0 | \$0 |
| 51 - SALARIES | \$0 | \$0 | \$0 |
| 52 - BENEFITS | \$0 | \$0 | \$0 |
| 53 - SUPPLIES | \$0 | \$0 | \$0 |
| 54 - PURCHASED SERVICES | \$0 | \$0 | \$0 |
| 57 - INTER DEPART CHARGES | \$0 | \$0 | \$0 |
| 1250 - OTHER RESTRICTED | \$0 | \$0 | \$0 |
| 000 - UNDEFINED | \$0 | \$0 | \$0 |
| 43 - CHARGES FOR SERVICES | \$0 | \$0 | \$0 |
| 59 - TRANSFER OUT | \$0 | \$0 | \$0 |

2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

| Part 1. Identifying Information | |
|---|--------------------------------|
| Select your Agency: | ENGINEERING |
| Enter your Service: | Engineering and Administration |
| Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates? <input type="checkbox"/> No – No change to description <input checked="" type="checkbox"/> Yes – Description needs to be updated | |
| <i>If yes, enter updated Service Description here:</i> This service is responsible for design, management, contract administration, and administrative support to the Engineering Division's transportation infrastructure projects. This service oversees projects pertaining to: 1) streets and bridges, 2) sidewalks, 3) multi-use paths, 4) on and off-street bike facilities, 5) environmental improvements for remediating soil and groundwater contamination, 6) land records management and official map, and 7) engineering technology. | |
| Review the "Activities Performed by Service" in the 2023 Adopted Budget . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated | |
| <i>If yes, enter updated Activities Performed by Service here:</i> Division Management & Administration: Plan, direct, and implement the City public works design, construction, operations, and maintenance. Design, Project Management & Construction Inspection: Plan, design, and manage new and reconstructed transportation infrastructure, including public engagement. Oversee the annual process to inspect and rate infrastructure. Coordinate and manage projects including on-site construction inspection activities. Private Development: Review and coordinate plans and contracts for public improvements associated with private development, including project management and construction inspection of those improvements. Public Works Construction Inspection: Manage construction of Public Works projects ensuring construction complies with plans and specifications. Operations and Maintenance: Support the Streets Division in snow and ice control during winter weather events, and site work and construction for in-house facilities projects. Madison Infrastructure Training Engineering (MI-TE): Training program that completes sidewalk work, casting adjustments, and other minor street repairs while also providing an opportunity for trainees to gain valuable public works related experience Environmental Remediation: Perform site inspections, provide technical assistance in clean-up negotiations, and apply for and manage Environmental Protection Agency and Department of Natural Resources grants. | |

Land Management: Provide land management support services to City agencies and private developers including plan review, address validation, and Public Land Survey System.

GIS: Create and maintain the City's map data, including land base, parcels, easements, and assets, and fulfill requests for data, analysis, and maps.

Official Map: Maintain the official City map per requirements of Madison General Ordinance 16.25.

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)

Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the **Service and/or Major level**.

Examples of changes that **do** need to be detailed:

- Moving \$10,000+ within a Service from one Major to another Major
- Moving \$10,000+ within a Major from one Service to another Service

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major and Service level.
- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of *Service and/or Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

| Fund | Major | \$ Change | Description |
|----------------|-------------------|-----------|---|
| 1100 - GENERAL | 47 - MISC REVENUE | -15,000 | Revenue from Private Development Reimbursements for testing, plan review and TV inspections increased by \$15,000 to better match recent experience. This offsets an increase to object 54810 to be net zero for the service. |
| 1100 - GENERAL | 51 - SALARIES | -94,171 | Technical Correction to CTC Budget-Adjustment to Position 1079 made to Service 404 instead of 401 |
| 1100 - GENERAL | 51 - SALARIES | 15,103 | Funding for Promotions and Reclasses |
| 1100 - GENERAL | 51 - SALARIES | -27,595 | Reduction in Hourly and Overtime which reflects current operational needs of the service |

| | | | |
|----------------|---------------------------|-----------|--|
| 1100 - GENERAL | 54 - PURCHASED SERVICES | 40,740 | \$25,844 increase to 54335 (Software Subscriptions & Maintenance) due to overall increase to projected costs and \$15,000 increase to 54810 (Other Services) for Private Development Plan Review/TV Inspection costs |
| 1100 - GENERAL | 57 - INTER DEPART CHARGES | 11,007 | Technical Correction to CTC Budget-Budget for ESB Maintenance dropped in error when another adjustment was made. |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Changes reflect current projection of costs for the service. No service level changes are anticipated.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Engineering has been successful in recruiting and hiring women and BIPOC employees into entry level positions. We've posted and filled positions as trainees to attract a wide range of candidates. Our investment in training and developing our employees is critical to building a diverse workforce. Promoting employees as they gain skills and experience is critical to retaining them and protecting the City's investment in their development.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Add 1.0 FTE CAD/GIS Specialist 1 (18/06) to to be funded 50% capital and 50% GF operating. Position is needed to meet increasing private development mapping demands and perform new capital and private development project administration activities in Autodesk Construction Cloud (ACC).

Add 1.0 FTE Construction Inspector 1 (15/09) to be funded 25% GF operating. Majority of position will be funded by capital and sewer & stormwater utilities. A portion of the position is funded by a decrease in hourly wage and benefits.

Estimated Costs:

- Personnel: \$105,166
- Non-Personnel: \$3,500
- Explain the assumptions you used to estimate costs: The GF operating portion is 35% (\$35,635) of the total cost of this proposal. With 68% of the GF operating portion being offset by a \$24,984 reduction in seasonal wages and benefits currently included in our submitted budget this proposal will only require an additional \$11,651 in GF operating funding. This assumes the Construction Inspector 1 position to start 3/1/2024; CAD/GIS Specialist to be underfilled as a trainee and start on 7/1/2024. Costs include purchase of new computers, phones.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

The new Construction Inspector 1 position is needed to assure we can provide adequate construction oversight to protect the City's investment in its infrastructure. Historically, Engineering has relied on seasonal employees to provide nearly 50% of its construction inspection workforce. Since the pandemic it has become increasingly difficult to hire and retain seasonal staff to perform this work. The general fund operating portion of this position will be offset by a reduction in GF hourly wages and benefits. Additionally, there has been a significant increase in private development and permit work across the City, all of which requires inspection staff to be on site to ensure the work within the right-of-way conforms with standards, and, as part of the mandated municipal stormwater permit, we are renewing efforts to provide appropriate inspection of City stormwater greenways in order to better fulfill the requirements of that permit.

The new CAD/GIS Specialist 1 will be allocated 50% to land management and 50% to Autodesk Construction Cloud (ACC) project admin. The land management role is needed to eliminate a backlog of work related to private development mapping and help maintain our desired service level for private development land management and mapping, including updates to the City's official map, which other agencies depend on. The ACC role is to serve as the ACC project admin for Public Works and private development contracts. ACC is a unified digital platform for project planning, design, and construction that will streamline existing processes and eliminate redundant tasks. In time, we expect ACC to result in efficiencies that allow for existing staff to take on other responsibilities and/or improve our level of service.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Windshield time vs time on-site inspecting
Time spent doing paperwork in office vs time on-site inspecting
Variance from project schedules
Change orders - number and % of total project costs
Time to process contractor pay requests

Time between substantial completion and project close out

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The proposed changes will maximize the time inspectors are on-site performing quality management activities and addressing resident and business concerns.

Engineering has been successful in recruiting and hiring women and BIPOC employees into entry level positions. We've posted and filled positions as trainees to attract a wide range of candidates. Our investment in training and developing our employees is critical to use developing and retaining a diverse workforce.

Having a diverse construction inspection staff on project sites is important for people to feel comfortable approaching staff with questions or concerns. It is also important for developing an interest in these types of positions among youth in our community.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

- No – No allocation changes
 Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

- No – No reclassifications
 Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

4596 – Recreate Accountant 2 (18/08) as Accountant 3 (18/10) as part of career ladder progression. Promote incumbent to Accountant 3 level upon submittal and approval of personnel action in Munis.

3256 and 3432 – Recreate two Engineer 4s (18/12) as Principal Engineer 1s (18/15). Incumbents will be reallocated to underfill new positions until internal promotional processes are completed.

1091 – Recreate Accountant 3 (18/10) as Accountant 4 (18/12). Incumbent shall be reallocated to underfill new position until internal promotional process is completed.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Career ladder progression to Architect 2. The incumbent is excelling and has demonstrated that they are meeting the requirements to move to the next level of the established Architect career ladder progression.

The promotions to create 2 additional Principal Engineer 1s are necessary to effectively manage the Public Works and Private Development workload and continue to develop newer employees on an on-going basis. It is also important to retain exceptional employees who have demonstrated the ability and willingness to take on higher level responsibilities.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Engineering has been successful in recruiting and hiring women and BIPOC employees into entry level positions. We have invested resources to develop our employees so they can advance. Promoting individuals as they develop is critical to retaining our employees.

2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

| Part 1. Identifying Information | |
|---|-----------------------|
| Select your Agency: | ENGINEERING |
| Enter your Service: | Facilities Management |
| Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates? <input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated | |
| <i>If yes, enter updated Service Description here:</i> Click or tap here to enter text. | |
| Review the "Activities Performed by Service" in the 2023 Adopted Budget . Do you have any updates? <input type="checkbox"/> No – No change to activities <input checked="" type="checkbox"/> Yes – Activities need to be updated | |
| <i>If yes, enter updated Activities Performed by Service here:</i> Project Management and Design: Project planning, site selection, design, budget, and procurement, including oversight of design consultants, project management, and directing projects through City approval processes Construction Management: Manage the construction portion of projects to assure they are constructed per plans and specifications. Energy Analysis: Identify opportunities for energy savings and renewable energy utilization, perform site assessments and design for energy efficiency projects, and oversee energy efficiency activities for new and existing buildings. | |

| Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more) |
|---|
| Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the Service and/or Major level . Examples of changes that do need to be detailed: <ul style="list-style-type: none"> Moving \$10,000+ within a Service from one Major to another Major Moving \$10,000+ within a Major from one Service to another Service Examples of changes that do not need to be detailed: <ul style="list-style-type: none"> Total changes of less than \$10,000 at the Major and Service level. |

- Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.

If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of Service and/or Major Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

| Fund | Major | \$ Change | Description |
|----------------|-------------------------|-----------|---|
| 1100 - GENERAL | 54 - PURCHASED SERVICES | 23,722 | \$1,216 increase to cellular service due to transition to electronic construction management; \$12,396 inc to Software Subs & Mtce due to updated cost projections and moving energy monitoring software annual subscription to Operating; \$9,875 increase to Consulting for energy mgmt consulting that was being charged to capital but is more appropriately charged to Operating |
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| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Changes reflect current projection of costs for the service. No service level changes are anticipated.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete “Part 3. Supplemental Request” above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

No – No allocation changes

Yes – Includes proposed allocation changes

If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

No – No reclassifications

Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

4701 – Recreate Architect 1 (18/06) as Architect 2 (18/08) as part of career ladder progression and promote incumbent to Architect 2 level upon submittal and approval of personnel action in Munis.

1087 – Recreate Engineer 4 (18/12) as Principal Engineer 1 (18/15). Incumbent will be relocated to underfill new position until internal promotional process is completed.

4499 – Recreate Architect 4 (18/12) as Principal Architect 1 (18/15). Incumbent will be reallocated to underfill new position until internal promotional process is completed.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Career ladder progression to Architect 2. The incumbent is excelling and has demonstrated that they are meeting the requirements to move to the next level of the established Architect career ladder progression.

The promotions to create a Principal Architect and Principal Engineer are necessary to effectively manage the Facilities Management workload and develop newer employees on an on-going basis. It is also important to retain exceptional employees who have demonstrated the ability and willingness to take on higher level responsibilities.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Engineering has been successful in recruiting and hiring women and BIPOC employees into entry level positions. We have invested resources to develop our employees so they can advance. Promoting individuals as they develop is critical to retaining our employees.

2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

| Part 1. Identifying Information | |
|---|---------------------------------------|
| Select your Agency: | ENGINEERING |
| Enter your Service: | Facilities Operations and Maintenance |
| Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates? | |
| <input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated | |
| <i>If yes, enter updated Service Description here:</i> | |
| Click or tap here to enter text. | |
| Review the "Activities Performed by Service" in the 2023 Adopted Budget . Do you have any updates? | |
| <input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated | |
| <i>If yes, enter updated Activities Performed by Service here:</i> | |

| Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more) |
|--|
| <p>Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the Service and/or Major level.</p> <p>Examples of changes that do need to be detailed:</p> <ul style="list-style-type: none"> Moving \$10,000+ within a Service from one Major to another Major Moving \$10,000+ within a Major from one Service to another Service <p>Examples of changes that do not need to be detailed:</p> <ul style="list-style-type: none"> Total changes of less than \$10,000 at the Major and Service level. Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. <p>If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.</p> |

Summary Table of Service and/or Major Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

| Fund | Major | \$ Change | Description |
|----------------|---------------------------|-----------|--|
| 1100 - GENERAL | 51 - SALARIES | 94,171 | Technical Correction to CTC Budget-Adjustment to Position 1079 made to Service 404 instead of 401 |
| 1100 - GENERAL | 51 - SALARIES | -106,318 | Funding for Promotions and Reclasses; Reduction in Oper Budget for Electricians due to expanded Green Power Program |
| 1100 - GENERAL | 51 - SALARIES | 31,030 | Increase to Overtime reflective of current experience and expected needs due to addition of the old Town of Madison Town Hall to the maintenance area |
| 1100 - GENERAL | 53 - SUPPLIES | 58,530 | Increase to Janitorial Supplies and Building related supplies due to the addition of the Town Hall and overall supply chain related cost increases |
| 1100 - GENERAL | 54 - PURCHASED SERVICES | 68,636 | Primarily due to addition of the Town Hall as a building maintained by Engineering |
| 1100 - GENERAL | 57 - INTER DEPART CHARGES | 27,830 | \$7,560 increase due to use of space at old Town Hall and \$20,270 from sharing of custodian with Traffic Engineering to be used to maintain the old Town Hall |
| 1100 - GENERAL | 58 - INTER DEPART BILLING | -144,599 | Primarily due to addition of the Town Hall as a building maintained by Engineering, the cost of which is billed out to the agencies occupying the building |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |
| Select | Select | Enter \$. | Click or tap here to enter text. |

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Changes reflect current projection of costs for the service. No service level changes are anticipated.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The GreenPower program is intended to increase the representatration of women, BIPOC, and LGBTQ+ people in the skilled trades. When the program started, the Engineering Facilities Operations and Maintenance team had no women, BIPOC, or LGBTQ+ employees. Through the GreenPower Program, we have been able to train, develop, and retain amazing individuals and diversify our team. Today 35% of our Facilities Maintenance team is women, BIPOC, and/or LGBTQ+ employees. The 3 postions proposed for reclassification are all filled by employees who started with the City as hourly GreenPower trainees. Continuing to develop and retain them through advancement is critical to

growing our own diverse skilled trades workforce. In turn this is critical to us being able to meet the increasing demands for PV and EV system installations in order to reach the City's energy goals.

The former Town of Madison Town Hall is being temporarily used to house the City's CARES and PHMDC Violence Prevention teams. These programs provide critical services to our community.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies.

If you are not submitting a supplemental request, skip this section.

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Add 2.0 LTE GreenPower Trainees to be funded 80% capital and 20% GF operating. These positions are required to meet our renewable energy goals. Work to be performed by these positions includes PV installations, electrical upgrades to support EV charging, and installation of EV charging systems.

The GreenPower program prepares participants for employment opportunities in the solar energy and electrical industries while also increasing the City's generation of renewable energy and decreasing our carbon footprint. At the same time the program is intended to increase the representation of women, BIPOC, and LGBTQ+ people in the skilled trades.

Estimated Costs:

- Personnel: \$68,931
- Non-Personnel: \$0
- Explain the assumptions you used to estimate costs: The GF operating portion is 20% (\$13,786) of the total cost of this proposal. This proposal assumes the LTE GreenPower position will start on 7/1/2024.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

The need for these positions is driven by the increased demand for our services to install PV and EV systems at City facilities. We do not have other existing staff that we can reassign to work on these projects without a corresponding decrease in service to City agencies who occupy the facilities we maintain.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Total annual kW of PV systems installed
Cost per kW installed
of EV charging systems installed
of trainees successfully completing program
Trainee demographics
Placement of trainees in positions with City and private contractors

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

The GreenPower program is intended to increase the representatration of women, BIPOC, and LGBTQ+ people in the skilled trades. When the program started the Engineering Facilities team had no women, BIPOC, or LGBTQ+ employees. Through the GreenPower Program we have been able to train, develop, and retain amazing individuals and diversity our team. Today 35% of our Facilities Maintenance team is women, BIPOC, and/or LGBTQ+ employees.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

- No – No allocation changes
 Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

- No – No reclassifications
 Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

4842 and 4843– Recreate 2 LTE Facilities Maintenance Worker (16/09) to 2.0 FTE Electricians (71/04). Positions will be underfilled as trainees. Incumbents will be reloacted to underfill new positions until internal promotional processes are completed.

3837 – Recreate Maintenance Mechanic 1 (16/13) to Maintenance Mechanic 2 (16/15). Reallocate incumbent to underfill new position until internal promotional process is completed.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

No – No change to # of FTEs

Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

No – No new positions

Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

The need for the Electrician trainees positions is driven by the increased demand for our services to install PV and EV systems at our facilities. We do not have other existing staff that we can reassign to work on these projects without a corresponding decrease in service to City agencies who occupy the facilities we maintain.

The Maintenance Mechanic 2 position plays a key role in our preventative maintenance program along with performing upgrades and replacements of existing mechanical equipment in our facilities. We have accumulated a back log of work and need to upgrade this position to be able to pull permits and lead projects. Continuing to do quality work on these major building components not only assists with being able to install more energy efficiency systems, but also helps to avoid much more costly repairs and improvements in the future.

We have invested considerable resources training each of the employees in the positions for which we are proposing reclasses. All of them started with us as hourly GreenPower trainees. They are all excelling in their current positions and want to continue to grow their careers at the City. Skilled trades positions are difficult for the City to fill. As such we have adopted a “grow our own” strategy which is working to not only provide us employees to fill our skilled trades positions, but enables us to diversify our skilled trades workforce. If we are to retain them, we need to continue to advance them based on their skill level and productivity.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Engineering is committed to growing its own skilled trades workforce through programs such as GreenPower and filling positions as trainees. A primary focus in filling these positions is to increase the diversity of our skilled trades workforce.