

## Sewer

### Agency Budget by Fund

<b>Fund</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 C2C</b>	<b>2024 Request</b>
Sewer Utility	49,108,042	49,553,720	41,805,092	54,131,240	54,653,653	57,227,900
<b>Total</b>	<b>49,108,042</b>	<b>49,553,720</b>	<b>41,805,092</b>	<b>54,131,240</b>	<b>54,653,653</b>	<b>57,227,900</b>

### Agency Budget by Service

<b>Service</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 C2C</b>	<b>2024 Request</b>
Sewer Engineering And Admin	10,411,172	14,996,792	7,456,352	17,219,883	17,552,447	18,008,886
Sewer Operations	38,696,869	34,556,928	34,348,740	36,911,357	37,101,206	39,219,014
<b>Total</b>	<b>49,108,042</b>	<b>49,553,720</b>	<b>41,805,092</b>	<b>54,131,240</b>	<b>54,653,653</b>	<b>57,227,900</b>

### Agency Budget by Major-Revenue

<b>Major Revenue</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 C2C</b>	<b>2024 Request</b>
Intergov Revenues	-	-	(116,509)	-	-	-
Charges For Services	(47,486,718)	(48,274,080)	(50,824,160)	(52,692,000)	(52,692,000)	(55,485,200)
Licenses And Permits	(12,342)	(51,600)	(11,517)	(15,200)	(15,200)	(12,700)
Fine Forfeiture Asmt	(1,086,362)	(920,000)	(1,664,047)	(920,000)	(920,000)	(780,000)
Invest Other Contrib	(193,587)	(170,000)	(497,478)	(188,800)	(188,800)	(900,000)
Misc Revenue	(1,001)	(1,390)	(73,199)	-	-	-
Other Finance Source	(317,147)	(136,650)	(49,263)	(315,240)	(837,653)	(50,000)
Transfer In	(10,885)	-	(35)	-	-	-
<b>Total</b>	<b>(49,108,042)</b>	<b>(49,553,720)</b>	<b>(53,236,207)</b>	<b>(54,131,240)</b>	<b>(54,653,653)</b>	<b>(57,227,900)</b>

### Agency Budget by Major-Expense

<b>Major Expense</b>	<b>2021 Actual</b>	<b>2022 Adopted</b>	<b>2022 Actual</b>	<b>2023 Adopted</b>	<b>2024 C2C</b>	<b>2024 Request</b>
Salaries	2,954,214	3,264,772	3,120,524	3,451,345	3,650,774	3,661,261
Benefits	853,459	1,526,901	1,052,370	1,596,507	1,597,246	1,598,851
Supplies	274,253	506,450	251,951	512,690	512,690	375,500
Purchased Services	33,345,815	30,999,974	33,044,864	33,537,439	33,579,439	35,929,530
Debt Othr Financing	8,921,840	8,978,112	1,344,320	11,101,624	11,101,624	11,724,792
Inter Depart Charges	3,052,504	3,246,511	3,165,433	3,321,635	3,601,880	3,395,766
Inter Depart Billing	(483,808)	(495,000)	(402,281)	(495,000)	(495,000)	(495,000)
Transfer Out	189,765	1,526,000	227,911	1,105,000	1,105,000	1,037,200
<b>Total</b>	<b>49,108,042</b>	<b>49,553,720</b>	<b>41,805,092</b>	<b>54,131,240</b>	<b>54,653,653</b>	<b>57,227,900</b>

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 Sewer Utility is responsible for the inspection, planning, design, evaluation, construction, and maintenance of the City's sanitary sewer collection system. The sanitary sewer collection system includes 813 miles of sewer main, 33 lift stations, and 22,000+ sanitary sewer access structures. Every day, this system transports 23 million gallons of wastewater to the Nine Springs Wastewater Treatment Plant where it treated before being safely released back into the environment.

The Sewer Utility's goals are:

- Convey wastewater to the Nine Springs Wastewater Treatment Plant with minimum inflow, infiltration, or exfiltration.
- Prevent sanitary sewer overflows and the potential resulting public health hazards.
- Reduce inconvenience and damage by responsibly handling service interruptions.
- Eliminate claims and legal fees related to sewer back-ups by providing immediate, concerned and efficient service to all emergency calls.
- Protect municipal investment by increasing the useful life and capacities of the system and parts.
- Perform all activities safely and avoid injury.

The key goals of the 2024 work plan include replacements of aging infrastructure, including sanitary sewer mains, structures, and lift stations. Additionally, the Sewer Utility is continuing to implement our trenchless rehab program, which allows us to extend the useful life of our infrastructure cost effectively, and with reduced emissions that come with complete reconstructions. Our preventative maintenance program has been very effective at reducing the number of sewer back-ups experienced by our customers. The 2024 operating budget will support all of these efforts towards achieving the overall goals of the agency.

The goals will be monitored by continuing to track the number of sewer back-ups, along with the linear feet (miles) of sewer mains rehabbed. New technology implemented by the Sewer Utility is also allowing us to better inspect and rate the existing conditions of our facilities to help prioritize areas in need of investments.

### Enterprise Agencies

The Sewer Utility is proposing a 5% increase to rates for 2024, which is an increase of approximately \$1.71/month for the average customer. The primary reasons for the rate increase is debt service for capital projects as construction costs continue to increase, and, even a larger component is due to the increased treatment charges from the Madison Municipal Sewerage District (MMSD), which are projected to be a 7% increase over 2023.

The Sewer Utility is partner in the Madison Customer Assistance Program (MadCAP), and the goal of this program is to help reduce utility rates for residents with lower incomes. As this program is new in 2023, we will continue to draw awareness to this program and hope to reach as many eligible residents as possible.

### Reallocations and Other Changes (if applicable)

The majority of changes noted in the proposal forms reflect the current costs for providing consistent services. We are also proposing the following reclassifications:

- Recreate Public Works Foreperson 1 (18/05) as Public Works Foreperson 2 (18/06) as part of career ladder progression.
- Recreate IT Specialist 3 (18/10) as GIS Specialist 4 (18/12).
- 4603 - Recreate Engineer 3 (18/10) as Engineer 4 (18/12).

The Public Works Foreperson 1 is excelling and has demonstrated that they are meeting the requirements to move to the next level of the established career ladder progression.

The IT Specialist 3 and the Engineer 3 have each assumed more responsibility and independent work in their positions, and the proposed reclassifications are more commensurate with current roles.

Ultimately, these changes are needed in 2024 to enable us to retain the talent we have invested in developing, and properly compensate staff that have taken on additional responsibility.

### Optional Supplemental Request (if applicable)

There are no supplemental requests as part of the 2024 Sewer Utility Operating Budget.

## 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	83 - SEWER

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
<b>2110 - SEWER UTILITY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
831 - SEWER ENGINEERING AND ADMIN	-\$323,807	\$0	\$323,807
42 - INTERGOV REVENUES	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$15,927,601	-\$16,276,686	-\$349,085
44 - LICENSES AND PERMITS	-\$2,200	-\$2,200	\$0
45 - FINE FORFEITURE ASMT	-\$920,000	-\$780,000	\$140,000
46 - INVEST OTHER CONTRIB	-\$188,800	-\$900,000	-\$711,200
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	-\$837,653	-\$50,000	\$787,653
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$1,346,740	\$1,401,653	\$54,913
52 - BENEFITS	\$827,837	\$834,756	\$6,919
53 - SUPPLIES	\$253,440	\$117,750	-\$135,690
54 - PURCHASED SERVICES	\$396,284	\$347,279	-\$49,005
56 - DEBT OTHR FINANCING	\$11,101,624	\$11,724,792	\$623,168
57 - INTER DEPART CHARGES	\$3,016,522	\$3,040,456	\$23,934
58 - INTER DEPART BILLING	-\$495,000	-\$495,000	\$0
59 - TRANSFER OUT	\$1,105,000	\$1,037,200	-\$67,800
832 - SEWER OPERATIONS	\$323,807	\$0	-\$323,807
43 - CHARGES FOR SERVICES	-\$36,764,399	-\$39,208,514	-\$2,444,115
44 - LICENSES AND PERMITS	-\$13,000	-\$10,500	\$2,500
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$0	\$0	\$0
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$2,304,034	\$2,259,608	-\$44,426
52 - BENEFITS	\$769,409	\$764,095	-\$5,314
53 - SUPPLIES	\$259,250	\$257,750	-\$1,500
54 - PURCHASED SERVICES	\$33,183,155	\$35,582,251	\$2,399,096
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$585,358	\$355,310	-\$230,048
58 - INTER DEPART BILLING	\$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:	SEWER
Enter your Service:	Engineering and Administration
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . 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 the inspection, planning, design, evaluation, and construction of the City's sanitary sewer collection system. The sanitary sewer collection system includes 813 miles of sewer main, 33 lift stations, and 22,000+ sanitary sewer access structures. The Sanitary Sewer Utility reviews and inspects permits related to sanitary sewer system excavation and plugging. The Sanitary Sewer Utility also collects sewer area connection fees as well as impact fees related to municipal sewer improvements. The Sanitary Sewer Utility also administers the billing for both restaurant properties and industrial properties, which produce higher strength wastewater and are therefore customers paying higher rates.. The Sanitary Sewer Utility consistently implements measures to reduce inflow and infiltration (I&I); one of these measures is lining of approximately 9 miles of sanitary sewer per year. The Sanitary Sewer Utility also completes all regulatory reporting requirements with City's CMOM (Capacity, Management, Operation and Maintenance) for the WDNR (Wisconsin Department of Natural Resources).	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . 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>  Construction Inspection: Ensure sanitary sewer construction complies with plans and specifications for Public Works projects and public improvements associated with private developments.  Utility Management & Administration: Plan, direct, and implement sanitary sewer infrastructure design, construction, operations, and maintenance. Oversee Utility administrative and technical activities.  Sewer Design: Planning, technical design, preparation of construction plans and specifications, and project management for new, replacement, or rehabilitation of aging sanitary sewer infrastructure.  Private Development Review: Review and evaluate private development proposals to ensure sanitary sewer system can adequately serve new developments.  GIS: Create and maintain sanitary sewer infrastructure assets in GIS for asset and work order management.	

## 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
2110 - SEWER UTILITY	43 - CHARGES FOR SERVICES	-349,085	5% Rate increase
2110 - SEWER UTILITY	45 - FINE FORFEITURE ASMT	140,000	Decrease in expected revenues from Special Assessments (\$150,000) and slight increase in expected late fees (\$10,000) based on 2024 projections
2110 - SEWER UTILITY	46 - INVEST OTHER CONTRIB	-711,200	Increase in interest income due to significantly higher returns experienced in 2023 as compared to prior years
2110 - SEWER UTILITY	48 - OTHER FINANCE SOURCE	787,653	Decrease in Asset Sale/Trade-In Revenue to reflect recent experience and technical correction to remove Fund Balance Applied (\$522,413) added to CTC budget but not actually budgeted
2110 - SEWER UTILITY	51 - SALARIES	54,913	\$9,050 due to proposed reclasses and promotions; \$46,923 increase to hourly and overtime reflective of recent experience
2110 - SEWER UTILITY	53 - SUPPLIES	-135,690	\$121,240 reduction due to no longer participating in annual Bobcat trade in program; other minor reductions

2110 - SEWER UTILITY	54 - PURCHASED SERVICES	-49,005	Primarily due to reduction in Software Subscriptions & Mtce based on current projected costs
2110 - SEWER UTILITY	56 - DEBT OTHR FINANCING	623,168	\$189,380 increase in debt service due to 2022 bonds; \$433,788 increase to Reserves Generated which is used to help reduce borrowing for capital projects
2110 - SEWER UTILITY	57 - INTER DEPART CHARGES	23,934	Technical correction from cost allocation plan related charged which were double counted in CTC budget
2110 - SEWER UTILITY	59 - TRANSFER OUT	-67,800	Reduction due to not having any waste oil projects in the planned capital budget for 2024

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?

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.

#### 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:*

4603 - Recreate Engineer 3 (18/10) as Engineer 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?

Click or tap here to enter text.

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?

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Select your Agency:	SEWER
Enter your Service:	Operations
Review the "Service Description" in the <a href="#">2023 Adopted Budget</a> . 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 the operation and maintenance of the City's sanitary sewer system, which consists of 813 miles of sewer main and 22,000+ sanitary sewer access structures. This system is supported by 33 lift stations and transports 23 million gallons of raw sewage per day from Madison homes and businesses to the Nine Springs Wastewater Treatment Plant (WWTP).	
Review the "Activities Performed by Service" in the <a href="#">2023 Adopted Budget</a> . 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>  Preventative Maintenance: Scheduled sewer main cleaning to maintain existing system functionality and eliminate preventable sewer main backups.  Repair: Pipe and structure repairs to maintain existing system functionality, reduce inflow and infiltration, and extend useful life.  Inspection & Condition Assessment: Internal pipeline and structure inspection to assess condition and develop asset condition rating score.  Trenchless Rehab: Provide onsite inspection of trenchless rehab projects.  Flow Monitoring & Sampling - Perform flow monitoring, testing, and sampling to support capacity and determine billing rates.  Utility Locating and Marking: Respond to Diggers Hotline requests to locate and mark underground sanitary sewer utilities to prevent damage during excavation.  Contracted Services: Provide sewer cleaning and inspection services for other City agencies and external customers.  Emergency Response: Respond to reports of sewer backups, sanitary sewer overflows, sewer gas odors, missing covers, etc.	

Public Response and Oversight: Respond to calls from residents reporting dead animals on roadsides or sinkholes, and inspect and oversee maintenance of public waste oil site.

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

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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
2110 - SEWER UTILITY	43 - CHARGES FOR SERVICES	-2,444,115	5% rate increase
2110 - SEWER UTILITY	51 - SALARIES	-44,426	Primarily due to reduction in hourly and overtime reflective of current experience
2110 - SEWER UTILITY	54 - PURCHASED SERVICES	2,399,096	Primarily due to projected increase from MMSD for sewerage treatment charges and lift station maintenance charges
2110 - SEWER UTILITY	57 - INTER DEPART CHARGES	-230,048	Technical correction for cost allocation plan charges erroneously put in Service 832 instead of 831.
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.

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?

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:*

4939 – Recreate Public Works Foreperson 1 (18/05) as Public Works Foreperson 2 (18/06) as part of career ladder progression and promote incumbent to Public Works Foreperson 2 level upon submittal and approval of personnel action in Munis.

1146 – Recreate IT Specialist 3 (18/10) as GIS Specialist 4 (18/12). Incumbent will be relocated 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 Public Works Foreperson 2. The incumbent is excelling and has demonstrated that they are meeting the requirements to move to the next level of the established career ladder progression.

The IT Specialist 3 was initially responsible for implementation and maintenance of Engineering's utility operations. Over time the incumbent has assumed additional responsibilities for planning and managing for a wide range of projects (eg ITpipes – new CCTV inspection software integrated with GIS and Cityworks, SewerAI integrated with ITpipes and Cityworks, migrating Facilities from FAMIS to Citywork, use of FME to bulk create facilities assets in GIS, etc.) which warrant reclassification to the GIS Specialist 4. The incumbment has assumed responsibility for overall leadership of these projects. 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.