Engineering

Agency Budget by Fund

Fund	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
General	4,143,427	4,585,951	4,398,998	4,528,690	5,730,769	5,004,624
Total	**4,143,427**	**4,585,951**	**4,398,998**	**4,528,690**	**5,730,769**	**5,004,624**

Agency Budget by Service

Service	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Engineering And Administration	3,078,370	3,575,552	3,541,619	3,386,431	4,162,611	4,111,392
Facilities Management	635,682	494,508	485,448	523,764	502,366	501,717
Facilities Operations & Mainte	(29,708)	73,854	(63,696)	138,535	571,013	391,514
Mapping And Records	459,084	442,037	435,627	479,960	494,778	-
Total	**4,143,427**	**4,585,951**	**4,398,998**	**4,528,690**	**5,730,769**	**5,004,624**

Agency Budget by Major-Revenue

Major Revenue	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Charges For Services	(205,172)	(202,000)	(51,109)	(202,000)	(202,000)	(52,500)
Invest Other Contrib	(1,500)	-	(12,000)	-	-	-
Misc Revenue	(248,540)	(199,990)	(251,176)	(244,990)	(244,990)	(244,990)
Transfer In	(241,528)	-	(4,980)	-	-	-
Total	**(696,739)**	**(401,990)**	**(319,264)**	**(446,990)**	**(446,990)**	**(297,490)**

Agency Budget by Major-Expense

Major Expense	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Salaries	4,134,393	4,001,566	3,846,374	4,043,245	4,807,230	4,015,714
Benefits	1,403,758	1,290,670	1,293,700	1,331,224	1,551,525	1,537,439
Supplies	253,759	263,200	202,187	232,300	232,300	208,800
Purchased Services	790,156	858,604	761,174	749,754	762,300	749,739
Inter Depart Charges	425,252	412,504	451,467	473,338	645,037	611,605
Inter Depart Billing	(2,167,152)	(1,838,603)	(1,836,641)	(1,854,181)	(1,820,633)	(1,821,183)
Total	**4,840,166**	**4,987,941**	**4,718,262**	**4,975,680**	**6,177,759**	**5,302,114**

Engineering Division

Kathy Cryan, Interim Engineering Manager

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Bryan Cooper, AIA

Principal Engineer 2
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Janet Schmidt, P.E.

Principal Engineer 1
Christina M. Bachmann, P.E.
Mark D. Moder, P.E.
James M. Wolfe, P.E.

Financial Manager
Steven B. Danner-Rivers

TO: Dave Schmiedicke, Finance Director
FROM: Kathy Cryan, Interim Engineering Manager
DATE: July 22, 2022
SUBJECT: 2023 Operating Budget Transmittal Memo
Engineering General Fund

CC: *Mayor; Deputy Mayors; 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, and environmental services not related to landfills.

Transportation programming and 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 address multiple infrastructure needs (e.g. sewer, stormwater, water, private utilities, etc.).
- Protect taxpayers' investment in infrastructure by maximizing its useful life.

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 of 100% renewable energy by 2030.

A few examples of how the Engineering Division's work is integral to "Imagine Madison - Elements of a Great City" are provided below:

- Land Use and Transportation - We are part of the project team working to implement BRT. In partnership with the Transportation Department and City utilities we have developed a Project Prioritization Tool that incorporates a number of critical factors to identify and prioritize infrastructure investments using an equity lens. Our projects focus on expanding and improve the city's pedestrian and bicycle networks to enable safe and convenient active transportation.
- Green & Resilient – Our GreenPower Program has installed over 1 MW of PV on City facilities while diversifying our workforce. All new facilities and major remodels are LEED certified. We are constantly researching new construction methods and materials to reduce our carbon footprint. Examples include trenchless construction, low-carbon concrete, and permeable pavement. We are[167]

also making changes to our internal operations to reduce our impact on the environment – GPS helps us reduce unnecessary idling and decrease windshield time; we are partnering with Fleet to pilot the use of soy based oils to replace petroleum based products in our vehicles and equipment and to install anti-idling devices on vehicles. We are also aggressively electrifying our own fleet and, through the installation of charging infrastructure, assisting other city departments doing the same.

- Effective Government – We are continually looking for ways to improve our processes so we can do more with less. We actively engage the community in project design process through Project Information Meetings. Our Public Information Officer has done a great job increasing our visibility in the community and working to make us more accessible and transparent.

RACIAL EQUITY AND SOCIAL JUSTICE

In 2023 the Engineering Division plans to not only continue our commitment to equity but to expand upon it. Our budget request includes creation of an Equity and Engagement Specialist in order to advance our equity and engagement efforts and make more meaningful change. Specific 2023 initiatives include:

- *GreenPower* **Program –** In its 7th year, this program hires individuals as Solar Installer Trainees to earn while they learn to install Photovoltaic (PV) systems at City sites. Recruitment efforts are targeted to former participants of employment and training programs funded by the City and residents of environmental justice areas. As part of this program we have created a formal pathway from hourly to LTE to permanent City employment with the goal of providing a diverse pool of trained employees to replace our aging skilled trades workforce as they retire.
- **mī-tē (Madison Infrastructure Training – Engineering) Program** - This new program, modeled after GreenPower, will provide employment and training in infrastructure repair and construction. The intent is to increase the diversity of our field operations staff by exposing individuals to Public Works careers and provide a pathway to employment with the City.
- **Internships -** Continue to participate in the Wanda Fullmore high school and AASPIRE internship programs in 2023. Both these programs have served as a pathway to other hourly, LTE, and permanent within the Engineering Division while increasing our diversity.
- **Increase Access to Business Opportunities** – Review existing procurement and contracting opportunities to identify opportunities for historically underutilized businesses to do business with the Engineering Division. Develop and implement targeted outreach strategy. Provide businesses with assistance in navigating City's processes. Identify potential barriers and use equity tools to address.

We will continue working to increase the diversity of the Engineering Division's workforce by actively recruiting women and people of color. This includes a variety of activities including, but not limited to, using the Equitable Hiring Tool; developing an individual outreach and recruitment plan for every external hiring process; participating in targeted job and career fairs, outreach activities at local schools and community events; and filling positions at the trainee level.

MAJOR CHANGES IN THE 2023 OPERATING REQUEST

The Engineering Division relies on a "grow our own" strategy to not only attract diverse candidates for positions in Engineering but to develop and retain them. Our operating budget request includes funding for position studies submitted to Human Resources in 2022. It also proposes to reclassify/recreate a number of positions in 2023 as well as create additional new positions. These positions are funded through a combination of funding mechanisms including reallocations, cost-sharing with utilities, private developer fees-for-service, and capital projects. Position changes proposed in our 2023 operating budget request include the following:

- New Positions
    - Recreate Principal Engineer 1 as 2.0 FTE Engineer 1s – The Engineering Division's Transportation section currently has 1.0 FTE Principal Engineer 2 and 2.0 FTE Principal

Engineer 1s. With the retirement of one of the Principal Engineer 1 we would like to use the funding for this position to create 2 new, entry-level Engineer 1s.
- o Convert hourly funds to create 2.0 FTE Engineer 1s - We have routinely employed two year-round hourly employee to perform design work for private developments. Considerable resources are invested in training only to have employees leave for permanent positions elsewhere. Converting hourly funds to create a permanent position would enable us to retain employees in these positions.
- o Create 2.0 FTE Leadworker 1s and 1.0 FTE Operator 2 position. For 6 months of the years these positions work with **mī-tē** (Madison Infrastructure Training – Engineering) Program trainees performing concrete flat work and sanitary and storm sewer structure repairs. The remainder of the year they will supplement existing Operations crews.
- o Create 1.0 FTE Engineering Equity and Engagement Specialist – In order to advance our equity and engagement efforts and make meaningful change we believe is critical to have a full-time position dedicated to this work.
- Reclassification
  - o Engineering Financial Manager - We intend to submit a position study request to Human Resource with recommendation that the Engineering Financial Manager should be reclassified to the same range as the Water Utility Financial Manager and the Police and DCEP Admin Services Manager.
- Promotional Opportunities
  - o Recreate 2.0 FTE Program Assistant 1 positions to create 2 FTE Trainee positions (Engineering Human Resources Analyst and Accountant).
  - o Recreate 1.0 Maintenance Mechanic 1 as Maintenance Mechanic 2.

ENTERPRISE AGENCIES

N/A

SUMMARY OF REDUCTIONS (NON-ENTERPRISE AGENCIES)

In order to meet the 1% reduction the Engineering Division is proposing to eliminate $50,000 for PFAs related investigation and testing from the Engineering – General Fund operating budget. The Engineering Division is requesting that Authorize reallocation of $50,000 in existing capital funds to create a project for these services.

TOWN OF MADISON

Operating costs related to the Town of Madison final attachment have been included in our budget request. The majority of Town roads do not have curb and gutter or sidewalks and there are currently no bike paths. Needed improvements will be identified and prioritized for the City as a whole to assure we are addressing the most significant issues first and that our investments in infrastructure are equitable.

OPTIONAL SUPPLEMENTAL REQUEST

The Engineering Division – General Fund operating budget includes a supplemental request to create a new 1.0 FTE Maintenance Mechanic 1. This position is needed to meet growing work load demands. In 2023, the Engineering Division will assume preventive maintenance and repair responsibilities for Park Edge/Park Ridge Neighborhood Employment Center and the Town of Madison Town Hall (pending purchase by City). The Facilities team will also see increase in capital project (electrical work for EV charger installations and smaller remodel/upgrade projects at Police, Fire, and other Engineering maintained facilities. Using in-house staff for these types of projects is more cost-effective and allows Engineering to better meet the needs of our customers. This estimate cost of this position at Step 5 with benefits is $86,462. The costs will be offset by increased ID charges for agencies seeking new services and capital projects.

2023 Operating Budget
Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering	⌄

SELECT YOUR AGENCY'S SERVICE:

Engineering & Administration	⌄

SERVICE NUMBER:

401

SERVICE DESCRIPTION:

This service is responsible for design, management, contract administration, and administrative support to the Engineering Division's transportation and pedestrian infrastructure projects. This service oversees projects pertaining to: 1) streets and bridges, 2) sidewalks, 3) bike paths, and 4) environmental improvements for remediating soil and groundwater contamination.

Are any updates required for the "Service Description"?

Activities performed by this Service

Activity	% of Effort	Description
Division Management & Administration	20	Plan, direct and implement City Public Works design and construction. Provide technical engineering advis and recommendations to City officials. Oversee division personnl, equity and enagagement, budgeting, financial management, asset management, ROW management and permitting, public information and comminunity engagement, inter-departmental planning and coordination, board and commission support and related administrative and technology activities and services.
Public Works Design, Project Management, and Constrution Inspection	47	Planning and design of new and reconstructed transportation infrastructure for pedestrians, bicyclists, and motorists. Infrastructure inspection, condition assessment and rating. Includes on- and off-streets facilities, sidewalks, terrace, medians, and bridges. Coordinate and manage projects including on-site construction inspection activities.
Private Development	18	Review plans for private development. Coordinate developer activities for all work that occurs in the public right-of-way. Includes writing developer agreements, coordinating with other City agencies, obtaining sureties, etc. Design and inspect infrastructure improvement to assure constructed per City specifications.
Operations and Maintenance	12	Perform snow and ice control for City streets, park and ride lots, bus stops, and bike paths; bridge, median, and sidewalk maintenance and repairs; site work and underground construction for in-house facilities projects.
Environmental Remediation	2	Perform Phase 1 and 2 site assessments. Provide technical assistance in clean-up negotiations. Attend public hearings and informational meetings. Respond to questions from public, contractors, developers, and alders. Apply for and manage logistics of US EPA and WDNR grants.

⊡ Insert item

Citywide Element
https://imaginemadisonwi.com/document/comprehensive-plan-adopted

Green and Resilient	⌄

Describe how this service advances the Citywide Element:

Provide for the efficient and cost-effective design, construction, operation, and maintenance of transportation infrastructure to provide safe and reliable service, protect taxpayers' investment, reduce our impact on climate change, foster economic growth, and improve the quality of life for our residents, businesses, and visitors. A focus of our work is to assure that residents and businesses have a diverse, integrated network of transportation options for pedestrians, bicyclists, public transporations, and motor vehicles.

Part 2: Base Budget Proposal

BUDGET INFORMATION

		2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Budget by Fund							
	General-Net	$3,078,370	$3,575,552	$3,541,619	$3,386,431	$4,162,611	$4,111,392
	Other-Expenditures	$0	$0	$0	$0	$0	$0
Total		$3,078,370	$3,575,552	$3,541,619	$3,386,431	$4,162,611	$4,111,392
Budget by Major							
	Revenue	($486,994)	($199,990)	($264,444)	($244,990)	($244,990)	($244,990)
	Personnel	$3,025,405	$2,849,000	$2,956,788	$2,774,513	$3,350,038	$3,330,802
	Non-Personnel	$654,695	$643,299	$553,578	$554,663	$553,691	$553,895
	Agency Billings	($114,736)	$283,243	$295,696	$302,245	$503,872	$471,685
Total		$3,078,370	$3,575,552	$3,541,618	$3,386,431	$4,162,611	$4,111,392

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	$ Change	Description
1100 - GENERAL	51 - SALARIES			$319,665	Consolidate Service 402 into 401
1100 - GENERAL	52 - BENEFITS			$115,658	Consolidate Service 402 into 401
1100 - GENERAL	57 - INTER DEPART	401	57182	($33,517)	Inter-D from Parking Utility due to a negative allocation from the Cost Allocation Plan which should not be part of budget
			TOTAL	$401,806.00	

Insert item

What are the service level impacts of the proposed funding changes?

No anticipated service level impacts

Explain the assumptions behind the changes.

Consolidation of 402 into 401 due to restructuring of department

What is the justification behind the proposed change?

Better reflects current organization structure

Are you proposing any personnel allocation changes?   Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page http://share/sites/Finance/Budget/SitePages/Operating.aspx

Completed forms should be uploaded to your agency folder
http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx
Have you submitted a position allocation change form?

Yes ▾

Part 4: 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. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

The majority of this service includes funding associated with transportation infrastructure. Improved road safety and public transport, with special attention to the needs of those in vulnerable situations, is identified by the United Nations Sustainable Development Goals as a necessary component to the 2030 Agenda for Sustainable Development as part of strategies to reduce inequity. To meet these goals, the city has developed an internal evaluation of city streets to prioritize improvements in areas within or adjacent to the MPO's Environmental Justice Areas. In 2023, this includes design and development of improved pedestrian connections as part of the Autumn Ridge multi-use path and overpass – an area with between 15-18% of families living below poverty, as well as the Hermina Street Project, which provides a new pedestrian and bicycle bridge connecting the Darbo/Starkweather/Worthington Neighborhoods.

Additionally this service includes snow and ice removal at transportation facilities including roads, bridges, bike paths, bus stops, and park and ride lots. Reliable snow and ice removal improves safety and public transportation facilities, reducing inequities of folks who may not have access to a personal vehicle.

Lastly, staff participate in both Neighborhood Resource Team and an Engineering Equity Team to continue to address transportation inequities related to policy, projects, and public engagement.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

Data from the U.S. Census Bureau American Community Survey, Greater Madison Metropolitan Planning Organization Environmental Justice Areas.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	$Amount	Description
Total	$50,000	

Activity	$Amount	Description
Purchased Services	$50,000	Delete existing $50,000 for PFAs related investigation and testing from the Engineering – General Fund operating budget. Authorize reallocation of $50,000 in existing capital funds to create a captital project for these services.
Total	$50,000	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

No

Has this reduction been proposed in prior years?   No

Does the proposed reduction result in eliminating permanent positions?   No

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

No

Describe why the proposed reduction was chosen.

This project should have been included in the capital budget not the operating budget.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

None

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit <u>one (1)</u> supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?   Select... ⌄

Describe why the proposed increase is critical.

Save/Submit

Ver.5 07/2022

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2023 Operating Budget
Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering	⌄

SELECT YOUR AGENCY'S SERVICE:

Facilities Management	⌄

SERVICE NUMBER:

403

SERVICE DESCRIPTION:

This service is responsible for the design and project management of City-owned facilities, including supervision of remodeling and construction projects. The goal of this service is to implement projects that decrease energy use, conserve water, use renewable sources of energy, and provide high quality facilities.

Are any updates required for the "Service Description"?

Activities performed by this Service

Activity	% of Effort	Description
Project Management and Design	65	Provide space needs assessment and planning, site selection and analysis, design, procurement, and construction. Develop project budgets, schedules, and manage risk. Wk closely with client agency to understand specific needs sp end results meet client needs. Engage community members and other stakeholders to assure that public facilities meet their needs and are welcoming and accessible to all members of the community.
Construction Management	20	Manage construction portion of the project to assure it is constructed per plans and specs. Review submittals and shop drawings. Oversee day-to-day operations from pre-construction through punch list. Review and respond to RFIs, construction bulletins, and change order requests.
Energy	15	Identify opportunities for energy savings and self-generation of renewable energy. Perform site assessments, cost estimating, and design. Oversee and perform commissioning activities. Develop enhancements to BAS control strategies to optimize building performance.

🔳 Insert item

Citywide Element
https://imaginemadisonwi.com/document/comprehensive-plan-adopted

Green and Resilient	⌄

Describe how this service advances the Citywide Element:

Through the design and construction of new and remodeled facilitie that decrease energy use, conserve water, and use renewable energy.

Part 2: Base Budget Proposal

BUDGET INFORMATION

		2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Budget by Fund							
General-Net		$635,682	$494,508	$485,448	$523,764	$502,366	$501,717

Other-Expenditures	$0	$0	$0	$0	$0	$0
Total	$635,682	$494,508	$485,448	$523,764	$502,366	$501,717
Budget by Major						
Revenue	($3,325)	$0	$0	$0	$0	$0
Personnel	$594,204	$458,221	$458,552	$485,862	$464,464	$477,460
Non-Personnel	$21,327	$24,315	$16,684	$14,430	$14,430	$14,015
Agency Billings	$23,476	$11,972	$10,211	$23,472	$23,472	$10,242
Total	$635,682	$494,508	$485,447	$523,764	$502,366	$501,717

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	$ Change	Description
⌄	⌄				

TOTAL $0.00

☑ Insert item

What are the service level impacts of the proposed funding changes?

Explain the assumptions behind the changes.

What is the justification behind the proposed change?

Are you proposing any personnel allocation changes?   Select... ⌄

Part 4: 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. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

The design and construction of new facilities to servce Madison's growing population is important to the City providing equitable service to all members of the community. One of our primary focuses for this work is to reduce barriers to building access.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

We work closely with the owner agencies to design and construct new and upgrade existing facilities to meet their needs. Community members involved vary based on the type and use of the facility. Equity Impact Analyses provide good data for projects geared towards the community such as the Warner Park Community and Recreation Center.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

Unknown - projects are typically identified by the Owner agency.

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	$Amount	Description
Total	$0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?
Select...

Does the proposed reduction result in eliminating permanent positions?
Select...

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?
Select...

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit <u>one (1)</u> supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	$Amount	Description
Total	0	

🔽 Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?   Select... ⌄

Describe why the proposed increase is critical.

[Save/Submit]

2023 Operating Budget
Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering	⌄

SELECT YOUR AGENCY'S SERVICE:

Facilities Operations & Maintenance	⌄

SERVICE NUMBER:

404

SERVICE DESCRIPTION:

This service is responsible for the maintenance and operational oversight of City-owned facilities including: the Madison Municipal Building (MMB), the Fairchild Building, five district police stations, the police training center, 14 fire stations, Fire admin offices, seven Public Works facilities, the Madison Senior Center, eight parking ramps, two leased facilities, the temporary homeless shelter at First Street, and various storage buildings. The goals of this service are to 1) improve the operational efficiency of the facilities by implementing energy savings components to the scheduled facility improvements and 2) optimize municipal investment by increasing the useful life of the City's facilities.

Are any updates required for the "Service Description"?

Activities performed by this Service

Activity	% of Effort	Description
Custodial Services	40	Provide green cleaning service for Engineering Operations Facility, Madison Municipal Building, 5 district police stations, police training facility, and Fire Admin.
Preventive Maintenance, Repairs, Upgrades and Replacements	25	Perform scheduled preventive maintenance and repair of building systems and components to assure reliable operation, maximize energy efficient, and protect taxpayers investment by maximizing useful life. Upgrade and replace components and systems on a planned or as needed basis.
Service Requests	2.5	Repond to customer service requests.
GreenPower Program	20	Install PV systems on City facilities while providing employment and training.
Systems Administration	2.5	Manage and administer Computerized Maintenance Management System (CMMS) and Access Control System. Provide training and technical assistance to users.

🔹 Insert item

Citywide Element
https://imaginemadisonwi.com/document/comprehensive-plan-adopted

Green and Resilient	⌄

Describe how this service advances the Citywide Element:

- Operate and maintain facilities to maximize energy efficiency.
- Install new systems and components with a focus on energy efficiency.
- Install PV systems at City facilities through GreenPower Program.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Budget by Fund						
General-Net	($29,708)	$73,854	($63,696)	$138,535	$571,013	$391,514
Other-Expenditures	$0	$0	$0	$0	$0	$0
Total	($29,708)	$73,854	($63,696)	$138,535	$571,013	$391,514
Budget by Major						
Revenue	($206,420)	($202,000)	($54,820)	($202,000)	($202,000)	($52,500)
Personnel	$1,484,525	$1,564,005	$1,310,547	$1,653,034	$2,073,009	$1,744,890
Non-Personnel	$346,947	$437,163	$373,302	$398,211	$407,094	$390,629
Agency Billings	($1,654,760)	($1,725,314)	($1,692,725)	($1,710,710)	($1,707,090)	($1,691,505)
Total	($29,708)	$73,854	($63,696)	$138,535	$571,013	$391,514

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	$ Change	Description
1100 - GENERAL ⌄	43 - CHARGES FOR S ⌄	40470	43710	($150,000)	Revenue from Billable Work Orders

TOTAL -$150,000.00

🔽 Insert item

What are the service level impacts of the proposed funding changes?

No anticipated service level impacts

Explain the assumptions behind the changes.

Assumes billable work is primarily being handled by direct charges to capital projects rather than billing off of work orders

What is the justification behind the proposed change?

Charging directly to Engineering capital projects is more efficient than billing out after the fact based on work orders.

Are you proposing any personnel allocation changes?   No ⌄

Part 4: 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. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

The GreenPower Program is designed to address the underutilization of women and BIPOC in the skilled trades industry. In its 7th year, this program hires individuals as Solar Installer Trainees to earn while they learn to install Photovoltaic (PV) systems at City sites. Recruitment efforts are targeted to former participants of employment and training programs funded by the City and residents of environmental justice areas. As part of this program we have created a formal pathway from hourly to LTE to permanent City employment with the goal of providing a diverse pool of trained employees to replace our aging skilled trades workforce as they retire.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

Bureau of Labor Statistics, City employee demographics by job family.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	$Amount	Description
Total	$0	

🔲 Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?   Select... ⌄

Does the proposed reduction result in eliminating permanent positions?   Select... ⌄

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Select... ⌄

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Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	$Amount	Description
Preventive Maintenance, Repairs, Upgrades and Replacements	86462	In 2023, the Engineering Division will assume preventive maintenance and repair responsibilities for Park Edge/Park Ridge Neighborhood Employment Center and the Town of Madison Town Hall (pending purchase by City). The Facilities team will also see increase in capital project (electrical work for EV charger installations and smaller remodel/upgrade projects at Police, Fire, and other Engineering maintained facilities.
Total	86,462	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	$Amount	Description
Personnel	86,462	Create 1.0 FTE Maintenance Mechanic 1. This position is needed to meet growing work load demands.
Non-Personnel		
Agency Billings		
Total	86,462	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

The costs will be offset by increased ID charges for agencies seeking new services and capital projects.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

The only additional increases needed in future years will be to cover step, longevity, COLA, and benefit cost increases.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?   No

Describe why the proposed increase is critical.

We have stretched our current staff as thin as possible. They simply cannot absorb any additional work load. If this request is not approved we will not be able to take on preventive maintenance and repair responsibilities for Park Edge/Park Ridge Neighborhood Employment Center and the Town of Madison Town Hall (pending purchase by City). The Facilities team will also not be able to increase the amount of capital projects performed in-house (electrical work for EV charger installations and smaller remodel/upgrade projects at Police, Fire, and other Engineering maintained facilities. Using in-house staff for these types of projects is more cost-effective and allows Engineering to better meet the needs of our customers.

Save/Submit

2023 Operating Budget
Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering	⌄

SELECT YOUR AGENCY'S SERVICE:

Mapping & Records	⌄

SERVICE NUMBER:

402

SERVICE DESCRIPTION:

This service provides oversight for new subdivisions, land divisions, conditional use permits, parking lot plans, applications for building permits, legal land descriptions, mapping and surveying services for land acquisitions, land disposals, street rights-of-way issues, street vacations, and other requested land record services required to support the maintenance, acquisition or disposal of City of Madison real estate. The service also maintains the City's Official Map, Assessors' Parcel Maps, Fire Department Run Maps, Police Sector Maps, storm sewer records, storm water utility records and billings, sanitary sewer records, public land survey monument records and assigns street names and addresses, and conducts aerial imagery projects to provide digital imagery and electronic mapping to both internal and external customers. The goal of this service is to protect the land interests of the City of Madison and to accurately maintain the City's official maps.

Are any updates required for the "Service Description"?

Activities performed by this Service

Activity	% of Effort	Description

🔽 Insert item

Citywide Element
https://imaginemadisonwi.com/document/comprehensive-plan-adopted

	⌄

Describe how this service advances the Citywide Element:

Part 2: Base Budget Proposal

BUDGET INFORMATION

		2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Budget by Fund							
	General-Net	$459,084	$442,037	$435,627	$479,960	$494,778	$0
	Other-Expenditures	$0	$0	$0	$0	$0	$0
Total		*$459,084*	*$442,037*	*$435,627*	*$479,960*	*$494,778*	*$0*
Budget by Major							
	Revenue	$0	$0	$0	$0	$0	$0
	Personnel	$434,018	$421,010	$414,187	$461,060	$471,243	$0
	Non-Personnel	$20,947	$17,027	$19,796	$14,750	$19,385	$0

184

Agency Billings	$4,119	$4,000	$1,644	$4,150	$4,150	$0
Total	$459,084	$442,037	$435,627	$479,960	$494,778	$0

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	$ Change	Description
1100 - GENERAL	51 - SALARIES			($355,585.07)	Everything moved to Service 401
1100 - GENERAL	52 - BENEFITS			($115,658.19)	Everything moved to Service 401
1100 - GENERAL	53 - SUPPLIES			($500)	Everything moved to Service 401
1100 - GENERAL	54 - PURCHASED SE			($18,885)	Everything moved to Service 401
1100 - GENERAL	57 - INTER DEPART			($4,150)	Everything moved to Service 401
			TOTAL	-$494,778.26	

 Insert item

What are the service level impacts of the proposed funding changes?

None

Explain the assumptions behind the changes.

Due to restructuring of department, this service was eliminated.

What is the justification behind the proposed change?

More efficient org structure that better reflects current operations.

Are you proposing any personnel allocation changes?   Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page http://share/sites/Finance/Budget/SitePages/Operating.aspx

Completed forms should be uploaded to your agency folder
http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx

Have you submitted a position allocation change form?   Yes

Part 4: 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. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

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3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

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Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	$Amount	Description
Total	$0	

🔽 Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?   Select...   ⌄

Does the proposed reduction result in eliminating permanent positions?   Select...   ⌄

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

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What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	$Amount	Description
Total	0	

🔲 Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?   Select... ⌄

Describe why the proposed increase is critical.

<div align="center">Save/Submit</div>