*Capital Improvement Plan*

|  | 2022 Adopted | 2023 Request | Change |
|---|---|---|---|
| 2023 Capital Budget | 1,810,000 | 2,260,000 | 450,000 |
| 2023 Capital Improvement Plan* | 51,013,000 | 51,813,000 | 800,000 |

*Years 2023 to 2027 used for comparison.

|  | 2022 | 2023 |
|---|---|---|
| Number of Projects | 5 | 6 |

Project Summary: Agency Request

|  | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Far West Facility | - | - | - | 1,600,000 | 41,500,000 | - |
| Street Tree Program | 340,000 | 340,000 | 340,000 | 360,000 | 378,000 | 390,000 |
| Streets Equipment | 520,000 | 968,000 | 1,217,000 | 1,005,000 | 1,015,000 | 1,100,000 |
| Streets Yard Improvements | 1,075,000 | 200,000 | 200,000 | 200,000 | 230,000 | 250,000 |
| Sycamore Salt & Sand Barn | - | - | - | - | - | 2,932,000 |
| Transfer Station Tipping Floor | 325,000 | - | - | - | - | - |
| Total | 2,260,000 | 1,508,000 | 1,757,000 | 3,165,000 | 43,123,000 | 4,672,000 |



2023 Capital Improvement Plan
*2022 Adopted vs. 2023 Agency Request*
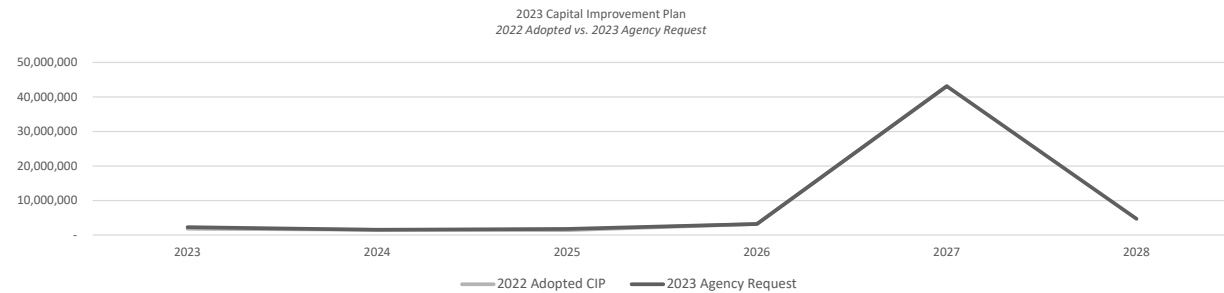
Major Changes/Decision Points

Streets Equipment
• Program budget decreased $265k in 2023 to allow for increased budget to support the Transfer Station Tipping Floor project
Streets Yard Improvements
• Program budget increased $600k in 2023 to reflect moving the public drop-off from Badger Road to Olin Avenue
Sycamore Salt & Sand Barn
• $2.9m GF GO Borrowing-supported project added to the CIP to construct a building for dry storage of salt and sand
Transfer Station Tipping Floor
• Project budget increased $115k in 2023 to reflect increased cost estimates due to inflation

*Streets Division request packet updated on 5/9/22 at the request of the Streets Division to include Sycamore Salt & Sand Barn project, which was omitted in error, and move $1.25m for widening of the Badger Road Wash Bay in 2028 to the Horizon List.

TO: Dave Schmiedicke – Finance Director

FROM: Charlie Romines, Streets & Urban Forestry Supt

DATE: 4/22/2022

SUBJECT: Streets Capital Budget Memo

## Goals of Agency's Capital Budget

*The key goals of the Streets Division Capital Budget request include updating and maintaining division facilities and equipment, allowing us to continue to reliably provide a high level of service to our residents. Further, while the nature of our work precludes our division from much of the meaningful equity work and goals the city has, we are well positioned to take action on sustainability goals which we seek to move forward here.*

*Our Capital budget addresses climate and sustainability through our Street Tree Program as well as our equipment requests which are increasingly electric and alternate fuel friendly.*

*As alluded to earlier, every year we take time to consider how our work can be more equitable, every year we are frustrated in our quest to meaningfully incorporate additional equity into our services. Additionally our Capital programs, while vitally important to a successful City, are mostly "back of house" and as such don't garner much public attention or requests so I did not spend a lot of verbiage here or in the requests pretending they do. In this request funding for yard improvements sets the stage for more efficient operations as well as easier and safer access to our Public Drop off while our Street Tree program brings equity to the urban forest. Several neighborhoods in the city would hardly miss a street tree being unplanted as far as overall canopy while in others, without our Street Tree program, little canopy would exist or be maintained. We are actively working on ideas to bring additional trees to private property in these areas of our city.*

## Prioritized List of Capital Requests

1) *Tipping Floor (12445) – This project has been a friendly delay of two years as operational changes have extended the life of the badly worn floor. These changes will greatly extend the life of the new floor as well. This is our first priority due to safety and operational issues present and worsening with each passing month. An unplanned closure of our tipping floor would lead to significant disruption of trash collection services and additional cost.*

2) *Far West Public Works Facility (13016) – As we've discussed previously the pressure on our services with the rapid growth on the edges of our city, now coupled with bringing on the Town are stretching our services to the breaking point. Each year we waste more time than the last transporting people and equipment from our Badger Rd complex to the far far west. This project will have benefits across the City putting our PW facilities in ideal locations to shorten travel and response times. This facility will lead to increased efficiencies across co-located agencies such as Streets, Forestry, Parks and Fleet.*

3) *Yard Improvements (12503) – This ranking is primarily due to an imbedded project to move the Public Drop Off from the cramped Badger\Emil yard shared with Engineering*

over to a dedicated space off our Olin Ave site. The current site is congested and comingles the public using the drop off with our equipment and operations. Additionally, much of what is collected at our drop off sites is sent to Olin Ave, so having the drop off at Olin Ave prevents double handling and hauling, leading to operational efficiency as well.

4) *Street Tree Program (12415)  - This very important program provides the funding for new trees to be planted throughout the City. This is a longstanding program that has enjoyed great success and is enjoyed by our community. More than any other Capital program we have in Streets, this one is noticed by the public.*

5) *Streets Equipment (10458) – Normally our top priority we have dropped it back this year given the need to fund other project increases due to inflationary pressure and the reality that much of the equipment we would order in 2023 would not arrive for 2 years. Our equipment position is solid so stepping back for a year to help fund more pressing needs is prudent.*

6) *Sycamore Salt Sand Storage (N\A) – A new request for 2028, our current facility is reaching the end of its lifecycle and requires increasingly expensive annual repairs. Placing this project behind the Far West PW facility will allow us to appropriately size this project to reflect the smaller footprint of the City the Sycamore Facility will be serving.*

*The Water Utility is contemplating a project to expand parking at their Olin Ave facility, the projects (Drop off site relocation) are not dependent on each other but may include some efficiencies in design and stormwater mitigation requirements.*

## Summary of Changes from 2022 Capital Improvement Plan

*Our timelines and scopes for previously included projects have not changed. We have repurposed $265k of 2023 funding from our Equipment CIP to cover projected increases to our Tipping Floor project of $115k as well as $150k of additional costs for the Olin Ave Drop Off project found in our Yard Improvement program. Unfortunately that project is projected to need an additional $450k of new funding for 2023. The cost increases of the aforementioned projects is largely due to inflationary pressure, not changes in the project themselves.*

*The Streets Division has no additional capital needs due to the attachment of the Town.*

## Potential for Scaling Capital Requests

*For the request year 2023 I do not see any opportunities to scale down projects.*

In Progress

# 2023 Capital Improvement Plan
## Project Budget Proposal

## Identifying Information

**Agency**  Streets Division

**Project Number**  13016

**Project Category**  Facility

**Proposal Name**  Far West Facility

**Project Type**  Project

**Priority:**  2

**Description**

This project funds the construction of a long-planned, fully-functioning Streets South Point Facility. The goal of this project is to improve accessibility to government agencies and serve our rapidly growing far west community by better distributing staff and equipment geographically between three facilities rather than two. The Streets Division currently loses thousands of hours annually transporting employees and equipment from the Badger Rd facility to perform work in this part of the City. This will allow the Streets Division to maintain easier resident access, as well as provide more effective and efficient services to our residents. Progress will be measured by the completion of a South Point Facility.

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

## Alignment with Strategic Plans and Citywide Priorities

**Citywide Element:**  Effective Government

**Strategy**  Improve accessibility to government agencies and services

**Describe how this project/program advances the Citywide Element:**

In order to improve accessibility to government agencies and services in our growing far west community, the Streets Division will need additional capital funding to maintain its far wes operations. This will allow the Streets Division to provide effective and efficient resident services especially during emergencies such as snow and ice events. As per Imagine Madison's F Use Map (page 18) areas around the current South Point Facility are indicated as becoming "Medium to High Residential" which will also increase the need for ease of refuse, yard waste well as the timeliness of road clean-up/maintenance to ensure easy use of public/greener transportation methods as well as emergency services. Due to the anticipated growth of the area surrounding South Point it is preferable that the facility be built to completion quickly,however, if needed Streets Division could use a phased approach in which South Point is a satellite then later developed into the fully needed facility incrementally. We currently estimate, for the Streets Division alone, over 76,000 miles and 2,200 staff hours at an operating cost of $100k per year are wasted simply traveling from our Badger Rd facility to service the City west of Gammon Rd.

**Other Strategic Plans:**

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

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

Perhaps not as directly tied to Climate Forward or Vision Zero however fewer miles traveled by CIty vehicles to and from the far west makes roads safer and less energy is consumed. More time to keep roads and bike lanes free of snow and ice due to reduced travel time. Expect a solar component to the facility as well as stormwater upgrades.

## Racial Equity and Social Justice

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

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

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

As a Public Works Facility the direct impact the public feels is limited. However we continue to lose more and more hours to travel time and put more co2 into the atmoshpere traveling to the far west portions of the City that could be better spent maintaining services in a cost efficient manner which has positive benefits for all residents.

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

Our data collection relates to increased operational efficiencies and ability to respond in emergency situations. It is relayed in the narrative above.

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

## Climate Resilience and Sustainability

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

**If yes, describe how.**

Several thousand fewer miles traveled by City vehicles annually serving the growing far west side. Furthers the amount of time Forestry, Parks and Streets have to spend on the job. Fewer miles shuttling vehicles to and from Fleet's Nakoosa Trail facility as Fleet will have a garage onsite. Building will be built to high standards related to energy consumption and we expect a solar component as well.

## Budget Information

**Prior Appropriation***   $0      **2016-2022 Actuals**   $0
*Based on Fiscal Years 2016-2022

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | | | | 1,600,000 | 41,500,000 | |
| **Total** | $0 | $0 | $0 | $1,600,000 | $41,500,000 | $0 |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Building | | | | 1,600,000 | 41,500,000 | |
| **Total** | $0 | $0 | $0 | $1,600,000 | $41,500,000 | $0 |

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

Engineering Facilities has reviewed the plans based on current building and inflationary trends and recommended these costs remain due to high level of uncertainty in predicting either a return to more normal inflation or continued high levels. We will track cost pressures closely as the project nears.

## Project Schedule & Location

**Can this project be mapped?**    ◉ Yes ○ No

**What is the location of the project?**   402 SOUTH POINT RD

| 2023 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| | | |

| 2024 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| | | |

| 2025 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| | | |

| 2026 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| Design | $1,600,000 | DESIGN FOR FAR WEST FACILITY (will revisit each year to adjust for inflation) |

| 2027 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| Construction/Implementati | $41,500,... | CONSTRUCT FAR WEST FACILITY (will revisit each year to adjust for inflation) |

| 2028 Status | | |
|---|---|---|
| Status/Phase | Est Cost | Description |
| | | |

## Operating Costs

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

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

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

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

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

**For projects/programs requesting new software/hardware:**

    **Have you submitted a Software/Hardware Request form?**    ○ Yes ◉ No
    IT New Software Request Form

    **Have you submitted an IT project request form?**    ○ Yes ◉ No
    IT Project Request Form

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

**Changes to existing hardware/ software:**

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

    **If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?**    ○ Yes ◉ No
    Agency Capital Materials

**Surveillance Technology:**

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

    **If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?**    ○ Yes ◉ No
    Surveillance Budget Request Attachment

**Other Operating Costs**

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

    **Facilities/land maintenance?**    ○ Yes ◉ No

    **Vehicle setup or maintenance costs?**    ○ Yes ◉ No

    **External management or consulting contracts?**    ◉ Yes ○ No

    **How many additional FTE positions required for ongoing operations of this project/program?**    2.00

**Estimate the project/program annual operating costs by major.**

| Major | Annual Cost | Description |
|---|---|---|
| 51XXX | 240000 | Salary & Benefits |
| 53XXX | 75000 | Purchased Services |
| 54XXX | 10000 | Supplies |
| 57XXX | 25000 | Inter-Departmental |

Ver 1 031422

Submitted

# 2023 Capital Improvement Plan
## Program Budget Proposal

## Identifying Information

| | | | |
|---|---|---|---|
| **Agency** | Streets Division | **Proposal Name** | Streets Equipment |
| **Project Number** | 10458 | **Project Type** | Program |
| **Project Category** | Other | **Priority:** | 5 |
| **2023 Project Number** | 14103 | | |

### Description

This program is for new Streets Division equipment.  The goal of this program is to ensure the services provided by the Streets Division are completed with reliable equipment and machinery.  Funding in 2022 is for a new tandem dump truck with spreader, compactors for drop off sites, and Town of Madison recycling carts, Rear Loader, and toolcat.

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

## Alignment with Strategic Plans and Citywide Priorities

| | |
|---|---|
| **Citywide Element:** | Green and Resilient |
| **Strategy** | Increase the use and accessibility of energy efficiency upgrades and renewable energy. |

**Describe how this project/program advances the Citywide Element:**

The change out of drop off site based diesel burning rearloaders to electric compactors will not only save the city real dollars in both capital and operating butprevents the need to burn 4,000 gallons of CO2 emitting diesel while idling and running the compactors annually.

To ensure all neighborhoods are clean and safe through the provision of quality non-emergency services Streets Division must continue to provide effective daily service refuse, recycling, yard waste removal, and various other services. In order to provide these services Streets requires a continued program of equipment replacement an additions to maintain smooth, consistent, and reliable services to all neighborhoods within the city of Madison.

**Other Strategic Plans:**

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

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

Our new equipment purchases increasingly incorporate hybrid, electric and B100 technologies and in all cases inprove GHG emmissions from the equipment being replaced. FUrther, safety enhancements in new equipment like improved lighting, driver cameras, lane detection etc mean we are safer operating on the Streets for our residents and employees.

## Racial Equity and Social Justice

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

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

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

N\A

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

N\A

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

○ Yes  ◉ No

## Climate Resilience and Sustainability

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

**If yes, describe how.**

Our new equipment purchases increasingly incorporate hybrid, electric and B100 technologies and in all cases inprove GHG emmisions from the equipment being replaced.

## Budget Information

| **Prior Appropriation\*** | *$1,650,000* | **2016-2021 Actuals** | $1,405,295 | **2022 Budget** | $775,000 |
*Based on Fiscal Years 2016-2021

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | 520,000 | 968,000 | 1,217,000 | 1,005,000 | 1,015,000 | 1,100,000 |
| **Total** | $520,000 | $968,000 | $1,217,000 | $1,005,000 | $1,015,000 | $1,100,000 |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Machinery and Equipment | 520,000 | 968,000 | 1,217,000 | 1,005,000 | 1,015,000 | 1,100,000 |
| **Total** | $520,000 | $968,000 | $1,217,000 | $1,005,000 | $1,015,000 | $1,100,000 |

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

Our 2023 Equipment request has been reduced in order to cover inflationary pressure being placed on the Tipping Floor and Olin Ave Drop off projects. For 2023 our new equipment needs are not as great and not readily available due to the global shortages so we feel for one year we can reprioritize our equipment needs.

## Project Schedule & Location

### 2023 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Tandem Dump with spreader and wing | $435,000 | Badger/Sycamore |
| Hooklift Containers | $85,000 | Badger/Sycamore |

### 2024 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Streets Division Equipment | $968,000 | Badger/Sycamore |

### 2025 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Streets Division Equipment | $1,217,000 | Badger/Sycamore |

### 2026 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Streets Division Equipment | $1,005,000 | Badger/Sycamore |

### 2027 Projects

| Project name | Est Cost | Location |
|---|---|---|

| Project name | Est Cost | Location |
|---|---|---|
| | $1,015,000 | Badger/Sycamore |
| Streets Division Equipment | | |

**2028 Projects**

| Project Name | Est Cost | Location |
|---|---|---|
| | 1,100,000 | Badger/Sycamore |
| Streets Division Equipment | | |

## Operating Costs

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

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

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

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

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

**For projects/programs requesting new software/hardware:**

    Have you submitted a Software/Hardware Request form? ○ Yes ● No
    IT New Software Request Form

    Have you submitted an IT project request form? ○ Yes ● No
    IT Project Request Form

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

**Changes to existing hardware/ software:**

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

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

**Surveillance Technology:**

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

    If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder? ○ Yes ● No
    Surveillance Budget Request Attachment

**Other Operating Costs**

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

    Facilities/land maintenance? ○ Yes ● No

    Vehicle setup or maintenance costs? ○ Yes ● No

    External management or consulting contracts? ○ Yes ● No

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

**Estimate the project/program annual operating costs by major.**

| Major | Annual Cost | Description |
|---|---|---|
| 57XXX | 125000 | Fleet Maintenance Charges including fuel, maintenance and repair, and depreciation expenses |

## Notes

**Notes:**

Ver 1 03142022

Submitted

# 2023 Capital Improvement Plan
## Program Budget Proposal

## Identifying Information

| | | | |
|---|---|---|---|
| **Agency** | Streets Division | **Proposal Name** | Street Tree Program |
| **Project Number** | 12415 | **Project Type** | Program |
| **Project Category** | Other | **Priority:** | 4 |
| **2023 Project Number** | 14105 | | |

### Description

This program provides funding for planting terrace trees along new streets and replacement of street trees within the City in conjunction with Emerald Ash Borer (EAB) efforts. The program combines the budget authority from Assessable Trees and Street Tree Replacement, programs that previously existed in the Parks capital budget. The goal of the program is to ensure the maintenance and improvement of the urban forest tree canopy in the City by replacing damaged or sick trees and planting diverse tree species to create a resilient tree canopy. Progress will be measured by the number of trees planted, not including EAB Replacements.

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

## Alignment with Strategic Plans and Citywide Priorities

**Citywide Element:** Green and Resilient

**Strategy** Develop a healthy and diverse urban tree canopy.

**Describe how this project/program advances the Citywide Element:**

Program will ensure the maintenance and improvement of the urban forest tree canopy in the City by replacing damaged or sick trees and planting diverse treespecies to create a resilie canopy within the City.

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

## Racial Equity and Social Justice

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

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

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

The prgram allows for tree planting\replanting across the City. The positive impacts of this activity are most acutely felt in neighborhoods that would mostly otherwise not have a vibrant urban forest without this program and efforts of the City.

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

Canopy analysis, urban heat island analysis.

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

## Climate Resilience and Sustainability

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

**If yes, describe how.**

Having a vibrant Urban Forest has numerous health and environmental benefits. These include carbon sequestration, cooling of urban heat islands and shaded structures and enhanced property values.

## Budget Information

| Prior Appropriation* | | 2016-2021 Actuals | | 2022 Budget | |
|---|---|---|---|---|---|
| *Based on Fiscal Years 2016-2021 | $680,000 | | $245,495 | | $340,000 |

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | 175,000 | 175,000 | 175,000 | 195,000 | 213,000 | 225,000 |
| Private Contribution/Donation | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| Special Assessment | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| TIF Increment | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| **Total** | **$340,000** | **$340,000** | **$340,000** | **$360,000** | **$378,000** | **$390,000** |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Land Improvements | 340,000 | 340,000 | 340,000 | 360,000 | 378,000 | 390,000 |
| **Total** | **$340,000** | **$340,000** | **$340,000** | **$360,000** | **$378,000** | **$390,000** |

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

## Project Schedule & Location

### 2023 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Street Tree Replacements | $340,000 | City-Wide |

### 2024 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Street Tree Replacements | $340,000 | City-Wide |

### 2025 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Street Tree Replacements | $340,000 | City-Wide |

### 2026 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Street Tree Replacements | $360,000 | City-Wide |

### 2027 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Street Tree Replacements | $378,000 | City-Wide |

### 2028 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| | 390,000 | City-Wide |
| Street Tree Replacements | | |

## Operating Costs

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

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

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

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

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

**For projects/programs requesting new software/hardware:**

    **Have you submitted a Software/Hardware Request form?** ○ Yes ◉ No
    IT New Software Request Form

    **Have you submitted an IT project request form?** ○ Yes ◉ No
    IT Project Request Form

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

**Changes to existing hardware/ software:**

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

    **If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?** ○ Yes ◉ No
    Agency Capital Materials

**Surveillance Technology:**

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

    **If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?** ○ Yes ◉ No
    Surveillance Budget Request Attachment

**Other Operating Costs**

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

    **Facilities/land maintenance?** ○ Yes ◉ No

    **Vehicle setup or maintenance costs?** ○ Yes ◉ No

    **External management or consulting contracts?** ○ Yes ◉ No

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

**Estimate the project/program annual operating costs by major.**

| Major | Annual Cost | Description |
|---|---|---|
| 51XXX | 51000 | Additional operating funds will be needed to maintain newly planted trees. Urban Forestry Special Charges would fully fund these additional expenses |
| 53XXX | 7000 | Additional operating funds will be needed for materials to maintain newly planted trees. This will be funded by the Urban Forestry Special Charge |

## Notes

**Notes:**

Ver 1 03142022

In Progress

## 2023 Capital Improvement Plan
### Program Budget Proposal

## Identifying Information

**Agency**            Streets Division          **Proposal Name**    Streets Yard Improvemen

**Project Number**    12503                     **Project Type**     Program

**Project Category**  Facility                  **Priority:**        3

**2023 Project Number**   14104

**Description**

This program is for improving the Street Division's two drop-off sites to maintain service levels. Currently available program funding will be used for crack sealing and chip sealing the Badger Road facility campus.

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

## Alignment with Strategic Plans and Citywide Priorities

**Citywide Element:**    Effective Government

**Strategy**    Ensure all neighborhoods are clean and safe through the provision of quality non-emergency services.

**Describe how this project/program advances the Citywide Element:**

To ensure all neighborhoods are clean and safe through the provision of quality non-emergency services, Streets Division must continue to provide effective daily service refuse, recycling, yard waste removal, and various other services. In order to provide these services Streets requires a continued yard improvements and repairs to main smooth, consistent, and reliable services to all neighborhoods within the city of Madison.

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

## Racial Equity and Social Justice

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

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

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

The creation of the new drop off at Olin Ave will serve our new residents coming in from the Town of Madison nicely and much more safely than at Badger Rd. Other funding for Public Works yard maintenance and repair while necessary can not readily be judged by an equity lens.

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

## Climate Resilience and Sustainability

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

## Budget Information

**Prior Appropriation***   $840,720    **2016-2021 Actuals**   $410,879    **2022 Budget** $152,562
*Based on Fiscal Years 2019-2021

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | 1,075,000 | 200,000 | 200,000 | 200,000 | 230,000 | 250,000 |
| **Total** | $1,075,000 | $200,000 | $200,000 | $200,000 | $230,000 | $250,000 |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Other | 1,075,000 | 200,000 | 200,000 | 200,000 | 230,000 | 250,000 |
| **Total** | $1,075,000 | $200,000 | $200,000 | $200,000 | $230,000 | $250,000 |

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

$175,000 was added to the 2023 project to add to the cost of moving the public drop off from Badger Rd to Olin Ave. Brings the total available funds to $1.175 million for the Streets portion of the project. Funds requested in out years to maintain paved services in our PW yards.

## Project Schedule & Location

**Can this project be mapped?**          ○ Yes  ◉ No

### 2023 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Olin Transfer Station | $1,075,... | Transfer Station 121 E. Olin Ave / add to existing project # 14023 |

### 2024 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Yard Repair/Improvement to Maintain Ease of Use | $200,000 | Badger, Sycamore, South Point, and Transfer Station Campuses |

### 2025 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Yard Repair/Improvement to Maintain Ease of Use | $200,000 | Badger, Sycamore, South Point, and Transfer Station Campuses |

### 2026 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Yard Repair/Improvement to Maintain Ease of Use | $200,000 | Badger, Sycamore, South Point, and Transfer Station Campuses |

### 2027 Projects

| Project name | Est Cost | Location |
|---|---|---|
| Yard Repair/Improvement to Maintain Ease of Use | $230,000 | Badger, Sycamore, South Point, and Transfer Station Campuses |

### 2028 Projects

| Project Name | Est Cost | Location |
|---|---|---|
| Yard Repair/Improvement to Maintain Ease of Use | 250,000 | Badger, Sycamore, South Point, and Transfer Station Campuses |

## Operating Costs

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

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

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

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

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

**For projects/programs requesting new software/hardware:**

**Have you submitted a Software/Hardware Request form?**  ○ Yes ● No
IT New Software Request Form

**Have you submitted an IT project request form?**  ○ Yes ● No
IT Project Request Form

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

**Changes to existing hardware/ software:**

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

**If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?**  ○ Yes ● No
Agency Capital Materials

**Surveillance Technology:**

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

**If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?**  ○ Yes ● No
Surveillance Budget Request Attachment

**Other Operating Costs**

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

**Facilities/land maintenance?**  ○ Yes ● No

**Vehicle setup or maintenance costs?**  ○ Yes ● No

**External management or consulting contracts?**  ○ Yes ● No

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

**Estimate the project/program annual operating costs by major.**

| Major | Annual Cost | Description |
|-------|-------------|-------------|
|       |             |             |

Ver 1 031422

In Progress

# 2023 Capital Improvement Plan
## Project Budget Proposal

## Identifying Information

**Agency**            Streets Division                    **Proposal Name**        Sycamore Salt & Sand Ba

**Project Number**                                        **Project Type**         Project

**Project Category**       Facility                       **Priority:**            6

**Description**

The current Sycamore PW facility salt storage building has outlived its useful life and is requiring annual repairs increasing in both number and expense. The goal of this project will be to replace the storage building with a building or proper size reflecting the smaller footprint the Sycamore facility will be serving after the Far West PW facility comes on line as well as allowing for sand storage to occur inside to prevent sand from getting wet, freezing and routine maintenance efforts to prevent it from running into the yard storm drains. This building will be very similar to the one currently approved for the Badger Road facility.

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

## Alignment with Strategic Plans and Citywide Priorities

**Citywide Element:**      Health and Safety

**Strategy**               Promote the physical health and well-being of all residents.

**Describe how this project/program advances the Citywide Element:**

Having a reliable facility to properly store salt and dry sand allow Streets and Public Works Division staff to more effecitvely and efficiently salt and sand Madison road, shared use paths and bus stops, keeping travelers safer regardless of mode o ftransportation. This new facility will be designed in such a manner to allow us to store sand inside keeping it dry, much less susceptible to running off into our yard stormdrains, and provide a better product on the roadways as dry sand spreads more evenly and clumps less.

**Other Strategic Plans:**

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

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

Having safe winter driving conditions as much as possible during storms and as quickly as possible after depends on a multitude of variables. Significant among those are the availability of ample and dry sand and salt.

## Racial Equity and Social Justice

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

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

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

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

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

## Climate Resilience and Sustainability

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

## Budget Information

| **Prior Appropriation*** | | **2016-2022 Actuals** | |
|---|---|---|---|

*Based on Fiscal Years 2016-2022

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | | | | | | 2,932,000 |
| Total | $0 | $0 | $0 | $0 | $0 | $2,932,000 |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Building | | | | | | 2,932,000 |
| Total | $0 | $0 | $0 | $0 | $0 | $2,932,000 |

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

First time requested.

## Project Schedule & Location

**Can this project be mapped?**        ◉ Yes  ○ No

**What is the location of the project?**    4602 Sycamore Avenue

| 2023 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | | | |

| 2024 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | | | |

| 2025 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | | | |

| 2026 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | | | |

| 2027 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | | | |

| 2028 | Status | | |
|---|---|---|---|
| | Status/Phase | Est Cost | Description |
| | Construction/Implementatic | $2,932,0... | Sycamore Salt & Sand Barn |

## Operating Costs

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

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

| | |
|---|---|
| **Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.?** | ○ Yes ◉ No |
| **Software (either local or in the cloud)?** | ○ Yes ◉ No |
| **A new website or changes to an existing sites?** | ○ Yes ◉ No |

**For projects/programs requesting new software/hardware:**

| | |
|---|---|
| **Have you submitted a Software/Hardware Request form?** | ○ Yes ◉ No |
| IT New Software Request Form | |
| **Have you submitted an IT project request form?** | ○ Yes ◉ No |
| IT Project Request Form | |
| **Have you worked with IT to complete an IT Budget Analysis form?  If yes, please upload your agency's capital SharePoint folder.** | ○ Yes ◉ No |

**Changes to existing hardware/ software:**

| | |
|---|---|
| **Will any existing software or processes need to be modified to support this project/program or initiative?** | ○ Yes ◉ No |
| **If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?** | ○ Yes ◉ No |
| Agency Capital Materials | |

**Surveillance Technology:**

| | |
|---|---|
| **Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in** MGO Sec. 23.63(2) . | ○ Yes ◉ No |
| **If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?** | ○ Yes ◉ No |
| Surveillance Budget Request Attachment | |

**Other Operating Costs**

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

| | |
|---|---|
| **Facilities/land maintenance?** | ○ Yes ◉ No |
| **Vehicle setup or maintenance costs?** | ○ Yes ◉ No |
| **External management or consulting contracts?** | ○ Yes ◉ No |
| **How many additional FTE positions required for ongoing operations of this project/program?** | [ ] |

**Estimate the project/program annual operating costs by major.**

| *Major* | *Annual Cost* | *Description* |
|---|---|---|
| [ ] | [ ] | |

Ver 1 031422

In Progress

# 2023 Capital Improvement Plan
## Project Budget Proposal

## Identifying Information

**Agency**          Streets Division                    **Proposal Name**        Transfer Station Tipping F

**Project Number**   12445                              **Project Type**          Project

**Project Category**  Facility                          **Priority:**             1

**Description**

This project is for replacing the transfer station tipping floor at Olin Avenue. The goal of this project is to support Streets Division's solid waste service by replacing the tipping floor, which has reached its useful life.

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

## Alignment with Strategic Plans and Citywide Priorities

**Citywide Element:**      Effective Government

**Strategy**              Ensure all neighborhoods are clean and safe through the provision of quality non-emergency services.

**Describe how this project/program advances the Citywide Element:**

"Madison provides many non-emergency services to its residents, workers, and visitors. These services range from building permits to trash collection to snowplowing. the City's most essential services often do not receive as much attention as policing or fire protection, but end up representing the majority of interactions betweenthe its customers." (Imagine Madison, pg.111) Streets Division maintains the efficient collection of Madison's refuse as an essential service to not only keep Madison clean b ensure the safety of our residents from potentially hazardous debris collecting on the streets and in the homes of Madison's residents. The refuse is then brought to the station where it is properly packed and sent off on the tipping floor. To ensure this process is uninterrupted replacement of the tipping floor is needed.

**Other Strategic Plans:**

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

## Racial Equity and Social Justice

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

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

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

This tipping floor is the only one in the CIty and as such serves all residents equally even thought they will never see it. An unplanned disruption due to continued deterioration of the floor would create a significant and expensive disrutption to trash collection operations.

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

## Climate Resilience and Sustainability

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

## Budget Information

**Prior Appropriation***   $0          **2016-2022 Actuals**   $0
*Based on Fiscal Years 2016-2022

**Budget by Funding Source**

| Funding Source | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Borrowing - GF GO | 325,000 | | | | | |
| Total | $325,000 | $0 | $0 | $0 | $0 | $0 |

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

**Budget by Expenditure Type**

| Expense Type | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 |
|---|---|---|---|---|---|---|
| Building | 325,000 | | | | | |
| Total | $325,000 | $0 | $0 | $0 | $0 | $0 |

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

Based on updated cost estimates from Engineering Facilities we have provided $100k of additional funding to allow for inflationary cost pressures. This funding was moved from our existing 2023 funding in our equipment budget. THis project has been delayed a couple of years due to changes in equipment extending the life of the floor, however the time has come the floor must be addressed.

## Project Schedule & Location

**Can this project be mapped?**    ● Yes  ○ No

**What is the location of the project?**    121 E OLIN AVE, MADISON WI

### 2023 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| Construction/Implementa | $325,000 | REPLACE THE TIPPING FLOOR AT THE TRANSFER STATION |

### 2024 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| | | |

### 2025 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| | | |

### 2026 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| | | |

### 2027 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| | | |

### 2028 Status

| Status/Phase | Est Cost | Description |
|---|---|---|
| | | |

## Operating Costs

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

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

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

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

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

**For projects/programs requesting new software/hardware:**

Have you submitted a Software/Hardware Request form?    ○ Yes  ● No
IT New Software Request Form

Have you submitted an IT project request form?    ○ Yes  ● No
IT Project Request Form

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

**Changes to existing hardware/ software:**

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

**If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder?**    ○ Yes ◉ No
Agency Capital Materials

**Surveillance Technology:**

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

**If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder?**    ○ Yes ◉ No
Surveillance Budget Request Attachment

**Other Operating Costs**

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

**Facilities/land maintenance?**    ○ Yes ◉ No

**Vehicle setup or maintenance costs?**    ○ Yes ◉ No

**External management or consulting contracts?**    ○ Yes ◉ No

**How many additional FTE positions required for ongoing operations of this project/program?**    [_____]

**Estimate the project/program annual operating costs by major.**

| Major | Annual Cost | Description |
|-------|-------------|-------------|
|       |             |             |

Ver 1 031422