

## Budget by Fund

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
General	4,505,320	4,354,460	4,393,934	4,393,934	39,474
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,505,320</b>	<b>\$ 4,354,460</b>	<b>\$ 4,393,934</b>	<b>\$ 4,393,934</b>	<b>\$ 39,474</b>

## Budget by Service

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
ENGINEERING AND ADMINISTRATION	2,963,320	2,841,638	2,862,233	2,947,337	105,699
FACILITIES MANAGEMENT	529,393	586,863	698,959	766,750	179,887
FACILITIES OPERATIONS & MAINTENANCE	551,770	478,827	379,672	226,480	(252,347)
MAPPING AND RECORDS	460,837	447,132	453,070	453,367	6,235
<b>TOTAL</b>	<b>\$ 4,505,320</b>	<b>\$ 4,354,460</b>	<b>\$ 4,393,934</b>	<b>\$ 4,393,934</b>	<b>\$ 39,474</b>

## Budget by Major

	2018 Actual	2019 Adopted	2020 C2C	2020 Request	\$ Change
Revenue	(337,477)	(403,870)	(403,870)	(390,870)	13,000
Personnel	5,102,624	5,348,433	5,373,456	5,373,363	24,930
Non-Personnel	998,997	1,119,653	1,121,152	1,068,157	(51,496)
Agency Billings	(1,258,824)	(1,709,756)	(1,696,804)	(1,656,716)	53,040
<b>TOTAL</b>	<b>\$ 4,505,320</b>	<b>\$ 4,354,460</b>	<b>\$ 4,393,934</b>	<b>\$ 4,393,934</b>	<b>\$ 39,474</b>



Department of Public Works  
**Engineering Division**  
Robert F. Phillips, P.E., City Engineer  
City-County Building, Room 115  
210 Martin Luther King, Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4751  
Fax: (608) 264-9275  
[engineering@cityofmadison.com](mailto:engineering@cityofmadison.com)  
[www.cityofmadison.com/engineering](http://www.cityofmadison.com/engineering)

---

**Assistant City Engineer**  
Gregory T. Fries, P.E.  
Kathleen M. Cryan

**Principal Engineer 2**  
Christopher J. Petykowski, P.E.  
John S. Fahrney, P.E.

**Principal Engineer 1**  
Christina M. Bachmann, P.E.  
Mark D. Moder, P.E.  
Janet Schmidt, P.E.

**Facilities & Sustainability**  
Jeanne E. Hoffman, Manager  
Bryan Cooper, Principal Architect

**Mapping Section Manager**  
Eric T. Pederson, P.S.

**Financial Manager**  
Steven B. Danner-Rivers

July 10, 2019

To: Dave Schmiedicke, Finance Director

From: Robert F. Phillips P.E., City Engineer

Subject: Engineering Division's 2020 General Fund Budget

The Engineering Division is pleased to submit our 2020 Operating Budget for the General Fund portion of our City Engineering budget.

The General Fund portion of the budget covers the transportation programming and design functions within the Engineering Division, the City's Facilities and Design agency services, Facilities Operations and Maintenance, the Mapping services, and the Environmental services not related to landfills.

The Transportation Section within the Engineering Division works to build and maintain a well balanced and equitable transportation system consisting of roadways, bridges, sidewalks, and bike paths. The goals are to meet the condition standards for streets that have been established, to maintain the entire network of city sidewalks over a ten-year time frame, build high quality projects through good design and public involvement, and position Madison as a leader in bicycle and pedestrian friendly travel.

The Facilities staff works to provide a high quality work environment and preserve the City's investments in public buildings. Project management and architectural / design services are provided to agencies to insure buildings are constructed to City standards with energy efficient equipment and renewable energy where applicable. Maintenance and custodial staff help to assure that buildings operate at peak efficiency as they were intended. Specific initiatives include our *GreenPower* Program which hires individuals as Solar Installer Trainees to earn while they learn to install Photovoltaic (PV) systems at City sites. Recruitment is targeted to neighborhoods where City Neighborhood Resource Teams are working. The Solar Training Program plays a major role in helping the City work towards its goal of generating 1 Megawatt of renewable energy by 2020.

The Mapping Section maintains comprehensive mapping, data and records including the Official Map, Assessor Parcel / Ownership Maps, Fire Department Run Maps, Police Sector Maps, public land survey system monuments and various utility maps. The Mapping Section protects the land interests of the City as they currently exist and as will be needed in the future. Specific initiatives include working toward completion of the conversion from Microstation to AutoCAD/ArcGIS design and mapping software.

The Engineering Division general fund budget includes the following potential reductions in order of preference.

1. Raise Street Excavation Permit Fee to Increase Revenue. The street terrace permit is a permit required when a property owner is requesting a change to their terrace (the area between the sidewalk and curb). The current permit fee is \$25. Staff time required to inspect permit activities exceed revenues generated by the fee. This request would increase the permit fee to \$50 to cover expenses. The average number of terrace permits is 450. The additional \$25 per permit would generate an additional \$11,250 in revenue.

2. Capital East (Livingston St) Garage Maintenance – Provide preventive maintenance services for new Livingston Parking Garage. Work to be performed by existing Engineering facilities maintenance staff and funded by Parking Utility. A \$4,550 reduction in general fund revenue is achieved through this proposal.
3. AutoCAD Prepay – By entering into 3 year contract for AutoCAD licensing, an annual savings of \$10,000 can be realized while protecting the City from increased prices in years 2 and 3.
4. Mileage Reimbursement Reduction – In 2018, mileage reimbursements to Construction Inspectors totaled nearly \$27K; two months into the 2019 construction season reimbursements are on track to be at more than \$35K. The general fund portion of these costs is \$22,000. This request will reduce general fund mileage expenses by:
  - a. Moving the 2 highest mileage inspectors to City vehicles. The assigned vehicles are fully depreciated Honda Fits which have very low annual operating and maintenance costs. The net savings associated with this change is \$7K.
  - b. Allocate Construction Inspectors mileage reimbursement expenses to specific capital projects will reduce the general fund expense by \$15K.
5. Hourly Salary Reduction for Facilities Operations and Maintenance Sections – This proposal reduce Facilities Operations and Maintenance Section hourly funding by \$19,169. No impact on service activities or level of service is expected because hourly staff have been converted to permanent positions. The remaining hourly funding can fund one AASPIRE intern.
6. Hourly Salary Reduction for Mapping Section – Reduce Mapping Section hourly funding by \$1,334. This proposal results in a slight reduction in total hours for hourly employee.
7. Hourly Reduction for Operations and Maintenance – Reduce Facilities Operations and Maintenance Section hourly funding by \$1,112. This will result in a slight reduction in total hours available for youth apprentice.
8. Median Maintenance Reduction - The City Engineering Division has approximately 189,000 SF of medians with more intensive landscaping that is maintained by City Engineering. A reduction of \$40,433 will be achieved by reducing contracted landscaping services. Median landscaping area will be reduced by about 30%. This is the only truly discretionary service that the Engineering Division provides. This proposal would not target specific streets, but rather, a reduction of landscaping on all streets. The landscaping reduction would be accomplished by planting grass or installing concrete where the medians too narrow for safe mowing.

The Engineering Division general fund budget includes the following supplemental requests in order of preference:

1. Convert two (2) hourly Private Development Engineers to LTE status (\$43,280 net increase over cost of hourly existing staff; funded by additional private development fees) - We have invested considerable resources in training these 2 hourly engineers and they have become very productive employees. Converting them to LTE status would increase our chances of retaining them yet protect the City from a potential decrease in private development work due to a change in market conditions. Keeping them as hourly employees increases the probability that they will leave the City, which will decrease our ability to provide timely service to developers.
2. Add CAD/GIS Consulting Services Funding (\$11,134 general fund operating budget; additional funding included in Engineering – Engineering and Admin and Storm Water Utility operating budgets) – Provide funds to contract for outside expertise to maximize automation of conversion from CAD to GIS. This would eliminate redundant manual work along while making records available more quickly as needed for asset and work order management.
3. Add 1.0 FTE Utility/Trenchless Engineer (0.4 FTE - \$29,992 general fund operating budget impact; 0.6 FTE funded by Sewer Utility) – This would provide for an engineer to focus on horizontal boring work performed by contractors in the public right-of-way to assure compliance with our requirements to expose all utilities being crossed. This practice is critical to not only protecting existing infrastructure from damage but to protecting the safety of our residents, businesses and visitors. Additional general fund cost would be offset by increased ROW permit inspection fees. During winter months, this engineer would perform design work on capital projects.

If you have any questions, please feel free to contact Steve Danner-Rivers or myself.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Phillips". The signature is written in a cursive style with large, rounded letters.

---

Robert F. Phillips, P.E.  
City Engineer

RFP:

cc: Travis Martin

# 2020 Operating Budget

## Service Budget Proposal

### IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering

SELECT YOUR AGENCY'S SERVICE:

Engineering and Administration

SERVICE NUMBER:

401

SERVICE DESCRIPTION:

This service is responsible for overall management, contract administration, and administrative support to the Engineering Division. The service is responsible for the design and construction of various 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.

### Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$2,993,345	\$3,051,020	\$2,963,320	\$2,841,638	\$2,862,233	\$2,947,337
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$2,993,345</i>	<i>\$3,051,020</i>	<i>\$2,963,320</i>	<i>\$2,841,638</i>	<i>\$2,862,233</i>	<i>\$2,947,337</i>
<i>Budget by Major</i>						
Revenue	(\$132,309)	(\$130,530)	(\$103,621)	(\$151,870)	(\$151,870)	(\$151,870)
Personnel	\$2,369,924	\$2,324,683	\$2,421,820	\$2,420,010	\$2,422,073	\$2,511,067
Non-Personnel	\$421,839	\$572,511	\$393,382	\$566,994	\$568,493	\$580,349
Agency Billings	\$333,892	\$284,356	\$251,739	\$6,504	\$23,537	\$7,791
<i>Total</i>	<i>\$2,993,345</i>	<i>\$3,051,020</i>	<i>\$2,963,320</i>	<i>\$2,841,638</i>	<i>\$2,862,233</i>	<i>\$2,947,337</i>
FTEs		20.33		20.38	20.47	20.47

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Provide for the efficient and cost-effective design, construction, operation and maintenance of infrastructure and facilities 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.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Division Management and Administration	27	Plan, direct and implement City public works design, construction, operations and maintenance. Provide technical engineering advice and recommendations to City officials. Oversee division personnel, budgeting, financial management, asset management, ROW management and permitting, public information and community engagement, inter-departmental planning and coordination, Board and Commission support and related administrative and technical activities.
Design and Project Management	20	Planning, design and project management for new and reconstructed transportation infrastructure for

		pedestrians, bicyclists, and vehicles. Infrastructure inspection, condition asset and rating. Includes on- and off-streets facilities, sidewalks, terrace, medians, and bridges.
Private Development	10	Review plans for private development. Coordinate developer activities for all work that occurs in public right-of-way. Includes writing developer agreements, coordinating with other City agencies, obtaining sureties, etc. Design and inspect infrastructure improvements to assure they are constructed per City standard specifications.
Public Works Construction Inspection	24	Manage construction of Public Works projects to assure construction complies with plans and specifications. Oversee day-to-day construction activities from pre-bid meeting to warranty closeout. Review and respond to RFIs and change order requests. Track quantities and authorize partial and final payments. Prepare as-builts. Perform preliminary surveys, construction staking, and as-built surveys.
Operations and Maintenance	13	Perform snow and ice control for City streets, park and ride lots, bus stops and bicycle facilities; bridge, median and sidewalk maintenance and repairs; site work and underground construction for in-house facilities projects.
Sustainability	4	Develop and implement City sustainability programs including the City's 100% Renewable Zero Net Carbon Plan. Staff Sustainable Madison Committee. Work with internal and external stakeholders.
Environmental Remediation	2	Perform Phase 1 and 2 site assessments. Provide technical assistance in clean-up negotiations. Attend public hearings and information meetings. Respond to questions from public, contractors, developers and alders. Apply for and manage logistics of US EPA and WI-DNR grants.

**SERVICE BUDGET CHANGES**

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

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

No anticipated service level impacts.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
			<input type="text"/>

Overtime	1100	\$0	
Premium Pay	1100	\$0	
Hourly	1100	\$82,756	Increased hourly funding for Private Development
<b>Total</b>		<b>\$82,756</b>	

Explain the assumptions behind the requested funding.

Fund hourly positions to assist with heavy private development workload.

What is the justification behind the increased funding?

Necessary to meet demand.

**Revenue**

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

**Non-Personnel**

Are you requesting additional non-personnel funding for this service?

Yes

Fund	Major	Amount	Description
1100	53xxx	(\$12,960)	Decrease in work supplies due to shifting cost of median fence replacement materials to capital project since fences are long term assets.
1100	54xxx	\$24,816	Increase of \$20,000 for rising cost of maintaining city medians
1100	57xxx	(\$14,426)	Decrease of \$10,000 in charges from Stormwater for Vehicle/Equipment Rental consistent with recent experience; Decrease of \$3,640 in charges from TE reflective of utility share of Radio Shop costs
1100	58xxx	(\$1,320)	Increase in Inter Agency Billing to Landfill of \$1,320 which corrects a misallocation of the budget item in Service 404.

Explain the assumptions behind the requested funding.

Explained in Description for each item

What is the justification behind the proposed change?

These changes were made due to updated cost estimates and recent experience to arrive at a better budget projection.

**Part 2: Scaling Service Delivery**

What amount is 2.5% of the service expenditure budget?

**Increase**

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

**Convert 2 hourly Engineers to LTE status (\$43,280 net increase over cost of hourly staff; funded by additional private development fees)** - We have invested considerable resources in training these 2 hourly engineers and they have become very productive employees. Converting them to LTE status would increase our chances of retaining them yet protect the City from a decrease in private development work due to a change in market conditions. Keeping them as hourly employees increases the probability that they will leave the City, which will decrease our ability to provide timely service to developers.

**Add 0.4 FTE Utility/Trenchless Engineer (\$29,992 represents General Fund operating budget component which would be offset by increased permit fee revenue)** – This would provide for an engineer to focus on horizontal boring work performed by contractors in the public right-of-way to assure compliance with our requirements to expose all utilities being crossed. This practice is critical to not only protecting existing infrastructure from damage but to protecting the safety of our residents, businesses and visitors. Additional cost would be offset by increased ROW permit inspection fees. During winter months, this engineer would perform design work on capital projects.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

Hourly to LTE: Permanent Salary & Fringe increase by \$149,960 offset by a reduction in Hourly Pay & Fringe of \$106,680. (Note: Revenue from Private Development related staff time is billed against developer deposits at a rate of 2x salary resulting in a overall positive GF impact)

Utility/Trenchless Engineer: Permanent Salary & Fringe increase of \$29,992 (Engineering Share) with remaining Salary & Fringe charged to Capital and Sewer/Stormwater.

Would the changes include an increase to permanent staffing levels for this service? Yes  If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

**Convert 2 hourly Private Development Engineers to 2.0 LTE status** - City residents and visitors would continue to see timely developments constructed in their neighborhoods. We would be able to retain the employees whom we have already invested considerable resources in to train and prepare them to complete for future permanent openings.

**Add 0.4 FTE Utility/Trenchless Engineer** - Additional staff assure contractors take required precautions to avoid hitting existing utilities and protect residents and visitors from service outages and safety hazards.

## Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Decrease spending by \$62,433 and increasing revenue from other sources by \$11,250 for a net savings to general fund of \$73,683.

Proposed spending reductions include:

- **Median Landscape Maintenance (\$40,433)** - Convert 30% of existing planted medians to turf or concrete to decrease maintenance cost.
- **Mileage Reimbursement (\$22,000)** - Provide City vehicles to 2 high mileage employees; allocate remaining mileage reimbursement cost to specific capital project.

Proposed revenue increases include:

- **Increase Street Terrace permit fees (\$11,250)** - Increase permit fee from \$25 to \$50 to cover actual costs.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

Median Landscape: Reduction in Purchased Services of \$40,433

Mileage: Reduction in Purchased Services of \$22,000

Street Terrace Permit: Increase in GF revenues of \$11,250

Would the changes include a decrease to permanent staffing levels for this service? No  If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

Engineering maintains planting beds in medians along major thoroughfares. These planting beds are designed to provide additional storm water infiltration, create pollinator habitat, and be aesthetically pleasing to our residents and visitors. The proposed reduction would require replacing 30% of existing median planting beds with turf or concrete. This will reduce storm water infiltration and pollinator habitat as well as be less aesthetically pleasing.

The other proposals will have no noticeable adverse impact on our residents or visitors.



# 2020 Operating Budget

## Service Budget Proposal

### 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, project management, and construction supervision of remodeling and construction projects for City-owned facilities. 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.

### Part 1: Base Budget Proposal

### BUDGET INFORMATION

		2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>							
	General-Net	\$593,629	\$632,886	\$529,393	\$586,863	\$698,959	\$766,750
	Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
	<i>Total</i>	<i>\$593,629</i>	<i>\$632,886</i>	<i>\$529,393</i>	<i>\$586,863</i>	<i>\$698,959</i>	<i>\$766,750</i>
<i>Budget by Major</i>							
	Revenue	(\$18)	\$0	\$0	\$0	\$0	\$0
	Personnel	\$568,785	\$608,513	\$500,796	\$557,556	\$669,652	\$736,468
	Non-Personnel	\$20,620	\$20,040	\$24,238	\$21,185	\$21,185	\$22,160
	Agency Billings	\$4,242	\$4,333	\$4,359	\$8,122	\$8,122	\$8,122
	<i>Total</i>	<i>\$593,629</i>	<i>\$632,886</i>	<i>\$529,393</i>	<i>\$586,863</i>	<i>\$698,959</i>	<i>\$766,750</i>
	FTEs		4.75		4.50	5.50	6.10

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

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

### 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. Work closely with client agency to understand specific needs so the end results meets 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 our community.
Construction Management	20	

Manage construction portion of the project to assure it is constructed per plans and specifications. 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

Identify opportunities for energy savings and self-generation of renewable energy. Perform site assessments, cost estimating and design. Oversee and perform commissioning activities associated with new and remodeled facilities. Oversee and perform retro-commissioning for existing facilities. Develop enhancements to Building Automation System control strategies to optimize building performance.

**SERVICE BUDGET CHANGES**

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

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

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text" value="1100"/>	<input type="text" value="\$52,541"/>	Reallocation of two employees from Service 404
Benefits	<input type="text" value="1100"/>	<input type="text" value="\$14,275"/>	Related benefits
<b>Total</b>		<input type="text" value="\$66,816"/>	

Explain the assumptions behind the allocation change.

Reallocated two Engineers from 404 to 403 as part of our effort to create an Energy group with Facilities Mgmt.

What is the justification behind the allocation change?

This will provide Facilities Management with additional resources to work on new construction and remodel project management and commissioning with the focus being energy using components and systems. This will expand the in-house mechanical design and project management services already provided for smaller scale projects typically funded through capital programs (e.g. energy efficiency, fire improvements, sustainability, etc.).

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

No

Fund	Major	Amount	Description

Explain the assumptions behind the requested funding.

What is the justification behind the proposed change?

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget? \$19,169

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

N/A

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

N/A

Would the changes include an increase to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

None

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

Reduce hourly funding by \$19,169 leaving adequate funding for one AASPIRE intern in 2020.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

Reduction in Hourly Pay and Fringe Benefits of \$19,169

Would the changes include a decrease to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

None



# 2020 Operating Budget Service Budget Proposal

## IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering

SELECT YOUR AGENCY'S SERVICE:

Facilities Operations and Maintenance (FOM)

SERVICE NUMBER:

404

SERVICE DESCRIPTION:

This service is responsible for the maintenance and operational oversight of City-owned facilities including: Madison Municipal Building (MMB), Fairchild Building, 5 district police stations and police training center, 14 fire stations, 7 Public Works facilities, Madison Senior Center, 6 parking ramps, 1 leased facilities, 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.

## Part 1: Base Budget Proposal

## BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$566,548	\$778,911	\$551,770	\$478,827	\$379,672	\$226,480
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$566,548</i>	<i>\$778,911</i>	<i>\$551,770</i>	<i>\$478,827</i>	<i>\$379,672</i>	<i>\$226,480</i>
<i>Budget by Major</i>						
Revenue	(\$304,264)	(\$252,000)	(\$233,856)	(\$252,000)	(\$252,000)	(\$239,000)
Personnel	\$1,713,845	\$1,982,980	\$1,756,106	\$1,956,050	\$1,860,976	\$1,705,073
Non-Personnel	\$602,194	\$568,505	\$547,025	\$501,809	\$501,809	\$435,686
Agency Billings	(\$1,445,226)	(\$1,520,574)	(\$1,517,505)	(\$1,727,032)	(\$1,731,113)	(\$1,675,279)
<i>Total</i>	<i>\$566,548</i>	<i>\$778,911</i>	<i>\$551,770</i>	<i>\$478,827</i>	<i>\$379,672</i>	<i>\$226,480</i>
FTEs		23.42		23.41	23.41	22.01

## PRIORITY

Citywide Element  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 on City facilities through GreenPower Solar Installer Training program.
- Provide green cleaning program.

## ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Custodial Services	50	Provide green cleaning services for Engineering Operations Facility, Madison Municipal Building, 5 district police stations, Police Training facility and Fire Administration.
Preventive Maintenance and Repairs	25%	Perform scheduled preventive maintenance and repair of building systems and components to assure reliable operation, maximize energy efficiency and protect taxpayers investment by maximizing useful life.

Upgrades, Retrofits and New Installations	10%	Install new components and systems with an emphasis on energy efficiency.
Service Requests	5%	Respond to customer service requests.
GreenPower Solar Installer Training Program	5%	Install PV systems on City facilities while providing employment training.
Systems Administration and Maintenance	5%	Manage and administer Computerized Maintenance Management System and Access Control System. Provide training and technical assistance to users.

**SERVICE BUDGET CHANGES**

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

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

No service level impacts are expected.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	1100	(\$122,596)	Reduction due to reallocation of 2 Engineers to Service 403
Benefits	1100	(\$33,307)	Fringe related to above reallocation
<b>Total</b>		<b>(\$155,903)</b>	

Explain the assumptions behind the allocation change.

Reallocated two Engineers from 404 to 403 as part of our effort to create an Energy group with Facilities Mgmt.

What is the justification behind the allocation change?

This will provide Facilities Management with additional resources to work on new construction and remodel project management and commissioning with the focus being energy using components and systems. This will expand the in-house mechanical design and project management services already provided for smaller scale projects typically funded through capital programs (e.g. energy efficiency, fire improvements, sustainability, etc.).

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<b>\$0</b>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Decrease

Fund	Major	Amount	Description
1100	4xxxx	\$13,000	\$15,000 reduction to Reimb of Expense; \$2000 increase to Sale of Recyclables

Explain the assumptions behind the change to budgeted revenue.

Based on 2018 Actual

What is the justification behind the proposed change?

This is a better reflection of the level of billable work that is able to be done in a given year.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes

Fund	Major	Amount	Description
1100	53xxx	(\$17,500)	Reduction in small equipment, landscaping supplies, HVAC supplies and Janitorial Supplies
1100	54xxx	(\$48,623)	Primarily a change to Natural Gas and Electricity
1100	58xxx	\$55,834	Increase of \$10,236 in Billing to Trans Admin; Decrease of \$64,750 in Billing to Police

Explain the assumptions behind the requested funding.

Supplies: Updated projections of anticipated costs

Services: Projected over estimation of utility costs related to MMB (building has not been in use for an entire heating/cooling season so estimations still may need further refinement)

Inter-D Billings: Billing to Trans Admin was not included in C2C; Billing to Police reduced to reflect discontinuation of landscape maintenance and snow removal at Police stations.

What is the justification behind the proposed change?

These changes were made due to updated cost estimates and recent experience to arrive at a better budget projection.

Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget? \$5,662

Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:

N/A

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

N/A

Would the changes include an increase to permanent staffing levels for this service? No If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

None

Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

**Livingston Parking Garage Maintenance (\$4,550)** - New facility maintenance activities associated with Livingston Parking Garage to be absorbed by existing Engineering Facilities Operations staff. Funded by Parking Utility. This will result in a net savings for \$4,550 to general fund.

**Reduce Hourly Funding (\$1,112)** - Reduce hourly funding by \$1,112.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

Livingston Garage Mtce: Increase in Purchased Services of \$1,443 with offsetting increase in Agency Billings of \$5,993

Hourly: Reduction in hourly pay and fringe benefits of \$1,112

Would the changes include a decrease to permanent staffing levels for this service?  If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

**Livingston Parking Garage Maintenance** - Increased availability and reliability of mechanical systems along with extended useful life.

**Reduce Hourly Funding** - Reduced hours for Youth Apprentice.



# 2020 Operating Budget

## Service Budget Proposal

### IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Engineering

SELECT YOUR AGENCY'S SERVICE:

Mapping and Records

SERVICE NUMBER:

402

SERVICE DESCRIPTION:

This service provides land management support services to City agencies and private developers and develops and maintains geographic information systems for the City's landbase, streets, shared paths, sidewalks, sanitary sewer and stormwater infrastructure.

### Part 1: Base Budget Proposal

### BUDGET INFORMATION

	2017 Actual	2018 Adopted	2018 Actual	2019 Adopted	2020 C2C	2020 Request
<i>Budget by Fund</i>						
General-Net	\$447,987	\$457,174	\$460,837	\$447,132	\$453,070	\$453,367
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$447,987</i>	<i>\$457,174</i>	<i>\$460,837</i>	<i>\$447,132</i>	<i>\$453,070</i>	<i>\$453,367</i>
<i>Budget by Major</i>						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$411,866	\$418,724	\$423,903	\$414,817	\$420,755	\$420,755
Non-Personnel	\$33,460	\$36,150	\$34,352	\$29,665	\$29,665	\$29,962
Agency Billings	\$2,660	\$2,300	\$2,582	\$2,650	\$2,650	\$2,650
<i>Total</i>	<i>\$447,987</i>	<i>\$457,174</i>	<i>\$460,837</i>	<i>\$447,132</i>	<i>\$453,070</i>	<i>\$453,367</i>
FTEs		3.51		3.51	3.51	3.51

### PRIORITY

Citywide Element

Describe how this service advances the Citywide Element:

Data and mapping services provide for orderly and efficient operations and maintenance of City's landbase, facilities and infrastructure assets.

### ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Land Management	40%	<p>Provide land management support services to City agencies and private developers including:</p> <ul style="list-style-type: none"> <li>o Plan review (plats, CSM's, site development, condominium, etc.).</li> <li>o Support services for Office of Real Estate Services.</li> <li>o Land rights acquisitions coordination via eminent domain.</li> <li>o Street discontinuances and vacations.</li> <li>o Corporate boundaries, annexations, attachments and detachments.</li> <li>o Street naming and addressing; address validation.</li> <li>o Public Land Survey System (PLSS) and GPS base station maintenance.</li> </ul>

GIS	30%	Create and maintain land base, parcels, easements and ROW assets (e.g. streets, curblines, bike paths, bridges, medians, etc.) in GIS for use in asset and work order management.  Maintain citywide GIS Viewer system.  Manage orthophotography and LiDar for citywide usage.  Fulfill requests for data, analysis and maps.
Official Map	25%	Maintain official City map per requirements of MGO 16.25.
Data Management for Open Data Portal	5%	Provide public access to Engineering data via City's open data portal.

**SERVICE BUDGET CHANGES**

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

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

No service level impacts are expected.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total</b>		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
------	-------	--------	-------------

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

### Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes

Fund	Major	Amount	Description
1100	53xxx	(\$6,120)	C2C based on 2019 when had need to purchase additional software which is not needed in 2020
1100	54xxx	\$6,417	Increase in Consulting Services for AutoCAD post conversion consulting

Explain the assumptions behind the requested funding.

Explained in Description

What is the justification behind the proposed change?

These changes were made due to updated cost estimates and recent experience to arrive at a better budget projection.

## Part 2: Scaling Service Delivery

What amount is 2.5% of the service expenditure budget?

### Increase

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding increase to this service:  
**Add CAD/GIS Consulting Services (\$11,334 General Fund operating budget impact)** – Provide funds to contract for outside expertise to maximize automation of conversion from CAD to GIS. This would eliminate redundant manual work along while making records available more quickly as needed for asset and work order management.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding increase to this service:

Increase in Purchased Services - General Fund portion - \$11,134

Would the changes include an increase to permanent staffing levels for this service? No  If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% increase in funding?

GIS is the asset registry that we use to manage our infrastructure assets and the work required to maintain them. The more seamlessly that constructed assets are incorporated into our GIS, the more quickly Public Works Operations teams know of their existence and can proactively perform required maintenance activities such as mowing, tree trimming, snow removal, sewer cleaning, etc.

### Decrease

Explain how you would change the service activities and the level of service as a result of implementing a 2.5% funding decrease to this service:

- Enter into 3 year contract for AutoCAD licensing; book expenses over 3 year period. Results in an annual savings of \$10,000 and protects the City from increased prices in years 2 and 3.
- Reduce hourly funding by \$1,334.

Explain the changes by major expenditure category that your agency would implement as a result of a 2.5 % funding decrease to this service:

AutoCAD: Reduction in Purchased Services of \$10,000

Hourly: Reduction in Hourly Pay and Fringe Benefits of \$1,334

Would the changes include a decrease to permanent staffing levels for this service? No  If yes, FTEs:

What impacts would City residents and visitors experience if this service is provided a 2.5% decrease in funding?

Decreased cost.