Water

Agency Budget by Fund

Fund	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Water Utility	65,823,033	58,580,500	59,136,111	61,689,819	62,876,866	65,411,488
Total	**$ 65,823,033**	**$ 58,580,500**	**$ 59,136,111**	**$ 61,689,819**	**$ 62,876,866**	**$ 65,411,488**

Agency Budget by Service

Service	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Water Communications And Outre				285,269	305,314	305,314
Water Customer Service				3,077,498	3,229,497	3,295,256
Water Engineering	*Service history not shown due to Results Madison*			14,832,082	14,964,790	18,014,703
Water Finance And Admin	*service restructure. Services listed here started*			26,768,114	27,552,686	26,860,108
Water Operations & Maintenance	*January 1, 2025.*			10,168,122	10,391,961	10,382,440
Water Quality				1,626,147	1,592,240	1,691,677
Water Supply				4,932,586	4,840,377	4,861,989
Total	**$ 65,823,033**	**$ 58,580,500**	**$ 59,136,111**	**$ 61,689,819**	**$ 62,876,866**	**$ 65,411,488**

Agency Budget by Major-Revenue

Major Revenue	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Charges For Services	(56,795,541)	(56,974,500)	(56,174,057)	(56,693,144)	(56,693,144)	(59,375,000)
Fine Forfeiture Asmt	(347,301)	(230,000)	(343,362)	(293,000)	(293,000)	(305,000)
Invest Other Contrib	(2,381,196)	(860,000)	(2,080,920)	(1,090,000)	(1,090,000)	(1,685,000)
Misc Revenue	(979,237)	(516,000)	(451,569)	(920,000)	(920,000)	(1,671,000)
Other Finance Source	(5,185,808)	-	(30,292)	(2,693,674)	(3,880,722)	(2,375,488)
Transfer In	(133,950)	-	(55,912)	-	-	-
Total	**$ (65,823,033)**	**$ (58,580,500)**	**$ (59,136,111)**	**$ (61,689,819)**	**$ (62,876,866)**	**$ (65,411,488)**

Agency Budget by Major-Expense

Major Expense	2023 Actual	2024 Adopted	2024 Actual	2025 Adopted	2026 C2C	2026 Request
Salaries	9,530,736	10,519,597	10,209,985	11,132,117	11,982,584	11,999,837
Benefits	4,066,547	3,458,559	3,475,782	3,667,171	3,619,308	3,619,408
Supplies	1,960,732	2,620,622	1,811,453	3,032,174	3,048,899	3,361,861
Purchased Services	4,879,148	6,475,651	5,369,650	7,497,055	7,502,473	9,270,234
Debt Othr Financing	40,329,084	25,436,971	33,278,099	19,395,918	19,395,918	19,388,915
Inter Depart Charges	1,091,460	1,219,843	1,203,835	1,445,384	1,777,684	1,783,233
Inter Depart Billing	(2,674,044)	(2,550,742)	(2,845,913)	(2,110,000)	(2,110,000)	(2,910,000)
Transfer Out	6,639,371	11,400,000	6,633,220	17,630,000	17,660,000	18,898,000
Total	**$ 65,823,033**	**$ 58,580,500**	**$ 59,136,111**	**$ 61,689,819**	**$ 62,876,866**	**$ 65,411,488**

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Communications and Outreach
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	46 - INVEST OTHER CONTRIB	$20,000	Potential contributions or donations.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

This change is needed to reflect the expected contributions and donations in 2026. There will not be a change in current service levels or result in operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☒No – No allocation changes
☐Yes – Includes proposed allocation changes

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

Reclassifications: Does your proposal reclassify existing positions?

☒No – No reclassifications

☐Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

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

☒No – No change to # of FTEs

☐Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Click or tap here to enter text.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Click or tap here to enter text.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

Click or tap here to enter text.

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Customer Service
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	53 - SUPPLIES	$64,000	Increase in postage due to rising prices
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

This increase is needed in order to accurately reflect the expected cost of postage with the increasing prices. There will not be a change in the current service levels and this will not result in operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☐No – No allocation changes
☒Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.
Reclassifications: Does your proposal reclassify existing positions? ☒No – No reclassifications ☐Yes – Includes proposed reclassifications *If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.* Click or tap here to enter text.
# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs. Does your proposal change the total number of FTE positions for an existing classification? ☒No – No change to # of FTEs ☐Yes – Includes proposed change to # of FTEs *Provide the position classification and briefly describe the change:* Click or tap here to enter text.
Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings? The proposed personnel changes are to correct the budgeted org codes for positions that had moved from one department to another department within the utility.
Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? N/A

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Engineering
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	53 - SUPPLIES	$78,500	Includes increase for expected computers, expanded for new Telogs, and to account for change in ESRI licenising from maintenance to subscriptions.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	$1,736,947	$1,600,000 of the increase is for tank painting expense that is expected to occur in 2026. The other portion is for increase in consulting services for the Master Plan, Asset Management Plan updates, and Emergency Response training/consulting.
2100 - WATER UTILITY	59 - TRANSFER OUT	$1,238,000	This is for the expected increase in the reserve amount that is to be used for the 2026 capital budget.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

The overall increase is needed to cover the expected computer needs of the utility – hardware and software. In 2026 it is expected to have tank painting expenses, but funds have been put aside for that the past couple of years to cover the costs. There will not be a change in current service levels and this will not result in operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☐No – No allocation changes
☒Yes – Includes proposed allocation changes

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

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?
☒No – No change to # of FTEs
☐Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Click or tap here to enter text.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

The proposed personnel changes are to correct the budgeted org codes for positions that had moved from one department to another department within the utility.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

N/A

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Finance and Administration
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

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

Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**.
 	
Examples of changes that **do** need to be detailed:
   • Moving $10,000+ within a Service from one Major to another Major.
   • Moving $10,000+ within a Major from one Service to another Service
 	
Examples of changes that **do not** need to be detailed:
   • Total changes of less than $10,000 at the Major and Service level.
   • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.
 	
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	43 - CHARGES FOR SERVICES	-$2,681,856	Increase in revenue due to expected rate increase.
2100 - WATER UTILITY	45 - FINE FORFEITURE ASMT	-$12,000	Late fees are expected to increase along with the rate increase.
2100 - WATER UTILITY	51 - SALARIES	$114,425	Addition of a new Accountant 4 position.
2100 - WATER UTILITY	56 - DEBT OTHR FINANCING	$7,003	Updated principal interest updated for 2026 payments
2100 - WATER UTILITY	58 - INTER DEPART BILLING	-$800,000	Expected increase for inter departmental billing for municipal services bills.
2100 - WATER UTILITY	46 - INVEST OTHER CONTRIB	-$615,000	Increase interest received to accurately represent what we have been receiving the past couple of years.
2100 - WATER UTILITY	47 - MISC REVENUE	-$751,000	Expected revenues increased mainly due to the expectation of receiving funds from a PFAS settlement.
2100 - WATER UTILITY	48 - OTHER FINANCE SOURCE	$1,505,234	This years fund balance applied represents the funds for the tank painting that have been put aside for the past three years that are now planning to be used in 2026.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Proposed changes is needed to account for increase additional accounting tasks. There will not be a change in current service level and this will not result in operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☒No – No allocation changes
☐Yes – Includes proposed allocation changes

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

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?
☐No – No change to # of FTEs
☒Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Addition of 1.0 FTE Accountant 4 position 18-14

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Currently, the Water Finance & Admin Manager directly supervises the preparation of the Water Utility's annual financial statements; prepares and provides to the external auditors the annual financial statements, and associated footnotes; reviews and submits the annual WI Public Service Commission (PSC) reports; and prepares and submits conventional rate cases to the PSC with help from external consultants and subsequently responds to multiple data requests from the PSC. Additionally, the Water Finance & Admin Manager reviews and submits the annual Water Utility budget to the Mayor's Office, which includes the preparation of both the fund balance statement and the cover memo. This position also directly supervises 7 employees and directs three external consultants. Due to increasing compliance and regulatory workload and to streamline the existing

workload, it is recommended to add a full-time Accountant 4 position who would prepare and provide the external auditors a) the annual financial statements, b) the associated footnotes, and c) review Management Discussion and Analysis; review and submit the annual WI Public Service Commission (PSC) reports. This new position will also supervise 4 employees. This request, if approved, would result in timely preparation and submission of critical regulatory statements, less reliance on external consultants, and more organized workflow, thereby allowing the Water Finance & Admin Manager to focus more on strategic financial planning and leadership for the Water Utility. It is proposed that this new position be classified at the 18/12 level.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

This personnel change will utilize the equitable hiring plan to ensure an equitable hire.

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Operations and Maintenance
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

Summary Table of *Service and/or Major* Changes of $10,000 or More			
Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**			
Fund	**Major**	**$ Change**	**Description**
2100 - WATER UTILITY	51 - SALARIES	-$39,000	Reduction of expected overtime wages.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	$29,830	Increase due to expected landscaping work at the Olin office building that is needed to meet requirements.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings? This change is needed to account for the expected landscaping costs at the Olin office building. There will not be a change in the current service level and it will not result in operational efficiencies or savings.			
Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request? This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.			

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☐No – No allocation changes

☒Yes – Includes proposed allocation changes

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

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?
☒No – No change to # of FTEs
☐Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Click or tap here to enter text.

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

The proposed personnel changes are to correct the budgeted org codes for positions that have moved from one department to another department within the utility.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

N/A

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Quality
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	51 - SALARIES	-$52,533	Deleting position #3944 which is an 18/14 and creating a new position at 18/09 and making it a supervisor position. Also reducing overtime wages, and hourly wages.
2100 - WATER UTILITY	53 - SUPPLIES	$166,000	The costs increased due to the media (GAC) replacement/disposal two times a year at Well 15 PFAS treatment.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	-$14,030	The reduction is due expected decrease in costs for consulting services, conferences, and printing services. Trying to reduce some of these expense to off set the increase costs in supplies.
Select	Select	Enter $.	Click or tap here to enter text.
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Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

This change is needed for the 2026 budget for the bi-annual media (GAC) that is needed at Well 15 for the PFAS treatment. There is also a reduction in salaries for reclassifing a position and reducing overtime and hourly wages. There will not be a change in the current service levels. This will not result in the operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific enequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.

- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☐No – No allocation changes
☒Yes – Includes proposed allocation changes

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

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.

Click or tap here to enter text.

# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs.

Does your proposal change the total number of FTE positions for an existing classification?
☐No – No change to # of FTEs
☒Yes – Includes proposed change to # of FTEs

Provide the position classification and briefly describe the change:

Addition of 1.0 FTE Water Quality Supervisor 18/09

Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

Recently, the Water Quality and Water Supply sections were combined into a Water Resources section. As a result of this merger, the current Water Resources Manager provides direct supervision to 18 staff members. It is requested to add a full-time Water Quality Supervisor position who will oversee seven existing staff, thereby reduce the supervisory workload of the Water Resources Manager and enable them to focus more on strategic planning & operational matters. It is proposed that this new position be classified at the 18/09 level.

Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals?

This personnel change will utilize the equitable hiring plan to ensure an equitable hire.

2026 Operating Budget
Service Budget Proposal Form

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

Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Supply
Review the "Service Description" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2025 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major. • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below. **If you are not proposing changes to your base budget, skip this section.**

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

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

Fund	Major	$ Change	Description
2100 - WATER UTILITY	53 - SUPPLIES	$10,462	Increases in furniture, software licenses, lab and photo supplies, and equipment supllies
2100 - WATER UTILITY	54 - PURCHASED SERVICES	$11,150	System and software increased.
Select	Select	Enter $.	Click or tap here to enter text.
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Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings?

The increases were due to inflation and to account for all of the software needs. There will be no change in current service levels and this will not result in operational efficiencies or savings.

Explain how your proposed changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? Is this related to a Neighborhood Resource Team (NRT) recommendation? What data did you use to inform your request?

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Personnel Changes

Complete this section to propose changes to payroll allocations or position classifications. Standard career ladders and position studies that are already in process with HR do not need to be submitted through this form.

- If proposing a personnel change, agencies **are required** to discuss proposed changes with their HR Analyst before submitting their budget.
- If the change involves a new classification, agencies must attach a position description.

If you are not submitting personnel changes, skip this section.

Allocation Changes: Does your proposal change the position allocations of existing positions?
☐No – No allocation changes
☒Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.
Reclassifications: Does your proposal reclassify existing positions? ☒No – No reclassifications ☐Yes – Includes proposed reclassifications *If yes, you must provide the position number and briefly describe the change in the text box below. If the request involves a new classification, attach an updated position description.* Click or tap here to enter text.
# of FTEs: Agencies may propose changes to the total number of FTEs. For General/ Library/ Fleet funds, proposed changes in FTEs must be net neutral to the target budget. For Enterprise funds, proposed changes in FTEs must be supported by agency revenues. Estimated costs must factor in salary *and* benefits. Use the 2025 Employee Compensation Calculator to estimate the total costs. Does your proposal change the total number of FTE positions for an existing classification? ☒No – No change to # of FTEs ☐Yes – Includes proposed change to # of FTEs *Provide the position classification and briefly describe the change:* Click or tap here to enter text.
Explain the impact of your proposed personnel changes. Why is this needed in the 2026 budget? Will there be a change in current service levels? Will this result in operational efficiencies or savings? The proposed personnel changes are to correct the budgeted org codes for positions that had moved from one department to another department within the utility.
Explain how your proposed personnel changes consider equity and quality of life for residents. Will the changes address specific inequities or advance other equity goals? N/A