

<b>Water Utility Board Policy</b>	
Title:	<b>Workforce Planning</b>
Policy Number:	<b>EL - 2J</b>
Category:	Executive Limitations
Adopted:	August 26, 2014
Revision #/Date:	<u>1/Jun 28, 2016</u>

The General Manager shall not cause or allow conditions, procedures, or decisions that:

1. Add staff without review of existing resources and potential reassignment.
2. Utilize consultants for work more economically and appropriately done by utility staff, considering normal workload levels.
3. Fail to support employee and professional development opportunities for the General Manager and staff that are well focused and appropriate to Outcomes or specifically designed to improve employee skills.
4. Fail to provide provide a sufficient training budget, maintain costs within that budget, and provide an annual report to the board.

The General Manager shall maintain a list of skills that required contracting out during the previous 3 years, and the number of hours contracted out by skill category. This list will be used to determine when additional utility staff is justified to fill roles consistently being contracted out.

<b>Water Utility Board Policy</b>			
Title:	<b>Asset Protection</b>		
Policy Number:	<b>EL - 2F</b>	Adopted:	Aug 24, 2010
Category:	Executive Limitations	Revision #/Date:	<del>23 / August 26, 2014</del> <u>June 28, 2016</u>

The General Manager shall not cause or allow utility assets to be unprotected, inadequately maintained, or unnecessarily risked. Utility assets include financial reserves, bond rating, physical infrastructure (such as pumps, pipes, reservoirs and wells), the groundwater supply, and the utility's reputation in the community.

Accordingly, the General Manager shall not cause or allow conditions, procedures, or decisions that:

1. Fail to comply with City policies regarding asset protection.
2. Fail to ensure water availability for future and current customer needs through long-term resource supply and demand analysis, conservation and public education.
3. Fail to ensure adequate water quality for future and current customers through long-term analysis of water quality trends in well head protection areas, and by coordinating with appropriate regulatory and enforcement agencies to pursue prevention and remediation of contaminant sources in well head protection areas.
4. Use or permit the use of water by others outside the Madison Water Utility's existing water service area, unless in compliance with Madison General Ordinances (if applicable) and the City of Madison's Comprehensive Plan.
- ~~5. Fail to support annual professional development opportunities for the General Manager and staff that are well focused and appropriate to Outcomes or specifically designed to improve professional skills or required professional certification and/or licenses. The Internal Monitoring Report shall include the percent of the annual operating budget expended for training and development activities and a list of training, attendee, and new skills acquired.~~
- ~~6.5.~~ Endanger the utility's public image or credibility.
- ~~7.6.~~ Fail to follow the auditor's recommended internal controls.