

**Department New Request Form
Fiscal Year 2025**

| | | | |
|-------------------------|---------------------------|-----------------------------------|----------------|
| Program | Central Services | Title of New Request: | Rank: 5 |
| Department | Information Technologies | Staff Position: GIS Technician | |
| Request Category | New | | |
| Request Rating | Expand Level of Service | | |
| Department Goal | Organizational Excellence | # of FTE's in this request | 1.00 |

1. How will request assist in achieving Department Goal and benefit the customer

The need for this position increases as the City scales and begins adopting new asset management technology and more maps. Without this position the GIS team will eventually be unable to maintain current levels of service for mapping tools including three key services:

1. Centralized Geographic Information System (GIS) platform that supports data management and access throughout the city.
2. Authoritative spatial data creation and management.
3. Map-based data products: both paper and interactive maps used for data visualization and data management.

City demand for interactive maps continually increases in quantity and complexity, requiring advanced technical knowledge and skill to produce effective information products. Currently, multiple advanced-level (Analyst) staff spend considerable time on entry-level (Technician) data entry tasks and thus cannot meet the need of city staff and the public for advanced information products needed to support decision making.

Adding a GIS Technician could accommodate the authoritative data creation workload to an appropriately skilled staff member. This would increase the capacity of our higher level staff to develop advanced information products and to support asset management and data driven decision making in the city towards strategic goals for Organizational Excellence & Resilience.

2. What specifically is needed to achieve this goal?

Ongoing funding for a full-time, non-union position with required software/telecommunications and supply/support costs and one-time support for hardware and furniture, as needed.

HR classification of the GIS Technician. We anticipate a C11 or C12, but as no one held this position when the new pay plan was rolled out this position was not classified.

3. Cost Impact of New Program:

| Account # | Item | Qty | Unit Cost | Requested One-Time | Requested Ongoing | FY 2025 Unfunded | FY 2025 Funded | Proposed FY 2026 Ongoing |
|--------------------------|-------------------------|-----|-----------|--------------------|-------------------|------------------|----------------|--------------------------|
| Ongoing Expenses | | | | | | | | |
| 1000.224.411060.110 | GIS Tech | 1 | 80000 | | 80,000 | 80,000 | — | |
| 1000.224.411060.360 | Software: Accela-Manage | 1 | 3123 | | 3,123 | 3,123 | — | |
| 1000.224.411060.220 | Supplies | 1 | 250 | | 250 | 250 | — | |
| 1000.224.411060.380 | Training | 1 | 500 | | 500 | 500 | — | |
| 1000.224.411300.360 | Software: Microsoft-CAD | 1 | 4000 | | 4,000 | 4,000 | — | |
| | | | | | — | — | — | |
| | | | | | — | — | — | |
| | | | | | — | — | — | |
| One-time Expenses | | | | | | | | |
| 1000.224.419000.220 | Hardware and furniture | 1 | 3500 | 3,500 | | 3,500 | — | |
| | | | | — | | — | — | |
| | | | | — | | — | — | |
| | | | | — | | — | — | |
| | | | | — | | — | — | |
| Expense Sub-Total | | | | 3,500 | 87,873 | 91,373 | — | — |

Revenue Offset:

| Account # | Revenue Description | Proposed Onetime Revenue | Proposed Ongoing Revenue |
|--------------------------|---------------------|--------------------------|--------------------------|
| 1000 | T | 3,500 | 87,873 |
| | | | |
| | | | |
| Revenue Sub-Total | | 3,500 | 87,873 |

4. What sort of data will be used to report results and outcomes of request?

Improved throughput of high level GIS projects.
More consistent data entry and management assistance for city departments.

Requested/Proposed Funding Source

| | One-time | Ongoing |
|--------------------------|--------------|---------------|
| Tax or Assessment | 3,500 | 87,873 |
| Non-tax | - | - |
| Fund Balance | - | - |
| Total | 3,500 | 87,873 |