

**DANE COUNTY  
POLICY AND FISCAL NOTE**

|  |  |                               |
|--|--|-------------------------------|
| <input checked="" type="checkbox"/> X Original | _____ Update                                     | Substitute No. _____          |
| Sponsor: Supervisor McCarville                 |  | Resolution No. 2025 RES-125   |
| Vote Required:                                 |  | Ordinance Amendment No. _____ |
| Majority _____                                 | Two-Thirds <input checked="" type="checkbox"/> X |                               |

**Title of Resolution or Ord. Amd.:**

AUTHORIZING RECLASSIFICATION OF CUSTOMER EXPERIENCE MANAGER TO DEPUTY AIRPORT DIRECTOR, BUSINESS DEVELOPMENT MANAGER TO DIRECTOR OF BUSINESS DEVELOPMENT, MARKETING MANAGER TO STEAMFITTER, AND AIRFIELD MAINTENANCE SUPERVISOR TO AIRPORT MAINTENANCE CREW LEADER; AND FILLING POSITIONS VACANT FOR LONGER THAN SIX

**Policy Analysis Statement:**

**Brief Description of Proposal -**

This resolution would request reclassification of: (1) the vacant Customer Experience Manager (no position #, P8) to Deputy Airport Director (M16); (2) the vacant Business Development Manager (no position #, P10) to Director of Business Development (M13); (3) the vacant Marketing Manager (no position #, M12) to Steamfitter (\$48.57); and (4) the vacant Airfield Maintenance Supervisor (no position #, M10) to Airport Maintenance Crew Leader (F18). The Airport also requests authorization to fill these four positions and a vacant Deputy Airport Director (#1728 M16), all of which have been vacant for more than six months. The Department of Administration - Employee Relations Division recommends approval of these requests.

**Current Policy or Practice -**

Changes in position reclassification require County Board approval.

**Impact of Adopting Proposal -**

The organizational chart of the Airport has evolved to meet its current needs. The Airport's 2025 budget created four new positions with placeholder titles and classifications, anticipating potential changes before the positions are filled. The requested reclassifications for those positions better reflect the Airport's needs and align with the anticipated organizational chart realignment.

**Fiscal Estimate:**

**Fiscal Effect (check all that apply) -**

\_\_\_\_\_ No Fiscal Effect  
\_\_\_\_\_ Results in Revenue Increase  
☒ X Results in Expenditure Increase  
\_\_\_\_\_ Results in Revenue Decrease  
\_\_\_\_\_ Results in Expenditure Decrease

**Budget Effect (check all that apply) -**

\_\_\_\_\_ No Budget Effect  
\_\_\_\_\_ Increases Rev. Budget  
\_\_\_\_\_ Increases Exp. Budget  
\_\_\_\_\_ Decreases Rev. Budget  
\_\_\_\_\_ Decreases Exp. Budget  
☒ X Increases Position Authority  
☒ X Decreases Position Authority  
Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

The reclassification of the four positions will result in an annual increase in expenditures due to the cumulative increase in hourly rates across the proposed positions. No budgeted impact on filling vacant position.

**Expenditure/Revenue Changes:**

| Expenditures -       | Current Year |          | Annualized |          | Revenues -   | Current Year |          | Annualized |          |
|----------------------|--------------|----------|------------|----------|--------------|--------------|----------|------------|----------|
|                      | Increase     | Decrease | Increase   | Decrease |              | Increase     | Decrease | Increase   | Decrease |
| Personal Services    |              |          | \$78,800   |          | County Taxes |              |          |            |          |
| Operating Expenses   |              |          |            |          | Federal      |              |          |            |          |
| Contractual Services |              |          |            |          | State        |              |          |            |          |
| Capital              |              |          |            |          | Other        |              |          |            |          |
| Total                | \$0          | \$0      | \$78,800   | \$0      | Total        | \$0          | \$0      | \$0        | \$0      |

**Personnel Impact/FTE Changes:**

Reclassification of four positions and authorization to fill one additional vacant position. No FTE changes.

**Prepared By:**

|                             |                          |                 |  |
|-----------------------------|--------------------------|-----------------|--|
| Agency: Airport             | Division: Administration |                 |  |
| Prepared by: Frank Vallejos | Date: 08/12/25           | Phone: 246-3384 |  |
| Reviewed by Mark Papko      | Date: 08/12/25           | Phone: 246-3390 |  |