

FINANCE DEPARTMENT
(includes Purchasing and Treasury)
Room 406, City-County Building
266-4671

FAX: 267-8705/266-5948 (Purchasing)
FAX: 261-4241 (Payroll)

finance@cityofmadison.com
www.cityofmadison.com/finance

Mission, Goals and Objectives

The Finance Department is functionally responsible for City-wide financial and management services including general accounting, financial reporting, enterprise resource planning (ERP) system management, internal audit, risk management, purchasing, payroll, budget development and implementation, data project coordination and analysis, economic development analysis, debt management, revenue and treasury services, and investment management. The Finance Department also provides staff support to the Room Tax Commission and clerical support to City agencies through the Administrative Support Team staff and services provided by the Document Services group.

Administration

David Schmiedicke, Finance Director 267-8710

Manages the staff, programs and functions of the Finance Department as outlined above. Develops and implements city accounting, budgetary, financial management and related administrative systems and programs. Provides financial evaluation of proposed legislative actions and economic development proposals. Reviews the annual borrowing requirements for the City and administers long-term debt issues.

Britni Sutton, Program Assistant 266-4671

First point of contact for providing Finance Department programmatic information, reception, and referral services to agencies and members of the general public. Provides high level administrative support to Finance Department staff. Assists in Room Tax Commission and Finance Committee agenda and minutes preparation and distribution. Acts as office purchasing contact and maintains supply inventory. Performs agency payroll duties. During the Finance Director's absence, may be able to assist or refer callers.

Budget and Program Evaluation and Data Projects

Vacant, Budget and Program Evaluation Manager 267-4913

Coordinate Capital and Operating Budget processes. Budget development and analysis for the following City agencies: Mayor, Common Council, Finance, General Fund Revenue, Debt, Miscellaneous Appropriations, Room Tax, Planning & Community & Economic Development Office of the Director, Community Development Division, Economic Development Division (TIF), Planning, CDA Housing Operations, CDA Redevelopment, Building Inspection. Staff to the Finance Committee.

Elizabeth (Betsy) York, Budget Policy Analyst 267-8706

Budget development and analysis for the following: Fire, Police, Public Health, Municipal Court, Debt, Library, Mayor, Common Council, Misc. Appropriations, Worker's Compensation and Insurance, Finance/Treasury.

Brent Sloat, Budget Policy Analyst **267-4972**

Budget development and analysis for the following: PCED Office of Director, Building Inspection, CDD, CDA Housing, CDA Redevelopment, EDD (TIF), Planning, Monona Terrace, Room Tax, Information Technology.

Steph (Stephanie) Mabrey, Budget Policy Analyst **266-4007**

Budget development and analysis for the following: Engineering, Sewer, Stormwater, Water, Landfill, Fleet, Streets, Parks/Golf (Impact Fees), Assessor, Clerk.

Ryan Pennington, Budget Policy Analyst **266-4050**

Budget development and analysis for the following: Metro, Traffic Engineering, Parking Utility, Transportation, General Fund Revenue, Human Resources, Employee Assistance Program, Civil Rights, Attorney.

Eleanor Anderson, Data Projects Coordinator **266-4030**

Provide recommendations and analytic work in the areas of data analysis, project management, strategic planning, and development and administration of data. Lead collaborative data efforts for the City of Madison Racial Equality and Social Justice Initiative (RESJ).

Accounting Services

Patricia A. McDermott, CPA, Accounting Services Manager **266-4478**

Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems including the City's CAFR. Serve as liaison to external auditors. Oversee the utilization and development of the City's Tyler-MUNIS enterprise resource planning (ERP) system in conjunction with I.T. staff and software providers. Develop and document accounting policies and procedures and evaluate current policies for adequacy and conformance with applicable governmental accounting standards and practices. Managerial responsibilities in the areas of general accounting, enterprise accounting and purchasing services, payroll, and fiscal management.

Randy Whitehead, CPA, Principal Accountant **266-4293**

General, CDA/Public Housing, Special Revenue, Trust and Agency Funds financial reporting and accounting. Accounts payable and receivables, inter-agency charges, City loan programs and grants. Supervises reception staff.

Cory Johnson, Principal Accountant **261-4286**

ERP Development, Coordination, Training, and Implementation services. Debt Services and Arbitrage compliance. Capital Projects, Special Assessments and Charges, Tax Incremental Financing accounting and financial reporting. Capital asset management and fiscal agent services for Public Health.

Coleen Lisauskas, Payroll Supervisor **266-9090**

Payroll processing including all employee reimbursements, election official pay, and assists with benefits management and administration. ERP payroll lead for system implementation, and training. Advisor to the Payroll Users Group. Responsible for administration of wage assignments and tax levies.

Mary Richards, Purchasing Supervisor **266-4026**

Proprietary Fund accounting and financial reporting. Procurement, centralized purchasing services, contract execution and administration. ERP purchasing lead for system implementation, and training. Administrator for the City's Purchasing Card Program. Advisor to the Purchasing Users Group.

Doria L. Rey, Grants Supervisor 261-5538
Responsible for the development, coordination, and financial reporting for the City's Grants Management Program, annual Single Audit and grant special revenue funds.

Risk Management

Eric Veum, Risk Manager 266-5965
Administration of City Insurance Fund, Worker's Compensation Fund; management of liability and property insurance, loss prevention and other risk management functions and claims against the City. Supervision of Document Services and Administrative Support Team. Provides light duty assignments.

Brad Lovell, Safety Coordinator 266-9128
Provides technical assistance to management and to departmental/divisional safety committees in the area of occupational safety. Responds to concerns of employees and supervisors regarding their work environments, including ergonomics and general health and safety. Lead contact for Workers' Compensation questions.

Mary Lloyd, Risk Management Assistant 261-9668
Provides administrative and technical support for Risk Manager and Safety Coordinator. Approves and provides assistance regarding Certificate of Insurance forms and requirements for contracts. Answers inquiries about claims against the city and property insurance.

Document Services

Julie Blome, Document Services Leadworker 266-4280
Primary liaison between user agencies and Document Services staff. Document Services is a confidential internal resource to provide all agencies access to producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support.

Julie Kaufmann, Document Services Specialist 2 266-4280
Document Services is a confidential internal resource to provide all agencies access to producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support. Finance Department payroll backup.

Treasury

Craig Franklin, Treasury and Revenue Manager 266-6067
Establish policies and procedures in accordance with Wis. Statutes, 62.09(9) and Madison General Ordinances, Sec. 3.12 and Ch. 4 (where applicable).

Patti Zeman, Treasury Operations Leadworker 266-4771
Property taxes: billing and collection; account balance information. Receipt processing: taxes, water/sewer, special assessments, license fees, parking fees and fines, etc. Dog and cat licensing, and bicycle licenses: applications, license fees and information.

Contacts

Website

www.cityofmadison.com/treasurer

Tax Roll Information and Payments

266-4771

Animal Licenses

266-4771

Mill Rates

266-4531 / 266-4771