Budget Overivew

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Water Utility	41,485,940	45,886,000	33,263,016	45,232,406	44,910,094	45,582,700
TOTAL	\$ 41,485,940	\$ 45.886.000	\$ 33,263,016	\$ 45.232.406	\$ 44,910,094	\$ 45.582.700

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Water Quality	38,985,389	45,886,000	898,587	986,974	1,175,449	1,082,095
Water Engineering	156,036	-	2,253,257	2,006,758	1,849,959	2,182,815
Water Operations & Maintenance	1,055,133	-	10,457,247	9,908,211	10,215,684	12,751,521
Water Customer Service	233,833	-	2,607,602	3,031,380	2,943,034	3,056,615
Water Finance & Admin	1,055,548	-	17,046,324	29,299,083	28,725,968	26,509,654
TOTAL	\$ 41,485,940	\$ 45,886,000	\$ 33,263,016	\$ 45,232,406	\$ 44,910,094	\$ 45,582,700

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Intergov Revenues	(32,923,398)	(44,935,000)	(133,361)	(138,000)	(138,000)	-
Charges For Services	(322,060)	(281,000)	(43,100,382)	(43,785,220)	(43,785,220)	(44,965,000)
Fine & Forfeiture	(559,576)	-	(251,660)	(242,300)	(242,300)	(59,000)
Investments & Other Contributions	(338,334)	(270,000)	(916,620)	(300,000)	(300,000)	(280,000)
Misc Revenue	(423,323)	(400,000)	(568,173)	(322,780)	(322,780)	(278,700)
Other Financing Source	(6,919,248)	-	11,734,751	(444,106)	(121,794)	-
Transfer In	-	-	(27,572)	-	-	-
ΤΟΤΔΙ	(41 485 940)	(45 886 000)	(33 263 016)	(45 232 406)	(44 910 094)	(45 582 700)

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Actuals	2020 Adopted	2021 C2C	2021 Request
Salaries	9,201,939	9,373,464	8,677,134	9,039,183	9,459,113	9,586,202
Benefits	3,113,230	3,067,867	3,751,270	2,804,480	2,904,559	2,921,699
Supplies	2,763,451	2,516,350	1,032,310	2,322,500	2,322,500	2,447,300
Purchased Services	4,993,773	5,549,950	4,240,842	5,430,000	5,105,267	5,107,000
Debt & Other Financing	23,628,039	27,428,470	10,108,225	27,646,350	27,142,000	19,365,329
Inter Depart Charges	590,692	866,399	843,701	949,893	936,655	940,170
Inter Depart Billing	(2,805,184)	(2,916,500)	(2,582,305)	(2,960,000)	(2,960,000)	(2,385,000)
Transfer Out	-	-	7,191,839	-	-	7,600,000
TOTAL	\$ 41,485,940	\$ 45,886,000	\$ 33,263,016	\$ 45,232,406	\$ 44,910,094	\$ 45,582,700



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To: Mayor Satya Rhodes-Conway

From: Tom Heikkinen, General Manager, Madison Water Utility

Date: July 10, 2020

Subject: 2021 Operating Budget: Transmittal Memo

Major Goals

The 2021 operating budget for the Madison Water Utility seeks to put forth a spending plan consistent with the Mayor's directive. The goal of the Madison Water Utility is to provide the essential supply of water for consumption and fire protection via quality service and price, for present and future generations. Our proposed 2021 operating request aligns with our internal goals and those of the Mayor.

Covid Response & Recovery

Like all other agencies, we have had to work to adjust the way we provide services under the new normal resulting from COVID. Our 2021 budget request increases our supply budget to increase the cleaning and sanitizing supplies to use in our workspace. We have also included dollars for Plexiglas and other barriers to protect staff and the public. As of late spring 2020, MWU has not been charging late fees to ratepayers in an effort to help the tight financial situation some people find themselves in during this pandemic. We have not budgeted any revenue for late fees in our 2021 operating budget.

Equity

MWU works with consultants and the PSC to set rates so that they are not overly burdensome on any one ratepayer. Our main replacement program is designed to replace and maintain our infrastructure on a consistent basis so that the cost is equally spread among all generations that receive the benefit of our distribution system.

Sustainability

MWU maintains a vehicle replacement program for over 100 vehicles and power equipment. This program has been updated to include green and energy efficient replacements as our fleet ages and replacement is required.

Major Changes

MWU is funding a full-time IT 3 Specialist to work on Water only related systems. This position is part of the IT operating budget but will be 100% funded by MWU.

The Public Service Commission of Wisconsin (PSC) approved a rate increase for MWU on June 22, 2020. The new rates became effective on July 2, 2020. The new rates equate to an 8.9% revenue increase. Our 2021 revenues reflect this rate increase. MWU adjusted the 2021 revenues to reflect COVID behavior as experienced in March, April and May of 2020. The new rates are anticipated to cover inflationary

increases in operating costs and fund capital infrastructure projects. All water utility rate applications are subject to review by the PSC.

The utility will undertake no new major initiatives in 2021. Our 2021 operating proposal will maintain our current level of service supported by revenue generated entirely through utility rates.

Summary of Reductions

MWUs 2021 operating budget results in a fund balance generated. We are projecting a \$1.1m revenue increase due to the PSC approved rate increase. Expenses were budgeted at or below 2020 budgeted amounts (excluding salaries and benefits) by major with some small increases for inflation.

c.c. Deputy Mayors

Budget & Program Evaluation Staff
Kathy Schwenn, Finance Supervisor

Service Budget Proposal

IDE	ITIFYING INFORMATION						
SELE	CT YOUR AGENCY:						
Wat	er Utility						
SELE	CT YOUR AGENCY'S SERVIC	E:					
Wat	er Quality						
SER\	ICE NUMBER:						
861							
SER\	ICE DESCRIPTION:						
pote the s cont	ntial chemical and biologic Safe Drinking Water Act. Th rol.	al contaminants in dr is service oversees co	inking water to ensi	ure delivery of safe	e, high-quality water	ion, and long-term trend analito customers and to comply wermitting and abandonment, a	vith requirements of
	t 1: Base Budget Prop	osal					
BUD	GET INFORMATION						
		2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Bud	 get by Fund						
	General-Net		\$0	\$0		\$0 \$0	\$0
	Other-Expenditures	\$0	\$0	\$0	\$986,9	74 \$1,175,449	\$1,082,095
Tota		\$0	\$0	\$0	\$986,9	74 \$1,175,449	\$1,082,095
Bud	get by Major						
	Revenue	\$0	\$0	\$0		\$0 \$0	\$0
	Personnel	\$0	\$0	\$0	\$748,9	74 \$995,177	\$829,295
	Non-Personnel	\$0	\$0	\$0	\$238,0	00 \$180,272	\$252,800
	Agency Billings	\$0	\$0	\$0		\$0 \$0	
Tota	1	\$0	\$0	\$0	\$986,9	74 \$1,175,449	\$1,082,095
	FTEs				10.0	00 10.00	8.00
City De:	scribe how this service ac	ssary elements to me	et and maintain est	•	ality goals while prof	tecting Madison's water suppl	y and infrastructure
AC	TIVITIES PERFORMED BY	THIS SERVICE					
Act	ivity		% of Effort			Description	1
Wa	ter Quality Regulation Objecti	ives	35			Activities necessary to monito compliance with current feder water quality requirements.	
Wa	ter Quality Scheduling		15			Activities necessary to manag monitoring techniques at all w infrastructure assets.	
We	II Operation Permits & Private		35 sts				556

			n	Activities necessary to manage, inspect and naintain quality at non-utility assets connected to the utility's distribution system.
anage Data for Long Term Planning	15		c	dentifying current and potential sources of ontamination and determining the resources ecessary to mitigate those sources.
RVICE BUDGET CHANGES				
vice Impact What is the proposed change to the ser	rvice's budget from cost t	to continue to agen	cy request?	\$161,710 decrease
What are the service level impacts of the	ne proposed funding cha	nges?		
	more than our 2020 req	uest. This is due to	allocating out shared	expense of \$60,000. Water Quality service line despenses among all service lines in our 2021
sonnel-Permanent Positions				
Are you proposing an allocation cha	nge to the FTEs for this	s service? No		
Туре	Fund	Amount	Description	
Perm Wages				
Benefits				
Total		\$0		
Explain the assumptions behind the allo	ocation change.			
What is the justification behind the allo	cation change?			
sonnel-Other Personnel Spending Are you requesting additional personne	el spending for non-annu		Description	
sonnel-Other Personnel Spending		alized pay? Yes Amount	Description	
sonnel-Other Personnel Spending Are you requesting additional personne Type	el spending for non-annu		Description	
sonnel-Other Personnel Spending Are you requesting additional personne <i>Type</i> Overtime	el spending for non-annu		Description Cross connection	on inspector.
sonnel-Other Personnel Spending Are you requesting additional personne <i>Type</i> Overtime Premium Pay	el spending for non-annu Fund	Amount \$18,000		on inspector.
sonnel-Other Personnel Spending Are you requesting additional personne <i>Type</i> Overtime Premium Pay Hourly	el spending for non-annu Fund 2100	Amount		on inspector.
sonnel-Other Personnel Spending Are you requesting additional personne Type Overtime Premium Pay Hourly	el spending for non-annu Fund 2100	Amount \$18,000		on inspector.
sonnel-Other Personnel Spending Are you requesting additional personne Type Overtime Premium Pay Hourly Total Explain the assumptions behind the recessory and the processory and the processory are also assumptions behind the recessory and the processory are also assumptions behind the recessory and the processory are also assumptions behind the recessory are also assumptions behind the recessory are also assumptions are al	el spending for non-annu Fund 2100 quested funding.	Amount \$18,000		on inspector.
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sonnel-Other Personnel Spending Are you requesting additional personne Type Overtime Premium Pay Hourly Total Explain the assumptions behind the rece 1000 hours @ \$18/hr What is the justification behind the incompleted in the second content of the second conte	Fund Fund 2100 quested funding. reased funding? s needed to ensure no co	Amount \$18,000 \$18,000	Cross connection	on inspector.
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Are you requesting additional personner Type Overtime Premium Pay Hourly Total Explain the assumptions behind the recession of the increase of the proposing a change to the servence.	Fund 2100 quested funding. reased funding? s needed to ensure no contributions of the contribution of t	Amount \$18,000 \$18,000	Cross connection	on inspector.
sonnel-Other Personnel Spending Are you requesting additional personne Type Overtime Premium Pay Hourly Total Explain the assumptions behind the recession of the serve and the proposing a change to the serve and the serve are you proposing an increase or a december of the serve and the serve are you proposing an increase or a december of the serve are you proposing an increase or a decem	Fund 2100 quested funding. reased funding? s needed to ensure no contributions of the contribution of t	Amount \$18,000 \$18,000	Cross connection	on inspector.
Are you requesting additional personner Type Overtime Premium Pay Hourly Total Explain the assumptions behind the received and its the justification behind the incomplete	Fund Fund 2100 quested funding. reased funding? s needed to ensure no continuous price's budgeted revenue; crease to the budgeted recontinuous price's budgeted revenue;	Amount \$18,000 \$18,000 ross contamination	Cross connection	on inspector.

557

	g additional non-per			
Are you requesting Ye Fu	g additional non-per			
Ye Fu	g additional non-per			
Fu		rsonnel funding f	or this service?	
	ınd	Major	Amount	Description
	100	various	\$40,000	
_		1311000	7.0,000	MWU allocated shared costs among all service lines in the 2021 budget. Previously these were all in one service line.
2	100	54	\$7,200	Added budget for conferences and training in 2021. MWU has not budgeted for this for the last 2 years in an effort to build reserves.
Explain the assump	ations habind the re	augstad funding		, and an
Explain the assump	otions bening the re	equested fulluling	ş•	
Dollars were alloca	ited to all service lir	nes based on the	number of FTEs in	each service line.
Used costs to atten	nd AWWA annual co	onferences (assur	ming no inperson se	eminars), ground water modeling seminar and miscellaneous local training co
M/hat is the justifier	ation babind the in	araasad funding?	.	
	mong all the servic	e lines enables u	s to have a more ac	ccurate cost per service line. This change has a net-neutral budget impact. lities is important in keeping MWU staff informed and up to date.
Duning and Duning	D			
Proposed Budg	et Reduction			
_				\$0
				\$0
Proposed Budg What is 5% of the ago What is the proposed	ency's net budget?		ò	\$0 \$0
Vhat is 5% of the ag	ency's net budget?)	
Vhat is 5% of the ago	ency's net budget?	service's budget?		\$0
Vhat is 5% of the ago Vhat is the proposed xplain how you wou	ency's net budget? d reduction to this suld change the active	service's budget?	el of service as a re	\$0
What is 5% of the ago What is the proposed xplain how you wou ctivity identified abo	ency's net budget? d reduction to this suld change the activove. Add a separate	service's budget?	el of service as a re	\$0 sult of implementing the funding decrease to this service. List changes by serv
What is 5% of the ago What is the proposed xplain how you wou ctivity identified abo	ency's net budget? d reduction to this suld change the active	service's budget?	el of service as a reduction.	\$0
What is 5% of the ago What is the proposed xplain how you wou ctivity identified abo	ency's net budget? d reduction to this suld change the activove. Add a separate	service's budget?	el of service as a reduction.	\$0 sult of implementing the funding decrease to this service. List changes by serv
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What is 5% of the ago What is the proposed Explain how you wou citivity identified abo	ency's net budget? d reduction to this suld change the activove. Add a separate	service's budget?	el of service as a reduction.	\$0 sult of implementing the funding decrease to this service. List changes by serv
What is 5% of the ago	d reduction to this suld change the activity Total	service's budget? vities and the leve e line for each rec	el of service as a reduction. \$Amount	\$0 sult of implementing the funding decrease to this service. List changes by service. Description
What is 5% of the ago	d reduction to this suld change the activity Total	service's budget? vities and the leve e line for each rec	el of service as a reduction. \$Amount	\$0 sult of implementing the funding decrease to this service. List changes by serv
What is 5% of the ago What is the proposed xplain how you wou ctivity identified abo xplain the changes I Name	d reduction to this suld change the activity Total by major expenditu	service's budget? vities and the leve e line for each rec	el of service as a reduction. \$Amount	\$0 sult of implementing the funding decrease to this service. List changes by service. Description I implement as a result of the funding decrease to this service.
Vhat is 5% of the ago Vhat is the proposed xplain how you wou ctivity identified abo xplain the changes I Name Personnel	d reduction to this suld change the activity Total by major expenditu	service's budget? vities and the leve e line for each rec	el of service as a reduction. \$Amount	\$0 sult of implementing the funding decrease to this service. List changes by service. Description I implement as a result of the funding decrease to this service.
What is 5% of the ago What is the proposed Explain how you wou activity identified abo Explain the changes I	d reduction to this suld change the activity Total by major expenditu	service's budget? vities and the leve e line for each rec	el of service as a reduction. \$Amount	\$0 sult of implementing the funding decrease to this service. List changes by service. Description I implement as a result of the funding decrease to this service.

Does the proposed reduction impact other agencies (i.e. Fleet Serv	ices)?	ect	
If yes, which agencies:			
Describe why the proposed reduction was chosen.			
Explain the impacts of the proposed reduction on the end user of	he service. How can impacts of this re	eduction be mitigated?	

Service Budget Proposal

IDENTIFYING INFORMATION	I					
SELECT YOUR AGENCY:						
Water Utility						
SELECT YOUR AGENCY'S SERVICE	CE:					
Water Engineering						
SERVICE NUMBER:						
862						
SERVICE DESCRIPTION:						
This service provides technical The goal of this service is to use						ture renewal program
Part 1: Base Budget Prop	oosal					
	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Budget by Fund						
General-Net	\$0	\$0	\$0	\$	0 \$0	\$0
Other-Expenditures	\$0	\$0	\$0	\$2,006,75	8 \$1,849,959	\$2,182,815
Total	\$0	\$0	\$0	\$2,006,75	8 \$1,849,959	\$2,182,815
Budget by Major						
Revenue	\$0	\$0	\$0	\$	\$0	\$0
Personnel	\$0	\$0	\$0	\$1,476,55	8 \$1,473,768	\$1,576,415
Non-Personnel	\$0	\$0	\$0	\$530,20	0 \$376,191	\$606,400
Agency Billings	\$0	\$0	\$0	\$1	0 \$0	
Total	\$0	\$0	\$0	\$2,006,75	8 \$1,849,959	\$2,182,815
FTEs				10.8	7 10.87	11.87
PRIORITY Citywide Element Effecti Describe how this service and Water engineering provides a	,		anning develoning	maintaining and ma	naging the utility's asset info	rastructure to ensure a
desired level of service is prov efficiency and achieve shared	vided to the communi goals.					
ACTIVITIES PERFORMED BY	Y THIS SERVICE					
Activity		% of Effort		De	escription	
Infrastructure Planning and Desi	ign	25			nternal development of infra rovide the utility's desired le	
Construction Project Manageme Compliance	ent and Regulatory	35		d w	Monitoring shared constructi etermine specification requirith the utility's infrastructurompliance with federal, statigulations.	rements associated e and maintain
GIS and Asset Management		20				
ors and Asset Management						

SERVICE BUDGET CHANGES Price Impact What is the proposed change to the service's budget from cost to continue to agency request? Sa47,562 increase What are the service level impacts of the proposed funding changes? MWU continues to build on its asset management plan. Due to several factors we have not been able to fill our asset manager position for over a year continue to develop and grow our plan was en including money for consulting services to work with us to update our plan and keep it current until that position can be filled. MWU is allocating out shared expenses among all service lines in our 2021 budget. This was not done in the 2020 budget. It is a overall net-neutral budget impact. Personnel-Permanent Positions Are you proposing an allocation change to the FTEs for this service? Perm Wages Benefits Total Explain the assumptions behind the allocation change? What is the justification behind the allocation change? Personnel-Other Personnel Spending Are you requesting additional personnel spending for non-annualized pay? Yes Type Overtine Premium Pay Hourly 2100 \$106,000				Mapping systems infrastructure and monitoring conditions of water utility's system assets for planning and maintenance purposes.
What is the justification behind the allocation change? What is the justification behind the allocation change? What is the justification behind the requested funding. Explain the assumptions behind the requested funding. Total Explain the assumptions behind the requested funding. 2 partially var interns at \$20,000 each. 3 construction inspectors, engineering intern and mapping inter Total Explain the assumptions behind the requested funding. 2 partially var interns at \$20,000 each. 3 construction inspectors provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent were versure. Are you proposing a change to the service's budgeted revenue? No Explain the assumptions behind the requested funding. And the special year interns at \$20,000 each. 3 construction inspectors in a necessary or construction projects during the summer. Are you proposing a change to the service's budgeted revenue? No Are you proposing a change to the service's budgeted revenue? No Are you proposing a change to the service's budgeted revenue? Select	Construction Inspection and Field Surveying	20		Monitor compliance with internal and contractor specifications to ensure facilities and systems are adequately constructed.
What is the proposed change to the service's budget from cost to continue to agency request? What are the service level impacts of the proposed funding changes? MMU continues to build on its asset management plan. Due to several factors we have not been able to fill our asset manager position for over a year continue to develop and grow on plan we are including money for constituents on develop and grow on plan we are including money for constituents on develop and grow on plan we are including money for constituents on the plan of the position can be filled. MMU is allocating out shared expenses among all service lines in our 2021 budget. This was not done in the 2020 budget. It is a overall net-neutral budget impact. Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages Benefits Total Explain the assumptions behind the allocation change? What is the justification behind the allocation change? What is the justification behind the allocation change? Type Fund Amount Description Description Permium Pay Hourly 2000 \$106,000 Explain the assumptions behind the requested funding. 2 partial year interns at \$20,000 each. 3 construction inspectors, engineering intern and mapping inter Total Explain the assumptions provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent with the construction inspectors fill a need to cover our construction projects during the summer. What is the justification behind the increased funding? All of these positions provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent with the construction inspectors fill a need to cover our construction projects during the summer. Are you proposing a change to the service's budgeted revenue? Select	ERVICE BUDGET CHANGES			
MWU continues to build on its asset management plan. Due to several factors we have not been able to fill our asset manager position for over a year continue to develop and grow our plan we are including money for consulting services to work with us to update our plan and keep it current until that position can be filled. MWU is allocating out shared expenses among all service lines in our 2021 budget. This was not done in the 2020 budget. It is so overall net-neutral budget impact. ***arsonnel-Permanent Positions** **Are you proposing an allocation change to the FTEs for this service? No ***End **Amount** **Description** **Perm Wages** **Benefits** **Total** **Explain the assumptions behind the allocation change?** **What is the justification behind the allocation change?** ***What is the justification behind the allocation change?** ***Type** ***Fund **Amount **Description** ***Personnel-Other Personnel Spending** **Are you requesting additional personnel spending for non-annualized pay?** ***Type** ***Overtime** ***Premium Pay** **Hourly** ***Jone	•	vice's budget from co	st to continue to agend	ty request? \$347,562 increase
continue to develop and grow our plan we are including money for consulting services to work with us to update our plan and keep it current until that position can be filled. MPVI is allocating out shared expenses among all service lines in our 2021 budget. This was not done in the 2020 budget. It is a overall net-neutral budget impact. Are you proposing an allocation change to the FTEs for this service? No Type Perm Wages Benefits Total So Explain the assumptions behind the allocation change? What is the justification behind the allocation change? What is the justification behind the allocation change? Type Fund Amount Description Explain the assumptions behind the allocation change? Type Fund Amount Description Overtime Premium Pay Hourly 2100 S106,000 Explain the assumptions behind the requested funding. 2 partial year interns at \$20,000 each. 3 construction inspectors, engineering intern and mapping intern and mapping intern and inspections at \$20,000 each. What is the justification behind the increased funding? All of these positions provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent we The construction inspectors fill a need to cover our construction projects during the summer. Venue Are you proposing a change to the service's budgeted revenue? Select	What are the service level impacts of th	e proposed funding c	hanges?	
Are you proposing an allocation change to the FTEs for this service? Type	continue to develop and grow our plan position can be filled. MWU is allocating	we are including mon	ey for consulting servi	ces to work with us to update our plan and keep it current until that
Type Fund Amount Description Benefits Total 50 Explain the assumptions behind the allocation change? What is the justification behind the allocation change? What is the justification behind the allocation change? Type Fund Amount Description Overtime Premium Pay Hourly 2100 \$106,000 Explain the assumptions behind the requested funding. 2 partial year interns at \$20,000 each. 3 construction inspectors at \$22,000 each. What is the justification behind the increased funding? All of these positions provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent we the construction inspectors fill a need to cover our construction projects during the summer. Provenuc Are you proposing a change to the service's budgeted revenue? No Are you proposing an increase or a decrease to the budgeted revenue? Select	ersonnel-Permanent Positions			
Benefits Total Explain the assumptions behind the allocation change. What is the justification behind the allocation change? What is the justification behind the allocation change? What is the justification behind the allocation change? Type Fund Amount Description Overtime Premium Pay Hourly 2100 S106,000 Explain the assumptions behind the requested funding. 2 partial year interns at \$20,000 each. What is the justification behind the increased funding? All of these positions provide high value and significant benefit to the Water Utility. The interns bring in highly qualified individuals that do excellent we have you proposing a change to the service's budgeted revenue? No Are you proposing an increase or a decrease to the budgeted revenue? Select	Are you proposing an allocation chai	nge to the FTEs for t	his service? No	
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Are you proposing a change to the service's budgeted revenue? No Are you proposing an increase or a decrease to the budgeted revenue? Select	All of these positions provide high value	e and significant bene		
Are you proposing a change to the service's budgeted revenue? No Are you proposing an increase or a decrease to the budgeted revenue? Select	Nonvo			
Are you proposing an increase or a decrease to the budgeted revenue? Select	Are you proposing a change to the serv	rice's budgeted revenu	ue?	
	Are you proposing an increase or a dec	rease to the budgeted	d revenue?	

what is the just	ification behind the p	proposed change?		
ersonnel	ing additional non-pe	arconnel funding fo	or this sarvice?	
Are you request	Yes	ersonner runumg re	or this service:	
	Fund	Major	Amount	Description
	2100	various	\$30,000	MWU allocated shared costs among all service lines in the 2021 budget. Previously these were all in one service line.
	2100	54	\$150,000	Consulting costs for asset management plan.
Explain the assu	mptions behind the r	equested funding.		
Dollars were allo	ocated to all service li	ines based on the	number of FTEs in 6	each service line.
	agement dollars are b			
				ی این برای عجر بالدی
What is the just	fication behind the ir	ncreased funding?		
Sharing the cost	s among all the servi	ce lines enables us	to have a more ac	curate cost per service line. This change has a net-neutral budget impact.
	cac will anabla uc ta r	maintain and grow	our accet manage	ment program while we continue to search for a new asset manager
consulting servi	ces will enable us to r	maintain and grow	our asset manager	ment program while we continue to search for a new asset manager.
	ces will enable us to r	maintain and grow	our asset manager	ment program while we continue to search for a new asset manager.
Proposed Bu			our asset manager	ment program while we continue to search for a new asset manager.
Proposed Bu	dget Reduction	?		
Proposed Bu What is 5% of the What is the propo	dget Reduction agency's net budget: used reduction to this	? service's budget? ivities and the leve	el of service as a res	\$0 \$0
Proposed Bu What is 5% of the What is the propo	dget Reduction agency's net budget: used reduction to this	? service's budget? ivities and the leve te line for each rec	el of service as a res	\$0 \$0
Proposed Bu What is 5% of the What is the propo	dget Reduction agency's net budget? sed reduction to this would change the acti above. Add a separat	? service's budget? ivities and the leve te line for each rec	el of service as a res luction.	\$0 \$0 sult of implementing the funding decrease to this service. List changes by servi
Proposed Bu What is 5% of the What is the propo	dget Reduction agency's net budget? sed reduction to this would change the acti above. Add a separat	? service's budget? ivities and the leve te line for each rec	el of service as a res luction.	\$0 \$0 sult of implementing the funding decrease to this service. List changes by servi
Proposed Bu What is 5% of the What is the propo	dget Reduction agency's net budget? sed reduction to this would change the acti above. Add a separat	? service's budget? ivities and the leve te line for each rec	el of service as a res luction.	\$0 \$0 sult of implementing the funding decrease to this service. List changes by servi
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Proposed Bu What is 5% of the What is the propo Explain how you vactivity identified Explain the chang Name	dget Reduction agency's net budget? sed reduction to this would change the acti above. Add a separat Activity Total	service's budget? ivities and the leve te line for each rec \$0 ure category that	el of service as a res luction. \$Amount	\$0 \$ult of implementing the funding decrease to this service. List changes by service. Description
Personnel Proposed Bu What is 5% of the What is the proposed Explain how you wantivity identified Explain the changean	dget Reduction agency's net budget? sed reduction to this vould change the acti above. Add a separat Activity Total	service's budget? ivities and the leve te line for each rec \$0 ure category that	el of service as a res luction. \$Amount	\$0 \$ult of implementing the funding decrease to this service. List changes by service. Description implement as a result of the funding decrease to this service.
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Explain the chang Name Personnel Non-Personnel Agency Billings	dget Reduction agency's net budget? sed reduction to this vould change the acti above. Add a separat Activity Total es by major expendit \$ Amount	service's budget? ivities and the leve te line for each rec \$0 ure category that	el of service as a res luction. \$Amount	\$0 \$ult of implementing the funding decrease to this service. List changes by service. Description implement as a result of the funding decrease to this service.
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Explain the chang Name Personnel Non-Personnel Agency Billings Total	dget Reduction agency's net budget? sed reduction to this vould change the acti above. Add a separat Activity Total \$ Amount \$ \$ Amount	service's budget? ivities and the levere line for each recommendation in the levere line for each recommendatio	el of service as a res luction. \$Amount your agency would	\$0 \$ult of implementing the funding decrease to this service. List changes by service. Description implement as a result of the funding decrease to this service.

If yes, what is the decrease in FTEs:	
the proposed reduction impact other agencies (i.e. Fleet Services)? Select	
If yes, which agencies:	
be why the proposed reduction was chosen.	
be willy the proposed reduction was chosen.	
n the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigal	atod2
The impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be image.	aceu:

Service Budget Proposal

DENTIFYING INFORMATION						
SELECT YOUR AGENCY:						
Water Utility						
SELECT YOUR AGENCY'S SERVICE:						
Water Operations & Maintenanc	e					
SERVICE NUMBER:						
863						
SERVICE DESCRIPTION:						
This service provides the mainter wells, booster stations, and facilition and adequate quantity of high qua	ies/properties. The	goal of this service	is to maintain and			
Part 1: Base Budget Propos	sal					
BUDGET INFORMATION						
	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
 Budget by Fund						
General-Net	\$0	\$0	\$0	\$	0 \$0	
Other-Expenditures	\$0	\$0	\$0	\$9,908,21	1 \$10,215,684	\$12,751,521
iotal and a second	\$0	\$0	\$0	\$9,908,21		\$12,751,521
udget by Major	F -	, ,	, ,	, -,,	,,,	,,,
Revenue	\$0	\$0	\$0	\$	0 \$0	
Personnel	\$0	\$0	\$0	\$7,066,71	1 \$7,377,686	\$7,446,121
Non-Personnel	\$0	\$0	\$0	\$2,805,50	0 \$2,804,513	\$5,270,400
Agency Billings	\$0	\$0	\$0	\$36,00	0 \$33,485	\$35,000
otal	\$0	\$0	\$0	\$9,908,21		\$12,751,521
FTEs				74.5		75.58
PRIORITY Citywide Element Green ar Describe how this service adv Operations and maintenance all the preservation of utility infrast	ow the utility to pro	vide its desired leve		service through prov	iding the natural resource to	the community and
ACTIVITIES PERFORMED BY 1	THIS SERVICE					
Activity		% of Effort		D	escription	1
Operation and Monitoring of Wells Reservoirs	s, Booster Stations and	25		ii c c	abor and materials associate ofrastructure that draws wate listributes it timely and effici listribution system for its inte onsumption and fire protecti	er from its source and ently throughout the ended use of
Water Testing, Treatment		25		v a	abor and materials associate vater from its source and test quality product enters the d efore delivery to the commu	ting it to monitor that istribution system

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Maintenance of Electrical/Mechanical Equipment and Facilities	25		Labor, materials and transportation necessary repair and replace operational equipment that allows supply facilities to operate efficiently artimely.	it
Maintenance of Pipes/Mains/Buried Assets	25		Labor and materials necessary to repair and re	
			distribution facilities that allow the utility to po a high level of service with minimal interruption service to the community.	
SERVICE BUDGET CHANGES				
ervice Impact What is the proposed change to the service's I	oudget from cost	to continue to agend	sy request? \$2,612,022 increase	
What are the service level impacts of the prop	osed funding cha	nges?		
budget adjustment. This results in larger non- put to the Finance and Admin service line. Th a \$2.0 million increase in this service line. As change in practice we increased equipment su	personnel expens is should have go MWU works to re	ses for Operations ar ne to Operations and duce the capital buc	This was not done in the 2020 budget. It is an overall net-neutral and Maintenance. In 2020 the entire \$2.2 million cost for electricity distribution Maintenance. This has been fixed in our 2021 budget. This resulget we are replacing vehicles less frequently. To account for this	y was
ersonnel-Permanent Positions Are you proposing an allocation change to	the ETEs for this	convice 2 No		
Are you proposing an anocation change to	the FIES for this	s service: 140		
<i>Type</i> Perm Wages	Fund	Amount	Description	
Benefits				
Total		\$0		
Explain the assumptions behind the allocation	change.			
ersonnel-Other Personnel Spending Are you requesting additional personnel spend	ding for non-annu	alized pay? Yes		
Туре	Fund	Amount	Description	
Overtime				
Premium Pay				
Hourly	2100	\$61,000		
			Hydrant painters, lawn crew and Geo Characterization/Carbo Footprint/Hydro modeling student	on
Total		\$61,000		
Explain the assumptions behind the requested	d funding.	, ,		
5 hydrant painters/lawn crew at \$16/hr for 50	00 hours			
Model student 1000 hours @ \$21/hr				
What is the justification behind the increased	funding?			
Modeling student will provide additional reso	urces to help dete	ermine best practice	s for our supply and distribution system.	
Hourly hydrant painters and lawn crew are ne and repairs.	eded in the summ	ner months as our cr	ews are busier in these months with street projects, flushing prog	згат
DVODVO				
evenue Are you proposing a change to the service's b No	udgeted revenue?			
Are you proposing an increase or a decrease t	o the budgeted re	evenue?		

	Fund	Major	Amount	Description		
Explain the assu	umptions behind the cha	ange to budgete	d revenue.			
What is the just	tification behind the pro	posed change?				
ersonnel						
Are you reques	ting additional non-pers	onnel funding fo	or this service?			
	Yes					
	Fund	Major	Amount	Description		
	2100	54	\$2,000,000			
				Electricity		
	2100	53	\$120,000			
				Equipment Supplies		
	2100	various	\$100,000			
				MWU allocated shared	costs among all service lines in the 2021 be	udget
Explain the assu	umptions behind the rec	uested funding	•	'		
Electricity is a c	hange in service line allo	ocation. This wa	as in service line 865	in the 2020 budget. The a	imount is not increasing.	
Fauinment sun	nlies for over 100 service	a vahirlas trans	nort vehicles and w	ork equipment extended li	fo.	
Equipment sup	piles for over 100 service	e verncies, trans	port vernicles and w	ork equipment extended in	e.	
Dollars were all	ocated to all service line	es for shared exp	enses based on the	number of FTEs in each se	rvice line.	
	ification behind the incr					
Electricity is a c	hange in service line allo	ocation. This wa	as in service line 865	in the 2020 budget. The a	-	
Electricity is a c	hange in service line allo ng vehicles less frequen	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	nore parts and maintenance on existing ve	hicles.
Electricity is a c	hange in service line allo ng vehicles less frequen	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	-	hicles
Electricity is a c	hange in service line allo ng vehicles less frequen	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	nore parts and maintenance on existing ve	hicles.
Electricity is a c	hange in service line allo ng vehicles less frequen	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	nore parts and maintenance on existing ve	hicles.
Electricity is a c MWU is replaci Sharing the cos	hange in service line allo ng vehicles less frequen	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	nore parts and maintenance on existing ve	hicles.
Electricity is a c MWU is replaci Sharing the cos	hange in service line allong vehicles less frequents among all service line	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r te cost per service line. Thi	nore parts and maintenance on existing ve	hicles
Electricity is a c MWU is replaci Sharing the cos	hange in service line allong vehicles less frequen ts among all service line	ocation. This wa	as in service line 865 o reduce our capital	budget. This will require r	nore parts and maintenance on existing ve	hicles
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las this reduction been proposed in prior years?	Select
Does the proposed reduction result in eliminating permanent positions? If yes, what is the decrease in FTEs:	Select
Does the proposed reduction impact other agencies (i.e. Fleet Services)? If yes, which agencies:	Select
Describe why the proposed reduction was chosen.	
xplain the impacts of the proposed reduction on the end user of the service. How c	an impacts of this reduction be mitigated?

		Servi	ce Budget P	roposal		
DENTIFYING INFORMATION						
ELECT YOUR AGENCY:						
Water Utility						
SELECT YOUR AGENCY'S SERVICE	:					
Water Customer Service						
SERVICE NUMBER:						
864						
SERVICE DESCRIPTION:						
	sal					
	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
BUDGET INFORMATION		2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
BUDGET INFORMATION		2019 Adopted \$0	2019 Actual \$0	2020 Adopted	2021 C2C \$0	
Budget by Fund General-Net Other-Expenditures	2018 Actual					\$0
Budget by Fund General-Net Other-Expenditures	2018 Actual \$0	\$0	\$0	\$0	\$0	\$0 \$3,056,615
BUDGET INFORMATION Budget by Fund General-Net Other-Expenditures Fotal Budget by Major	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$3,031,380 \$3,031,380	\$0 \$2,943,034 \$2,943,034	\$3,056,615 \$3,056,615
Budget by Fund General-Net Other-Expenditures Total Budget by Major Revenue	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$3,031,380 \$3,031,380 \$3,031,380	\$0 \$2,943,034 \$2,943,034 \$0	\$3,056,615 \$3,056,615 \$3,056,615
Budget by Fund General-Net Other-Expenditures Fotal Budget by Major Revenue Personnel	\$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0	\$0 \$3,031,380 \$3,031,380	\$0 \$2,943,034 \$2,943,034	\$3,056,615 \$3,056,615 \$3,056,615
Budget by Fund General-Net Other-Expenditures Total Budget by Major Revenue Personnel Non-Personnel	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0	\$3,031,380 \$3,031,380 \$3,031,380	\$0 \$2,943,034 \$2,943,034 \$0	\$3,056,615 \$3,056,615 \$3,056,615 \$0 \$1,919,915
Other-Expenditures Total Budget by Major Revenue Personnel Non-Personnel Agency Billings	\$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0	\$0 \$3,031,380 \$3,031,380 \$0 \$1,831,980	\$0 \$2,943,034 \$2,943,034 \$0 \$1,788,640	\$3,056,615 \$3,056,615 \$3,056,615 \$0 \$1,919,915 \$1,136,700
Budget by Fund General-Net Other-Expenditures Total Budget by Major Revenue Personnel Non-Personnel	\$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$3,031,380 \$3,031,380 \$0 \$1,831,980 \$1,199,400	\$0 \$2,943,034 \$2,943,034 \$0 \$1,788,640 \$1,154,394	\$021 Request \$0 \$3,056,615 \$3,056,615 \$0 \$1,919,915 \$1,136,700 \$0 \$3,056,615

The Water Utility strives to conserve the limited water resources of Madison through our conservation programs. We offer toilet rebates to customers that replace high water usage toilets with more efficient units. Customers have the ability to view their water usage in real time through our "My Water" program and can monitor and adjust their usage accordingly. Educational programs are offered throughout the year to the community to educate and inform citizens of the limited water resources available in Madison. We monitor the water going through our distribution system to minimize water loss. Our Customer Billing area works with citizens of Madison to identify potential causes of high water usage and potential undected leaks.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Bill for Services to Customers	50	Manage meter reading and customer billing data to provide monthly billings to 78,000 active accounts.
Manage Customer Inquries	20	Conduct inquries into customer accounts to address billing questions from ratepayers and support the
2021 Operating Budget: Agend	cy Reugests	services of the water utility.

	15		Conduct on-site visits to customer properties t install, inspect and replace customer meters to enable accurate consumption readings and proreliable billings.
ommunicate Water Utility Current Events and omotions	15		Inform and communicate with the community regarding current operational and promotiona initiatives at the Water Utility.
ERVICE BUDGET CHANGES			
rvice Impact What is the proposed change to the service's	s hudget from cost t	to continue to agend	/ request? \$207.756 increase
What is the proposed change to the service of	budget Hom cost	to continue to agent	y request? \$207,756 increase
What are the service level impacts of the pro	posed funding cha	nges?	
budget adjustment. This results in larger nor	n-personnel expens	ses for Customer Ser	This was not done in the 2020 budget. It is an overall net-neutral vice.
Customer Service resulting in a personnel co	•	_	,
rsonnel-Permanent Positions			
Are you proposing an allocation change t	o the FTEs for this	s service? Yes	
Туре	Fund	Amount	Description
Perm Wages	2100	\$57,000	Description
			IT Specialist 3 80% (18/10) IT position #5001
Benefits	2100	\$14,000	IT Specialist 3 80% (18/10) IT position #5001
Total		\$71,000	
Explain the assumptions behind the allocatio	n change.	,	
Dollars were based on job class for IT Special		mbers.	
The state of the s	e used exclusively b	•	not have the manpower to support all of our systems. Additional
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU.	e used exclusively b	•	not have the manpower to support all of our systems. Additional nal IT support. This position will be in the IT budget but will be 10
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending	e used exclusively b ng software and thi	s will require addition	
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU.	e used exclusively b ng software and thi	s will require addition	
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spen	e used exclusively b ng software and thi	s will require addition	
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime	e used exclusively bing software and thi	s will require addition	nal IT support. This position will be in the IT budget but will be 10
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay	e used exclusively bing software and thing software and thing for non-annu	s will require addition	nal IT support. This position will be in the IT budget but will be 10
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime	e used exclusively bing software and thi	s will require addition	nal IT support. This position will be in the IT budget but will be 10
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay	e used exclusively bing software and thing software and thing for non-annu	s will require addition	Description
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly	e used exclusively bing software and thing software and thing for non-annu	s will require additional states and states are states and states and states and states are states and states and states and states are states and states are states and states and states are states and states	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly	e used exclusively bing software and thinding for non-annu Fund 2100	s will require addition	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. Tronnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly Total Explain the assumptions behind the requester	e used exclusively bing software and thin nding for non-annuing for non-annuing fund 2100	s will require additional states and states are states and states and states and states are states and states and states and states are states and states are states and states and states are states and states	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. Instruction of the personnel Spending and Are you requesting additional personnel spending and the personnel spending are you requesting additional personnel spending and the personnel spending are you requesting additional personnel spending are you requesting additional personnel spending are you requested and you request and you request and you request a spending are you requested and you request a spending are you request and you request a spending are you request and you request a spending are you request and you request a spending and you request a spending are you request and you request a spending are you request and you request a spending and you request a spending are you request a spending and you request a spending are you request a spending and you request a spending are you request and you request a spending are you request and you request a spending are you request a spending are you request and you request a spending are you request.	e used exclusively bing software and thin nding for non-annuing for non-annuing fund 2100	s will require additional states and states are states and states and states and states are states and states and states and states are states and states are states and states and states are states and states	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly Total Explain the assumptions behind the requester	e used exclusively bing software and thing software and thing for non-annulating for non-	s will require additional states and states are states and states and states and states are states and states and states and states are states and states are states and states and states are states and states	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly Total Explain the assumptions behind the requested Meter Shop - 4 hourly @ \$16.67/hr for 600 hours.	e used exclusively bing software and thing software and thing for non-annulating for non-	s will require additional states and states are states and states and states and states are states and states and states and states are states and states are states and states and states are states and states	Description 4 Meter Shop hourly workers
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly Total Explain the assumptions behind the requested Meter Shop - 4 hourly @ \$16.67/hr for 600 hr Communication Intern - 700 hours @ \$18.57 What is the justification behind the increased	e used exclusively bing software and thing software and thing for non-annuture of the second	s will require additional states and states and states and states and states are states and states and states are states and states are states and states are states and states are states	Description 4 Meter Shop hourly workers 1 Communications Intern
Water has several computer systems that are are moving to Tyler Utility Billing for our billing funded by MWU. rsonnel-Other Personnel Spending Are you requesting additional personnel spending Type Overtime Premium Pay Hourly Total Explain the assumptions behind the requested Meter Shop - 4 hourly @ \$16.67/hr for 600 hours with the system of the	e used exclusively bing software and thinding for non-annuing fund 2100 2100 ed funding. Three each funding? to enable them to	s will require additional states and states and states and states and states are states and states are states and states are states and states are states	Description 4 Meter Shop hourly workers 1 Communications Intern

Are you proposing a change to the service's budgeted revenue?

	No				
	g an increase or a select	decrease to the budg	eted revenue?		
	und	Major	Amount	Description	
	4114	i i i i i i i i i i i i i i i i i i i	7 tilloune	Description.	
Explain the assur	mptions behind the	e change to budgeted	revenue.		
What is the justif	fication behind the	proposed change?			
Personnel					
Are you requesti	ng additional non-	personnel funding for	r this service?		
	No				
l	Fund	Major	Amount	Description	
Explain the assur	nptions behind the	e requested funding.			
What is the justif	ication behind the	e increased funding?			
	lget Reduction				
What is 5% of the a				\$0	
What is 5% of the a	agency's net budge			\$0 \$0	
What is 5% of the a	agency's net budge	et?			
What is 5% of the a What is the propose Explain how you w	agency's net budgo sed reduction to the rould change the a	et? nis service's budget?			anges by servi
What is 5% of the a What is the propose Explain how you w	agency's net budgo sed reduction to the rould change the a above. Add a sepan	et? nis service's budget? ctivities and the level rate line for each redu	uction.	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a What is the propose Explain how you w	agency's net budgo sed reduction to the rould change the a	et? nis service's budget? ctivities and the level rate line for each redu		\$0	anges by servi
What is 5% of the a What is the propose Explain how you w	agency's net budgo sed reduction to the rould change the a above. Add a sepan	et? nis service's budget? ctivities and the level rate line for each redu	uction.	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a What is the propose Explain how you w	agency's net budgo sed reduction to the rould change the a above. Add a sepan	et? nis service's budget? ctivities and the level rate line for each redu	uction.	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a What is the propose Explain how you w	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity	et? nis service's budget? ctivities and the level rate line for each redu	uction.	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a	agency's net budgesed reduction to the rould change the above. Add a separactivity	et? nis service's budget? ctivities and the level rate line for each reduced to the service	SAmount	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a What is the propose Explain how you wactivity identified a	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity Total	et? nis service's budget? ctivities and the level rate line for each reduced in the service in	SAmount	\$0 Ult of implementing the funding decrease to this service. List characteristics are considered by the funding decrease to this service.	anges by servi
What is 5% of the a	agency's net budgesed reduction to the rould change the above. Add a separactivity	et? nis service's budget? ctivities and the level rate line for each reduced in the service in	SAmount	\$0 Ult of implementing the funding decrease to this service. List cha	anges by servi
What is 5% of the a What is the propose Explain how you wantivity identified a Explain the change Name Personnel	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity Total	et? nis service's budget? ctivities and the level rate line for each reduced in the service in	SAmount	\$0 Ult of implementing the funding decrease to this service. List characteristics are considered by the funding decrease to this service.	anges by servi
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What is 5% of the a What is the propose Explain how you wantivity identified a Explain the change Name Personnel Non-Personnel Agency Billings	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity Total es by major expend \$ Amou	et? nis service's budget? ctivities and the level rate line for each reduced in the service in	SAmount	\$0 Ult of implementing the funding decrease to this service. List characteristics are considered by the funding decrease to this service.	anges by servi
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What is 5% of the a What is the propose Explain how you wantivity identified a Explain the change Name Personnel Non-Personnel Agency Billings Total	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity Total es by major expend \$ Amou \$ \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	activities of this service of	SAmount our agency would	\$0 Ult of implementing the funding decrease to this service. List characteristics are sufficiently be a property of the funding decrease to this service. Description Description	
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What is 5% of the a What is the propose Explain how you wantivity identified a Explain the change Name Personnel Non-Personnel Agency Billings Total	agency's net budge sed reduction to the rould change the a above. Add a sepan Activity Total es by major expend \$ Amou \$0 \$0 ed to perform the rforming these act	activities of this servicitivities.	SAmount our agency would	\$0 Ult of implementing the funding decrease to this service. List characteristics are sufficiently be a property of the funding decrease to this service. Description Description	

If yes, what is the decrease in FTEs:	Select
Does the proposed reduction impact other agencies (i.e. Fleet Services)? If yes, which agencies:	Select
Describe why the proposed reduction was chosen.	
Explain the impacts of the proposed reduction on the end user of the service. How c	an impacts of this reduction be mitigated?

Service Budget Proposal

IDENTIFYING INFORMATION	
SELECT YOUR AGENCY:	
Water Utility	
SELECT YOUR AGENCY'S SERVICE:	
Water Finance & Admin	
SERVICE NUMBER:	
865	

SERVICE DESCRIPTION:

This service is responsible for financial services including general accounting, financial reporting, regulatory reporting / compliance, budgeting, debt management and utility-rate management. The goal of this service is to provide accurate, reliable and transparent financial information to internal and external stakeholders while managing utility rates.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2018 Actual	2019 Adopted	2019 Actual	2020 Adopted	2021 C2C	2021 Request
Budget by Fund						
General-Net	\$0	\$0	\$0	\$0	\$0	\$0
Other-Expenditures	\$0	\$0	\$0	\$29,299,083	\$28,725,968	\$26,814,654
Total	\$0	\$0	\$0	\$29,299,083	\$28,725,968	\$26,814,654
Budget by Major						
Revenue	\$0	\$0	\$0	(\$44,806,837)	(\$44,793,384)	(\$45,887,700)
Personnel	\$0	\$0	\$0	\$719,440	\$728,401	\$736,155
Non-Personnel	\$0	\$0	\$0	\$30,625,750	\$30,054,397	\$27,253,329
Agency Billings	\$0	\$0	\$0	(\$2,046,107)	(\$2,056,830)	(\$2,385,000)
Total	\$0	\$0	\$0	(\$15,507,754)	(\$16,067,416)	(\$20,283,216)
FTEs				6.06	6.06	6.26

PRIORITY

Citywide Element Effective Government

Describe how this service advances the Citywide Element:

This service supports City-wide finance through the financial management of the water utility and the day to day processing of financial transactions, strategic planning and development of reliable reporting mechanisms to maintain equitable rates for its ratepayers. Water Utility finance also completes regulatory reporting and filing requirements.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Process Daily Financial Transactions (A/P, A/R, Payroll, Revenue, Reconciliations)	35	Complete daily entry of A/P invoices, utility payroll transactions, A/R and revenue reconciliations, daily approvals of MUNIS work, troubleshoot transactional processing issues.
Complete Month and Year-End Closing Activities	35	Process all activity that relates to the closing monthly transactional activities including reconciliations, coordinating wiht City Finance to make adjustments, reclassifying data and creation assets and monthly reports.

reation of Periodic Reporting Including Annual Financial tatements and Annual PSC Report	20		Creation of monthly/quarterly/annual financial reports for use in decision making and analysis and presentaion to the Water Board.
Budget Creation/Monitoring, Debt Management and ISC Rate Studies	10		Activities associated with the financial managemer of the water utility including establishing and maintaining earning and spending targets, financin of facility and infrastructure projects and the analysis and completion of rate studies with the PSC.
ERVICE BUDGET CHANGES			
ervice Impact What is the proposed change to the service's bo	udget from cost	to continue to agend	y request? \$3,005,630 decrease
			, , , , , , , , , , , , , , , , , , ,
budgeting a \$1.1 million dollar revenue increas MWU refunded and advance refunded revenue expense for 2021. MWU is including funding for an IT Specialist. The Finance and Admin Service resulting in a permute MWU is allocating out shared expenses among budget adjustment. The shared expenses were Finance and Admin in 2021. The largest of the MWU is budgeting \$600,000 less in Sewer/Stor	22, 2020. The u e due to this afte bonds with high his position is hersonnel cost inci all service lines in the Finance a e changes is elee m/Urban Foresti	tility received an 8.9 er adjusting our revener interest rates at toused in the IT budg rease of \$18,000. In our 2021 budget, and Admin Service in ctricity resulting in any interagency billing	s. The PSC lowered our ROR in the most recent rate case from 8% to
4.9% which lowered Sewer's portion of this exp billings for Sewer/Storm/Urban Forestry are ba			to work toward lowering our operating expenses. The interagency and have been reduced.
ersonnel-Permanent Positions			
Are you proposing an allocation change to t	he FTEs for this	service? Yes	
Туре	Fund	Amount	Description
Perm Wages	2100	\$14,000	
			IT Specialist 3 20% (18/10) IT position #5001
Benefits	2100	\$4,000	IT Specialist 3 20% (18/10) IT position #5001
Total		\$18,000	
Explain the assumptions behind the allocation of	hange.		
Dollars were based on job class for IT Specialist	3 using 2019 nu	mbers.	
What is the justification behind the allocation c	nanger		
· · ·		•	not have the manpower to support all of our systems. Additionally wonal IT support. This position will be in the IT budget but it will be 1009
ersonnel-Other Personnel Spending			
Are you requesting additional personnel spendi	ng for non-annu	alized pay? Yes	
Туре	Fund	Amount	Description
Overtime		7	
Premium Pay			
Hourly	2100	\$20,000	Accounting help at year-end to close books.
Total		\$20,000	
Explain the assumptions behind the requested	funding.	720,000	
1 additional accountant 650 hours @ \$30/hr			
What is the justification behind the increased for	unding?		
		mulau ve = = = 1 · ·	the DCC annual report. This is not assumed to the second
		• • • •	are the PSC annual report. This is not required for the rest of the year complete the audit and prepare the financial statements and PSC Annu
Report on time.			

	Yes			
Are you proposin	ng an increase or a	decrease to the bud	dgeted revenue?	
	Increase			
F	und	Major	Amount	Description
	2100	4's	\$1,100,000	PSC approved new rates effective 7/2/2020
Explain the assu	mptions behind th	ne change to budget	ed revenue.	
				Our 2021 revenue estimates are based on 2020 actual/estimated increased by a March, April and May of 2020.
What is the just	ification behind the	e proposed change?		
difficult to estim	nate when these pa		pre-pandemic levels	y 2, 2020. The COVID19 pandemic is effecting the water usage patterns and s, therefore we are budgeting our 2021 revenues using the COVID19 pattern
Personnel				
Are you request		-personnel funding f	for this service?	
	Yes	A 4 i	A	Description
	Fund	Major	Amount	Description
	2100	59	\$7,600,000	PILOT
Explain the assu	mntions hehind th	e requested funding	,	
			?	
This change resu	ults in better match	ning of budget to ex		
_	ults in better match			
: Proposed Bu		1		\$0
: Proposed Bu	dget Reductior	1		\$0
: Proposed Bu What is 5% of the	dget Reductior	1	penses.	\$0 \$0
: Proposed Bud What is 5% of the What is the propo	dget Reduction agency's net budg used reduction to to	net? his service's budget	penses. Pel of service as a resi	\$0
: Proposed Bud What is 5% of the What is the propo	dget Reduction agency's net budg used reduction to to	net? his service's budget: activities and the lev	penses. Pel of service as a resi	\$0
: Proposed Bud What is 5% of the What is the propo	dget Reduction agency's net budg sed reduction to the would change the a above. Add a sepa	net? his service's budget: activities and the lev	penses. ? el of service as a resu duction.	\$0 Ult of implementing the funding decrease to this service. List changes by serv
: Proposed Bud What is 5% of the What is the propo	dget Reduction agency's net budg sed reduction to the would change the a above. Add a sepa	net? his service's budget: activities and the lev	penses. ? el of service as a resu duction.	\$0 Ult of implementing the funding decrease to this service. List changes by serv
: Proposed Bud What is 5% of the What is the propo Explain how you wactivity identified	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total	net? his service's budget? activities and the leverate line for each re	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description
: Proposed Budwhat is 5% of the What is the propo Explain how you wactivity identified Explain the change	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total es by major expen-	his service's budget activities and the lev rate line for each re \$0	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description mplement as a result of the funding decrease to this service.
: Proposed Bud What is 5% of the What is the propo Explain how you wactivity identified Explain the change	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total	his service's budget activities and the lev rate line for each re \$0	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description
: Proposed Budwhat is 5% of the What is the propo Explain how you wactivity identified Explain the change	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total es by major expen-	his service's budget activities and the lev rate line for each re \$0	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description mplement as a result of the funding decrease to this service.
: Proposed Bud What is 5% of the What is the propo Explain how you wactivity identified Explain the change	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total es by major expen-	his service's budget activities and the lev rate line for each re \$0	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description mplement as a result of the funding decrease to this service.
: Proposed But What is 5% of the What is the propo Explain how you vactivity identified Explain the change Name Personnel	dget Reduction agency's net budg used reduction to the vould change the allower. Add a sepal Activity Total es by major expen-	his service's budget activities and the lev rate line for each re \$0	el of service as a resuduction. \$Amount	\$0 Ult of implementing the funding decrease to this service. List changes by service. Description mplement as a result of the funding decrease to this service.

las this reduction been proposed in prior years?	Select
Does the proposed reduction result in eliminating permanent positions?	Select
If yes, what is the decrease in FTEs:	
Does the proposed reduction impact other agencies (i.e. Fleet Services)?	Select
If yes, which agencies:	
Describe why the proposed reduction was chosen.	
explain the impacts of the proposed reduction on the end user of the service. How c	an impacts of this reduction be mitigated?