

Finance

Agency Budget by Fund

Fund	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
General	4,091,039	3,744,979	3,733,504	4,159,134	4,307,141	4,307,118
Total	4,091,039	3,744,979	3,733,504	4,159,134	4,307,141	4,307,118

Agency Budget by Service

Service	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Accounting	2,092,038	2,024,497	2,084,260	2,296,856	2,388,240	2,267,993
Administrative Support	477,661	498,408	431,008	421,810	511,849	393,703
Budget & Prgm Mgmt	798,822	547,381	494,532	639,044	710,782	714,782
Internal Audit	-	-	-	58,400	5,000	231,292
Risk Mgmt	7,714	-	2,382	-	-	-
Treasury	714,805	674,694	721,322	743,024	691,271	699,348
Total	4,091,039	3,744,979	3,733,504	4,159,134	4,307,141	4,307,118

Agency Budget by Major-Revenue

Major Revenue	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Misc Revenue	(15,000)	(31,500)	(16,500)	(31,500)	(31,500)	(33,000)
Transfer In	(53,306)	(370,000)	(370,000)	(370,000)	(370,000)	(370,000)
Total	(68,306)	(401,500)	(386,500)	(401,500)	(401,500)	(403,000)

Agency Budget by Major-Expense

Major Expense	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
Salaries	3,103,924	3,270,102	3,219,175	3,359,387	3,472,691	3,481,268
Benefits	864,402	936,784	1,039,414	1,001,673	1,001,468	1,001,468
Supplies	127,990	123,675	120,584	123,675	132,675	131,610
Purchased Services	884,217	961,741	886,654	1,095,903	1,165,353	1,159,318
Inter Depart Charges	10,987	9,511	9,511	9,511	2,795	2,795
Inter Depart Billing	(832,175)	(1,155,334)	(1,155,334)	(1,029,515)	(1,066,341)	(1,066,341)
Total	4,159,346	4,146,479	4,120,004	4,560,634	4,708,641	4,710,118



Finance Department

David P. Schmiedicke, Director
City-County Building, Room 406
210 Martin Luther King, Jr. Blvd.
Madison, WI 53703
Phone: (608) 266-4671 | Fax: (608) 267-8705
finance@cityofmadison.com
cityofmadison.com/finance

Accounting Services Manager
Patricia A. McDermott, CPA

Budget & Program Evaluation Manager
Christine Koh

Risk Manager
Eric Veum

Treasury & Revenue Manager
Craig Franklin, CPA

Date: July 21, 2022

To: Mayor Satya Rhodes-Conway

From: David Schmiedicke
Finance Director

Subject: Finance Department 2023 Operating Budget Transmittal Memo

Goals of Agency's Operating Budget

In keeping with the Finance Department mission to enhance the financial health of the city and serve as steward of the city's resources through financial information, advice and support to the public, employees, city agencies and policymakers, the major goals of the department services for 2023 are listed below.

Accounting Services – Implementation of Governmental Accounting Standards Board (GASB) Standard 87 related to tracking and reporting of leases held by the city; continued implementation of the city's enterprise resource planning system (MUNIS) modules, including the municipal services billing, a new employee access portal, bid central and vendor access applications; in conjunction with the Department of Civil Rights (DCR) and other city agencies, expanding training and data collection in support of broader and more equitable participation in the city's procurement process by disadvantaged, minority and locally-owned business enterprises; enhancing efficiency through on-line payroll activities (W-4 changes, direct deposit, etc.) and continued in-house preparation of financial statements through Caseware software.

Budget and Program Evaluation – Reengagement of agencies toward implementing outcome-based / results-oriented budgeting through the Results Madison initiative, including identifying initial agencies in 2023 and restructuring its chart of accounts to reflect the services it provides to residents; developing long-range financial forecasts to help inform strategies for structurally-balanced budget; American Rescue Plan Act implementation and reporting (with Accounting Services); continued Data Governance efforts, including an administrative policy memorandum (APM) defining data management practices for city agencies; supporting city-wide data projects, including those with an equity focus.

Risk Management and Administrative Services – Safety monitoring and building security overviews with phased return to work throughout the city; continued use of on-line claim form for easier filing of claims with the city; continued support of elections by the Administrative Support Team; and software application support and document layout and preparation assistance to agencies on the Document Services team

Treasury Services – Implementation of a new tax system; continued work upgrading city cashiering systems to ensure compliance with banking industry security standards; and enhancement of room tax internal controls.

Internal Audit Services – Restart and refocus the department’s internal audit responsibilities. The Internal Audit Manager is in initial recruitment and the 2023 agency request transfers the Grants Supervisor to this service and proposes creating Grant Writer and Accountant 2 positions to house and highlight the city’s grant facilitation, accounting, reporting, Single Audit, Public Health Madison Dane County financial statement preparation and audit and citywide internal audit responsibilities.

Racial Equity and Social Justice

Equity in City Contracting -- Accounting/Purchasing has been engaged in a cross-agency team effort to improve participation by minority/women/disadvantaged businesses in city contracts. Purchasing guidelines were updated to increase awareness by agencies of these vendors and to require greater efforts by agencies to engage these vendors in purchasing processes. Data integration between MUNIS and DCR databases continues in order to establish baseline data points and tracking over time.

Results Madison -- The restart of Results Madison will move the city’s budget to an outcomes orientation over the next few years. This approach was first incorporated into city goals in 2013 through the Racial Equity and Social Justice Initiative (RESJI) resolution. Combining better data governance with a budget focused on performance and results will help to address the city’s overall equity goals.

High School Intern Programs – The Data Team initiated a project in cooperation with the Madison Metropolitan School District to hire high school students to work on data projects, with a particular focus on black, indigenous and people of color (BIPOC) students. This project has been very successful and the program will continue to be expanded to other service areas of the department in 2023.

Risk Management Claims – On-Line Forms – The Risk Management Team implemented an on-line claim form to replace a complicated paper system. This change streamlines the claim application process for all residents.

Equitable Hiring / Diverse Workforce – All areas of the department will place a greater emphasis on use of the Equitable Hiring Tool in support of a department workforce that better reflects the city’s racial and ethnic diversity.

Major Changes in the 2023 Operating Request

As mentioned above, the Grants Supervisor position is proposed to be transferred from the Accounting service to the Internal Audit service. This transfer, along with the supplemental request of two new positions described below, would help to build out the Internal Audit team.

A minor transfer from the Accounting service to the Treasury service is proposed to cover the cost of position reclassifications.

The Worker’s Compensation Fund budget in Risk Management is being increased by approximately \$300,000, primarily to address medical cost increases associated with worker’s compensation claims.

The Insurance Fund budget in Risk Management is being increased by over \$425,000 to address a 20% increase in liability premiums, including significant increases in the cyber liability premium, along with auto damage and property liability increases, as well as an anticipated increase in direct claims payments of \$150,000.

Summary of Reductions

The agency's 1% reduction target is \$43,071. To meet this target, a vacant Administrative Support Clerk 2 (Risk and Administrative Support Services – "A-Team") is proposed to be eliminated for a savings of \$67,669. Two positions would remain on the A-Team.

Optional Supplemental Request

Two new positions – a Grant Writer and an Accountant 2, funded from the Grants Special Revenue Fund by way of the creation of a federal indirect rate on certain federal grants, are proposed for the Internal Audit Service. This will ensure an immediate staff for the Internal Audit Manager, support a restart of the required internal audit activities, and provide focus for grant facilitation, reporting, accounting, single audit, and public health joint venture responsibilities.

*c.c. Deputy Mayors
Budget & Program Evaluation Staff*

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Accounting

SERVICE NUMBER:

151

SERVICE DESCRIPTION:

This service is responsible for the accounting, payroll, and procurement operations of the City of Madison. The service develops and maintains accounting-related internal controls, oversees the annual financial statement and audit preparation, and develops, coordinates and implements the City's accounting and financial reporting systems. The goal of the service is to mitigate risk for financial losses and to ensure adherence to Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements.

Are any updates required for the "Service Description"?

None

Activities performed by this Service

Activity	% of Effort	Description
General Accounting, Payroll, Procurement	58	Responsible for overseeing, approving, and processing financial transactions according to GAAP and GASB reporting standards. Annual Comprehensive Financial Report and liaisons to external audit teams. Ensure debit and arbitrage compliance for the governmental funds including payments for debt service principal and interest. Administer Tyler MUNIS city-wide.
Payroll Accounting	19	Processing bi-weekly payroll, approving time entry batches for agency staff. Assisting HR staff to administer benefits and annual enrollments. Administers the Tyler MUNIS Employee Self Service portal.
Procurement and Contracting	23	Procurement and Contracting

Insert item

Citywide Element

<https://imaginemadisonwi.com/document/comprehensive-plan-adopted>

Effective Government

Describe how this service advances the Citywide Element:

Safeguards assets, oversee financial reporting compliances, external audits, procurement services, administers the ERP system solution, Tyler Cashiering, Access Portals, and provides payroll/benefit responsibilities.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$2,092,038	\$2,024,497	\$2,084,260	\$2,296,856	\$2,388,240	\$2,267,993
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	
Total						192

	\$2,092,038	\$2,024,497	\$2,084,260	\$2,296,856	\$2,388,240	\$2,267,993
Budget by Major						
Revenue	(\$35,463)	(\$144,365)	(\$129,365)	(\$144,365)	(\$144,365)	(\$145,865)
Personnel	\$2,068,360	\$2,154,526	\$2,267,236	\$2,258,807	\$2,364,439	\$2,252,292
Non-Personnel	\$584,146	\$604,454	\$538,006	\$734,578	\$759,366	\$752,766
Agency Billings	(\$525,006)	(\$590,119)	(\$591,617)	(\$552,164)	(\$591,200)	(\$591,200)
Total	\$2,092,037	\$2,024,496	\$2,084,260	\$2,296,856	\$2,388,240	\$2,267,993

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
1100 - GENERAL	47 - MISC REVENUE	15100	47190	(\$1,500)	Charge MUFN additional \$1,500 annually for accounting/reporting services. PAM
1100 - GENERAL	53 - SUPPLIES	15100	53140	(\$1,000)	Reduce Hardware Supplies PAM
1100 - GENERAL	54 - PURCHASED SE	15100	54520	(\$1,000)	Reduce Conference attendance PAM
1100 - GENERAL	54 - PURCHASED SE	15100	54510	(\$50)	Reduce Recruitment PAM
1100 - GENERAL	54 - PURCHASED SE	15100	54810	(\$200)	Reduce Other Expenses PAM
1100 - GENERAL	53 - SUPPLIES	15110	53165	(\$1,000)	Subscriptions not used PAM
1100 - GENERAL	54 - PURCHASED SE	15110	54515	(\$100)	Mileage not used PAM
1100 - GENERAL	54 - PURCHASED SE	15110	54520	(\$1,000)	Reduce Conference attendance PAM
1100 - GENERAL	54 - PURCHASED SE	15110	54633	(\$150)	Not used PAM
1100 - GENERAL	53 - SUPPLIES	15111	53140	(\$500)	Not used PAM
1100 - GENERAL	54 - PURCHASED SE	15111	54515	(\$100)	Not used PAM
1100 - GENERAL	54 - PURCHASED SE	15111	54535	(\$1,500)	Reduce for 2023 PAM
1100 - GENERAL	51 - SALARIES	15100	51110	(\$82,899)	Transfer Grant Manager position to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15100	52410	(\$17,331)	Transfer Grant Manager position to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15100	52413	(\$355)	Transfer Grant Manager position to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15100	52510	(\$5,389)	Transfer Grant Manager position to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15100	52610	(\$6,173)	Transfer Grant Manager position to Internal Audit Service
TOTAL				-\$120,247.00	

Insert item

What are the service level impacts of the proposed funding changes?

None

Explain the assumptions behind the changes.

Reduce conference attendance and other smaller decreases were a result of aligning expenditures. Funds will be reallocated to the Treasury service to support a reclass.

What is the justification behind the proposed change?

Align within spending majors/line items.

Are you proposing any personnel allocation changes?

Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page <http://share/sites/Finance/Budget/SitePages/Operating.aspx>

Completed forms should be uploaded to your agency folder

<http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx>

Have you submitted a position allocation change form?

Yes

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

Accounting provides a core service to all City agencies by leading accounting, payroll, and procurement operations for the City. One area where the service is advancing racial equity and social justice goals is by engaging a cross-agency team to improve participation by minority/women/disadvantaged businesses in city contracts. We'll continue to work on hiring a more racially diverse team or teams within accounting services by using equity hiring tools and other resources as available. Additionally, ensuring we have racially diverse interview panels, and benchmarks identified (specifically granting points) for appropriate candidates.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

The budget request maintains a cost to continue budget and did not incorporate specific data on racial equity and social justice. Maintaining a cost to continue budget will allow Accounting to continue providing core services necessary for City operations. With regards to internal efforts to diversify staff, Accounting will use data on red flagged positions and information from Department of Civil Rights.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No.

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

\$43,071

What is the proposed reduction to this service's budget?

\$0

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Total	\$0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

Select... ▼

Does the proposed reduction result in eliminating permanent positions?

Select... ▼

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

None

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Describe why the proposed increase is critical.

Save/Submit

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Administrative Support

SERVICE NUMBER:

154

SERVICE DESCRIPTION:

This service provides clerical and office services to City agencies. In addition to the Administrative Support Team staff who are assigned to various City agencies to assist with both special projects and day-to-day operations, a centralized Document Services Unit provides confidential word processing services, as well as software support to City agencies, application conversion, website administration, and assistance with agency budget preparation. This Unit develops and prepares newsletters and brochures, complex financial schedules, database management, routine documents, and can provide Braille output of a variety of documents upon request.

Are any updates required for the "Service Description"?

No

Activities performed by this Service

Activity	% of Effort	Description
Administrative Support Team	50	Centralized team that provides administrative support to City agencies upon request.
Document Services	50	Provides assistance to City agencies in document presentation, database management, and website administration.

Insert item

Citywide Element

<https://imagineadisonwi.com/document/comprehensive-plan-adopted>

Effective Government

Describe how this service advances the Citywide Element:

The Administrative Support Team and Document Services advances the Effective Government element by assisting departments and reducing the need for additional staff in individual departments.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$477,661	\$498,408	\$431,008	\$421,810	\$511,849	\$393,703
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	
Total	\$477,661	\$498,408	\$431,008	\$421,810	\$511,849	\$393,703
<i>Budget by Major</i>						
Revenue	(\$8,580)	\$0	\$0	\$0	\$0	
Personnel	\$459,730	\$483,812	\$412,638	\$398,032	\$506,400	\$392,254
Non-Personnel	\$31,022	\$27,367	\$31,141	\$27,367	\$27,367	\$23,367

Agency Billings	(\$4,511)	(\$12,771)	(\$12,771)	(\$3,589)	(\$21,918)	(\$21,918)
Total	\$477,661	\$498,408	\$431,008	\$421,810	\$511,849	\$393,703

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
1100 - GENERAL	51 - SALARIES	15400	51110	(\$93,396)	Transfer Internal Audit Manager to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15400	52410	(\$7,603)	Transfer Internal Audit Manager to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15400	52510	(\$6,071)	Transfer Internal Audit Manager to Internal Audit Service
1100 - GENERAL	52 - BENEFITS	15400	52610	(\$7,075)	Transfer Internal Audit Manager to Internal Audit Service
1100 - GENERAL	54 - PURCHASED SE	15400		(\$4,000)	Reduce storage services to better align with actuals.
TOTAL				-\$118,145.00	

Insert item

What are the service level impacts of the proposed funding changes?

None.

Explain the assumptions behind the changes.

What is the justification behind the proposed change?

Moves the position to the correct service.

Are you proposing any personnel allocation changes?

Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page <http://share/sites/Finance/Budget/SitePages/Operating.aspx>

Completed forms should be uploaded to your agency folder

<http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx>

Have you submitted a position allocation change form?

Select...

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

The Administrative Support Team helps provide equitable elections.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

NA

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Admin Support Team	(\$67,669)	Removal of one Admin Support Clerk 2 position
Total	(\$67,669)	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	(\$67,669)	Removal of one Admin Support Clerk 2 position
Non-Personnel		
Agency Billings		
Total	(\$67,669)	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

No

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

If yes, what is the decrease in FTEs:

If yes, how many of the eliminated positions are vacant?

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Yes

If yes, which agencies: It would impact those agencies that request Administrative Support Team assistance.

Describe why the proposed reduction was chosen.

The Finance department chose this position as it is currently vacant.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Affected agencies/departments will need to assign work to others in their agency or department.

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Select...

Describe why the proposed increase is critical.

Save/Submit

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Budget and Program Evaluation

SERVICE NUMBER:

152

SERVICE DESCRIPTION:

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies, and supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice, and performance goals. The goal of the service is to continue to expand data visualization tools allowing policymakers and residents to interact with the budget, implement a new service structure for the development of the 2022 budget, execute projects as part of the Data Management work plan, and execute data projects as part of an annual research agenda.

Are any updates required for the "Service Description"?

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service performs financial, compliance and performance reviews of City agencies, and supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice, and performance goals. The goal of the service is to continue to expand data visualization tools allowing policymakers and residents to interact with the budget, implement a new service structure for budget development, execute projects as part of the Data Management work plan, and execute data projects as part of an annual research agenda.

Activities performed by this Service

Activity	% of Effort	Description
Operating and Capital Budget Development	35	Facilitate all phases of the budget planning and development process including: forecasting budget trends for the upcoming year, establishing processes for agency proposals, analyzing budget data to develop finance recommendations, and facilitating the legislative amendment process.
Budget Monitoring	15	Conduct mid-year and year-end projections to monitor actual expenditures and revenues against the adopted budget. This work effort allows City policymakers and Managers to make necessary adjustments throughout the year based on actual budgetary trends. In addition to projections, review and approve budget amendments and transfers throughout the year to ensure agency compliance with the adopted budget and the State Expenditure Restraint program.
Fiscal Analysis	10	Perform fiscal analysis on all legislation introduced to the Common Council and on policy proposals with a citywide fiscal impact.
Data Management and Governance	30	Serve as staff to the City's data governance team, lead efforts around citywide data visualization and collection, and convene data users from City departments.
Ad Hoc Data Projects	10	Perform ad hoc research at the request of policy makers and agencies. Examples of projects include analyzing the City CARES program, eviction trends, and housing data.

Insert item

Citywide Element

<https://imagineadisonwi.com/document/comprehensive-plan-adopted>

Effective Government

Describe how this service advances the Citywide Element:

Imagine Madison calls for City services to be transparent and accountable (Strategy #7). This service is focused on improving the ways the City is leveraging data in order to make decisions and allocate resources in the City's budget. Staff in this service collaborate with all city agencies through the development of the annual Operating and Capital budgets, perform financial analysis to assess the impact of policy and operational decisions, and lead and support data projects. This team is also focused on incorporating the ways in which equity tools are used to develop the City's budget and establishing Citywide data standards with a focus on disaggregating data wherever possible.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$798,822	\$547,381	\$494,532	\$639,044	\$710,782	\$714,782
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	
Total	\$798,822	\$547,381	\$494,532	\$639,044	\$710,782	\$714,782
<i>Budget by Major</i>						
Revenue	(\$22,599)	(\$257,135)	(\$257,135)	(\$257,135)	(\$257,135)	(\$257,135)
Personnel	\$823,738	\$940,436	\$894,826	\$1,000,431	\$1,044,393	\$1,044,393
Non-Personnel	\$54,088	\$55,459	\$48,220	\$55,459	\$55,459	\$59,459
Agency Billings	(\$56,406)	(\$191,380)	(\$191,380)	(\$159,711)	(\$131,935)	(\$131,935)
Total	\$798,821	\$547,380	\$494,531	\$639,044	\$710,782	\$714,782

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
1100 - GENERAL	53 - SUPPLIES	15200	53120	\$2,435	Request includes small adjustments to multiple objects within supplies and purchased services to align the budget with actuals. Largest change within the Supplies major is to increase Copy Printing Supplies (53120) to reflect the actual cost of printing the executive and adopted budgets. The cost of this increase is offset by reducing budget in underutilized objects and reallocating funds from Org 15400
1100 - GENERAL	54 - PURCHASED SE	15200	54335	\$1,565	Request includes small adjustments to multiple objects within supplies and purchased services to align the budget with actuals. Largest change within the Purchased Services major is to increase System and Software Maintenance (54335) to reflect the cost of additional cloud computing software subscriptions for data analysis. The cost of this increase is offset by reducing budget in underutilized objects and reallocating funds from Org 15400
TOTAL				\$4,000.00	

Insert item

What are the service level impacts of the proposed funding changes?

The budget request shifts funding across objects within supplies and purchased services and reallocates \$4,000 from Org 15400 (Finance - Admin Support) to better align the budget with actuals. Most of the changes will not have a service impact and are simply adjusting the budget to reflect actuals. \$3,000 is being added to System and Software Maintenance to fund cloud computing software subscriptions to enhance the capacity of the data team. This is a new item that will allow the data team to access more sophisticated analysis tools. The corresponding reduction in the Admin Support budget is from an account that has been historically underutilized. Reallocating funding will not impact service levels for the Admin Support team.

In addition, there is a proposed position allocation change to reallocate time for the Finance Department Program Assistant. This position supports all sections of the Finance department. Currently, 60% of the position's time is allocated to the Budget Service. The proposed reallocation reduces time to Budget to better align with actual duties.

Explain the assumptions behind the changes.

The assumptions are that historical trends and actual spending is an accurate baseline for the budget request.

What is the justification behind the proposed change?

The proposed increase to the software subscription object will allow the data team to access tools for analysis. The proposal is being funded by reducing historically underutilized budgets in other objects.

Are you proposing any personnel allocation changes?

Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page <http://share/sites/Finance/Budget/SitePages/Operating.aspx>

Completed forms should be uploaded to your agency folder

<http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx>

Have you submitted a position allocation change form?

Yes

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

The budget and program evaluation team provides a core service to all City agencies by leading the development of the annual operating and capital budgets, supporting financial and policy analysis, and leading city-wide data initiatives. Although our team does not provide direct services or programming to residents, we seek to address inequities through our collaborations with City agencies. Examples of how the Budget and Program Evaluation team's work addresses inequities includes: 1) integrating racial equity and social justice questions in the budget development process and collaborating with Dept of Civil Rights staff on a "Equity in the Budget" guide, 2) supporting the planning and monitoring of federal COVID19 relief funding with a focus on equity; and 3) supporting data analysis needs related to Racial Equity and Social Justice initiatives.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

Our budget request maintains a cost to continue budget. We did not use specific data related to racial equity and social justice to develop this request, Maintaining the same level of funding will allow us to continue collaborations with other city agencies to create more transparent and accessible budget processes and integrate equity into budget development.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

\$43,071

What is the proposed reduction to this service's budget?

\$0

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Total	\$0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

Select... ▼

Does the proposed reduction result in eliminating permanent positions?

Select... ▼

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Describe why the proposed increase is critical.

Save/Submit

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Internal Audit

SERVICE NUMBER:

156

SERVICE DESCRIPTION:

This service is responsible for developing and administering the City's comprehensive internal audit program including internal control systems, program and performance accomplishments of city agencies and determining if agencies carried out policies directed or approved by the Common Council.

Are any updates required for the "Service Description"?

This service is responsible for developing and administering the City's comprehensive internal audit program including internal control systems, program, performance accomplishments of city agencies, determining if agencies carried out policies directed or approved by the Common Council, and grant facilitation, oversight, accounting, auditing, reporting, and single audit preparation activities.

Activities performed by this Service

Activity	% of Effort	Description
Internal Audit	100%	This service is responsible for developing and administering the City's comprehensive internal audit program including internal control systems, program and performance accomplishments of city agencies and determining if agencies carried out policies directed or approved by the Common Council.

Insert item

Citywide Element

<https://imaginemadisonwi.com/document/comprehensive-plan-adopted>

Effective Government

Describe how this service advances the Citywide Element:

Internal Audit will ensure financial controls are adhered to by agencies, manage grants that support City operations, and confirm that programs are functioning as intended by the Common Council.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$0	\$0	\$0	\$58,400	\$5,000	\$231,292
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$58,400	\$5,000	\$231,292
<i>Budget by Major</i>						
Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$0	\$58,400	\$0	\$226,292
Non-Personnel	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Agency Billings	\$0	\$0	\$0	\$0	\$0	\$0

Total	\$0	\$0	\$0	\$58,400	\$5,000	\$231,292
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Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
1100 - GENERAL	51 - SALARIES	15600	51110	\$82,899	Transfer Grant Manager position from Accounting
1100 - GENERAL	52 - BENEFITS	15600	52410	\$17,331	Transfer Grant Manager position from Accounting
1100 - GENERAL	52 - BENEFITS	15600	52413	\$355	Transfer Grant Manager position from Accounting
1100 - GENERAL	52 - BENEFITS	15600	52510	\$5,389	Transfer Grant Manager position from Accounting
1100 - GENERAL	52 - BENEFITS	15600	52610	\$6,173	Transfer Grant Manager position from Accounting
1100 - GENERAL	51 - SALARIES	15600	51110	\$93,396	Transfer Internal Audit Manager from Admin Support
1100 - GENERAL	52 - BENEFITS	15600	52410	\$7,603	Transfer Internal Audit Manager from Admin Support
1100 - GENERAL	52 - BENEFITS	15600	52510	\$6,071	Transfer Internal Audit Manager from Admin Support
1100 - GENERAL	52 - BENEFITS	15600	52610	\$7,075	Transfer Internal Audit Manager from Admin Support
TOTAL				\$226,292.00	

Insert item

What are the service level impacts of the proposed funding changes?

Transfer Grants Supervisor from the Accounting service to the Internal Audit service. Grant accounting, reporting, Single Audit and Public Health Madison Dane County external audit responsibilities would be shifted to the Internal Audit service.

Explain the assumptions behind the changes.

This transfer will help to build out the Internal Audit team and help highlight grant facilitation, accounting, reporting and grant writing efforts.

What is the justification behind the proposed change?

Grants workload has been and will continue to increase due to the American Rescue Plan Act, the Bipartisan Infrastructure Law and other related legislation.

Are you proposing any personnel allocation changes?

Yes

If yes, you must complete a position allocation change form.

The form is available on the SharePoint Budget page <http://share/sites/Finance/Budget/SitePages/Operating.aspx>

Completed forms should be uploaded to your agency folder

<http://share/sites/Finance/Budget/AgencyOperatingMaterials/Forms/AllItems.aspx>

Have you submitted a position allocation change form?

Select...

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over

equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

City ordinances require an internal audit workplan. This workplan ensures financial controls are adhered to by agencies and confirms that programs are functioning as intended by the Common Council. Program outcomes include equitable distribution of resources and equitable participation in city programs.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

Internal audit is data-driven, which is in keeping with racial equity and social justice goals. Its work will help decision makers understand the effectiveness of city programs toward implementing budgets and plans toward the city's racial equity and social justice goals.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No.

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Total	\$0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

Select... ▼

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Internal Audit and Grants Management	178125	Create 1.0 FTE Grant Writer and 1.0 FTE Accountant 2. The Grant Writer will assist city agencies with identifying and applying for federal, state and private grants. The Accountant 2 will assist with grant accounting, reporting, single audit responsibilities and help perform internal audits consistent with the city's internal audit work plan.
Total	178,125	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel	168,125	1.0 FTE Grant Writer and 1.0 Accountant 2
Non-Personnel	10,000	Support costs for new positions
Agency Billings	-178125	
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

The proposed new positions will be funded from the Grants Special Revenue Fund, via the development of a federal indirect rate on certain federal grants. The city's existing cost allocation plan has been developed to help support the implementation of a federal indirect rate. The size and scope of current and future federal grants under the American Rescue Plan Act and the Bipartisan Infrastructure Law and other federal legislation has been and will continue to increase accounting, auditing, reporting and grant writing workload throughout the city.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

On-going. The city does not currently have a federal indirect rate. Allocation of grant proceeds to federally-mandated accounting, auditing, and reporting requirements is consistent with efficient and effective use of all city resources. Allocation of city administrative costs to non-general fund sources, including the capital projects fund, may also be utilized to support these activities.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

No

Describe why the proposed increase is critical.

The city needs to restart its required internal audit activities to ensure city resources are utilized consistent with internal controls and Common Council mandates. Grant related workload has been and will continue to increase with expanded federal economic recovery, infrastructure and transit funding. Current staff levels are insufficient to fulfill these fundamental city activities.

Save/Submit

Ver.5 07/2022

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Risk Management

SERVICE NUMBER:

153

SERVICE DESCRIPTION:

This service is responsible for administration of the City's general liability, auto liability, property and other miscellaneous insurance programs, and acts as the liaison between the City and the Wisconsin Municipal Mutual Insurance Company (WMMIC). Risk Management also monitors the insurance requirements of City contracts and investigates the appropriateness of claims against the City. Risk Management is also responsible for the implementation, administration and continued enhancement of the City Safety and Worker's Compensation programs.

Are any updates required for the "Service Description"?

No

Activities performed by this Service

Activity	% of Effort	Description
Claim payment	20	Payment of City liability, property and subrogation claims.
Safety program	30	Administer the City's safety program focusing on ensuring the City is providing a safe workplace for all employees.
Workers' Compensation and Insurance Fund Administration	20	Administer funds including annual rates billed to agencies, and coordinate with insurers, agents and outside providers.
Risk Management Services	30	Contract review, employee trainings, policy development and other risk services.

Insert item

Citywide Element

<https://imagineadisonwi.com/document/comprehensive-plan-adopted>

Health and Safety

Describe how this service advances the Citywide Element:

Risk Management oversees the City's employee safety and risk management programs, including the City's workers' compensation, property, and liability insurance programs. In addition, it is involved in contract review, acts as the City's liaison with its claims adjusters, provides employee trainings and safety policy development.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$7,714	\$0	\$2,382	\$0	\$0	\$0
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$7,714	\$0	\$2,382	\$0	\$0	\$0

Budget by Major							
Revenue		(\$885)	\$0	\$0	\$0	\$0	\$0
Personnel		\$1,250		\$243	\$0	\$0	\$0
Non-Personnel		\$7,349	\$0	\$2,139	\$0	\$0	\$0
Agency Billings		\$0	\$0	\$0	\$0	\$0	\$0
Total		\$7,714	\$0	\$2,382	\$0	\$0	\$0

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

Fund	Major	Org	Object	\$ Change	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL				<input type="text" value="\$0.00"/>	

Insert item

What are the service level impacts of the proposed funding changes?

NA

Explain the assumptions behind the changes.

What is the justification behind the proposed change?

Are you proposing any personnel allocation changes?

No

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

This service does not directly address inequities that impact marginalized populations. However, it indirectly supports citywide efforts at addressing inequities by enabling City agencies to provide services to residents through its work managing the workplace safety program, processing claims, managing insurance and workers compensation, and providing general risk management services. Risk management will continue to work on improving access to services by continuing to push its online claim form.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

The budget request maintains a cost to continue budget and did not incorporate specific data on racial equity and social justice. Maintaining a cost to continue budget will allow Risk Management to continue providing core services necessary for City operations.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed increase is critical.

Save/Submit

2023 Operating Budget

Service Budget Proposal

PART 1: IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Treasury

SERVICE NUMBER:

155

SERVICE DESCRIPTION:

This service processes over one million payments per year with an increasing number of payments received through electronic payment channels which requires the development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings, while minimizing the end-of-the-year adjustment for city investments. The major initiatives planned for this service include the continued development and expansion of Electronic Bill Presentment and Payment.

Are any updates required for the "Service Description"?

This service processes over one million payments per year with an increasing number of payments received through electronic payment channels which requires the development of new processes and procedures. The primary customers of this service are the general public and City agencies that rely on the service. The goals of this service are to enhance the ability of the taxpayer to avoid delinquency, while at the same time maximizing the collection of delinquent taxes by July 31st; and to meet or exceed the budget goal for interest earnings. The major initiatives planned for this service include the continued development and expansion of electronic payments.

Activities performed by this Service

Activity	% of Effort	Description
Revenue Processing	50	Calculate and receipt all revenue including personal and real estate tax bills.
Citywide Investments and Reconciliation	30	Oversee citywide investments, reconciliation of bank accounts and report of investment holding and revenue earnings.
Parking Revenue Processing	20	Receive and count all Parking Utility receipts.

Insert item

Citywide Element

<https://imaginemadisonwi.com/document/comprehensive-plan-adopted>

Effective Government

Describe how this service advances the Citywide Element:

The accurate and timely processing of revenues is critical for maintaining City operations and providing the services outlined in Imagine Madison.

Part 2: Base Budget Proposal

BUDGET INFORMATION

	2020 Actual	2021 Adopted	2021 Actual	2022 Adopted	2023 C2C	2023 Request
<i>Budget by Fund</i>						
General-Net	\$714,805	\$674,694	\$721,322	\$743,024	\$691,271	\$699,348
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0

<i>Total</i>	\$714,805	\$674,694	\$721,322	\$743,024	\$691,271	\$699,348
<i>Budget by Major</i>						
Revenue	(\$779)	\$0	\$0	\$0	\$0	\$0
Personnel	\$615,248	\$628,112	\$683,645	\$645,390	\$558,928	\$567,505
Non-Personnel	\$335,602	\$398,136	\$387,732	\$402,174	\$450,836	\$450,336
Agency Billings	(\$235,265)	(\$351,554)	(\$350,055)	(\$304,540)	(\$318,493)	(\$318,493)
<i>Total</i>	\$714,806	\$674,694	\$721,322	\$743,024	\$691,271	\$699,348

Part 3: Service Budget Changes

General Fund agencies may propose changes that are net neutral to their budget. Non-general fund supported agencies may propose changes that they can support with revenue.

Proposed Changes

<i>Fund</i>	<i>Major</i>	<i>Org</i>	<i>Object</i>	<i>\$ Change</i>	<i>Description</i>
1100 - GENERAL	51 - SALARIES	15500	51113	\$8,577.0	Reclassify position 4797 from an Accountant 3 to an Accountant 4 (Summary Job Class 30, Job Class H005).
1100 - GENERAL	53 - SUPPLIES	15500	53210	(\$1,000)	Reduced work supplies based on recent activity
1100 - GENERAL	54 - PURCHASED SE	15500	54520	\$2,000	Increased Conferences & Training
1100 - GENERAL	54 - PURCHASED SE	15500	54535	(\$500)	Reduced memberships to align with actuals
1100 - GENERAL	54 - PURCHASED SE	15500	54810	(\$1,000)	Reduced Other Services based on recent activity
TOTAL				\$8,077.00	

Insert item

What are the service level impacts of the proposed funding changes?

N/A

Explain the assumptions behind the changes.

The cost of the reclassification will be net neutral to the Finance budget by reallocating funds from the Accounting service.

What is the justification behind the proposed change?

Reclassification based on the additional responsibilities related to the implementation and administration of the Munis Tax module.

Are you proposing any personnel allocation changes?

No

Part 4: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Prioritize equity over equality. "Equity" is often conflated with the term "equality" (meaning sameness). Equity implies that an individual may need to experience or receive something different (not equal) in order to achieve fairness and access.

We encourage you to focus on how this service impacts marginalized populations and addresses the greatest needs, instead of discussing how the service will benefit everyone equally.

1. What specific inequities does this service intend to address? How and for whom?

Treasury provides a core service to all City agencies by processing revenues and investing City funds. This service does not directly address inequities that impact marginalized populations. However, it indirectly supports citywide efforts at addressing inequities by enabling City agencies to provide services to residents through the accurate and timely collection of revenues. The service will continue to work on internal efforts to hire a more racially diverse team by using the equitable hiring tool and other resources as available.

2. What data helped shape your proposal? Data includes qualitative and quantitative information such as community input, demographics, qualified census tracts, environmental justice areas, and other sources. Additionally, include specific recommendations from a Racial Equity and Social Justice Analysis, if available.

The budget request maintains a cost to continue budget and did not incorporate specific data on racial equity and social justice. Maintaining a cost to continue budget will allow Treasury to continue providing core services necessary for City operations. With regards to internal efforts to diversify staff, Treasury will use data on red flagged positions and information from Department of Civil Rights.

3. Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)? If yes, please identify the NRT and recommendation. Be as specific as possible.

No.

Part 5: Proposed Budget Reduction

Agencies are asked to provide a 1% reduction to their general, library, and internal service (e.g. fleet) fund budgets to address the City's structural deficit.

Enterprise Agencies: Enterprise agencies are not required to propose reductions, as long as there are sufficient revenues to cover proposed expenses. Enterprise agencies may skip this section and move to Part 6.

What is 1% of the agency's net budget (general, library, and fleet funds only)?

What is the proposed reduction to this service's budget?

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

If you are proposing revenue increases or other types of changes to meet your net budget reduction, contact your budget analyst to discuss how to enter the information in the form.

Activity	\$Amount	Description
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities?

Has this reduction been proposed in prior years?

Does the proposed reduction result in eliminating permanent positions?

Does the proposed reduction impact other agencies (e.g. administrative or internal service agencies such as IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. How can impacts of this reduction be mitigated?

Part 6: Optional Supplemental Request

Town of Madison: Agencies requesting additional funding for Town of Madison (ToM) services should enter funding requests below. Enter ToM requests in the most relevant service. You can enter multiple rows for ToM activities as needed. Include "Town of Madison" or "ToM" in the activity name.

Supplemental Request: Agencies may submit one (1) supplemental request in their 2023 budget request. Please include the request in the most relevant service. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Total	0	

Insert item

Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

Select... ▼

Describe why the proposed increase is critical.

Save/Submit

