



# 2023 Budget Calendar & Amendment Process

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Finance Committee  
August 29, 2022

# Agenda

- 2023 Budget Calendar & Detailed Timeline of Budget Hearings
- Preparing for the Capital Budget
- Amendment Process

# Key Dates for 2023 Budget Development

|   | Capital              | Operating           |
|---|----------------------|---------------------|
| <b>Kick-Off Meeting</b>                                   | Tuesday, March 22    | Tuesday, June 21    |
| <b>Agency Requests Due</b>                                | Friday, April 22     | Friday, July 22     |
| <b>Agency Briefings with Mayor's Office</b>               | May 6 – 20           | August 10 – 17      |
| <b>Executive Budget introduced to Common Council (CC)</b> | Tuesday, September 6 | Tuesday, October 11 |
| <b>Finance Committee (FC) Briefings</b>                   | September 12 – 13    | October 17 – 18     |
| <b>FC Amendment Meeting</b>                               | September 28         | October 31          |
| <b>CC Amendment Week</b>                                  |                      | November 7 – 11     |
| <b>CC Budget Adoption Meetings</b>                        |                      | November 15 – 17    |

# FC Agendas for Budget Hearings

Capital and Operating briefings will take place over three (3) nights: two nights for briefings with agencies, one night for amendment discussion and votes

| <b>Budget Hearing 1</b><br><b>Monday 9/12 and 10/17</b>  | <b>Budget Hearing 2</b><br><b>Tuesday 9/13 and 10/18</b>  | <b>Amendment Hearings</b><br><b>Wednesday 9/28, Monday 10/31</b>   |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Agenda begins with regular business, followed by agency budget briefings</li> <li>• Public comment</li> <li>• Suggested order of agenda:               <ul style="list-style-type: none"> <li>• Consent agenda</li> <li>• Public comment (regular items and budget)</li> <li>• Regular agenda</li> <li>• Budget hearings</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Continuation of Monday meeting</li> <li>• No public comment</li> </ul> | <ul style="list-style-type: none"> <li>• Agenda begins with regular business, followed by deliberations on amendments</li> <li>• Public comment</li> <li>• Suggested order of agenda:               <ul style="list-style-type: none"> <li>• Consent agenda</li> <li>• Public comment (regular items and budget)</li> <li>• Regular agenda</li> <li>• Amendment deliberations</li> </ul> </li> </ul> |

# Detailed Timeline for FC and CC Hearings

## Capital

## Operating

|    |                                   |  |  |
|----|-----------------------------------|--|--|
| 1. | Mayor Introduces Executive Budget | <ul style="list-style-type: none"> <li>September 6</li> </ul>  | <ul style="list-style-type: none"> <li>October 11</li> </ul>   |
| 2. | Finance Committee (FC) Hearings   | <i>Agencies present budget; alders have opportunity to ask questions</i>   |  |
|    |                                   | <ul style="list-style-type: none"> <li>September 12 &amp; 13</li> </ul>  | <ul style="list-style-type: none"> <li>October 17 &amp; 18</li> </ul>  |
| 3. | FC Amendment Development          | <i>Alders submit requests to budget analysts any time after budget is introduced; analysts review and publish amendments</i>   |  |
|    |                                   | <ul style="list-style-type: none"> <li>September 14 – 23</li> <li>Alders submit by Weds., Sept. 21 at 12pm</li> <li>Analysts publish by Fri., Sept 23 at 12pm</li> </ul> | <ul style="list-style-type: none"> <li>October 29 – 28</li> <li>Alders submit by Weds., Oct. 26 at 12pm</li> <li>Analysts publish by Fri., Oct 28 at 12pm</li> </ul> |
| 4. | FC Vote on Amendments             | <ul style="list-style-type: none"> <li>September 28</li> </ul>   | <ul style="list-style-type: none"> <li>October 31</li> </ul>   |
| 5. | City Council Amendments           | <i>City Council has the opportunity to propose amendments to capital and operating budgets</i>   |  |
|    |                                   | <ul style="list-style-type: none"> <li>November 7 – 11</li> <li>Alders submit by Weds., Nov. 9 at 12pm</li> <li>Analysts publish by Fri., Nov 11 at 12pm</li> </ul>      |  |
| 6. | City Council Adoption             | Up to three (3) CC meetings to vote on amendments and adopt budget   |  |
|    |                                   | <ul style="list-style-type: none"> <li>November 15, 16, 17</li> </ul>  |  |

# How to Prepare for the Capital Budget Hearings

The executive capital budget and executive summary will be published [online](#) by 9/6/22, with a limited number of paper copies available to alders. The book will be **200+ pages**. Here are a few key items to look for as you review:

- **Overview of Agency Capital Requests:** Presentation at 5/12/22 FC meeting on capital requests ([Legistar 71490](#), copy of the [presentation](#) and link to [recording](#) starting at 1 hr:13 min)
- **Executive Summary:** Summarizes big picture approach and investments by element; separate document from the budget book
- **Agency Budgets:** Details funding for specific projects and programs. Each agency page will include a narrative description of major changes, tables and graphs showing funding by source over the CIP period, and narrative description of projects
- **Glossary:** Defines specific terminology

# Amendment Process:

## *Who? What? When? Where? Why? How?* (1 of 2)

**Why** submit an amendment?

The amendment process is an opportunity for the City Council to engage in the budget process and propose changes in the executive budget, typically an increase or decrease to an existing project or program.

**Who** can submit an amendment?

Any alder can propose an amendment.

- FC members can submit an amendment during FC process or CC process
- Non-FC members can request the Council President introduce an amendment during FC amendment week or wait until CC amendment week

**What** information should be included?

When submitting an amendment, alders should include, at minimum, the following: 1) the agency, 2) the program, project or service, and 3) a brief description of the proposal.

**When** is the deadline?

You can start submitting amendments any time after executive budget is introduced. Typically, amendments are submitted after agency hearings. In order to have enough time to analyze and publish requests in advance of the vote, we ask alders to follow these deadlines:

- FC Capital: Wednesday, September 21 at 12pm
- FC Operating: Wednesday, October 26 at 12pm
- CC Capital + Operating: Wednesday, November 3 at 12pm

# Amendment Process:

## *Who? What? When? Where? Why? How?* (2 of 2)

### ***Where & How***

Similar to last year, the process will be completely digital/ online.

do I submit my requests?

- Alders submit requests to budget analysts via email (will provide email contacts)
- Analysts will complete financial analysis of the requests and send draft back to alder for approval
- Alder approves draft
- Optional: Alder circulates the amendment for co-sponsorship; co-sponsors must verify their support via email
- Analysts finalize amendment packet, email all alders, and publish online (<https://www.cityofmadison.com/finance/budget/2023>)
- Amendments will be taken up in following FC/ CC meeting. Typically taken in order in packet (alphabetical by agency name), though some items may be taken out of order.



# Engaging Agency Staff



## 1. Idea for an Amendment

The process starts when an Alder has an idea to amend the budget.

Amendments typically:

- Adds funding to an existing project or service
- Creates a new project/ service
- Reallocates funding
- Reduce funding



## 2. Vet the Idea and Evaluate Considerations

Many agencies have strategic plans that guide their work and lay out a timeline for projects. Project ideas may already be scheduled for a future year, or agencies may have higher priority needs to address plans.

Questions to consider when developing an amendment:

- *Is this project in an existing agency work plan?*
- *Is this project on the horizon list?*
- *Does the agency have capacity to implement?*
- *Are there operating budget impacts?*

Agency staff and budget analysts can help answer these questions. Reach out to staff **early in the process** to allow time for follow up on specific ideas.



## 3. Finalize and Submit

After reviewing various considerations, you may want to adjust your original idea based on information gathered in step 2.

You should work with the budget analyst team to finalize your amendment by the given deadlines.

# Amendment Process Tips

## Engaging Agency Staff:

- Reach out to the impacted agency to discuss your amendment ideas; staff may have input on timeline, feasibility, and capacity needed to implement ideas
- Copy budget staff on communications with agencies so we are aware of potential amendments

## Timeline:

- Alders can begin submitting amendment ideas any time after the budget is introduced – reach out early if you are planning an amendment
- Amendment ideas do not have to be fully developed by Wednesday 9/21 deadline, but we do have to know you are planning to submit

## Sponsorship:

- Any alder can submit an FC amendment
- Non-FC members must have an FC sponsor; Council president can be asked to courtesy sponsor
- If you have co-sponsors, be sure to include all sponsors in emails to budget staff so we can verify who is signed on to an amendment
- Amendments introduced at Common Council in November must have 2 sponsors

## 2022 Capital Budget: Recommended Finance Committee Amendments

Amendment #

2

Agency: Engineering-Bicycle and Pedestrian Page #: 49  
 Project: Main Street Improvements Project #: 13015  
 Sponsor: Alder Verveer  
 Co-Sponsor(s): Mayor Rhodes-Conway

### Amendment

Update Main Street Improvements project description to read: "This project funds the design and construction of an improved bike boulevard on West Main Street."

Replace GO borrowing with TIF proceeds in 2022 and 2023.

2022: Replace \$50,000 in GO Borrowing with TIF Proceeds  
 2023: Replace \$120,000 in GO Borrowing with TIF Proceeds

### Amendment Amount

|              | 2022       | 2023       | 2024       | 2025       | 2026       | 2027       |
|--------------|------------|------------|------------|------------|------------|------------|
| GO Borrowing | -50,000    | -120,000   |            |            |            |            |
| Other        | 50,000     | 120,000    |            |            |            |            |
| <b>Total</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |

### Amendment Impact

|              |           |
|--------------|-----------|
| Debt Service | -\$19,929 |
| TOAH Impact  | -\$0.21   |

### Discussion

#### Analysis

The Executive Budget includes \$50,000 to support design of a bike boulevard for West Main Street in 2022, and \$120,000 in GF GO Borrowing and \$180,000 in federal sources for construction in 2023. This amendment proposes to replace the GF GO Borrowing with TIF Borrowing. The TIF 48 workplan already includes this project, so this amendment would bring the budget in alignment with the TID 48 project plan.

#### Operating Impact

**Annual Impact:** \$0

The proposed amendment would have no impact on anticipated operating costs associated with this project.

### Result

Action: Adopted  
 Vote: Unanimous

| Yes | No | Not Voting |
|-----|----|------------|
|     |    |            |

# 2022 FC Amendment

- *Identifying Information*
  - *Amendment Description:* what the amendment will do
- This is the basic information we need from alders to start drafting an amendment**

- *Amendment Amount:* by year & funding source; along with debt service assumptions
- *Analysis:* Background on the project including prior inclusion in the CIP
- *Operating Impact:* Operating costs associated with completed project

- *Result:* Outcome of vote

# Budget Team Contact Information

- Budget team currently has 2 analyst vacancies (of 4 positions)
- Budget team contact information and agency portfolios are posted in EmployeeNet: <https://www.cityofmadison.com/employeenet/finance/budget>
- You can also contact Christine Koh, Budget and Program Evaluation manager at [ckoh@cityofmadison.com](mailto:ckoh@cityofmadison.com)

# Office Hours

## **Budget team will be hosting drop-in office hours for alders to ask questions about the budget process**

- No pre-registration required
- Calendar invites will be sent to all alders
- Max. 4 alders at a time; will use Zoom waiting room to stay at capacity

## **Dates & Times**

- Tuesday, 9/6: 5 – 6pm (in person before CC meeting)
- Friday, 9/9: 11am – 1pm (virtual)
- Tuesday, 9/13: 7am – 8am (virtual)
- Thursday, 9/15: 6pm – 7pm (virtual)
- If none of these times works for you, you can schedule a 1:1 meeting

# Community Engagement on the Budget

- Finance Department will host two public, informational webinars on the budget in mid-October, after the release of the operating budget
- **Tentative dates** (subject to change):
  - Thursday, 10/13; 5:30pm-7:00pm
  - Monday, 10/24; 5:30pm-7:00pm
- Alders are welcome to co-sponsor event and share with constituents
- Draft Agenda:
  - Budget 101/ Overview of City's budget process
  - Highlights from the 2023 executive budget (operating and capital)
  - Q&A (moderated chat)