

**From:** Briski, Kevin

**Sent:** Monday, December 01, 2008 3:22 PM

**To:** Brasser, Dean; ALL ALDERS; Cieslewicz, Dave; Harmon, Ramon; Piraino, Janet

**Cc:** Nelson, Larry

**Subject:** RE: End of the Year adjustments.

The accept this correspondence as a explanation for the Park Division's 2008 End of the Year Budget adjustments:

Funding saving in Permanent Salaries (\$30,000) was contributed to salary savings of approved positions that were vacant and then filled later.

Funding saving in Hourly Wages (\$100,000) was contributed to ending early the Summer to early Fall Seasonal staffing. I could anticipate with budget tracking that the 2008 Budget would go over budget, so we ended the staffing in late August.

Funding Adjustments made to Misc Purchased Services (\$50,000), General Work Supplies (\$56,000) and Inter-D Pmt- Fleet Services (\$127,000) was contributed to the accelerated cost of fuel and fuel related products and the costs associated with extreme winter and spring conditions.

We experienced two Mall / Concourse Assessments in 2008, therefore (\$198,000) was additional revenue in 2008 that was based in 2007.

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**From:** Brasser, Dean

**Sent:** Tuesday, November 25, 2008 3:03 PM

**To:** Genin, Terri; Davenport, John; Johnson, Rita; Amesqua, Debra; Koval, Daniel; May, Michael; Hanson, Mark; Terasa, JoAnn; Witzel-Behl, Maribeth; Bentley, Kay; Grasmick, Dick; Zamber, Christie; Hustad, Patty; Pilsner, Dave; Wirtz, Brad; Danner-Rivers, Steve; Nelson, Larry; Kuritz, Kathy; Schumacher, Al; Vandebrook, Bill; Nelson, Bruce; Briski, Kevin; Dryer, David; Pollock, Keith; Block, Wayne; Kamp, Charles; Hank, George

**Cc:** ALL ALDERS; Cieslewicz, Dave; Harmon, Ramon; Simon, Debra; Fruit, Tim; Bohrod, Daniel; Knepp, Eric; Weitzel, Mark; Statz, Andrew; Piraino, Janet

**Subject:** MORE INFO NEEDED - 2008 Year End Budget Adjustments - Resolution #12715

To All Agencies That Contributed to the Year-End Budget Adjustment Resolution:

#### **THANKS FOR YOUR ASSISTANCE**

Thanks again for your input and assistance in preparing the 2008 year end budget adjustment resolution. And thanks, as well, to those of you who attended last night's Board of Estimates meeting to answer questions regarding this item. The Board recommended adoption and the Council is scheduled to take action on this resolution at its last meeting of the year, December 2nd.

#### **BUT MORE INFORMATION HAS BEEN REQUESTED!**

Most of the Board of Estimates discussion centered on the significant causes of over-runs during the year (snow related costs and fuel prices), on the need for identifying a specific amount of overall budget savings in the adjustment resolution (to remain qualified for the State's Expenditure Restraint Program) and on the reasons why Fringe Benefit costs of individual agencies can be over or under budget when salaries are not (the inconsistency inherent in our use of "benefit rates" to allocate benefit costs to departmental budgets). But Alder Rhodes-Conway was interested in having a more detailed explanation of the causes of the other budget variances, both positive and negative, in the salary, overtime, expense and program revenue categories of the

agencies included in the resolution. And instead of asking numerous questioned during their meeting, the Board instead asked for a written explanation of these other variances prior to the December 2nd Council meeting.

**SO HERE'S YOUR ASSIGNMENT:**

Therefore, I'm asking that each of the 17 agencies included in the year end adjustment resolution prepare a brief memo to all alderpersons detailing the reasons for the budget adjustments, both positive and negative, for the categories identified in your agency's portion of the budget adjustment resolution. A copy of the complete list is attached for your reference. You do not need to explain the variances in your department related to the Fringe Benefits or Fleet Services categories since those are budgeted centrally. Rather, focus your explanations on the other budget variances listed for your agency. Send your budget variance explanations (a couple paragraphs) to the "All Alders" e-mail group with a copy to me and to your budget analyst. While sooner is better, the goal is to accumulate all of these prior to next Tuesday's Council meeting. We will attach all of the responses that we receive from you to the Legistar file so that they will be available to anyone interested from that source, as well.

Please contact me or your budget analyst with any questions you have as we prepare this additional information. While many of us have scheduled time off around the Thanksgiving holiday, hopefully we can work with you to complete this task prior to next Tuesday's Council meeting.  
Happy Holiday,

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**From:** Brassler, Dean

**Sent:** Thursday, November 20, 2008 4:15 PM

**To:** Genin, Terri; Davenport, John; Johnson, Rita; Amesqua, Debra; Koval, Daniel; May, Michael; Hanson, Mark; Terasa, JoAnn; Witzel-Behl, Maribeth; Bentley, Kay; Grasmick, Dick; Zamber, Christie; Hustad, Patty; Pilsner, Dave; Wirtz, Brad; Danner-Rivers, Steve; Nelson, Larry; Kuritz, Kathy; Schumacher, Al; Vandebrook, Bill; Nelson, Bruce; Briski, Kevin; Dryer, David; Pollock, Keith; Block, Wayne; Kamp, Charles; Hank, George

**Cc:** Cieslewicz, Dave; Harmon, Ramon; Simon, Debra; Fruit, Tim; Bohrod, Daniel; Knepp, Eric; Weitzel, Mark; Statz, Andrew

**Subject:** 2008 Year End Budget Adjustments - Resolution #12715

Greetings and Thanks For Your Help:

If you are receiving this e-mail, it means that you or a member of your staff has helped us pull together information for the 2008 year-end appropriation resolution during the last couple of weeks. It also means that your department is included as one of the 17 that is proposed to receive some sort of budget adjustment this year as a result of that resolution (Legistar #12715).

As you know, last winter's heavy snow and this year's high fuel prices resulted in various cost over-runs totaling more than \$2,000,000. At the same time, the budget adopted for 2008 left only \$342,000 available to spend under the Expenditure Restraint Program limit. But with your input and assistance, we were able to identify enough budget savings to remain qualified for Expenditure Restraint payments in future years.

A few bottom lines will go up (Police, Fire and Streets). Five others will stay the same, with internal savings in some expenditure categories offsetting over-runs in other accounts within the same department. And nine budget agencies helped by identifying net savings that could be used to offset some of the cost over-runs of other departments.

Please take a look at the attached listing of proposed budget adjustments to see what is included for your agency. The amounts presented here are based on our discussions with you or your staff, with a few additional adjustments to reflect the higher Fleet Services charges we anticipate by the end of this year. The resolution will be considered by the Board of Estimates on Monday, November 24th and is scheduled for adoption by the Common Council at their last meeting of the year on Tuesday, December 2nd. Please let me know if you have questions about the proposed adjustments to your agency's budget.

Thanks, again, for helping to pull this budget adjustment together, and let's hope the snow holds off a little longer this year.....

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