
MUNICIPAL COURT

JUDGE DAN KOVAL

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(507,347)	(671,195)	(500,138)	(580,000)
Expense	572,898	671,195	615,565	635,494
Net Budget	65,551	-	115,428	55,494

Authorized Positions

- 2018 Revised=5
- 2019 Executive=5
- Changes: 0

2019 BUDGET HIGHLIGHTS

- Reduction of interdepartmental charges so that those services are more appropriately placed into the community development budget
- Provide an impartial forum for hearing cases
- Use restorative justice practices and programs to address ordinance violations whenever possible
- Work to reduce disproportionate minority impacts in the court system

COURT SERVICES

- **Goal**

- Continue to provide an impartial forum for hearing cases both in the courtroom and at the schools and provide commonsense information to persons not familiar with the court system or legal procedures.
- 2019 Planned Activities: Continue to offer easy to understand forms and information for persons who are not attorneys or familiar with court procedures in all the languages mandated by the City.

- **Goal**

- Continue to use restorative justice practices and programs.
- 2019 Planned Activities: Work with agencies that offer counseling, job training, restorative court sessions, and other necessary services, such as Briarpatch, Centro Hispano, the YWCA, Timebank, the University of Wisconsin, the County, and the school district.

- **Goal**

- Continue truancy court in the high schools, the homeless court program, and working with the juvenile diversion program.
- 2019 Planned Activities: Work with the Juvenile Justice Division of Dane County, MPD, the City Attorney Office, school district, and nonprofit agencies and partners to promote and provide services in those programs.

ATTORNEY

MICHAEL P. MAY, CITY ATTORNEY

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(5,684)	--	(39,469)	--
Expense	2,989,084	2,959,172	3,099,006	3,123,351
Net Budget	2,983,401	2,959,172	3,059,537	3,123,351

Authorized Positions

- 2018 Revised = 25.50
- 2019 Executive= 25.50
- Changes: --

2019 BUDGET HIGHLIGHTS

- System maintenance for MUNICODE, the City's online tracking system for the Code of Ordinances.
- Continuation of law clerk program.

COUNSEL & REPRESENTATION

- Service Goal: To assure the City acts within its legal authority and reduce the City's risk of legal liabilities.
- 2019 Planned Activities
 - Continue training of Attorney staff, other City staff, and elected officials on legal issues.
 - Apply the City's Performance Excellence and Results Madison to find methods to measure client satisfaction with the agency services.

LEGISLATIVE SERVICES

- Service Goal: Maintain ordinances within legal authority and improve access to the Code of Ordinances.
- 2019 Planned Activities
 - Continue updating of ordinances and monitor MUNICODE access.
 - Train Attorney staff as needed in issues of drafting and updating ordinances.
 - Apply the City's Performance Excellence and Results Madison to find methods to measure client satisfaction with the agency services.

ORDINANCE ENFORCEMENT

- Service Goal: To improve the quality of life for residents, to reduce the City's risk of legal liabilities, and to maintain City services.
- 2019 Planned Activities
 - Continued prosecution in municipal court and advice to agencies that enforce ordinances.
 - Training of staff as needed.
 - Apply the City's Performance Excellence and Results Madison to find methods to measure client satisfaction with the agency services.

CIVIL RIGHTS

NORMAN D. DAVIS, DIRECTOR

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	\$40,150	\$0	(\$450)	\$0
Expense	\$1,482,644	\$1,865,963	\$1,755,496	\$1,855,926
Net Budget	\$1,522,794	\$1,819,463	\$1,755,046	\$1,855,926
Fund: Other Grants				
Revenue	\$0	(\$46,500)	\$0	(39,227)
Expense	\$0	\$46,500	\$0	\$39,227
Net Budget	\$0	\$0	\$0	\$0

BUDGET SUMMARY: POSITION

- Authorized Positions
 - 2018 Revised= 18
 - 2019 Executive= 18
 - Changes: No authorized changes to positions

2019 BUDGET HIGHLIGHTS

- Continuation of the Language Access Plan (LAP) implementation (\$100,000).
- The continuation of the Racial Equity and Social Justice Initiative (RESJI) program (\$50,000).
- The 2019 Equal Employment Opportunity Commission (EEOC) federal grant (\$38,550).

REQUESTED SUPPLEMENTAL SUMMARY

- Information Officer Position
 - Total Request: \$61,899.50
 - On-going or One-Time: On-going
 - Funded in Executive Budget: No
 - Description: The Department of Civil Rights requested a permanent Information Officer. This position would be responsible for serving as a liaison to the community, coordinating training demands to internal and external trainings, and developing strategies for internal and external communication, outreach, and engagement.
- Language Access Coordinator Position
 - Total Request: \$50,282.18
 - On-going or One-Time: On-going
 - Funded in Executive Budget: No
 - Description: The Department of Civil Rights requested a permanent Language Access Coordinator. This position would advance and further implement The city-wide Language Access Plan as approved in 2018. The plan adopted ensures that meaningful access to City services shall not be denied or restricted to any individual because of limited proficiency in English or any disability which may limit the ability to communicate in English. The City is committed to providing equal opportunities in all programs, services, and activities to Limited-English proficient (LEP) individuals.

REQUESTED SUPPLEMENTAL SUMMARY

- DCR Organizational Study
 - Total Request: \$100,000.00
 - On-going or One-Time: One-Time
 - Funded in Executive Budget: No
 - Description: This supplemental request was recommended by the Mayor's Office and Common Council and would fulfill the Department of Civil Rights' desire for recommendations on improving effectiveness through policy and structural changes. The Department of Civil Rights anticipates receiving recommendations for 1.) improving effectiveness for civil rights services through policy and structural changes, 2.) allocation of resources necessary to support agency improvements, 3.) and preparing the Department for long-term growth.

CIVIL RIGHTS

- Service Goal: The goals of this service are to assist City agencies to further diversify workforce and reduce under-representation among women, people of color, and individuals with disabilities; acquire and leverage resources to assist City contractors to further diversify workforce and reduce under-representation among women, people of color, and individuals with disabilities; provide additional training venues, subjects and opportunities; provide more direct contact with under-served segments of the community; and reduce case processing time and increase amount of contracted cases from the Equal Employment Opportunity Commission (EEOC).
- 2019 Planned Activities
 - Develop a Section 8 housing discrimination training program.
 - Develop a tavern league public accommodation training program.
 - Develop a targeted equitable relief program.
 - Develop a real estate development program targeting historically marginalized communities.
 - Implement the Language Access Plan (LAP).
 - Create an online intake portal for complaint processing.
 - Increase the number of trainings for Racial Equity and Social Justice to meet the demands of the entire City workforce.

Clerk

Maribeth Witzel-Behl, City Clerk

Finance Committee 2019 Budget Presentation



Budget Summary

Budget by Fund

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(985,080)	-	-	-
Expense	2,266,173	2,299,751	2,146,752	1,736,064
Net Budget	1,281,093	2,299,751	2,146,752	1,736,064

Authorized Positions

- 2018 Revised = 8.5 (1/2 position stays vacant for required salary savings)
- 2019 Executive= 8.5
- Changes: None

2019 Budget Highlights

- Two weeks of In-Person Absentee Voting at libraries, Streets East, and campus locations prior to each 2019 election
- Replace 3G tabulator modems with 4G modems because 3G modems will no longer be supported
- Hire an AASPIRE Intern to focus on licensing



Clerk

- Service Goal: Improve access to the democratic process, open government, and licensed business establishments.
- 2019 Planned Activities
 - Keep wait times at the polls under 15 minutes
 - Begin staffing the Police & Fire Commission
 - Continue efforts to minimize burnout by focusing on employee wellness



EMPLOYEE ASSISTANCE PROGRAM

TRESA MARTINEZ, EAP ADMINISTRATOR

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	0	0	0	0
Expense	316,624	357,341	343,717	413,502
Net Budget	316,624	357,341	343,717	413,502

Authorized Positions

- 2018 Revised=3 FTEs
- 2019 Executive=4 FTEs
- Changes: 2019 includes an EAP Specialist position (1 FTE) starting in July (\$53,000)

2019 BUDGET HIGHLIGHTS

- Increases the EAP service provider contract to reflect current utilization trends (\$6,000)
 - Total fees charged by our external EAP are calculated based on average costs over the past 4 years.
- Increases EAP software hosting costs (\$1,600)
 - The vendor hosting our EAP software has increased fees under our renewed contract based on the additional costs of improved security measures.
- Creates an EAP Specialist position (1.0 FTE) starting in July 2019 (\$53,000)
 - Additional position requested in order to meet increasing demands from our employees and the organization overall.

REQUESTED SUPPLEMENTAL SUMMARY

- Create one EAP Specialist 2 position starting in July 2019
 - Total Request: \$53,000
 - On-going or One-Time: On-going
 - Funded in Executive Budget: Yes
 - Description: Additional position will allow the program to meet increasing demand from employees and the organization overall. So far in 2018 there has been a significant increase in supervisor consultations and critical incident responses compared to 2017.
- Cover increase in EAP software hosting costs
 - Total Request: \$1,600
 - On-going or One-Time: On-going
 - Funded in Executive Budget: Yes
 - Description: Vendor notification received August 2018 that hosting costs would increase due to upgrades in security of the network and improvements to hosting infrastructure, policies, and equipment.

EAP SERVICES

■ Service Goal:

The goal of the agency is to collaborate with other City agencies, insurance providers, and the external EAP provider to improve service delivery. The Employee Assistance Program will advance this goal by improving technological tools and data, continuing support of First Responder Peer Support Teams, and expanding training.

■ 2019 Planned Activities

- Increase use of electronic means for prevention focused education by adding content to the EAP website and improving the EAP Newsletter with a focus on inclusivity.
- Explore options for program assessment and sharing of utilization data with industry specific EAP software.
- Continued support and development of First Responder Peer Support Teams.
- Expand supervisor training and increase outreach to managers and supervisors around skill building related to addressing mental health and substance abuse issues in the workplace.
- Expand training offerings in the areas of trauma in the workplace, suicide prevention, and caregiver stress.
- Fill a new EAP specialist position midway through 2019 (\$53,000).

HUMAN RESOURCES

HARPER DONAHUE IV, HUMAN RESOURCES DIRECTOR

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(175,921)	(25,500)	(32,330)	(25,500)
Expense	2,037,688	1,947,226	1,719,321	1,639,495
Net Budget	1,861,767	1,921,726	1,686,991	1,613,995

Authorized Positions

- 2018 Revised=18
- 2019 Executive=18
- Changes: Annualized costs for permanent Admin Clerk 1.

2019 BUDGET HIGHLIGHTS

- Annualization of new Administrative Clerk created in 2018 (\$59,000).

REQUESTED SUPPLEMENTAL SUMMARY

- HR Assessment
 - Total Request: \$100,000
 - On-going or One-Time: One time
 - Funded in Executive Budget: No
 - Description: Consultants conduct a comprehensive assessment of Human Resources Department's policies, strategies, structure, management, and methodology and to provide recommendations for improvements and updates in critical human resources areas to serve a progressive, forward-thinking municipality.
- Additional Funding – Staff Training and Development
 - Total Request: \$25,000
 - On-going or One-Time: On going
 - Funded in Executive Budget: No
 - Description: Additional funding to allow HR Staff expanded access to learning opportunities – to better support City goals and serve City staff by promoting the success and engagement of City employees and agencies through coordinated internal and external trainings and specialized initiatives to create learning and growth opportunities; foster work culture change through programming and partnerships; promote wellness of employees through programming and partnerships; promote strategic thinking, planning, process improvement and development; and support and facilitate community partnerships and engagement.

EMPLOYEE & LABOR RELATIONS

- Service Goal: The goals of this service are effective use of the Meet and Confer Process with employee associations, successful negotiation of all outstanding labor contracts, and effective implementation of employee benefits programs.
- 2019 Planned Activities
 - Equity analysis of benefit programs with a thorough review and analysis of related programs and policies.
 - Implementation of Government Alliance on Race and Equity (GARE) recommendations based on 2017 analysis.

HR SERVICES

- Service Goal: The goals of this service are to increase diversity of applicants for City jobs across all classifications, identify positions struggling to attract qualified applicants, and implement strategies to increase the number of qualified applicants.
- 2019 Planned Activities
 - Expand community engagement and outreach efforts.
 - Implementation of Government Alliance on Race and Equity (GARE) recommendations based on 2017 analysis.

ORGANIZATIONAL DEVELOPMENT

- Service Goal: The goals of this service are to improve the on-boarding experience for new employees, enhance opportunities for employee development at various stages in their careers, and improve overall employee engagement citywide.
- 2019 Planned Activities
 - Analyze, review, and expand the coordination of city-wide wellness and training activities.
 - Implementation of Government Alliance on Race and Equity (GARE) recommendations based on 2017 analysis.
 - Coordinate with the IT Department to identify and implement an effective Learning Management System.
 - Provide ongoing staffing and support to the Performance Excellence Leadership Team and develop and organize training and support for Performance Excellence initiatives.

INFORMATION TECHNOLOGY

SARAH EDGERTON, CHIEF INFORMATION OFFICE

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(53,201)	(44,500)	(36,930)	(44,500)
Expense	6,372,880	6,601,885	6,569,165	7,093,194
Net Budget	6,319,679	6,557,385	6,532,235	7,048,694

Authorized Positions

- 2018 Revised= 53.70 Positions
- 2019 Executive= 53.70 Positions
- Changes: None

2019 BUDGET HIGHLIGHTS

- Increasing funds for system and software maintenance due to increased cost to existing maintenance
- Moving to cloud services there is an increase in maintenance costs to our operating budget
- Purchasing Software-as-a-Services platforms increases our operating budget
- Cyber security has become more prevalent and we continue to invest in software and hardware that increases our costs

REQUESTED SUPPLEMENTAL SUMMARY

- **Additional Funding for Maintenance Accounts**

- **Total Request:** \$160,000
- **On-going or One-Time:** On-going
- **Funded in Executive Budget:** Yes
- **Description:** With the growing requests for unplanned software/hardware (additional, new or supplements to software/hardware) throughout the year and the yearly increases in costs to existing maintenance, we are requesting an addition of \$160,000 to cover all of our maintenance obligations.

- **New Position Request: City of Madison Public Information Officer (PIO)**

- **Total Request:** \$90,000
- **On-going or One-Time:** On-going
- **Funded in Executive Budget:** No; IT reclassified the Process Improvement Specialist position in 2018 to a City of Madison Public Information Officer to meet the communication needs of the City.
- **Description:** This new position will be responsible for the development, management and administration of strategic outreach, media relations, and communications of citywide initiatives for external and internal audiences of the City of Madison. In collaboration with elected officials and/or City Staff, this position will oversee the messaging of community priorities and City programs utilizing various communication strategies, including traditional and social media. In addition, this position is responsible for working with the City's Emergency Management in the development and implementation of effective emergency outreach communications.

REQUESTED SUPPLEMENTAL SUMMARY

- **New Position Request: Enterprise Architect**

- **Total Request:** \$90,000
- **On-going or One-Time:** On-going
- **Funded in Executive Budget:** No
- **Description:** This new position will be responsible for defining and safeguarding the continuity of the City's IT architecture and solutions. This position will be responsible for implementing IT best practices including strategic design, development, testing and implementation of information solutions. The position will work closely with Technical Services and Applications Development. This position will guide and support the delivery of new technical solutions.

- **Position Study for the Media Team**

- **Total Request:** \$90,000
- **On-going or One-Time:** On-going
- **Funded in Executive Budget:** No; Resolved in 2018 budget.
- **Description:** In November 2017 Media team Producer/Directors and the Team Lead (6 positions) requested position studies. In the first quarter of 2018, the request was submitted to Human Resources. We will have to account for back pay per change in City policy that could be substantial depending on the outcome of the study.

APPLICATION DEVELOPMENT & SUPPORT

- Service Goal: Our customers are able to engage with the City in an efficient and equitable manner.
- 2019 Planned Activities:
 - On-going Software-as-a-Service, cloud computing, and software maintenance includes:
 - Accela – Enterprise Land Management System software which supports licensing, permitting, registrations, inspections and code enforcement (\$326,000)
 - MUNIS – Enterprise financial system (\$438,000)
 - AcrGIS – Enterprise mapping and analytics system (\$78,000)
 - TeleStaff/Kronos - workforce scheduling and timekeeping software (\$66,500)

TECHNICAL SERVICES

- Service Goal: Our customers are able to access City services and engage with the City in an efficient and equitable manner.
- 2019 Planned Activities:
 - On-going Software-as-a-Service and maintenance include:
 - Solarwinds and DPA (\$39,000)
 - Veritas Maintenance – Backup appliance maintenance (\$137,000)
 - ProofPoint Maintenance – Anti-spam filter (\$80,000)

TREASURER

DAVID M GAWENDA, CITY TREASURER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	0	11,000	0	0
Expense	689,176	706,828	718,448	764,563
Net Budget	689,176	695,828	718,448	764,563

Authorized Positions

- 2018 Revised= 6.0
- 2019 Executive= 6.0
- Changes: 0

2019 BUDGET HIGHLIGHTS

- Double-filling treasurer's position next spring to facilitate transition and restructuring.

TREASURER

- Service Goal: This service processes over one million payments annually through both physical and electronic payment channels. The service seeks to continue to utilize new forms of technology to improve efficiency for city taxpayers.
- 2019 Planned Activities: To ensure a smooth restructuring of the office.

FINANCE

DAVID SCHMIEDICKE, FINANCE DIRECTOR

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	-31,553	-15,00	-30,987	-415,000
Expense	3,723,104	3,798,041	3,727,869	3,835,658
Net Budget	\$3,691,551	\$3,783,041	\$3,696,882	\$3,420,658

Authorized Positions

- 2018 Revised=41.0
- 2019 Executive=41.0
- Changes: None

2019 BUDGET HIGHLIGHTS

- Continuation of the following professional service contracts at the 2018 level:
 - External Audit Services
 - Ambulance Billing
 - Collection Services
 - Actuarial Services
- New funding (\$25,000) for a contract with COWS to support a partnership with the University of Wisconsin to help support data related research projects
- Anticipates transferring the Treasury function to a service within the Finance Department; this move will improve the efficiency of the service
 - The budget anticipates the Treasurer position will be double-filled for a portion of 2019; the cost of the double-fill will be managed within Finance Department salary savings.
 - Ordinance changes and resolutions will be required; incorporation into the Finance budget will be made in the 2020 budget.
- Funding a portion of costs associated with administering the Capital Budget & CIP through the capital budget (Capital Budget Administration)
- Insurance Fund billings to agencies were increased by \$150,000 to fund increasing premium costs; Worker's Compensation Fund billings to agencies were reduced by \$200,000 to reflect decreases in losses paid.

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 1: COWS Partnership
 - Total Request: \$25,000
 - On-going or One-Time: On-going
 - Funded in Executive Budget: Yes
 - Description: Fund a partnership with COWS to administer a partnership with the University of Wisconsin to complete data related projects
- Requested Supplemental 2: Creation of Data Analyst Position
 - Total Request: \$75,000
 - On-going or One-Time: Ongoing
 - Funded in Executive Budget: No
 - Description: These positions will be used for the City's analytics efforts improving the use data to solve problems and improve service delivery
 - Finance has identified existing vacant positions that will be reclassified to meet this need

ACCOUNTING

- Service Goal: Provide high quality service to City Departments while ensuring financial activity is compliant with Generally Accepted Accounting Principles
- 2019 Planned Activities
 1. Continue support for the Madison Water Utility for Phase 1 of the conversion to MUNIS
 2. Lead implementation efforts for the next phases of implementation associated with MUNIS; new phases may include:
 1. Web-based application approvals
 2. Vendor Self-Service
 3. Special Assessments Program
 4. Electronic Bidding
 3. Administer all elements of the payroll process including biweekly payroll processing, and administering open enrollment

ADMINISTRATIVE SUPPORT

- Service Goal: Provide high quality administrative support to City agencies for a variety of administrative tasks
- 2019 Planned Activities
 1. Administer the Administrative Support Team to assist City Departments with special projects & day-to-day operations
 2. Document Services will assist City Departments in document preparation, database management, and website administration

BUDGET & PROGRAM EVALUATION

- Service Goal: Provide high quality analysis regarding the City's budget and operations sharing this information in a transparent and meaningful manner with internal and external stakeholders
- 2019 Planned Activities
 1. As part of the performance excellence program, implement an outcomes-based approach to the 2020 budget development process
 2. Develop & execute the annual audit workplan
 3. Hire 2 Data Analyst positions to assist agencies in implementing their Data Action Plans as part of Phase II of Results Madison (internal reallocations).

RISK MANAGEMENT

- Service Goal: Administer the City's insurance and workers comp programs along with administering the City's Safety program
- 2019 Planned Activities
 1. Utilize a new claims system through the City's insurance provider to improve data collection & analysis regarding insurance claims
 2. Continue a pilot program with the Madison Fire Department that seeks to reduce the number of workers compensation injuries
 3. Utilize an Internship program to perform a safety gap analysis to identify potential areas for improvement

METRO TRANSIT

CHUCK KAMP, GENERAL MANAGER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Metro				
Revenue	\$48,708,165	\$44,557,491	\$44,618,112	\$42,585,000
Expense	\$60,588,596	\$56,926,940	\$56,987,561	\$56,796,149
Net Budget	\$11,880,431	\$12,369,449	\$12,369,449	\$14,211,149

Authorized Positions

- 2018 Revised= 473
- 2019 Executive= 457
- Changes: Reduced 15 Paratransit and 1 Planner Positions

2019 BUDGET HIGHLIGHTS

- Increased diesel costs based on locked contract rates for 2019 (\$1.0m).
- Increased debt service (\$500,000)
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. (\$300,000)
- Increased communication equipment and software costs attributable to Metro's system upgrade (\$125,000).
- Increased lease costs for the north transfer point (\$90,000).
- The reassignment of a Transportation Planner position (#2687) from Metro Transit to the Transportation Department (\$80,000).

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 1
 - Total Request: \$450,000
 - On-going or One-Time: On-going
 - Funded in Executive Budget: No
 - Description: Metro is requesting supplemental operating funding to restore weekend service that was reduced over the past 20 years as a result of budget reductions. This resulted in service along Monroe Street and East Washington being cut from half hour to hourly frequencies.

FIXED ROUTE

- Service Goal: This service is responsible for: (1) planning and coordinating all fixed route transit improvements and programs, and (2) the repair and maintenance of Metro transit bus fleet. The goal of this service is to provide transportation for customers to a comprehensive network of destinations throughout the City.
- 2019 Planned Activities
 1. Finalize plans for operating electric buses
 2. Finalize plans to replace the Middleton garage lease

PARATRANSIT

- Service Goal: This service provides paratransit services for customers with disabilities in need of transportation services for work, post-secondary education, medical needs, sheltered workshops, and other personal purposes.
- 2019 Planned Activities
 1. Contract out all paratransit service
 2. Continue to implement any approved modifications to fares or service including
 1. Modify leave attended service
 2. Modify door through door service

FIRE DEPARTMENT

STEVE DAVIS, FIRE CHIEF

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

		2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General					
	Revenue	(1,571,013)	(1,800,159)	(1,691,828)	(1,870,159)
	Expense	53,144,053	52,968,023	54,172,177	54,620,216
Net Budget		\$51,573,040	\$51,167,864	\$52,170,049	\$52,750,057
Fund: Grants					
	Revenue	(322,069)	(1,575,695)	(1,584,478)	(1,789,571)
	Expense	322,069	1,575,695	1,584,478	1,789,571
Net Budget		\$0	\$0	\$0	\$0

BUDGET SUMMARY: POSITION

- Authorized Positions
 - 2018 Revised= 411
 - 2019 Executive= 411
 - Changes: None

2019 BUDGET HIGHLIGHTS

- Maintaining a minimum daily staffing of 86 following the opening of Station 14, Dairy Dr, in late 2018. Continue to use creative staffing methods to optimize personnel resources.
- Second year of SAFER grant funding, cover costs for 18 firefighters with a 75% grant 25% City ratio.
- Adjustments to Elevator Permit and Fire Prevention Miscellaneous revenues to reflect actual trends.

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 1 – 9th Ambulance Station 14
 - Total Request: \$975,000
 - On-going or One-Time: On-Going
 - Funded in Executive Budget: No
 - Description: Request to hire 9 Firefighter/Paramedics to staff a medic rig housed at Fire Station 14, this would make 9 front-line Ambulance units for EMS Response. We have seen an 18% increase in EMS transports since the 8th Ambulance was placed in service in 2010, and we are experiencing “stacked” calls on a weekly basis.
- Requested Supplemental 2 – Accountant for Fire
 - Total Request: \$39,376
 - On-going or One-Time: On-Going
 - Funded in Executive Budget: No
 - Description: Request to add 1.0 FTE Accountant to the non-commissioned staff of the MFD to accommodate growing workload for purchasing, revenue billings, project accounting and account analysis.

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 3 – Data/IT Analyst
 - Total Request: \$64,927
 - On-going or One-Time: On-Going
 - Funded in Executive Budget: No
 - Description: Request to hire a Data Analyst/IT Specialist 2 to the non-commissioned staff of the MFD to analysis data sources to identify trends in service utilization and resource use.
- Requested Supplemental 4 – Fire Protection Specialist/Plan Reviewer
 - Total Request: \$70,585
 - On-going or One-Time: On-Going
 - Funded in Executive Budget: No
 - Description: Request to add 1.0 FTE Fire Protection Specialist to the non-commissioned staff of the MFD to assist the Fire Protection Engineer with plan review, construction inspection, and storage tank inspection.

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 5 – Asset Manager
 - Total Request: \$59,313
 - On-going or One-Time: On-Going
 - Funded in Executive Budget: No
 - Description: Request to hire an Asset Manager to the non-commissioned staff of the MFD to manage EMS supply inventory including stocking, re-order, and logistics. The Asset Manager will be progressively tasked with other MFD supply inventories to manage, including equipment, gear and technology.
- Requested Supplemental 6 – Policy & Procedure Review Consultant
 - Total Request: \$71,000
 - On-going or One-Time: One-Time \$51,000; On-Going \$20,000
 - Funded in Executive Budget: No
 - Description: Request to contract with a legal consultant to review the policies and procedure of MFD to ensure they reflect up-to-date industry standards and best practices and are legally defensible. The Department has never had a formal outside review of the policies and procedures.

FIRE OPERATIONS

- Service Goal: Ensure quality emergency response services across the City.
- 2019 Planned Activities
 1. Collaborate with other public and private organizations in the community to prevent injury and save lives.
 2. Provide early, pre-hospital intervention of basic and advanced life support to save lives and reduce hospitalization times.

FIRE PREVENTION

- Service Goal: Proactively prevent fires through community education and inspections.
- 2019 Planned Activities
 - Apply the principles of education, engineering and enforcement to save lives, minimize injury, prevent unwanted fires and reduce losses to property and the environment
 - Strive to educate and inform over 18,000 resident annually fire safety.

POLICE DEPARTMENT

CHIEF MICHAEL C. KOVAL

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

		2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General					
	Revenue	(1,555,409)	(1,463,196)	(1,582,697)	(1,540,656)
	Expense	73,247,948	74,993,475	77,138,114	78,193,941
Net Budget		71,692,539	73,530,279	75,555,417	76,653,285
Fund: Grants					
	Revenue	(1,887,514)	(1,590,186)	(1,779,483)	(1,246,111)
	Expense	1,887,514	1,590,186	1,779,483	1,246,111
Net Budget		-	-	-	-
Fund: Other Restricted					
	Revenue	(213,138)	(216,500)	(226,500)	(193,000)
	Expense	213,138	216,500	226,500	193,000
Net Budget		-	-	-	-

BUDGET SUMMARY: POSITION

- Authorized Positions
 - 2018 Revised=595.70 FTEs
 - 2019 Executive=596.70 FTEs
 - Changes: Reduce Police Officers by 1.0, and increase Detective Sergeants by 1.0. Add 1.0 new Detective position for Special Victims Unit, focusing on human trafficking and other sensitive crimes, particularly crimes against children.

2019 BUDGET HIGHLIGHTS

- Continued resignations/retirements are contributing to MPD's highest attrition level to date.
- Authorization to continue improved practice of centralized investigative teams by expanding Special Victims Unit, and adding a dedicated human trafficking Detective (\$100,000).
- Year two of a multi-year deployment of smartphones for field personnel (\$25,000).
- Midtown will be fully operational for the entire year, and the additional eight officers related to Midtown are fully funded.
- Overtime funding is increased to address ongoing anticipated needs, especially related to Special Duty and Special Events (\$474,000).
- Funding for fleet services is increased to reflect anticipated costs (\$407,600).
- Elimination of the transfer to Parking Utility (\$85,000).

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 1: Upgrade a Police Officer position to a Detective Sergeant position, and add a new Detective position and car. Both positions would be assigned to the Special Victims Unit and focus on cases of human trafficking and crimes against children.
 - Total Request: \$90,740
 - On-going or One-Time: ongoing (positions), one-time (vehicle)
 - Funded in Executive Budget: yes
- Requested Supplemental 2: Civilianize the personnel lieutenant position and reassign this lieutenant position to Investigative Services.
 - Total Request: \$110,410
 - On-going or One-Time: ongoing (position), one-time (vehicle)
 - Funded in Executive Budget: no

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 3: Increase staffing for patrol services to address workload by adding 6 officers and purchase two squad cars.
 - Total Request: \$416,700
 - On-going or One-Time: ongoing (positions), one-time (vehicles and initial issue equipment)
 - Funded in Executive Budget: no
- Requested Supplemental 4: Add a data analyst/technology specialist to improve and increase the use of data analysis as outlined in the OIR report, as well as to meet the needs of the City's Performance Excellence initiative.
 - Total Request: \$84,900
 - On-going or One-Time: ongoing (position)
 - Funded in Executive Budget: no

REQUESTED SUPPLEMENTAL SUMMARY

- Requested Supplemental 5: Fund year two of a multi-year commitment to acquire and deploy smartphones to all field personnel.
 - Total Request: \$25,000
 - On-going or One-Time: ongoing (year two of a multi-year project)
 - Funded in Executive Budget: yes

POLICE FIELD

- Service Goal: timely and efficient response to crime and calls for service, and unallocated time for officers to engage in problem-solving efforts and be involved in various community engagement efforts.
- 2019 Planned Activities
 - Proactive, preemptive and collaborative efforts to mitigate violent crime, address mental health episodes, and develop interventions for opiate-related issues.
 - Efforts will be made to allocate staffing efficiently to address workload demand, and to implement and evaluate problem-solving initiatives targeted to emerging problems.
 - Continue to maintain and enhance specialized investigative units to address serious crimes.

POLICE SUPPORT

- Service Goal: timely and efficient service delivery for financial processes, information technology, property processing and storage, transcription of reports, services to municipal courts, and continuing education and skill development.
- 2019 Planned Activities
 - Continue to align Department processes with state and federal requirements and reasonable community expectations, while developing effective performance excellence strategies for the future implementation of Results Madison efforts.

FLEET SERVICE

MAHANTH S. JOISHY, SUPERINTENDENT

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Fleet				
Revenue	\$1,602,841	\$8,279,614	\$3,146,671	\$8,449,245
Expense	\$1,602,841	\$8,279,614	\$3,146,671	\$8,449,245
Net Budget				

Authorized Positions

- 2018 Revised= \$8,279,614
- 2019 Executive= \$8,449,245
- Changes: -

2019 BUDGET HIGHLIGHTS

- An increased Fleet rate for City agencies based on projected fuel costs (\$500,000) and depreciation costs (\$790,000).
- Increased hourly wages for three Madison Municipal School District student interns as part of the Fleet Service Outreach Initiative (\$36,000).
- Increased billings to Stormwater Utility, Sewer Utility, Landfill, and Engineering Division for the transition to in-house Fleet service maintenance of assets belonging to those agencies in 2019 (\$80,000).

FLEET MAINTENANCE & PROCUREMENT

- **Service: Fleet Maintenance & Procurement**

Service Description

- This service is responsible for purchasing, preparing, and maintaining fleet equipment used by City agencies. The goal of the service is to repair and replace fleet assets to satisfy the needs of user agencies. The service maintains approximately 1,400 active vehicles and equipment.

2019 Planned Activities

- Continue development and maintenance of vehicle and equipment purchasing plans for each user agency.
- Oversee the purchase of approximately 90 new assets.

STREETS DIVISION

CHARLIE ROMINES, SUPERINTENDENT

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	\$(2,508,887)	\$(2,197,362)	\$(2,225,071)	\$(2,208,250)
Expense	\$26,639,534	\$27,583,057	\$28,082,326	\$28,596,460
Net Budget	\$24,130,647	\$25,385,695	\$25,857,256	\$26,387,940

Authorized Positions

- 2018 Authorized = 191
- 2019 Executive = 191
- Changes: none

2019 BUDGET HIGHLIGHTS

- Reclassifying positions #3812 and #3814 from Street Machine Operator 1 to Street Machine Operator 3 for street sweeping services funded by the Stormwater Utility (\$37,347).
- Adding two hourly seasonal positions to clean street sweeping machines, funded by the Stormwater Utility (\$28,098).
- Increased Fleet charges based on the anticipated 2019 rate (\$188,000).
- Increased landfill and recycling fees based on current refuse and recyclable volume trends (\$248,000).
- Utilizing a portion of the Urban Forestry Special Charge for stump grinding activities. The total cost for this service in 2019 is \$782,520, a \$16,000 increase from 2018. This increase is factored into the 2019 fee.

SOLID WASTE MANAGEMENT

- Service Goal: The goal of this service is to collect all City refuse in accordance with the scheduled pick-up days throughout the City.
- 2019 Planned Activities
- Maintain the existing level of service to continue a 99% accuracy rate for scheduled collections.
- Conduct analysis using vehicle GPS data to evaluate the number of stops and pick-ups per recycling truck and assist management with service delivery decisions as the City grows.

RECYCLING

- Service Goal: The goal of this service is to collect recyclables and yard waste on a timely basis for City residents and promote processes that work towards achieving zero waste.
- 2019 Planned Activities
- Maintain the existing level of service to continue a 99% accuracy rate for scheduled collections.
- Conduct analysis using vehicle GPS data to evaluate the number of stops and pick-ups per recycling truck and assist management with service delivery decisions as the City grows.

SNOW & ICE CONTROL

- Service Goal: The goal of this service is to maintain the desired response times for salting, sanding, and snow plowing through the Streets Division's use of 90 pieces of equipment and private contractors.
- 2019 Planned Activities
- Implement a new snow removal contractor call-in software that will improve response times by 50%.
- Install truck scales at all three salt loading facilities to provide salt use data to help inform decisions on the salting process, including equipment, resource allocation, and application rates.
- Add two additional salt routes to the thirty existing salt routes using existing resources.

STREET SWEEPING

- Service Goal: The goal of this service is to maintain a healthy environment for City stakeholders by minimizing the amount of pollutants entering the lakes and waterways.
- 2019 Planned Activities
- Implement a new schedule for additional operating hours of the 10 street sweepers to increase the sweeping lane miles and service efficiency.

STREET REPAIR & MAINTENANCE

- Service Goal: The goal of this service is to provide safe roadways for commuters in the City and to extend the useful lives of the roadways.
- 2019 Planned Activities
- Maintain the existing level of service to repair and seal roadway hazards to maintain safe travel on the City's streets.

ROADSIDE CLEANUP

- Service Goal: The goal of this service is to improve the aesthetics and community safety in the City.
- 2019 Planned Activities
- Maintain the existing level of service to maintain aesthetics and safety of the City.

PARKS DIVISION

ERIC KNEPP, PARKS SUPERINTENDENT

FINANCE COMMITTEE 2019 OPERATING BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	\$ (5,928,475)	\$ (6,346,589)	\$ (6,192,948)	\$ (6,323,610)
Expense	\$ 19,316,837	\$ 19,920,555	\$ 19,863,054	\$ 20,560,526
Net Budget	\$ 13,388,362	\$ 13,573,966	\$ 13,670,106	\$ 14,236,916
Fund: Other Restricted				
Revenue	\$ (4,306,624)	\$ (4,730,294)	\$ (4,675,150)	\$ (4,846,527)
Expense	\$ 4,306,624	\$ 4,730,294	\$ 4,675,150	\$ 4,846,527
Net Budget	\$ --	\$ --	\$ --	\$ --

BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Permanent				
Revenue	\$ (286,347)	\$ (309,100)	\$ (269,534)	\$ (345,400)
Expense	\$ 286,347	\$ 309,100	\$ 269,534	\$ 345,400
Net Budget	\$ --	\$ --	\$ --	\$ --

BUDGET SUMMARY: POSITION

- Authorized Positions
 - 2018 Revised= 172.10
 - 2019 Executive= 171.10
 - Changes: (1.00)

2019 BUDGET HIGHLIGHTS

- An increase in the transfer from the Urban Forest Special Charge fund (\$35,000)
- Costs associated with operating Olbrich Botanical Gardens offset by funding from Room Tax; as authorized by the Room Tax commission (\$325,000)
- Transferring the Madison Parks Foundation Coordinator position (#4389) to the Parks Foundation (\$103,600)
- The elimination of Benefit Savings based on prior year trends (\$100,000)
- An increase in Water based on a pending rate increase (\$116,000)
- An increase in Inter-Departmental Charge from Fleet Service based on the anticipated 2019 rate (\$250,000)
- The Parks Division will work with the BID to review landscaping standards and planting operations for 2019 and recommend any process or operational improvements

2019 BUDGET HIGHLIGHTS

- The Executive Budget includes \$4,846,530 in anticipated restricted revenues and expenditures:
 - The continuation of the Urban Forestry Special Charge (\$4,415,840). Funds from the special charge, late charges (\$16,800) and interest earnings (\$26,700) offset costs associated with Forestry services within the Parks Division (\$3,610,320), stump grubbing with the Streets Division (\$782,500) and administrative costs (\$66,500). The budgeted Urban Forestry Special Charge in 2018 is \$4,328,680.
 - The continuation of the Dog Park (\$226,880) and Disc Golf (\$90,300) programs fully funded through user fees.
 - The Madison Ultimate Frisbee Association program fully funded through user fees (\$70,000).

REQUESTED SUPPLEMENTAL SUMMARY

- **Water Meter Charges**

- Total Request: **\$35,000**
- On-going or One-Time: **Ongoing**
- Funded in Executive Budget: **No**
- Description: Due to State regulations, the City can no longer use flat rate water costs for Parks Facilities. As the Park Facilities are metered, the Parks Division will incur additional charges due to monthly meter charges, increased meter rates and actual usage.

- **Aquatics Lifeguard Funding**

- Total Request: **\$81,523**
- On-going or One-Time: Ongoing
- Funded in Executive Budget: **No**
- Description: In 2016, when the City converted to MUNIS, hourly wages and benefits were reduced, leaving Aquatics underfunded to support the current levels of operation. The Parks Division requests an increase in funding to allow Aquatics to fund current operations.

REQUESTED SUPPLEMENTAL SUMMARY

- **Olbrich Gardens Expansion**

- Total Request: **\$35,796**
- On-going or One-Time: **Ongoing**
- Funded in Executive Budget: **No**
- Description: Olbrich Botanical Gardens is scheduled to open a new facility in September 2019. A larger facility comes with increased demands on staff who are already unable to keep up with the demands of the current greenhouse operations and maintenance practices.

- **Mall Concourse Fountains and Amenity Improvements**

- Total Request: **\$16,675**
- On-going or One-Time: **Ongoing**
- Funded in Executive Budget: **No**
- Description: Due to aging infrastructure at the Mall, regularly programmed repairs are necessary. A portion of this request will allow for programmed repair of banners, kiosks, and bus shelters, while the remainder will ensure fountains on the Square are operational by Memorial Day and continue to run throughout the summer.

REQUESTED SUPPLEMENTAL SUMMARY

- **Park Worker Program Expansion**

- Total Request: **\$100,000**
- On-going or One-Time: **Ongoing**
- Funded in Executive Budget: **No**
- Description: The Park Worker program was successful in providing permanent employment and useful job training while allowing the Parks Division to further diversify its workforce. Park Workers would become part of the General Parks staffing to help with increased mowing and snow removal responsibilities as well as enhance services in Conservation and Construction.

- **Volunteer Program Improvements**

- Total Request: **\$31,000**
- On-going or One-Time: **Ongoing**
- Funded in Executive Budget: **No**
- Description: To grow the volunteer program and embed the work long-term into operations, the Parks Division needs to hire a volunteer leadworker. A volunteer leadworker would alleviate the time the Recreation Services Coordinator spends on volunteer coordination and would allow the Parks Division to offer new or expanded community events.

COMMUNITY RECREATION SERVICES

- Service Goal: Provide a safe, accessible, affordable and equitable park system.
- 2019 Planned Activities:
 - Coordination across the Division and significant efforts to effectively communicate and market opportunities to the public.
 - Provide consistent agency-wide communication and responsiveness.
 - Continue to develop tools to ensure equitable access to services for all members of the community.

PARK MAINTENANCE & FORESTRY

- Service Goal: Provide a well-maintained and well-used park system and a high quality, diverse and sustainable urban forest.
- 2019 Planned Activities:
 - Communicate land management standards to all employees involved in maintenance of park lands.
 - Develop the necessary maps and evaluation tools for the land management plan to promote a culture that connects to our values of teamwork and continuous improvement.
 - Continue working with the Emerald Ash Borer (EAB) Task Force to review progress in mitigating the effects of EAB on the urban forest, including a review of removals, treatments, and replanting.
 - Work with Urban Forestry Task Force to review best practices to promote a healthy and diverse urban forest.

PLANNING & DEVELOPMENT

- Service Goal: Provide a quality and equitably planned and developed park system.
- 2019 Planned Activities:
 - Continue improvements to planning process to ensure equitable engagement by utilizing multiple outreach methods.
 - Identify improvements to the public works contracting process to standardize plans and specifications to improve project completion consistency.

OLBRICH BOTANICAL GARDENS

- Service Goal: Provide a quality and well-maintained public garden, learning center and conservatory that continues to be an iconic part of Madison to both residents and visitors.
- 2019 Planned Activities:
 - Continue to partner with Olbrich Botanical Society to market and promote the Gardens to all residents and visitors.
 - Continue to maintain the high standards of the gardens to ensure the enjoyment of all.

WARNER PARK & COMMUNITY CENTER

- Service Goal: Serve as the indoor commons of the Northside and provide multi-generational programming to support all members of the community.
- 2019 Planned Activities:
 - Continue to partner with North East Senior Coalition and Madison School and Community Recreation to develop and promote community and recreational programming at the Center.
 - Continue to participate in Neighborhood Resource Teams (NRT) and develop new programs and initiatives through collaboration with NRT staff and community members.
 - Continue working with the community stakeholders on the process to expand the Center to allow for additional services. As a part of this planning, staff will work to develop a deeper understanding of the current users of the facility as well as potential new users.

GOLF ENTERPRISE

ERIC KNEPP, PARKS SUPERINTENDENT

FINANCE COMMITTEE 2019 OPERATING BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Golf				
Revenue	\$ (3,037,929)	\$ (3,245,313)	\$ (3,244,221)	\$ (3,312,981)
Expense	\$ 3,037,929	\$ 3,345,313	\$ 3,244,221	\$ 3,312,981
Net Budget	\$ -	\$ -	\$ -	\$ -

Authorized Positions

- 2018 Revised= 8.00
- 2019 Executive= 8.00
- Changes: --

2019 BUDGET HIGHLIGHTS

- A 1.4% reduction in budgeted revenue from \$3,218,000 in 2018 to \$3,174,000 in 2019. Projected revenue in 2018 is \$2,837,000.
 - Weather significantly hampered revenue generation in 2018.
- The Executive Budget reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associate with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget.

REQUESTED SUPPLEMENTAL SUMMARY

- None

GOLF OPERATIONS

- Service Goal: A golf enterprise that is fully self-sustaining and provides affordable, accessible, and quality golfing opportunities.
- 2019 Planned Activities:
 - Maintain the high level of customer service.
 - The popular loyalty benefits program will remain as an incentive for repeat business.
 - Instructional programs will be offered to golfers of all ages and skill levels.
 - The winter golf simulator program, opened in 2017, will be refined and continued.

ENGINEERING

ROBERT PHILLIPS, CITY ENGINEER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: General				
Revenue	(436,591)	(382,530)	(282,530)	(403,870)
Expense	5,038,101	5,302,521	4,845,181	4,758,330
Net Budget	\$4,601,510	\$4,919,991	\$4,562,651	\$4,354,460

Authorized Positions

- 2018 Revised= 115.1
- 2019 Executive= 117.1
- Changes: Add 1.0 FTE Surveyor 2 and 1.0 FTE Public Information Officer

2019 BUDGET HIGHLIGHTS

- Decreased facility lease costs and increased inter-agency maintenance costs billings due to the reopening of the Madison Municipal Building offices (\$40,000).
- Decreased City County Building (CCB) facility maintenance and custodial charges (\$50,000).
- Software maintenance costs for CAD licensing upgrades to ensure the existing service level for Engineering, Traffic Engineering and Parks design work is maintained (\$62,000).
- Increased charges from Fleet for in-house vehicle maintenance instead of contracted maintenance for assets owned by the Engineering Division. An existing Fleet service technician will be stationed at the Engineering facility on Emil Street to provide service on the vehicles (\$2,700).
- Reclassification of position #4100 from a Custodial Worker 3 to a Program Assistant 1 (\$0).
- Creating two new positions in 2019. Newly created positions include:
 - Public Information Officer for communication and education to the public regarding public works construction projects. The position will be split funded between the Engineering Division, Stormwater Utility, Sewer Utility, and Capital Projects fund (Total cost \$67,200, General Fund \$4,700).
 - Surveyor to improve turnaround time and quality of project site surveying for public works projects. The position will be split funded between the Engineering Division, Stormwater Utility, Sewer Utility, and Capital Projects fund (Total cost \$62,000, General Fund \$4,400).
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

REQUESTED SUPPLEMENTAL SUMMARY

- Annual CAD Licensing
 - Total Request: \$62,000.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: In 2018 Engineering, Parks, Traffic Engineering and Water Utility began migrating from Microstation to AutoCAD for design purposes. This change was due to Windows 7 expiring in January 2020. The City's existing design software is not supported on Windows 10. IT will start migrating over to Windows 10 desktop mid-2019.
- Surveyor 2
 - Total Request: \$4,400.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Work is currently performed by private surveying companies and with the economic recovery it is becoming problematic to rely on private surveyors. This will enable Engineering Division to control the schedule, quality and cost of this service, and better meet project schedules, improve design quality and reduce the number and cost of change orders.

REQUESTED SUPPLEMENTAL SUMMARY (CONTINUED)

- Public Information Officer
 - Total Request: \$4,700.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Coordinate public information activities for \$90+ million in Public Works construction.

ENGINEERING & ADMINISTRATION

- Service Goal: Provide a safe and efficient transportation network for motorists, bicyclists and pedestrians.
- 2019 Planned Activities
 - Perform scheduled preventive maintenance activities (crack sealing and chip sealing) to extend the useful life of pavement.
 - Assess and rate pavement conditions every two years; resurface based on condition ratings.
 - Upgrade facilities as needed to meet capacity demands and support economic development.
 - Incorporate bicycle facilities into new and reconstruction projects.
 - Inspect, assess condition and replace sidewalks on a district basis on a 10year cycle.
 - Inspect bridges every 2 years; perform maintenance and repairs to extend the useful life of these assets.

MAPPING & RECORDS

- Service Goal: To protect the land interests of the City of Madison and to accurately maintain the City's official maps.
- 2019 Planned Activities
 - Complete a full conversion to AutoCAD/ArcGIS software.
 - Develop a GIS framework in cooperation with Information Technology and the Assessor's Office for the future Town of Madison annexation.
 - Implement an automated process for creating GIS features from CAD data.
 - Tie address points to street center lines to facilitate 911 dispatching and emergency response.

FACILITIES MANAGEMENT

- Service Goal: To implement projects that decrease energy use, conserve water, use renewable sources of energy, and provide high quality facilities.
- 2019 Planned Activities
 - Maintain the existing level of service to provide for the development of 25 capital budget facilities projects and programs.
 - Implement the 100% Renewable/Zero Net Carbon plan.
 - Evaluate facility projects to accurately identify scope and cost estimates for out-year capital projects in the CIP.

FACILITIES OPERATIONS & MAINTENANCE

- Service Goals:
 - Improve the operational efficiency of the facilities by implementing energy savings components to the scheduled facility improvements.
 - Optimize municipal investment by increasing the useful life of the City's facilities.
- 2019 Planned Activities
 - Continue the Green Power program to achieve the goal of self-generating 1 Megawatt of energy by 2020 while providing education and training for approximately 3 individuals targeted to low income populations.
 - Continue preventative maintenance practices and in-house installation of mechanical systems in City facilities.
 - Enhance the reporting functionality of the Computerized Maintenance Management System (CMMS).
 - Continue the mentorship program for a youth apprentice and create an HVAC/R Technician trainee.

LANDFILL

ROBERT PHILLIPS, CITY ENGINEER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Other Restricted				
Revenue	(792,377)	(911,327)	(892,702)	(986,860)
Expense	792,377	911,327	892,702	986,860
Net Budget	\$0	\$0	\$0	\$0

Authorized Positions

- 2018 Revised= 3
- 2019 Executive= 3
- Changes: None

2019 BUDGET HIGHLIGHTS

- Maintains the current level of service with no projected fee increase anticipated in 2019. The Landfill rate will continue at approximately \$3/year for an average residential customer.
- Reflects increased charges from Fleet for in-house vehicle maintenance instead of contracted maintenance for assets owned by the Landfill. An existing Fleet service technician will be stationed at the Engineering facility on Emil Street to provide service on the vehicles (\$15,000).
- Reflects a net decrease in lab services costs for using a different lab services provider in 2019 instead of contracting with the Public Health department (\$115,000).
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

LANDFILL MANAGEMENT MAINTENANCE

- Service Goal: To eliminate the migration of landfill contamination and gas to maintain a clean environment.
- 2019 Planned Activities
 - Continue to monitor landfill gas, leachate and groundwater per the DNR approved plan.
 - Perform maintenance of the landfill covers to eliminate woody growth and control noxious weeds and invasive species.

SEWER UTILITY

ROBERT PHILLIPS, CITY ENGINEER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Sewer Utility				
Revenue	(38,610,203)	(38,353,097)	(39,040,770)	(40,684,110)
Expense	38,610,203	38,353,097	39,040,770	40,684,110
Net Budget	\$0	\$0	\$0	\$0

Authorized Positions

- 2018 Revised= 36.0
- 2019 Executive= 38.0
- Changes: Add 1.0 FTE S/D Maint Tech and 1.0 FTE SSMO

2019 BUDGET HIGHLIGHTS

- Reflects increased funding for software maintenance costs for CAD licensing upgrades to ensure the existing service level for Sewer design work is maintained (\$30,000).
- Reflects increased charges from Fleet for in-house vehicle maintenance instead of contracted maintenance for assets owned by the Sewer Utility. An existing Fleet service technician will be stationed at the Engineering facility on Emil Street to provide service on the vehicles (\$45,000).
- Anticipates a 3% rate increase based on Madison Metropolitan Sewerage District increased sewage treatment costs and projected debt service costs (approximately \$9/year for an average residential customer). In 2018 the Sewer Utility rate was increased by 3%.
- Creates two new positions in 2019. Newly created positions include an additional closed-circuit television (CCTV) crew to inspect and assess structural condition of pipes to improve forecasting for future projects:
 - Sewer and Drainage Maintenance Technician fully funded by the Sewer Utility (Total cost \$50,500).
 - Street and Sewer Machine Operator fully funded by the Sewer Utility (Total cost \$43,800).
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

REQUESTED SUPPLEMENTAL SUMMARY

- Annual CAD Licensing
 - Total Request: \$30,000.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: In 2018 Engineering, Parks, Traffic Engineering and Water Utility began migrating from Microstation to AutoCAD for design purposes. This change was due to Windows 7 expiring in January 2020. The City's existing design software is not supported on Windows 10. IT will start migrating over to Windows 10 desktop mid-2019.
- Surveyor 2
 - Total Request: \$4,400.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Work is currently performed by private surveying companies and with the economic recovery it is becoming problematic to rely on private surveyors. This will enable Engineering Division to control the schedule, quality and cost of this service, and better meet project schedules, improve design quality and reduce the number and cost of change orders.

REQUESTED SUPPLEMENTAL SUMMARY (CONTINUED)

- Public Information Officer
 - Total Request: \$23,500.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Coordinate public information activities for \$90+ million in Public Works construction.
- CCTV Crew
 - Total Request: \$94,300.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Add CCTV crew to enable the Engineering Division to perform CCTV inspections of entire sanitary sewer system on a 10-year cycle per the Sewer Utility's Capacity, Management, Operations and Maintenance (CMOM) Program.

SEWER ENGINEERING & ADMINISTRATION

- Service Goal: Provide for the safe, reliable, efficient, and cost effective collection and conveyance of wastewater to the Nine Springs Wastewater Treatment Plant.
- 2019 Planned Activities
 - Maintain the existing level of service to rehabilitate and replace system assets based on condition to ensure the assets function as designed.
 - Review current construction inspection standards for sanitary sewer installation to enhance guidelines.
 - Refine and adopt an asset management plan to reduce the existing infrastructure deficit and evaluate future funding options.

SEWER OPERATIONS

- Service Goal: To effectively maintain, repair, rehabilitate, and construct the sewer system infrastructure.
- 2019 Planned Activities
 - Maintain the existing level of service for scheduled preventive maintenance and cleaning of existing sewer lines.
 - Continue open-cut and trenchless sewer repairs when applicable to maintain system functionality.
 - Implement a Closed Circuit Television (CCTV) sewer inspection and condition assessment of the entire system over a 10-year period.
 - Conduct a review of Sewer Utility assets to assign criticality ratings and risk assessments.
 - Implement a GIS Computerized Maintenance Management System (CMMS) transitioning the field work order system to a paperless model.

STORMWATER UTILITY

ROBERT PHILLIPS, CITY ENGINEER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Stormwater Utility				
Revenue	(16,437,944)	(16,697,985)	(16,463,243)	(17,330,110)
Expense	16,437,944	16,697,985	16,463,243	17,330,110
Net Budget	\$0	\$0	\$0	\$0

Authorized Positions

- 2018 Revised= 12.0
- 2019 Executive= 15.0
- Changes: Add 1.0 FTE Eng. Operations Leadworker, 1.0 FTE SSMO 3 and 1.0 FTE SSMO 1

2019 BUDGET HIGHLIGHTS

- Provides funding to add two hourly seasonal positions in the Streets Division to clean street sweeping machines ensuring machine operators can increase sweeping time; funded by the Stormwater Utility (\$28,098).
- Provides funding to reclassify Streets Division positions #3812 and #3814 from Street Machine Operator 1 to Street Machine Operator 3 for street sweeping services funded by the Stormwater Utility (\$37,347).
- Creates three new positions in 2019. Newly created positions include an additional stormwater construction crew to meet the demand for projects pertaining to localized drainage issues:
 - Engineering Operations Leadworker funded 50% from the Capital Projects Fund and 50% from the Stormwater Utility (Total cost \$54,000).
 - Street and Sewer Machine Operator 3 funded 50% from the Capital Projects Fund and 50% from the Stormwater Utility (Total cost \$49,000).
 - Street and Sewer Machine Operator 1 funded 50% from the Capital Projects Fund and 50% from the Stormwater Utility (Total cost \$44,000).
- Provides funding for software maintenance costs for CAD licensing upgrades to ensure the existing service level for Stormwater design work is maintained (\$42,000).
- Reflects increased charges from Fleet for in-house vehicle maintenance instead of contracted maintenance for assets owned by the Stormwater Utility. An existing Fleet service technician will be stationed at the Engineering facility on Emil Street to provide service on the vehicles (\$35,000).
- Anticipates a 4% rate increase based on projected debt service costs (approximately \$4/year for an average residential customer). In 2018 the Stormwater Utility rate was increased by 3 %.
- Reflects the City's cost allocation model that was developed in 2018. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving services. Charges associated with cost allocation are reflected in the inter-departmental charges & billing major expenditure categories shown in the Line Item Detail section of the agency's budget. Reference the Executive Summary for a full explanation of the methodology, the allocation basis, and summary of allocated costs.

REQUESTED SUPPLEMENTAL SUMMARY

- Annual CAD Licensing
 - Total Request: \$42,000.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: In 2018 Engineering, Parks, Traffic Engineering and Water Utility began migrating from Microstation to AutoCAD for design purposes. This change was due to Windows 7 expiring in January 2020. The City's existing design software is not supported on Windows 10. IT will start migrating over to Windows 10 desktop mid-2019.
- Surveyor 2
 - Total Request: \$4,400.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Work is currently performed by private surveying companies and with the economic recovery it is becoming problematic to rely on private surveyors. This will enable Engineering Division to control the schedule, quality and cost of this service, and better meet project schedules, improve design quality and reduce the number and cost of change orders.

REQUESTED SUPPLEMENTAL SUMMARY (CONTINUED)

- Public Information Officer
 - Total Request: \$23,500.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Coordinate public information activities for \$90+ million in Public Works construction.
- Construction Crew
 - Total Request: \$73,500.00
 - On-going
 - Funded in Executive Budget: Yes
 - Description: Add Stormwater Construction crew to construct storm sewer improvements to address drainage issues. Funded 50% from the Capital Projects Fund and 50% from the Stormwater Utility.

STORMWATER ENGINEERING & ADMINISTRATION

- Service Goal: Provide storm water management services to the public, while maintaining an equitable rate structure. Reduce flooding and improve the water quality of lakes and streams.
- 2019 Planned Activities
 - Maintain the existing level of service to rehabilitate and replace system assets based on condition to ensure assets function as designed.
 - Implement expanded alternatives for vegetative design of stormwater management areas throughout the City.
 - Expand partnerships with neighboring municipalities, regulatory agencies, and public watershed organizations.
 - Design and construct solutions to localized drainage issues.
 - Create the Flood Control, Greenways and Ponds Design Group within the Storm Section of the Engineering Division. Document problems, prioritize problem areas to be addressed, and implement capital projects to reduce flooding.
 - Create a Public Involvement Plan / Public Information Plan for the newly created Flood Control Group utilizing the new Public Information Officer

STORMWATER OPERATIONS

- Service Goal: To maintain, repair, rehabilitate, and construct the stormwater system to reduce flooding, improve water quality and manage utility owned green space consistent with the City's environmental goals.
- 2019 Planned Activities
 - Maintain the existing level of service to continue scheduled preventive maintenance and cleaning of existing catch basins.
 - Implement scheduled mowing of stormwater management areas to eliminate woody growth and to control noxious weeds and invasive species.
 - Reduce the backlog of small drainage improvement projects designed to address localized drainage problems utilizing the new Construction Crew.
 - Implement a GIS Computerized Maintenance Management System (CMMS) transitioning the field work order system to a paperless model.

WATER UTILITY

TOM HEIKKINEN, GENERAL MANAGER

FINANCE COMMITTEE 2019 BUDGET PRESENTATION



BUDGET SUMMARY

BUDGET BY FUND

	2017 Actual	2018 Adopted	2018 Projected	2019 Executive
Fund: Water Utility				
Revenue	(39,573,998)	(42,375,000)	(41,896,882)	(45,886,000)
Expense	39,573,998	42,375,000	41,896,882	45,886,000
Net Budget	-0-	-0-	-0-	-0-

Authorized Positions

- 2018 Revised= 130
- 2019 Executive= 130
- Changes: 0

2019 BUDGET HIGHLIGHTS

- MWU anticipates a 30% rate increase or \$7 per month for the average residential customer. The most recent water rate increase occurred in September 2015.
- MWU will maintain the current level of service in 2019 while reducing costs. The 2019 budget reflects an increase in fund balance.
- MWU will be replacing the roof on the Olin Avenue Vehicle Storage Building in 2019.
- 2019 reflects the new cost allocation model that was developed by the City. The goal of this methodology is to accurately and consistently allocate central service costs to enterprise agencies receiving the services.

WATER UTILITY

- The goal of the Madison Water Utility is to provide the essential supply of water for consumption and fire protection via quality service and price, for present and future generations.
- 2019 Planned Activities:
 - Maintain the existing level of service by continuing the unidirectional flushing program to improve water quality.
 - Continue scheduled maintenance of the main distribution system and assets in accordance with the Utility's asset management plan.