

C i t y o f M a d i s o n

# 2020 Operating Budget



E x e c u t i v e B u d g e t



S a t y a R h o d e s - C o n w a y  
M a y o r

# FINANCE DEPARTMENT

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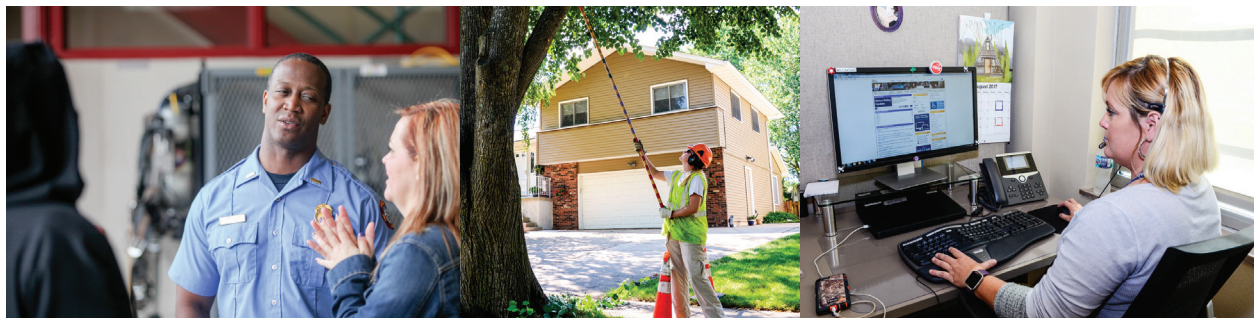


# *Vision & User's Guide*

2020 Operating Budget:  
Executive Budget



**OUR MISSION** is to provide the highest quality service for the common good of our residents and visitors.



## OUR VALUES



### Equity

We are committed to fairness, justice, and equal outcomes for all.



### Shared Prosperity

We are dedicated to creating a community where all are able to achieve economic success and social mobility.



### Civic Engagement

We believe in transparency, openness, and inclusivity. We will protect freedom of expression and engagement.



### Stewardship

We will care for our natural, economic, fiscal, and social resources.



### Well-Being

We are committed to creating a community where all can thrive and feel safe.



## OUR SERVICE PROMISE

I have the highest expectations for myself and my fellow employees. Every day, I will:

- Serve coworkers and members of the public in a kind and friendly manner.
- Listen actively and communicate clearly.
- Involve those who are impacted before making decisions.
- Collaborate with others to learn, improve, and solve problems.
- Treat everyone as they would like to be treated.



CITY OF  
**MADISON**

# Executive Budget User's Guide

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## Agency Budgets

Agencies were instructed to submit 2020 budget requests that were consistent with the cost to continue current service levels. Cost to continue adjustments included: planned salary adjustments (step and longevity increases), a revised fleet rate, and updated insurance and workers' compensation expenses, along with various agency specific items where extra-ordinary inflation is projected.

## Presentation of the 2020 Operating Budget

Agency budgets are presented in Section 4 of the document. Budgets are presented in alphabetical order. Agency budgets are presented by service and by fund at the major expenditure level.

Presentation of the 2020 Operating Budget seeks to emphasize service level budgets while emphasizing the total cost of providing services. Agency budgets continue to be presented in four sections:

1. **Agency Overview:** High level summary of the agency including mission, overview, and key highlights for the 2020 budget.
2. **Budget Overview:** A summary of the agency's budget by fund, service, and major category of expenditure. Revenues presented for General Fund agencies only include revenue budgeted within the General Fund; expenditure amounts represent all funds.
3. **Service Overview:** Presentation of the agency's budget by service. Each service includes the following:
  - a. **Service Description:** High level overview of the service and its objectives
  - b. **Major Budget Changes:** Discussion of significant changes at the service level
  - c. **Activities Performed by Service:** Discussion of activities that make of the service's body of work
  - d. **Service Budget:** Presentation of the service's budget by fund and expenditure type. Note, in cases where services are funded by multiple sources only revenues from the General Fund are presented.
4. **Position Detail**
  - a. Includes the count and salary of full-time equivalent (FTE) positions funded included in the Executive Budget.
5. **Line Item Detail**
  - a. Outlines line item expenditures within the agency's primary fund.

## Internal Service Funds

The Executive Budget includes three Internal Service Funds: Fleet Service, Insurance, and Workers Compensation. An Internal Service Fund is used to account for enterprise-like operations that provide services, on a user fee basis, primarily or exclusively to City agencies. The Agency Billings budgets for these funds is presented as a separate table to highlight the full expenditure cost of the Agency.

1. **Budget Overview**
  - a. Provides an overview of agency budgets by major type of external (non-City agency) revenue, by major type of expenditure, and by City Agency Billings.

## Pay Increases

The Executive Budget includes the following wage increases:

- Sworn Police and Fire: 3.25% increase in December 2019.
- Teamsters: Bargaining is ongoing, any wage increases will be dependent on the collective bargaining process.
- All Other Civilian Positions: 3.25% increase in December 2019.

## Allocation of Fringe Benefits

Fringe benefit amounts reflected in agency budgets are based on anticipated 2020 rates. Benefits that remain centrally budgeted included: sick leave escrow payments, City employee bus subsidy payments, and unemployment benefits. Benefits budgeted centrally within the General Fund are distributed to agencies based on actual expenditures throughout the year.

## Enterprise Funds

The operating budget includes revenue and expenditure information pertaining to Madison's enterprise funds including:

- Monona Terrace
- Golf Enterprise
- Transit Utility (Metro Transit)
- Parking Utility
- Sewer Utility
- Stormwater Utility
- Water Utility

All enterprise funds, except Monona Terrace and Transit Utility, do not receive a subsidy from local sources. Monona Terrace receives a subsidy through the Room Tax Fund as authorized by the Room Tax Commission. The Transit Utility also receives a General Fund subsidy outlined in the proposed budget for Metro Transit. Savings resulting from lower than anticipated expenses and revenues generated in excess of budgeted levels are maintained in the individual enterprise operating funds. This policy affords enterprise managers the opportunity to utilize positive budget variances to benefit future year operations. It also builds capacity to respond to future budget shortfalls from enterprise resources, without affecting General Fund expenditure levels.





# *Summaries*

2020 Operating Budget:  
Executive Budget

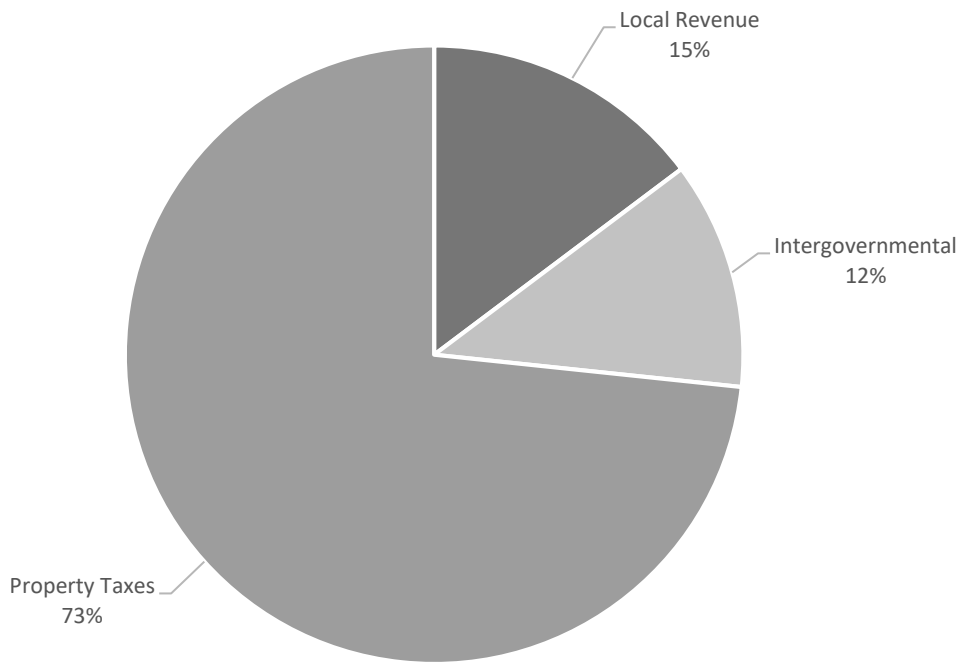
## CITY TAX RATE COMPUTATION

	2019 Adopted	2020 Executive	2020 Adopted	\$ Change	Percent Change
<b>ASSESSED VALUE</b>					
Real Property:					
Residential	17,266,006,000	18,322,924,000	-	1,056,918,000	6.12%
Commercial	9,310,153,900	9,856,466,600	-	546,312,700	5.87%
Agricultural	21,296,100	20,203,800	-	(1,092,300)	-5.13%
Manufacturing	269,561,000	373,400,600	-	103,839,600	38.52%
<b>Total Real Property</b>	<b>\$ 26,867,017,000</b>	<b>\$ 28,572,995,000</b>	<b>\$ -</b>	<b>\$ 1,705,978,000</b>	<b>6.35%</b>
Personal Property:					
Locally Assessed	506,819,000	544,475,000	-	37,656,000	7.43%
Manufacturing	77,454,000	81,213,900	-	3,759,900	4.85%
	584,273,000	625,688,900	-	41,415,900	7.09%
Manufacturing Adjustments	-	-	-	-	
Board of Review Adjustments	-	-	-	-	
<b>Total Assessable Property</b>	<b>27,451,290,000</b>	<b>29,198,683,900</b>	<b>-</b>	<b>1,747,393,900</b>	<b>6.37%</b>
Less TIF Increment Value	(821,313,400)	(1,107,800,700)	-	(286,487,300)	34.88%
<b>Net Taxable Property</b>	<b>\$ 26,629,976,600</b>	<b>\$ 28,090,883,200</b>	<b>\$ -</b>	<b>\$ 1,460,906,600</b>	<b>5.49%</b>
<b>BUDGETED REVENUES AND EXPENDITURES</b>					
General Fund Expenditures	314,362,879	321,281,529	-	6,918,650	2.20%
Net Library Fund Expenditures	17,703,565	19,163,603	-	1,460,038	8.25%
<b>Total Budgeted Expenditures</b>	<b>332,066,444</b>	<b>340,445,132</b>	<b>-</b>	<b>8,378,688</b>	<b>2.52%</b>
<b>Net Expenditures</b>	<b>\$ 332,066,444</b>	<b>\$ 340,445,132</b>	<b>\$ -</b>	<b>\$ 8,378,688</b>	<b>2.52%</b>
Total Revenues	90,236,721	90,788,981	-	552,260	0.61%
Fund Balance Applied	-	-	-	0	n/a
<b>Total Revenues and Fund Balance</b>	<b>90,236,721</b>	<b>90,788,981</b>	<b>-</b>	<b>552,260</b>	<b>0.61%</b>
<b>PROPERTY TAX LEVY</b>	<b>\$ 241,829,723</b>	<b>\$ 249,656,151</b>	<b>\$ 0</b>	<b>\$ 7,826,428</b>	<b>3.24%</b>
<b>MILL RATE</b>	<b><u>9.0812</u></b>	<b><u>8.8875</u></b>		<b><u>-0.1937</u></b>	-2.13%
General Fund Portion	8.4164	8.2052		-0.2112	-2.51%
Library Portion	0.6648	0.6823		0.0175	2.63%
Average Home Value	284,868	300,967		16,099	5.65%
Taxes on Average Home	2,586.94	2,674.84		87.90	3.40%

## GENERAL FUND FUNDING SOURCE BY MAJOR CATEGORY

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Payments in Lieu of Tax	14,517,661	15,683,896	15,658,896	15,683,896	15,914,841
Other Local Taxes	1,505,481	1,400,000	1,535,000	1,400,000	1,525,000
Fines And Forfeitures	6,360,901	6,900,000	6,500,000	6,900,000	6,500,000
Licenses And Permits	7,897,702	7,729,420	7,336,920	7,729,420	7,341,920
Ungrouped Revenues	5,930,581	5,790,600	7,983,000	5,790,600	5,285,000
Charges for Services	13,333,331	13,552,101	13,520,000	13,552,101	13,637,412
<i>Local Revenues</i>	<i>\$ 49,545,657</i>	<i>\$ 51,056,017</i>	<i>\$ 52,533,816</i>	<i>\$ 51,056,017</i>	<i>\$ 50,204,173</i>
Intergovernmental	37,281,595	39,180,704	38,437,749	39,180,704	40,584,808
<b>Total Revenues</b>	<b>\$ 86,827,252</b>	<b>\$ 90,236,721</b>	<b>\$ 90,971,565</b>	<b>\$ 90,236,721</b>	<b>\$ 90,788,981</b>
Fund Balance Applied (Gen)	(3,336,780)	-	(5,965)	-	-
Total Revenue & Fund Bal	83,490,472	90,236,721	90,965,600	90,236,721	90,788,981
Property Taxes	230,649,558	241,829,723	241,829,723	250,392,553	249,656,152
<b>Total Sources</b>	<b>\$ 314,140,030</b>	<b>\$ 332,066,444</b>	<b>\$ 332,795,323</b>	<b>\$ 340,629,274</b>	<b>\$ 340,445,133</b>

**General Fund Budget by Funding Source**



## GENERAL FUND REVENUES

### Payments in Lieu of Tax/Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Room Tax	5,367,313	5,643,696	5,643,696	5,643,696	5,865,641
CDA	274,226	302,000	277,000	302,000	277,000
Water Utility	6,975,603	7,500,000	7,500,000	7,500,000	7,500,000
Parking Utility	1,364,304	1,725,000	1,725,000	1,725,000	1,759,000
Monona Terrace	338,200	338,200	338,200	338,200	338,200
Golf Enterprise	198,015	175,000	175,000	175,000	175,000
<b>Total</b>	<b>\$ 14,517,661</b>	<b>\$ 15,683,896</b>	<b>\$ 15,658,896</b>	<b>\$ 15,683,896</b>	<b>\$ 15,914,841</b>

### Other Local Taxes

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Penalties on Delinquent Taxes	357,504	350,000	460,000	350,000	450,000
Prior Year Taxes	40,832	25,000	40,000	25,000	40,000
Payment in Lieu of Taxes	1,022,559	950,000	950,000	950,000	950,000
Mobile Home Tax	84,586	\$ 75,000	85,000	75,000	85,000
Muni Svc Fee	-	-	-	-	-
Other	-	-	-	-	-
<b>Total</b>	<b>\$ 1,505,481</b>	<b>\$ 1,400,000</b>	<b>\$ 1,535,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,525,000</b>

### Fines And Forfeitures

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Moving Violations	462,003	565,000	500,000	565,000	500,000
Uniform Citations	933,835	850,000	900,000	850,000	900,000
Parking Violations	4,964,178	5,485,000	5,100,000	5,485,000	5,100,000
Other	885	-	-	-	-
<b>Total</b>	<b>\$ 6,360,901</b>	<b>\$ 6,900,000</b>	<b>\$ 6,500,000</b>	<b>\$ 6,900,000</b>	<b>\$ 6,500,000</b>

### Licenses And Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Animal Licenses	123,584	110,000	110,000	110,000	110,000
Bicycle Licenses	21,393	20,000	20,000	20,000	20,000
Clerks Licenses	1,223,270	1,207,500	1,170,000	1,207,500	1,225,000
Other Licenses	30,840	29,000	29,000	29,000	29,000
Building Permits	5,471,236	5,255,000	4,900,000	5,255,000	4,900,000
Street Occupancy Permits	340,094	402,800	402,800	402,800	352,800
Weights and Measures Permits	211,681	225,000	225,000	225,000	225,000
Street Opening Permit	407,508	420,000	420,000	420,000	420,000
Fire Permit	26,213	21,000	21,000	21,000	21,000
Other Permits	41,883	39,120	39,120	39,120	39,120
<b>Total</b>	<b>\$ 7,897,702</b>	<b>\$ 7,729,420</b>	<b>\$ 7,336,920</b>	<b>\$ 7,729,420</b>	<b>\$ 7,341,920</b>

## Ungrouped Revenues

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest on Investments	3,863,184	4,350,000	4,800,000	4,350,000	4,000,000
Other Interest	(400,393)	-	-	-	-
P-Card Rebates	532,699	325,000	325,000	325,000	325,000
Encroachment Revenue	369,150	400,000	370,000	400,000	370,000
Easement Revenue	20,000	15,000	15,000	15,000	15,000
Sale of Surplus Property	45,705	100,000	75,000	100,000	75,000
TIF Reimbursements	1,245,532	-	1,898,000	-	-
Miscellaneous Revenues	254,704	600,600	500,000	600,600	500,000
<b>Total</b>	<b>\$ 5,930,581</b>	<b>\$ 5,790,600</b>	<b>\$ 7,983,000</b>	<b>\$ 5,790,600</b>	<b>\$ 5,285,000</b>

## Intergovernmental Revenues

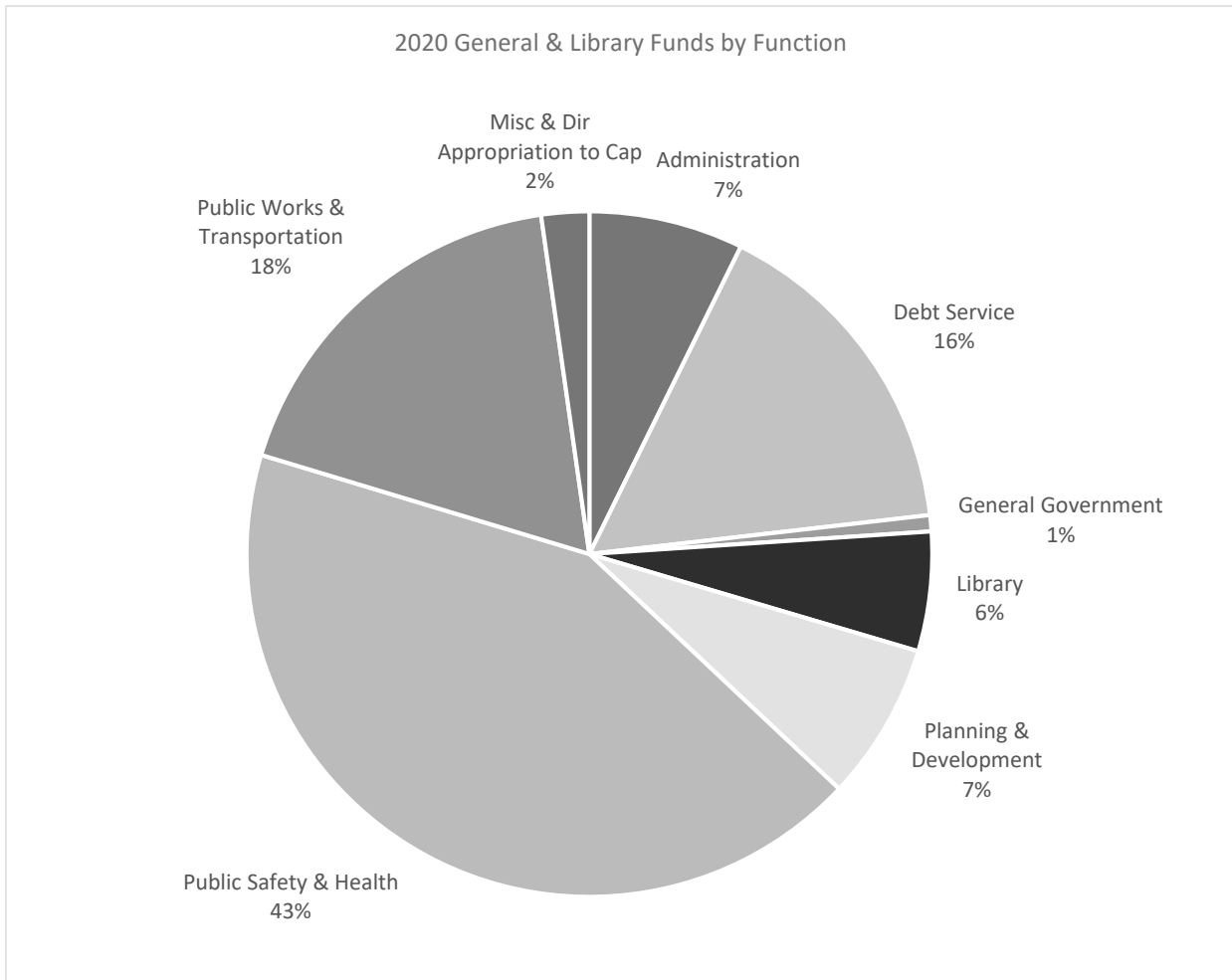
	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
St Municipal Aid Program	4,904,323	4,763,269	4,763,269	4,763,269	4,763,269
St Utility Aid Payment	1,187,063	1,297,877	1,297,877	1,297,877	1,310,264
St Expenditure Restraint	6,932,000	7,042,624	7,042,624	7,042,624	6,886,978
St Pmt for Municipal Services	7,959,629	8,266,780	7,619,221	8,266,780	8,321,257
St Gen Transportation Aid	10,309,340	10,400,000	10,232,899	10,400,000	11,900,000
St Connecting Highway Aid	566,216	560,000	565,827	560,000	560,000
St Recycling Aid	803,841	800,000	804,500	800,000	805,000
St Exempt Computer Reimb	3,534,842	3,719,678	3,725,756	3,719,678	3,725,756
St Personal Property Exempt Aid		1,180,476	1,180,476	1,180,476	987,284
Fire Insurance Dues Pmt	1,083,349	1,150,000	1,205,300	1,150,000	1,325,000
Other	992				
<b>Total</b>	<b>\$ 37,281,595</b>	<b>\$ 39,180,704</b>	<b>\$ 38,437,749</b>	<b>\$ 39,180,704</b>	<b>\$ 40,584,808</b>

## Charges for Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Court Fees	18,964	-	-	-	-
Misc Charges	72,935	50,000	50,000	50,000	50,000
Fire Service	705,019	695,101	705,000	695,101	707,412
Ambulance Conveyance Fees	7,453,611	7,800,000	7,800,000	7,800,000	7,800,000
Police Service Fees	62,819	70,000	70,000	70,000	70,000
Engineering Service Charges	635,640	750,000	750,000	750,000	850,000
Inspection Fees	41,176	87,000	45,000	87,000	45,000
Cemetery Fees	273,870	265,000	265,000	265,000	265,000
Parks Use Charges	675,338	635,000	635,000	635,000	635,000
Reimbursement of Expenses	61,769	40,000	40,000	40,000	40,000
Application Fees	135,180	135,000	135,000	135,000	135,000
Cable Franchise Fees	2,494,059	2,600,000	2,500,000	2,600,000	2,500,000
Broadband Franchise Fees	89,791	75,000	75,000	75,000	90,000
Rental of City Property	613,160	350,000	450,000	350,000	450,000
<b>Total</b>	<b>\$ 13,333,331</b>	<b>\$ 13,552,101</b>	<b>\$ 13,520,000</b>	<b>\$ 13,552,101</b>	<b>\$ 13,637,412</b>

## GENERAL & LIBRARY FUNDS BY FUNCTION

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Administration	22,419,048	22,568,777	22,167,460	24,047,731	24,797,619
Debt Service	47,239,110	54,708,710	54,708,710	57,079,711	54,122,907
General Government	2,514,262	2,177,601	2,344,522	2,385,568	2,604,260
Library	17,779,030	17,703,565	17,703,565	18,362,295	19,163,603
Planning & Development	22,191,796	24,365,494	24,376,581	24,775,178	25,317,259
Public Safety & Health	132,584,634	134,986,175	139,428,375	142,816,618	145,226,329
Public Works & Transportation	62,071,529	66,301,279	68,221,762	68,608,331	61,535,533
Misc & Dir Appropriation to Cap	7,340,621	9,254,842	3,844,348	13,553,842	7,677,623
<b>Total: General &amp; Library</b>	<b>\$ 314,140,030</b>	<b>\$ 332,066,443</b>	<b>\$ 332,795,323</b>	<b>\$ 351,629,274</b>	<b>\$ 340,445,133</b>



## GENERAL & LIBRARY FUNDS BY AGENCY

### Administration

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Assessor	2,656,307	2,667,024	2,469,343	2,601,023	2,712,661
Attorney	2,932,701	3,123,351	2,968,044	3,149,254	3,302,352
Civil Rights	1,729,017	1,855,926	1,970,673	1,979,342	2,055,980
Clerk	2,227,824	1,736,064	1,706,873	2,927,828	2,952,498
Employee Assistance Program	354,516	413,502	357,788	419,659	416,687
Finance Department	4,306,071	4,160,221	4,047,123	4,139,065	4,175,833
Human Resources	1,841,130	1,613,995	1,640,584	1,681,073	2,008,882
Information Technology	6,371,483	6,998,694	7,007,033	7,150,487	7,172,726
<b>Total</b>	<b>\$ 22,419,048</b>	<b>\$ 22,568,777</b>	<b>\$ 22,167,460</b>	<b>\$ 24,047,731</b>	<b>\$ 24,797,619</b>

### General Government

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Common Council	752,337	831,869	820,569	846,199	867,090
Mayor	1,521,933	1,290,238	1,376,322	1,332,826	1,513,669
Municipal Court	239,992	55,494	147,631	206,543	223,501
<b>Total</b>	<b>\$ 2,514,262</b>	<b>\$ 2,177,601</b>	<b>\$ 2,344,522</b>	<b>\$ 2,385,568</b>	<b>\$ 2,604,260</b>

### Library

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Library	17,779,030	17,703,565	17,703,565	18,362,295	19,163,603
<b>Total</b>	<b>\$ 17,779,030</b>	<b>\$ 17,703,565</b>	<b>\$ 17,703,565</b>	<b>\$ 18,362,295</b>	<b>\$ 19,163,603</b>

### Department of Planning and Development

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Building Inspection Division	4,534,746	4,731,645	4,482,644	4,754,587	4,948,414
CDA Housing Operations	175,000	175,000	175,000	175,000	-
Community Development Division	12,074,167	13,537,789	13,826,143	13,886,424	14,174,892
Economic Development Division	1,539,972	1,869,894	1,727,150	1,916,264	2,006,377
PCED Office Of Director	681,995	822,094	889,097	841,493	872,102
Planning Division	3,185,915	3,229,072	3,276,546	3,201,410	3,315,474
<b>Total</b>	<b>\$ 22,191,796</b>	<b>\$ 24,365,494</b>	<b>\$ 24,376,581</b>	<b>\$ 24,775,178</b>	<b>\$ 25,317,259</b>

### Public Safety and Health

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fire Department	52,774,900	52,853,057	54,787,659	56,046,229	57,020,341
Police Department	75,571,670	76,748,435	79,256,034	80,657,517	81,727,699
Public Health	4,238,064	5,384,683	5,384,683	6,112,872	6,178,289
<b>Total</b>	<b>\$ 132,584,634</b>	<b>\$ 134,986,175</b>	<b>\$ 139,428,375</b>	<b>\$ 142,816,618</b>	<b>\$ 144,926,329</b>

Department of Public Works and Transportation

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Engineering Division	4,505,320	4,354,460	4,545,791	4,393,934	4,460,518
Metro Transit	12,369,449	14,211,148	14,662,148	15,995,713	8,652,649
Parks Division	13,644,041	14,236,916	14,437,589	14,375,986	14,716,923
Streets Division	25,512,214	26,387,940	27,443,582	26,679,321	26,329,124
Traffic Engineering	5,933,731	6,649,522	6,650,674	6,664,167	6,857,718
Transportation	106,774	461,293	481,978	499,210	518,601
<b>Total</b>	<b>\$ 62,071,529</b>	<b>\$ 66,301,279</b>	<b>\$ 68,221,762</b>	<b>\$ 68,608,331</b>	<b>\$ 61,535,533</b>

Misc & Debt Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Debt Service	47,239,110	54,708,710	54,708,710	57,079,711	54,422,907
Direct Appropriations	1,031,231	6,583,842	1,173,347	9,553,842	6,065,560
Transfer to Capital	6,309,390	2,671,000	2,671,001	4,000,000	1,612,063
<b>Total</b>	<b>\$ 54,579,731</b>	<b>\$ 63,963,552</b>	<b>\$ 58,553,058</b>	<b>\$ 70,633,553</b>	<b>\$ 62,100,530</b>



## GENERAL OBLIGATION DEBT SERVICE SUMMARY

	2019 ADOPTED			2020 EXECUTIVE		
	Principal	Interest	Total	Principal	Interest	Total
<b>TYPE OF DEBT</b>						
Promissory Notes	62,605,000	13,633,717	76,238,717	69,848,500	14,271,943	84,120,443
General Obligation Bonds	2,915,000	1,756,502	4,671,502	4,410,000	2,478,044	6,888,044
Build America Bonds	9,575,000	534,808	10,109,808	4,175,000	156,563	4,331,563
Recovery Zone ED Bonds	800,000	59,188	859,188	805,000	30,188	835,188
Paying Agent Fees	-	10,000	10,000	-	10,000	10,000
<b>TOTAL</b>	<b>75,895,000</b>	<b>15,994,214</b>	<b>91,889,214</b>	<b>79,238,500</b>	<b>16,946,737</b>	<b>96,185,237</b>
<b>SOURCE OF FUNDS</b>						
<sup>2</sup> Transit Utility	2,063,062	496,931	2,559,993	398,616	164,014	562,630
Golf Courses	35,919	10,433	46,352	37,021	9,328	46,348
TIF Districts	9,173,461	1,456,098	10,629,559	8,744,503	1,265,839	10,010,342
Impact Fee Funds	266,304	43,204	309,508	266,182	32,860	299,042
Madison Public Library	2,193,585	632,791	2,826,376	2,293,103	751,942	3,045,046
Room Tax	74,690	23,143	97,833	89,688	26,429	116,117
CDBG	9,021	2,580	11,601	9,901	2,287	12,188
<sup>2</sup> Fleet Service	5,901,850	1,242,325	7,144,174	6,460,858	1,551,697	8,012,555
Stormwater Utility	5,860,837	1,145,983	7,006,819	6,471,297	1,295,382	7,766,679
Water Utility	107,022	30,614	137,637	117,464	27,136	144,600
Monona Terrace	39,458	11,287	50,745	43,307	10,005	53,312
CDA Housing Operations	43,002	12,301	55,302	47,197	10,903	58,100
<sup>1</sup> CDA Redevelopment	647,511	157,442	804,953	647,511	142,738	790,249
Madison/Dane Co Health	288,397	77,489	365,887	284,073	72,884	356,957
Special Revenue Fund	100,000	-	100,000	100,000	-	100,000
Special Assessment Fund	199,981	45,996	245,976	199,981	39,996	239,977
<sup>1,2</sup> Debt Service Fund Reserves	615,515	(12,544)	602,971	1,047,784	34,281	1,082,065
ARRA Interest Credit	-	213,817	213,817	-	68,381	68,381
General Debt Reserves	1,604,938	1,066,062	2,671,000	6,237,975	1,459,767	7,697,742
Interest Earnings	-	1,300,000	1,300,000	-	1,300,000	1,300,000
<b>TOTAL NON-GENERAL FUND</b>	<b>29,224,552</b>	<b>7,955,952</b>	<b>37,180,504</b>	<b>33,496,461</b>	<b>8,265,869</b>	<b>41,762,330</b>
<b>General Fund Portion</b>	<b>46,670,448</b>	<b>8,038,262</b>	<b>54,708,710</b>	<b>45,742,039</b>	<b>8,680,868</b>	<b>54,422,907</b>

<sup>1</sup> The Debt Service Fund is paying the Villager debt on the 10 year amortization schedule and CDA Redevelopment is reimbursing the Debt Service Fund on a 20 year amortization schedule. Amounts shown under Debt Service Reserves also include funds set aside from closed TIDs to pay debt service on outstanding promissory notes issued to pay costs in those TIDs.

<sup>2</sup> General Debt Reserves reflect \$5.8 million of reoffering premium received from the 2019 debt issuance and \$1.9 million of premium remaining from the 2018 debt issuance. Under Wisconsin Statutes, reoffering premium must be used to pay debt service. The \$7.7 million of 2018 and 2019 premium is allocated in the Debt Service Schedule as follows -- \$2,974,877 to pay Transit Utility debt service in 2020, \$722,742 to pay Fleet Service debt service in 2020 and \$4,000,000 to pay General Fund debt service in 2020

# STATEMENT OF INDEBTEDNESS AND DEBT SERVICE

## SUMMARY BY PURPOSE OF ISSUE

Purpose	Principal, 2020		Interest	
	Outstanding January 1	Payable	Outstanding December 31	Payable 2020
<b>Promissory Notes</b>				
Streets	\$ 184,246,466	\$ 27,602,359	\$ 156,644,107	\$ 6,335,290
Parks Improvements	35,343,587	5,205,752	30,137,835	1,152,063
Land Acquisition	347,468	170,140	177,328	9,080
Public Buildings	34,623,566	5,207,011	29,416,555	1,097,895
Equipment Purchase	16,133,457	3,182,759	12,950,698	529,294
Planning & Development	11,794,912	1,593,868	10,201,044	378,228
Refuse Reduction & Landfill	3,574,652	397,338	3,177,315	131,073
Police	17,344,516	2,755,408	14,589,109	600,803
Fire	16,378,657	2,907,504	13,471,153	525,423
<b>Total General Purposes</b>	<b>\$ 319,787,280</b>	<b>\$ 49,022,139</b>	<b>\$ 270,765,141</b>	<b>\$ 10,759,150</b>
TIF Districts	47,884,059	8,744,503	39,139,556	1,265,839
Impact Fees	837,183	266,182	571,002	32,860
Library	7,128,860	1,190,823	5,938,037	244,993
Monona Terrace	262,303	43,307	218,996	10,005
Golf Enterprise	272,071	37,021	235,050	9,328
Fleet Service	38,628,943	6,291,371	32,337,572	1,283,202
Transit Utility	16,235,819	2,373,259	13,862,560	546,480
Stormwater Utility	38,996,435	6,471,297	32,525,138	1,295,382
Water Utility	711,452	117,464	593,988	27,136
Public Health of Madison and Dane County	2,054,829	284,073	1,770,756	72,884
CDBG	59,968	9,901	50,067	2,287
CDA Housing Operations	285,862	47,197	238,665	10,903
CDA Redevelopment	2,850,968	647,511	2,203,457	142,738
Room Tax	741,945	89,688	652,256	26,429
Brownfield Remediation Revolving Fund	1,100,000	100,000	1,000,000	-
Special Assessments	999,903	199,981	799,923	39,996
Debt Service Reserves	2,863,119	1,047,784	1,815,335	34,281
<b>Total Non-General Purposes</b>	<b>\$ 161,913,720</b>	<b>\$ 27,961,362</b>	<b>\$ 133,952,358</b>	<b>\$ 5,044,743</b>
<b>General Obligation Bonds</b>				
Library	16,705,000	1,102,280	15,602,720	506,949
Fleet Service	15,000,000	752,264	14,247,736	408,459
Transit Utility	7,985,000	400,455	7,584,545	217,436
Land Contracts & Mortgages	-	-	-	-
<b>TOTAL G.O. DEBT</b>	<b>\$ 521,391,000</b>	<b>\$ 79,238,501</b>	<b>\$ 442,152,499</b>	<b>\$ 16,936,737</b>
Paying Agent Fees	-	-	-	10,000
	<b>\$ 521,391,000</b>	<b>\$ 79,238,501</b>	<b>\$ 442,152,499</b>	<b>\$ 16,946,737</b>
Revenue Debt	261,560,000	17,775,000	243,785,000	9,924,568
<b>TOTAL</b>	<b>\$ 782,951,000</b>	<b>\$ 97,013,501</b>	<b>\$ 685,937,499</b>	<b>\$ 26,871,305</b>

## DIRECT APPROPRIATIONS

### Supplemental Compensation

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Compensated Absence Escrow	-	2,900,000	2,900,000	3,000,000	2,770,000
Flexible Spending	4,798	10,600	10,600	10,600	10,600
Unemployment	78,528	150,000	150,000	150,000	150,000
Health Insurance (Dom Partnerships)	-	125,000	125,000	250,000	-
Life Insurance	41,289	45,316	45,316	45,316	45,626
Bus Pass Subsidy	183,187	150,000	150,000	150,000	150,000
Misc Benefits	59,585	-	-	-	-
<b>Total Supplemental Comp</b>	<b>\$ 367,387</b>	<b>\$ 3,380,916</b>	<b>\$ 3,380,916</b>	<b>\$ 3,605,916</b>	<b>\$ 3,126,226</b>

The benefits presented here represent those that are budgeted centrally in the General Fund. All other employee benefits are allocated in agency budgets based on projected 2020 rates. The full benefit breakdown for each agency is displayed in the Line Item Detail section of agency budgets.

**Compensated Absence Escrow:** These funds are for the City's contribution for retiree health insurance when employees retire converting sick leave into health insurance coverage. General Fund costs associated with this expense are budgeted centrally and distributed to agencies in the midyear and year end appropriation adjustments based on actual expenditures. Actual expenditures for this benefit appear in agency budgets.

**Health Insurance (Domestic Partnerships):** Beginning on January 1st 2018 the State of Wisconsin, through Employee Trust Funds, no longer offered health insurance benefits for domestic partnerships. Starting in 2018 the City reverted to offering this benefit as a reimbursement to employees based on the policy that was in place prior to State offering this benefit in 2010. There have been no expenditures in this program. The 2020 Executive Budget reflects the lack of enrollment. Actual expenditures for this benefit appear in agency budgets and budgets will be managed to accommodate any future enrollments.

**Bus Pass Subsidy:** This funding represents the City share of providing bus passes for City employees.

**Misc Benefits:** This amount represents miscellaneous benefit charges that were realized centrally.

### Direct Appropriation to Capital

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Direct Appropriation to Capital	6,309,390	2,671,001	2,671,001	1,612,063	1,612,063
<b>Total</b>	<b>\$ 6,309,390</b>	<b>\$ 2,671,001</b>	<b>\$ 2,671,001</b>	<b>\$ 1,612,063</b>	<b>\$ 1,612,063</b>

## Direct Appropriations

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
\$15 Min Wage	-	240,000	240,000	-	-
City Memberships	93,227	89,033	89,033	89,033	100,157
Clean Air Coalition	-	6,000	6,000	6,000	-
Community Gardens Partnership	25,000	35,000	35,000	25,000	-
Cost Allocation Study	15,000	30,000	30,000	30,000	-
Federal Liaison	39,996	40,000	40,000	40,000	40,000
Improvement Initiatives	16,434	21,000	21,000	21,000	-
License Suspension	60,000	55,000	55,000	55,000	55,000
Madison Food Policy Council	-	10,000	10,000	10,000	-
MadMarket	25,000	25,000	25,000	25,000	-
Martin Luther King Awards	-	600	600	600	600
Martin Luther King Holiday	-	7,100	7,100	7,100	7,100
Pathways Program	-	12,500	12,500	12,500	-
Police and Fire Commission	14,712	25,000	25,000	25,000	25,000
Police Auditor	-	-	-	-	200,000
Police Policy Review	26,616	-	-	-	-
Prior Year Encumbrances	-	400,000	400,000	400,000	400,000
Revenue Sharing Payments	34,401	64,518	64,518	62,341	64,518
SEED Grants	50,000	50,000	50,000	50,000	-
State Liaison	32,272	33,000	33,000	33,000	33,000
Governance Task Force	-	30,000	30,000	30,000	-
Taxes and Special Assessments	-	50,000	50,000	50,000	30,000
THRIVE / MadREP	18,000	50,000	50,000	18,000	-
Zoo	163,185	75,000	75,000	75,000	177,365
Contingent Reserve	-	1,930,000	1,930,000	2,000,000	1,800,000
<b>Total</b>	<b>\$ 663,844</b>	<b>\$ 3,278,751</b>	<b>\$ 3,278,751</b>	<b>\$ 3,064,574</b>	<b>\$ 2,932,740</b>

## Direct Appropriation Notes

**Transfer of Funding:** In the 2020 Executive Budget, the following items have been transferred to the relevant Agency Services listed below. Funding has been maintained at 2019 levels in the new services.

- The Community Gardens Partnership: Mayor's Office - Food Policy and Programming
- Cost Allocation Study: Finance - Budget and Program Evaluation
- Improvement Initiatives: Human Resources - Organizational Development
- Madison Food Policy Council: Mayor's Office - Food Policy and Programming
- MadMarket: Mayor's Office - Food Policy and Programming
- SEED Grants: Mayor's Office - Food Policy and Programming
- THRIVE/MadRep: Economic Development Division - Office of Business Resources

**\$15 Minimum Wage:** These centrally budgeted funds supported the continued phase-in of a \$15 minimum wage for City of Madison employees. The plan, that began in 2016, has been completed in 2019. These funds now appear within agency hourly budgets.

**City Memberships:** Expenditures budgeted here include: Dane County Cities and Villages Association, League of Wisconsin Municipalities, LWM Urban Alliance, Mayor's Innovation Project, National League of Cities, US Conference of Mayors, Wheeler Report, WI Coalition Against Homelessness, and WI Diversity Procurement Network. Funding for all memberships are consistent with the current level. Increased funding for the WI Coalition Against Homelessness will be used to assist the organizations efforts to generate policies, develop community support, and secure State/Local resources for housing and services to end homelessness in Wisconsin.

**Clean Air Coalition:** Funding for an annual subsidy to the Clean Air Coalition has been removed from the 2020 Executive Budget.

## DIRECT APPROPRIATIONS

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### Direct Appropriation Notes (Continued)

**Martin Luther King Holiday:** These funds provide transportation services and child care for the Martin Luther King Jr. Holiday celebration.

**Pathways Program:** Funding for the Pathways Program has been removed from the 2020 Executive Budget.

**Police Policy Committee:** These one-time funds were used for an independent study to review policies and procedures pertaining to the Madison Police Department. The 2016 Adopted Budget included \$50,000 for costs associated with the study, an amendment in 2016 increased funding for the study to \$400,000. The study has been completed and no additional expenditures are anticipated.

**Prior Year Encumbrances:** Financial reporting standards require that annual budget comparison reports include a carry-over budget to recognize the expenditure of funds encumbered at the end of the previous year but spent in the current year. To achieve conformance with this requirement, the budget includes an appropriation of funds for the payment of prior year encumbrances. This spending authority is later reallocated to the various agencies with prior year encumbrances through a Common Council resolution, and the corresponding expenditures are recorded in the appropriate agencies.

**Governance Task Force:** These funds were a continuation of one-time funds added in 2018 to support the work of the Governance Task Force. Potential uses for these funds may include, but are not limited to, public engagement, language interpretation and translation, facilities rental and any other research-related costs.

**Police Auditor:** These funds will be used to create a Police Auditor position. It is anticipated funding will be used to hire a new permanent position. Housing of the position and additional staffing needs will be determined in 2020.

**Contingent Reserve:** It is the City's policy to appropriate 0.5% of budgeted expenditures to the Contingent Reserve. Contingent Reserve spending authority may later be reallocated to various agencies through resolutions of the Common Council.





# *Special Fund Statements*

2020 Operating Budget:  
Executive Budget

## ROOM TAX FUND

	2018 Actual	2019 Budget	2019 Projected	2020 Executive	2020 Adopted
<b>Fund Balance, January 1</b>	1,093,102	1,361,321	1,644,061	1,449,245	-
Restricted for Bond Requirements	-	-	-	-	-
Reserved for Monona Terrace Capital Projects	(662,279)	(600,000)	(680,560)	(680,560)	-
Committed for Event Booking Assistance	(345,325)	(400,000)	(369,765)	(369,765)	-
<b>Balance of Unassigned Funds, January 1</b>	\$ 85,498	\$ 361,321	\$ 593,736	\$ 398,920	\$ -

### SOURCES

Estimated Total Room Tax Receipts	17,898,932	18,800,133	18,800,133	19,552,138	-
Interest Revenue	10,546	12,186	10,489	12,674	-
<b>TOTAL SOURCES</b>	\$ 17,909,478	\$ 18,812,319	\$ 18,810,622	\$ 19,564,812	\$ -

### USES

#### Tangible Municipal Development (s. 66.0615 (1) (fm) 3., Wis. Stats.)

##### Monona Terrace:

Debt Service Payment-Revenue Bond Issue (a)	797,600	800,025	800,025	272,275	-
Debt Service Payment-Gen'l Obligation Bond Issue (a)	25,824	24,598	24,598	23,998	-
Capital Purchases	539,718	890,000	890,000	870,000	-
Operating Subsidy	3,761,831	4,095,900	4,095,900	4,616,572	-
Reserves (b)	-	(200,000)	(200,000)	(321,556)	-
Net Operating Subsidy	3,761,831	3,895,900	3,895,900	4,295,016	-

Subtotal Monona Terrace	\$ 5,124,973	\$ 5,610,523	\$ 5,610,523	\$ 5,461,289	\$ -
Monona Terrace Share of Room Tax Revenues	29%	30%	30%	28%	

Henry Vilas Zoo and Olbrich Gardens (j)	\$ 642,352	\$ 642,352	\$ 642,352	\$ 642,352	\$ -
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Overture Center Subsidy from Room Tax	\$ 1,900,000	\$ 2,000,000	\$ 2,000,000	\$ 2,095,000	\$ -
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Subtotal Tangible Municipal Development	\$ 7,667,325	\$ 8,252,875	\$ 8,252,875	\$ 8,198,641	\$ -
Tangible Municipal Development Share of Room Tax Revenues	43%	44%	44%	42%	



## ROOM TAX FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Executive</u>	<u>2020 Adopted</u>
<b>Tourism Marketing (s. 66.0615 (1) (fm) 1., Wis. Stats.)</b>					
<u>Greater Madison Convention and Visitors Bureau:</u>					
Destination Marketing (c)	3,916,749	4,700,033	4,653,722	5,264,037	-
Estimated Event Booking Assistance Subsidy	177,686	200,000	200,000	200,000	-
Additional Funding (b)	-	-	-	-	-
Subtotal GMCVB	<u>\$ 4,094,435</u>	<u>\$ 4,900,033</u>	<u>\$ 4,853,722</u>	<u>\$ 5,464,037</u>	<u>\$ -</u>
<u>City Tourism Marketing Activities</u>					
Support for Fireworks Events (d)	15,000	15,000	15,000	15,000	-
Sister Cities Program	29,927	30,000	30,000	30,000	-
Civic Conferences / Fairs / Festivals / Summer Concerts	139,955	165,000	165,000	177,500	-
Civic Conferences (e)	35,000	35,000	35,000	35,000	-
Civic Promotion (e)	14,955	15,000	15,000	15,000	-
Dane Dances (g)	25,000	25,000	25,000	25,000	-
Make Music Madison (g)	25,000	30,000	30,000	30,000	-
Songwriting Conference (g)	25,000	25,000	25,000	25,000	-
Fairs / Festivals / Summer Concerts (f)	15,000	15,000	15,000	17,500	-
Downtown Temporary Art Installations (g)	-	20,000	20,000	30,000	-
WIAA Basketball Tournament (h)	30,000	15,000	15,000	15,000	-
Subtotal City Tourism Marketing	<u>\$ 214,882</u>	<u>\$ 225,000</u>	<u>\$ 225,000</u>	<u>\$ 237,500</u>	<u>\$ -</u>
Subtotal Tourism Marketing	<u>\$ 4,309,317</u>	<u>\$ 5,125,033</u>	<u>\$ 5,078,722</u>	<u>\$ 5,701,537</u>	<u>\$ -</u>
Share of Room Tax Revenues	24%	27%	27%	29%	
<b>Room Tax Commission Administration</b>	-	<u>\$ 18,800</u>	<u>\$ 18,800</u>	<u>\$ 19,552</u>	<u>\$ -</u>
<b>Room Tax Commission Enforcement of Transient Tourist Room Tax</b>	14,564	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>
Share of Room Tax Revenues	0.1%	0.2%	0.2%	0.2%	
<b>Reserves</b>					
Share of Room Tax Revenues					
<b>Room Tax Commission</b>	<u>\$ 11,991,206</u>	<u>\$ 13,411,708</u>	<u>\$ 13,365,397</u>	<u>\$ 13,934,730</u>	<u>\$ -</u>
<b>Tourism-Related Share of Room Tax</b>	67%	71%	71%	71%	
<b>Room Tax Retained for General Purposes</b>					
General Purposes (b)	5,288,313	5,564,696	5,561,040	5,786,641	-
Arts Grants	79,000	79,000	79,000	79,000	-
Subtotal Retained for Other Purposes	<u>\$ 5,367,313</u>	<u>\$ 5,643,696</u>	<u>\$ 5,640,040</u>	<u>\$ 5,865,641</u>	<u>\$ -</u>
Share of Room Tax Revenues	30%	30%	30%	30%	
<b>TOTAL USES</b>	<u>\$ 17,358,519</u>	<u>\$ 19,055,404</u>	<u>\$ 19,005,437</u>	<u>\$ 19,800,372</u>	<u>\$ -</u>
<b>Fund Balance, December 31</b>	<u>\$ 1,644,061</u>	<u>\$ 1,118,236</u>	<u>\$ 1,449,245</u>	<u>\$ 1,213,686</u>	<u>\$ -</u>
Committed for Monona Terrace Capital Projects	(680,560)	(600,000)	(680,560)	(680,560)	-
Committed for Event Booking Assistance	(369,765)	(400,000)	(369,765)	(369,765)	-
<b>Balance of Unassigned Funds, December 31 (b)</b>	<u>\$ 593,736</u>	<u>\$ 118,236</u>	<u>\$ 398,920</u>	<u>\$ 163,361</u>	<u>\$ -</u>

The presentation of the Room Tax Fund has been modified from prior years to reflect changes to state law and to reflect the requirement, first effective in 2017, that 70 percent of room tax revenues be transferred for allocation by a Room Tax Commission created by the City.

(a) The CDA lease revenue bonds issued to finance the construction of Monona Terrace will be retired in 2020; the amount shown above is net of applying the debt service reserve fund to pay a portion of the final year of debt service. The General Obligation bonds initially issued as part of the original Monona Terrace financing were retired in 2014. New GO bonds have been issued for renovation projects at Monona Terrace.

(b) Under state law, 70% of room taxes are distributed by the Room Tax Commission and 30% are retained by the City. The Room Tax Commission anticipates allocating sufficient room tax revenues on a permanent basis to eliminate the reliance on Monona Terrace reserves, as well as providing additional room tax subsidy to Monona Terrace to help reach the goal that reserves are at least 20% of expenditures. The Monona Terrace Board has stated that the Monona Terrace Reserve Fund is to be used to cover Monona Terrace's unexpected operating and capital shortfalls as well as to help support a future renovation. In 2020, use of reserves reflects Monona Terrace's proposed budget, with adjustments to reflect a decrease in assumed event revenue, an increase in hourly wages, and city-wide compensation changes. Monona Terrace reserves are estimated to be less than 10% of its operating budget by the end of 2020. The net operating subsidy to Monona Terrace from the room tax, after application of Monona Terrace reserves is \$4,295,016. The "Balance of Unassigned Funds" represent the unspent portion of the 70% of room taxes allocated to the Room Tax Commission. The Room Tax Commission plans to establish a policy for setting aside room tax revenues in the event of shortfalls in actual room tax revenues compared with estimates. In 2020, the balance of unassigned revenues is 1.2% of 2020 forecast room tax collections allocated to the Room Tax Commission.

(c) In 2015, a new contract with Greater Madison Convention and Visitors Bureau (GMCVB) was established. The contract increased the room tax allocation to GMCVB from 20% of prior year revenues in 2014 to 30% by 2020 and 34% by 2022. In 2017, the contract was renewed through 2023 with an allocation of 28% in 2020 and 34% by 2023. Per the contract, the 2020 share of prior year revenues will increase to 28%, compared to 26% in 2019. Funding increases resulting from the agreement will be invested, for the purpose of increasing conventions and other events in Madison, in additional resources in the following five areas: convention sales, convention services, marketing, sports development and strategic planning.

(d) In 2020, \$15,000 is provided to help support fireworks events, including Shake the Lake and Elver Park.

(e) These funds will be used to promote conferences and/or enterprises that the City helps host or sponsor that are designed to provide education and training for Madisonians and also to promote Madison as a city of distinction and place of topical interest.

(f) This includes funds for events as determined by the Arts Commission that result in tourism and hotel room nights in the City. In 2020, \$2,500 is added to help support a Wisconsin Room at Folk Alliance International.

(g) This includes funding for Dane Dances (\$25,000); Make Music Madison, a summer solstice festival (\$30,000); a Madison Songwriting Conference and Festival (\$25,000); and Downtown Temporary Art Installations (\$20,000). A new program for downtown temporary public art installations was created in 2019 and funded at \$20,000; funding was increased by \$10,000 in 2020 for the Blink+ program.

(h) In 2020, \$15,000 is continued to support the WIAA Tournament.

(i) Allocation of funding for enforcement of state laws and City ordinances related to tourism rooming houses is subject to approval by the Room Tax Commission.

(j) Allocation of funding to support operating subsidies to the Henry Vilas Zoo (\$317,352), the Olbrich Botanical Gardens (\$325,000), and the Overture Center (\$2,095,000) is authorized by the Room Tax Commission, consistent with state law. In 2020, the Overture Center subsidy is increased by \$95,000 (from \$2,000,000 to \$2,095,000).

By the adoption of this budget, the City Council hereby incorporates the decisions of the Room Tax Commission into the 2020 operating budget in accordance with state law. An increase in the room tax rate from 9% to 10% for the Room Tax Fund was first adopted in the 2018 budget.

## SPECIAL ASSESSMENT REVOLVING FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Executive</u>	<u>2020 Adopted</u>
<b>Fund Balance Unassigned, January 1</b>	\$ 5,007,254	\$ 5,072,562	\$ 4,743,714	\$ 1,897,714	\$ -
<b>SOURCES</b>					
Special Assessment Repayment					
Principal Repayment	4,294,695	6,100,000	4,000,000	6,100,000	-
General Obligation Borrowing	-	-	-	-	-
Interest on Repayments	557,120	570,000	570,000	570,000	-
Investment Income	-	80,000	-	120,000	-
Other	-	-	-	-	-
<b>TOTAL SOURCES</b>	<u>\$ 4,851,815</u>	<u>\$ 6,750,000</u>	<u>\$ 4,570,000</u>	<u>\$ 6,790,000</u>	<u>\$ -</u>
<b>USES</b>					
Transfer to Capital Projects	4,827,685	11,860,000	7,116,000	7,967,000	-
Other	<u>287,670</u>	<u>324,348</u>	<u>300,000</u>	<u>308,300</u>	<u>-</u>
<b>TOTAL USES</b>	<u>\$ 5,115,355</u>	<u>\$ 12,184,348</u>	<u>\$ 7,416,000</u>	<u>\$ 8,275,300</u>	<u>\$ -</u>
Annual Net Cash Flow	<u>\$ (263,540)</u>	<u>\$ (5,434,348)</u>	<u>\$ (2,846,000)</u>	<u>\$ (1,485,300)</u>	<u>\$ -</u>
<b>Fund Balance Unassigned, December 31</b>	<u>\$ 4,743,714</u>	<u>\$ (361,786)</u>	<u>\$ 1,897,714</u>	<u>\$ 412,414</u>	<u>\$ -</u>

The Special Assessment Revolving Fund is used as a financing source for the assessable portion of various capital projects included in the Capital Budget. Agencies that have projects partially financed by this fund include Engineering, Traffic Engineering, Parks, Sewer Utility, Stormwater Utility, and Water Utility. The primary source of revenue for the Special Assessment Revolving Fund is the repayment of past assessments. These assessments can be paid either in full or on an installment basis collected in conjunction with the annual property tax bill.

In 2014, the Council authorized \$2 million in funds from General Obligation borrowing to provide additional working capital for the Fund, as recent economic conditions have deferred principal repayments to the Fund. The funding will be recovered over time, but borrowing is required in the short term.

## INSURANCE FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Executive</u>	<u>2020 Adopted</u>
Cash and Other Assets	4,657,193	3,524,907	4,749,820	4,881,712	-
Claims Payable and Other Liabilities	<u>(3,752,491)</u>	<u>(2,600,000)</u>	<u>(4,385,776)</u>	<u>(4,385,776)</u>	-
Net Assets: January 1	<u>\$ 904,702</u>	<u>\$ 924,907</u>	<u>\$ 364,044</u>	<u>\$ 495,936</u>	<u>\$ -</u>
<b>REVENUES</b>					
Billings to Departments	2,251,410	2,400,000	2,400,000	3,350,000	-
Interest Income	11,260	12,000	6,063	12,000	-
Appropriation from Other Funds	-	2,576	-	-	-
Insurance Recoveries	542,369	200,000	284,411	200,000	-
Miscellaneous Revenue	11,873	10,000	12,552	10,000	-
WMMIC Dividend	<u>162,798</u>	<u>100,000</u>	<u>228,515</u>	<u>120,000</u>	-
Total Revenues	<u>\$ 2,979,710</u>	<u>\$ 2,724,576</u>	<u>\$ 2,931,541</u>	<u>\$ 3,692,000</u>	<u>\$ -</u>
<b>EXPENSES</b>					
Liability Premium	546,469	650,000	636,998	700,000	-
Property Premium	579,770	596,000	604,196	675,000	-
Other Premiums	60,859	65,000	60,459	65,000	-
Claims	1,431,604	950,000	950,000	950,000	-
Reserve Adjustment	-	-	-	-	-
Interest Expense	-	-	-	-	-
Loss Payments to Departments	636,749	200,000	292,445	200,000	-
Emergency Management	-	-	-	-	-
Driver Simulator	-	-	-	-	-
Administrative Expense	<u>264,917</u>	<u>263,576</u>	<u>255,551</u>	<u>261,930</u>	-
Total Expenses	<u>\$ 3,520,368</u>	<u>\$ 2,724,576</u>	<u>\$ 2,799,649</u>	<u>\$ 2,851,930</u>	<u>\$ -</u>
Net Assets: December 31	364,044	924,907	495,936	1,336,006	-
Net Asset Goal	<u>1,550,000</u>	<u>1,550,000</u>	<u>1,550,000</u>	<u>1,550,000</u>	-
Surplus (Deficiency)	<u>\$ (1,185,956)</u>	<u>\$ (625,093)</u>	<u>\$ (1,054,064)</u>	<u>\$ (213,994)</u>	<u>\$ -</u>

**Note on Reserve Policy:**

The City's Insurance Fund reserve policy is to maintain a net asset balance equal to or greater than the current year aggregate self-insured retention (SIR) contained in the City's liability insurance coverage as established by Wisconsin Municipal Mutual Insurance Company (WMMIC) policy.

On December 3, 2013, the Common Council authorized an additional appropriation of \$1,000,000 to the Insurance Fund from the City General Fund (Legistar #32182, RES-13-00882).

On December 2, 2014, the Common Council authorized an additional appropriation of \$150,000 to the Insurance Fund from the City General Fund (Legistar #36230, RES-14-00873).

On January 5, 2016, the Common Council authorized an additional 2015 appropriation of \$500,000 to the Insurance Fund from the City General Fund (Legistar #40817, RES-16-00012).

The City of Madison aggregate SIR for 2015 is \$1.55 million. Based on the reserve policy, the Insurance Fund is expected to be above its net asset goal by \$278,430 at the end of 2015. Claims are reserved at a 95% confidence level.

In 2017, the confidence level at which claims are reserved is changed to 85%. This means in 85 out of 100 cases, the amount reserved will be sufficient to pay outstanding claims.

In 2016, premiums in the Insurance Fund are increasing for two primary reasons. First, significant rate increases were expected in the Local Government Property Insurance Fund (LGPIF) due to past changes by the Legislature and incurred losses. As an alternative, the City sought a proposal from the newly formed Municipal Property Insurance Corporation (MPIC). This proposal was \$100,000 less than the LGPIF, but still represents an increase of \$50,000. However, MPIC does not cover auto physical damage. The City also worked with the Transit Mutual Insurance to secure that coverage. On the liability side, the City is facing a liability premium increase of approximately \$45,000 for 2016. Second, the fund is also in the midst of defending a larger number of litigated files than in past years resulting in increases in the reserve adjustment. Administrative costs are also increasing due to additional staff support for the program and other salary and benefit adjustments.

In 2017, billings to agencies are increased by \$650,000.

In 2017, \$16,000 was added for Emergency Management. These funds include money for training, plan development, active shooter exercises and supplies. Madison Police Department will supply Risk Management with a report detailing goals and progress of active shooter training and a plan for cost recovery of training to outside entities.

In 2018, WMMIC dividend was reduced by \$300,000 based on projections; billings to agencies increased by \$250,000.

In 2019, premiums and insurance claims increased by \$291,000; billings to agencies increased by \$150,000.

In 2020, billings to agencies for Workers Compensation decreased by \$900,000 and increased by \$950,000 for Insurance in order to improve the Insurance fund balance without affecting agency budgets. Budgeted Insurance premiums increased by \$129,000.

## WORKERS COMPENSATION FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Executive</u>	<u>2020 Adopted</u>
Cash and Other Assets	15,315,228	17,765,340	16,293,619	16,662,466	-
Claims Payable and Other Liabilities	<u>(11,314,760)</u>	<u>(12,500,000)</u>	<u>(11,668,941)</u>	<u>(11,668,941)</u>	-
Net Assets: January 1	<u>\$ 4,000,468</u>	<u>\$ 5,265,340</u>	<u>\$ 4,624,678</u>	<u>\$ 4,993,525</u>	<u>\$ -</u>
<b>REVENUES</b>					
Billings to Departments	4,251,945	4,049,999	4,049,999	3,150,000	-
Appropriation from Other Funds	-	-	-	-	-
Misc. Revenue (3rd Party Subrogation)	<u>199,010</u>	<u>75,000</u>	<u>39,187</u>	<u>75,000</u>	-
Total Revenue	<u>\$ 4,450,955</u>	<u>\$ 4,124,999</u>	<u>\$ 4,089,186</u>	<u>\$ 3,225,000</u>	<u>\$ -</u>
<b>EXPENSES</b>					
Workers' Compensation Losses Paid	3,253,759	3,300,000	3,147,022	3,350,000	-
Actuarial Reserve Adjustment	-	-	-	-	-
Debt and Other Financing	-	131,313	-	-	-
Legal Services	40,360	60,000	48,722	60,000	-
Outside Services	144,206	165,000	143,439	165,000	-
Administrative Expense	98,207	138,686	114,350	136,682	-
Insurance	<u>290,214</u>	<u>330,000</u>	<u>266,806</u>	<u>330,000</u>	-
Total Expenses	<u>\$ 3,826,746</u>	<u>\$ 4,124,999</u>	<u>\$ 3,720,339</u>	<u>\$ 4,041,682</u>	<u>\$ -</u>
Net Assets: December 31	4,624,677	5,265,340	4,993,525	4,176,843	-
Net Asset Goal	<u>600,000</u>	<u>650,000</u>	<u>650,000</u>	<u>650,000</u>	-
Surplus (Deficiency)	<u>\$ 4,024,677</u>	<u>\$ 4,615,340</u>	<u>\$ 4,343,525</u>	<u>\$ 3,526,843</u>	<u>\$ -</u>

**Note on Workers Compensation Fund Policy:**

The City's Workers Compensation Fund policy is to maintain a net asset balance equal to or greater than the current self-insured retention (SIR) contained in the City's excess Workers Compensation insurance policy. In 2015, the SIR is increased to \$650,000. Claims are reserved at a 95% confidence level.

In 2017, the confidence level at which claims are reserved is changed to 85%. This means in 85 out of 100 cases, the amount reserved will be sufficient to pay outstanding claims.

On December 3, 2013, the Common Council authorized an appropriation of \$750,000 to the Workers Compensation Fund from the City General Fund (Legistar #32182, RES-13-00882). In 2015, billings to agencies were increased by \$125,000. Additional appropriations from the General Fund, as well as increased billings to agencies, may be required in the future if fund expenses continue to exceed revenues. Much of these increased expenses can be attributed to the actuarial reserve adjustment associated with medical cost inflation and increases in average claim amounts.

In 2017, billings to agencies increased by \$150,000.

In 2018, billings to agencies increased by \$250,000 to meet budgeted increase in losses paid.

In 2019, billings to agencies decreased by \$200,000 to meet budgeted decrease in losses paid.

In 2020, billings to agencies for Workers Compensation decreased by \$900,000 and increased by \$950,000 for Insurance in order to improve the Insurance fund balance without affecting agency budgets. Budgeted Workers Compensation losses increased by \$50,000.



# *Agency Operating Budgets*

2020 Operating Budget:  
Executive Budget

# Assessor

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## *Agency Overview*

### Agency Mission

The mission of the Assessor is to establish fair and equitable assessments for all taxable real and personal property and to maintain complete and accurate assessment rolls and property records.

### Agency Overview

The Agency assesses all taxable real and personal property as well as maintaining complete and accurate assessment rolls and property information/ownership records. The goal of the Assessor's Office is to determine the most accurate and up-to-date property assessments as possible to ensure the fair and equitable distribution of property taxes.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Training regarding companies, available technology and products, and future enhancements in advance of selecting a new Computer-Assisted Mass Appraisal (CAMA) system (\$10,000).



**Assessor****Function:****Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,656,307	2,667,024	2,469,343	2,601,023	2,712,661
<b>TOTAL</b>	<b>\$ 2,656,307</b>	<b>\$ 2,667,024</b>	<b>\$ 2,469,343</b>	<b>\$ 2,601,023</b>	<b>\$ 2,712,661</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Assessor	2,656,307	2,667,024	2,469,343	2,601,023	2,712,661
<b>TOTAL</b>	<b>\$ 2,656,307</b>	<b>\$ 2,667,024</b>	<b>\$ 2,469,343</b>	<b>\$ 2,601,023</b>	<b>\$ 2,712,661</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,724,345	1,846,885	1,631,892	1,771,931	1,843,706
Benefits	706,741	563,528	497,310	536,932	566,795
Supplies	48,891	48,000	88,347	48,000	48,000
Purchased Services	157,987	189,399	232,582	223,714	233,714
Inter Depart Charges	18,342	19,212	19,212	20,446	20,446
<b>TOTAL</b>	<b>\$ 2,656,307</b>	<b>\$ 2,667,024</b>	<b>\$ 2,469,343</b>	<b>\$ 2,601,023</b>	<b>\$ 2,712,661</b>

**Assessor****Function: Administration***Service Overview***Service:** Assessor**Citywide Element:** Effective Government

## Service Description

This service discovers, lists, and values all taxable property within the City of Madison. Subservices include assessing residential, personal, and commercial properties, listing real property, preparing tax rolls, conducting Boards of Review and Boards of Assessment, and property tax litigation. The goal of this service is to provide accurate, up-to-date property assessments to ensure the fair and equitable distribution of property taxes.

## Major Budget Changes

- Increased funding for annual maintenance of Pictometry Change Detection software and additional licenses for CoStar, software which provides information used to assist in the valuation of commercial properties (\$34,000).

## Activities Performed by this Service

- Discover Property: Maintain accurate maps identifying each parcel of land in the city, ensure that the data is accurate and up-to-date, and monitor businesses that sell, move, or are created in the City to ensure all property receives an equitable assessment.
- List Property: Maintain accurate records of ownership, including contact information, property description, legal description, and the correct classification—Residential, Commercial, Agricultural, Agricultural Forest, Undeveloped, Forest, and Other.
- Value Property: Value all taxable property in the City on an annual basis including personal property (ex. office equipment and fixtures). There are over 75,000 parcels in the City that require accurate valuation each year.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,656,307	2,667,024	2,469,343	2,601,023	2,712,661
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,656,307</b>	<b>\$ 2,667,024</b>	<b>\$ 2,469,343</b>	<b>\$ 2,601,023</b>	<b>\$ 2,712,661</b>

## Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	2,431,086	2,410,413	2,129,202	2,308,863	2,410,501
Non-Personnel	206,879	237,399	320,929	271,714	281,714
Agency Charges	18,342	19,212	19,212	20,446	20,446
<b>TOTAL</b>	<b>\$ 2,656,307</b>	<b>\$ 2,667,024</b>	<b>\$ 2,469,343</b>	<b>\$ 2,601,023</b>	<b>\$ 2,712,661</b>

**Assessor**

Function:

**Administration***Line Item Detail***Agency Primary Fund: General**

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,680,894	1,850,041	1,593,247	1,775,087	1,846,862
Salary Savings	-	(19,305)	-	(19,305)	(19,305)
Premium Pay	1,031	-	1,767	-	-
Compensated Absence	13,165	15,149	14,183	15,149	15,149
Hourly Wages	23,295	-	20,307	-	-
Overtime Wages Permanent	5,959	1,000	2,388	1,000	1,000
<b>TOTAL</b>	<b>\$ 1,724,345</b>	<b>\$ 1,846,885</b>	<b>\$ 1,631,892</b>	<b>\$ 1,771,931</b>	<b>\$ 1,843,706</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	155,580	-	-	-	-
Health Insurance Benefit	292,397	281,964	247,527	269,592	283,005
Wage Insurance Benefit	5,205	5,824	3,653	3,653	3,653
WRS	110,800	121,179	105,107	116,267	124,662
FICA Medicare Benefits	127,666	138,926	124,854	130,724	138,779
Licenses & Certifications	20	-	-	-	-
Post Employment Health Plans	15,073	15,635	16,170	16,696	16,696
<b>TOTAL</b>	<b>\$ 706,741</b>	<b>\$ 563,528</b>	<b>\$ 497,310</b>	<b>\$ 536,932</b>	<b>\$ 566,795</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	2,992	6,000	2,064	6,000	6,000
Copy Printing Supplies	4,764	5,000	4,522	5,000	5,000
Furniture	446	-	2,858	-	-
Hardware Supplies	23	-	-	-	-
Software Lic & Supplies	2,272	-	1,698	-	-
Postage	27,917	27,000	28,046	27,000	27,000
Books & Subscriptions	-	1,000	353	1,000	1,000
Work Supplies	10,065	9,000	48,436	9,000	9,000
Equipment Supplies	413	-	370	-	-
<b>TOTAL</b>	<b>\$ 48,891</b>	<b>\$ 48,000</b>	<b>\$ 88,347</b>	<b>\$ 48,000</b>	<b>\$ 48,000</b>

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,030	4,700	880	4,700	4,700
Cellular Telephone	2,636	2,796	7,937	2,796	2,796
Systems Comm Internet	490	-	350	-	-
Custodial Bldg Use Charges	49,096	55,527	55,527	55,842	55,842
Equipment Mntc	48	100	-	100	100
System & Software Mntc	2,068	-	4,224	-	-
Recruitment	1,869	-	604	-	-
Mileage	33,974	40,000	25,172	40,000	40,000
Conferences & Training	10,485	10,000	13,727	10,000	10,000
Memberships	280	400	1,151	400	400
Storage Services	1,187	1,000	986	1,000	1,000
Consulting Services	-	-	10,400	34,000	34,000
Transcription Services	953	500	418	500	500
Other Services & Expenses	29,803	49,990	87,754	49,990	59,990
Taxes & Special Assessments	24,067	24,386	23,452	24,386	24,386
<b>TOTAL</b>	<b>\$ 157,987</b>	<b>\$ 189,399</b>	<b>\$ 232,582</b>	<b>\$ 223,714</b>	<b>\$ 233,714</b>

**Assessor****Function: Administration***Line Item Detail***Agency Primary Fund: General**

## Inter-Departmental Charges

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
ID Charge From Insurance	3,683	4,648	4,648	9,355	9,355
ID Charge From Workers Comp	14,659	14,564	14,564	11,091	11,091
<b>TOTAL</b>	<b>\$ 18,342</b>	<b>\$ 19,212</b>	<b>\$ 19,212</b>	<b>\$ 20,446</b>	<b>\$ 20,446</b>

**Assessor**

**Function: Administration**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLERK	20	2.00	114,417	2.00	106,442	2.00	110,745	-	-
ASSESS TECH	16	1.00	59,930	1.00	60,346	1.00	62,786	-	-
ASSESSMENT BUSINESS SYS MC	18	1.00	85,269	1.00	84,942	1.00	88,377	-	-
ASSESSMENT OPERATIONS MG	18	1.00	96,138	1.00	69,715	1.00	72,534	-	-
CITY ASSESSOR	21	1.00	128,504	1.00	123,900	1.00	128,911	-	-
PROG ASST	20	1.00	56,067	1.00	55,852	1.00	58,111	-	-
PROP LISTER	20	2.00	111,022	2.00	109,741	2.00	114,178	-	-
PROPERTY APPRAISER	16	15.00	1,198,694	15.00	1,164,149	15.00	1,211,220	-	-
<b>TOTAL</b>		<b>24.00</b>	<b>\$ 1,850,041</b>	<b>24.00</b>	<b>\$ 1,775,087</b>	<b>24.00</b>	<b>\$ 1,846,862</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Attorney

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## *Agency Overview*

### Agency Mission

The mission of the Attorney's Office is to provide legal representation to the City of Madison as an entity, including ordinance enforcement, legislative counsel services, and general counsel services.

### Agency Overview

The Agency is responsible for drafting and revising the City's ordinances, enforcing ordinances, providing legislative counsel to the City, Common Council, City Boards, Committees and Commissions, and representation to the City in legal matters. The goal of the Attorney's Office is to enhance existing services and improve accessibility to online ordinances. The Attorney's Office will advance this goal through continuous training and application of the City's Performance Excellence System.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- An increase to Hourly Wages in all services (\$24,000) to extend the summer law clerk program funded by eliminating a vacant 0.5 FTE Legal Secretary position (\$31,000).
- A reduction in Supplies (\$5,000) to fund anticipated increases in employee payouts (\$3,000) and to provide for employee engagement activities (\$2,000).

**Attorney****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,932,701	3,123,351	2,968,044	3,149,254	3,302,352
<b>TOTAL</b>	<b>\$ 2,932,701</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,044</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Ordinance Enforcement	742,947	991,891	776,700	987,523	1,001,664
Legislative Services	129,563	178,553	125,681	178,851	188,230
Counsel And Representation	2,060,191	1,952,907	2,065,663	1,982,880	2,112,458
<b>TOTAL</b>	<b>\$ 2,932,701</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,044</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Revenue	(41,626)	-	(676)	-	-
<b>TOTAL</b>	<b>\$ (41,626)</b>	<b>\$ -</b>	<b>\$ (676)</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,166,068	2,379,406	2,285,117	2,406,051	2,552,281
Benefits	613,638	629,556	587,045	622,985	643,865
Supplies	29,414	44,501	33,658	39,501	39,501
Purchased Services	157,769	173,183	166,195	182,501	182,501
Inter Depart Charges	7,438	6,015	6,015	7,526	7,526
Inter Depart Billing	-	(109,310)	(109,310)	(109,310)	(123,322)
<b>TOTAL</b>	<b>\$ 2,974,326</b>	<b>\$ 3,123,351</b>	<b>\$ 2,968,720</b>	<b>\$ 3,149,254</b>	<b>\$ 3,302,352</b>

# Attorney

Function: Administration

## Service Overview

Service: Counsel And Representation

Citywide Element: Effective Government

### Service Description

This service assists City officials and agencies with implementing their policies in compliance with legal requirements by preparing, publishing, and distributing formal opinions and reports on legal issues affecting City policy. Specific functions of the service include: (1) informing officials and agencies of current legal developments, (2) preparing and presenting formal and informal training sessions for City officials and staff, (3) answering informal legal questions from City officials, staff, and committees, (4) attending meetings of staff teams and public bodies to provide legal advice, and (6) assuring courts uphold the decisions of the Mayor and the Council and of authorized policy decisions made by City agencies that may result in potential liability. The goal of this service is to reduce the City's risk of legal liabilities.

### Major Budget Changes

- Increased Hourly Wages for the summer intern program (\$10,800).

### Activities Performed by this Service

- Legal Advice: Provide legal advice to City staff regarding service delivery.
- City Training: Provide training to employees on various topics such as public records, open meetings, and how to conduct employee investigations.
- Contract Development and Review: Assist agencies in drafting of contracts and continuous review of City contracting.
- Labor Law/Equal Employment Opportunity/Affirmative Action: Attend to all aspects of any complaint filed against the City with the Equal Opportunities Commission, Equal Rights Division or Affirmative Action and advise departments regarding the discipline process.
- Public Records: Work with agency records coordinators regarding open records requests.
- Common Council and Mayor's Office Liaison: Attend Common Council, Board, committee and subcommittee meetings as needed.
- City Litigator: Attend to all aspects of lawsuits involving the City of Madison.
- Oversee Outside Counsel: Review documents filed by outside counsel, attend meetings and depositions regarding litigation matters, and assist with strategy.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,060,191	1,952,907	2,065,663	1,982,880	2,112,458
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,060,191</b>	<b>\$ 1,952,907</b>	<b>\$ 2,065,663</b>	<b>\$ 1,982,880</b>	<b>\$ 2,112,458</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,949,418	1,951,258	2,063,076	1,973,811	2,117,401
Non-Personnel	108,042	108,728	109,666	115,871	115,871
Agency Charges	2,731	(107,079)	(107,079)	(106,802)	(120,814)
<b>TOTAL</b>	<b>\$ 2,060,191</b>	<b>\$ 1,952,907</b>	<b>\$ 2,065,663</b>	<b>\$ 1,982,880</b>	<b>\$ 2,112,458</b>



# Attorney

Function: Administration

## Service Overview

**Service:** Legislative Services

**Citywide Element:** Effective Government

### Service Description

This service ensures that Madison ordinances accurately express the policies chosen by the Mayor and Common Council, ensures that current ordinances are easily available to the public, advises City officials on legal issues with existing or proposed legislation, and provides parliamentary and procedural advice to the Common Council and other City bodies. The goal of this service is to reduce the City's risk of legal liabilities and improve accessibility to online ordinances.

### Major Budget Changes

- Increased Hourly Wages for the summer intern program (\$3,360).

### Activities Performed by this Service

- Write and Review Ordinances: Assist City departments with drafting ordinances.
- Maintain the Code of Ordinances: Provide ordinances for the online tracking system service (Municode).
- Legistar Data Entry: Enter legislative data in Legistar for committee and council approval.
- Procedures: Train and advise City staff on proper procedures (Robert's Rules, committee rules, etc.).
- Research and Analysis: Research ordinance history and provide drafter's analysis on proposed ordinance changes.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	129,563	178,553	125,681	178,851	188,230
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 129,563</b>	<b>\$ 178,553</b>	<b>\$ 125,681</b>	<b>\$ 178,851</b>	<b>\$ 188,230</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	96,536	142,402	95,129	142,568	151,947
Non-Personnel	31,230	34,707	29,108	33,774	33,774
Agency Charges	1,796	1,444	1,444	2,509	2,509
<b>TOTAL</b>	<b>\$ 129,563</b>	<b>\$ 178,553</b>	<b>\$ 125,681</b>	<b>\$ 178,851</b>	<b>\$ 188,230</b>

# Attorney

Function: Administration

## Service Overview

Service: Ordinance Enforcement

Citywide Element: Healthy and Safe

### Service Description

This service seeks to improve the quality of life for residents by helping enforcement agencies deter conduct that is dangerous or interferes with public health and welfare. Specific functions of this service include: (1) prosecuting civil enforcement actions, including nuisance and injunctive actions, (2) providing advice and training to enforcement staff, (3) researching legal issues raised by new enforcement techniques, (4) reviewing recent case law developments and changes in state law, (5) identifying legal solutions to enforcement problems and drafting appropriate ordinance amendments, and (6) conducting appellate proceedings. The goal of this service is reduce the City's risk of legal liabilities and to maintain City services.

### Major Budget Changes

- Eliminated 0.5 vacant Legal Secretary position (\$31,000) to fund additional Hourly Wages for the summer internship program (\$9,840).

### Activities Performed by this Service

- Alcohol Enforcement: Advise Alcohol License Review Committee and appear in Municipal and Circuit Court on alcohol related matters.
- Prosecution of Ordinance Violations: Attend to all aspects of prosecuting City of Madison ordinance violations in Municipal and Circuit Court.
- Diversion Programs: Appear in Homeless and Juvenile Courts and attend diversion program meetings.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	742,947	991,891	776,700	987,523	1,001,664
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 742,947</b>	<b>\$ 991,891</b>	<b>\$ 776,700</b>	<b>\$ 987,523</b>	<b>\$ 1,001,664</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(41,626)	-	(676)	-	-
Personnel	733,752	915,302	713,956	912,657	926,798
Non-Personnel	47,910	74,249	61,080	72,357	72,357
Agency Charges	2,911	2,340	2,340	2,509	2,509
<b>TOTAL</b>	<b>\$ 742,947</b>	<b>\$ 991,891</b>	<b>\$ 776,700</b>	<b>\$ 987,523</b>	<b>\$ 1,001,664</b>

**Attorney**Function: **Administration***Line Item Detail*Agency Primary Fund: **General**

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(41,626)	-	(676)	-	-
<b>TOTAL</b>	<b>\$ (41,626)</b>	<b>\$ -</b>	<b>\$ (676)</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,117,903	2,381,715	2,228,850	2,405,360	2,477,435
Salary Savings	-	(44,126)	11,700	(44,126)	(44,126)
Compensated Absence	17,274	16,034	11,900	19,034	19,034
Hourly Wages	30,008	25,783	32,195	25,783	99,938
Election Officials Wages	882	-	471	-	-
<b>TOTAL</b>	<b>\$ 2,166,068</b>	<b>\$ 2,379,406</b>	<b>\$ 2,285,117</b>	<b>\$ 2,406,051</b>	<b>\$ 2,552,281</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	287,890	274,808	247,084	263,935	270,854
Wage Insurance Benefit	5,536	5,766	5,444	5,481	5,481
WRS	142,943	156,001	144,346	155,967	167,228
FICA Medicare Benefits	153,319	168,136	164,479	171,076	173,776
Post Employment Health Plans	23,950	24,845	25,692	26,526	26,526
<b>TOTAL</b>	<b>\$ 613,638</b>	<b>\$ 629,556</b>	<b>\$ 587,045</b>	<b>\$ 622,985</b>	<b>\$ 643,865</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	3,719	5,000	3,778	5,000	5,000
Copy Printing Supplies	12,618	10,000	8,366	10,000	10,000
Furniture	375	6,411	2,830	6,411	6,411
Hardware Supplies	362	3,000	777	3,000	3,000
Software Lic & Supplies	518	-	2,489	-	-
Postage	1,879	3,000	2,455	3,000	3,000
Books & Subscriptions	9,943	17,090	12,964	12,090	12,090
<b>TOTAL</b>	<b>\$ 29,414</b>	<b>\$ 44,501</b>	<b>\$ 33,658</b>	<b>\$ 39,501</b>	<b>\$ 39,501</b>

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,244	5,000	1,006	5,000	5,000
Cellular Telephone	194	-	213	-	-
Systems Comm Internet	18,889	22,662	19,985	22,662	22,662
Custodial Bldg Use Charges	48,231	56,255	56,255	56,573	56,573
Comm Device Mntc	-	200	-	200	200
System & Software Mntc	28,279	26,200	31,262	33,200	33,200
Mileage	109	-	-	-	-
Conferences & Training	15,000	24,740	22,417	24,740	24,740
Memberships	11,859	14,226	14,430	14,226	14,226
Legal Services	24,256	8,300	7,973	8,300	8,300
Delivery Freight Charges	292	500	401	500	500
Storage Services	2,963	4,200	2,384	4,200	4,200
Advertising Services	263	500	474	500	500
Printing Services	2,237	4,400	2,600	4,400	4,400
Transcription Services	1,435	3,000	3,795	3,000	3,000
Other Services & Expenses	2,520	3,000	3,000	5,000	5,000
<b>TOTAL</b>	<b>\$ 157,769</b>	<b>\$ 173,183</b>	<b>\$ 166,195</b>	<b>\$ 182,501</b>	<b>\$ 182,501</b>

**Attorney****Function: Administration***Line Item Detail***Agency Primary Fund: General**

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Insurance	5,556	4,283	4,283	6,288	6,288
ID Charge From Workers Comp	1,882	1,732	1,732	1,238	1,238
<b>TOTAL</b>	<b>\$ 7,438</b>	<b>\$ 6,015</b>	<b>\$ 6,015</b>	<b>\$ 7,526</b>	<b>\$ 7,526</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Monona Terrace	-	(32,437)	(32,437)	(32,437)	(38,408)
ID Billing To Parking	-	(23,143)	(23,143)	(23,143)	(11,717)
ID Billing To Sewer	-	(5,962)	(5,962)	(5,962)	(3,447)
ID Billing To Stormwater	-	(6,092)	(6,092)	(6,092)	(7,505)
ID Billing To Transit	-	(27,128)	(27,128)	(27,128)	(47,212)
ID Billing To Water	-	(14,548)	(14,548)	(14,548)	(15,033)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (109,310)</b>	<b>\$ (109,310)</b>	<b>\$ (109,310)</b>	<b>\$ (123,322)</b>

# Attorney

Function: Administration

## Position Summary

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN SUPVSR	18	-	-	1.00	63,987	1.00	66,574	-	-
ASST CITY ATTY	23	14.00	1,766,816	14.00	1,800,595	14.00	1,873,418	-	-
ATTY CITY	21	1.00	169,272	1.00	170,310	1.00	177,198	-	-
CLERK	20	1.00	52,210	1.00	52,010	1.00	54,113	-	-
DEPUTY CITY ATTY	18	1.00	151,124	1.00	153,440	1.00	159,646	-	-
LEGAL OFFICE ASST	20	1.00	51,323	1.00	51,994	1.00	54,096	-	-
LITIGATION ASST	17	1.00	71,788	1.00	71,513	1.00	74,405	-	-
ORD REVISIONS SPEC	20	1.00	65,199	1.00	65,145	1.00	67,779	-	-
SECRETARY	17	1.00	64,233	-	-	-	-	-	-
SECRETARY	20	4.50	257,637	4.50	250,339	4.00	235,260	-	-
<b>TOTAL</b>		<b>25.50</b>	<b>\$ 2,649,602</b>	<b>25.50</b>	<b>\$ 2,679,333</b>	<b>25.00</b>	<b>\$ 2,762,489</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Building Inspection

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## *Agency Overview*

### Agency Mission

The mission of Building Inspection is to ensure the well-being of people through the safety of property. The agency seeks to maintain public trust and confidence by improving the construction and maintenance of structures and property, administering codes and ordinances, continually improving codes, procedures, and regulations, providing information to its customers, and providing quality services.

### Agency Overview

The Agency is responsible for inspection, zoning and code enforcement, and consumer protection. The goal of Building Inspection is to ensure services are efficiently delivered and accessible to residents. Building Inspection will advance this goal by reviewing and updating Madison General Ordinances, proactively completing field observations of blighted areas, maximizing capacity by utilizing inspectors for less traditional roles, and standardizing processes.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Maintains the current level of service.

**Building Inspection****Function: Planning & Development***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,534,746	4,731,645	4,482,644	4,754,587	4,948,414
<b>TOTAL</b>	<b>\$ 4,534,746</b>	<b>\$ 4,731,645</b>	<b>\$ 4,482,644</b>	<b>\$ 4,754,587</b>	<b>\$ 4,948,414</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Inspection	2,284,539	2,050,735	2,170,855	2,026,482	2,107,364
Health & Welfare	398,882	466,835	381,923	488,120	506,981
Zoning & Signs	669,166	833,066	702,331	824,932	858,555
Consumer Protection	274,859	279,293	283,926	306,161	318,159
Systematic Code Enforcement	907,300	1,101,716	943,609	1,108,892	1,157,355
<b>TOTAL</b>	<b>\$ 4,534,746</b>	<b>\$ 4,731,645</b>	<b>\$ 4,482,644</b>	<b>\$ 4,754,587</b>	<b>\$ 4,948,414</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(83,300)	(46,000)	(66,116)	(46,000)	(46,000)
Licenses & Permits	(7,912)	(10,000)	(11,154)	(10,000)	(10,000)
<b>TOTAL</b>	<b>\$ (91,212)</b>	<b>\$ (56,000)</b>	<b>\$ (77,270)</b>	<b>\$ (56,000)</b>	<b>\$ (56,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	3,065,049	3,282,045	3,144,820	3,230,135	3,364,810
Benefits	1,191,619	1,062,330	979,388	1,034,709	1,093,861
Supplies	65,185	68,273	68,273	71,273	71,273
Purchased Services	194,502	207,646	207,525	207,646	207,646
Inter Depart Charges	115,603	167,351	165,908	272,824	272,824
Inter Depart Billing	(6,000)	-	(6,000)	(6,000)	(6,000)
<b>TOTAL</b>	<b>\$ 4,625,958</b>	<b>\$ 4,787,645</b>	<b>\$ 4,559,914</b>	<b>\$ 4,810,587</b>	<b>\$ 5,004,414</b>

# Building Inspection

Function: Planning & Development

## Service Overview

Service: Consumer Protection

Citywide Element: Effective Government

### Service Description

This service is responsible for inspecting packaging, weighing, and measuring devices in gas stations, grocery stores, pharmacies, bakeries, taxis, fuel trucks, etc. The goal of this service is to complete full inspection and licensure of every business and commerce operation under the City's authority in order to ensure Madison consumers receive the correct amount of product for which they pay.

### Major Budget Changes

- No major budget changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Scanner Inspection: Annual review of scanners at the point of sale throughout Madison to ensure products are billed at the advertised price and totals calculated represent the correct amount.
- Gas Pump Inspection: Annual review of gas pumps throughout Madison to ensure pumps are delivering correct quantity of fuel and operating in proper and secure manner.
- Weighing Scale Inspection: Annual review of scales for trade throughout Madison to ensure products weighed for sale are functioning correctly and within appropriate tolerance to be used for trade.
- Packaging Inspection: Continual review of packaging methods throughout establishments in Madison verifying store packaged products on site conform to the appropriate labeling and distribution standards.
- Miscellaneous: Respond to consumer complaints regarding products purchased and method of sale business operations. Interact with state and federal bodies to ensure uniformity in code regulation and enforcement.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	274,859	279,293	283,926	306,161	318,159
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 274,859</b>	<b>\$ 279,293</b>	<b>\$ 283,926</b>	<b>\$ 306,161</b>	<b>\$ 318,159</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	256,093	258,543	268,665	276,750	288,748
Non-Personnel	6,638	8,352	4,306	8,352	8,352
Agency Charges	12,128	12,398	10,955	21,059	21,059
<b>TOTAL</b>	<b>\$ 274,859</b>	<b>\$ 279,293</b>	<b>\$ 283,926</b>	<b>\$ 306,161</b>	<b>\$ 318,159</b>



# Building Inspection

Function: Planning & Development

## Service Overview

Service: Health & Welfare

Citywide Element: Healthy and Safe

### Service Description

This service provides assistance to residents requiring help with property maintenance to ensure a pleasant setting for City residents and visitors. Responsibilities include enforcement and education efforts regarding sidewalk snow removal, trash, junk, and debris removal, tall grass and weed mitigation, and graffiti removal. This service provides property maintenance inspection services for all buildings, including owner-occupied, rental, and commercial properties. The goal of this service is to enhance the public and private benefits resulting from safe and sanitary maintenance of properties.

### Major Budget Changes

- No major changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Snow Enforcement: Inspect and issue tickets for violations of the snow removal ordinance, MGO 10.28. Coordinate snow and ice removal when the violation persists, resulting in the billing of the property owner.
- Tall Grass and Weeds Enforcement: Inspect and issue an official notice for violations of tall grass and noxious weeds ordinances, MGO's 27.05 (2)(f) and 23.29. Coordinate grass cutting on vacant properties when the violation persists, resulting in the billing of the property owner.
- Erosion Control Enforcement: Ensure compliance with MGO Chapter 37 and SPS 321.125 to prevent disturbed soils from leaving a construction site.
- Junk, Trash, and Debris Enforcement: Inspect and issue an official notice for violations of junk, trash, and debris ordinance, MGO's 27.05 (2)(c). Continue with enforcement actions until the violation is corrected.
- Miscellaneous: Enforce vision clearance Issues, tree concerns, graffiti, inoperable cars, and the abatement of public nuisances.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	398,882	466,835	381,923	488,120	506,981
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 398,882</b>	<b>\$ 466,835</b>	<b>\$ 381,923</b>	<b>\$ 488,120</b>	<b>\$ 506,981</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,000)	(1,000)	(800)	(1,000)	(1,000)
Personnel	363,972	406,653	337,690	413,625	432,486
Non-Personnel	17,468	29,556	13,407	29,556	29,556
Agency Charges	18,442	31,626	31,626	45,939	45,939
<b>TOTAL</b>	<b>\$ 398,882</b>	<b>\$ 466,835</b>	<b>\$ 381,923</b>	<b>\$ 488,120</b>	<b>\$ 506,981</b>

# Building Inspection

Function: Planning & Development

## Service Overview

Service: Inspection

Citywide Element: Effective Government

### Service Description

This service ensures compliance with Madison's building and mechanical system ordinances by reviewing and inspecting construction projects, contractor licensing, permit records, sales surveys, preoccupancy inspections, and underground utilities. The process ensures buildings are constructed according to all applicable codes (zoning, building, plumbing, heating, and electrical) and the building is safe to occupy when the project is completed. This service also ensures digital copies of all building floor and elevation plans are attached to the building archives and provides access to digital plans for external customers, including home and building owners, builders, and realtors.

### Major Budget Changes

- Increases billings to the Community Development Division for inspection services at Affordable Housing Development. Funding from the billing is used for non-personnel expenditures within the service (\$6,000).

### Activities Performed by this Service

- Plan Review and Approval: Review proposed construction projects for compliance with building code and issue permits for work to be completed.
- Building, Electrical, Plumbing, and HVAC Component Inspection: Inspect permitted work to verify construction is in accordance with the approved plans and conforms to applicable codes.
- Contractor Training: Provide contractors the ability to obtain continuing education credits required for maintaining state issued licenses and create a forum for educating individuals about developing industry practices.
- Complaint and Public Inquiry Response: Investigate and answer public questions regarding applicable code and construction practices.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,284,539	2,050,735	2,170,855	2,026,482	2,107,364
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,284,539</b>	<b>\$ 2,050,735</b>	<b>\$ 2,170,855</b>	<b>\$ 2,026,482</b>	<b>\$ 2,107,364</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(90,212)	(55,000)	(76,470)	(55,000)	(55,000)
Personnel	2,151,395	1,921,225	2,007,625	1,849,129	1,936,011
Non-Personnel	192,261	135,096	196,286	138,096	138,096
Agency Charges	31,094	49,414	43,414	94,257	88,257
<b>TOTAL</b>	<b>\$ 2,284,539</b>	<b>\$ 2,050,735</b>	<b>\$ 2,170,855</b>	<b>\$ 2,026,482</b>	<b>\$ 2,107,364</b>

# Building Inspection

Function: Planning & Development

## Service Overview

**Service:** Systematic Code Enforcement

**Citywide Element:** Neighborhoods and Housing

### Service Description

This service inspects commercial and residential properties and provides routine building services, ensuring properties and buildings are in compliance with the City's Minimum Housing and Property Maintenance Code. Inspection activities are scheduled through the Community Development Authority (CDA) using data gathered by Building Inspection staff and input from the Neighborhood Resource Teams. This service is also responsible for heating and water leakage corrections, infestation eradication, repair of broken railings, windows, and doors, and dozens of other problems associated with keeping the City's housing stock habitable. The goal of this service is to preserve public health, safety, and general welfare of all residents and to help maintain property values by eliminating blighting influences.

### Major Budget Changes

- No major changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Tenant Complaint Response: Inspect and issue official notice after verifying violations in tenant's apartment. Follow-up after due date to ensure compliance. Process rent abatement documents when appropriate.
- General Building Condition Complaint Response: Inspect and issue official notice after verifying violations. Follow-up after due date to ensure compliance.
- Systematic Inspection: Perform systematic inspections in a specified blighted area approved by Common Council in compliance with state requirements. Issue official notices when appropriate and follow-up to ensure compliance.
- Community Team and Committee Staffing: Serve as members and leaders on various teams including Neighborhood Resource Teams.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	907,300	1,101,716	943,609	1,108,892	1,157,355
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 907,300</b>	<b>\$ 1,101,716</b>	<b>\$ 943,609</b>	<b>\$ 1,108,892</b>	<b>\$ 1,157,355</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	843,247	980,118	844,224	969,953	1,012,416
Non-Personnel	34,556	79,245	57,033	79,245	79,245
Agency Charges	29,496	42,353	42,353	59,694	65,694
<b>TOTAL</b>	<b>\$ 907,300</b>	<b>\$ 1,101,716</b>	<b>\$ 943,609</b>	<b>\$ 1,108,892</b>	<b>\$ 1,157,355</b>

# Building Inspection

Function: Planning & Development

## Service Overview

Service: Zoning & Signs

Citywide Element: Effective Government

### Service Description

This service reviews and regulates Madison's Zoning code and street sign ordinances. The goal of the service is to provide timely resolution of land use issues for developers and the general public. This service provides inspections, investigation, and maintenance for records, zoning changes, and street sign ordinances. The process provides review and approvals prior to issuance of a permit as well as post-construction inspection services to ensure the project was completed in accordance with the approvals.

### Major Budget Changes

- No major changes from 2019 Adopted Budget

### Activities Performed by this Service

- Zoning Code Review for Proposed Projects: Serve as intake point for Plan Commission and Zoning Board of Appeals request. Review minor alteration requests for zoning compliance and process director approvals. Review commercial and residential building permit requests along with minor improvement not requiring permits but do require zoning compliance.
- Citywide Site Plan Review Management: Intake requests, copies, and digital plans for site plan review and process fees. Coordinate plan distribution and approval to other City agencies.
- Zoning and Sign Complaint Response: Investigate complaints, prepare and send notices of violation. Facilitate the process to resolve violations, including reinspection, citations, and legal intervention when necessary.
- Sign Application Review: Intake and process sign permit requests and review for compliance with sign code. Collect fees, issue permits, and inspect for installation compliance.
- Requests for Information Response, Records Research, and Zoning Letters: Records research for open records and similar requests, prepare zoning letters, process requests, and collect fees.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	669,166	833,066	702,331	824,932	858,555
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 669,166</b>	<b>\$ 833,066</b>	<b>\$ 702,331</b>	<b>\$ 824,932</b>	<b>\$ 858,555</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	641,960	777,836	666,004	755,387	789,010
Non-Personnel	8,764	23,670	4,767	23,670	23,670
Agency Charges	18,442	31,560	31,560	45,875	45,875
<b>TOTAL</b>	<b>\$ 669,166</b>	<b>\$ 833,066</b>	<b>\$ 702,331</b>	<b>\$ 824,932</b>	<b>\$ 858,555</b>

# Building Inspection

Function: Planning & Development

Line Item Detail

Agency Primary Fund: General

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(82,300)	(45,000)	(65,316)	(45,000)	(45,000)
Graffiti Removal	(1,000)	(1,000)	(800)	(1,000)	(1,000)
<b>TOTAL</b>	<b>\$ (83,300)</b>	<b>\$ (46,000)</b>	<b>\$ (66,116)</b>	<b>\$ (46,000)</b>	<b>\$ (46,000)</b>

Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Permits	(7,912)	(10,000)	(11,154)	(10,000)	(10,000)
<b>TOTAL</b>	<b>\$ (7,912)</b>	<b>\$ (10,000)</b>	<b>\$ (11,154)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,989,684	3,385,394	3,082,393	3,330,484	3,465,159
Salary Savings	-	(130,000)	-	(130,000)	(130,000)
Premium Pay	554	23,096	2,288	23,096	23,096
Compensated Absence	46,061	-	26,704	-	-
Hourly Wages	-	-	5,000	-	-
Overtime Wages Permanent	27,665	3,555	27,117	6,555	6,555
Election Officials Wages	1,086	-	1,320	-	-
<b>TOTAL</b>	<b>\$ 3,065,049</b>	<b>\$ 3,282,045</b>	<b>\$ 3,144,820</b>	<b>\$ 3,230,135</b>	<b>\$ 3,364,810</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	165,056	-	-	-	-
Health Insurance Benefit	551,416	540,810	504,139	525,508	552,275
Wage Insurance Benefit	13,111	13,510	12,347	12,258	12,258
WRS	203,460	221,748	202,451	218,145	233,902
FICA Medicare Benefits	227,296	253,811	226,895	244,151	260,779
Post Employment Health Plans	31,281	32,451	33,556	34,647	34,647
<b>TOTAL</b>	<b>\$ 1,191,619</b>	<b>\$ 1,062,330</b>	<b>\$ 979,388</b>	<b>\$ 1,034,709</b>	<b>\$ 1,093,861</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	22	-	-
Office Supplies	4,847	11,863	9,000	13,363	13,363
Copy Printing Supplies	9,909	13,960	9,300	13,960	13,960
Furniture	-	2,500	400	2,500	2,500
Hardware Supplies	4,842	3,000	3,623	4,500	4,500
Postage	20,768	20,000	21,000	20,000	20,000
Books & Subscriptions	5,621	1,450	3,000	1,450	1,450
Work Supplies	5,063	3,500	4,000	3,500	3,500
Safety Supplies	2,242	2,000	1,558	2,000	2,000
Inventory	11,893	10,000	16,371	10,000	10,000
<b>TOTAL</b>	<b>\$ 65,185</b>	<b>\$ 68,273</b>	<b>\$ 68,273</b>	<b>\$ 71,273</b>	<b>\$ 71,273</b>

**Building Inspection**Function: **Planning & Development***Line Item Detail*Agency Primary Fund: **General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,411	8,000	1,148	8,000	8,000
Cellular Telephone	6,060	7,362	6,395	7,362	7,362
Graffiti Removal	2,893	6,500	4,479	6,500	6,500
Comm Device Mntc	-	3,400	-	3,400	3,400
Equipment Mntc	245	-	490	-	-
System & Software Mntc	5,615	7,183	6,079	7,183	7,183
Recruitment	21	-	-	-	-
Mileage	132,778	128,860	132,860	128,860	128,860
Conferences & Training	2,293	6,750	6,140	6,750	6,750
Memberships	1,117	1,200	1,200	1,200	1,200
Legal Services	4,612	6,500	5,000	6,500	6,500
Storage Services	1,934	1,500	1,868	1,500	1,500
Consulting Services	-	1,221	-	1,221	1,221
Advertising Services	6,940	7,808	6,044	7,808	7,808
Parking Towing Services	512	-	3,071	-	-
Interpreters Signing Services	-	500	-	500	500
Other Services & Expenses	26,649	19,912	31,800	19,912	19,912
Permits & Licenses	1,424	950	951	950	950
<b>TOTAL</b>	<b>\$ 194,502</b>	<b>\$ 207,646</b>	<b>\$ 207,525</b>	<b>\$ 207,646</b>	<b>\$ 207,646</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	62,598	113,620	113,620	113,620	113,620
ID Charge From Fleet Services	9,752	9,862	8,419	9,833	9,833
ID Charge From Traffic Eng	814	914	914	914	914
ID Charge From Insurance	8,350	11,639	11,639	124,523	124,523
ID Charge From Workers Comp	34,088	31,316	31,316	23,934	23,934
<b>TOTAL</b>	<b>\$ 115,603</b>	<b>\$ 167,351</b>	<b>\$ 165,908</b>	<b>\$ 272,824</b>	<b>\$ 272,824</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Community Dev	(6,000)	-	(6,000)	-	(6,000)
ID Billing To CDA Management	-	-	-	(6,000)	-
<b>TOTAL</b>	<b>\$ (6,000)</b>	<b>\$ -</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>

# Building Inspection

Function: Planning & Development

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLERK	20	3.00	169,786	3.00	142,451	3.00	148,210	-	-
ADMIN SUPVSR	18	-	-	1.00	55,493	1.00	57,737	-	-
BLDG INSPECT DIV DIR	21	1.00	133,675	1.00	134,494	1.00	139,933	-	-
CODE ENFC OFF	16	13.00	978,836	13.00	980,792	13.00	1,020,453	-	-
ELEC/HEAT INSPECTOR	16	4.00	315,692	4.00	304,360	4.00	316,668	-	-
HSG INSPECTION SUPV	18	1.00	94,669	1.00	94,306	1.00	98,120	-	-
INFORMATION CLERK	20	2.00	92,213	2.00	97,413	2.00	101,351	-	-
PLAN REV & INSP SUPV	18	1.00	118,258	1.00	87,358	1.00	90,890	-	-
PLAN REVIEW SPEC	16	3.00	226,855	3.00	234,469	3.00	243,951	-	-
PLUMB/HEAT INSPECTOR	16	3.00	233,675	3.00	233,517	3.00	242,961	-	-
PROG ASST	17	1.00	54,254	-	-	-	-	-	-
PROPERTY CODE INSP	16	3.00	172,904	3.00	174,827	3.00	181,895	-	-
WGTS MEASURES INSP	16	2.80	199,284	2.80	206,997	2.80	215,367	-	-
ZONING ADMIN ASST	16	2.00	146,953	2.00	159,708	2.00	166,167	-	-
ZONING ADMINISTRATOR	18	1.00	108,821	1.00	108,905	1.00	113,309	-	-
ZONING CODE OFF	16	5.00	339,516	5.00	315,394	5.00	328,147	-	-
<b>TOTAL</b>		<b>45.80</b>	<b>\$ 3,385,391</b>	<b>45.80</b>	<b>\$ 3,330,484</b>	<b>45.80</b>	<b>\$ 3,465,159</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# CDA Housing Operations

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## *Agency Overview*

### Agency Mission

The mission of the Community Development Authority (CDA) Housing Operations is to provide affordable and well-maintained housing for eligible families and individuals in an environment that promotes personal safety, independence, and a sense of community.

### Agency Overview

The Agency provides management, maintenance, and other resident services to CDA owned and operated public housing units and administers the Section 8 Housing Choice Voucher program. The goal of the Agency is to provide rental assistance to low-income families. CDA Housing Operations will advance this goal by maintaining the number of households receiving Section 8 Housing Choice Voucher assistance each month at approximately 1,700 and maintaining occupancy rates and service improvements for residents in CDA public housing.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Increases assumed intergovernmental revenue based on HUD's funding formula (\$608,000).
- Increases assumed rent revenue based on occupancy and income (\$172,000).
- Increases Section 8 Housing Assistance Payments (\$644,000).
- Eliminates the General Fund subsidy for CDA Housing Operations (\$175,000).
- Creates three (3.0 FTE) maintenance supervisors, one at each housing site (\$225,000).
- Applies CDA fund balance to absorb the loss of the General Fund subsidy and pay for part of the three newly created positions (\$217,000).
- Includes Capital improvements to CDA sites funded through the HUD capital fund grant (\$1.68m).
  - Planned projects in 2020 include:
    - All Public Housing Sites: In-unit flooring replacements
    - All Public Housing Sites: Heating equipment replacements
    - All Public Housing Sites: Accessibility improvements as needed
    - All Public Housing Sites: Parking lot improvements and sidewalk repairs as needed
    - All Public Housing Sites: Tree removal as recommended per tree study
    - Capital Ave: Landscaping repairs
    - Brittingham Apartments: Trash compactor replacement
    - Brittingham Apartments: Unit breaker panel upgrades



**CDA Housing Operations**

**Function: Planning & Development**

*Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	175,000	175,000	175,000	175,000	-
CDA	20,865,671	23,448,397	23,482,806	24,048,275	24,265,644
<b>TOTAL</b>	<b>\$ 21,040,671</b>	<b>\$ 23,623,397</b>	<b>\$ 23,657,806</b>	<b>\$ 24,223,275</b>	<b>\$ 24,265,644</b>

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Public Housing	7,006,298	8,342,418	8,252,320	8,282,330	8,276,982
Housing Vouchers	14,034,373	15,280,979	15,405,486	15,940,945	15,988,662
<b>TOTAL</b>	<b>\$ 21,040,671</b>	<b>\$ 23,623,397</b>	<b>\$ 23,657,806</b>	<b>\$ 24,223,275</b>	<b>\$ 24,265,644</b>

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(16,098,372)	(19,088,871)	(19,281,668)	(19,696,723)	(19,696,723)
Charges For Services	(3,498,939)	(3,516,868)	(3,649,551)	(3,687,951)	(3,687,951)
Investments & Other Contributions	(93,553)	(44,116)	(22,307)	(58,416)	(58,416)
Misc Revenue	(224,801)	(76,990)	(54,100)	(67,940)	(67,940)
Other Financing Source	(615,004)	-	-	-	(217,369)
Transfer In	(335,003)	(721,552)	(475,180)	(537,245)	(537,245)
General Fund Subsidy	(175,000)	(175,000)	(175,000)	(175,000)	-
<b>TOTAL</b>	<b>\$ (21,040,671)</b>	<b>\$ (23,623,397)</b>	<b>\$ (23,657,806)</b>	<b>\$ (24,223,275)</b>	<b>\$ (24,265,644)</b>

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,549,861	3,162,279	2,752,312	3,397,984	3,479,753
Benefits	931,339	912,540	809,414	883,664	934,493
Supplies	555,856	572,234	999,542	1,048,954	1,048,954
Purchased Services	15,501,277	17,709,086	16,512,707	17,628,352	17,538,123
Debt & Other Financing	823,860	291,104	1,871,375	466,737	466,737
Inter Depart Charges	839,737	813,530	803,887	839,828	839,828
Inter Depart Billing	(496,262)	(573,213)	(566,611)	(579,489)	(579,489)
Transfer Out	335,003	735,836	475,180	537,245	537,245
<b>TOTAL</b>	<b>\$ 21,040,671</b>	<b>\$ 23,623,397</b>	<b>\$ 23,657,806</b>	<b>\$ 24,223,275</b>	<b>\$ 24,265,644</b>

*Service Overview*

**Service:** Housing Vouchers

**Citywide Element:** Neighborhoods and Housing

Service Description

This service provides Section 8 housing vouchers across the City of Madison. The housing vouchers provide rental assistance to fill the gap between what low-income tenants can afford to pay and the actual cost of decent, safe, and sanitary housing. The voucher program serves households with incomes below 50 percent of area median income: Priority is given to the elderly, disabled, families with minor children, chronically homeless veterans, and other targeted groups. This service also administers Housing Choice Vouchers, which covers the billing for voucher recipients who are new to Madison or move to another housing authority. The goal of this service is to help chronically homeless individuals and families to become housed in permanently supported housing.

Major Budget Changes

- Housing Assistance Payments budget increased by \$644,000 in accordance with HUD's projection.
- Elimination of the General Fund subsidy to CDA Housing Operations (\$102,000). In 2020, the lost revenue will be funded through the application of fund balance and the CDA will develop a long-term solution to funding operations without the use of fund balance or a General Fund subsidy.

Activities Performed by this Service

- Section 8 Housing Assistance Payments: Direct payments made to landlords for housing low-income residents.
- Section 8 Administration: Expenses incurred to administer the Section 8 program.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	14,034,373	15,280,979	15,405,486	15,940,945	15,988,662
<b>TOTAL</b>	<b>\$ 14,034,373</b>	<b>\$ 15,280,979</b>	<b>\$ 15,405,486</b>	<b>\$ 15,940,945</b>	<b>\$ 15,988,662</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(13,859,372)	(15,281,798)	(16,066,947)	(15,838,943)	(15,988,662)
Personnel	946,339	1,093,756	921,660	1,107,836	1,155,553
Non-Personnel	12,985,453	14,128,123	14,424,119	14,774,605	14,774,605
Agency Charges	102,581	59,100	59,708	58,504	58,504
<b>TOTAL</b>	<b>\$ 175,000</b>	<b>\$ (819)</b>	<b>\$ (661,460)</b>	<b>\$ 102,002</b>	<b>\$ -</b>

# CDA Housing Operations

Function: Planning & Development

## Service Overview

**Service:** Public Housing

**Citywide Element:** Neighborhoods and Housing

### Service Description

This service provides public housing assistance across the City of Madison through Community Development Authority (CDA) owned and operated developments. The CDA owns, manages, and maintains 766 units of Low Rent Public Housing on 37 sites throughout the City with funding from the federal Department of Housing and Urban Development (HUD). It also owns, manages, and maintains 114 multi-family units with funding from Wisconsin Housing and Economic Development Authority (WHEDA). This service is available to residents with income below 80 percent of area median income, with priority given to the elderly, disabled, and families with minor children. Residents in CDA housing pay 30 percent of adjusted gross income for rent and utilities.

### Major Budget Changes

- Elimination of the General Fund subsidy to CDA Housing Operations (\$73,000). In 2020 the lost revenue will be funded through the application of fund balance, during 2020 the CDA will develop a long-term solution to funding operations without the use of fund balance or a General Fund subsidy.
- Creation of three (3.0 FTE) maintenance supervisors, one at each housing site. The positions are partially funded by reducing hourly wages (\$36,000) and reducing various non-personnel line items (\$340,000). Supplies and purchased services budget decreased due to special projects budgeted for 2019 not continuing into 2020 and changes to capital grant funding allocation.

### Activities Performed by this Service

- Central Operating Cost Center (COCC): Provides administrative support to the Public Housing program. The COCC collects and screens all program applications and provides policy, procurement, and financial oversight.
- East Asset Management Project (AMP): Comprised of 163 units in 41 buildings at six different physical locations. This activity includes all expenses to manage and maintain this physical property in accordance with federal requirements.
- West AMP: Comprised of 294 units in 53 buildings at 23 different physical locations. This activity includes all expenses to manage and maintain these properties in accordance with federal requirements.
- Triangle AMP: Comprised of 224 units in seven buildings at one physical location. This activity includes all expenses needed to manage and maintain these properties in accordance with federal requirements.
- Karabis Apartments: Comprised of 20 units in one building located at the Triangle Site. All of the units in this building are handicapped accessible. This activity includes all expenses needed to manage and maintain this building in accordance with our contract with WHEDA.
- Parkside Apartments: Comprised of 94 units and one commercial space in five buildings at the Triangle Site. The commercial space is currently leased to Asian Foods. This activity includes all expenses needed to manage and maintain these buildings in accordance with our contract with WHEDA.
- Truax Phase 1, LLC: Comprised of 71 units in six buildings located on the East Site, bordering Wright and Straubel Streets. This property includes 47 public housing units and 24 Project Based Section 8 voucher units, all of which are managed by the East Site Manager. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with federal requirements.
- Truax Phase 2, LLC: Comprised of 48 units in three buildings located on the East Site. This property includes 40 public housing units and 8 Project Based Section 8 Voucher units. The CDA manages 40 units and Porchlight manages eight units. This activity includes all tax credit compliance activities as well as all expenses needed to manage and maintain these properties in accordance with federal requirements.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	175,000	175,000	175,000	175,000	-
Other-Expenditures	6,831,298	8,167,418	8,077,320	8,107,330	8,276,982
<b>TOTAL</b>	<b>\$ 7,006,298</b>	<b>\$ 8,342,418</b>	<b>\$ 8,252,320</b>	<b>\$ 8,282,330</b>	<b>\$ 8,276,982</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(7,181,298)	(8,341,599)	(7,590,859)	(8,384,332)	(8,276,982)
Personnel	2,534,861	2,981,063	2,640,066	3,173,812	3,258,693
Non-Personnel	4,230,543	5,180,138	5,434,685	4,906,683	4,816,454
Agency Charges	240,894	181,217	177,568	201,835	201,835
<b>TOTAL</b>	<b>\$ (175,000)</b>	<b>\$ 819</b>	<b>\$ 661,460</b>	<b>\$ (102,002)</b>	<b>\$ -</b>

# CDA Housing Operations

Function: Planning & Development

## Line Item Detail

Agency Primary Fund: CDA

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(15,247,029)	(17,504,933)	(18,109,823)	(17,677,294)	(17,677,294)
Federal Revenues Capital	(732,739)	(1,583,938)	(1,087,596)	(1,676,349)	(1,676,349)
Local Revenues Operating	(6,651)	-	(3,068)	(19,080)	(19,080)
Other Unit of Gov Rev Op	(111,954)	-	(81,182)	(324,000)	(324,000)
<b>TOTAL</b>	<b>\$ (16,098,372)</b>	<b>\$ (19,088,871)</b>	<b>\$ (19,281,668)</b>	<b>\$ (19,696,723)</b>	<b>\$ (19,696,723)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(114,042)	(148,832)	(78,811)	(150,307)	(150,307)
Reimbursement Of Expense	(3,207)	(3,000)	(1,500)	(1,000)	(1,000)
Dwelling Rent	(3,260,775)	(3,242,100)	(3,448,691)	(3,402,008)	(3,402,008)
Non Dwelling Rent	(120,914)	(122,937)	(120,549)	(134,636)	(134,636)
<b>TOTAL</b>	<b>\$ (3,498,939)</b>	<b>\$ (3,516,868)</b>	<b>\$ (3,649,551)</b>	<b>\$ (3,687,951)</b>	<b>\$ (3,687,951)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(90,857)	(44,116)	(5,860)	(58,416)	(58,416)
Contributions & Donations	(2,696)	-	(16,447)	-	-
<b>TOTAL</b>	<b>\$ (93,553)</b>	<b>\$ (44,116)</b>	<b>\$ (22,307)</b>	<b>\$ (58,416)</b>	<b>\$ (58,416)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(224,801)	(76,990)	(54,100)	(67,940)	(67,940)
<b>TOTAL</b>	<b>\$ (224,801)</b>	<b>\$ (76,990)</b>	<b>\$ (54,100)</b>	<b>\$ (67,940)</b>	<b>\$ (67,940)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(2,965)	-	-	-	-
Tax Credit Funding	(25,394)	-	-	-	-
Capital Contributions	(0)	-	-	-	-
Fund Balance Applied	(586,645)	-	-	-	(217,369)
<b>TOTAL</b>	<b>\$ (615,004)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (217,369)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From General	(175,000)	(175,000)	(175,000)	(175,000)	-
Transfer In From CDA	(335,003)	(721,552)	(475,180)	(537,245)	(537,245)
<b>TOTAL</b>	<b>\$ (510,003)</b>	<b>\$ (896,552)</b>	<b>\$ (650,180)</b>	<b>\$ (712,245)</b>	<b>\$ (537,245)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,336,019	2,908,954	2,535,202	2,916,732	3,034,669
Salary Savings	-	(46,950)	-	(46,950)	(46,950)
Pending Personnel	-	50,755	20,000	257,412	257,412
Premium Pay	11,082	9,067	11,406	10,596	10,596
Workers Compensation Wages	-	2,500	3,248	2,500	2,500
Compensated Absence	(32,683)	13,500	13,500	5,000	5,000
Hourly Wages	96,000	131,253	54,899	121,143	84,976
Overtime Wages Permanent	138,868	93,200	112,823	130,980	130,980
Overtime Wages Hourly	149	-	326	180	180
Election Officials Wages	427	-	907	390	390
<b>TOTAL</b>	<b>\$ 2,549,861</b>	<b>\$ 3,162,279</b>	<b>\$ 2,752,312</b>	<b>\$ 3,397,984</b>	<b>\$ 3,479,753</b>

# CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	71,353	32,760	51,000	32,760	32,760
Health Insurance Benefit	397,758	444,444	365,209	411,192	430,828
Wage Insurance Benefit	7,069	6,589	7,940	7,868	7,868
WRS	167,318	190,538	169,249	184,799	198,138
FICA Medicare Benefits	193,332	218,432	195,567	205,932	223,786
Tuition	595	-	-	-	-
Post Employment Health Plans	19,063	19,777	20,450	21,113	21,113
Other Post Emplmnt Benefit	41,293	-	-	-	-
Pension Expense	33,558	-	-	20,000	20,000
<b>TOTAL</b>	<b>\$ 931,339</b>	<b>\$ 912,540</b>	<b>\$ 809,414</b>	<b>\$ 883,664</b>	<b>\$ 934,493</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	31,039	-	-
Office Supplies	17,398	27,739	19,787	18,071	18,071
Copy Printing Supplies	11,911	12,862	12,189	13,319	13,319
Hardware Supplies	56,477	62,445	69,652	103,317	103,317
Software Lic & Supplies	1,057	-	1,354	7,349	7,349
Postage	29,011	35,655	30,212	35,742	35,742
Books & Subscriptions	-	230	-	30	30
Work Supplies	36,206	27,311	23,072	32,220	32,220
Janitorial Supplies	23,076	23,332	18,256	20,970	20,970
Safety Supplies	12,301	15,594	3,908	7,720	7,720
Snow Removal Supplies	107	1,500	-	7,450	7,450
Uniform Clothing Supplies	6,077	3,555	2,231	4,765	4,765
Food And Beverage	368	400	-	385	385
Building	2,291	100	3,836	100	100
Building Supplies	139,719	105,100	108,024	533,462	533,462
Electrical Supplies	29,877	45,205	24,138	31,310	31,310
HVAC Supplies	47,523	23,254	87,552	33,050	33,050
Plumbing Supplies	71,599	64,266	47,948	57,295	57,295
Landscaping Supplies	1,383	1,100	1,782	1,750	1,750
Machinery And Equipment	1,870	1,500	-	1,515	1,515
Equipment Supplies	67,604	121,086	514,561	139,135	139,135
<b>TOTAL</b>	<b>\$ 555,856</b>	<b>\$ 572,234</b>	<b>\$ 999,542</b>	<b>\$ 1,048,954</b>	<b>\$ 1,048,954</b>

# CDA Housing Operations

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	181,933	208,862	269,248	185,327	185,327
Electricity	371,593	369,619	330,239	364,619	364,619
Water	170,456	214,868	208,169	184,087	184,087
Sewer	154,130	151,200	158,398	164,954	164,954
Stormwater	53,205	56,310	55,585	57,992	57,992
Telephone	33,966	31,518	28,403	33,526	33,526
Cellular Telephone	15,380	17,256	12,001	17,686	17,686
Systems Comm Internet	3,836	4,592	3,683	3,420	3,420
Building Improv Repair Maint	556,829	1,100,166	317,830	914,568	914,568
Waste Disposal	126,193	130,000	108,101	111,257	111,257
Fire Protection	859	-	1,300	-	-
Pest Control	69,312	57,512	66,816	68,794	68,794
Elevator Repair	48,597	61,923	16,445	44,923	44,923
Grounds Improv Repair Maint	6,930	-	16,950	-	-
Landscaping	93,354	60,295	67,141	63,400	63,400
Snow Removal	919	2,900	-	-	-
Office Equipment Repair	-	-	908	-	-
Equipment Mntc	10,983	10,181	6,503	14,216	14,216
System & Software Mntc	40,884	56,476	40,142	40,962	40,962
Rental Of Equipment	1,473	2,850	1,328	1,125	1,125
Recruitment	530	813	1,344	683	683
Mileage	2,302	1,829	1,968	2,409	2,409
Conferences & Training	35,440	32,935	61,191	39,935	39,935
Memberships	10,918	7,815	4,378	9,699	9,699
Audit Services	39,640	40,475	40,475	35,010	35,010
Bank Services	99	200	60	200	200
Legal Services	4,446	7,435	2,370	5,765	5,765
Credit Card Services	-	3,800	-	3,800	3,800
Collection Services	57	-	50	100	100
Storage Services	2,701	3,200	2,138	3,035	3,035
Consulting Services	8,483	4,324	35,229	48,320	48,320
Advertising Services	732	650	377	5,000	5,000
Printing Services	20	-	-	-	-
Engineering Services	10,561	40,000	2,924	-	-
Inspection Services	47,838	19,312	33,356	23,330	23,330
Parking Towing Services	1,040	-	9,213	6,024	6,024
Investigative Services	7,873	7,637	10,712	8,320	8,320
Security Services	169,469	143,606	11,236	162,086	162,086
Interpreters Signing Services	-	1,550	291	700	700
Other Services & Expenses	51,238	25,821	35,577	25,714	25,714
Grants	81	544,789	-	90,229	-
Port Housing Assistance Pmts	524,710	175,314	650,889	700,000	700,000
Housing Assistance Payments	12,350,332	13,841,384	13,634,621	13,960,646	13,960,646
Portable Voucher Adm Fees	34,727	24,000	41,599	31,299	31,299
Bad Debt Expense	29,475	11,000	17,274	22,000	22,000
Property Insurance	156,351	153,569	139,745	172,591	172,591
Taxes & Special Assessments	70,512	81,100	66,500	-	-
Permits & Licenses	870	-	-	600	600
<b>TOTAL</b>	<b>\$ 15,501,277</b>	<b>\$ 17,709,086</b>	<b>\$ 16,512,707</b>	<b>\$ 17,628,352</b>	<b>\$ 17,538,123</b>

# CDA Housing Operations

Function: Planning & Development

*Line Item Detail*

Agency Primary Fund: CDA

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	13,950	-	-	-	-
Interest	172,191	67,139	171,999	44,726	44,726
Paying Agent Services	17,539	13,300	13,300	13,300	13,300
PILOT	204,226	190,063	204,226	195,356	195,356
Depreciation	-	-	1,481,850	-	-
Fund Balance Generated	415,954	-	-	-	-
Contingent Reserve	-	20,602	-	213,355	213,355
<b>TOTAL</b>	<b>\$ 823,860</b>	<b>\$ 291,104</b>	<b>\$ 1,871,375</b>	<b>\$ 466,737</b>	<b>\$ 466,737</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Information Tec	113,746	-	-	-	-
ID Charge From Engineering	51,209	80,430	80,430	80,430	80,430
ID Charge From Fleet Services	69,594	65,886	61,927	77,493	77,493
ID Charge From Traffic Eng	140	-	-	3,000	3,000
ID Charge From Insurance	40,585	44,264	44,264	57,331	57,331
ID Charge From Workers Comp	68,201	50,655	50,655	42,085	42,085
ID Charge From CDA Manageme	429,279	502,804	498,211	509,282	509,282
ID Charge From CDA Bookkeepin	66,983	69,491	68,400	70,207	70,207
<b>TOTAL</b>	<b>\$ 839,737</b>	<b>\$ 813,530</b>	<b>\$ 803,887</b>	<b>\$ 839,828</b>	<b>\$ 839,828</b>

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To CDA Management	(429,279)	(503,722)	(498,211)	(509,282)	(509,282)
ID Billing To CDA Bookkeeping	(66,983)	(69,491)	(68,400)	(70,207)	(70,207)
<b>TOTAL</b>	<b>\$ (496,262)</b>	<b>\$ (573,213)</b>	<b>\$ (566,611)</b>	<b>\$ (579,489)</b>	<b>\$ (579,489)</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To CDA	335,003	735,836	475,180	537,245	537,245
<b>TOTAL</b>	<b>\$ 335,003</b>	<b>\$ 735,836</b>	<b>\$ 475,180</b>	<b>\$ 537,245</b>	<b>\$ 537,245</b>

# CDA Housing Operations

Function: Planning & Development

## Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	59,623	1.00	60,302	1.00	62,740	-	-
ADMIN CLERK	20	1.00	47,842	1.00	48,443	1.00	50,402	-	-
ADMIN SUPVSR	18	-	-	2.00	119,133	2.00	123,951	-	-
CDA HEARING EXAMINER	18	1.00	53,677	1.00	69,375	1.00	72,181	-	-
CDA SECURITY MONITOR	16	0.60	48,075	0.60	24,850	0.60	25,854	-	-
CLERK	20	1.00	36,161	1.00	37,336	1.00	38,845	-	-
CUSTODIAL WKR	16	4.00	196,807	4.00	204,025	4.00	212,275	-	-
HOUSING SPECIALIST	20	5.00	308,138	5.00	302,392	5.00	314,620	-	-
HSG ASST OUTREACH COORD	20	0.50	30,830	0.50	31,526	0.50	32,800	-	-
HSG ASST PROGRAM SUPV	18	1.00	64,157	1.00	63,911	1.00	66,496	-	-
HSG MAINT WKR	16	5.00	281,832	5.00	269,792	5.00	280,700	-	-
HSG MOD GRTS MGR	18	1.00	85,269	1.00	63,911	1.00	66,496	-	-
HSG OPER ANALYST	18	1.00	82,223	1.00	81,908	1.00	85,220	-	-
HSG OPER PROG MGR	18	1.00	117,810	1.00	123,968	1.00	128,981	-	-
HSG SITE MGR	18	3.00	248,192	3.00	270,554	3.00	281,495	-	-
INFORMATION CLERK	20	2.00	68,194	2.00	72,107	2.00	75,022	-	-
MAINT MECH	16	4.00	256,664	4.00	258,444	4.00	268,894	-	-
NEW POSITION	xx	-	-	3.00	240,000	3.00	240,000	-	-
PAINTER	71	1.00	61,246	1.00	61,011	1.00	63,478	-	-
PROG ASST	17	3.00	177,285	1.00	49,381	1.00	51,378	-	-
PROG ASST	20	5.00	269,505	5.00	285,557	5.00	297,104	-	-
SECTION 8 INSPECTOR	16	2.00	119,106	2.00	119,376	2.00	124,203	-	-
TENANT SVS AIDE	20	4.00	207,660	4.00	212,863	4.00	221,469	-	-
<b>TOTAL</b>		<b>47.10</b>	<b>\$ 2,820,295</b>	<b>50.10</b>	<b>\$ 3,070,165</b>	<b>50.10</b>	<b>\$ 3,184,604</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



# CDA Redevelopment

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## *Agency Overview*

### Agency Mission

The mission of Community Development Authority (CDA) Redevelopment is to carry out various housing and redevelopment initiatives on behalf of the City, with powers and duties provided by State Statutes.

### Agency Overview

The Agency provides assisted housing development and management, neighborhood revitalization, housing financing and rehabilitation, and oversees urban renewal and redevelopment. As the City's housing authority, the CDA is charged with planning the redevelopment of areas where unsafe housing exists and with providing safe and sanitary dwelling accommodations for persons of low income. Acting as the redevelopment authority, the CDA provides for the elimination and prevention of substandard, deteriorated, and blighted areas through redevelopment activities. In addition, the Common Council has designated, by ordinance, the CDA as the administrative entity for the City's various housing rehabilitation and home buyers' assistance loan programs.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Adjusts the personnel budget to reflect current staff allocations, reduces salary savings to reflect filling of the vacant Housing Specialist position, and reduces hourly wages for elimination of internship program.
- Eliminates the budget for non-dwelling rent revenue, management services, and principal payments. The budget and actual transaction for these items have been used as a crosswalk between the City's financial system and The Village on Park property manager. In 2020, this practice will be discontinued in favor of maintaining The Village on Park finances with the contracted property manager and a third-party auditor.

**CDA Redevelopment****Function: Planning & Development***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
CDA	2,465,401	2,352,564	1,740,495	861,150	872,003
<b>TOTAL</b>	<b>\$ 2,465,401</b>	<b>\$ 2,352,564</b>	<b>\$ 1,740,495</b>	<b>\$ 861,150</b>	<b>\$ 872,003</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Redevelopment	2,465,401	2,352,564	1,740,495	861,150	872,003
<b>TOTAL</b>	<b>\$ 2,465,401</b>	<b>\$ 2,352,564</b>	<b>\$ 1,740,495</b>	<b>\$ 861,150</b>	<b>\$ 872,003</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(1,667,849)	(1,779,450)	(1,709,101)	(146,540)	(146,540)
Investments & Other Contributions	(409,638)	(278,114)	(271,496)	(314,610)	(314,610)
Misc Revenue	(16,318)	(205,000)	(19,175)	-	-
Other Financing Source	(371,595)	(90,000)	259,277	(400,000)	(410,853)
<b>TOTAL</b>	<b>\$ (2,465,401)</b>	<b>\$ (2,352,564)</b>	<b>\$ (1,740,495)</b>	<b>\$ (861,150)</b>	<b>\$ (872,003)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	85,998	116,779	49,096	135,618	143,618
Benefits	27,890	40,306	23,145	46,928	49,781
Supplies	-	1,300	162	2,500	2,500
Purchased Services	629,011	684,562	679,097	70,988	70,988
Debt & Other Financing	1,722,201	1,509,617	988,996	605,116	605,116
Inter Depart Charges	301	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,465,401</b>	<b>\$ 2,352,564</b>	<b>\$ 1,740,495</b>	<b>\$ 861,150</b>	<b>\$ 872,003</b>

*Service Overview*

**Service:** Redevelopment

**Citywide Element:** Neighborhoods and Housing

Service Description

This service oversees the Community Development Authority's (CDA) efforts to carry out various economic and redevelopment initiatives of the City. Active CDA redevelopment work includes: The Village on Park, public housing redevelopment in the Triangle, and the Allied Drive Neighborhood redevelopment. The CDA also operates more than 200 affordable apartments with long-term rent restrictions but no federally funded operating subsidy. The goals of this service are to redevelop aging public housing to improve living conditions for existing residents, ensure quality housing for low-income households continues, and undertake redevelopment activities that strengthen low and moderate-income neighborhoods by removing blight and constructing high-quality affordable housing.

Major Budget Changes

- Personnel budget reflects current staff allocations, reduces salary savings to reflect filling of the vacant Housing Specialist position, and reduces hourly wages for elimination of internship program (\$31,000).
- Elimination of the budget for non-dwelling rent revenue. The budget and actual transaction for non-dwelling rent has been used as a crosswalk between the City's financial system and The Village on Park property manager. In 2020, this practice will be discontinued in favor of maintaining The Village on Park finances with the contracted property manager and a third-party auditor, meaning that the revenue will not go through the City's financial system (\$1.69m).
- Elimination of the budget for management services and principal payments. The budget and actual transaction of management services and principal payments have been used as a crosswalk between the City's financial system and The Village on Park property manager. These are the offsetting expenses to the non-dwelling rent revenue. In 2020, this practice will be discontinued in favor of maintaining The Village on Park finances with the contracted property manager and a third-party auditor, meaning that these expenses will not go through the City's financial system (\$1.27m).
- The remaining principal and interest included in the budget are for the payment of lease revenue bonds and loans issued for other redevelopment projects.

Activities Performed by this Service

- Housing Asset Management: Oversee contracts with property managers to administer housing projects.
- Commercial Asset Management: Oversee operations at The Village on Park by managing a contract with a property management company.
- Staffing the CDA Board: As a separate public entity, the CDA is governed by a Board of Commissioners. CDA staff and assigned city staff support the operation of the Board and its committees.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	2,465,401	2,352,564	1,740,495	861,150	872,003
<b>TOTAL</b>	<b>\$ 2,465,401</b>	<b>\$ 2,352,564</b>	<b>\$ 1,740,495</b>	<b>\$ 861,150</b>	<b>\$ 872,003</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(2,465,401)	(2,352,564)	(1,740,495)	(861,150)	(872,003)
Personnel	113,888	157,085	72,241	182,546	193,399
Non-Personnel	2,351,212	2,195,479	1,668,254	678,604	678,604
Agency Charges	301	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CDA Redevelopment

Function: Planning & Development

Line Item Detail

Agency Primary Fund: CDA

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Development Fees	(8,699)	(28,000)	(21,440)	(25,040)	(25,040)
Reimbursement Of Expense	(19,206)	(60,450)	(17,661)	(121,500)	(121,500)
Non Dwelling Rent	(1,639,944)	(1,691,000)	(1,670,000)	-	-
<b>TOTAL</b>	<b>\$ (1,667,849)</b>	<b>\$ (1,779,450)</b>	<b>\$ (1,709,101)</b>	<b>\$ (146,540)</b>	<b>\$ (146,540)</b>

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(409,638)	(278,114)	(271,496)	(314,610)	(314,610)
<b>TOTAL</b>	<b>\$ (409,638)</b>	<b>\$ (278,114)</b>	<b>\$ (271,496)</b>	<b>\$ (314,610)</b>	<b>\$ (314,610)</b>

Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(16,318)	(205,000)	(19,175)	-	-
<b>TOTAL</b>	<b>\$ (16,318)</b>	<b>\$ (205,000)</b>	<b>\$ (19,175)</b>	<b>\$ -</b>	<b>\$ -</b>

Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(371,595)	(90,000)	332,161	(400,000)	(400,000)
Fund Balance Applied	-	-	(72,884)	-	(10,853)
<b>TOTAL</b>	<b>\$ (371,595)</b>	<b>\$ (90,000)</b>	<b>\$ 259,277</b>	<b>\$ (400,000)</b>	<b>\$ (410,853)</b>

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	62,516	176,175	42,502	197,813	205,813
Salary Savings	-	(103,196)	-	(87,695)	(87,695)
Pending Personnel	-	25,600	-	25,000	25,000
Premium Pay	5	-	-	-	-
Compensated Absence	1,459	-	-	-	-
Hourly Wages	21,447	18,000	5,682	-	-
Overtime Wages Permanent	487	200	912	500	500
Overtime Wages Hourly	85	-	-	-	-
<b>TOTAL</b>	<b>\$ 85,998</b>	<b>\$ 116,779</b>	<b>\$ 49,096</b>	<b>\$ 135,618</b>	<b>\$ 143,618</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	7,193	15,344	5,059	19,395	20,092
Wage Insurance Benefit	303	72	212	186	186
WRS	4,509	11,539	3,666	12,956	13,892
FICA Medicare Benefits	6,354	13,351	4,208	14,391	15,611
Pension Expense	9,530	-	10,000	-	-
<b>TOTAL</b>	<b>\$ 27,890</b>	<b>\$ 40,306</b>	<b>\$ 23,145</b>	<b>\$ 46,928</b>	<b>\$ 49,781</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Copy Printing Supplies	-	-	71	-	-
Hardware Supplies	-	-	-	2,000	2,000
Postage	-	100	91	-	-
Work Supplies	-	1,000	-	500	500
Equipment Supplies	-	200	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,300</b>	<b>\$ 162</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>

# CDA Redevelopment

Function: Planning & Development

*Line Item Detail*

Agency Primary Fund: CDA

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Electricity	-	1,000	-	1,000	1,000
Water	3,834	4,300	3,651	4,300	4,300
Stormwater	299	500	352	400	400
Building Improv Repair Maint	250	-	59,180	-	-
Landscaping	4,637	8,000	5,000	6,000	6,000
Conferences & Training	957	3,000	195	3,000	3,000
Appraisal Services	600	2,000	-	1,000	1,000
Audit Services	8,200	10,000	8,200	10,000	10,000
Legal Services	1,440	-	-	-	-
Mortgage & Title Services	650	-	-	-	-
Management Services	561,652	610,000	561,652	-	-
Advertising Services	55	500	-	500	500
Other Services & Expenses	7,913	5,288	5,331	5,288	5,288
Property Insurance	38,525	39,974	35,535	39,500	39,500
<b>TOTAL</b>	<b>\$ 629,011</b>	<b>\$ 684,562</b>	<b>\$ 679,097</b>	<b>\$ 70,988</b>	<b>\$ 70,988</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	797,480	669,611	-	5,002	5,002
Interest	433,184	308,900	271,496	268,364	268,364
Bond Notes Issuance Services	(6,015)	-	-	-	-
Paying Agent Services	2,175	21,860	2,500	7,380	7,380
PILOT	70,000	110,000	85,000	85,000	85,000
Depreciation	-	-	630,000	-	-
Fund Balance Generated	425,377	399,246	-	239,370	239,370
<b>TOTAL</b>	<b>\$ 1,722,201</b>	<b>\$ 1,509,617</b>	<b>\$ 988,996</b>	<b>\$ 605,116</b>	<b>\$ 605,116</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Traffic Eng	301	-	-	-	-
<b>TOTAL</b>	<b>\$ 301</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# CDA Redevelopment

# Function: Planning & Development

## Position Summary

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
CDA EXECUTIVE DIR	18	1.00	87,695	1.00	87,358	1.00	90,890	-	-
HSG INIT SPEC	18	1.00	69,376	1.00	69,375	1.00	72,181	-	-
<b>TOTAL</b>		<b>2.00</b>	<b>\$ 157,071</b>	<b>2.00</b>	<b>\$ 156,733</b>	<b>2.00</b>	<b>\$ 163,071</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Civil Rights

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## *Agency Overview*

### Agency Mission

The mission of the Department of Civil Rights is to provide management and coordination of the City's affirmative action and disability rights and equal opportunity responsibilities (including oversight of the Divisions of Affirmative Action, Equal Opportunities, and the Disability Rights and Services Program).

### Agency Overview

The Agency is responsible for the management, development, and implementation of Chapter 39 of the Madison General Ordinances. The goals of Civil Rights are to assist City agencies and contractors to further diversify workforce and reduce underrepresentation among women, people of color, and individuals with disabilities; provide additional training venues, subjects, and opportunities for City employees, community members, contractors and their employees; provide more direct contact with under-served segments of the community; reduce case processing time and increase the amount of contracted cases from the Equal Employment Opportunity Commission (EEOC).

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for increased language access services to respond to increased demand for services, including during the 2020 Census (\$10,000).

**Civil Rights****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,729,017	1,855,926	1,970,673	1,979,342	2,055,980
Other Grants	25,870	39,227	44,420	44,420	44,420
<b>TOTAL</b>	<b>\$ 1,754,887</b>	<b>\$ 1,895,153</b>	<b>\$ 2,015,093</b>	<b>\$ 2,023,762</b>	<b>\$ 2,100,400</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Civil Rights	1,754,887	1,895,153	2,015,093	2,023,762	2,100,400
<b>TOTAL</b>	<b>\$ 1,754,887</b>	<b>\$ 1,895,153</b>	<b>\$ 2,015,093</b>	<b>\$ 2,023,762</b>	<b>\$ 2,100,400</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Investments & Other Contributions	(450)	-	-	-	-
<b>TOTAL</b>	<b>\$ (450)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,191,019	1,300,037	1,329,237	1,386,316	1,440,439
Benefits	330,207	338,528	357,926	368,262	390,777
Supplies	24,748	16,422	42,873	17,345	17,345
Purchased Services	206,065	236,505	281,397	246,086	246,086
Inter Depart Charges	3,299	3,661	3,661	5,753	5,753
<b>TOTAL</b>	<b>\$ 1,755,337</b>	<b>\$ 1,895,153</b>	<b>\$ 2,015,093</b>	<b>\$ 2,023,762</b>	<b>\$ 2,100,400</b>



# Civil Rights

Function: Administration

## Service Overview

Service: Civil Rights

Citywide Element: Economy and Opportunity

### Service Description

This service is responsible for Affirmative Action, Disability Rights, and Equal Opportunities. The goals of this service are to: (1) assist City agencies to further diversify workforce and reduce under-representation among women, people of color, and individuals with disabilities, (2) assist City contractors to further diversify workforce and reduce under-representation among women, people of color, and individuals with disabilities, (3) provide additional training venues, subjects and opportunities, (4) provide more direct contact with under-served segments of the community, and (5) reduce case processing time and increase amount of contracted cases from the Equal Employment Opportunities Commission.

### Major Budget Changes

- Increases funding for the Language Access Program by \$10,000 from \$122,000 to \$132,000.
- Maintains funding for the Racial Equity and Social Justice program at \$50,000.
- Increases funding for annual maintenance costs for the Case Management software program that went live in 2019 (\$7,000).
- Includes assumed grant revenue from the Equal Employment Opportunity Commission grant for expenses anticipated in 2020 (\$44,000).

### Activities Performed by this Service

- Administration: Manage Civil Rights personnel, initiatives, and budget.
- Language Access: Implement city-wide language access program and coordinate all language requests.
- Disability Rights Compliance: Ensure Americans with Disabilities Act compliance for City assets including playgrounds, polling places, and Metro.
- Employment Opportunities: Operate internship programs and Job Skills Bank, and conduct reporting on City employee demographics.
- Contractor Responsibilities: Review Affirmative Action Plans, audit contractor affirmative action compliance, and provide technical assistance on affirmative action contract requirements.
- Racial Equity and Social Justice: Provide equity training to City employees, and develop and maintain tools and policy to advance equity in the City.
- Discrimination Complaints: Investigate and process complaints and appeals, and conduct mediation and hearings.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,729,017	1,855,926	1,970,673	1,979,342	2,055,980
Other-Expenditures	25,870	39,227	44,420	44,420	44,420
<b>TOTAL</b>	<b>\$ 1,754,887</b>	<b>\$ 1,895,153</b>	<b>\$ 2,015,093</b>	<b>\$ 2,023,762</b>	<b>\$ 2,100,400</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(450)	-	-	-	-
Personnel	1,521,225	1,638,565	1,687,162	1,754,578	1,831,216
Non-Personnel	230,813	252,927	324,270	263,431	263,431
Agency Charges	3,299	3,661	3,661	5,753	5,753
<b>TOTAL</b>	<b>\$ 1,754,887</b>	<b>\$ 1,895,153</b>	<b>\$ 2,015,093</b>	<b>\$ 2,023,762</b>	<b>\$ 2,100,400</b>

# Civil Rights

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(450)	-	-	-	-
<b>TOTAL</b>	<b>\$ (450)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,131,678	1,258,429	1,256,811	1,341,860	1,395,983
Salary Savings	-	(21,916)	-	(21,916)	(21,916)
Premium Pay	56	-	263	-	-
Compensated Absence	14,899	7,533	4,413	7,533	7,533
Hourly Wages	43,928	34,489	67,749	34,489	34,489
Overtime Wages Permanent	457	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,191,019</b>	<b>\$ 1,278,535</b>	<b>\$ 1,329,237</b>	<b>\$ 1,361,966</b>	<b>\$ 1,416,089</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	161,188	157,390	173,425	178,443	187,819
Wage Insurance Benefit	1,785	2,108	1,531	1,422	1,422
WRS	76,645	82,426	82,321	87,892	94,229
FICA Medicare Benefits	87,308	93,201	97,129	96,872	103,674
Post Employment Health Plans	3,280	3,403	3,519	3,633	3,633
<b>TOTAL</b>	<b>\$ 330,207</b>	<b>\$ 338,528</b>	<b>\$ 357,926</b>	<b>\$ 368,262</b>	<b>\$ 390,777</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	2,420	-	-
Office Supplies	1,851	1,700	1,856	1,700	1,700
Copy Printing Supplies	5,097	2,157	3,743	2,157	2,157
Hardware Supplies	1,605	600	1,375	600	600
Software Lic & Supplies	458	400	174	400	400
Postage	4,162	3,800	4,089	3,800	3,800
Books & Subscriptions	1,195	308	308	308	308
Work Supplies	3,076	500	3,000	500	500
Food And Beverage	403	-	5,702	-	-
<b>TOTAL</b>	<b>\$ 17,846</b>	<b>\$ 9,465</b>	<b>\$ 22,668</b>	<b>\$ 9,465</b>	<b>\$ 9,465</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	938	3,100	748	3,100	3,100
Facility Rental	4	-	12	-	-
Custodial Bldg Use Charges	33,747	38,167	38,167	38,383	38,383
Comm Device Mntc	2,507	2,070	8,123	2,070	2,070
System & Software Mntc	2,522	-	1,930	7,000	7,000
Recruitment	294	-	-	-	-
Mileage	-	50	96	50	50
Conferences & Training	31,794	51,000	51,000	51,000	51,000
Memberships	1,941	4,450	4,450	4,450	4,450
Storage Services	35	150	36	150	150
Consulting Services	-	-	14,500	-	-
Advertising Services	705	250	1,000	1,193	1,193
Interpreters Signing Services	109,182	122,000	135,000	122,000	122,000
Other Services & Expenses	3,428	4,500	2,120	4,500	4,500
<b>TOTAL</b>	<b>\$ 187,097</b>	<b>\$ 225,737</b>	<b>\$ 257,182</b>	<b>\$ 233,896</b>	<b>\$ 233,896</b>

**Civil Rights****Function: Administration***Line Item Detail***Agency Primary Fund: General**

## Inter-Departmental Charges

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
ID Charge From Insurance	2,438	2,857	2,857	5,028	5,028
ID Charge From Workers Comp	861	804	804	725	725
<b>TOTAL</b>	<b>\$ 3,299</b>	<b>\$ 3,661</b>	<b>\$ 3,661</b>	<b>\$ 5,753</b>	<b>\$ 5,753</b>

# Civil Rights

## Function: Administration

### Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
AA MGR	18	1.00	89,246	1.00	102,377	1.00	106,517	-	-
ADMIN CLERK	20	2.00	97,914	2.00	95,961	2.00	99,839	-	-
AFF ACTION SPEC	18	1.00	78,990	1.00	82,991	1.00	86,347	-	-
CIVIL RIGHTS DIR	21	1.00	123,233	1.00	123,988	1.00	129,002	-	-
CONTRACT COMP SPEC	18	3.00	201,461	3.00	197,046	3.00	205,013	-	-
DR & PS COORD	18	1.00	78,416	1.00	78,116	1.00	81,275	-	-
EO INV/CONC	18	3.00	186,515	3.00	212,742	3.00	221,345	-	-
EQ OPPT MGR	18	1.00	96,138	1.00	107,023	1.00	111,352	-	-
EQUILTY COORD	18	1.00	79,917	1.00	85,878	1.00	89,351	-	-
HEARING EXAM	23	1.00	156,149	1.00	155,551	1.00	161,842	-	-
PARALEGAL/MEDIATOR	18	1.00	61,433	1.00	66,487	1.00	69,175	-	-
PROG ASST	17	1.00	47,695	1.00	48,095	1.00	50,040	-	-
PROG ASST	20	1.00	48,630	1.00	48,944	1.00	50,922	-	-
<b>TOTAL</b>		<b>18.00</b>	<b>\$ 1,345,737</b>	<b>18.00</b>	<b>\$ 1,405,199</b>	<b>18.00</b>	<b>\$ 1,462,020</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Clerk

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## *Agency Overview*

### Agency Mission

The mission of the Clerk's Office is to provide equitable access to open government by promoting inclusion and full participation of all residents in the democratic process.

### Agency Overview

The Agency facilitates the right to vote, provides access to open meetings and open records, offers impartial license administration, and supports the legislative process. The goal of the Clerk's Office is to increase access to open government. The Clerk's Office will advance this goal by remaining engaged in the Racial Equity and Social Justice Initiative (RESJI) and Neighborhood Resource Teams; streamlining City agency approvals of license applications; continuing computer-free voter registration at community centers, food pantries, and community events; developing informative materials to increase compliance with the city's lobbying ordinance; and posting committee meeting agendas more than 48 hours in advance.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- The 2020 Statewide election cycle, including a presidential election. The anticipated cost of administering the 2020 election is \$2.1 million, a \$650,000 increase from 2019. The increased funding includes staffing levels to maintain a 15-minute wait time on Election Day, and expanding the use of the Express Votes tool to in-person absentee voting.
- Increasing the Department's staffing level by 1.4 FTEs. The 2020 Executive Budget creates a new Certified Municipal Clerk position and upgrades an existing part time position to full time. This increase is offset by assuming City staff will provide Election Day staffing support at the polls, reducing the City's reliance on hourly staffing. (\$75,000)

**Clerk****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,227,824	1,736,064	1,706,873	2,927,828	2,952,498
<b>TOTAL</b>	<b>\$ 2,227,824</b>	<b>\$ 1,736,064</b>	<b>\$ 1,706,873</b>	<b>\$ 2,927,828</b>	<b>\$ 2,952,498</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Clerk	2,227,824	1,736,064	1,706,873	2,927,828	2,952,498
<b>TOTAL</b>	<b>\$ 2,227,824</b>	<b>\$ 1,736,064</b>	<b>\$ 1,706,873</b>	<b>\$ 2,927,828</b>	<b>\$ 2,952,498</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
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## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,708,127	1,106,651	1,136,529	2,271,874	2,285,039
Benefits	223,491	206,026	201,956	195,304	205,393
Supplies	143,095	225,500	164,256	164,000	164,000
Purchased Services	148,009	196,671	202,916	295,158	295,158
Inter Depart Charges	5,102	5,736	5,736	6,012	6,012
Inter Depart Billing	-	(4,520)	(4,520)	(4,520)	(3,104)
Transfer Out	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,227,824</b>	<b>\$ 1,736,064</b>	<b>\$ 1,706,873</b>	<b>\$ 2,927,828</b>	<b>\$ 2,952,498</b>

# Clerk

Function: Administration

## Service Overview

Service: Clerk

Citywide Element: Effective Government

### Service Description

This service administers elections for the City of Madison and processes license applications for alcohol sales, bartenders, health licenses, and other City licenses. Campaign finance reports, lobbyist filings, and any claims or lawsuits filed against the City are filed with the Clerk's Office. The goal of this service is to improve access to the democratic process, open government, and licensed business establishments.

### Major Budget Changes

- Full funding for costs associated with administering the 2020 Elections. These costs include:
  - o Staffing costs including overtime, hourly wages, and poll workers: \$493,000
  - o Election Supplies: \$90,000
  - o Election equipment and maintenance: \$123,000
- Creates a new Municipal Clerk position and upgrades an existing part-time position to full time, increasing the Department's position count by 1.4 FTEs. Costs associated with the new positions are offset by reductions to election official wages. (\$75,000).

### Activities Performed by this Service

- Election Administration: Administer elections for the City of Madison, including voter registration, issuing absentee ballots, hiring and training poll workers, setting up polling locations, testing election equipment to ensure accurate vote counts, certifying local nomination papers, auditing campaign finance reports, certifying local election results, and managing the quality of data within the state's voter registration system.
- Council and Committee Support: Provide impartial staff support to the Common Council, Alcohol License Review Committee, Police & Fire Commission, and Madison Police Department Policy and Procedure Review Ad Hoc Committee.; posts City meeting agendas to comply with the open meetings law; and train committee staff on how use the legislative software.
- Licensing Administration: Act as the filing officer for many types of city licenses, including alcohol sales, secondhand stores, door-to-door salespersons, taxicab companies, theaters, tobacco sales, and transient merchants; and process license applications for Public Health for Madison and Dane County, including restaurants, hotels, swimming pools, campground sites, temporary food establishments, and tattoo and body piercing establishments.
- Public Records Retention: Act as records custodian for City records, including contracts, Council proceedings, and the minutes of committee, board, and commission meetings.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,227,824	1,736,064	1,706,873	2,927,828	2,952,498
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,227,824</b>	<b>\$ 1,736,064</b>	<b>\$ 1,706,873</b>	<b>\$ 2,927,828</b>	<b>\$ 2,952,498</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,931,618	1,312,677	1,338,485	2,467,178	2,490,432
Non-Personnel	291,103	422,171	367,171	459,158	459,158
Agency Charges	5,102	1,216	1,216	1,492	2,908
<b>TOTAL</b>	<b>\$ 2,227,824</b>	<b>\$ 1,736,064</b>	<b>\$ 1,706,873</b>	<b>\$ 2,927,828</b>	<b>\$ 2,952,498</b>

**Clerk****Function: Administration***Line Item Detail***Agency Primary Fund: General**

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	476,441	535,713	499,132	516,916	537,816
Salary Savings	-	(18,179)	-	(18,179)	(18,179)
Pending Personnel	-	-	-	32,735	75,000
Premium Pay	942	-	480	-	-
Compensated Absence	7,579	-	420	-	-
Hourly Wages	151,182	38,271	81,581	219,006	219,006
Overtime Wages Permanent	64,005	30,846	32,725	64,996	64,996
Overtime Wages Hourly	7,072	-	16,521	-	-
Election Officials Wages	1,000,906	520,000	505,670	1,456,400	1,406,400
<b>TOTAL</b>	<b>\$ 1,708,127</b>	<b>\$ 1,106,651</b>	<b>\$ 1,136,529</b>	<b>\$ 2,271,874</b>	<b>\$ 2,285,039</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	124,875	124,702	104,793	118,190	124,161
Wage Insurance Benefit	2,045	2,057	1,867	1,820	1,820
IATSE Health Benefit	1,199	-	1,387	-	-
WRS	36,901	35,092	35,395	32,270	34,601
FICA Medicare Benefits	54,403	39,954	54,151	38,518	40,305
Post Employment Health Plans	4,068	4,221	4,364	4,506	4,506
<b>TOTAL</b>	<b>\$ 223,491</b>	<b>\$ 206,026</b>	<b>\$ 201,956</b>	<b>\$ 195,304</b>	<b>\$ 205,393</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	5,481	5,500	2,923	5,500	5,500
Copy Printing Supplies	46,853	28,000	35,847	70,000	70,000
Election Supplies	32,441	157,000	81,255	28,500	28,500
Hardware Supplies	171	-	-	-	-
Software Lic & Supplies	-	-	1,300	-	-
Postage	58,149	35,000	42,367	60,000	60,000
Equipment Supplies	-	-	565	-	-
<b>TOTAL</b>	<b>\$ 143,095</b>	<b>\$ 225,500</b>	<b>\$ 164,256</b>	<b>\$ 164,000</b>	<b>\$ 164,000</b>



**Clerk****Function: Administration***Line Item Detail***Agency Primary Fund: General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	628	3,595	667	318	318
Cellular Telephone	1,115	4,750	488	1,400	1,400
Facility Rental	23,915	24,206	24,257	24,812	24,812
Custodial Bldg Use Charges	41,754	48,705	48,705	48,705	48,705
Equipment Mntc	12,358	62,685	59,685	13,610	13,610
System & Software Mntc	780	-	1,624	-	-
Rental Of Equipment	-	-	-	127,400	127,400
Mileage	3,089	-	1,491	-	-
Conferences & Training	2,819	7,500	7,500	7,500	7,500
Memberships	640	520	550	800	800
Delivery Freight Charges	34,568	18,000	17,311	45,000	45,000
Storage Services	2,821	2,400	2,215	2,613	2,613
Advertising Services	21,084	24,310	27,719	23,000	23,000
Printing Services	625	-	7,789	-	-
Transcription Services	967	-	1,695	-	-
Other Services & Expenses	845	-	1,220	-	-
<b>TOTAL</b>	<b>\$ 148,009</b>	<b>\$ 196,671</b>	<b>\$ 202,916</b>	<b>\$ 295,158</b>	<b>\$ 295,158</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Traffic Eng	971	900	900	900	900
ID Charge From Insurance	2,839	4,112	4,112	4,302	4,302
ID Charge From Workers Comp	1,292	724	724	810	810
<b>TOTAL</b>	<b>\$ 5,102</b>	<b>\$ 5,736</b>	<b>\$ 5,736</b>	<b>\$ 6,012</b>	<b>\$ 6,012</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	(565)	(565)	(565)	(388)
ID Billing To Monona Terrace	-	(565)	(565)	(565)	(388)
ID Billing To Golf Courses	-	(565)	(565)	(565)	(388)
ID Billing To Parking	-	(565)	(565)	(565)	(388)
ID Billing To Sewer	-	(565)	(565)	(565)	(388)
ID Billing To Stormwater	-	(565)	(565)	(565)	(388)
ID Billing To Transit	-	(565)	(565)	(565)	(388)
ID Billing To Water	-	(565)	(565)	(565)	(388)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (4,520)</b>	<b>\$ (4,520)</b>	<b>\$ (4,520)</b>	<b>\$ (3,104)</b>

**Clerk**

**Function: Administration**

*Position Summary*

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	56,359	-	-	-	-	-	-
ADMIN SUPVSR	18	-	-	1.00	57,765	1.00	60,100	-	-
CERT MUNI CLK	20	6.60	362,138	7.00	341,217	7.00	355,012	-	-
CITY CLERK	21	1.00	117,216	1.00	117,934	1.00	122,704	-	-
NEW POSITION	xx	-	-	-	-	1.00	50,000	-	-
<b>TOTAL</b>		<b>8.60</b>	<b>\$ 535,713</b>	<b>9.00</b>	<b>\$ 516,916</b>	<b>10.00</b>	<b>\$ 587,816</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Common Council

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## *Agency Overview*

### Agency Mission

The mission of the Common Council is to represent the residents of Madison by promoting the safety, health, and general well-being of the community.

### Agency Overview

Alders represent the City's 20 aldermanic districts and are led by a Council President and President Pro Tem that are elected annually in the spring.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Continuation of individual Alder budgets at the current level (\$2,425 per Alder).
- Continuation of benefits for Alders including WRS and health insurance (\$81,300).
- A Youth Summit planned for 2020 (\$3,000).

**Common Council****Function:****General Government***Budget Overview*

## Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
General	752,337	831,869	820,569	846,199	867,090
<b>TOTAL</b>	<b>\$ 752,337</b>	<b>\$ 831,869</b>	<b>\$ 820,569</b>	<b>\$ 846,199</b>	<b>\$ 867,090</b>

## Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Common Council	752,337	831,869	820,569	846,199	867,090
<b>TOTAL</b>	<b>\$ 752,337</b>	<b>\$ 831,869</b>	<b>\$ 820,569</b>	<b>\$ 846,199</b>	<b>\$ 867,090</b>

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Misc Revenue	(16,938)	(14,000)	(14,000)	(14,000)	(14,000)
<b>TOTAL</b>	<b>\$ (16,938)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Salaries	556,397	590,652	592,825	590,950	605,742
Benefits	120,161	153,179	120,299	160,963	167,062
Supplies	56,026	59,265	64,365	59,265	59,265
Purchased Services	33,006	39,160	53,467	39,232	39,232
Inter Depart Charges	3,685	3,613	3,613	9,789	9,789
<b>TOTAL</b>	<b>\$ 769,275</b>	<b>\$ 845,869</b>	<b>\$ 834,569</b>	<b>\$ 860,199</b>	<b>\$ 881,090</b>

# Common Council

Function: General Government

## Service Overview

Service: Common Council

Citywide Element: Effective Government

### Service Description

This service, established by State Statute, is responsible for policy determination for the City of Madison. The Council is comprised of 20 elected members, meets generally on the first and third Tuesdays of each month, and acts on proposed legislation, policy matters, and other City business. Council members also meet many times throughout the month in board, commission, and committee meetings. Information is received from and disseminated to constituents through meetings, newsletters, correspondence, phone calls, surveys, and questionnaires.

### Major Budget Changes

- Increased liability insurance expense to reflect actual experience (\$6,200).
- Funding for a Youth Summit event planned for 2020 (\$3,000).

### Activities Performed by this Service

- Policy and Budget Authorization: Adopt policies and budgets that support the Imagine Madison - Comprehensive Plan.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	752,337	831,869	820,569	846,199	867,090
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 752,337</b>	<b>\$ 831,869</b>	<b>\$ 820,569</b>	<b>\$ 846,199</b>	<b>\$ 867,090</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(16,938)	(14,000)	(14,000)	(14,000)	(14,000)
Personnel	676,558	743,831	713,124	751,913	772,804
Non-Personnel	89,031	98,425	117,832	98,497	98,497
Agency Charges	3,685	3,613	3,613	9,789	9,789
<b>TOTAL</b>	<b>\$ 752,337</b>	<b>\$ 831,869</b>	<b>\$ 820,569</b>	<b>\$ 846,199</b>	<b>\$ 867,090</b>

**Common Council**

**Function: General Government**

*Line Item Detail*

**Agency Primary Fund: General**

Misc Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Miscellaneous Revenue	(16,938)	(14,000)	(14,000)	(14,000)	(14,000)
<b>TOTAL</b>	<b>\$ (16,938)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>	<b>\$ (14,000)</b>

Salaries

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Permanent Wages	273,160	314,151	309,500	314,437	327,151
Premium Pay	30	25	25	25	25
Workers Compensation Wages	-	232	-	232	232
Compensated Absence	9,896	5,700	6,500	5,700	5,700
Hourly Wages	268,396	269,344	273,800	269,356	271,434
Overtime Wages Permanent	4,915	1,200	3,000	1,200	1,200
<b>TOTAL</b>	<b>\$ 556,397</b>	<b>\$ 590,652</b>	<b>\$ 592,825</b>	<b>\$ 590,950</b>	<b>\$ 605,742</b>

Benefits

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Health Insurance Benefit	32,566	85,490	40,000	85,490	87,402
Wage Insurance Benefit	1,006	889	1,515	1,514	1,514
WRS	35,225	22,503	30,205	37,181	39,306
FICA Medicare Benefits	42,309	44,297	45,351	36,778	38,840
Moving Expenses	8,500	-	1,878	-	-
Tuition	555	-	1,350	-	-
<b>TOTAL</b>	<b>\$ 120,161</b>	<b>\$ 153,179</b>	<b>\$ 120,299</b>	<b>\$ 160,963</b>	<b>\$ 167,062</b>

Supplies

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Office Supplies	16,462	26,500	26,500	26,500	26,500
Copy Printing Supplies	9,091	5,800	7,000	5,800	5,800
Furniture	6,529	-	-	-	-
Hardware Supplies	1,400	-	1,400	-	-
Software Lic & Supplies	207	-	-	-	-
Postage	21,109	26,765	26,765	26,765	26,765
Books & Subscriptions	265	200	200	200	200
Food And Beverage	964	-	2,500	-	-
<b>TOTAL</b>	<b>\$ 56,026</b>	<b>\$ 59,265</b>	<b>\$ 64,365</b>	<b>\$ 59,265</b>	<b>\$ 59,265</b>

**Common Council**

**Function: General Government**

*Line Item Detail*

**Agency Primary Fund: General**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	869	650	1,380	650	650
Cellular Telephone	846	-	60	-	-
Systems Comm Internet	748	-	916	-	-
Facility Rental	368	-	1,500	-	-
Custodial Bldg Use Charges	10,854	12,660	12,660	12,732	12,732
System & Software Mntc	402	-	476	-	-
Conferences & Training	17,419	25,500	25,500	25,000	25,000
Memberships	-	-	600	500	500
Delivery Freight Charges	887	250	250	250	250
Storage Services	42	100	100	100	100
Consulting Services	-	-	10,000	-	-
Advertising Services	100	-	-	-	-
Other Services & Expenses	470	-	25	-	-
<b>TOTAL</b>	<b>\$ 33,006</b>	<b>\$ 39,160</b>	<b>\$ 53,467</b>	<b>\$ 39,232</b>	<b>\$ 39,232</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Insurance	3,379	3,329	3,329	9,512	9,512
ID Charge From Workers Comp	306	284	284	277	277
<b>TOTAL</b>	<b>\$ 3,685</b>	<b>\$ 3,613</b>	<b>\$ 3,613</b>	<b>\$ 9,789</b>	<b>\$ 9,789</b>

**Common Council**

**Function: General Government**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
CC CHIEF OF STAFF	21	1.00	110,903	1.00	107,000	1.00	111,327	-	-
COMM CO LEG ANAL	18	1.00	78,416	1.00	73,889	1.00	76,876	-	-
LEGISLATIVE MGT SYSTEMS AN	17	1.00	66,429	1.00	71,513	1.00	74,405	-	-
PROG ASST	17	1.00	58,403	1.00	62,035	1.00	64,543	-	-
<b>TOTAL</b>		<b>4.00</b>	<b>\$ 314,151</b>	<b>4.00</b>	<b>\$ 314,437</b>	<b>4.00</b>	<b>\$ 327,151</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



# Community Development Division

## Agency Overview

### Agency Mission

The mission of the Community Development Division is to collaborate with residents, neighborhoods, and other community stakeholders to remove barriers to opportunity in order to support a more vibrant community, shared prosperity, and resident and community wellbeing.

### Agency Overview

The Agency accomplishes this mission by helping to expand access to affordable housing, improve economic opportunities, promote and support healthy, thriving neighborhoods, expand access to quality childcare for all children, support programming designed to enhance the quality of life for children and families, and promote successful aging of Madison's older adults.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Creates a new Infant and Early Childhood Mental Health Consultant (1.0 FTE classified as a Childcare Program Specialist 2) in the Childcare Unit in Community Support Services. This new position is funded by decreasing the Tuition Assistance budget in Childcare Services (\$91,000).
- Increases the General Fund support for community agency contracts by \$384,123 from \$10.42m to \$10.81m and decreases Community Development state and federal grant funding by \$335,000 from \$6.61m to \$6.28m.
- Fully funds the authorized 2020 request for proposals (RFP) for neighborhood center support (\$2.47m) and child and youth programming (\$255,000). The neighborhood center RFP is split between regular neighborhood center support (\$1.31m) and support for neighborhood center school-age youth programming (\$1.16m). The child and youth programming RFP is funding for non-neighborhood center school-age youth programming.
- Changes in contract funding are due to transferring existing funding across services in an effort to align funding around shared outcomes. Changes by service are shown below and explained in more detail in the Major Budget Changes presented by service:

Service	2019 Adopted			2020 Executive		
	Grant Fund	General Fund	Total	Grant Fund	General Fund	Total
Affordable Housing	4,658,938	1,407,938	6,066,876	4,568,268	1,718,938	6,287,206
Community Support Services		5,923,586	5,923,586		6,149,336	6,149,336
Economic Development & Employment Opportunities	1,299,723	1,600,588	2,900,311	1,214,723	1,842,588	3,057,311
Overall Program Administration		150,000	150,000		150,000	150,000
Strong Healthy Neighborhoods	656,286	1,341,277	1,997,563	496,500	946,650	1,443,150
<b>Total</b>	<b>6,614,947</b>	<b>10,423,389</b>	<b>17,038,336</b>	<b>6,279,491</b>	<b>10,807,512</b>	<b>16,858,508</b>

# Community Development

Function: Planning & Development

## Budget Overview

### Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	12,074,167	13,537,789	13,826,143	13,886,424	14,174,892
Community Development Grants	4,255,321	7,518,495	5,386,358	7,212,100	7,246,881
Other Grants	221,900	83,364	427,459	85,186	89,400
<b>TOTAL</b>	<b>\$ 16,551,388</b>	<b>\$ 21,139,648</b>	<b>\$ 19,639,960</b>	<b>\$ 21,183,710</b>	<b>\$ 21,511,173</b>

### Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Affordable Housing	4,472,033	6,661,813	5,128,486	6,867,968	6,912,276
Econ Dev & Emp Opportunities	2,072,617	3,100,937	2,485,254	3,278,079	3,289,538
Strong Healthy Neighborhoods	1,848,695	2,444,434	2,418,795	2,039,503	1,922,430
Community Support Services	7,065,687	7,698,853	8,387,596	7,812,462	8,166,359
Overall Program Administration	1,092,356	1,233,611	1,219,829	1,185,698	1,220,570
<b>TOTAL</b>	<b>\$ 16,551,388</b>	<b>\$ 21,139,648</b>	<b>\$ 19,639,960</b>	<b>\$ 21,183,710</b>	<b>\$ 21,511,173</b>

### Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(45,000)	(75,000)	(75,000)	(75,000)	(75,000)
Charges For Services	(27,213)	(48,000)	(28,041)	(33,000)	(33,000)
Investments & Other Contributions	(36,234)	(53,050)	(39,523)	(53,050)	(53,050)
Misc Revenue	(50,968)	(84,100)	(73,000)	(84,100)	(84,100)
Transfer In	(14,086)	-	-	-	-
<b>TOTAL</b>	<b>\$ (173,501)</b>	<b>\$ (260,150)</b>	<b>\$ (215,564)</b>	<b>\$ (245,150)</b>	<b>\$ (245,150)</b>

### Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,635,094	3,030,605	2,806,912	3,065,791	3,188,084
Benefits	849,406	864,817	958,043	861,991	911,490
Supplies	47,878	43,287	53,291	52,428	52,428
Purchased Services	13,133,359	17,299,211	15,884,277	17,262,469	17,418,140
Debt & Other Financing	-	30,728	10,809	45,000	45,000
Inter Depart Charges	166,101	258,943	178,150	271,164	271,164
Inter Depart Billing	(135,000)	(127,793)	(47,000)	(129,983)	(129,983)
Transfer Out	28,050	-	11,041	-	-
<b>TOTAL</b>	<b>\$ 16,724,889</b>	<b>\$ 21,399,798</b>	<b>\$ 19,855,523</b>	<b>\$ 21,428,860</b>	<b>\$ 21,756,323</b>

*Service Overview*

**Service:** Affordable Housing

**Citywide Element:** Neighborhoods and Housing

Service Description

This service supports partnerships with non-profit partners to preserve, improve, and expand the supply of affordable housing for homeowners and renters by supporting the rehabilitation of existing owner-occupied housing and development of new owner-occupied and rental housing. These funds are also used to help improve housing stability for homebuyers, renters, homeless, and special needs populations through the provision of homebuyer assistance, homeless services, and other housing resources. The goal of this service is to provide decent, safe, sanitary, and affordable housing opportunities for low and moderate-income households in order to enhance the stability of households, neighborhoods, and communities.

Major Budget Changes

- Assumed federal funding for Housing Supply and House Assistance program decreased by \$65,000 from \$5.06m to \$5.0m.
- General Fund support for Housing Assistance increased by \$311,000. The increase is primarily due to annualizing partial year funding for Tree Lane Support Services that were first funded in 2019 (\$286,000). Other funded contracts include Homeless Services (\$999,000), Beacon Day Shelter (\$200,000), Coordinated Entry (\$70,000), Homebuyer Readiness (\$20,000), and Eviction Services (\$145,000).

Activities Performed by this Service

- Housing Supply: Offering loans to help finance the development of new rental and owner-occupied housing and the rehabilitation of existing housing stock.
- Housing Assistance: Home-buying assistance, homebuyer education, overseeing fair housing practices, and other services that assist homeless and special needs populations.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,496,672	1,600,023	1,700,824	1,889,357	1,915,784
Other-Expenditures	2,975,361	5,061,790	3,427,661	4,978,611	4,996,492
<b>TOTAL</b>	<b>\$ 4,472,033</b>	<b>\$ 6,661,813</b>	<b>\$ 5,128,486</b>	<b>\$ 6,867,968</b>	<b>\$ 6,912,276</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(49,700)	(77,200)	(150,300)	(77,200)	(77,200)
Personnel	710,175	672,137	716,549	671,245	702,270
Non-Personnel	3,805,558	6,066,876	4,562,237	6,273,923	6,287,206
Agency Charges	6,000	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,472,033</b>	<b>\$ 6,661,813</b>	<b>\$ 5,128,486</b>	<b>\$ 6,867,968</b>	<b>\$ 6,912,276</b>

*Service Overview***Service:** Community Support Services**Citywide Element:** Economy and Opportunity

## Service Description

This service supports Madison's community services network and residents' access to resources and opportunities that can help them reach their full potential. This service includes multiple program areas: (1) Child Care Services and Support, (2) Child and Youth Programming, (3) Senior Adult Services, including operation of the Madison Senior Center, (4) Community Building and Engagement, (5) Access to Resources, and (6) Safety and Support Services. Contracted agencies funded by the service receive technical assistance, collaborative planning, and consultation from CDD staff, as needed. Goals for this service include supporting a continuum of services that promote positive youth development, enhance individual and household stability, and ensure equitable access to resources.

## Major Budget Changes

- The 2020 Executive Budget fully funds the 2020 neighborhood center RFP (\$2.47 million). The \$2.47 million RFP is split between Community Support Services and Strong Healthy Neighborhoods. Approximately \$1.16 million of the \$2.47 million is budgeted in Community Support Services for school-age youth programming at neighborhood centers. A separate RFP for non-neighborhood center school-age youth programming is also budgeted in Community Support Services (\$255,000).
- Childcare Services & Support - Creation of an Early Childhood Mental Health Specialist. This position was funded in the agency's base request by reducing funding for tuition assistance. The proposed reduction is based on actual utilization trends from prior years (\$91,000). Other funded items include Stabilization Funding (\$245,000), Tuition Assistance (\$447,000), and Childcare Grants (\$111,000).
- Youth Services - Funding increased by \$343,000 from \$829,000 to \$1.17 million. The increased funding annualizes contracts to expand youth services on Madison's west side targeted towards families living at Tree Lane (\$194,000). Funded contracts include Child & Youth Programming increase for 2020 RFPs (\$170,000), Restorative Justice (\$193,000), and other contracts (\$617,000), some of which will be going towards the 2020 RFPs.
- Crisis Support Services - Funding decreased by \$450,000 from \$1.72 million to \$1.27 million. At the proposed funding level, the 2020 budget restores funding for Peer Support contracts to the 2018 levels (\$200,000 reduction). Funded contracts include Peer Support – Madison-Area Urban Ministry (MUM) and Nehemiah (\$200,000 for each organization), Briarpatch youth shelter operations and runaway/homeless youth program (\$150,000), DAIS shelter and support and housing related aid (\$320,000), Rainbow early intervention and rapid response team (\$156,000), and Rape Crisis Center (\$163,000).
- Community Outreach-Resource Access - Funding increased by \$75,000 from \$676,000 to \$751,000. This increase reflects moving and combining contracts that were previously bid separately into a single program: Community Building and Engagement (CBE), Community Gardens, and Planning Councils. These funds will be bid out through an RFP in 2020, totaling \$315,000. The Executive Budget increases funding for CBE by \$115,000. This funding continues a one-time amendment approved in 2019 to enhance CBE activities. Funded contracts include Immigration Assistance (\$100,000), Worker Justice (\$9,573), and Community Building and Engagement (\$315,000).
- Children and Families - Funding increased by \$434,000 from \$928,000 to \$1.36 million. The Executive Budget reflects transferring the budget for respite and crisis care from Crisis Support Services to Children and Families. The Executive Budget also reflects transferring contracts for the Early Childcare program from Childcare Services. Funded contracts include RISE Respite/Crisis Care (\$235,000), Early Childhood RFP (\$65,000), DCPC/Reach Dane (\$306,000), Child & Youth Programming increase for 2020 RFPs (\$228,000), and other contracts (\$528,000), some of which will be going towards the 2020 RFPs.
- Services for Older Adults/Senior Center - Funding decreased by \$25,000 from \$805,000 to \$780,000. The reduction is due to the sunset of Senior Coalition Collaborative (\$25,000). Funded contracts include Southeast Asian Senior Programming (\$115,000), NewBridge case management, home chore volunteers, senior activities, and volunteer guardian program (\$584,000), Senior Center Foundation & Aging Mastery (\$9,600), and other contracts (\$81,000).

*Service Overview*

Activities Performed by this Service

- Youth Services: administer contracts with community partners to provide quality out-of-school time programming for middle and high school youth and coordinate the Madison-Area Out-of-School Time (MOST) initiative.
- Crisis Support Services: Administer contracts with community-based organizations that provide services and resources supporting persons affected by domestic violence, childhood trauma, sexual assault, youth homelessness, prison re-entry, and community violence prevention and intervention.
- Resource Access: Access to resources for historically marginalized communities and community building and engagement (CBE).
- Children and Families: Contracts with community-based organizations to provide quality early childhood and elementary school aged programming, childcare accreditation, support and training to improve the quality and capacity of childcare programs; and offers subsidies to help low-income households pay for quality childcare.
- Older Adults and Aging: Administer and monitor senior adult social service grants to non-profit agencies that provide essential services to older adults.
- Madison Senior Center: Support activities, events, and services that promote successful aging to adults, aged 55 and older, in the community.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	6,843,787	7,615,489	7,960,138	7,727,276	8,076,959
Other-Expenditures	221,900	83,364	427,459	85,186	89,400
<b>TOTAL</b>	<b>\$ 7,065,687</b>	<b>\$ 7,698,853</b>	<b>\$ 8,387,596</b>	<b>\$ 7,812,462</b>	<b>\$ 8,166,359</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(70,763)	(162,950)	(25,741)	(147,950)	(147,950)
Personnel	1,767,901	1,822,944	1,897,895	1,972,189	2,054,904
Non-Personnel	5,450,672	6,030,982	6,507,566	5,980,346	6,251,528
Agency Charges	(82,123)	7,877	7,877	7,877	7,877
<b>TOTAL</b>	<b>\$ 7,065,687</b>	<b>\$ 7,698,853</b>	<b>\$ 8,387,596</b>	<b>\$ 7,812,462</b>	<b>\$ 8,166,359</b>

# Community Development

Function: Planning & Development

## Service Overview

**Service:** Econ Dev & Emp Opportunities

**Citywide Element:** Economy and Opportunity

### Service Description

This service supports small businesses and entrepreneurs through technical assistance and loans. It also assists youth and adults facing barriers to employment by supporting a network of local partners offering job and career training, skill development, and other related services. The goal of this service is to improve economic opportunities for job seekers, entrepreneurs, and small business owners.

### Major Budget Changes

- Adult Workforce funding increased by \$279,000 from \$779,000 to \$1.06 million. The increase is due to funding for Park Edge/Park Ridge transferring from Stronger Healthy Neighborhoods. Funded contracts include Big Step (\$50,000), Park Edge/Park Ridge Neighborhood Employment Center (\$279,000), Urban League of Greater Madison (ULGM) ADVANCE Employment Services (\$105,000), ULGM Construction Employment Initiative (\$173,000), Vera Court Neighborhood Center (\$113,000), and other contracts (\$338,000).
- Youth Employment funding decreased by \$37,000 from \$822,000 to \$785,000. The decrease is driven by a \$35,000 reduction for the Wanda Fullmore Internship program with no anticipated decrease in the number of annual internships at the reduced level. Funded contracts include, Commonwealth Development – Wanda Fullmore Internship (\$95,000), Commonwealth Development – Youth Business Mentoring (\$110,000), Operation Fresh Start (OFS) – Invasive Species and Youth Parks Conservation Crew (\$74,000), OFS Strive and Youth Construction Pathways (\$177,000), Centro Youth Employment (\$58,000), Goodman Community Center – TEEN (\$60,000), and other contracts (\$211,000).
- Assumed grant funding for Small Business Microenterprise decreased by \$85,000 from \$500,000 to \$415,000. Funded contracts include Wisconsin Women’s Business Initiative Corporation (WWBIC) (\$183,000), Madison Black Chamber of Commerce (MBCC) Smarter Black Madison (\$31,000), Latino Chamber of Commerce (LCC) Small Business Initiative (\$36,000).
- Assumed grant funding for Job Creation and Community Business Development is unchanged at \$800,000. Funding goes towards business loans through the Madison Development Corporation Business Loan Program.

### Activities Performed by this Service

- Job Creation and Community Business Development: Provide loans to small businesses for projects that result in the creation of new jobs.
- Small Business (Micro-enterprise) Development: Provide technical assistance and small loans to entrepreneurs seeking to start new businesses.
- Adult Workforce Preparedness: Support community partners that offer a range of employment training, job readiness and career development services to persons who face obstacles to gainful employment.
- Youth Employment Opportunities and training: Support community partners providing age appropriate youth employment training, youth employment, and job coaching support.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,616,242	1,701,066	1,606,219	1,946,892	1,953,779
Other-Expenditures	456,375	1,399,871	879,034	1,331,187	1,335,759
<b>TOTAL</b>	<b>\$ 2,072,617</b>	<b>\$ 3,100,937</b>	<b>\$ 2,485,254</b>	<b>\$ 3,278,079</b>	<b>\$ 3,289,538</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	98,040	247,626	94,042	267,768	279,227
Non-Personnel	2,019,577	2,900,311	2,438,212	3,057,311	3,057,311
Agency Charges	(45,000)	(47,000)	(47,000)	(47,000)	(47,000)
<b>TOTAL</b>	<b>\$ 2,072,617</b>	<b>\$ 3,100,937</b>	<b>\$ 2,485,254</b>	<b>\$ 3,278,079</b>	<b>\$ 3,289,538</b>

# Community Development

Function: Planning & Development

## Service Overview

**Service:** Overall Program Administration

**Citywide Element:** Effective Government

### Service Description

This service supports general management and administrative functions for the Community Development Division, including staff's participation in citywide efforts and initiatives not specifically tied to one of the other services. The goal of this service is to respond to community needs by strengthening collaboration among community partners and providing effective and efficient coordination of City funding and resources.

### Major Budget Changes

- Funds the Emerging Opportunities grant program (\$150,000).

### Activities Performed by this Service

- Personnel/operations: Provide overall staffing, budgeting, and operational support to the division within the Community Development Block Grant (CDBG), childcare, community resources, and administration units.
- Emerging Opportunities Program: Contract with community-based organizations for small programs to work on emerging opportunities within the community.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	766,550	941,419	970,150	941,419	966,331
Other-Expenditures	325,806	292,192	249,678	244,279	254,239
<b>TOTAL</b>	<b>\$ 1,092,356</b>	<b>\$ 1,233,611</b>	<b>\$ 1,219,829</b>	<b>\$ 1,185,698</b>	<b>\$ 1,220,570</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(19,766)	-	-	-	-
Personnel	766,251	840,100	857,407	745,903	780,775
Non-Personnel	235,147	264,738	233,648	300,991	300,991
Agency Charges	110,724	128,773	128,773	138,804	138,804
<b>TOTAL</b>	<b>\$ 1,092,356</b>	<b>\$ 1,233,611</b>	<b>\$ 1,219,829</b>	<b>\$ 1,185,698</b>	<b>\$ 1,220,570</b>

# Community Development

Function: Planning & Development

## Service Overview

**Service:** Strong Healthy Neighborhoods

**Citywide Element:** Neighborhoods and Housing

### Service Description

This service focuses on strengthening neighborhoods through strategic investments in physical assets and amenities, including neighborhood centers and other facilities that provide public benefit. This service also assists other neighborhood-based planning and revitalization efforts. The goal of this service is to strengthen neighborhoods and build communities that bring people of diverse backgrounds together.

### Major Budget Changes

- The 2020 Executive Budget fully funds the 2020 neighborhood center RFP, totaling \$2.47 million. Neighborhood center support makes up \$1.31 million of the \$2.47 million RFP with the remainder going towards school-age youth programming in Community Support Services. Neighborhood center support increased by \$56,000 from \$1.25 million to \$1.31 million. The increase is primarily funded by a reduction in the Economic Development and Employment Opportunities service. Approximately \$366,000 of the \$1.31 million is funded by assumed federal grant funding.
- Transferred funding for operating subsidies for the Park Edge/Park Ridge Neighborhood Employment Center to the Economic Development and Employment Opportunities service (\$279,000).
- Transferred funding for planning council contracts and community gardens to Community Building and Engagement (CBE) activities in Community Support Services (\$94,000).
- Assumed grant funding for Capital Improvements for Community Organizations decreased by \$100,000.

### Activities Performed by this Service

- Neighborhood Centers: provide non-program specific support to neighborhood centers and for other community focal points.
- Capital Improvements for Community Organizations: offer loans to non-profit community partners to help finance capital projects that develop or improve community facilities that benefit public users.
- Neighborhood Revitalization Plans and Projects: work with neighborhood residents to develop specialized neighborhood plans that contribute to revitalization efforts and/or community improvements.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,350,916	1,679,792	1,588,811	1,381,480	1,262,039
Other-Expenditures	497,779	764,642	829,984	658,023	660,391
<b>TOTAL</b>	<b>\$ 1,848,695</b>	<b>\$ 2,444,434</b>	<b>\$ 2,418,795</b>	<b>\$ 2,039,503</b>	<b>\$ 1,922,430</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(33,272)	(20,000)	(39,523)	(20,000)	(20,000)
Personnel	142,134	312,615	199,062	270,677	282,398
Non-Personnel	1,698,333	2,110,319	2,217,756	1,747,326	1,618,532
Agency Charges	41,500	41,500	41,500	41,500	41,500
<b>TOTAL</b>	<b>\$ 1,848,695</b>	<b>\$ 2,444,434</b>	<b>\$ 2,418,795</b>	<b>\$ 2,039,503</b>	<b>\$ 1,922,430</b>



# Community Development

Function: Planning & Development

Line Item Detail

Agency Primary Fund: General

Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Unit of Gov Rev Op	(45,000)	(75,000)	(75,000)	(75,000)	(75,000)
<b>TOTAL</b>	<b>\$ (45,000)</b>	<b>\$ (75,000)</b>	<b>\$ (75,000)</b>	<b>\$ (75,000)</b>	<b>\$ (75,000)</b>

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Facility Rental	(23,944)	(43,000)	(25,000)	(30,000)	(30,000)
Reimbursement Of Expense	(569)	(2,800)	(741)	(800)	(800)
Application Fees	(2,700)	(2,200)	(2,300)	(2,200)	(2,200)
<b>TOTAL</b>	<b>\$ (27,213)</b>	<b>\$ (48,000)</b>	<b>\$ (28,041)</b>	<b>\$ (33,000)</b>	<b>\$ (33,000)</b>

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(36,234)	(53,050)	(39,523)	(53,050)	(53,050)
<b>TOTAL</b>	<b>\$ (36,234)</b>	<b>\$ (53,050)</b>	<b>\$ (39,523)</b>	<b>\$ (53,050)</b>	<b>\$ (53,050)</b>

Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(50,968)	(84,100)	(73,000)	(84,100)	(84,100)
<b>TOTAL</b>	<b>\$ (50,968)</b>	<b>\$ (84,100)</b>	<b>\$ (73,000)</b>	<b>\$ (84,100)</b>	<b>\$ (84,100)</b>

Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(14,086)	-	-	-	-
<b>TOTAL</b>	<b>\$ (14,086)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,014,166	2,270,680	2,198,326	2,329,087	2,423,282
Salary Savings	-	(38,561)	-	(119,292)	(119,292)
Pending Personnel	-	-	-	90,624	90,624
Premium Pay	309	-	642	-	-
Compensated Absence	16,998	-	45,000	-	-
Hourly Wages	49,484	68,878	53,000	68,878	68,878
Overtime Wages Permanent	2,286	7,618	2,155	7,618	7,618
Election Officials Wages	288	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,083,532</b>	<b>\$ 2,308,615</b>	<b>\$ 2,299,124</b>	<b>\$ 2,376,915</b>	<b>\$ 2,471,110</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	7,448	-	106,423	-	-
Health Insurance Benefit	362,642	361,528	333,368	332,212	349,275
Wage Insurance Benefit	5,045	5,083	5,522	5,042	5,042
WRS	136,732	148,730	145,277	152,554	163,575
FICA Medicare Benefits	153,648	170,438	166,951	170,809	181,327
Tuition	66	-	5,868	-	-
Post Employment Health Plans	7,209	7,479	7,734	7,985	7,985
<b>TOTAL</b>	<b>\$ 672,789</b>	<b>\$ 693,258</b>	<b>\$ 771,144</b>	<b>\$ 668,602</b>	<b>\$ 707,204</b>

# Community Development

Function: Planning & Development

Line Item Detail

Agency Primary Fund: General

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	4,576	5,500	5,500	5,500	5,500
Copy Printing Supplies	10,201	4,100	10,905	4,100	4,100
Furniture	242	100	1,419	100	100
Hardware Supplies	10,471	7,000	7,000	15,500	15,500
Software Lic & Supplies	706	-	385	-	-
Postage	3,130	3,250	3,600	3,891	3,891
Program Supplies	1,920	2,490	3,000	2,490	2,490
Books & Subscriptions	1,984	6,150	2,300	6,150	6,150
Work Supplies	941	1,050	761	1,050	1,050
Janitorial Supplies	4,240	3,200	4,064	3,200	3,200
Food And Beverage	4,722	2,747	2,328	2,747	2,747
Building Supplies	248	150	83	150	150
Inventory	1,022	-	252	-	-
<b>TOTAL</b>	<b>\$ 44,403</b>	<b>\$ 35,737</b>	<b>\$ 41,598</b>	<b>\$ 44,878</b>	<b>\$ 44,878</b>

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	1,323	1,700	1,889	1,700	1,700
Electricity	29,703	26,000	30,407	26,000	26,000
Water	3,543	3,000	3,413	3,000	3,000
Telephone	1,102	5,000	1,369	5,000	5,000
Cellular Telephone	2,288	730	2,284	200	200
Building Improv Repair Maint	5,259	13,200	16,654	16,200	16,200
Pest Control	264	250	168	250	250
Elevator Repair	1,629	1,750	1,444	1,750	1,750
Facility Rental	81,298	82,442	83,372	83,322	83,322
Custodial Bldg Use Charges	11,340	11,880	11,880	12,330	12,330
Grounds Improv Repair Maint	-	2,200	2,200	-	-
Snow Removal	-	1,200	1,200	-	-
Equipment Mntc	4,817	2,870	9,969	2,870	2,870
System & Software Mntc	9,772	4,000	9,135	7,500	7,500
Rental Of Equipment	37	-	30	-	-
Recruitment	1,811	23,410	5,000	27,000	27,000
Mileage	390	821	289	536	536
Conferences & Training	32,696	18,050	25,071	23,050	23,050
Memberships	1,145	1,125	1,075	1,615	1,615
Credit Card Services	180	180	180	180	180
Delivery Freight Charges	38	-	65	-	-
Storage Services	2,091	175	1,774	250	250
Mortgage & Title Services	50	-	-	-	-
Consulting Services	27,890	6,979	11,485	1,775	1,775
Advertising Services	8,095	7,574	7,574	7,574	7,574
Printing Services	1,329	200	1,252	200	200
Parking Towing Services	-	-	824	-	-
Transportation Services	790	-	-	-	-
Catering Vending Services	148	2,350	325	2,350	2,350
Program Services	579,441	832,651	731,521	701,763	701,763
Other Services & Expenses	12,551	10,650	7,602	11,650	11,650
Grants	151,936	136,000	168,820	111,000	111,000
Comm Agency Contracts	8,528,253	9,454,738	9,677,488	9,839,078	9,994,749
Property Insurance	-	6,034	-	6,335	6,335
Taxes & Special Assessments	-	-	11,603	-	-
Permits & Licenses	3,838	2,020	2,020	2,020	2,020
<b>TOTAL</b>	<b>\$ 9,505,045</b>	<b>\$ 10,659,179</b>	<b>\$ 10,829,383</b>	<b>\$ 10,896,498</b>	<b>\$ 11,052,169</b>

# Community Development

Function: Planning & Development

*Line Item Detail*

Agency Primary Fund: General

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	-	11,500	10,809	45,000	45,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 11,500</b>	<b>\$ 10,809</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	38,090	97,677	97,677	97,677	97,677
ID Charge From Insurance	30,487	31,496	31,496	45,921	45,921
ID Charge From Workers Comp	8,321	7,477	7,477	3,083	3,083
<b>TOTAL</b>	<b>\$ 76,898</b>	<b>\$ 136,650</b>	<b>\$ 136,650</b>	<b>\$ 146,681</b>	<b>\$ 146,681</b>

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Municipal Court	(90,000)	-	-	-	-
ID Billing To Stormwater	(45,000)	(47,000)	(47,000)	(47,000)	(47,000)
<b>TOTAL</b>	<b>\$ (135,000)</b>	<b>\$ (47,000)</b>	<b>\$ (47,000)</b>	<b>\$ (47,000)</b>	<b>\$ (47,000)</b>

**Community Development Division**

**Function: Planning & Development**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	70,024	1.00	69,965	1.00	72,794	-	-
ADMIN CLERK	20	1.00	56,826	1.00	45,663	1.00	47,509	-	-
CHILD CARE ASST COOR	20	1.00	57,206	1.00	58,806	1.00	61,183	-	-
CHILD CARE PROG SPEC	18	6.00	463,625	6.00	458,095	6.00	476,620	-	-
CLERK	20	1.00	49,858	1.00	50,213	-	-	-	-
COM DEV PROG MGR	18	2.00	204,166	2.00	208,777	2.00	217,221	-	-
COM DEV SPEC	18	0.50	38,116	0.50	37,969	0.50	39,504	-	-
COM DEV TECH	20	2.00	129,659	2.00	131,706	2.00	137,031	-	-
COMM DEV DIV DIR	21	1.00	129,984	1.00	130,780	1.00	136,070	-	-
COMM DEV GRTS SUPV	18	1.00	99,077	1.00	103,549	1.00	107,737	-	-
COMM DEV SPEC	18	9.00	672,479	9.00	657,501	9.00	684,087	-	-
COMM SVRS SPEC	18	4.00	280,201	4.00	288,661	4.00	300,334	-	-
CUSTODIAL WKR	16	1.00	56,906	1.00	56,902	1.00	59,203	-	-
HSG INIT SPEC	18	1.00	69,098	1.00	71,715	1.00	74,615	-	-
HSG REHAB SPEC	18	2.00	169,776	2.00	169,125	2.00	175,965	-	-
NEW POSITION	xx	-	-	1.00	75,000	1.00	75,000	-	-
PLANNER	18	1.00	64,157	1.00	71,974	1.00	74,885	-	-
PROG ASST	20	3.00	183,762	3.00	185,792	4.00	245,547	-	-
S.C. VOLUNTEER COORD	20	1.00	57,555	1.00	57,334	1.00	59,652	-	-
SENIOR CTR DIR	18	1.00	102,942	1.00	149,221	1.00	155,257	-	-
SR CTR PROG COORD	18	1.00	65,130	1.00	65,828	1.00	68,489	-	-
<b>TOTAL</b>		<b>40.50</b>	<b>\$ 3,020,547</b>	<b>41.50</b>	<b>\$ 3,144,576</b>	<b>41.50</b>	<b>\$ 3,268,703</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Debt Service

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## *Agency Overview*

### Agency Overview

The agency accounts for citywide appropriations that support general obligation loan authorization principal and interest payments for the City other than TID or enterprise debt. All general obligation notes and bonds payable are backed by the full faith and credit of the City. Notes and bonds in the governmental funds will be retired by future property tax levies or tax increments accumulated by the debt service fund. General obligation long-term debt comprises the largest share of outstanding debt to the City.

The 2020 Executive Budget appropriation for general obligation borrowing for new projects of \$96.6 million is \$31.2 million less than the 2019 appropriation. The General Fund general obligation debt service for 2020 is \$45,742,039 in principal and \$8,980,868 in interest for a total of \$54,722,907. The General Fund general obligation debt service for 2019 was \$46,670,448 in principal and \$8,038,262 in interest for a total of \$54,708,710.

As a result of the annual debt review by rating agencies, the City has a Aaa bond rating, the highest quality rating available with Moody's Investors Services.

The debt service fund has advanced amounts to various enterprise funds and component units to fund the repayment of long-term liabilities. Repayment schedules have been established and interest is being charged based on the repayment schedules.

The City of Madison has established a policy to remove from the Capital Budget those items with a useful life of less than the repayment term of General Obligation debt (usually ten years). Those items should be considered in the Operating Budget under MGO 4.02(6)(c)(3).

In December 2012, the Common Council created MGO 4.17 to prohibit the use of unused balances in the debt service fund for operating expenses. The Ordinance states: "In any year when general debt reserves are applied to reduce general fund debt service, an amount at least equal to the general debt reserves applied must be directly appropriated from the general fund for capital projects, unless the Common Council, by a separate vote of two-thirds (2/3) of all members during approval of the budget, votes to do otherwise."

Under Wisconsin State Statutes, the outstanding general obligation long-term debt of a municipality may not exceed 5% of the equalized property value of all taxable property within the city's jurisdiction. At the end of 2018, applicable debt of the City totaled \$487 million or 33.9% of the maximum legal limit of \$1.436 billion.

Revenue bonds are payable only from revenues derived from the operation of the responsible fund. This agency does not include revenue obligations for the enterprise operations of the Water Utility or the Sewer Utility. Revenue obligations of the City's enterprise operations are provided in the respective budgets for these funds.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- The General Fund general obligation debt service of \$45,742,039 in principal and \$8,980,868 in interest for a total of \$54,722,907.
- A \$1 million decrease from 2019 levels in Direct Appropriation to Capital Projects (see Direct Appropriations).
- Under the General Obligation Debt Service Schedule, general debt reserves reflect \$5.8 million of reoffering premium received from the 2019 debt issuance and \$1.9 million of premium remaining from the 2018 debt issuance. Under Wisconsin Statutes, reoffering premium amounts must be used to pay debt service. The \$7.7 million of 2018 and 2019 premium is allocated in the Debt Service Schedule as follows -- \$2,974,877 to pay Transit Utility debt service in 2020, \$722,742 to pay Fleet Service debt service in 2020 and \$4,000,000 to pay General Fund debt service in 2020.
- Under MGO 4.17, whenever an amount is applied in general debt reserves to reduce general fund debt service, an equal amount must be directly appropriated in the general fund for capital projects, unless the Common Council, by a separate vote of two-thirds of all members during approval of the budget, votes to do otherwise. The 2020 executive operating budget appropriates \$1,612,063 from the general fund for capital projects (see Direct Appropriations). This is \$2,387,937 less than the amount applied in general debt reserves to reduce general fund debt service. As such, approval of the lower direct appropriation amount for capital projects will require a separate two-thirds vote of the Council during adoption of the 2020 operating budget.

**Debt Service****Function:****Debt Service***Budget Overview*

## Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Debt Service	71,650,471	91,889,214	91,889,214	91,889,214	96,185,237
<b>TOTAL</b>	<b>\$ 71,650,471</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>

## Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Debt Service	71,650,471	91,889,214	91,889,214	91,889,214	96,185,237
<b>TOTAL</b>	<b>\$ 71,650,471</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Purchased Services	143,420	-	-	-	-
Debt & Other Financing	71,507,051	91,889,214	91,889,214	91,889,214	96,185,237
<b>TOTAL</b>	<b>\$ 71,650,471</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>

# Debt Service

Function: Debt Service

## Service Overview

Service: Debt Service

Citywide Element: Debt

### Service Description

This service accounts for the interest and principal costs and payments of the general obligation notes and bonds issued by the City to fund capital projects other than TID or enterprise debt.

### Major Budget Changes

- The 2020 Executive Budget appropriation for general obligation borrowing for new projects of \$96.6 million is \$31.2 million less than the 2019 appropriation.
- The General Fund general obligation debt service is \$45,742,039 in principal and \$8,980,868 in interest for a total of \$54,722,907.

### Activities Performed by this Service

- Details of the projects funded by the Debt Service Fund are included in the 2020 Executive Capital Budget.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	71,650,471	91,889,214	91,889,214	91,889,214	96,185,237
<b>TOTAL</b>	<b>\$ 71,650,471</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	-	-	-	-	-
Non-Personnel	71,650,471	91,889,214	91,889,214	91,889,214	96,185,237
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 71,650,471</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>

**Debt Service**Function: **Debt Service***Line Item Detail*Agency Primary Fund: **Debt Service**

## Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(241,690)	(213,817)	(213,817)	(213,817)	(68,381)
<b>TOTAL</b>	<b>\$ (241,690)</b>	<b>\$ (213,817)</b>	<b>\$ (213,817)</b>	<b>\$ (213,817)</b>	<b>\$ (68,381)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(870,035)	(1,300,000)	(1,300,000)	(1,300,000)	(1,300,000)
<b>TOTAL</b>	<b>\$ (870,035)</b>	<b>\$ (1,300,000)</b>	<b>\$ (1,300,000)</b>	<b>\$ (1,300,000)</b>	<b>\$ (1,300,000)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General Obligation Bond Issue	(800,000)	-	-	-	-
General Obligation Bond Alloc	(243,850)	-	-	-	-
Premium On Bonds Sold	(4,759,354)	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,803,204)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From General	(47,239,110)	(54,708,710)	(54,708,710)	(54,708,710)	(54,722,907)
Transfer In From Library	(2,648,112)	(2,826,376)	(2,826,376)	(2,826,376)	(3,045,046)
Transfer In From CDBG	(11,041)	(11,601)	(11,601)	(11,601)	(12,188)
Transfer In From Loans	(100,000)	-	-	-	-
Transfer In From Other Restrict	(130,261)	(21,277,779)	(21,277,779)	(21,277,779)	(10,651,163)
Transfer In From Impact Fees	(321,382)	(309,508)	(309,508)	(309,508)	(299,042)
Transfer In From Capital	(560,295)	-	-	-	-
Transfer In From Special Asses	(251,976)	(245,976)	(245,976)	(245,976)	(239,977)
Transfer In From Tax Increment	(13,473,365)	(10,629,560)	(10,629,560)	(10,629,560)	(10,010,342)
Transfer In From Stormwater	-	-	-	-	(7,766,679)
Transfer In From Fleet Service	-	-	-	-	(8,012,555)
Transfer In From Public Health	-	(365,887)	(365,887)	(365,887)	(356,957)
<b>TOTAL</b>	<b>\$ (64,735,542)</b>	<b>\$ (90,375,397)</b>	<b>\$ (90,375,397)</b>	<b>\$ (90,375,397)</b>	<b>\$ (95,116,856)</b>

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Financial Actuary Services	72,500	-	-	-	-
Audit Services	2,000	-	-	-	-
Legal Services	68,920	-	-	-	-
<b>TOTAL</b>	<b>\$ 143,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Debt &amp; Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	58,613,021	75,895,000	75,895,000	75,895,000	79,238,500
Interest	11,623,298	15,984,214	15,984,214	15,984,214	16,936,737
Bond Notes Issuance Services	293,531	-	-	-	-
Paying Agent Services	15,625	10,000	10,000	10,000	10,000
Fund Balance Generated	961,576	-	-	-	-
<b>TOTAL</b>	<b>\$ 71,507,051</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 91,889,214</b>	<b>\$ 96,185,237</b>



# Economic Development Division

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## *Agency Overview*

### Agency Mission

The mission of the Economic Development Division is to promote the economic growth and competitiveness of the City of Madison to maintain and enhance the City's fiscal sustainability, job base, and business environment, fostering prosperity and ensuring it is broadly shared.

### Agency Overview

The Agency is responsible for real estate transactions and financial and technical assistance to businesses. The goal of the Economic Development Division is to manage City real estate projects and the expansion of economic development initiatives. The Economic Development Division will advance this goal by improving business assistance programs and increasing the number of real estate projects.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Increasing the division's staffing level by 1.4 FTE. The 2020 Executive Budget creates a new Real Estate Agent position and upgrades an existing Clerk position to full time. Funding for these positions will be realized by increasing staff time charged to capital projects.
- Transfers the budget for MadREP membership from Direct Appropriations to Office of Business Resources (\$50,000).

**Economic Development**Function: **Planning & Development***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,539,972	1,869,894	1,727,150	1,916,264	2,006,377
<b>TOTAL</b>	<b>\$ 1,539,972</b>	<b>\$ 1,869,894</b>	<b>\$ 1,727,150</b>	<b>\$ 1,916,264</b>	<b>\$ 2,006,377</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office of Business Resources	722,617	809,819	843,372	808,889	891,696
Office of Real Estate Services	817,355	1,060,075	883,778	1,107,375	1,114,681
<b>TOTAL</b>	<b>\$ 1,539,972</b>	<b>\$ 1,869,894</b>	<b>\$ 1,727,150</b>	<b>\$ 1,916,264</b>	<b>\$ 2,006,377</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,115,376	1,335,447	1,208,834	1,348,123	1,399,314
Benefits	291,304	332,941	315,058	335,895	357,093
Supplies	8,687	10,500	17,186	18,842	18,842
Purchased Services	59,191	133,100	128,166	154,758	168,258
Inter Depart Charges	65,415	62,130	62,130	62,870	62,870
Inter Depart Billing	-	(4,224)	(4,224)	(4,224)	-
<b>TOTAL</b>	<b>\$ 1,539,972</b>	<b>\$ 1,869,894</b>	<b>\$ 1,727,150</b>	<b>\$ 1,916,264</b>	<b>\$ 2,006,377</b>

# Economic Development

Function: Planning & Development

## Service Overview

**Service:** Office of Business Resources

**Citywide Element:** Economy and Opportunity

### Service Description

This service helps businesses locate, open, or expand within the City of Madison by directing businesses toward financial and technical assistance programs available through the City and other sources. This service also guides businesses through City permitting and approval processes, facilitates appropriate space for business development through participation in City land use planning efforts, and maintains and provides demographic/community information to businesses. The goal of this service is to be a point of contact for all businesses, assist in economic development programs and initiatives, and to grow the local economy.

### Major Budget Changes

- Transfers funding for the Business Walk program to the Office of Real Estate Services to align the funding with where the project is administered (\$7,000).
- Transfers funding for the City's MadREP membership from Direct Appropriations (\$50,000).

### Activities Performed by this Service

- Vending: Management of the City's Street Vending and Sidewalk Cafe programs.
- Economic Development Assistance: Direct work with entrepreneurs and businesses interested in investing in Madison as well as managing economic development programs and projects.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	722,617	809,819	843,372	808,889	891,696
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 722,617</b>	<b>\$ 809,819</b>	<b>\$ 843,372</b>	<b>\$ 808,889</b>	<b>\$ 891,696</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	658,901	701,745	719,496	693,793	726,600
Non-Personnel	37,520	83,700	99,502	90,722	140,722
Agency Charges	26,197	24,374	24,374	24,374	24,374
<b>TOTAL</b>	<b>\$ 722,617</b>	<b>\$ 809,819</b>	<b>\$ 843,372</b>	<b>\$ 808,889</b>	<b>\$ 891,696</b>

# Economic Development

Function: Planning & Development

## Service Overview

**Service:** Office of Real Estate Services

**Citywide Element:** Economy and Opportunity

### Service Description

This service acquires all real estate needed by City agencies, including real estate for road construction projects. This service also leases property needed for City services, provides relocation assistance to individuals and businesses displaced by acquisitions, manages private use of public property (often street right of way) through leases, easements, and encroachment agreements, maintains and sells property within City business parks, manages and sells surplus City property, and administers the City's Tax Increment Financing (TIF) program. The goals of this service are transparent and efficient acquisition and management of property for City purposes, maximizing return on investment of public dollars (e.g., tax base, jobs, and infrastructure), and balancing the needs and wants of businesses, developers, residents, and policy makers.

### Major Budget Changes

- Creates a new Real Estate Agent position and upgrades a part-time Clerk Typist to full-time. Costs associated with the new positions will be funded by allocating a portion of Real Estate staff time to the capital budget reflecting time spent on capital projects. The total cost of the proposed positions is \$113,000 and the net increase in the agency's position count is 1.4 FTE.

### Activities Performed by this Service

- Real Estate Acquisition and Disposal: Acquire all real estate needed by City agencies; expedite the implementation of redevelopment activities; lease and manage City buildings and land held for future projects; inventories City lands and sells surplus properties in concert with neighborhood sale criteria committees; investigates, evaluates, and protects the title to City lands through numerous permitting, appraisal, and authorization procedures.
- Tax Incremental Financing (TIF) Administration: Coordinate the City's TIF program and the financial assistance towards public infrastructure construction and development opportunities.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	817,355	1,060,075	883,778	1,107,375	1,114,681
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 817,355</b>	<b>\$ 1,060,075</b>	<b>\$ 883,778</b>	<b>\$ 1,107,375</b>	<b>\$ 1,114,681</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	747,779	966,643	804,395	990,225	1,029,807
Non-Personnel	30,358	59,900	45,850	82,878	46,378
Agency Charges	39,218	33,532	33,532	34,272	38,496
<b>TOTAL</b>	<b>\$ 817,355</b>	<b>\$ 1,060,075</b>	<b>\$ 883,778</b>	<b>\$ 1,107,375</b>	<b>\$ 1,114,681</b>

# Economic Development

Function: Planning & Development

Line Item Detail

Agency Primary Fund: General

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,105,010	1,331,249	1,195,037	1,265,877	1,317,068
Salary Savings	-	(50,000)	-	(50,000)	(50,000)
Pending Personnel	-	35,000	-	113,048	113,048
Premium Pay	132	17,090	59	17,090	17,090
Compensated Absence	3,232	-	7,237	-	-
Hourly Wages	673	-	-	-	-
Overtime Wages Permanent	6,329	2,108	6,500	2,108	2,108
<b>TOTAL</b>	<b>\$ 1,115,376</b>	<b>\$ 1,335,447</b>	<b>\$ 1,208,834</b>	<b>\$ 1,348,123</b>	<b>\$ 1,399,314</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	128,017	138,501	143,122	155,238	163,574
Wage Insurance Benefit	3,763	4,741	3,073	3,154	3,154
WRS	74,504	87,196	78,296	82,916	88,903
FICA Medicare Benefits	83,206	100,622	88,621	92,579	99,454
Post Employment Health Plans	1,813	1,881	1,945	2,008	2,008
<b>TOTAL</b>	<b>\$ 291,304</b>	<b>\$ 332,941</b>	<b>\$ 315,058</b>	<b>\$ 335,895</b>	<b>\$ 357,093</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	1,049	-	-
Office Supplies	1,860	3,500	4,665	2,450	2,450
Copy Printing Supplies	1,361	2,500	5,842	4,100	4,100
Furniture	280	1,000	189	7,500	7,500
Hardware Supplies	741	1,000	1,432	1,242	1,242
Postage	4,286	2,500	4,009	3,550	3,550
Books & Subscriptions	159	-	-	-	-
<b>TOTAL</b>	<b>\$ 8,687</b>	<b>\$ 10,500</b>	<b>\$ 17,186</b>	<b>\$ 18,842</b>	<b>\$ 18,842</b>

# Economic Development

Function: Planning & Development

*Line Item Detail*

Agency Primary Fund: General

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Electricity	89	-	300	-	-
Stormwater	298	500	295	500	500
Telephone	-	2,500	-	3,242	3,242
Cellular Telephone	242	300	236	196	196
Building Improv Repair Maint	1,100	-	-	-	-
Pest Control	610	-	-	-	-
Facility Rental	204	-	-	-	-
System & Software Mntc	1,867	-	4,882	3,500	3,500
Recruitment	-	500	-	300	300
Mileage	112	500	326	267	267
Conferences & Training	17,471	22,500	16,418	21,575	21,575
Memberships	3,842	2,500	2,800	3,500	53,500
Storage Services	2,719	2,500	2,117	2,500	2,500
Mortgage & Title Services	7,390	12,000	7,500	6,000	6,000
Management Services	102	4,300	8,628	1,678	1,678
Consulting Services	-	17,000	17,664	-	-
Advertising Services	8,100	10,000	9,000	10,000	10,000
Other Services & Expenses	15,045	58,000	58,000	101,500	65,000
<b>TOTAL</b>	<b>\$ 59,191</b>	<b>\$ 133,100</b>	<b>\$ 128,166</b>	<b>\$ 154,758</b>	<b>\$ 168,258</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	59,539	55,395	55,395	55,395	55,395
ID Charge From Insurance	4,639	5,439	5,439	6,526	6,526
ID Charge From Workers Comp	1,237	1,296	1,296	949	949
<b>TOTAL</b>	<b>\$ 65,415</b>	<b>\$ 62,130</b>	<b>\$ 62,130</b>	<b>\$ 62,870</b>	<b>\$ 62,870</b>

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Parking	-	(515)	(515)	(515)	-
ID Billing To Sewer	-	(1,178)	(1,178)	(1,178)	-
ID Billing To Stormwater	-	(1,619)	(1,619)	(1,619)	-
ID Billing To Transit	-	(113)	(113)	(113)	-
ID Billing To Water	-	(799)	(799)	(799)	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (4,224)</b>	<b>\$ (4,224)</b>	<b>\$ (4,224)</b>	<b>\$ -</b>

**Economic Development Division**

**Function: Planning & Development**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
BUSINESS DEV SPEC	18	2.00	175,002	2.00	174,697	2.00	181,762	-	-
CLERK	20	0.60	24,130	1.00	25,608	1.00	26,643	-	-
COM DEV PROJ MGR	18	1.00	99,265	1.00	99,724	1.00	103,756	-	-
ECON DEV DIV DIR	21	1.00	123,905	1.00	124,664	1.00	129,705	-	-
ECON DEV SPEC	18	1.00	85,321	1.00	88,759	1.00	92,348	-	-
NEW POSITION	xx	-	-	1.00	75,000	1.00	75,000	-	-
PLANNER	18	1.00	108,755	1.00	108,338	1.00	112,720	-	-
PROG ASST	17	1.00	59,942	1.00	60,358	1.00	62,798	-	-
REAL ESTATE AGENT	18	6.00	498,116	6.00	484,883	6.00	504,492	-	-
REAL ESTATE DEV SPEC	18	1.00	102,023	1.00	101,631	1.00	105,741	-	-
REAL ESTATE SUPERV	18	1.00	108,755	1.00	109,127	1.00	113,540	-	-
ST VENDING MONITOR	16	1.00	28,691	1.00	57,692	1.00	60,025	-	-
STR VENDING COORD	16	1.00	60,085	1.00	61,774	1.00	64,272	-	-
<b>TOTAL</b>		<b>17.60</b>	<b>\$ 1,473,990</b>	<b>19.00</b>	<b>\$ 1,572,255</b>	<b>19.00</b>	<b>\$ 1,632,802</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Employee Assistance Program

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## *Agency Overview*

### Agency Mission

The mission of the Employee Assistance Program is to provide free, confidential services to help prevent or resolve personal, family, and workplace problems affecting employee well-being and job performance.

### Agency Overview

The Agency offers confidential assistance through external and internal staff to provide coverage and resources for current and retired City of Madison employees, families of employees, and significant others of employees at no charge for use of services. Services provided by the agency include, but are not limited to, critical incident stress management services, consultation services for managers and union stewards, and ongoing education and training. 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.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Maintains the current level of service.



**Employee Assistance Program****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	354,516	413,502	357,788	419,659	416,687
<b>TOTAL</b>	<b>\$ 354,516</b>	<b>\$ 413,502</b>	<b>\$ 357,788</b>	<b>\$ 419,659</b>	<b>\$ 416,687</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
EAP Services	354,516	413,502	357,788	419,659	416,687
<b>TOTAL</b>	<b>\$ 354,516</b>	<b>\$ 413,502</b>	<b>\$ 357,788</b>	<b>\$ 419,659</b>	<b>\$ 416,687</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	217,183	293,277	254,553	305,518	317,873
Benefits	67,610	85,254	64,659	78,904	83,392
Supplies	8,156	2,950	7,851	4,450	4,450
Purchased Services	60,917	61,658	60,362	60,158	60,158
Inter Depart Charges	650	689	689	955	955
Inter Depart Billing	-	(30,326)	(30,326)	(30,326)	(50,141)
<b>TOTAL</b>	<b>\$ 354,516</b>	<b>\$ 413,502</b>	<b>\$ 357,788</b>	<b>\$ 419,659</b>	<b>\$ 416,687</b>

# Employee Assistance Program

Function: Administration

## Service Overview

Service: EAP Services

Citywide Element: Healthy and Safe

### Service Description

This service provides 24-hour professional and confidential assistance, information, resource referral, and support. EAP provides a variety of services, including but not limited to critical incident stress management services (CISM), consultation services for supervisors and union stewards, ongoing education and training, and supervision of Madison Police and Fire Peer Support Teams and the EAP Facilitator Network. The goals of this service are to increase employee productivity, attendance, and overall well-being, encourage a culture of wellness and prevention among Madison's First Responders, and provide equitable access to EAP service for city staff.

### Major Budget Changes

- Annualized funding for EAP Specialist position created in 2019 Adopted Budget with a mid-year starting date.

### Activities Performed by this Service

- Employee Assistance Program (EAP): Provides 24-hour professional and confidential assistance, information, resource referral, and support to employees and their families. The purpose is to ensure a productive workforce that can do their best work for stakeholders and community members.
- Critical Incident Stress Management (CISM): Helps employees prepare for and recover from traumatic events at work. Activities include pre-incident education and training, defusing, debriefing, follow up, management consultation, and policy and procedure development.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	354,516	413,502	357,788	419,659	416,687
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 354,516</b>	<b>\$ 413,502</b>	<b>\$ 357,788</b>	<b>\$ 419,659</b>	<b>\$ 416,687</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	284,793	378,531	319,212	384,422	401,265
Non-Personnel	69,073	64,608	68,213	64,608	64,608
Agency Charges	650	(29,637)	(29,637)	(29,371)	(49,186)
<b>TOTAL</b>	<b>\$ 354,516</b>	<b>\$ 413,502</b>	<b>\$ 357,788</b>	<b>\$ 419,659</b>	<b>\$ 416,687</b>

**Employee Assistance Program**Function: **Administration***Line Item Detail*Agency Primary Fund: **General**

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	217,065	284,777	246,053	305,518	317,873
Pending Personnel	-	8,500	8,500	-	-
Premium Pay	118	-	-	-	-
<b>TOTAL</b>	<b>\$ 217,183</b>	<b>\$ 293,277</b>	<b>\$ 254,553</b>	<b>\$ 305,518</b>	<b>\$ 317,873</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	36,728	44,932	29,520	35,490	37,049
Wage Insurance Benefit	424	275	868	843	843
WRS	14,642	18,652	16,103	20,011	21,457
FICA Medicare Benefits	15,816	21,395	18,167	22,560	24,043
<b>TOTAL</b>	<b>\$ 67,610</b>	<b>\$ 85,254</b>	<b>\$ 64,659</b>	<b>\$ 78,904</b>	<b>\$ 83,392</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	1,500	-	-
Office Supplies	687	250	136	250	250
Copy Printing Supplies	1,616	1,700	1,350	1,700	1,700
Furniture	744	-	1,465	-	-
Hardware Supplies	1,190	-	1,500	-	-
Postage	900	900	1,500	1,500	1,500
Program Supplies	300	-	-	500	500
Books & Subscriptions	219	-	-	100	100
Work Supplies	2,371	-	-	-	-
Food And Beverage	130	100	400	400	400
<b>TOTAL</b>	<b>\$ 8,156</b>	<b>\$ 2,950</b>	<b>\$ 7,851</b>	<b>\$ 4,450</b>	<b>\$ 4,450</b>

**Employee Assistance Program**Function: **Administration***Line Item Detail*Agency Primary Fund: **General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	37	552	-	552	552
Cellular Telephone	484	240	480	720	720
Building Improv Repair Maint	2,000	-	-	-	-
Facility Rental	5,829	5,829	6,020	6,184	6,184
Custodial Bldg Use Charges	1,650	1,800	2,085	2,100	2,100
System & Software Mntc	322	4,858	7,100	7,000	7,000
Mileage	279	-	-	-	-
Conferences & Training	3,392	5,314	6,718	6,500	6,500
Memberships	340	340	510	510	510
Consulting Services	45,939	42,500	37,000	36,292	36,292
Security Services	-	-	224	300	300
Permits & Licenses	645	225	225	-	-
<b>TOTAL</b>	<b>\$ 60,917</b>	<b>\$ 61,658</b>	<b>\$ 60,362</b>	<b>\$ 60,158</b>	<b>\$ 60,158</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Insurance	515	553	553	849	849
ID Charge From Workers Comp	135	136	136	106	106
<b>TOTAL</b>	<b>\$ 650</b>	<b>\$ 689</b>	<b>\$ 689</b>	<b>\$ 955</b>	<b>\$ 955</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	-	-	-	(167)
ID Billing To Monona Terrace	-	(2,454)	(2,454)	(2,454)	(9,725)
ID Billing To Parking	-	-	-	-	(4,781)
ID Billing To Sewer	-	-	-	-	(513)
ID Billing To Stormwater	-	-	-	-	(711)
ID Billing To Transit	-	(23,271)	(23,271)	(23,271)	(25,766)
ID Billing To Water	-	(4,601)	(4,601)	(4,601)	(8,478)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (30,326)</b>	<b>\$ (30,326)</b>	<b>\$ (30,326)</b>	<b>\$ (50,141)</b>

# Employee Assistance Program

Function: Administration

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
EAP PROG MGR	18	1.00	99,110	1.00	113,509	1.00	118,100	-	-
EMP ASST SPEC	18	2.00	127,860	2.00	133,341	2.00	138,733	-	-
PROG ASST	17	1.00	57,807	1.00	58,668	1.00	61,040	-	-
<b>TOTAL</b>		<b>4.00</b>	<b>\$ 284,777</b>	<b>4.00</b>	<b>\$ 305,518</b>	<b>4.00</b>	<b>\$ 317,873</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Engineering Division

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## *Agency Overview*

### Agency Mission

The mission of the Engineering Division is to provide Public Works services to the City's residents and visitors in a fair and consistent manner that encourages public input.

### Agency Overview

The Agency is responsible for: (1) design, supervision, inspection, and construction of the City's transportation system infrastructure; (2) construction, maintenance, repair, and energy efficient retrofits to City-owned facilities; and (3) City surveying and mapping operations. The goal of the Engineering Division is to ensure the effective delivery of Public Works services to the City. The Engineering Division will advance this goal by investing in critical transportation infrastructure, public buildings, and records management to ensure consistent provision of Public Works services to City residents and visitors.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Increasing hourly staffing to support private development work. The budget also increases the overhead rate charged for private development contract work, this revenue is deposited into the General Fund and reflected in the 2020 revenue assumptions. The expenditure impact in Engineering is approximately \$83,000.
- Reallocating two Engineers from Facilities Operations and Maintenance to Facilities Management Service to create an Energy group (\$66,816).
- Reducing general fund mileage reimbursement by allocating mileage reimbursement to capital projects (\$22,000).
- Prepaying for AutoCAD software for a period of three-years to generate annual savings (\$10,000).
- Decreasing budgeted revenue for reimbursable work performed by Facilities Operations and Maintenance. (\$15,000)

**Engineering****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,505,320	4,354,460	4,545,791	4,393,934	4,460,518
<b>TOTAL</b>	<b>\$ 4,505,320</b>	<b>\$ 4,354,460</b>	<b>\$ 4,545,791</b>	<b>\$ 4,393,934</b>	<b>\$ 4,460,518</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Engineering & Administration	2,963,320	2,841,638	2,998,576	2,947,337	2,907,669
Mapping & Records	460,837	447,132	470,860	453,367	460,204
Facilities Management	529,393	586,863	671,230	766,750	797,944
Facilities Operations & Maintenance	551,770	478,827	405,126	226,480	294,701
<b>TOTAL</b>	<b>\$ 4,505,320</b>	<b>\$ 4,354,460</b>	<b>\$ 4,545,791</b>	<b>\$ 4,393,934</b>	<b>\$ 4,460,518</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(238,156)	(252,000)	(235,352)	(239,000)	(239,000)
Misc Revenue	(99,282)	(151,870)	(102,537)	(151,870)	(151,870)
Transfer In	(40)	-	-	-	-
<b>TOTAL</b>	<b>\$ (337,477)</b>	<b>\$ (403,870)</b>	<b>\$ (337,889)</b>	<b>\$ (390,870)</b>	<b>\$ (390,870)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	3,781,710	4,034,004	4,188,571	4,104,441	4,254,692
Benefits	1,320,914	1,314,429	1,409,650	1,268,922	1,332,913
Supplies	256,712	346,580	300,362	310,000	310,000
Purchased Services	742,285	773,073	709,136	758,157	725,732
Inter Depart Charges	336,053	392,263	356,959	390,789	390,789
Inter Depart Billing	(1,594,877)	(2,102,019)	(2,080,999)	(2,047,505)	(2,162,738)
<b>TOTAL</b>	<b>\$ 4,842,797</b>	<b>\$ 4,758,330</b>	<b>\$ 4,883,680</b>	<b>\$ 4,784,804</b>	<b>\$ 4,851,388</b>

# Engineering

Function: Public Works & Transportation

## Service Overview

**Service:** Engineering & Administration

**Citywide Element:** Effective Government

### Service Description

This service is responsible for design, management, contract administration, and administrative support to the Engineering Division's transportation and pedestrian infrastructure projects. This service oversees projects pertaining to: 1) streets and bridges, 2) sidewalks, 3) bike paths, and 4) environmental improvements for remediating soil and groundwater contamination.

### Major Budget Changes

- Increases hourly funding to support private development demand (\$83,000).
- Assumes an increase in the costs of median maintenance contracts from \$145,000 to \$165,000, a 13.8% increase; a portion of this increase (\$13,000) is offset by assuming median fences will be purchased out of the capital budget Engineering Other-Right of Way Landscaping).
- Transfers costs for mileage reimbursement from the operating budget to the capital budget(\$ 22,000).

### Activities Performed by this Service

- Division Management & Administration: Plan, direct, and implement the City public works design, construction, operations, and maintenance.
- Design & Project Management: Plan, design, and manage new and reconstructed transportation infrastructure. Inspect and rate infrastructure.
- Private Development: Review and coordinate plans for private development.
- Public Works Construction Inspection: Manage construction of Public Works projects ensuring construction complies with plans and specifications.
- Operations and Maintenance: Support the Streets Division in snow and ice control during winter weather events, and site work and construction for in-house facilities projects.
- Sustainability: Work with internal and external stakeholders to develop and implement City sustainability programs.
- Environmental Remediation: Perform site inspections, provide technical assistance in clean-up negotiations, and apply for and manage Environmental Protection Agency and Department of Natural Resources grants.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,963,320	2,841,638	2,998,576	2,947,337	2,907,669
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,963,320</b>	<b>\$ 2,841,638</b>	<b>\$ 2,998,576</b>	<b>\$ 2,947,337</b>	<b>\$ 2,907,669</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(103,621)	(151,870)	(103,254)	(151,870)	(151,870)
Personnel	2,421,820	2,420,010	2,578,801	2,511,067	2,607,632
Non-Personnel	393,382	566,994	542,372	580,349	559,349
Agency Charges	251,739	6,504	(19,344)	7,791	(107,442)
<b>TOTAL</b>	<b>\$ 2,963,320</b>	<b>\$ 2,841,638</b>	<b>\$ 2,998,576</b>	<b>\$ 2,947,337</b>	<b>\$ 2,907,669</b>

**Service:** Facilities Management

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for the design, project management, and construction supervision of remodeling and construction projects for City-owned facilities. The goal of this service is to implement projects that decrease energy use, conserve water, use renewable sources of energy, and provide high quality facilities.

### Major Budget Changes

- Reallocates two Engineer positions to this service from Facilities Operations and Maintenance to create an Energy Group in Facilities Management (\$66,800 –General Fund share only).



# Engineering

Function: Public Works & Transportation

## Service Overview

Activities Performed by this Service

- Project Management and Design: Provide project planning, site selection, design, budget, procurement, and construction.
- Energy Analysis: Identify opportunities for energy savings and renewable energy utilization, perform site assessments and design for energy efficiency projects, and oversee energy efficiency activities for new and existing buildings.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	529,393	586,863	671,230	766,750	797,944
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 529,393</b>	<b>\$ 586,863</b>	<b>\$ 671,230</b>	<b>\$ 766,750</b>	<b>\$ 797,944</b>

## Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	500,796	557,556	637,452	736,468	767,662
Non-Personnel	24,238	21,185	26,387	22,160	22,160
Agency Charges	4,359	8,122	7,391	8,122	8,122
<b>TOTAL</b>	<b>\$ 529,393</b>	<b>\$ 586,863</b>	<b>\$ 671,230</b>	<b>\$ 766,750</b>	<b>\$ 797,944</b>

**Service:** Facilities Operations & Maintenance

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for the maintenance and operational oversight of City-owned facilities including: the Madison Municipal Building (MMB), the Fairchild Building, 6 district police stations, the police training center, 14 fire stations, 7 Public Works facilities, the Madison Senior Center, 6 parking ramps, 3 leased facilities, and various storage buildings. The goals of this service are to: 1) improve the operational efficiency of the facilities by implementing energy savings components to the scheduled facility improvements, and 2) optimize municipal investment by increasing the useful life of the City's facilities.

### Major Budget Changes

- Reallocates two Engineer positions from this service to Facilities Management to create an Energy Group (\$66,800 –General Fund share only).

Activities Performed by this Service

- Custodial Services: Provide green cleaning services for the Engineering Operations Facility, Madison Municipal Building, six police stations, Police Training Facility, and Fire Administration.
- Preventative Maintenance & Repairs: Perform scheduled preventative maintenance and repair of building systems and components to assure reliable operation, maximize energy efficiency, and maximize useful life.
- Upgrades, Retrofits, and New Installations: Install new components and systems with an emphasis on energy efficiency.
- Service Requests: Respond to customer service requests for repairs at City-owned buildings.
- GreenPower Solar Installer Training Program: Install solar power systems on City facilities while providing employment training.
- Systems Administration and Maintenance: Manage and administer the system used to track maintenance activities, including providing training and assistance to users.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	551,770	478,827	405,126	226,480	294,701
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 551,770</b>	<b>\$ 478,827</b>	<b>\$ 405,126</b>	<b>\$ 226,480</b>	<b>\$ 294,701</b>

# Engineering

Function: Public Works & Transportation

## Service Overview

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(233,856)	(252,000)	(234,635)	(239,000)	(239,000)
Personnel	1,756,106	1,956,050	1,938,822	1,705,073	1,774,294
Non-Personnel	547,025	501,809	415,436	435,686	434,686
Agency Charges	(1,517,505)	(1,727,032)	(1,714,498)	(1,675,279)	(1,675,279)
<b>TOTAL</b>	<b>\$ 551,770</b>	<b>\$ 478,827</b>	<b>\$ 405,126</b>	<b>\$ 226,480</b>	<b>\$ 294,701</b>

Service: Mapping & Records

Citywide Element: Effective Government

#### Service Description

This service provides oversight for new subdivisions, land divisions, conditional use permits, parking lot plans, applications for building permits, legal land descriptions, mapping and surveying services for land acquisitions, land disposals, street rights-of-way issues, street vacations, and other requested land record services required to support the maintenance, acquisition or disposal of City of Madison real estate. The service also maintains the City's Official Map, Assessors' Parcel Maps, Fire Department Run Maps, Police Sector Maps, storm sewer records, storm water utility records and billings, sanitary sewer records, public land survey monument records and assigns street names and addresses, and conducts aerial imagery projects to provide digital imagery and electronic mapping to both internal and external customers. The goal of this service is to protect the land interests of the City of Madison and to accurately maintain the City's official maps.

#### Major Budget Changes

- Decrease purchased service contracting costs by entering into a contract for three-year construction and manufacturing software (AutoCAD) licensing (\$10,000).

#### Activities Performed by this Service

- Land Management: Provide land management support services to City agencies and private developers including plan review, address validation, and Public Land Survey System.
- GIS: Create and maintain the City's map data, including land base, parcels, easements, and assets, and fulfill requests for data, analysis, and maps.
- Official Map: Maintain the official City map per requirements of Madison General Ordinance 16.25.
- Data Management for Open Data Portal: Provide public access to Engineering data via the City's Open Data Portal.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	460,837	447,132	470,860	453,367	460,204
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 460,837</b>	<b>\$ 447,132</b>	<b>\$ 470,860</b>	<b>\$ 453,367</b>	<b>\$ 460,204</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	423,903	414,817	443,146	420,755	438,017
Non-Personnel	34,352	29,665	25,302	29,962	19,537
Agency Charges	2,582	2,650	2,412	2,650	2,650
<b>TOTAL</b>	<b>\$ 460,837</b>	<b>\$ 447,132</b>	<b>\$ 470,860</b>	<b>\$ 453,367</b>	<b>\$ 460,204</b>

**Engineering**Function: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **General**

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Recyclables	(3,874)	(2,000)	(1,608)	(4,000)	(4,000)
Reimbursement Of Expense	(234,282)	(250,000)	(233,743)	(235,000)	(235,000)
<b>TOTAL</b>	<b>\$ (238,156)</b>	<b>\$ (252,000)</b>	<b>\$ (235,352)</b>	<b>\$ (239,000)</b>	<b>\$ (239,000)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(99,282)	(151,870)	(102,537)	(151,870)	(151,870)
<b>TOTAL</b>	<b>\$ (99,282)</b>	<b>\$ (151,870)</b>	<b>\$ (102,537)</b>	<b>\$ (151,870)</b>	<b>\$ (151,870)</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(40)	-	-	-	-
<b>TOTAL</b>	<b>\$ (40)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	3,334,394	3,750,051	3,719,078	3,715,420	3,865,671
Salary Savings	-	(50,000)	-	(50,000)	(50,000)
Pending Personnel	-	(22,312)	-	-	-
Premium Pay	18,833	15,500	20,989	15,500	15,500
Workers Compensation Wages	158	-	1,880	-	-
Compensated Absence	64,286	45,000	45,000	45,000	45,000
Hourly Wages	214,489	144,865	218,940	227,621	227,621
Overtime Wages Permanent	138,118	143,200	177,411	143,200	143,200
Overtime Wages Hourly	10,742	7,700	4,347	7,700	7,700
Election Officials Wages	691	-	925	-	-
<b>TOTAL</b>	<b>\$ 3,781,710</b>	<b>\$ 4,034,004</b>	<b>\$ 4,188,571</b>	<b>\$ 4,104,441</b>	<b>\$ 4,254,692</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	168,391	65,000	170,000	65,000	65,000
Health Insurance Benefit	577,314	637,654	619,895	594,789	623,095
Wage Insurance Benefit	13,615	20,606	13,822	19,520	19,520
WRS	242,906	251,720	259,670	249,465	267,020
FICA Medicare Benefits	279,071	298,070	304,630	296,508	314,638
Licenses & Certifications	240	1,000	335	1,000	1,000
Post Employment Health Plans	39,378	40,379	41,299	42,640	42,640
<b>TOTAL</b>	<b>\$ 1,320,914</b>	<b>\$ 1,314,429</b>	<b>\$ 1,409,650</b>	<b>\$ 1,268,922</b>	<b>\$ 1,332,913</b>

# Engineering

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	5,749	7,000	11,865	7,000	7,000
Copy Printing Supplies	7,756	8,500	7,750	8,500	8,500
Furniture	2,431	2,500	2,262	2,500	2,500
Hardware Supplies	5,679	10,000	13,785	10,000	10,000
Software Lic & Supplies	15,695	12,670	21,941	10,500	10,500
Postage	13,216	15,000	13,290	15,000	15,000
Books & Subscriptions	2,575	1,500	2,865	1,500	1,500
Work Supplies	34,640	53,500	55,675	39,000	39,000
Janitorial Supplies	26,206	40,000	29,826	35,000	35,000
Safety Supplies	5,402	8,000	5,181	8,000	8,000
Snow Removal Supplies	1,126	1,500	2,122	1,500	1,500
Uniform Clothing Supplies	2,588	2,000	2,078	2,000	2,000
Food And Beverage	187	-	179	-	-
Building Supplies	19,784	20,000	13,106	20,000	20,000
Electrical Supplies	23,964	35,000	39,959	35,000	35,000
HVAC Supplies	46,299	55,000	27,734	50,000	50,000
Plumbing Supplies	19,120	35,000	21,670	35,000	35,000
Landscaping Supplies	4,905	10,000	4,970	7,500	7,500
Machinery And Equipment	6,783	17,410	13,934	10,000	10,000
Equipment Supplies	12,608	12,000	10,170	12,000	12,000
<b>TOTAL</b>	<b>\$ 256,712</b>	<b>\$ 346,580</b>	<b>\$ 300,362</b>	<b>\$ 310,000</b>	<b>\$ 310,000</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	16,331	19,800	25,000	30,030	30,030
Electricity	30,562	128,370	112,912	75,570	75,570
Water	4,641	11,110	11,829	11,740	11,740
Sewer	923	1,470	1,675	2,170	2,170
Stormwater	17,524	19,910	18,739	21,280	21,280
Telephone	1,347	8,266	5,999	7,495	7,495
Cellular Telephone	10,041	10,274	10,699	10,351	10,351
Building Improv Repair Maint	31,484	27,500	33,062	30,000	30,000
Waste Disposal	949	8,500	2,718	2,760	2,760
Pest Control	5,014	8,825	5,726	6,350	6,350
Elevator Repair	4,982	7,500	5,000	5,000	5,000
Facility Rental	242,870	-	-	-	-
Custodial Bldg Use Charges	39,574	44,494	44,494	44,747	44,747
Process Fees Recyclables	173	750	250	600	600
Grounds Improv Repair Maint	2,880	6,500	2,880	4,500	4,500
Landscaping	129,961	145,000	145,072	165,000	165,000
Office Equipment Repair	-	200	-	-	-
Equipment Mntc	5,574	15,000	10,072	15,000	15,000
System & Software Mntc	47,659	108,445	95,534	113,718	103,293
Vehicle Repair & Mntc	2,018	4,800	2,949	-	-
Rental Of Equipment	3,369	3,350	3,274	3,350	3,350
Recruitment	2,948	1,000	667	1,500	1,500
Mileage	18,615	22,000	18,169	22,000	-
Conferences & Training	4,949	10,000	10,581	12,040	12,040
Memberships	10,114	11,539	9,534	11,156	11,156
Medical Services	118	500	200	300	300
Delivery Freight Charges	503	1,000	793	1,000	1,000
Storage Services	826	890	696	890	890
Consulting Services	36,117	64,040	61,265	73,600	73,600

# Engineering

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

Advertising Services	2,389	2,700	2,720	2,700	2,700
Inspection Services	5,746	5,000	5,100	6,600	6,600
Parking Towing Services	97	100	52	100	100
Security Services	2,119	6,500	2,500	2,200	2,200
Other Services & Expenses	37,283	45,800	37,488	49,340	49,340
Taxes & Special Assessments	20,169	20,450	19,041	22,570	22,570
Permits & Licenses	2,416	1,490	2,446	2,500	2,500
<b>TOTAL</b>	<b>\$ 742,285</b>	<b>\$ 773,073</b>	<b>\$ 709,136</b>	<b>\$ 758,157</b>	<b>\$ 725,732</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	13,080	18,865	17,167	18,079	18,079
ID Charge From Fleet Services	35,886	34,325	31,236	32,349	32,349
ID Charge From Landfill	6,078	8,400	7,644	8,400	8,400
ID Charge From Traffic Eng	3,305	9,466	8,614	2,826	2,826
ID Charge From Insurance	54,002	63,130	57,448	81,057	81,057
ID Charge From Workers Comp	102,690	103,077	93,800	103,078	103,078
ID Charge From Sewer	70,625	85,000	77,350	85,000	85,000
ID Charge From Stormwater	50,387	70,000	63,700	60,000	60,000
<b>TOTAL</b>	<b>\$ 336,053</b>	<b>\$ 392,263</b>	<b>\$ 356,959</b>	<b>\$ 390,789</b>	<b>\$ 390,789</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Human Resources	(33,767)	(66,104)	(65,443)	(66,104)	(66,104)
ID Billing To Information Tec	(969)	(969)	(959)	(969)	(969)
ID Billing To Fire	(278,163)	(290,883)	(287,974)	(290,883)	(290,883)
ID Billing To Police	(611,303)	(644,424)	(637,980)	(579,674)	(579,674)
ID Billing To Public Health	(13,130)	(13,130)	(12,999)	(13,130)	(13,130)
ID Billing To Engineering	(13,080)	(18,865)	(18,676)	(18,079)	(18,079)
ID Billing To Fleet Services	(27,065)	(27,065)	(26,794)	(27,065)	(27,065)
ID Billing To Landfill	(11,929)	(28,562)	(28,276)	(28,689)	(79,753)
ID Billing To Public Works	-	-	-	(10,236)	(10,236)
ID Billing To Streets	(55,152)	(55,153)	(54,601)	(55,153)	(55,153)
ID Billing To Traffic Eng	(54,539)	(62,060)	(61,439)	(62,060)	(62,060)
ID Billing To Library	(3,537)	(3,537)	(3,502)	(3,537)	(3,537)
ID Billing To Parks	(14,111)	(14,111)	(13,970)	(14,111)	(14,111)
ID Billing To Bldg Inspection	(62,598)	(113,620)	(112,484)	(113,620)	(113,620)
ID Billing To CDBG	(41,703)	-	-	-	-
ID Billing To Community Dev	(38,090)	(97,677)	(96,700)	(97,677)	(97,677)
ID Billing To Economic Dev	(59,539)	(55,395)	(54,841)	(55,395)	(55,395)
ID Billing To Office Of Dir PI	(16,245)	(15,388)	(15,234)	(15,388)	(15,388)
ID Billing To Planning	(79,364)	(80,304)	(79,501)	(80,304)	(80,304)
ID Billing To Monona Terrace	-	(690)	(683)	(690)	(5,115)
ID Billing To Parking	(37,269)	(64,127)	(63,486)	(64,127)	(65,364)
ID Billing To Sewer	(55,560)	(187,062)	(185,191)	(188,392)	(224,142)
ID Billing To Stormwater	(36,556)	(172,665)	(170,938)	(171,994)	(158,618)
ID Billing To Transit	-	(3,888)	(3,849)	(3,888)	(20,670)
ID Billing To Water	-	(5,910)	(5,851)	(5,910)	(25,261)
ID Billing To CDA	(51,209)	(80,430)	(79,626)	(80,430)	(80,430)
<b>TOTAL</b>	<b>\$ (1,594,877)</b>	<b>\$ (2,102,019)</b>	<b>\$ (2,080,999)</b>	<b>\$ (2,047,505)</b>	<b>\$ (2,162,738)</b>

# Engineering Division

# Function: Public Works & Transportation

## Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	2.00	153,737	2.00	155,979	2.00	162,287	-	-
ADMIN ASST	20	1.00	57,555	1.00	57,334	1.00	59,652	-	-
ARCHITECT	18	4.00	371,811	4.00	378,671	4.00	393,984	-	-
ARCHITECT AIDE	16	1.00	53,183	1.00	55,914	1.00	58,175	-	-
ASST CITY ENGINEER	18	2.00	257,392	2.00	256,406	2.00	266,776	-	-
CCTV INSPEC TECH	15	3.00	197,051	3.00	196,948	3.00	204,912	-	-
CIVIL TECH	16	1.00	65,032	1.00	66,354	1.00	69,037	-	-
COMP MAP/GIS COORD	18	1.00	107,674	1.00	107,261	1.00	111,598	-	-
CONSTRUCT INSP	15	12.00	827,576	12.00	833,768	12.00	867,480	-	-
CONSTRUCTION MGR	18	3.00	249,121	3.00	256,965	3.00	267,356	-	-
CUSTODIAL SERV COORD	16	1.00	51,733	1.00	62,066	1.00	64,575	-	-
CUSTODIAL WKR	16	10.50	510,993	10.50	477,427	10.50	496,729	-	-
ELECTRICIAN	71	1.00	78,667	1.00	78,365	1.00	81,534	-	-
ELECTRICIAN	16	1.00	69,158	-	-	-	-	-	-
ELECTRICIAN FOREPERS	71	1.00	78,488	1.00	78,187	1.00	81,349	-	-
ENGINEER	18	19.00	1,648,671	19.00	1,597,282	19.00	1,661,877	-	-
ENGINEERING FINANCIAL MAN	18	1.00	108,821	1.00	109,073	1.00	113,484	-	-
ENGR CITY	21	1.00	170,517	1.00	170,920	1.00	177,833	-	-
ENGR FIELD AIDE	15	2.00	124,594	2.00	124,116	2.00	129,134	-	-
ENGR OPER LDWKR	15	2.00	127,759	2.00	127,678	2.00	132,841	-	-
ENGR PROG SPEC	16	3.00	216,940	3.00	221,057	3.00	229,995	-	-
FAC/SUS MGR	18	1.00	120,733	1.00	121,005	1.00	125,898	-	-
FACILITY MAINT WKR	16	1.00	46,113	1.00	45,936	1.00	47,793	-	-
HYDROGEOLOGIST	18	0.60	53,232	0.60	53,027	0.60	55,171	-	-
IT SPEC	18	1.00	86,209	1.00	85,878	1.00	89,351	-	-
LANDSCAPE ARCHITECT	18	1.00	68,846	1.00	71,457	1.00	74,347	-	-
MAINT MECH	15	1.00	67,119	1.00	66,862	1.00	69,565	-	-
MAINT MECH	16	4.00	266,889	5.00	290,548	5.00	302,296	-	-
PLUMBER	71	1.00	73,706	1.00	74,835	1.00	77,861	-	-
PRINCIPAL ARCHITECT	18	1.00	109,022	1.00	111,493	1.00	116,002	-	-
PRINCIPAL ENGR	18	3.00	329,590	3.00	333,288	4.00	467,147	-	-
PRINCIPAL ENGR	18	3.00	333,391	3.00	357,344	2.00	251,416	-	-
PROG ASST	20	6.00	334,624	6.00	335,275	6.00	348,830	-	-
PW DEV MGR	18	2.00	182,799	2.00	190,597	2.00	198,305	-	-
S/D MAINT TECH	15	2.00	126,341	2.00	126,533	2.00	131,649	-	-
SIDEWALK PROG SUPERV	18	1.00	84,991	1.00	85,183	1.00	88,627	-	-
SSMO	15	11.00	547,042	11.00	601,131	11.00	625,434	-	-
SURVEYOR	18	3.00	224,456	3.00	227,285	3.00	236,476	-	-

**Engineering Division**

**Function: Public Works & Transportation**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
SUSTAIN PROG COORD	18	1.00	69,643	1.00	74,446	1.00	77,457	-	-
WATER UTIL PUB INFO	18	1.00	67,192	1.00	63,911	1.00	66,496	-	-
<b>TOTAL</b>		<b>117.10</b>	<b>\$ 8,718,411</b>	<b>117.10</b>	<b>\$ 8,727,805</b>	<b>117.10</b>	<b>\$ 9,080,729</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Finance

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## *Agency Overview*

### Agency Mission

The agency's mission is to enhance the financial health of Madison and serve as the steward of the City's resources through financial information, advice and support to the public, employees, City agencies and policymakers.

### Agency Overview

The agency is responsible for citywide financial services including: general accounting, financial reporting, budgeting, internal audit, risk management, purchasing, payroll, and debt management. The goal of the Finance Department is to provide quality service to City agencies and facilitate processes that contribute to quality financial information for internal and external stakeholders. Major initiatives planned for 2019 include implementing an outcomes-based approach to building the City's budget, as well as continued planning towards fully integration of City agencies into the ERP financial system.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Reflects transferring Treasury into the Finance Department as the Treasury Service. The Executive Budget provides funding for the creation of an Accountant position to support operations within the Treasury. This position is funded by other reductions proposed by the Finance Department. (\$75,000)
- Fully funds costs for the Data Team within Budget and Program Evaluation. The team consists of three positions: Data Projects Coordinator (1) and Data Analyst (2) along with ongoing support through an internship program.



**Finance****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,306,071	4,160,221	4,047,123	4,139,065	4,175,833
<b>TOTAL</b>	<b>\$ 4,306,071</b>	<b>\$ 4,160,221</b>	<b>\$ 4,047,123</b>	<b>\$ 4,139,065</b>	<b>\$ 4,175,833</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Accounting	2,208,639	2,072,217	2,113,593	2,131,563	2,136,555
Budget & Program Evaluation	795,031	648,596	676,201	681,053	683,485
Risk Management	6,967	-	6,898	-	-
Administrative Support	568,818	674,845	493,951	483,788	506,371
Treasury	726,616	764,563	756,480	842,661	849,422
<b>TOTAL</b>	<b>\$ 4,306,071</b>	<b>\$ 4,160,221</b>	<b>\$ 4,047,123</b>	<b>\$ 4,139,065</b>	<b>\$ 4,175,833</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(242)	-	-	-	-
Misc Revenue	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Transfer In	-	(400,000)	(400,000)	(400,000)	-
<b>TOTAL</b>	<b>\$ (15,242)</b>	<b>\$ (415,000)</b>	<b>\$ (415,000)</b>	<b>\$ (415,000)</b>	<b>\$ (15,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,472,493	3,259,992	3,190,752	3,243,814	3,372,713
Benefits	791,705	911,352	848,226	861,177	914,348
Supplies	132,979	101,332	121,649	133,175	133,175
Purchased Services	915,241	1,030,407	1,029,357	1,041,784	991,784
Inter Depart Charges	8,895	9,010	9,010	10,987	10,987
Inter Depart Billing	-	(736,872)	(736,872)	(736,872)	(832,174)
<b>TOTAL</b>	<b>\$ 4,321,314</b>	<b>\$ 4,575,221</b>	<b>\$ 4,462,123</b>	<b>\$ 4,554,065</b>	<b>\$ 4,590,833</b>

*Service Overview*

**Service:** Accounting

**Citywide Element:** Effective Government

Service Description

This service is responsible for overseeing and processing all financial transactions within the City of Madison. Specific functions performed by the service include procuring goods for City departments, processing the biweekly payroll, and preparing the Comprehensive Annual Financial Report. The goal of the service is to provide high quality service to City departments while ensuring financial activity is compliant with Generally Accepted Account Principles.

Major Budget Changes

- Adjustments to payroll allocations aligning funding for positions with where they are housed within the Department. These adjustments include transferring the Grant Writer from Budget and Program Evaluation.
- Increasing salary savings and eliminating the service’s internship program in order to fund the new Accountant position in Treasury.

Activities Performed by this Service

- General Accounting: Oversee and process all financial transactions that take place within the City, prepare Comprehensive Annual Financial Report, and lead efforts associated with the annual external audit of the City’s finances
- Payroll: Process citywide payroll on a biweekly process and assist HR in administering employee benefits and the annual open enrollment process.
- Procurement & Purchasing: Assist City agencies in purchasing and contracting goods and services.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,208,639	2,072,217	2,113,593	2,131,563	2,136,555
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,208,639</b>	<b>\$ 2,072,217</b>	<b>\$ 2,113,593</b>	<b>\$ 2,131,563</b>	<b>\$ 2,136,555</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(15,000)	(137,016)	(137,016)	(137,016)	(137,016)
Personnel	1,688,777	2,060,762	2,090,114	2,112,797	2,211,290
Non-Personnel	527,021	581,482	593,505	587,286	587,286
Agency Charges	7,841	(433,011)	(433,011)	(431,504)	(525,005)
<b>TOTAL</b>	<b>\$ 2,208,639</b>	<b>\$ 2,072,217</b>	<b>\$ 2,113,593</b>	<b>\$ 2,131,563</b>	<b>\$ 2,136,555</b>

*Service Overview*

**Service:** Administrative Support

**Citywide Element:** Effective Government

Service Description

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

Major Budget Changes

- Adjustments to payroll allocations reflecting reclassifications that took place in 2019.

Activities Performed by this Service

- Administrative Support Team: Centralized team that provides administrative support to City agencies upon request.
- Document Services: Provides assistance to City agencies in document presentation, database management, and website administration

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	568,818	674,845	493,951	483,788	506,371
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 568,818</b>	<b>\$ 674,845</b>	<b>\$ 493,951</b>	<b>\$ 483,788</b>	<b>\$ 506,371</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(242)	-	-	-	-
Personnel	534,073	655,036	459,209	462,396	483,217
Non-Personnel	34,988	26,082	41,015	27,665	27,665
Agency Charges	-	(6,273)	(6,273)	(6,273)	(4,511)
<b>TOTAL</b>	<b>\$ 568,818</b>	<b>\$ 674,845</b>	<b>\$ 493,951</b>	<b>\$ 483,788</b>	<b>\$ 506,371</b>

*Service Overview*

**Service:** Budget & Program Evaluation

**Citywide Element:** Effective Government

Service Description

This service is responsible for preparing the City's annual capital and operating budgets, as well as providing assistance to City agencies with budget development and analysis. The service houses the City's Data Team; the Team's focus is supporting agencies to leverage their data to assist in the decision making process. The service performs financial, compliance and performance reviews of City agencies; supports city-wide efforts to coordinate, manage and use data effectively in support of racial equity, social justice and performance goals; and coordinates the City's internal audit efforts.

Major Budget Changes

- Transfer a portion of the funding (\$50,000) for Performance Excellence to HR-Organizational Development. The remaining \$25,000 is retained within this service to support the internship program for the Data Team.
- Adjustments to payroll allocations reflecting reclassifications that took place in 2019 to create 2 Data Analyst positions along with transferring the Grant Writer position to Accounting.

Activities Performed by this Service

- Operating & Capital Budget Development: Facilitate all phases of the budget planning process for the operating and capital budgets. Monitor compliance with the Adopted Budget through quarterly projections.
- Legislative Fiscal Analysis: Prepare fiscal notes for all pending legislation before the Common Council
- Data Management: Serve as staff to the City's data management efforts. Projects include: administering annual dataset inventory update, assisting agencies to collect service level performance measures, and provide policy recommendations on managing the City's data.
- Data Projects: Complete research projects as requested by policymakers and City Departments. This effort is supported by partnerships with the University of Wisconsin.
- Internal Audit: Oversee the City's internal audit program through implementing an annual audit workplan.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	795,031	648,596	676,201	681,053	683,485
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 795,031</b>	<b>\$ 648,596</b>	<b>\$ 676,201</b>	<b>\$ 681,053</b>	<b>\$ 683,485</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	(277,984)	(277,984)	(277,984)	(277,984)
Personnel	728,362	901,511	930,651	933,292	973,516
Non-Personnel	66,669	93,683	92,148	94,359	44,359
Agency Charges	-	(68,614)	(68,614)	(68,614)	(56,406)
<b>TOTAL</b>	<b>\$ 795,031</b>	<b>\$ 648,596</b>	<b>\$ 676,201</b>	<b>\$ 681,053</b>	<b>\$ 683,485</b>

*Service Overview*

**Service:** Risk Management

**Citywide Element:** Effective Government

Service Description

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

Major Budget Changes

- In 2020, the full cost of administering these funds is reflected in the Insurance and Worker's Compensation funds. More detail about these funds is shown in the respective agency budgets.

Activities Performed by this Service

- Claim payment: Payment of City liability and departmental property claims.
- Safety Program: Administer the City's Safety program focused on ensuring the City is providing a safe workspace for all employees
- Workers Compensation & Insurance Fund Administration: Administer both funds on an annual basis including setting annual rates billed to agencies, and coordination with external entities.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	6,967	-	6,898	-	-
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,967</b>	<b>\$ -</b>	<b>\$ 6,898</b>	<b>\$ -</b>	<b>\$ -</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	701	-	448	-	-
Non-Personnel	6,267	-	6,450	-	-
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,967</b>	<b>\$ -</b>	<b>\$ 6,898</b>	<b>\$ -</b>	<b>\$ -</b>

*Service Overview*

**Service:** Treasury

**Citywide Element:** Effective Government

Service Description

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

Major Budget Changes

- Increased funding to create a new Accountant position to support the cash reconciliation process. The newly created position is funded by reductions made in Accounting. (\$75,000)

Activities Performed by this Service

- Revenue Processing: Calculate and receipt all revenue from annual personal and property tax bills
- Citywide Investments & Reporting: Oversee Citywide investments and report out on City revenue earnings
- Parking Revenue Processing: Collect and count all receipts collected by the Parking Utility

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	726,616	764,563	756,480	842,661	849,422
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 726,616</b>	<b>\$ 764,563</b>	<b>\$ 756,480</b>	<b>\$ 842,661</b>	<b>\$ 849,422</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	312,286	554,035	558,557	596,506	619,038
Non-Personnel	413,276	430,492	417,887	465,649	465,649
Agency Charges	1,054	(219,964)	(219,964)	(219,494)	(235,265)
<b>TOTAL</b>	<b>\$ 726,616</b>	<b>\$ 764,563</b>	<b>\$ 756,480</b>	<b>\$ 842,661</b>	<b>\$ 849,422</b>

# Finance

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Unit of Gov Rev Op	(242)	-	-	-	-
<b>TOTAL</b>	<b>\$ (242)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
<b>TOTAL</b>	<b>\$ (15,000)</b>	<b>\$ (15,000)</b>	<b>\$ (15,000)</b>	<b>\$ (15,000)</b>	<b>\$ (15,000)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Capital	-	(400,000)	(400,000)	(400,000)	(400,000)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (400,000)</b>	<b>\$ (400,000)</b>	<b>\$ (400,000)</b>	<b>\$ (400,000)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,392,398	3,206,209	3,123,727	3,187,628	3,316,527
Salary Savings	-	(67,850)	-	(124,560)	(124,560)
Pending Personnel	-	-	-	69,113	69,113
Premium Pay	222	5,133	85	5,133	5,133
Compensated Absence	13,299	-	400	-	-
Hourly Wages	25,722	77,000	38,590	67,000	67,000
Overtime Wages Permanent	40,853	39,500	27,951	39,500	39,500
<b>TOTAL</b>	<b>\$ 2,472,493</b>	<b>\$ 3,259,992</b>	<b>\$ 3,190,752</b>	<b>\$ 3,243,814</b>	<b>\$ 3,372,713</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	51,402	-	20,292	-	-
Health Insurance Benefit	371,108	436,099	373,527	396,324	416,213
Wage Insurance Benefit	10,846	13,465	12,674	12,101	12,101
WRS	163,898	210,000	201,018	208,791	223,866
FICA Medicare Benefits	182,397	239,572	227,786	230,610	248,817
Post Employment Health Plans	12,054	12,216	12,931	13,351	13,351
<b>TOTAL</b>	<b>\$ 791,705</b>	<b>\$ 911,352</b>	<b>\$ 848,226</b>	<b>\$ 861,177</b>	<b>\$ 914,348</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	2,946	-	-
Office Supplies	6,596	8,200	7,797	7,580	7,580
Copy Printing Supplies	20,717	20,500	15,049	16,875	16,875
Furniture	665	4,900	4,619	5,300	5,300
Hardware Supplies	2,428	3,295	9,860	3,745	3,745
Software Lic & Supplies	1,280	5,600	1,150	5,600	5,600
Postage	96,879	50,600	75,947	86,105	86,105
Books & Subscriptions	2,584	3,450	2,562	3,225	3,225
Work Supplies	1,830	4,787	1,719	4,745	4,745
<b>TOTAL</b>	<b>\$ 132,979</b>	<b>\$ 101,332</b>	<b>\$ 121,649</b>	<b>\$ 133,175</b>	<b>\$ 133,175</b>

# Finance

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	6,342	6,620	2,810	6,471	6,471
Cellular Telephone	510	700	498	-	-
Custodial Bldg Use Charges	101,494	108,525	108,525	118,180	118,180
Comm Device Mntc	-	1,295	-	1,221	1,221
Equipment Mntc	230	1,200	-	1,200	1,200
System & Software Mntc	19,363	29,225	48,604	38,050	38,050
Recruitment	1,443	1,250	747	1,550	1,550
Mileage	-	550	-	300	300
Conferences & Training	27,324	37,000	34,545	39,790	39,790
Memberships	3,970	5,733	5,052	5,133	5,133
Financial Actuary Services	12,000	13,500	9,000	13,500	13,500
Audit Services	72,881	96,130	99,130	87,800	87,800
Bank Services	94,489	135,000	118,000	135,000	135,000
Credit Card Services	112,882	120,000	114,000	120,000	120,000
Collection Services	68,831	65,000	70,000	65,000	65,000
Armored Car Services	7,118	6,200	6,504	8,000	8,000
Delivery Freight Charges	157	150	-	150	150
Storage Services	5,280	10,325	5,151	10,135	10,135
Management Services	283,773	295,000	295,000	295,000	295,000
Consulting Services	13,590	-	-	-	-
Advertising Services	-	700	-	200	200
Printing Services	59,714	43,310	60,144	42,510	42,510
Other Services & Expenses	10,934	52,844	51,607	52,444	2,444
Permits & Licenses	12,916	150	40	150	150
<b>TOTAL</b>	<b>\$ 915,241</b>	<b>\$ 1,030,407</b>	<b>\$ 1,029,357</b>	<b>\$ 1,041,784</b>	<b>\$ 991,784</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Insurance	5,944	6,520	6,520	9,210	9,210
ID Charge From Workers Comp	2,951	2,490	2,490	1,777	1,777
<b>TOTAL</b>	<b>\$ 8,895</b>	<b>\$ 9,010</b>	<b>\$ 9,010</b>	<b>\$ 10,987</b>	<b>\$ 10,987</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	(18,472)	(18,472)	(18,472)	(21,967)
ID Billing To Monona Terrace	-	(84,952)	(84,952)	(84,952)	(86,837)
ID Billing To Golf Courses	-	(45,702)	(45,702)	(45,702)	(51,056)
ID Billing To Parking	-	(185,062)	(185,062)	(185,062)	(185,983)
ID Billing To Sewer	-	(44,625)	(44,625)	(44,625)	(56,854)
ID Billing To Stormwater	-	(77,823)	(77,823)	(77,823)	(102,804)
ID Billing To Transit	-	(109,929)	(109,929)	(109,929)	(121,326)
ID Billing To Water	-	(170,307)	(170,307)	(170,307)	(205,347)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (736,872)</b>	<b>\$ (736,872)</b>	<b>\$ (736,872)</b>	<b>\$ (832,174)</b>



**Finance**

**Function: Administration**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	10.00	752,179	10.00	790,205	10.00	822,160	-	-
ACCT CLERK	20	4.00	239,625	4.00	242,386	4.00	252,185	-	-
ACCT SERVICES MGR	18	1.00	125,515	1.00	125,893	1.00	130,985	-	-
ACCT TECH	20	3.00	201,236	3.00	188,541	3.00	196,164	-	-
ADMIN ANAL	18	4.00	310,889	4.00	325,425	4.00	338,586	-	-
ADMIN CLERK	20	1.00	51,832	1.00	52,882	1.00	55,020	-	-
ADMIN SUPPORT CLK	20	3.00	165,036	3.00	151,683	3.00	157,816	-	-
BUDGET/PROG EVAL MGR	18	1.00	118,288	1.00	118,963	1.00	123,775	-	-
BUYER	16	2.00	139,580	2.00	142,566	2.00	148,330	-	-
CLERK	20	1.00	46,804	1.00	48,056	1.00	49,999	-	-
DATA ANALYST	18	3.00	235,424	3.00	199,613	3.00	207,685	-	-
DOC SERVS LDWKR	17	1.00	64,812	1.00	64,563	1.00	67,174	-	-
DOC SERVS SPEC	17	1.00	58,797	1.00	58,571	1.00	60,939	-	-
FIN OPER LDWKR	20	1.00	62,584	1.00	62,344	1.00	64,865	-	-
FINANCE DIR	21	1.00	168,386	1.00	169,418	1.00	176,270	-	-
GRANT WRITER	18	1.00	78,416	1.00	78,116	1.00	81,275	-	-
NEW POSITION	xx	-	-	1.00	75,000	1.00	75,000	-	-
PRINCIPAL ACCOUNTANT	18	3.00	327,575	3.00	327,551	3.00	340,797	-	-
PROG ASST	20	3.00	165,390	3.00	159,257	3.00	165,696	-	-
RISK MANAGER	18	1.00	110,867	1.00	111,844	1.00	116,367	-	-
SAFETY COORDINATOR	18	1.00	72,773	1.00	64,984	1.00	67,612	-	-
TREAS REV MGR	18	1.00	117,214	1.00	91,560	1.00	95,263	-	-
<b>TOTAL</b>		<b>47.00</b>	<b>\$ 3,613,222</b>	<b>48.00</b>	<b>\$ 3,649,421</b>	<b>48.00</b>	<b>\$ 3,793,963</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Fire Department

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## *Agency Overview*

### Agency Mission

The mission of the Madison Fire Department is to protect life and property from the dangers of fire and major disaster through education, prevention, and emergency service delivery to all members of the community.

### Agency Overview

The Agency is responsible for emergency responses to fires and other disasters, emergency medical services, fire safety education, fire and elevator inspection, and fire investigation. The Department's goal is to ensure quality emergency response services across the City of Madison. To achieve this goal, the Department will seek to: (1) meet the standards established by the National Fire Protection Association Standard 1710, "For Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations"; (2) ensure buildings comply with local and state regulations to confine fires, reduce losses, ensure proper exiting, and provide early warning for occupants; and (3) change unsafe behaviors through education and by providing individuals with the information to make safe decisions.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Increasing the Department's budgeted overtime by \$400,000 from \$1.0m to \$1.4m. This increase is meant to ensure daily minimum staffing levels are met to operate the City's 14 fire stations. The budgeted amounts assumes the following:
  - Up to 6 positions from the Fire Investigations Unit and Acting Training Captains will be incorporated into the staffing model
  - Modifications will be made to training protocols for staff
  - Partner with sworn staff to reduce the frequency of unplanned leave
- During 2020 City and Fire Department leadership will work with the Department's bargaining units making improvements to the creative staffing model to better reflect current staff patterns in order to maximize the number of authorized positions. The goal of these strategies is to ensure the Fire Department stays within their authorized personnel budget.
- A Firefighter recruit class in September 2020 for 10 recruits to fill anticipated vacancies (\$155,000). The class will include additional recruits for commissioned positions vacant at that time.
- A new Accountant position to assist with procurement and financial reporting funded by reductions to Supplies and transferring items to the Fire Equipment capital project (\$82,400).
- The Community Paramedicine (\$96,500) and Hazmat (\$26,400) personnel costs that were previously funded through grants. The Executive Budget continues these programs at the current level of service.

The Executive Budget includes \$1,814,400 in anticipated grant and restricted revenues and expenditures:

- SAFER Grant: 2020 is the third and final year of the grant awarded in 2018 (\$1,624,400). Funding from the grant is for 18 firefighters to cover staffing at Fire Station 14. The local match in 2020 is \$1,288,300; up from \$904,000 in 2019.
- HAZMAT Team: The Dane County and the State of Wisconsin Emergency Management Division HAZMAT Team that provides specialized response to incidents involving hazardous materials (\$160,000).
- Metropolitan Medical Response System: This federal grant from the Department of Homeland Security supports and enhances the integration of local emergency management, health, and medical systems into a coordinated, sustained local capability to respond effectively to a mass casualty incident (\$30,000).

**Fire****Function:****Public Safety & Health***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	52,774,900	52,853,057	54,787,659	56,046,229	57,020,341
Other Grants	1,550,613	1,789,571	1,781,631	1,784,480	1,814,480
<b>TOTAL</b>	<b>\$ 54,325,513</b>	<b>\$ 54,642,628</b>	<b>\$ 56,569,290</b>	<b>\$ 57,830,709</b>	<b>\$ 58,834,821</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fire Operations	53,128,482	53,384,296	55,474,965	56,612,618	57,523,411
Fire Prevention	1,197,031	1,258,332	1,094,324	1,218,091	1,311,410
<b>TOTAL</b>	<b>\$ 54,325,513</b>	<b>\$ 54,642,628</b>	<b>\$ 56,569,290</b>	<b>\$ 57,830,709</b>	<b>\$ 58,834,821</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(218,884)	(240,416)	(248,202)	(243,340)	(243,340)
Charges For Services	(254,366)	(276,100)	(268,880)	(294,100)	(294,100)
Licenses & Permits	(1,104,697)	(1,248,543)	(1,250,013)	(1,248,543)	(1,248,543)
Investments & Other Contributions	(3,785)	(5,000)	(8,600)	(20,000)	(20,000)
Misc Revenue	(147,228)	(100,100)	(112,948)	(113,100)	(113,100)
Other Financing Source	(406)	-	-	-	-
Transfer In	(5,565)	-	-	-	-
<b>TOTAL</b>	<b>\$ (1,734,930)</b>	<b>\$ (1,870,159)</b>	<b>\$ (1,888,642)</b>	<b>\$ (1,919,083)</b>	<b>\$ (1,919,083)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	35,380,300	37,094,107	37,103,689	38,655,120	39,069,230
Benefits	13,805,338	11,950,897	14,071,903	12,719,076	13,279,078
Supplies	1,140,899	1,258,431	1,151,016	1,168,464	1,168,464
Purchased Services	1,354,162	1,532,353	1,454,324	1,486,473	1,516,473
Debt & Other Financing	13,217	-	-	-	-
Inter Depart Charges	4,033,281	4,252,022	4,252,022	4,432,320	4,432,320
Inter Depart Billing	-	-	-	-	-
Transfer Out	333,246	424,978	424,978	1,288,339	1,288,339
<b>TOTAL</b>	<b>\$ 56,060,444</b>	<b>\$ 56,512,787</b>	<b>\$ 58,457,932</b>	<b>\$ 59,749,792</b>	<b>\$ 60,753,904</b>

# Fire

Function: Public Safety & Health

## Service Overview

**Service:** Fire Operations

**Citywide Element:** Healthy and Safe

### Service Description

This service is responsible for emergency responses to: fires, emergency medical care, lake rescue, hazardous materials, and other disaster responses. Specific non-emergency functions include: semi-annual inspections, fire safety education, and participating in community events. The goal of this service to ensure quality emergency response services across the City of Madison.

### Major Budget Changes

- Increased Overtime to fund minimum staffing of 86 which will staff 14 stations (\$400,000).
- Added newly identified revenue for reimbursements from iCare, a managed care organization providing insurance benefits for Wisconsin residents with disabilities and low-income (\$30,000).
- Added revenue for reimbursements for Hazmat incident response to reflect recent trends (\$10,000).
- Added 1.0 FTE Accountant (\$82,400) position to assist with the procurement and financial reporting funded by reductions to Supplies and transferring items to the Fire Equipment capital project (\$82,700).
- Increased General Fund support to continue funding for the Community Paramedicine program previously funded through a National Institute of Health grant that will expire in 2020 and eliminated the General Fund transfer to the grant fund for this grant (\$56,100).
- Increased General Fund support for the personnel costs associated with the Hazmat program that were previously funded with grant revenue (\$26,360).

### Activities Performed by this Service

- Fire Suppression and Emergency Medical Service: Respond to emergency Fire and EMS incidents including field operations for Fire and EMS service, 14 fire stations, and fire maintenance.
- Fire Administration: Provide overall leadership (Fire Chiefs) and manage budget and fiscal services, including payroll, purchasing, billing, receipts, information technology, and grant management.
- Training and Recruitment: Recruit and hire new employees, oversee fitness and wellness of personnel, provide Fire and EMS training for recruits and personnel.
- Specialized Operations: Provide specialty services including Lake Rescue, Heavy Urban Rescue, Hazardous Materials, special event staffing for emergency response, and Tactical EMS.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	51,577,869	51,594,725	53,693,334	54,828,138	55,708,931
Other-Expenditures	1,550,613	1,789,571	1,781,631	1,784,480	1,814,480
<b>TOTAL</b>	<b>\$ 53,128,482</b>	<b>\$ 53,384,296</b>	<b>\$ 55,474,965</b>	<b>\$ 56,612,618</b>	<b>\$ 57,523,411</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(434,517)	(463,316)	(496,301)	(511,540)	(511,540)
Personnel	46,830,294	46,514,319	48,804,839	48,881,452	49,762,245
Non-Personnel	2,699,454	3,081,272	2,914,406	3,810,386	3,840,386
Agency Charges	4,033,251	4,252,022	4,252,022	4,432,320	4,432,320
<b>TOTAL</b>	<b>\$ 53,128,482</b>	<b>\$ 53,384,296</b>	<b>\$ 55,474,965</b>	<b>\$ 56,612,618</b>	<b>\$ 57,523,411</b>

**Service:** Fire Prevention

**Citywide Element:** Healthy and Safe

### Service Description

This service is responsible for fire prevention operations. Specific functions of the service include providing: (1) fire safety education, (2) fire inspections, (3) fire protection engineering, (4) public information, (5) elevator inspections, and (6) fire/arson investigation services. The goal of this service is to proactively prevent fires through education and inspections.

# Fire

Function: Public Safety & Health

## Service Overview

### Major Budget Changes

There are no major changes.

### Activities Performed by this Service

- Fire Safety and Education: Provide presentations, community events, scheduled programs, and information seminars focused on fire safety to reduce fires and related injuries through education.
- Fire Inspection: Verify all commercial buildings in the City are operated and maintained safely through fire safety inspections in all multi-residential and commercial properties.
- Code Enforcement: Mitigate code violations through the issuance of orders, referrals to the City Attorney, and citations.
- Fire Protection Engineering: Ensure site development, new construction, and alteration projects comply with building and fire codes and Madison General Ordinances, work with owners, developers, and contractors during design to review construction documents, and inspect and test installation of site access, fire suppression, fire alarm, smoke control, and fire command centers.
- Public Information: Disseminate information through new releases, public reports, and social media, connect affected individuals with resources through the occupant services unit.
- Elevator Inspections: Ensure safe installation, alteration, and operation of conveyances including elevators, escalators, chair lifts, and dumbwaiters through timely plan review, annual inspections, and permitting.
- Fire/Arson Investigation: Investigate and determine the origin, cause, and circumstances of structure fires, vehicles fires, outside fires, and unknown cause fires; train field personnel on fire investigation aspects of a fire scene and conducts pre-employment background investigations.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,197,031	1,258,332	1,094,324	1,218,091	1,311,410
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,197,031</b>	<b>\$ 1,258,332</b>	<b>\$ 1,094,324</b>	<b>\$ 1,218,091</b>	<b>\$ 1,311,410</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,300,413)	(1,406,843)	(1,392,341)	(1,407,543)	(1,407,543)
Personnel	2,355,344	2,530,685	2,370,753	2,492,744	2,586,063
Non-Personnel	142,070	134,490	115,912	132,890	132,890
Agency Charges	30	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,197,031</b>	<b>\$ 1,258,332</b>	<b>\$ 1,094,324</b>	<b>\$ 1,218,091</b>	<b>\$ 1,311,410</b>

**Fire****Function: Public Safety & Health***Line Item Detail***Agency Primary Fund: General**

## Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(37,224)	(50,616)	(50,616)	(52,140)	(52,140)
State Revenues Operating	(52,353)	(58,300)	(33,786)	(59,000)	(59,000)
Payment for Muni Service	(14,300)	(14,000)	(14,000)	(14,700)	(14,700)
Local Revenues Operating	(70,000)	(70,000)	(93,800)	(70,000)	(70,000)
Other Unit of Gov Rev Op	(45,007)	(47,500)	(56,000)	(47,500)	(47,500)
<b>TOTAL</b>	<b>\$ (218,884)</b>	<b>\$ (240,416)</b>	<b>\$ (248,202)</b>	<b>\$ (243,340)</b>	<b>\$ (243,340)</b>

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reproduction Services	(1,570)	(2,100)	(429)	(2,100)	(2,100)
Special Duty	(108,866)	(127,000)	(127,000)	(120,000)	(120,000)
Inspect & Reinspect Fees	(15,900)	(10,000)	(10,000)	(10,000)	(10,000)
Reimbursement Of Expense	(128,029)	(137,000)	(131,451)	(162,000)	(162,000)
<b>TOTAL</b>	<b>\$ (254,366)</b>	<b>\$ (276,100)</b>	<b>\$ (268,880)</b>	<b>\$ (294,100)</b>	<b>\$ (294,100)</b>

## Licenses &amp; Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Elevator Permits & Inspects	(555,937)	(732,828)	(732,828)	(732,828)	(732,828)
Fire Permits	(548,760)	(515,715)	(517,185)	(515,715)	(515,715)
<b>TOTAL</b>	<b>\$ (1,104,697)</b>	<b>\$ (1,248,543)</b>	<b>\$ (1,250,013)</b>	<b>\$ (1,248,543)</b>	<b>\$ (1,248,543)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(3,785)	(5,000)	(8,600)	(20,000)	(20,000)
<b>TOTAL</b>	<b>\$ (3,785)</b>	<b>\$ (5,000)</b>	<b>\$ (8,600)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(147,228)	(100,100)	(112,948)	(113,100)	(113,100)
<b>TOTAL</b>	<b>\$ (147,228)</b>	<b>\$ (100,100)</b>	<b>\$ (112,948)</b>	<b>\$ (113,100)</b>	<b>\$ (113,100)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(406)	-	-	-	-
<b>TOTAL</b>	<b>\$ (406)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(5,565)	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,565)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	30,748,343	32,063,242	31,945,458	33,486,879	33,816,022
Salary Savings	-	(581,000)	-	(581,000)	(581,000)
Pending Personnel	-	414,104	-	1,046,316	748,316
Premium Pay	1,152,628	1,522,857	1,193,068	1,390,376	1,390,376

**Fire**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: General**

Workers Compensation Wages	170,015	-	228,678	-	-
Compensated Absence	980,838	1,252,810	1,162,729	948,522	948,522
Hourly Wages	10,866	10,000	1,715	10,000	10,000
Overtime Wages Permanent	1,252,389	1,025,288	1,338,101	1,061,971	1,461,971
Overtime Wages Hourly	304	-	-	-	-
Election Officials Wages	202	-	-	-	-
<b>TOTAL</b>	<b>\$ 34,315,585</b>	<b>\$ 35,707,301</b>	<b>\$ 35,869,749</b>	<b>\$ 37,363,064</b>	<b>\$ 37,794,207</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	609,585	-	486,437	-	-
Health Insurance Benefit	5,793,192	5,096,609	5,835,248	5,584,616	5,713,169
Wage Insurance Benefit	146,866	137,374	149,986	141,128	141,128
Health Insurance Retiree	416,044	365,184	415,416	302,459	309,096
Health Ins Police Fire Retiree	104,307	110,000	108,000	110,000	110,000
Accident Death Insurance	397,076	365,331	420,400	365,331	365,331
WRS	5,233,892	4,840,016	5,434,506	5,021,547	5,413,013
WRS-Prior Service	28,203	53,022	19,834	53,022	53,022
FICA Medicare Benefits	603,718	579,422	635,358	605,053	621,366
Tuition	63,657	80,000	80,080	80,000	80,000
Post Employment Health Plans	16,735	17,360	17,952	18,536	18,536
<b>TOTAL</b>	<b>\$ 13,413,275</b>	<b>\$ 11,644,318</b>	<b>\$ 13,603,217</b>	<b>\$ 12,281,692</b>	<b>\$ 12,824,661</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	4,612	13,850	8,969	8,200	8,200
Copy Printing Supplies	7,598	12,000	7,328	10,750	10,750
Furniture	10,213	22,000	26,655	19,000	19,000
Hardware Supplies	8,411	13,000	12,830	13,000	13,000
Software Lic & Supplies	8,180	9,700	1,316	9,700	9,700
Postage	13,578	11,500	10,801	11,500	11,500
Books & Subscriptions	16,245	16,200	11,040	16,200	16,200
Work Supplies	125,209	148,064	132,605	148,064	148,064
Medical Supplies	340,736	350,500	350,851	350,500	350,500
Safety Supplies	229,161	254,545	194,773	195,545	195,545
Uniform Clothing Supplies	231,642	240,441	242,553	240,441	240,441
Food And Beverage	11,860	19,320	17,200	14,320	14,320
Building Supplies	8	-	-	-	-
Machinery And Equipment	-	10,000	-	-	-
Equipment Supplies	109,056	109,744	112,400	109,744	109,744
<b>TOTAL</b>	<b>\$ 1,116,510</b>	<b>\$ 1,230,864</b>	<b>\$ 1,129,320</b>	<b>\$ 1,146,964</b>	<b>\$ 1,146,964</b>

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	51,227	98,700	87,138	68,700	68,700
Electricity	160,873	180,000	152,946	180,000	180,000
Water	49,273	61,903	50,414	61,903	61,903
Telephone	7,531	25,000	18,396	33,200	33,200
Cellular Telephone	48,485	63,047	56,811	63,047	63,047
Building Improv Repair Maint	122,357	136,632	94,450	136,632	136,632
Facility Rental	84,538	88,200	37,280	18,200	18,200
Comm Device Mntc	56,381	65,000	56,143	65,000	65,000
Equipment Mntc	67,811	48,000	46,562	74,000	74,000

**Fire**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: General**

System & Software Mntc	83,982	63,000	106,003	86,500	86,500
Rental Of Equipment	27,718	30,000	27,722	30,000	30,000
Mileage	26,732	52,000	32,173	52,000	52,000
Conferences & Training	27,572	42,151	42,118	42,151	42,151
In Service Training	84,680	104,618	136,611	104,618	104,618
Memberships	6,820	6,160	3,965	6,160	6,160
Uniform Laundry	58,878	72,000	60,000	72,000	72,000
Medical Services	68,348	103,000	81,575	103,000	103,000
Armored Car Services	2,241	1,500	2,385	2,500	2,500
Storage Services	1,693	1,500	1,500	1,500	1,500
Consulting Services	212,348	174,300	254,976	204,300	204,300
Advertising Services	575	3,602	3,000	3,602	3,602
Parking Towing Services	5,975	5,000	3,700	5,000	5,000
Other Services & Expenses	41,417	37,920	40,633	37,920	37,920
Permits & Licenses	480	500	515	1,000	1,000
<b>TOTAL</b>	<b>\$ 1,297,934</b>	<b>\$ 1,463,733</b>	<b>\$ 1,397,015</b>	<b>\$ 1,452,933</b>	<b>\$ 1,452,933</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	278,163	290,883	290,883	290,883	290,883
ID Charge From Fleet Services	2,673,618	2,869,131	2,869,131	3,153,539	3,153,539
ID Charge From Traffic Eng	120,576	103,904	103,904	103,904	103,904
ID Charge From Insurance	101,277	124,529	124,529	201,575	201,575
ID Charge From Workers Comp	859,647	863,575	863,575	682,419	682,419
<b>TOTAL</b>	<b>\$ 4,033,281</b>	<b>\$ 4,252,022</b>	<b>\$ 4,252,022</b>	<b>\$ 4,432,320</b>	<b>\$ 4,432,320</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Grants	333,246	424,978	424,978	1,288,339	1,288,339
<b>TOTAL</b>	<b>\$ 333,246</b>	<b>\$ 424,978</b>	<b>\$ 424,978</b>	<b>\$ 1,288,339</b>	<b>\$ 1,288,339</b>



**Fire Department**

**Function: Public Safety & Health**

*Position Summary*

<i>Civilian Positions</i>	2019 Budget		Request		2020 Executive		Adopted		
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	56,012	1.00	57,355	1.00	59,674	-	-
ADMIN ASST	17	1.00	64,000	-	-	-	-	-	-
ADMIN CLERK	20	4.00	222,076	4.00	222,811	4.00	231,820	-	-
ADMIN SUPVSR	18	-	-	1.00	65,317	1.00	67,958	-	-
CLERK	20	1.00	39,306	1.00	39,248	1.00	40,835	-	-
COMM PARA	16	1.00	34,955	1.00	35,436	1.00	36,868	-	-
ELEVATOR CODE ENFC OFF	16	3.00	237,527	3.00	231,309	3.00	240,662	-	-
FIRE ADM SERV MGR	18	1.00	91,308	1.00	93,391	1.00	97,168	-	-
FIRE CHIEF	21	1.00	156,098	1.00	157,055	1.00	163,407	-	-
FIRE CODE ENFORCE	16	10.00	758,904	10.00	776,693	10.00	808,100	-	-
FIRE ED/ENFC OFF	16	1.00	75,497	1.00	75,207	1.00	78,249	-	-
FIRE MARSHAL	18	1.00	124,056	1.00	123,580	1.00	128,578	-	-
FIRE PROTECTION ENGR	18	1.00	100,945	1.00	101,834	1.00	105,953	-	-
FIRE PUB INFO SPEC	18	1.00	85,170	1.00	85,878	1.00	89,351	-	-
IT SPEC	18	1.00	87,883	1.00	87,545	1.00	91,086	-	-
NEW POSITION	xx	-	-	1.00	75,000	1.00	75,000	-	-
<b>TOTAL</b>		<b>28.00</b>	<b>\$ 2,133,737</b>	<b>29.00</b>	<b>\$ 2,227,659</b>	<b>29.00</b>	<b>\$ 2,314,709</b>	<b>-</b>	<b>\$ -</b>

<i>Sworn Positions</i>	2019 Budget		Request		2020 Executive		Adopted		
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ASST FIRE CHIEF	14	4.00	683,272	4.00	520,109	4.00	524,111	-	-
DIVISION FIRE CHIEF	14	6.00	874,689	6.00	690,859	6.00	696,178	-	-
FIRE APPARATUS ENGR	13	69.00	5,536,853	69.00	5,846,996	69.00	5,891,976	-	-
FIRE CAPT	13	6.00	581,448	6.00	569,550	6.00	573,932	-	-
FIRE LIEUTENANT	13	71.00	6,310,946	71.00	6,656,015	71.00	6,707,235	-	-
FIREFIGHTER	13	131.00	9,417,332	131.00	10,104,549	131.00	10,071,448	-	-
FIREFIGHTER PARAMEDIC	13	96.00	7,551,609	96.00	8,094,824	96.00	8,157,103	-	-
<b>TOTAL</b>		<b>383.00</b>	<b>\$ 30,956,149</b>	<b>383.00</b>	<b>\$ 32,482,902</b>	<b>383.00</b>	<b>\$ 32,621,983</b>	<b>-</b>	<b>\$ -</b>

**TOTAL AUTHORIZED FTEs                      411.00                                      412.00                                      412.00**

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Fleet Services

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## *Agency Overview*

### Agency Mission

The mission of the Fleet Services Division is to provide a safe and reliable fleet of diverse equipment for all user agencies and to provide a concentrated effort toward a comprehensive preventative maintenance program at a competitive cost.

### Agency Overview

The Agency manages and administers the municipal fleet through maintenance, inspection, repair, and replacement of vehicles for City agencies.

### 2020 Budget Highlights

The Fleet Fund is one of the City's three internal service funds, meaning the fund's expenses are funded by charging user agencies. In this year's budget presentation Internal Service Funds are presented to show the budget by: Revenue, Expense, and Agency Billing.

The 2020 Executive Budget anticipates two vacant positions will remain unfilled for all of 2020. Savings will be realized by reducing the fleet rate charged to agencies. (\$200,000 savings)

**Fleet Services****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(19,976)	(35,500)	(20,000)	(35,500)	(35,500)
Charges For Services	(1,046)	(25,000)	(10,077)	(25,000)	(25,000)
Investments & Other Contributions	(36)	-	(205)	-	-
Misc Revenue	(131,911)	(155,000)	(130,000)	(155,000)	(155,000)
Other Financing Source	(6,106,102)	(6,847,725)	(706,855)	(955,780)	(955,780)
Transfer In	(153,673)	(1,386,021)	(1,098,021)	(1,670,063)	(1,670,063)
<b>TOTAL</b>	<b>\$ (6,412,745)</b>	<b>\$ (8,449,245)</b>	<b>\$ (1,965,158)</b>	<b>\$ (2,841,343)</b>	<b>\$ (2,841,343)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,364,675	2,832,187	2,733,595	2,743,673	2,655,077
Benefits	1,243,001	1,027,778	966,384	1,027,420	1,075,643
Supplies	5,773,971	5,720,122	5,316,181	5,214,305	5,214,305
Purchased Services	987,913	1,307,515	1,037,744	1,307,515	1,307,515
Debt & Other Financing	12,333,572	13,167,634	7,516,603	8,086,514	8,012,575
Inter Depart Charges	286,119	115,447	115,447	115,901	115,901
Transfer Out	-	1,431,410	1,431,410	1,729,932	1,729,932
<b>TOTAL</b>	<b>\$ 22,989,250</b>	<b>\$ 25,602,093</b>	<b>\$ 19,117,364</b>	<b>\$ 20,225,260</b>	<b>\$ 20,110,948</b>

## Agency Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Inter Depart Billing	(16,576,506)	(17,152,848)	(17,152,206)	(17,383,917)	(17,269,605)
<b>TOTAL</b>	<b>\$ (16,576,506)</b>	<b>\$ (17,152,848)</b>	<b>\$ (17,152,206)</b>	<b>\$ (17,383,917)</b>	<b>\$ (17,269,605)</b>
<b>NET BUDGET</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ -</b>

# Fleet Services

Function: Public Works & Transportation

## Service Overview

**Service:** Fleet Maintenance Procurement

**Citywide Element:** Green and Resilient

### 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.

### Major Budget Changes

- An overall \$116,000 increase in the fleet rate based on projected fuel and depreciation costs.
- Increasing salary savings based on projected staffing levels for 2020 (\$100,000).

### Activities Performed by this Service

- Vehicle Purchasing: Procurement and intake of vehicles to replace assets within the City Fleet that have reached the end of their useful life.
- Vehicle Maintenance: Preventative maintenance and repair of all equipment in the City Fleet.
- Fueling: Maintenance and repair of ten fuel stations throughout the City, purchase of fuel, and billing City agencies based on fuel usage.
- Auction of Retired Assets: Decommission and sale of assets that have reached the end of their useful life.

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(6,412,745)	(8,449,245)	(1,965,158)	(2,841,343)	(2,841,343)
Personnel	3,607,675	3,859,965	3,699,979	3,771,093	3,730,720
Non-Personnel	19,095,456	21,626,681	15,301,938	16,338,266	16,264,327
<b>TOTAL</b>	<b>\$ 16,290,386</b>	<b>\$ 17,037,401</b>	<b>\$ 17,036,759</b>	<b>\$ 17,268,016</b>	<b>\$ 17,153,704</b>

### Agency Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Agency Charges	(16,290,387)	(17,037,401)	(17,036,759)	(17,268,016)	(17,153,704)
<b>TOTAL</b>	<b>\$ (16,290,387)</b>	<b>\$ (17,037,401)</b>	<b>\$ (17,036,759)</b>	<b>\$ (17,268,016)</b>	<b>\$ (17,153,704)</b>

# Fleet Services

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Fleet Services

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(19,976)	(35,500)	(20,000)	(35,500)	(35,500)
<b>TOTAL</b>	<b>\$ (19,976)</b>	<b>\$ (35,500)</b>	<b>\$ (20,000)</b>	<b>\$ (35,500)</b>	<b>\$ (35,500)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reimbursement Of Expense	(1,046)	(25,000)	(10,077)	(25,000)	(25,000)
<b>TOTAL</b>	<b>\$ (1,046)</b>	<b>\$ (25,000)</b>	<b>\$ (10,077)</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(36)	-	(205)	-	-
<b>TOTAL</b>	<b>\$ (36)</b>	<b>\$ -</b>	<b>\$ (205)</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fuel Tax Refund	(70,623)	(70,000)	(70,000)	(70,000)	(70,000)
Miscellaneous Revenue	(61,288)	(85,000)	(60,000)	(85,000)	(85,000)
<b>TOTAL</b>	<b>\$ (131,911)</b>	<b>\$ (155,000)</b>	<b>\$ (130,000)</b>	<b>\$ (155,000)</b>	<b>\$ (155,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(447,978)	(520,000)	(450,000)	(520,000)	(520,000)
Trade In Allowance	(437,975)	(435,780)	(435,780)	(435,780)	(435,780)
(Gain) Loss On Sale Of Asset	-	-	178,925	-	-
Fund Balance Applied	(5,220,149)	(5,891,945)	-	-	-
<b>TOTAL</b>	<b>\$ (6,106,102)</b>	<b>\$ (6,847,725)</b>	<b>\$ (706,855)</b>	<b>\$ (955,780)</b>	<b>\$ (955,780)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From General	-	(928,021)	(928,021)	(1,212,063)	(1,212,063)
Transfer In From Other Restrict	-	(25,000)	(25,000)	(25,000)	(25,000)
Transfer In From Insurance	(153,673)	(433,000)	(145,000)	(433,000)	(433,000)
<b>TOTAL</b>	<b>\$ (153,673)</b>	<b>\$ (1,386,021)</b>	<b>\$ (1,098,021)</b>	<b>\$ (1,670,063)</b>	<b>\$ (1,670,063)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,362,784	2,843,638	2,475,825	2,755,124	2,866,528
Salary Savings	-	(244,496)	-	(244,496)	(444,496)
Premium Pay	16,741	11,690	15,688	11,690	11,690
Workers Compensation Wages	7,252	-	-	-	-
Compensated Absence	(103,943)	125,400	125,400	125,400	125,400
Hourly Wages	38,567	45,955	46,899	45,955	45,955
Overtime Wages Permanent	43,274	50,000	69,783	50,000	50,000
<b>TOTAL</b>	<b>\$ 2,364,675</b>	<b>\$ 2,832,187</b>	<b>\$ 2,733,595</b>	<b>\$ 2,743,673</b>	<b>\$ 2,655,077</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	205,130	100,000	110,280	100,000	100,000
Benefit Savings	-	(54,351)	-	-	-
Health Insurance Benefit	486,619	521,926	440,750	480,576	504,578
Wage Insurance Benefit	9,430	10,153	9,941	9,964	9,964
WRS	164,427	186,257	166,187	180,462	193,491
FICA Medicare Benefits	188,768	212,773	192,809	204,554	215,746
Licenses & Certifications	80	-	40	-	-
Post Employment Health Plans	39,532	41,300	40,817	42,144	42,144

# Fleet Services

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Fleet Services

Tool Allowance	5,720	9,720	5,560	9,720	9,720
Other Post Emplmnt Benefit	103,432	-	-	-	-
Pension Expense	39,863	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,243,001</b>	<b>\$ 1,027,778</b>	<b>\$ 966,384</b>	<b>\$ 1,027,420</b>	<b>\$ 1,075,643</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	2,268	2,000	2,400	2,000	2,000
Copy Printing Supplies	2,201	2,000	2,200	2,000	2,000
Hardware Supplies	3,359	-	500	-	-
Software Lic & Supplies	8,785	14,388	15,019	14,388	14,388
Postage	40	1,550	1,285	1,550	1,550
Books & Subscriptions	3,094	3,000	3,000	3,000	3,000
Work Supplies	113,125	92,000	103,997	92,000	92,000
Safety Supplies	2,357	3,220	1,839	3,220	3,220
Building Supplies	16,004	5,900	6,728	5,900	5,900
Machinery And Equipment	21,839	-	-	-	-
Equipment Supplies	1,939,600	1,579,968	1,536,884	1,579,968	1,579,968
Tires	418,861	385,689	400,000	285,689	285,689
Gasoline	1,120,527	1,253,559	951,979	1,053,390	1,053,390
Diesel	1,959,888	2,206,848	1,994,904	1,901,200	1,901,200
Oil	-	-	126,446	100,000	100,000
Lubricants	162,020	170,000	169,000	170,000	170,000
<b>TOTAL</b>	<b>\$ 5,773,971</b>	<b>\$ 5,720,122</b>	<b>\$ 5,316,181</b>	<b>\$ 5,214,305</b>	<b>\$ 5,214,305</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	8,134	10,500	11,162	10,500	10,500
Electricity	38,840	40,000	40,552	40,000	40,000
Water	6,425	10,440	10,432	10,440	10,440
Telephone	5,741	5,300	5,740	5,300	5,300
Cellular Telephone	3,697	3,300	3,572	3,300	3,300
Building Improv Repair Maint	14,665	15,000	14,700	15,000	15,000
Process Fees Recyclables	3,095	6,100	3,673	6,100	6,100
Comm Device Mntc	50,802	24,500	41,292	24,500	24,500
Equipment Mntc	41,160	55,500	29,799	55,500	55,500
Vehicle Repair & Mntc	754,568	1,050,000	800,000	1,050,000	1,050,000
Rental Of Equipment	-	5,000	-	5,000	5,000
Recruitment	-	-	28	-	-
Conferences & Training	4,076	10,000	8,814	10,000	10,000
Memberships	1,286	2,500	1,292	2,500	2,500
Uniform Laundry	10,535	11,600	11,369	11,600	11,600
Arbitrator	-	200	-	200	200
Audit Services	1,300	1,300	1,300	1,300	1,300
Delivery Freight Charges	-	3,000	2,010	3,000	3,000
Consulting Services	1,409	1,375	11,289	1,375	1,375
Advertising Services	-	400	380	400	400
Inspection Services	1,260	3,500	1,994	3,500	3,500
Parking Towing Services	36,978	45,000	35,302	45,000	45,000
Permits & Licenses	3,941	3,000	3,042	3,000	3,000
<b>TOTAL</b>	<b>\$ 987,913</b>	<b>\$ 1,307,515</b>	<b>\$ 1,037,744</b>	<b>\$ 1,307,515</b>	<b>\$ 1,307,515</b>

# Fleet Services

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Fleet Services

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	5,312,060	5,312,060	-	-	-
Interest	1,128,996	1,159,382	1,216,603	1,224,161	1,224,161
Depreciation	5,892,516	6,696,192	6,300,000	6,788,414	6,788,414
Fund Balance Generated	-	-	-	73,939	-
<b>TOTAL</b>	<b>\$ 12,333,572</b>	<b>\$ 13,167,634</b>	<b>\$ 7,516,603</b>	<b>\$ 8,086,514</b>	<b>\$ 8,012,575</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	27,065	27,065	27,065	27,065	27,065
ID Charge From Fleet Services	108,940	-	-	-	-
ID Charge From Traffic Eng	8,989	3,599	3,599	3,599	3,599
ID Charge From Insurance	17,939	19,242	19,242	27,642	27,642
ID Charge From Workers Comp	123,186	65,541	65,541	57,595	57,595
<b>TOTAL</b>	<b>\$ 286,119</b>	<b>\$ 115,447</b>	<b>\$ 115,447</b>	<b>\$ 115,901</b>	<b>\$ 115,901</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Common Council	(28,918)	-	-	-	-
ID Billing To Information Tec	(5,544)	-	(6,588)	-	-
ID Billing To Fire	(2,673,618)	-	(2,505,153)	-	-
ID Billing To Police	(2,488,627)	-	(2,655,931)	-	-
ID Billing To Public Health	(64,286)	-	(52,364)	-	-
ID Billing To Engineering	(91,617)	-	(31,493)	-	-
ID Billing To Fleet Services	(108,940)	(17,152,848)	(148,249)	(17,383,917)	(17,269,605)
ID Billing To Landfill	(10,239)	-	(25,589)	-	-
ID Billing To Streets	(7,640,394)	-	(7,857,771)	-	-
ID Billing To Traffic Eng	(390,435)	-	(391,629)	-	-
ID Billing To Library	(4,275)	-	(7,695)	-	-
ID Billing To Parks	(1,990,530)	-	(2,038,093)	-	-
ID Billing To Bldg Inspection	(9,752)	-	(10,346)	-	-
ID Billing To Monona Terrace	(2,838)	-	(3,111)	-	-
ID Billing To Golf Courses	(165,057)	-	(115,094)	-	-
ID Billing To Parking	(76,328)	-	(95,890)	-	-
ID Billing To Sewer	(129,825)	-	(301,758)	-	-
ID Billing To Stormwater	(589,666)	-	(772,414)	-	-
ID Billing To Transit	(2,112)	-	(15,035)	-	-
ID Billing To Water	(33,911)	-	(31,880)	-	-
ID Billing To CDA Management	(69,594)	-	(86,125)	-	-
<b>TOTAL</b>	<b>\$ (16,576,506)</b>	<b>\$ (17,152,848)</b>	<b>\$ (17,152,206)</b>	<b>\$ (17,383,917)</b>	<b>\$ (17,269,605)</b>

### Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Capital	-	1,431,410	1,431,410	1,729,932	1,729,932
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 1,431,410</b>	<b>\$ 1,431,410</b>	<b>\$ 1,729,932</b>	<b>\$ 1,729,932</b>

# Fleet Services

## Function: Public Works & Transportation

### Position Summary

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	66,429	1.00	66,174	1.00	68,850	-	-
AUTO MAINT WKR	15	3.00	147,932	3.00	147,364	3.00	153,323	-	-
DATA ANALYST	18	1.00	52,332	1.00	52,131	1.00	54,239	-	-
FACILITY MAINT WKR	15	1.00	57,174	1.00	57,313	1.00	59,631	-	-
FLEET MAINT PROG ADM	15	1.00	74,143	1.00	66,516	1.00	69,206	-	-
FLEET OPER MGR	18	1.00	95,377	1.00	96,600	1.00	100,506	-	-
FLEET PARTS TECH	15	3.00	178,505	3.00	181,114	3.00	188,436	-	-
FLEET PROG MGR	18	1.00	100,184	1.00	82,666	1.00	86,009	-	-
FLEET SERVICE PARTS LDWKR	15	1.00	62,282	1.00	62,043	1.00	64,551	-	-
FLEET SERVS SUPT	21	1.00	128,505	1.00	129,292	1.00	134,521	-	-
FLEET TECH	15	22.00	1,412,888	22.00	1,365,479	22.00	1,420,690	-	-
FLEET TIRE TECH	15	1.00	48,915	1.00	48,727	1.00	50,697	-	-
MASTER AUTO BODY TEC	15	1.00	68,202	1.00	68,307	1.00	71,069	-	-
OPERATIONS CLERK	15	1.00	63,463	1.00	63,219	1.00	65,775	-	-
PARTS ROOM ASST	15	1.00	55,023	1.00	54,812	1.00	57,029	-	-
PUB WKS GEN FORE	18	2.00	161,556	2.00	142,910	2.00	148,690	-	-
WELDER	15	1.00	70,728	1.00	70,457	1.00	73,306	-	-
<b>TOTAL</b>		<b>43.00</b>	<b>\$ 2,843,638</b>	<b>43.00</b>	<b>\$ 2,755,124</b>	<b>43.00</b>	<b>\$ 2,866,528</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



# Golf Enterprise

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## *Agency Overview*

### Agency Mission

The mission of the Golf Enterprise is to provide the Madison area golfing public with the finest possible golfing conditions at reasonable prices and for all levels of play.

### Agency Overview

The Agency is responsible for golf course maintenance and operations at Madison's four golf courses. The goal of the agency is a golf enterprise fund that is fully self-sustaining and provides affordable, accessible, and quality golfing opportunities by maintaining a high level of customer service. To achieve this goal, the Agency will continue to work with The First Tee to improve the lives and opportunities for Madison's youth who participate in their programming and will work with stakeholders to develop an actionable plan to ensure the mission of the Golf Enterprise is met.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- The continuation of the four City golf courses based on historical expenditures. Revenues included in the Executive budget are reflected to offset expenditures; however, the Golf Enterprise has historically experienced deficits at these revenue levels. The fund had a negative net income in nine of the last ten years and had liabilities exceeding assets in the amount of \$888,442 as of the close of 2018. To address this deficit, an advance to the Golf Enterprise fund of \$813,848, was made from the General Fund on the City's 2018 financial statements. Projections for 2019 indicate an additional loss of approximately \$400,000 by the end of this year. To address this negative financial situation, the City adopted a resolution establishing a Task Force on Municipal Golf in Madison in June 2019 (RES-19-00456). The Task Force will make recommendations to the Mayor, Common Council, and the Board of Park Commissioners regarding the future of the City's Municipal Golf Courses by May, 2020.

**Golf Courses****Function: Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Golf Courses	3,323,661	3,312,981	3,317,216	3,329,571	3,370,320
<b>TOTAL</b>	<b>\$ 3,323,661</b>	<b>\$ 3,312,981</b>	<b>\$ 3,317,216</b>	<b>\$ 3,329,571</b>	<b>\$ 3,370,320</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Golf Operations	3,323,661	3,312,981	3,317,216	3,329,571	3,370,320
<b>TOTAL</b>	<b>\$ 3,323,661</b>	<b>\$ 3,312,981</b>	<b>\$ 3,317,216</b>	<b>\$ 3,329,571</b>	<b>\$ 3,370,320</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(2,435,189)	(3,173,640)	(2,705,600)	(3,176,709)	(3,176,709)
Investments & Other Contributions	-	(966)	-	-	-
Misc Revenue	(19,627)	(26,900)	(20,000)	(48,000)	(48,000)
Other Financing Source	(863,320)	(111,475)	(591,616)	(104,862)	(145,611)
Transfer In	(5,525)	-	-	-	-
<b>TOTAL</b>	<b>\$ (3,323,661)</b>	<b>\$ (3,312,981)</b>	<b>\$ (3,317,216)</b>	<b>\$ (3,329,571)</b>	<b>\$ (3,370,320)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,325,355	1,400,934	1,394,844	1,441,007	1,462,119
Benefits	341,839	242,333	334,580	256,536	265,868
Supplies	549,026	599,100	592,672	599,600	599,600
Purchased Services	456,236	493,973	418,479	475,321	475,321
Debt & Other Financing	213,652	46,352	46,352	46,352	46,348
Inter Depart Charges	239,539	320,289	320,289	300,755	311,064
Transfer Out	198,015	210,000	210,000	210,000	210,000
<b>TOTAL</b>	<b>\$ 3,323,661</b>	<b>\$ 3,312,981</b>	<b>\$ 3,317,216</b>	<b>\$ 3,329,571</b>	<b>\$ 3,370,320</b>

# Golf Courses

Function: Public Works & Transportation

## Service Overview

**Service:** Golf Operations

**Citywide Element:** Culture and Character

### Service Description

This service oversees the operation and maintenance of the Yahara Hills, Odana Hills, Monona and Glenway Golf Courses, which provide a total of 72 holes of play. The goal of the service is a golf enterprise fund that is fully self-sustaining and provides affordable, accessible, and quality golfing opportunities.

### Major Budget Changes

- A 4% increase in Hourly Wages and related benefits to reflect current trends (\$33,500).
- A new Point of Sale (POS) system (\$23,000).
- Increases in revenue from increased concessions prices and fewer POS system outages and errors (\$24,000).
- A reduction in credit card expense due to the new POS system (\$42,000).

### Activities Performed by this Service

- Golf Course Maintenance: Maintain the four golf courses by irrigating and mowing the greens and fairways, repairing and caring for mowing equipment and vehicles, and providing tee and green supplies.
- Golf Clubhouses: Provide clubhouses and staff to set up tee times, check in, rent golf carts, pay greens fees, purchase concessions at the snack bars, and purchase golf accessories at the pro shops.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	3,323,661	3,312,981	3,317,216	3,329,571	3,370,320
<b>TOTAL</b>	<b>\$ 3,323,661</b>	<b>\$ 3,312,981</b>	<b>\$ 3,317,216</b>	<b>\$ 3,329,571</b>	<b>\$ 3,370,320</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(3,323,661)	(3,312,981)	(3,317,216)	(3,329,571)	(3,370,320)
Personnel	1,667,194	1,643,267	1,729,424	1,697,543	1,727,987
Non-Personnel	1,416,929	1,349,425	1,267,503	1,331,273	1,331,269
Agency Charges	239,539	320,289	320,289	300,755	311,064
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Golf Courses

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Golf Courses

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Catering Concessions	(358,671)	(498,400)	(435,000)	(508,715)	(508,715)
Facility Rental	(445,147)	(685,400)	(500,000)	(700,000)	(700,000)
Memberships	(302,711)	(299,200)	(270,000)	(300,000)	(300,000)
Reimbursement Of Expense	(1,172)	(1,885)	(600)	(2,000)	(2,000)
Golf Courses	(1,327,487)	(1,688,755)	(1,500,000)	(1,665,994)	(1,665,994)
<b>TOTAL</b>	<b>\$ (2,435,189)</b>	<b>\$ (3,173,640)</b>	<b>\$ (2,705,600)</b>	<b>\$ (3,176,709)</b>	<b>\$ (3,176,709)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	-	(966)	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (966)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(19,627)	(26,900)	(20,000)	(48,000)	(48,000)
<b>TOTAL</b>	<b>\$ (19,627)</b>	<b>\$ (26,900)</b>	<b>\$ (20,000)</b>	<b>\$ (48,000)</b>	<b>\$ (48,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	(863,320)	(111,475)	(591,616)	(104,862)	(145,611)
<b>TOTAL</b>	<b>\$ (863,320)</b>	<b>\$ (111,475)</b>	<b>\$ (591,616)</b>	<b>\$ (104,862)</b>	<b>\$ (145,611)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(5,525)	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,525)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Golf Courses

Function: **Public Works & Transportation**

## Line Item Detail

Agency Primary Fund: **Golf Courses**

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	450,220	523,403	467,067	522,122	543,234
Salary Savings	-	(49,314)	-	(49,314)	(49,314)
Pending Personnel	-	61,258	-	71,511	71,511
Premium Pay	21,560	6,837	22,000	6,837	6,837
Workers Compensation Wages	1,352	-	-	-	-
Compensated Absence	27,858	28,659	28,000	28,659	28,659
Hourly Wages	750,495	800,777	800,777	831,878	831,878
Overtime Wages Permanent	46,401	9,000	50,000	9,000	9,000
Overtime Wages Hourly	27,468	20,315	27,000	20,315	20,315
<b>TOTAL</b>	<b>\$ 1,325,355</b>	<b>\$ 1,400,934</b>	<b>\$ 1,394,844</b>	<b>\$ 1,441,007</b>	<b>\$ 1,462,119</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Benefit Savings	-	(13,610)	-	-	-
Unemployment Benefits	57,446	71,184	67,373	71,184	71,184
Health Insurance Benefit	91,970	92,794	85,140	92,794	97,412
Wage Insurance Benefit	2,230	2,166	2,333	2,337	2,337
WRS	52,176	34,281	56,182	34,199	36,669
FICA Medicare Benefits	100,847	39,225	106,706	38,628	40,872
Licenses & Certifications	563	-	-	-	-
Post Employment Health Plans	15,704	16,293	16,846	17,394	17,394
Other Post Emplmnt Benefit	16,632	-	-	-	-
Pension Expense	4,270	-	-	-	-
<b>TOTAL</b>	<b>\$ 341,839</b>	<b>\$ 242,333</b>	<b>\$ 334,580</b>	<b>\$ 256,536</b>	<b>\$ 265,868</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	7,115	6,600	8,413	6,600	6,600
Copy Printing Supplies	19	400	83	400	400
Hardware Supplies	7,601	100	360	100	100
Work Supplies	30,447	30,000	32,887	30,000	30,000
Janitorial Supplies	6,622	7,500	6,821	7,500	7,500
Safety Supplies	2,446	3,500	2,672	3,500	3,500
Building	551	-	785	-	-
Building Supplies	1,584	6,650	3,900	6,650	6,650
Landscaping Supplies	9,213	13,450	10,571	14,650	14,650
Trees Shrubs Plants	2,418	700	700	-	-
Fertilizers And Chemicals	125,568	140,000	142,545	140,000	140,000
Machinery And Equipment	66,733	80,000	79,636	80,000	80,000
Equipment Supplies	104,977	79,600	93,240	79,600	79,600
Oil	258	100	2,865	100	100
Inventory	183,473	230,500	207,194	230,500	230,500
<b>TOTAL</b>	<b>\$ 549,026</b>	<b>\$ 599,100</b>	<b>\$ 592,672</b>	<b>\$ 599,600</b>	<b>\$ 599,600</b>

# Golf Courses

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Golf Courses

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	11,395	12,200	12,997	12,200	12,200
Electricity	61,170	70,500	64,796	70,500	70,500
Water	102,250	112,000	104,894	112,000	112,000
Stormwater	45,815	49,500	46,078	49,500	49,500
Telephone	1,868	2,980	2,179	2,980	2,980
Cellular Telephone	200	-	229	-	-
Systems Comm Internet	1,946	1,500	1,770	1,500	1,500
Building Improv Repair Maint	1,700	4,400	4,856	4,400	4,400
Pest Control	86	1,000	-	1,000	1,000
Comm Device Mntc	-	2,000	-	2,000	2,000
Equipment Mntc	14,060	19,820	14,173	19,820	19,820
System & Software Mntc	4,382	10,150	4,413	33,378	33,378
Rental Of Equipment	126,422	129,500	121,449	129,500	129,500
Sidewalk Mntc	448	-	-	-	-
Uniform Laundry	816	700	835	700	700
Audit Services	1,725	1,525	1,396	1,525	1,525
Credit Card Services	45,417	43,200	1,250	1,320	1,320
Management Services	8,816	9,850	10,082	9,850	9,850
Advertising Services	11,404	11,500	11,184	11,500	11,500
Printing Services	117	-	497	-	-
Security Services	1,313	1,560	1,378	1,560	1,560
Other Services & Expenses	12,233	7,500	11,274	7,500	7,500
Permits & Licenses	2,654	2,588	2,749	2,588	2,588
<b>TOTAL</b>	<b>\$ 456,236</b>	<b>\$ 493,973</b>	<b>\$ 418,479</b>	<b>\$ 475,321</b>	<b>\$ 475,321</b>

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	-	35,919	35,919	35,919	35,915
Interest	11,084	10,433	10,433	10,433	10,433
Depreciation	202,568	-	-	-	-
<b>TOTAL</b>	<b>\$ 213,652</b>	<b>\$ 46,352</b>	<b>\$ 46,352</b>	<b>\$ 46,352</b>	<b>\$ 46,348</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	7,805	7,805	7,805	8,124
ID Charge From Clerk	-	565	565	565	388
ID Charge From Finance	-	45,256	45,256	45,256	51,056
ID Charge From Human Resource	-	40,778	40,778	40,778	44,635
ID Charge From Information Tec	20,160	18,787	18,787	18,787	19,758
ID Charge From Mayor	-	3,332	3,332	3,332	3,317
ID Charge From Treasurer	-	446	446	446	-
ID Charge From Fleet Services	192,237	178,607	178,607	159,933	159,933
ID Charge From Insurance	7,996	8,373	8,373	11,498	11,498
ID Charge From Workers Comp	19,146	16,340	16,340	12,355	12,355
<b>TOTAL</b>	<b>\$ 239,539</b>	<b>\$ 320,289</b>	<b>\$ 320,289</b>	<b>\$ 300,755</b>	<b>\$ 311,064</b>

### Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To General	198,015	210,000	210,000	210,000	210,000
<b>TOTAL</b>	<b>\$ 198,015</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>	<b>\$ 210,000</b>

# Golf Courses

Function: Public Works & Transportation

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
GOLF CLUB OPER SUPV	18	1.00	71,732	1.00	71,457	1.00	74,347	-	-
GOLF PROGRAM SUPV	18	1.00	68,078	1.00	67,816	1.00	70,558	-	-
GREENSKEEPER	16	4.00	251,518	4.00	251,227	4.00	261,385	-	-
MAINT MECH	16	1.00	67,534	1.00	67,326	1.00	70,048	-	-
PKS EQUIP MECH	16	1.00	64,541	1.00	64,293	1.00	66,893	-	-
<b>TOTAL</b>		<b>8.00</b>	<b>\$ 523,403</b>	<b>8.00</b>	<b>\$ 522,119</b>	<b>8.00</b>	<b>\$ 543,231</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Human Resources

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## *Agency Overview*

### Agency Mission

The mission of Human Resources is to serve the City by recruiting, developing, and sustaining a diverse, highly qualified, and productive workforce.

### Agency Overview

The Agency supports other City agencies in recruiting, hiring, training, and retaining the City's active workforce. The goal of the agency is to support other City agencies in organizational development to ensure quality City services, ensure compliance with Madison's personnel rules, and support agencies in recruitment efforts. Human Resources will advance this goal by completing an equity analysis of benefit programs, launching a Learning Management System, and coordinating citywide wellness and training activities.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Transfers the budget for Improvement Initiatives from Direct Appropriations to Organizational Development. The service oversees this funding for annual trainings (\$21,000).
- Transfers funding for Performance Excellence from the Finance Department (Budget & Program Evaluation) to Organizational Development (\$50,000).
- Decreases budgeted revenue within the agency to reflect prior year trends (\$20,000).



**Human Resources****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,841,130	1,613,995	1,640,584	1,681,073	2,008,882
Other Grants	1,267	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,842,397</b>	<b>\$ 1,613,995</b>	<b>\$ 1,640,584</b>	<b>\$ 1,681,073</b>	<b>\$ 2,008,882</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
HR Services	610,016	640,798	679,698	555,615	611,889
Employee & Labor Relations	649,489	330,823	400,573	463,090	626,899
Organizational & Health Dev	582,892	642,374	560,313	662,368	770,094
<b>TOTAL</b>	<b>\$ 1,842,397</b>	<b>\$ 1,613,995</b>	<b>\$ 1,640,584</b>	<b>\$ 1,681,073</b>	<b>\$ 2,008,882</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	-	(12,750)	-	-	-
Charges For Services	(13,400)	(12,750)	(6,650)	-	-
Misc Revenue	(10,670)	-	(170)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (24,070)</b>	<b>\$ (25,500)</b>	<b>\$ (6,820)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,403,513	1,522,795	1,540,065	1,561,891	1,625,911
Benefits	438,951	453,105	452,738	456,747	483,487
Supplies	29,149	26,450	24,222	24,050	24,050
Purchased Services	133,419	101,908	95,141	106,908	177,908
Debt & Other Financing	1,267	-	-	-	-
Inter Depart Charges	69,335	76,677	76,677	77,917	77,917
Inter Depart Billing	(209,167)	(541,440)	(541,440)	(541,440)	(375,391)
<b>TOTAL</b>	<b>\$ 1,866,467</b>	<b>\$ 1,639,495</b>	<b>\$ 1,647,404</b>	<b>\$ 1,686,073</b>	<b>\$ 2,013,882</b>

# Human Resources

Function: Administration

## Service Overview

**Service:** Employee & Labor Relations

**Citywide Element:** Effective Government

### Service Description

This service fulfills the City's obligations for contract negotiation and management, works with Employee Associations in developing and implementing employee handbooks, administers the Family and Medical Leave Act (FMLA), disability leave, layoffs, and occupational accommodations, and develops and implements the employee benefits program. 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.

### Major Budget Changes

- Personnel budget increased to reflect transferring a Program Assistant from HR Services to Employee and Labor Relations (\$70,000).

### Activities Performed by this Service

- Employee Benefits Planning and Implementation: Research, develop, and maintain the employee benefits package for City staff. This includes insurance, retirement, and wellness programs.
- Occupational Accommodations and Disability Leave: Administration of the occupational accommodations program and tracking employee leave and layoff processes due to disabilities.
- Administration of Family Medical Leave Act (FMLA) Requests: Consult with employees on the FMLA process, review FMLA requests for eligibility, contact medical providers for required information, and coordinate with employees and departments as staff resume their duties.
- Meet and Confer with Employee Groups: Negotiate with employee unions and work with employee associations to develop and implement employee handbooks and union contracts.
- Coordinating Grievance Investigations: Review complaints and coordinate investigation of grievances filed against City employees. When necessary, work with Attorney's Office to negotiate separation agreements.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	649,489	330,823	400,573	463,090	626,899
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 649,489</b>	<b>\$ 330,823</b>	<b>\$ 400,573</b>	<b>\$ 463,090</b>	<b>\$ 626,899</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	640,020	639,791	720,044	761,058	794,175
Non-Personnel	7,444	26,675	16,172	37,675	37,675
Agency Charges	2,026	(335,643)	(335,643)	(335,643)	(204,951)
<b>TOTAL</b>	<b>\$ 649,489</b>	<b>\$ 330,823</b>	<b>\$ 400,573</b>	<b>\$ 463,090</b>	<b>\$ 626,899</b>

# Human Resources

Function: Administration

## Service Overview

Service: HR Services

Citywide Element: Effective Government

### Service Description

This service provides Human Resources (HR) support to all City departments, helping them achieve their goals by developing and implementing recruitment and selection strategies, assisting in the implementation of organizational changes (including the classification and reclassification of employees and positions) working with the Personnel Board, and providing general human resources support. 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.

### Major Budget Changes

- Personnel budget decreased to reflect transferring a Program Assistant from HR Services to Employee and Labor Relations (\$70,000).

### Activities Performed by this Service

- Workforce Recruitment: Developing and implementing strategies to recruit and select diverse and appropriately skilled new staff members.
- Workforce Modification: Assist City departments with modifications to their staffing structure through reclassifications, internal promotions, and development of new employment exams and position descriptions.
- Maintain Position Control: Assist the Personnel Board and Finance Committee with answers to inquiries and maintain control of positions allocated throughout the year, ensuring departments do not recruit for positions which have not been approved by Personnel Board and Finance.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	608,749	640,798	679,698	555,615	611,889
Other-Expenditures	1,267	-	-	-	-
<b>TOTAL</b>	<b>\$ 610,016</b>	<b>\$ 640,798</b>	<b>\$ 679,698</b>	<b>\$ 555,615</b>	<b>\$ 611,889</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	686,957	729,946	761,634	643,923	672,909
Non-Personnel	96,657	59,433	66,645	59,033	59,033
Agency Charges	(173,599)	(148,581)	(148,581)	(147,341)	(120,053)
<b>TOTAL</b>	<b>\$ 610,016</b>	<b>\$ 640,798</b>	<b>\$ 679,698</b>	<b>\$ 555,615</b>	<b>\$ 611,889</b>

# Human Resources

Function: Administration

## Service Overview

**Service:** Organizational & Health Dev

**Citywide Element:** Effective Government

### Service Description

This service ensures the success and engagement of City of Madison employees and agencies through the coordinated work of the Organizational Development and Wellness Programs, coordinates internal and external training for employees, facilitates planning initiatives, and develops and delivers wellness initiatives for employees. The goals of this service are to improve the onboarding experience for new employees, enhance opportunities for employee development at various stages in their careers, and improve overall employee engagement citywide.

### Major Budget Changes

- Transferred funding for Improvement Initiatives from Direct Appropriations to Organizational Development. The service oversees funding for annual trainings (\$21,000).
- Transferred funding for Performance Excellence from the Finance Department-Budget and Program Evaluation to Organizational Development (\$50,000).
- Revenue from trainings decreased to appropriately align actuals with budget (\$20,000).

### Activities Performed by this Service

- **Employee and Leadership Development:** Provide employees with tools, comprehensive learning and development opportunities, and education at every point in their career. Offer support, development, and consultation for elected officials and leaders at every level of the organization. Provide career counseling to support internal recruitment and engagement with the City's workforce. Provide talent management and leadership development to meet organizational needs.
- **Organizational Development:** Build organizational effectiveness through strategic planning, process improvement, equity, and people-centered operations. Provide creative consulting and improvement interventions to foster work culture change. Support Performance Excellence and management strategies that promote high employee input and allow for agencies to meet organizational goals and improve service delivery to best serve City of Madison residents.
- **Outreach and Communication:** Ensure common understanding of opportunities and services available through HR and organizational development. Develop community and organizational partnerships with key stakeholders. Utilize diverse and innovative marketing tools.
- **Engagement and Equity:** Ensure that the public is engaged and satisfied with City services by providing a Community Voice Survey through Performance Excellence. Support citywide equitable workforce planning and goals and support effective use of RESJI tools and training. Support AASPIRE and/or Wanda Fullmore interns each summer.
- **Wellness:** Evaluate current services to ensure we maximize resources to benefit of employee wellness resources through healthcare partner and other organizational collaborations.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	582,892	642,374	560,313	662,368	770,094
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 582,892</b>	<b>\$ 642,374</b>	<b>\$ 560,313</b>	<b>\$ 662,368</b>	<b>\$ 770,094</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(24,070)	(25,500)	(6,820)	(5,000)	(5,000)
Personnel	515,487	606,163	511,126	613,657	642,314
Non-Personnel	59,734	42,250	36,546	34,250	105,250
Agency Charges	31,741	19,461	19,461	19,461	27,530
<b>TOTAL</b>	<b>\$ 582,892</b>	<b>\$ 642,374</b>	<b>\$ 560,313</b>	<b>\$ 662,368</b>	<b>\$ 770,094</b>

# Human Resources

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Payment for Muni Service	-	(3,300)	-	-	-
Other Unit of Gov Rev Op	-	(9,450)	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (12,750)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(13,400)	(12,750)	(6,650)	-	-
<b>TOTAL</b>	<b>\$ (13,400)</b>	<b>\$ (12,750)</b>	<b>\$ (6,650)</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(10,670)	-	(170)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (10,670)</b>	<b>\$ -</b>	<b>\$ (170)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,335,994	1,549,467	1,547,246	1,583,163	1,647,183
Salary Savings	-	(53,849)	(24,250)	(53,849)	(53,849)
Pending Personnel	-	-	-	5,400	5,400
Premium Pay	-	8,661	-	8,661	8,661
Compensated Absence	25,545	-	-	-	-
Hourly Wages	39,279	18,516	14,685	18,516	18,516
Overtime Wages Permanent	684	-	94	-	-
Overtime Wages Hourly	17	-	33	-	-
Election Officials Wages	1,994	-	2,257	-	-
<b>TOTAL</b>	<b>\$ 1,403,513</b>	<b>\$ 1,522,795</b>	<b>\$ 1,540,065</b>	<b>\$ 1,561,891</b>	<b>\$ 1,625,911</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	20,427	-	-	-	-
Health Insurance Benefit	217,914	230,520	230,514	230,520	242,874
Wage Insurance Benefit	3,953	3,883	4,896	4,922	4,922
WRS	89,505	101,491	101,981	103,699	111,185
FICA Medicare Benefits	103,445	116,369	114,475	116,706	123,606
Tuition	2,795	-	-	-	-
Licenses & Certifications	100	-	-	-	-
Post Employment Health Plans	812	842	872	900	900
<b>TOTAL</b>	<b>\$ 438,951</b>	<b>\$ 453,105</b>	<b>\$ 452,738</b>	<b>\$ 456,747</b>	<b>\$ 483,487</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	4,929	-	-
Office Supplies	2,301	5,500	2,956	4,900	4,900
Copy Printing Supplies	7,667	5,500	5,000	5,500	5,500
Hardware Supplies	4,020	-	-	-	-
Postage	632	1,000	1,850	1,000	1,000
Books & Subscriptions	253	1,250	1,700	1,450	1,450
Work Supplies	4,146	5,500	2,400	5,500	5,500
Food And Beverage	10,131	7,700	5,388	5,700	5,700
<b>TOTAL</b>	<b>\$ 29,149</b>	<b>\$ 26,450</b>	<b>\$ 24,222</b>	<b>\$ 24,050</b>	<b>\$ 24,050</b>

# Human Resources

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	1,200	7,000	2,869	7,000	7,000
Facility Rental	2,236	3,500	11,900	10,015	10,015
Custodial Bldg Use Charges	37,401	-	-	-	-
Comm Device Mntc	-	6,500	244	6,500	6,500
Equipment Mntc	222	-	-	-	-
System & Software Mntc	2,017	11,598	14,000	11,598	11,598
Recruitment	1,588	1,000	358	1,000	1,000
Mileage	91	-	-	-	-
Conferences & Training	50,520	39,275	38,560	37,760	58,760
Memberships	2,828	3,700	3,548	3,700	3,700
Medical Services	19,857	21,500	20,000	21,500	21,500
Arbitrator	-	1,000	1,000	1,000	1,000
Storage Services	1,151	2,500	1,300	2,500	2,500
Consulting Services	12,588	835	-	835	50,835
Advertising Services	1,720	3,500	1,363	3,500	3,500
<b>TOTAL</b>	<b>\$ 133,419</b>	<b>\$ 101,908</b>	<b>\$ 95,141</b>	<b>\$ 106,908</b>	<b>\$ 177,908</b>

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Generated	1,267	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,267</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	33,767	66,104	66,104	66,104	66,104
ID Charge From Insurance	34,249	9,313	9,313	11,052	11,052
ID Charge From Workers Comp	1,319	1,260	1,260	761	761
<b>TOTAL</b>	<b>\$ 69,335</b>	<b>\$ 76,677</b>	<b>\$ 76,677</b>	<b>\$ 77,917</b>	<b>\$ 77,917</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	(1,023)	(1,023)	(1,023)	(983)
ID Billing To Monona Terrace	-	(64,351)	(64,351)	(64,351)	(67,844)
ID Billing To Golf Courses	-	(40,778)	(40,778)	(40,778)	(44,635)
ID Billing To Parking	-	(46,038)	(46,038)	(46,038)	(50,000)
ID Billing To Sewer	-	(15,490)	(15,490)	(15,490)	(12,608)
ID Billing To Stormwater	-	(4,840)	(4,840)	(4,840)	(4,062)
ID Billing To Transit	(150,300)	(308,624)	(308,624)	(308,624)	(174,399)
ID Billing To Water	(58,867)	(60,296)	(60,296)	(60,296)	(20,860)
<b>TOTAL</b>	<b>\$ (209,167)</b>	<b>\$ (541,440)</b>	<b>\$ (541,440)</b>	<b>\$ (541,440)</b>	<b>\$ (375,391)</b>

# Human Resources

# Function: Administration

## Position Summary

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN CLERK CONFIDENTIAL	17	1.00	43,580	1.00	47,953	1.00	49,892	-	-
DATA ANALYST	18	1.00	52,970	1.00	68,172	1.00	70,928	-	-
EE & LABOR MGR	18	1.00	119,434	1.00	122,428	1.00	127,379	-	-
HR SERV S MGR	18	1.00	122,899	1.00	122,428	1.00	127,379	-	-
HRA	18	5.00	411,281	5.00	388,925	5.00	404,651	-	-
HUMAN RESOURCE DIR	21	1.00	123,836	1.00	141,452	1.00	147,173	-	-
LABOR RELATIONS SPEC	18	1.00	76,133	1.00	101,631	1.00	105,741	-	-
OCCUP/ACCOM SPEC	18	1.00	93,741	1.00	93,382	1.00	97,159	-	-
ORG HEALTH/DEV MGR	18	1.00	117,202	1.00	100,374	1.00	104,433	-	-
ORGAN DEV/TRAIN OFF	18	3.00	274,515	3.00	283,799	3.00	295,276	-	-
PROG ASST	17	1.00	57,803	1.00	57,581	1.00	59,909	-	-
PROG ASST	20	1.00	56,073	1.00	55,038	1.00	57,263	-	-
<b>TOTAL</b>		<b>18.00</b>	<b>\$ 1,549,467</b>	<b>18.00</b>	<b>\$ 1,583,163</b>	<b>18.00</b>	<b>\$ 1,647,183</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Information Technology

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## *Agency Overview*

### Agency Mission

The mission of the Information Technology (IT) Department is to provide IT services to all City agencies and connect the public to City of Madison services and information through people-focused technology solutions.

### Agency Overview

The Agency supports the City's hardware, software, and telecommunications network. The goal of the agency is to have residents and IT customers engage with the City in an efficient, equitable manner with positive outcomes. Information Technology will advance this goal by supporting the City's network operations, security, risk and compliance, fiber and wireless, workstation equipment, and database infrastructure and provide more opportunities for digital engagement and access to City services, creating a more connected, equitable Madison.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Increases the budget for annual software subscription and maintenance costs (\$208,000).
- Eliminates funding for redundant hardware and software and annual software subscriptions deemed unnecessary in 2020 (\$199,000).



**Information Technology****Function: Administration***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	6,371,483	6,998,694	7,007,033	7,150,487	7,172,726
<b>TOTAL</b>	<b>\$ 6,371,483</b>	<b>\$ 6,998,694</b>	<b>\$ 7,007,033</b>	<b>\$ 7,150,487</b>	<b>\$ 7,172,726</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Application Dev & Support	4,026,203	4,253,113	4,331,157	4,005,125	4,154,354
Technical Services	2,345,279	2,745,581	2,675,876	3,145,362	3,018,372
<b>TOTAL</b>	<b>\$ 6,371,483</b>	<b>\$ 6,998,694</b>	<b>\$ 7,007,033</b>	<b>\$ 7,150,487</b>	<b>\$ 7,172,726</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(4,410)	(7,200)	(17,000)	(17,000)	(17,000)
Charges For Services	(28,113)	(29,300)	(21,800)	(38,000)	(38,000)
Other Financing Source	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
<b>TOTAL</b>	<b>\$ (40,523)</b>	<b>\$ (44,500)</b>	<b>\$ (46,800)</b>	<b>\$ (63,000)</b>	<b>\$ (63,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	3,997,015	4,446,498	4,366,114	4,505,961	4,686,474
Benefits	1,257,315	1,192,892	1,253,843	1,168,004	1,238,496
Supplies	25,753	28,950	36,393	23,850	23,850
Purchased Services	1,646,308	1,869,022	1,891,651	2,005,871	1,922,871
Debt & Other Financing	-	-	-	-	-
Inter Depart Charges	20,199	21,377	21,377	25,346	25,346
Inter Depart Billing	(534,586)	(515,545)	(515,545)	(515,545)	(661,311)
Transfer Out	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 6,412,005</b>	<b>\$ 7,043,194</b>	<b>\$ 7,053,833</b>	<b>\$ 7,213,487</b>	<b>\$ 7,235,726</b>

*Service Overview*

**Service:** Application Dev & Support

**Citywide Element:** Effective Government

Service Description

This service administers citywide and agency-specific applications, software, and webpages. Supported applications include City databases and database software, the City’s website and EmployeeNet, the Electronic Document Management System (EDMS), the centralized Geographic Information System (GIS), support for enterprise applications such as MUNIS, Legistar, report writing tools, and all permitting, licensing, asset management, and land/planning applications. The goal of this service is to have residents and IT customers engage with the City in an efficient, equitable manner with positive outcomes.

Major Budget Changes

- Reduced or removed software that has not been fully utilized by agencies and created alternative solutions:
  - Decreased funding for EventBrite and Dig-E-Plan maintenance (\$48,000).
  - Discontinued use of redundant hardware/software (\$62,000).
- Decreased training and supplies (\$5,000).
- Increased hardware and software maintenance costs based on 2020 rates (\$44,000).
- Provision of annual subscription funding for systems purchased through the capital budget (\$85,000).

Activities Performed by this Service

- Project Management: This service provides the project management and process and business analysis for Information Technology related projects.
- IT Infrastructure: This service provides the backbone to support all Information Technology related resources and operations.
- Administration: This service provides all administrative functions to the Information Technology department, such as legal and contract compliance, purchasing, payroll, budget, records management and RESJI.
- Application Development and support: This service provides software and database application resources.
- Security: This service provides disaster recovery, risk management and incidental response to all information technology systems.
- Customer Service and Communication: This service provides for customer (internal City and external residents and visitors) assistance and support, digital signage, Madison City Channel, web, email list maintenance, and communication management.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,026,203	4,253,113	4,331,157	4,005,125	4,154,354
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 4,026,203</b>	<b>\$ 4,253,113</b>	<b>\$ 4,331,157</b>	<b>\$ 4,005,125</b>	<b>\$ 4,154,354</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	2,641,197	2,777,957	2,848,363	2,897,191	3,025,215
Non-Personnel	1,378,162	1,611,190	1,618,828	1,241,981	1,237,981
Agency Charges	6,844	(136,034)	(136,034)	(134,047)	(108,842)
<b>TOTAL</b>	<b>\$ 4,026,203</b>	<b>\$ 4,253,113</b>	<b>\$ 4,331,157</b>	<b>\$ 4,005,125</b>	<b>\$ 4,154,354</b>

# Information Technology

Function: Administration

## Service Overview

**Service:** Technical Services

**Citywide Element:** Effective Government

### Service Description

This service supports the citywide network of high-speed fiber, City-owned computers and telephones, software upgrades and security patches, a City-owned wireless hotspot network, and digital video surveillance cameras. The service stays current with the latest security, hardware, and software technologies and recommends implementation of these technologies where appropriate. This service also includes the Media Team (Madison City Channel) that provides live coverage of City meetings and maintains taped replays and online archives of those meetings. The goals of this service are to continue to provide technology-based solutions that support customers' missions in all City departments/divisions and to provide data and application communication technology between government agencies and City residents and visitors.

### Major Budget Changes

- Increased budget for Adobe licenses and storage hardware/software (\$120,000).
- Reduced or removed software that has not been fully utilized by agencies and created alternative solutions:
  - Decreased funding for hardware/software related to storage and security (\$71,500).
  - Discontinued use of redundant hardware/software (\$61,000).
  - Elimination of the Work Study program (\$7,500).
- Decreased training and supplies (\$5,000).
- Increased hardware and software maintenance costs based on 2020 rates (\$44,000).
- Provision of annual subscription funding for systems purchased through the capital budget (\$85,000).
- Increase to hourly wages to align with prior year spending (\$8,500).

### Activities Performed by this Service

- Project Management: Project management and process and business analysis for Information Technology related projects.
- IT Infrastructure: Support to all Information Technology related resources and operations.
- Administration: Administrative support to the Information Technology department, such as legal and contract compliance, purchasing, payroll, budget, records management and RESJI.
- Application Development and Support: Software and database application resources.
- Security: Disaster recovery, risk management and incidental response to all information technology systems.
- Customer Service and Communication: Customer (internal City and external residents and visitors) assistance and support, digital signage, Madison City Channel, web, email list maintenance, and communication management.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,345,279	2,745,581	2,675,876	3,145,362	3,018,372
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,345,279</b>	<b>\$ 2,745,581</b>	<b>\$ 2,675,876</b>	<b>\$ 3,145,362</b>	<b>\$ 3,018,372</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(40,523)	(44,500)	(46,800)	(63,000)	(63,000)
Personnel	2,613,133	2,861,433	2,771,594	2,776,774	2,899,755
Non-Personnel	293,900	286,782	309,216	787,740	708,740
Agency Charges	(521,231)	(358,134)	(358,134)	(356,152)	(527,123)
<b>TOTAL</b>	<b>\$ 2,345,279</b>	<b>\$ 2,745,581</b>	<b>\$ 2,675,876</b>	<b>\$ 3,145,362</b>	<b>\$ 3,018,372</b>

# Information Technology

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Unit of Gov Rev Op	(4,410)	(7,200)	(17,000)	(17,000)	(17,000)
<b>TOTAL</b>	<b>\$ (4,410)</b>	<b>\$ (7,200)</b>	<b>\$ (17,000)</b>	<b>\$ (17,000)</b>	<b>\$ (17,000)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(25,428)	(29,300)	(21,610)	(38,000)	(38,000)
Reimbursement Of Expense	(2,685)	-	(190)	-	-
<b>TOTAL</b>	<b>\$ (28,113)</b>	<b>\$ (29,300)</b>	<b>\$ (21,800)</b>	<b>\$ (38,000)</b>	<b>\$ (38,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(8,000)	(8,000)	(8,000)	(8,000)	(8,000)
<b>TOTAL</b>	<b>\$ (8,000)</b>	<b>\$ (8,000)</b>	<b>\$ (8,000)</b>	<b>\$ (8,000)</b>	<b>\$ (8,000)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	3,833,235	4,487,202	4,220,444	4,463,986	4,644,499
Salary Savings	-	(148,800)	-	(80,425)	(80,425)
Premium Pay	16,281	14,000	15,625	14,000	14,000
Compensated Absence	47,283	43,400	46,089	43,400	43,400
Hourly Wages	60,248	21,544	58,780	30,000	30,000
Overtime Wages Permanent	37,603	29,152	23,995	35,000	35,000
Election Officials Wages	2,367	-	1,181	-	-
<b>TOTAL</b>	<b>\$ 3,997,015</b>	<b>\$ 4,446,498</b>	<b>\$ 4,366,114</b>	<b>\$ 4,505,961</b>	<b>\$ 4,686,474</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	164,342	-	112,000	-	-
Health Insurance Benefit	518,599	542,114	521,125	533,376	560,723
Wage Insurance Benefit	12,055	12,901	12,358	11,812	11,812
WRS	260,601	293,910	276,290	292,394	313,504
FICA Medicare Benefits	296,024	338,061	320,505	324,115	346,150
Post Employment Health Plans	5,693	5,906	11,565	6,307	6,307
<b>TOTAL</b>	<b>\$ 1,257,315</b>	<b>\$ 1,192,892</b>	<b>\$ 1,253,843</b>	<b>\$ 1,168,004</b>	<b>\$ 1,238,496</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	108	-	-
Office Supplies	7,749	12,000	12,000	10,000	10,000
Copy Printing Supplies	1,549	1,050	1,675	1,050	1,050
Furniture	4,439	-	3,300	-	-
Hardware Supplies	2,845	11,900	6,000	4,500	4,500
Software Lic & Supplies	3,359	2,700	2,700	2,700	2,700
Postage	541	500	2,004	900	900
Books & Subscriptions	73	800	606	500	500
Work Supplies	5,199	-	8,000	4,200	4,200
<b>TOTAL</b>	<b>\$ 25,753</b>	<b>\$ 28,950</b>	<b>\$ 36,393</b>	<b>\$ 23,850</b>	<b>\$ 23,850</b>

# Information Technology

Function: Administration

## Line Item Detail

Agency Primary Fund: General

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	8,714	15,000	13,724	10,000	10,000
Cellular Telephone	3,129	3,700	4,397	4,500	4,500
Systems Comm Internet	8,472	13,400	12,000	12,000	12,000
Facility Rental	19,809	19,794	20,036	20,081	20,081
Custodial Bldg Use Charges	140,011	163,275	163,275	164,203	164,203
Comm Device Mntc	105,215	96,500	122,075	-	-
Equipment Mntc	932	-	-	-	-
System & Software Mntc	1,275,200	1,510,653	1,496,188	1,744,987	1,669,487
Rental Of Equipment	(700)	-	-	-	-
Recruitment	1,923	1,000	600	1,000	1,000
Conferences & Training	55,583	40,000	43,500	35,000	35,000
Memberships	7,416	3,900	6,593	4,600	4,600
Work Study Services	-	-	-	7,500	-
Storage Services	376	500	321	500	500
Consulting Services	8,467	-	5,943	-	-
Other Services & Expenses	11,762	1,300	3,000	1,500	1,500
<b>TOTAL</b>	<b>\$ 1,646,308</b>	<b>\$ 1,869,022</b>	<b>\$ 1,891,651</b>	<b>\$ 2,005,871</b>	<b>\$ 1,922,871</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	969	969	969	969	969
ID Charge From Fleet Services	5,544	5,986	5,986	5,980	5,980
ID Charge From Insurance	9,519	10,622	10,622	14,906	14,906
ID Charge From Workers Comp	4,167	3,800	3,800	3,491	3,491
<b>TOTAL</b>	<b>\$ 20,199</b>	<b>\$ 21,377</b>	<b>\$ 21,377</b>	<b>\$ 25,346</b>	<b>\$ 25,346</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	(842)	(842)	(842)	(1,725)
ID Billing To Library	(23,940)	-	-	-	-
ID Billing To Monona Terrace	(65,520)	(57,711)	(57,711)	(57,711)	(95,789)
ID Billing To Golf Courses	(20,160)	(18,787)	(18,787)	(18,787)	(19,758)
ID Billing To Parking	(41,580)	(72,366)	(72,366)	(72,366)	(113,060)
ID Billing To Sewer	(16,380)	(26,959)	(26,959)	(26,959)	(18,387)
ID Billing To Stormwater	(18,900)	(28,165)	(28,165)	(28,165)	(15,956)
ID Billing To Transit	(114,660)	(164,954)	(164,954)	(164,954)	(203,461)
ID Billing To Water	(119,700)	(145,761)	(145,761)	(145,761)	(193,175)
ID Billing To CDA	(113,746)	-	-	-	-
<b>TOTAL</b>	<b>\$ (534,586)</b>	<b>\$ (515,545)</b>	<b>\$ (515,545)</b>	<b>\$ (515,545)</b>	<b>\$ (661,311)</b>

# Information Technology

Function: Administration

## Position Summary

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
CC ENGR	16	1.00	45,839	1.00	58,555	1.00	60,922	-	-
DIGITAL MEDIA SPECIALIST	16	3.70	204,132	3.70	234,822	3.70	244,317	-	-
DIGITAL MEDIA SUPERVISOR	18	1.00	74,149	1.00	89,712	1.00	93,340	-	-
IT APP DEV MGR	18	1.00	124,056	1.00	123,580	1.00	128,578	-	-
IT DIRECTOR	21	1.00	138,187	1.00	139,387	1.00	145,024	-	-
IT SPEC	18	43.00	3,663,334	43.00	3,577,502	43.00	3,722,171	-	-
IT TECH SERVS MGR	18	1.00	110,764	1.00	110,523	1.00	114,993	-	-
PROG ASST	17	1.00	49,571	1.00	52,895	1.00	55,034	-	-
RECORDS MGT COORD	18	1.00	77,168	1.00	77,007	1.00	80,120	-	-
<b>TOTAL</b>		<b>53.70</b>	<b>\$ 4,487,200</b>	<b>53.70</b>	<b>\$ 4,463,983</b>	<b>53.70</b>	<b>\$ 4,644,499</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Insurance

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## *Agency Overview*

### Agency Mission

The mission of the Insurance Fund is to protect the assets of the City through the purchase of insurance and the utilization of other risk management techniques such as loss control, risk transfer, and avoidance.

### Agency Overview

The Agency is responsible for the purchase of insurance, including property, liability, crime, equipment breakdown, auto physical damage, and other ancillary coverages for the City. Staff operates as the City liaison with its liability carrier with respect to claims filed against the City and with agencies regarding other risk management issues, including funding the City's emergency management program. The goal of the Insurance Fund is to provide a cost-effective manner of protecting the assets of the City.

### 2020 Budget Highlights

The Insurance Fund is one of the City's three internal service funds, meaning the fund's expenses are reimbursed by charging user agencies. In this year's budget presentation Internal Service Funds are presented to show the budget by: Revenue, Expense, and Agency Billing.

Insurance rates are projected to increase by \$950,000. The projected rate increase is based on anticipated claims, this increase has been allocated to agency budgets.

**Insurance****Function: Administration***Budget Overview*

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Charges For Services	(11,523)	-	(12,552)	(10,000)	(10,000)
Investments & Other Contributions	(174,058)	(112,000)	(234,577)	(132,000)	(132,000)
Misc Revenue	(542,719)	(210,000)	(284,411)	(200,000)	(200,000)
Other Financing Source	(540,657)	(2,576)	-	-	(9,728)
<b>TOTAL</b>	<b>\$ (1,268,957)</b>	<b>\$ (324,576)</b>	<b>\$ (531,540)</b>	<b>\$ (342,000)</b>	<b>\$ (351,728)</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Salaries	184,165	177,542	166,876	176,421	183,232
Benefits	58,494	253,904	53,507	253,901	256,818
Supplies	7,796	10,250	9,720	10,250	10,250
Purchased Services	2,633,165	2,282,880	2,277,101	2,411,880	2,411,880
Debt & Other Financing	-	-	131,892	839,548	839,548
Transfer Out	636,749	-	292,445	-	-
<b>TOTAL</b>	<b>\$ 3,520,367</b>	<b>\$ 2,724,576</b>	<b>\$ 2,931,541</b>	<b>\$ 3,692,000</b>	<b>\$ 3,701,728</b>

## Agency Billings

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Inter Depart Billing	(2,251,410)	(2,400,000)	(2,400,000)	(3,350,000)	(3,350,000)
<b>TOTAL</b>	<b>\$ (2,251,410)</b>	<b>\$ (2,400,000)</b>	<b>\$ (2,400,000)</b>	<b>\$ (3,350,000)</b>	<b>\$ (3,350,000)</b>
<b>NET BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



# Insurance

Function: Administration

## Service Overview

Service: Insurance

Citywide Element: Effective Government

### Service Description

This service purchases insurance and implements other risk management techniques to protect the assets of the City. Protection of City assets is accomplished by minimizing the City's exposure/risk by purchasing insurance or through a contract. If neither option is possible or reasonable, risk avoidance and loss control techniques (i.e., training and other programs designed to mitigate risk) may be used.

### Major Budget Changes

- Agency charges were increased by \$950,000 based on projected claims and the current status of the Insurance Fund.
- The City's insurance premium is projected to increase by \$130,000.

### Activities Performed by this Service

- Insurance premiums: Payment of City property and liability premiums.
- Claim payment: Payment of City liability and departmental property claims.
- Administration: Administration of Insurance Fund.

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,268,957)	(324,576)	(531,540)	(342,000)	(351,728)
Personnel	242,659	431,446	220,383	430,322	440,050
Non-Personnel	3,277,709	2,293,130	2,711,158	3,261,678	3,261,678
<b>TOTAL</b>	<b>\$ 2,251,410</b>	<b>\$ 2,400,000</b>	<b>\$ 2,400,000</b>	<b>\$ 3,350,000</b>	<b>\$ 3,350,000</b>

### Agency Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Agency Charges	(2,251,410)	(2,400,000)	(2,400,000)	(3,350,000)	(3,350,000)
<b>TOTAL</b>	<b>\$ (2,251,410)</b>	<b>\$ (2,400,000)</b>	<b>\$ (2,400,000)</b>	<b>\$ (3,350,000)</b>	<b>\$ (3,350,000)</b>

**Insurance**

Function: Administration

*Line Item Detail*

Agency Primary Fund: Insurance

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
License Bond	(11,523)	-	(12,552)	(10,000)	(10,000)
<b>TOTAL</b>	<b>\$ (11,523)</b>	<b>\$ -</b>	<b>\$ (12,552)</b>	<b>\$ (10,000)</b>	<b>\$ (10,000)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(11,260)	(12,000)	(6,063)	(12,000)	(12,000)
Dividend	(162,798)	(100,000)	(228,515)	(120,000)	(120,000)
<b>TOTAL</b>	<b>\$ (174,058)</b>	<b>\$ (112,000)</b>	<b>\$ (234,577)</b>	<b>\$ (132,000)</b>	<b>\$ (132,000)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Insurance Recoveries	(542,369)	(200,000)	(284,411)	(200,000)	(200,000)
Miscellaneous Revenue	(350)	(10,000)	-	-	-
<b>TOTAL</b>	<b>\$ (542,719)</b>	<b>\$ (210,000)</b>	<b>\$ (284,411)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	(540,657)	(2,576)	-	-	(9,728)
<b>TOTAL</b>	<b>\$ (540,657)</b>	<b>\$ (2,576)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (9,728)</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	174,634	170,042	155,612	168,421	175,232
Pending Personnel	-	7,500	-	8,000	8,000
Compensated Absence	9,531	-	-	-	-
Hourly Wages	-	-	11,264	-	-
<b>TOTAL</b>	<b>\$ 184,165</b>	<b>\$ 177,542</b>	<b>\$ 166,876</b>	<b>\$ 176,421</b>	<b>\$ 183,232</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	31,937	29,069	29,402	29,043	30,596
Wage Insurance Benefit	462	380	565	571	571
Health Insurance Retiree	-	-	1	-	-
WRS	11,699	11,139	10,200	11,032	11,829
FICA Medicare Benefits	12,809	12,637	12,286	12,530	13,097
Post Employment Health Plans	655	679	1,054	725	725
Loss Runs	-	200,000	-	200,000	200,000
Pension Expense	932	-	-	-	-
<b>TOTAL</b>	<b>\$ 58,494</b>	<b>\$ 253,904</b>	<b>\$ 53,507</b>	<b>\$ 253,901</b>	<b>\$ 256,818</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	149	2,250	384	2,250	2,250
Hardware Supplies	521	-	1,336	-	-
Work Supplies	7,127	8,000	8,000	8,000	8,000
<b>TOTAL</b>	<b>\$ 7,796</b>	<b>\$ 10,250</b>	<b>\$ 9,720</b>	<b>\$ 10,250</b>	<b>\$ 10,250</b>

# Insurance

Function: Administration

## Line Item Detail

Agency Primary Fund: Insurance

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	128	250	196	250	250
Cellular Telephone	131	130	114	130	130
Recruitment	22	-	-	-	-
Conferences & Training	125	1,000	123	1,000	1,000
Memberships	389	1,000	585	1,000	1,000
Medical Services	3,281	7,500	6,621	7,500	7,500
Audit Services	600	-	600	-	-
Consulting Services	5,790	8,000	11,224	8,000	8,000
Other Services & Expenses	3,998	4,000	5,985	4,000	4,000
General Liability Insurance	546,469	650,000	636,998	700,000	700,000
Property Insurance	579,770	596,000	604,196	675,000	675,000
Other Insurance	60,859	65,000	60,459	65,000	65,000
Insurance Claims	1,431,604	950,000	950,000	950,000	950,000
<b>TOTAL</b>	<b>\$ 2,633,165</b>	<b>\$ 2,282,880</b>	<b>\$ 2,277,101</b>	<b>\$ 2,411,880</b>	<b>\$ 2,411,880</b>

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Generated	-	-	131,892	839,548	839,548
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,892</b>	<b>\$ 839,548</b>	<b>\$ 839,548</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Assessor	(3,683)	(4,648)	(4,648)	(9,355)	(9,355)
ID Billing To Attorney	(5,556)	(4,283)	(4,283)	(6,288)	(6,288)
ID Billing To Civil Rights	(2,438)	(2,857)	(2,857)	(5,028)	(5,028)
ID Billing To Clerk	(2,839)	(4,112)	(4,112)	(4,302)	(4,302)
ID Billing To Common Council	(3,379)	(3,329)	(3,329)	(9,512)	(9,512)
ID Billing To Finance	(5,175)	(5,497)	(5,497)	(9,210)	(9,210)
ID Billing To Human Resources	(34,249)	(9,313)	(9,313)	(11,052)	(11,052)
ID Billing To Information Tec	(9,519)	(10,622)	(10,622)	(14,906)	(14,906)
ID Billing To Mayor	(1,995)	(2,203)	(2,203)	(2,597)	(2,597)
ID Billing To Municipal Court	(923)	(970)	(970)	(1,279)	(1,279)
ID Billing To Treasurer	(769)	(1,023)	(1,023)	-	-
ID Billing To EAP	(515)	(553)	(553)	(849)	(849)
ID Billing To Fire	(101,277)	(124,529)	(124,529)	(201,575)	(201,575)
ID Billing To Police	(998,518)	(1,143,281)	(1,143,281)	(1,508,078)	(1,508,078)
ID Billing To Engineering	(54,002)	(63,130)	(63,130)	(81,057)	(81,057)
ID Billing To Fleet Services	(17,939)	(19,242)	(19,242)	(27,642)	(27,642)
ID Billing To Landfill	(931)	-	-	-	-
ID Billing To Public Works	-	-	-	(925)	(925)
ID Billing To Streets	(115,286)	(108,639)	(108,639)	(131,372)	(131,372)
ID Billing To Traffic Eng	(28,937)	(26,897)	(26,897)	(33,291)	(33,291)
ID Billing To Library	(78,150)	(84,335)	(84,335)	(109,696)	(109,696)
ID Billing To Parks	(176,555)	(118,213)	(118,213)	(154,048)	(154,048)
ID Billing To Bldg Inspection	(8,350)	(11,638)	(11,638)	(124,523)	(124,523)
ID Billing To Community Dev	(30,487)	(31,496)	(31,496)	(45,921)	(45,921)
ID Billing To Economic Dev	(4,639)	(5,439)	(5,439)	(6,526)	(6,526)
ID Billing To Office Of Dir Pl	(988)	(1,068)	(1,068)	(1,655)	(1,655)
ID Billing To Planning	(5,921)	(4,813)	(4,813)	(6,909)	(6,909)
ID Billing To Monona Terrace	(98,551)	(104,980)	(104,980)	(135,008)	(135,008)
ID Billing To Golf Courses	(7,996)	(8,374)	(8,374)	(11,498)	(11,498)
ID Billing To Parking	(77,630)	(86,025)	(86,025)	(144,381)	(144,381)
ID Billing To Sewer	(54,485)	(57,795)	(57,795)	(88,611)	(88,611)

# Insurance

Function: Administration

*Line Item Detail*

Agency Primary Fund: Insurance

ID Billing To Stormwater	(22,712)	(23,514)	(23,514)	(35,390)	(35,390)
ID Billing To Transit	(133,208)	(133,413)	(133,413)	(170,881)	(170,881)
ID Billing To Water	(123,223)	(149,505)	(149,505)	(193,517)	(193,517)
ID Billing To CDA Management	(40,585)	(44,264)	(44,264)	(63,118)	(63,118)
<b>TOTAL</b>	<b>\$ (2,251,410)</b>	<b>\$ (2,400,000)</b>	<b>\$ (2,400,000)</b>	<b>\$ (3,350,000)</b>	<b>\$ (3,350,000)</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To General	128,925	-	114,000	-	-
Transfer Out To Other Restricted	5,115	-	-	-	-
Transfer Out To Capital	329,298	-	-	-	-
Transfer Out To Sewer	5,700	-	15,723	-	-
Transfer Out To Stormwater	3,410	-	15,723	-	-
Transfer Out To Parking	329	-	-	-	-
Transfer Out To Cnvt Center	4,773	-	-	-	-
Transfer Out To Golf Courses	5,525	-	-	-	-
Transfer Out To Fleet Services	153,673	-	147,000	-	-
<b>TOTAL</b>	<b>\$ 636,749</b>	<b>\$ -</b>	<b>\$ 292,445</b>	<b>\$ -</b>	<b>\$ -</b>

# Landfill

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## *Agency Overview*

### Agency Mission

The mission of the Landfill is to protect the City's public health and the environment by monitoring the operation and maintenance of Madison's five closed landfills.

### Agency Overview

The Agency is responsible for the maintenance of the City's five closed landfill sites at Mineral Point, Greentree, Demetral, Sycamore, and Olin. The Agency's goal is to control and eliminate gas and groundwater contamination to maintain a clean environment in the City.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Maintains the current level of service with no projected fee increase anticipated in 2020. The Landfill rate has not been increased since 2018, when it was increased by 62.5% or approximately \$3/year for an average residential customer.
- Assumes higher interest income from investments in 2020 (\$10,000).

**Landfill****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Restricted	890,102	986,860	932,269	944,734	1,076,213
<b>TOTAL</b>	<b>\$ 890,102</b>	<b>\$ 986,860</b>	<b>\$ 932,269</b>	<b>\$ 944,734</b>	<b>\$ 1,076,213</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Landfill Management Maintenance	890,102	986,860	932,269	944,734	1,076,213
<b>TOTAL</b>	<b>\$ 890,102</b>	<b>\$ 986,860</b>	<b>\$ 932,269</b>	<b>\$ 944,734</b>	<b>\$ 1,076,213</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(714,177)	(813,600)	(772,920)	(813,600)	(813,600)
Fine & Forfeiture	(2,173)	(2,000)	(1,900)	(2,000)	(2,000)
Investments & Other Contributions	(89,946)	(42,400)	(40,280)	(52,000)	(52,000)
Other Financing Source	(78,691)	(128,860)	(117,169)	(77,134)	(208,613)
Transfer In	(5,115)	-	-	-	-
<b>TOTAL</b>	<b>\$ (890,102)</b>	<b>\$ (986,860)</b>	<b>\$ (932,269)</b>	<b>\$ (944,734)</b>	<b>\$ (1,076,213)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	283,888	331,588	303,007	327,181	338,522
Benefits	103,050	108,623	97,783	99,918	105,595
Supplies	50,085	87,700	80,259	62,700	62,700
Purchased Services	235,047	324,007	316,278	312,421	312,421
Inter Depart Charges	240,381	145,112	145,112	145,414	259,875
Inter Depart Billing	(75,656)	(101,900)	(101,900)	(101,900)	(101,900)
Transfer Out	53,306	91,730	91,730	99,000	99,000
<b>TOTAL</b>	<b>\$ 890,102</b>	<b>\$ 986,860</b>	<b>\$ 932,269</b>	<b>\$ 944,734</b>	<b>\$ 1,076,213</b>

# Landfill

Function: Public Works & Transportation

## Service Overview

**Service:** Landfill Management Maintenance

**Citywide Element:** Green and Resilient

### Service Description

This service manages the five closed landfills overseen by the City. The goal of this service is to eliminate the migration of landfill contamination and gas to maintain a clean environment.

### Major Budget Changes

- Maintains decreased costs of lab services by continuing the practice of contracting with an external lab.
- Reflects increased costs shared with the Sewer and Stormwater Utilities based on a cost sharing model. (\$297,000)
- Applies fund balance to fund operating costs to maintain current fee rates in 2020 Operating Budget (\$191,600).

### Activities Performed by this Service

- Landfill Management and Regulatory Compliance: Plan, direct, and implement landfill management programs per the DNR-approved plan, and prepare and submit reports demonstrating regulatory compliance.
- Monitoring & Sampling: Monitor landfill gas extraction and migration control systems, and perform sampling.
- Maintenance & Repair: Perform scheduled maintenance and repair to Landfill systems.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	890,102	986,860	932,269	944,734	1,076,213
<b>TOTAL</b>	<b>\$ 890,102</b>	<b>\$ 986,860</b>	<b>\$ 932,269</b>	<b>\$ 944,734</b>	<b>\$ 1,076,213</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(890,102)	(986,860)	(932,269)	(944,734)	(1,076,213)
Personnel	386,939	440,211	400,790	427,099	444,117
Non-Personnel	338,438	503,437	488,267	474,121	474,121
Agency Charges	164,725	43,212	43,212	43,514	157,975
<b>TOTAL</b>	<b>\$ (0)</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>

**Landfill**

Function:

**Public Works & Transportation***Line Item Detail***Agency Primary Fund: Other Restricted**

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Landfill Remediation	(713,325)	(813,600)	(772,920)	(813,600)	(813,600)
Reimbursement Of Expense	(852)	-	-	-	-
<b>TOTAL</b>	<b>\$ (714,177)</b>	<b>\$ (813,600)</b>	<b>\$ (772,920)</b>	<b>\$ (813,600)</b>	<b>\$ (813,600)</b>

## Fine Forfeiture &amp; Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Late Fees	(2,173)	(2,000)	(1,900)	(2,000)	(2,000)
<b>TOTAL</b>	<b>\$ (2,173)</b>	<b>\$ (2,000)</b>	<b>\$ (1,900)</b>	<b>\$ (2,000)</b>	<b>\$ (2,000)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(89,946)	(42,400)	(40,280)	(52,000)	(52,000)
<b>TOTAL</b>	<b>\$ (89,946)</b>	<b>\$ (42,400)</b>	<b>\$ (40,280)</b>	<b>\$ (52,000)</b>	<b>\$ (52,000)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	(78,691)	(128,860)	(117,169)	(77,134)	(208,613)
<b>TOTAL</b>	<b>\$ (78,691)</b>	<b>\$ (128,860)</b>	<b>\$ (117,169)</b>	<b>\$ (77,134)</b>	<b>\$ (208,613)</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(5,115)	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,115)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	266,105	284,292	289,327	280,271	291,612
Pending Personnel	-	386	-	-	-
Premium Pay	385	400	369	400	400
Compensated Absence	4,320	1,500	1,305	1,500	1,500
Hourly Wages	2,669	35,010	2,286	35,010	35,010
Overtime Wages Permanent	10,409	10,000	9,721	10,000	10,000
<b>TOTAL</b>	<b>\$ 283,888</b>	<b>\$ 331,588</b>	<b>\$ 303,007</b>	<b>\$ 327,181</b>	<b>\$ 338,522</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	61,071	62,546	53,492	54,641	57,545
Wage Insurance Benefit	799	736	929	910	910
WRS	18,671	19,280	19,544	19,030	20,360
FICA Medicare Benefits	21,097	24,600	22,360	23,876	25,319
Post Employment Health Plans	1,412	1,461	1,458	1,461	1,461
<b>TOTAL</b>	<b>\$ 103,050</b>	<b>\$ 108,623</b>	<b>\$ 97,783</b>	<b>\$ 99,918</b>	<b>\$ 105,595</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	351	600	415	500	500
Copy Printing Supplies	481	600	454	500	500
Furniture	15	500	44	500	500
Hardware Supplies	4	500	100	500	500
Software Lic & Supplies	-	500	250	500	500
Postage	820	1,000	878	1,000	1,000
Work Supplies	5,241	10,000	5,397	10,000	10,000
Safety Supplies	1,271	2,500	1,250	2,500	2,500
Uniform Clothing Supplies	-	100	50	100	100
Food And Beverage	12	-	15	-	-



# Landfill

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Other Restricted

Building Supplies	1,024	1,000	1,100	1,200	1,200
Landscaping Supplies	-	400	-	400	400
Machinery And Equipment	19,963	25,000	22,043	-	-
Equipment Supplies	20,902	45,000	48,264	45,000	45,000
<b>TOTAL</b>	<b>\$ 50,085</b>	<b>\$ 87,700</b>	<b>\$ 80,259</b>	<b>\$ 62,700</b>	<b>\$ 62,700</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	1,728	1,700	1,750	1,820	1,820
Electricity	54,469	58,000	60,315	60,360	60,360
Water	170	240	247	360	360
Sewer	111,359	103,020	103,116	118,390	118,390
Stormwater	9,866	10,390	10,294	11,610	11,610
Telephone	75	99	74	420	420
Cellular Telephone	245	250	254	1,267	1,267
Building Improv Repair Maint	276	1,500	410	1,500	1,500
Custodial Bldg Use Charges	2,455	2,761	2,761	2,776	2,776
Comm Device Mntc	-	5,000	2,500	5,000	5,000
Equipment Mntc	10,205	20,000	19,301	20,000	20,000
System & Software Mntc	628	650	727	187	187
Vehicle Repair & Mntc	10,314	8,000	10,797	8,000	8,000
Rental Of Equipment	496	50	500	500	500
Recruitment	214	50	45	250	250
Conferences & Training	85	2,500	72	500	500
Memberships	1	12	10	21	21
Uniform Laundry	785	900	697	900	900
Medical Services	-	500	630	650	650
Delivery Freight Charges	48	350	72	100	100
Storage Services	51	60	52	60	60
Consulting Services	500	10,000	7,000	5,000	5,000
Lab Services	16,513	75,000	75,600	50,000	50,000
Parking Towing Services	117	100	36	100	100
Security Services	-	175	-	-	-
Other Services & Expenses	10,665	15,000	13,533	15,000	15,000
Grants	2,314	5,000	3,914	5,000	5,000
Taxes & Special Assessments	1,464	2,700	1,572	2,600	2,600
Permits & Licenses	7	-	-	50	50
<b>TOTAL</b>	<b>\$ 235,047</b>	<b>\$ 324,007</b>	<b>\$ 316,278</b>	<b>\$ 312,421</b>	<b>\$ 312,421</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	-	-	18,205	18,205
ID Charge From Clerk	-	565	565	565	388
ID Charge From Finance	-	36,651	36,651	18,472	62,552
ID Charge From Human Resource	-	1,023	1,023	1,023	983
ID Charge From Information Tec	-	842	842	842	1,725
ID Charge From Treasurer	-	26	26	-	-
ID Charge From Public Health	171,815	-	-	-	-
ID Charge From Engineering	11,929	28,562	28,562	28,689	93,629
ID Charge From Fleet Services	13,595	28,102	28,102	28,102	28,102
ID Charge From Traffic Eng	171	-	-	175	175
ID Charge From Insurance	931	-	-	-	-
ID Charge From Workers Comp	2,637	2,591	2,591	2,591	2,591
ID Charge From Sewer	18,898	24,000	24,000	24,000	24,000

**Landfill**Function: **Public Works & Transportation***Line Item Detail***Agency Primary Fund: Other Restricted**

ID Charge From Stormwater	11,279	11,500	11,500	11,500	11,500
ID Charge From Water	9,126	10,000	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$ 240,381</b>	<b>\$ 143,862</b>	<b>\$ 143,862</b>	<b>\$ 144,164</b>	<b>\$ 253,850</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Engineering	(6,078)	(8,400)	(8,400)	(8,400)	(8,400)
ID Billing To Sewer	(47,955)	(65,000)	(65,000)	(65,000)	(65,000)
ID Billing To Stormwater	(21,623)	(28,500)	(28,500)	(28,500)	(28,500)
<b>TOTAL</b>	<b>\$ (75,656)</b>	<b>\$ (101,900)</b>	<b>\$ (101,900)</b>	<b>\$ (101,900)</b>	<b>\$ (101,900)</b>

## Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Capital	53,306	91,730	91,730	99,000	99,000
<b>TOTAL</b>	<b>\$ 53,306</b>	<b>\$ 91,730</b>	<b>\$ 91,730</b>	<b>\$ 99,000</b>	<b>\$ 99,000</b>

**Landfill**

**Function: Public Works & Transportation**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ENGINEER	18	1.00	74,957	1.00	68,894	1.00	71,680	-	-
ENGR OPER MAINT WKR	15	2.00	121,683	2.00	121,216	2.00	126,117	-	-
<b>TOTAL</b>		<b>3.00</b>	<b>\$ 196,640</b>	<b>3.00</b>	<b>\$ 190,110</b>	<b>3.00</b>	<b>\$ 197,797</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Library

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## *Agency Overview*

### Agency Mission

The mission of the Madison Public Library is to provide free and equitable access to cultural and educational experiences.

### Agency Overview

The Agency is responsible for the operation of Madison's nine library branches and the Maintenance Support Center. The Agency's goal is to support literacy and community engagement opportunities. To achieve this goal, specific programming provided by the Library includes: maintaining book collections and reference services, access to technology and training, online branch services, and literacy programming.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- A new Administration and Marketing service created in 2019 funded by reallocation of resources from the other services (\$4.260 million).
- An increase in Premium Pay (\$22,000), Overtime (\$91,000), Hourly Wages (\$210,000) and related benefits to fully fund a baseline level of hours and to accommodate the City's \$15 per hour minimum wage.
- Additional permanent and hourly staff at the new expanded Pinney Library expected to open in early 2020 (\$193,700).
- An increase in the payment to the Dane County Library Service due to an increase in Madison library card holders using other Dane County libraries (\$102,500).
- Supplemental funding through the Executive Budget creating a new Teen Librarian at the Goodman South Madison branch (\$75,000).

**Library****Function: Library***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Library	17,779,030	17,703,565	17,703,566	18,362,295	19,163,603
Permanent	20,174	-	-	-	-
<b>TOTAL</b>	<b>\$ 17,799,205</b>	<b>\$ 17,703,565</b>	<b>\$ 17,703,566</b>	<b>\$ 18,362,295</b>	<b>\$ 19,163,603</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Public Service	12,903,791	13,559,416	8,711,662	9,404,075	9,814,749
Community Engagement	451,035	351,725	480,784	513,071	528,186
Collection Resource & Access	2,325,223	1,775,707	1,870,362	1,982,632	2,042,421
Facilities	2,085,452	2,016,718	2,414,051	2,277,866	2,322,203
Admin & Marketing	33,703	-	4,226,707	4,184,652	4,456,045
<b>TOTAL</b>	<b>\$ 17,799,205</b>	<b>\$ 17,703,565</b>	<b>\$ 17,703,566</b>	<b>\$ 18,362,295</b>	<b>\$ 19,163,603</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(100,887)	(95,681)	(88,245)	(76,226)	(76,226)
Charges For Services	(935,931)	(852,739)	(857,222)	(868,733)	(868,733)
Fine & Forfeiture	(277,103)	(250,000)	(250,000)	(250,000)	(250,000)
Investments & Other Contributions	(532,711)	(304,000)	(576,254)	(461,989)	(461,989)
Misc Revenue	(19,525)	(10,000)	(4,879)	(5,000)	(5,000)
Other Financing Source	(50,447)	(8,264)	(65,868)	-	-
Transfer In	(20,000)	(20,000)	(20,000)	(6,000)	(6,000)
<b>TOTAL</b>	<b>\$ (1,936,605)</b>	<b>\$ (1,540,684)</b>	<b>\$ (1,862,469)</b>	<b>\$ (1,667,948)</b>	<b>\$ (1,667,948)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	9,674,655	9,988,638	10,245,418	10,751,110	11,186,276
Benefits	2,984,992	2,868,445	2,962,908	2,742,625	2,890,097
Supplies	942,163	801,106	847,921	801,106	801,106
Purchased Services	2,656,438	2,623,526	2,547,253	2,776,835	2,776,835
Inter Depart Charges	128,964	136,158	136,158	132,191	132,191
Transfer Out	3,348,597	2,826,376	2,826,376	2,826,376	3,045,046
<b>TOTAL</b>	<b>\$ 19,735,810</b>	<b>\$ 19,244,249</b>	<b>\$ 19,566,035</b>	<b>\$ 20,030,243</b>	<b>\$ 20,831,551</b>

# Library

Function: Library

## Service Overview

**Service:** Admin & Marketing

**Citywide Element:** Effective Government

### Service Description

This service was created in 2019 and provides for the system-wide leadership of the library across all departments, along with the marketing and web services that promote the library's nine locations. The goal of this service to provide strategic direction, fiscal responsibility, and general leadership and management to all areas of library operations.

### Major Budget Changes

- This service was created in 2019 and is funded by reallocations of resources from the other services (\$4.26 million).

### Activities Performed by this Service

- **Budget and Fiscal Management:** Prepare and monitor the capital and operating budgets for the Library; prepare financial reports for the Library Board, management staff, and the MPL Foundation; process billing, receipts, and payroll; and review and maintain Library projects.
- **System-wide Management:** Oversee system-wide services; participate in City programs and committees; oversee Library policies and procedures; oversee personnel, including hiring, training, and performance management; and represent Madison in the South Central Library System and Statewide projects and services.
- **Marketing and Web Services:** Prepare print and online marketing of Library services, programs, and events; maintain Library public and internal websites and social media outlets; and perform in-house printing for advertising and marketing purposes.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	13,529	-	4,226,707	4,184,652	4,456,045
Other-Expenditures	20,174	-	-	-	-
<b>TOTAL</b>	<b>\$ 33,703</b>	<b>\$ -</b>	<b>\$ 4,226,707</b>	<b>\$ 4,184,652</b>	<b>\$ 4,456,045</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	(97,143)	(56,070)	(56,070)
Personnel	4,517	-	1,275,513	1,197,789	1,250,512
Non-Personnel	29,186	-	2,949,153	2,921,794	3,140,464
Agency Charges	-	-	99,184	121,139	121,139
<b>TOTAL</b>	<b>\$ 33,703</b>	<b>\$ -</b>	<b>\$ 4,226,707</b>	<b>\$ 4,184,652</b>	<b>\$ 4,456,045</b>

# Library

Function: Library

## Service Overview

**Service:** Collection Resource & Access

**Citywide Element:** Culture and Character

### Service Description

This service is responsible for the library materials collection in all formats. It also includes staffing and supply costs for the acquisition, cataloging, and processing of these materials. The goal of the of the service is continued heavy per-capita use of materials by Madisonians, including the number of holds placed and the number of new borrowers added annually.

### Major Budget Changes

- Reduced revenue from the Library Trust to reflect current earnings (\$14,000).
- Payment to the Dane County Library Service increased from \$392,200 to \$502,500 (28% increase) due to more Madison library card holders using other Dane County libraries.

### Activities Performed by this Service

- Collection Ordering: Selects materials using data from a variety of sources and places orders with vendors.
- Collection Cataloging: Provide access to the collection through cataloging and classification according to national and local standards.
- Collection Processing: Perform online receipt, linking and invoicing of collection items and prepares the items for lending by applying jackets, cases, labels, etc.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,325,223	1,775,707	1,870,362	1,982,632	2,042,421
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,325,223</b>	<b>\$ 1,775,707</b>	<b>\$ 1,870,362</b>	<b>\$ 1,982,632</b>	<b>\$ 2,042,421</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(957,934)	(866,263)	(939,579)	(938,671)	(938,671)
Personnel	1,239,319	1,218,720	1,359,674	1,399,240	1,459,029
Non-Personnel	2,043,838	1,423,250	1,450,267	1,522,063	1,522,063
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,325,223</b>	<b>\$ 1,775,707</b>	<b>\$ 1,870,362</b>	<b>\$ 1,982,632</b>	<b>\$ 2,042,421</b>

# Library

Function: Library

## Service Overview

**Service:** Community Engagement

**Citywide Element:** Economy and Opportunity

### Service Description

This service is responsible for program providers and performers associated with community engagement activities and collaborative projects for all ages. The goal of the service is to foster diverse patron and partner base and programs and services that are based directly on residents' needs and wants.

### Major Budget Changes

- Reallocation of Donations from Public Service to Community Engagement to reflect the revenue where the expenditures are incurred.
- Reallocation of professional development and advertising expenditures to Admin & Marketing.

### Activities Performed by this Service

- Programming: Manage contracts with local artists, entrepreneurs, experts, and organizations to provide classes and procure supplies for programs. The Bubbler program is part of this service.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	451,035	351,725	480,784	513,071	528,186
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 451,035</b>	<b>\$ 351,725</b>	<b>\$ 480,784</b>	<b>\$ 513,071</b>	<b>\$ 528,186</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(30,142)	(4,100)	(136,096)	(121,100)	(121,100)
Personnel	947	21,300	393,163	359,136	374,251
Non-Personnel	480,231	334,525	223,718	275,035	275,035
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 451,035</b>	<b>\$ 351,725</b>	<b>\$ 480,784</b>	<b>\$ 513,071</b>	<b>\$ 528,186</b>



# Library

Function: Library

## Service Overview

**Service:** Facilities

**Citywide Element:** Culture and Character

### Service Description

This service is responsible for all activities and services associated with the operation of Madison Public Library's nine public libraries and the Library Maintenance Support Center. The goal of this service is to provide a safe, pleasant, and welcoming environment at the Central and neighborhood libraries.

### Major Budget Changes

- Increased Donations and various Supplies and Purchased Services for the Rosen-Weston gift to the Lakeview Library branch remodel and furniture (\$168,600).
- Decreased Facility Rental for the new Pinney Library schedule to open in early 2020 (\$126,000).

### Activities Performed by this Service

- Building Maintenance: Perform repairs, respond to user requests, coordinate preventative maintenance, and coordinate vendor assistance.
- Custodial Tasks: Clean Central Library, maintain janitorial supplies, and respond to custodial emergencies at Central and neighborhood libraries.
- Building Projects: Schedule, coordinate, and complete major building projects such as renovations, refurbishments, and new construction.
- Planning: Plan and design new facilities and engage the public and staff on future library facility needs.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	2,085,452	2,016,718	2,414,051	2,277,866	2,322,203
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,085,452</b>	<b>\$ 2,016,718</b>	<b>\$ 2,414,051</b>	<b>\$ 2,277,866</b>	<b>\$ 2,322,203</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(74,574)	(53,900)	(61,720)	(222,459)	(222,459)
Personnel	753,790	702,212	1,053,983	1,034,253	1,078,590
Non-Personnel	1,394,765	1,331,432	1,384,814	1,455,020	1,455,020
Agency Charges	11,471	36,974	36,974	11,052	11,052
<b>TOTAL</b>	<b>\$ 2,085,452</b>	<b>\$ 2,016,718</b>	<b>\$ 2,414,051</b>	<b>\$ 2,277,866</b>	<b>\$ 2,322,203</b>

# Library

Function: Library

## Service Overview

Service: Public Service

Citywide Element: Economy and Opportunity

### Service Description

This service is responsible for the delivery of services to the Library's patrons and members of the community both in and outside of library facilities. Public Service focuses on direct provision of reference and research assistance, reader's advisory, literacy support, programming, technology training, collection management, and participatory learning and creation. The goal of the service is to provide individualized library services to meet patrons' needs.

### Major Budget Changes

- Increased Premium Pay (\$22,000), Overtime (\$91,000), Hourly Wages (\$210,000) and related benefits to fully fund a baseline level of hours and to accommodate the City's \$15 per hour minimum wage.
- Added 1.0 FTE Teen Librarian at the Goodman South Madison branch, funded as part of the agency's supplemental request (\$75,000).
- Added permanent and hourly staff at the new expanded Pinney Library expected to open in early 2020 (\$193,700).
  - o 1.0 FTE Community Engagement Librarian (\$85,300)
  - o 1.01 FTE Library Assistant (\$74,600)
  - o 0.2 FTE Increase Library Assistant (\$11,000)
  - o 0.2 FTE Increase Clerk (\$10,300)
  - o Hourly Wages and Benefits (\$12,500)

### Activities Performed by this Service

- Reference and User Services: Provide reference services, reader's advisory services, and program planning for adults.
- Circulation: Check materials in and out, help customers with library cards and problem items, and handle other library material procedures.
- Youth Services: Develop and lead programs for youth and their caregivers from ages 0 – 18.
- Neighborhood Library Management: Supervise nine Library locations.
- Library Technology: Replace computers and procure software and licensing.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	12,903,791	13,559,416	8,711,662	9,404,075	9,814,749
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 12,903,791</b>	<b>\$ 13,559,416</b>	<b>\$ 8,711,662</b>	<b>\$ 9,404,075</b>	<b>\$ 9,814,749</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(873,955)	(616,421)	(627,931)	(329,648)	(329,648)
Personnel	10,661,075	10,914,852	9,125,993	9,503,318	9,913,992
Non-Personnel	2,999,178	3,161,801	213,599	230,405	230,405
Agency Charges	117,493	99,184	-	-	-
<b>TOTAL</b>	<b>\$ 12,903,791</b>	<b>\$ 13,559,416</b>	<b>\$ 8,711,662</b>	<b>\$ 9,404,075</b>	<b>\$ 9,814,749</b>

**Library**Function: **Library***Line Item Detail*Agency Primary Fund: **Library**

## Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(23,839)	(27,973)	(13,173)	(2,826)	(2,826)
Other Unit of Gov Rev Op	(77,048)	(67,708)	(75,072)	(73,400)	(73,400)
<b>TOTAL</b>	<b>\$ (100,887)</b>	<b>\$ (95,681)</b>	<b>\$ (88,245)</b>	<b>\$ (76,226)</b>	<b>\$ (76,226)</b>

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reproduction Services	(90,243)	(90,000)	(90,000)	(111,950)	(111,950)
Appliance Collection	(12,967)	(9,000)	(12,000)	(9,700)	(9,700)
Catering Concessions	(18,694)	(15,000)	(18,000)	(15,000)	(15,000)
Facility Rental	(43,731)	(38,900)	(43,000)	(38,900)	(38,900)
Southcentral Library Services	(270,284)	(270,284)	(270,284)	(270,284)	(270,284)
Library Collection Fees	(16,057)	(15,300)	(15,300)	(15,400)	(15,400)
Cataloging Services	(454,290)	(404,255)	(404,255)	(404,255)	(404,255)
Reimbursement Of Expense	(29,665)	(10,000)	(4,383)	(3,244)	(3,244)
<b>TOTAL</b>	<b>\$ (935,931)</b>	<b>\$ (852,739)</b>	<b>\$ (857,222)</b>	<b>\$ (868,733)</b>	<b>\$ (868,733)</b>

## Fine Forefeiture &amp; Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Library Fines	(277,103)	(250,000)	(250,000)	(250,000)	(250,000)
<b>TOTAL</b>	<b>\$ (277,103)</b>	<b>\$ (250,000)</b>	<b>\$ (250,000)</b>	<b>\$ (250,000)</b>	<b>\$ (250,000)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(532,711)	(304,000)	(576,254)	(461,989)	(461,989)
<b>TOTAL</b>	<b>\$ (532,711)</b>	<b>\$ (304,000)</b>	<b>\$ (576,254)</b>	<b>\$ (461,989)</b>	<b>\$ (461,989)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(19,525)	(10,000)	(4,879)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (19,525)</b>	<b>\$ (10,000)</b>	<b>\$ (4,879)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	(50,447)	(8,264)	(65,868)	-	-
<b>TOTAL</b>	<b>\$ (50,447)</b>	<b>\$ (8,264)</b>	<b>\$ (65,868)</b>	<b>\$ -</b>	<b>\$ -</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Other Restric	-	(20,000)	-	-	-
Transfer In From Permanent	(20,000)	-	(20,000)	(6,000)	(6,000)
<b>TOTAL</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ (20,000)</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>

**Library**Function: **Library***Line Item Detail*Agency Primary Fund: **Library**

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	7,851,105	8,555,625	8,405,000	8,729,097	9,029,263
Salary Savings	-	(249,852)	-	(249,852)	(249,852)
Pending Personnel	-	113,006	-	439,000	574,000
Premium Pay	50,198	26,583	51,753	48,589	48,589
Compensated Absence	83,808	70,000	90,000	70,000	70,000
Hourly Wages	1,601,815	1,477,332	1,622,619	1,627,332	1,627,332
Overtime Wages Permanent	87,553	(4,056)	75,952	86,944	86,944
Overtime Wages Hourly	176	-	94	-	-
<b>TOTAL</b>	<b>\$ 9,674,655</b>	<b>\$ 9,988,638</b>	<b>\$ 10,245,418</b>	<b>\$ 10,751,110</b>	<b>\$ 11,186,276</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	114,796	101,338	101,338	101,338	101,338
Unemployment Benefits	7,923	-	7,330	-	-
Health Insurance Benefit	1,447,965	1,443,684	1,338,000	1,306,610	1,372,881
Wage Insurance Benefit	20,778	19,958	21,834	20,982	20,982
Health Insurance Retiree	-	7,330	-	7,330	7,330
WRS	585,551	560,518	613,466	570,544	607,356
FICA Medicare Benefits	717,190	641,547	783,775	635,500	679,889
Post Employment Health Plans	90,788	94,070	97,165	100,321	100,321
<b>TOTAL</b>	<b>\$ 2,984,992</b>	<b>\$ 2,868,445</b>	<b>\$ 2,962,908</b>	<b>\$ 2,742,625</b>	<b>\$ 2,890,097</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	67,739	86,500	8,122	7,805	7,805
Copy Printing Supplies	39,157	10,000	44,050	42,600	42,600
Furniture	27,088	40,000	31,935	40,000	40,000
Hardware Supplies	94,420	115,000	154,657	115,000	115,000
Software Lic & Supplies	8,982	5,000	21,796	18,900	18,900
Postage	37,946	38,000	37,742	38,320	38,320
Program Supplies	198,385	118,500	81,968	115,500	115,500
Work Supplies	16,475	10,000	87,343	86,000	86,000
Janitorial Supplies	38,903	45,000	46,777	49,000	49,000
Library Materials	359,101	251,036	260,418	251,036	251,036
Safety Supplies	227	1,000	3,829	2,400	2,400
Uniform Clothing Supplies	45	120	-	120	120
Food And Beverage	5,887	3,000	736	2,125	2,125
Building	2,900	1,000	15,832	-	-
Building Supplies	3,951	5,000	6,754	6,600	6,600
Electrical Supplies	16,931	8,000	28,982	8,000	8,000
HVAC Supplies	12,018	51,450	2,850	3,500	3,500
Plumbing Supplies	3,121	5,000	2,692	5,000	5,000
Machinery And Equipment	2,322	2,000	5,475	3,500	3,500
Equipment Supplies	6,399	5,000	5,962	5,700	5,700
Inventory	165	500	-	-	-
<b>TOTAL</b>	<b>\$ 942,163</b>	<b>\$ 801,106</b>	<b>\$ 847,921</b>	<b>\$ 801,106</b>	<b>\$ 801,106</b>

# Library

Function: Library

*Line Item Detail*

Agency Primary Fund: Library

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	47,012	46,100	72,986	48,100	48,100
Electricity	275,617	293,700	259,022	301,000	301,000
Water	10,448	12,342	8,948	10,820	10,820
Sewer	9,196	8,150	7,567	9,500	9,500
Stormwater	4,516	4,200	4,208	4,830	4,830
Telephone	12,384	20,470	11,027	18,750	18,750
Cellular Telephone	12,143	10,542	10,917	11,175	11,175
Systems Comm Internet	611,533	627,624	620,513	611,005	611,005
Building Improv Repair Maint	236,827	190,160	196,977	406,519	406,519
Waste Disposal	5,608	4,920	8,115	8,620	8,620
Fire Protection	780	410	2,025	7,820	7,820
Pest Control	1,231	3,740	2,297	2,870	2,870
Elevator Repair	3,646	4,000	7,510	4,000	4,000
Facility Rental	332,655	328,601	358,911	252,749	252,749
Custodial Bldg Use Charges	169,082	139,318	157,610	136,488	136,488
Process Fees Recyclables	6,341	7,100	11,971	9,800	9,800
Office Equipment Repair	6,537	10,100	6,300	-	-
Comm Device Mntc	11,501	10,850	13,651	1,400	1,400
Equipment Mntc	82,933	45,000	49,697	84,000	84,000
System & Software Mntc	5,878	5,900	8,219	1,000	1,000
Rental Of Equipment	835	400	354	400	400
Recruitment	655	500	336	500	500
Mileage	12,274	11,690	9,545	11,755	11,755
Conferences & Training	76,663	45,000	52,951	57,933	57,933
Memberships	13,365	11,000	7,608	13,600	13,600
Uniform Laundry	5,747	5,000	5,808	5,000	5,000
Medical Services	-	-	3,600	1,800	1,800
Credit Card Services	4,747	4,000	4,000	4,000	4,000
Collection Services	8,780	9,000	6,104	9,000	9,000
Armored Car Services	21,668	16,450	21,519	18,100	18,100
Management Services	-	-	800	800	800
Consulting Services	-	2,000	15,000	-	-
Advertising Services	43,163	40,750	26,080	32,200	32,200
Printing Services	25,499	20,000	347	-	-
Parking Towing Services	-	-	3,656	3,450	3,450
Investigative Services	-	200	-	-	-
Security Services	12,161	13,500	10,445	6,050	6,050
Interpreters Signing Services	-	1,000	-	-	-
Program Services	222,302	131,500	127,713	135,450	135,450
Other Services & Expenses	13	91,200	1,315	600	600
Grants	49,798	-	-	10,000	10,000
Comm Agency Contracts	264,208	400,000	392,245	502,542	502,542
Taxes & Special Assessments	48,390	46,609	38,150	32,009	32,009
Permits & Licenses	128	500	1,208	1,200	1,200
<b>TOTAL</b>	<b>\$ 2,656,264</b>	<b>\$ 2,623,526</b>	<b>\$ 2,547,253</b>	<b>\$ 2,776,835</b>	<b>\$ 2,776,835</b>

**Library**Function: **Library***Line Item Detail*Agency Primary Fund: **Library**

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Information Tec	23,940	-	-	-	-
ID Charge From Engineering	3,537	3,537	3,537	3,537	3,537
ID Charge From Fleet Services	4,275	30,123	30,123	4,201	4,201
ID Charge From Traffic Eng	3,659	3,314	3,314	3,314	3,314
ID Charge From Insurance	78,150	84,335	84,335	109,696	109,696
ID Charge From Workers Comp	15,403	14,849	14,849	11,443	11,443
<b>TOTAL</b>	<b>\$ 128,964</b>	<b>\$ 136,158</b>	<b>\$ 136,158</b>	<b>\$ 132,191</b>	<b>\$ 132,191</b>

## Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Debt Service	2,648,112	2,826,376	2,826,376	2,826,376	3,045,046
Transfer Out To Capital	680,485	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,328,597</b>	<b>\$ 2,826,376</b>	<b>\$ 2,826,376</b>	<b>\$ 2,826,376</b>	<b>\$ 3,045,046</b>

**Library**

**Function: Library**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	1.00	65,425	1.00	73,538	1.00	76,512	-	-
ACCT TECH	32	1.00	64,377	1.00	64,130	1.00	66,723	-	-
ADMIN CLERK	32	4.70	250,630	4.70	249,804	4.70	259,903	-	-
CLERK	32	21.35	1,052,736	20.55	998,829	20.55	1,039,211	-	-
CUSTODIAL WKR	15	4.00	219,743	4.00	212,164	4.00	220,742	-	-
FACILITY MAINT WKR	15	1.00	59,332	1.00	59,104	1.00	61,494	-	-
LIB BUS OPER MGR	18	1.00	112,851	1.00	112,418	1.00	116,964	-	-
LIB COMP TECH	32	2.00	102,419	2.00	105,556	3.00	166,070	-	-
LIB COMPT SPEC	33	2.00	141,974	2.00	142,494	2.00	148,255	-	-
LIB FAC MGR	18	1.00	99,572	1.00	99,800	1.00	103,836	-	-
LIB MAINT COORD	15	1.00	74,713	1.00	63,745	1.00	66,322	-	-
LIB MEDIA COORD	18	1.00	92,632	1.00	92,548	1.00	96,290	-	-
LIB PROG SUPV	18	2.00	153,602	2.00	181,917	2.00	189,273	-	-
LIBRARIAN	33	40.00	2,627,319	40.00	2,781,997	39.00	2,778,814	-	-
LIBRARIAN	18	6.00	491,825	6.00	478,157	6.00	497,494	-	-
LIBRARIAN	32	-	-	-	-	1.00	62,890	-	-
LIBRARIAN SUPV	18	3.00	268,415	3.00	271,485	3.00	282,463	-	-
LIBRARY ASSOCIATE DIRECTOR	18	1.00	114,116	1.00	118,063	1.00	122,838	-	-
LIBRARY ASST	32	34.30	1,834,376	34.50	1,847,154	33.50	1,865,592	-	-
LIBRARY DIRECTOR	21	1.00	145,152	1.00	146,041	1.00	151,947	-	-
LIBRARY PRESS OPR	32	1.00	57,003	1.00	57,124	1.00	59,433	-	-
MAINT MECH	15	2.00	126,021	2.00	112,006	2.00	116,534	-	-
MKTG/COMMUN SPEC	18	1.00	61,642	1.00	63,911	1.00	66,496	-	-
NEW POSITION	xx	-	-	2.00	50,000	3.00	100,000	-	-
PLANNER	18	1.00	64,157	1.00	68,894	1.00	71,680	-	-
PROG ASST	17	1.00	61,075	1.00	60,841	1.00	63,301	-	-
PROG ASST	32	3.00	164,357	4.00	225,616	4.00	234,738	-	-
<b>TOTAL</b>		<b>137.35</b>	<b>\$ 8,505,464</b>	<b>139.75</b>	<b>\$ 8,737,336</b>	<b>140.75</b>	<b>\$ 9,085,815</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Mayor

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## *Agency Overview*

### Agency Mission

The mission of the Mayor's Office is to provide leadership for the organization to deliver the highest quality services and provide a fair and orderly system of governance for citizens and visitors.

### Agency Overview

The Agency ensures and directs the provision of municipal services by proposing, promoting, and reviewing policies to be adopted by the City, establishing administrative procedures, and providing direction for existing City procedures and policies.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- A new Food Policy and Programming service. The service combines food related elements in the Mayor's Office budget and in the Direct Appropriations budget. The following programs are continued in this new service:
  - Summer Meals Program (\$15,000)
  - Community Gardens Partnership (\$35,000)
  - Madison Food Policy Council (\$10,000)
  - MadMarket (\$25,000)
  - SEED Grants (\$50,000)
- Continuation of the following programs:
  - Neighborhood Resource Teams (\$27,500)
  - My Brother's Keeper (\$25,000)



**Mayor****Function: General Government***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,521,933	1,290,238	1,376,322	1,332,826	1,513,669
<b>TOTAL</b>	<b>\$ 1,521,933</b>	<b>\$ 1,290,238</b>	<b>\$ 1,376,322</b>	<b>\$ 1,332,826</b>	<b>\$ 1,513,669</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Mayor	1,521,933	1,290,238	1,376,322	1,332,826	1,262,265
Food Policy & Programming	-	-	-	-	251,404
<b>TOTAL</b>	<b>\$ 1,521,933</b>	<b>\$ 1,290,238</b>	<b>\$ 1,376,322</b>	<b>\$ 1,332,826</b>	<b>\$ 1,513,669</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(5,270)	-	(2,188)	-	-
Investments & Other Contributions	43	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,227)</b>	<b>\$ -</b>	<b>\$ (2,188)</b>	<b>\$ -</b>	<b>\$ -</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	1,067,816	1,123,229	1,162,791	1,162,170	1,200,867
Benefits	317,475	309,283	360,421	312,550	330,517
Supplies	7,024	11,142	12,742	11,142	14,142
Purchased Services	132,111	171,226	167,198	171,436	291,436
Debt & Other Financing	-	-	-	-	-
Inter Depart Charges	2,733	2,934	2,934	3,104	3,104
Inter Depart Billing	-	(327,576)	(327,576)	(327,576)	(326,397)
Transfer Out	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,527,159</b>	<b>\$ 1,290,238</b>	<b>\$ 1,378,510</b>	<b>\$ 1,332,826</b>	<b>\$ 1,513,669</b>

*Service Overview***Service:** Mayor**Citywide Element:** Effective Government

## Service Description

This service provides overall administrative guidance for City officers and agencies. The service submits an annual Executive Budget to the Common Council, encourages citizen participation in City government, monitors State and national issues that affect the welfare of City residents, and provides public information for various organizations and individuals.

## Major Budget Changes

- Transfer 1.0 FTE Food Policy Administrator position and the Summer Food Program funding to the newly created Food Policy and Programming service (\$128,000).

## Activities Performed by this Service

- Administration: Specific functions of this service include: (1) direct City officers in the performance of their duties and responsibilities, (2) supervise the development and implementation of operational goals, (3) appoint and evaluate agency heads as provided by ordinance, (4) review agency plans, policies and procedures for soundness and proper coordination, and (5) provide direct guidance to agencies experiencing significant policy or organizational difficulties.
- Inter-Agency Staff Teams: Direct inter-agency staff teams in the identification and resolution of management problems that affect more than one City agency.
- Budget Development: Submit an annual Executive Budget to the Common Council after establishing guidelines and considering the capital and operating budget requests of City agencies.
- Citizen Participation: Specific functions of this service include: (1) encourage citizen participation in City government by making citizen appointments to City committees, (2) training committee members on "open meetings" requirements, parliamentary procedure, and ethics requirements, (3) maintaining a database of citizen candidates interested in appointment to City committees, and (4) responding to concerns and initiatives presented by citizens and assisting them in their relations with City agencies
- State and Federal Monitoring: Monitor State and national issues that affect the welfare of City residents including representing the City's interests in the State budget process, legislation, and administration, acting as liaison with the City's State legislative delegation, and maintaining contact with State and Federal legislators and administrators.
- Public Information: Provide public information through the preparation and distribution of press releases, position papers and correspondence, scheduling and conducting press conferences and interviews, representing the City at civic meetings and official functions and responding to inquiries from the press, organizations and individuals.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,521,933	1,290,238	1,376,322	1,332,826	1,262,265
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,521,933</b>	<b>\$ 1,290,238</b>	<b>\$ 1,376,322</b>	<b>\$ 1,332,826</b>	<b>\$ 1,262,265</b>

## Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(5,227)	-	(2,188)	-	-
Personnel	1,385,291	1,432,512	1,523,212	1,474,720	1,414,980
Non-Personnel	139,136	182,368	179,940	182,578	170,578
Agency Charges	2,733	(324,642)	(324,642)	(324,472)	(323,293)
<b>TOTAL</b>	<b>\$ 1,521,933</b>	<b>\$ 1,290,238</b>	<b>\$ 1,376,322</b>	<b>\$ 1,332,826</b>	<b>\$ 1,262,265</b>

# Mayor

Function: General Government

## Service Overview

**Service:** Food Policy & Programming

**Citywide Element:** Economy and Opportunity

### Service Description

This service oversees food policy and programming for the City, including the Summer Meals program, Community Gardens Partnership, the Madison Food Policy Council, MadMarket, and the SEED Grants. The goal of the service is to improve food access and the food system in the City.

### Major Budget Changes

- New service in 2020 funded by food related elements in the Mayor’s Office budget and in the Direct Appropriations budget (\$135,000).
- The Food Policy Administrator position was transferred from the Mayor service (\$116,400).

### Activities Performed by this Service

- Summer Meals Program: Provide support for summer food programming offered through the Parks system.
- Community Gardens Partnership: Work with Community GroundWorks and Dane County UW-Extension to provide operations and support of community gardens programming.
- MadMarket: Oversee the contract to administer Electronic Benefits Transfer (EBT) programming for Supplemental Nutritional Assistance Program (SNAP) participants at farmers’ markets and the MadMarket Double Dollars program at participating markets. This service is carried out through a partnership with Dane County. Community Action Coalition is the current vendor.
- SEED Grants: Coordinate with the Madison Food Policy Council’s grant program providing funding for projects geared towards improving Madison’s regional food system through improving food access.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	251,404
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>251,404</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	-	-	-	-	116,404
Non-Personnel	-	-	-	-	135,000
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>251,404</b>

**Mayor****Function: General Government***Line Item Detail***Agency Primary Fund: General**

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reimbursement Of Expense	(5,270)	-	(2,188)	-	-
<b>TOTAL</b>	<b>\$ (5,270)</b>	<b>\$ -</b>	<b>\$ (2,188)</b>	<b>\$ -</b>	<b>\$ -</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	43	-	-	-	-
<b>TOTAL</b>	<b>\$ 43</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,061,813	1,148,818	1,093,000	1,187,759	1,226,456
Salary Savings	-	(25,589)	-	(25,589)	(25,589)
Compensated Absence	588	-	64,791	-	-
Hourly Wages	152	-	-	-	-
Overtime Wages Permanent	4,838	-	5,000	-	-
Election Officials Wages	427	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,067,816</b>	<b>\$ 1,123,229</b>	<b>\$ 1,162,791</b>	<b>\$ 1,162,170</b>	<b>\$ 1,200,867</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	-	-	64,104	-	-
Health Insurance Benefit	162,719	144,238	128,000	144,238	151,974
Wage Insurance Benefit	4,024	4,132	3,200	3,859	3,859
WRS	71,446	75,248	76,163	77,798	82,786
FICA Medicare Benefits	79,286	85,665	88,954	86,655	91,898
<b>TOTAL</b>	<b>\$ 317,475</b>	<b>\$ 309,283</b>	<b>\$ 360,421</b>	<b>\$ 312,550</b>	<b>\$ 330,517</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	-	1,600	-	-
Office Supplies	1,884	3,240	3,240	3,240	3,240
Copy Printing Supplies	3,010	4,082	4,082	4,082	4,082
Furniture	-	-	-	-	3,000
Postage	870	3,000	3,000	3,000	3,000
Books & Subscriptions	706	820	820	820	820
Work Supplies	554	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,024</b>	<b>\$ 11,142</b>	<b>\$ 12,742</b>	<b>\$ 11,142</b>	<b>\$ 14,142</b>

**Mayor****Function: General Government***Line Item Detail***Agency Primary Fund: General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	2,137	7,850	2,000	7,850	7,850
Cellular Telephone	1,031	1,000	2,189	1,000	1,000
Facility Rental	140	-	-	-	-
Custodial Bldg Use Charges	32,720	37,006	37,006	37,216	37,216
Office Equipment Repair	-	144	144	144	144
Comm Device Mntc	-	226	226	226	226
System & Software Mntc	1,103	-	1,233	-	-
Recruitment	140	-	-	-	-
Conferences & Training	37,815	57,000	57,000	57,000	57,000
Memberships	1,355	-	100	-	-
Storage Services	43	500	100	500	500
Consulting Services	-	-	300	-	-
Other Services & Expenses	11,326	27,500	27,500	27,500	112,500
Grants	15,000	15,000	14,400	15,000	50,000
Comm Agency Contracts	29,301	25,000	25,000	25,000	25,000
<b>TOTAL</b>	<b>\$ 132,111</b>	<b>\$ 171,226</b>	<b>\$ 167,198</b>	<b>\$ 171,436</b>	<b>\$ 291,436</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Insurance	1,995	2,203	2,203	2,597	2,597
ID Charge From Workers Comp	738	731	731	507	507
<b>TOTAL</b>	<b>\$ 2,733</b>	<b>\$ 2,934</b>	<b>\$ 2,934</b>	<b>\$ 3,104</b>	<b>\$ 3,104</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	-	(1,250)	(1,250)	(1,250)	(1,244)
ID Billing To Monona Terrace	-	(22,806)	(22,806)	(22,806)	(22,695)
ID Billing To Golf Courses	-	(3,332)	(3,332)	(3,332)	(3,317)
ID Billing To Parking	-	(29,013)	(29,013)	(29,013)	(29,286)
ID Billing To Sewer	-	(14,996)	(14,996)	(14,996)	(14,923)
ID Billing To Stormwater	-	(4,999)	(4,999)	(4,999)	(4,975)
ID Billing To Transit	-	(197,028)	(197,028)	(197,028)	(196,069)
ID Billing To Water	-	(54,152)	(54,152)	(54,152)	(53,888)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (327,576)</b>	<b>\$ (327,576)</b>	<b>\$ (327,576)</b>	<b>\$ (326,397)</b>

# Mayor

## Function: General Government

### Position Summary

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
DEPUTY MAYOR	19	5.00	603,846	5.00	628,390	5.00	644,466	-	-
FOOD POLICY ADMIN	18	1.00	79,062	1.00	83,583	1.00	86,963	-	-
MAYOR	19	1.00	144,996	1.00	141,432	1.00	147,152	-	-
MAYORAL OFF CLK	17	2.00	102,949	2.00	110,637	2.00	115,110	-	-
NH RESOURCES COORD	18	1.00	86,209	1.00	85,878	1.00	89,351	-	-
PROG ASST	18	1.00	73,592	1.00	77,435	1.00	80,567	-	-
SECY TO MAYOR	19	1.00	58,164	1.00	60,404	1.00	62,847	-	-
<b>TOTAL</b>		<b>12.00</b>	<b>\$ 1,148,818</b>	<b>12.00</b>	<b>\$ 1,187,759</b>	<b>12.00</b>	<b>\$ 1,226,456</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Metro Transit

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## *Agency Overview*

### Agency Mission

The mission of Metro Transit is to provide safe, reliable, convenient, and efficient public transportation to the residents and visitors of the Metro service area.

### Agency Overview

The Agency is responsible for the operation, planning, development, and coordination of the public transit system in the Madison metropolitan area.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Anticipates a \$4.0 million increase in Metro's overall operating budget. Increased expenditures are funded by the following actions:
  - **Vehicle Registration Fee:** The Executive Budget anticipates the City will enact a Vehicle Registration Fee within the First Quarter of 2020. The revenue projected in the 2020 Executive Budget assumes the Vehicle Registration fee will be \$40 per vehicle annually (\$7.9 million). In 2020, a portion of the revenue from this fee will be used to prepare Metro's operations for implementing Bus Rapid Transit. Specifically these dollars will be used to create 5 new positions (3 Transit Operators, Night Supervisor, and Technology Specialist) and funding for three studies (route analysis, mobile ticketing, and organizational structure).
  - **Application of General Fund Debt Reserves for Transit:** The Executive Budget reduces the amount of debt service paid by Metro by \$2.0 million in 2020. The reduction in debt service is funded by applying reserves in the City's debt service fund to pay Metro's anticipated principal and interest in 2020. (\$2.2 million)
- The overall expenditure growth is driven by staffing costs. The 2020 Executive Budget decreases assumed salary savings by \$1.0 million while increasing budgeted overtime by \$72,000. The net impact of these adjustment is \$1.1 million.
- The Executive Budget also funds a new program providing free bus passes to MMSD students on free and reduced lunch as well as low-income adults. These programs are funded by reducing assumed farebox revenue.

**Metro Transit**

**Function: Public Works & Transportation**

*Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	12,369,449	14,211,149	14,211,149	15,995,713	8,652,649
Metro Transit	45,189,939	42,585,000	43,052,973	43,184,000	51,411,200
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 57,264,122</b>	<b>\$ 59,179,713</b>	<b>\$ 60,063,849</b>

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fixed Route	53,063,059	51,764,250	53,366,900	54,451,905	55,317,456
Paratransit	4,496,329	5,031,899	3,897,222	4,727,808	4,746,393
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 57,264,122</b>	<b>\$ 59,179,713</b>	<b>\$ 60,063,849</b>

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(28,599,275)	(28,120,000)	(28,120,000)	(28,140,000)	(28,487,200)
Charges For Services	(15,470,381)	(14,265,000)	(13,619,186)	(14,844,000)	(14,844,000)
Licenses & Permits	-	-	-	-	(7,880,000)
Investments & Other Contributions	(10,000)	-	-	-	-
Misc Revenue	(718,964)	(200,000)	(533,016)	(200,000)	(200,000)
Other Financing Source	(391,319)	-	(780,771)	-	-
General Fund Subsidy	(12,369,449)	(14,211,149)	(14,211,149)	(15,995,713)	(8,652,649)
<b>TOTAL</b>	<b>\$ (57,559,388)</b>	<b>\$ (56,796,149)</b>	<b>\$ (57,264,122)</b>	<b>\$ (59,179,713)</b>	<b>\$ (60,063,849)</b>

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	29,517,962	28,142,341	29,572,665	30,075,729	31,596,692
Benefits	12,417,514	10,919,919	11,114,507	11,122,950	11,484,950
Supplies	4,495,385	5,464,000	5,406,805	5,386,983	5,386,983
Purchased Services	7,481,825	7,920,320	6,843,667	8,242,337	9,392,337
Debt & Other Financing	2,214,677	2,516,909	2,516,909	2,665,246	562,630
Inter Depart Charges	1,432,024	1,832,660	1,809,568	1,686,468	1,640,257
<b>TOTAL</b>	<b>\$ 57,559,388</b>	<b>\$ 56,796,149</b>	<b>\$ 57,264,122</b>	<b>\$ 59,179,713</b>	<b>\$ 60,063,849</b>



*Service Overview*

**Service:** Fixed Route

**Citywide Element:** Land Use and Transportation

Service Description

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.

Major Budget Changes

- Provides free ride passes to students qualifying for free and reduced lunch (\$26,000)
- Annualized revenue and expenditures associated with route expansion to Sun Prairie, implemented in August 2019 (\$120,000)
- Increases assumed revenue from advertising sales based on current utilization trends (\$150,000)
- Creation of 5 new FTEs anticipating implementation of Bus Rapid Transit
- Funding to create an Apprenticeship program for maintenance positions at Metro
- Increases funding for various work supplies including:
  - o Tire contract based on projected contract costs
  - o Bus diagnostic hardware & software
  - o Increased fuel costs
- Funding for three studies to prepare Metro for BRT implementation. The scope of the studies include
  - o Route Analysis
  - o Mobile Ticketing Implementation
  - o Organization Analysis

Activities Performed by this Service

- Transit Service: Provide transit services to Metro’s routes on a daily basis
- Marketing, Advertising, & Community Outreach: Staff the customer support call center and Metro front, manage advertising campaigns, and oversee Metro’s branding campaign
- Planning & Scheduling: Schedule Metro’s routes, oversee shelter maintenance and improvements, coordinate route detours when necessary, and analyze feasibility of route adjustments
- Bus & Facilities Maintenance: Service, clean, and repair Metro’s fleet of transit coaches
- Administration & Finance: Oversee general management of Department, and coordinate finances including management of federal and state grant awards

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	53,063,059	51,764,250	53,366,900	54,451,905	55,317,456
<b>TOTAL</b>	<b>\$ 53,063,059</b>	<b>\$ 51,764,250</b>	<b>\$ 53,366,900</b>	<b>\$ 54,451,905</b>	<b>\$ 55,317,456</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(41,774,484)	(41,175,000)	(41,566,544)	(41,524,000)	(49,751,200)
Personnel	40,869,233	38,496,589	40,199,951	40,638,717	42,503,095
Non-Personnel	10,781,407	11,449,622	11,371,818	12,140,324	11,187,708
Agency Charges	1,412,419	1,818,039	1,795,132	1,672,864	1,626,653
<b>TOTAL</b>	<b>\$ 11,288,574</b>	<b>\$ 10,589,250</b>	<b>\$ 11,800,356</b>	<b>\$ 12,927,905</b>	<b>\$ 5,566,256</b>

*Service Overview*

**Service:** Paratransit

**Citywide Element:** Land Use and Transportation

Service Description

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.

Major Budget Changes

- Increase budgeted revenue from Paratransit ride passes based on actual trends. The increased revenue is used to offset the projected increase in Paratransit contracts (\$250,000).

Activities Performed by this Service

- Transportation of Individual with Disabilities: Through contracted service, provide transit services to individuals with disabilities.
- Planning and Scheduling: Schedule and coordinate rides for clients, perform eligibility assessment for potential clients, and oversee contracted service.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	4,496,329	5,031,899	3,897,222	4,727,808	4,746,393
<b>TOTAL</b>	<b>\$ 4,496,329</b>	<b>\$ 5,031,899</b>	<b>\$ 3,897,222</b>	<b>\$ 4,727,808</b>	<b>\$ 4,746,393</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(3,415,455)	(1,410,000)	(1,486,429)	(1,660,000)	(1,660,000)
Personnel	1,066,244	565,671	487,222	559,962	578,547
Non-Personnel	3,410,481	4,451,607	3,395,563	4,154,242	4,154,242
Agency Charges	19,605	14,621	14,437	13,604	13,604
<b>TOTAL</b>	<b>\$ 1,080,874</b>	<b>\$ 3,621,899</b>	<b>\$ 2,410,793</b>	<b>\$ 3,067,808</b>	<b>\$ 3,086,393</b>

# Metro Transit

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Metro Transit

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(6,509,275)	(6,400,000)	(6,400,000)	(6,300,000)	(6,300,000)
State Revenues Operating	(17,357,996)	(17,360,000)	(17,360,000)	(17,360,000)	(17,707,200)
Local Revenues Operating	(4,732,004)	(4,360,000)	(4,360,000)	(4,480,000)	(4,480,000)
<b>TOTAL</b>	<b>\$ (28,599,275)</b>	<b>\$ (28,120,000)</b>	<b>\$ (28,120,000)</b>	<b>\$ (28,140,000)</b>	<b>\$ (28,487,200)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reimbursement Of Expense	-	-	(600)	-	-
Advertising	(1,200,320)	(850,000)	(850,000)	(1,075,000)	(1,075,000)
Transit Farebox	(1,518,848)	(1,525,000)	(1,434,157)	(1,525,000)	(1,525,000)
Adult Passes	(2,027,792)	(2,025,000)	(1,923,750)	(2,025,000)	(2,025,000)
Senior/Disabled Passes	(2,037,987)	(1,250,000)	(1,200,000)	(1,630,000)	(1,630,000)
Youth Passes	(2,162,807)	(2,065,000)	(1,961,750)	(2,039,000)	(2,039,000)
Unlimited Ride Pass	(6,522,627)	(6,550,000)	(6,248,929)	(6,550,000)	(6,550,000)
<b>TOTAL</b>	<b>\$ (15,470,381)</b>	<b>\$ (14,265,000)</b>	<b>\$ (13,619,186)</b>	<b>\$ (14,844,000)</b>	<b>\$ (14,844,000)</b>

### Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (7,880,000)</b>

### Fine Forfeiture & Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(10,000)	-	-	-	-
<b>TOTAL</b>	<b>\$ (10,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(718,964)	(200,000)	(533,016)	(200,000)	(200,000)
<b>TOTAL</b>	<b>\$ (718,964)</b>	<b>\$ (200,000)</b>	<b>\$ (533,016)</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(12,791)	-	-	-	-
Fund Balance Applied	(378,528)	-	(780,771)	-	-
<b>TOTAL</b>	<b>\$ (391,319)</b>	<b>\$ -</b>	<b>\$ (780,771)</b>	<b>\$ -</b>	<b>\$ -</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	25,726,677	27,244,394	25,725,115	28,095,782	29,236,745
Salary Savings	-	(2,300,000)	-	(1,300,000)	(1,300,000)
Pending Personnel	-	-	-	10,000	340,000
Premium Pay	600,138	624,831	655,204	624,831	624,831
Workers Compensation Wages	180,282	200,000	284,919	200,000	200,000
Compensated Absence	610,375	465,116	465,116	465,116	465,116
Hourly Wages	11,863	31,000	23,033	31,000	81,000
Overtime Wages Permanent	2,387,271	1,877,000	2,419,278	1,949,000	1,949,000
Election Officials Wages	1,355	-	-	-	-
<b>TOTAL</b>	<b>\$ 29,517,962</b>	<b>\$ 28,142,341</b>	<b>\$ 29,572,665</b>	<b>\$ 30,075,729</b>	<b>\$ 31,596,692</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	87,913	120,000	148,170	120,000	120,000
Unemployment Benefits	20,267	25,000	6,205	25,000	25,000
Health Insurance Benefit	5,884,377	5,762,830	5,641,856	5,813,893	5,954,935
Wage Insurance Benefit	703,986	728,688	741,751	766,750	766,750

# Metro Transit

Function: **Public Works & Transportation**

## Line Item Detail

Agency Primary Fund: **Metro Transit**

Health Insurance Retiree	440,484	463,000	440,000	463,000	463,000
WRS	1,930,522	1,750,332	1,922,638	1,800,970	1,931,255
FICA Medicare Benefits	2,173,128	2,070,069	2,213,407	2,133,337	2,224,010
Licenses & Certifications	1,185	-	480	-	-
Other Post Emplmnt Benefit	712,538	-	-	-	-
Pension Expense	463,115	-	-	-	-
<b>TOTAL</b>	<b>\$ 12,417,514</b>	<b>\$ 10,919,919</b>	<b>\$ 11,114,507</b>	<b>\$ 11,122,950</b>	<b>\$ 11,484,950</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	12,447	25,000	19,795	25,000	25,000
Copy Printing Supplies	12,341	12,000	11,047	14,983	14,983
Hardware Supplies	15,428	150,000	113,241	222,000	222,000
Software Lic & Supplies	25,283	-	24,798	20,000	20,000
Postage	13,953	14,000	13,720	14,000	14,000
Work Supplies	232,697	197,000	225,558	197,000	197,000
Janitorial Supplies	11,057	40,000	13,609	40,000	40,000
Snow Removal Supplies	1,275	-	-	-	-
Uniform Clothing Supplies	76,800	80,000	76,276	108,000	108,000
Building Supplies	153,106	150,000	161,888	150,000	150,000
Plumbing Supplies	6,550	-	-	-	-
Machinery And Equipment	9,700	75,000	30,036	75,000	75,000
Equipment Supplies	57,785	10,000	67,329	10,000	10,000
Tires	240,014	240,000	260,000	264,000	264,000
Gasoline	21,707	24,000	21,123	24,000	24,000
Diesel	2,163,962	3,052,000	3,010,000	2,780,000	2,780,000
Oil	20,725	-	-	-	-
Lubricants	137,423	175,000	143,718	175,000	175,000
Inventory	1,283,132	1,220,000	1,214,667	1,268,000	1,268,000
<b>TOTAL</b>	<b>\$ 4,495,385</b>	<b>\$ 5,464,000</b>	<b>\$ 5,406,805</b>	<b>\$ 5,386,983</b>	<b>\$ 5,386,983</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	181,000	200,000	188,400	200,000	200,000
Electricity	250,367	290,000	260,675	290,000	290,000
Water	7,457	15,000	13,650	15,000	15,000
Sewer	7,918	10,000	10,111	10,000	10,000
Stormwater	21,775	20,000	21,000	20,000	20,000
Telephone	10,368	6,300	5,049	6,300	6,300
Cellular Telephone	7,041	11,000	9,683	11,000	11,000
Systems Comm Internet	-	-	630	-	-
Building Improv Repair Maint	5,554	11,000	1,950	11,000	11,000
Waste Disposal	13,086	10,000	15,303	10,000	10,000
Pest Control	6,182	8,000	5,620	8,000	8,000
Elevator Repair	1,746	-	-	-	-
Facility Rental	520,174	550,000	550,000	550,000	550,000
Grounds Improv Repair Maint	33,467	5,000	13,535	5,000	5,000
Snow Removal	47,964	50,000	58,044	50,000	50,000
Comm Device Mntc	428,352	560,000	433,161	560,000	560,000
Equipment Mntc	18,028	30,000	11,131	30,000	30,000
System & Software Mntc	7,636	-	6,034	-	-
Vehicle Repair & Mntc	169,398	35,000	102,189	35,000	35,000
Sidewalk Mntc	136,653	100,000	150,000	100,000	100,000
Recruitment	948	-	7	-	-
Conferences & Training	39,357	42,000	44,463	42,000	42,000
Memberships	62,801	65,000	62,992	65,000	65,000

**Metro Transit**

**Function: Public Works & Transportation**

*Line Item Detail*

**Agency Primary Fund: Metro Transit**

Uniform Laundry	21,466	22,000	16,843	22,000	22,000
Medical Services	28,936	30,000	29,029	30,000	30,000
Audit Services	16,076	22,000	18,000	22,000	22,000
Bank Services	1,474	2,290	1,328	2,290	2,290
Legal Services	400	-	-	-	-
Credit Card Services	23,770	16,900	17,003	16,900	16,900
Armored Car Services	8,492	9,000	8,187	9,000	9,000
Delivery Freight Charges	1,962	2,500	2,500	2,500	2,500
Storage Services	2,336	2,200	2,138	2,200	2,200
Mortgage & Title Services	350	-	-	-	-
Consulting Services	8,377	40,000	15,235	40,000	1,190,000
Advertising Services	367,072	350,000	300,000	425,000	425,000
Printing Services	66,140	75,000	77,059	75,000	75,000
Inspection Services	7,606	-	11,890	-	-
Parking Towing Services	10,097	20,000	9,060	20,000	20,000
Transportation Services	3,188,483	3,200,000	2,708,000	3,450,000	3,450,000
Other Services & Expenses	267,474	315,000	238,009	312,017	312,017
Comm Agency Contracts	208,788	520,000	210,000	520,000	520,000
General Liability Insurance	1,275,130	1,275,130	1,215,761	1,275,130	1,275,130
Permits & Licenses	125	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,481,825</b>	<b>\$ 7,920,320</b>	<b>\$ 6,843,667</b>	<b>\$ 8,242,337</b>	<b>\$ 9,392,337</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	1,780,824	2,110,824	2,110,824	2,110,824	273,782
Interest	433,853	406,085	406,085	406,085	288,848
Fund Balance Generated	-	-	-	148,337	-
<b>TOTAL</b>	<b>\$ 2,214,677</b>	<b>\$ 2,516,909</b>	<b>\$ 2,516,909</b>	<b>\$ 2,665,246</b>	<b>\$ 562,630</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Attorney	-	27,128	26,786	27,128	47,212
ID Charge From Clerk	-	565	558	565	388
ID Charge From Finance	-	51,315	50,668	51,315	121,326
ID Charge From Human Resources	150,300	308,625	304,736	308,625	174,399
ID Charge From Information Tec	114,660	164,954	162,876	164,954	203,461
ID Charge From Treasurer	-	58,615	57,876	58,615	-
ID Charge From Engineering	-	3,888	3,839	3,888	20,670
ID Charge From Fleet Services	6,576	4,401	4,346	6,505	6,505
ID Charge From Traffic Eng	67,443	42,132	41,601	42,132	42,132
ID Charge From Econ Dev	-	113	112	113	-
ID Charge From Insurance	133,208	133,413	131,732	170,881	170,881
ID Charge From Workers Comp	959,837	817,212	806,915	631,448	631,448
<b>TOTAL</b>	<b>\$ 1,432,024</b>	<b>\$ 1,612,361</b>	<b>\$ 1,592,045</b>	<b>\$ 1,466,169</b>	<b>\$ 1,418,422</b>

# Metro Transit

## Function: Public Works & Transportation

### Position Summary

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
NEW POSITION	xx	-	-	-	-	5.00	260,000	-	-
PARA PROG MGR	44	1.00	91,884	1.00	93,057	1.00	96,820	-	-
PARA SCHEDULING COOR	42	2.00	102,920	2.00	104,575	2.00	108,829	-	-
TRANS ACCT	44	2.00	175,565	2.00	184,295	2.00	191,748	-	-
TRANS ACCT CLK	42	6.00	269,011	6.00	291,467	6.00	303,325	-	-
TRANS ADV/SALES ASSOC	19	1.00	59,447	1.00	59,218	1.00	61,612	-	-
TRANS ASST SCHD PLAN	44	1.00	61,412	1.00	78,993	1.00	82,188	-	-
TRANS BUS CLEANER	41	3.00	142,587	3.00	151,735	3.00	157,907	-	-
TRANS CLASS A MECH	41	13.00	798,821	13.00	828,172	13.00	861,866	-	-
TRANS CLASS B MECH	41	15.00	880,353	15.00	896,318	15.00	932,778	-	-
TRANS CLASS C MECH	41	17.00	801,490	17.00	885,536	17.00	921,563	-	-
TRANS CUS SERV SUPV	44	1.00	65,414	1.00	67,684	1.00	70,421	-	-
TRANS CUST SERVS REPR	42	9.80	435,955	9.80	422,674	9.80	439,865	-	-
TRANS EMPL REL ASST	43	1.00	61,021	1.00	60,787	1.00	63,245	-	-
TRANS FINANCE MGR	44	1.00	106,771	1.00	106,362	1.00	110,663	-	-
TRANS GARAGE DISPAT	41	1.00	58,264	1.00	59,332	1.00	61,746	-	-
TRANS GENERAL MGR	21	1.00	148,054	1.00	148,961	1.00	154,985	-	-
TRANS GRAPHICS TECH	42	1.00	49,248	1.00	54,686	1.00	56,911	-	-
TRANS INFO SYS COORD	44	1.00	102,911	1.00	102,516	1.00	106,662	-	-
TRANS INFO SYS SPEC	44	2.00	163,631	2.00	171,700	2.00	178,643	-	-
TRANS JANITOR	41	2.00	113,126	2.00	101,534	2.00	105,665	-	-
TRANS MAINT GEN SUPV	44	2.00	131,982	2.00	167,213	2.00	173,974	-	-
TRANS MAINT MGR	44	1.00	108,539	1.00	108,368	1.00	112,751	-	-
TRANS MAINT SUPERV	44	7.00	561,117	7.00	558,965	7.00	581,566	-	-
TRANS MARKETING GEN SUPV	44	1.00	78,391	1.00	78,090	1.00	81,248	-	-
TRANS MECH LEADWKR	41	1.00	44,943	1.00	64,712	1.00	67,345	-	-
TRANS MK/CU SERV MGR	44	1.00	110,800	1.00	110,375	1.00	114,838	-	-
TRANS MKT SPEC	44	1.00	49,095	1.00	59,722	1.00	62,136	-	-
TRANS OFF MGR	43	1.00	64,261	1.00	64,605	1.00	67,217	-	-
TRANS OPER GEN SUPV	44	3.00	250,232	3.00	252,647	3.00	262,863	-	-
TRANS OPER MGR	44	1.00	104,259	1.00	106,362	1.00	110,663	-	-
TRANS OPER OFF COOR	42	1.00	50,721	1.00	51,537	1.00	53,633	-	-
TRANS OPER SUPER	44	16.00	1,294,804	16.00	1,308,050	16.00	1,360,944	-	-
TRANS OPERATOR	41	310.00	17,719,470	310.00	18,280,294	310.00	19,024,001	-	-
TRANS PAINT & BODY	41	2.00	128,534	2.00	130,602	2.00	135,916	-	-
TRANS PARTS SPEC	42	2.00	112,534	2.00	114,516	2.00	119,175	-	-
TRANS PARTS SUPER	44	1.00	74,728	1.00	74,441	1.00	77,451	-	-
TRANS PLAN&SCH MGR	44	1.00	112,815	1.00	112,382	1.00	116,927	-	-
TRANS PLANNER	44	1.00	92,873	1.00	92,517	1.00	96,258	-	-
TRANS PLANNER	44	1.00	81,435	1.00	81,565	1.00	84,864	-	-

**Metro Transit**

**Function: Public Works & Transportation**

*Position Summary*

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
TRANS SCHED PLANNER	44	1.00	91,200	1.00	76,444	1.00	79,535	-	-
TRANS SERVICE MGR	44	1.00	121,801	1.00	121,610	1.00	126,528	-	-
TRANS SERVICE WKR	41	11.50	604,953	11.50	636,813	11.50	662,719	-	-
TRANS UTIL WKR	41	7.00	406,681	7.00	418,599	7.00	435,627	-	-
TRANSIT BLDG FOREMAN	44	1.00	86,283	1.00	86,482	1.00	89,979	-	-
<b>TOTAL</b>		<b>457.30</b>	<b>\$ 27,170,336</b>	<b>457.30</b>	<b>\$ 28,026,513</b>	<b>462.30</b>	<b>\$ 29,425,600</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Monona Terrace

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## *Agency Overview*

### Agency Mission

The mission of the Monona Terrace Community and Convention Center is to deliver exceptional and inspirational experiences for visitors and event attendees.

### Agency Overview

The Agency strives to be a high quality, customer-focused convention and meeting facility that serves as a community gathering place, a tourism destination, and a catalyst for economic activity for the City of Madison, Dane County, and the State of Wisconsin. The goals for Monona Terrace include efficiency in operations, optimization of revenue, and cost management.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Assumes a decrease in event revenue based on 2020 event analysis (\$50,000).
- Increases Room Tax operating subsidy (\$399,000) as approved by the Room Tax Commission.



**Monona Terrace Comm Conv Ctr**

**Function: Public Facilities**

*Budget Overview*

Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Convention Center	16,636,757	14,693,934	14,520,072	15,025,791	15,297,347
<b>TOTAL</b>	<b>\$ 16,636,757</b>	<b>\$ 14,693,934</b>	<b>\$ 14,520,072</b>	<b>\$ 15,025,791</b>	<b>\$ 15,297,347</b>

Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Community Convention Center	16,636,757	14,693,934	14,520,072	15,025,791	15,297,347
<b>TOTAL</b>	<b>\$ 16,636,757</b>	<b>\$ 14,693,934</b>	<b>\$ 14,520,072</b>	<b>\$ 15,025,791</b>	<b>\$ 15,297,347</b>

Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(10,734,559)	(10,534,506)	(9,904,810)	(10,484,275)	(10,484,275)
Investments & Other Contributions	(3)	(23,700)	(2)	(23,700)	(23,700)
Misc Revenue	(45,658)	(139,800)	(59,000)	(172,800)	(172,800)
Other Financing Source	(726,790)	(200,000)	(108,260)	(100,000)	(321,556)
Transfer In	(5,129,747)	(3,795,928)	(4,448,000)	(4,245,016)	(4,295,016)
<b>TOTAL</b>	<b>\$ (16,636,757)</b>	<b>\$ (14,693,934)</b>	<b>\$ (14,520,072)</b>	<b>\$ (15,025,791)</b>	<b>\$ (15,297,347)</b>

Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	4,204,287	4,083,644	4,322,090	4,367,064	4,511,764
Benefits	1,384,825	1,223,208	1,369,289	1,252,274	1,318,295
Supplies	690,904	546,902	549,907	558,784	558,784
Purchased Services	7,906,251	8,037,932	7,476,538	8,023,082	8,023,082
Debt & Other Financing	1,900,244	386,494	48,294	386,494	386,494
Inter Depart Charges	212,046	415,754	415,754	438,093	498,928
Transfer Out	338,200	-	338,200	-	-
<b>TOTAL</b>	<b>\$ 16,636,757</b>	<b>\$ 14,693,934</b>	<b>\$ 14,520,072</b>	<b>\$ 15,025,791</b>	<b>\$ 15,297,347</b>

*Service Overview*

**Service:** Community Convention Center

**Citywide Element:** Economy and Opportunity

Service Description

This service is responsible for operating the Monona Terrace Community and Convention Center. Specific activities provided by this service include maintenance, sales and marketing, and event services. The goal of this service is to host hundreds of events annually and function as an economic catalyst for downtown Madison, the City of Madison, Dane County, and the State of Wisconsin.

Major Budget Changes

- Increased funding for hourly staffing to reflect full implementation of the \$15 minimum wage and prior year actuals (\$210,000).
- Increased funding for building improvements based on planned activities in 2020 (\$17,000).

Activities Performed by this Service

- Community Center: Hosting community based events, including rooftop concerts and educational and health related events at Monona Terrace and within Madison schools.
- Conferences and Conventions: Hosting conventions, conferences, consumer shows, banquets, meetings, entertainment events, and community use events.
- Tourism: Operating a Frank Lloyd Wright facility, which includes promotion of the history of the building, providing tours, and operating a themed gift shop for clients, visitors, and event attendees.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	16,636,757	14,693,934	14,520,072	15,025,791	15,297,347
<b>TOTAL</b>	<b>\$ 16,636,757</b>	<b>\$ 14,693,934</b>	<b>\$ 14,520,072</b>	<b>\$ 15,025,791</b>	<b>\$ 15,297,347</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(16,636,757)	(14,693,934)	(14,520,072)	(15,025,791)	(15,297,347)
Personnel	5,589,112	5,306,852	5,691,379	5,619,338	5,830,059
Non-Personnel	10,835,599	8,971,328	8,412,939	8,968,360	8,968,360
Agency Charges	212,046	415,754	415,754	438,093	498,928
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Monona Terrace Comm Conv Ctr**

**Function: Public Facilities**

*Line Item Detail*

**Agency Primary Fund: Convention Center**

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Catering Concessions	(5,151,918)	(6,000,000)	(5,304,191)	(6,000,000)	(6,000,000)
Facility Rental	(5,423,749)	(4,368,506)	(4,441,397)	(4,325,525)	(4,325,525)
Reimbursement Of Expense	(71)	-	(422)	-	-
Gift Shop Sales	(149,628)	(153,000)	(149,000)	(148,000)	(148,000)
Building Tours	(9,193)	(13,000)	(9,800)	(10,750)	(10,750)
<b>TOTAL</b>	<b>\$ (10,734,559)</b>	<b>\$ (10,534,506)</b>	<b>\$ (9,904,810)</b>	<b>\$ (10,484,275)</b>	<b>\$ (10,484,275)</b>

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(3)	-	(2)	-	-
Contributions & Donations	-	(23,700)	-	(23,700)	(23,700)
<b>TOTAL</b>	<b>\$ (3)</b>	<b>\$ (23,700)</b>	<b>\$ (2)</b>	<b>\$ (23,700)</b>	<b>\$ (23,700)</b>

Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(45,658)	(139,800)	(59,000)	(172,800)	(172,800)
<b>TOTAL</b>	<b>\$ (45,658)</b>	<b>\$ (139,800)</b>	<b>\$ (59,000)</b>	<b>\$ (172,800)</b>	<b>\$ (172,800)</b>

Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(5,721)	-	-	-	-
Fund Balance Applied	(721,069)	(200,000)	(108,260)	(100,000)	(321,556)
<b>TOTAL</b>	<b>\$ (726,790)</b>	<b>\$ (200,000)</b>	<b>\$ (108,260)</b>	<b>\$ (100,000)</b>	<b>\$ (321,556)</b>

Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Other Restric	(5,124,974)	(3,795,928)	(4,448,000)	(4,245,016)	(4,295,016)
Transfer In From Insurance	(4,773)	-	-	-	-
<b>TOTAL</b>	<b>\$ (5,129,747)</b>	<b>\$ (3,795,928)</b>	<b>\$ (4,448,000)</b>	<b>\$ (4,245,016)</b>	<b>\$ (4,295,016)</b>

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	3,252,073	3,516,034	3,409,043	3,578,717	3,723,417
Salary Savings	-	(150,276)	-	(150,276)	(150,276)
Pending Personnel	-	28,099	-	28,099	28,099
Premium Pay	17,858	18,607	19,400	28,974	28,974
Compensated Absence	79,249	45,201	79,000	45,201	45,201
Hourly Wages	715,329	589,849	671,647	800,249	800,249
Overtime Wages Permanent	38,711	36,130	64,000	36,100	36,100
Overtime Wages Hourly	101,067	-	79,000	-	-
<b>TOTAL</b>	<b>\$ 4,204,287</b>	<b>\$ 4,083,644</b>	<b>\$ 4,322,090</b>	<b>\$ 4,367,064</b>	<b>\$ 4,511,764</b>

**Monona Terrace Comm Conv Ctr**

**Function: Public Facilities**

*Line Item Detail*

**Agency Primary Fund: Convention Center**

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	-	54,531	49,897	54,531	54,531
Unemployment Benefits	2,150	-	4,046	-	-
Health Insurance Benefit	629,839	614,720	607,939	640,116	673,354
Wage Insurance Benefit	11,583	11,852	10,793	10,813	10,813
IATSE Health Benefit	47,915	21,780	39,179	21,780	21,780
WRS	246,628	228,648	252,959	231,121	247,806
FICA Medicare Benefits	309,316	262,945	318,765	263,235	279,333
Licenses & Certifications	1,450	-	-	-	-
Post Employment Health Plans	27,697	28,732	29,712	30,678	30,678
Other Post Emplmnt Benefit	52,058	-	-	-	-
Pension Expense	56,188	-	56,000	-	-
<b>TOTAL</b>	<b>\$ 1,384,825</b>	<b>\$ 1,223,208</b>	<b>\$ 1,369,289</b>	<b>\$ 1,252,274</b>	<b>\$ 1,318,295</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	14,715	22,064	13,000	21,944	21,944
Copy Printing Supplies	6,394	7,500	6,700	6,500	6,500
Furniture	311	-	-	-	-
Hardware Supplies	43,186	9,500	22,000	9,000	9,000
Software Lic & Supplies	17,019	16,568	7,800	15,220	15,220
Postage	9,311	9,600	9,369	9,600	9,600
Books & Subscriptions	1,164	1,105	153	1,105	1,105
Work Supplies	68,093	55,368	59,000	55,368	55,368
Janitorial Supplies	82,732	61,000	73,388	64,000	64,000
Safety Supplies	874	2,400	2,287	4,400	4,400
Uniform Clothing Supplies	6,327	14,100	5,668	13,800	13,800
Food And Beverage	20,092	21,725	24,461	21,775	21,775
Building	-	-	3,375	-	-
Building Supplies	95,351	23,017	34,564	33,017	33,017
Electrical Supplies	45,926	30,103	39,000	30,103	30,103
HVAC Supplies	28,041	20,000	24,000	20,000	20,000
Plumbing Supplies	15,867	8,000	11,142	8,000	8,000
Trees Shrubs Plants	21,575	10,000	14,000	10,000	10,000
Equipment Supplies	120,384	134,112	105,000	134,112	134,112
Inventory	93,540	100,740	95,000	100,840	100,840
<b>TOTAL</b>	<b>\$ 690,904</b>	<b>\$ 546,902</b>	<b>\$ 549,907</b>	<b>\$ 558,784</b>	<b>\$ 558,784</b>

**Monona Terrace Comm Conv Ctr**

**Function: Public Facilities**

*Line Item Detail*

**Agency Primary Fund: Convention Center**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	5,735	7,000	5,900	8,000	8,000
Fuel Oil	952	1,500	1,434	1,500	1,500
Electricity	357,520	350,000	357,000	350,000	350,000
Water	33,672	50,000	35,000	50,000	50,000
Steam	172,020	200,000	180,000	200,000	200,000
Telephone	14,615	10,000	17,473	12,000	12,000
Cellular Telephone	6,662	6,000	6,958	6,000	6,000
Building Improv Repair Maint	123,359	105,000	112,000	122,000	122,000
Waste Disposal	33,789	35,000	25,036	35,000	35,000
Pest Control	1,620	2,000	2,896	2,500	2,500
Elevator Repair	65,722	100,000	90,000	100,000	100,000
Facility Rental	24,725	25,000	25,219	25,000	25,000
Landscaping	25,112	20,000	25,000	20,000	20,000
Comm Device Mntc	71,892	30,000	65,258	30,000	30,000
Equipment Mntc	92,727	36,000	34,000	36,000	36,000
System & Software Mntc	15,101	7,150	11,000	9,350	9,350
Rental Of Equipment	353,966	65,503	104,000	65,503	65,503
Recruitment	1,935	1,000	184	1,000	1,000
Mileage	84	425	-	425	425
Conferences & Training	48,829	47,638	43,257	46,088	46,088
Memberships	14,866	10,230	14,432	10,740	10,740
Uniform Laundry	61,286	100,000	100,000	100,000	100,000
Audit Services	4,000	4,000	4,000	4,000	4,000
Credit Card Services	111,521	100,000	116,000	100,000	100,000
Delivery Freight Charges	418	1,200	1,092	1,000	1,000
Storage Services	311	360	248	360	360
Management Services	111,434	90,000	109,000	90,000	90,000
Consulting Services	43,250	87,500	84,102	50,500	50,500
Advertising Services	333,564	290,426	329,998	290,426	290,426
Printing Services	9,887	14,400	10,000	12,100	12,100
Security Services	63,781	75,000	75,000	75,000	75,000
Catering Vending Services	5,151,918	6,000,000	5,304,191	6,000,000	6,000,000
Other Services & Expenses	549,198	160,100	181,360	162,590	162,590
Permits & Licenses	779	5,500	5,500	6,000	6,000
<b>TOTAL</b>	<b>\$ 7,906,251</b>	<b>\$ 8,037,932</b>	<b>\$ 7,476,538</b>	<b>\$ 8,023,082</b>	<b>\$ 8,023,082</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	-	35,929	35,929	35,929	35,929
Interest	71,828	12,365	12,365	12,365	12,365
PILOT	-	338,200	-	338,200	338,200
Depreciation	1,828,415	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,900,244</b>	<b>\$ 386,494</b>	<b>\$ 48,294</b>	<b>\$ 386,494</b>	<b>\$ 386,494</b>

**Monona Terrace Comm Conv Ctr**

**Function: Public Facilities**

*Line Item Detail*

**Agency Primary Fund: Convention Center**

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Attorney	-	32,437	32,437	32,437	38,408
ID Charge From Clerk	-	565	565	565	388
ID Charge From Finance	-	75,901	75,901	75,901	86,837
ID Charge From Human Resource	-	64,351	64,351	64,351	67,844
ID Charge From Information Tec	65,520	57,711	57,711	57,711	95,789
ID Charge From Mayor	-	22,806	22,806	22,806	22,695
ID Charge From EAP	-	2,454	2,454	2,454	9,725
ID Charge From Treasurer	-	9,051	9,051	9,051	-
ID Charge From Engineering	-	690	690	690	5,115
ID Charge From Fleet Services	2,838	2,534	2,534	2,927	2,927
ID Charge From Insurance	98,551	104,980	104,980	135,008	135,008
ID Charge From Workers Comp	45,137	42,274	42,274	34,192	34,192
<b>TOTAL</b>	<b>\$ 212,046</b>	<b>\$ 415,754</b>	<b>\$ 415,754</b>	<b>\$ 438,093</b>	<b>\$ 498,928</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To General	338,200	-	338,200	-	-
<b>TOTAL</b>	<b>\$ 338,200</b>	<b>\$ -</b>	<b>\$ 338,200</b>	<b>\$ -</b>	<b>\$ -</b>

**Monona Terrace**

**Function: Public Facilities**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	2.00	112,863	2.00	118,652	2.00	123,449	-	-
ADMIN CLERK	20	3.00	169,139	3.00	169,598	3.00	176,455	-	-
COMM EVENTS COORD	18	1.00	65,063	1.00	64,813	1.00	67,434	-	-
CUSTODIAL WKR	16	5.50	270,800	5.50	288,730	5.50	300,404	-	-
FACILITY MAINT WKR	16	2.00	115,282	2.00	120,282	2.00	125,145	-	-
GARDENER	16	1.00	57,914	1.00	57,692	1.00	60,025	-	-
IT SPEC	18	2.00	151,907	2.00	170,645	2.00	177,546	-	-
M.T. ASSOC DIRECTOR	18	2.00	226,694	2.00	230,689	2.00	240,018	-	-
M.T. BOOKING COORD	20	1.00	60,421	1.00	60,190	1.00	62,624	-	-
M.T. COM.REL.SUPV	18	1.00	79,939	1.00	73,610	1.00	76,586	-	-
M.T. COMMAND CTR OPER	16	4.00	227,280	4.00	226,750	4.00	235,918	-	-
M.T. DIRECTOR	21	1.00	140,871	1.00	141,734	1.00	147,466	-	-
M.T. EVENT COORD	20	3.00	174,953	3.00	175,567	3.00	182,667	-	-
M.T. EVENT SVRS MGR	18	1.00	75,969	1.00	76,313	1.00	79,399	-	-
M.T. GIFT SHOP MGR	18	1.00	59,877	1.00	66,060	1.00	68,731	-	-
M.T. OPER LDWKR	16	4.00	231,751	4.00	235,530	4.00	245,052	-	-
M.T. OPERS WKR	16	6.00	313,232	6.00	318,213	6.00	331,078	-	-
M.T. SALES ASSOC	19	2.00	120,110	2.00	120,300	2.00	125,164	-	-
M.T. SALES MGR	19	1.00	85,911	1.00	85,581	1.00	89,041	-	-
M.T. TECH SVRS SPEC	16	1.00	65,032	1.00	64,782	1.00	67,401	-	-
M.T. VOL/TOUR COORD	18	1.00	67,680	1.00	67,929	1.00	70,676	-	-
M.T.BLDG MAINT SUPV	18	1.00	83,746	1.00	83,425	1.00	86,799	-	-
MAINT MECH	16	3.50	229,413	3.50	229,039	3.50	238,299	-	-
MKTG/COMMUN SPEC	18	1.00	66,082	1.00	65,828	1.00	68,489	-	-
MT ASST OPERATIONS MGR	18	2.00	145,299	2.00	144,741	2.00	150,594	-	-
QI & OPER MGR	18	1.00	82,486	1.00	85,844	1.00	89,315	-	-
SALES CLERK	20	0.75	36,320	0.75	36,180	0.75	37,642	-	-
<b>TOTAL</b>		<b>54.75</b>	<b>\$ 3,516,034</b>	<b>54.75</b>	<b>\$ 3,578,717</b>	<b>54.75</b>	<b>\$ 3,723,417</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Municipal Court

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## *Agency Overview*

### Agency Mission

The mission of the Municipal Court is to provide an independent and neutral forum for resolution of alleged ordinance violations where the penalty includes primarily a forfeiture.

### Agency Overview

The agency represents the judicial branch of government and provides a neutral setting for resolving alleged City ordinance violations. The goal of the Court is to provide an impartial forum for hearing cases brought by the City for violations of the Madison General Ordinances. The Court uses restorative practices to effect positive change with the individuals charged with violations and the community as a whole.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Reduced Court Fee revenue to reflect prior year trends of approximately 4,000 fewer cases per year (\$150,000).



**Municipal Court**Function: **General Government***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	239,992	55,494	147,631	206,543	223,501
<b>TOTAL</b>	<b>\$ 239,992</b>	<b>\$ 55,494</b>	<b>\$ 147,631</b>	<b>\$ 206,543</b>	<b>\$ 223,501</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Court Services	239,992	55,494	147,631	206,543	223,501
<b>TOTAL</b>	<b>\$ 239,992</b>	<b>\$ 55,494</b>	<b>\$ 147,631</b>	<b>\$ 206,543</b>	<b>\$ 223,501</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(452,937)	(580,000)	(470,000)	(430,000)	(430,000)
Fine & Forfeiture	8,631	-	8,500	-	-
Misc Revenue	203	-	323	-	-
<b>TOTAL</b>	<b>\$ (444,103)</b>	<b>\$ (580,000)</b>	<b>\$ (461,177)</b>	<b>\$ (430,000)</b>	<b>\$ (430,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	357,368	357,535	360,452	357,741	368,085
Benefits	138,893	131,516	135,119	131,963	138,577
Supplies	22,942	23,000	22,500	23,000	23,000
Purchased Services	73,712	122,238	89,532	122,385	122,385
Inter Depart Charges	91,180	1,205	1,205	1,454	1,454
<b>TOTAL</b>	<b>\$ 684,095</b>	<b>\$ 635,494</b>	<b>\$ 608,808</b>	<b>\$ 636,543</b>	<b>\$ 653,501</b>

# Municipal Court

Function: General Government

## Service Overview

**Service:** Court Services

**Citywide Element:** Effective Government

### Service Description

This service handles approximately 22,000 cases per year. These cases include: traffic and parking violations, first offense drunk driving, disorderly conduct, trespassing, building code violations, juvenile violations, truancy, hearings for persons held in jail, and warrants for arrest and inspections. The goal of the Court is to provide an impartial forum for hearing cases brought by the City for violations of the Madison General Ordinances.

### Major Budget Changes

- Reduced Court Fee revenue to reflect prior year trends of approximately 4,000 fewer cases per year (\$150,000).
- The software maintenance budget for the new Municipal Court system was increased in 2019 by \$28,000. Due to the timing of the project, the maintenance was not paid in 2019. Costs will be incurred in 2020.

### Activities Performed by this Service

- Court Appearances, Motions and Trials: Provide a neutral forum for hearing ordinance violation cases.
- Habitual Truancy Court: Work with students, parents, guardians, school staff, social workers, counselors, and community partners to address truancy in high schools.
- Court Administration: Respond to and manage emails, letters, court documents, payment plan requests, hearing reopening requests, indigence hearings, and other court matters.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	239,992	55,494	147,631	206,543	223,501
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 239,992</b>	<b>\$ 55,494</b>	<b>\$ 147,631</b>	<b>\$ 206,543</b>	<b>\$ 223,501</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(444,103)	(580,000)	(461,177)	(430,000)	(430,000)
Personnel	496,261	489,051	495,571	489,704	506,662
Non-Personnel	96,654	145,238	112,032	145,385	145,385
Agency Charges	91,180	1,205	1,205	1,454	1,454
<b>TOTAL</b>	<b>\$ 239,992</b>	<b>\$ 55,494</b>	<b>\$ 147,631</b>	<b>\$ 206,543</b>	<b>\$ 223,501</b>

**Municipal Court**Function: **General Government***Line Item Detail*Agency Primary Fund: **General**

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Court Fees	(452,937)	(580,000)	(470,000)	(430,000)	(430,000)
<b>TOTAL</b>	<b>\$ (452,937)</b>	<b>\$ (580,000)</b>	<b>\$ (470,000)</b>	<b>\$ (430,000)</b>	<b>\$ (430,000)</b>

## Fine Forefeiture &amp; Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Moving Violations	1,598	-	1,500	-	-
Uniform Citations	6,498	-	7,000	-	-
Parking Violations	535	-	-	-	-
<b>TOTAL</b>	<b>\$ 8,631</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	203	-	323	-	-
<b>TOTAL</b>	<b>\$ 203</b>	<b>\$ -</b>	<b>\$ 323</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	333,536	340,795	342,452	341,001	351,345
Salary Savings	-	(6,260)	-	(6,260)	(6,260)
Compensated Absence	6,807	7,000	7,000	7,000	7,000
Hourly Wages	657	1,000	1,000	1,000	1,000
Overtime Wages Permanent	16,368	15,000	10,000	15,000	15,000
<b>TOTAL</b>	<b>\$ 357,368</b>	<b>\$ 357,535</b>	<b>\$ 360,452</b>	<b>\$ 357,741</b>	<b>\$ 368,085</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	85,057	79,770	79,767	79,770	84,035
Wage Insurance Benefit	1,221	1,154	1,377	1,378	1,378
WRS	23,877	22,321	23,544	22,336	23,715
FICA Medicare Benefits	25,986	25,415	27,575	25,430	26,400
Post Employment Health Plans	2,753	2,856	2,856	3,049	3,049
<b>TOTAL</b>	<b>\$ 138,893</b>	<b>\$ 131,516</b>	<b>\$ 135,119</b>	<b>\$ 131,963</b>	<b>\$ 138,577</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	4,034	4,000	4,000	4,000	4,000
Copy Printing Supplies	4,140	4,000	4,000	4,000	4,000
Furniture	-	1,000	500	1,000	1,000
Postage	13,685	13,000	13,000	13,000	13,000
Books & Subscriptions	1,083	1,000	1,000	1,000	1,000
<b>TOTAL</b>	<b>\$ 22,942</b>	<b>\$ 23,000</b>	<b>\$ 22,500</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>

**Municipal Court**Function: **General Government***Line Item Detail*Agency Primary Fund: **General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	732	963	812	963	963
Custodial Bldg Use Charges	22,231	25,929	25,929	26,076	26,076
System & Software Mntc	642	28,418	593	28,418	28,418
Conferences & Training	898	1,500	1,500	1,500	1,500
Memberships	676	1,300	1,300	1,300	1,300
Collection Services	14,351	24,000	20,770	24,000	24,000
Storage Services	778	1,000	1,000	1,000	1,000
Security Services	29,841	34,028	34,028	34,028	34,028
Interpreters Signing Services	3,479	5,000	3,500	5,000	5,000
Transcription Services	111	100	100	100	100
Circuit Court Fee	(25)	-	-	-	-
<b>TOTAL</b>	<b>\$ 73,712</b>	<b>\$ 122,238</b>	<b>\$ 89,532</b>	<b>\$ 122,385</b>	<b>\$ 122,385</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Community Dev	90,000	-	-	-	-
ID Charge From Insurance	923	971	971	1,279	1,279
ID Charge From Workers Comp	257	234	234	175	175
<b>TOTAL</b>	<b>\$ 91,180</b>	<b>\$ 1,205</b>	<b>\$ 1,205</b>	<b>\$ 1,454</b>	<b>\$ 1,454</b>

# Municipal Court

Function: General Government

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
JUD SUPPORT CLK	20	4.00	236,342	4.00	235,804	4.00	245,338	-	-
MUNICIPAL JUDGE	19	1.00	104,453	1.00	105,197	1.00	105,197	-	-
<b>TOTAL</b>		<b>5.00</b>	<b>\$ 340,795</b>	<b>5.00</b>	<b>\$ 341,001</b>	<b>5.00</b>	<b>\$ 350,535</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Parking Division

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## *Agency Overview*

### Agency Mission

The mission of the Parking Utility is to provide safe, convenient and affordable parking to the City's residents and visitors, consistent with City transportation policies.

### Agency Overview

The Agency provides services across garage parking, lot parking, on street parking and parking operations. The goal of the Agency is to provide continuous improvement for the customer experience and infrastructure improvements and replacements of the City's parking infrastructure.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Transfers the full cost associated with parking enforcement from the Police Department to the Parking Utility. In 2020, parking enforcement will remain housed within the Police Department organizationally while additional review is done to determine the necessary steps to move the activity to the Parking Utility. Revenue and expenditures for Parking Enforcement are presented in the Police-Police Field section of the budget document. The impact to the Parking Utility in 2020 is \$878,000.

**Parking****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Parking Utility	15,305,886	14,621,851	14,985,136	14,582,979	14,888,700
<b>TOTAL</b>	<b>\$ 15,305,886</b>	<b>\$ 14,621,851</b>	<b>\$ 14,985,136</b>	<b>\$ 14,582,979</b>	<b>\$ 14,888,700</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Garage Parking	6,711,980	8,971,440	8,658,871	9,181,941	9,399,689
Lot Parking	235,070	249,253	260,366	243,390	243,390
On Street Parking	877,243	616,005	1,029,785	576,145	578,992
Parking Operations	7,481,593	4,785,153	5,036,114	4,581,503	4,666,629
<b>TOTAL</b>	<b>\$ 15,305,886</b>	<b>\$ 14,621,851</b>	<b>\$ 14,985,136</b>	<b>\$ 14,582,979</b>	<b>\$ 14,888,700</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Charges For Services	(12,332,083)	(11,975,851)	(12,126,664)	(11,831,979)	(10,912,570)
Licenses & Permits	(2,275,535)	(2,540,000)	(2,552,575)	(2,645,000)	(2,645,000)
Investments & Other Contributions	(598,826)	(100,000)	(300,000)	(100,000)	(100,000)
Misc Revenue	(11,867)	(6,000)	(5,896)	(6,000)	(6,000)
Other Financing Source	(2,246)	-	-	-	(1,225,130)
Transfer In	(85,329)	-	-	-	-
<b>TOTAL</b>	<b>\$ (15,305,886)</b>	<b>\$ (14,621,851)</b>	<b>\$ (14,985,136)</b>	<b>\$ (14,582,979)</b>	<b>\$ (14,888,700)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	4,155,814	4,686,057	4,222,658	4,733,449	4,903,465
Benefits	1,644,192	1,523,268	1,327,642	1,524,788	1,608,179
Supplies	267,352	430,250	385,487	372,250	372,250
Purchased Services	2,159,250	3,123,049	2,851,110	2,942,549	2,942,549
Debt & Other Financing	6,754,598	4,135,991	5,475,003	4,260,702	4,260,702
Inter Depart Charges	324,680	723,236	723,236	749,241	801,555
<b>TOTAL</b>	<b>\$ 15,305,886</b>	<b>\$ 14,621,851</b>	<b>\$ 14,985,136</b>	<b>\$ 14,582,979</b>	<b>\$ 14,888,700</b>

# Parking

Function: Public Works & Transportation

## Service Overview

**Service:** Garage Parking

**Citywide Element:** Land Use and Transportation

### Service Description

This service operates six city garages including Capitol Square North Garage, Government East Garage, Overture Center Garage, South Livingston Street (Capitol East) Garage, State Street Campus Garage and State Street Capitol Garage. The goal of the service is to provide a high quality user experience, serving and balancing the parking needs of residents, visitors, businesses, and events, and continuously improve operations and efficiency, in addition to ensuring the long-term financial health of the Parking Utility to fund future operating and capital costs.

### Major Budget Changes

- Increased Monthly Parking Permit revenue based on current trends (\$100,000).
- Transferred Hourly Wages from the Parking Operations service to reflect budgets where expenses are incurred (\$349,000).

### Activities Performed by this Service

- Facility Operations: Manage six public parking garages.
- Monthly and Long-term Leases: Manage monthly parking permits at the garages.
- Structural Maintenance and Repair: Oversee the structural repairs and engineering consulting services at the garages.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	6,711,980	8,971,440	8,658,871	9,181,941	9,399,689
<b>TOTAL</b>	<b>\$ 6,711,980</b>	<b>\$ 8,971,440</b>	<b>\$ 8,658,871</b>	<b>\$ 9,181,941</b>	<b>\$ 9,399,689</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(11,943,943)	(11,481,807)	(11,990,763)	(11,586,000)	(12,681,748)
Personnel	4,623,124	4,867,052	4,452,909	5,324,973	5,542,721
Non-Personnel	2,062,904	4,072,600	4,174,173	3,827,100	3,827,100
Agency Charges	25,951	31,788	31,788	29,868	29,868
<b>TOTAL</b>	<b>\$ (5,231,964)</b>	<b>\$ (2,510,367)</b>	<b>\$ (3,331,893)</b>	<b>\$ (2,404,059)</b>	<b>\$ (3,282,059)</b>



# Parking

Function: Public Works & Transportation

## Service Overview

Service: Lot Parking

Citywide Element: Land Use and Transportation

### Service Description

This service operates six parking lots including Blair Lot, Brayton Lot, Buckeye Lot, Evergreen Lot, Wilson Lot and Wingra Lot. The goals of the service are to continue to meet the unique parking demands that each surface lot serves, increase utilization during off-peak timeframes, and encourage the use of surface lots before using on-street parking to accommodate special event parking needs.

### Major Budget Changes

- No major changes.

### Activities Performed by this Service

- Monthly Permits: Manage monthly parking permits at the parking lots.
- Facility Operations: Oversee the operation and maintenance of six parking lots.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	235,070	249,253	260,366	243,390	243,390
<b>TOTAL</b>	<b>\$ 235,070</b>	<b>\$ 249,253</b>	<b>\$ 260,366</b>	<b>\$ 243,390</b>	<b>\$ 243,390</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,232,728)	(1,177,000)	(1,167,733)	(1,182,000)	(1,182,000)
Personnel	109,340	1,500	81,550	1,500	1,500
Non-Personnel	100,542	216,900	147,963	212,900	212,900
Agency Charges	25,188	30,853	30,853	28,990	28,990
<b>TOTAL</b>	<b>\$ (997,658)</b>	<b>\$ (927,747)</b>	<b>\$ (907,366)</b>	<b>\$ (938,610)</b>	<b>\$ (938,610)</b>

# Parking

Function: Public Works & Transportation

## Service Overview

**Service:** On Street Parking

**Citywide Element:** Land Use and Transportation

### Service Description

This service operates on-street parking through meters in the downtown area and through a residential permit process in the nearby neighborhoods. The goals of the service are to manage on-street parking restrictions, rates, and programs to address the needs of the location and to provide convenient and available parking in accordance with transportation policies.

### Major Budget Changes

- No major changes.

### Activities Performed by this Service

- On-Street Meters: Manage approximately 1300 on-street metered spaces.
- Residential Parking Permit Program (RP3): Administration of the program.
- Other On-Street Restrictions: Administration of loading zone, ADA, time limit restrictions (non-RP3), and temporary no-parking restrictions.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	877,243	616,005	1,029,785	576,145	578,992
<b>TOTAL</b>	<b>\$ 877,243</b>	<b>\$ 616,005</b>	<b>\$ 1,029,785</b>	<b>\$ 576,145</b>	<b>\$ 578,992</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(2,114,192)	(1,957,044)	(1,820,101)	(1,808,979)	(889,570)
Personnel	448,794	96,624	389,153	80,627	83,474
Non-Personnel	403,261	451,700	572,951	429,700	429,700
Agency Charges	25,188	67,681	67,681	65,818	65,818
<b>TOTAL</b>	<b>\$ (1,236,949)</b>	<b>\$ (1,341,039)</b>	<b>\$ (790,316)</b>	<b>\$ (1,232,834)</b>	<b>\$ (310,578)</b>

# Parking

Function: Public Works & Transportation

## Service Overview

**Service:** Parking Operations

**Citywide Element:** Land Use and Transportation

### Service Description

This service includes the overall management and supervision of maintenance and revenue staff and the administrative staff in the Parking Division, as well as all areas of parking not included above. The goals of the service are continuous improvement and flexibility to adapt to changes in transportation demand and behavior, changing technology, and user expectations, maintaining financial sustainability, while balancing strategies to provide affordable access, encourage the use of other forms of transportation, balance parking demand across the system to provide reliable availability, and generate sufficient revenue to fund operating and capital costs.

### Major Budget Changes

- Added funding for 60% of an Administrative Clerk position in the Department of Transportation to provide support services (\$37,000).
- Transferred Hourly Wages to the Garage Parking Service to reflect budgets where expenses are incurred (\$349,000).

### Activities Performed by this Service

- Management: General management and administrative support for the Parking Division.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	7,481,593	4,785,153	5,036,114	4,581,503	4,666,629
<b>TOTAL</b>	<b>\$ 7,481,593</b>	<b>\$ 4,785,153</b>	<b>\$ 5,036,114</b>	<b>\$ 4,581,503</b>	<b>\$ 4,666,629</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(15,023)	(6,000)	(6,539)	(6,000)	(135,382)
Personnel	618,748	1,244,149	626,688	851,137	883,949
Non-Personnel	6,614,492	2,948,090	3,816,512	3,105,801	3,105,801
Agency Charges	248,352	592,914	592,914	624,565	676,879
<b>TOTAL</b>	<b>\$ 7,466,569</b>	<b>\$ 4,779,153</b>	<b>\$ 5,029,575</b>	<b>\$ 4,575,503</b>	<b>\$ 4,531,247</b>

# Parking

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Parking Utility

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reimbursement Of Expense	831	-	1,266	-	-
Cashiered Revenue	(10,170,571)	(9,912,524)	(10,212,847)	(9,921,000)	(9,921,000)
Metered Revenue	(2,162,344)	(2,063,327)	(1,915,083)	(1,910,979)	(991,570)
<b>TOTAL</b>	<b>\$ (12,332,083)</b>	<b>\$ (11,975,851)</b>	<b>\$ (12,126,664)</b>	<b>\$ (11,831,979)</b>	<b>\$ (10,912,570)</b>

### Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Parking Permits	(2,241,448)	(2,515,000)	(2,527,575)	(2,615,000)	(2,615,000)
Other Permits	(34,088)	(25,000)	(25,000)	(30,000)	(30,000)
<b>TOTAL</b>	<b>\$ (2,275,535)</b>	<b>\$ (2,540,000)</b>	<b>\$ (2,552,575)</b>	<b>\$ (2,645,000)</b>	<b>\$ (2,645,000)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(598,826)	(100,000)	(300,000)	(100,000)	(100,000)
<b>TOTAL</b>	<b>\$ (598,826)</b>	<b>\$ (100,000)</b>	<b>\$ (300,000)</b>	<b>\$ (100,000)</b>	<b>\$ (100,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Easements	(399)	-	-	-	-
Miscellaneous Revenue	(11,468)	(6,000)	(5,896)	(6,000)	(6,000)
<b>TOTAL</b>	<b>\$ (11,867)</b>	<b>\$ (6,000)</b>	<b>\$ (5,896)</b>	<b>\$ (6,000)</b>	<b>\$ (6,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(2,246)	-	-	-	-
Fund Balance Applied	-	-	-	-	(1,225,130)
<b>TOTAL</b>	<b>\$ (2,246)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,225,130)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From General	(85,000)	-	-	-	-
Transfer In From Insurance	(329)	-	-	-	-
<b>TOTAL</b>	<b>\$ (85,329)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	3,688,428	4,269,053	3,721,607	4,261,205	4,431,221
Salary Savings	-	(235,996)	-	(235,996)	(235,996)
Pending Personnel	-	-	-	37,240	37,240
Premium Pay	48,093	60,000	55,506	60,000	60,000
Workers Compensation Wages	8,784	8,500	7,060	9,000	9,000
Compensated Absence	11,670	196,500	41,500	196,500	196,500
Hourly Wages	355,178	345,000	346,408	360,000	360,000
Overtime Wages Permanent	43,637	40,000	50,295	45,000	45,000
Overtime Wages Hourly	25	3,000	283	500	500
<b>TOTAL</b>	<b>\$ 4,155,814</b>	<b>\$ 4,686,057</b>	<b>\$ 4,222,658</b>	<b>\$ 4,733,449</b>	<b>\$ 4,903,465</b>

**Parking**

Function:

**Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Parking Utility**

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	73,949	69,435	-	100,000	100,000
Unemployment Benefits	630	-	3,084	5,000	5,000
Health Insurance Benefit	752,839	799,694	701,460	781,690	820,167
Wage Insurance Benefit	11,871	11,648	12,440	12,722	12,722
WRS	259,113	282,252	259,047	274,272	293,724
FICA Medicare Benefits	308,446	319,015	308,981	307,089	332,551
Post Employment Health Plans	39,739	41,224	42,629	44,015	44,015
Other Post Emplmnt Benefit	101,040	-	-	-	-
Pension Expense	96,565	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,644,192</b>	<b>\$ 1,523,268</b>	<b>\$ 1,327,642</b>	<b>\$ 1,524,788</b>	<b>\$ 1,608,179</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	11,082	12,000	11,392	12,000	12,000
Copy Printing Supplies	19,908	25,000	24,861	25,000	25,000
Furniture	1,382	20,000	3,943	10,000	10,000
Hardware Supplies	31,400	40,000	34,557	40,000	40,000
Software Lic & Supplies	5,223	58,000	58,000	10,000	10,000
Postage	5,466	6,500	5,516	6,500	6,500
Books & Subscriptions	122	750	200	750	750
Work Supplies	46,308	40,000	30,476	40,000	40,000
Janitorial Supplies	10,071	11,000	10,863	11,000	11,000
Medical Supplies	204	500	188	500	500
Safety Supplies	4,754	5,500	6,702	5,500	5,500
Snow Removal Supplies	2,441	6,000	6,693	6,000	6,000
Uniform Clothing Supplies	2,659	2,500	1,063	2,500	2,500
Building	92	17,500	120	17,500	17,500
Building Supplies	3,418	30,000	26,674	30,000	30,000
Electrical Supplies	5,634	12,000	13,461	12,000	12,000
HVAC Supplies	635	6,000	4,655	6,000	6,000
Plumbing Supplies	191	2,000	309	2,000	2,000
Machinery And Equipment	19,106	15,000	33,141	15,000	15,000
Equipment Supplies	97,256	120,000	112,670	120,000	120,000
<b>TOTAL</b>	<b>\$ 267,352</b>	<b>\$ 430,250</b>	<b>\$ 385,487</b>	<b>\$ 372,250</b>	<b>\$ 372,250</b>

# Parking

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Parking Utility

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	12,231	25,800	27,669	24,500	24,500
Electricity	171,798	294,000	294,292	297,500	297,500
Water	17,053	25,100	19,321	30,000	30,000
Stormwater	14,705	18,000	15,737	18,900	18,900
Telephone	5,827	7,000	6,361	7,000	7,000
Cellular Telephone	8,073	12,000	9,288	12,000	12,000
Systems Comm Internet	6,054	35,500	20,130	35,500	35,500
Building Improv Repair Maint	438,321	870,000	846,048	655,500	655,500
Elevator Repair	15,479	30,000	19,636	30,000	30,000
Facility Rental	-	10,000	3,071	10,000	10,000
Custodial Bldg Use Charges	-	10,000	-	-	-
Landfill	-	500	-	500	500
Landscaping	6,515	35,000	8,000	35,000	35,000
Snow Removal	132,217	270,000	270,145	345,000	345,000
Comm Device Mntc	-	20,000	1,250	20,000	20,000
Equipment Mntc	92,536	84,000	84,000	84,000	84,000
System & Software Mntc	4,146	5,000	43,833	60,000	60,000
Rental Of Equipment	1,536	5,000	2,000	5,000	5,000
Sidewalk Mntc	1,244	30,000	15,000	30,000	30,000
Street Light Mntc	-	-	20,749	-	-
Recruitment	582	1,000	500	1,000	1,000
Mileage	6,716	10,000	6,906	10,000	10,000
Conferences & Training	5,323	30,000	5,421	30,000	30,000
Memberships	403	2,000	1,190	2,000	2,000
Uniform Laundry	13,428	15,000	11,880	15,000	15,000
Audit Services	7,649	7,649	7,649	7,649	7,649
Bank Services	9,015	15,000	11,000	15,000	15,000
Credit Card Services	554,448	610,000	608,825	610,000	610,000
Delivery Freight Charges	18	500	106	500	500
Storage Services	3	-	53	-	-
Consulting Services	4,149	200,000	53,517	200,000	200,000
Advertising Services	13,071	20,000	15,000	20,000	20,000
Engineering Services	4,025	94,000	94,000	-	-
Security Services	221,013	290,000	292,492	290,000	290,000
Other Services & Expenses	376,633	10,000	10,303	10,000	10,000
Taxes & Special Assessments	14,730	30,000	25,000	30,000	30,000
Permits & Licenses	308	1,000	740	1,000	1,000

**TOTAL**                    \$        2,159,250    \$        3,123,049    \$        2,851,110    \$        2,942,549    \$        2,942,549

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
PILOT	1,364,304	1,895,000	1,895,000	1,759,000	1,759,000
Fund Balance Generated	5,390,294	2,240,991	3,580,003	2,501,702	2,501,702

**TOTAL**                    \$        6,754,598    \$        4,135,991    \$        5,475,003    \$        4,260,702    \$        4,260,702

**Parking**Function: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Parking Utility**

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	1,765	1,765	1,765	14,330
ID Charge From Attorney	-	23,143	23,143	23,143	11,717
ID Charge From Clerk	-	565	565	565	388
ID Charge From Finance	-	59,939	59,939	59,939	185,983
ID Charge From Human Resource	-	46,038	46,038	46,038	50,000
ID Charge From Information Tec	41,580	72,366	72,366	72,366	113,060
ID Charge From Treasurer	-	125,124	125,124	125,124	-
ID Charge From Engineering	37,269	64,127	64,127	64,127	65,364
ID Charge From Fleet Services	76,549	93,494	93,494	88,102	88,102
ID Charge From Traffic Eng	14,975	43,034	43,034	43,210	43,210
ID Charge From Econ Dev	-	515	515	515	-
ID Charge From Insurance	77,630	86,025	86,025	144,381	144,381
ID Charge From Workers Comp	76,678	78,088	78,088	50,953	50,953
<b>TOTAL</b>	<b>\$ 324,680</b>	<b>\$ 723,236</b>	<b>\$ 723,236</b>	<b>\$ 749,241</b>	<b>\$ 801,555</b>

**Parking Utility**

**Function: Public Works & Transportation**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	17	1.00	54,776	-	-	-	-	-	-
ADMIN CLERK	20	2.00	103,048	2.00	112,101	2.00	116,633	-	-
ADMIN SUPVSR	18	-	-	1.00	55,888	1.00	55,888	-	-
ASST PKG UTIL MGR	18	1.00	114,887	1.00	119,694	1.00	124,534	-	-
CIVIL TECH	16	1.00	51,312	1.00	55,876	1.00	58,135	-	-
CLERK	20	1.00	60,966	-	-	-	-	-	-
CUSTODIAL WKR	16	1.00	57,814	1.00	57,718	1.00	60,052	-	-
ENGINEER	18	1.00	102,023	1.00	101,631	1.00	105,741	-	-
INFORMATION CLERK	20	2.55	123,576	2.55	125,035	2.55	130,089	-	-
MAINT ELECTR	16	1.00	66,227	1.00	68,143	1.00	70,898	-	-
PKG ANALYST	18	1.00	75,360	1.00	76,409	1.00	79,499	-	-
PKG ASSET GIS COORDINATOR	18	1.00	72,083	1.00	69,375	1.00	72,181	-	-
PKG CASHIER	16	31.20	1,376,822	31.20	1,398,144	31.20	1,454,658	-	-
PKG EQUIP MECH	16	3.00	182,344	3.00	182,155	3.00	189,520	-	-
PKG EQUIP TECH	16	2.00	113,851	2.00	115,278	2.00	119,939	-	-
PKG MAINT SUPV	18	1.00	78,000	1.00	77,701	1.00	80,843	-	-
PKG MAINT WKR	16	8.00	448,572	8.00	444,482	8.00	462,453	-	-
PKG OPER ASST	20	1.00	70,655	1.00	66,619	1.00	69,312	-	-
PKG OPER SUPV	18	1.00	89,507	1.00	89,164	1.00	92,770	-	-
PKG REVENUE CLK	20	1.00	53,172	1.00	43,412	1.00	45,167	-	-
PKG REVENUE LDWKR	16	4.90	294,573	4.90	295,730	4.90	307,687	-	-
PKG REVENUE SUPV	18	1.00	78,000	1.00	77,701	1.00	80,843	-	-
PKG SERVICE WKR	16	4.00	237,196	4.00	236,284	4.00	245,836	-	-
PKG TECH AIDE	18	1.00	55,001	1.00	64,728	1.00	67,345	-	-
PKG TECH AIDE	16	1.00	64,612	1.00	64,364	1.00	66,966	-	-
PROG ASST	20	1.00	59,969	2.00	108,633	2.00	113,026	-	-
<b>TOTAL</b>		<b>74.65</b>	<b>\$ 4,084,345</b>	<b>74.65</b>	<b>\$ 4,106,265</b>	<b>74.65</b>	<b>\$ 4,270,015</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



# Parks Division

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## *Agency Overview*

### Agency Mission

The mission of the Parks Division is to provide a quality system of parks, natural resources, and recreational opportunities, improving connectivity ensuring equitable access to quality park amenities while investing in our natural environment.

### Agency Overview

The agency is responsible for managing 5,600 acres of parkland and 50 facilities that make up Madison's park system. Specific activities performed by the agency include management and maintenance of park owned facilities and planning for future park investment. The goal of the Division is a safe, accessible, affordable and equitable park system.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Transferring Forestry services from the Parks Division-Park Maintenance to the Streets Division (\$3,800,000).
- An increase in the State Street Mall/Capitol Concourse Special Charge anticipating a 50/50 cost share between the City and property owners. A resolution adopted in October 1979, mandated that a portion of the City's annual maintenance costs for the State Street Mall/Capitol Concourse District be specially charged to properties within the District. The policy to assess costs at 33% Property Owner/67% City was set in 1981. In subsequent years, various resolutions have made alterations to this split and in 2018 the split was approximately 37% Property Owner/63% City (\$150,000).
- Additional staff for programs and maintenance of the Olbrich Botanical Gardens Learning Center and greenhouse resulting from renovating and expanding the facility (\$121,000).
- Supplemental funding to create a new position focused on teen programming at Warner Park Community Recreation Center (\$58,800).

The Adopted Budget includes \$391,000 in anticipated restricted revenues and expenditures. Funding is included for:

- The continuation of the Dog Park (\$235,000) and Disc Golf (\$95,000) programs fully funded through user fees.
- The Madison Ultimate Frisbee Association program fully funded through user fees (\$61,000).

**Parks****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	13,644,041	14,236,916	14,437,585	14,375,986	14,716,923
Other Restricted	4,619,763	4,846,527	4,846,527	5,025,692	391,050
Permanent	227,889	345,400	345,400	343,400	343,400
<b>TOTAL</b>	<b>\$ 18,491,693</b>	<b>\$ 19,428,843</b>	<b>\$ 19,629,512</b>	<b>\$ 19,745,078</b>	<b>\$ 15,451,373</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Community Recreation Services	1,135,586	1,142,554	1,219,944	1,209,133	1,259,468
Olbrich Botanical Gardens	910,854	965,734	944,876	962,685	1,125,579
Park Maintenance & Forestry	15,425,897	16,168,475	16,404,258	16,427,838	11,807,596
Planning & Development	649,890	781,679	697,138	769,441	800,711
Warner Park and Community Cntr	369,466	370,401	363,297	375,981	458,018
<b>TOTAL</b>	<b>\$ 18,491,693</b>	<b>\$ 19,428,843</b>	<b>\$ 19,629,512</b>	<b>\$ 19,745,078</b>	<b>\$ 15,451,373</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(93,608)	(80,000)	(80,000)	(87,500)	(87,500)
Charges For Services	(1,381,299)	(1,401,488)	(1,397,770)	(1,448,400)	(1,444,900)
Licenses & Permits	(37,824)	(48,000)	(37,356)	(48,000)	(48,000)
Fine & Forfeiture	(458,746)	(545,000)	(537,000)	(545,000)	(762,000)
Investments & Other Contributions	(74,107)	(79,000)	(76,540)	(85,000)	(85,000)
Misc Revenue	(34,915)	(52,500)	(35,603)	(53,200)	(53,200)
Other Financing Source	(47,485)	(45,800)	(49,300)	(45,800)	(45,800)
Transfer In	(3,954,231)	(4,136,822)	(4,136,822)	(4,308,822)	(526,500)
<b>TOTAL</b>	<b>\$ (6,082,215)</b>	<b>\$ (6,388,610)</b>	<b>\$ (6,350,391)</b>	<b>\$ (6,621,722)</b>	<b>\$ (3,052,900)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	10,959,093	11,635,127	11,652,547	12,014,653	10,281,978
Benefits	3,600,023	3,425,008	3,628,633	3,348,492	2,761,050
Supplies	1,194,454	1,249,691	1,232,439	1,240,455	966,235
Purchased Services	1,736,994	2,036,207	1,994,864	2,025,882	2,006,692
Debt & Other Financing	149,521	82,237	82,237	153,264	146,560
Inter Depart Charges	2,506,669	2,664,841	2,664,841	2,719,412	2,045,258
Transfer Out	4,427,154	4,724,342	4,724,342	4,864,642	296,500
<b>TOTAL</b>	<b>\$ 24,573,908</b>	<b>\$ 25,817,453</b>	<b>\$ 25,979,903</b>	<b>\$ 26,366,800</b>	<b>\$ 18,504,273</b>

# Parks

Function: Public Works & Transportation

## Service Overview

**Service:** Community Recreation Services

**Citywide Element:** Culture and Character

### Service Description

This service is responsible for programming, volunteers, aquatics, rangers, permits, and community events. This service includes City provided services as well as regulating private and non-profit services and events. The goal of the service is a safe, accessible, affordable and equitable park system.

### Major Budget Changes

- Increased benefits for Hourly Wages (\$63,000) to reflect current trends.

### Activities Performed by this Service

- Facility Rental: Manage Park reservations, permits and usage for athletic, recreational, cultural, musical, culinary, and other event purposes.
- Pool and Beaches: Provide access and lifeguard service to beaches and the community pool and manage beach, pool, and splash park usage for the community.
- Programs: Oversee recreational programming for all residents, including Ride the Drive, Hayrides, Learn to ... Series, Sina Davis Movies in the Park, and other park-sponsored events.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,135,586	1,142,554	1,219,944	1,209,133	1,259,468
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,135,586</b>	<b>\$ 1,142,554</b>	<b>\$ 1,219,944</b>	<b>\$ 1,209,133</b>	<b>\$ 1,259,468</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(983,215)	(996,838)	(927,017)	(1,012,050)	(1,012,050)
Personnel	1,822,603	1,807,931	1,787,097	1,884,345	1,934,680
Non-Personnel	227,205	249,989	278,393	260,270	260,270
Agency Charges	68,993	81,471	81,471	76,568	76,568
<b>TOTAL</b>	<b>\$ 1,135,586</b>	<b>\$ 1,142,554</b>	<b>\$ 1,219,944</b>	<b>\$ 1,209,133</b>	<b>\$ 1,259,468</b>

## Parks

Function: Public Works & Transportation

### Service Overview

**Service:** Olbrich Botanical Gardens

**Citywide Element:** Culture and Character

#### Service Description

This service oversees all operations at Olbrich Botanical Gardens. The City works in partnership with the Olbrich Botanical Society to provide a well maintained facility that includes 16 acres of gardens and a diverse array of educational programming. The goal of the service is to provide a quality and well-maintained public garden, learning center and conservatory.

#### Major Budget Changes

- Added 1.0 FTE Facility Maintenance Worker, 0.2 FTE increase in an Information Clerk position, an hourly Conservatory Assistant, and an hourly Building Attendant for programs and maintenance of the Olbrich Botanical Gardens Learning Center and greenhouse expansion (\$121,000).
- Olbrich Botanical Gardens offset by funding from Room Tax as authorized by the Room Tax Commission (\$325,000).
- Increase in revenue anticipated from Catering Concessions and Facility Rentals due to the expansion (\$26,500).

#### Activities Performed by this Service

- Native Plant Conservation: Maintain sustainable design and plant collections hardy to the American Midwest for study, enjoyment, and public benefit.
- Community Programs: Nourish, share, and interpret the gardens as well as managing facility rentals and the Bolz Conservatory admissions program.
- Exotic Plant Conservation: Maintain plant collections native to the world's tropical forests for study, enjoyment, and public benefit.

#### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	910,854	965,734	944,876	962,685	1,125,579
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 910,854</b>	<b>\$ 965,734</b>	<b>\$ 944,876</b>	<b>\$ 962,685</b>	<b>\$ 1,125,579</b>

#### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(636,569)	(580,000)	(608,300)	(614,000)	(614,000)
Personnel	1,172,905	1,167,998	1,154,880	1,163,096	1,325,990
Non-Personnel	323,569	333,650	354,210	359,130	359,130
Agency Charges	50,950	44,086	44,086	54,459	54,459
<b>TOTAL</b>	<b>\$ 910,854</b>	<b>\$ 965,734</b>	<b>\$ 944,876</b>	<b>\$ 962,685</b>	<b>\$ 1,125,579</b>

# Parks

Function: Public Works & Transportation

## Service Overview

**Service:** Park Maintenance & Forestry

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for the maintenance of all park facilities, open spaces and parkland, and dog parks and disc golf courses. Specific functions of this service include: (1) General Park Maintenance, (2) Facilities Maintenance, (3) Conservation Park Maintenance, (4) Mall/Concourse Park Maintenance, (5) Parks Construction and (6) the operation of the Forest Hill Cemetery. The goal of the service is a well-maintained and well-used park system.

### Major Budget Changes

- The transfer of 37 Forestry services FTEs from the Parks Division to the Streets Division (\$3,857,000). There is no change in staffing levels or level of service. These costs will continue to be funded by the Urban Forestry Special Charge and the Emerald Ash Borer project in the capital budget.

### Activities Performed by this Service

- **Maintain Parks Infrastructure:** Maintain parks buildings, pool, splash pads, refuse/recycling management, amenities, electrical and plumbing needs throughout the systems. Amenities include playgrounds, sport courts, athletic fields, drinking fountains, beaches, field lighting, irrigation, and ice rinks as well as snow removal from streets, bike paths, bus stops, sidewalks and parking lots. Other infrastructure includes year-round maintenance of Mall Concourse Maintenance Service area.
- **Land Stewardship:** Maintain general parkland and conservation areas and other city-owned property and manage turf on medians and other city-owned property.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	10,578,245	10,976,548	11,212,331	11,058,746	11,073,146
Other-Expenditures	4,847,653	5,191,927	5,191,927	5,369,092	734,450
<b>TOTAL</b>	<b>\$ 15,425,897</b>	<b>\$ 16,168,475</b>	<b>\$ 16,404,258</b>	<b>\$ 16,427,838</b>	<b>\$ 11,807,596</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(4,239,493)	(4,579,772)	(4,561,625)	(4,751,972)	(1,183,150)
Personnel	10,502,084	10,911,227	11,214,999	11,133,512	8,486,858
Non-Personnel	6,801,279	7,319,758	7,233,622	7,481,865	2,613,609
Agency Charges	2,362,028	2,517,262	2,517,262	2,564,433	1,890,279
<b>TOTAL</b>	<b>\$ 15,425,897</b>	<b>\$ 16,168,475</b>	<b>\$ 16,404,258</b>	<b>\$ 16,427,838</b>	<b>\$ 11,807,596</b>

# Parks

Function: Public Works & Transportation

## Service Overview

Service: Planning & Development

Citywide Element: Culture and Character

### Service Description

This service is responsible for all park planning, design and construction of park improvements for over 6,000 acres of parks and open space in the City's park system. Specific functions of this service include (1) developing the Capital Improvement Plan for the parks system, (2) assessing and managing park impact fees on new residential development, (3) maintaining data on park inventory, and (4) preparing the five-year Park and Open Space Plan that is required by the Wisconsin Department of Natural Resources. The goal of the service is a quality and equitably planned and developed park system.

### Major Budget Changes

- No major changes.

### Activities Performed by this Service

- Capital Improvement Program: Prepare the capital improvement program for Parks and complete projects in the capital budget each year.
- Planning: Develop park master plans and park policies, participate in City Planning efforts, manage and coordinate requests for use of parkland including Temporary Land Use permits, and participate on Neighborhood Resource Teams.
- Development Review: Review development designs and plans to assess park impact fees, including evaluating potential parkland dedication and coordinating with developers regarding phasing and potential park development.
- Land Records Management: Maintain accurate records for city land administered by Parks and coordinate and maintain Diggers Hotline information and utility marking in parks.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	649,890	781,679	697,138	769,441	800,711
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 649,890</b>	<b>\$ 781,679</b>	<b>\$ 697,138</b>	<b>\$ 769,441</b>	<b>\$ 800,711</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(5,485)	(10,000)	(5,585)	(6,500)	(6,500)
Personnel	610,271	723,005	650,831	712,353	743,623
Non-Personnel	36,750	58,800	42,017	54,970	54,970
Agency Charges	8,353	9,874	9,874	8,618	8,618
<b>TOTAL</b>	<b>\$ 649,890</b>	<b>\$ 781,679</b>	<b>\$ 697,138</b>	<b>\$ 769,441</b>	<b>\$ 800,711</b>

# Parks

Function: Public Works & Transportation

## Service Overview

**Service:** Warner Park & Community Center

**Citywide Element:** Neighborhoods and Housing

### Service Description

This service oversees operations at Warner Park Community Recreation Center (WPCRC), a 31,750 square foot community recreational facility serving youth, families and senior citizens through a variety of recreation and social services. The goal of the service is to provide an indoor facility for the Northside and provide multi-generational programming to support all members of the community.

### Major Budget Changes

- Increases in Catering Concessions, Facility Rental, and Donations anticipated from increased programming (\$16,000).
- Addition of 1.0 FTE Program Assistant to allow for more teen programming at Warner Park Community Recreation Center (\$58,800).
- Increased Hourly Wages to fund an after school gym attendant (\$16,500).
- Decreased the contract with Madison School and Community Recreation (\$11,000).

### Activities Performed by this Service

- Facility Maintenance and Rental: Maintain and make various spaces within WPCRC available for use and rent to the community for meetings, classes, parties, weddings, and catering various other uses.
- Programming: Provide programming for individuals of all ages and abilities through private, public and other partnerships including teen activities, after-school, family fun night, and various recreational, social, and cultural programs that reach some of the community's most vulnerable populations.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	369,466	370,401	363,297	375,981	458,018
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 369,466</b>	<b>\$ 370,401</b>	<b>\$ 363,297</b>	<b>\$ 375,981</b>	<b>\$ 458,018</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(217,453)	(222,000)	(247,864)	(237,200)	(237,200)
Personnel	451,253	449,973	473,373	469,839	551,876
Non-Personnel	119,320	130,280	125,640	128,008	128,008
Agency Charges	16,345	12,148	12,148	15,334	15,334
<b>TOTAL</b>	<b>\$ 369,466</b>	<b>\$ 370,401</b>	<b>\$ 363,297</b>	<b>\$ 375,981</b>	<b>\$ 458,018</b>

**Parks**Function: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **General**

## Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(12,628)	-	-	-	-
Local Revenues Operating	(80,980)	(80,000)	(80,000)	(87,500)	(87,500)
<b>TOTAL</b>	<b>\$ (93,608)</b>	<b>\$ (80,000)</b>	<b>\$ (80,000)</b>	<b>\$ (87,500)</b>	<b>\$ (87,500)</b>

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Parks Use Charges	(62,855)	(35,000)	(62,000)	(60,000)	(60,000)
Boat Launch	(201,120)	(238,240)	(203,000)	(225,000)	(225,000)
Catering Concessions	(202,301)	(178,000)	(177,024)	(189,650)	(189,650)
Facility Rental	(400,778)	(408,198)	(430,046)	(438,600)	(438,600)
Admissions	(262,641)	(243,000)	(242,821)	(267,000)	(267,000)
Lessons	(68,469)	(63,000)	(78,368)	(72,600)	(72,600)
Program Revenue	(35,649)	(58,000)	(52,695)	(37,000)	(37,000)
Memberships	(38,127)	(58,000)	(34,000)	(45,000)	(45,000)
Reimbursement Of Expense	(109,241)	(119,200)	(117,422)	(112,700)	(109,200)
Service Charges Commissions	(118)	(850)	(395)	(850)	(850)
<b>TOTAL</b>	<b>\$ (1,381,299)</b>	<b>\$ (1,401,488)</b>	<b>\$ (1,397,770)</b>	<b>\$ (1,448,400)</b>	<b>\$ (1,444,900)</b>

## Licenses &amp; Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Permits	(37,824)	(48,000)	(37,356)	(48,000)	(48,000)
<b>TOTAL</b>	<b>\$ (37,824)</b>	<b>\$ (48,000)</b>	<b>\$ (37,356)</b>	<b>\$ (48,000)</b>	<b>\$ (48,000)</b>

## Fine Forfeiture &amp; Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Spec Assessments Service	(458,746)	(545,000)	(537,000)	(545,000)	(762,000)
<b>TOTAL</b>	<b>\$ (458,746)</b>	<b>\$ (545,000)</b>	<b>\$ (537,000)</b>	<b>\$ (545,000)</b>	<b>\$ (762,000)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(74,107)	(79,000)	(76,540)	(85,000)	(85,000)
<b>TOTAL</b>	<b>\$ (74,107)</b>	<b>\$ (79,000)</b>	<b>\$ (76,540)</b>	<b>\$ (85,000)</b>	<b>\$ (85,000)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(34,915)	(52,500)	(35,603)	(53,200)	(53,200)
<b>TOTAL</b>	<b>\$ (34,915)</b>	<b>\$ (52,500)</b>	<b>\$ (35,603)</b>	<b>\$ (53,200)</b>	<b>\$ (53,200)</b>

## Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Trade In Allowance	(47,485)	(45,800)	(49,300)	(45,800)	(45,800)
<b>TOTAL</b>	<b>\$ (47,485)</b>	<b>\$ (45,800)</b>	<b>\$ (49,300)</b>	<b>\$ (45,800)</b>	<b>\$ (45,800)</b>



**Parks**Function: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **General**

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Other Restric	(3,753,903)	(3,935,322)	(3,935,322)	(4,107,322)	(325,000)
Transfer In From Permanent	(192,609)	(201,500)	(201,500)	(201,500)	(201,500)
Transfer In From Insurance	(7,718)	-	-	-	-
<b>TOTAL</b>	<b>\$ (3,954,231)</b>	<b>\$ (4,136,822)</b>	<b>\$ (4,136,822)</b>	<b>\$ (4,308,822)</b>	<b>\$ (526,500)</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	9,055,745	9,949,777	9,692,766	10,059,294	8,308,558
Salary Savings	-	(348,833)	-	(198,833)	(190,782)
Pending Personnel	-	110,394	-	174,363	297,665
Premium Pay	45,290	64,900	43,190	63,700	55,700
Workers Compensation Wages	23,079	-	20,439	-	-
Compensated Absence	111,502	95,000	110,000	95,000	80,000
Hourly Wages	1,487,014	1,446,658	1,500,000	1,511,545	1,464,138
Overtime Wages Permanent	121,941	177,545	150,700	174,745	127,245
Overtime Wages Hourly	8,465	5,000	-	5,000	5,000
Election Officials Wages	1,412	-	766	600	600
<b>TOTAL</b>	<b>\$ 10,854,448</b>	<b>\$ 11,500,441</b>	<b>\$ 11,517,861</b>	<b>\$ 11,885,414</b>	<b>\$ 10,148,125</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	95,759	-	124,773	-	-
Health Insurance Benefit	1,884,992	1,844,531	1,763,729	1,764,320	1,417,907
Wage Insurance Benefit	34,404	34,647	33,913	33,190	27,339
Health Insurance Retiree	46	-	-	-	-
WRS	640,374	651,709	670,892	658,884	560,829
FICA Medicare Benefits	801,755	743,583	881,116	736,976	623,971
Tuition	102	-	-	-	-
Licenses & Certifications	882	500	500	500	-
Post Employment Health Plans	103,986	107,876	111,548	115,175	89,467
Work Permits	50	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,562,350</b>	<b>\$ 3,382,846</b>	<b>\$ 3,586,471</b>	<b>\$ 3,309,045</b>	<b>\$ 2,719,513</b>

**Parks****Function: Public Works & Transportation***Line Item Detail***Agency Primary Fund: General**

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	18,095	17,766	17,274	18,800	16,300
Copy Printing Supplies	38,499	35,570	39,180	37,000	32,700
Furniture	7,338	3,000	4,000	9,000	9,000
Hardware Supplies	6,922	10,500	7,503	6,500	6,500
Software Lic & Supplies	1,827	500	13,087	1,000	1,000
Postage	39,602	36,700	35,507	37,100	37,000
Program Supplies	17,518	15,500	20,623	19,700	19,700
Books & Subscriptions	701	250	511	250	-
Work Supplies	157,524	144,010	155,559	134,305	107,055
Janitorial Supplies	41,532	56,460	50,075	56,500	56,500
Medical Supplies	1,991	1,500	1,500	1,500	1,500
Safety Supplies	32,994	30,750	29,508	30,400	23,300
Snow Removal Supplies	10,801	10,000	11,841	10,000	10,000
Uniform Clothing Supplies	19,417	23,287	23,982	24,200	24,200
Food And Beverage	1,918	1,000	2,242	3,500	3,500
Building	1,075	-	421	-	-
Building Supplies	67,018	119,580	106,021	84,600	84,600
HVAC Supplies	16,794	6,000	13,953	14,000	14,000
Plumbing Supplies	1,063	-	590	6,000	6,000
Landscaping Supplies	64,115	60,500	55,298	80,800	80,800
Trees Shrubs Plants	19,108	23,000	15,755	22,300	22,300
Fertilizers And Chemicals	247,459	274,473	251,759	267,310	47,150
Machinery And Equipment	81,987	68,630	74,800	71,430	71,430
Equipment Supplies	228,641	197,515	190,698	195,260	184,300
Tires	2,295	3,000	3,000	5,000	5,000
Gasoline	618	900	1,100	1,200	1,200
Diesel	499	1,400	1,100	1,200	1,200
Propane Gas	5,295	3,000	4,486	15,100	15,100
Oil	4,565	6,900	7,113	6,500	4,900
Inventory	31,622	42,000	37,953	42,000	42,000
<b>TOTAL</b>	<b>\$ 1,168,834</b>	<b>\$ 1,193,691</b>	<b>\$ 1,176,439</b>	<b>\$ 1,202,455</b>	<b>\$ 928,235</b>

**Parks**

**Function: Public Works & Transportation**

*Line Item Detail*

**Agency Primary Fund: General**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	105,960	107,700	104,940	112,700	112,700
Electricity	465,723	443,095	440,806	443,095	443,095
Water	378,269	480,747	465,185	474,347	474,347
Stormwater	267,005	288,000	285,000	287,000	287,000
Telephone	15,311	26,080	18,369	23,400	23,330
Cellular Telephone	13,532	15,649	14,785	15,160	12,560
Systems Comm Internet	3,387	5,000	4,405	4,880	4,400
Building Improv Repair Maint	17,087	24,200	24,232	26,000	26,000
Waste Disposal	12,729	35,695	15,000	-	-
Pest Control	26,671	5,000	3,494	5,770	5,770
Elevator Repair	3,839	3,500	3,500	4,000	4,000
Facility Rental	6,430	5,600	21,937	6,000	6,000
Custodial Bldg Use Charges	66,049	77,037	77,037	77,474	77,474
Landfill	35,501	50,400	33,951	50,000	50,000
Grounds Improv Repair Maint	1,594	-	-	-	-
Landscaping	172	500	26,936	27,300	27,300
Equipment Mntc	26,766	41,167	32,171	33,260	32,660
System & Software Mntc	20,084	14,185	21,415	50,740	50,140
Rental Of Equipment	81,118	47,900	77,469	94,350	94,350
Sidewalk Mntc	7,263	6,000	6,372	6,000	-
Recruitment	4,352	3,000	3,195	4,200	4,000
Mileage	3,941	1,800	5,126	1,800	1,800
Conferences & Training	18,996	29,100	19,023	28,860	24,860
Memberships	8,774	8,860	10,473	10,990	9,650
Uniform Laundry	1,657	2,700	1,781	2,150	2,150
Bank Services	124	170	112	-	-
Credit Card Services	1,109	430	1,163	960	960
Storage Services	540	850	500	630	630
Consulting Services	530	500	570	1,000	1,000
Advertising Services	5,930	10,600	8,820	5,100	5,100
Printing Services	2,283	1,000	1,145	500	500
Engineering Services	17,753	30,000	30,000	30,000	30,000
Investigative Services	2,200	-	378	-	-
Security Services	7,354	5,300	5,543	6,908	6,908
Program Services	650	1,900	1,900	900	900
Other Services & Expenses	29,943	139,792	107,413	87,058	84,058
Comm Agency Contracts	29,390	32,000	30,000	21,000	21,000
Permits & Licenses	4,191	4,750	4,716	4,350	4,050
<b>TOTAL</b>	<b>\$ 1,694,207</b>	<b>\$ 1,950,207</b>	<b>\$ 1,908,864</b>	<b>\$ 1,947,882</b>	<b>\$ 1,928,692</b>

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	14,111	14,111	14,111	14,111	14,111
ID Charge From Fleet Services	1,953,215	2,191,257	2,191,257	2,247,912	1,664,724
ID Charge From Traffic Eng	29,231	30,374	30,374	30,374	22,424
ID Charge From Insurance	176,555	118,213	118,213	154,048	137,532
ID Charge From Workers Comp	273,306	244,386	244,386	206,467	206,467
<b>TOTAL</b>	<b>\$ 2,446,417</b>	<b>\$ 2,598,341</b>	<b>\$ 2,598,341</b>	<b>\$ 2,652,912</b>	<b>\$ 2,045,258</b>

**Parks Division**

**Function: Public Works & Transportation**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	1.00	76,133	1.00	69,375	1.00	72,181	-	-
ACCT CLERK	20	1.00	50,785	1.00	52,062	1.00	54,167	-	-
ADMIN ASST	20	1.60	95,189	1.60	95,608	1.60	99,473	-	-
ADMIN CLERK	20	4.00	203,414	4.00	208,527	4.00	216,958	-	-
ADMIN SUPVSR	18	-	-	1.00	61,104	1.00	63,575	-	-
ARBORIST	16	29.00	1,712,857	29.00	1,724,528	3.00	187,634	-	-
ASST PKS SUPERINTENDENT	18	2.00	230,389	2.00	228,402	2.00	237,639	-	-
BOTANICAL CENTER DIR	18	1.00	103,203	1.00	103,431	1.00	107,614	-	-
CARPENTER	71	2.00	137,086	2.00	136,560	2.00	142,081	-	-
CEMETERY OPRS LDWKR	16	1.00	65,032	1.00	64,782	1.00	67,401	-	-
CITY FORESTER	18	1.00	97,341	1.00	96,968	-	-	-	-
CONS CURATOR ASST	16	1.00	54,712	1.00	56,059	1.00	58,325	-	-
CONS RESOURCE SUPV	18	1.00	72,876	1.00	76,978	1.00	80,091	-	-
CONSERVATION TECH	16	2.00	121,538	2.00	121,072	2.00	125,968	-	-
CUSTODIAL WKR	16	1.00	46,113	1.00	45,936	1.00	47,793	-	-
ELECTRICIAN FOREPERS	71	1.00	80,030	1.00	80,464	1.00	83,718	-	-
ENGINEER	18	1.00	86,209	1.00	81,655	1.00	84,957	-	-
EQPT OPR	16	10.00	631,507	10.00	620,878	7.00	444,496	-	-
FACILITY MAINT WKR	16	2.00	117,198	2.00	118,105	2.00	122,881	-	-
FORESTRY OPR SUPV	18	1.00	64,157	1.00	82,097	-	-	-	-
FORESTRY SPEC	16	3.00	206,508	3.00	205,974	-	-	-	-
GARDENER	16	7.00	347,364	7.00	348,133	7.00	362,207	-	-
HORTICULTURE SUPV	18	1.00	85,269	1.00	84,942	1.00	88,377	-	-
HORTICULTURIST	16	1.00	60,260	1.00	62,098	1.00	64,609	-	-
LANDSCAPE ARCHITECT	18	4.00	310,753	4.00	331,736	4.00	345,152	-	-
LANDSCAPE CONSTR SUP	18	1.00	79,939	1.00	79,633	1.00	82,853	-	-
MAINT MECH	16	2.00	124,125	2.00	123,962	2.00	128,973	-	-
NEW POSITION	xx	-	-	-	-	1.00	45,000	-	-
OLBR FAC/VOL COORD	18	1.00	67,577	1.00	67,776	1.00	70,516	-	-
PARKS SUPT	21	1.00	137,196	1.00	138,037	1.00	143,619	-	-
PARKS WORKER	16	3.75	166,910	3.75	167,871	3.75	174,657	-	-
PK RANGER	16	2.35	124,221	2.60	121,195	2.60	126,094	-	-
PK RANGER LDWKR	16	1.00	59,198	1.00	60,536	1.00	62,984	-	-
PKS COM REL COORD	18	1.00	74,605	1.00	74,669	1.00	77,688	-	-
PKS COMM SERVS MGR	18	1.00	91,912	1.00	93,849	1.00	97,644	-	-
PKS EQUIP MECH	16	3.00	203,123	3.00	202,950	3.00	211,155	-	-
PKS FAC/MAINT SUPV	18	1.00	93,741	1.00	93,382	1.00	97,159	-	-
PKS GEN SUPV	18	3.00	244,492	3.00	245,357	3.00	255,279	-	-
PKS MAINT MECHANIC	16	4.00	277,174	4.00	276,111	4.00	287,277	-	-
PKS MAINT WKR	16	40.00	2,318,299	40.00	2,304,243	40.00	2,397,408	-	-

**Parks Division**

**Function: Public Works & Transportation**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
PKS OPER MGR	18	1.00	98,061	1.00	98,839	1.00	102,837	-	-
PKS OPR LDWKR	16	3.00	205,465	3.00	191,101	3.00	198,828	-	-
PKS PLAN/DEV MGR	18	1.00	110,253	1.00	100,374	1.00	104,433	-	-
PLAYGROUND TECH	16	1.00	61,551	1.00	64,310	1.00	66,911	-	-
PLUMBER	71	1.00	75,123	1.00	74,835	1.00	77,861	-	-
PROG ASST	17	1.00	61,340	-	-	-	-	-	-
PROG ASST	20	5.40	304,906	5.40	302,914	4.40	261,746	-	-
PUB WKS FORE	18	1.00	70,193	1.00	71,141	1.00	74,017	-	-
PUB WKS LEADWKR	16	4.00	251,071	4.00	254,697	4.00	264,995	-	-
RECR SERVS COORD	18	2.00	157,034	2.00	157,748	2.00	164,127	-	-
STS USE STAFF TEAM COORD	18	1.00	71,214	1.00	70,941	1.00	73,810	-	-
SURVEYOR	18	1.00	80,701	1.00	81,276	1.00	84,562	-	-
TREE TRIMMER FORE	18	2.00	148,837	2.00	148,265	-	-	-	-
WARNER PK FACILTY MGR	18	1.00	68,865	1.00	71,455	1.00	74,345	-	-
WELDER	16	1.00	70,714	1.00	70,443	1.00	73,292	-	-
<b>TOTAL</b>		<b>171.10</b>	<b>\$ 10,953,763</b>	<b>171.35</b>	<b>\$ 10,965,384</b>	<b>135.35</b>	<b>\$ 9,037,367</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# PCED Office of the Director

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## *Agency Overview*

### Agency Mission

The mission of the Office of the Director is to provide leadership to the Department of Planning, Community, and Economic Development (PCED).

### Agency Overview

The Agency is responsible for the overall leadership and management of PCED Divisions: Community Development, Economic Development, Planning, CDA Housing Operations, CDA Redevelopment, and Building Inspection. The PCED Director serves as the Secretary of the City's Plan Commission. The Office of the Director provides centralized administrative support and coordination of Department initiatives to improve systems and customer service. The goal of the PCED Office of the Director is to enhance the efficiency and effectiveness of its divisions. The Office of the Director will advance this goal by assisting divisions with their data action plans and work relating to the City's Performance Excellence System and Results Madison.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Adjusts the personnel budget to reflect current staff allocations, increase hourly wages for expansion of internship opportunities, and increase overtime to match observed actuals.

*Budget Overview*

Agency Budget by Fund

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
General	681,995	822,094	889,097	841,493	872,102
<b>TOTAL</b>	<b>\$ 681,995</b>	<b>\$ 822,094</b>	<b>\$ 889,097</b>	<b>\$ 841,493</b>	<b>\$ 872,102</b>

Agency Budget by Service

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
PCED Administration	681,995	822,094	889,097	841,493	872,102
<b>TOTAL</b>	<b>\$ 681,995</b>	<b>\$ 822,094</b>	<b>\$ 889,097</b>	<b>\$ 841,493</b>	<b>\$ 872,102</b>

Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Salaries	460,593	556,777	553,498	564,828	586,657
Benefits	148,618	165,160	226,527	176,001	184,781
Supplies	39,616	6,650	17,253	7,050	7,050
Purchased Services	15,055	76,752	75,065	76,352	76,352
Inter Depart Charges	18,113	16,755	16,755	17,262	17,262
<b>TOTAL</b>	<b>\$ 681,995</b>	<b>\$ 822,094</b>	<b>\$ 889,097</b>	<b>\$ 841,493</b>	<b>\$ 872,102</b>

*Service Overview*

**Service:** PCED Administration

**Citywide Element:** Effective Government

Service Description

This service provides the overall administration of the Department of Planning, Community and Economic Development (DPCED) and provides centralized administrative support services to other divisions of the department. The administrative service acts as Secretary for the Plan Commission, supervises a clerical pool, provides department-wide systems improvements among units, and provides public information coordination and development. This service improves the efficiency and effectiveness of the department and its divisions, which include Planning, Building Inspection, Community Development, Economic Development, and Community Development Authority, including Housing Operations. The goal is to reduce the time that department heads and professional staff spend on administrative functions such as committee support, document management, budgeting, and financial management.

Major Budget Changes

- Funding allocations for two full-time positions in the Office of the Director were adjusted to partly charge the Community Development Authority (CDA) for support provided to the CDA. This change reduced the permanent wages budget by approximately \$28,000 to fund overtime and hourly wages based on prior-year actuals and expand internship opportunities.

Activities Performed by this Service

- **Department Leadership:** The DPCED Director leads, facilitates, and coordinates the strategic direction and vision of the five divisions. This activity includes staff administrative support for the director.
- **Building Inspection, Zoning, and Planning Reception:** The Office of the Director (OOD) staffs the reception desk and phone lines used as the first point of contact by residents and contractors.
- **Staffing City Committees and Boards:** The OOD supports and staffs City committees. The most recent DPCED Director also served as the Executive Director of the Community Development Authority (CDA). Under the CDA Contract for Services with the City, OOD staff the CDA Board and Finance Subcommittee.
- **Graphic Design and Document Development:** The OOD hired a new 0.6 FTE Graphics Technician position in June to support the document design and creation needs of all DPCED divisions.
- **Supporting Citywide Initiatives:** The OOD provides coordination, leadership, and staff to support citywide initiatives like the annual budget process, Results Madison, Performance Excellence, Employee Voice Survey, and Racial Equity and Social Justice.
- **Supporting DPCED Projects and Activities:** As needed, OOD staff provide additional administrative support for projects led by DPCED divisions. This may include meeting scheduling, clerical responsibilities, communication, and meeting logistics.
- **Operations and Development:** Professional development, new employee onboarding, processing financial transactions, and other professional activities.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	681,995	822,094	889,097	841,493	872,102
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 681,995</b>	<b>\$ 822,094</b>	<b>\$ 889,097</b>	<b>\$ 841,493</b>	<b>\$ 872,102</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	609,211	721,937	780,025	740,829	771,438
Non-Personnel	54,671	83,402	92,317	83,402	83,402
Agency Charges	18,113	16,755	16,755	17,262	17,262
<b>TOTAL</b>	<b>\$ 681,995</b>	<b>\$ 822,094</b>	<b>\$ 889,097</b>	<b>\$ 841,493</b>	<b>\$ 872,102</b>



**PCED Office Of Director**

**Function: Planning & Development**

*Line Item Detail*

**Agency Primary Fund: General**

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	451,872	559,490	550,726	539,894	561,723
Salary Savings	-	(23,548)	-	(23,548)	(23,548)
Compensated Absence	649	2,935	-	2,935	2,935
Hourly Wages	5,807	17,900	-	40,547	40,547
Overtime Wages Permanent	2,266	-	1,998	5,000	5,000
Election Officials Wages	-	-	774	-	-
<b>TOTAL</b>	<b>\$ 460,593</b>	<b>\$ 556,777</b>	<b>\$ 553,498</b>	<b>\$ 564,828</b>	<b>\$ 586,657</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	-	-	50,000	-	-
Health Insurance Benefit	80,449	83,352	95,722	98,248	103,152
Wage Insurance Benefit	1,722	1,590	1,868	1,805	1,805
WRS	30,367	36,647	34,722	33,567	35,992
FICA Medicare Benefits	33,097	40,477	41,015	39,077	40,528
Post Employment Health Plans	2,983	3,094	3,200	3,304	3,304
<b>TOTAL</b>	<b>\$ 148,618</b>	<b>\$ 165,160</b>	<b>\$ 226,527</b>	<b>\$ 176,001</b>	<b>\$ 184,781</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	3,513	3,000	4,879	3,000	3,000
Copy Printing Supplies	608	1,000	1,267	1,000	1,000
Furniture	-	1,000	320	1,000	1,000
Hardware Supplies	34,323	1,500	5,221	1,500	1,500
Software Lic & Supplies	368	-	5,000	400	400
Postage	804	150	367	150	150
Food And Beverage	-	-	199	-	-
<b>TOTAL</b>	<b>\$ 39,616</b>	<b>\$ 6,650</b>	<b>\$ 17,253</b>	<b>\$ 7,050</b>	<b>\$ 7,050</b>

**PCED Office Of Director**Function: **Planning & Development***Line Item Detail*Agency Primary Fund: **General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	-	1,110	-	500	500
Cellular Telephone	-	240	-	240	240
Facility Rental	320	-	-	500	500
System & Software Mntc	644	-	1,584	1,650	1,650
Recruitment	520	-	5,000	4,000	4,000
Conferences & Training	2,353	10,000	1,513	10,000	10,000
Memberships	20	-	31	50	50
Storage Services	42	-	35	50	50
Consulting Services	2,640	55,402	55,402	55,402	55,402
Printing Services	960	-	-	-	-
Other Services & Expenses	7,536	10,000	11,500	3,960	3,960
Permits & Licenses	20	-	-	-	-
<b>TOTAL</b>	<b>\$ 15,055</b>	<b>\$ 76,752</b>	<b>\$ 75,065</b>	<b>\$ 76,352</b>	<b>\$ 76,352</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	16,245	15,388	15,388	15,388	15,388
ID Charge From Insurance	988	1,068	1,068	1,655	1,655
ID Charge From Workers Comp	880	299	299	219	219
<b>TOTAL</b>	<b>\$ 18,113</b>	<b>\$ 16,755</b>	<b>\$ 16,755</b>	<b>\$ 17,262</b>	<b>\$ 17,262</b>

**PCED Office Of Director**

**Function: Planning & Development**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ANAL	18	1.00	87,695	1.00	99,606	1.00	103,634	-	-
ADMIN CLERK	20	4.00	222,253	4.00	223,592	4.00	232,631	-	-
ADMIN SUPVSR	18	-	-	1.00	52,508	1.00	54,631	-	-
GRAPHICS TECH	20	0.60	40,956	0.60	27,397	0.60	28,504	-	-
PLAN DEVELOP DIR OF	21	1.00	156,523	1.00	157,482	1.00	163,851	-	-
PROG ASST	17	1.00	52,063	-	-	-	-	-	-
<b>TOTAL</b>		<b>7.60</b>	<b>\$ 559,490</b>	<b>7.60</b>	<b>\$ 560,585</b>	<b>7.60</b>	<b>\$ 583,251</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Planning Division

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## *Agency Overview*

### Agency Mission

The mission of the Planning Division is to develop and recommend urban development policies, improve the quality of the downtown and existing neighborhoods, and plan for new neighborhoods and peripheral growth management.

### Agency Overview

The Agency compiles and analyzes statistical data relating to urban planning and management and implements adopted City land-use and development policies through maintaining development regulations and reviewing specific development proposals. The goal of the Planning Division is prepare and maintain plan elements as guidance and management for City growth and development and to manage long-range transportation planning and programming for the City and metropolitan area. Planning will advance this goal by monitoring progress on Comprehensive Plan recommendations, initiating a Citywide long-range facilities plan, and continuing with Neighborhood Roundtables.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- The second year of a two-year commitment for the Census Complete Count Program to assist Madison residents responding to the 2020 Census (\$75,000).
- Continued funding for the following programs at the current level:
  - Placemaking activities (\$5,000).
  - 2020 Mayor's Neighborhood Roundtable (\$15,000).
  - Neighborhood Grant Program (\$30,000).
  - Annual Municipal Arts Grant Program (\$80,500).
  - BLINK temporary art program (\$10,000).
  - Poet Laureate Program (\$1,500).
  - Business Improvement District programming (\$65,000).

The 2020 Executive Budget includes \$940,516 in anticipated grant revenues and expenditures:

- Metropolitan Planning Organization (MPO) intergovernmental revenues (\$930,016). The City's local match for the MPO increased by \$9,000 to \$156,000.
- Wisconsin Arts Grants (\$10,500).

**Planning****Function: Planning & Development***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	3,185,915	3,229,072	3,276,546	3,201,410	3,315,474
Other Grants	1,018,191	1,108,982	1,885,742	1,131,712	1,131,712
<b>TOTAL</b>	<b>\$ 4,204,105</b>	<b>\$ 4,338,054</b>	<b>\$ 5,162,288</b>	<b>\$ 4,333,122</b>	<b>\$ 4,447,186</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Neigh Planning Pres & Design	1,220,000	1,286,912	1,446,492	1,284,972	1,327,020
Comp Planning & Dev Review	1,844,194	1,803,641	1,704,638	1,769,657	1,841,673
Metropolitan Planning Org	1,139,911	1,247,501	2,011,159	1,278,493	1,278,493
<b>TOTAL</b>	<b>\$ 4,204,105</b>	<b>\$ 4,338,054</b>	<b>\$ 5,162,288</b>	<b>\$ 4,333,122</b>	<b>\$ 4,447,186</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	-	(23,837)	(23,837)	(20,154)	(20,154)
Charges For Services	(13,641)	-	(11,982)	(5,457)	(5,457)
Investments & Other Contributions	(34,352)	(13,000)	(7,500)	(13,000)	(13,000)
Misc Revenue	(6,225)	-	-	-	-
<b>TOTAL</b>	<b>\$ (54,218)</b>	<b>\$ (36,837)</b>	<b>\$ (43,319)</b>	<b>\$ (38,611)</b>	<b>\$ (38,611)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,612,771	2,635,674	2,607,552	2,612,746	2,731,212
Benefits	766,262	776,973	704,744	750,348	794,955
Supplies	85,275	97,125	69,870	96,925	96,925
Purchased Services	599,170	645,981	1,604,303	681,161	632,152
Debt & Other Financing	1,125	-	-	-	-
Inter Depart Charges	90,215	88,455	88,455	89,867	89,867
Inter Depart Billing	(41,500)	(41,500)	(41,500)	(41,500)	(41,500)
Transfer Out	145,006	172,183	172,183	182,186	182,186
<b>TOTAL</b>	<b>\$ 4,258,324</b>	<b>\$ 4,374,891</b>	<b>\$ 5,205,607</b>	<b>\$ 4,371,733</b>	<b>\$ 4,485,797</b>

# Planning

Function: **Planning & Development**

## Service Overview

**Service:** Comp Planning & Dev Review

**Citywide Element:** Land Use and Transportation

### Service Description

This service maintains the City's urban development and growth management policy through the preparation and maintenance of long-range and Comprehensive Plan elements and neighborhood plans, and maintains the City's land development regulations (primarily zoning and subdivision regulations) through the review and evaluation of specific land development proposals. This service also provides data, information, and mapping services, conducts needs assessments, inventories and analyzes urban development policy issues, and maintains the City's geographic database. The goal of this service is to plan for equitable and sustainable growth, efficient use of land, efficient and equitable transportation systems, and complete neighborhoods.

### Major Budget Changes

- No major budget changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Plan Creation: Creation of citywide and subarea plans to guide development and manage growth and change.
- Plan Implementation and Design: Implementation of recommendations in the Comprehensive Plan and other adopted plans, including coordination with and support for the work of other City agencies.
- Development Review: Review and evaluation of development proposals, support for development teams and others interested in development review processes, and staff support for the Plan Commission and Urban Design Commission.
- Data and Mapping: Maintenance of GIS data for the Planning Division and provision of maps, data, and data analysis to internal and external partners.
- Community Connections and Partnerships: Coordination of planning efforts with surrounding cities, villages, and towns, Dane County, the Capital Area Regional Planning Commission (CARPC), UW-Madison, area school districts, and other regional partners.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,844,194	1,803,641	1,704,638	1,769,657	1,841,673
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,844,194</b>	<b>\$ 1,803,641</b>	<b>\$ 1,704,638</b>	<b>\$ 1,769,657</b>	<b>\$ 1,841,673</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,601,500	1,592,771	1,502,247	1,552,432	1,624,448
Non-Personnel	199,169	168,225	159,745	173,775	173,775
Agency Charges	43,525	42,645	42,645	43,450	43,450
<b>TOTAL</b>	<b>\$ 1,844,194</b>	<b>\$ 1,803,641</b>	<b>\$ 1,704,638</b>	<b>\$ 1,769,657</b>	<b>\$ 1,841,673</b>

*Service Overview*

**Service:** Metropolitan Planning Org

**Citywide Element:** Land Use and Transportation

Service Description

This service provides staff for the Metropolitan Planning Organization (MPO), which is the designated policy body responsible for cooperative and comprehensive regional transportation planning and decision making for the Madison Metropolitan Planning Area. The responsibilities of the MPO include conducting a planning process for making transportation investment decisions in the metropolitan area, preparing and maintaining a long-range multi-modal transportation plan, and preparing a five-year transportation improvement program to provide transportation investments that meet metropolitan transportation needs. The role of the MPO is to facilitate coordinated and comprehensive regional transportation planning and decision-making that is fair and impartial.

Major Budget Changes

- Budget assumes intergovernmental grant revenue to increase by \$13,000, requiring the City's match to increase by \$6,000 to fully leverage the federal funding. The total budgeted increase of City funding for the MPO is approximately \$9,000, due to another \$3,000 for Rideshare Advertising previously covered by other local governments. The increase in total budgeted revenue is expected to go towards facility rental and consulting services for improvement of data and planning analysis tools.

Activities Performed by this Service

- Long-range Multimodal System Wide Planning: Maintain and refine the Regional Transportation Plan through more detailed studies, including sub-elements of the plan such as the Bicycle Transportation Plan, as part of the continuing, comprehensive, multimodal transportation process for the metro area in accordance with federal rules.
- Data Collection and Analysis: Collect, monitor, and analyze data related to land use development, socioeconomic characteristics of the population, travel patterns, and other factors affecting travel, as well as environmental indicators and issues.
- Transportation System/Congestion Management Planning: Monitor transportation system performance and plan and prioritize investments to improve overall system efficiency and safety with an emphasis on use of technology and lower cost strategies.
- Short-range Transit and Specialized Transportation Planning: Plan near term (5-10 years) improvements to the public transit system as well as specialized transportation services designed to meet the needs of the elderly and persons with disabilities. Assist in coordinating transit and specialized transportation services provided by Metro Transit, Dane County, and other public and private providers.
- Transportation Improvement Program: Approve use of federal funding for transportation projects and services in the metro area through the TIP, which is updated annually. Monitor other major transportation projects and assist in coordinating projects where needed.
- Roadway and Transit Corridor and Special Studies: Lead or assist in planning for roadway and transit investments in major corridors or undertaking special studies that result in more detailed, project specific recommendations that refine the Regional Transportation Plan.
- Ridesharing/Travel Demand Management: Coordinate and implement programs and services designed to promote and encourage increased use of transit, car/vanpooling, bicycling, and walking.
- Administration: Manage the transportation planning program, including program development, administration, and reporting, staffing the MPO Board and committees, and involving policymakers and the public in the planning process.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	132,230	149,029	140,417	157,291	157,291
Other-Expenditures	1,007,681	1,098,472	1,870,742	1,121,202	1,121,202
<b>TOTAL</b>	<b>\$ 1,139,911</b>	<b>\$ 1,247,501</b>	<b>\$ 2,011,159</b>	<b>\$ 1,278,493</b>	<b>\$ 1,278,493</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(19,866)	(23,837)	(35,819)	(25,611)	(25,611)
Personnel	765,056	815,615	739,639	808,596	857,605
Non-Personnel	391,557	452,559	1,304,174	492,542	443,533
Agency Charges	3,164	3,164	3,164	2,966	2,966
<b>TOTAL</b>	<b>\$ 1,139,911</b>	<b>\$ 1,247,501</b>	<b>\$ 2,011,159</b>	<b>\$ 1,278,493</b>	<b>\$ 1,278,493</b>

# Planning

Function: Planning & Development

## Service Overview

**Service:** Neigh Planning Pres & Design

**Citywide Element:** Neighborhoods and Housing

### Service Description

This service maintains and strengthens existing residential and commercial neighborhoods focusing on the downtown, isthmus, and central city, as well as protecting and enhancing the City's natural, cultural, aesthetic, and historic resources. This service provides neighborhood planning services and technical services to neighborhoods, carries out the City's preservation planning program, administers the Madison Arts program, develops and maintains urban design guidelines, prepares development concept plans, and monitors and recommends changes to the City's land development regulations. The goal of this service is planning for efficient and equitable land use and complete neighborhoods in developed, mature parts of the City, balancing the growth and change in Madison with integration of art and cultural/historic preservation, and building leadership and capacity in neighborhoods.

### Major Budget Changes

- No major budget changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Plan Creation: Creation of citywide topic area plans and subarea plans to guide development and manage growth and change, particularly in existing neighborhoods.
- Plan Implementation and Design: Implementation of recommendations in adopted plans, including coordination with and support for the work of other city agencies.
- Development Review: Review and evaluation of proposals for development and modifications, particularly to historic properties. Support for property owners, developers, and others interested in development review processes, and staff support for the Landmarks Commission.
- Support for the Arts: Administration of the Municipal Art Fund, Art Grant Program, Percent for the Arts, and staff support for the Madison Arts Commission.
- Community Connections and Partnerships: Support for and coordination of planning efforts with community organizations such as neighborhood associations, non-profit organizations, and other groups of residents and business owners across the city.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,209,490	1,276,402	1,431,492	1,274,462	1,316,510
Other-Expenditures	10,510	10,510	15,000	10,510	10,510
<b>TOTAL</b>	<b>\$ 1,220,000</b>	<b>\$ 1,286,912</b>	<b>\$ 1,446,492</b>	<b>\$ 1,284,972</b>	<b>\$ 1,327,020</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(34,352)	(13,000)	(7,500)	(13,000)	(13,000)
Personnel	1,012,476	1,004,261	1,070,409	1,002,066	1,044,114
Non-Personnel	239,850	294,505	382,436	293,955	293,955
Agency Charges	2,026	1,146	1,146	1,951	1,951
<b>TOTAL</b>	<b>\$ 1,220,000</b>	<b>\$ 1,286,912</b>	<b>\$ 1,446,492</b>	<b>\$ 1,284,972</b>	<b>\$ 1,327,020</b>



# Planning

Function: Planning & Development

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Local Revenues Operating	-	(23,837)	(23,837)	(20,154)	(20,154)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (23,837)</b>	<b>\$ (23,837)</b>	<b>\$ (20,154)</b>	<b>\$ (20,154)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reimbursement Of Expense	(13,641)	-	(11,982)	(5,457)	(5,457)
<b>TOTAL</b>	<b>\$ (13,641)</b>	<b>\$ -</b>	<b>\$ (11,982)</b>	<b>\$ (5,457)</b>	<b>\$ (5,457)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(34,352)	(13,000)	(7,500)	(13,000)	(13,000)
<b>TOTAL</b>	<b>\$ (34,352)</b>	<b>\$ (13,000)</b>	<b>\$ (7,500)</b>	<b>\$ (13,000)</b>	<b>\$ (13,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(6,225)	-	-	-	-
<b>TOTAL</b>	<b>\$ (6,225)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	1,965,884	2,026,938	1,979,432	1,987,337	2,067,703
Salary Savings	-	(80,000)	-	(52,000)	(52,000)
Compensated Absence	29,032	-	30,000	-	-
Hourly Wages	14,461	14,000	10,578	14,000	14,000
Overtime Wages Permanent	3,349	24,001	3,349	24,001	24,001
Overtime Wages Hourly	107	-	-	-	-
<b>TOTAL</b>	<b>\$ 2,012,832</b>	<b>\$ 1,984,939</b>	<b>\$ 2,023,359</b>	<b>\$ 1,973,338</b>	<b>\$ 2,053,704</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	308,127	303,528	267,013	281,062	295,226
Wage Insurance Benefit	8,696	9,063	8,634	9,367	9,367
WRS	133,712	138,797	129,404	136,203	145,598
FICA Medicare Benefits	149,126	159,095	145,580	152,809	162,948
Post Employment Health Plans	1,861	1,931	1,997	2,062	2,062
<b>TOTAL</b>	<b>\$ 601,522</b>	<b>\$ 612,414</b>	<b>\$ 552,627</b>	<b>\$ 581,503</b>	<b>\$ 615,201</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	3,054	4,000	4,000	4,000	4,000
Copy Printing Supplies	20,277	28,000	21,000	26,000	26,000
Furniture	-	500	-	400	400
Hardware Supplies	4,071	3,000	3,000	3,000	3,000
Software Lic & Supplies	3,720	4,000	4,000	500	500
Postage	28,306	20,000	24,243	20,000	20,000
Books & Subscriptions	17	250	250	250	250
Food And Beverage	3,215	975	351	975	975
Building Supplies	-	2,500	-	2,500	2,500
<b>TOTAL</b>	<b>\$ 62,659</b>	<b>\$ 63,225</b>	<b>\$ 56,844</b>	<b>\$ 57,625</b>	<b>\$ 57,625</b>

# Planning

Function: Planning & Development

## Line Item Detail

Agency Primary Fund: General

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	2,996	5,000	2,465	5,000	5,000
Cellular Telephone	1,013	1,000	1,000	300	300
Building Improv Repair Maint	2,870	-	-	-	-
Facility Rental	19,607	500	3,262	6,000	6,000
System & Software Mntc	6,434	500	3,818	6,300	6,300
Rental Of Equipment	98	-	-	-	-
Recruitment	1,950	1,000	-	1,000	1,000
Mileage	6	250	-	250	250
Conferences & Training	15,502	15,000	15,581	15,000	15,000
Memberships	5,418	7,862	7,680	7,873	7,873
Storage Services	485	520	427	520	520
Consulting Services	111,266	154,225	164,459	144,225	144,225
Advertising Services	6,010	6,000	6,000	6,000	6,000
Printing Services	475	-	-	-	-
Other Services & Expenses	74,384	75,500	81,500	85,500	85,500
Grants	124,049	122,000	184,870	122,000	122,000
<b>TOTAL</b>	<b>\$ 372,562</b>	<b>\$ 389,357</b>	<b>\$ 471,061</b>	<b>\$ 399,968</b>	<b>\$ 399,968</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	79,364	80,304	80,304	80,304	80,304
ID Charge From Insurance	4,705	3,597	3,597	4,606	4,606
ID Charge From Workers Comp	2,982	1,390	1,390	1,991	1,991
<b>TOTAL</b>	<b>\$ 87,051</b>	<b>\$ 85,291</b>	<b>\$ 85,291</b>	<b>\$ 86,901</b>	<b>\$ 86,901</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Community Dev	(41,500)	-	-	-	(41,500)
ID Billing To Planning	-	(41,500)	(41,500)	(41,500)	-
<b>TOTAL</b>	<b>\$ (41,500)</b>	<b>\$ (41,500)</b>	<b>\$ (41,500)</b>	<b>\$ (41,500)</b>	<b>\$ (41,500)</b>

### Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Grants	145,006	172,183	172,183	182,186	182,186
<b>TOTAL</b>	<b>\$ 145,006</b>	<b>\$ 172,183</b>	<b>\$ 172,183</b>	<b>\$ 182,186</b>	<b>\$ 182,186</b>

**Planning Division**

**Function: Planning & Development**

*Position Summary*

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	20	0.50	26,577	0.50	26,860	0.50	27,945	-	-
MAD ARTS PROG ADMIN	18	1.00	89,002	1.00	90,047	1.00	93,689	-	-
PLAN GIS SPECIALIST	18	3.00	251,022	3.00	250,774	3.00	260,916	-	-
PLANNER	18	3.00	335,765	3.00	342,017	3.00	355,847	-	-
PLANNER	18	21.00	1,649,637	21.00	1,672,522	21.00	1,740,154	-	-
PLANNING DIV DIR	21	1.00	121,612	1.00	122,357	1.00	127,306	-	-
PROG ASST	20	1.00	62,584	1.00	62,344	1.00	64,865	-	-
TRANSP PLANNING MGR	18	1.00	122,855	1.00	122,477	1.00	127,431	-	-
<b>TOTAL</b>		<b>31.50</b>	<b>\$ 2,659,054</b>	<b>31.50</b>	<b>\$ 2,689,398</b>	<b>31.50</b>	<b>\$ 2,798,153</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Police Department

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## *Agency Overview*

### Agency Mission

The mission of the Madison Police Department is to provide high-quality police services that are accessible to all members of the community.

### Agency Overview

The agency ensures the dignity of all people and respects individual and constitutional rights in fulfilling the mission by adopting the Values of Trust-Based Policing including Citizen Involvement, Problem Solving and Quality Focus, Ethical Behavior, Recognition of Trust Challenges, Situational Leadership, and Employee Value. The goal of the Department is to provide excellent police services that are rooted in partnership with the community. To achieve this goal the Agency will provide proactive, preemptive, and collaborative efforts to mitigate violent crime, address mental health episodes, and develop interventions for opiate-related issues.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- The 2020 Preservice Academy (\$1.7 million). Each year the Academy will include recruits hired to fill all commissioned positions vacant at that time, as well as an estimated overhire for anticipated vacancies based on an average three-year attrition. In 2020, the three-year average for attrition is 34.
- Increases in Special Duty and Police Services revenue based on current trends, increased revenue will offset increased overtime (\$74,600).
- Four positions that were created using the 2015 COPS Hiring grant. In 2020 and beyond these positions will be fully by the General Fund (\$362,000).
- The Parking Utility funding the full cost of Parking Enforcement activities performed within the Police Department (\$878,000).
- Plowing and mowing services at the district stations previously performed by Engineering's Facilities Operations and Maintenance service (\$65,000).
- Three supplemental requests requested by the Police Department:
  - Annual wellness and mental health checks for every commissioned and civilian employee (\$150,000).
  - A ProTraining program designed to improve the quality of interactions between police officers and those who have, or may have, mental health concerns. The training includes interactive video and in-person scenario-based content and would be provided for all sworn personnel (\$65,000).
  - A pre-hiring screening tool designed to be predictive of problematic behaviors, complaints, lawsuits, etc. (\$7,000).

The Adopted Budget includes \$1,289,330 in anticipated grant and restricted revenues and expenditures:

- The 2020 Beat Patrol grant (\$258,950). Funding includes \$42,240 that will be paid by the General Fund for non-grant eligible expenses.
- Dane County Narcotics Task Force (\$348,800).
- Federal equitable sharing funds as part of the asset forfeiture program (\$209,620).
- The Department of Justice Officer Recertification program (\$162,000).
- Other Federal and State grants (\$310,000).

**Police****Function:****Public Safety & Health***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	75,571,670	76,748,435	79,256,034	80,657,517	81,727,699
Other Grants	2,061,101	1,246,111	1,253,046	1,099,230	1,099,230
Other Restricted	216,606	193,000	255,890	190,100	190,100
Parking Utility	918,902	880,844	1,028,808	1,021,021	1,940,430
<b>TOTAL</b>	<b>\$ 78,768,279</b>	<b>\$ 79,068,390</b>	<b>\$ 81,793,778</b>	<b>\$ 82,967,868</b>	<b>\$ 84,957,459</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Police Field	70,800,135	71,076,520	73,154,697	74,106,423	75,752,099
Police Support	7,968,144	7,991,870	8,639,080	8,861,445	9,205,360
<b>TOTAL</b>	<b>\$ 78,768,279</b>	<b>\$ 79,068,390</b>	<b>\$ 81,793,778</b>	<b>\$ 82,967,868</b>	<b>\$ 84,957,459</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(681,418)	(669,806)	(669,806)	(674,312)	(674,312)
Charges For Services	(919,719)	(768,750)	(890,477)	(843,350)	(843,350)
Investments & Other Contributions	(24,432)	(80,000)	(46,310)	(93,085)	(93,085)
Misc Revenue	(33,407)	(22,100)	(22,100)	(21,700)	(21,700)
Transfer In	-	-	(1,960)	-	-
<b>TOTAL</b>	<b>\$ (1,658,976)</b>	<b>\$ (1,540,656)</b>	<b>\$ (1,630,653)</b>	<b>\$ (1,632,447)</b>	<b>\$ (1,632,447)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	50,534,705	53,333,165	52,307,313	56,515,336	57,419,444
Benefits	19,490,629	17,091,861	20,343,040	17,793,158	18,591,641
Supplies	1,584,997	1,494,326	1,530,717	1,489,571	1,489,571
Purchased Services	2,815,079	2,882,192	3,035,541	2,950,020	3,237,020
Debt & Other Financing	276,868	-	-	-	-
Inter Depart Charges	5,207,518	5,580,081	5,583,928	5,809,992	5,809,992
Inter Depart Billing	2,397	-	-	-	-
Transfer Out	515,060	227,421	623,892	42,238	42,238
<b>TOTAL</b>	<b>\$ 80,427,254</b>	<b>\$ 80,609,046</b>	<b>\$ 83,424,431</b>	<b>\$ 84,600,315</b>	<b>\$ 86,589,906</b>

# Police

Function: Public Safety & Health

## Service Overview

Service: Police Field

Citywide Element: Healthy and Safe

### Service Description

This service is responsible for patrol and specialty operations within the Police Department. Specific functions of the service include: (1) patrol operations across Madison’s six districts, (2) investigative operations and forensics, (3) community policing including Neighborhood Officers, (4) crime prevention and gang units, and (5) traffic and parking enforcement. The goals of the service are 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.

### Major Budget Changes

- Assumes the full cost of Parking Enforcement will be funded by the Parking Utility enterprise fund (\$878,000).
- Increases in Special Duty and Police Services revenue based on current trends, increased revenue will offset increased overtime (\$74,600).
- Four positions that were created using the 2015 COPS Hiring grant. In 2020 and beyond these positions will be fully by the general fund (\$362,000).
- Assumes twelve (12) non-patrol officer positions will be redeployed to Patrol in 2020 as outlined in the Agency’s request. The reductions include positions in each district Community Policing Team, the Gang Unit, the Community Outreach and Resource Education (CORE) team and two Neighborhood Police Officer positions.
- Funding for contracted plowing and mowing services at the district stations, this service was previously performed by Engineering’s Facilities Operations and Maintenance service (\$65,000).
- Reductions for one-time items that were added in 2019 for the opening of the Midtown District Station (\$58,000).
- Annual wellness and mental health checks for all MPD commissioned and civilian staff, funded as part of the agency’s supplemental request (\$150,000).
- A ProTraining program designed to improve the quality of interactions between police officers and those who have, or may have, mental health concerns, funded as part of the agency’s supplemental request (\$65,000).

### Activities Performed by this Service

- Patrol Operations and Traffic Services: Provide first police responses to public safety concerns and emergencies, including general field operations, community engagement, traffic safety and enforcement, parking safety and enforcement, and pedestrian safety and enforcement.
- Criminal Investigative Services: Apply a broad range of professional investigative and analytical skills toward examining nefarious activities with the goal of holding offenders accountable to promote public safety and prevent further harm to victims.
- Special Operations: Deploy specialized resources and/or teams during significant or special events, emergencies or disasters, including providing crowd management and control, special event staffing and safe resolution to high-risk situations.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	67,603,526	68,756,565	70,616,953	71,796,072	73,400,339
Other-Expenditures	3,196,609	2,319,955	2,537,744	2,310,351	2,351,760
<b>TOTAL</b>	<b>\$ 70,800,135</b>	<b>\$ 71,076,520</b>	<b>\$ 73,154,697</b>	<b>\$ 74,106,423</b>	<b>\$ 75,752,099</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,466,920)	(1,348,050)	(1,438,047)	(1,435,790)	(1,435,790)
Personnel	63,302,282	63,414,373	64,999,829	66,502,682	67,868,358
Non-Personnel	4,416,448	3,751,648	4,330,519	3,621,273	3,901,273
Agency Charges	4,548,325	5,258,549	5,262,396	5,418,258	5,418,258
<b>TOTAL</b>	<b>\$ 70,800,135</b>	<b>\$ 71,076,520</b>	<b>\$ 73,154,697</b>	<b>\$ 74,106,423</b>	<b>\$ 75,752,099</b>

**Police****Function: Public Safety & Health***Service Overview***Service:** Police Support**Citywide Element:** Healthy and Safe

## Service Description

This service provides planning, financial and grants management, recordkeeping, information access, property processing and storage, transcription of reports, services to municipal courts, technology services, and continuing education and skill development.

## Major Budget Changes

- A pre-hiring screening tool designed to be predictive of problematic behaviors, complaints, and lawsuits, funded as part of the agency's supplemental request (\$7,000).

## Activities Performed by this Service

- **Training:** Provide training to, and continuously improve, all internal personnel as well as external customers in law enforcement and the community at large, including improving and maintaining the Police Training Center, recruiting a diverse officer pool, developing leadership skills at all levels, keeping personnel proficient across a host of topics such as de-escalation and use of force and trust-based community policing, problem solving, quality improvement and innovation and leadership.
- **Administrative Services and Facilities Management:** Provide administrative support including Records, Technology, Public Records, Property, Professional Standards and Internal Affairs, Finance and Personnel, and facilities management.
- **Community Support Services:** Provide district specific complaint and incident response, mental health support and response, individual neighborhood service and support, community outreach initiatives and trust building, public high school service and support, crime prevention and use of force documentation. In emergent situations, these units supplement patrol resources, special operations services, and investigative services.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	7,968,144	7,991,870	8,639,080	8,861,445	9,205,360
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 7,968,144</b>	<b>\$ 7,991,870</b>	<b>\$ 8,639,080</b>	<b>\$ 8,861,445</b>	<b>\$ 9,205,360</b>

## Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(192,056)	(192,606)	(192,606)	(196,657)	(196,657)
Personnel	6,723,053	7,010,653	7,650,524	7,805,812	8,142,727
Non-Personnel	775,557	852,291	859,630	860,556	867,556
Agency Charges	661,590	321,532	321,532	391,734	391,734
<b>TOTAL</b>	<b>\$ 7,968,144</b>	<b>\$ 7,991,870</b>	<b>\$ 8,639,080</b>	<b>\$ 8,861,445</b>	<b>\$ 9,205,360</b>

**Police****Function: Public Safety & Health***Line Item Detail***Agency Primary Fund: General**

## Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
State Revenues Operating	(140,000)	(140,000)	(140,000)	(140,055)	(140,055)
Local Revenues Operating	(541,418)	(529,806)	(529,806)	(534,257)	(534,257)
<b>TOTAL</b>	<b>\$ (681,418)</b>	<b>\$ (669,806)</b>	<b>\$ (669,806)</b>	<b>\$ (674,312)</b>	<b>\$ (674,312)</b>

## Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Police Services	(379,118)	(294,000)	(372,984)	(321,100)	(321,100)
Special Duty	(469,628)	(394,500)	(437,543)	(442,000)	(442,000)
Background Checks	(18)	(250)	(250)	(250)	(250)
Facility Rental	(65,516)	(75,000)	(63,000)	(75,000)	(75,000)
Reimbursement Of Expense	(5,439)	(5,000)	(16,700)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (919,719)</b>	<b>\$ (768,750)</b>	<b>\$ (890,477)</b>	<b>\$ (843,350)</b>	<b>\$ (843,350)</b>

## Investments &amp; Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(24,432)	(80,000)	(46,310)	(93,085)	(93,085)
<b>TOTAL</b>	<b>\$ (24,432)</b>	<b>\$ (80,000)</b>	<b>\$ (46,310)</b>	<b>\$ (93,085)</b>	<b>\$ (93,085)</b>

## Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(33,407)	(22,100)	(22,100)	(21,700)	(21,700)
<b>TOTAL</b>	<b>\$ (33,407)</b>	<b>\$ (22,100)</b>	<b>\$ (22,100)</b>	<b>\$ (21,700)</b>	<b>\$ (21,700)</b>

## Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	-	-	(1,960)	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,960)</b>	<b>\$ -</b>	<b>\$ -</b>

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	41,997,454	45,490,273	43,816,229	47,528,875	47,727,912
Salary Savings	-	(815,947)	-	(815,947)	(815,947)
Pending Personnel	-	525,256	-	1,152,898	1,212,898
Premium Pay	1,032,036	985,000	1,080,358	1,090,000	1,090,000
Workers Compensation Wages	46,404	-	143,000	-	-
Compensated Absence	1,813,173	1,733,650	1,877,942	1,887,650	1,887,650
Hourly Wages	503,763	541,590	539,590	541,590	474,307
Overtime Wages Permanent	3,633,101	3,553,650	3,644,366	3,728,700	3,728,700
Overtime Wages Hourly	261	-	-	-	-
Election Officials Wages	1,884	-	1,199	-	-
<b>TOTAL</b>	<b>\$ 49,028,076</b>	<b>\$ 52,013,472</b>	<b>\$ 51,102,684</b>	<b>\$ 55,113,766</b>	<b>\$ 55,305,520</b>



**Police****Function: Public Safety & Health***Line Item Detail***Agency Primary Fund: General**

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	928,230	-	1,476,000	-	-
Health Insurance Benefit	7,371,091	6,926,198	7,348,500	7,517,861	7,607,793
Wage Insurance Benefit	167,180	163,775	164,178	165,214	163,851
Health Insurance Retiree	512,900	508,475	540,208	520,128	520,128
Health Ins Police Fire Retiree	227,259	140,000	206,962	140,000	140,000
Accident Death Insurance	660,602	595,694	608,330	595,694	595,694
WRS	5,298,002	4,799,709	5,421,089	4,939,161	5,384,801
WRS-Prior Service	34,470	67,324	24,242	67,324	67,324
FICA Medicare Benefits	3,664,547	3,370,435	3,909,356	3,495,937	3,554,143
Tuition	37,701	51,290	51,290	51,290	51,290
Post Employment Health Plans	56,819	58,945	60,953	62,933	61,946
<b>TOTAL</b>	<b>\$ 18,958,800</b>	<b>\$ 16,681,845</b>	<b>\$ 19,811,108</b>	<b>\$ 17,555,542</b>	<b>\$ 18,146,970</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	47,833	50,000	50,000	50,000	50,000
Copy Printing Supplies	57,572	60,000	58,000	59,000	59,000
Hardware Supplies	27,161	26,500	26,500	26,500	26,500
Software Lic & Supplies	311	-	-	-	-
Postage	55,343	65,000	65,000	65,000	65,000
Books & Subscriptions	3,065	3,200	3,200	3,200	3,200
Work Supplies	201,908	213,516	192,672	213,276	213,276
Gun Ammunition Supplies	142,076	168,200	181,057	168,050	168,050
Lab And Photo Supplies	24,399	24,775	24,775	24,775	24,775
Medical Supplies	10,005	10,000	10,000	10,000	10,000
Uniform Clothing Supplies	484,935	446,270	495,000	460,490	460,490
Food And Beverage	5,372	8,750	8,750	9,060	9,060
Building Supplies	108	800	800	800	800
Trees Shrubs Plants	360	800	800	800	800
Machinery And Equipment	-	67,380	-	41,000	41,000
Equipment Supplies	287,340	203,085	201,125	184,725	184,725
Gasoline	7,863	7,000	7,000	7,000	7,000
<b>TOTAL</b>	<b>\$ 1,355,649</b>	<b>\$ 1,355,276</b>	<b>\$ 1,324,679</b>	<b>\$ 1,323,676</b>	<b>\$ 1,323,676</b>

**Police****Function: Public Safety & Health***Line Item Detail***Agency Primary Fund: General**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	26,688	34,000	34,000	30,765	30,765
Electricity	111,751	144,000	134,755	128,370	128,370
Water	27,473	43,000	35,000	31,760	31,760
Telephone	21,721	32,846	23,846	32,846	32,846
Cellular Telephone	88,624	138,670	139,750	138,670	138,670
Systems Comm Internet	72,713	77,385	77,385	77,035	77,035
Building Improv Repair Maint	48,521	51,095	55,390	51,095	51,095
Pest Control	1,152	1,125	1,125	1,125	1,125
Facility Rental	115,709	120,880	125,580	124,894	124,894
Custodial Bldg Use Charges	473,107	551,808	551,808	554,943	554,943
Snow Removal	-	-	-	-	65,000
Comm Device Mntc	17,208	20,800	16,117	20,800	20,800
Equipment Mntc	15,247	22,530	22,530	18,917	18,917
System & Software Mntc	439,338	456,327	446,327	504,880	504,880
Vehicle Repair & Mntc	3,007	2,300	2,300	2,300	2,300
Rental Of Equipment	24,372	25,095	25,095	25,095	25,095
Recruitment	199	-	-	-	-
Conferences & Training	68,627	68,790	78,690	68,790	68,790
Memberships	7,142	6,730	6,730	7,165	7,165
Medical Services	49,028	48,650	59,950	50,125	50,125
Arbitrator	-	500	500	500	500
Delivery Freight Charges	945	1,350	1,350	1,350	1,350
Storage Services	2,025	1,800	1,800	1,800	1,800
Consulting Services	2,460	3,300	3,300	3,585	3,585
Advertising Services	12,854	13,000	13,000	13,000	13,000
Printing Services	23,531	20,500	20,500	20,500	20,500
Parking Towing Services	262,786	256,100	281,000	256,100	256,100
Prisoner Holding Services	20,434	20,500	20,500	20,500	20,500
Investigative Services	19,990	17,000	17,000	17,000	17,000
Security Services	30,196	35,000	33,000	35,000	35,000
Interpreters Signing Services	-	500	500	500	500
Transcription Services	-	500	500	500	500
Other Services & Expenses	114,752	131,715	131,715	132,840	354,840
Comm Agency Contracts	58,154	60,000	60,000	60,000	60,000
Taxes & Special Assessments	18,163	20,700	20,700	19,500	19,500
Permits & Licenses	3,760	2,500	2,500	2,500	2,500
<b>TOTAL</b>	<b>\$ 2,181,678</b>	<b>\$ 2,430,996</b>	<b>\$ 2,444,243</b>	<b>\$ 2,454,750</b>	<b>\$ 2,741,750</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	611,303	644,424	644,424	579,674	579,674
ID Charge From Fleet Services	2,472,621	2,765,041	2,765,041	2,853,654	2,853,654
ID Charge From Traffic Eng	273,847	224,747	224,747	224,839	224,839
ID Charge From Insurance	998,518	1,143,281	1,143,281	1,508,078	1,508,078
ID Charge From Workers Comp	835,092	802,588	802,588	633,747	633,747
<b>TOTAL</b>	<b>\$ 5,191,381</b>	<b>\$ 5,580,081</b>	<b>\$ 5,580,081</b>	<b>\$ 5,799,992</b>	<b>\$ 5,799,992</b>

**Police****Function: Public Safety & Health***Line Item Detail***Agency Primary Fund: General**

Transfer Out

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Transfer Out To Grants	331,720	227,421	562,027	42,238	42,238
Transfer Out To Capital	98,340	-	-	-	-
Transfer Out To Parking	85,000	-	-	-	-
Transfer Out To Fleet Services	-	-	61,865	-	-
<b>TOTAL</b>	<b>\$ 515,060</b>	<b>\$ 227,421</b>	<b>\$ 623,892</b>	<b>\$ 42,238</b>	<b>\$ 42,238</b>

**Police Department**

**Function: Public Safety & Health**

*Position Summary*

Civilian Positions	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	1.00	74,594	1.00	77,357	1.00	80,485	-	-
ACCT TECH	20	1.00	62,298	1.00	62,059	1.00	64,568	-	-
ADMIN ASST	17	1.00	52,970	1.00	60,856	1.00	63,317	-	-
ADMIN ASST	20	1.50	75,708	1.50	78,551	1.50	81,727	-	-
ADMIN CLERK	20	3.00	165,573	3.00	166,860	3.00	173,606	-	-
ADMIN SUPVSR	18	-	-	1.00	51,215	1.00	53,286	-	-
CLERK	20	13.00	613,800	13.00	609,874	13.00	634,531	-	-
CRIME ANALYST	18	3.00	240,212	3.00	223,030	3.00	232,049	-	-
CROSSING GUARD SUPV	18	1.70	101,590	1.70	102,514	1.70	106,659	-	-
FORENSIC VIDEO ANALYST	18	1.00	62,884	1.00	80,664	1.00	83,926	-	-
GRANTS ADMIN	18	1.00	88,720	1.00	88,379	1.00	91,953	-	-
HRA	18	1.00	43,400	1.00	69,375	1.00	72,181	-	-
IT SPEC	18	5.00	394,366	5.00	387,005	5.00	402,655	-	-
PKG ENFC FIELD SUPV	18	1.00	64,889	1.00	61,423	1.00	63,906	-	-
PKG ENFC LDWKR	16	1.00	68,194	1.00	67,932	1.00	70,679	-	-
PKG ENFC OFF	16	28.00	1,733,066	28.00	1,725,843	28.00	1,795,627	-	-
PKG ENFC SUPV	18	1.00	82,984	1.00	82,982	1.00	86,337	-	-
PO PUB INFO SPEC	18	1.00	88,720	1.00	89,352	1.00	92,966	-	-
POLICE ADMIN SERVICES MANA	18	1.00	111,844	1.00	99,990	1.00	104,033	-	-
POLICE CHIEF	21	1.00	161,218	1.00	162,206	1.00	168,766	-	-
POLICE COURT SERVS SUPV	18	1.00	61,663	1.00	64,125	1.00	66,718	-	-
POLICE INFO SYS COORD	18	1.00	98,346	1.00	98,427	1.00	102,407	-	-
POLICE PROPERTY CLK	16	5.00	274,676	5.00	277,476	5.00	288,696	-	-
POLICE PROPERTY SUPERVISOR	18	1.00	83,431	1.00	83,425	1.00	86,799	-	-
POLICE RCDS SVS CLK	20	9.00	454,067	9.00	479,656	9.00	499,049	-	-
POLICE RECORDS CUSTODIAN	18	1.00	69,643	1.00	83,377	1.00	86,749	-	-
POLICE RECORDS SEC MGR	18	1.00	110,867	1.00	110,441	1.00	114,907	-	-
POLICE REPORT SUPV	18	1.00	71,088	1.00	71,141	1.00	74,017	-	-
POLICE RPT LEADWKR	20	1.00	57,700	1.00	57,478	1.00	59,802	-	-
POLICE RPT TYPIST	20	21.50	1,083,272	21.50	1,078,151	21.50	1,121,740	-	-
PROG ASST	17	1.00	67,418	-	-	-	-	-	-
PROG ASST	20	9.00	524,418	9.00	515,966	9.00	536,827	-	-
TRAINING CENTER COORDINAT	18	1.00	69,643	1.00	61,008	1.00	63,475	-	-
<b>TOTAL</b>		<b>120.70</b>	<b>\$ 7,313,262</b>	<b>120.70</b>	<b>\$ 7,328,138</b>	<b>120.70</b>	<b>\$ 7,624,443</b>	<b>-</b>	<b>\$ -</b>

**Police Department**

**Function: Public Safety & Health**

*Position Summary*

Sworn Positions	2019 Budget		Request		2020 Executive		Adopted		
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ASST POLICE CHIEF	12	3.00	402,423	3.00	386,527	3.00	389,501	-	-
DETECTIVE	11	68.00	5,736,204	68.00	5,895,761	68.00	5,941,121	-	-
DETECTIVE SERGEANT	11	4.00	321,149	4.00	356,460	4.00	359,203	-	-
POLICE CAPT	12	11.00	1,248,130	11.00	1,238,278	11.00	1,342,887	-	-
POLICE INVESTIGATOR	11	13.00	1,107,844	13.00	1,129,958	13.00	1,138,652	-	-
POLICE LT.	12	23.00	2,346,944	23.00	2,294,988	23.00	2,445,627	-	-
POLICE OFFICER	11	310.00	24,145,540	310.00	25,203,138	310.00	24,090,063	-	-
POLICE SGT	11	46.00	4,033,180	46.00	4,215,033	46.00	4,247,467	-	-
<b>TOTAL</b>		<b>478.00</b>	<b>\$ 39,341,414</b>	<b>478.00</b>	<b>\$ 40,720,143</b>	<b>478.00</b>	<b>\$ 39,954,521</b>	<b>-</b>	<b>\$ -</b>
<b>TOTAL AUTHORIZED FTEs</b>		<b>598.70</b>		<b>598.70</b>		<b>598.70</b>			

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Public Health

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## *Agency Overview*

### Agency Mission

The mission of Public Health Madison and Dane County (PHMDC) is to work with the community to enhance, protect, and promote the health of the environment and the well-being of all people.

### Agency Overview

The Agency is a joint venture between the City of Madison and Dane County with funding divided between the City and County based on equalized value. The Agency is responsible for promoting wellness, preventing disease and fostering a healthful environment. The goal of Public Health is to reduce the incidence and prevalence of death and disease. To achieve this goal the Agency provides services that focus on decreasing the transmission of disease and on engagement with clients and community members increasing their capacity to achieve optimal health and wellbeing.

### 2020 Budget Highlights

#### The 2020 Executive Budget:

- Jointly funds \$13 million net of revenues received from grants and fees. The City levy support is \$6.2 million (45%); County general purpose revenue is \$7.2 million (55%).
- Assumes utilizing no unassigned fund balance. The 2019 Adopted Operating Budget utilized \$722,000 of unassigned fund balance.
- Increases Debt Service for the remodeling of the office space in the City County Building which was completed in 2019 (\$185,000).
- Increases the Dog License Tax by \$5 from \$6 to \$11 fee to fund the Dane County Humane Society contract (\$240,600).
- Includes a 2% wage increase included in the Dane County budget as recommended by the County Executive (\$259,000).
- Creates a Sanitarian position and a Supervisor position in Licensed Establishments (\$287,400) funded by a 17% increase in licensed establishment fees (\$329,600).
- Creates a Disease Intervention Specialist in Community Health funded by an increase in the Wisconsin Department of Health Services HIV grant (\$86,000).
- Funds Covering Wisconsin, a program to match federal Medicaid funding so that as long as the Affordable Care Act Insurance Marketplace continues as per Federal Law, Navigators are available to Dane County residents to support them choosing health plans (\$50,000).
- Funds the expansion of the Sexual and Reproductive Health program by providing contraception services to enable clients to achieve their family planning goals, funded by billings to Medicaid (\$65,000).
- Funds Narcan Nasal Spray to provide to businesses (including locations operated by City and County facilities) within areas of Dane County identified as hotspots for public overdoses (\$15,000 City supported and \$5,500 County supported).
- Fully funds City of Madison contracts that include:
  - Access Community Health Center (\$188,000);
  - Safe Communities Coalition (\$20,000);
  - Safe Communities Heroin/Opiates Poisoning Initiative (\$78,276);
  - Equity tools (\$10,000);
  - Wellness initiatives (\$10,000);
  - Aids Resource Center of Wisconsin (\$27,394);
  - Violence Prevention (\$10,000).

*Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	4,238,063	5,384,683	5,384,684	6,112,872	6,178,289
Permanent	10,224	-	-	-	-
Public Health Madison Dane	13,292,615	12,651,196	13,154,462	13,355,645	13,562,508
<b>TOTAL</b>	<b>\$ 17,540,902</b>	<b>\$ 18,035,879</b>	<b>\$ 18,539,146</b>	<b>\$ 19,468,517</b>	<b>\$ 19,740,797</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Administration	3,723,731	2,902,318	3,173,474	3,318,869	3,346,653
Animal Services	1,084,917	1,056,552	1,085,602	1,149,327	1,162,309
Community Health	7,140,221	7,910,596	7,918,468	8,299,621	8,471,535
Environmental Protection	893,606	1,085,365	1,081,218	1,098,408	1,120,924
Emergency Response Planning	289,048	146,415	315,279	222,514	224,801
Licensed Establishments	1,703,696	1,760,932	1,691,903	2,353,187	2,326,624
Laboratory	760,144	634,391	699,522	518,298	526,995
Policy Programming & Eval	1,945,540	2,539,310	2,573,680	2,508,293	2,560,955
<b>TOTAL</b>	<b>\$ 17,540,902</b>	<b>\$ 18,035,879</b>	<b>\$ 18,539,146</b>	<b>\$ 19,468,517</b>	<b>\$ 19,740,797</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(7,564,101)	(8,660,529)	(9,300,471)	(9,454,981)	(9,565,615)
Charges For Services	(823,439)	(798,413)	(732,146)	(897,158)	(897,158)
Licenses & Permits	(2,477,313)	(2,465,520)	(2,485,020)	(2,952,006)	(3,048,235)
Investments & Other Contributions	(132,900)	-	(25,199)	(39,000)	(39,000)
Misc Revenue	(3,075)	(4,500)	(4,310)	(12,500)	(12,500)
Other Financing Source	(2,302,010)	(722,234)	(607,316)	-	-
General Fund Subsidy	(4,238,063)	(5,384,683)	(5,384,684)	(6,112,872)	(6,178,289)
<b>TOTAL</b>	<b>\$ (17,540,902)</b>	<b>\$ (18,035,879)</b>	<b>\$ (18,539,146)</b>	<b>\$ (19,468,517)</b>	<b>\$ (19,740,797)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	9,944,615	10,236,452	10,605,183	11,254,644	11,364,839
Benefits	4,192,441	4,815,775	4,528,740	5,212,876	5,248,579
Supplies	557,559	380,229	482,856	524,249	524,249
Purchased Services	2,583,545	2,328,840	2,647,784	2,029,843	2,156,225
Debt & Other Financing	183,146	183,147	183,147	357,056	357,056
Inter Depart Charges	79,595	91,436	91,436	89,848	89,848
<b>TOTAL</b>	<b>\$ 17,540,902</b>	<b>\$ 18,035,879</b>	<b>\$ 18,539,146</b>	<b>\$ 19,468,517</b>	<b>\$ 19,740,797</b>

*Service Overview*

**Service:** Administration

**Citywide Element:** Effective Government

Service Description

This service provides overall leadership and administrative support for Public Health. The goal of this service is clear, accessible, and efficient systems and well-documented processes for all administrative functions.

Major Budget Changes

- Reallocation of salaries and benefits to other services to align with the staff distribution.
- Reduced Consulting funding previously used to support a UW Population Health Fellow (\$80,000). Current fellows are funded through mid-year 2020.
- Increased Debt Service for the remodeling of the office space in the City County Building which was completed in 2019 (\$185,000).

Activities Performed by this Service

- Budget and Finance: Manage all budgeting and accounting functions including development and monitoring of budgets, purchasing, payroll, billing, and contract monitoring.
- Administrative and Facilities Support: Manage operations and administrative support for all office locations.
- Communications and Strategic Initiatives: Develop and implement internal and external communications, oversee quality improvement and performance management activities, and direct emergency preparedness efforts.
- Workforce Development: Manage all human resources and workforce development functions, including the hiring process, orientation and on boarding, professional development, and performance management.
- Health and Racial Equity: Develop, implement, and support a framework to build agency capacity so that (1) Public Health will be a highly effective organization that operates with health and racial equity as a guiding principle; and (2) health outcomes in Dane County will not be determined by race, class, gender, income, or other group status.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	3,723,731	2,902,318	3,173,474	3,318,869	3,346,653
<b>TOTAL</b>	<b>\$ 3,723,731</b>	<b>\$ 2,902,318</b>	<b>\$ 3,173,474</b>	<b>\$ 3,318,869</b>	<b>\$ 3,346,653</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(3,375,373)	(1,571,094)	(1,620,876)	(7,065,216)	(7,175,850)
Personnel	2,697,578	2,086,083	2,139,480	2,399,083	2,407,911
Non-Personnel	961,867	739,515	957,274	844,654	863,610
Agency Charges	64,286	76,720	76,720	75,132	75,132
<b>TOTAL</b>	<b>\$ 348,358</b>	<b>\$ 1,331,224</b>	<b>\$ 1,552,598</b>	<b>\$ (3,746,347)</b>	<b>\$ (3,829,197)</b>



*Service Overview*

**Service:** Animal Services

**Citywide Element:** Healthy and Safe

Service Description

This service is responsible for enforcing animal-related laws, educating the public about responsible animal ownership, and providing pickup services for the stray, abandoned, impounded, injured, and orphaned animals of Madison and Dane County. The goals of the service are immediate follow-up on all reported bites, mitigation and prevention of dangerous animal issues, reduced numbers of stray cats and dogs in the community, and prevention of animal neglect and cruelty.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Increasing the Dog License Tax by \$5 to fund the Dane County Humane Society contract (\$240,600).

Activities Performed by this Service

- Domestic Animal Bite Investigation and Quarantine: Respond to reports of bites to people or other domestic animals to ensure proper rabies vaccination, quarantine, and enforcement of laws related to controlling animal behavior and licensing.
- Wild Animal Bites and Rabies Exposure: Respond to calls related to bites or potential exposure to potentially rabid wild animals. Advise victims and medical providers on rabies risk. Facilitate testing of wild animals for rabies.
- Animal Welfare Complaints: Respond to complaints of mistreatment of domestic and wild animals. Response includes investigation, education of persons involved and enforcement of local and state laws as appropriate.
- Dangerous Animals: Act to eliminate the threat to public health and safety from dangerous animals by investigating potential dangerous animals and ordering restrictions or euthanasia of the animal as appropriate.
- Stray Animal Response: Collect domestic animals found running at large and return to their owner or deliver to the shelter for care until they are claimed. Enforce regulations on licensing and containing domestic animals as appropriate.
- Other Response: Respond to general complaints and requests for information from the public.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	1,084,917	1,056,552	1,085,602	1,149,327	1,162,309
<b>TOTAL</b>	<b>\$ 1,084,917</b>	<b>\$ 1,056,552</b>	<b>\$ 1,085,602</b>	<b>\$ 1,149,327</b>	<b>\$ 1,162,309</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(269,315)	(244,500)	(243,000)	(388,844)	(485,073)
Personnel	668,302	630,339	664,555	719,147	729,678
Non-Personnel	415,039	424,627	419,461	428,594	431,045
Agency Charges	1,576	1,586	1,586	1,586	1,586
<b>TOTAL</b>	<b>\$ 815,602</b>	<b>\$ 812,052</b>	<b>\$ 842,602</b>	<b>\$ 760,483</b>	<b>\$ 677,236</b>

*Service Overview*

**Service:** Community Health

**Citywide Element:** Effective Government

Service Description

This service incorporates a variety of program areas which work collectively to positively impact and improve the health of the Madison and Dane County residents. Program areas include: (1) communicable disease monitoring, surveillance and intervention; (2) immunizations; (3) Women, Infants, and Children Supplemental Nutrition Program (WIC); (4) Maternal and Child Health services (MCH); (5) sexual and reproductive health; (6) Fetal and Infant Mortality Review (FIMR); and (6) perinatal nurse home visiting programs.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Increased revenue from the Wisconsin Department of Health Services HIV grant. These funds will be used to create a Disease Intervention Specialist (\$98,000).
- Increased Supplies (\$99,700) due to more clinic visits and supply costs partially offset by a reduction in Consulting (\$89,500).

Activities Performed by this Service

- Women Infants and Children (WIC) Supplemental Nutrition Program: Improve the health of women, infants and children who may be nutritionally at risk by providing healthy foods, health information, and referrals to health care.
- Wisconsin Well Woman Program: Coordinate programs that provide free or low cost breast and cervical cancer screenings and treatment for people with limited income and little or no health insurance.
- Immunizations: Provide immunizations to reduce the spread of disease in our community and to protect the health of current and future generations.
- Sexual and Reproductive Health: Provide testing and treatment for sexually transmitted infections in an inclusive, stigma-free environment for people of all ages, gender identities, gender expressions, and sexual orientation.
- Communicable Disease: Monitor, treat and prevent the spread of infectious disease.
- Perinatal: Provide programs for people who are pregnant living in Dane County that give support and information needed to have a healthy pregnancy and healthy baby.
- Fetal and Infant Mortality: Coordinate a Fetal and Infant Mortality Review (FIMR) process to improve understanding of the conditions that contribute to stillbirth and infant death.
- Maternal and Child Health: Address barriers women face in their decision, ability, and desire to breastfeed in order to provide equal opportunities for everyone to live the healthiest life possible.
- Community Based Public Health Nursing Team: Partnership between Dane County Human Services and Public Health that entails the placement of three public health nurses into various Joining Forces for Families (JFF) offices throughout the county to be rooted in community engagement, strengthen linkages between available services and infuse more data and evaluation into practice.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	7,140,221	7,910,596	7,918,468	8,299,621	8,471,535
<b>TOTAL</b>	<b>\$ 7,140,221</b>	<b>\$ 7,910,596</b>	<b>\$ 7,918,468</b>	<b>\$ 8,299,621</b>	<b>\$ 8,471,535</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(4,118,622)	(5,054,580)	(5,284,075)	(2,146,579)	(2,146,579)
Personnel	5,897,729	6,921,086	6,853,507	7,290,289	7,392,948
Non-Personnel	1,229,362	976,380	1,051,831	996,202	1,065,457
Agency Charges	13,130	13,130	13,130	13,130	13,130
<b>TOTAL</b>	<b>\$ 3,021,599</b>	<b>\$ 2,856,016</b>	<b>\$ 2,634,393</b>	<b>\$ 6,153,042</b>	<b>\$ 6,324,956</b>

*Service Overview*

**Service:** Emergency Response Planning

**Citywide Element:** Healthy and Safe

Service Description

This service is funded by a federal preparedness grant administered by the Wisconsin Department of Health Services to modify emergency plans, coordinate trainings and exercises, and disseminate information to the public and incident management responders in the case of a public health emergency using a whole community approach.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Increase in Hourly Wages to fund two LTEs to assist meeting the objectives of the federal preparedness grant administered by the Wisconsin Department of Health Services (\$37,000).

Activities Performed by this Service

- Emergency Plan and Policy Creation: Create and update mass care, medical countermeasure dispensing and administration, medical material management and distribution, and medical surge plans.
- Emergency Response Training and Exercises: Participate in exercises and trainings with community partners and hold exercises for Public Health staff to test response plans.
- Risk Communications Planning and Response: Coordinate and disseminate information to the public regarding emergency response.
- Coordinate with Community Agencies/Businesses: Work with businesses and community partners to leverage their resources in an emergency response to improve overall response to the entire community.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	289,048	146,415	315,279	222,514	224,801
<b>TOTAL</b>	<b>\$ 289,048</b>	<b>\$ 146,415</b>	<b>\$ 315,279</b>	<b>\$ 222,514</b>	<b>\$ 224,801</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(356,136)	(236,845)	(412,314)	(242,590)	(242,590)
Personnel	144,615	82,513	148,515	152,016	154,303
Non-Personnel	143,829	63,902	166,764	70,498	70,498
Agency Charges	603	-	-	-	-
<b>TOTAL</b>	<b>\$ (67,088)</b>	<b>\$ (90,430)</b>	<b>\$ (97,035)</b>	<b>\$ (20,076)</b>	<b>\$ (17,789)</b>

*Service Overview***Service:** Environmental Protection**Citywide Element:** Healthy and Safe

## Service Description

This service protects environmental health. The goals of the service are the prevention of groundwater contamination by improperly installed, abandoned or neglected wells and private waste water treatment systems in Dane County and clean up and prevention of human health hazards such as household hygiene, mold, lead and radon.

## Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Increase in Well and Septic fees by approximately 10% to cover the costs of the service (\$91,000).

## Activities Performed by this Service

- Sanitary Permit Review and Inspection: Review permits and perform onsite inspections to ensure systems are built to comply with state laws.
- Onsite Soil Test: Perform onsite evaluation and review of soil test reports to confirm proper waste water disposal for the site.
- Well Location Permitting and Inspection: Review permits and perform onsite inspections to ensure wells are constructed in appropriate locations and follow-up on complaints of unused or contaminated wells that require abandonment.
- Transient Non-community Well Regulation: Inspect wells and monitor private wells that serve the community through churches, commercial establishments, and other public facilities.
- Environmental Nuisance and Hazardous Materials Investigation: Investigate childhood lead hazard investigations, household hygiene, mold, indoor air quality, etc.

## Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	893,606	1,085,365	1,081,218	1,098,408	1,120,924
<b>TOTAL</b>	<b>\$ 893,606</b>	<b>\$ 1,085,365</b>	<b>\$ 1,081,218</b>	<b>\$ 1,098,408</b>	<b>\$ 1,120,924</b>

## Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,510,783)	(2,293,393)	(2,299,160)	(761,412)	(761,412)
Personnel	822,052	994,224	989,238	1,026,090	1,040,952
Non-Personnel	71,554	91,141	91,980	72,318	79,972
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (617,177)</b>	<b>\$ (1,208,028)</b>	<b>\$ (1,217,942)</b>	<b>\$ 336,996</b>	<b>\$ 359,512</b>

*Service Overview*

**Service:** Laboratory

**Citywide Element:** Healthy and Safe

Service Description

This service provides sample collection, analysis, interpretation and advice on environmental sample quality; responds to environmental spills and hazardous materials releases; and collaborates with other municipal, state and federal agencies on environmental projects. The goal of the service is prevention of waterborne illness due to surface water contamination, identifying sources of contamination and trends that will impact human health, and prevention of illegal discharge of harmful substances.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.

Activities Performed by this Service

- **Water Sampling:** Sample and analyze private water well samples, sample public water, sample and monitor beaches.
- **Illicit Discharge Detection and Elimination program:** Monitor and sample outfalls and elimination of illicit discharges.
- **Hazardous Spills/Application Follow up:** Respond to complaints of hazardous spills, PAH applications, and sales/use of phosphorus containing materials.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	760,144	634,391	699,522	518,298	526,995
<b>TOTAL</b>	<b>\$ 760,144</b>	<b>\$ 634,391</b>	<b>\$ 699,522</b>	<b>\$ 518,298</b>	<b>\$ 526,995</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	679,850	522,916	571,264	404,705	410,583
Non-Personnel	80,295	111,475	128,258	113,593	116,412
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 760,144</b>	<b>\$ 634,391</b>	<b>\$ 699,522</b>	<b>\$ 518,298</b>	<b>\$ 526,995</b>

*Service Overview*

**Service:** Licensed Establishments

**Citywide Element:** Healthy and Safe

Service Description

This service inspects all restaurants, retail food stores, school food programs, public pools, hotels, motels, Bed and Breakfasts, recreational-educational camps, campgrounds, body art establishments and mobile home parks in Madison and Dane County. The goal of this service is prevention of foodborne and other communicable disease outbreaks.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Added 1.0 FTE Sanitarian and 1.0 Supervisor (\$287,400) offset by a 17% increase in fees for most establishments (\$329,600) to bring staffing ratios in alignment with FDA guidance.

Activities Performed by this Service

- Food Program: License, regulate and enforce all restaurant and retail food establishments, promote health and racial equity within the program, with operators and within the community, and administer support for licensing, complaints, and operator inquiries.
- Pool Program: License, regulate and enforce all public pools, including sampling and testing of pool water; promote health and racial equity within program, with operators and within community; administer support for licensing, complaints, and operator inquiries.
- Lodging Program: License, regulate and enforce hotels, motels, bed and breakfast, and tourist rooming houses, promote health and racial equity within program, with operators and within community, and administer support for licensing, complaints, and operator inquiries.
- Tattoo and Body Piercing: License, regulate and enforce tattoo and body piercing establishments, promoting health and racial equity within program, with operators and within community, and administer support for licensing, complaints, and operator inquiries.
- Other Licensed Establishments: License and regulate campgrounds, recreational and educational camps, manufactured home communities and beaches, promote health and racial equity within program, with operators and within community, and administer support for licensing, complaints, and operator inquiries.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	1,703,696	1,760,932	1,691,903	2,353,187	2,326,624
<b>TOTAL</b>	<b>\$ 1,703,696</b>	<b>\$ 1,760,932</b>	<b>\$ 1,691,903</b>	<b>\$ 2,353,187</b>	<b>\$ 2,326,624</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(2,093,649)	(2,038,585)	(2,051,124)	(2,368,193)	(2,368,193)
Personnel	1,584,726	1,645,844	1,570,677	2,224,222	2,192,681
Non-Personnel	118,970	115,088	121,226	128,965	133,943
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ (389,953)</b>	<b>\$ (277,653)</b>	<b>\$ (359,221)</b>	<b>\$ (15,006)</b>	<b>\$ (41,569)</b>

*Service Overview*

**Service:** Policy Planning & Eval

**Citywide Element:** Healthy and Safe

Service Description

This service provides program planning, surveillance and analysis, research, and evaluation and is the de facto technical assistance branch of Public Health. The goal of this service is to ensure that Public Health has the information and support needed to guide its work.

Major Budget Changes

- Reallocation of salaries and benefits from the Administration services to align with the staff distribution.
- Reductions in Revenue and Purchased Services reflecting the loss of the Center for Disease Control Opioid Rx Pathway grant (\$164,000; net impact \$0).

Activities Performed by this Service

- Policy Analysis/Planning/Evaluation: Provide policy analysis and position statement support, program planning and coordination, and evaluation services to Public Health staff, other government entities and community stakeholders.
- Data Collection and Analysis: Collect, analyze, and communicate health-related data to assess community health status, track trends, prevent diseases, and inform policies and programs to improve health.
- Community Health Assessment/Health Improvement Plan: Gather input from community on health issues, analyze health data, and prioritize health issues to guide development of a Community Health Improvement Plan (CHIP).
- Opioid/Violence Prevention: Remove silos and bring together the strengths of stakeholders with both lived experience and content expertise to move towards systems-level change and improved health outcomes.
- Accreditation: Standardize procedures and protocols within Public Health to align with best practices around the planning, implementation, and evaluation of public health programs and policies to support the health, wellbeing, and safety of Dane County residents.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	1,945,540	2,539,310	2,573,680	2,508,293	2,560,955
<b>TOTAL</b>	<b>\$ 1,945,540</b>	<b>\$ 2,539,310</b>	<b>\$ 2,573,680</b>	<b>\$ 2,508,293</b>	<b>\$ 2,560,955</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,364,607)	(1,087,551)	(1,119,265)	(281,911)	(281,911)
Personnel	1,642,205	2,169,222	2,196,687	2,251,968	2,284,362
Non-Personnel	303,335	370,088	376,993	256,324	276,593
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 580,934</b>	<b>\$ 1,451,759</b>	<b>\$ 1,454,415</b>	<b>\$ 2,226,382</b>	<b>\$ 2,279,044</b>

**Public Health Madison Dane**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: Public Health Madison Dane**

Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(2,207,584)	(2,041,056)	(2,615,345)	(2,025,007)	(2,025,007)
State Revenues Operating	(404,534)	(322,732)	(442,109)	(357,758)	(357,758)
Payment for Muni Service	(13,205)	(61,863)	(16,600)	(11,500)	(11,500)
Local Revenues Operating	(53,190)	(43,000)	(34,539)	-	-
Local Revenues Captial	-	(24,000)	(24,000)	-	-
Other Unit of Gov Rev Op	(4,885,588)	(6,167,878)	(6,167,878)	(7,060,716)	(7,171,350)
<b>TOTAL</b>	<b>\$ (7,564,101)</b>	<b>\$ (8,660,529)</b>	<b>\$ (9,300,471)</b>	<b>\$ (9,454,981)</b>	<b>\$ (9,565,615)</b>

Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Reproduction Services	(571)	-	(589)	-	-
Lab Fees	(279,210)	(113,898)	(113,898)	(112,150)	(112,150)
Clinic Fees	(147,185)	(250,438)	(190,438)	(267,000)	(267,000)
Inspect & Reinspect Fees	(73,500)	(97,900)	(97,900)	(129,031)	(129,031)
Reimbursement Of Expense	29,195	(37,000)	(30,144)	(3,000)	(3,000)
Application Fees	(352,056)	(299,177)	(299,177)	(385,977)	(385,977)
Utility Fee	(112)	-	-	-	-
<b>TOTAL</b>	<b>\$ (823,439)</b>	<b>\$ (798,413)</b>	<b>\$ (732,146)</b>	<b>\$ (897,158)</b>	<b>\$ (897,158)</b>

Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Animal Licenses	(243,000)	(244,500)	(243,000)	(388,844)	(485,073)
Clerks Licenses	(1,975,006)	(1,940,685)	(1,940,685)	(2,239,162)	(2,239,162)
Other Licenses	(20,375)	-	(21,000)	(21,000)	(21,000)
Other Permits	(238,932)	(280,335)	(280,335)	(303,000)	(303,000)
<b>TOTAL</b>	<b>\$ (2,477,313)</b>	<b>\$ (2,465,520)</b>	<b>\$ (2,485,020)</b>	<b>\$ (2,952,006)</b>	<b>\$ (3,048,235)</b>

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Contributions & Donations	(154,289)	-	(25,199)	(39,000)	(39,000)
<b>TOTAL</b>	<b>\$ (154,289)</b>	<b>\$ -</b>	<b>\$ (25,199)</b>	<b>\$ (39,000)</b>	<b>\$ (39,000)</b>

Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(3,075)	(4,500)	(4,310)	(12,500)	(12,500)
<b>TOTAL</b>	<b>\$ (3,075)</b>	<b>\$ (4,500)</b>	<b>\$ (4,310)</b>	<b>\$ (12,500)</b>	<b>\$ (12,500)</b>

Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	(2,270,398)	(722,234)	(607,316)	-	-
<b>TOTAL</b>	<b>\$ (2,270,398)</b>	<b>\$ (722,234)</b>	<b>\$ (607,316)</b>	<b>\$ -</b>	<b>\$ -</b>



**Public Health Madison Dane**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: Public Health Madison Dane**

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	9,572,822	10,632,383	10,104,365	11,441,523	11,605,524
Salary Savings	-	(414,131)	-	(224,179)	(278,731)
Compensated Absence	229	-	-	-	-
Hourly Wages	326,777	-	482,618	37,300	38,046
Overtime Wages Permanent	44,788	18,200	18,200	-	-
<b>TOTAL</b>	<b>\$ 9,944,615</b>	<b>\$ 10,236,452</b>	<b>\$ 10,605,183</b>	<b>\$ 11,254,644</b>	<b>\$ 11,364,839</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Unemployment Benefits	1,110	1,400	1,400	600	600
Health Insurance Benefit	2,026,354	2,488,836	2,366,309	2,910,411	2,946,052
Dental Insurance Benefit	162,737	196,920	208,676	202,092	202,092
Life Insurance Benefit	2,936	3,132	3,212	3,037	3,037
Wage Insurance Benefit	4,923	5,353	7,718	3,772	3,772
Health Insurance Retiree	369,111	357,640	357,640	271,600	271,600
WRS	757,742	840,139	663,028	868,918	868,938
FICA Medicare Benefits	752,853	812,895	811,297	857,746	857,788
Tuition	400	-	-	-	-
Workers Compensation	114,275	109,460	109,460	94,700	94,700
<b>TOTAL</b>	<b>\$ 4,192,441</b>	<b>\$ 4,815,775</b>	<b>\$ 4,528,740</b>	<b>\$ 5,212,876</b>	<b>\$ 5,248,579</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	16,054	19,229	20,864	14,220	14,220
Copy Printing Supplies	26,941	25,569	26,373	23,795	23,795
Furniture	36,165	17,600	17,600	6,332	6,332
Hardware Supplies	78,747	9,000	10,256	60,900	60,900
Software Lic & Supplies	62,108	63,530	75,710	58,474	58,474
Postage	15,054	15,100	18,595	14,625	14,625
Program Supplies	27,830	23,050	38,816	33,949	33,949
Books & Subscriptions	3,164	1,585	1,585	1,800	1,800
Work Supplies	67,305	46,447	82,492	56,091	56,091
Janitorial Supplies	2,439	-	1,403	805	805
Lab And Photo Supplies	58,615	62,000	67,182	70,000	70,000
Medical Supplies	149,053	89,095	106,634	173,968	173,968
Uniform Clothing Supplies	-	-	120	1,000	1,000
Food And Beverage	6,760	8,024	9,226	8,290	8,290
Building Supplies	5	-	-	-	-
Machinery And Equipment	263	-	-	-	-
Equipment Supplies	7,056	-	6,000	-	-
<b>TOTAL</b>	<b>\$ 557,559</b>	<b>\$ 380,229</b>	<b>\$ 482,856</b>	<b>\$ 524,249</b>	<b>\$ 524,249</b>

**Public Health Madison Dane**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: Public Health Madison Dane**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	4,193	5,326	5,326	6,499	6,499
Electricity	45,106	45,587	45,587	44,101	44,101
Water	749	460	460	750	750
Sewer	875	519	519	874	874
Telephone	8,975	22,315	15,078	8,204	8,204
Cellular Telephone	54,159	54,361	62,664	54,264	54,264
Systems Comm Internet	144	-	54	-	-
Building Improv Repair Maint	30,291	27,500	27,500	33,318	33,318
Waste Disposal	2,167	2,982	2,982	1,699	1,699
Fire Protection	2,460	1,632	2,060	500	500
Facility Rental	429,175	360,403	398,174	390,303	390,303
Custodial Bldg Use Charges	184,988	160,557	206,048	162,213	233,288
Office Equipment Repair	23	300	300	-	-
Equipment Mntc	12,502	5,020	1,020	1,250	1,250
System & Software Mntc	27,461	24,334	36,326	27,772	27,772
Vehicle Repair & Mntc	98	5,000	-	5,000	5,000
Rental Of Equipment	78	-	-	-	-
Recruitment	1,651	400	415	450	450
Mileage	109,019	105,730	102,880	110,992	110,992
Conferences & Training	146,289	163,500	193,588	115,184	115,184
Memberships	5,489	17,830	23,065	37,875	37,875
Medical Services	49,325	8,000	8,278	9,750	9,750
Audit Services	7,400	9,600	9,600	9,600	9,600
Delivery Freight Charges	1,850	1,950	1,950	1,720	1,720
Storage Services	1,314	1,150	1,269	350	350
Consulting Services	298,517	196,319	345,242	142,680	142,680
Advertising Services	5,874	42,700	3,367	5,780	5,780
Printing Services	-	21,900	2,185	3,600	3,600
Inspection Services	-	680	680	-	-
Lab Services	306	7,250	7,665	725	725
Parking Towing Services	1,307	45	45	45	45
Interpreters Signing Services	37,652	31,650	33,859	18,050	18,050
Transcription Services	3,960	2,000	1,100	7,000	7,000
Transportation Services	8,583	3,850	5,016	4,800	4,800
Catering Vending Services	993	-	-	4,400	4,400
Program Services	16,000	-	656	-	-
Other Services & Expenses	8,924	12,000	12,001	16,505	16,505
Grants	6,675	24,000	24,000	7,000	7,000
Comm Agency Contracts	1,050,789	950,637	1,055,452	783,670	833,670
Housing Assistance Payments	250	5,000	5,000	5,000	5,000
General Liability Insurance	7,189	6,353	6,353	7,900	13,207
Permits & Licenses	521	-	20	20	20
<b>TOTAL</b>	<b>\$ 2,573,322</b>	<b>\$ 2,328,840</b>	<b>\$ 2,647,784</b>	<b>\$ 2,029,843</b>	<b>\$ 2,156,225</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	155,683	155,683	155,683	284,132	284,132
Interest	27,464	27,464	27,464	72,924	72,924
<b>TOTAL</b>	<b>\$ 183,146</b>	<b>\$ 183,147</b>	<b>\$ 183,147</b>	<b>\$ 357,056</b>	<b>\$ 357,056</b>

**Public Health Madison Dane**

**Function: Public Safety & Health**

*Line Item Detail*

**Agency Primary Fund: Public Health Madison Dane**

Inter-Departmental Charges

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
ID Charge From Engineering	13,130	13,130	13,130	13,130	13,130
ID Charge From Fleet Services	64,286	76,720	76,720	75,132	75,132
ID Charge From Traffic Eng	2,179	1,586	1,586	1,586	1,586
<b>TOTAL</b>	<b>\$ 79,595</b>	<b>\$ 91,436</b>	<b>\$ 91,436</b>	<b>\$ 89,848</b>	<b>\$ 89,848</b>

**Public Health Madison Dane**

**Function: Public Safety & Health**

*Position Summary*

	CG	2019		Request		2020		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNT CLERK	-	1.00	55,164	1.00	58,299	1.00	59,465	-	-
ADMINISTRATIVE ASSISTANT	-	1.00	62,159	1.00	52,270	1.00	53,316	-	-
CHEMICAL ANALYST	-	2.00	87,153	1.00	90,547	1.00	92,358	-	-
CHRONIC DISEASE SPECIALIST	-	1.00	60,176	1.00	62,524	1.00	63,774	-	-
CLERK	-	1.25	76,302	5.25	325,954	5.25	332,474	-	-
CLERK TYPIST	-	7.50	402,112	3.80	204,634	3.80	208,727	-	-
COMMUNICABLE DISEASE OUT	-	1.00	76,144	1.00	79,111	1.00	80,694	-	-
COMMUNITY HEALTH ED SPEC	-	1.00	72,707	2.00	152,412	2.00	155,460	-	-
DIETETIC SPECIALIST	-	5.80	311,418	5.80	323,211	5.80	329,676	-	-
DISEASE INTRVN SPEC	-	2.00	100,827	3.00	158,570	3.00	161,741	-	-
ENV HEALTH SERVICES SUPER	-	2.00	202,327	2.00	204,171	2.00	208,255	-	-
ENV HEALTH TECHNICIAN	-	2.00	124,506	2.00	119,429	2.00	121,817	-	-
ENV TECH SERVICES SUPER	-	1.00	101,164	1.00	80,725	1.00	82,339	-	-
GRANTS & BILLING SPECIALIST	-	1.00	55,244	1.00	58,981	1.00	60,161	-	-
HEALTH EDUCATION COOR	-	1.65	132,550	2.85	213,340	2.85	217,607	-	-
HEALTH EQUITY COOR	-	2.00	155,991	2.00	153,396	2.00	156,464	-	-
HUMANE OFFICER	-	6.00	364,629	6.00	381,975	6.00	389,615	-	-
LEADWORKER	-	6.90	574,404	6.90	589,929	6.90	601,728	-	-
MAT CHILD HEALTH NAVG	-	1.00	53,693	-	-	-	-	-	-
MEDICAL INTERPRETER	-	2.65	161,559	2.65	157,704	2.65	160,858	-	-
MICROBIOLOGIST	-	1.00	80,448	1.00	85,265	1.00	86,971	-	-
NURSE FAMILY PRNTRSP COOR	-	1.00	87,502	1.00	94,219	1.00	96,103	-	-
PUBLIC HEALTH AIDE	-	7.50	427,097	7.50	445,404	7.50	454,312	-	-
PUBLIC HEALTH ANALYST	-	2.00	141,907	2.00	153,742	2.00	156,817	-	-
PUBLIC HEALTH DIRECTOR	-	1.00	131,732	1.00	136,869	1.00	139,606	-	-
PUBLIC HEALTH DIV DIRECTOR	-	4.00	431,321	4.00	454,119	4.00	463,202	-	-
PH EPIDEMIOLOGIST	-	4.00	338,089	4.00	373,659	4.00	381,132	-	-
PUBLIC HEALTH INFORMATION	-	-	-	-	-	-	-	-	-
PUBLIC HEALTH NURSE	-	30.30	2,314,610	30.30	2,385,676	30.30	2,433,389	-	-
PUBLIC HEALTH PLANNER	-	6.00	490,864	6.00	520,412	6.00	530,820	-	-
PH PREPAREDNESS COOR	-	1.00	71,180	1.00	77,462	1.00	79,011	-	-
PH PROGRAM COORDINATOR	-	2.00	162,516	2.00	172,555	2.00	176,006	-	-
PUBLIC HEALTH SPECIALIST	-	3.00	177,575	2.00	124,442	2.00	126,931	-	-
PUBLIC HEALTH SUPERVISOR	-	11.00	1,028,584	12.00	1,151,579	12.00	1,174,610	-	-
QUALITY IMP/PERF MGMT	-	1.00	78,471	1.00	85,336	1.00	87,042	-	-
SANITARIAN	-	17.00	1,387,605	19.00	1,573,371	19.00	1,604,839	-	-
WELL WOMAN PRG SPEC	-	1.00	69,092	1.00	71,788	1.00	73,224	-	-
<b>TOTAL</b>		<b>142.55</b>	<b>\$ 10,648,822</b>	<b>146.05</b>	<b>\$ 11,373,082</b>	<b>146.05</b>	<b>\$ 11,600,544</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Room Tax Commission

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## *Agency Overview*

### Agency Mission

The agency's mission is to promote Madison as a destination through marketing and promotional efforts.

### Agency Overview

Starting in 2017, room tax revenues are allocated through the Room Tax Commission. Under Wisconsin state law, 70% of total revenue must be utilized for tourism and marketing efforts and tangible municipal development. The budget outlined in the Executive Budget reflects the budget adopted by the Room Tax Commission.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Anticipates \$752,000 in additional proceeds from Room Tax receipts.
- Allocates \$5.46 million to the Greater Madison Convention and Visitors Bureau.
- Allocates \$237,500 for City Tourism Marketing Activities, including \$30,000 to install temporary art downtown.
- Allocates \$5.46 million to fund operating costs and capital improvements at Monona Terrace.
- Allocates \$2.74 million for subsidies to the Henry Vilas Zoo, Olbrich Gardens, and Overture Center.
- See the Room Tax Fund in the Cash Flow section for a full breakout of 2020 expenditures authorized by the Room Tax Commission.

**Room Tax Commission****Function: Planning & Development***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Other Restricted	17,898,932	19,055,404	19,010,622	19,800,372	19,800,372
<b>TOTAL</b>	<b>\$ 17,898,932</b>	<b>\$ 19,055,404</b>	<b>\$ 19,010,622</b>	<b>\$ 19,800,372</b>	<b>\$ 19,800,372</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Room Tax Commission	17,898,932	19,055,404	19,010,622	19,800,372	19,800,372
<b>TOTAL</b>	<b>\$ 17,898,932</b>	<b>\$ 19,055,404</b>	<b>\$ 19,010,622</b>	<b>\$ 19,800,372</b>	<b>\$ 19,800,372</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General Revenues	(17,898,932)	(18,800,133)	(18,800,133)	(19,552,138)	(19,552,138)
Investments & Other Contributions	-	(12,186)	(10,489)	(12,674)	(12,674)
Other Financing Source	-	(243,085)	(200,000)	(235,560)	(235,560)
<b>TOTAL</b>	<b>\$ (17,898,932)</b>	<b>\$ (19,055,404)</b>	<b>\$ (19,010,622)</b>	<b>\$ (19,800,372)</b>	<b>\$ (19,800,372)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchased Services	6,541,233	7,880,185	7,833,874	8,552,441	8,552,441
Debt & Other Financing	540,411	-	5,185	-	-
Transfer Out	10,817,287	11,175,219	11,171,563	11,247,931	11,247,931
<b>TOTAL</b>	<b>\$ 17,898,932</b>	<b>\$ 19,055,404</b>	<b>\$ 19,010,622</b>	<b>\$ 19,800,372</b>	<b>\$ 19,800,372</b>

# Room Tax Commission

Function: Planning & Development

## Service Overview

**Service:** Room Tax Commission

**Citywide Element:** Culture and Character

### Service Description

This service is responsible for administering the room tax funds as prescribed by the Room Tax Commission. This service is fully supported by revenues from room tax receipts. The goal of the service is to promote Madison as a destination through marketing and tourism related activities and tangible municipal development.

### Major Budget Changes

- Room Tax receipts are expected to increase by \$752,000 and will fund increases to:
  - o Monona Terrace operating subsidy (\$399k); debt service payments reduced (\$528k)
  - o Greater Madison Convention and Visitors Bureau (\$564k)
  - o Overture Center Subsidy (\$95k)
  - o Retained for general purposes (\$222k)

### Activities Performed by this Service

- Support operations for Monona Terrace.
- Continue current contract with the Greater Madison Visitors Bureau.
- Provide funding for tourism related efforts, including Sister Cities, firework events, civic conferences and fairs, and arts events.
- Monitor transient housing through Public Health.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	17,898,932	19,055,404	19,010,622	19,800,372	19,800,372
<b>TOTAL</b>	<b>\$ 17,898,932</b>	<b>\$ 19,055,404</b>	<b>\$ 19,010,622</b>	<b>\$ 19,800,372</b>	<b>\$ 19,800,372</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(17,898,932)	(19,055,404)	(19,010,622)	(19,800,372)	(19,800,372)
Personnel	-	-	-	-	-
Non-Personnel	17,898,932	19,055,404	19,010,622	19,800,372	19,800,372
Agency Charges	-	-	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Room Tax Commission

Function: Planning & Development

*Line Item Detail*

Agency Primary Fund: Other Restricted

General Revenues

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Room Tax	(17,891,044)	(18,800,133)	(18,800,133)	(19,552,138)	(19,552,138)
Pen Int Delinq Other Tax	(7,888)	-	-	-	-
<b>TOTAL</b>	<b>\$ (17,898,932)</b>	<b>\$ (18,800,133)</b>	<b>\$ (18,800,133)</b>	<b>\$ (19,552,138)</b>	<b>\$ (19,552,138)</b>

Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	-	(12,186)	(10,489)	(12,674)	(12,674)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (12,186)</b>	<b>\$ (10,489)</b>	<b>\$ (12,674)</b>	<b>\$ (12,674)</b>

Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	-	(243,085)	(200,000)	(235,560)	(235,560)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ (243,085)</b>	<b>\$ (200,000)</b>	<b>\$ (235,560)</b>	<b>\$ (235,560)</b>

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Facility Rental	217	-	-	-	-
Memberships	29,975	-	-	-	-
Consulting Services	14,564	-	-	-	-
Advertising Services	1,765	-	-	-	-
Program Services	-	18,800	18,800	19,552	19,552
Other Services & Expenses	41,498	15,000	15,000	15,000	15,000
Grants	6,453,215	7,846,385	7,800,074	8,517,889	8,517,889
<b>TOTAL</b>	<b>\$ 6,541,233</b>	<b>\$ 7,880,185</b>	<b>\$ 7,833,874</b>	<b>\$ 8,552,441</b>	<b>\$ 8,552,441</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Generated	540,411	-	5,185	-	-
<b>TOTAL</b>	<b>\$ 540,411</b>	<b>\$ -</b>	<b>\$ 5,185</b>	<b>\$ -</b>	<b>\$ -</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To General	5,692,313	5,564,696	5,561,040	5,786,642	5,786,642
Transfer Out To Cnvt Center	5,124,974	5,610,523	5,610,523	5,461,289	5,461,289
<b>TOTAL</b>	<b>\$ 10,817,287</b>	<b>\$ 11,175,219</b>	<b>\$ 11,171,563</b>	<b>\$ 11,247,931</b>	<b>\$ 11,247,931</b>



# Sewer Utility

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## *Agency Overview*

### Agency Mission

The mission of the Sewer Utility is to provide waste water collection for the City of Madison.

### Agency Overview

The Agency oversees the collection, conveyance, and treatment of City waste water. The Sewer Utility transfers the waste water via design, construction, and maintenance of the sewer and lift station system throughout the City.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Anticipates a 7% rate increase based on increased sewage treatment costs and projected debt service costs, which is approximately \$24 per year for an average residential customer (\$1,810,000). In 2019, the Sewer Utility rate was increased by 3%.
- Increases funding for the Utility's Contingent Reserve (\$1,413,750) and debt service payments based on projected borrowing (\$525,000).
- Increases Fleet costs based on 2020 rates (\$147,000).

**Sewer****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sewer Utility	39,821,979	40,684,110	42,644,698	45,968,310	46,176,529
<b>TOTAL</b>	<b>\$ 39,821,979</b>	<b>\$ 40,684,110</b>	<b>\$ 42,644,698</b>	<b>\$ 45,968,310</b>	<b>\$ 46,176,529</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sewer Engineering & Admin	11,784,692	12,428,824	12,678,149	14,590,851	14,377,990
Sewer Operations	28,037,287	28,255,286	29,966,549	31,377,459	31,798,539
<b>TOTAL</b>	<b>\$ 39,821,979</b>	<b>\$ 40,684,110</b>	<b>\$ 42,644,698</b>	<b>\$ 45,968,310</b>	<b>\$ 46,176,529</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(115,155)	(111,060)	(109,949)	(98,270)	(98,270)
Charges For Services	(37,738,269)	(39,341,760)	(41,300,206)	(44,658,550)	(44,658,550)
Licenses & Permits	(51,202)	(20,000)	(19,800)	(30,200)	(30,200)
Fine & Forfeiture	(1,253,375)	(620,000)	(613,800)	(620,000)	(620,000)
Investments & Other Contributions	(549,674)	(480,000)	(475,200)	(450,000)	(450,000)
Misc Revenue	(1,355)	(1,290)	(1,277)	(1,290)	(1,290)
Other Financing Source	(107,249)	(110,000)	(108,900)	(110,000)	(318,219)
Transfer In	(5,700)	-	(15,565)	-	-
<b>TOTAL</b>	<b>\$ (39,821,979)</b>	<b>\$ (40,684,110)</b>	<b>\$ (42,644,698)</b>	<b>\$ (45,968,310)</b>	<b>\$ (46,176,529)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,869,768	3,354,024	2,954,648	3,420,084	3,539,574
Benefits	1,178,380	1,250,641	1,232,004	1,347,107	1,401,922
Supplies	468,869	481,000	487,778	529,500	529,500
Purchased Services	25,414,552	25,056,304	26,947,392	28,239,857	28,239,857
Debt & Other Financing	7,195,150	7,406,771	7,887,507	9,360,621	9,360,621
Inter Depart Charges	3,107,797	3,491,870	3,491,870	3,505,141	3,539,055
Inter Depart Billing	(424,563)	(394,000)	(394,000)	(444,000)	(444,000)
Transfer Out	12,026	37,500	37,500	10,000	10,000
<b>TOTAL</b>	<b>\$ 39,821,979</b>	<b>\$ 40,684,110</b>	<b>\$ 42,644,698</b>	<b>\$ 45,968,310</b>	<b>\$ 46,176,529</b>

# Sewer

Function: Public Works & Transportation

## Service Overview

Service: Sewer Engineering & Admin

Citywide Element: Effective Government

### Service Description

This service is responsible for: (1) the inspection, design, evaluation, and construction of the City’s sewer collection system, (2) reviewing and inspecting permits related to sanitary sewer system excavation and plugging, and (3) collection of sewer area connection fees as well as impact fees related municipal sewer improvements. The goal of this service is to centrally plan and monitor the City’s sewer system.

### Major Budget Changes

- Increases budgeted reserves by \$1.4 million from \$1.8 million to \$3.3 million, a 77.8% increase.
- Increases assumed debt service payments by \$540,000 from \$5.5 million to \$6.1 million.

### Activities Performed by this Service

- Utility Management & Administration: Plan, direct, and implement storm water infrastructure design, construction, operations, and maintenance. Oversee Utility administrative and technical activities.
- Sewer Design: Planning, design, and project management for new and replacement or rehabilitation of aging sanitary sewer infrastructure.
- Construction Inspection: Ensure sanitary sewer construction complies with plans and specifications.
- GIS: Create and maintain sanitary sewer infrastructure assets in GIS for asset and work order management.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	11,784,692	12,428,824	12,678,149	14,590,851	14,377,990
<b>TOTAL</b>	<b>\$ 11,784,692</b>	<b>\$ 12,428,824</b>	<b>\$ 12,678,149</b>	<b>\$ 14,590,851</b>	<b>\$ 14,377,990</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(11,989,614)	(12,823,037)	(12,910,660)	(14,590,851)	(14,377,990)
Personnel	1,433,132	1,874,949	1,575,255	1,900,004	1,959,356
Non-Personnel	7,959,936	8,010,218	8,559,237	9,921,836	9,921,836
Agency Charges	2,391,624	2,543,657	2,543,657	2,769,011	2,496,798
<b>TOTAL</b>	<b>\$ (204,922)</b>	<b>\$ (394,213)</b>	<b>\$ (232,511)</b>	<b>\$ -</b>	<b>\$ -</b>

# Sewer

Function: Public Works & Transportation

## Service Overview

Service: Sewer Operations

Citywide Element: Green and Resilient

### Service Description

This service is responsible for the operation and maintenance of the City’s sanitary sewer system, which consists of nearly 790 miles of sanitary sewer mains connected by more than 18,000 sanitary access structures. This system is supported by 31 pumping stations and transports 27.8 million gallons of raw sewage per day from Madison homes and businesses to the Nine Springs Wastewater Treatment Plant (WWTP). The goal of this service is to eliminate preventable main backups and overflows and convey wastewater to the WWTP with minimum inflow, infiltration, and exfiltration to prevent public health hazards and protect the environment.

### Major Budget Changes

- Increases waste disposal charges by \$3.2 million from \$24.0 million to \$27.2 million, a 13.3% increase.

### Activities Performed by this Service

- Preventative Maintenance: Scheduled sewer main cleaning to maintain existing system functionality and eliminate preventable sewer main backups.
- Repair: Pipe and structure repairs to maintain existing system functionality, reduce inflow and infiltration, and extend useful life.
- Inspection & Condition Assessment: Internal pipeline and structure inspection to assess condition and develop asset condition rating score. Perform testing and sampling to support capacity and determine billing rates.
- Utility Locating and Marking: Respond to Diggers Hotline requests to locate and mark underground sanitary sewer utilities to prevent damage during excavation.
- Contracted Services: Provide sewer cleaning and inspection services for other City agencies and external customers.
- Emergency Response: Respond to reports of sewer backups, sanitary sewer overflows, sewer gas odors, missing covers, etc.
- Public Response and Oversight: Respond to calls from residents reporting dead animals on roadsides or sinkholes, and inspect and oversee maintenance of public waste oil site.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	28,037,287	28,255,286	29,966,549	31,377,459	31,798,539
<b>TOTAL</b>	<b>\$ 28,037,287</b>	<b>\$ 28,255,286</b>	<b>\$ 29,966,549</b>	<b>\$ 31,377,459</b>	<b>\$ 31,798,539</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(27,832,365)	(27,861,073)	(29,734,038)	(31,377,459)	(31,798,539)
Personnel	2,615,016	2,729,716	2,611,396	2,867,187	2,982,140
Non-Personnel	25,130,661	24,971,357	26,800,939	28,218,142	28,218,142
Agency Charges	291,611	554,213	554,213	292,130	598,257
<b>TOTAL</b>	<b>\$ 204,922</b>	<b>\$ 394,213</b>	<b>\$ 232,511</b>	<b>\$ -</b>	<b>\$ -</b>

# Sewer

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Sewer Utility

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(115,155)	(111,060)	(109,949)	(98,270)	(98,270)
<b>TOTAL</b>	<b>\$ (115,155)</b>	<b>\$ (111,060)</b>	<b>\$ (109,949)</b>	<b>\$ (98,270)</b>	<b>\$ (98,270)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	(106,415)	(100,000)	(99,000)	(100,000)	(100,000)
Engineering Services	(51,874)	(60,000)	(59,400)	(60,000)	(60,000)
Sale Of Recyclables	(5,734)	(5,000)	(4,950)	(5,000)	(5,000)
Reimbursement Of Expense	(340,714)	(250,000)	(247,500)	(300,000)	(300,000)
Utility Fee	(7,059,398)	(7,180,910)	(7,542,949)	(8,152,480)	(8,152,480)
Residential	(17,558,974)	(18,238,450)	(19,158,005)	(20,706,130)	(20,706,130)
Commercial	(6,606,553)	(7,099,860)	(7,457,819)	(8,060,470)	(8,060,470)
Industrial	(1,511,636)	(1,393,020)	(1,463,250)	(1,581,490)	(1,581,490)
Public Authorities	(4,496,972)	(5,014,520)	(5,267,335)	(5,692,980)	(5,692,980)
<b>TOTAL</b>	<b>\$ (37,738,269)</b>	<b>\$ (39,341,760)</b>	<b>\$ (41,300,206)</b>	<b>\$ (44,658,550)</b>	<b>\$ (44,658,550)</b>

### Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Building Permits	(2,325)	(2,000)	(1,980)	(2,200)	(2,200)
Street Opening Permits	(3,100)	(3,000)	(2,970)	(3,000)	(3,000)
Other Permits	(45,777)	(15,000)	(14,850)	(25,000)	(25,000)
<b>TOTAL</b>	<b>\$ (51,202)</b>	<b>\$ (20,000)</b>	<b>\$ (19,800)</b>	<b>\$ (30,200)</b>	<b>\$ (30,200)</b>

### Fine Forfeiture & Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Spec Assessments Capital	(1,136,579)	(500,000)	(495,000)	(500,000)	(500,000)
Late Fees	(116,795)	(120,000)	(118,800)	(120,000)	(120,000)
<b>TOTAL</b>	<b>\$ (1,253,375)</b>	<b>\$ (620,000)</b>	<b>\$ (613,800)</b>	<b>\$ (620,000)</b>	<b>\$ (620,000)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(549,674)	(480,000)	(475,200)	(450,000)	(450,000)
<b>TOTAL</b>	<b>\$ (549,674)</b>	<b>\$ (480,000)</b>	<b>\$ (475,200)</b>	<b>\$ (450,000)</b>	<b>\$ (450,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(1,355)	(1,290)	(1,277)	(1,290)	(1,290)
<b>TOTAL</b>	<b>\$ (1,355)</b>	<b>\$ (1,290)</b>	<b>\$ (1,277)</b>	<b>\$ (1,290)</b>	<b>\$ (1,290)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(21,674)	(25,000)	(24,750)	(25,000)	(25,000)
Trade In Allowance	(85,575)	(85,000)	(84,150)	(85,000)	(85,000)
Fund Balance Applied	-	-	-	-	(208,219)
<b>TOTAL</b>	<b>\$ (107,249)</b>	<b>\$ (110,000)</b>	<b>\$ (108,900)</b>	<b>\$ (110,000)</b>	<b>\$ (318,219)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(5,700)	-	(15,565)	-	-
<b>TOTAL</b>	<b>\$ (5,700)</b>	<b>\$ -</b>	<b>\$ (15,565)</b>	<b>\$ -</b>	<b>\$ -</b>

**Sewer**

**Function: Public Works & Transportation**

*Line Item Detail*

**Agency Primary Fund: Sewer Utility**

Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,504,147	2,877,516	2,595,165	2,955,224	3,074,714
Salary Savings	-	(51,180)	-	(51,180)	(51,180)
Pending Personnel	-	11,648	-	-	-
Premium Pay	8,608	10,500	8,702	10,500	10,500
Workers Compensation Wages	8,730	-	-	-	-
Compensated Absence	80,803	155,000	90,000	155,000	155,000
Hourly Wages	21,239	90,490	28,564	90,490	90,490
Overtime Wages Permanent	244,262	258,460	231,271	258,460	258,460
Overtime Wages Hourly	1,363	1,590	304	1,590	1,590
Election Officials Wages	616	-	642	-	-
<b>TOTAL</b>	<b>\$ 2,869,768</b>	<b>\$ 3,354,024</b>	<b>\$ 2,954,648</b>	<b>\$ 3,420,084</b>	<b>\$ 3,539,574</b>

Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	108,830	40,000	100,000	100,000	100,000
Health Insurance Benefit	507,259	484,478	470,891	485,495	509,980
Wage Insurance Benefit	8,358	13,196	8,459	14,329	14,329
Health Insurance Retiree	-	36,653	-	36,653	36,653
WRS	187,710	190,639	181,338	207,669	221,642
FICA Medicare Benefits	212,086	221,198	207,655	237,607	253,964
Licenses & Certifications	67	1,500	400	1,500	1,500
Post Employment Health Plans	17,658	17,977	18,261	18,854	18,854
Other Post Emplmnt Benefit	89,929	80,000	80,000	80,000	80,000
Pension Expense	46,483	165,000	165,000	165,000	165,000
<b>TOTAL</b>	<b>\$ 1,178,380</b>	<b>\$ 1,250,641</b>	<b>\$ 1,232,004</b>	<b>\$ 1,347,107</b>	<b>\$ 1,401,922</b>

Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	4,171	6,000	4,841	6,000	6,000
Copy Printing Supplies	5,611	6,000	5,600	6,000	6,000
Furniture	532	2,000	1,000	2,000	2,000
Hardware Supplies	1,553	5,000	3,147	10,000	10,000
Software Lic & Supplies	-	12,000	2,350	10,000	10,000
Postage	9,561	10,500	10,235	10,500	10,500
Books & Subscriptions	-	500	-	500	500
Work Supplies	191,990	150,000	157,632	195,000	195,000
Safety Supplies	23,679	12,000	13,372	15,000	15,000
Uniform Clothing Supplies	2,209	5,000	2,789	5,000	5,000
Food And Beverage	135	-	130	-	-
Building Supplies	372	-	1,199	-	-
Easements & Encroachments	1,002	-	-	-	-
Landscaping Supplies	827	2,000	1,500	2,000	2,000
Machinery And Equipment	142,986	170,000	199,970	167,500	167,500
Equipment Supplies	84,241	100,000	84,016	100,000	100,000
<b>TOTAL</b>	<b>\$ 468,869</b>	<b>\$ 481,000</b>	<b>\$ 487,778</b>	<b>\$ 529,500</b>	<b>\$ 529,500</b>

**Sewer**

**Function: Public Works & Transportation**

*Line Item Detail*

**Agency Primary Fund: Sewer Utility**

Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	8,575	9,200	9,998	9,610	9,610
Electricity	96,894	97,400	100,874	92,580	92,580
Water	25,575	36,360	25,096	34,670	34,670
Sewer	1,615	1,720	1,453	1,540	1,540
Stormwater	4,489	4,710	4,955	5,480	5,480
Telephone	966	1,150	985	4,901	4,901
Cellular Telephone	3,027	3,032	3,057	8,291	8,291
Building Improv Repair Maint	15,206	5,000	80,500	5,000	5,000
Waste Disposal	24,594,417	24,004,000	25,783,096	27,164,900	27,164,900
Custodial Bldg Use Charges	28,630	32,189	32,189	32,372	32,372
Landfill	2,017	5,600	2,806	5,600	5,600
Equipment Mntc	55,867	60,000	57,760	60,000	60,000
System & Software Mntc	35,948	59,493	79,244	79,903	79,903
Vehicle Repair & Mntc	85,865	79,800	70,958	79,800	79,800
Rental Of Equipment	1,431	3,500	2,000	3,500	3,500
Street Mntc	70,191	100,000	123,600	100,000	100,000
Plant In Service Mntc	241,565	425,000	422,579	425,000	425,000
Recruitment	1,209	750	700	1,200	1,200
Mileage	4,615	5,500	5,555	5,500	5,500
Conferences & Training	8,873	15,000	9,210	10,000	10,000
Memberships	1,104	750	630	1,140	1,140
Uniform Laundry	4,317	5,000	3,832	5,000	5,000
Medical Services	1,581	1,000	886	1,500	1,500
Audit Services	3,700	5,430	3,750	6,000	6,000
Delivery Freight Charges	597	1,000	701	1,000	1,000
Storage Services	597	720	604	720	720
Mortgage & Title Services	105	-	-	-	-
Consulting Services	21,146	20,000	20,000	20,000	20,000
Advertising Services	862	1,500	1,286	1,500	1,500
Locating Marking Services	14,508	13,500	14,463	15,000	15,000
Lab Services	4,196	8,500	4,200	8,500	8,500
Parking Towing Services	860	1,500	221	1,500	1,500
Other Services & Expenses	58,443	32,000	63,856	32,000	32,000
Taxes & Special Assessments	3,317	3,500	3,329	3,650	3,650
Permits & Licenses	12,244	12,500	13,020	12,500	12,500
<b>TOTAL</b>	<b>\$ 25,414,552</b>	<b>\$ 25,056,304</b>	<b>\$ 26,947,392</b>	<b>\$ 28,239,857</b>	<b>\$ 28,239,857</b>

Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	3,545,000	3,950,000	4,320,000	4,475,000	4,475,000
Interest	1,619,018	1,585,000	1,420,000	1,600,000	1,600,000
Amortization	(106,940)	-	-	-	-
Bond Notes Issuance Services	112,507	-	-	-	-
Paying Agent Services	2,250	2,600	2,600	2,700	2,700
Fund Balance Generated	2,023,315	-	-	-	-
Contingent Reserve	-	1,869,171	2,144,907	3,282,921	3,282,921
<b>TOTAL</b>	<b>\$ 7,195,150</b>	<b>\$ 7,406,771</b>	<b>\$ 7,887,507</b>	<b>\$ 9,360,621</b>	<b>\$ 9,360,621</b>

**Sewer**

**Function: Public Works & Transportation**

*Line Item Detail*

**Agency Primary Fund: Sewer Utility**

Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	41,628	41,628	41,628	42,444
ID Charge From Attorney	-	5,962	5,962	5,962	3,447
ID Charge From Clerk	-	565	565	565	388
ID Charge From Finance	-	41,918	41,918	44,624	56,854
ID Charge From Human Resource	-	15,489	15,489	15,489	12,608
ID Charge From Information Tec	16,380	26,958	26,958	26,958	18,387
ID Charge From Mayor	-	14,996	14,996	14,996	14,923
ID Charge From EAP	-	-	-	-	513
ID Charge From Treasurer	-	2,706	2,706	-	-
ID Charge From Engineering	55,560	187,062	187,062	188,392	224,142
ID Charge From Fleet Services	163,573	201,861	201,861	147,446	147,446
ID Charge From Landfill	47,955	65,000	65,000	65,000	65,000
ID Charge From Traffic Eng	2,268	-	-	2,043	2,043
ID Charge From Econ Dev	-	1,178	1,178	1,178	-
ID Charge From Insurance	54,485	57,795	57,795	88,611	88,611
ID Charge From Workers Comp	58,168	48,752	48,752	32,249	32,249
ID Charge From Stormwater	243,535	240,000	240,000	250,000	250,000
ID Charge From Water	2,465,874	2,540,000	2,540,000	2,580,000	2,580,000
<b>TOTAL</b>	<b>\$ 3,107,797</b>	<b>\$ 3,491,870</b>	<b>\$ 3,491,870</b>	<b>\$ 3,505,141</b>	<b>\$ 3,539,055</b>

Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Engineering	(70,625)	(85,000)	(85,000)	(85,000)	(85,000)
ID Billing To Landfill	(18,898)	(24,000)	(24,000)	(24,000)	(24,000)
ID Billing To Stormwater	(335,040)	(285,000)	(285,000)	(335,000)	(335,000)
<b>TOTAL</b>	<b>\$ (424,563)</b>	<b>\$ (394,000)</b>	<b>\$ (394,000)</b>	<b>\$ (444,000)</b>	<b>\$ (444,000)</b>

Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Capital	12,026	37,500	37,500	10,000	10,000
<b>TOTAL</b>	<b>\$ 12,026</b>	<b>\$ 37,500</b>	<b>\$ 37,500</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>



# Sewer Utility

Function: Public Works & Transportation

Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ENGINEER	18	2.00	136,214	2.00	160,609	2.00	167,104	-	-
ENGR FIELD AIDE	15	1.00	53,064	1.00	57,804	1.00	60,142	-	-
ENGR OPER CLK	15	1.00	64,628	1.00	64,958	1.00	67,585	-	-
ENGR OPER LDWKR	15	1.00	55,912	1.00	64,795	1.00	67,415	-	-
IT SPEC	18	1.00	89,557	1.00	83,377	1.00	86,749	-	-
PROG ASST	20	1.00	61,467	1.00	61,230	1.00	63,706	-	-
PUB WKS GEN FORE	18	2.00	141,143	2.00	147,827	2.00	153,805	-	-
PUB WKS GEN SUPV	18	1.00	92,068	1.00	91,506	1.00	95,206	-	-
S/D MAINT TECH	15	11.00	676,373	11.00	690,351	11.00	718,266	-	-
SSMO	15	16.00	851,798	16.00	841,833	16.00	875,868	-	-
SURVEYOR	15	1.00	76,462	1.00	76,169	1.00	79,249	-	-
<b>TOTAL</b>		<b>38.00</b>	<b>\$ 2,298,685</b>	<b>38.00</b>	<b>\$ 2,340,459</b>	<b>38.00</b>	<b>\$ 2,435,095</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Stormwater Utility

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## *Agency Overview*

### Agency Mission

The mission of the Stormwater Utility is to provide stormwater management services to the City of Madison with an equitable rate structure.

### Agency Overview

The Agency is responsible for reducing flooding, improving the water quality of the lakes and waterways, and complying with the Wisconsin Pollutant Discharge Elimination System discharge permit. The goals of the agency include reducing the total suspended solids and total phosphorous within the City's stormwater runoff by working with neighboring municipalities, regulatory agencies, and public watershed organizations.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Anticipates a 7% rate increase costs (approximately \$9.50 per year for an average residential customer).
- Continues funding for Watershed Studies to guide future capital investment in Citywide Flood Mitigation. (\$700,000)

# Stormwater Utility

Function: Public Works & Transportation

Position Summary

	2019 Budget			Request		2020 Executive		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
CONSTRUCT INSP	15	1.00	75,575	1.00	75,792	1.00	78,857	-	-
ENGINEER	18	4.00	312,963	4.00	319,501	4.00	332,421	-	-
ENGR OPER LDWKR	15	3.00	188,169	3.00	189,923	3.00	197,602	-	-
ENGR PROG SPEC	16	1.00	84,966	1.00	84,640	1.00	88,062	-	-
PW DEV MGR	18	1.00	99,653	1.00	99,800	1.00	103,836	-	-
SSMO	15	5.00	273,014	5.00	275,693	5.00	286,840	-	-
<b>TOTAL</b>		<b>15.00</b>	<b>\$ 1,034,340</b>	<b>15.00</b>	<b>\$ 1,045,349</b>	<b>15.00</b>	<b>\$ 1,087,618</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

**Stormwater****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Stormwater Utility	13,901,185	13,948,858	14,865,165	16,349,213	16,527,826
<b>TOTAL</b>	<b>\$ 13,901,185</b>	<b>\$ 13,948,858</b>	<b>\$ 14,865,165</b>	<b>\$ 16,349,213</b>	<b>\$ 16,527,826</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Stormwater Engineering & Admin	10,469,515	10,452,446	10,891,635	12,807,128	12,637,805
Stormwater Operations	3,431,670	3,496,412	3,973,530	3,542,085	3,890,021
<b>TOTAL</b>	<b>\$ 13,901,185</b>	<b>\$ 13,948,858</b>	<b>\$ 14,865,165</b>	<b>\$ 16,349,213</b>	<b>\$ 16,527,826</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(28,613)	(18,440)	(50,431)	(5,190)	(5,190)
Charges For Services	(12,877,587)	(13,496,778)	(14,369,865)	(15,918,383)	(16,040,026)
Licenses & Permits	(3,500)	(5,000)	(4,950)	(5,000)	(5,000)
Fine & Forfeiture	(683,265)	(198,000)	(196,020)	(190,000)	(190,000)
Investments & Other Contributions	(256,333)	(175,000)	(173,250)	(175,000)	(175,000)
Misc Revenue	(1,397)	(640)	(634)	(640)	(640)
Other Financing Source	(47,662)	(55,000)	(54,450)	(55,000)	(111,970)
Transfer In	(2,828)	-	(15,565)	-	-
<b>TOTAL</b>	<b>\$ (13,901,185)</b>	<b>\$ (13,948,858)</b>	<b>\$ (14,865,165)</b>	<b>\$ (16,349,213)</b>	<b>\$ (16,527,826)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	2,864,629	3,112,255	2,888,496	3,247,250	3,360,805
Benefits	909,382	982,612	927,924	1,033,922	1,083,980
Supplies	493,614	401,640	442,487	523,630	523,630
Purchased Services	1,424,629	1,335,650	2,019,527	2,369,522	2,369,522
Debt & Other Financing	7,648,553	7,209,021	7,675,566	8,358,978	8,358,978
Inter Depart Charges	855,578	1,111,680	1,089,446	1,127,411	1,142,411
Inter Depart Billing	(305,201)	(321,500)	(295,780)	(321,500)	(321,500)
Transfer Out	10,000	117,500	117,500	10,000	10,000
<b>TOTAL</b>	<b>\$ 13,901,185</b>	<b>\$ 13,948,858</b>	<b>\$ 14,865,165</b>	<b>\$ 16,349,213</b>	<b>\$ 16,527,826</b>

# Stormwater

Function: Public Works & Transportation

## Service Overview

**Service:** Stormwater Engineering & Admin

**Citywide Element:** Effective Government

### Service Description

The Stormwater Utility provides services for design, review, construction, and maintenance of a storm system including storm sewer pipe, open channel systems and ponds which are responsible for reducing flooding, improving the water quality of the lakes and waterways, and complying with the Wisconsin Pollutant Discharge Elimination System discharge permit. The goals of the agency include reducing the total suspended solids and total phosphorous within the City's stormwater runoff by working with neighboring municipalities, regulatory agencies, and public watershed organizations.

### Major Budget Changes

- Assumes increased costs for debt service based on capital spending (\$965,000).
- Includes \$780,000 for Flood Studies, and increases postage by \$72,000 to cover flood study postcard mailing.

### Activities Performed by this Service

- Utility Management & Administration: Plan, direct, and implement storm water infrastructure design, construction, operations, and maintenance. Oversee Utility administrative and technical activities.
- Flood Mitigation & Resiliency: Watershed study management including data collection, modeling, development, and prioritization of engineering solutions, as well as green infrastructure design and management and community engagement.
- Design – Reconstruction: Planning, design, and project management for replacement or rehabilitation of aging storm sewer infrastructure.
- Construction Inspection: Manage storm sewer construction of Public Works projects to ensure compliances with plans and specifications.
- GIS: Create and maintain stormwater infrastructure assets in GIS for asset and work order management, and create and maintain layer for billing and modeling.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	10,469,515	10,452,446	10,891,635	12,807,128	12,637,805
<b>TOTAL</b>	<b>\$ 10,469,515</b>	<b>\$ 10,452,446</b>	<b>\$ 10,891,635</b>	<b>\$ 12,807,128</b>	<b>\$ 12,637,805</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(9,247,729)	(8,507,466)	(8,048,853)	(12,807,128)	(9,925,257)
Personnel	1,744,641	2,127,451	1,832,868	2,244,722	2,328,342
Non-Personnel	8,561,868	8,102,258	8,821,195	10,149,395	10,149,395
Agency Charges	163,007	222,737	237,572	413,011	160,068
<b>TOTAL</b>	<b>\$ 1,221,786</b>	<b>\$ 1,944,980</b>	<b>\$ 2,842,782</b>	<b>\$ -</b>	<b>\$ 2,712,548</b>

**Service:** Stormwater Operations

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for the operation and maintenance of Stormwater Utility system infrastructure of storm sewer system including 500+ miles of pipe, 40,000+ structures and 1,300+ acres of stormwater management lands. The goal of the service is to maintain, repair, rehabilitate, and construct stormwater system infrastructure to reduce flooding while improving the water quality of our lakes and waterways.

### Major Budget Changes

- Increases funding for USGS rain monitoring study to reflect updated cost estimates (\$163,000).

# Stormwater

Function: Public Works & Transportation

## Service Overview

### Activities Performed by this Service

- Storm Sewer Cleaning: Scheduled pipe and structure cleaning to maintain existing system capacity and prevent sediment from reaching surface waters.
- Emergency Response: Respond to reports of flooding, spills, missing covers, and plugged inlets, and stock sandbag sites.
- New Construction, Upgrades, and Retrofits: Construct new stormwater infrastructure to address local drainage issues, and upgrade and retrofit existing infrastructure to improve water quality.
- Storm Sewer Repair: Pipe and structure repair to maintain existing system functionality and extend useful life.
- Utility Locating and Marking: Respond to Diggers Hotline requests to locate and mark underground stormwater utilities to prevent damage during excavation.
- Greenway & Pond Maintenance and Repair: Vegetation maintenance, including mowing, tree removal, small-scale dredging, cleaning and repair, and post-storm debris removal.
- Inspection and Condition Assessment: Internal pipe and structure inspection and condition assessment, dry weather inspections, and pond depth surveys.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	3,431,670	3,496,412	3,973,530	3,542,085	3,890,021
<b>TOTAL</b>	<b>\$ 3,431,670</b>	<b>\$ 3,496,412</b>	<b>\$ 3,973,530</b>	<b>\$ 3,542,085</b>	<b>\$ 3,890,021</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(4,653,456)	(5,441,392)	(6,816,312)	(3,542,085)	(6,602,569)
Personnel	2,029,371	1,967,416	1,983,552	2,036,450	2,116,443
Non-Personnel	1,014,929	961,553	1,433,884	1,112,735	1,112,735
Agency Charges	387,370	567,443	556,094	392,900	660,843
<b>TOTAL</b>	<b>\$ (1,221,786)</b>	<b>\$ (1,944,980)</b>	<b>\$ (2,842,783)</b>	<b>\$ -</b>	<b>\$ (2,712,548)</b>

# Stormwater

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Stormwater Utility

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(28,613)	(18,440)	(18,256)	(5,190)	(5,190)
State Revenues Operating	-	-	(7,425)	-	-
Other Unit Of Gov Rev Cap	-	-	(24,750)	-	-
<b>TOTAL</b>	<b>\$ (28,613)</b>	<b>\$ (18,440)</b>	<b>\$ (50,431)</b>	<b>\$ (5,190)</b>	<b>\$ (5,190)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Engineering Services	(3,524)	(1,000)	(990)	(3,500)	(3,500)
Sale Of Recyclables	(5,734)	(2,500)	(2,475)	(2,500)	(2,500)
Reimbursement Of Expense	(102,890)	(225,000)	(232,650)	(100,000)	(100,000)
Utility Fee	(1,355,805)	(1,257,510)	(1,297,445)	(1,428,500)	(1,428,500)
Erosion Control Fee	(135,424)	(120,000)	(118,800)	(135,000)	(135,000)
Stormwater Mgmt Fee	(99,238)	(95,000)	(94,050)	(95,000)	(95,000)
Stormwater Only	(3,231,162)	(3,576,410)	(3,689,973)	(4,062,700)	(4,062,700)
Residential	(1,910,561)	(2,013,748)	(2,530,827)	(3,041,793)	(3,163,436)
Commercial	(4,436,642)	(4,283,060)	(4,419,063)	(4,865,430)	(4,865,430)
Industrial	(148,095)	(172,890)	(178,378)	(196,400)	(196,400)
Public Authorities	(1,448,513)	(1,749,660)	(1,805,216)	(1,987,560)	(1,987,560)
<b>TOTAL</b>	<b>\$ (12,877,587)</b>	<b>\$ (13,496,778)</b>	<b>\$ (14,369,865)</b>	<b>\$ (15,918,383)</b>	<b>\$ (16,040,026)</b>

### Licenses & Permits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Street Opening Permits	(3,500)	(5,000)	(4,950)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (3,500)</b>	<b>\$ (5,000)</b>	<b>\$ (4,950)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>

### Fine Forfeiture & Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Spec Assessments Capital	(646,124)	(150,000)	(148,500)	(150,000)	(150,000)
Late Fees	(37,141)	(48,000)	(47,520)	(40,000)	(40,000)
<b>TOTAL</b>	<b>\$ (683,265)</b>	<b>\$ (198,000)</b>	<b>\$ (196,020)</b>	<b>\$ (190,000)</b>	<b>\$ (190,000)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(256,333)	(175,000)	(173,250)	(175,000)	(175,000)
<b>TOTAL</b>	<b>\$ (256,333)</b>	<b>\$ (175,000)</b>	<b>\$ (173,250)</b>	<b>\$ (175,000)</b>	<b>\$ (175,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(1,397)	(640)	(634)	(640)	(640)
<b>TOTAL</b>	<b>\$ (1,397)</b>	<b>\$ (640)</b>	<b>\$ (634)</b>	<b>\$ (640)</b>	<b>\$ (640)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(18,262)	(25,000)	(24,750)	(25,000)	(25,000)
Trade In Allowance	(29,400)	(30,000)	(29,700)	(30,000)	(30,000)
Fund Balance Applied	-	-	-	-	(56,970)
<b>TOTAL</b>	<b>\$ (47,662)</b>	<b>\$ (55,000)</b>	<b>\$ (54,450)</b>	<b>\$ (55,000)</b>	<b>\$ (111,970)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Insurance	(2,828)	-	(15,565)	-	-
<b>TOTAL</b>	<b>\$ (2,828)</b>	<b>\$ -</b>	<b>\$ (15,565)</b>	<b>\$ -</b>	<b>\$ -</b>

**Stormwater**Function: **Public Works & Transportation***Line Item Detail*Agency Primary Fund: **Stormwater Utility**

## Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	2,369,986	2,667,447	2,388,608	2,808,220	2,921,775
Salary Savings	-	(46,310)	-	(46,310)	(46,310)
Pending Personnel	-	10,278	-	-	-
Premium Pay	7,558	7,000	11,149	10,500	10,500
Workers Compensation Wage	2,305	-	325	-	-
Compensated Absence	116,860	190,000	88,177	190,000	190,000
Hourly Wages	47,669	92,840	131,284	92,840	92,840
Overtime Wages Permanent	317,514	190,000	268,903	190,000	190,000
Overtime Wages Hourly	2,739	1,000	49	2,000	2,000
<b>TOTAL</b>	<b>\$ 2,864,629</b>	<b>\$ 3,112,255</b>	<b>\$ 2,888,496</b>	<b>\$ 3,247,250</b>	<b>\$ 3,360,805</b>

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	-	25,000	25,000	50,000	50,000
Health Insurance Benefit	409,050	404,136	376,911	414,129	435,295
Wage Insurance Benefit	7,965	7,757	7,783	9,171	9,171
Health Insurance Retiree	-	4,887	-	4,887	4,887
WRS	182,303	184,190	176,453	193,766	207,058
FICA Medicare Benefits	211,621	218,046	206,265	222,725	238,325
Licenses & Certifications	67	500	200	500	500
Post Employment Health Plan	12,854	13,096	13,312	13,744	13,744
Other Post Emplmnt Benefit	20,721	25,000	22,000	25,000	25,000
Pension Expense	64,801	100,000	100,000	100,000	100,000
<b>TOTAL</b>	<b>\$ 909,382</b>	<b>\$ 982,612</b>	<b>\$ 927,924</b>	<b>\$ 1,033,922</b>	<b>\$ 1,083,980</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	2,849	5,000	3,399	5,000	5,000
Copy Printing Supplies	12,770	12,000	13,836	21,420	21,420
Furniture	1,125	2,500	1,500	2,500	2,500
Hardware Supplies	5,044	4,500	9,314	10,000	10,000
Software Lic & Supplies	12,794	29,040	10,000	13,000	13,000
Postage	26,753	37,500	35,155	99,080	99,080
Books & Subscriptions	-	1,500	200	1,500	1,500
Work Supplies	281,620	130,000	174,710	150,000	150,000
Safety Supplies	11,592	10,000	10,151	10,000	10,000
Uniform Clothing Supplies	2,209	3,000	5,578	3,000	3,000
Food And Beverage	1,718	100	100	2,000	2,000
Building Supplies	186	-	1,199	-	-
Landscaping Supplies	12,888	10,000	6,706	10,000	10,000
Trees Shrubs Plants	6,497	2,000	-	6,000	6,000
Fertilizers And Chemicals	710	1,000	-	1,000	1,000
Machinery And Equipment	77,591	103,500	133,580	139,130	139,130
Equipment Supplies	37,269	50,000	37,059	50,000	50,000
<b>TOTAL</b>	<b>\$ 493,614</b>	<b>\$ 401,640</b>	<b>\$ 442,487</b>	<b>\$ 523,630</b>	<b>\$ 523,630</b>



# Stormwater

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Stormwater Utility

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	4,423	4,200	-	4,650	4,650
Electricity	19,464	22,900	11,503	15,850	15,850
Water	1,062	610	9,198	11,640	11,640
Sewer	545	520	465	520	520
Stormwater	119,703	125,760	127,217	145,260	145,260
Telephone	682	801	667	3,414	3,414
Cellular Telephone	2,972	3,330	4,887	7,804	7,804
Building Improv Repair Maint	7,729	4,000	11,443	4,000	4,000
Facility Rental	300	300	300	300	300
Custodial Bldg Use Charges	19,941	22,420	22,420	22,547	22,547
Landfill	17,647	30,000	13,418	20,000	20,000
Grounds Improv Repair Maint	69,727	15,000	16,795	25,000	25,000
Landscaping	52,961	55,000	39,007	40,000	40,000
Equipment Mntc	31,317	40,000	24,934	40,000	40,000
System & Software Mntc	44,878	78,694	102,293	108,614	108,614
Vehicle Repair & Mntc	40,465	44,400	40,454	44,400	44,400
Rental Of Equipment	6,451	5,000	4,819	5,000	5,000
Plant In Service Mntc	-	25,000	33,767	25,000	25,000
Recruitment	896	600	900	1,000	1,000
Mileage	4,615	5,500	4,700	5,500	5,500
Conferences & Training	6,433	12,500	6,673	10,000	10,000
Memberships	23,040	25,865	20,824	27,163	27,163
Uniform Laundry	2,747	3,100	2,533	3,100	3,100
Medical Services	-	750	600	750	750
Appraisal Services	2,900	-	-	-	-
Audit Services	3,000	4,720	3,000	5,000	5,000
Delivery Freight Charges	427	550	557	550	550
Storage Services	416	480	421	480	480
Consulting Services	155,143	28,000	248,701	816,200	816,200
Advertising Services	845	1,500	1,271	1,500	1,500
Engineering Services	1,319	5,000	9,081	5,000	5,000
Inspection Services	-	-	2,500	-	-
Surveying Services	5,470	-	-	-	-
Locating Marking Services	6,913	6,500	6,917	7,000	7,000
Lab Services	240	10,000	772	10,000	10,000
Parking Towing Services	2,903	550	4,055	5,000	5,000
Security Services	-	450	-	-	-
Other Services & Expenses	592,115	638,750	1,077,758	775,000	775,000
Taxes & Special Assessments	143,266	82,900	131,865	142,280	142,280
Permits & Licenses	31,676	30,000	32,813	30,000	30,000
<b>TOTAL</b>	<b>\$ 1,424,629</b>	<b>\$ 1,335,650</b>	<b>\$ 2,019,527</b>	<b>\$ 2,369,522</b>	<b>\$ 2,369,522</b>

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	5,379,583	6,055,280	5,860,840	7,020,000	7,020,000
Interest	1,025,341	1,090,100	1,090,100	1,300,000	1,300,000
Fund Balance Generated	1,243,629	-	-	-	-
Contingent Reserve	-	63,641	724,626	38,978	38,978
<b>TOTAL</b>	<b>\$ 7,648,553</b>	<b>\$ 7,209,021</b>	<b>\$ 7,675,566</b>	<b>\$ 8,358,978</b>	<b>\$ 8,358,978</b>

# Stormwater

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Stormwater Utility

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	387	379	387	16,465
ID Charge From Attorney	-	6,092	5,970	6,092	7,505
ID Charge From Clerk	-	565	554	565	388
ID Charge From Finance	-	75,997	74,477	77,822	102,804
ID Charge From Human Resou	-	4,840	4,743	4,840	4,062
ID Charge From Information T	18,900	28,166	27,603	28,166	15,956
ID Charge From Treasurer	-	1,825	1,789	-	-
ID Charge From Mayor	-	4,999	4,899	4,999	4,975
ID Charge From EAP	-	-	-	-	711
ID Charge From Public Health	1,724	-	-	-	-
ID Charge From Engineering	36,556	172,665	169,212	171,994	158,618
ID Charge From Fleet Services	89,760	116,677	114,343	80,910	80,910
ID Charge From Landfill	21,623	28,500	27,930	28,500	28,500
ID Charge From Traffic Eng	1,663	770	755	1,423	1,423
ID Charge From Community D	45,000	47,000	46,060	47,000	47,000
ID Charge From Econ Dev	-	1,619	1,587	1,619	-
ID Charge From Insurance	16,563	17,148	16,805	25,809	25,809
ID Charge From Workers Com	23,204	19,430	19,041	12,295	12,295
ID Charge From Sewer	335,040	285,000	279,300	335,000	335,000
ID Charge From Water	265,546	300,000	294,000	299,990	299,990
<b>TOTAL</b>	<b>\$ 855,578</b>	<b>\$ 1,111,680</b>	<b>\$ 1,089,446</b>	<b>\$ 1,127,411</b>	<b>\$ 1,142,411</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Engineering	(50,387)	(70,000)	(64,400)	(60,000)	(60,000)
ID Billing To Landfill	(11,279)	(11,500)	(10,580)	(11,500)	(11,500)
ID Billing To Sewer	(243,535)	(240,000)	(220,800)	(250,000)	(250,000)
<b>TOTAL</b>	<b>\$ (305,201)</b>	<b>\$ (321,500)</b>	<b>\$ (295,780)</b>	<b>\$ (321,500)</b>	<b>\$ (321,500)</b>

### Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Capital	10,000	117,500	117,500	10,000	10,000
<b>TOTAL</b>	<b>\$ 10,000</b>	<b>\$ 117,500</b>	<b>\$ 117,500</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

# Streets Division

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## *Agency Overview*

### Agency Mission

The mission of the Streets Division is to provide a clean, safe, welcoming atmosphere for the City of Madison residents, businesses, and guests by providing high quality, cost-effective, and essential public works services.

### Agency Overview

The Agency is responsible for the City's recycling program, roadside clean up, snow and ice control, solid waste management, and street maintenance. The Agency's goal is to effectively provide these services for the City of Madison with an emphasis on customer service and reduced environmental impact.

### 2020 Budget Highlights

The 2020 Executive Budget includes funding for:

- Creation of a new Forestry service in the Streets Division that will be responsible for spring and fall planting, pruning, stump grubbing in the right of way, and chipping private tree brush. Under the new model, the service will be comprised of Arborists formerly housed in the Parks Division and Street Machine Operators in the Streets Division. In total, the service will be staffed by 50 positions (37 positions transferred from the Parks Division and 13 positions from the Streets Division). This service delivery model is anticipated to realize savings by streamlining the removal and planting of trees while better utilizing staff time during off-peak periods.

The Executive Budget also begins to phase out the use of capital funding for staff time dedicated to forestry activities. In 2020, all of the Street Machine Operators time will be charged to the Urban Forestry Special Charge.

Based on these recommendations, the recommended forestry budget is \$5,203,341, an increase of \$787,501 (17%) from the 2019 budget.

**Streets****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	25,512,214	26,387,940	27,443,582	26,679,321	26,329,124
Other Restricted	-	-	-	-	5,203,341
Stormwater Utility	3,088,767	3,381,252	3,035,485	3,286,777	3,165,134
<b>TOTAL</b>	<b>\$ 28,600,982</b>	<b>\$ 29,769,192</b>	<b>\$ 30,479,067</b>	<b>\$ 29,966,098</b>	<b>\$ 34,697,599</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Solid Waste Management	9,879,923	9,820,305	10,034,107	9,746,250	9,288,865
Recycling	8,513,754	8,895,626	8,585,582	9,307,228	9,076,957
Snow & Ice Control	5,529,683	6,181,003	7,179,602	6,029,248	6,512,722
Street Sweeping	2,369,351	2,456,159	2,497,942	2,432,235	2,287,617
Street Repair & Maintenance	1,920,844	1,958,172	1,824,503	1,980,516	1,963,964
Roadside Cleanup	387,428	457,927	357,331	470,621	364,133
Forestry	-	-	-	-	5,203,341
<b>TOTAL</b>	<b>\$ 28,600,982</b>	<b>\$ 29,769,192</b>	<b>\$ 30,479,067</b>	<b>\$ 29,966,098</b>	<b>\$ 34,697,599</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(5,020)	(5,000)	(5,200)	(5,000)	(5,000)
Charges For Services	(1,472,979)	(1,396,000)	(1,022,517)	(1,146,000)	(1,146,000)
Misc Revenue	(18,884)	(25,000)	(17,470)	(25,000)	(25,000)
Transfer In	(803,079)	(782,520)	(782,520)	(1,275,722)	-
<b>TOTAL</b>	<b>\$ (2,299,962)</b>	<b>\$ (2,208,520)</b>	<b>\$ (1,827,707)</b>	<b>\$ (2,451,722)</b>	<b>\$ (1,176,000)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	11,445,824	12,281,839	11,716,636	12,766,070	14,528,314
Benefits	4,296,794	4,017,320	4,509,046	4,108,535	5,052,093
Supplies	1,412,599	1,630,815	1,605,134	1,642,595	1,916,795
Purchased Services	5,021,444	5,195,625	5,477,396	5,255,620	5,274,810
Inter Depart Charges	8,724,283	8,852,113	8,998,563	8,645,000	9,101,587
<b>TOTAL</b>	<b>\$ 30,900,944</b>	<b>\$ 31,977,712</b>	<b>\$ 32,306,774</b>	<b>\$ 32,417,820</b>	<b>\$ 35,873,599</b>

# Streets

Function: Public Works & Transportation

## Service Overview

**Service:** Recycling

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for the City's recycling program. Specific functions of the service include: (1) bi-weekly curbside collection of recyclables, (2) curbside yard waste and leaf collection, (3) operation of three City yard waste drop-off sites, and (4) curbside brush collection. 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.

### Major Budget Changes

- Reduces budgeted recycling revenue \$886,000 to \$636,000, a 28.2% decrease, to reflect current market of recyclables. (\$250,000)
- Increases fleet charges based on the 2020 projected rate (\$200,000).

### Activities Performed by this Service

- Recycling collection: Bi-weekly curbside recycling collection.
- Leaf/Yard Waste Collection: Spring and fall curbside collection (expense shared 50-50 with Stormwater).
- Drop Off Sites: Operation of three drop-off locations for residents to bring materials.
- Brush Collection: Curbside brush collection.
- Brush Processing: Brush processing at the Transfer Station.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	7,411,138	7,859,301	7,716,498	8,314,110	8,060,864
Other-Expenditures	1,102,616	1,036,325	869,084	993,118	1,016,093
<b>TOTAL</b>	<b>\$ 8,513,754</b>	<b>\$ 8,895,626</b>	<b>\$ 8,585,582</b>	<b>\$ 9,307,228</b>	<b>\$ 9,076,957</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(1,164,944)	(1,081,000)	(750,304)	(831,000)	(831,000)
Personnel	4,821,334	5,130,785	4,477,224	5,184,249	4,953,978
Non-Personnel	1,380,461	1,524,795	1,541,886	1,515,720	1,515,720
Agency Charges	3,476,902	3,321,046	3,316,776	3,438,259	3,438,259
<b>TOTAL</b>	<b>\$ 8,513,754</b>	<b>\$ 8,895,626</b>	<b>\$ 8,585,582</b>	<b>\$ 9,307,228</b>	<b>\$ 9,076,957</b>

# Streets

Function: Public Works & Transportation

## Service Overview

**Service:** Roadside Cleanup

**Citywide Element:** Culture and Character

### Service Description

This service is responsible for the removal of noxious weeds and the eradication of graffiti. The goal of this service is to improve aesthetics and community safety in the City.

### Major Budget Changes

- Decreases graffiti removal services by shifting to a complaint-based graffiti removal system (\$11,000 savings).
- Transfers the stump grubbing activity to the newly created Forestry service within the Streets Division. This activity is fully funded by the Urban Forestry special charge.

### Activities Performed by this Service

- Removal of Noxious Weeds: Remove weeds in violation of Madison General Ordinance 23.29 and Wisconsin State Statute 66.0517(3)(a).
- Eradication of Graffiti: Removal of graffiti from City, utility, and railroad property.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	387,428	457,927	357,331	470,621	364,133
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 387,428</b>	<b>\$ 457,927</b>	<b>\$ 357,331</b>	<b>\$ 470,621</b>	<b>\$ 364,133</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(762,907)	(787,520)	(788,520)	(1,280,722)	(5,000)
Personnel	707,591	844,464	695,558	1,385,303	315,094
Non-Personnel	73,917	1,000	50,310	1,000	1,000
Agency Charges	368,826	399,983	399,983	365,040	53,039
<b>TOTAL</b>	<b>\$ 387,428</b>	<b>\$ 457,927</b>	<b>\$ 357,331</b>	<b>\$ 470,621</b>	<b>\$ 364,133</b>

# Streets

Function: Public Works & Transportation

## Service Overview

Service: Snow & Ice Control

Citywide Element: Healthy and Safe

### Service Description

This service is responsible for the removal of snow and ice from all City streets and bicycle paths. The goal of the 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. This service provides community safety on the City's roadways and paths. The service budget funds staffing, contractors, supplies, and equipment costs for 5.5 general plow snow events of 3 inches or more.

### Major Budget Changes

- Increases personnel costs dedicated to snow removal resulting from transferring Forestry from the Parks Division to Streets. This increase was funded by making adjustments to allocations of existing Streets Division staff. (\$500,000)

### Activities Performed by this Service

- Plowing & Spreading: Snow removal efforts during snow events, and salting, sanding, and brining streets.
- Crosswalks: Clearing crosswalks, sidewalks, and handicap-accessible areas.
- Sand Barrels: Placing sand strategically around the City for residents, including in piles in parks and sand barrels at intersections throughout the City.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	5,529,683	6,181,003	7,179,602	6,029,248	6,512,722
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 5,529,683</b>	<b>\$ 6,181,003</b>	<b>\$ 7,179,602</b>	<b>\$ 6,029,248</b>	<b>\$ 6,512,722</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(24,471)	-	(2,749)	-	-
Personnel	2,880,660	2,806,302	3,614,068	2,847,706	3,331,180
Non-Personnel	1,269,308	1,777,950	1,811,857	1,777,950	1,777,950
Agency Charges	1,404,187	1,596,751	1,756,426	1,403,592	1,403,592
<b>TOTAL</b>	<b>\$ 5,529,683</b>	<b>\$ 6,181,003</b>	<b>\$ 7,179,602</b>	<b>\$ 6,029,248</b>	<b>\$ 6,512,722</b>

*Service Overview*

**Service:** Solid Waste Management

**Citywide Element:** Culture and Character

Service Description

This service is responsible for the collection and disposal of solid waste materials. The goal of this service is to collect all City refuse in accordance with the scheduled pick-up days throughout the City.

Major Budget Changes

- Increase for landfill charges based on continued trends of increased tonnage sent to landfill (\$50,000).
- Decreased fleet charges based on the projected 2020 rate (\$60,000 savings).
- Adjustments to the personnel budget reflecting updated allocations for the new Forestry service (\$380k).

Activities Performed by this Service

- Solid Waste Collection: Weekly refuse route service.
- Transfer Station Operations: Sort refuse for hauling to the appropriate location.
- Transfer Station Hauling: Remove refuse from the transfer station and bring it to the appropriate final destination.
- Large Item Collection: Collect large items from the curbside to be disposed of properly.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	9,879,923	9,820,305	10,034,107	9,746,250	9,288,865
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,879,923</b>	<b>\$ 9,820,305</b>	<b>\$ 10,034,107</b>	<b>\$ 9,746,250</b>	<b>\$ 9,288,865</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(347,252)	(340,000)	(286,134)	(340,000)	(340,000)
Personnel	4,582,732	4,490,605	4,631,738	4,468,612	4,085,166
Non-Personnel	3,259,385	3,203,920	3,222,723	3,253,920	3,253,920
Agency Charges	2,385,057	2,465,780	2,465,780	2,363,718	2,289,779
<b>TOTAL</b>	<b>\$ 9,879,923</b>	<b>\$ 9,820,305</b>	<b>\$ 10,034,107</b>	<b>\$ 9,746,250</b>	<b>\$ 9,288,865</b>



# Streets

Function: Public Works & Transportation

## Service Overview

**Service:** Street Repair & Maintenance

**Citywide Element:** Land Use and Transportation

### Service Description

This service is responsible for routine street maintenance such as filling of potholes, replacing damaged pavement, and sealing cracks. The goal of this service is to provide safe roadways for commuters in the City and to extend the useful lives of the roadways.

### Major Budget Changes

- The 2020 Executive Budget maintains the current level of service.

### Activities Performed by this Service

- Filling Potholes: Filling problematic potholes to maintain roadways and create safe roads for transportation.
- Sealcoating/Chip Sealing: Sealcoating unimproved streets on a rotation of 7-10 years to maintain roadways and create safe roads for transportation.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,920,844	1,958,172	1,824,503	1,980,516	1,963,964
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,920,844</b>	<b>\$ 1,958,172</b>	<b>\$ 1,824,503</b>	<b>\$ 1,980,516</b>	<b>\$ 1,963,964</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(388)	-	-	-	-
Personnel	1,079,720	1,243,124	1,002,232	1,256,868	1,240,316
Non-Personnel	299,336	184,805	292,029	184,805	184,805
Agency Charges	542,177	530,243	530,243	538,843	538,843
<b>TOTAL</b>	<b>\$ 1,920,844</b>	<b>\$ 1,958,172</b>	<b>\$ 1,824,503</b>	<b>\$ 1,980,516</b>	<b>\$ 1,963,964</b>

# Streets

Function: **Public Works & Transportation**

## Service Overview

**Service:** Street Sweeping

**Citywide Element:** Green and Resilient

### Service Description

This service is responsible for removing leaves, refuse, and other debris from the City's streets by using the Streets Division's ten street sweepers. 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. The Stormwater Utility funds the majority of the equipment and personnel costs associated with this service.

### Major Budget Changes

- The 2020 Executive Budget maintains the current level of service.

### Activities Performed by this Service

- Hand Sweeping: Removing excess sand, salt, debris, and leaves from medians to prevent these contaminants from entering the water supply.
- Street Sweeping & Leaf Collection: Conduct street sweeping and leaf collection.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	383,199	111,232	331,541	138,576	138,576
Other-Expenditures	1,986,151	2,344,927	2,166,401	2,293,659	2,149,041
<b>TOTAL</b>	<b>\$ 2,369,351</b>	<b>\$ 2,456,159</b>	<b>\$ 2,497,942</b>	<b>\$ 2,432,235</b>	<b>\$ 2,287,617</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,670,582	1,783,879	1,804,861	1,731,867	1,587,249
Non-Personnel	151,636	133,970	163,725	164,820	164,820
Agency Charges	547,133	538,310	529,355	535,548	535,548
<b>TOTAL</b>	<b>\$ 2,369,351</b>	<b>\$ 2,456,159</b>	<b>\$ 2,497,942</b>	<b>\$ 2,432,235</b>	<b>\$ 2,287,617</b>

*Service Overview*

**Service:** Forestry

**Citywide Element:** Green and Resilient

Service Description

This service is responsible for all forestry activities associated with maintaining Madison’s urban forest. This service is new in 2020 and reflects transferring the Forestry team from the Parks Division to Streets and combining with the stump grubbing activities performed by Streets. The goal of the service is to maintain a vibrant and thriving urban forest.

Major Budget Changes

- Transfers the budget for Stump Grubbing from Roadside Cleanup. The 2020 Executive Budget assumes the amount of time spent on activities pertaining to this service will increase resulting in additional staff time charged to the Urban Forestry Special Charge. (\$782,000)
- Transfers the staff and non-personnel expenditures associated with Forestry activities from the Parks Division-Park Maintenance service. The total budget for these activities is consistent with the agency’s request. (\$3.8 million)
- Based on the budgeted amounts the 2020 Urban Forestry Special Charge will be \$5,159,341 an increase of \$743,501 (17%) from the 2019 rate.

Activities Performed by this Service

- Stump Removal: Removal of tree stumps from City property.
- Forestry Activities: Terrace tree planting, maintenance, and storm clean-up
- Emerald Ash Borer Eradication: Combats the Emerald Ash Borer through tree treatment activities.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	-	-	-	-	-
Other-Expenditures	-	-	-	-	5,203,341
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,203,341</b>

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	-	-	-	-	4,067,424
Non-Personnel	-	-	-	-	293,390
Agency Charges	-	-	-	-	842,527
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,203,341</b>

# Streets

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Local Revenues Operating	(20)	-	(200)	-	-
Other Unit of Gov Rev Op	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (5,020)</b>	<b>\$ (5,000)</b>	<b>\$ (5,200)</b>	<b>\$ (5,000)</b>	<b>\$ (5,000)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Misc Charges for Service	-	-	(2,749)	-	-
Appliance Collection	(276,100)	(245,000)	(257,952)	(245,000)	(245,000)
Refuse Collection	(232,590)	(260,000)	(237,471)	(260,000)	(260,000)
Sale Of Recyclables	(956,449)	(886,000)	(518,345)	(636,000)	(636,000)
Graffiti Removal	(7,840)	(5,000)	(6,000)	(5,000)	(5,000)
<b>TOTAL</b>	<b>\$ (1,472,979)</b>	<b>\$ (1,396,000)</b>	<b>\$ (1,022,517)</b>	<b>\$ (1,146,000)</b>	<b>\$ (1,146,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(18,884)	(25,000)	(17,470)	(25,000)	(25,000)
<b>TOTAL</b>	<b>\$ (18,884)</b>	<b>\$ (25,000)</b>	<b>\$ (17,470)</b>	<b>\$ (25,000)</b>	<b>\$ (25,000)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Other Restrict	(754,873)	(782,520)	(782,520)	(1,275,722)	-
Transfer In From Insurance	(48,206)	-	-	-	-
<b>TOTAL</b>	<b>\$ (803,079)</b>	<b>\$ (782,520)</b>	<b>\$ (782,520)</b>	<b>\$ (1,275,722)</b>	<b>\$ -</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	8,540,536	9,618,986	8,756,227	10,041,256	9,001,410
Salary Savings	-	(523,000)	-	(523,000)	(523,000)
Premium Pay	28,638	130,526	33,458	30,526	30,526
Workers Compensation Wages	67,518	-	41,685	-	-
Compensated Absence	218,732	-	29,936	200,000	200,000
Hourly Wages	264,610	352,219	277,425	352,219	326,557
Overtime Wages Permanent	552,886	749,031	921,380	749,031	708,584
Overtime Wages Hourly	18,258	-	7,354	-	-
Election Officials Wages	1,783	-	455	-	-
<b>TOTAL</b>	<b>\$ 9,692,960</b>	<b>\$ 10,327,762</b>	<b>\$ 10,067,921</b>	<b>\$ 10,850,032</b>	<b>\$ 9,744,077</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	237,382	-	270,814	-	-
Health Insurance Benefit	1,923,893	1,823,509	1,958,144	1,866,553	1,787,218
Wage Insurance Benefit	31,568	30,896	34,682	34,255	30,754
WRS	626,398	643,322	695,262	670,985	646,893
FICA Medicare Benefits	715,515	734,330	798,592	747,778	720,682
Licenses & Certifications	600	-	156	-	-
Post Employment Health Plans	186,230	189,499	192,390	198,643	198,643
<b>TOTAL</b>	<b>\$ 3,721,585</b>	<b>\$ 3,421,556</b>	<b>\$ 3,950,041</b>	<b>\$ 3,518,214</b>	<b>\$ 3,384,190</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	6,757	7,500	7,605	7,500	7,500
Copy Printing Supplies	18,305	10,000	20,910	15,000	15,000
Furniture	2,550	2,500	1,662	2,500	2,500
Hardware Supplies	8,302	2,500	7,685	3,000	3,000

# Streets

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

Software Lic & Supplies	829	-	-	-	-
Postage	6,046	7,500	7,998	5,000	5,000
Work Supplies	363,273	325,000	371,648	283,000	283,000
Asphalt Repair Materials	15,599	-	15,505	55,000	55,000
Janitorial Supplies	11,264	5,000	15,861	15,000	15,000
Medical Supplies	1,272	2,275	1,363	1,775	1,775
Safety Supplies	15,043	10,000	16,982	15,000	15,000
Snow Removal Supplies	772,754	1,042,000	930,428	1,012,000	1,012,000
Uniform Clothing Supplies	18,249	25,000	17,351	25,000	25,000
Building Supplies	26,575	5,000	10,058	10,000	10,000
Machinery And Equipment	895	-	263	-	-
Equipment Supplies	69,827	110,000	124,396	110,000	110,000
<b>TOTAL</b>	<b>\$ 1,337,540</b>	<b>\$ 1,554,275</b>	<b>\$ 1,549,718</b>	<b>\$ 1,559,775</b>	<b>\$ 1,559,775</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	55,009	75,000	59,719	75,000	75,000
Electricity	87,845	100,000	108,948	100,000	100,000
Water	53,986	66,000	55,642	60,000	60,000
Stormwater	8,031	10,000	7,890	10,000	10,000
Telephone	4,113	8,000	4,695	7,000	7,000
Cellular Telephone	6,815	6,000	7,516	12,000	12,000
Systems Comm Internet	4,017	5,000	3,250	5,000	5,000
Building Improv Repair Maint	41,366	30,000	28,723	36,000	36,000
Waste Disposal	201,594	165,000	198,864	165,000	165,000
Pest Control	1,989	2,500	2,495	2,500	2,500
Elevator Repair	1,629	-	-	-	-
Landfill	2,610,084	2,658,000	2,648,873	2,708,000	2,708,000
Process Fees Recyclables	976,333	910,000	1,000,000	910,000	910,000
Resource Recovery	324,287	390,000	320,477	384,000	384,000
Grounds Improv Repair Maint	148,689	100,000	94,932	100,000	100,000
Snow Removal	304,649	475,000	725,000	475,000	475,000
Equipment Mntc	36,658	20,000	30,832	25,000	25,000
System & Software Mntc	2,802	-	3,451	-	-
Rental Of Equipment	1,471	-	-	-	-
Street Mntc	2,925	-	-	-	-
Recruitment	1,767	1,000	308	-	-
Mileage	14	-	-	-	-
Conferences & Training	5,527	11,000	10,210	11,000	11,000
Memberships	312	-	61	-	-
Uniform Laundry	9,288	7,500	8,526	7,500	7,500
Consulting Services	265	6,000	285	6,000	6,000
Advertising Services	21,690	25,000	11,262	25,000	25,000
Printing Services	822	-	-	-	-
Other Services & Expenses	14,055	20,000	14,220	15,000	15,000
Permits & Licenses	7,309	11,000	6,888	7,500	7,500
<b>TOTAL</b>	<b>\$ 4,935,338</b>	<b>\$ 5,102,000</b>	<b>\$ 5,353,067</b>	<b>\$ 5,146,500</b>	<b>\$ 5,146,500</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	55,152	55,153	56,587	55,153	55,153
ID Charge From Fleet Services	7,522,793	7,457,350	7,602,240	7,441,788	7,057,675
ID Charge From Traffic Eng	32,807	48,701	50,638	48,701	46,874
ID Charge From Insurance	115,286	108,638	110,582	131,372	131,372
ID Charge From Workers Comp	398,717	521,025	530,496	379,508	379,508
<b>TOTAL</b>	<b>\$ 8,124,755</b>	<b>\$ 8,190,867</b>	<b>\$ 8,350,542</b>	<b>\$ 8,056,522</b>	<b>\$ 7,670,582</b>

**Streets Division**

**Function: Public Works & Transportation**

*Position Summary*

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	52,986	1.00	51,341	1.00	53,417	-	-
ADMIN ASST	17	1.00	54,497	1.00	54,288	1.00	56,483	-	-
ADMIN CLERK	20	2.00	114,933	2.00	96,655	2.00	100,563	-	-
ARBORIST	16	-	-	-	-	26.00	1,606,617	-	-
ASST STREETS SUPER	18	1.00	87,695	1.00	117,804	1.00	122,569	-	-
CITY FORESTER	18	-	-	-	-	1.00	198,603	-	-
EQPT OPR	16	-	-	-	-	3.00	201,485	-	-
FORESTRY OPR SUPV	18	-	-	-	-	1.00	85,417	-	-
FORESTRY SPEC	16	-	-	-	-	3.00	287,403	-	-
MAINT MECH	15	2.00	135,448	2.00	134,928	2.00	140,384	-	-
MAINT/REPR COORD	18	2.00	159,923	2.00	159,488	2.00	165,937	-	-
OPERATING ASST	15	1.00	68,628	1.00	68,570	1.00	140,439	-	-
OPERATING MAINT WKR	15	6.00	383,098	6.00	376,408	6.00	706,056	-	-
OPERATIONS CLERK	16	2.00	109,195	2.00	111,737	2.00	116,255	-	-
PROCESS PLANT SUPV	18	1.00	85,269	1.00	84,942	1.00	88,377	-	-
PROG ASST	20	-	-	-	-	1.00	53,417	-	-
PUB WKS FORE	18	4.00	323,113	4.00	283,102	4.00	294,550	-	-
PUB WKS GEN FORE	18	6.00	470,711	6.00	495,895	6.00	515,949	-	-
PUB WKS GEN SUPV	18	2.00	186,646	2.00	185,930	2.00	193,449	-	-
SMO	15	147.00	8,332,766	147.00	8,380,435	147.00	13,237,427	-	-
SSMW	15	10.00	563,600	10.00	566,707	10.00	589,622	-	-
STREETS SUPT	21	1.00	126,450	1.00	129,062	1.00	134,281	-	-
STS OPER ANAL	18	1.00	86,209	1.00	87,128	1.00	90,651	-	-
STS/PW SIC	18	1.00	87,000	1.00	88,379	1.00	91,953	-	-
TREE TRIMMER FORE	18	-	-	-	-	2.00	154,260	-	-
<b>TOTAL</b>		<b>191.00</b>	<b>\$ 11,428,167</b>	<b>191.00</b>	<b>\$ 11,472,799</b>	<b>228.00</b>	<b>\$ 19,425,564</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Traffic Engineering

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## *Agency Overview*

### Agency Mission

The mission of the Traffic Engineering Division is to provide and manage the environmentally sensitive, safe, efficient, affordable, reliable and convenient movement of people and goods through communications, transportation planning, and the design, operation, and maintenance of transportation facilities.

### Agency Overview

The Division is responsible for managing Madison's network of traffic and streetlight infrastructure. The Division is also responsible for coordinating pedestrian and traffic safety initiatives. The goal of the Division is to efficiently maintain city infrastructure and facilities while providing a high level of customer service and improved safety to customers.

### 2020 Budget Highlights

The 2020 Executive Budget:

- Reduces the Pavement Marking budget by \$50,000. At the recommended funding level, maintenance will be focused on crosswalks in school zones and high traffic areas.

The Executive Budget includes \$78,900 in anticipated grant revenues and expenditures:

- The U.S. Department of Transportation Ped/Bike Safety grant (\$78,900).

**Traffic Engineering**

Function: Public Works &amp; Transportation

*Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	5,933,731	6,649,522	6,650,674	6,664,167	6,857,718
Other Grants	-	76,454	-	78,818	81,816
<b>TOTAL</b>	<b>\$ 5,933,731</b>	<b>\$ 6,725,976</b>	<b>\$ 6,650,674</b>	<b>\$ 6,742,985</b>	<b>\$ 6,939,534</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Signing	1,151,091	1,098,683	1,247,520	1,062,173	1,114,472
Streetlighting	1,705,127	1,678,263	1,850,829	1,708,557	1,729,547
Pavement Markings	729,590	921,941	831,624	858,920	826,291
Communications	358,929	642,533	487,915	625,643	666,072
Signals	381,237	715,659	711,740	754,847	803,625
Services	1,336,848	1,292,939	1,199,548	1,311,475	1,365,827
Bicycle & Pedestrian Services	270,908	375,958	321,498	421,371	433,701
<b>TOTAL</b>	<b>\$ 5,933,731</b>	<b>\$ 6,725,976</b>	<b>\$ 6,650,674</b>	<b>\$ 6,742,985</b>	<b>\$ 6,939,534</b>

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(430,308)	(530,000)	(555,000)	(531,900)	(531,900)
Charges For Services	(277,467)	(261,960)	(268,960)	(257,960)	(257,960)
Misc Revenue	(356,929)	(350,000)	(352,212)	(360,000)	(360,000)
Transfer In	(53,310)	(138,061)	(65,000)	(55,000)	-
<b>TOTAL</b>	<b>\$ (1,118,015)</b>	<b>\$ (1,280,021)</b>	<b>\$ (1,241,172)</b>	<b>\$ (1,204,860)</b>	<b>\$ (1,149,860)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	3,872,751	4,378,474	4,251,503	4,362,649	4,496,084
Benefits	1,368,021	1,312,419	1,341,048	1,322,496	1,398,490
Supplies	250,849	407,051	386,771	330,137	317,257
Purchased Services	1,868,963	1,922,140	1,926,612	1,922,140	1,922,140
Inter Depart Charges	286,131	500,593	500,593	522,469	522,469
Inter Depart Billing	(594,969)	(533,180)	(533,180)	(530,545)	(530,545)
Transfer Out	-	18,500	18,500	18,500	18,500
<b>TOTAL</b>	<b>\$ 7,051,746</b>	<b>\$ 8,005,997</b>	<b>\$ 7,891,846</b>	<b>\$ 7,947,845</b>	<b>\$ 8,144,394</b>



# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

**Service:** Bicycle & Pedestrian Services

**Citywide Element:** Land Use and Transportation

### Service Description

This service manages bicycle and pedestrian infrastructure improvements and program administration. The goal of this service is a safe, efficient, and accessible infrastructure and public awareness of pedestrian and bicycle safety best practices.

### Major Budget Changes

- Reallocated Hourly Wages from the Pavement Markings service to align with the staff distribution (\$8,000).

### Activities Performed by this Service

- Pedestrian and Bicycle Plans: Update plans that incorporate modern design principles and increase the mode share for walking and biking, including developing winter maintenance plans that support year round walking and bicycling and that are financially sustainable.
- Pedestrian and Bicycle Network: Develop projects that will close gaps in the network and ensure improvements equitably benefit low-income neighborhoods.
- Bicycle Infrastructure: Develop projects that improve the current pedestrian bicycle network through the use of innovative infrastructure and support the addition of infrastructure such as wayfinding signage, bicycle parking, pedestrian flags, repair stations, bike share stations and information kiosks.
- Bicycle Programs: Provide programming that fosters an active pedestrian bicycle culture, attracts new bikers and walkers, promotes safety, and ensures that programs are available to underserved neighborhoods.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	270,908	299,504	321,498	342,553	351,885
Other-Expenditures	-	76,454	-	78,818	81,816
<b>TOTAL</b>	<b>\$ 270,908</b>	<b>\$ 375,958</b>	<b>\$ 321,498</b>	<b>\$ 421,371</b>	<b>\$ 433,701</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	201,266	289,729	230,992	312,766	325,096
Non-Personnel	9,935	34,400	38,676	30,700	30,700
Agency Charges	59,708	51,829	51,829	77,905	77,905
<b>TOTAL</b>	<b>\$ 270,908</b>	<b>\$ 375,958</b>	<b>\$ 321,498</b>	<b>\$ 421,371</b>	<b>\$ 433,701</b>

# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

**Service:** Communications

**Citywide Element:** Healthy and Safe

### Service Description

This service is responsible for: (1) two-way radios and associated electronic equipment, (2) municipal communications systems, and (3) communications equipment for the City and other public entities. The goal of this service is to maintain and repair the current emergency communication system and radios.

### Major Budget Changes

- No major changes.

### Activities Performed by this Service

- Emergency Communication System: Maintain and repair equipment at eight radio tower locations including the 911 center and maintain and repair portable and handheld radios and miscellaneous electronics.
- Interoperability with Dane County 911 Center: Ensure the Dane County and the City of Madison separate emergency radio systems are compatible to receive calls from the 911 Center.
- Emergency Radio Equipment: Install communication equipment in police, fire, and other City agency vehicles and for other agencies throughout Dane County.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	358,929	642,533	487,915	625,643	666,072
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 358,929</b>	<b>\$ 642,533</b>	<b>\$ 487,915</b>	<b>\$ 625,643</b>	<b>\$ 666,072</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(145,071)	(113,000)	(118,000)	(127,900)	(127,900)
Personnel	862,913	1,012,369	933,915	994,682	1,035,111
Non-Personnel	105,222	121,052	49,888	107,749	107,749
Agency Charges	(464,135)	(377,888)	(377,888)	(348,888)	(348,888)
<b>TOTAL</b>	<b>\$ 358,929</b>	<b>\$ 642,533</b>	<b>\$ 487,915</b>	<b>\$ 625,643</b>	<b>\$ 666,072</b>

# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

Service: Services

Citywide Element: Effective Government

### Service Description

This service, in conjunction with the Transportation Commission, provides overall leadership for traffic safety programs and assists on the overall transportation and traffic planning, design, and transportation engineering for the City. Staff assist neighborhoods and other government entities in planning transportation improvements. The goal of this service is efficient development with minimal negative impacts on traffic safety and efficiency on City streets and neighborhoods.

### Major Budget Changes

- Reallocated Hourly Wages from the Pavement Markings service to align with the staff distribution (\$30,000).

### Activities Performed by this Service

- Right-of-Way Permits: Review plans for proposed use of the public right-of-way for public safety and pedestrian and traffic flow.
- Plan Review and Enforcement: Review projects and developments that may affect public safety and traffic flow and issue citations if warranted.
- Traffic Studies: Conduct traffic studies or counts to determine traffic by mode in order to determine appropriate traffic control devices or street geometry needs.
- Mapping System: Maintain the Cityworks database system which tracks agency workflow and spatially plots City assets.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,336,848	1,292,939	1,199,548	1,311,475	1,365,827
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,336,848</b>	<b>\$ 1,292,939</b>	<b>\$ 1,199,548</b>	<b>\$ 1,311,475</b>	<b>\$ 1,365,827</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	1,234,903	1,202,329	1,091,086	1,252,479	1,306,831
Non-Personnel	13,897	13,440	31,292	16,040	16,040
Agency Charges	88,048	77,170	77,170	42,956	42,956
<b>TOTAL</b>	<b>\$ 1,336,848</b>	<b>\$ 1,292,939</b>	<b>\$ 1,199,548</b>	<b>\$ 1,311,475</b>	<b>\$ 1,365,827</b>

# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

**Service:** Signals

**Citywide Element:** Land Use and Transportation

### Service Description

This service is responsible for the installation, operation and upkeep of traffic signals. Specific activities include: (1) studies, planning, and design associated with new installations, (2) review, revision and modernization for existing signalized intersections, and (3) installation and maintenance of fiber optics. The goal of this service is safer intersections through maintenance and repair the City's traffic signals.

### Major Budget Changes

- Reduced Transfer in from Capital Projects to align with current trends (\$54,600).

### Activities Performed by this Service

- Traffic Signals: Provide routine maintenance, repairs, and emergency response to equipment failures and traffic signals knocked down.
- Fiber Conduit: Provide routine maintenance, repair, and emergency response to equipment failures and fiber breaks due to extreme weather or contractor damage.
- Traffic Signal Timing: Remotely or locally adjust traffic signals to adapt to special events, crashes, flooding, road closures, etc.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	381,237	715,659	711,740	754,847	803,625
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 381,237</b>	<b>\$ 715,659</b>	<b>\$ 711,740</b>	<b>\$ 754,847</b>	<b>\$ 803,625</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(728,025)	(839,580)	(798,674)	(794,960)	(794,960)
Personnel	840,636	1,140,941	1,082,382	1,117,965	1,166,743
Non-Personnel	321,425	351,122	364,858	359,870	359,870
Agency Charges	(52,799)	63,175	63,175	71,972	71,972
<b>TOTAL</b>	<b>\$ 381,237</b>	<b>\$ 715,659</b>	<b>\$ 711,740</b>	<b>\$ 754,847</b>	<b>\$ 803,625</b>

# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

**Service:** Signing

**Citywide Element:** Land Use and Transportation

### Service Description

This service is responsible for fabricating, installing, replacing, repairing, and maintaining street signs. Specific activities include: (1) an annual inventory of all signs to determine condition and proper location, (2) studies to determine the need for new signs, (3) upkeep and maintenance of signs and guard rails, and (4) installations and removals of barricades and signs for special events and to individuals with street-use permits. The goal of this service is to provide clear, concise and consistent guidance on, over, or adjacent to a street, pedestrian facility or bikeway by maintaining existing and installing new traffic control signage.

### Major Budget Changes

- Reduced Work Supplies to align with current trends (\$73,000).

### Activities Performed by this Service

- Signage Plans: Develop sign plans that are designed to improve public safety and traffic flow.
- Fabricate and Install Signs: Manufacture and install signs through-out the City.
- Facilitate Special Events: Work with special event planners and other agencies to design plans to accommodate special events in a safe manner. Place signage and barricades needed for these events.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,151,091	1,098,683	1,247,520	1,062,173	1,114,472
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,151,091</b>	<b>\$ 1,098,683</b>	<b>\$ 1,247,520</b>	<b>\$ 1,062,173</b>	<b>\$ 1,114,472</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(111,429)	(96,000)	(111,998)	(96,000)	(96,000)
Personnel	1,165,640	1,002,228	1,150,557	1,059,121	1,111,420
Non-Personnel	96,598	152,869	169,375	81,808	81,808
Agency Charges	282	39,586	39,586	17,244	17,244
<b>TOTAL</b>	<b>\$ 1,151,091</b>	<b>\$ 1,098,683</b>	<b>\$ 1,247,520</b>	<b>\$ 1,062,173</b>	<b>\$ 1,114,472</b>

# Traffic Engineering

Function: Public Works & Transportation

## Service Overview

Service: Streetlighting

Citywide Element: Healthy and Safe

### Service Description

This service manages all street lights within the City of Madison. Specific activities include: repairing and maintaining light poles, bases and luminaries, and repairing all damage resulting from crashes. This includes design of new lighting installations and evaluating the need for changes in the existing systems and lighting units for specific neighborhood needs. The goal of this service is to maintain and repair street lighting and bike path lighting infrastructure.

### Major Budget Changes

- Reduced various revenue lines to align with current trends (\$45,000).

### Activities Performed by this Service

- Streetlight Maintenance: Provide routine maintenance, repairs, and emergency response to knocked down street lights and repair malfunctioning street light equipment.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	1,705,127	1,678,263	1,850,829	1,708,557	1,729,547
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,705,127</b>	<b>\$ 1,678,263</b>	<b>\$ 1,850,829</b>	<b>\$ 1,708,557</b>	<b>\$ 1,729,547</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(130,644)	(231,441)	(212,500)	(186,000)	(186,000)
Personnel	536,811	484,597	639,628	475,204	496,194
Non-Personnel	1,304,087	1,384,128	1,382,723	1,380,532	1,380,532
Agency Charges	(5,128)	40,979	40,979	38,821	38,821
<b>TOTAL</b>	<b>\$ 1,705,127</b>	<b>\$ 1,678,263</b>	<b>\$ 1,850,829</b>	<b>\$ 1,708,557</b>	<b>\$ 1,729,547</b>

# Traffic Engineering

Function: **Public Works & Transportation**

## Service Overview

**Service:** Pavement Markings

**Citywide Element:** Land Use and Transportation

### Service Description

This service performs an annual pavement marking inventory. The service is also responsible for the maintenance of the following: centerline, lane line, crosswalk, bike path, speed hump, and other similar markings. The goal of this service is to provide greater clarity and consistent guidance on, over, or adjacent to a street, pedestrian facility or bikeway by maintaining existing and installing new traffic control pavement markings.

### Major Budget Changes

- Reallocated Hourly Wages to the Bicycle and Pedestrian service (\$8,000) and the Services (admin) service (\$30,000) to align with the staff distribution.
- Hourly wages and work supplies are reduced by \$50,000. At this funding level, maintenance will be focused on school zones and high traffic areas.

### Activities Performed by this Service

- Pavement Marking Design: Design pavement marking needs based on condition of existing markings and public safety, including prioritizing the material, location, and type of replacement pavement markings.
- Pavement Marking Installation: Paint pavement markings throughout the city to help guide bicycles, pedestrians, and motorists.
- Epoxy Pavement Marking: Oversee the work of the contractor hired to install epoxy pavement marking in high traffic locations.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	729,590	921,941	831,624	858,920	826,291
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 729,590</b>	<b>\$ 921,941</b>	<b>\$ 831,624</b>	<b>\$ 858,920</b>	<b>\$ 826,291</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(2,846)	-	-	-	-
Personnel	398,603	558,700	463,991	472,928	453,179
Non-Personnel	268,646	290,680	295,071	294,078	281,198
Agency Charges	65,186	72,561	72,561	91,914	91,914
<b>TOTAL</b>	<b>\$ 729,590</b>	<b>\$ 921,941</b>	<b>\$ 831,624</b>	<b>\$ 858,920</b>	<b>\$ 826,291</b>

# Traffic Engineering

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(329)	(3,000)	(3,000)	(900)	(900)
State Revenues Operating	(90,339)	(90,000)	(90,000)	(93,000)	(93,000)
Payment for Muni Service	(24,831)	(30,000)	(55,000)	(30,000)	(30,000)
Local Revenues Operating	(225,520)	(322,000)	(322,000)	(333,000)	(333,000)
Other Unit of Gov Rev Op	(89,289)	(85,000)	(85,000)	(75,000)	(75,000)
<b>TOTAL</b>	<b>\$ (430,308)</b>	<b>\$ (530,000)</b>	<b>\$ (555,000)</b>	<b>\$ (531,900)</b>	<b>\$ (531,900)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Engineering Services	(1,379)	-	-	-	-
Traffic Private Entity	(77,018)	(132,960)	(139,960)	(128,960)	(128,960)
Reimbursement Of Expense	(199,070)	(129,000)	(129,000)	(129,000)	(129,000)
<b>TOTAL</b>	<b>\$ (277,467)</b>	<b>\$ (261,960)</b>	<b>\$ (268,960)</b>	<b>\$ (257,960)</b>	<b>\$ (257,960)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(356,929)	(350,000)	(352,212)	(360,000)	(360,000)
<b>TOTAL</b>	<b>\$ (356,929)</b>	<b>\$ (350,000)</b>	<b>\$ (352,212)</b>	<b>\$ (360,000)</b>	<b>\$ (360,000)</b>

### Transfer In

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer In From Capital	-	(73,061)	-	-	-
Transfer In From Insurance	(53,310)	(65,000)	(65,000)	(55,000)	(55,000)
<b>TOTAL</b>	<b>\$ (53,310)</b>	<b>\$ (138,061)</b>	<b>\$ (65,000)</b>	<b>\$ (55,000)</b>	<b>\$ (55,000)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	3,597,105	4,095,824	4,018,524	4,155,730	4,323,774
Salary Savings	-	(100,000)	-	(100,000)	(100,000)
Pending Personnel	-	77,800	-	-	-
Premium Pay	20,933	18,000	17,571	18,000	18,000
Workers Compensation Wages	9,885	-	930	-	-
Compensated Absence	62,548	49,999	39,536	49,999	49,999
Hourly Wages	122,524	125,000	124,702	125,000	87,880
Overtime Wages Permanent	59,746	51,802	50,241	51,802	51,802
Overtime Wages Hourly	11	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,872,751</b>	<b>\$ 4,318,425</b>	<b>\$ 4,251,503</b>	<b>\$ 4,300,531</b>	<b>\$ 4,431,455</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	94,185	-	53,782	-	-
Health Insurance Benefit	681,781	670,668	661,652	674,131	709,002
Wage Insurance Benefit	15,474	14,831	17,158	16,926	16,926
WRS	251,694	268,276	266,241	272,194	291,854
FICA Medicare Benefits	290,296	306,600	305,277	304,493	325,469
Licenses & Certifications	235	-	84	-	-
Post Employment Health Plans	34,355	35,639	36,854	38,052	38,052
<b>TOTAL</b>	<b>\$ 1,368,021</b>	<b>\$ 1,296,014</b>	<b>\$ 1,341,048</b>	<b>\$ 1,305,796</b>	<b>\$ 1,381,303</b>



# Traffic Engineering

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Purchasing Card Unallocated	-	100	-	100	100
Office Supplies	7,591	4,600	14,000	5,300	5,300
Copy Printing Supplies	4,731	4,100	4,550	4,100	4,100
Furniture	826	3,100	2,800	2,400	2,400
Hardware Supplies	613	800	6,331	2,300	2,300
Software Lic & Supplies	500	6,300	1,000	6,300	6,300
Postage	2,325	2,100	3,383	2,800	2,800
Books & Subscriptions	541	100	100	100	100
Work Supplies	186,416	286,249	278,053	214,586	201,706
Janitorial Supplies	4,579	4,700	3,797	4,700	4,700
Medical Supplies	354	500	410	500	500
Safety Supplies	5,256	11,100	10,071	11,100	11,100
Snow Removal Supplies	150	-	-	-	-
Building	-	200	149	200	200
Building Supplies	1,880	700	2,010	700	700
Electrical Supplies	1,302	1,500	846	1,500	1,500
HVAC Supplies	1,093	900	235	900	900
Plumbing Supplies	840	100	75	100	100
Equipment Supplies	5,054	17,500	19,381	19,100	19,100
Street Light Supplies	7,571	30,000	7,736	25,000	25,000
Traffic Signal Supplies	19,226	31,002	30,378	27,551	27,551
Inventory	-	1,400	1,465	800	800
<b>TOTAL</b>	<b>\$ 250,849</b>	<b>\$ 407,051</b>	<b>\$ 386,771</b>	<b>\$ 330,137</b>	<b>\$ 317,257</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	8,279	6,400	8,618	6,800	6,800
Electricity	1,457,958	1,548,100	1,524,503	1,540,021	1,540,021
Water	2,571	1,980	1,806	1,980	1,980
Telephone	4,173	9,400	5,330	9,200	9,200
Cellular Telephone	15,807	14,260	14,586	14,260	14,260
Systems Comm Internet	74,100	74,100	81,600	82,500	82,500
Building Improv Repair Maint	4,595	-	1,421	-	-
Waste Disposal	-	-	448	-	-
Facility Rental	1,536	-	6,142	800	800
Landfill	2,521	2,000	1,780	2,000	2,000
Landscaping	-	600	590	600	600
Comm Device Mntc	14,458	15,400	14,412	10,400	10,400
Equipment Mntc	27,433	27,700	26,236	29,500	29,500
System & Software Mntc	7,933	-	16,199	1,000	1,000
Rental Of Equipment	16,342	4,100	5,242	6,100	6,100
Street Mntc	169,987	170,000	170,013	170,000	170,000
Street Light Mntc	6,577	-	-	-	-
Recruitment	1,950	-	84	-	-
Mileage	-	1,300	750	1,000	1,000
Conferences & Training	11,020	13,000	9,686	12,700	12,700
Memberships	2,657	4,900	4,285	4,400	4,400
Delivery Freight Charges	-	600	157	200	200
Storage Services	12	-	12	-	-
Advertising Services	548	2,800	800	1,600	1,600
Printing Services	3,538	4,000	4,920	3,800	3,800
Locating Marking Services	20,739	17,000	20,751	17,000	17,000

# Traffic Engineering

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

Other Services & Expenses	13,499	4,000	6,042	5,779	5,779
Permits & Licenses	730	500	200	500	500
<b>TOTAL</b>	<b>\$ 1,868,963</b>	<b>\$ 1,922,140</b>	<b>\$ 1,926,612</b>	<b>\$ 1,922,140</b>	<b>\$ 1,922,140</b>

## Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	(81,516)	51,824	51,824	54,233	54,233
ID Charge From Fleet Services	260,085	332,841	332,841	374,038	374,038
ID Charge From Insurance	28,937	26,897	26,897	30,000	30,000
ID Charge From Workers Comp	78,625	89,031	89,031	64,198	64,198
<b>TOTAL</b>	<b>\$ 286,131</b>	<b>\$ 500,593</b>	<b>\$ 500,593</b>	<b>\$ 522,469</b>	<b>\$ 522,469</b>

## Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Clerk	(971)	(900)	(900)	(900)	(900)
ID Billing To Fire	(120,576)	(103,904)	(103,904)	(102,952)	(102,952)
ID Billing To Police	(277,015)	(224,747)	(224,747)	(225,839)	(225,839)
ID Billing To Public Health	(2,179)	(1,586)	(1,586)	(1,644)	(1,644)
ID Billing To Engineering	(6,857)	(9,466)	(9,466)	(3,826)	(3,826)
ID Billing To Fleet Services	(8,989)	(3,599)	(3,599)	(4,999)	(4,999)
ID Billing To Landfill	-	-	-	(2,043)	(2,043)
ID Billing To Streets	(31,923)	(48,702)	(48,702)	(48,373)	(48,373)
ID Billing To Library	(3,659)	(3,314)	(3,314)	(3,481)	(3,481)
ID Billing To Parks	(31,140)	(30,374)	(30,374)	(31,043)	(31,043)
ID Billing To Bldg Inspection	(1,699)	(914)	(914)	(914)	(914)
ID Billing To Parking	(14,975)	(43,034)	(43,034)	(43,210)	(43,210)
ID Billing To Sewer	(275)	-	-	(1,423)	(1,423)
ID Billing To Stormwater	(6,322)	(3,000)	(3,000)	(175)	(175)
ID Billing To Transit	(67,443)	(42,132)	(42,132)	(42,717)	(42,717)
ID Billing To Water	(20,507)	(17,509)	(17,509)	(17,007)	(17,007)
ID Billing To CDA	(301)	-	-	-	-
ID Billing To CDA Management	(140)	-	-	-	-
<b>TOTAL</b>	<b>\$ (594,969)</b>	<b>\$ (533,180)</b>	<b>\$ (533,180)</b>	<b>\$ (530,545)</b>	<b>\$ (530,545)</b>

## Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Grants	-	18,500	18,500	18,500	18,500
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>

# Traffic Engineering

Function: Public Works & Transportation

## Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCT TECH	20	1.00	60,535	1.00	60,302	1.00	62,740	-	-
ASST CITY TRAFFIC ENGR	18	1.00	125,218	1.00	129,261	1.00	134,489	-	-
BIC REGISTRATION COORD	20	0.60	32,880	0.60	34,150	0.60	35,530	-	-
CITY TRAFF ENGR	21	1.00	153,743	1.00	144,550	1.00	150,397	-	-
CIVIL TECH	16	3.00	212,929	3.00	191,101	3.00	198,828	-	-
COM OPER LDWKR	16	1.00	73,451	1.00	76,088	1.00	79,164	-	-
COMMUNIC OPER SUPV	18	1.00	86,965	1.00	90,534	1.00	94,196	-	-
COMMUNIC TECH	16	6.00	403,351	6.00	386,222	6.00	401,838	-	-
COMMUNICATION WKR	16	2.00	125,763	2.00	126,142	2.00	131,242	-	-
COMP MAP/GIS COORD	18	1.00	103,829	1.00	103,431	1.00	107,614	-	-
ENGINEER	18	1.00	69,687	1.00	78,116	1.00	81,275	-	-
ENGR PROG SPEC	16	5.00	341,814	5.00	356,302	5.00	370,709	-	-
MAINT MECH	16	1.00	51,398	1.00	57,070	1.00	59,378	-	-
MAINT PAINTER	16	3.00	189,589	3.00	190,174	3.00	197,863	-	-
PED BICYCLE COORD	18	1.00	59,148	1.00	69,375	1.00	72,181	-	-
PED BICYCLE SAFETY ASST	20	1.00	47,036	1.00	46,855	1.00	48,749	-	-
PROG ASST	20	2.00	120,842	2.00	120,380	2.00	125,248	-	-
SIGN PAINTER	16	2.00	125,522	2.00	126,378	2.00	131,489	-	-
STOREKEEPER	16	1.00	64,612	1.00	53,703	1.00	55,874	-	-
TRAFF CONT MAINT WKR	16	6.00	336,837	6.00	334,222	6.00	347,736	-	-
TRAFF ENGR	18	7.00	596,142	7.00	581,417	7.00	604,928	-	-
TRAFF OPER LDWKR	16	2.00	139,796	2.00	140,339	2.00	146,013	-	-
TRAFF OPER MGR	18	1.00	108,158	1.00	112,545	1.00	117,096	-	-
TRAFF OPER SUPV	18	1.00	83,698	1.00	83,377	1.00	86,749	-	-
TRAFF SIG ELECTR	16	8.00	566,093	8.00	564,384	8.00	587,206	-	-
TRAFF SIG MAINT WKR	16	4.00	225,191	4.00	235,118	4.00	244,623	-	-
TRAFF SIGNAL ELECT	16	1.00	78,567	1.00	78,507	1.00	81,682	-	-
TRAFF SYS/NET SPEC	16	1.00	86,871	1.00	90,144	1.00	93,790	-	-
TRANSP OPNS ANAL	18	1.00	89,557	1.00	89,560	1.00	93,182	-	-
<b>TOTAL</b>		<b>66.60</b>	<b>\$ 4,759,222</b>	<b>66.60</b>	<b>\$ 4,749,747</b>	<b>66.60</b>	<b>\$ 4,941,809</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Transportation

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## *Agency Overview*

### Agency Mission

The mission of the Department of Transportation is to develop and maintain a safe, efficient, economical, equitable, and sustainable transportation system for Madison's residents and visitors in a way that is consistent with the City's land use system and regional transportation goals.

### Agency Overview

The Agency is responsible for planning and maintaining each element of the City's transportation system including bicycle, bus, freight, automobile traffic, parking, pedestrians, street, curb and right-of-way use, and public transit.

### 2020 Budget Highlights

The 2020 Executive Budget maintains the current level of service.

**Transportation****Function: Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	106,774	461,293	481,978	499,210	518,601
<b>TOTAL</b>	<b>\$ 106,774</b>	<b>\$ 461,293</b>	<b>\$ 481,978</b>	<b>\$ 499,210</b>	<b>\$ 518,601</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transportation Management	106,774	461,293	481,978	499,210	518,601
<b>TOTAL</b>	<b>\$ 106,774</b>	<b>\$ 461,293</b>	<b>\$ 481,978</b>	<b>\$ 499,210</b>	<b>\$ 518,601</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	79,327	355,631	358,066	360,447	374,822
Benefits	18,517	60,426	90,193	97,468	102,484
Supplies	182	1,000	3,994	4,500	4,500
Purchased Services	8,749	34,000	19,490	25,500	25,500
Inter Depart Charges	-	10,236	10,236	11,295	11,295
<b>TOTAL</b>	<b>\$ 106,774</b>	<b>\$ 461,293</b>	<b>\$ 481,978</b>	<b>\$ 499,210</b>	<b>\$ 518,601</b>

# Transportation

Function: Public Works & Transportation

## Service Overview

**Service:** Transportation Management

**Citywide Element:** Land Use and Transportation

### Service Description

This service is responsible for planning and maintaining each element of the City's transportation system including bicycle, bus, freight, automobile traffic, parking, pedestrians, street, curb and right-of-way use, and public transit. Organizationally, leadership within this department is responsible for the oversight of Metro Transit, Parking Utility, and Traffic Engineering.

### Major Budget Changes

- No major changes from the 2019 Adopted Budget.

### Activities Performed by this Service

- Transportation Planning: Identify transportation needs, develop and evaluate solutions, and recommend projects.
- Transportation Management: Manage interaction between the Traffic Engineering Division, the Parking Division, and Metro Transit to develop a coordinated effort toward meeting Madison's Transportation goals.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General	106,774	461,293	481,978	499,210	518,601
Other-Expenditures	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 106,774</b>	<b>\$ 461,293</b>	<b>\$ 481,978</b>	<b>\$ 499,210</b>	<b>\$ 518,601</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	-	-	-	-	-
Personnel	97,844	416,057	448,259	457,915	477,306
Non-Personnel	8,930	35,000	23,483	30,000	30,000
Agency Charges	-	10,236	10,236	11,295	11,295
<b>TOTAL</b>	<b>\$ 106,774</b>	<b>\$ 461,293</b>	<b>\$ 481,978</b>	<b>\$ 499,210</b>	<b>\$ 518,601</b>

# Transportation

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: General

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	79,327	355,631	357,465	355,447	369,822
Pending Personnel	-	-	-	5,000	5,000
Election Officials Wages	-	-	601	-	-
<b>TOTAL</b>	<b>\$ 79,327</b>	<b>\$ 355,631</b>	<b>\$ 358,066</b>	<b>\$ 360,447</b>	<b>\$ 374,822</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	6,763	31,908	38,745	47,862	50,421
Wage Insurance Benefit	157	1,005	1,117	1,103	1,103
WRS	5,305	12,812	23,500	23,281	24,963
FICA Medicare Benefits	5,974	14,701	26,832	25,222	25,997
Tuition	235	-	-	-	-
Licenses & Certifications	82	-	-	-	-
<b>TOTAL</b>	<b>\$ 18,517</b>	<b>\$ 60,426</b>	<b>\$ 90,193</b>	<b>\$ 97,468</b>	<b>\$ 102,484</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	182	500	700	1,000	1,000
Hardware Supplies	-	-	3,000	-	-
Software Lic & Supplies	-	500	-	3,500	3,500
Books & Subscriptions	-	-	294	-	-
<b>TOTAL</b>	<b>\$ 182</b>	<b>\$ 1,000</b>	<b>\$ 3,994</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	-	-	490	-	-
Recruitment	8,045	-	1,000	-	-
Conferences & Training	-	17,000	7,000	12,500	12,500
Memberships	704	17,000	11,000	13,000	13,000
<b>TOTAL</b>	<b>\$ 8,749</b>	<b>\$ 34,000</b>	<b>\$ 19,490</b>	<b>\$ 25,500</b>	<b>\$ 25,500</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From Engineering	-	10,236	10,236	10,236	10,236
ID Charge From Insurance	-	-	-	925	925
ID Charge From Workers Comp	-	-	-	134	134
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 10,236</b>	<b>\$ 10,236</b>	<b>\$ 11,295</b>	<b>\$ 11,295</b>

# Transportation

## Function: Public Works & Transportation

### Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
PLANNER	18	1.00	117,202	1.00	116,752	1.00	121,473	-	-
TRANS PLANNER	44	1.00	78,391	1.00	78,658	1.00	81,839	-	-
TRANSPORTATION DIR	21	1.00	160,038	1.00	160,037	1.00	166,510	-	-
<b>TOTAL</b>		<b>3.00</b>	<b>\$ 355,631</b>	<b>3.00</b>	<b>\$ 355,447</b>	<b>3.00</b>	<b>\$ 369,822</b>	<b>-</b>	<b>\$ -</b>

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.



# Water Utility

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## *Agency Overview*

### Agency Mission

The mission 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.

### Agency Overview

The Agency seeks to maintain the City's water utility network by replacing and rehabilitating new and existing infrastructure.

### 2020 Budget Highlights

- The 2020 Executive Budget does not assume a rate increase. The Utility currently has a pending rate increase before the PSC. If approved, rates will increase by 8% generating approximately \$3.25 million in additional revenue annually. Should the rate increase be approved, a resolution to amend to the 2020 budget will be presented to the Common Council and Water Utility Board for approval.
- At the start of 2019, the Water Utility migrated to a new chart of accounts that reflected a new service structure. Due to this cutover, prior year data is not available at the service level.

**Water****Function:****Public Works & Transportation***Budget Overview*

## Agency Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Water Utility	41,485,940	45,886,000	44,544,850	44,788,300	45,232,406
<b>TOTAL</b>	<b>\$ 41,485,940</b>	<b>\$ 45,886,000</b>	<b>\$ 44,544,850</b>	<b>\$ 44,788,300</b>	<b>\$ 45,232,406</b>

## Agency Budget by Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	
Water Quality				957,746	986,974	
Water Engineering				1,953,133	2,006,758	
Water Operations & Maintenance		<i>Prior Year Data Not Available</i>			9,630,411	9,908,211
Water Customer Service				2,966,464	3,031,380	
Water Finance & Admin				29,280,546	29,299,083	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,788,300</b>	<b>\$ 45,232,406</b>	

## Agency Budget by Major-Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Intergov Revenues	(32,923,398)	(44,935,000)	(135,000)	(138,000)	(138,000)
Charges For Services	(322,060)	(281,000)	(43,647,070)	(43,785,220)	(43,785,220)
Fine & Forfeiture	(559,576)	-	(170,000)	(242,300)	(242,300)
Investments & Other Contributions	(338,334)	(270,000)	(270,000)	(300,000)	(300,000)
Misc Revenue	(423,323)	(400,000)	(322,780)	(322,780)	(322,780)
Other Financing Source	(6,919,248)	-	-	-	(444,106)
<b>TOTAL</b>	<b>\$ (41,485,940)</b>	<b>\$ (45,886,000)</b>	<b>\$ (44,544,850)</b>	<b>\$ (44,788,300)</b>	<b>\$ (45,232,406)</b>

## Agency Budget by Major-Expenses

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Salaries	9,201,939	9,373,464	8,890,028	8,723,839	9,039,183
Benefits	3,113,230	3,067,867	2,888,589	2,663,394	2,804,480
Supplies	2,763,451	2,516,350	1,891,859	2,322,500	2,322,500
Purchased Services	4,993,773	5,549,950	4,864,606	5,430,000	5,430,000
Debt & Other Financing	23,628,039	27,428,470	26,578,816	27,646,350	27,646,350
Inter Depart Charges	590,692	866,399	866,009	962,217	949,893
Inter Depart Billing	(2,805,184)	(2,916,500)	(2,904,057)	(2,960,000)	(2,960,000)
Transfer Out	-	-	1,469,000	-	-
<b>TOTAL</b>	<b>\$ 41,485,940</b>	<b>\$ 45,886,000</b>	<b>\$ 44,544,850</b>	<b>\$ 44,788,300</b>	<b>\$ 45,232,406</b>

# Water

Function: Public Works & Transportation

## Service Overview

Service: Water Quality

Citywide Element: Healthy and Safe

### Service Description

This service provides field testing, routine and specialty water sample collection, laboratory results interpretation, and long-term trend analysis for a variety of potential chemical and biological contaminants in drinking water to ensure delivery of safe, high-quality water to customers and to comply with requirements of the Safe Drinking Water Act. This service oversees compliance monitoring, wellhead protection, private well permitting and abandonment, and cross connection control.

### Major Budget Changes

- Increased funding for lab services to conduct PFAS testing on Madison’s east side. (\$15,000)
- Additional funding to conduct water quality testing at Unit Well 14. (\$60,000)

### Activities Performed by this Service

- Water Quality Regulation Objectives: Monitor and determine compliance with federal, state, and internal water quality requirements.
- Water Quality Scheduling: Manage sampling and monitoring techniques at all water utility infrastructure assets.
- Well Operation Permits & Private Plumbing Inspections: Manage, inspect, and maintain quality at non-utility assets connected to the Utility’s distribution system.
- Long-Term Planning: Identify current and potential sources of contamination and determine resources necessary to mitigate those sources.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	
General		<i>Prior year data not available</i>			-	-
Other-Expenditures				957,746	986,974	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 957,746</b>	<b>\$ 986,974</b>	

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive	
Revenue				-	(29,228)	
Personnel		<i>Prior year data not available</i>			719,746	748,974
Non-Personnel				238,000	238,000	
Agency Charges				-	-	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 957,746</b>	<b>\$ 957,746</b>	

# Water

Function: Public Works & Transportation

## Service Overview

**Service:** Water Engineering

**Citywide Element:** Effective Government

### Service Description

This service provides technical support, mapping, long-term planning, and direction to the Water Utility capital improvement and infrastructure renewal program. The goal of this service is to use Asset Management and Master Plan technology to meet and maintain levels of service to customers.

### Major Budget Changes

- Funding to conduct a cyber-vulnerability assessment of the Water Utility's water pressure monitoring system. (\$50,000)
- Annual software maintenance costs for the City's recently implemented asset management system. (\$40,000)

### Activities Performed by this Service

- Infrastructure Planning & Design: Develop infrastructure necessary to provide the Utility's desired level of service.
- Construction Project Management & Regulatory Compliance: Monitor shared construction projects to determine specification requirements associated with the Utility's infrastructure and maintain compliance with federal, state, and local regulations.
- GIS & Asset Management: Map systems infrastructure and monitor conditions of Water Utility's system assets for planning and maintenance purposes.
- Construction Inspection & Field Surveying: Monitor compliance with internal and contractor specifications to ensure facilities and systems are adequately constructed.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General		Prior year data not available			-
Other-Expenditures				1,953,133	2,006,758
<b>TOTAL</b>	<b>\$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>1,953,133 \$</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue				-	(53,625)
Personnel		Prior year data not available			1,476,558
Non-Personnel				530,200	530,200
Agency Charges				-	-
<b>TOTAL</b>	<b>\$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>1,953,133 \$</b>

# Water

Function: Public Works & Transportation

## Service Overview

**Service:** Water Operations & Maintenance

**Citywide Element:** Green and Resilient

### Service Description

This service provides the maintenance, repair, and replacement of the water distribution system, as well as the maintenance, repair, and replacement of deep wells, booster stations, and facilities/properties. The goal of this service is to maintain and upgrade the water supply system to insure customers are provided with an adequate quantity of high quality water for consumption and fire protection.

### Major Budget Changes

No major changes from 2019 Adopted Budget.

### Activities Performed by this Service

- Operation and Monitoring of Wells, Booster Stations and Reservoirs & Supplying Fire Protection: Manage infrastructure that draws water from its source and distributes it timely and efficiently throughout the distribution system.
- Water Testing & Treatment: Test and treat raw water to monitor that a quality product enters the distribution system.
- Equipment & Facility Maintenance Repair and Replace operational equipment that allows supply facilities to operate efficiently and timely.
- Water Main & Pipe Maintenance: Repair and replace distribution facilities that allow the Utility to provide a high level of service with minimal service interruption.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General				-	-
Other-Expenditures		<i>Prior year data not available</i>		9,630,411	9,908,211
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,630,411</b>	<b>\$ 9,908,211</b>

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue				-	(277,800)
Personnel				6,788,911	7,066,711
Non-Personnel		<i>Prior year data not available</i>		2,805,500	2,805,500
Agency Charges				36,000	36,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,630,411</b>	<b>\$ 9,630,411</b>

# Water

Function: Public Works & Transportation

## Service Overview

**Service:** Water Customer Service

**Citywide Element:** Green and Resilient

### Service Description

This service provides customer service for billing and meter operations to ensure accurate water consumption and billing data, and conducts the Water Utility's communication and community outreach for conservation and sustainability education, media relations, external communication, and promotion of the utility's water conservation initiatives. Communication and Community Outreach also develops Madison Water Utility's evolving crisis communication and strategic communication plans and oversees the Home Water Conservation, Water Wagon, and Got Water programs.

### Major Budget Changes

- Reducing postage costs as a result of customers utilizing online billing. (\$27,000)
- One-time funding to purchase new servers to support the Utility's billing and operating systems. (\$127,000)

### Activities Performed by this Service

- Customer Billing: Manage meter reading and customer billing data to provide monthly billing to 70,000 active accounts.
- Manage Customer Inquiries: Conduct inquiries into customer accounts to address billing questions from ratepayers.
- Meter Installation & Inspection: Conduct on-site visits to customer properties to install, inspect, and replace customer meters to enable accurate consumption readings and provide reliable billings.
- Public Outreach: Inform the community regarding current operational and promotional initiatives.

### Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General				-	-
Other-Expenditures		<i>Prior year data not available</i>		2,966,464	3,031,380
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ 2,966,464	\$ 3,031,380

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue				-	(64,916)
Personnel				1,767,064	1,831,980
Non-Personnel		<i>Prior year data not available</i>		1,199,400	1,199,400
Agency Charges				-	-
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ 2,966,464	\$ 2,966,464

*Service Overview*

**Service:** Water Finance & Admin

**Citywide Element:** Effective Government

Service Description

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

Major Budget Changes

- Electricity savings resulting from installing variable frequency drives on water pumps. (\$200,000 savings)
- The requested budget does not reflect a rate increase. There is currently a pending increase being considered by the Public Service Commission. If approved, rates would increase by 8% generating approximately \$8.0 million annually. If approved, the 2020 budget will be amended to reflect the updated rates.

Activities Performed by this Service

- Processing Transactions: Complete daily invoice, payroll, reconciliation, approval, and other transactional processes.
- Financial Closing: Process all activity related to monthly closing activities including reconciliations, coordination with Finance, and data preparation.
- Statement & Report Preparation: Creation of monthly, quarterly, and annual financial reports for use in decision-making and presentation to the Water Board.
- Budgeting & Finance: Manage finances of the Water Utility, including establishing and maintaining funding and spending targets, and analysis and completion of rate studies with the Public Service Commission.

Service Budget by Fund

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
General				-	-
Other-Expenditures		<i>Prior year data not available</i>		29,280,546	29,299,083
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ 29,280,546	\$ 29,299,083

Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue				(44,788,300)	(44,806,837)
Personnel				688,579	719,440
Non-Personnel		<i>Prior year data not available</i>		30,625,750	30,625,750
Agency Charges				(2,033,783)	(2,046,107)
<b>TOTAL</b>	\$ -	\$ -	\$ -	\$ (15,507,754)	\$ (15,507,754)

# Water

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Water Utility

### Intergovernmental Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Federal Revenues Operating	(139,305)	(135,000)	(135,000)	(138,000)	(138,000)
Payment for Muni Service	(32,784,093)	(44,800,000)	-	-	-
<b>TOTAL</b>	<b>\$ (32,923,398)</b>	<b>\$ (44,935,000)</b>	<b>\$ (135,000)</b>	<b>\$ (138,000)</b>	<b>\$ (138,000)</b>

### Charges for Service

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Facility Rental	(260,823)	(281,000)	(283,220)	(262,220)	(262,220)
Development Fees	(10,620)	-	-	-	-
Utility Fee	(27,890)	-	-	-	-
Metered Revenue	-	-	(12,576,050)	(11,663,000)	(11,663,000)
Residential	-	-	(17,937,240)	(17,227,000)	(17,227,000)
Commercial	-	-	(6,877,300)	(7,800,000)	(7,800,000)
Industrial	-	-	(859,420)	(770,000)	(770,000)
Public Authorities	(16,454)	-	(4,735,540)	(5,609,000)	(5,609,000)
Fire EMS Protection	(6,273)	-	(106,700)	(87,000)	(87,000)
Wholesale Water	-	-	(271,600)	(367,000)	(367,000)
<b>TOTAL</b>	<b>\$ (322,060)</b>	<b>\$ (281,000)</b>	<b>\$ (43,647,070)</b>	<b>\$ (43,785,220)</b>	<b>\$ (43,785,220)</b>

### Fine Forfeiture & Assessments

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Spec Assessments Service	(559,576)	-	(70,000)	(70,000)	(70,000)
Late Fees	-	-	(100,000)	(172,300)	(172,300)
<b>TOTAL</b>	<b>\$ (559,576)</b>	<b>\$ -</b>	<b>\$ (170,000)</b>	<b>\$ (242,300)</b>	<b>\$ (242,300)</b>

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(338,334)	(270,000)	(270,000)	(300,000)	(300,000)
<b>TOTAL</b>	<b>\$ (338,334)</b>	<b>\$ (270,000)</b>	<b>\$ (270,000)</b>	<b>\$ (300,000)</b>	<b>\$ (300,000)</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Insurance Recoveries	(76,757)	-	-	-	-
Miscellaneous Revenue	(346,566)	(400,000)	(322,780)	(322,780)	(322,780)
<b>TOTAL</b>	<b>\$ (423,323)</b>	<b>\$ (400,000)</b>	<b>\$ (322,780)</b>	<b>\$ (322,780)</b>	<b>\$ (322,780)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Sale Of Assets	(66,668)	-	-	-	-
Trade In Allowance	(47,386)	-	-	-	-
Fund Balance Applied	(6,805,194)	-	-	-	(444,106)
<b>TOTAL</b>	<b>\$ (6,919,248)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (444,106)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	8,294,068	8,901,164	8,101,204	7,916,439	8,231,783
Salary Savings	-	(440,000)	-	(125,000)	(125,000)
Pending Personnel	-	94,700	-	-	-
Premium Pay	24,081	30,000	34,494	30,000	30,000
Workers Compensation Wages	8,112	35,000	54,723	30,000	30,000
Compensated Absence	246,444	109,000	109,000	200,000	200,000
Hourly Wages	161,844	242,600	192,631	262,300	262,300
Overtime Wages Permanent	459,289	390,000	389,316	400,000	400,000
Overtime Wages Hourly	7,560	11,000	8,660	10,100	10,100
Election Officials Wages	540	-	-	-	-
<b>TOTAL</b>	<b>\$ 9,201,939</b>	<b>\$ 9,373,464</b>	<b>\$ 8,890,028</b>	<b>\$ 8,723,839</b>	<b>\$ 9,039,183</b>



**Water****Function: Public Works & Transportation***Line Item Detail***Agency Primary Fund: Water Utility**

## Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Comp Absence Escrow	17,532	200,000	200,000	150,000	150,000
Unemployment Benefits	5,310	-	8,304	-	-
Health Insurance Benefit	1,618,553	1,522,431	1,412,474	1,311,591	1,379,877
Wage Insurance Benefit	28,463	26,194	28,841	26,030	26,030
WRS	589,514	583,035	547,435	518,525	555,648
FICA Medicare Benefits	665,584	665,997	619,167	582,248	617,925
Licenses & Certifications	385	-	99	-	-
Post Employment Health Plans	67,369	70,210	72,270	75,000	75,000
Pension Expense	120,520	-	-	-	-
<b>TOTAL</b>	<b>\$ 3,113,230</b>	<b>\$ 3,067,867</b>	<b>\$ 2,888,589</b>	<b>\$ 2,663,394</b>	<b>\$ 2,804,480</b>

## Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	8,247	10,000	10,013	11,000	11,000
Copy Printing Supplies	2,749	2,500	2,528	4,200	4,200
Furniture	809	2,500	2,533	2,400	2,400
Hardware Supplies	19,387	75,000	54,918	123,000	123,000
Software Lic & Supplies	10,232	128,700	78,876	89,600	89,600
Postage	285,616	320,000	291,595	293,000	293,000
Program Supplies	5,760	10,500	14,820	17,500	17,500
Books & Subscriptions	1,061	500	481	3,000	3,000
Work Supplies	676,321	900,000	619,662	842,700	842,700
Asphalt Repair Materials	109,345	65,000	85,000	120,000	120,000
Janitorial Supplies	22,574	22,500	21,360	25,300	25,300
Lab And Photo Supplies	19,668	16,200	16,290	33,800	33,800
Safety Supplies	32,750	31,200	36,040	44,600	44,600
Snow Removal Supplies	960	-	-	2,000	2,000
Uniform Clothing Supplies	6,630	10,750	2,200	21,600	21,600
Food And Beverage	15	-	-	-	-
Building	4,448	5,000	4,500	-	-
Building Supplies	2,172	25,000	2,827	30,300	30,300
Electrical Supplies	22,146	15,000	19,756	22,100	22,100
HVAC Supplies	21,642	12,000	10,097	24,400	24,400
Plumbing Supplies	33,949	20,000	21,028	23,300	23,300
Landscaping Supplies	3,487	5,000	2,080	5,000	5,000
Fertilizers And Chemicals	156,538	162,000	161,645	172,100	172,100
Machinery And Equipment	976,192	348,000	-	-	-
Equipment Supplies	167,536	144,000	243,121	204,000	204,000
Tires	19,148	25,000	32,000	25,000	25,000
Gasoline	80,189	75,000	80,019	85,000	85,000
Diesel	65,603	75,000	67,737	85,000	85,000
Oil	5,648	7,000	9,056	9,100	9,100
Lubricants	2,629	3,000	1,678	3,500	3,500
<b>TOTAL</b>	<b>\$ 2,763,451</b>	<b>\$ 2,516,350</b>	<b>\$ 1,891,859</b>	<b>\$ 2,322,500</b>	<b>\$ 2,322,500</b>

# Water

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Water Utility

### Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Natural Gas	48,258	75,000	67,295	79,200	79,200
Electricity	2,301,583	2,500,000	2,034,798	2,300,000	2,300,000
Sewer	2,629	-	17,069	600	600
Stormwater	42,933	45,000	22,288	45,500	45,500
Steam	118,800	-	-	-	-
Telephone	12,868	20,000	11,777	21,400	21,400
Cellular Telephone	16,349	41,750	16,755	40,200	40,200
Television	1,491	1,500	1,283	1,800	1,800
Systems Comm Internet	990	-	-	-	-
Building Improv Repair Maint	84,790	385,000	58,345	70,700	70,700
Waste Disposal	181	500	-	500	500
Fire Protection	5,273	4,000	4,962	6,000	6,000
Pest Control	1,404	1,400	1,922	2,300	2,300
Elevator Repair	3,132	-	-	-	-
Facility Rental	-	-	650	-	-
Landfill	2,496	2,500	1,303	2,700	2,700
Process Fees Recyclables	-	-	198	-	-
Grounds Improv Repair Maint	9,784	2,500	2,500	2,500	2,500
Landscaping	-	1,000	1,000	5,000	5,000
Office Equipment Repair	476	250	300	500	500
Comm Device Mntc	1,705	-	2,300	-	-
Equipment Mntc	64,972	80,000	53,141	90,400	90,400
System & Software Mntc	329,766	284,400	430,537	482,500	482,500
Vehicle Repair & Mntc	36,339	35,000	13,763	35,000	35,000
Rental Of Equipment	21,327	15,000	11,241	26,200	26,200
Street Mntc	529,461	400,000	551,575	500,000	500,000
Sidewalk Mntc	172,326	125,000	114,687	175,000	175,000
Plant In Service Mntc	1,618	-	-	-	-
Recruitment	1,356	-	178	-	-
Mileage	839	2,000	1,012	1,000	1,000
Conferences & Training	34,134	70,000	26,618	75,600	75,600
Memberships	48,272	43,900	44,321	48,600	48,600
Uniform Laundry	3,441	8,000	2,922	31,800	31,800
Appraisal Services	1,600	-	-	-	-
Audit Services	11,100	14,000	11,300	16,000	16,000
Bank Services	38,748	60,000	46,316	60,000	60,000
Credit Card Services	35,368	5,000	10,000	5,000	5,000
Delivery Freight Charges	4,221	1,000	3,681	8,000	8,000
Mortgage & Title Services	200	-	-	-	-
Consulting Services	326,488	189,500	193,417	194,500	194,500
Advertising Services	876	10,000	2,718	16,700	16,700
Printing Services	98,375	167,500	151,926	116,800	116,800
Inspection Services	6,105	6,000	9,734	7,000	7,000
Locating Marking Services	20,739	20,000	20,751	20,000	20,000
Lab Services	78,485	114,000	113,077	102,000	102,000
Parking Towing Services	1,399	1,500	2,800	1,500	1,500
Security Services	12,246	10,000	3,785	10,300	10,300
Other Services & Expenses	353,781	477,750	547,970	551,000	551,000
Grants	27,920	250,000	180,000	194,600	194,600
Taxes & Special Assessments	1,622	-	7,616	100	100
Permits & Licenses	75,506	80,000	64,776	81,500	81,500
<b>TOTAL</b>	<b>\$ 4,993,773</b>	<b>\$ 5,549,950</b>	<b>\$ 4,864,606</b>	<b>\$ 5,430,000</b>	<b>\$ 5,430,000</b>

# Water

Function: Public Works & Transportation

## Line Item Detail

Agency Primary Fund: Water Utility

### Debt & Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Principal	9,055,000	11,007,025	10,130,024	11,487,000	11,487,000
Interest	7,279,167	8,036,036	8,036,036	7,975,000	7,975,000
Bond Notes Issuance Services	315,144	-	-	175,000	175,000
Paying Agent Services	3,125	5,000	5,000	5,000	5,000
PILOT	6,975,603	7,502,887	7,502,887	7,500,000	7,500,000
Fund Balance Generated	-	877,522	904,869	504,350	504,350
<b>TOTAL</b>	<b>\$ 23,628,039</b>	<b>\$ 27,428,470</b>	<b>\$ 26,578,816</b>	<b>\$ 27,646,350</b>	<b>\$ 27,646,350</b>

### Inter-Departmental Charges

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Charge From GF	-	6,346	6,346	7,800	6,346
ID Charge From Attorney	-	14,548	14,548	17,900	15,033
ID Charge From Clerk	-	565	565	700	388
ID Charge From Finance	-	146,845	146,845	180,600	205,348
ID Charge From Human Resource	58,867	60,296	60,296	74,200	20,859
ID Charge From Information Tec	119,700	145,761	145,761	179,300	193,175
ID Charge From Treasurer	-	23,462	23,462	28,900	28,900
ID Charge From Engineering	-	5,910	5,910	7,300	25,261
ID Charge From Fleet Services	34,147	36,000	36,000	36,000	36,000
ID Charge From Traffic Eng	20,507	17,509	17,269	18,000	18,000
ID Charge From Econ Dev	-	799	799	1,000	-
ID Charge From Insurance	123,223	149,505	149,355	193,517	193,517
ID Charge From Workers Comp	234,248	200,100	200,100	144,700	144,700
<b>TOTAL</b>	<b>\$ 590,692</b>	<b>\$ 866,399</b>	<b>\$ 866,009</b>	<b>\$ 962,217</b>	<b>\$ 949,893</b>

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Landfill	(9,126)	(10,000)	(30,321)	(10,000)	(10,000)
ID Billing To Parks	(60,252)	(66,500)	(110,448)	(70,000)	(70,000)
ID Billing To Sewer	(2,465,874)	(2,540,000)	(2,336,940)	(2,580,000)	(2,580,000)
ID Billing To Stormwater	(269,933)	(300,000)	(426,348)	(300,000)	(300,000)
<b>TOTAL</b>	<b>\$ (2,805,184)</b>	<b>\$ (2,916,500)</b>	<b>\$ (2,904,057)</b>	<b>\$ (2,960,000)</b>	<b>\$ (2,960,000)</b>

### Transfer Out

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Transfer Out To Capital	-	-	1,469,000	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,469,000</b>	<b>\$ -</b>	<b>\$ -</b>

# Water Utility

## Function: Public Works & Transportation

### Position Summary

	2019			Request		2020		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ACCOUNTANT	18	2.00	176,227	2.00	176,057	2.00	183,177	-	-
ADMIN CLERK	20	5.00	274,496	5.00	276,730	5.00	287,918	-	-
ASSET MGR	18	1.00	86,209	1.00	85,878	1.00	89,351	-	-
AUTO MECH	16	2.00	120,146	2.00	121,029	2.00	125,923	-	-
CIVIL TECH	16	6.00	418,362	6.00	417,015	6.00	433,879	-	-
CLERK	20	2.00	114,186	-	-	-	-	-	-
COMP MAP/GIS COORD	18	1.00	99,022	1.00	100,557	1.00	104,624	-	-
CONSTRUCTION MGR	18	1.00	82,315	1.00	81,999	1.00	85,315	-	-
CONTROL SYSTEMS TECH	16	1.00	74,182	1.00	64,772	1.00	67,391	-	-
CROSS CONNECT CTRL INSPEC	16	3.00	225,817	3.00	225,005	3.00	234,105	-	-
CTRL SYS PROG	18	1.00	91,912	1.00	91,712	1.00	95,421	-	-
CUST SERV SUP	18	1.00	64,157	1.00	117,804	1.00	117,804	-	-
DISPATCHER	16	1.00	61,139	1.00	61,324	1.00	63,804	-	-
ELECTRICIAN FOREPERS	71	1.00	85,346	1.00	69,679	1.00	72,496	-	-
ENGINEER	18	4.00	348,306	4.00	350,414	4.00	364,584	-	-
ENGR AIDE	16	1.00	61,151	1.00	60,916	1.00	63,380	-	-
ENGR PROG SPEC	16	1.00	72,083	1.00	71,806	1.00	74,709	-	-
EQPT OPR	16	18.00	1,054,368	18.00	1,050,525	18.00	1,093,000	-	-
FIELD SERV LDWKR	16	2.00	140,409	2.00	127,061	2.00	132,198	-	-
FIELD SERV REP	16	5.00	279,896	5.00	284,940	5.00	296,463	-	-
FIELD SERVICE ANALYST	16	3.00	201,566	3.00	202,731	3.00	210,930	-	-
FIN OPER LDWKR	20	1.00	62,025	1.00	61,787	1.00	64,285	-	-
MAINT MECH	16	5.00	330,679	5.00	328,148	5.00	341,415	-	-
MAINT WORKER	16	2.00	116,345	2.00	115,898	2.00	120,583	-	-
MASTER MECHANIC	16	1.00	72,824	1.00	72,544	1.00	75,477	-	-
OPERATIONS CLERK	16	1.00	59,457	1.00	59,880	1.00	62,302	-	-
PAINTER	71	1.00	61,246	1.00	61,011	1.00	63,478	-	-
PRINICPAL ENGR WATER	18	1.00	121,841	1.00	122,385	1.00	127,335	-	-
PROG ASST	20	2.00	117,033	4.00	232,535	4.00	241,937	-	-
PUB WKS GEN FORE	18	3.00	243,062	3.00	242,132	3.00	251,924	-	-
PUB WKS GEN SUPV	18	1.00	92,905	1.00	92,548	1.00	96,290	-	-
PUB WKS LEADWKR	16	1.00	53,183	1.00	52,979	1.00	55,121	-	-
PUB WKS MAINT WKR	16	17.00	957,131	17.00	962,673	17.00	1,001,597	-	-
SURVEYOR	18	1.00	77,655	1.00	77,357	1.00	80,485	-	-
WATER COMM OUTREACH SPE	18	1.00	68,007	1.00	67,745	1.00	70,484	-	-
WATER HYDRANT INSPEC	16	3.00	181,806	3.00	195,321	3.00	203,218	-	-
WATER ONE CALL COORD	16	3.00	189,799	3.00	190,124	3.00	197,812	-	-
WATER QUAL SAMPLER	16	2.00	112,929	2.00	113,201	2.00	117,779	-	-
WATER QUALITY MGR	18	1.00	107,987	1.00	108,403	1.00	112,787	-	-
WATER SUPPLY MGR	18	1.00	112,851	1.00	112,418	1.00	116,964	-	-

# Water Utility

Function: Public Works & Transportation

Position Summary

	CG	2019 Budget		Request		2020 Executive		Adopted	
		FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
WATER UTIL ACCT/COMP SPEC	20	1.00	61,806	1.00	64,571	1.00	67,182		
WATER UTIL FIN MGR	18	1.00	118,258	1.00	105,182	1.00	109,435		
WATER UTIL GEN MGR	21	1.00	150,377	1.00	155,918	1.00	162,224		
WATER UTIL MAINT SUP	18	1.00	96,397	1.00	96,094	1.00	99,980		
WATER UTIL OPR LDWKR	16	5.00	355,611	5.00	350,973	5.00	365,164		
WATER UTIL OPR MGR	18	1.00	118,258	1.00	117,804	1.00	122,569		
WATER UTIL PUB INFO	18	1.00	86,209	1.00	85,878	1.00	89,351		
WATERWKS OPR	16	9.00	594,491	9.00	627,268	9.00	652,633		
<b>TOTAL</b>		<b>130.00</b>	<b>\$ 8,851,467</b>	<b>130.00</b>	<b>\$ 8,910,731</b>	<b>130.00</b>	<b>\$ 9,266,283</b>	-	\$ -

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

# Worker's Compensation

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## *Agency Overview*

### Agency Mission

The mission of Worker's Compensation is to protect the interests of City workers who are injured or become ill on the job by making timely, appropriate, and accurate decisions on claims, providing prompt payment of benefits, and assisting injured workers in returning to work as soon as is feasible.

### Agency Overview

The Agency is responsible for retaining a third party administrator to handle the City's workers' compensation claims, providing safety services, managing the City's return-to-work program, and purchasing of stop loss coverage. Staff manages the City's safety program and operates as the City liaison with its third party administrator. The goal of Worker's Compensation is to provide injured or ill employees with the provision of appropriate and timely benefits as provided under the Workers' Compensation laws of Wisconsin.

### 2020 Budget Highlights

The Worker's Compensation Fund is one of the City's three internal service funds, meaning the fund's expenses are reimbursed by charging user agencies. In this year's budget presentation Internal Service Funds are presented to show the budget by: Revenue, Expense, and Agency Billing.

Worker's Compensation rates are projected to decrease by \$900,000. The projected rate decrease is based on anticipated claims and assumes utilizing \$816k in fund balance in 2020.

**Workers Compensation****Function: Administration***Budget Overview*

## Agency Budget by Major-Revenue

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Investments & Other Contributions	(51)	-	(51)	-	-
Misc Revenue	(198,959)	(75,000)	(39,136)	(75,000)	(75,000)
Other Financing Source	-	-	-	(943,820)	(816,682)
<b>TOTAL</b>	<b>\$ (199,010)</b>	<b>\$ (75,000)</b>	<b>\$ (39,187)</b>	<b>\$ (1,018,820)</b>	<b>\$ (891,682)</b>

## Agency Budget by Major-Expenses

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Salaries	73,693	96,310	80,635	90,827	94,177
Benefits	16,551	16,118	14,132	15,392	16,217
Supplies	1,767	10,000	2,053	10,000	10,000
Purchased Services	3,734,735	3,871,258	3,623,520	3,921,288	3,921,288
Debt & Other Financing	624,209	131,313	368,846	131,313	-
<b>TOTAL</b>	<b>\$ 4,450,956</b>	<b>\$ 4,124,999</b>	<b>\$ 4,089,185</b>	<b>\$ 4,168,820</b>	<b>\$ 4,041,682</b>

## Agency Billings

	<b>2018 Actual</b>	<b>2019 Adopted</b>	<b>2019 Projected</b>	<b>2020 Request</b>	<b>2020 Executive</b>
Inter Depart Billing	(4,251,945)	(4,049,999)	(4,049,999)	(3,150,000)	(3,150,000)
<b>TOTAL</b>	<b>\$ (4,251,945)</b>	<b>\$ (4,049,999)</b>	<b>\$ (4,049,999)</b>	<b>\$ (3,150,000)</b>	<b>\$ (3,150,000)</b>
<b>NET BUDGET</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Workers Compensation

Function: Administration

## Service Overview

**Service:** Workers Comp

**Citywide Element:** Effective Government

### Service Description

Through its work with safety committees, managers, and employees, staff assist in providing a safe working environment for City employees. If an employee becomes injured or ill on the job, staff work with providers to provide appropriate and timely benefits as provided under the Worker's Compensation laws of Wisconsin.

### Major Budget Changes

- Agency charges were reduced by \$900,000. The 2020 budget assumes utilizing \$817,000 from fund balance. The projected rates are based on claim trends.

### Activities Performed by this Service

- Claim payments: Payment of worker's compensation claims.
- Administration: Insurance premiums, third-party administrator (TPA) fees, assessments, and administrative expenses.

### Service Budget by Account Type

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Revenue	(199,010)	(75,000)	(39,187)	(1,018,820)	(891,682)
Personnel	90,245	112,428	94,767	106,219	110,394
Non-Personnel	4,360,711	4,012,571	3,994,418	4,062,601	3,931,288
<b>TOTAL</b>	<b>\$ 4,251,945</b>	<b>\$ 4,049,999</b>	<b>\$ 4,049,999</b>	<b>\$ 3,150,000</b>	<b>\$ 3,150,000</b>

### Agency Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Agency Charges	(4,251,945)	(4,049,999)	(4,049,999)	(3,150,000)	(3,150,000)
<b>TOTAL</b>	<b>\$ (4,251,945)</b>	<b>\$ (4,049,999)</b>	<b>\$ (4,049,999)</b>	<b>\$ (3,150,000)</b>	<b>\$ (3,150,000)</b>



# Workers Compensation

Function: Administration

## Line Item Detail

Agency Primary Fund: Worker's Compensation

### Investments & Contributions

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Interest	(51)	-	(51)	-	-
<b>TOTAL</b>	<b>\$ (51)</b>	<b>\$ -</b>	<b>\$ (51)</b>	<b>\$ -</b>	<b>\$ -</b>

### Misc Revenue

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Miscellaneous Revenue	(198,959)	(75,000)	(39,136)	(75,000)	(75,000)
<b>TOTAL</b>	<b>\$ (198,959)</b>	<b>\$ (75,000)</b>	<b>\$ (39,136)</b>	<b>\$ (75,000)</b>	<b>\$ (75,000)</b>

### Other Finance Sources

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Applied	-	-	-	(943,820)	(816,682)
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (943,820)</b>	<b>\$ (816,682)</b>

### Salaries

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Permanent Wages	69,901	88,810	73,135	82,827	86,177
Pending Personnel	-	7,500	7,500	8,000	8,000
Compensated Absence	(1,240)	-	-	-	-
Hourly Wages	5,033	-	-	-	-
<b>TOTAL</b>	<b>\$ 73,693</b>	<b>\$ 96,310</b>	<b>\$ 80,635</b>	<b>\$ 90,827</b>	<b>\$ 94,177</b>

### Benefits

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Health Insurance Benefit	2,334	3,517	3,552	3,517	3,704
Wage Insurance Benefit	209	141	256	258	258
WRS	4,683	5,816	4,792	5,425	5,817
FICA Medicare Benefits	5,634	6,644	5,530	6,192	6,438
Pension Expense	3,692	-	-	-	-
<b>TOTAL</b>	<b>\$ 16,551</b>	<b>\$ 16,118</b>	<b>\$ 14,132</b>	<b>\$ 15,392</b>	<b>\$ 16,217</b>

### Supplies

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Office Supplies	160	1,000	212	1,000	1,000
Furniture	506	-	-	-	-
Hardware Supplies	521	-	754	-	-
Work Supplies	441	9,000	834	9,000	9,000
Safety Supplies	139	-	253	-	-
<b>TOTAL</b>	<b>\$ 1,767</b>	<b>\$ 10,000</b>	<b>\$ 2,053</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

**Workers Compensation**Function: **Administration***Line Item Detail*Agency Primary Fund: **Worker's Compensation**

## Purchased Services

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Telephone	105	250	160	250	250
Cellular Telephone	15	20	28	50	50
Custodial Bldg Use Charges	-	8,988	8,988	8,988	8,988
Recruitment	196	-	-	-	-
Mileage	63	-	-	-	-
Conferences & Training	333	1,000	408	1,000	1,000
Memberships	493	1,000	786	1,000	1,000
Audit Services	600	-	600	-	-
Management Services	144,206	165,000	143,439	165,000	165,000
Consulting Services	40,360	60,000	48,722	60,000	60,000
Other Services & Expenses	4,391	5,000	6,560	5,000	5,000
Other Insurance	290,214	330,000	266,806	330,000	330,000
Insurance Claims	3,253,759	3,300,000	3,147,022	3,350,000	3,350,000
<b>TOTAL</b>	<b>\$ 3,734,735</b>	<b>\$ 3,871,258</b>	<b>\$ 3,623,520</b>	<b>\$ 3,921,288</b>	<b>\$ 3,921,288</b>

## Debt &amp; Other Financing

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
Fund Balance Generated	624,209	131,313	368,846	131,313	-
<b>TOTAL</b>	<b>\$ 624,209</b>	<b>\$ 131,313</b>	<b>\$ 368,846</b>	<b>\$ 131,313</b>	<b>\$ -</b>

# Workers Compensation

Function: Administration

## Line Item Detail

Agency Primary Fund: Worker's Compensation

### Inter-Departmental Billings

	2018 Actual	2019 Adopted	2019 Projected	2020 Request	2020 Executive
ID Billing To Assessor	(14,659)	(14,564)	(14,564)	(11,091)	(11,091)
ID Billing To Attorney	(1,882)	(1,732)	(1,732)	(1,238)	(1,238)
ID Billing To Civil Rights	(861)	(804)	(804)	(725)	(725)
ID Billing To Clerk	(1,292)	(724)	(724)	(810)	(810)
ID Billing To Common Council	(306)	(284)	(284)	(277)	(277)
ID Billing To Finance	(2,666)	(2,222)	(2,222)	(1,777)	(1,777)
ID Billing To Human Resources	(1,319)	(1,260)	(1,260)	(761)	(761)
ID Billing To Information Tec	(4,167)	(3,800)	(3,800)	(3,491)	(3,491)
ID Billing To Mayor	(738)	(731)	(731)	(507)	(507)
ID Billing To Municipal Court	(257)	(234)	(234)	(175)	(175)
ID Billing To Treasurer	(285)	(268)	(268)	-	-
ID Billing To EAP	(135)	(136)	(136)	(106)	(106)
ID Billing To Fire	(859,647)	(863,575)	(863,575)	(682,419)	(682,419)
ID Billing To Police	(835,092)	(802,588)	(802,588)	(633,747)	(633,747)
ID Billing To Engineering	(102,690)	(103,077)	(103,077)	(103,078)	(103,078)
ID Billing To Fleet Services	(123,186)	(65,541)	(65,541)	(57,595)	(57,595)
ID Billing To Landfill	(2,637)	(2,591)	(2,591)	-	-
ID Billing To Public Works	-	-	-	(134)	(134)
ID Billing To Streets	(398,717)	(521,025)	(521,025)	(379,508)	(379,508)
ID Billing To Traffic Eng	(78,625)	(89,031)	(89,031)	(64,198)	(64,198)
ID Billing To Library	(15,403)	(14,849)	(14,849)	(11,443)	(11,443)
ID Billing To Parks	(273,306)	(244,386)	(244,386)	(206,467)	(206,467)
ID Billing To Bldg Inspection	(34,088)	(31,316)	(31,316)	(23,934)	(23,934)
ID Billing To Community Dev	(8,321)	(7,477)	(7,477)	(3,083)	(3,083)
ID Billing To Economic Dev	(1,237)	(1,296)	(1,296)	(949)	(949)
ID Billing To Office Of Dir Pl	(880)	(299)	(299)	(219)	(219)
ID Billing To Planning	(4,930)	(3,338)	(3,338)	(1,991)	(1,991)
ID Billing To Monona Terrace	(45,137)	(42,274)	(42,274)	(34,192)	(34,192)
ID Billing To Golf Courses	(19,146)	(16,340)	(16,340)	(12,355)	(12,355)
ID Billing To Parking	(76,678)	(78,088)	(78,088)	(50,953)	(50,953)
ID Billing To Sewer	(58,168)	(48,752)	(48,752)	(32,249)	(32,249)
ID Billing To Stormwater	(23,204)	(19,430)	(19,430)	(12,295)	(12,295)
ID Billing To Transit	(959,837)	(817,212)	(817,212)	(631,448)	(631,448)
ID Billing To Water	(234,248)	(200,100)	(200,100)	(144,700)	(144,700)
ID Billing To CDA Management	(68,201)	(50,655)	(50,655)	(42,085)	(42,085)
<b>TOTAL</b>	<b>\$ (4,251,945)</b>	<b>\$ (4,049,999)</b>	<b>\$ (4,049,999)</b>	<b>\$ (3,150,000)</b>	<b>\$ (3,150,000)</b>





# *Glossary*

2020 Operating Budget:  
Executive Budget

# Glossary

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**AGENCY:** A unit of organization within the City. Agencies include departments, divisions, and utilities. Each agency is responsible for submitting to the Finance Director capital and operating budget requests outlining projected costs of operation for the upcoming fiscal year.

**APPROPRIATION:** The legislative authority to spend and obligate a specified amount from a designated fund account for a specific purpose.

**COMPENSATION GROUP:** A grouping of classifications based on shared attributes of classifications, professional/supervisory requirements, and work functions assigned to established salary ranges in the Compensation Plan.

**DEBT SERVICE:** Principal and interest payments on debt incurred by the City.

**DIRECT APPROPRIATION:** Budget appropriations made for a specific activity or initiative but not housed within a specific agency. These appropriations fall under the purview of the Mayor.

**EXECUTIVE BUDGET:** The Mayor's plan for expenditures and funding sources during the fiscal year. The plan reflects potential appropriations and is presented to the Common Council for their amendments and adoption, at which time the funds are legally appropriated.

**EXPENDITURE RESTRAINT PROGRAM:** A state aid program that provides funding to municipalities that keep growth in spending from funds supported by property taxes to no more than the consumer price index plus 60% of net new construction.

**EXPENDITURE TYPE:** The category that describes the type of expenditure being made, for example, Building, Machinery and Equipment, or Fiber Network.

**FULL TIME EQUIVALENT POSITION (FTE):** A term used to express the position count. A person working in a half-time position is considered to be working at 0.5 FTE.

**FUNCTION:** A grouping of agencies that provide like services. The functions identified within Madison's operating budget include: Administration, General Government, Library, Planning and Development, Public Safety and Health, and Public Works and Transportation.

**FUND:** A sum of money segregated for specific activities. Use of this money requires adherence to special regulations established for each fund. The funds identified within the City of Madison's Adopted Budget include: Capital Projects Fund, General Fund, Community Development Grants, Convention Center, Debt Service, Fleet Services, Golf Courses, Impact Fees, Insurance, Library, Loans, Metro Transit, Other Grants, Other Restricted, Parking Utility, Public Health Madison & Dane County, Sewer Utility, Stormwater Utility, Water Utility, Worker's Compensation, and Community Development Authority.

**GENERAL FUND:** A central fund into which most of the City's tax and unrestricted revenues are budgeted to support basic City operations.

**HOLDING COSTS:** Expenses for upkeep and maintenance of the unoccupied areas of the Tax Increment Financing (TIF) district properties throughout Madison.

**LEVY (PROPERTY TAX):** Taxes levied on all taxable property within the City of Madison. The annual levy is determined by the amount of funding needed to support ongoing operating functions of the City. The property tax represents 73% of Madison’s total General Fund budget.

**LEVY LIMIT:** A state law requirement that a municipality’s property tax levy, net of general obligation debt service, does not increase more than the increase in net new construction.

**MAJOR:** A set of like accounts defining the nature of expenditures. Major objects within the City of Madison’s chart of accounts include:

- Revenue
- Salaries
- Fringe
- Supplies
- Purchased Services
- Debt & Other Financing
- Inter-Departmental Billings
- Inter-Departmental Charges
- Transfer Out

**MILL RATE:** A figure used to represent the amount per \$1,000 of the assessed property used to determine the amount of property tax.

**NET NEW CONSTRUCTION:** Used for state levy limits and expenditure restraint program; it’s the percentage calculated from the ratio of new construction value to the total equalized property value in the City.

**OPERATING BUDGET:** A plan, approved by the Mayor and Common Council, appropriating funds to agencies for operating costs during the upcoming year. This plan establishes legal expenditure authority for agencies to carry out business as authorized in the adopted budget. Amendments to the operating budget that exceed \$5,000 are subject to super majority approval by the Common Council.

**PAYMENT IN LIEU OF TAX:** A payment made by entities exempt from the property tax to reflect services received from the City.

**RACIAL EQUITY AND SOCIAL JUSTICE (RESJI):** An initiative within the City of Madison focused on establishing racial equity and social justice as core principles in all decisions, policies, and functions of the City of Madison.

**SERVICE:** An activity or set of activities performed by an agency that has identifiable costs for budgetary purposes and a clear purpose with measurable objectives.

**SPECIAL ASSESSMENTS:** Charges designated for improvements and services provided to real property within the City and charged to the property owners. Examples of improvements funded by special assessments include sewer repair and sidewalk replacement.

**TAXES ON AVERAGE VALUE HOME (TOAH):** A calculation used to reflect the impact of budgetary decisions on the property tax levy by calculating the impact on the average assessed property value of a single family home.

**VALUE INCREMENT:** The equalized value of all taxable property in a TID in any year minus the tax incremental base. In any year, “value increment” is positive if the tax incremental base is less than the aggregate value of taxable property as equalized by the Wisconsin Department of Revenue; it is negative if that base exceeds the aggregate value.





# FINANCE DEPARTMENT

## OFFICE OF BUDGET & PROGRAM EVALUATION

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