

Municipal Court

2017 OPERATING BUDGET

DANIEL P. KOVAL, MUNICIPAL JUDGE

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

- To continue to provide an impartial forum for hearing cases.
- To continue to use restorative justice practices and programs to address ordinance violations. The court will continue to work on the juvenile diversion program and the truancy court in the schools and continue to work on the homeless court project.
- To reduce the number of repeat offenders and reduce disproportionate minority impacts.

SERVICES

1. Municipal Court

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------|------------------|
| Revenue | (\$659,519) |
| Expenditures | \$659,519 |
| TOTAL | TOTAL \$0 |

Authorized Positions

- Total Authorized Count: 5 Full Time
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|--|----------|
| 2016 Adopted | - |
| Adjustments with Service Impact | |
| Decrease in Inter Departmental payment to Community Development Division | (21,643) |
| Adjustments with No Service Impact | |
| Increase in Salaries | 2,620 |
| Increase in Fringe | 1,228 |
| Decrease in Purchased Services | (157) |
| 2017 Pay Increase | 6,021 |
| Increase in Retirement Costs based on 2017 WRS rates | 13 |
| Adjustment to Health Insurance based on 2017 rates | 1,408 |
| Change in allocation of Worker's Compensation & Insurance costs | 325 |
| Decrease in Revenue based on current trends | 10,185 |
| 2017 Executive Budget | - |

2017 Budget Highlights

The decrease in payments to the Community Development Division (CDD) for purchased service contracts to provide youth programming (\$21,640). The decrease is due to re-estimates of court fees that may be taken in. In addition, there will be no reduction in the youth services and programming previously provided for in the budget because there is a State grant that is providing funding for some of those services in the juvenile diversion program.

Agency Goals

Goal 1

- Continue to provide an impartial forum for hearing cases both in the courtroom and at schools.

Goal 2

- Continue to use restorative justice practices and programs.
- 2017 Planned Initiatives: Work with other agencies that offer counseling, job training, and other necessary services such as Briarpatch, Centro Hispano, the YWCA, Timeback, the University of Wisconsin, and the school district.

Goal 3

- Continue to work on the juvenile diversion program, truancy court and homeless court projects.
- 2017 Planned Initiatives: Work with the Juvenile Justice Division of Dane County, the City Attorney Office, the YWCA, Timeback, Briarpatch, Centro Hispano, the school district, and nonprofits providing services for the homeless.

Assessor

2017 OPERATING BUDGET

MARK HANSON, CITY ASSESSOR

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

The mission of the City Assessor's Office is to annually assess all taxable real estate and personal property at full value, and maintain complete and accurate assessment rolls and property records.

SERVICES

- Assessor

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------|--------------------|
| Assessor | \$2,523,902 |
| TOTAL | \$2,523,902 |

Authorized Positions

- Total Authorized Count: 24.0
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|--|------------------|
| 2016 Adopted | 2,489,175 |
| Adjustments with Service Impact | |
| Funding for contractual services to analyze market to ensure equitable assessments | 50,000 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 6,108 |
| Increase in Fringe | 4,284 |
| Increase in Supplies | 2,000 |
| Increase in Purchased Services | 1,204 |
| 2017 Pay Increase | 46,172 |
| Increase in Retirement Costs based on 2017 WRS rates | 5,944 |
| Adjustment to Health Insurance based on 2017 rates | (23,255) |
| Change in allocation of Worker's Compensation & Insurance costs | (169) |
| Adjustment to salary savings to reflect actual turnover rates | 22,989 |
| Adjustment to hourly wages to reflect prior year spending | (14,550) |
| Defer funding for property assessment software to reflect project timeline | (66,000) |
| 2017 Executive Budget | 2,523,902 |

2017 Budget Highlights

- The Executive Budget includes funding for contractual services to analyze the real estate market to reflect equitable assessment (\$50,000)
- Defer funding for CAMA software annual maintenance until 2018, consistent with the project implementation timeline – (\$66,000)

Agency Goals

Goal 1

New CAMA System

- Description: New software program for property valuation and property listing
- 2017 Planned Initiatives: Complete data conversion in 2016, go live with new system in 2017

Goal 2

Commercial Revaluation

- Description: Develop a plan for annual review of commercial properties by property type
- 2017 Planned Initiatives: Achieve better assessment equity and uniformity

Goal 3

Land Revaluation

- Description: Revalue land throughout the City to reflect current market values consistent with recent sales
- 2017 Planned Initiatives: Achieve better assessment equity and uniformity

City Attorney

2017 OPERATING BUDGET

MICHAEL P. MAY, CITY ATTORNEY

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

The City Attorney will provide professional legal representation to the City of Madison as an entity, including ordinance enforcement, legislative counsel services and general counsel services.

SERVICES

1. Ordinance Enforcement: Municipal Court Prosecution
2. Legislative Counsel Services: Ordinance Drafting and MGO Preparation
3. General Counsel Services: Advice and Representation to the City and its officers and employees.

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------------------|--------------------|
| Counsel & Representation | \$1,899,072 |
| Legislative Services | \$219,597 |
| Ordinance Enforcement | \$795,686 |
| TOTAL | \$2,914,355 |

Authorized Positions

- Total Authorized Count: 26.5
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|---|------------------|
| 2016 Adopted | 2,766,556 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 76,388 |
| Increase in Fringe | 9,374 |
| Decrease in Purchased Services | (5,000) |
| 2017 Pay Increase | 60,271 |
| Increase in Retirement Costs based on 2017 WRS rates | 10,983 |
| Adjustment to Health Insurance based on 2017 rates | (6,264) |
| Change in allocation of Worker's Compensation & Insurance costs | 2,047 |
| 2017 Executive Budget | 2,914,355 |

2017 Budget Highlights

Maintenance of Effort Budget

Funds for Municode not included in Executive Budget

Agency Goals

Goal 1: Legal Services to the City

- Maintain and improve current level of legal services
- 2017 Goal: No reduction in personnel, increase training budget by \$5,000

Goal 2: Municode Online MGO

- Upgrade Municode for better access to the MGO online service for City employees and the Public.
- 2017 Goal: Upgrade per last quote to \$25,000 annual cost

Goal 3: RESJI

- Increase office involvement in RESJI efforts.
- 2017 Goal: Participation in Task Force and examine application of Equity Lens to ordinances.

Department of Civil Rights

2017 OPERATING BUDGET
NORMAN D. DAVIS, CIVIL RIGHTS DIRECTOR
BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

- Provide management and coordination of affirmative action, disability rights, equal opportunity policies and racial equity and social justice initiatives (RESJI).
- Promote equality and the prevention and elimination of discrimination through education and enforcement.
- Strive to improve quality of life for all individuals through oversight of affirmative action, equal opportunities, disability rights laws and programs, and RESJI.

SERVICES

1. Civil Rights

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------|--------------------|
| Civil Rights | \$1,554,484 |
| TOTAL | \$1,554,484 |

Authorized Positions

- Total Authorized Count: 15.9 Positions
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|---|------------------|
| 2016 Adopted | 1,450,352 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 6,771 |
| Increase in Fringe | 6,292 |
| Decrease in Supplies | (1,640) |
| Increase in Purchased Services | 929 |
| 2017 Pay Increase | 29,342 |
| Increase in Retirement Costs based on 2017 WRS rates | 8,739 |
| Adjustment to Health Insurance based on 2017 rates | 34,246 |
| Change in allocation of Worker's Compensation & Insurance costs | (547) |
| Funding for RESJI transferred from Direct Appropriations | 20,000 |
| 2017 Executive Budget | 1,554,484 |

2017 Budget Highlights

- The Executive budget transfers funding for Racial Equity and Social Justice Initiative from Miscellaneous Appropriations to Department of Civil Rights (\$20,000).

Agency Goals

Goal 1: Develop uniform contract and case management standards City-wide and increase efficiencies in contracting and investigative processes.

- Description: Replace antiquated and inefficient record keeping and reporting systems that impede workflow and require a multiplication of efforts on City resources and staff time.
- 2017 Planned Initiatives: Collaborate with Information Technology to implement a City-wide Enterprise Contract Management System and a modern case management system to better support federal contracts.

Goal 2: Increase interaction with the community through greater outreach initiatives.

- Description: Facilitate communication with colleagues, contractors, the community, customers, and Commissions to improve responsiveness and awareness of Department of Civil Rights services.
- 2017 Planned Initiatives: Create a 1.0 FTE position within the Department of Civil Rights.

Goal 3: Ensure meaningful access to City facilities and programs for limited English proficient individuals.

- Description: Identify cost-effective strategies to provide language services to individuals with limited English proficiency.
- 2017 Planned Initiatives: Develop and implement a comprehensive language access plan for the City of Madison.

City Clerk's Office

2017 OPERATING BUDGET
BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

We exist to assist. Our team serves to provide equitable access to open government by promoting the inclusion and full participation of all residents in the democratic process.

SERVICES

- Clerk

Budget Summary

Budget by Service

| Request | 2017 Executive |
|--------------|--------------------|
| Clerk | \$1,437,855 |
| TOTAL | \$1,437,855 |

Authorized Positions

- Total Authorized Count: Seven full-time employees and one unfunded half position.
- Changes from 2016: Addition of one full-time Alcohol License Coordinator position.

Change Table: 2016 to 2017

| | |
|---|------------------|
| 2016 Adopted | 1,895,757 |
| Adjustments with Service Impact | |
| Creation of position to support the alcohol licensing process | 50,203 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 27,128 |
| Increase in Fringe | 4,479 |
| Increase in Supplies | 32,500 |
| Decrease in Purchased Services | (22,998) |
| Decrease in Inter Departmental Billings | (950) |
| 2017 Pay Increase | 11,910 |
| Increase in Retirement Costs based on 2017 WRS rates | 3,875 |
| Adjustment to Health Insurance based on 2017 rates | 2,068 |
| Change in allocation of Worker's Compensation & Insurance costs | 1,515 |
| Adjustment to election budget to reflect 2017 election schedule | (567,632) |
| 2017 Executive Budget | 1,437,855 |

2017 Budget Highlights

The 2017 Executive Budget reflects:

- A reduction in the election costs to reflect the 2017 election cycle (\$567,632).
- Creating a new position to support the alcohol licensing process (\$50,000).

Agency Goals

Liquor License Administration

- Provide additional support to the Alcohol License Review Committee and Police Department.

Operator License Application Process

- Apply equity lens to the entire operator license application process.

Computer-Free Voter Registration

- Work with community volunteers to make voter registration accessible to residents who do not have computer access.

City Treasurer

2017 OPERATING BUDGET

DAVID GAWENDA, CITY TREASURER

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

The mission of the City Treasurer's Office is to promptly receipt, safeguard, and invest all City revenues accurately and efficiently, and to maintain complete and accurate tax assessment and payment records.

SERVICES

- Treasurer

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------|------------------|
| Treasurer | \$ 536,846 |
| TOTAL | \$536,846 |

Authorized Positions

- Total Authorized Count: 6.0
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|---|----------------|
| 2016 Adopted | 515,204 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 1,621 |
| Increase in Fringe | 479 |
| 2017 Pay Increase | 4,848 |
| Increase in Retirement Costs based on 2017 WRS rates | 789 |
| Adjustment to Health Insurance based on 2017 rates | 13,983 |
| Change in allocation of Worker's Compensation & Insurance costs | (78) |
| 2017 Executive Budget | 536,846 |

2017 Budget Highlights

The Executive Budget will maintain the current level of service.

Agency Goals

Goal 1

- Help property taxpayers avoid delinquency
- 2017 Planned Initiatives: Allow taxpayers to enroll as a payer and set reminders of when taxes are due.

Goal 2

- Achieve savings by encouraging electronic presentment of bills
- 2017 Planned Initiatives: Reach 10% adoption of electronic presentment (long-term goal =40%).

Goal 3

- Work with Water Utility to implement convenience fee model for online payments
- 2017 Planned Initiatives: Have new system “live” by mid-year.

Employee Assistance Program

2017 OPERATING BUDGET

TRESA MARTINEZ, EAP ADMINISTRATOR

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

- The mission of the City of Madison Employee Assistance Program (EAP) is to provide 24-hour personalized counseling, management consultation, resource referral, education and trauma response for both work and personal problems. The services are free and always voluntary for staff, their family members and significant others, as well as retirees.
- Our organization's most important assets are its employees and their health and overall wellbeing. We are committed to providing confidential services designed to help City employees prevent or resolve personal, family and workplace problems.

SERVICES

- EAP Services

Budget Summary

Budget by Service

| | 2017 Executive |
|--------------|------------------|
| EAP Services | \$343,314 |
| TOTAL | \$343,314 |

Authorized Positions

- Total Authorized Count: 3.0
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|---|----------------|
| 2016 Adopted | 337,144 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 9,156 |
| Increase in Fringe | 6,592 |
| Increase in Supplies | 3,377 |
| Decrease in Purchased Services | (10,540) |
| 2017 Pay Increase | 5,651 |
| Increase in Retirement Costs based on 2017 WRS rates | 4,771 |
| Adjustment to Health Insurance based on 2017 rates | (18,336) |
| Change in allocation of Worker's Compensation & Insurance costs | 499 |
| Adjustment to contractual budget for EAP service provider | 5,000 |
| 2017 Executive Budget | 343,314 |

2017 Budget Highlights

The Executive Budget fully funds the EAP service provider contract to reflect current trends.

Agency Goals

- **Improve service through collaboration**

Collaborate with other city agencies, insurance providers, and our external EAP provider to improve service delivery.

- 2017 Planned Initiatives:

- Develop Suicide Prevention Program and Peer Support Team for Madison Fire Department
- Conduct outreach to employees' family members/significant others
- Expand use of electronic communication for prevention-focused education
- Improve utilization data and client follow-up with industry-specific software
- Serve on Community Trauma Response Team and identify resources for both small and large scale events that could impact city employees and community members

Human Resources

2017 OPERATING BUDGET

BRAD WIRTZ, HUMAN RESOURCES DIRECTOR

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

The HR Department supports the City's goals by recruiting, developing, and sustaining a diverse, talented, and engaged workforce.

SERVICES

1. HR Services
2. Employee and Labor Relations
3. Employee Development and Organizational Effectiveness

Budget Summary

Budget by Service

| | 2017 Executive |
|--|--------------------|
| HR Services | \$465,976 |
| Employee & Labor Relations | \$636,545 |
| Employee Development & Org Effectiveness | \$551,759 |
| TOTAL | \$1,654,280 |

Authorized Positions

- Total Authorized Count: 16.00
- Changes from 2016:
 - 1) Reclass of 1.0 FTE Admin Clerk to 1.0 FTE Prog Asst

Change Table: 2016 to 2017

| | |
|---|------------------|
| 2016 Adopted | 1,566,299 |
| Adjustments with No Service Impact | |
| Increase in Salaries | 52,660 |
| Increase in Fringe | 2,916 |
| Increase in Supplies | 3,031 |
| Increase in Purchased Services | 775 |
| Increase in Inter Departmental Charges | (7,055) |
| 2017 Pay Increase | 36,574 |
| Increase in Retirement Costs based on 2017 WRS rates | 4,507 |
| Adjustment to Health Insurance based on 2017 rates | (10,701) |
| Change in allocation of Worker's Compensation & Insurance costs | 2,573 |
| Decrease in Consulting Services to reflect spending patterns | (8,799) |
| Increase for various supplies used during trainings | 11,500 |
| 2017 Executive Budget | 1,654,280 |

2017 Budget Highlights

The Executive Budget will maintain the current level of service.

Agency Goals

Goal 1

- Develop and implement organization-wide strategies aimed at building an inclusive work environment. Increase outreach and recruiting to diverse candidates.
- Analyze retention data, partner with MAC on workplace inclusion initiatives, explore permanent staff position to provide capacity

Goal 2

- Implement HR Strategic Plan
- Complete equity analysis of City benefit programs.

Goal 3

- Implement recommendations from RESJ Analysis of Hiring Process
- Update employment application and job announcement format

Information Technology

2017 OPERATING BUDGET

PAUL KRONBERGER, DIRECTOR

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

The mission of the Information Technology Department (IT) is to provide services to all City agencies in the areas of computer usage, software development, personal computer support, mobile computing, telephones, network communications, computer training and general IT consulting.

SERVICES

Applications Development

Technical Services

Budget Summary

Budget by Service

| Request | 2017 Executive |
|--------------------------|--------------------|
| Applications Development | \$3,360,805 |
| Technical Services | \$3,135,000 |
| TOTAL | \$6,495,805 |

Authorized Positions

- Total Authorized Count: 53.20
- Changes from 2016: None

Change Table: 2016 to 2017

| | |
|--|------------------|
| 2016 Adopted | 6,199,309 |
| Adjustments with No Service Impact | |
| Decrease in Salaries | (10,258) |
| Increase in Fringe | 12,743 |
| Increase in Purchased Services | 5,666 |
| 2017 Pay Increase | 111,967 |
| Increase in Retirement Costs based on 2017 WRS rates | 19,272 |
| Adjustment to Health Insurance based on 2017 rates | (39,996) |
| Change in allocation of Worker's Compensation & Insurance costs | 3,186 |
| Change in allocation of Fleet charges | 6,869 |
| Adjustment to funding for positions created in 2016 | 176,949 |
| Increased funding for leave payouts | 14,495 |
| Increases in Software Maintenance contracts | 20,219 |
| Decrease in Inter Departmental Charge for City Channel move from MMB to CCB | (36,800) |
| Increase in Custodial Charge for City Channel move from MMB to CCB | 25,512 |
| Increase in Revenue from Metro Transit and Monona Terrace for City Channel charges | (13,328) |
| 2017 Executive Budget | 6,495,805 |

2017 Budget Highlights

A number of items were removed from the services budget in order to make target. Two of these are highlighted below:

- HP Server Maintenance for PROGRESS based legacy applications (\$10,500)
- WENS Text Messaging Software (\$18,000)

Agency Goals

Goal 1

- Strengthen the City's IT security posture
- 2017 Planned Initiatives
 - Upgrade digital security tools and facilities
 - Develop all City employee training for security threats including social engineering

Goal 2

- Procure and implement major application systems
- 2017 Planned Initiatives
 - Implement city-wide asset management system
 - Complete final phases of Computer Assisted Mass Appraisal (CAMA) - property assessment system
 - Development of an overall contract management system
 - Implementation of new Municipal Court management system and retirement of 20 year old legacy system

Agency Goals

Goal 3

- Address Equity needs related to the Digital Divide
- 2017 Planned Initiatives
 - Bring low cost internet service to four low income areas
 - Determine viability of expansion to other low income areas and city-wide fiber to the premise

Goal 4

- Microsoft Technology Refresh
- 2017 Planned Initiatives
 - Upgrades of MS Office Suite to 2016, Exchange (email), SharePoint, and SQL databases

Goal 5

- Standardize Meeting Rooms
- 2017 Planned Initiatives
 - Provide current electronic amenities in conference rooms

Finance Department

2017 OPERATING BUDGET

DAVID SCHMIEDICKE, FINANCE DIRECTOR

BOARD OF ESTIMATES BUDGET PRESENTATION



Agency Mission & Services

MISSION

- Enhance Madison's financial health through serving at the City's fiscal steward
- Provide financial guidance and information to Madison's residents, policymakers, and City staff

SERVICES

1. Accounting
2. Administrative Support
3. Budget, Program Evaluation and Internal Audit
4. Risk Management

Budget Summary

Budget by Service

| Request | 2017 Executive |
|-----------------------------|--------------------|
| Accounting | 2,338,332 |
| Administrative Support | 619,117 |
| Budget & Program Evaluation | 687,449 |
| Risk Management | 81,443 |
| TOTAL | \$3,726,341 |

Authorized Positions

- Total Authorized Count: 41.75
- Changes from 2016
 - *None*

Change Table: 2016 to 2017

| | |
|--|------------------|
| 2016 Adopted | 3,589,531 |
| Adjustments with Service Impact | |
| Funding to support Strategic Management Implementation | 75,000 |
| Funding for Benefits Consultant | 50,000 |
| Adjustments with No Service Impact | |
| Decrease in Salaries | (18,671) |
| Increase in Fringe | 5,656 |
| 2017 Pay Increase | 62,543 |
| Increase in Retirement Costs based on 2017 WRS rates | 7,594 |
| Adjustment to Health Insurance based on 2017 rates | 15,870 |
| Change in allocation of Worker's Compensation & Insurance costs | 9,185 |
| Change in allocation of Fleet charges | (20,367) |
| Decrease in one-time funding for double-filled positions in 2016 | (50,000) |
| 2017 Executive Budget | 3,726,341 |

2017 Budget Highlights

- In 2017 the City will work with What Works Cities to build foundation for aligning citywide goals with departmental strategies and develop meaningful ways to measure our success in achieving these goals
 - Madison's 4-month engagement will begin in January at no cost to the City
 - Engagement will include dedicated technical assistance to complete 2 projects
 1. Re-Launch Open Data
 2. Develop Performance Management System
 - Executive Budget includes \$75,000 to build on the private support from What Works Cities
- Funding to examine the City's employee insurance programs identifying opportunities for modernization & efficiency.

Agency Goals

Goal 1: Connect the City's budget with citywide goals

- Continue transition to outcome budgeting in order to connect funding decisions with results that matter most to residents
- 2017 Planned Initiatives
 1. Data Inventory
 2. Service Inventory

Goal 2: Improve business processes surrounding the management of financial data

- Support the enterprise wide financial system reducing the need for sub-systems to improve the quality, accuracy, and timeliness of financial information
- 2017 Planned Initiatives
 1. Launch Training Curriculum for City Staff

Goal 3: Improve access to services

- Leverage technology to increase access to services and financial information
- 2017 Planned Initiatives:
 1. Launch Vendor Self Service
 2. Launch Budget Transparency Application