CITY OF MADISON
2018 OPERATING BUDGET

Agency Request

Agency: 15 - FINANCE

Budget by Service (All Funds)

	2017 Budget	2018 Request	Change
Revenue			
ACCOUNTING	(15,000)	(15,000)	-
Total Revenue	(15,000)	(15,000)	-
Expense			
ACCOUNTING	2,366,670	2,289,241	(77,429)
BUDGET & PRGM MGMT	639,945	746,519	106,574
RISK MGMT & INTERNAL AUDIT	81,926	78,796	(3,130)
ADMINISTRATIVE SUPPORT	618,267	640,654	22,387
Total Expense	3,706,808	3,755,210	48,402
Net GF Budget	$ 3,691,808	$ 3,740,210	$ 48,402

Fund: 1100 - GENERAL

	2017 Budget	2018 Request	Change
Revenue			
MISC REVENUE	(15,000)	(15,000)	-
Total Revenue	(15,000)	(15,000)	-
Expense			
SALARIES	2,259,210	2,326,444	67,234
BENEFITS	733,518	734,246	728
SUPPLIES	32,250	41,798	9,548
PURCHASED SERVICES	659,308	637,272	(22,036)
INTER DEPART CHARGES	22,522	15,450	(7,072)
Total Expense	3,706,808	3,755,210	48,402
Net GF Budget	$ 3,691,808	$ 3,740,210	$ 48,402

Position Summary by FTE

	2017 Budget	2018 Request	Change
BUYER 2	2.00	2.00	-
DOC SERVS LDWKR	1.00	1.00	-
DOC SERVS SPEC 2	2.00	2.00	-
ACCOUNTANT 1	1.00	1.00	-
ACCOUNTANT 2	4.00	4.00	-
ACCOUNTANT 3	2.00	2.00	-
ACCOUNTANT 4	4.00	4.00	-
ACCT SERVICES MGR	1.00	1.00	-
ADMIN ANAL 3	1.00	1.00	-
ADMIN ANAL 4	3.00	3.00	-
GRANT WRITER	1.00	1.00	-
RISK MANAGER	1.00	1.00	-
SAFETY COORDINATOR	1.00	1.00	-
BUDGET/PROG EVAL MGR	1.00	1.00	-
PRINCIPAL ACCOUNTANT	3.00	3.00	-
ACCT TECH 3	2.00	2.00	-
ACCT CLERK 1	1.00	-	(1.00)
ACCT CLERK 2	1.00	1.00	-
ACCT CLERK 3	2.00	2.00	-
ACCT TECH 2	1.00	1.00	-
ADMIN SUPPORT CLK 1	1.00	1.00	-
ADMIN SUPPORT CLK 2	3.00	3.00	-
PROGRAM ASST 1 - CG20	2.00	2.00	-
FINANCE DIR	1.00	1.00	-
TOTAL	**42.00**	**41.00**	**(1.00)**

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Accounting

SERVICE DESCRIPTION:

This service is responsible for the ongoing centralized functions of the accounting, payroll, and procurement operations of the city. The service staffs prepare and maintain accounting related internal controls to help to mitigate risk for financial transactional losses and oversee the annual financial statements and audit preparation. Staffs verify adherence to Generally Accepted Accounting Principles and Governmental Accounting Standards Board Statements. The service is responsible for the development, coordination and implementation of the City's accounting and financial reporting systems. Accounting staffs serve as liaison to independent auditors and to the Community Housing Authority.   Payroll staff generates the city's payroll including direct deposit advices, paychecks, maintaining payroll records, and preparing all tax forms and reconciliations to pay subsequent taxes. The staff generates W-2's and 1095's for the employees at the end of the year. Central payroll staff is largely responsible for assisting Human Resources with benefit administration, and labor association strategies. Central procurement is responsible for directing and coordinating the contracting for equipment, supplies and services required by the City. This service includes developing policies and procedures, encumbrance and purchasing card management, negotiating and making recommendations on type, availability, and overall procurement costs.

SERVICE GOALS

What community need does the service address?

Provides centralized internal city services and external accounting/financial reporting.

Who are the recipients of the service?

Internal city staff, and external stakeholders

What outcomes will be produced at the proposed funding level?

Better equip city staff with financial software reporting, and functionality needs to further data transparency and greater utilization of MUNIS.

Ensure financial data integrity and reliance using MUNIS software applications and reporting tools.

Provide a more efficient means to procure and bid for materials and services.

More expediously provide city employees with paperless year-end tax documents.

Better utilize mobile apps for workflow MUNIS approvals and accrual/leave balance reporting.

Meet GASB-74/75 reporting requirements.

Meet new WRS monthly reporting requirements.

What strategies are planned for 2018 to advance the stated outcomes?

Provide more structured internal software/MUNIS-Tyler Cashiering training.

Effectively and more efficiently manage a formal month-end closing policy and process along with standarize import and other template usage across city departments utilizing MUNIS.

Standarize software imports and other templates.

Implement Vendor Self Service.

Implement MUNIS Electronic Bidding.

Reduce paper consumption by 20% for W2s, and 1095s.

Test and release Employee Self Service-Moble and MyWork app functionality.

Implement the GASB-74/75 statements.

Working with MUNIS Developers to ensure additional programming/reporting is effectuated monthly, moving away from annual requirements.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Administrative Support

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.

SERVICE GOALS

What community need does the service address?

The Administrative Support Team and Document Services serve to ensure continuity of municipal services and expanded access to services in agencies throughout the City of Madison. By covering employee absences and serving as additional staff for seasonal and special projects, members of the Administrative Support Team allow agencies to fulfill their missions without disruption and to provide expanded services with no additional budget impact. Document Services provides all agencies access to producing documents, spreadsheets, presentations, advertising materials, website maintenance, ADA compliant materials and software support. This service allows City departments to concentrate on their mission while providing these specialized services with no additional budget impact.

Who are the recipients of the service?

Services provided by the Administrative Support Team and Document Services are both inward and outward facing. While the direct recipients of the services are the city agencies served, team members regularly engage in direct service delivery to the public in those agencies.

What outcomes will be produced at the proposed funding level?

OUTCOME 1: Staffing and Payroll for 2018 Elections

Administrative Support Clerk 2s will continue to develop and implement the recruitment, scheduling and payroll process at a scale sufficient to provide the Clerk's Office with adequate staffing for all four elections and with the data needed to track mandatory training of all election officials.

OUTCOME 2: Improve internal communication of services and expectations

The team will work with Guy Van Rensselear to produce materials for city agencies that explain the range of services available and the expectations for internal customers with regard to scheduling requests, cancellations and availability of work resources. We will measure success by tracking the number of same-day cancellations of agency requests and the number of hours of lost productivity due to missing work resources.

OUTCOME 3: Track Requests

Document Services will track project requests and process time by Agency via data entry into Excel and requests received via SharePoint.

OUTCOME 4: Enroll in Training Offered by the City

Document Services will enroll in equity, software, and customer service training offered by the City in order to make sure that equity is applied which ensures that all agencies have the resources to succeed.

What strategies are planned for 2018 to advance the stated outcomes?

To achieve the proposed outcomes, team meetings will be scheduled bimonthly and will include a review of progress made. Team members will be periodically assigned to work directly on outcomes by scheduling appropriate meetings with partners and providing uninterrupted project time as needed. Codes will be added to the Administrative Support Team timesheet to record lost productivity and cancellations. Document Services will be available for all agencies in order to ensure their continued success through utilization of the unit's knowledge and resources without any budgetary impact on those agencies served.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Budget and Program Evaluation

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 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 efforts to identify and secure outside grant funding.

SERVICE GOALS

What community need does the service address?

This service is responsible for preparing the City's annual budget and capital imrpovement plan along with providing fiscal advise and support to Madison's residents, elected officials, and City staff. The service strives to provide quality and accurate analysis in order to aid elected officials and stakeholders in decisions pertaining to the City's budget. In addition to preparing the budget, the service is also responsible for monitoring the City's grant activity to ensure compliance with state and federal regulations, and assisting agencies in data management and the use of data in the decision making process.

Who are the recipients of the service?

Services provided by Budget and Program Evaluation are intended for both internal and external recipients. Externally, the service provides information for City residents about the budget, fiscal impact of proposed legislation, and annual grant activity. The service also supports agencies in developing processes and publishing data as part of the City's Open Data program. Internally, the service provides fiscal advise and analysis to elected officials and City staff regarding financial and programatic decisions.

What outcomes will be produced at the proposed funding level?

In 2018 the service will seek to improve consistency of data ensuring that data sources are accurate, reliable, and consistent across City departments. The service will also seek to provide sound fiscal analysis that will be measured by the accuracy of projections and budget forecasts. The service will also seek to improve the efficiency of internal processes that will be measured by the turnaround time for a variety of work products including the publication of the City's budget, the Single Audit, and Finance Committee agendas and minutes.

What strategies are planned for 2018 to advance the stated outcomes?

In order to advance the proposed outcomes, the service will focus process improvement efforts on the development of the budget publication, the single audit process, and publishing Finance Committee materials with the goal of decreasing the turnaround time. The service will also develop data visualization dashboards for City agencies in order to leverage financial data for the decision making process. The service will continue to support the City's strategic management initiative by completing the service inventory and performance measure development process for all City agencies with the goal of connecting City services with the outcome they impact. The service will also work towards transitioning the City's budget process to an outcomes based approach connecting how funding is spent with the strategic framework.

2018 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Finance

SELECT YOUR AGENCY'S SERVICE:

Risk Management

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.

SERVICE GOALS

What community need does the service address?

The goal of this service is to protect the assets of the City, whether that is City staff through the provision of workers' compensation benefits or safety services, property insurance for City owned assets, liability claim handling through interaction with the City's insurance providers, or other related risk management services such as contractual risk transfer.

Who are the recipients of the service?

This service primarily serves the City agencies and staff by assisting with claim investigation and handling, employee safety, contract negotiation, and other risk management services. While this service does not directly serve the public, it does through its loss reduction services. In addition, the service assists the public with claim filing information and with insurance certificate questions.

What outcomes will be produced at the proposed funding level?

Outcome 1: Moving to become paperless

The service will be working towards significantly reducing the amount of paper filed by the service. This will allow the service to be more responsive to City agencies by being able to access documents and files more efficiently and while offsite.

Outcome 2: Enhance sharing of loss information with agencies

The service will work with its insurance providers to develop useful loss reports and provide the same on a regular basis to City agencies. By sharing data, the goal is to work with agencies to develop strategies to reduce losses.

What strategies are planned for 2018 to advance the stated outcomes?

To achieve the proposed outcomes, the service will begin meeting with Document Services staff to develop a plan to reduce the paper filed and kept by the service with a goal of reducing paper storage by 50% in 2018. At the same time, the service will work with insurance providers and a set group of agencies to develop loss reports that are useful for City agencies.