

Landfill

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Other Restricted	1,018,330	1,280,062	869,671	961,152	556,198	1,005,101
Total	1,018,330	1,280,062	869,671	961,152	556,198	1,005,101

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Landfill Management Maintenanc	1,018,330	1,280,062	869,671	961,152	556,198	1,005,101
Total	1,018,330	1,280,062	869,671	961,152	556,198	1,005,101

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Charges For Services	(731,780)	(650,000)	(661,820)	(650,000)	(650,000)	(660,000)
Fine Forfeiture Asmt	(2,697)	(3,000)	(2,152)	(3,000)	(3,000)	(3,000)
Invest Other Contrib	(14,141)	(37,300)	(71,373)	(12,400)	(12,400)	(102,000)
Misc Revenue	-	-	(1)	-	-	-
Other Finance Source	(269,712)	(589,762)	(35,481)	(295,752)	109,202	(240,101)
Total	(1,018,330)	(1,280,062)	(770,826)	(961,152)	(556,198)	(1,005,101)

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	314,049	317,643	321,189	340,990	346,909	363,997
Benefits	97,655	100,542	98,824	105,814	120,988	122,660
Supplies	61,758	108,500	54,496	88,500	-	49,000
Purchased Services	403,659	604,812	337,271	305,245	1,350	332,891
Inter Depart Charges	137,913	153,565	149,719	128,903	86,950	139,853
Inter Depart Billing	(106,687)	(102,000)	(93,046)	(109,300)	-	(109,300)
Transfer Out	109,982	97,000	1,219	101,000	-	106,000
Total	1,018,330	1,280,062	869,671	961,152	556,198	1,005,101

TO: Mayor Satya Rhodes-Conway
FROM: Jim Wolfe, City Engineer
DATE: July 21, 2023
SUBJECT: 2024 Operating Budget Transmittal Memo
CC: Deputy Mayors; Finance Director, Budget & Program Evaluation Staff

Goals of Agency's Operating Budget

The Engineering Landfill service manages the five closed landfills overseen by the City. Our goals are to:

- Protect public safety and the environment.
- Provide green space for recreational use.
- Provide pollinator and wild life habitat.
- Assure compliance with Wisconsin DNR regulations.

To meet these goals, Engineering staff routinely monitor and plan maintenance activities the landfills as necessary to meet the stated goals and requirements of DNR regulations. This monitoring includes data on a variety of pollutants as well as the operating aspects of landfill components.

Enterprise Agencies

Managing the closed landfills is funded through the Landfill Special Charge. The current rate and existing reserves are expected to be adequate to fund the activities required to manage these sites, so there are no planned increases compared to 2023 nor any significant changes planned to services.

Reallocations and Other Changes (if applicable)

There are no planned significant changes relative to the 2023 Operating Budget. Please note that due to some of the technicalities involved with generating the Cost to Continue for budgets funded through a special charge, there are number of changes shown on the Service Proposal; however, those changes are just to bring the initial Cost to Continue to be consistent with 2023 budget.

Optional Supplemental Request (if applicable)

We have no supplemental requests associated with this budget.

Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
Segment 3	42 - LANDFILL

Fund/Service/Major	Cost to Continue	Request	Change: Request v.
	(C2C)		C2C
1250 - OTHER RESTRICTED	\$0	\$0	\$0
421 - LANDFILL MANAGEMENT M	\$0	\$0	\$0
43 - CHARGES FOR SERVICES	-\$650,000	-\$660,000	-\$10,000
45 - FINE FORFEITURE ASMT	-\$3,000	-\$3,000	\$0
46 - INVEST OTHER CONTRIB	-\$12,400	-\$102,000	-\$89,600
47 - MISC REVENUE	\$0	\$0	\$0
48 - OTHER FINANCE SOURCE	\$109,202	-\$240,101	-\$349,304
49 - TRANSFER IN	\$0	\$0	\$0
51 - SALARIES	\$346,909	\$363,997	\$17,088
52 - BENEFITS	\$120,988	\$122,660	\$1,672
53 - SUPPLIES	\$0	\$49,000	\$49,000
54 - PURCHASED SERVICES	\$1,350	\$332,891	\$331,541
56 - DEBT OTHR FINANCING	\$0	\$0	\$0
57 - INTER DEPART CHARGES	\$86,950	\$139,853	\$52,903
58 - INTER DEPART BILLING	\$0	-\$109,300	-\$109,300
59 - TRANSFER OUT	\$0	\$106,000	\$106,000

2024 Operating Budget Service Budget Proposal Form

Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	LANDFILL
Enter your Service:	Landfill Management & Maintenance
Review the "Service Description" in the 2023 Adopted Budget . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to description <input type="checkbox"/> Yes – Description needs to be updated	
<i>If yes, enter updated Service Description here:</i>	
Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget . Do you have any updates?	
<input checked="" type="checkbox"/> No – No change to activities <input type="checkbox"/> Yes – Activities need to be updated	
<i>If yes, enter updated Activities Performed by Service here:</i>	
Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of \$10,000 or more at the Service and/or Major level .
Examples of changes that do need to be detailed:
<ul style="list-style-type: none"> Moving \$10,000+ within a Service from one Major to another Major Moving \$10,000+ within a Major from one Service to another Service
Examples of changes that do not need to be detailed:
<ul style="list-style-type: none"> Total changes of less than \$10,000 at the Major and Service level. Object level changes do not need additional justification if the net change to the Major is less than \$10,000. For example, if you propose moving \$15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service.
If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of Service and/or Major Changes of \$10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	\$ Change	Description
1250 - OTHER RESTRICTED	46 - INVEST OTHER CONTRIB	-89,600	Increase in interest income due to significantly between investment returns compared to prior years
1250 - OTHER RESTRICTED	48 - OTHER FINANCE SOURCE	-349,304	Exclusion of many line items in CTC budget caused a more significant increase in Fund Balance Applied once those items were added to budget
1250 - OTHER RESTRICTED	51 - SALARIES	17,088	Premium Pay, Compensated Absence, Hourly and Overtime not included in CTC budget
1250 - OTHER RESTRICTED	53 - SUPPLIES	49,000	No supplies included in CTC budget; 2024 budget consistent with prior years
1250 - OTHER RESTRICTED	54 - PURCHASED SERVICES	331,541	Only \$1350 included in CTC budget; 2024 budget consistent with prior years
1250 - OTHER RESTRICTED	57 - INTER DEPART CHARGES	52,903	Only some Inter-D items (cost allocation plan related charges) were included in the CTC budget; 2024 budget consistent with prior years
1250 - OTHER RESTRICTED	58 - INTER DEPART BILLING	-109,300	No Inter-D Billings included in CTC budget; 2024 budget consistent with prior years
1250 - OTHER RESTRICTED	59 - TRANSFER OUT	106,000	No Transfers Out included in CTC budget; 2024 budget consistent with prior years

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Changes reflect current projection of costs for the service. No service level changes are anticipated. The majority of the changes from CTC to Request are the result of not having a complete CTC budget for multi-year funds.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

These changes are not specifically tied to the Equity Action Plan. This service provides critical work to ensure public health and safety, especially in areas immediately adjacent to the closed landfills. When possible, Engineering will partner with other agencies, primarily Parks, to turn these into public assets as well.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:

- Personnel: \$Click or tap here to enter text.
- Non-Personnel: \$Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?

Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?

Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?

- No – No allocation changes
- Yes – Includes proposed allocation changes

If yes, complete the “Position Allocation Change Form” and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?

- No – No reclassifications
- Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:

Click or tap here to enter text.

of FTEs: Does your proposal change the total number of FTE positions for an existing classification?

- No – No change to # of FTEs
- Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)

- No – No new positions
- Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:

Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.