Water

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Water Utility	50,763,304	46,779,172	29,955,521	49,449,500	53,346,034	58,580,500
Total	**50,763,304**	**46,779,172**	**29,955,521**	**49,449,500**	**53,346,034**	**58,580,500**

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Water Customer Service	2,683,609	3,199,006	2,962,669	3,042,724	3,148,964	3,589,056
Water Engineering	1,973,259	2,729,795	2,211,375	5,577,554	8,690,047	7,489,063
Water Finance And Admin	34,290,610	27,112,582	12,264,062	26,482,041	26,502,013	32,074,074
Water Operations & Maintenance	10,911,472	12,466,638	11,499,629	13,190,291	13,790,864	14,266,211
Water Quality	904,354	1,271,151	1,017,786	1,156,890	1,214,146	1,162,096
Total	**50,763,304**	**46,779,172**	**29,955,521**	**49,449,500**	**53,346,034**	**58,580,500**

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Charges For Services	(47,637,342)	(45,109,700)	(47,246,689)	(48,625,000)	(48,625,000)	(56,974,500)
Fine Forfeiture Asmt	(236,813)	(222,200)	(258,886)	(199,000)	(199,000)	(230,000)
Invest Other Contrib	50,503	(250,000)	334,248	(160,000)	(160,000)	(860,000)
Misc Revenue	(501,511)	(380,500)	(850,510)	(465,500)	(465,500)	(516,000)
Other Finance Source	(2,438,141)	(816,772)	(1,477)	-	(3,896,534)	-
Transfer In	-	-	(3,916)	-	-	-
Total	**(50,763,304)**	**(46,779,172)**	**(48,027,230)**	**(49,449,500)**	**(53,346,034)**	**(58,580,500)**

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	8,111,708	9,634,170	9,058,640	10,042,323	10,486,204	10,452,296
Benefits	2,421,993	3,019,814	3,079,453	3,198,498	3,300,603	3,321,718
Supplies	1,423,549	2,238,100	1,678,453	2,320,500	2,320,500	2,620,622
Purchased Services	4,423,443	5,980,476	4,857,176	7,616,050	5,809,980	6,475,651
Debt Othr Financing	28,176,096	19,292,500	5,878,717	18,486,073	18,486,073	23,960,809
Inter Depart Charges	1,012,127	1,139,389	1,043,486	1,145,721	1,302,339	1,176,405
Inter Depart Billing	(2,431,005)	(2,511,000)	(2,516,235)	(2,527,000)	(2,527,000)	(2,527,000)
Transfer Out	7,625,394	7,985,723	6,875,831	9,167,335	14,167,335	13,100,000
Total	**50,763,304**	**46,779,172**	**29,955,521**	**49,449,500**	**53,346,034**	**58,580,500**

To: Mayor Satya Rhodes-Conway

From: Krishna Kumar, General Manager, Madison Water Utility

Date: July 21, 2023

Subject: 2024 Operating Budget Transmittal Memo

CC: *Deputy Mayors; Finance Director, Budget & Program Evaluation Staff*

Major Goals

Madison Water Utility (MWU) is comprised of 5 core service lines; Water Customer Service including Communication and Outreach, Water Engineering, Water Finance & General Administration, Water Operations & Maintenance and Water Quality. Our 2024 operating budget request will ensure MWU is able to supply high quality water for consumption and fire protection at a reasonable cost while conserving and protecting our ground water resources for present and future generations. The desired goals of these service lines are as follows:

- Customer Service and Communication/Outreach – generate accurate water consumption and billing data to ensure proper billing; provide communication and community outreach for conservation and sustainability education
- Engineering – use Asset Management and Water Master Plan to meet or exceed levels of service to our customers
- Finance and General Administration – provide accurate, reliable and transparent financial information to internal and external stakeholders while exploring ways to make Utility's rates affordable for all its customers
- Water Operations and Maintenance – monitor, maintain and upgrade the water supply system to ensure customers are provided with an adequate quantity of high quality water for consumption and fire protection
- Water Quality – ensure the delivery of safe, high-quality water to customers and to comply with requirements of the Safe Drinking Water Act

Revenue Projections for 2024 compared to 2023 adopted budget

MWU worked with consultants and the PSC to set rates in 2022 in effect for 2023 so that they are not overly burdensome on any one group of ratepayers. MWU has based its 2024 operating revenues on the approved 2022 rate case. MWU is projecting an overall revenue increase of $9.1M in 2024 from 2023. Included in the 2022 approved rate case was 1) $5M for expense depreciation for water main replacement program and 2) the creation of a two year pilot program - Madison Customer Assistance Program, MadCAP. The Utility's water main replacement program is designed to replace and maintain water infrastructure on a consistent basis so that the cost is spread among all generations that receive the benefit from the distribution system. MWU does not anticipate any major changes to our services based on revenue.

Major Changes in 2024 Operating Request

The 2024 operating budget request includes a new position for a Customer Service Rep 1 at a cost of $67K (pay and benefits). This position will ensure timely responses to customer inquiries and address billing questions from ratepayers. MWU has sufficient 2024 budgeted revenues to cover this expense.

MWU is continuing to maintain or reduce expenses where applicable to build up cash reserves.

In 2023, $2M was included in the budget for tank painting. MWU has found a more cost effective way to resurface the tanks, which may result in reduced the tank painting cost.

MWU closed 2022 with an operating cash balance of $6.2M; MWU anticipate an ending operating cash balance of $0.2M for 2023, primarily due to transfer of $5M into the Bond Anticipatory Note (BAN) repayment fund, and the tank resurface project. The requested budget for 2024 is estimated to result in an operating cash balance of $0.2M.

MWU transferred $5M from the operating cash balance in 2022 to the BAN repayment fund. MWU anticipates transferring another $5M in 2023 in preparation for the $20M total repayment in 2024. MWU paid $1.5M for capital improvements from the 2022 operating fund surplus. MWU anticipates paying $4.4M for capital improvements from the operating fund surplus in 2023.

c.c.   *Christie Baumel, Deputy Mayor*
        Sam R. Munger, Interim Deputy Mayor
        Christine Koh, Budget and Program Evaluation Manager
        Robert Mulcahy, Budget Analyst
        January Vang, Water Utility Finance and Administration Manager
        Kristine Jabas, Accountant 3

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	86 - WATER

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
2100 - WATER UTILITY	$0	$0	$0
864 - WATER CUSTOMER SERVICE	$3,148,964	$3,589,056	$440,092
45 - FINE FORFEITURE ASMT	$0	$0	$0
47 - MISC REVENUE	$0	$0	$0
48 - OTHER FINANCE SOURCE	$0	$0	$0
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$1,522,548	$1,585,062	$62,514
52 - BENEFITS	$475,786	$488,624	$12,838
53 - SUPPLIES	$312,000	$322,750	$10,750
54 - PURCHASED SERVICES	$838,630	$1,192,620	$353,990
56 - DEBT OTHR FINANCING	$0	$0	$0
57 - INTER DEPART CHARGES	$0	$0	$0
58 - INTER DEPART BILLING	$0	$0	$0
862 - WATER ENGINEERING	$8,690,047	$7,489,063	-$1,200,985
43 - CHARGES FOR SERVICES	$0	$0	$0
47 - MISC REVENUE	$0	$0	$0
48 - OTHER FINANCE SOURCE	$0	$0	$0
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$1,420,463	$1,420,463	$0
52 - BENEFITS	$376,650	$376,650	$0
53 - SUPPLIES	$134,500	$150,750	$16,250
54 - PURCHASED SERVICES	$491,100	$541,200	$50,100
57 - INTER DEPART CHARGES	$0	$0	$0
59 - TRANSFER OUT	$6,267,335	$5,000,000	-$1,267,335

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
865 - WATER FINANCE AND ADMIN	-$26,844,021	-$26,506,426	$337,595
42 - INTERGOV REVENUES	$0	$0	$0
43 - CHARGES FOR SERVICES	-$48,625,000	-$56,974,500	-$8,349,500
45 - FINE FORFEITURE ASMT	-$199,000	-$230,000	-$31,000
46 - INVEST OTHER CONTRIB	-$160,000	-$860,000	-$700,000
47 - MISC REVENUE	-$465,500	-$516,000	-$50,500
48 - OTHER FINANCE SOURCE	-$3,896,534	$0	$3,896,534
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$808,035	$711,613	-$96,422
52 - BENEFITS	$282,524	$282,524	$0
53 - SUPPLIES	$38,450	$12,050	-$26,400
54 - PURCHASED SERVICES	$296,850	$389,560	$92,710
56 - DEBT OTHR FINANCING	$18,486,073	$23,960,809	$5,474,736
57 - INTER DEPART CHARGES	$1,217,081	$1,144,519	-$72,562
58 - INTER DEPART BILLING	-$2,527,000	-$2,527,000	$0
59 - TRANSFER OUT	$7,900,000	$8,100,000	$200,000
863 - WATER OPERATIONS & MAINTENANCE	$13,790,864	$14,266,211	$475,348
43 - CHARGES FOR SERVICES	$0	$0	$0
47 - MISC REVENUE	$0	$0	$0
48 - OTHER FINANCE SOURCE	$0	$0	$0
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$6,089,501	$6,089,501	$0
52 - BENEFITS	$1,975,655	$1,983,932	$8,277
53 - SUPPLIES	$1,739,250	$2,033,122	$293,872
54 - PURCHASED SERVICES	$3,901,200	$4,127,771	$226,571
56 - DEBT OTHR FINANCING	$0	$0	$0
57 - INTER DEPART CHARGES	$85,258	$31,886	-$53,372
58 - INTER DEPART BILLING	$0	$0	$0

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
861 - WATER QUALITY	$1,214,146	$1,162,096	-$52,050
42 - INTERGOV REVENUES	$0	$0	$0
43 - CHARGES FOR SERVICES	$0	$0	$0
45 - FINE FORFEITURE ASMT	$0	$0	$0
46 - INVEST OTHER CONTRIB	$0	$0	$0
47 - MISC REVENUE	$0	$0	$0
48 - OTHER FINANCE SOURCE	$0	$0	$0
49 - TRANSFER IN	$0	$0	$0
51 - SALARIES	$645,658	$645,658	$0
52 - BENEFITS	$189,988	$189,988	$0
53 - SUPPLIES	$96,300	$101,950	$5,650
54 - PURCHASED SERVICES	$282,200	$224,500	-$57,700
56 - DEBT OTHR FINANCING	$0	$0	$0
57 - INTER DEPART CHARGES	$0	$0	$0
58 - INTER DEPART BILLING	$0	$0	$0
59 - TRANSFER OUT	$0	$0	$0

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:	WATER
Enter your Service:	Water Customer Service
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: 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: • 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: • 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
2100 - WATER UTILITY	51 - SALARIES	62,514	Additional CSR 1 position
2100 - WATER UTILITY	52 - BENEFITS	12,838	Expecting a retirement from this service and the compensated absence escrow was increased to account for the retirement.
2100 - WATER UTILITY	53 - SUPPLIES	10,750	Increase in postage costs due to rising prices and increased number of mailings for the municipal services bills.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	353,990	System and software maintence increased – we had costs reduced in our C2C for CIS, but then we needed to add some back in for Tyler Utility Billing. Consulting services has also increased to optimize our billing system. Printing services also increased for the municipal services bills and our Other services and expense increased due to the MadCAP and the use of Project Home in that program.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

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?

There is not a change to the current activities or service levels. These increases are needed to expected costs in 2024. One of the larger changes is for consulting services and that is work with a consultant to optimize our billing system.

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.

This change will not specifically address specific inquities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

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:
The position Water Utility is looking to add is a CSR1 (Admin Clerk 1) position. Comp group 20, range 9, job class J011. The position would be adding an additional CSR 1 to the billing group to assist with the current workload in the billing office.

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?

The Madison Water Utility is requesting to include an additional Customer Service Representative 1 position in the Water FY 2024 operating budget due to the increased interface time with our customers since the switch to the new billing system on December 8, 2022. This new position would additionally allow the existing Customer Service Representative 2 and Customer Service Representative 3 positions to be off the phones and focus more on the technical work that goes into the new and involved billing protocol. This would also free up the Customer Service Supervisor from spilled over customer service work and allow for more supervisory duties.

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?

This change will allow the Water Utility to continue to provide quality customer service to Madison residents regarding their municipals services bill and to assist them with language access during that process, if it is needed.

2024 Operating Budget
Service Budget Proposal Form

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Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Engineering
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: 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:
    • 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:
    • 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
2100 - WATER UTILITY	53 - SUPPLIES	16,250	Increase in expected computer needs for 2024, postage increased to reflect actuals spent over the past few years, adding new budget for books and subscriptions and increasing janitorial supplies to reflect actuals spent.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	50,100	Increase in consulting services for Asset Management, CityWorks, cellular consulting, and carbon neutrality. There was also a reduction in the tank painting for 2024.
2100 - WATER UTILITY	59 - TRANSFER OUT	-1,267,335	In 2023 this was the amount that was being transferred to capital projects. In 2024 operating budget this is in Finance and Adminstration service.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

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?

Part of the change that is needed is due to the rotation of computers that need to be replaced. Engineering has also added budget for books and subscriptions that was not budgeted for in 2023. As for the increase in the consulting services this is to assist us in spending out money effectively regarding our assets, optimize our system operations, and to maximzie our water tower leases. All of these things would help the Water Utility to run and operate more efficiently.

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.

This change will not specifically address specific inquities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

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.

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☐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?
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☐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?

N/A

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?

N/A

<div align="center">

2024 Operating Budget
Service Budget Proposal Form

</div>

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Part 1. Identifying Information	
Select your Agency:	WATER
Enter your Service:	Water Finance and Administration
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
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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
2100 - WATER UTILITY	43 - CHARGES FOR SERVICES	-8,349,500	New rates were implemented 3/1/2023, which include $5,000,000 for expense depreciation
2100 - WATER UTILITY	45 - FINE FORFEITURE ASMT	-31,000	Use a three year average to budget for these costs.
2100 - WATER UTILITY	46 - INVEST OTHER CONTRIB	-700,000	The interest rates have been increasing and our pooled money has some larger balances to earn some interest.
2100 - WATER UTILITY	47 - MISC REVENUE	-50,500	Use a three year average to budget for these costs.
2100 - WATER UTILITY	48 - OTHER FINANCE SOURCE	3,896,534	C2C did not reflect the rate increase that was implemented March 2023 so it shows a fund balanced applied and after the information with the new rates there is a fund balance generated.
2100 - WATER UTILITY	51 - SALARIES	-96,422	Central budget allowed Water Utility to have a 4% salary savings for 2024
2100 - WATER UTILITY	53 - SUPPLIES	-26,400	The reduction was for furniture. The 2023 operating budget included money for furniture for one of our conference rooms.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	92,710	In the C2C we had reduced the consulting fees, but we needed to add them back in due to starting the process of the rate case in 2024. Also the grants increased and this is where the MadCAP assistance is going, which is a program that was started in 2023.
2100 - WATER UTILITY	56 - DEBT OTHR FINANCING	5,404,167	Principal and interest payments and fund balance generated
2100 - WATER UTILITY	59 - TRANSFER OUT	200,000	Expected increase in PILOT

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?

There is not a changes to current activies or service levels. A rate case was approve in December of 2022 and the new rates started March 1, 2023. With the new rates $5,000,000 was approved for expense depreciation and a new pilot program Madison Customer Assistance Program (MadCAP). The 2024 budget reflect the new rates, expense depreciation and MadCAP.

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.

This change will not specifically address specific inquities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

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?

N/A

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?

N/A

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:	WATER
Enter your Service:	Water Operations & Maintenance
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: 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: - 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: - 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
2100 - WATER UTILITY	53 - SUPPLIES	293,872	These are increase due to price increases in work supplies, hardware supplies, uniform supplies, safety supplies, equipment supplies, tires, fertilizers and chemicals, gasoline and diesel.
2100 - WATER UTILITY	54 - PURCHASED SERVICES	226,571	About 44 percent of this increase is accommodate the maintenance of well bore holes and related equipment. The other areas that increased were, sidewalk improvement, and inspection services for DNR inspection requirements of reservoirs and tanks.
2100 - WATER UTILITY	57 - INTER DEPART CHARGES	-53,372	TE charges were entered in Operations & Maintenance and also Finance and Administration. With the approval of Central Budget we removed the amount from Operations & Maintenance so it wasn't double counted.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

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?

There is not going to be a change to the current activities or service levels. These changes are due to the increases in our costs in the materials that we use to maintain our water infrastructure.

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.

This change will not specifically address specific inequities or advance other equity goals. This change is not related to a Neighborhood Resource Team recommendation.

Part 3. Supplemental Requests

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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.

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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?

N/A

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?

N/A

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:	WATER
Enter your Service:	Water Quality
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
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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
2100 - WATER UTILITY	54 - PURCHASED SERVICES	-57,700	Expected lab services fees were reduced and the monitoring well expense was reduced from the 2023 budget.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
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Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

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?

There is not a change to current activities for Water Quality, some years there are different testing requirements so the costs change due to the proposed testing for a given year.

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.

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Click or tap here to enter text.

Estimated Costs:

- Personnel: $Click or tap here to enter text.
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- 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?

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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?   N/A
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?   N/A