

PlanningFunction: **Planning & Development***Budget Overview*

Agency Budget by Fund

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
General	3,233,345	3,315,474	3,531,852	3,543,616	3,583,620	3,583,620
Other Grants	1,142,355	1,131,712	1,210,269	1,120,827	1,146,213	1,126,282
TOTAL	\$ 4,375,699	\$ 4,447,186	\$ 4,742,121	\$ 4,664,443	\$ 4,729,833	\$ 4,709,902

Agency Budget by Service

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
Neigh Planning Pres & Design	1,272,614	1,327,020	1,415,463	1,375,313	1,381,603	1,406,815
Comp Planning & Dev Review	1,812,970	1,841,673	1,969,788	2,026,453	2,049,657	2,034,955
Metropolitan Planning Org	1,290,116	1,278,493	1,356,870	1,262,677	1,298,573	1,268,132
TOTAL	\$ 4,375,699	\$ 4,447,186	\$ 4,742,121	\$ 4,664,443	\$ 4,729,833	\$ 4,709,902

Agency Budget by Major-Revenue

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
Intergov Revenues	(10,510)	(20,154)	-	(20,154)	(20,154)	(21,245)
Charges For Services	(26,145)	(5,457)	(29,050)	(5,457)	(5,457)	(5,457)
Investments & Other Contributions	(12,500)	(13,000)	(2,518)	(1,500)	(1,500)	(1,500)
Transfer In	-	-	(39,036)	-	-	-
TOTAL	\$ (49,155)	\$ (38,611)	\$ (70,604)	\$ (27,111)	\$ (27,111)	\$ (28,202)

Agency Budget by Major-Expenses

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
Salaries	2,703,351	2,731,212	2,951,392	2,944,012	3,029,441	2,992,227
Benefits	732,273	794,955	807,054	873,586	864,121	864,121
Supplies	73,893	96,925	74,534	112,895	82,895	75,350
Purchased Services	697,024	632,152	749,086	534,457	553,883	578,711
Inter Depart Charges	88,455	89,867	89,867	90,495	90,495	90,495
Inter Depart Billing	(41,500)	(41,500)	(41,500)	(41,500)	(41,500)	(41,500)
Transfer Out	171,357	182,186	182,292	177,609	177,609	178,700
TOTAL	\$ 4,424,854	\$ 4,485,797	\$ 4,812,725	\$ 4,691,554	\$ 4,756,944	\$ 4,738,104

To: Dave Schmiedicke, Finance Director

From: Heather Stouder, Planning Division Director

Date: July 12, 2021

Subject: 2022 Operating Budget Transmittal Memo

Major Goals

The Planning Division includes three services: Comprehensive Planning and Development Review, Neighborhood Planning, Preservation, and Design, and the Metropolitan Planning Organization. Major goals within each of these services are as follows:

Comprehensive Planning and Development Review - Plan for equitable and sustainable growth, efficient use of land, efficient and equitable transportation systems, and complete neighborhoods.

- Prepare and maintain citywide and subarea plans to provide a framework for city investment and land use regulation. In 2022, we hope to embark upon a new sub-area planning framework to attain equitable, full-city coverage on a predictable schedule.
- Lead the monitoring of and annual progress reports on the Comprehensive Plan.
- Maintain, monitor, and recommend changes to the city's zoning, subdivision, and urban design ordinances. In 2022, we will lead or support many zoning efforts, including those outlined in Housing Forward, efforts to support Bus Rapid Transit, and efforts to align zoning height maps with Historic Preservation goals, and continue refining and modernizing requirements in Urban Design Districts.
- Lead the review and evaluation of development proposals based on consistency with adopted plans and ordinances.
- Maintain the city's geographic database and provide data, information, and mapping services to city agencies and community partners. In 2022, major efforts include completion of aldermanic redistricting boundaries following the 2020 Census.
- Strengthen relationships with community partners across the region. In 2022, we will focus on preparation for the Town of Madison Attachment, and hope to complete an intergovernmental agreement with the Town of Cottage Grove.

Neighborhood Planning, Preservation, and Design - Plan for complete neighborhoods in developed, mature parts of the City, balancing the growth and change in Madison with integration of art and cultural/historic preservation, and building leadership and capacity in neighborhoods.

- Provide planning and technical services to neighborhoods.
- Strengthen existing residential and commercial areas as Madison continues to grow and change.
- Protect and enhance the City's natural, cultural, aesthetic, and historic resources.
- Administer the City's preservation planning program with a focus on implementing the Historic Preservation Plan.
- Administer the Madison Arts program with a focus on equitable distribution of resources.

Metropolitan Planning Organization - Facilitate coordinated and comprehensive regional transportation planning and decision-making that is fair and impartial.

- Prepare and maintain long-range multi-modal transportation plan (in 2022, the Connect Greater Madison (2050) Regional Transportation Plan will be completed.)
- Prepare a five-year transportation improvement program to provide transportation investments that meet metropolitan transportation needs.
- Provide transportation-related data and analytical support to area municipalities.
- Administer a regional transportation demand management (TDM) program to assist area municipalities, employers, and others with strategies to reduce the use of single-occupant vehicles.

COVID Recovery

Planning Division support for COVID Recovery is not explicitly identified in our operating budget proposal. That said, Planning Division staff participate in the Housing, Transportation, and Economic recovery teams, and will continue to serve in those roles and adjust our work plan as needed to support this critical effort. Further, we anticipate continued changes to the way we approach activities, particularly arts support and public engagement related to plan creation, which will evolve as the impacts of COVID on in-person meetings, gatherings, and events continue. While we anticipate a strong demand for continued virtual services, in-person meetings with customers and community groups will have been restored as an option prior to 2022.

2022 Request & Equity

The Planning Division centers racial equity throughout the elements of our work plan. In 2022, we will focus on preparing for the attachment of much of the Town of Madison to the City's south side. Within this area, a primary focus is mitigating the threat of displacement of existing residents and businesses as parts of the area redevelop. During the year, we will continue work with elected and appointed officials to update the zoning ordinance to ease the production of more housing citywide. In preparation for the advent of Bus Rapid Transit (BRT), we will initiate planning in the area along East Washington Avenue between Hwy 30 and East Towne Mall, and continue to work on strategies to promote more inclusive transit-oriented development. Finally, we will continue in 2022 to focus on equitable distribution of resources related to arts and cultural programming.

2022 Request & Sustainability

Closely related to equity, the focus on planning for the transition of auto-oriented commercial areas along transit corridors will also help to address sustainability goals by promoting infill development to accommodate a significant portion of the City's future growth in areas where transit and other alternatives to driving are convenient. Sub-area planning efforts beginning in 2022 should complete a set of contemporary plans covering the areas to be served by Phase 1 of the BRT system. Importantly, we will continue to coordinate with City Engineering staff and others to incorporate more sustainable stormwater management strategies as areas of the City transition to accommodate growth and (re)development.

Major Changes in 2022 Operating Request

The Planning Division has only minor changes reflected in our agency request, as compared to the cost-to-continue budget. These changes involve shifts within supplies and purchased services to align with anticipated expenses. Meaningful changes include the distribution of approximately \$16,000 of additional salary savings to support slight increases in "Consulting Services" for subarea planning processes and "Other Services and Expenses" with the intent to increase the budget for a 2022 event similar to past Mayor's Neighborhood Conferences.

Summary of Reductions

As requested, the Planning Division has prepared a scenario reflecting a 5% reduction to our overall Operating Budget totalling \$180,000. While the Planning Division considers each of these items to be important, and does not recommend any of the reductions listed below, they are listed by order of most acceptable to least acceptable, as requested.

- -\$65,500 – Eliminate City support for the Downtown Business Improvement District (BID). While it is possible that this could be restored in future years, this reduction is reluctantly suggested for 2022. Impacts include less support for inclusive events on State Street as downtown recovery continues. Ideally, if this reduction is part of the 2022 adopted budget, another source of funding will be found to support important BID activities related to recovery of downtown businesses.
- -\$15,500 – Reduce budget for the Mayor’s Neighborhood Conference or similar event (52% reduction from requested budget). This would eliminate an opportunity for a large, full-day event at a central facility such as Monona Terrace, and would likely eliminate an opportunity to engage a consultant or community partner to plan and coordinate the event, but would preserve an opportunity for a smaller and more focused annual event.
- -\$99,000 – Salary (\$80,000) and Benefits (\$19,000) to remove Position 628, which is currently vacant but ready for recruitment, having been approved to fill as a Planner 1 or Planner 2 (CG 18-06 or 18-08) focused on Development Review. This vacancy in both the short and long term would significantly impact the Planning Division’s ability to maintain adequate levels of service in a time of fast-paced growth, and limit staff time that could be spent on recommended zoning and subdivision ordinance updates. It would likely have cascading impacts on other Planning Division work, as staff focused on other areas would need to support Development Review activities. Elimination of this vacant position is one of the very few ways the 5% reduction goal could be met, and is the least acceptable to the Planning Division among listed reductions.

Optional Supplemental Request

The Planning Division is requesting consideration of a supplemental request for \$60,000 annually to support resident engagement in sub-area planning processes through the use of consulting services, community partners, and other means. For many years, the City has lacked a steady source of funding in the annual operating budget to support sub-area planning. As we work with the Plan Commission and other agencies to explore a new framework for sub-area planning involving larger geographic areas, it is clear that the Planning Division will need to engage consultants and community partners to support public engagement efforts, occasional market studies, and other enhancements to planning processes. With a modest annual addition of approximately \$60,000 in the budget (a 1.7% increase), we can have the flexibility needed to more fully support sub-area planning in Madison.

Cc:

Christie Baumel, Deputy Mayor

Matt Wachter, Director, Department of Planning, Community, and Economic Development

Bill Fruhling, Principal Planner, Planning Division

Brian Grady, Principal Planner, Planning Division

Kevin Firchow, Principal Planner, Planning Division

Bill Schaefer, Manager, Greater Madison Metropolitan Planning Organization

Brent Sloat, Budget Analyst, Finance Department

Christine Koh, Budget and Program Evaluation Manager, Finance Department

2022 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Comprehensive Planning and Development Review

SERVICE NUMBER:

652

SERVICE DESCRIPTION:

This service maintains the City's urban development and growth management policy through the preparation and maintenance of long-range and Comprehensive Plan elements and neighborhood plans, maintains the City's land development regulations (primarily zoning and subdivision regulations) through the review and evaluation of specific land development proposals, and provides data, information, and mapping services, conducts needs assessments, inventories and analyzes urban development policy issues, and maintains the City's geographic database. The goal of this service is to plan for equitable and sustainable growth, efficient use of land, efficient and equitable transportation systems, and complete neighborhoods.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
<i>Budget by Fund</i>						
General-Net	\$1,812,970	\$1,841,673	\$1,969,788	\$2,026,453	\$2,049,657	\$2,034,955
Other-Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
<i>Total</i>	<i>\$1,812,970</i>	<i>\$1,841,673</i>	<i>\$1,969,788</i>	<i>\$2,026,453</i>	<i>\$2,049,657</i>	<i>\$2,034,955</i>
<i>Budget by Major</i>						
Revenue	\$0	\$0	(\$35,248)	\$0	\$0	\$0
Personnel	\$1,609,856	\$1,624,448	\$1,801,936	\$1,833,727	\$1,856,961	\$1,840,961
Non-Personnel	\$160,468	\$173,775	\$159,650	\$149,177	\$149,147	\$150,445
Agency Billings	\$42,645	\$43,450	\$43,450	\$43,549	\$43,549	\$43,549
<i>Total</i>	<i>\$1,812,969</i>	<i>\$1,841,673</i>	<i>\$1,969,788</i>	<i>\$2,026,453</i>	<i>\$2,049,657</i>	<i>\$2,034,955</i>
FTEs		13.93		16.93	16.93	16.93

PRIORITY

Citywide Element Land Use and Transportation

Describe how this service advances the Citywide Element:

This service includes the creation of citywide and subarea plans to guide development, support for plan implementation, development review services, data and mapping services, and strengthening connections with regional partners. The service advances several Citywide Elements, including "Land Use and Transportation", "Neighborhoods and Housing", and "Effective Government". The "Land Use and Transportation" strategies most impacted by this service are as follows:

Strategy 5: Concentrate the highest intensity development along transit corridors, downtown, and at activity Centers (by preparing plans to transition auto-oriented commercial areas into mixed-use Activity Centers, and adhering to these plans throughout the review of development proposal)

Strategy 6: Facilitate compact growth to reduce the development of farmland (by updating peripheral neighborhood development plans to increase allowable development intensity, by steering peripheral growth towards mapped priority areas, and by accommodating growth through infill and redevelopment)

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Plan Creation	20	Creation of citywide and subarea plans to guide development and manage growth and change.
Plan Implementation and Design	10	Implementation of recommendations in the Comprehensive Plan and other adopted plans, including coordination with and support for the work of other city agencies.

Development Review

50

Review and evaluation of development proposals, support for development teams and others interested in development review processes, and staff support for the Plan Commission and Urban Design Commission.

Data and Mapping

15

Maintenance of GIS data for the Planning Division and provision of mpas, data, and data analysis to internal and external partners.

Community Connections and Partnerships

5

Coordination with surrounding communities, school districts, UW-Madison, and other community partners.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

-\$14,702

What are the service level impacts of the proposed funding changes?

There are no anticipated impacts to service levels. The decrease reflects additional anticipated salary savings due to the underfilling of a vacant position and minor adjustments to Supplies and Purchased Services to better approximate anticipated spending.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? No

Type	Fund	Amount	Description
Perm Wages			
Benefits			
Total		\$0	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay? No

Type	Fund	Amount	Description
Overtime			
Premium Pay			
Hourly			
Total		\$0	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

No

Are you proposing an increase or a decrease to the budgeted revenue?

Select...

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes

Fund	Major	Amount	Description
	Supplies	(\$500)	Decreases in Office Supplies (-\$400) and Furniture (-\$100)
	Purchased Serv...	\$1,798	Increases in Systems & Software Maintenance (\$2,000), Memberships (\$138), and Advertising Services (\$500). Decreases in Telephone (-\$550), Recruitment (-\$250), and Mieage (-\$40)

Insert item

Explain the assumptions behind the requested funding.

Total additional non-personnel funds of \$1,298 rely on increased salary savings associated with underfilling a vacant position.

What is the justification behind the increased funding?

The small increase is the result of a series of Planning Division-wide adjustments to Supplies and Purchased Services to better approximate actual spending. The fund experiencing the most significant increase due to these shifts is Systems & Software Maintenance (\$2,000), due to additional software proficiency and use by Planning Division staff.

Part 2: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

1. Describe how Black, Indigenous, and People of Color (BIPOC), people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)? Please consider the following to answer this question:

The proposed budget change has no service impacts. Generally, the budget request to support this service includes citywide and sub-area planning efforts, development review, and maintenance and analysis of geographic and demographic data. Within these activities, potential impacts on BIPOC, people living with lower incomes, and other marginalized groups are regularly considered.

a. Describe who directly benefits, who indirectly benefits, and who does not benefit from the proposed budget or budget change from 2021. Are there any opportunities in this budget to address gaps, remove barriers, or more equitably distribute services?

More equitable distribution of planning services is an overarching goal of a potential new sub-area planning framework. This new framework would rely in part on a supplemental budget request (described below), but would also necessitate maintaining other elements of the requested Planning Division budget.

b. What information or data do you have about how this service is accessed by or affects BIPOC populations, people living with lower incomes, and people who are otherwise marginalized (because of disability, age, gender, etc.)? Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

The work associated with this service is solidly grounded in recommendations from the 2018 Comprehensive Plan as adopted by the Common Council. The development of these recommendations relied heavily on input from BIPOC, people living with lower incomes, and otherwise marginalized groups.

c. List any community partners and other City agencies who are affected by, care about, or already working on issues related to this service. Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

Work related to this service involves constant coordination and teamwork with city agencies such as Engineering, DOT, Parks, all PCED agencies, and others. While a strong feedback loop exists with regard to comprehensive planning, sub-area planning, and development review, we can always improve the efficiencies and effectiveness of our work together, and will continue to do so.

d. Does the proposed budget, or budget change from 2021, potentially harm specific populations or communities? Consider that not changing a budget item might also be

considered an "action" and could affect populations differently.

Not from staff's perspective

e. How will you continue to communicate with your stakeholders (from 1b and 1c above) in this process?

Continuation of the annual inter-agency effort to provide a Comprehensive Plan Progress Update as a way to report back and be accountable to the community.

2. Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

If so, please identify the respective group and recommendation.

Yes

No

While the budget change is not recommended based on input from any of these teams or initiatives, RESJI tools have been or will be used to guide improvement to many activities within this service, including but not limited to the Land Use Application Form, Sub-area Planning Framework, and Comprehensive Plan Public Engagement Strategy. Further, RESJI tools are used to help guide each recruitment effort for new Planning Division staff.

Part 3: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$180,000

What is the proposed reduction to this service's budget?

\$164,500

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Development Review	-99,000	Eliminate a currently vacant Planner 2 (CG 18-08) position focused on Development Review. This vacancy would present significant challenges to maintaining current levels of service for the Development Review activity, as well as for ordinance and policy changes associated with development. Due in part to the fast pace of growth in the City and region, and the fact that this activity is mandated by ordinances and statutes, the Planning Division would likely need to train other staff in this specialty area and reduce the volume of work in other important (though not mandated) areas accordingly.
Community Connections and Partnerships	-65,500	Eliminate the City contribution to the Downtown Business Improvement District (BID) (in the "Other Services and Expenses" line item. Staff support for the Downtown Coordinating Committee would continue, but a new source of funding for BID activities would need to be identified.
Total	(\$164,500)	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	(\$99,000)	Eliminate a vacant Planner 2 position focused on Development Review
Non-Personnel	(\$65,500)	Eliminate annual contribution to the Downtown Business Improvement District (BID)
Agency Billings		
Total	(\$164,500)	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Yes, some of the activities within this service are mandated. Based on Wisconsin Statute, the City must prepare and maintain a Comprehensive Plan and review land divisions. Based on Madison ordinances, a wide variety of development proposals must be reviewed and approved by the City's Urban Design Commission, Plan Commission, and Common Council. Other activities within this service are supported by resolutions.

Has this reduction been proposed in prior years? No

Does the proposed reduction result in eliminating permanent positions? Yes

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)? Yes

If yes, which agencies:

Describe why the proposed reduction was chosen.

There are very few opportunities within this service (or others) for reductions.

This reduction would significantly impact the work of the Development Review Service and the Planning Division as a whole, and is the least desired reduction. The reduction to the Personnel budget was chosen only because the Planner 2 position in Development Review is currently vacant. (It is noted that this position was approved to be filled.) This position includes several time-sensitive responsibilities. Staff in this position playing a critical role in providing information to the public and elected officials regarding development proposals, some of which can be complex or controversial. Among vacancies approved to be filled, duties of this position are the most likely to be able to be filled by training other staff and shifting staff resources from other important efforts. Due to the very specialized nature of this position, a significant amount of on-the-job-training is necessary.

The elimination of the contribution to the BID was reluctantly chosen due to lack of other sources to draw from. The City supports Downtown and other businesses through various programs in the Economic Development Division, and Planning Division staff would continue to support the Downtown Coordinating Committee. The important work of the Downtown BID would need to rely on other funding sources, if this reduction were to be reflected in the 2022 Operating Budget as approved by the Common Council.

Explain the impacts of the proposed reduction on the end user of the service. Summarize these impacts in the context of the questions asked in Part 2 of this form. How can impacts of this reduction be mitigated?

The elimination of the vacant Planner 2 position would have cascading impacts beyond the Development Review activities the position duties focus on. The vacant position is part of the Planning Division's Development Review Team, all of whom work in a fast-paced, deadline-driven environment, and often accrue compensatory time due to multiple evening meetings in a given week. In order to meet ordinance mandates, particularly if the pace of development in Madison continues or accelerates, other staff in and beyond Development Review would need to be trained in this specialty area to provide support. Other critical initiatives such as ordinance updates, sub-area planning efforts, and perhaps involvement in citywide initiatives related to RESJI and Performance Excellence would be under-resourced. Again, this proposed reduction is the least desired/least acceptable when taking into account the Work Plan and anticipated volume of work in this area.

The elimination of support for the Downtown BID, if not replaced with another funding source, could negatively impact the recovery of Downtown businesses in a time of acute need, as well as the promotion of inclusive Downtown events. The impacts of the reduction could best be mitigated through private funding sources, but this may not be practical to rely upon as many businesses and other entities most likely to contribute are facing significant challenges in the wake of the pandemic.

Section 4: Optional Supplemental Request

NOTE: Agencies may submit one supplemental request in their 2022 budget request. Please include the request in the most relevant service. If multiple supplemental requests are submitted, agencies will be required to choose one to be presented for consideration for the Executive Budget. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases. Agencies should not include Town of Madison requests in this section.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
Plan Creation	60000	On-going annual budget for "Consulting Services" within the "Purchased Services" Major to support sub-area planning efforts.

Insert item

Total	60,000	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel	0	
Non-Personnel	60,000	On-going annual budget for "Consulting Services" within the "Purchased Services" Major to su
Agency Billings		
Total	60,000	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

General Fund

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

The requested \$60,000 increase for consulting services would be on-going for the foreseeable future. It would support a variety of public engagement efforts and specific studies affiliated with sub-area planning throughout the city. This would allow the Planning Division to be engaged in approximately two sub-area planning efforts at any given time, working toward full citywide coverage on a decennial cycle. Within the next five years, approximately half of the geographic area in the City would have a contemporary plan at a level of detail greater than the Comprehensive Plan to guide future land use and major infrastructure investments.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

No

If yes, which agencies?

Describe why the proposed increase is critical.

Currently, the Planning Division has virtually no "discretionary" budget for consulting services to help extend public engagement efforts, particularly with BIPOC, people with lower incomes, and other marginalized groups. A full reliance on staff resources for public engagement and other aspects of planning processes can lead to a reliance on unpaid or under-paid community partners, and often much longer planning processes. As we work with the Plan Commission and others to move forward with a new sub-area planning framework, regardless of how sub-area planning moves forward, staff need to be able to rely on a modest, yet steady annual budget to support our effectiveness as planners in a growing, mid-sized city.

Examples of the intended uses include, but are not limited to, the following: funding for community partners who can support public engagement with marginalized groups who may not typically attend City-led meetings; social practice artists, who can creatively communicate about planning themes; food, transportation, childcare, and interpretation services to support community meetings; focused studies such as market studies or transportation studies to inform sub-area planning processes.

Submit

2022 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Metropolitan Planning Organization

SERVICE NUMBER:

653

SERVICE DESCRIPTION:

This service provides staff for the Metropolitan Planning Organization (MPO), which is the designated policy body responsible for cooperative and comprehensive regional transportation planning and decision making for the Madison Metropolitan Planning Area. The responsibilities of the MPO include conducting a planning process for making transportation investment decisions in the metropolitan area, preparing and maintaining a long-range multi-modal transportation plan, and preparing a five-year transportation improvement program to provide transportation investments that meet metropolitan transportation needs. The role of the MPO is to facilitate coordinated and comprehensive regional transportation planning and decision-making that is fair and impartial.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
<i>Budget by Fund</i>						
General-Net	\$157,896	\$157,291	\$162,361	\$152,360	\$152,360	\$152,360
Other-Expenditures	\$1,132,220	\$1,121,202	\$1,194,509	\$1,110,317	\$1,146,213	\$1,115,772
Total	\$1,290,116	\$1,278,493	\$1,356,870	\$1,262,677	\$1,298,573	\$1,268,132
<i>Budget by Major</i>						
Revenue	(\$26,145)	(\$25,611)	(\$29,050)	(\$25,611)	(\$25,611)	(\$26,702)
Personnel	\$758,070	\$857,605	\$841,617	\$849,177	\$885,077	\$861,063
Non-Personnel	\$555,027	\$443,533	\$541,337	\$435,714	\$435,710	\$430,374
Agency Billings	\$3,164	\$2,966	\$2,966	\$3,397	\$3,397	\$3,397
Total	\$1,290,116	\$1,278,493	\$1,356,870	\$1,262,677	\$1,298,573	\$1,268,132
FTEs		7.79		7.19	7.17	7.17

PRIORITY

Citywide Element Land Use and Transportation

Describe how this service advances the Citywide Element:

The MPO conducts long range transportation planning that supports the goals of the Land Use and Transportation element. This includes the Regional Transportation Plan (RTP) and mode-specific and strategic plans that are incorporated into the RTP such as the Transit Development Plan and Bicycle Transportation Plan and Regional Intelligent Transportations Systems (ITS) Plan. This planning also includes analyses to assist WisDOT and local communities in prioritizing and designing investments in the transportation system. This includes larger efforts such as the Bicycle Level of Traffic Stress Analysis, Pedestrian and Bicycle Crash Study, and Intersection Safety Screening Analysis/Identification of High Injury Network. It also includes provision of data, travel forecasts, and other technical assistance to support local planning efforts, such as the city's Vision Zero Initiative, Complete Green Streets Study, East-West BRT project design, and Metro Transit Network Design Study. BRT is one of the strategies for this element. It also includes assistance by the MPO's Travel Demand Mangement (TDM) Program Manaager to assist the city with TDM initiatives, including the city's new program TDM program. The MPO's TDM program promotes transportation options to driving alone, focused in particular on work and school trips. The MPO also approves use of federal transportation funding in the metro area through the MPO's Transportation Improvement Program (TIP). Projects that are federally funded and/or regionally significant must be determined by the MPO to be consistent with the RTP, which advances the Land Use and Transportation element. The MPO receives some federal funding directly under three different programs, soliciting applications and selecting projects to fund. The City of Madison has received funding for many large roadway and multi-use path construction projects in recent years as well as funding for Metro bus replacements. The MPO, which is staffed by the city, is required in order for the metro area to receive federal transportation funding.

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Long Range Multimodal Systemwide Planning	25	

		Maintain and refine through more detailed studies, the Regional Transportation Plan, including sub-elements, of the plan such as the Bicycle Transportation Plan, as part of the continuing, comprehensive multimodal transportation process for the metro area in accordance with federal rules.
Data Collection and Analysis Activities	20	Collect, monitor, and analyze data related to land use development, socioeconomic characteristics of the population, travel patterns, and other factors affecting travel, as well as environmental indicators and issues.
Transportation System/Congestion Management Planning	5	Monitor transportation on system performance and plan and prioritize investments to improve overall system efficiency and safety with an emphasis on use of technology and lower cost strategies.
Short-Range Transit & Specialized Transportation Planning	7.5	Plan near term (5-10 years) improvements to the public transit system as well as specialized transportation services designed to meet the needs of the elderly and persons with disabilities. Assist in coordinating transit and specialized transportation services provided by Metro Transit, Dane County, and other public and private providers.
Transportation Improvement Program	7.5	Approve use of federal funding for transportation projects and services in the metro area through the TIP, which is updated annually. Monitor other major transportation projects and assist in coordinating projects where needed.
Roadway & Transit Corridor and Special Studies	5	Lead or assist in planning for roadway and transit investments in major corridors or undertaking special studies that result in more detailed, project specific recommendations that refine the Regional Transportation Plan.
Ridesharing / Travel Demand Management	10	Coordinate and implement programs and services designed to promote and encourage increased use of transit, car/vanpooling, bicycling, and walking.
Administration and Service	10	Manage the transportation planning program, including program development, administration, and reporting, and staffing the MPO Board and committees.
Public Participation Activities	10	Implement the MPO's Public Participation Plan to notify and engage with the public and stakeholders in the regional transportation planning and programming process.

Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

0

What are the service level impacts of the proposed funding changes?

The MPOs General Fund budget is the same as the cost to continue agency request. The cost to continue request includes a continued delay in filling a vacant 1/2 time Administrative Clerk position. Instead, the MPO will continue to employ a part-time (12 hours/week) hourly Clerk Typist. This will not significantly impact MPO service levels.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service? Yes

Type	Fund	Amount	Description
Perm Wages	1220	(\$24,048)	Salary savings
Benefits	1220	(\$9,197)	Benefit savings
Total		(\$33,245)	

Explain the assumptions behind the allocation change.

We are not planning to fill our vacant permanent part-time Admin Clerk position next year, choosing instead to maintain a part-time (12 hours/week) hourly Clerk Typist position. We will make a decision on filling this position or creating a new position that includes other duties (e.g., communications/marketing) for the 2023 budget.

What is the justification behind the allocation change?

The experience with having a 12 hour/week part-time Clerk Typist position has demonstrated that the MPO does not need a 25 hour/week position to handle the administrative needs, given the other support we pay for and receive from a Program Assistant in the Planning Division. We are considering expanding the duties to include more communications/outreach work and reclassifying the position, but plan to wait until 2023 budget to decide on that.

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	1220	\$18,000	Part-time Clerk Typist and Summer Intern
Total		\$18,000	

Explain the assumptions behind the requested funding.

The additional hourly personnel costs are to cover the estimated cost of a Clerk Typist at 12-14 hours per week and a summer intern full-time for 12-14 weeks.

What is the justification behind the increased funding?

The increased funding for the hourly Admin staff is needed as we are not going to fill our permanent part-time Administrative position. The intern is desired to continue to provide an internship opportunity through the AASPIRE program and provide cost effective staffing for GIS data entry and similar planning support work.

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Fund	Major	Amount	Description
1220	42	\$5,455	Federal Grant Funding and Additional Local Contribution from a Suburban Community

Insert item

Explain the assumptions behind the change to budgeted revenue.

About 85% of the MPO's budget is covered by federal (80%) and state (5%) funding. The federal funding requires a 20% local match. State funding covers part of the local match, but is a set, capped amount. If the local match funding is increased, the MPO can accept additional federal funding up to the amount allocated based on the Madison MPO's share of available funding statewide. Some communities in the MPO area contribute to the MPO budget, increasing the available local match funding. An additional \$1,091 in local contribution is expected for next year. This will leverage an additional \$4,364 in federal funding. Even with this increase, the MPO will not utilize all of its available federal funding due to the cap in local match funding reflected in the cost to continue budget.

What is the justification behind the proposed change?

The increase in local contributions from other communities increases the local match funding, leveraging additional federal funding, without increasing the city's general fund contribution. As noted, the MPO is still not utilizing all of the available federal funding.

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Fund	Major	Amount	Description
1220	53	(\$7,300)	The budget proposes a decrease of \$7,300 in supplies, mainly due to decrease in software licenses and supplies. A one-time license for UrbanFootprint is not needed next year.
1220	54	(\$1,927)	The budget proposes a net decrease in purchased services, including a \$6,000 decrease in consulting services, which is partially offset by a \$3,000 increase in conference/trainings which had been reduced this year due to COVID.

Insert item

Explain the assumptions behind the requested funding.

The MPO is requesting less funding for supplies and purchased services. A small part of this is reduced anticipated funding needed for things such as postage and some services, but it is mainly due to reduced budget for consulting services to balance the budget.

What is the justification behind the increased funding?

Funding is being reduced.

Part 2: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

1. Describe how Black, Indigenous, and People of Color (BIPOC), people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)? Please consider the following to answer this question:

The MPO undertakes all of its work with an equity lense. The MPO analyzes how its plans and decisions on transportation investments will impact BIPOC, low income persons, and other marginalized groups. The MPO conducts an environmental justice analysis for all of its plans and studies and the transportation improvement program. The MPO also includes EJ/equity as a criterion in selecting projects which the MPO directly funds. The MPO also attempts to engage BIPOC and low income persons in its planning activities by making special efforts to reach them. For example, as part of the current update to the regional transportation plan, the MPO worked with local community organizations to conduct focus groups to get input from these populations on their transportation challenges, needs, and priorities. A public survey being done to gather input is available in Spanish as well as English. Feedback received will inform our plan update. The MPO has also conducted analyses of travel by persons residing in EJ areas to help identify and prioritize transportation improvements that would be most beneficial to them. We also conducted a household travel survey that over-sampled in these areas to generate information on their travel. The MPO also administers a transportation options program to assist people in finding and using transportation options other than driving alone, focused primarily on work and school trips. It includes incentives such as an emergency ride home program. BIPOC and low income persons benefit most from such a program since they rely more on alternative transportation.

- a. Describe who directly benefits, who indirectly benefits, and who does not benefit from the proposed budget or budget change from 2021. Are there any opportunities in this budget to address gaps, remove barriers, or more equitably distribute services?
- b. What information or data do you have about how this service is accessed by or affects BIPOC populations, people living with lower incomes, and people who are otherwise marginalized (because of disability, age, gender, etc.)? Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?
- c. List any community partners and other City agencies who are affected by, care about, or already working on issues related to this service. Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?
- d. Does the proposed budget, or budget change from 2021, potentially harm specific populations or communities? Consider that not changing a budget item might also be considered an "action" and could affect populations differently.
- e. How will you continue to communicate with your stakeholders (from 1b and 1c above) in this process?

2. Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

Yes No

If so, please identify the respective group and recommendation.

Part 3: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$152,360

What is the proposed reduction to this service's budget?

\$0

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
		No reduction is proposed to the cost to continue budget, which will result in the MPO not being able to utilize all of its federal funding. Further reduction in the budget will negatively impact the MPO's ability to carry out its planning activities.
<input type="checkbox"/> Insert item		
Total	\$0	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel		
Non-Personnel	\$0	
Agency Billings	\$0	
Total	\$0	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Yes, the MPO is required to conduct federally mandated regional transportation planning and approve use of federal transportation funding in the region as a condition of the city and rest of the region receiving federal gas tax revenue for transportation projects, including roadways and capital funding for Metro Transit.

Has this reduction been proposed in prior years? Yes

Does the proposed reduction result in eliminating permanent positions? No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)? No

If yes, which agencies:

Describe why the proposed reduction was chosen.

Explain the impacts of the proposed reduction on the end user of the service. Summarize these impacts in the context of the questions asked in Part 2 of this form. How can impacts of this reduction be mitigated?

Section 4: Optional Supplemental Request

NOTE: Agencies may submit one supplemental request in their 2022 budget request. Please include the request in the most relevant service. If multiple supplemental requests are submitted, agencies will be required to choose one to be presented for consideration for the Executive Budget. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases. Agencies should not include Town of Madison requests in this section.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description

Insert item

Total	0	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

If yes, which agencies?

Describe why the proposed increase is critical.

2022 Operating Budget

Service Budget Proposal

IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Neighborhood Planning Preservation and Design

SERVICE NUMBER:

651

SERVICE DESCRIPTION:

This service maintains and strengthens existing residential and commercial neighborhoods focusing on the downtown, isthmus, and central city, as well as protecting and enhancing the City's natural, cultural, aesthetic, and historic resources. This service provides neighborhood planning services and technical services to neighborhoods, carries out the City's preservation planning program, administers the Madison Arts program, develops and maintains urban design guidelines, prepares development concept plans, and monitors and recommends changes to the City's land development regulations. The goal of this service is planning for efficient and equitable land use and complete neighborhoods in developed, mature parts of the City, balancing the growth and change in Madison with integration of art and cultural/historic preservation, and building leadership and capacity in neighborhoods.

Part 1: Base Budget Proposal

BUDGET INFORMATION

	2019 Actual	2020 Adopted	2020 Actual	2021 Adopted	2022 C2C	2022 Request
<i>Budget by Fund</i>						
General-Net	\$1,262,479	\$1,316,510	\$1,399,703	\$1,364,803	\$1,381,603	\$1,396,305
Other-Expenditures	\$10,135	\$10,510	\$15,760	\$10,510	\$0	\$10,510
<i>Total</i>	<i>\$1,272,614</i>	<i>\$1,327,020</i>	<i>\$1,415,463</i>	<i>\$1,375,313</i>	<i>\$1,381,603</i>	<i>\$1,406,815</i>
<i>Budget by Major</i>						
Revenue	(\$23,010)	(\$13,000)	(\$6,307)	(\$1,500)	(\$1,500)	(\$1,500)
Personnel	\$1,067,698	\$1,044,114	\$1,114,894	\$1,134,694	\$1,151,524	\$1,151,524
Non-Personnel	\$226,780	\$293,955	\$304,925	\$240,070	\$229,530	\$254,742
Agency Billings	\$1,146	\$1,951	\$1,951	\$2,049	\$2,049	\$2,049
<i>Total</i>	<i>\$1,272,614</i>	<i>\$1,327,020</i>	<i>\$1,415,463</i>	<i>\$1,375,313</i>	<i>\$1,381,603</i>	<i>\$1,406,815</i>
FTEs		8.93		9.38	9.38	9.38

PRIORITY

Citywide Element

Neighborhoods and Housing

Describe how this service advances the Citywide Element:

This service includes the creation of sub-area plans, support for plan implementation, development review related to historic preservation, support for the arts, and strengthening community connections and partnerships throughout the City of Madison. The service advances recommendations within multiple Citywide Elements, including "Neighborhoods and Housing", "Culture and Character", and "Land Use and Transportation". The strategies within the "Neighborhoods and Housing" element most impacted by this service are:

Strategy 1 - Create complete neighborhoods across the city where residents have access to transportation options and resources needed for daily living (by planning for mixed-use centers across the City as identified in the Growth Priority Areas Map)

Strategy 2 - Support the development of a wider mix of housing types, sizes, and costs throughout the city (by including "missing middle" housing types in detailed sub-area plans)

Strategy 3 - Increase the amount of available housing (by planning for the transition of underutilized, automobile dominated commercial areas into complete neighborhoods and mixed-use Activity Centers)

ACTIVITIES PERFORMED BY THIS SERVICE

Activity	% of Effort	Description
Plan Creation	40	Creation of citywide topic area plans and sub-area plans to guide development and manage growth and change, particularly in existing neighborhoods.
	20	

Plan Implementation and Design

Implementation of recommendations in adopted plans, including coordination with and support for the work of other city agencies.

Development Review

15

Review and evaluation of proposals for development and modifications, particularly to historic properties. Support for property owners, developers, and others interested in development review processes, and staff support for the Landmarks Commission.

Support for the Arts


15

Administration of the Municipal Art Fund, Art Grant Program, Percent for the Arts, and staff support for the Madison Arts Commission

Community Connections and Partnerships

10

Support for and coordination of our planning efforts with community organizations such as neighborhood associations, nonprofit organizations, and other groups of residents and business owners across the city.

 Insert item

SERVICE BUDGET CHANGES

Service Impact

What is the proposed change to the service's budget from cost to continue to agency request?

What are the service level impacts of the proposed funding changes?

\$9,500 increase to "Other Services & Expenses" to increase the overall budget for event similar to the bi-annual Mayor's Neighborhood Conference to a total of \$29,500. This increase would help support a consultant/community partner to work with staff to define and organize the event.

\$3,275 increase to "Consulting Services" to support planning processes.

Other very small adjustments to Supplies and Purchased Services to reflect past and anticipated spending.

Personnel-Permanent Positions

Are you proposing an allocation change to the FTEs for this service?

Type	Fund	Amount	Description
Perm Wages	<input type="text"/>	<input type="text"/>	<input type="text"/>
Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the allocation change.

What is the justification behind the allocation change?

Personnel-Other Personnel Spending

Are you requesting additional personnel spending for non-annualized pay?

Type	Fund	Amount	Description
Overtime	<input type="text"/>	<input type="text"/>	<input type="text"/>
Premium Pay	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hourly	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total		<input type="text" value="\$0"/>	

Explain the assumptions behind the requested funding.

What is the justification behind the increased funding?

Revenue

Are you proposing a change to the service's budgeted revenue?

Are you proposing an increase or a decrease to the budgeted revenue?

Select... ▼

Fund	Major	Amount	Description

Insert item

Explain the assumptions behind the change to budgeted revenue.

What is the justification behind the proposed change?

Non-Personnel

Are you requesting additional non-personnel funding for this service?

Yes ▼

Fund	Major	Amount	Description
General	Supplies	\$255	Increases in Copy Printing Supplies (\$830), and Food and Beverage (\$525) Decreases in Office Supplies (-\$800), Furniture (-\$200), Hardware Supplies (-\$100)
General	Purchased Serv...	\$14,447	Increases in Cellular Telephone (\$300), System and Software Maintenance (\$2,000), Storage Services (\$175), Consulting Services (\$3,275), Advertising Services (\$500), and Other Services and Expenses (\$9,500) Decreases in Facility Rental (\$1,000), Recruitment (\$250), and Mileage (\$53)

Insert item

Explain the assumptions behind the requested funding.

The increases rely on additional salary savings due to the underfilling of a currently vacant position. (The increased salary savings has been reflected in another service, Comprehensive Planning and Development Review, where assumed salary savings has long been reflected in the Planning Division budget.)

What is the justification behind the increased funding?

Most adjustments are proposed to better approximate anticipated spending.

\$9,500 increase to "Other Services & Expenses" to increase the overall budget for event similar to the bi-annual Mayor's Neighborhood Conference to a total of \$29,500. This increase would help support a consultant/community partner to work with staff to define and organize an event for increased relevance for marginalized groups.

\$3,275 increase to "Consulting Services" to support planning processes with a focus on expanding outreach to marginalized groups.

Part 2: Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

1. Describe how Black, Indigenous, and People of Color (BIPOC), people living with lower incomes, and people who are otherwise marginalized (because of gender, age, home language, etc.) would be affected by the proposed budget or budget change(s)? Please consider the following to answer this question:

With a \$9,500 increase to the budget for the Mayor's Neighborhood Conference (or similar event with a new title), staff would work with a community partner or partners to plan for an event with increased relevance to BIPOC, people with lower incomes, and other marginalized groups. The slight \$3,275 increase to consultant services for sub-area planning would also be utilized to support community partners to expand public engagement efforts for sub-area plans with a focus on marginalized groups.

Generally, activities within this service such as sub-area planning, art and neighborhood grants programs, and others involve careful consideration of impacts on BIPOC, people living with lower incomes, and other marginalized groups.

a. Describe who directly benefits, who indirectly benefits, and who does not benefit from the proposed budget or budget change from 2021. Are there any opportunities in this budget to address gaps, remove barriers, or more equitably distribute services?

The proposed budget changes to this service are very small, but would be utilized explicitly to support increased engagement and communication with marginalized groups.

b. What information or data do you have about how this service is accessed by or affects BIPOC populations, people living with lower incomes, and people who are otherwise marginalized (because of disability, age, gender, etc.)? Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

Regarding the budget change specifically, In past years, participants in the Mayor's Neighborhood Conference have been surveyed, and responses have long helped shape subsequent events.

With this event, sub-area planning processes, grant programs, etc., staff continues to request that participants share demographic information (if willing) to help discern different perspectives and input based on race and other demographics.

c. List any community partners and other City agencies who are affected by, care about, or already working on issues related to this service. Have you asked for their perspectives directly and, if so, how have you incorporated their feedback?

Many city agencies are involved in planning processes, conferences, implementation of projects supported by Neighborhood and Arts Grants. We consistently work to improve inter-agency coordination on these efforts, but can and should more explicitly request feedback from colleagues.

d. Does the proposed budget, or budget change from 2021, potentially harm specific populations or communities? Consider that not changing a budget item might also be considered an "action" and could affect populations differently.

Not from staff's perspective

e. How will you continue to communicate with your stakeholders (from 1b and 1c above) in this process?

We will continue to request both demographic information and substantive feedback regarding planning processes, grant programs, and conferences or similar events from participants, and will more explicitly request feedback from partner agencies to ensure that these services are provided efficiently and equitably.

2. Is the proposed budget or budget change related to a recommendation from any of the City's teams or initiatives that connect community need with opportunities to advance racial equity, inclusion, and social justice (e.g., NRTs, RESJI, LCET, MAC, WIC, Equitable Workforce Plans)?

If so, please identify the respective group and recommendation.

Yes No

While the budget change is not recommended based on input from any of these teams or initiatives, RESJI tools have been used to guide annual improvement to many activities within this service, including but not limited to the Neighborhood Grants Program and Public Engagement efforts associated with sub-area plans. Further, RESJI tools are used to help guide each recruitment effort for new Planning Division staff.

Part 3: Proposed Budget Reduction

What is 5% of the agency's net budget?

\$180,000

What is the proposed reduction to this service's budget?

(\$15,500)

Explain how you would change the activities and the level of service as a result of implementing the funding decrease to this service. List changes by service activity identified above. Add a separate line for each reduction.

Activity	\$Amount	Description
Community Connections and Partnerships	-15,500	Budget for Mayor's Neighborhood Conference (in the "Other Services and Expenses" line item) would be reduced by approximately half, from the agency request. This reduced budget would not support a large, full-day event, but could still support a smaller, shorter, more focused event.
<input type="checkbox"/> Insert item		
Total	(\$15,500)	

Explain the changes by major expenditure category that your agency would implement as a result of the funding decrease to this service.

Name	\$ Amount	Description
Personnel	\$0	
Non-Personnel	(\$15,500)	Reduction in budget for Mayor's Neighborhood Conference
Agency Billings		
Total	(\$15,500)	

Is the City mandated to perform the activities of this service? If so, explain the mandate and mandated service level. If not, are there other local organizations also involved in performing these activities.

Through local ordinances, the City is mandated to review certain proposals for change to local landmark buildings and within local historic districts which is part of the administration of the preservation program. Many of the activities within this service are not mandated, but there are no known programs within other local organizations replicating the activities within the service.

Has this reduction been proposed in prior years? No

Does the proposed reduction result in eliminating permanent positions? No

If yes, what is the decrease in FTEs:

Does the proposed reduction impact other agencies (i.e. Fleet Services)? Yes

If yes, which agencies:

Describe why the proposed reduction was chosen.

The \$15,500 reduction in "Other Services & Expenses" to the budget for the Mayor's Neighborhood Conference was chosen in part due to lack of other viable options. The event, which has previously been held on a bi-annual basis, could be reconfigured in a number of ways as a smaller, shorter, event and still provide an effective option for the City to communicate and build relationships with Madison residents.

Explain the impacts of the proposed reduction on the end user of the service. Summarize these impacts in the context of the questions asked in Part 2 of this form. How can impacts of this reduction be mitigated?

One impact to end users would be a shorter and less holistic opportunity to learn more about and share perspectives on major community needs and City of Madison initiatives. This reduction may be able to be at least partially mitigated through use of virtual and recorded sessions, which many Madison residents and community partners are more comfortable and familiar with today than in the years before the COVID-19 pandemic.

Section 4: Optional Supplemental Request

NOTE: Agencies may submit one supplemental request in their 2022 budget request. Please include the request in the most relevant service. If multiple supplemental requests are submitted, agencies will be required to choose one to be presented for consideration for the Executive Budget. Requests should only be submitted if agencies identify a critical need. Agencies should first consider reallocating base resources within and among services before proposing budget increases. Agencies should not include Town of Madison requests in this section.

What is the proposed funding increase? Explain how you would change the activities and the level of service as a result of implementing the funding increase to this service. List changes by service activity identified above.

Activity	\$Amount	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Insert item

Total	0	
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Explain the changes by major expenditure category that your agency would implement as a result of the funding increase to this service.

Name	\$Amount	Description
Personnel		
Non-Personnel		
Agency Billings		
Total	0	

How will this increase be funded (e.g., General Fund, Library Fund, Capital Fund, Enterprise Fund, Grant Fund, etc.)? Please list the most applicable funding source(s). Follow up with your budget analyst if you are uncertain.

What are the implications of this service increase over the next five years? Identify if this increase is ongoing and if additional increases to funding or personnel would be needed to support this increase.

Does the proposed increase affect workload for any administrative or internal service agencies (e.g., IT, Finance, HR, Fleet)?

If yes, which agencies?

Describe why the proposed increase is critical.