

OFFICE OF THE COMPTROLLER
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266-4671

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Mission, Goals and Objectives

The City Comptroller's Office is functionally responsible for City-wide financial and management services including general accounting, financial reporting, budgeting, internal audit, risk management, purchasing, payroll, economic development analysis and debt management. The Comptroller's Office also provides clerical support to City agencies in the form of Clerical Pool personnel and services provided by the Document Services Unit.

Administration

Dean Brassler, Comptroller 267-8710

Manages the staff, programs and functions of the Comptroller's Office as outlined above. Develops and implements city accounting, budgetary, financial management and related administrative systems and programs. Provides financial evaluation of proposed legislative actions and economic development proposals. Reviews the annual borrowing requirements for the City and administers long-term debt issues.

Kay Bentley, Administrative Services Supervisor 266-4050

Administrative support for Comptroller's Office. Back-up for Risk Manager. Supervision of Administrative Support Team, centralized Document Services Unit, reception staff. Prepares wage assignments and tax levies. TPB billings. Maintains Mayor's Administrative Procedures Memoranda. Provides light duty assignments. Serves as agency Payroll Clerk. During the Comptroller's absence, may be able to assist or refer callers.

Mary Lloyd, Information Clerk 266-4671

Provides reception and referral services, clerical support to Comptroller's Office staff. Prepares purchase requisitions, maintains supply inventory. In the absence of the Risk Manager, can issue Certificates of Coverage and approve Contractor Certificates of Insurance. Provides special assessment information.

Document Services

Julie Blome, Document Services Leadworker 266-4280

Primary liaison between user agencies and Document Services staff. Resource person for operating and capital budgets.

Teresa Blackburn, Julie Kaufmann, Document Services Specialist 2 266-4280

Administrative support for all City agencies; this includes providing software application support.

Audit/Budget

Debra Simon, CPA, Budget & Audit Manager **267-4913**

Coordinate Capital and Operating Budget processes. Budget development and analysis for the following City agencies: Police, Fire, Comptroller, Attorney, Library, Overture Center and Monona Terrace. Direct financial, compliance and performance reviews of City agencies and other entities which have contracts with the City. Staff to the Board of Estimates.

Tim Fruit, CPA, Administrative Analyst 4 **267-4972**

Budget development and analysis for the following City agencies: Assessor, Clerk, Treasurer, Engineering, Fleet Service, Parks (including Golf Courses and Municipal Pool), Streets, Sewer Utility, Stormwater Utility, Landfills and Health.

Dan Bohrod, Administrative Analyst 3 **266-4030**

Budget development and analysis for the following City agencies: Department of Civil Rights, Mayor, Parking Utility, Traffic Engineering, Transit Utility, Planning Division, Neighborhood Preservation and Inspection Division, Economic Development Division, and Community Development Division (including Community Development Block Grant Office and Office of Community Services). Staff to the CARS Committee.

Vacant, Administrative Analyst 2 **266-4185**

Budget development and analysis for the following City agencies: Common Council, Municipal Court, Madison City Channel, Information Technology, Human Resources, Water Utility, Housing Operations and Senior Center. Perform financial, compliance and performance reviews of City agencies and other entities which have contracts with the City. Prepare report on federal and state financial assistance and the City's indirect cost allocation plan.

Elizabeth (Betsy) York, Accountant 1 **267-8706**

Perform financial, compliance and performance reviews of City agencies and other entities which have contracts with the City. Prepare report on federal and state financial assistance and the City's indirect cost allocation plan.

Accounting Services

Patricia A. McDermott, CPA, Accounting Services Manager **266-4478**

Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems including the City's Annual Report. Serve as liaison to independent auditors. Oversee the utilization and development of the City's automated financial accounting system in conjunction with I.S. staff and software providers. Develop and document accounting policies and procedures and evaluate current policies for adequacy and conformance with applicable governmental accounting standards and practices. Managerial responsibilities in the areas of general accounting, enterprise accounting and purchasing services, payroll and fiscal management.

Mark Weitzel, Accountant 4 **266-4293**

General FUnD accounting, accounts payable, receivables, and inter-agency charges. Tax Incremental Financing Districts, and Community Development Block Grants and City loan programs.

Pat Skaleski, CPA, Accountant 4 **266-4007**

Payroll administration and processing. Advisor to the Payroll Users Group. Special Revenue, Trust and Agency Funds.

Craig Franklin, CPA, Accountant 4

266-6067

Debt Services and Arbitrage compliance, Capital Project Funds, Special Assessments and Charges, ambulance accounting, capital asset management and City loan programs.

Randy Whitehead CPA, Accountant 4

266-4026

Enterprise (Utility) operations, accounting and financial matters for CDA/Public Housing, Overture and Monona Terrace. Responsible for procurement, centralized purchasing services and contract administration. Administrator for the City's Purchasing Card Program.

Risk Management

Eric Veum, Risk Manager

266-5965

Administration of City insurance fund, liability and property insurance, loss prevention and other risk management functions and claims against the City.

Dave Rihn, Safety Coordinator

Provides technical assistance to management and to departmental/divisional safety committees in the area of occupational safety. Responds to concerns of employees and supervisors regarding their work environments, including ergonomics and general health and safety. Lead contact for Workers' Compensation questions.