

April Budget Contacts

April 21st, 2016

Agenda

- Special Event Cost Tracking
- 1st Quarter Projections
- 2017 Capital Budget
- 2017 Salary & Benefit Projections

2016 Special Events

Why we do cost tracking:

- Build trend analysis regarding costs associated with major citywide events
- Collect data in a standardized way that allows for rapid reports

Events that will be tracked citywide are based on a survey of impacted agencies

- Events identified by 3 or more agencies will be tracked Citywide

All project and activity codes have been created for 2016 events

- Budgets will need to be established for all operating projects

2016 Citywide Events

Project Name	Project #	Activity #
Crazylegs	11387	0005
Freakfest	11386	0002
Great Taste of Midwest	11388	0006
Ironman Triathlon	11389	0007
Madison Mini-Marathon	11390	0008
Mifflin Street	11385	0009
Race for the Cure	11391	0010
Ride the Drive	11392	0001
Shake the Lake/Rhythm & Booms	11393	0011
Taste of Madison	11394	0012
UW Homecoming	11395	0013

2016 Projections

- Goal of Projections
 - Monitor spending throughout the year to identify potential issues prior to year end
- Budget Staff have begun to prepare 1st quarter projections
 - Based on expenditure data through March
 - Budget Analysts will be discussing projections during April check-ins

2017 Capital Budgets

- Due ***COB WEDNESDAY MAY 11TH***
- Completed submission includes:
 - 1 submission/project
 - Transmittal memo
 - Submit to Finance Director via Budget Analyst (email)

Capital Budget Reports

- 3 Types of canned reports available:
 - Agency budget by project
 - Agency budget by funding source
 - Project summary by funding source & expense type
- Budget Analysts will generate reports on behalf of agency staff
 - Notify your Budget Analyst when a report is needed
 - Budget Staff will provide reports within 24 hrs of the request (will work to generate sooner)

**QUESTIONS REGARDING 2017
PROPOSALS?**

Establishing Project Outcomes

In groups define the community need & project outcome for one of the project below

Neighborhood
Traffic Safety

Beach &
Shoreline
Improvements

Fire Equipment
Replacement

Rural to Urban
Streets

Affordable
Housing

2017 OPERATING BUDGET

2017 Salary & Benefit Projection

- Baseline data will be available for agencies during week of May 2nd
- Projection Assumptions:
 - Funding for all positions currently budgeted
 - Base funding & benefits for vacant positions
 - Based on current allocations
 - Includes step, longevity, & contract increases

Reviewing Position Data

Reviewing Data

- Current Allocations
- Current service breakdown of positions
- FTE Counts & Classification breakdown

Communicating Feedback

- Send bulleted list of questions to Budget Analyst
- Budget Analyst will schedule follow-up meeting to walk through questions

Moving Positions

- All position changes happen within Salary/Benefit projection & pushed to budget projection
 - To avoid issues with interfering with agency work on budget submissions, position changes should be reflected prior to June 6th kickoff

Other 2017 Base Adjustments

- Approved Cost to Continue Requests
 - Increased will be tagged with Budget note in MUNIS
- 2017 Fleet Rates
- 2017 Building Rates

QUESTIONS