

OUR CITY OF MADISON



Finance

Alder and Resident Frequently Asked Questions (FAQ) & Answers

David Schmiedicke, *Finance Director*

FAQ Overview

Inclusive – Innovative – Thriving



Frequently Asked Questions

Alders and residents commonly ask our agency the following questions:

Links to existing FAQs and Presentations:

Treasury – [Property Tax FAQ](#)

Treasury – [Four installments for paying property taxes FAQ](#)

Treasury – [Delinquent payments FAQ](#)

Risk Management – [How to File a Claim](#).

Budget – Budget process & components of property tax ([Presentation](#) | [Recording](#))

Additional Questions (answered on following slides)

Payroll – What is ESS?

Payroll – What functions are performed by Central Payroll?

Budget/ Internal Audit – How is the City expending American Rescue Plan Act (ARPA) local fiscal recovery funds?

FAQ Answers



QUESTIONS – Payroll

- Payroll – ESS (Employee Self Service)
<https://ess.cityofmadison.com/ess/> -- Employee expense claims, W2/Pay Stub History, W4 / Direct Deposit forms, Employee contact / benefit updates.
- Payroll – Central Payroll Functions – expense claims, review detailed time entry to produce payroll, employee changes (new hires, terminations, benefits), other employee-related items with HR and Legal. Each agency has a payroll clerk that gathers time entry data and submits it to MUNIS ERP system.

QUESTIONS – ARPA Funding

- The City received \$47.2 million from the State and Local Fiscal Recovery Funds (SLFRF) portion of the American Rescue Plan Act (ARPA)
- The Common Council adopted a plan for using funds in key community priority areas in July 2021. The original plan, annual updates, and quarterly expenditure reports are available at <https://www.cityofmadison.com/finance/budget/arpa>
- *Note: The federal ARPA bill included many funding components, including funding for transit and housing. These funds are granted to the City through other state and federal agencies. The website above focuses on the direct aid through the SLFRF component of ARPA and does not reflect all federal relief funds.*

How Our Agency Provides Customer Service



We Provide Customer Service By...

- Treasury (property tax, room tax, dog/cat licenses)
 - [Website](#)
 - Phone – (608) 266-4771
 - In Person – until early 2024 – Madison Municipal Bldg Room 153
- Special Assessments (cost of Engineering projects allocated to individual property owners)
 - [Website](#)
 - Phone – (608) 266-4008
- Purchasing
 - [Website](#)
 - Phone – (608) 266-4671
- Payroll
 - payroll@cityofmadison.com
 - Phone – (608) 266-9090
- Risk Management / Insurance / Claims
 - [Website](#)
 - Phone – (608) 261-9668
- Finance Committee (written comment on resolutions, budget)
 - Review agendas on [Legistar](#)
 - [Register to speak](#) at a meeting
 - Submit written comment at financecommittee@cityofmadison.com

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Stay Connected!

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