

FINANCE DEPARTMENT
(includes Purchasing and Treasury)
Room 406, City-County Building
(608) 266-4671

FAX: (608) 267-8705/266-5948 (Purchasing)
FAX: (608) 261-4241 (Payroll)

finance@cityofmadison.com
www.cityofmadison.com/finance

Mission, Goals and Objectives

The Finance Department is functionally responsible for City-wide financial and management services including general accounting, financial reporting, enterprise resource planning (ERP) system management, internal audit, risk management, purchasing, payroll, budget development and implementation, data project coordination and analysis, economic development analysis, debt management, revenue and treasury services, and investment management. The Finance Department also provides staff support to the Room Tax Commission and clerical support to City agencies through the Administrative Support Team staff and services provided by the Document Services group.

Administration

David Schmiedicke, Finance Director (608) 267-8710

Manages the staff, programs and functions of the Finance Department 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.

Andrew Salasek, Program Assistant (608) 266-4671

First point of contact for providing Finance Department programmatic information, reception, and referral services to agencies and members of the general public. Provides high level administrative support to Finance Department staff. Assists in Room Tax Commission and Finance Committee agenda and minutes preparation and distribution. Acts as office purchasing contact and maintains supply inventory. Performs agency payroll duties. During the Finance Director's absence, may be able to assist or refer callers.

Budget and Program Evaluation and Data Projects

Christine Koh, Budget and Program Evaluation Manager (608) 267-4913

Coordinate Capital and Operating Budget processes. Budget development and analysis for the following City agencies: Finance, Human Resources (HR), Information Technology (IT), Other (Debt, Misc Appropriations, Workers Comp/Insurance). Staff to the Finance Committee.

Elizabeth (Betsy) York, Budget Analyst (608) 267-8706

Budget development and analysis for the following: Common Council, Fire, Library, Mayor, Municipal Court, Office of the Independent Monitor, Police, Public Health.

Maggie McClain, Budget Analyst (608) 264-2308

Budget development and analysis for the following: Building Inspection, CDA Housing, CDA Redevelopment, Civil Rights, Community Development Division (CDD), Economic Development Division (EDD), PCED Office of Director, Planning.

Robert Mulcahy, Budget Analyst (608) 266-4007

Budget development and analysis for the following: Assessor, Clerk, Engineering & Utilities (Landfill, Sewer, Stormwater), Fleet, Parks & Golf, Streets, Water

Ryan Pennington, Budget Analyst (608) 266-4050

Budget development and analysis for the following: Attorney, Employee Assistance Program, Metro, Monona Terrace, Parking Utility, Traffic Engineering, Transportation, Other (General Fund Revenue, Room Tax).

Eleanor Anderson, Data & Innovation Manager (608) 243-0185

Lead and support citywide data governance efforts, including the development of data standards and best practices. Collaborate with City agencies on data analytics projects and other collaborative data efforts.

Accounting Services

Patricia A. McDermott, CPA, Accounting Services Manager (608) 266-4478

Responsible for the development, coordination and implementation of the City's accounting and financial reporting systems including the City's CAFR. Serve as liaison to external auditors. Oversee the utilization and development of the City's Tyler-MUNIS enterprise resource planning (ERP) system in conjunction with I.T. 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.

Randy Whitehead, CPA, Principal Accountant (608) 266-4293

General, CDA/Public Housing, Special Revenue, Trust and Agency Funds financial reporting and accounting. Accounts payable and receivables, inter-agency charges, City loan programs and grants. Supervises reception staff.

Cory Johnson, Principal Accountant (608) 261-4286

ERP Development, Coordination, Training, and Implementation services. Debt Services and Arbitrage compliance. Capital Projects, Special Assessments and Charges, Tax Incremental Financing accounting and financial reporting. Capital asset management and fiscal agent services for Public Health.

Coleen Lisauskas, Payroll Supervisor (608) 266-9090

Payroll processing including all employee reimbursements, election official pay, and assists with benefits management and administration. ERP payroll lead for system implementation, and training. Advisor to the Payroll Users Group. Responsible for administration of wage assignments and tax levies.

Mary Richards, Purchasing Supervisor (608) 266-4026

Proprietary Fund accounting and financial reporting. Procurement, centralized purchasing services, contract execution and administration. ERP purchasing lead for system implementation, and training. Administrator for the City's Purchasing Card Program. Advisor to the Purchasing Users Group.

Risk Management

Eric Veum, Risk Manager (608) 266-5965

Administration of City Insurance Fund, Worker's Compensation Fund; management of liability and property insurance, loss prevention and other risk management functions and claims against the City. Supervision of Document Services and Administrative Support Team. Provides light duty assignments.

Brad Lovell, Safety Coordinator

(608) 266-9128

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.

Julie Austin, Risk Management Assistant

(608) 261-9668

Provides administrative and technical support for Risk Manager and Safety Coordinator. Approves and provides assistance regarding Certificate of Insurance forms and requirements for contracts. Answers inquiries about claims against the city and property insurance.

Document Services

Julie Kaufmann, Document Services Leadworker

(608) 266-4280

Primary liaison between user agencies and Document Services staff. Document Services is a confidential internal resource to provide all agencies access to producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support.

Britni Sass, Document Services Specialist 2

(608) 266-4280

Document Services is a confidential internal resource to provide all agencies access to producing documents, spreadsheets, presentations, advertising materials, alternative formats, scanning text or pictures, website maintenance, and software support. Finance Department payroll backup.

Internal Audit and Grants

The function is responsible for developing and administering the City's comprehensive internal audit programs including evaluating the internal control systems, the efficiency and effectiveness with which City's agencies perform its programs as approved by the Common Council, identifies ways to improve City services and operations, reduce, avoid, or recover costs; and make recommendations that strengthens and promotes city government accountability.

Kolawole Akintola, FCA, CIA, Internal Audits and Grants Manager

(608) 266-4421

Develop, administer, and oversee the City's Internal Audit and Grants program, which includes assessing and reporting on the efficiency and effectiveness of the City's internal controls systems, agencies programs, accuracy of financial records, and general operations.

Doria Rey, Grants Supervisor

(608) 261-5538

Administer, maintain and report on the citywide grant policies, procedures, and internal controls in compliance with GAAP, OMB uniform guidance, GASB, and federal and state grant programs.

Jenn Lam, Grants Writer

(608) 245-5778

Assist City's agencies in seeking out and providing information on grant funding opportunities, supporting in writing/reviewing of grants proposals, and liaising with grant funding sources and prospective grant-funded project partners.

Treasury

Craig Franklin, CPA, Treasury and Revenue Manager (608) 266-6067

Establish policies and procedures in accordance with Wis. Statutes, 62.09(9) and Madison General Ordinances, Sec. 3.12 and Ch. 4 (where applicable).

Michelle Reamer, Accounting Technician 3 (608) 266-4771

Property taxes: billing and collection; account balance information. Receipt processing: taxes, water/sewer, special assessments, license fees, parking fees and fines, etc. Dog and cat licensing, and bicycle licenses: applications, license fees and information.

Contacts

Website www.cityofmadison.com/treasurer

Tax Roll Information and Payments (608) 266-4771

Animal Licenses (608) 266-4771

Mill Rates (608) 266-4531 / (608) 266-4771