



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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To: David Schmiedicke, Finance Department
From: Heather Stouder, Planning Division

Subject: Planning Division 2019 Operating Budget Requests

The Planning Division's proposed operating budget meets the target and is consistent with the adopted 2018 budget, with the exception of increases in salaries and benefits for existing staff, as projected by the Finance Department. Adjustments (both increases and decreases) have been made to several line items, as summarized in the list below:

1. Minor Adjustments to "Supplies" such as postage, copying and printing, and hardware are more in line with actual spending in 2017, year-to-date 2018 spending, and future projections.
2. Minor Adjustments for "Services" such as consultant services, advertising, and professional development are more in line with recent spending and future projections.

In total, the Division's Neighborhood Planning, Preservation, and Design Service is budgeted for a total of \$1,129,695, and the Comprehensive Planning and Development Review Service is budgeted for \$1,755,320. Please note that the entire budget for the Metropolitan Planning Organization is included under "Grants" and is not reflected in these numbers. At this time, the Planning Division has no supplemental budget requests.

I look forward to continued discussion of our operating budget proposal in the coming weeks.

Sincerely,

Heather Stouder
Planning Division Director

Cc: Natalie Erdman, Department of Planning and Community and Economic Development
Ruth Ethington, Planning Division
Laura Larsen, Finance Department
Brent Sloat, Finance Department

Agency: Planning

Proposed Budget

	Cost to Continue	Proposed	Change
Revenue	-\$35,000	-\$35,000	\$0
Expenditures	\$3,057,428	\$3,057,428	\$0
Net	\$3,022,428	\$3,022,428	\$0
	2018	Proposed	Change
FTEs	35.5	31.5	-4

Request Analysis

2017 Budget

Overbudget	No
2017 Analysis	

2018 Projection

Deficit	Yes
Projection Analysis	Planning includes \$208,000 of salary reimbursed that should be offset by charging TIDs and other capital projects but time appears to not being charged outside of Planning completely or as accurately as budgeted. Also, approximately \$20,000 of legacy revenues are still being budgeted without being realized.

2019 Request

Budget Request Changes	Approximately \$4,000 was added to hourly wages, \$5,000 was added to supplies, consulting services increased by \$11,000, all of which appear to have been covered by a reduction in other services and expenses.
Change in Service	No
Service Impact	
Staffing Levels & Payroll Allocations	Two LTE positions have been removed for 2019 and one planner position has moved to the new Transportation agency.

Planning Division

Function: Planning & Development

Position Summary

	2018			Request		2019		Adopted	
	CG	FTEs	Amount	FTEs	Amount	FTEs	Amount	FTEs	Amount
ADMIN ASST	20	0.50	25,642	0.50	25,740	-	-	-	-
MAD ARTS PROG ADMIN	18	1.00	85,598	1.00	86,200	-	-	-	-
PLAN GIS SPECIALIST	18	3.00	237,404	3.00	243,121	-	-	-	-
PLANNER	18	4.00	413,812	3.00	325,195	-	-	-	-
PLANNER	18	24.00	1,816,824	21.00	1,597,712	-	-	-	-
PLANNING DIV DIR	21	1.00	115,032	1.00	117,784	-	-	-	-
PROG ASST	20	1.00	58,821	1.00	60,614	-	-	-	-
TRANSP PLANNING MGR	18	1.00	117,554	1.00	118,988	-	-	-	-
TOTAL		35.50	\$ 2,870,685	31.50	\$ 2,575,355	-	\$ -	-	\$ -

Salary amounts recorded on this page are for total budgeted salaries; this amount may differ from budgeted permanent wages as presented in the Line Item Detail due to payroll allocations to other funding sources (capital projects, grants, etc.) or inter-agency services are not reflected in this summary page.

2019 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Comprehensive Planning and Development Review

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, and maintains the City's land development regulations (primarily zoning and subdivision regulations) through the review and evaluation of specific land development proposals. This service provides data, information, and mapping services, conducts needs assessment, inventories and analyzes urban development policy issues, and maintains the City's geographic database.

SERVICE BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	-3,000	-3,000	-3,000	-3,000	0
Expense	1,686,060	1,826,974	1,751,005	1,758,320	7,315
Net Budget	1,683,060	1,823,974	1,748,005	1,755,320	7,315

2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Minor adjustments to line items to reflect 2017 and 2018 spending and projected spending in 2019, including shifting funds to this service from another service to support increased contract for the Neighborhood Indicators Project.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

None

SERVICE GOALS

1. Who is the recipient of this service?

All City of Madison residents, businesses, property owners, and those investing in Madison.

2. What activities are you responsible for providing under this service?

Staff support for the Plan Commission, Urban Design Commission, Joint Campus Area Committee, and ad hoc committees
Staff support for the Plan Commission, Urban Design Commission, Joint Campus Area Committee, and ad hoc committees

Preparing and monitoring implementation of the City's Comprehensive Plan

Subarea planning for future land use and transportation in peripheral areas within the City and in Madison's long-term growth areas

Data and mapping support for Planning Division efforts and efforts of other City agencies and community partners

Review of development proposals requiring land use approvals by the Plan Commission and Common Council, and design approvals by the Urban Design Commission

3. How do you define success within this service?

Timely review of all development proposals seeking approvals by the City's Plan Commission, Common Council, and Urban Design Commission

Contemporary plans for the City's peripheral areas to accommodate a mix of housing types, convenient amenities, and a variety of transportation options

Analysis and communication of data regarding community demographics and progress toward recommendations in the Comprehensive Plan.

4. What strategies are planned for 2019?

- Monitoring of progress toward Comprehensive Plan recommendations
- Initiation of a Citywide Long Range Facilities Plan
- Initiation of City support for the Census Complete Count Committee
- Planning for the Town of Madison attachment
- Completion of 2-3 other subarea plans with engagement by other City of Madison agencies and the public

2019 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Metropolitan Planning Organization

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 carrying out 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.

SERVICE BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	82,923	-831,573	0	-1,065,466	-1,065,466
Expense	141,941	120,965	137,413	1,202,879	1,065,466
Net Budget	224,864	-710,608	137,413	137,413	0

2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

The cost to continue budget only included the General Fund transfer out to Other Grants fund, where the MPO is located.

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

No operational impact.

SERVICE GOALS

1. Who is the recipient of this service?

Recipients of this service include the general public, partner municipalities and government agencies, and the MPO policy board.

2. What activities are you responsible for providing under this service?

Activities include administration/public outreach, long-range transportation planning, data collection, transportation system management, transit planning, transportation improvement program, corridor/special area planning, rideshare/TDM, and assistance to CARPC.

3. How do you define success within this service?

Success can be defined by successfully complete and comply with all federal requirements, complete the three-year federal certification review with no corrective actions, and successfully program projects.

4. What strategies are planned for 2019?

Strategies include employing a data and performance driven approach to planning and project programming, implement a multi-year strategic plan to improve data and planning analysis tools, and implement the MPO Public Participation Plan.

2019 Operating Budget: Service Proposals

SERVICE IDENTIFYING INFORMATION

SELECT YOUR AGENCY:

Planning Division

SELECT YOUR AGENCY'S SERVICE:

Neighborhood Planning Preservation and Design

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.

SERVICE BUDGET - ALL FUNDS

	2017 Budget	2018 Budget	2019 Cost to Continue	2019 Request	Change
Revenue	-59,500	-47,000	-92,510	-42,510	50,000
Expense	1,313,594	1,249,377	1,229,520	1,172,205	-57,315
Net Budget	1,254,094	1,202,377	1,137,010	1,129,695	-7,315

2019 PROPOSAL

1. Explain the budgetary changes proposed from 2019 Cost to Continue to the 2019 Request.

Minor shifts among line items to reflect recent and projected spending, including a shift of funds to another service to support an increased contract for the Neighborhood Indicators Project

2. Explain the operational impact of the proposed changes from 2019 Cost to Continue to 2019 Request.

None

SERVICE GOALS

1. Who is the recipient of this service?

All City of Madison residents, businesses, property owners, and those investing in Madison.

2. What activities are you responsible for providing under this service?

Staff support for the Landmarks Commission, Municipal Art Commission, Downtown Coordinating Committee, and ad hoc committees affiliated with specific planning efforts

Detailed subarea planning for development, redevelopment, transportation, and community improvements in developed areas of the City

Preparing and implementing the City's Historic Preservation Plan

Administration of the Municipal Art Program

Support for resident engagement in City processes and in improving quality of life throughout the City

3. How do you define success within this service?

Timely review of all development or property improvements requiring approval by the City's Landmarks Commission

Amount and diversity of public art and artists supported through the Municipal Art Fund and Art Grant program

Completion and adoption of plans for subareas of the City transitioning to accommodate additional development

Completion and adoption of plans for subareas of the City with high percentage of low and moderate income households

4. What strategies are planned for 2019?

Completion of the Historic Preservation Plan

Organization of the Mayor's Neighborhood Roundtable

Administration of Arts Grants and Neighborhood Grants

Completion of 3 subarea plans with engagement by other City of Madison agencies and the public