Finance

Capital Improvement Plan

	2022 Adopted	2023 Request	Change
2023 Capital Budget	370,000	370,000	-
2023 Capital Improvement Plan*	1,850,000	1,850,000	-

*Years 2023 to 2027 used for comparison.

	2022	2023
Number of Projects	1	1

Project Summary: Agency Request

	2023	2024	2025	2026	2027	2028
Capital Budget Administration	370,000	370,000	370,000	370,000	370,000	370,000
Total	370,000	370,000	370,000	370,000	370,000	370,000

2023 Capital Improvement Plan
2022 Adopted vs. 2023 Agency Request

Major Changes/Decision Points

No major changes.

2023 Capital Improvement Plan
Program Budget Proposal

Identifying Information

Agency　Finance ▾

Proposal Name　Capital Budget Administration ▾

Project Number　12509

Project Type　Program

Project Category　Other

Priority:　1 ▾

2023 Project Number　14178

Description

This program is for costs associated with administering and overseeing the City's capital budget and Capital Improvement Plan. These costs are primarily staffing costs from the Finance Department for time spent building the capital budget and administering the budget. The proposed amount is based on results from the Cost Allocation study that was completed in the Summer of 2020. The goal of the program is to provide accurate and timely analysis regarding capital budget items.

Does the project/program description require updates? If yes, please include below.

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Alignment with Strategic Plans and Citywide Priorities

Citywide Element:　Effective Government ▾

Strategy　Ensure that the City of Madison government is transparent and accountable. ▾

Describe how this project/program advances the Citywide Element:

This project funds the share of the Finance Department's time and effort spent administering the capital budget and CIP. The annual amount is based on the cost allocation plan that is currently under development.

Other Strategic Plans:

Does the project/program advance goals in a Citywide agenda or strategic plan other than Imagine Madison (e.g. Climate Forward, Housing Forward, Metro Forward, Vision Zero)?　○ Yes ◉ No

Racial Equity and Social Justice

We are continuing our efforts to articulate and prioritize racial equity and social justice in the City's budget and operations. Please respond to the following questions and incorporate these responses into your budget narrative to ensure racial equity is included in decision-making.

Is the proposed project/program primarily focused on maintenance or repair?　○ Yes ◉ No

For projects/programs that are not specifically focused on maintenance and repair, what specific inequities does this program intend to address? How and for whom?

The program pays for the Finance Department's time spent adminstering the capital budget. The program does not address specific inequities. However, the program indirectly supports racial equity and social justice through collaboration with City agencies to integrate equity into the budget process.

What data helped shape your proposal? Data may include qualitative and quantitative data such as demographic, qualified census tracts, environmental justice areas, specific recommendations from a Racial Equity and Social Justice Analysis, or other sources.

The proposal is based on a cost allocation plan, developed by an external consultant, which uses financial data to determine the cost of administering the capital budget.

Is the proposed budget or budget change related to a recommendation from a Neighborhood Resource Team (NRT)?　○ Yes ◉ No

Climate Resilience and Sustainability

Does this project/program improve the city's climate resilience or sustainability by addressing climate change impacts, reducing GHG emissions, improving energy efficiency, growing a climate-friendly economy, or reducing the environmental impact of city assets or operations?   ○ Yes ● No

Budget Information

Prior Appropriation* $770,000   **2016-2021 Actuals** $770,000   **2022 Budget** $370,000
*Based on Fiscal Years 2016-2021

Budget by Funding Source

Funding Source	2023	2024	2025	2026	2027	2028
Transfer In From General Fund ⌄	370,000	370,000	370,000	370,000	370,000	370,000
Total	$370,000	$370,000	$370,000	$370,000	$370,000	$370,000

◻ Insert Funding Source

If TIF or Impact Fee funding source, which district(s)?

Budget by Expenditure Type

Expense Type	2023	2024	2025	2026	2027	2028
Other ⌄	370,000	370,000	370,000	370,000	370,000	370,000
Total	$370,000	$370,000	$370,000	$370,000	$370,000	$370,000

◻ Insert Expense Type

Explain any changes from the 2022 CIP in the proposed funding for this project/program.

No changes.

Project Schedule & Location

2023 Projects

Project Name	Est Cost	Location
Capital Budget Administration	$370,000	

◻ Insert item

2024 Projects

Project Name	Est Cost	Location
Capital Budget Administration	$370,000	

◻ Insert item

2025 Projects

Project name	Est Cost	Location
Capital Budget Administration	$370,000	

◻ Insert item

2026 Projects

Project name	Est Cost	Location
Capital Budget Administration	$370,000	

◻ Insert item

2027 Projects

Project name	Est Cost	Location
Capital Budget Administration	$370,000	

◻ Insert item

2028 Projects

Project Name	Est Cost	Location
Capital Budget Administration	370,000	

◻ Insert item

Operating Costs

Projects/Programs with a technological component will be required to follow City of Madison information technology policies and procedures for software/hardware acquisition and project support by IT staff. Answer the following questions below and upload relevant supplemental materials to your agency's SharePoint folder.

Over the next six years, will the project/program require any of the following IT resources?   ○ Yes ● No

Electronic hardware that will be connected to a City device in any manner, including wireless, bluetooth, NFC, etc.?   ○ Yes ● No

Software (either local or in the cloud)? ○ Yes ◉ No

A new website or changes to an existing sites? ○ Yes ◉ No

For projects/programs requesting new software/hardware:

Have you submitted a Software/Hardware Request form? ○ Yes ◉ No
IT New Software Request Form

Have you submitted an IT project request form? ○ Yes ◉ No
IT Project Request Form

Have you worked with IT to complete an IT Budget Analysis form? If yes, please upload your agency's capital SharePoint folder. ○ Yes ◉ No

Changes to existing hardware/ software:

Will any existing software or processes need to be modified to support this project/program or initiative? ○ Yes ◉ No

If yes, have you uploaded a plan for incorporating those changes to your agency's capital SharePoint folder? ○ Yes ◉ No
Agency Capital Materials

Surveillance Technology:

Do you believe any of the hardware or software to be considered surveillance technology? Surveillance technology is defined in MGO Sec. 23.63(2) . ○ Yes ◉ No

If yes, have you submitted the surveillance request form to your agency's capital SharePoint folder? ○ Yes ◉ No
Surveillance Budget Request Attachment

Other Operating Costs
In addition to IT costs, projects/programs may have other operational impacts. Over the next six years, will the project/program require any of the following? ○ Yes ◉ No

Facilities/land maintenance? ○ Yes ◉ No

Vehicle setup or maintenance costs? ○ Yes ◉ No

External management or consulting contracts? ○ Yes ◉ No

How many additional FTE positions required for ongoing operations of this project/program? [   ]

Estimate the project/program annual operating costs by major.

Major	*Annual Cost*	*Description*
[ ]	[ ]	[ ]

🔲 Insert item

[Save]   [Submit]

Notes

Notes:

[   ]

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