Office Of Independent Monitor

Agency Budget by Fund

Fund	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
General	39,941	461,884	52,550	473,168	505,061	505,061
Total	**39,941**	**461,884**	**52,550**	**473,168**	**505,061**	**505,061**

Agency Budget by Service

Service	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Independent Monitor	39,941	461,884	52,550	473,168	505,061	505,061
Total	**39,941**	**461,884**	**52,550**	**473,168**	**505,061**	**505,061**

Agency Budget by Major-Revenue

Major Revenue	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Total	**-**	**-**	**-**	**-**	**-**	**-**

Agency Budget by Major-Expense

Major Expense	2021 Actual	2022 Adopted	2022 Actual	2023 Adopted	2024 C2C	2024 Request
Salaries	-	223,430	13,306	231,257	265,636	265,636
Benefits	-	54,854	1,603	57,645	55,040	55,040
Supplies	-	30,000	6,191	30,000	30,000	8,000
Purchased Services	39,941	153,600	30,780	153,600	153,600	175,600
Inter Depart Charges	-	-	669	666	786	786
Total	**39,941**	**461,884**	**52,550**	**473,168**	**505,061**	**505,061**

TO: Mayor Satya Rhodes-Conway
FROM: Robert Copley, Independent Police Monitor
DATE: July 27, 2023
SUBJECT: 2024 Operating Budget Transmittal Memo
CC: *Deputy Mayors; Finance Director, Budget & Program Evaluation Staff*

Goals of Agency's Operating Budget

The key goals of my agency's work plan are to provide the City of Madison with an independent means of overseeing the actions of the Madison Police Department, investigating civilian complaints, reviewing police policies and procedures and their effects, evaluative reporting and auditing of MPD investigations, and responding to topics of public interest and from the Police Civilian Oversight Board. This request is for the continued budget anticipated by the City to fund the Office of the Independent Monitor at full employee capacity and workload. The funding of the Office will be needed to pay for many as-needed expenses that further the Office's goals. Examples include money for training, computer software, facilitation of meetings and community events. This includes anticipated funds for providing legal counsel to complainants before the Police and Fire Commission. I am not sure at this time how exactly the Office will use data and indicators to track its progress towards its goals in 2024. The reason for this is that the Office has not yet hired its Data Analyst 2 and such strategies will be established with the aid of that position.

99% Budget for General, Library, Fleet fund agencies

At this time, the Office is well under budget due to having not filled all of its positions. In 2024, all positions are anticipated to be filled and a true cost of peak operation can be assessed. However, I am already anticipating significant cost savings through the greatest extent of digitization as possible. As the Office is new, and has no hardcopy documents to digitize, its product and procedures can all be built and distributed digitally with minimal printing in mind. Coupled with the relatively small office size, I expect we may save significant funds by not requiring a business center copy machine and associated toner and maintenance expenses.

Further, re-evaluation of past methods of using gift cards to encourage public engagement will be conducted. Prior to my hiring, I understand hundreds of gift cards were purchased ahead of anticipated public engagement opportunities to incentivize public attendance. I believe an identical incentive can be done but processed through a rebate process where-in the public participants are sent their gift cards *after* their attendance at an event. This allows for more precise stocking of gift cards and less wasted money in the gift cards expiring.

Finally, as the Office's first years begin, close attention will be paid to what regular expenses are necessary to the core functions of the Office. Identifying these base minimum needs will allow for future budget trimming as well as reduced spending of the approved budget.

Reallocations and Other Changes (if applicable)

There are no proposed reallocations or any other significant changes to the Agency's Services.

Optional Supplemental Request (if applicable)

Not Applicable

Service Changes - Official Request

The table below summarizes the Agency request compared to cost-to-continue. Data is based on the line item budget entered in Munis Central Budget. The table is organized by Fund, Service, and Major Expenditure/ Revenue category.

Projection Number	(Multiple Items)
	33 - OFFICE OF INDEPENDENT
Segment 3	MONITOR

Fund/Service/Major	Cost to Continue (C2C)	Request	Change: Request v. C2C
1100 - GENERAL	$505,061	$505,061	$0
331 - INDEPENDENT MONITOR	$505,061	$505,061	$0
51 - SALARIES	$265,636	$265,636	$0
52 - BENEFITS	$55,040	$55,040	$0
53 - SUPPLIES	$30,000	$8,000	-$22,000
54 - PURCHASED SERVICES	$153,600	$175,600	$22,000
57 - INTER DEPART CHARGES	$786	$786	$0

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2024 Operating Budget
Service Budget Proposal Form

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Instructions: Complete one form per Service. When saving the file, add the Agency and Service name to the file name. Submit by saving a copy of the proposal form in you F:/Common Drive Folder.

Part 1. Identifying Information	
Select your Agency:	OFFICE OF INDEPENDENT MONITOR
Enter your Service:	Independent Monitor
Review the "Service Description" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to description ☐Yes – Description needs to be updated	
If yes, enter updated Service Description here: Click or tap here to enter text.	
Review the "Activities Performed by Service" in the 2023 Adopted Budget. Do you have any updates? ☒No – No change to activities ☐Yes – Activities need to be updated	
If yes, enter updated Activities Performed by Service here: Click or tap here to enter text.	

Part 2. Base Budget Proposal: Significant Changes ($10,000 or more)
Agencies can propose net neutral reallocations within their budget, but must explain changes of $10,000 or more at the **Service and/or Major level**. Examples of changes that **do** need to be detailed: • Moving $10,000+ within a Service from one Major to another Major • Moving $10,000+ within a Major from one Service to another Service Examples of changes that **do not** need to be detailed: • Total changes of less than $10,000 at the Major and Service level. • Object level changes do not need additional justification if the net change to the Major is less than $10,000. For example, if you propose moving $15,000 from Consulting to Software within the Purchased Services Major, you do not need to detail the change if it is within the same Service. If your proposed changes are a technical correction to your base budget, you can simply state that the change is a correction/ adjustment in the narrative questions below.

Summary Table of *Service and/or Major* Changes of $10,000 or More

Complete the table below to detail changes at the Service and/or Major level and answer the narrative questions to describe your changes. **If you have no significant changes, skip this section**

Fund	Major	$ Change	Description
1100 - GENERAL	53 - SUPPLIES	-22000	Reallocated expenses now that the office is operational
1100 - GENERAL	54 - PURCHASED SERVICES	22000	Reallocated expenses now that the office is operational
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.
Select	Select	Enter $.	Click or tap here to enter text.

Explain the impact of your proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

This is a technical change. There is no impact to activities ot service levels.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.

This is a technical change. There is no impact to activities ot service levels.

Part 3. Supplemental Requests

Agencies may submit up to one (1) supplemental request to address citywide priorities or urgent needs. Before submitting a supplemental request, agencies should first examine whether they can address their needs through reallocations within the base budget or by implementing operational efficiencies. **If you are not submitting a supplemental request, skip this section.**

Describe your supplemental proposal. What citywide priority or urgent need does the proposal address? What data informed your proposal?

Click or tap here to enter text.

Estimated Costs:
- Personnel: $Click or tap here to enter text.

- Non-Personnel: $Click or tap here to enter text.
- Explain the assumptions you used to estimate costs: Click or tap here to enter text.

What efforts have you taken to reallocate resources, identify process improvements, or implement other operational efficiencies prior to submitting this request?
Click or tap here to enter text.

If funded, what performance measures will you track to determine whether the additional funding is meeting the stated goals?
Click or tap here to enter text.

Explain how your proposed change(s) will align with your draft 2023-2024 Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals? Is the change related to a Neighborhood Resource Team (NRT) recommendation? Be as specific as possible.
Click or tap here to enter text.

Part 4. Personnel Changes

All proposed personnel change must be submitted for review, even if the change is net neutral. Agencies should contact their HR Analyst to discuss proposed changes prior to submitting their request. Any proposal that adds a completely new position (i.e. a position that does not have an existing classification) must include a draft job description.

If the proposed personnel changes require supplemental funding, be sure to complete "Part 3. Supplemental Request" above. **If you are not submitting personnel changes, skip this section.**

Allocation Changes: Does your proposal change the position allocations of existing positions?
☒No – No allocation changes
☐Yes – Includes proposed allocation changes

If yes, complete the "Position Allocation Change Form" and submit as part of your proposal.

Reclassifications: Does your proposal reclassify existing positions?
☒No – No reclassifications
☐Yes – Includes proposed reclassifications

If yes, provide the position number and briefly describe the change:
Click or tap here to enter text.

# of FTEs: Does your proposal change the total number of FTE positions for an existing classification?
☒No – No change to # of FTEs
☐Yes – Includes proposed change to # of FTEs

If yes, provide the position classification and briefly describe the change:

Click or tap here to enter text.

New Positions: Does your proposal create a new position? (i.e. position with no existing classification)
☒No – No new positions
☐Yes – Includes proposed new positions

If yes, submit a draft position description with your proposal and briefly describe the change here:
Click or tap here to enter text.

Explain the impact of your proposed personnel change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2024 budget?

Click or tap here to enter text.

Explain how your proposed personnel change(s) will align with your draft Department Equity Action Plan. Will the change(s) address specific inequities or advance other equity goals?

Click or tap here to enter text.