

Finance

Agency Budget by Fund

Fund	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
General	4,222,539	4,645,472	4,378,154	5,333,063	6,060,340	6,060,340
Other Grants	-	178,200	-	-	-	-
Total	4,222,539	4,823,672	4,378,154	5,333,063	6,060,340	6,060,340

Agency Budget by Service

Service	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Accounting	2,501,190	2,450,113	2,372,245	2,616,111	3,097,381	3,097,381
Administrative Support	357,000	414,787	382,283	472,611	504,741	504,741
Budget & Prgm Mgmt	557,266	723,036	608,512	807,525	929,127	929,127
Internal Audit	3,310	424,410	112,117	479,819	536,961	536,961
Risk Mgmt	3,006	0	4,741	-	12,129	12,129
Treasury	800,768	811,326	898,257	956,997	980,001	980,001
Total	4,222,539	4,823,672	4,378,154	5,333,063	6,060,340	6,060,340

Agency Budget by Major-Revenue

Major Revenue	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Misc Revenue	(16,500)	(38,000)	(16,500)	(36,500)	(16,500)	(16,500)
Transfer In	-	(178,200)	(213,200)	-	(20,000)	(20,000)
Total	(16,500)	(216,200)	(229,700)	(36,500)	(36,500)	(36,500)

Agency Budget by Major-Expense

Major Expense	2022 Actual	2023 Adopted	2023 Actual	2024 Adopted	2025 C2C	2025 Request
Salaries	3,296,019	3,890,208	3,655,421	4,173,463	4,730,707	4,705,707
Benefits	1,044,721	1,076,988	1,016,175	1,167,182	1,216,856	1,216,856
Supplies	140,315	141,610	140,378	125,610	125,610	124,210
Purchased Services	1,147,599	1,178,996	1,204,932	1,279,221	1,466,906	1,493,306
Debt Othr Financing	-	-	17,080	-	-	-
Inter Depart Charges	9,900	10,211	10,211	10,459	12,293	12,293
Inter Depart Billing	(1,399,515)	(1,436,341)	(1,436,342)	(1,386,372)	(1,455,532)	(1,455,532)
Transfer Out	-	178,200	-	-	-	-
Total	4,239,039	5,039,872	4,607,854	5,369,563	6,096,840	6,096,840



Finance Department

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Accounting Services Manager
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Budget & Program Evaluation Manager
Christine Koh

Internal Audit & Grants Manager
Kolawole Akintola

Risk Manager
Eric Veum

Treasury & Revenue Manager
Craig Franklin, CPA

TO: Mayor Satya Rhodes-Conway
FROM: David Schmiedicke, Finance Director
DATE: July 19, 2024
SUBJECT: 2025 Operating Budget Transmittal Memo
CC: *Deputy Mayors*

Goals of Agency's Operating Budget

In keeping with the Finance Department mission to enhance the financial health of the city and serve as steward of the city's resources through financial information, advice and support to the public, employees, city agencies and policymakers, the major goals of the department services for 2025 are listed below.

Accounting Services – Implementation of Governmental Accounting Standards Board (GASB) standards; continued implementation of the city's enterprise resource planning system (MUNIS) modules, including the general services billing and special assessment system, a new employee access portal, bid central and vendor access applications; in conjunction with the Department of Civil Rights (DCR) and other city agencies, expanding training and data collection in support of broader and more equitable participation in the city's procurement process by disadvantaged, minority and locally-owned business enterprises; enhancing efficiency through on-line payroll activities (W-4 changes, direct deposit, etc.) and continued in-house preparation of financial statements through Caseware software.

Budget and Program Evaluation – Continued progress toward implementing outcome-based / results-oriented budgeting through the Results Madison initiative by 2026; implementing measures for a structurally-balanced budget; implementing a digital budget presentation platform, continued Data Governance efforts, including training on data management practices for city agencies; supporting city-wide data projects, including those with an equity focus.

Risk Management and Administrative Services – Safety monitoring and building security overviews; continued use of on-line claim form for easier filing of claims with the city; continued support of elections by the Administrative Support Team; and software application support and document layout and preparation assistance to agencies on the Document Services team.

Treasury Services – Implementation of a licensing billing system; continued work upgrading city cashing systems to ensure compliance with banking industry security standards; and enhancement of room tax internal controls.

Internal Audit Services – Continue instituting a regular cycle of auditing city agencies and programs. The Internal Audit Manager was hired in 2023 and a Grant Writer and Accountant 2 (Internal Audit Specialist) positions were hired over the past year. A grant monitoring and outreach plan, including an update to the APM for grants, identification of city projects that qualify for elective pay provisions of the

federal Inflation Reduction Act clean energy provisions is proceeding, and staff are coordinating with other agencies to fulfill American Rescue Plan Act reporting requirements.

99% Budget for General, Library, Fleet fund agencies

The Finance Department will continue to carefully review the need and time to fill vacant positions as a means of meeting the 99% budget. The department has been reallocating vacant positions for several years to meet city priorities, including staffing a data team in support of city racial equity and social justice goals, redeveloping an internal audit section to help ensure the efficient, effective and appropriate use of city resources, and implementing an enterprise resource planning system to better manage and report on city finances. Redirecting resources to areas of higher priority will continue to be a key element of fulfilling the department's mission in these times of on-going financial austerity. During 2024, low rates of staff turnover have made it difficult to meet both salary savings and the 1% reduction.

Reallocations and Other Changes

Budget and Program Evaluation – Transfer \$25,000 from Hourly Wages for Data interns to Purchased Services for digital budget book and budget presentation software.

Lower-Priority Service Activity Identification

The Finance Department has continually sought efficiencies and allocating limited resources to areas of highest priority. The Data Team has been staffed through this manner, as have other key positions in enterprise financial systems, procurement and treasury. The department continues to face increased workload due to many factors, including new accounting standards, staff turnover in finance and accounting areas of city agencies, special projects, fraud avoidance and risk management, agency training needs, and new city-wide goals and priorities. Identifying lower-priority service activities at least equal to 5 percent of the department's budget, a total of \$303,000, along with the 1% on-going budget reduction and salary savings targets, will undermine a wide range of efforts to improve financial management, financial stewardship and enhance equity.

To fulfill the required 5% reduction, the department management team reviewed all service activities in the department. Nearly 50 activities were identified. These activities were prioritized through a number of metrics, including health and safety, federal and state laws and regulations, city ordinances, the City's financial health, financial stewardship and maintaining and growing City revenues.

After conducting this review, the management team identified three areas that were lower priority. Implementing these changes would generate an estimated savings of \$345,500.

Administrative Support – This service activity consists of 6.0 FTE staff in the Administrative Support Team, Document Services Team and Finance Front Desk. These staff provide services external and internal to the department. Higher priority activities of this group, including elections support, committee support, accounts payable, document services, licensing, and permitting activities can be met with 4.0 FTE staff. Reception, filing and special projects for agencies will be curtailed. The remaining staff on the team will provide cross-functional support, where possible. This would allow for a reduction in staff in this service activity of 2.0 FTE positions. Consideration should be given to consolidating reception staffing for administrative agencies in the CCB, including the Council Office, Mayor's Office, Office of the City Attorney and Finance. Estimated savings of up to \$23,000, can also be realized by charging the Community Development Authority housing unit for administrative support provided by this group.

Procurement – This service activity consists of 5.0 FTE positions that provide assistance to agencies related to bidding and requests for proposals (RFPs) for purchased services and supplies, along with financial statement preparation, state-mandated financial reporting, sweat-free ordinance compliance, and local purchasing reporting. The procurement assistance helps to ensure that city policies are met and services and supplies are purchased in an effective and efficient manner at the lowest cost and highest level of quality possible. Some of the workload in this service activity is due to policies and procedures related to dollar thresholds for bids and RFPs. Increasing the thresholds for bids, RFPs, purchase of services and non-competitive selection would allow for the reduction of 1.0 FTE position. Affirmative action thresholds for contracts may also need to be adjusted accordingly. This reduction will significantly impact time available for special projects, including the equity in contracting initiative.

Data Team – This service activity consists of 3.0 FTE positions that are integral to the Results Madison initiative, data governance, data training, evidence-based decision making, equity projects and other efforts. Focusing the efforts of this team on Results Madison would allow for the reduction of 1.0 FTE position. This reduction will compromise a wide range of efforts to increase the use of data in decision-making and evaluation, particularly training of staff and equity efforts.

The Finance Department currently has one vacant position, which is insufficient to meet either salary savings or the 1% reduction. As such, all of the above positions are filled. Eliminating these positions will have a significant impact on the department's capabilities and service support to agencies, lead to the loss of considerable investments in people and program development, and result in a dramatic set back in the department's equitable workforce goals. Implementing any of these reductions should be carefully considered in the context of the City's broader goals for equitable, effective and efficient use of taxpayer resources.

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Accounting

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed.

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 **Major level**.

Examples of changes that **do** need to be detailed:

- Moving \$10,000+ from one Major to another Major

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major 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 the proposed changes are a technical correction to the agency’s base budget, simply state that the change is a correction/adjustment in the narrative questions below.

Summary Table of Major Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

Fund	Major	\$ Change	Description
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.
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Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

N/A

Explain how your proposed change(s) will align with your draft 2024-2025 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.

N/A

Part 3. Personnel Changes

All proposed personnel changes 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. **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?

- No – No change to # of FTEs
 Yes – Includes proposed change to # of FTEs

Note: If “Yes,” the proposed change must be net neutral to the target budget, and salary **and benefits must be considered when computing the cost of the change.*

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

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 2025 budget?

N/A

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?

N/A

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Administrative Support

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed

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 **Major level**.

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Summary Table of Major Changes of \$10,000 or More

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Fund	Major	\$ Change	Description
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Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

N/A

Explain how your proposed change(s) will align with your draft 2024-2025 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.

N/A

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

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 2025 budget?

N/A

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?

N/A

The 2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Budget & Prgm Mgmt

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed

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 **Major level**.

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Summary Table of *Major* Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

Fund	Major	\$ Change	Description
1100 - GENERAL	51 - SALARIES	-25000	Move to Purchased Services for Budget Book software
1100 - GENERAL	54 - PURCHASED SERVICES	25000	Move from Hourly Wages for Budget Book software
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.
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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 the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

The proposed change moves funding for hourly Data interns to software licenses to help fund a digital budget book. Smaller transfers were made from conferences and training (\$1,000) and printing (\$1,400) and added to the cost to continue budget of \$4,000 for a total of \$31,400. One-time set-up costs of \$7,200 will be funded through the ERP capital project.

Explain how your proposed change(s) will align with your draft 2024-2025 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.

The department's equity action plan identifies the need for plain language and simplification in documents. We are currently relying on pdfs and excel files to disseminate budget information and there are limitations on making those items accessible. It is time-consuming to get those items into an accessible format. The budget book software being considered includes optimization of ADA requirements including an "extensive checklist of guidelines in order to make printed and digital documents accessible for people with disabilities" and providing built-in features for "increased visibility and readability from the colors, font, spacing, and other design elements that go into creating ADA-optimized pages". The change is not related to a NRT recommendation.

Part 3. Personnel Changes

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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 2025 budget?

N/A

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?

N/A

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Internal Audit

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed.

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)

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If the proposed changes are a technical correction to the agency’s base budget, simply state that the change is a correction/adjustment in the narrative questions below.

Summary Table of Major Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

Fund	Major	\$ Change	Description
Select	Select	Enter \$.	Click or tap here to enter text.
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Explain the impact of the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

N/A

Explain how your proposed change(s) will align with your draft 2024-2025 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.

N/A

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

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 2025 budget?

N/A

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?

N/A

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Risk Mgmt

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed

Part 2. Base Budget Proposal: Significant Changes (\$10,000 or more)

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If the proposed changes are a technical correction to the agency’s base budget, simply state that the change is a correction/adjustment in the narrative questions below.

Summary Table of Major Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

Fund	Major	\$ Change	Description
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.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

N/A

Explain how your proposed change(s) will align with your draft 2024-2025 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.

N/A

Part 3. Personnel Changes

All proposed personnel changes 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. **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?

- No – No change to # of FTEs
 Yes – Includes proposed change to # of FTEs

Note: If “Yes,” the proposed change must be net neutral to the target budget, and salary **and benefits must be considered when computing the cost of the change.*

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

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 2025 budget?

No personnel changes are proposed.

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?

No personnel changes are proposed.

2025 Operating Budget Service Budget Proposal Form

Part 1. Identifying Information

Select your Agency:	Finance
Enter your Service:	Treasury

Please provide an updated Service Description below.

If this is an existing service, please see the "Service Description" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated description.

If this is a new service due to the agency's Results Madison restructure, please provide a 2-4 sentence description of the service and its goals.

Updated Service Description:

No change needed.

Please provide updated Activities Performed by Service.

If this is an existing service, please see the "Activities Performed by Service" in the [2024 Adopted Budget](#). Write "No change needed," if applicable. Otherwise, please provide a complete updated list of activities.

If this is a new service due to the agency's Results Madison restructure, please provide a list of major activities using the format *Activity Name: Description*.

Updated Activities Performed by Service:

No change needed.

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 **Major level**.

Examples of changes that **do** need to be detailed:

- Moving \$10,000+ from one Major to another Major

Examples of changes that **do not** need to be detailed:

- Total changes of less than \$10,000 at the Major 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 the proposed changes are a technical correction to the agency’s base budget, simply state that the change is a correction/adjustment in the narrative questions below.

Summary Table of Major Changes of \$10,000 or More

Complete the table below to detail changes at the Major level and answer the narrative questions to describe your changes. **If there are no significant changes, skip this section**

Fund	Major	\$ Change	Description
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.
Select	Select	Enter \$.	Click or tap here to enter text.
Select	Select	Enter \$.	Click or tap here to enter text.

Explain the impact of the proposed change(s). Will there be a change to current activities or service levels? Why is this change needed in the 2025 budget?

N/A

Explain how your proposed change(s) will align with your draft 2024-2025 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.

N/A

Part 3. Personnel Changes

All proposed personnel changes 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. **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?

- No – No change to # of FTEs
 Yes – Includes proposed change to # of FTEs

Note: If “Yes,” the proposed change must be net neutral to the target budget, and salary **and benefits must be considered when computing the cost of the change.*

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

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 2025 budget?

N/A

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?

N/A

Service Identification Form

Each agency funded by the General, Library, and Fleet funds was required to submit a list of lower priority service activities equal to at least 5% of the agency's 2025 cost to continue budget while preserving core service activities. Metro Transit and Public Health were required to submit a list of activities equal to 5% of the General Fund subsidy to those agencies.

Agencies were allowed to propose fee or charge increases on service activities as a way to meet the 5% target. Budget guidance dictated that these proposals be on service activities primarily provided to those with the ability to pay.

Agency	Finance
5% Minimum Target	303,017
Total Amount Identified	345,533

Service (Choose from drop-down list)	Activity (Narrative Description)	Recipients of the Service Activity (List)	Implication if Activity is Reduced/Fee is Increased (Narrative Description)	FTE Impact (#)	Total Amount (\$)
154 - ADMINISTRATIVE SUPPORT	The Administrative Support Team provides a wide range of services to city agencies, including elections, licensing, housing, permitting, reception, filing and special projects.	City agencies, CDA Housing, Clerk's Office, Elections	Eliminate 2.0 FTE positions of the 3.0 FTE positions on the Administrative Support Team. Document Services and Finance front desk staff will provide some of the services currently provided by these positions. These include reception, licensing, elections, and some special projects. Agency requests for reception, filing, special projects and other administrative needs may go unmet. To further mitigate the impact of this service activity reduction, suggest combining reception duties for various administrative agencies within CCB, including Council Office, Mayor's Office, Office of the City Attorney and Finance	2.00	\$ 141,168
152 - BUDGET & PRGM MGMT	Data Team efforts related to data training and data governance.	City agencies	Efforts to improve use and application of data toward more effective government programs, including making city services more equitable, will be reduced.	1.00	\$ 90,209

5% Minimum Target

303,017

Total Amount Identified

345,533

Service (Choose from drop-down list)	Activity (Narrative Description)	Recipients of the Service Activity (List)	Implication if Activity is Reduced/Fee is Increased (Narrative Description)	FTE Impact (#)	Total Amount (\$)
151 - ACCOUNTING	Procurement and RFP support to city agencies	City agencies	Policy changes will be necessary to implement this reduction -- increase threshold for formal bids and RFPs from \$50,000 to \$75,000 to reduce the number of formal proposals by 10%; increase purchase of services contracting level from \$10,000 to \$20,000; change the non-competitive selection threshold from \$50,000 to \$75,000; may need to increase Affirmative Action thresholds accordingly; time available for special projects, including the equity in contracting initiative, would be curtailed considerably.	1.00	\$ 91,156
154 - ADMINISTRATIVE SUPPORT	Reception and other administrative support tasks for CDA Housing	CDA Housing	Charge cost of support to CDA Housing	0.00	\$ 23,000