

**CITY OF MADISON**  
**2009 Budget Reduction Proposal**

Priority # 1A

Agency: Common Council

Title of Reduction: Reduction of Secretary 1 Position to 70%. (Partial Lay-off)

**Description of Budget Reduction:**

Reducing the Secretary 1 position to 70% would present challenges to the Common Council office in terms of service to Alders and constituents. Even though this reduction would present a challenge, it is not anticipated that this would have a significant impact on service to Council members. The office may require periodic use of the City's Administrative Support Team (clerical pool) in times of high demand.

Service # Affected	1000	
<b>Accounts Affected</b> (Attach a more detailed account/ service breakdown if appropriate.)		
<b>Expenses</b>		<b>Total Amount</b>
51100		\$ 12,846
51120		\$
51200		\$
51300		\$
52000		\$ 4,856
54000's:		
	\$	
	\$	
	\$	\$ 17,702
55000's:		
	\$	
	\$	
	\$	\$
56000's:		
	\$	
	\$	
	\$	\$
58000		\$
<b>Total Expense</b>		<b>\$ 17,702</b>
<b>I/D Billings/Revenue</b>		
	\$	
	\$	\$
<b>Net Impact</b>		<b>\$ 17,702</b>

**THIS IS A REQUEST TO:**

Notes:

**INSTRUCTIONS**

This form is to be used for the 2009 Operating Budget. A form should be completed for each individual decision item. Please submit these reduction proposal forms along with your base budget submission.