



2024 Budget Process Update For Finance Committee

July 31, 2023

Agenda

- Key Dates for 2024 Budget
- Amendment Process
- Finance Committee & Common Council Engagement

Key Dates for 2024 Budget Development

	Capital	Operating
Kick-Off Meeting	Tuesday, March 21 11:00am	Tuesday, June 20 11:00am
Agency Requests Due	Friday, April 21	Friday, July 21
Agency Briefings with Mayor's Office	May 8 – 19	August 7 – 18
Executive Budget introduced to Common Council (CC)	Tuesday, September 5	Tuesday, October 3
Finance Committee (FC) Briefings <i>VIRTUAL</i>	September 11 – 12	October 9 – 10
FC Amendment Meeting <i>HYBRID – CCB 201</i>	Tuesday, September 26	Monday, October 23
CC Amendment Week	October 30 – November 10	
CC Budget Adoption Meetings	November 15 – 17	

Detailed Timeline for FC and CC Hearings

Capital

Operating

1.	Mayor Introduces Executive Budget	<ul style="list-style-type: none">September 5	<ul style="list-style-type: none">October 3
2.	Finance Committee (FC) Hearings	<p><i>Agencies present budget; alders have opportunity to ask questions</i></p> <ul style="list-style-type: none">September 11 & 12	<ul style="list-style-type: none">October 9 & 10
3.	FC Amendment Week	<p><i>Alders submit requests to budget analysts; analysts review and publish amendments</i></p> <ul style="list-style-type: none">September 13 – 20Alders submit by Weds., Sept. 20 at 12pmAnalysts publish by Fri., Sept 22 at 12pm	<ul style="list-style-type: none">October 11 – 18Alders submit by Weds., Oct. 18 at 12pmAnalysts publish by Fri., Oct 20 at 12pm
4.	FC Vote on Amendments	<ul style="list-style-type: none">September 26 (Tues)	<ul style="list-style-type: none">October 23
5.	City Council Amendments	<p><i>City Council has the opportunity to propose amendments to capital and operating budgets</i></p> <ul style="list-style-type: none">October 30 – November 8Alders submit by Weds., Nov. 8 at 12pmAnalysts publish by Fri., Nov 10 at 12pm	
6.	City Council Adoption	<p>Up to three (3) CC meetings to vote on amendments and adopt budget</p> <ul style="list-style-type: none">November 14, 15, 16	

How to get involved

1. Review Agency Proposals

- Read through transmittal memos and service-level proposals to understand agency priorities and major changes from prior year

2. Provide Input on Priorities to Mayor

- Mayor meets with alders to discuss priorities for executive budgets

3. Ask Questions

- Reach out to Finance staff with questions
- We will host “office hours” and info sessions on budget in September/ October

4. Participate in Briefings

- All alders encouraged to attend FC meetings where agencies present their budgets
- Capital: September 11 & 12 | Operating: October 9 & 10

5. Participate in Amendment Process

- Alders may submit amendments after the budget is introduced, either during the Finance Committee or Common Council deliberations

Amendment Process Tips

Engaging Agency Staff:

- Reach out to the impacted agency to discuss your amendment ideas; staff may have input on timeline, feasibility, and capacity needed to implement ideas
- Copy budget staff on communications with agencies so we are aware of potential amendments

Timeline:

- Alders can begin submitting amendment ideas any time after the budget is introduced – reach out early if you are planning an amendment
- Amendment ideas do not have to be fully developed by submission deadlines, but we do have to know you are planning to submit

Sponsorship:

- Any alder can submit an FC amendment
- Non-FC members must have an FC sponsor; Council president can be asked to courtesy sponsor
- If you have co-sponsors, be sure to include all sponsors in emails to budget staff so we can verify who is signed on to an amendment
- Amendments introduced at Common Council in November must have 2 sponsors

Components of the Operating Request

- **Summary Page:** Budget by Fund, Service, Major Revenues/ Expenses
- **Transmittal Memo:** From Agency Director to Mayor, summarizing major changes
- **Data Summary:** Compares Cost to Continue to Request
- **Service Proposal Form:** 1 per Service; describes proposed reallocations and supplemental requests

Budget Resources

Understanding Agency Activities and Services:

- Review 2024 Agency Requests ([Capital](#); Operating to be posted by early August 2023)
- Review the [2023 Adopted Budget](#) for Service Descriptions and Activities Performed by Service to understand agency activities
- Review the [Alder Onboarding Videos](#) for agency introductions, budget overviews, and FAQs

Review 2024 Guidelines

- 2024 Budget Kickoff documents for [Capital](#) and [Operating](#) budgets include mayoral guidelines on budget development

Contact staff with questions

- ckoh@cityofmadison.com

Community Engagement on Budget

- Finance Department will host two public, informational webinars on the budget in mid-October, after the release of the operating budget
- Alders are welcome to co-sponsor event and share with constituents
- If you have additional ideas for engagement, contact Christine Koh (ckoh@cityofmadison.com) to discuss