

**CITY OF MADISON
Common Council
INTER-DEPARTMENTAL CORRESPONDENCE
210 Martin Luther King, Jr. Boulevard, Room 417
Madison WI 53703**

DATE: August 2, 2011

TO: Common Council Organizational Committee Members
 FROM: Lisa Veldran, Administrative Assistant
 SUBJECT: **Proposed 2012 Common Council Office Operating Budget**

Mayor Paul Soglin has requested that city agencies submit budgets using an adjusted base provided by the Comptroller and proposed cuts equal to a 5% reduction of the adjusted base.

- o The Common Council's 2012 Budget Target is \$352,352
 (\$412,897 - \$42,000 [vacant policy analyst position] * .95 = \$352,352
- o The Common Council's 2012 Cost-to-Continue Operating Budget would be \$370,341.

To achieve the 2012 Adjusted Base Budget of \$352,352 cuts totaling \$17,989 would need to be made.

Working with Ald. Lauren Cnare, Council President and our budget analyst, Betsy York, the following are suggested cuts:

Account	2011 Budget	Proposed Cut	Proposed Budget 2012	Implications
Reproduction/Fast Copy	\$5,800	\$1,095	\$4,705	Less money to copy meeting notices, agendas, etc. (19%)
Postage	\$12,765	\$5,144	\$7,621	Less money to mail (regular and bulk) correspondence/meeting notices, etc. (40%)
Alder Expense Accounts	\$23,500	\$11,750	\$11,750	Alder expenses would be affected (50% or \$587.50 per alder)
Total	\$42,065	\$17,989	\$24,076	

I would request that the Council submit a supplemental request to restore the proposed cuts to reproduction/fast copy and postage accounts totaling \$6,239.

CCOC should make a decision to submit a supplemental request to restore full funding of the alder expense accounts, \$11,750.

Permanent Salary Detail: <http://www.cityofmadison.com/finance/documents/2011OpBud/Adopted/016-psd06.pdf>
 Minor Objects Detail: <http://www.cityofmadison.com/finance/documents/2011OpBud/Adopted/016-mo06.pdf>

Common Council

Position Title	CG-RG	2011							
		FTE's		Requested		Executive		Adopted	
		2009	2010	FTE's	Amount	FTE's	Amount	FTE's	Amount
Research Analyst	18-xx	-	-	-	\$ 0	1.00	\$ 7,086	1.00	\$ 29,533
Administrative Assistant	17-14	1.00	1.00	1.00	54,158	1.00	54,158	1.00	54,252
Secretary 1	17-10	1.00	1.00	1.00	45,786	1.00	45,786	1.00	45,865
Premium Pay		-	-	-	0	-	0	-	0
Workers Comp Pay		-	-	-	0	-	0	-	0
Vacation/Comp Accrual		-	-	-	0	-	0	-	0
		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>\$ 99,944</u>	<u>3.00</u>	<u>\$ 107,030</u>	<u>3.00</u>	<u>\$ 129,650</u>
Budgeted Salary Savings	2.00%				(1,999)		(2,141)		(2,593)
Net Permanent Salaries		<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>\$ 97,945</u>	<u>3.00</u>	<u>\$ 104,889</u>	<u>3.00</u>	<u>\$ 127,057</u>

	<u>2009 Actual</u>	<u>2010 Adopted</u>	<u>2010 Projected</u>	<u>2011 Request</u>	<u>2011 Executive</u>	<u>2011 Adopted</u>
Common Council						
Expenditures						
Purchased Services						
54110 Telephone	1,394	1,375	1,375	1,375	1,375	1,375
54216 Facility Rental	8,197	10,051	10,051	10,051	10,051	10,051
54340 Lease Rental Of Equipment	1,326	0	0	0	0	0
54503 Conferences And Training	697	500	500	500	500	500
54631 Storage Services	57	100	100	100	100	100
54690 Catering Vending Services	757	0	0	0	0	0
Total	<u>\$ 12,427</u>	<u>\$ 12,026</u>	<u>\$ 12,026</u>	<u>\$ 12,026</u>	<u>\$ 12,026</u>	<u>\$ 12,026</u>
Supplies						
53100 Office Supplies	17,051	26,500	26,500	26,500	26,500	26,500
53120 Copy Printing Supplies	3,700	5,800	5,800	5,800	5,800	5,800
53160 Postage	13,966	12,765	12,765	12,765	12,765	12,765
53180 Subscriptions	188	200	200	200	200	200
Total	<u>\$ 34,905</u>	<u>\$ 45,265</u>	<u>\$ 45,265</u>	<u>\$ 45,265</u>	<u>\$ 45,265</u>	<u>\$ 45,265</u>
Inter-Departmental Charges						
59221 Transfer Out To Insurance	13,125	13,045	13,045	3,311	3,311	3,311
59222 Transfer Out To Worker's Comp.	256	248	248	264	264	264
Total	<u>\$ 13,381</u>	<u>\$ 13,293</u>	<u>\$ 13,293</u>	<u>\$ 3,575</u>	<u>\$ 3,575</u>	<u>\$ 3,575</u>
Debt / Other Financing Uses						
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Inter-Agency Billings						
Billings to Departments						
Total	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Other Sources						
46100 Miscellaneous Revenue	<u>7,490</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total	<u>\$ 7,490</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Total Inter-Agency Billings	<u>\$ 7,490</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>