

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

DATE: July 28, 2006

TO: Common Council Organization Committee Members

FROM: Lisa Veldran, Administrative Assistant

SUBJECT: **Proposed 2007 Common Council Operating Budget**

Mayor Dave Cieslewicz has asked city agencies to reduce their 2007 budgets by 3% based upon their 2006 operating budget.

- The Common Council's 2006 operating budget is \$335,693. 3% of this amount is \$10,071. **Our budget target for 2007 is: \$325,622.**
- Due to a \$16,077 insurance fund charge and a \$6,099 workers compensation charge we will need to cut our budget by **\$21,076** to reach the budget target this year.
- CCOC also requested that an alternative budget be prepared with a separate budget line for the Aldermanic Administrative Account.
- The Mayor has requested that our budget be submitted by Thursday, August 10, 2005.

See suggested cuts on next page

I have met with Ald. Austin King and Dan Bohrod, our Budget Analyst, to discuss proposed cuts to reach our targeted budget of \$325,622. The following cuts are suggested for the budget **without** a separate budgeted line for the Aldermanic Administrative Account:

Account	Budget 2006	Proposed Cut	Proposed Budget 2007	Implications
Hourly Wages (Community Work Services employee)	\$1,300	\$1,300	\$ 0	Layoff of Community Work Services staff
Fringe Benefits	\$44,472	\$290	\$44,182	
Overtime Wages	\$1,099	\$1,099	\$ 0	Council staff will only be allowed to take overtime as compensation time earned
Telephone Regular	\$4,700	\$2,700	\$ 2,000	This will only cover office phone service – no aldermanic use of this account
Conference/Meetings	\$0	No change		No conference and meetings
Training/Travel	\$500	\$500	\$ 0	Allows for no staff training in 2007
Delivery Services	\$565	\$565	\$ 0	No cab delivery of aldermanic mail
Office Supplies	\$5,500	\$1,422	\$4,078	Covers office supplies only – no aldermanic use of this account
Subscription & Books	\$200	\$200	\$ 0	No WSJ or Madison Magazine in office
Reproduction/Fast Copy	\$7,800	\$3,000	\$ 4,800	No allowance for extraordinary copying circumstances
Postage	\$17,000	\$10,000	\$ 7,000	No allowance for extraordinary mailing circumstances
Total Cuts		\$ 21,076		

We would request that a supplemental request be submitted to restore the above-proposed cuts.

The following cuts are suggested for the budget **with** a separate budgeted line for the Aldermanic Administrative Account:

Account	Budget 2006	Proposed Cut	Proposed Budget 2007	Implications
Hourly Wages (Community Work Services employee)	\$1,300	\$1,300	\$0	Layoff of Community Work Services staff
Fringe Benefits	\$44,472	\$ 290	\$44,182	Adjusted amount
Overtime Wages	\$1,099	\$1,099	\$ 0	Council staff only be allowed to take overtime as compensation time earned in 2007
Training/Travel	\$ 500	\$500	\$0	Allows for no staff training in 2007
General Office Supplies	\$3,000	\$3,000	\$0	Allows for no purchasing of office supplies in 2007
Reproduction/Fast Copy	\$5,800	\$3,861	\$1,939	Severely limits the number of copies office can make in 2007
Postage	\$12,765	\$10,826	\$1,939	Severely limits the number of mailings we can send in 2007
Subscription & Books	\$200	\$200	\$0	No WSJ Subscription in Council Office
Total Cuts		\$21,076		

Permanent Salary Detail: <http://www.cityofmadison.com/comp/2006opbud/Adopted/PSD06.pdf>
 Minor Objects: <http://www.cityofmadison.com/comp/2006opbud/Adopted/MO06.pdf>