



Finance Department

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Date: July 5, 2023
To: Karen Kapusta-Pofahl, Common Council Chief of Staff
From: Christine Koh, Budget Manager
Subject: 2023 Operating Budget Agency Request Target (Updated)

The Common Council's General Fund cost to continue target for the 2024 operating budget is \$1,121,584. This reflects 100% of your cost to continue budget. Per the Mayor's guidance, General, Library, and Fleet Fund agencies will be expected to manage to a 99% budget target in the upcoming year rather than propose specific budget cuts. However, the Common Council Office may develop their budget request based on the full cost to continue amount.

Your cost-to-continue budget reflects the following global adjustments: salary and benefits adjustments (step and longevity increases, cost of living adjustments based on contractual pay increase, VEBA rates) updated workers compensation and general liability insurance rates, and updated interdepartmental charges (e.g. fleet rate, TE Communications charges, facilities cost) if applicable, and other charges determined through the City's cost allocation plan. As part of the budget development process, the finance budget team will make additional citywide adjustments, including updates to health insurance and WRS rates as rates become available.

Funding can be reallocated across services and major expenditure categories so long as the overall agency amount is in line with the budget target. Funding reallocations that are \$10,000 or more at the Major and/or Service level, or funding reallocations that include personnel changes, must be detailed in the Word Document Proposal form.

As a reminder, your completed operating submission is due close of business on Friday, July 21, 2023. A completed operating submission will include the following components:

1. Transmittal Memo
2. One Word Document Proposal form for each Service within your agency
3. Line item budget submitted in Munis
4. Position Allocation Change form (if applicable)

Please reference the 2024 Operating Budget Kick Off materials for specific details and tips to assist you in preparing your operating budget. I encourage you to review the full budget instructions prior to beginning work on your budget submission. If you have any questions regarding the guidance do not hesitate to contact your assigned budget analyst.

As always, please reach out to your budget analyst regarding any questions with this year's process. Thank you for your efforts.