



**FINANCE DEPARTMENT  
CITY HALL  
400 LA CROSSE ST  
LA CROSSE, WI 54601-3396**

Date: August 21<sup>st</sup>, 2018

To: All Departments

From: Valerie Fenske, Director of Finance & Human Resources

Re: Budget Parameter Committee Guidelines for the 2019 Operating Budget

The Budget Parameter Committee met on August 13<sup>th</sup>, 2018 and directed Mayor Kabat to work with departments to compile a 2019 Operating Budget that utilizes the "Net New Construction growth" and has "No Increase in the City's portion of the mill rate". The Mayor, with your help, will be proposing a budget that holds the line or in some cases reduces overall spending, taps into carryover, and identifies other reductions and revenues.

The Mayor has requested that your department budget, not including Salary and Benefits, are to be maintained at the same level as your 2018 Operating Budget. You may reallocate those funds among line items, but the total amount requested shall stay the same or if possible, be reduced.

All salary and benefit amounts will be entered into the MUNIS 2019 budget projection for you by the Finance Department.

For your information, a copy of the upcoming Board of Estimate's meeting schedule is attached.

Departments are responsible for entering their utility budgets. Please keep in mind the projected increases by Xcel Energy – natural gas may increase by 8.7% and electricity may increase by 2.6% - please factor an increase for these costs into your budgets. In addition, water costs may see a 2019 mid-year increase of up to 20-23%.

If applicable, you will be provided information for audit costs, city service charges, insurance, and radio maintenance.

The MUNIS budget entry manual is available on SharePoint under [Finance/Docs/Munis/2019BudgetManual08-02-2018](#). Please have all of your 2019 operating budget expenses and revenues and your 2018 operating budget expense and revenue year end projections entered into the 2019 MUNIS budget projection **by end of day on Thursday, August 23, 2018**. At that time the 2019 MUNIS budget projection will be locked.

We had previously opened up Munis budget entry for you on August 2<sup>nd</sup> per Bobbi Johnson's email so hopefully you've gotten a good start and with the above direction can now do final wrap up on your budget entries.

Thank you; if you have any questions, please contact me at ext. 97576.

Cc: Mayor & Budget Parameter Committee  
Attachment(s)