

**Carson City  
Agenda Report**

**Date Submitted:** 03/11/14

**Agenda Date Requested:** 03/20/14

**Time Requested:** 30 minutes

**To:** Mayor and Supervisors

**From:** Marena Works, Interim City Manager  
Nick Providenti, Director of Finance

**Subject Title:** For Possible Action: Presentation and possible action to approve Supplemental Budget Requests and to set the priority of the Supplemental Budget Requests for possible inclusion into the FY 2015 General Fund budget. (Marena Works and Nick Providenti)

**Staff Summary:** Staff will present Supplemental Budget Requests prepared by various departments for additional funding for their respective budgets. The Board is being asked to review and determine which supplemental requests should be considered and to determine a priority by which the request would be added to the FY 2015 General Fund budget provided there is excess revenues available.

**Type of Action Requested:** (check one)

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) non-action item

**Does this action require a Business Impact Statement:** ( ) Yes ( xx ) No

**Recommended Board Action:** I move to approve the Supplemental Budget Requests as set forth by the Board and to set the priority as discussed.

**Explanation for Recommended Board Action:** The Board should review the supplemental requests to determine which requests should be approved for inclusion in the FY 2014 General Fund budget and then to set a priority ranking for funding the requests through excess General Fund revenues, if any.

**Applicable Statute, Code, Policy, Rule or Regulation:** none

**Fiscal Impact:** To be determined by this action.

**Explanation of Impact:** Until the Board approves supplemental requests, if any, there is no budget impact. All excess revenues, if any, would flow to the General Fund ending fund balance.

**Funding Source:** General Fund Revenues

**Alternatives:** Do not approve any supplemental requests.

**Supporting Material:** Supplemental General Fund Budget Requests

**Prepared By:** Nick Providenti

Reviewed By: Thelma A. Holt Date: 3/11/14  
(Department Head)

Marina A. Woods Date: 3/11/14  
(City Manager)

David A. Allen Date: 3/11/14  
(District Attorney)

Thelma A. Holt Date: 3/11/14  
(Finance Director)

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Vote Recorded By)

\_\_\_\_\_

# FY 2014-15 Supplemental Requests

Department	Account	Description	Amount	Comments
Health	101-0764	Increase Mgmt. Asst. allocation to GF / Operating Supplies	14,776	
	101-6900	Add 2 Hourly employees	22,080	
	101-6852	Increase Clinic Division Managers allocation to GF	15,891	
		Department Totals	52,747	
Courts	101-0764	Judicial Clerk 2 to 3 - 1 FTE / Judicial Clerk 1 to 2 - 2 FTE's	9,958	
		Department Totals	9,958	
Court Clerk	101-0212	1 FTE - Recording Secretary / Reduce Hourly \$25,000	47,639	
		Department Totals	47,639	
Library	101-6200	Professional Services - 25 Hr/Week Position at BRIC	14,603	
	101-6200	1 FTE - MA 2	58,083	Option A
	101-6200	Increase Hourly Budget	19,398	Option B
	101-6200	1 FTE - Technology Trainer Position	74,813	
		Department Totals	166,897	
Sheriff	101-2012	2 Deputies - School Resource Officer Program	172,394	
		Department Totals	172,394	
Fire	501-2525 / 101-8000	2 Firefighter / Paramedics for "Day Car" Ambulance	264,199	
	101-2520	5 SCBA Air Packs for Training	35,000	
		Department Totals	299,199	
Public Guardian	101-0217	Add 1 FTE Case Manager Position	66,754	
		Department Totals	66,754	
IT	101-0710	1 FTE - Entry Level Technical Position	46,345	
	101-0710	1 FTE - General Clerical Position	38,163	
		Department Totals	84,508	
		Total General Fund	900,096	
Water	520-3502-435	1 FTE - Water Technician 2	57,284	
		Department Totals	57,284	
Sewer	510-3202-434	1 FTE - Sewer Technician 2	57,284	
	510-3201-434	1 FTE - Wastewater Plant Mechanic 2	64,785	
		Department Totals	122,069	
		Utility Fund Totals	179,353	

NOTE - THESE ARE NOT IN ANY PRIORITY ORDER

# SUPPLEMENTAL REQUESTS

(personnel, services and supplies only)

FY 2014-15

DEPARTMENT : Human Services

DEPARTMENT # : 101-0764-444

DESCRIPTION OF REQUESTED ITEM: Operating supplies and salaries.

**JUSTIFICATION OF REQUEST:** The Human Services' Management Assistant's job duties consist of mainly general fund duties and cannot continue to be supported with 74% grant funding. General fund duties include: burials, inmate medical care, hospital costs, victim's fund and rest home assistance funds. As a result of grant funding reductions, Human Services cannot continue to support these general fund duties with grant funding.

Operating expenses have gone up due to the copy machine contracts. Human Services has very limited operating funding within their grants.

**(1) PERSONNEL SERVICES:**

**(2) SERVICES AND SUPPLIES:**

	Amount	Acct# / Description	Amount
Salary	\$12,776.00	101-0764-444-06-25	\$2,000.00
Other Pay	.00		
Worker's Compensation	.00		
Group Insurance	.00		
Medicare	.00		
Pers	.00		
<b>Total Personnel Costs (1)</b>	<b>\$12,776.00</b>	<b>Total Services and Supplies (2)</b>	<b>\$2,000.00</b>
		<b>GRAND TOTAL:</b>	<b>\$14,776.00</b>