

**Carson City
Agenda Report**

Date Submitted: October 29, 2013

Agenda Date Requested: November 7, 2013

Time Requested: 10 minutes

To: Mayor and Supervisors

From: City Manager

Subject Title: For possible action. Discussion and possible action to establish individual Supervisor's and the Mayor's discretionary annual budget sub-allocation at a percentage as determined by the Board to provide an equal opportunity to individual elective office incidental business expense resource while maintaining sufficient overall funding for the general operations expense of the Board as a budget unit.

Staff Summary: The Board of Supervisors establishes an overall budget for the operation of the Board. Currently the budget only shows the total overall amount of funding for salaries, benefits, professional services, training, publicity, special legislative expenses, memberships, travel, operating supplies, office supplies, telephone and special charges by the State Ethics Commission. In the past, the supervisors have not incurred individual expenses of a major nature and the budgeted amounts have been satisfactory to meet the needs. An unanticipated increase in individual expenses indicates a possible need for a budgeting policy change to ensure the ability to pay for overall general Board expenses. This action recognizes the additional ceremonial requirements of the Mayor's office and the associated additional expenses.

Type of Action Requested: (check one)

(☐) Resolution

(☐) Ordinance

(☒) Formal Action/Motion

(☐) Other (Specify)

Does This Action Require A Business Impact Statement: (☐) Yes (☒) No

Recommended Board Action: I move to establish individual board of supervisor's discretionary annual budget allocation in the amount of ____ % of the annual discretionary funding and the amount of ____ % for the Mayor.

Explanation for Recommended Board Action: The attached table shows the FY2013/2014 Budget for the Board of Supervisors. The table shows the line items that are required for the Board to function and are therefor not available to be allocated to an individual member either totally or partially. Certain line items are totally available for allocation and some are partially available. From an initial assessment, \$7,250.00 could be made available for allocation to cover office supplies beyond the standard annual purchases, individual memberships and publications, travel, training and other general expenses. The Board, as a whole, would retain funding for required training, mailings, office supplies, etc that are necessary for the operation. Additional costs for office supplies beyond the standard 500 business cards, letterhead and envelopes would be charged against the supervisors allocation. An option might be to allow a supervisor to utilize

another members allocation with full board approval or another option would be to do a budget adjustment to cover the increased costs.

Each year as part of the City's budget process, the total amount of discretionary fund available in the Board of Supervisors' budget will be determined.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: None

Explanation of Impact: The overall budget would not be increased or decreased by this action.

Funding Source: N/A

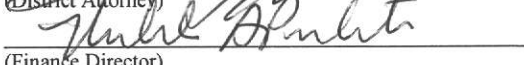
Alternatives: Don't do an allocation and either require the supervisor to seek permission from the entire board before incurring any individual costs or allow spending until the budget amounts are reached.

Supporting Material: Budget spreadsheet

Prepared By: Lawrence A. Werner, P.E., P.L.S.

Reviewed By:


(City Manager)

(District Attorney)

(Finance Director)

Date: 10/29/13

Date: 10/29/13

Date: 10/29/13

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Board of Supervisors Budget Distribution FY2013/2014

Expense Item	Budget Amount	Allocatable ?	Office Operations	Amount to Allocate	Mayor Crowell 0%	Ward 1 Abowd 0%	Ward 2 Bonkowski 0%	Ward 3 McKenna 0%	Ward 4 Shirk 0%
Salaries	\$123,301	No	\$123,301	\$0					
<i>Salary Subtotal</i>	<i>\$123,301</i>		<i>\$123,301</i>	<i>\$0</i>					
Medicare	\$1,644	No	\$1,644	\$0					
Retirement	\$31,750	No	\$31,750	\$0					
Group Insurance	\$55,170	No	\$55,170	\$0					
Workers Comp	\$1,930	No	\$1,930	\$0					
Phone Allowance	\$966	No	\$966	\$0					
<i>Benefits Subtotal</i>	<i>\$91,460</i>		<i>\$91,460</i>	<i>\$0</i>					
Professional Services	\$0	No	\$0	\$0					
Training	\$500	Yes	\$0	\$500	\$0	\$0	\$0	\$0	\$0
Publicity/Special Events	\$500	No	\$500	\$0					
Legislative Expense	\$5,700	Yes	\$700	\$5,000	\$0	\$0	\$0	\$0	\$0
Membership/Publications	\$1,000	Yes	\$0	\$1,000	\$0	\$0	\$0	\$0	\$0
Travel	\$500	Yes	\$0	\$500	\$0	\$0	\$0	\$0	\$0
Office Supplies*	\$600	Yes	\$500	\$100	\$0	\$0	\$0	\$0	\$0
Operating Supplies	\$950	Yes	\$800	\$150	\$0	\$0	\$0	\$0	\$0
Telephone	\$1,200	No	\$1,200	\$0					
Ethics Commission	\$9,500	No	\$9,500	\$0					
<i>Services and Supplies Subtotal</i>	<i>\$20,450</i>		<i>\$13,200</i>	<i>\$7,250</i>					
Board of Supervisors Total	\$235,211		\$227,961	\$7,250					
Base Allocation					\$0	\$0	\$0	\$0	\$0
Base amount for Operating					\$65	\$65	\$65	\$65	\$65
Total Allocation					\$65	\$65	\$65	\$65	\$65
Spent to date					\$345	\$65	\$65	\$65	\$660
Balance					-\$280	\$0	\$0	\$0	-\$595

*Operating Supplies Base includes name plates, name tag, 500 sheets of letterhead, standard box of envelopes and 500 business cards -

\$260/term or \$65/year