2011 City Council Ward Budget Guidelines

Approved - DATE

I. Ward Budget Procedures

Budget Parameters

1. For 2011, the ward budget is $11,733.
2. Council Members may allocate their budget in any amounts to any line items as long as the expenditures are consistent with City budget policies and collective bargaining agreements.
3. If a ward spends more on one line item account than anticipated, the ward must spend less within another account category.
4. The total ward budget is the bottom line.

Deficits

1. A year-end deficit will be allowed at the close of 2011 because an administrative footnote note in the FY 2010 Financial Policies budget document states, "A year-end deficit will be allowed for each ward and the Mayor's office budget with the exception of the final year of a term,(but not for two consecutive years)."
2. A year-end deficit will not be allowed between 2013 and 2014.

Savings

1. At the close of 2011, if there are savings in a ward, those savings will be re-appropriated by City Council action to 2012, but savings cannot be re-appropriated from 2013 to 2014.
2. Wards with less than a full time Aide or Associate (3/4 time or less) will receive a transfer of funds from the City Clerk budget for the unused portion of the salary only, based on the hourly wage of the FTE. The amount returned to each ward will be projected through December 31, 2011, based on the number of hours worked during the first three quarters of the year. The fund transfer will occur between October 1 and November 30, 2011.

Risk Management Process

1. If a ward experiences personnel-related costs which are unanticipated, unavoidable, or unmanageable within their budget allocation, the Council Member may ask for an adjustment at the end of the year. The adjustment would come from savings in other departmental funds. If no savings are available, the adjustment would be made by inclusion in the Council's reconciliation action in March.
2. Conditions for reimbursement: Examples of unavoidable expenses include Unemployment Compensation and Workers Compensation. An example of an expense which might be unmanageable would be extended leaves such as FMLA or maternity leave where the ward needed to hire additional staff.
3. Amount: Expenses under $2,000 would be handled within the ward budget. Total expenses over $2,000 could be reimbursed.

4. Procedure: The Council Member would request consideration of an additional appropriation to the ward at the end of a calendar year. If the circumstances meet the criteria, the amount would be transferred to the ward's budget or the request could be included in the annual budget reconciliation action in March of the following year.

Deadlines and Cost Sharing Agreements

1. All purchase orders over $500 must be submitted to the City Clerk's Office by Friday, November 25, 2011, to allow sufficient time for specification writing, bidding, delivery, and invoicing before the end of the year.
2. To ensure accuracy, the Clerk's Office must be notified, in advance by e-mail, of agreements between wards or with other departments to split billings.

Financial Reports

1. Expenditure reports for the previous month will be furnished to each Council office during the first week of the next month.
2. Upon request, the Clerk's Office will prepare interim or special expenditure reports.

II. Items Included in Ward Budgets

Personnel Expenditures

1. Salaries, wages, and fringe benefits for substitutes for Council staff or supplemental staff (interns, contracts, permits).
2. Overtime.
3. Background checks.

Computers and other electronic devices

1. Additional software, hardware, including initial cost, installation, configuration, repair, and maintenance and that which is beyond the City's standard configuration.
2. Moves, additions, or changes.

   Note: Unisys, the City's vendor, has a product catalog with cost online. The list is available on CityTalk at http://citytalk/bis/product-catalog/
3. Wireless charges for laptops and network cards. There is an IMAC charge to enable a laptop.
4. NAS storage charges if those costs can be attributed to specific wards exceeding their established memory capacity.
5. Applicable Tier 4 software licensing, installation, maintenance, repair, and upgrades.
6. IMAC and ongoing charges to enable non City devices to access the City's network.
7. Cable installation and/or ongoing service charges for cable television.
8. Web conferencing charges.

Phone lines

1. New telephone lines, such as additional private numbers or intercoms.
2. Cell phone and pager rental and monthly charges.
3. Additional telephone instruments, accessories, and installation.
4. Audio conferencing.

Communications

1. Postage (first class, and bulk), labels, and delivery charges. Express letter and package delivery, including courier service.
2. Printing and copying in the Document Solutions Center (in-house print/production center), including stationery and envelopes, GIS, business cards, and outside printers.
3. Printing on high speed copier/printers in the City Council office area if ward specific user codes are programmed on those machines.
4. Photography and graphics.
5. Advertising and publications such as neighborhood newspapers.
6. Recognition, awards, frames, and related items for ward-specific usage.
7. Network cards for Windows mobile devices, such as PDAs.
8. Interpreter fees.

Professional Development

1. Travel, conferences, workshops, and training sessions.
2. College tuition reimbursement.
3. Memberships and dues.
4. Books and subscriptions.

Food and Beverage within City Policy

1. Formal training sessions.
2. Seminars.
3. Office interdepartmental meetings.
4. Executive level meetings at which City policy is discussed.
   (Not allowed for department staff meetings)

   Note: Any expenditure of $1,000 or more requires the authorization of the Finance Officer

Transportation

1. Parking vouchers for guests.
2. ~~Auto allowance/~~mileage reimbursement: Council Members may have their mileage reimbursed in accordance with IRS rules. ~~have the option of choosing the auto allowance at a maximum of $400 per month or submitting a Mileage Reimbursement Claim for actual miles driven in a month.~~
3. Bus passes/bike storage lockers for Council Members.
4. Parking in lots or ramps in the community while on ward business.

Office Furnishings, Facilities and Supplies

1. Furnishings, chairs and tables, etc., when discretionary and not budgeted as part of an overall replacement plan.
2. Decorating, repair and maintenance.
3. Building, carpentry, electrical and painting labor and supplies.
4. Small office equipment maintenance and repair.
5. Office supplies, equipment and printer toner cartridges.
6. Offsite room rental.
7. Lost key or access card/fob charges.
8. Discretionary office moves (moves not associated with the 4-year election cycle. In the case of a Special Election, the new Council member will go to the office vacated by the

prior Council Member. If a Council Member with more seniority desires another office, that Council Member will pay the cost of both moves. Move costs include items such as the cost of the physical move, computer set up, phones and basic repairs, but no items such as painting, decorating and remodeling. Moving costs are approximately $2,000 for a three person office.

III. Items Included in the City Clerk Budget

1. Meeting rooms, Council Chamber, Reception Room, including reception area telephones, furnishings, repairs.
2. Expenses that occur across multiple wards.
3. Aide and Associate (per the terms of the negotiated labor agreement) monthly parking in a ramp/bus passes.
4. Resolution picture frames for citywide purposes. Costs will be deducted from individual Council budgets if the recognition affects specific ward.
5. Water costs associated with a gratis cooling dispenser.
6. Fax machine purchase, supplies, repair and long-distance charges.
7. Paper for printers, fax and central printer/copier(s), picture frames of citywide nature.
8. Fixed charges including Liability Self Insurance Premium, Workers' Compensation, Property Services Rental, Human Resources Benefit Administration, BIS Application Support, BIS Operating Charges, BIS Data Connectivity Charges, BIS Telephone Connectivity Charges, BIS Special Charges and any similar charges that are universal.
9. Coffee and supplies.
10. Ergonomic chairs and ergonomic raising/lowering of work station surfaces.
11. Standard executive office furniture for Council Member offices when budgeted.
12. Transition and inauguration expenses when budgeted including moving costs for affected positions.

IV. Inappropriate uses of City funds

1. Any expenditure inconsistent with City budget policies and collective bargaining agreements.
2. Flowers, greeting cards, gifts or donations to individuals or groups.
3. Appliances (refrigerators, microwave ovens, coffee makers, water dispensers.
4. Clothing for employees that is not City-provided through a labor contract.
5. Food and beverage items inconsistent with City policy. Ward staff meetings do not qualify as an authorized purpose even if the meeting is instructional or training in nature.
6. Alcohol.
7. Entertainment for non-city employees, such as tickets to events.
8. Entertainment for City employees.
9. Membership fees not directly related to City business.
10. Political expenses including fundraising tickets, printing or mailing.
11. Fundraising tickets or donations to causes: Contact the City's Ethics Officer if you are invited to attend a fundraiser, gala or similar event at reduced or no cost to discuss if acceptance of the invitation is permitted under the Ethics Code.
12. Payment of fees: Traffic and parking tickets, towing and impound lot charges. Payments to release animals from the Animal Shelter. Payment of permits.