

2006 City Council Ward Budget Guidelines

December 2005

*Underlining indicates changes from 2005

Budget

1. For 2006, the individual Council office budget is approximately \$188,800. The exact amount will be finalized when the budget process is complete in December, 2005.
2. Council Members may allocate their budget in any amounts to any line items.
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 in 2006. A footnote in the 2006 Operating Budget Resolution 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. Any deficit will be paid by March 31, 2007 or the Council Member budget for the current year will be reduced at mid-year.
3. If there is a deficit in the ward 14 common budget at year end, that deficit will be equally split among the wards in the re-appropriation process.

Savings

1. In 2006, if there are savings in a ward, those savings may be re-appropriated to 2007.
2. If there is a positive balance in the 14th budget at the end of a calendar year, that amount will be re-appropriated to the next year.

Risk Management Process

1. If a ward experiences personnel-related costs which are unanticipated, unavoidable and unmanageable within their budget allocation, the Council Member may ask for an adjustment at the end of the year. The adjustment would come from Council or Clerk savings in other funds. If no savings are available, the adjustment would be made by inclusion in the city's re-appropriation Council 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, December 1, 2006, to allow time for specification writing, bidding, delivery and invoicing before the end of the year.
2. To ensure accuracy, the Clerks' Office must be notified, in advance by e-mail, of agreements between wards or with other departments to split billings.

Council Office Associates

1. Associate salary and benefits expenses of approximately \$751,725 are included in the City Clerk budget.
2. This is an accounting change only, and does not affect reporting relationships or non-personnel items such as phones, printing, interns, etc.
3. Wards with less than a full time Associates (3/4 time or less) will receive a rebate from the City Clerk for the unused portion of the FTE.

Receptionist

1. Each ward is assigned four-hour blocks of time.
2. Wards are encouraged to make arrangements for coverage if they are unable to cover their assignment.

Financial Reports

1. Expenditure reports, upon request, will be furnished by the Accountant assigned to the City Council. Associates and Aides have been trained to obtain the same information on the online through CRS.

Shared Costs

1. Certain costs can not be assigned to a particular ward.
2. Those shared costs which include some phone lines, fax maintenance, Council Chamber audio/video repair, stock paper, water cooler, etc., will be budgeted in a separate 14th cost center (0100-240-2414).
3. Projected shared costs have been deducted from the pool of funds available for individual ward budgets.

Items Included in Ward Budgets

Personnel Expenditures (4000 series of account codes)

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

Computers

1. Additional software, hardware, including installation/configuring and that which is beyond the City's standard configuration or outside the replacement cycle.
2. Moves, adds or changes. Note: Unisys, the City's hardware/software vendor, has a cost sheet online. The list is on CityTalk at <http://citytalk/bis/mac/mac-cost.pdf>

Phone lines

1. Monthly phone charges, voice mail, long distance, repairs
2. New telephone lines such as additional private numbers or intercoms
3. Cell phone and pager rental and monthly charges including PDA's
4. Additional telephone instruments, accessories and installation

Communications

1. Postage (first class, and bulk), labels and delivery charges. Express letter and package delivery (5021 account code)
2. Printing and copying in the Copy Center (including stationery and envelopes), convenience copying, GIS, business cards and outside printers (5055 and 5010 account codes)
3. Photography and graphics
4. Advertising and publication of ward events or information such as neighborhood newspapers
5. Recognition, awards. ward specific picture frames

Professional Development

1. Travel, conferences, workshops and training sessions
2. College tuition reimbursement
3. Memberships and dues
4. Books and subscriptions
5. Food and beverage within City policy

Office Furnishings, Facilities and Supplies

1. Furnishings, chairs and tables except when purchasing the standard executive furniture type the first time.
2. Decorating, repair and maintenance
3. Building, carpentry, electrical and painting supplies
4. Small office equipment maintenance and repair
5. Office supplies, equipment and printer toner cartridges
6. Offsite room rental

Transportation

1. Aide parking- Aides may decline bus passes or city-paid parking by contacting Human Resources about bus passes and ramp management about parking. The declined dollar savings is available to the ward budget for other uses
2. Parking stickers for guests
3. Mileage reimbursement

Fixed Costs per ward

1. These include Liability Self Insurance Premium (6081), \$5,113; Workers Compensation (7880), \$541; Property Services Rental (5084), \$147; Human Resources Benefit Administration (5011), \$453 and Citizen Relationship Management (CRM) Operating Charges (5019), \$718.
2. CRM charges are the 5 year workout plan for Motorola contractual payments related to the Citizen Management/Order Management system for Minneapolis

14th Budget - Common and shared costs include but are not limited to

1. Meeting rooms and reception area telephones and furnishings
2. Expenses that occur across multiple wards
3. Resolution picture frames for Citywide purposes, but costs will be deducted from individual Council budgets if the recognition affects specific wards
4. Water cooler rental
5. Fax machine purchase, supplies, repair and long distance charges
6. Paper for copier, fax and central printer, picture frames of citywide nature
7. Discretionary office moves are those not associated with moves after a 4 year citywide General Election. 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 seniority desires another Council Member's office, that Council Member will pay the costs of both moves. The President and Vice President have designated offices (E and G & I) due to position. If there is a change associated with Offices E or G & I, those move costs will be paid from the ward 14 budget. Move costs include items such as the cost of the physical move by an internal or external mover, computer set-up, phones and basic repairs, but not items such as painting, decorating or remodeling. Moving costs are approximately \$2,000 for a three person office.
8. Transition and inauguration expenses including moving costs for any office affected
9. Business Information Services (BIS) Operating charges (5015)
10. Data Connectivity charges (5016)
11. Coffee and supplies
12. Ergonomic chairs and ergonomic raising/lowering of work station surfaces
13. Standard executive office furniture for Council Member offices when budgeted