

# CLARK COUNTY STAFF REPORT



**DEPARTMENT:** Board of Clark County Commissioners

**DATE:** October 28, 2014

**REQUEST:** Consider an amendment to the Clark County policy regarding business expense reimbursements for certain county elected officials.

**CHECK ONE:** ☒ Consent ☐ CAO ☐ Public Meeting

**BACKGROUND:** In 2012 the Board of County Commissioners did not increase the vehicle allowance for Positions 1, 2 and Position 3.

**COMMUNITY OUTREACH:** On October 28, 2014 the Board of County Commissioners will consider and hear public comment on a staff report that would extend vehicle allowance increases to become effective January 1, 2015 through January 1, 2020 for Positions 1 and 2 and through January 1, 2018 for Position 3.

**BUDGET AND POLICY IMPLICATIONS:** Amending the car allowance increase will have a \$4,800 impact for the 2015-2016 biennium.

## FISCAL IMPACTS

☒ Yes (see attached form)

☐ No

**ACTION REQUESTED:** Approve the proposed staff report amending the County Business Expense Reimbursement Policy.

## DISTRIBUTION

Greg Kimsey, Auditor  
Doug Lasher, Treasurer  
Scott Weber, County Clerk  
Sheriff Garry Lucas  
Peter VanNortwick, Assessor  
John Ingram, Finance Director  
Mark McCauley, County Administrator  
Bob Stevens, Budget Manager

Mark McCauley  
County Administrator

Approved:

CLARK COUNTY  
BOARD OF COMMISSIONERS

Oct. 28, 2014  
SR 234-14

# FISCAL IMPACT ATTACHMENT

## Part I: Narrative Explanation

I. A – General Fund expense

## Part II: Estimated Revenues

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
0001 / General Fund						
<b>Total</b>						

II. A – Increase in general fund request

## Part III: Estimated Expenditures

III. A – Expenditures summed up

Fund #/Title	FTE's	Current Biennium		Next Biennium		Second Biennium	
		GF	Total	GF	Total	GF	Total
0001 / General Fund				4,800	4,800	4,800	4,800
<b>Total</b>							

III. B – Expenditure by object category

Fund #/Title	Current Biennium		Next Biennium		Second Biennium	
	GF	Total	GF	Total	GF	Total
Salary/Benefits			4,800	4,800	4,800	4,800
Contractual						
Supplies						
Travel						
Other controllables						
Capital Outlays						
Inter-fund Transfers						
Debt Service						
<b>Total</b>						

## BUSINESS EXPENSE REIMBURSEMENT POLICY

### SECTION VI, EXECUTIVE VEHICLE ALLOWANCES PROPOSED REVISION -

- A. The following positions are authorized to receive \$400 monthly vehicle allowance subject to periodic revision by the Board of County Commissioners. Forms accepting the vehicle allowance will be signed by the incumbents and retained with the Auditor's Office.

County Administrator  
County Assessor  
County Auditor  
County Clerk  
Prosecuting Attorney  
County Treasurer  
Director of Public Works  
Undersheriff  
Medical Examiner

- B. Beginning January 1, ~~2013~~ 2015 County Commissioners are authorized to receive a monthly vehicle allowance in accordance with the following schedule:

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Position 1	\$600	\$600	\$600	\$600	\$700	\$700	<u>\$700</u>	<u>\$700</u>	<u>\$700</u>	<u>\$700</u>
Position 2	\$600	\$600	\$600	\$600	\$700	\$700	<u>\$700</u>	<u>\$700</u>	<u>\$700</u>	<u>\$700</u>
Position 3	\$600	\$600	\$700	\$700	\$700	\$700	<u>\$700</u>	<u>\$700</u>		

- C. Mileage Reimbursement. All other positions receiving an executive vehicle allowance may receive mileage reimbursement on long distance travel only (defined as outside of a 50-mile radius of Clark County) at the prevailing IRS rate.