



Omichele D. Gainey
City Clerk

January 20, 2022

Honorable Mayor and Commissioners,

The City Commission directed the City Clerk's Office to research options around Commission Discretionary Spending. After consulting with the Department of Financial Services and the City Auditor's Office, the below recommendations have been made.

If the Commission desires to move the recommendations forward, please let me know and we will add an item to an upcoming meeting agenda to give further direction to staff.

- The Department of Financial Services will provide a policy on the use and limitations of discretionary funds.
- Commissioners will be required to submit a quarterly expenditure report for transparency/declaring public purpose. This will be accomplished by attaching said report to the Consent Agenda during a regular meeting of the board.
- An annual audit of the Discretionary Fund will be added to the audit plan for verification of public purpose.
- Travel funds will be maintained separately from discretionary funds.
- Discretionary funds will be limited to a nominal amount of dollars per Commissioner. It is recommended that the discretionary fund contains no more than \$500-\$1,000 per Commissioner to be used at each Commissioner's discretion. Keep in mind, discretionary dollars are not currently funded and would need to be allocated during the upcoming budget cycle. Alternatively, dollars could be reallocated from the existing travel budget to a discretionary fund for each Commissioner. Currently, there is an annual \$5,000 travel and training allocation per Commissioner per fiscal year.
- If expenditures are made with discretionary funds that are not deemed to have a public purpose or that are not allowable as determined by the policy, the Commissioner authorizing the charges would be required to reimburse the funds to the city within thirty days. Such determinations would be at the discretion of the Department of Financial Services and/or the City Auditor's Office.
- The City Clerk's Office would administer the expenditure of the funds using one procurement card, exclusively for the discretionary fund expenses (for easier auditing/tracking).
- Dollars not expended in a fiscal year would be returned to the general fund and would not roll over year to year.

Best,

Omichele D. Gainey, IIMC-CMC
City Clerk

CC: Cynthia Curry, Interim City Manager
Ginger Bigbie, City Auditor
Cintya Ramos, Department of
Financial Services

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