

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

CC-8

DEPT.: Public Works - Operations CONTACT PERSON & PHONE NO.: Wanda Booker 12332

A. REASON FOR REQUEST (Refer to File 921360 for definitions)

- CHECK ONE:
- EMERGENCY CIRCUMSTANCES
 - OBLIGATORY CIRCUMSTANCES
 - FISCAL ADVANTAGE/COMPLIANCE WITH FISCAL MANAGEMENT PRINCIPALS

B. SUPPORTING INFORMATION

1. State the action requested, including the dollar amount and specific departmental account(s) to which the Contingent Fund appropriation would be made.

Authorize the City Comptroller to transfer \$232,960 to the DPW Operations
Division appropriation account (0001 - 5450 - 006800 - R999)

2. State the purpose of the action requested which includes the program, service or activity to be supported by the funding, as well as the objective(s) to be accomplished.

To purchase 5,000 garbage and 1,000 recycling carts. Needed to service
resident needs through the end of the year.

3. Describe the circumstances which prompt the request.

The 2003 adopted budget reduced the number of replacement carts from
25,000 to 15,000. The Division has exhausted it's supply of replacement
carts. As it anticipated it would by this time.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?

The division would not be able to meet it's obligation of carts that are
damaged beyond repair nor new carts for new housing units or new unit dwellers.

5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.

The 2003 adopted Budget reduced funding for carts by (\$384,000 from amount
requested to maintain current operations.

5 a. Are there any unexpended funds in the departmental control account for which this appropriation is requested, that could be used to fund this request?

NO

5 b. What are the consequences of using budgeted operating funds for this request?

The Division may have to come back for contingent fund appropriation at the end of the year. When the December Solid Waste bill comes due.

6. State why funding was not included in the Budget

The Common Council reduced the amount funded in the 2003 adopted budget by (\$384,600)

7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?

It depends on what the Council does to the 2004 proposed funding for replacement carts.

8. Has your department made a similar Contingent Fund request in previous years?



YES



NO

* If yes, what is the most recent year the request was made? _____

9. Will this funding be used to implement provisions of a collective bargaining agreement?



YES



NO

10. Will the funding being requested provide a level of service authorized by the Budget?



YES



NO

* If yes, why can't your department accomplish the authorized service level with the authorized funding level?

Because the Council reduced funding in the 2003 adopted budget even though the division has historical data showing the need for more than 15,000 replacement carts.

11. Will the requested funding provide a level of service higher than that authorized by the Budget?



YES



NO

* If yes, why is a higher service level necessary?

* What is the estimated amount of additional service units to be provided if the entire Contingent Fund request is approved?

12. What Performance Measures and sub-measures are affected by this request, and what are the anticipated changes if the entire Contingent Fund request is approved?

~~4013 garbage cart collection, 4111 recycling cart collection~~
The division would be able to maintain current service levels to city residents.

13. What reductions to performance measures are expected if the request is not approved?

~~If the request is not approved, the division will not have carts for new starts or replacements. The City would be in violation of it's own ordinances.~~

14. Is any grant funding associated with the program, service, or activity pertaining to the request? YES NO

* If yes, name the grant and current year amount.

15. Will the program, service, or activity affect any electronic data processing system? YES NO

The following questions only apply to Contingent Fund requests which transfer appropriations into capital purpose accounts:

16. Does this request transfer an appropriation into a capital purpose subaccount? YES NO

* If yes, are similar projects planned and funding available in a capital purpose (parent) account for the current year?

17. Why is the project for which Contingent Funds are requested more important than other similar projects?

18. Does this request fund a project outside the normal order of planned projects of a kind which are funded through a capital purpose (parent) account for the current year? YES NO

* If yes, what is the consequence of deferring the lowest priority planned project until next year?

19. Was this project included in the Department's Budget request?

YES

NO

* If not, why not?

C. THANK YOU FOR YOUR COOPERATION. PLEASE SEND COPIES OF YOUR RESPONSE TO:

STAFF ASSISTANT, ROOM 205, CITY HALL (6 COPIES)

SPECIAL ASSISTANT, FINANCE & PERSONNEL COMMITTEE, ROOM 205, CITY HALL

FISCAL RESEARCH SUPERVISOR, ROOM B-4, CITY HALL (2 COPIES)

BUDGET & MANAGEMENT DIRECTOR, ROOM 307, CITY HALL (2 COPIES)

**If you have any questions about the completion of this form, you may call the
Fiscal Research Supervisor at extension 2299.**