

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: DPW – Operations DivisionCONTACT PERSON & PHONE NO.: Wanda Booker, X2332**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 accounts(s) to which the Contingent Fund appropriation would be made.

The Department of Public Works requests that the City Comptroller transfer \$185,800 from the Common Council Contingent Fund to the 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.

The Department will purchase 5,000 replacement garbage carts to service resident needs until carts appropriated in the 2005 adopted budget become available.

3. Describe the circumstances which prompt the request.

The 2004 adopted budget reduced the number of replacement carts by 5,000. The 2003 adopted budget reduced the number of replacement carts by 10,000.

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

The City would not be able to meet its obligation of providing carts for new housing units or for replacing carts that are damaged beyond repair.

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

The 2004 adopted budget reduced replacement cart funding by (\$200,000) during the budget amendment process.

- 5a. 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. There is no excess funding in the division's replacement equipment account.

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

The department's remaining operating funds are designated for anticipated expenditures through the end of 2004. If existing funds were used to purchase carts, a contingent fund appropriation may be needed to cover part of December's solid waste or salt usage expenses.

6. State why funding was not included in the Budget.

The Common Council reduced funding for replacement carts by (\$200,000) during the 2004 budget amendment process.

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

That is dependent on the funding the Council provides for replacement carts in the 2005 adopted budget.

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?

The Department requested \$283,000 in contingent funding for replacement carts in 2003.

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?

The Common Council reduced funding for replacement carts in the 2004 adopted budget even though historical data shows that the Department requires 25,000 to 30,000 replacement carts annually.

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?

The performance measure affected by this request is 4010, solid waste collection. Approval of this request would enable the division to maintain current service levels to City residents.

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

If this request is not approved, the Department will not have carts available for new housing units or replacements for carts either missing or damaged beyond repair. The City would be in violation of its 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?

**If you have any questions about the completion of this form, you may call the
Fiscal Research Manager at extension 8686.**

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

Staff Assistant, Finance & Personnel Committee, Room 205, City Hall (6 COPIES)
Special Assistant, Finance & Personnel Committee, Room 205, City Hall (1 COPY)
Fiscal Research Manager, LRB-Common Council, Room B-11, City Hall (2 COPIES)
Budget & Management Director, DOA, Room 307, City Hall (2 COPIES)