



Department of Administration
Budget and Management Division

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Reply to Common Council File No. 241774

April 10, 2025

Common Council File 241774 contains a resolution appropriating up to \$826,674 from the 2024 Common Council Contingent Fund for closing the 2024 financial books due to unanticipated shortfalls in current-year operating expenses.

This file is introduced to provide appropriation authority for various 2024 budget accounts which had expenditures more than their budget appropriations and do not have other means of being closed out. The Contingent Fund is established to provide funding authority for accounts in these circumstances. This file is needed to authorize transfers from the Contingent Fund to the accounts specified in the resolution to close the 2024 financial books.

Several accounts require Contingent Fund transfers:

- The Department of Neighborhood Services operating account requires a transfer of \$352,526 due to increased salary expenses in the reimbursements to other city departments and contractors.
- The Election Commission operating account requires a transfer of \$226,216 due to the unforeseen additional elections that occurred in 2024. The Department had to accommodate two additional elections that were not budgeted for, as well as four MPS recall efforts attempts that had to be administered.
- The Library operating account requires a transfer of \$97,727 due to contracted security costs increasing mid-year.
- The Department of Public Works – Infrastructure Division operating account requires a transfer of \$86,444 due to significantly higher costs for construction materials and electrical supplies
- The City Collection Contract Special Purpose Account requires a transfer of \$39,476 due to costs slightly exceeding the 2024 appropriation.
- The City Attorney operating account requires a transfer of \$15,345 due to an unexpected increase in the use of auxiliary staff to cover staffing gaps.
- The Graffiti Abatement Fund Special Purpose account requires a transfer of \$6,056 due to greater than anticipated expenditures for work performed in 2024.
- The Department of Neighborhood Services Lake Anderson Tower special fund account requires a transfer of \$2,884 based on actual expenditures in 2024.

As of 4/9/2024, there is an uncommitted balance of \$1,008,156 remaining in the 2024 Contingent Fund. This file will transfer \$826,674 of the remaining 2024 Contingent Fund to various accounts so that these funds can be used to offset expenditures that exceeded budget appropriations. These expenses have already been incurred, so funding must be provided to offset the expense. The remaining contingent fund balance of \$181,482 will lapse to the general fund.

RECOMMENDATION: ADOPT COMMON COUNCIL FILE NUMBER 241774

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Budget and Fiscal Policy Operations Manager

BJR: awc
CONFUND/2024/Closeout/241774sr

