

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Administration CONTACT PERSON & PHONE NO.: Rhonda Kelsey, ext. 5552

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. Transfer \$50,000 from the Contingent Fund to the Department of Administration's operating budget account number (0001-1513-R999-634000) to fund the anticipated shortfall to be paid to the consultant who processes certification applications as result of eliminating the current sliding scale certification fee structure and implementing a \$50.00 flat fee.
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. This funding will allow the Department to pay the consultant to process the certification applications for small businesses to become certified with the City.
3. Describe the circumstances, which prompt the request. A file (0115055) was approved at the April 15, 2002 Economic Development Committee, eliminating the current sliding scale fee structure designed to offset payment to the consultant.
4. What are the consequences of not providing the program, service, or activity that is funded by this request? Small businesses will not be able to obtain certification through the City and will lose contracting opportunities with the City as a result of not providing this service.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question. The current budget is based on the sliding scale fee structure. By reducing the fee to a flat \$50.00 fee, the amount of revenue generated will not be adequate funding to cover the cost of providing this service.
- 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.
- 5b. What are the consequences of using budgeted operating funds for this request? Budgeted operating funds are not available for this request.

6. State why funding was not included in the Budget. Funding was not included in the budget because it is based on the current sliding scale fee structure.

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

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?

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? 0

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? N/A

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

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?

#18960

**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)