

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

CC-8

DEPT.: Comptroller CONTACT PERSON & PHONE NO.: Beverly LaFlex, X2308

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.
Transfer appropriations from 2000 Contingent Fund to non-departmental Special Purpose Account - Boards and Commissions Reimbursement Expense Fund (5108) in the amount of \$3,300
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 purpose of this action is to provide additional appropriations to meet obligations to reimburse public members of authorized boards itemized in the salary ordinance and to which boards have submitted reimbursements
3. Describe the circumstances which prompt the request.
Payments to the Library Board and the Domestic Violence and Sexual Assault Commission can not be processed due to insufficient funds (appropriations), all other boards have been reimbursed.
4. What are the consequences of not providing the program, service, or activity which is funded by this request?
City would not be in compliance with salary ordinance.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.
Budget was based on an estimate of the prior years; Actual expenditures for meetings attended are greater than anticipated.

- 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, This is a special purpose account (non-departmental)

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

Not Applicable

6. State why funding was not included in the Budget

<i>Funding was included in the amount of</i>	<i>\$ 14,000 -</i>
<i>Payment obligations</i>	<i>17,300</i>
<i>Additional Funds Required</i>	<i>\$ 3,300</i>

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

Current year only

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? *1988*

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?

*Not Applicable - This is a non-departmental
Special Purpose Account*

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 ~~see~~ measures are affected by this request, and what are the anticipated changes if the entire Contingent Fund request is approved?

Not Applicable - Special Purpose Account

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

Not Applicable - Special Purpose Account

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.**