

FINANCE & PERSONNEL COMMITTEE CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: City Attorney CONTACT PERSON & PHONE NO.: Grant F. Langley, ext. 2601

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

CHECK ONE:	<input type="checkbox"/>	EMERGENCY CIRCUMSTANCES
	<input type="checkbox"/>	OBLIGATORY CIRCUMSTANCES
PRINCIPALS	<input type="checkbox"/>	FISCAL ADVANTAGE/COMPLIANCE WITH FISCAL MANAGEMENT

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.

Requesting a \$500,000 appropriation from the Common Council Contingent Fund to the Damages & Claims Fund.

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.
3. The purpose of the request is to replenish the Damages & Claims Fund to cover an anticipated shortage in the Damages & Claims Fund.
4. What are the consequences of not providing the program, service, or activity which is funded by this request?

The consequences of not providing the funding is that are City will not fulfill its legal obligations.

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

Budgeted funds were insufficient because of some large settlements and judgments that were paid.

- 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. The City maintains a Damages & Claims Fund and a Contingent Fund to pay claims and judgments.

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

Not applicable.

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

There was insufficient funding in the Budget because it was recommend that the Damages & Claims Fund budget be reduced.

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

The conditions prompting the 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?

A similar request was made in 1995.

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?

Budgeted funding is not sufficient to meet our unanticipated legal obligations.

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?

Not Applicable.

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?

Not Applicable.

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

Not Applicable.

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)