

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: City Attorney CONTACT PERSON & PHONE NO.: Barbara Woldt

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.

Resolution reserves a \$15,000 appropriation within the Common Council Contingent Fund for transfer 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.

The purpose of the request is to supplement the Damages & Claims Fund to cover an anticipated shortage in the Damages & Claims Fund. This action is necessary to meet the City's legal obligations.

3. Describe the circumstances which prompt the request.

The circumstances that prompt the request are the payment of some year-end legal obligations that must be paid for with 2003 Damages & Claims funds.

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

The city will not meet 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 not sufficient because of some large judgments and settlements that were previously approved and paid by the Common Council.

- 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, these obligations are paid from the Damages & Claims Fund.

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

The amount being requested is much greater than available operating funds. Using any departmental funds would cause a shortage in the City Attorney's operating budget.

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

Legal expenses have been unexpected or more than anticipated.

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

Yes.

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?

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?

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?

None.

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

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?

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**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)