

## **CITY COMMISSION CONTINGENCY POLICY**

### **PURPOSE**

This policy is adopted by the Gainesville City Commission to establish criteria for the allocation of funds from the City Commission's Contingency Account.

### **POLICY**

The City Commission will allocate funds (from its contingency account) to outside entities where the expenditure is classified as a public purpose, based on the following criteria:

- Special events
- Special projects or pilot programs
- Grant matches or capital donations for Non-profit organizations
- Co-sponsorship for fund-raising events
- Up to \$10,000

The City Commission will allocate funds (from its contingency account) for internal requests from City departments that are one-time in nature and will not obligate the City on a recurring basis. The following criteria is required for allocation:

- Consulting fees for a specified study
- Grant matches
- Unanticipated repairs
- Office relocation expenses
- Special events
- Pilot Programs/Services
- Capital Equipment
- Cost must exceed \$2,500

### **SPENDING AUTHORITY**

The City Manager is authorized by the City Commission to execute contracts with outside entities in accordance with the City's Purchasing Policies and to transfer funds for departmental use as specified and approved. A financial accounting of such spending will be submitted to the City Commission by the City Manager through the quarterly monitoring report prepared for the Audit and Finance Committee.

### **FORM OF REQUEST**

All requests must be made using the proper Request Form and submitted to the City Manager for review and approval. The request must be completed in full for consideration. Failure to demonstrate public purpose will result in denial of the request. Upon City Manager approval of the request form, the request shall be placed on the City Commission agenda for final review and action.