



City of Gainesville

Text File

City Hall
200 East University Avenue
Gainesville, Florida 32601

Introduced: 10/9/2006

File Number: 050167.

Version: 1

Status: Passed

..Title

City Commission Contingency Funding Allocation Policy (B)

This item recommends a policy and procedure for requesting funds from the City Commission Contingency.

..Explanation

On July 11, 2005, the City Commission referred this item to the Personnel & Organizational Structure Committee. Staff conducted a survey of 14 peer cities to determine if they have a policy or other written guidelines for allocating contingency funds. Most of the cities responding did not have a formal policy.

Staff reviewed allocations granted over the last five years and developed a draft policy and procedure based on the categories reflected in those allocations.

The draft policy outlines two types of requests: Outside Agency Requests and Internal Requests from City Departments. Each request must demonstrate a public purpose to be eligible for funding. Each request requires that the proper form be completed and submitted to the City Manager's office for review. Upon approval by the City Manager, the request will be placed on the City Commission agenda for approval by the elected body.

..Fiscal Note

None

..Recommendation

The City Commission: 1) approve the City Commission Contingency Policy and the related request forms; and, 2) approve removing this item from the Personnel & Organizational Structure Committee referral list.

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.

Request For City Commission Contingency Funds City Department

Name of Responsible Manager:

Date of Request:

Name of Department Requesting Funds	
Amount Requested (minimum of \$2,500)	
Expected Date of Expenditure of Funds	
Reason for Request: <i>(please provide detailed explanation)</i>	

Category of Request: *(please check one)*

Consulting Fees related to special study <i>(please provide scope of services)</i>		
Unanticipated Repairs <i>(include name facility, extent and description of repairs needed, and alternative action)</i>		
Grant Match <i>(include name of grant, grant agency and % of matching funds needed)</i>		
Office relocation expenses <i>(include relocation address and reason for move)</i>		
Pilot Program <i>(include name and description of program and expected start date)</i>		
Special Event <i>(include name & date of event)</i>		
Capital Equipment <i>(include description and reason for emergency need)</i>		
Other <i>(please explain)</i>		

City Manager has reviewed and accepted this request for inclusion on City Commission Agenda for meeting of _____.
Date

City Manager Signature

Date

Request For City Commission Contingency Funds Outside Entity

Name of Individual Requesting Funds:

Address:

Telephone:

Date of Request:

Name of Organization Requesting Funds	
Amount Requested (not to exceed \$10,000)	
Expected Date of Expenditure of Funds	
Public Purpose <i>(use of funds must classify as a public purpose – please explain)</i>	

Category of Request: *(please check one and provide name of event, program, etc and explanation)*

Special Event <i>(include name and date of event)</i>		
Special Project or Pilot Program <i>(include name and explanation of program)</i>		
Grant Match <i>(include name of grant, grant agency and % of matching funds needed)</i>		
Capital Donation for Non-profit organization <i>(include name of organization & description of capital improvement)</i>		
Co-Sponsorship of fund-raising event <i>(include name & date of event)</i>		
Other <i>(please explain)</i>		

City Manager has reviewed and accepted this request for inclusion on City Commission Agenda for meeting of _____.
Date

City Manager Signature

Date



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File Type: Discussion Item

Status: Passed

Version: 1

Reference:

Controlling Body: Personnel and
Organizational
Structure Committee

File Name: City Commission Contingency Funding Allocation Policy (B)

Introduced: 10/9/2006

Requester:

Cost:

Final Action: 10/9/2006

Title: City Commission Contingency Funding Allocation Policy (B)

This item recommends a policy and procedure for requesting funds from the City Commission Contingency.

Sponsors:

Notes: This item is being forwarded from the Personnel & Organizational Structure Committee

Indexes:

Attachments: 050167_200610091300.PDF

History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	City Commission	7/11/2005	Referred	Personnel and Organizational Structure Committee	1/11/2006	10/9/2006	Pass
0	Personnel and Organizational Structure Committee	8/2/2005	Discussed				
	Action Note: The Personnel & Organizational Structure Committee requested Mark Benton, Finance Director develop a policy for allocation of the City Commission Contingency Funds and submit in writing the funding guidelines/requirements to the Clerk of Commission requesting the guidelines be attached to the City Commission rules.						
0	Personnel and Organizational Structure Committee	10/4/2005	Heard				
0	Personnel and Organizational Structure Committee	1/17/2006	Discussed				
	Action Note: The Personnel & Organizational Structure Committee requested this item to return to the next P & O Committee Meeting in February 2006. The committee requested Becky Rountree, Administrative Services Director, make revisions to the procedures to request funding (the procedures should include events per project). The committee also requested Becky Rountree to generate a form for outside entities and city departments explaining the proper procedures. The form should direct entities how to go through the annual budget/grant process. All requests will be submitted to the City Manager by completing the appropriate forms and the City Manager will determine if there is a public purpose and if the request should be forwarded to the City Commission.						



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0	Personnel and Organizational Structure Committee	8/22/2006	Approved as Recommended	Pass
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Action Note: The Personnel & Organizational Structure Committee reviewed the draft policy and procedure for requesting funds from the City Commission Contingency fund and requested this item to be forwarded to the City Commission for approval of the policy, related request forms and the removal of this item from the Personnel & Organizational Structure Committee referral list.

1	City Commission	10/9/2006	Approved as Amended	Pass
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Action Note: City of Gainesville Administrative Services Director Becky Rountree and Police Chief Norm Botsford gave presentations.

AMENDMENT: Page 1 of the policy under "Policy" instead of "based on the following criteria", insert, "include the following criteria".
