

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: EMPLOYEE RELATIONS CONTACT PERSON & PHONE NO.: EDWIN REYES/2988

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.
Request transfer of up to \$100,000 from the 2011 Common Council Contingent Fund to the Unemployment Compensation Special Purpose Account, 006100 0001 1650 0001 S172 2011.
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.

Requested Funding is intended to help pay a one time special assessment fee of \$149,558.26 from the State of Wisconsin.

3. Describe the circumstances which prompt the request.

The one-time special assessment fee is the result of interest fees that were incurred when Wisconsin's Unemployment Fund exhausted its reserves and had to borrow from the Federal Unemployment Trust Fund to continue paying Unemployment Compensation benefits. State law requires Wisconsin to assess employers separately for the payment of interest due on these loans. The fee amount is based on the employer's taxable payroll for 2010.

Due to the unexpected special assessment fee, expenses for unemployment compensation SPA for the first nine months of 2011 have exceeded 94% of \$1,065,000 budgeted.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?
This is a non-discretionary expense.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.

Prior to receiving the special assessment fee, expenditures for the Unemployment Compensation Special Purpose account were expected to be under budget for 2011. The anticipated excess funds are being used to offset a portion of the special assessment.

- 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?

All excess funds will be used to offset a portion (\$40,000-\$50,000) of the special assessment.

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

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

The State of Wisconsin assessed a one time special assessment to the account of \$149,558 for 2011. The City was not aware that this assessment was going to take place and was not included in the funding request.

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

We understand from the State that this is one-time special assessment that is unlikely to be repeated.

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? 2006

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?

No changes are anticipated.

13. What reductions to performance measures are expected if the request is not approved?
No reductions are anticipated if request is not approved as these are non-discretionary expenses.
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, 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)

**If you have any questions about the completion of this form, you may call the
Fiscal Research Manager at extension 8686.**