

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Administration Budget & Management Division CONTACT PERSON & PHONE NO.: Patrick Hartmann 286-8527

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.

\$9,583 in Contingent funds would be appropriated to the Convention and Travel Expenses Fund Account 0001-9990-S800-006300.

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.

Milwaukee code Section 350-181 2 a-5 sets a quota of 42 departmental staff and commission members to attend conventions in fiscal year 2001 with funding from the Convention and Travel Expenses Fund. Funding will provide professional development for city employees. Please see (attachment A)

3. Describe the circumstances which prompt the request.

35 out of the 42 authorized conventions have been requested, however, the cost of these requests exceeds the \$55,000 available in the Convention and Travel Expenses fund by \$9,583. Convention expenses average approximately \$1,900 per attendant. Funding of \$55,000 in the Convention and Travel Expenses Fund is inadequate to accommodate 42 convention attendants.

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

The intended purpose of the Convention and Travel Expense fund will not be realized. It will not provide full funding for convention attendance by department staff and commission members.

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

With convention attendance in 2001 averaging approximately \$1,900, the \$55,000 budgeted for the Convention and Travel Expenses fund is inadequate to accommodate the attendance of 42 departmental staff and commission

members as indicated in Milwaukee Code Section 350-181-2-a-5). At this average cost per attendant, approximately \$80,000 would be needed.

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?

Departments could likely charge convention attendance expenses to their operating accounts in 2001. This however, would contradict the intended purpose of the Convention and Travel Expense Fund to provide convention attendance to 42 department staff and commission members.

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

Departments would incur unanticipated costs resulting from insufficient funding available in the Convention and Travel Expense Fund.

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

Changes in convention costs have not been included in the budget for 2001. \$55,000 is not sufficient to pay for convention attendance averaging \$1,900 per person for 42 department staff and commission members.

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

Conditions will likely persist unless a change is made to either increase the amount of funds included in the budget for the Convention and Travel Expense Fund or convention attendance payments are limited to a maximum amount

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?

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?

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?

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 Supervisor at extension 2299.**