

**FINANCE & PERSONNEL COMMITTEE**  
**CONTINGENT FUND REQUEST INFORMATION FORM**

DEPT.: Administration CONTACT PERSON & PHONE NO.: Mark Nicolini x5060

**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.

Appropriate \$143,000 from the 2006 Common Council Contingent Fund to a special fund under the control of the Department of Administration for the implementation of a skilled trades training, certification and apprenticeship/employment placement program.

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.

An intergovernmental cooperation agreement between the city and MMSD to provide construction trades training, certification, apprenticeship and employment placement for city residents.

3. Describe the circumstances which prompt the request.

Common Council budget amendment 5a to the 2006 budget provided \$143,000 of debt finance expenditure authority in three capital accounts for a "training and certification program for specific skilled trades for Milwaukee residents". The amendment made the Department of Administration (DOA) responsible for program administration.

DOA and the Mayor support the development of skilled workforce capacity among the city's residents. However, the DOA has concluded that a debt financing approach limits the flexibility necessary to ensure that the funding provided results in cost effective training and actual job placement. The use of cash financing allows for a greater range of employment and training options, including the eventual placement of participants in skilled work in both city capital projects as well as in employment with other private and public sector entities.

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

The city could implement a debt financed program in which job placement would be limited to city construction contracts. This is likely to result in no more than 10 job placements compared to 35 under the approach that this file proposes.

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

The budget provides debt financing tied to specific capital accounts, which is more restricted in its application than cash financing.

- 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

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

None available.

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

Funding was included, but it was debt financing not cash.

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

Limited to current year

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?

See response #5 and #6

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?

55 residents complete training program  
50 residents pass an apprenticeship test  
35 residents successfully placed in employment

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?

See response to question #11 - these are the expected deliverables if the entire \$143,000 is expended. Note: 75% of the expenditures are performance based, i.e., payments are dependent on successful training and placement outcomes.

13. What reductions to performance measures are expected if the request is not approved?

Not applicable - this is a new program.

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.**