FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.:__Employes' Retirement System_____CONTACT PERSON & PHONE NO.:___Martin Matson x2673_____

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.
   Policemen's Annuity and Benefit Fund required contribution - $56,972

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.
   Required contribution to fund the retirement plan.

3. Describe the circumstances which prompt the request.
   Annual valuation to determine funding status.

4. What are the consequences of not providing the program, service, or activity which is funded by this request?
   The city is required to fulfill its pension obligations by law. Future costs could be greater if current contributions are not made.

5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.
   The funds were not budgeted for 2008, as no accurate contribution number was available.

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?
   N/A

6. State why funding was not included in the Budget.
   See #5 above.

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

    Valuations are done annually. Future contributions may be necessary.

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?

    N/A

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

    N/A

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 <u>capital purpose accounts</u>:

16. Does this request transfer an appropriation into a <u>capital purpose subaccount</u>? ☐ 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?

    N/A

18. Does this request fund a project <u>outside the normal order</u> 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 <u>Budget request</u>? ☐ YES ☒ NO

    *If not, why not? See #5 above.

    #18960