



Department of Employee Relations

January 16, 2002

To the Honorable
Common Council
Finance and Personnel Committee
2000 East Wells Street
Milwaukee, Wisconsin 53202

John O. Norquist
Mayor

Jeffrey Hansen
Director

Florence Dukes
Deputy Director

Frank Forbes
Labor Negotiator

Michael Brady
Employee Benefits Manager

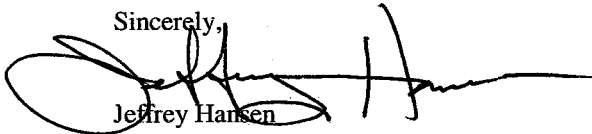
RE: COMMON COUNCIL FILE REGARDING 2001 CONTINGENT FUND TRANSFER

Dear Ladies and Gentleman:

Please introduce a file at the Common Council meeting on Tuesday January 22, 2002 in title only to transfer funds from the 2001 Common Council Contingent Fund, actual amount yet to be determined, to the 2001 Tuition Benefit Special Purpose Account. This is final 2001 year end closing and we want to make certain all expenditures have been captured by FMIS Financials before submitting final numbers.

Information to fill the file will be forwarded by January 31, 2002.

Sincerely,



Jeffrey Hansen
Employee Relations Director

City Comptroller W. Martin Morics
Mark Ramion, LRB
Dennis Yaccarino, Budget Office
Florence Dukes
Edwin Reyes