

FINANCE & PERSONNEL COMMITTEE CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Election Commission CONTACT PERSON & PHONE NO.: Julietta Henry, Executive Director, 286-3491

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.

Please transfer \$322,077.96 from the Contingency Fund to Election Commission accounts. The Election Commission incurred these costs when conducting Special Elections for Milwaukee County. On September 11, 2002, Milwaukee County reimbursed \$247,921.06, which represents the costs associated with the city-wide elections for County Executive held in April.

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.

The funds are needed to conduct the Fall General Election on November 5, 2002.

3. Describe the circumstances which prompt the request.

The funds budgeted to conduct regularly scheduled elections in 2002 have been expended to conduct unscheduled elections for various Milwaukee County positions.

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

The Fall General Election on November 5, 2002 will not occur.

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

The funds have been expended to conduct a special election due to the resignation of the County Executive, and several recall elections for Milwaukee County were not originally in the Budget.

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?

All operating funds budgeted for elections are being utilized to conduct elections.

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

The special recall elections conducted for Milwaukee County were not anticipated.

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

Yes. However, according to State Statutes the municipality is responsible for conducting elections, if ordered to do so by other branches of government.

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?

All performance measures are affected by this request.

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

Without the requested funds, the Fall General Election is in jeopardy.

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?

State Statutes mandate that the City conduct these elections. The Statutes also mandates that the County reimburse the City for its expenses in Section 7.03(bm):

“Whenever a special election is called by a county or by a school district, technical college district, a sewerage district, a sanitary district or a public inland lake protection and rehabilitation district, the county or district shall pay the compensation of all election officials, as determined under sub. (2).”

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?

Due to the inability to foresee the necessity of these elections, the Budget does not reflect the costs associated with these special elections.

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.**