

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: EMPLOYEE RELATIONS CONTACT PERSON & PHONE NO.: EDWIN REYES/2988

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.
Request transfer of \$27,100 from the 2006 Common Council Contingent Fund to the Alternative Transportation Special Purpose Account, 006100 0001 1650 0001 S104 2006.
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.
Funding requested is intended to pay fourth quarter Commuter Value Bus Pass premiums.
3. Describe the circumstances which prompt the request.
Expenses for the Commuter Value Pass for the fourth quarter 2006 are expected to be approximately \$55,546. The account currently has a balance of \$1,870.50 from a budget of \$100,803. Another \$26,645 will be available from employee contributions, leaving an unfunded balance of \$27,100.
4. What are the consequences of not providing the program, service, or activity which is funded by this request?
The City of Milwaukee can terminate the agreement with MCTS to provide the Commuter Value Bus Pass, but in so doing the City would discontinue its efforts to promote mass transit. Such action, however, would do nothing to alleviate the need for this additional funding needed to pay the 4th quarter 2006 premiums to MCTS for the Commuter Value Bus Pass.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.
Funding for this program was based on the 2005 rates. These were the only rates available to the City until late in 2005 when MCTS gave us the 2006 rate for the Commuter Value Pass. Additionally, employee contributions that were deducted as payroll deductions in the months of November and December of 2005 were used to pay the 4th quarter 2005 fees. These employee contributions are usually carried over to the following year and the requested 2006 budget had taken them into consideration. The fact that they had to be used earlier than anticipated and in a different budget year has contributed to this shortage.
- 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 other funding sources are available.

- 5b. What are the consequences of using budgeted operating funds for this request?
There are insufficient budgeted operating funds for this purpose.
6. State why funding was not included in the Budget.
As discussed in questions #3 & 5, funding was requested at what we thought was an appropriate level based on data available at the time.
7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?
Steps have been taken to assure that we receive a rate quote from MCTS prior to our budget becoming final. The granting of this request will also help to assure that four full quarters of employee contributions are available to offset the cost of the program.
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?
Please see #3 and #5.
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?
No changes are anticipated.
13. What reductions to performance measures are expected if the request is not approved?
No reductions are anticipated if request is not approved as these are non-discretionary expenses.
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?

If you have any questions about the completion of this form, you may call the Fiscal Research Manager at extension 8686.

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)