

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: Employee Relations CONTACT PERSON & PHONE NO.: Edwin Reyes 286-2988

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 \$60,000 from the 2002 Common Council Contingent Fund to the DER Operating Budget Account 006300 0001 1650 R999 2002.

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.

Funds will be used to pay \$9,882.80 in invoices in-house that exceed available funds and another \$49,909.42 in anticipated un-billed expenses.

3. Describe the circumstances which prompt the request.

The department does not budget for interest arbitration. Those expense totaled nearly \$30,000. Additional cost over runs resulted grievance arbitrations expenses of \$57,256. The department attempted to absorb these cost with budgeted funding, but have been unable to do so.

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

There is no choice not to provide the service. Grievance and interest arbitration are covered by labor contract.

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

The department does not traditionally budget for these expenditures.

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?

The department has already transferred all available funds.

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

This request is for operating funds.

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

Interest arbitration cost are not included in our anticipated budgetary needs. These cost can exceed \$300,000 and it is never known in advance whether the union will request interest arbitration or how long the process will take. The department attempts to avoid interest arbitration. The same is true for grievance arbitration cost. Only a small portion of those cost are budgeted since it is hopefully a cost that the city would avoid whenever possible.

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

Certainly interest arbitration cost could continue into 2003 and the department will review the need for future contingent fund request at that point.

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

Interest and Grievance arbitration are covered by collective bargaining agreements.

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?

The measures will vary depending on the type of invoice being paid.

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

None

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)