

**FINANCE & PERSONNEL COMMITTEE**  
**CONTINGENT FUND REQUEST INFORMATION FORM**

DEPT.: EMPLOYEE RELATIONS CONTACT PERSON & PHONE NO.: Andrea Knickerbocker 286-3387

**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 an amount of \$40,000 to be reserved in the 2006 Common Council Contingent Fund for the Tuition Reimbursement Special Purpose Account, 006300-0001-1650-0001-S171-2006.**
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 request is intended to pay employee Tuition Reimbursement requests. Tuition Reimbursement is a fringe benefit bargained in union contracts as well as provided for non-represented employees.**
3. Describe the circumstances which prompt the request.  
**Expenses for Tuition Reimbursement in 2006 are expected to be approximately \$803,000 and we expect there to be a shortfall in the fund. A larger portion of 2005 expenses than was expected was paid in 2006 since a portion of fall semester requests are paid at the beginning of the next year. Normally there is an amount carried over into the next year.**
4. What are the consequences of not providing the program, service, or activity which is funded by this request?  
**Tuition Reimbursement is a benefit agreed to by union contract as well as provided for non-represented employees.**
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.  
**Funding for the special purpose account in 2006 was based upon 2004 experience at \$710,000. Tuition Reimbursement requests have increased in 2005 and 2006. The fund did not experience increased expenditures until 2006, since a portion of the fall semester reimbursements are processed in the next year.**
- 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?
- 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.  
**Funding for the special purpose account in 2006 was based upon 2004 experience at \$710,000. Tuition Reimbursement requests have increased in 2005 and 2006.**
7. Will the conditions prompting the request be limited to the current year, or will they continue into the following

year?

**Reserving funds in the 2006 Contingent Fund may alleviate the need for any additional funds in 2007.**

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?

**Tuition Reimbursement benefits were increased for a number of employee groups beginning in 2005 and 2006.**

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)