

**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 \$30,000 to be reserved in the 2007 Common Council Contingent Fund for the Tuition Reimbursement Special Purpose Account, 006300-0001-1650-0001-S171-2007.
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 via Common Council resolution.
3. Describe the circumstances which prompt the request.  
Expenses for Tuition Reimbursement in 2007 are expected to be approximately \$770,000 and we expect there to be a shortfall in the fund. At the time funding levels for the 2007 budget were set, the extent of annual carryover expenditures was not known and therefore not taken into consideration. The 2008 budget allocation for the Tuition Reimbursement Special Purpose Account was increased by \$20,000 to account for current carryover amounts and increased usage.
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.  
Over the last couple of years the amount of reimbursement requests from certain employee groups (MPA, MPSO, TEAM, and Management Pay Plan employees) has increased significantly due to increases in the benefit amount and increases in the number of employees electing to use the benefit for professional development purposes.
- 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?  
There are insufficient budgeted operating funds for this purpose.

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

**At the time funding levels for the 2007 budget were set, the extent of annual carryover expenditures was not known.**

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

**The 2008 budget allocation for the Tuition Reimbursement Special Purpose Account was increased by \$20,000 to account for current carryover amounts and increased usage.**

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? **2006**

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)