

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 \$160,000 from the 2002 Common Council Contingent Fund to the Unemployment Compensation Special Purpose Account 612501 0001 1652 1615 S172 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.**
 These funds will be used to pay unemployment compensation claims during the final quarter of 2002.
3. **Describe the circumstances which prompt the request.**
 This SPA is budgeted at \$800,000 for 2002. Through September, \$758,811 has been paid in UC Claims, leaving only \$41,189 to fund the final three months of 2002.
4. **What are the consequences of not providing the program, service, or activity which is funded by this request?**
 This is a non-discretionary expense that must be paid. We do not have the option of not providing the benefit.
5. **Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in Question.**
 Unemployment compensation claims are a function of the number of City employees that are laid off or terminated and of any actions taken by the State of Wisconsin. In 2002 the State did extend a claimants eligibility period and a temporary Supplemental Benefits program was implemented by the State between March 3, 2002 to December 28, 2002.
- 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?**
 There are no unexpended funds that can be used.

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

Budgeted operating funds are insufficient to meet this request and are an inappropriate use of operating fund dollars.

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

The budget in 2002 for this expense is \$800,000, a 3.23% increase over the 2001 budget. The 2002 UC claims are running 42% higher than in 2001.

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

It is conceivable that we may experience greater than normal UC claims activity into 2003 given the fiscal problems facing all employers due to the state of the economy.

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? Possibly in 1997.

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?

These are non-discretionary expenses. The funding level is set based on historical figures, but we are bound to pay all expenses whether or not they come in below or over budget.

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?

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

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?

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.