

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: DOA BMD CONTACT PERSON & PHONE NO.: DAVID SCRHOEDER, 8524

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.
 Appropriate up to \$3.0 million to the Department of Public Works Operations Division operating account 0001-5450-R999-006300 (2008).
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.
 Due to excessive snow fall in early 2008, resulting in more snow and ice control operations than budgeted has resulted in the department's accounts not having sufficient funding to cover regular operating obligations.
3. Describe the circumstances which prompt the request.
 DPW Operations operating account balance is less than \$300,000, which will likely be depleted in the next two weeks. This will result in the department not being able to process invoice payments to vendors.
4. What are the consequences of not providing the program, service, or activity which is funded by this request?
 Vendor invoices will not be paid, resulting in possible action against the city.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.
 Snowfall in early 2008 and resulting operations was in excess of what is budgeted for the entire year. Budgets are based upon snowfall and resulting activity averages.

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?

No budgeted funds available.

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

Record breaking snowfalls occurred in early 2008.

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

2008 impact only.

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? 2007

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?

Record breaking snowfalls occurred in early 2008.

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 to services levels expected.

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

Department will not be able to process pending invoices.

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.

Pending FEMA amount awarded to the City of Milwaukee.

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.**