

CC-8

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT.: LIBRARY BOARD

CONTACT PERSON & PHONE NO.: TAJ SCHOENING 286-3024

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 account(s) to which the Contingent Fund appropriation would be made.

Increase allocation in 2002 Special Fund A/C #0001-8610-R862-006300 by
\$285,555 to a new balance of \$1,196,147.

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.

Reciprocal borrowing imbalance based upon material ownership circulation
transactions. Greenfield and Wauwatosa Libraries recently signed the MCFLS
Membership Agreement, increasing the total owed by the City.

3. Describe the circumstances which prompt the request.

Payment covers contractual liability for the period of October 1, 2000 through
September 30, 2001 per MCFLS Member Agreement-Common Council Resolution #001161
dated 02/06/01.

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

Services have already been provided so this is not an option.

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

Funding for three non-signatory system members was included in the 2002 Contingent
Fund Request. The \$285,555 represents payment to two suburban libraries who have
recently signed the Member Agreement. Payment to West Allis Library was previously
approved per CC Resolution #011136.

- 5 a. Are there any unexpended funds in the departmental control account for which this appropriation is requested, that could be used to fund this request?

None.

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

Funding was purposely put into contingent fund to cover this circumstance.
It had been in operating budget originally.

6. State why funding was not included in the Budget

Please refer to Question #5 for explanation.

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

Limited to current year.

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? 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?

Please refer to Question #5 for explanation.

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 Contigent 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?

N/A

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

N/A

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, ROOM 205, CITY HALL (6 COPIES)

SPECIAL ASSISTANT, FINANCE & PERSONNEL COMMITTEE, ROOM 205, CITY HALL

FISCAL RESEARCH ~~SUPERVISOR~~, ROOM B-4, CITY HALL (2 COPIES)

BUDGET & MANAGEMENT DIRECTOR, ROOM 307, CITY HALL (2 COPIES)

**If you have any questions about the completion of this form, you may call the
Fiscal Research ~~Supervisor~~ at extension 2299.**

8686