

FINANCE & PERSONNEL COMMITTEE
CONTINGENT FUND REQUEST INFORMATION FORM

DEPT. Milwaukee Public Library CONTACT PERSON & PHONE NO. Taj Schoening, extension 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 accounts(s) to which the Contingent Fund appropriation would be made.
 This resolution authorizes the Library to accept up to \$245,000 from various organizations for the Villard Square Library project and increases the capital account LB145090100 to allow expenditure of these funds. Funds received will be deposited as revenue in the debt service fund to offset capital or borrowing costs.
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.
 Acceptance of funding from the additional will enable the Library to complete the construction of the Villard Square Library.
3. Describe the circumstances which prompt the request.
 This additional funding was not known at the time the capital budget for construction of Villard Square was prepared.
4. What are the consequences of not providing the program, service, or activity which is funded by this request?
 These funds are necessary to complete the Villard Square Library project.
5. Explain why funds authorized in the Budget are insufficient to provide for the program, service, or activity in question.
 The city capital funds are only part of the total project budget, which includes New Market Tax Credits in addition to these funds.
- 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?
These are capital construction costs. The operating budget does not include any funding for this project.
6. State why funding was not included in the Budget.
This additional funding was not known at the time the capital budget for construction of Villard Square was prepared.
7. Will the conditions prompting the request be limited to the current year, or will they continue into the following year?
The project will be completed in 2011.
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?
Funding is for construction.
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?
Not applicable. This is capital funding.
13. What reductions to performance measures are expected if the request is not approved?
Not applicable. This is capital funding.
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?
NO.

17. Why is the project for which Contingent Funds are requested more important than other similar projects?
Construction is in process.

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?

This additional funding was not known at the time the capital budget for construction of Villard Square was prepared.

C. THANK YOU FOR YOUR COOPERATION. PLEASE SEND A COPY OF YOUR RESPONSE TO:

Staff Assistant, Finance & Personnel Committee, Room 205, City Hall
Manager, Legislative Reference Bureau, Room 307, City Hall
Budget & Management Director, DOA, Room 603, City Hall

If you have any questions about the completion of this form, you may call the Director of the Legislative Reference Bureau (x2267)