

FINANCE & PERSONNEL COMMITTEE  
**CONTINGENT FUND REQUEST INFORMATION FORM**

DEPT.: DPW Infrastructure Services CONTACT PERSON & PHONE NO.: Jeffery S. Polenske, 286-2400

**A. REASON FOR REQUEST** (Refer to File 921360 for definitions)

CHECK ONE:       EMERGGENCY 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.

A Total of \$50,000 is requested from the Common Council Contingency Fund for the installation of a traffic signal at the intersection of West Hampton Avenue and North 35<sup>th</sup> Street. Fund transfers should be made to the Department of Public Works Capital Improvement Account ST220040000.

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.

The funds transferred will be used to design and install traffic signals at the intersection of West Hampton Avenue and North 35<sup>th</sup> Street. Traffic signals are being requested at this location to assist children when crossing West Hampton Avenue.

3. Describe the circumstances which prompt the request.

Request by the local alderman on behalf of residents in the surrounding area, and by users of various schools and social facilities located on North 35<sup>th</sup> Street north of North Hampton Avenue

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

Children and other pedestrians will be required to cross West Hampton Avenue unsupervised and unassisted when the school crossing guard is not on duty.

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

The installation of a traffic signal at this intersection was not included in the Department of Public Works/Infrastructure Services Division Budget for 2004 or 2005. Funds for this installation are therefore not available.

- 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?

Funds are not available in the account for this purpose

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

N/A

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

Funds are included in the Department's 2005 Capital Improvement Program for the design and installation at one additional location. This request for installation of a signal at West Hampton Avenue and North 35<sup>th</sup> Street was made subsequent to the development of the 2005 program, and cannot be budgeted for until 2006.

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

The conditions prompting this request will continue in the future.

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? 2003

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?

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?

The requested funding would provide for the installation of one additional traffic signal more than was authorized under the adopted budget.

\*What is the estimated amount of additional service units to be provided if the entire Contingent Fund request is approved?

One additional signalized intersection would be placed into operation if the 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?

None

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

None

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?

The 2004 and 2005 Budget included funding for the installation of traffic signals at one intersection in each of those years. This request is to advance the installation of an additional signal not currently included in the 2004 or 2005 program, and which could not be budgeted for until 2006.

**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)

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

The funds requested would provide for the installation of a signal in addition to those programmed and included in the 2004 and 2005 budget.

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?

One additional intersection meeting minimum warrants for traffic signal installation has been programmed for installation in both 2005 and 2006. One signal has been included and approved in the 2005 budget with the second warranted signal location to be included in the 2006 budget request.

19. Was this project included in the Department's Budget request?  YES  NO

\*If not, why not?

The request for installation of a traffic signal at this location came subsequent to preparation and submittal of the 2004 and 2005 Capital Improvement Budget Requests, and could not be budgeted for until 2006.

**If you have any questions about the completion of this form, you may call the Fiscal Research Manager at extension 8686.**