

STATE OF COLORADO

DEPARTMENT OF TRANSPORTATION

Division of Accounting and Finance
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DATE: December 2, 2011
TO: Transportation Commission
FROM: Laurie Freedle, Budget Director
SUBJECT: TC Contingency Requests

Staff has created a form for use in analyzing requests for contingency funds from the TC. This form makes more explicit the process that Regional Transportation Directors generally follow before making a request for funding.

As you can see, it walks the requestor through many aspects that should be considered in making a request for contingency funds, including the emergency or urgent nature of a project, and examination of other funding sources.

My suggestion is that this form be used internally to allow management to examine in-depth any contingency fund requests, give the TC assurance that there is a purposeful process in place, and provide more substantial information in the budget supplement for the TC's consideration. In order to keep TC meetings on the level the TC has previously requested, it is not being suggested that there be changes in how these items are presented, other than as mentioned above, more standardization and formal consideration before a request moves forward, and more information provided to the TC in the supplement.

Any feedback the TC would like to give regarding other aspects you'd like to see considered, or additional processes you'd like to see in place, will be welcome. If you have questions about this information before the meeting, please feel free to contact me at 303-757-9171 or laurie.freedle@dot.state.co.us, or Ben Stein, CFO, at 303-757-9168, or ben.stein@dot.state.co.us.