

## ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **3:00pm on Monday**.

**\*All fields must be completed.\***

*Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: 11/14/2016

Please mark one:  Bill Request or  Resolution Request

**1. Has your agency submitted this request in the last 12 months?**

Yes  No

**If yes, please explain:**

**2. Title:** (Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.) To close out inactive special revenue funds, a request to authorize administrative actions including rescissions and cash transfers.

**3. Requesting Agency:** Department of Finance

**4. Contact Person:** (With actual knowledge of proposed ordinance/resolution.)

- **Name:** Kelly Greunke
- **Phone:** 720-913-5524
- **Email:** kelly.greunke@denvergov.org

**5. Contact Person:** (With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)

- **Name:** Stephanie Karayannis Adams
- **Phone:** 720-913-5512
- **Email:** Stephanie.adams@denvergov.org

**6. General description of proposed ordinance including contract scope of work if applicable:**

In the ongoing process to manage inactive and old special revenue funds and to prepare for the City's transition to a new financial ERP system, the Department of Finance is requesting authorization to take several administrative actions to close out inactive special revenue funds. Most these funds have not had activity since before 1999. To be closed, these funds must have a \$0.00 balance, which would require cash transfers in or out, and thus they require Council approval to be closed. The net result is a positive balance of \$898,061 that will be transferred into the General Fund.

This net positive balance is primarily due to the close out of the Special Revenue Funds for the Victims Assistance Funds, which was moved to the General Fund beginning in 2015. These programs are now funded through the general fund instead of these Special Revenue Funds.

Attached is a summary of each fund series and the subtotal for each fund series. For details on the specific transactions, a draft of the ordinance will be available.

**\*\*Please complete the following fields:** (Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field.)

- a. **Contract Control Number:** n/a
- b. **Duration:** n/a
- c. **Location:** n/a
- d. **Affected Council District:** n/a
- e. **Benefits:** Results in more accurate data as the City implements the Workday financial system by removing numerous unused funds that would otherwise need to be added into this new financial management system.

*To be completed by Mayor's Legislative Team:*

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Date Entered: \_\_\_\_\_

f. **Costs:** The net balance of these administrative actions is a positive to the General Fund. There are no costs.

7. **Is there any controversy surrounding this ordinance?** (*Groups or individuals who may have concerns about it?*) **Please explain.** None we are aware of.

**Executive Summary**

Please see the attached tables below for a list of the funds to be close out.

**Special Revenue Funds to Close.** Within fund series, positive balances will be transferred to funds with negative balances to achieve a balance of \$0. Fund series with a net positive balance will have remaining funds transferred to the General Fund.

<b>Fund Series</b>	<b>Fund Balance</b>
General Government SRFs (11000 series)	87,021.99
Public Safety SRFs (12000 series)	(263,709.06)
Health SRFs (14000 series)	(22,433.29)
Culture and Recreation SRFs (15000 series)	(38,451.04)
Community Development Special Revenue Funds (16000 Series)	5,729.59
Economic Opportunity Special Revenue Fund (17000 Series)	(39,801.86)
Special Trusts (56000 Series)	1,391.89
<b>Net Fund Balance (to be offset by transfer from General Fund)</b>	<b>(270,251.78)</b>
Victim Assistance Funds (transfer to General Fund)	1,168,313.62
<b>Total Net Impact to General Fund</b>	<b>898,061.83</b>

**Other SRF Transfers**

	<b>Transfer Amount</b>
<b>Economic Development Transfer Within Fund Series (16000)</b>	
Transfer out of 16602	(2,833,985.51)
Transfer in to 16601 and 16000	2,833,985.51
<b>Net Impact to OED Fund Series</b>	<b>0.00</b>

<b>Human Services Funds Transfer Within Fund Series</b>	<b>Transfer Amount</b>
Transfer out 13950	(242,253.39)
Transfer in to 13008	242,253.39
<b>Net Impact to Human Services Fund Series</b>	<b>0.00</b>

**Maintenance District Funds (Transfer to current maintenance districts)**

Amount transferred from inactive maintenance districts SRFs	(60,967.89 )
Amount transferred to active current maintenance districts SRFs	60,967.89
<b>Net Impact to Maintenance District Funds</b>	<b>0.00</b>

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