

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. For any questions please contact Skye Stuart.

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

Date of Request: 1/22/2018

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, contract amendment, municipal code change, supplemental request, etc.**)

Requests planned 2018 supplemental appropriation of \$4,500,000 from general fund contingency for program management services (\$3,017,900) and resources for implementation of the 2017 General Obligation Bond program in several city agencies (\$1,482,100), including Public Works, Parks and Recreation, City Attorney's Office, Community Planning and Development, Office of Economic Development, and Department of Finance.

3. Requesting Agency: Finance

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

- **Name:** Stephanie Adams or applicable agency
- **Phone:** 720-913-5512
- **Email:** Stephanie.Adams@denvergov.org

- **Name:** Laura Perry
- **Phone:** 720-913-5537
- **Email:** Laura.Perry@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 Adams or applicable agency
- **Phone:** 720-913-5512
- **Email:** Stephanie.Adams@denvergov.org

- **Name:** Laura Perry
- **Phone:** 720-913-5537
- **Email:** Laura.Perry@denvergov.org

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

\$4.5M was programmed in 2018 general fund contingency in the 2018 budget to support resources needed for the implementation of the 2017 General Obligation bond should the bond ballot initiative pass. In November 2017, all GO bond measures successfully passed. Departments have evaluated internal capacity for implementation and have requested personnel and professional services to ensure success. The City has selected Atkins North America for program management services to partner with city staff to oversee the implementation of the bond. \$3,017,900 of the \$4.5M held in contingency is requested to support Atkins' 2018 program management services pending approval of their contract by City Council.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: BR18 0105

Date Entered: _____

Below is a summary by department of the resources requested to be programmed totaling \$1,482,100 utilizing the \$4.5M reserved in general fund contingency. All new positions requested will be 8-year limited FTEs to support the life of the bond program. Some positions are partially budgeted for 2018 to remain within the funding capacity available. These positions will be fully budgeted in the 2019 budget.

City Attorney's Office: Requests \$130,900 in personnel services for 1.0 limited FTE Senior Construction Attorney to support contracts and legal review associated with the implementation of the 2017 GO Bond program. Accounting No. 01010-4500000

Office of Economic Development: Requests \$75,350 in personnel services for 1.0 limited FTE Contract Compliance Coordinator to support the Division of Small Business Opportunity. Accounting No. 01010-0110000.

Community Planning and Development: Requests \$50,830 in personnel services for 1.0 limited FTE Senior City Planner to support citywide planning activities for GO bond projects. Accounting No. 01010-0140000.

Department of Finance: Requests \$186,220 in personnel services for 3.0 limited FTEs, 1.0 limited FTE Senior Financial Analyst, 1.0 limited FTE Communications Specialist, and 1.0 limited FTE Real Estate Project Manager to support debt issuances, internal program-wide communications and community engagement coordination, and real estate acquisition needs respectively for bond projects. Accounting No. 01010-2500000.

Parks and Recreation: Requests \$240,400 in personnel services for 3.0 FTE, 1.0 FTE Project Manager I, 1.0 FTE Supervisor, and 1.0 FTE Parks Planner for coordination and oversight of parks and recreation bond capital projects. Accounting No. 01010-7000000.

Public Works: Requests \$498,400 in personnel services for 4.0 FTE and \$300,000 in professional services. The 4.0 FTE includes 3.0 FTE Project Manager II and 1.0 FTE Staff Engineer to support the implementation of transportation and mobility projects and facilities projects. \$300K in professional services is requested to support implementation of the transportation and mobility project portfolio. Accounting No. 01010-5000000.

\$3,017,900 requested to support the first year of program management services from Atkins North America. Accounting No. 31035-5000000 (*to be transferred to the capital improvement fund*)

Moving forward, all resource requests for the implementation of the bond program will be aligned with the annual budget process and program implementation plan to be developed in partnership with Atkins North America.

As of January 22, 2018, General Fund contingency stands at \$34,458,000. The transactions requested above will reduce General Fund contingency to \$29,958,000 or 87% of the original balance.

****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 – please do not leave blank.*)

- a. **Contract Control Number:** N/A
- b. **Contract Term:** N/A
- c. **Location:** Citywide
- d. **Affected Council District:** All
- e. **Benefits:** Permits agencies to onboard resources required to begin implementation of 2017 General Obligation Bond in the 2018 fiscal year without expenditures exceeding their respective budget allotments.
- f. **Contract Amount (indicate amended amount and new contract total):** N/A

7. Is there any controversy surrounding this ordinance? (*Groups or individuals who may have concerns about it?*) **Please explain.**

None that we are aware of.

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Revised 02/01/15