

**AN ORDINANCE BY FINANCE/EXECUTIVE COMMITTEE AUTHORIZING THE CHIEF FINANCIAL OFFICER TO TRANSFER FUNDS FROM THE GENERAL FUND FISCAL YEAR 2013 SURPLUS TO THE E911 FUND AND UNDERGROUND ATLANTA FUND TO REDUCE ACCUMULATED DEFICITS, AND TO RECORD ANY NECESSARY AUDIT ADJUSTMENTS TO ENSURE THE CLOSE OUT OF FISCAL YEAR 2013; AND FOR OTHER PURPOSES.**

**Review List:**

Charlene Parker	Completed	01/07/2014 10:47 AM
Jim Beard	Completed	01/07/2014 4:18 PM
Mayor's Office	Completed	01/07/2014 6:24 PM
Office of Research and Policy Analysis	Completed	01/08/2014 10:27 AM
Finance/Executive Committee	Pending	
Atlanta City Council	Pending	
Mayor's Office	Pending	

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

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WHEREAS, June 30, 2013 marked the end of Fiscal Year 2013; and

WHEREAS, the City of Atlanta's (the "City") Department of Finance desires to complete the necessary closing and adjusting entries to close out the financial books for Fiscal Year 2013.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY ORDAINS, as follows:

SECTION 1: That the Chief Financial Officer of the City is hereby authorized and instructed to transfer funds from the City's General Fund surplus to the City's E911 Fund, transfer funds from the City's General Fund surplus to the Underground Atlanta Fund and to record any necessary audit adjustments to ensure the close out of Fiscal Year 2013, as detailed in Exhibit A attached.

SECTION 2: That the Chief Financial Officer shall prepare and submit to the Mayor, the Finance/Executive Committee, and all other members of the Atlanta City Council, the City's Comprehensive Annual Financial Report for Fiscal Year 2013 within twenty (20) days of the closeout of the accounts for Fiscal Year 2013.

SECTION 3: That all Ordinances and parts of Ordinances in conflict herewith are hereby waived to the extent of the conflict.

## Exhibit A

## Transfer to Emergency Telephone (E911) Fund:

<b>Fund</b>	<b>Dept</b>	<b>Account</b>	<b>Description</b>	<b>Function</b>	<b>Amount</b>
1001 General Fund	200301	6110128	Oper Transfer Out to 2151	1540000	\$7,482,958.00
2151 E911	000002	3912001	Oper Transfer In from 1001	8000000	(\$7,482,958.00)

## Transfer to Underground Atlanta Fund:

<b>FundDeptAccountDe scriptionFunctionAm ount</b>					
1001 General Fund	200301	6110109	Oper Transfer Out to 5571	1540000	\$3,646,492.00
5571 Underground Atl	000002	3912001	Oper Transfer In from 1001	8000000	(\$3,646,492.00)

<b>FundDeptAccountDe scriptionFunctionAm ount</b>					
1001 General Fund	200301	6110129	Oper Transfer Out to 5573	1512000	\$4,124,000.00
5573 DDA Refunding	000002	3912001	Oper Transfer In from 1001	8000000	(\$4,124,000.00)

Audit Adjustments

None

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BY FINANCE/EXECUTIVE COMMITTEE**

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Fund	Dept	Account	Description	Function	Amount
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5573 DDA Refunding	000002	3912001	Oper Transfer In from 1001	8000000	(\$4,124,000.00)

### Audit Adjustments

None

### LEGISLATIVE COUNSEL REQUEST FOR LEGISLATION

**For Legislative Counsel Use Only**

\_\_\_\_\_ Date Received \_\_\_\_\_ Complete \_\_\_\_\_ Incomplete (Date returned: \_\_\_\_\_)

\_\_\_\_\_ Date of Department Consultation \_\_\_\_\_ Date of Finance Department Consultation

Commissioner Notified: \_\_\_ Yes \_\_\_ No If No, Why? \_\_\_\_\_

Legislation Required \_\_\_\_\_ Legislation Type \_\_\_\_\_  
 \_\_\_ Yes \_\_\_ No \_\_\_\_\_ Resolution \_\_\_\_\_ Ordinance

Amends the Code \_\_\_\_\_ Blueback Prepared \_\_\_\_\_  
 \_\_\_ Yes \_\_\_ No \_\_\_\_\_ Yes \_\_\_\_\_ No

Commissioner Signature \_\_\_\_\_

**Council Members Only:**  
 Authority to speak to Subject Matter Attorney \_\_\_ Yes \_\_\_ No  
 Authority to speak to Department \_\_\_ Yes \_\_\_ No

Date Submitted: 12/17/13

Department Submitting Request: Department of Finance

Person Submitting Request: Madhavi Rajdev Extension: 8453

Bureau/Division Manager: John Gaffney Extension: 6084

Requesting preliminary meeting with Legislative Counsel attorney?  Yes  No

Subject Matter of the Meeting FY 13 CLOSEOUT LEGISLATION

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission):

**If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval.**

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**Part I: Legislative Request Form:**

**Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.**

**1. Legislation Name/Project Name: FY 13 CLOSEOUT LEGISLATION**

**2. What is the purpose of this legislation? (check one)**

- Accept a grant or donation
- Amend budget
- Amend Code of Ordinances
- Amend Contract
- Anticipate funds
- Appropriate funds
- Apply for a grant or donation
- Authorize/renew Contract
- Fines/penalties
- Human Resources related
- Make a purchase
- New project
- Procuring goods
- Procuring services
- Other, please explain TRANSFER FUNDS TO CLOSEOUT FY 13

Please describe in detail the purpose of your legislation? AUTHORIZING THE CHIEF FINANCIAL OFFICER TO TRANSFER FUNDS FROM THE GENERAL FUND FISCAL YEAR 2013 SURPLUS TO THE E911 FUND AND UNDERGROUND ATLANTA FUND TO REDUCE ACCUMULATED DEFICITS, AND TO RECORD ANY NECESSARY AUDIT ADJUSTMENTS TO ENSURE THE CLOSE OUT OF FISCAL YEAR 2013

If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract:

Contract Term (months/yr):

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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3. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).
4. If there is an existing process, will this legislation impact that process? How?
5. Please explain and estimate any financial impact on the City or your Department.
- Will the City need to appropriate or transfer funds to accomplish this purpose?
  - Has this purpose already been set forth in the budget?
  - Will there be a fee or charge assessed by the City?
    - If so, how much?
    - How was the fee or charge determined?
  - What FAC #'s are needed for this legislation? Also, please provide the associated amounts. 1
  - Is a grant required for this legislation?  Yes  No
 

If so, is a matching grant required?  Yes  No
  - Will there be an increase or decrease in personnel?
    - Has HR been made aware of the need for personnel changes?  Yes  No
 

If so, who is the contact person? \_\_\_\_\_ at extension
    - Will positions be created or abolished?
  - Will additional resources be required to achieve this purpose?
    - If yes, what are those resources?
    - Has the Department estimated the cost of those resources?

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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Will revenue be generated for the City?

6. If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001).

7. Is this a computer/technology purchase?  Yes  No  
If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

**Committee of Purview:**

**Caption:**

**Council Meeting Date:**

**Requesting Dept.:**

**B. To be completed by the department :**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

The purpose of this legislation is to transfer funds from the General Fund FY 2013 surplus to the E911 fund and Underground Atlanta Fund to reduce accumulated deficits, and to record any necessary audit adjustments to ensure the close out of fiscal year 2013.

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

**3. If Applicable/Known:**

**(a) Contract Type (e.g. Professional Services, Construction Agreement, etc):**

- (b) Source Selection:
- (c) Bids/Proposals Due:
- (d) Invitations Issued:
- (e) Number of Bids:
- (f) Proposals Received:
- (g) Bidders/Proponents:
- (h) Term of Contract:

4. Fund Account Center:

5. Source of Funds: *Example: Local Assistance Grant N/A*

6. Fiscal Impact:

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. Method of Cost Recovery:

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

This Legislative Request Form Was Prepared By: Madhavi Rajdev

14-0

AN ORDINANCE  
BY FINANCE/ EXECUTIVE COMMITTEE

AN ORDINANCE AUTHORIZING THE  
CHIEF FINANCIAL OFFICER TO  
TRANSFER FUNDS AND UNDERGROUND  
ATLANTA FUND TO REDUCE  
ACCUMULATED DEFICITS, AND TO  
RECORD ANY NECESSARY AUDIT  
ADJUSTMENTS TO ENSURE THE CLOSE  
OUT OF FISCAL YEAR 2013; AND FOR  
OTHER PURPOSES.

- CONSENT REFER
  - REGULAR REPORT REFER
  - ADVERTISE & REFER
  - 1<sup>ST</sup> ADOPT 2<sup>ND</sup> READ & REFER
  - PERSONAL PAPER REFER
- Date Referred: \_\_\_\_\_
- Referred To: \_\_\_\_\_
- Date Referred: \_\_\_\_\_
- Referred To: \_\_\_\_\_
- Date Referred: \_\_\_\_\_
- Referred To: \_\_\_\_\_

First Reading

Committee \_\_\_\_\_  
Date \_\_\_\_\_  
Chair \_\_\_\_\_  
Referred To \_\_\_\_\_

FINAL COUNCIL ACTION  
 2<sup>nd</sup>  1<sup>st</sup> & 2<sup>nd</sup>  3<sup>rd</sup>  
Readings  
 Consent  V Vote  RC Vote

CERTIFIED

Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (see rev. side) Other _____ Members _____	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (see rev. side) Other _____ Members _____
Refer To _____	Refer To _____

MAYOR'S ACTION

Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (see rev. side) Other _____ Members _____	Committee _____ Date _____ Chair _____ Action Fav, Adv, Hold (see rev. side) Other _____ Members _____
Refer To _____	Refer To _____