

EXECUTIVE ORDER NO. 66

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: March 31, 2015

SUBJECT: Submission of Matters for City Council Consideration

PURPOSE: This Executive Order establishes procedures to be followed by executive branch departments and agencies prior to the filing of bills for ordinances or resolutions for the approval by the Denver City Council. The purpose of this Executive Order is to provide for proper coordination and approval of ordinance and resolution requests through the Mayor's Office prior to filing. Executive Order No. 66, "Submission of Matters for City Council Consideration", dated February 4, 2005, is hereby canceled and superseded by this Executive Order No. 66, Submission of Matters for City Council Consideration, dated, March 31, 2015.

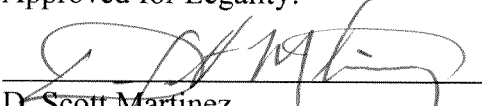
- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 66, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.
- 2.0 **Ordinance Requests:** An ordinance or resolution shall be initiated by a department or agency by submitting a written request to the Mayor's Office upon a form approved by the Mayor's Office (see Memorandum A for a copy of the form). Any ordinance request proposing changes to the Denver Revised Municipal Code shall be accompanied by draft code language in addition to submission of the required form. The person executing the request on behalf of the department or agency shall be responsible for complying with any and all applicable departmental rules and procedures prior to submitting the request. The requirement for submission of a written ordinance request to the Mayor's Office may be waived with prior approval of the Mayor's Office.
- 3.0 **Initial Processing of Ordinance Requests:** After consulting with the City Attorney and the Budget and Management Office, the Mayor's Office shall forward the request to the City Council for initial processing through a council committee, if required, and in accordance with any applicable council rules. The initiating department or agency shall be responsible for following and supporting the request in coordination with City Council in this initial process.
- 4.0 **Mayor-Council Meeting:** Unless a specific exception is granted by the Mayor's Office, no bill for an ordinance or resolution, including those ordinances and resolutions excepted from section 2.0 of this Executive Order, shall be filed with the City Council unless and until presented on a Mayor-Council meeting agenda. Mayor-Council meetings shall occur on Tuesday of each week. An agenda for the Mayor-Council meeting shall be prepared and posted by the Mayor's Office no later than Friday of each week for the following Tuesday's meeting. No late items shall be submitted unless approved by the Mayor's Office.

- 5.0 **Drafting of Bills for Ordinances and Resolutions:** The Office of the City Attorney shall be responsible for drafting council bills and resolutions, with the exception of bills related to receipt of grants, appropriations, and similar budget matters, which are drafted by the Budget and Management Office. *NOTE: If a Department/Agency is not clear about exceptions, contact the City Attorney's Office.* The initiating department or agency shall be responsible for coordinating with the City Attorney regarding the drafting of bills and resolutions prior to filing.

- 6.0 **Filing of Bills for Ordinances and Resolutions:** After presentation at a Mayor-Council meeting as provided in Section 4.0 of this Executive Order, the initiating department or agency shall be responsible, in coordination with the City Attorney or the Budget and Management Office, for ensuring the timely filing of the bill or resolution in accordance with City Council rules and procedures. In general, the City Attorney's office, or Budget and Management in coordination with Departments and Agencies are encouraged to file the bill or resolution on the next available filing date after the Mayor-Council meeting at which the item was heard.


- 7.0 **Memorandum Attachment:** The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the agency or agencies, responsible for the content of this Executive Order shall have the authority to issue policy and procedure Memorandum Attachments relative to this Executive Order.

Approved for Legality:




D. Scott Martinez
City Attorney for the City and County
Of Denver

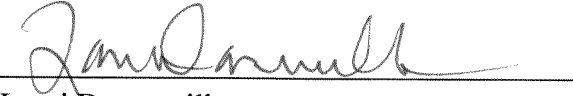
Approved:



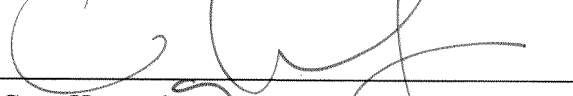
Michael B. Hancock
MAYOR



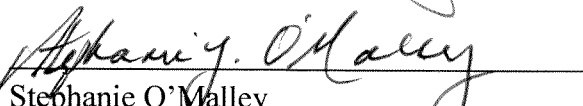
Jose Cornejo
Executive Director of Public Works




Lauri Dannemiller
Executive Director of Parks & Recreation



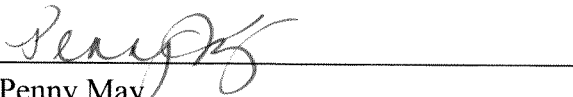
Cary Kennedy
Chief Financial Officer




Stephanie O'Malley
Executive Director of Safety



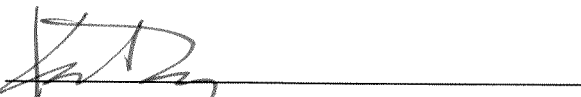
Adrienne Benavidez
Executive Director of General Services



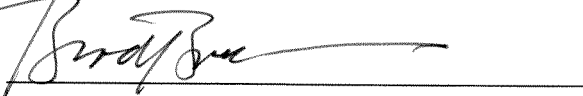
Penny May
Executive Director of Human Services



Doug Linkhart
Executive Director of Environmental Health



Kim Day
Chief Executive Officer of Aviation



Brad Buchanan
Executive Director of Community Planning
& Development

MEMORANDUM NO. 66A

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: March 31, 2015

SUBJECT: **Form For Submitting Items for City Council Review**

This Memorandum shall be attached to and become a part of Executive Order No., 66 dated, March 31, 2015, subject "Submission of Matters for City Council Consideration".

The attached form, entitled "ORDINANCE/RESOLUTION REQUEST" will be used to submit items for review.

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**. 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: _____

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.**)

[Insert title here.]

3. **Requesting Agency:**

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

- Name:
- Phone:
- Email:

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:
- Phone:
- Email:

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

[Insert general description here. If there is not enough available space, please attach an Executive Summary]

****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:**
- b. **Contract Term:**
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Contract Amount (indicate amended amount and new contract total):**

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

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____