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EXECUTIVE ORDER NO. 66

TO: **All Agencies Under the Mayor**

FROM: **Michael Johnston, Mayor**

DATE: **June 30, 2026**

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Order No. 66, "Submission of Matters for City Council Consideration", dated March 31, 2015, is hereby canceled and superseded by this Executive Order No. 66, Submission of Matters for City Council Consideration, dated, June 30, 2026.

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. 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.

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4.0 **Mayor-Council Meeting:** Except as provided in Section 5, a bill for an ordinance or resolution, including those ordinances and resolutions excepted from section 2.0 of this Executive Order, shall not be filed with the City Council unless and until it appears 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 **Exceptions:** A bill for an ordinance or resolution is not required to appear on an agenda for Mayor-Council if:

5.1 A specific exception is granted by the Mayor's Office; or

5.2 The resolution or ordinance relates to a project participating in the City's Proposition 123 Fast Track Permitting Process as required in article 32 of title 29 of the Colorado Revised Statutes, also known as the fast-track approval process and is for a right-of-way dedication, easement relinquishment, right-of-way vacation, or tier III right-of-way encroachment.

6.0 **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.

7.0 **Filing of Bills for Ordinances and Resolutions:** After an item appears on a Mayor-Council agenda, 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 appeared on the agenda.

8.0 **Memorandum Attachment:** [RESERVED].

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Approved for Legality:

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Michiko (Miko) Ando Brown
City Attorney

Approved:

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Michael Johnston
Mayor

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