

**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: November 6, 2015**

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: Approve Flexible Spending Account Appropriation:**

**3. Requesting Agency:** Office of Human Resources

**4. Contact Person:** *(with actual knowledge of proposed ordinance)*

- **Name:** Jennifer Cahoon
- **Phone:** 720-913-5521
- **Email:** Jennifer.cahoon@denvergov.org

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

- **Name:** Jennifer Cahoon
- **Phone:** 720-913-5521
- **Email:** Jennifer.cahoon@denvergov.org

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

The Flexible Spending Account Programs include the Flexible Medical Account Program, Limited Use Flexible Program, and the Dependent Care Program. The Qualified Parking Program is an additional benefit offered to employees along with the two Flexible Spending Account (FSA) Programs.

These are Federally approved Programs that allow for payment of specific services with pre-tax dollars, and are supported by the Employees Voluntary Salary Redirection Plan Special Trust Fund. The premiums for these programs are 100% funded through employee contributions processed through payroll deduction. Therefore, there are no General Fund dollars included in this request.

The City does provide General Fund support to cover the administrative costs of the Flexible Spending Account Programs which have been contracted and provided through an external organization. This General Fund support for administrative costs was requested and approved through the regular 2016 budget cycle.

For 2016, the Office of Human Resources is requesting the authority to spend \$1,728,393.81 for Medical Care, \$490,586.73 for Limited Use, \$1,127,254.00 for Dependent Care, and \$234,409.32 for the Qualified Parking Program. The total request for these three programs is \$3,580,643.86

**Please include the following:**

- a. Duration:** January 1, 2016 – December 31, 2016
- b. Location:** NA
- c. Affected Council District:** NA
- d. Benefits:** NA
- e. Costs:** NA

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

None known