

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MileHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: **10/24/2025**

Please mark one: ☒ Bill Request or ☐ Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

☐ Yes ☒ No

1. Type of Request:

☐ Contract/Grant Agreement ☐ Intergovernmental Agreement (IGA) ☐ Rezoning/Text Amendment

☐ Dedication/Vacation ☐ Appropriation/Supplemental ☐ DRMC Change

☒ Other: New Fund

2. **Title:** Establishes the "Payment Processing" Special Revenue Fund in the General Government Fund for credit card service fee revenue and expenses.

3. **Requesting Agency:** Department of Finance – Budget and Management Office

4. Contact Person:

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Caroline Hendrickson	Name: Laura Swartz / Nikki McCabe
Email: caroline.hendrickson@denvergov.org	Email: laura.swartz.@denvergov.org / nikki.mccabe@denvergov.org

5. General description or background of proposed request. Attach executive summary if more space needed:

This bill request establishes the "Payment Processing" Special Revenue Fund in the General Government Fund series, fund number 11895, for revenue from credit/debit card processing service fees and related credit/debit card, payment system and payment acceptance expenses. The City assesses credit/debit card service fees where applicable through its point-of-sale and web payment platforms. If the payment items collect the service fees, the fees will be deposited into this fund. This fund will allow the City to collect and distribute in accordance with any expenditure terms set out by the payment system agreements.

The expending authority of the new Special Revenue Fund will be the Department of Finance. This fund will be appropriated and lapsing.

This request is a companion to the annual Long Bill and allows for an administrative action needed to implement the 2026 budget as adopted.

6. **City Attorney assigned to this request (if applicable):**

7. **City Council District:** Citywide

8. ****For all contracts, fill out and submit accompanying Key Contract Terms worksheet****

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____