

## 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: 4/27/2015

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:** Amend Municipal Code to allow the Department of Finance to close out special revenue funds through appropriate accounting procedures without legislative action.

3. **Requesting Agency:** City Attorney's Office & Department of Finance

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

- **Name:** Laurie Heydman
- **Phone:** 720-913-3278
- **Email:** Laurie.Heydman@denvergov.org

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:** Laurie Heydman (primary contact)
- **Phone:** 720-913-3278
- **Email:** Laurie.Heydman@denvergov.org
  
- **Name:** Dianne Criswell (secondary contact)
- **Phone:** 720-865-5460
- **Email:** Dianne.Criswell@denvergov.org

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

This proposed revision to the code would authorize that a special revenue fund may be closed as prescribed by the manager of finance and the expending authority upon completion of the restricted purpose or upon notice from an expending authority.

In 2011, Council approved an ordinance amendment to Denver Revised Municipal Code 20-52(e) to authorize the administrative close out of grant funds. This amendment was requested in 2011 after Council reviewed a request to close out of more than 70 grants and indicated that they would prefer not to see these accounting actions.

In 2013, Council approved CB13-0938 which closed out 38 non-grant special revenue funds that were no longer being used and which had a zero cash balance. The department of finance anticipates that there are many other unused special revenue funds that agencies will request be closed.

***\*\*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.)

- a. **Contract Control Number:** N/A
- b. **Duration:** N/A
- c. **Location:** multiple
- d. **Affected Council District:** multiple
- e. **Benefits:** Reduce legislation time and cost

To be completed by Mayor's Legislative Team:

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f. **Costs:** none – will reduce costs for time spent reviewing the accounting efforts for special revenue fund close outs

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

None of which we are aware.

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Date Entered: \_\_\_\_\_