

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at 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: 4/4/2016

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, amendment, municipal code change, supplemental request, etc.)

Housekeeping for Lodger's Tax License Fee, filing periods for Lodger's Tax, rounding instructions for remitting sales and use tax, and clean-up of Occupational Privilege Tax Registration Requirements.

3. Requesting Agency: Treasury

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

- **Name:** Steve Ellington
- **Phone:** 720.913.9384
- **Email:** steve.ellington@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.)

- | | |
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| ▪ Name: Steve Ellington, Treasurer | Bruce Moore, Dr. of Tax Compliance |
| ▪ Phone: 720.913.9384 | 720.913.9421 |
| ▪ Email: steve.ellington@denvergov.org | Bruce.Moore@denvergov.org |

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

Treasury has identified that we have an outdated reference in the lodger's tax license fee section 53-217, that identifies an inaccurate annual \$10 license fee at 32-91, when it should reference 32-107 where the fee is \$50 biennially. Add clarifying language to 32-107 to more clearly reference the lodger's tax license fee. Add language to allow the filing of lodger's tax returns under the same Treasury Tax Rules as other taxes. Include tax calculation rounding instructions for sales and use tax that was inadvertently deleted several years ago. Additionally, add clarifying language to 53-274 & 53-326 regarding the requirement to register for occupational privilege tax.

****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. **Duration:**
- c. **Location:**
- d. **Affected Council District:** N/A
- e. **Benefits:**
- f. **Costs:**

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) **Please explain.** None.

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____