

**ORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team

at [MileHighOrdinance@DenverGov.org](mailto:MileHighOrdinance@DenverGov.org) by **9:00pm on Friday**. Contact the Mayor’s Legislative team with questions

Date of Request: **July 11, 2024**

Please mark one:  **Bill Request** or  **Resolution Request**

**1. Type of Request:**

- Contract/Grant Agreement**     **Intergovernmental Agreement (IGA)**     **Rezoning/Text Amendment**
- Dedication/Vacation**     **Appropriation/Supplemental**     **DRMC Change**
- Other:** Establishes a new Special Revenue Fund

**2. Title:** Approves creating the “OHR Special Events and Programs” Fund (11891) in the General Government Special Revenue Fund Series to receive funds that support youth and community recruiting and engagement events.

**3. Requesting Agency:** Department of Finance – Budget and Management Office on behalf of the Office of Human Resources

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution	Contact person to present item at Mayor-Council and Council
Name: Alyse West/ Nikki McCabe	Name: Nikki McCabe
Email: <a href="mailto:Alyse.west@denvergov.org">Alyse.west@denvergov.org</a> / <a href="mailto:Nikki.mccabe@denvergov.org">Nikki.mccabe@denvergov.org</a>	Email: <a href="mailto:Nikki.mccabe@denvergov.org">Nikki.mccabe@denvergov.org</a>

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

This bill request establishes the “OHR Special Events and Programs” Fund (11891) to receive and administer monies from sponsorships, donations, and revenue from events, including but not limited to the sale of promotional items marketed for the event. Allowable revenue to the fund from events and sale of promotional items may include reimbursement of expenses paid from OHR Special Revenue Funds, expenses paid from the City’s General Fund are not reimbursable. Monies received into this fund will be administered by the Office of Human Resources and used primarily to offset a portion of event costs. The expending authority of the fund will be the Executive Director of the Office of Human Resources. The Fund will be revenue-based and non-lapsing.

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

**7. City Council District:** n/a

**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: \_\_\_\_\_