

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: 11/6/13

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.)*

Confidentiality for Denver's Excise Taxes

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.)*

- | | |
|--|--|
| ▪ Name: Steve Ellington, Treasurer | Bruce J. 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:

Currently, the DRMC chapter 53 articles II, III, IV, V, VI, VII and VIII (taxation section) contain confidentiality provisions that limit access to account specific tax information to the Manager of Finance and his/her employees. In order to allow for the efficient operation of projects (OED, Excise & License, etc.) and complying with performance audits conducted by the Auditor's Office the Treasury Division is seeking an ordinance change that will allow the Manager of Finance to approve access to the confidential information on a limited basis BUT REQUIRES the requesting Department head to request, in writing, access to the information and the request must specify the staff members that will review the information. These staff members will then be held to the strict confidentiality requirements that are contained in the DRMC. In addition, the ordinance request will move the confidentiality language to Chapter 53 article I (which governs the administration of the subsequent articles under Chapter 53) since it will apply to all tax sections, which will provide/ensure consistency of tax administration.

*****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: _____