

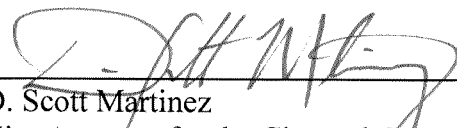
## **EXECUTIVE ORDER NO. 1**

**TO:** All Agencies Under the Mayor  
**FROM:** Michael B. Hancock, Mayor  
**DATE:** March 31, 2015  
**SUBJECT:** Establishment and Maintenance of Executive Orders


**PURPOSE:** This Executive Order establishes the policy of the City and County of Denver for creating and maintaining Executive Orders issued by the Mayor. Executive Order No. 1, dated March 22, 2000, amended October 8, 2004 are hereby canceled and superseded by this Executive Order No. 1, Establishment and Maintenance of Executive Orders, dated, March 31, 2015.

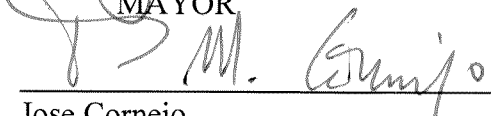
- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 1, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.
- 2.0 Executive Orders shall be issued by the Mayor after approval by the Cabinet and after review by the City Attorney, who shall review the order for format and to ensure that it is not in conflict with any existing law or ordinance.
- 3.0 An Executive Order shall establish or define a policy to which all Agencies under the Mayor shall adhere.
- 4.0 The procedure(s) for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. Further, the agency or agencies, responsible for the content of this Executive Order shall have the authority to issue, from time to time, policy and procedure Memorandum Attachments relative to this Executive Order.
- 5.0 All Executive Orders shall remain in effect until cancelled by the Mayor.


Approved for Legality:

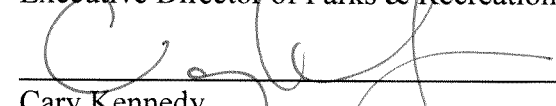
  
\_\_\_\_\_  
D. Scott Martinez  
City Attorney for the City and County  
Of Denver

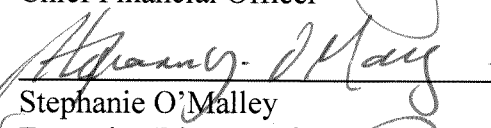
Approved:

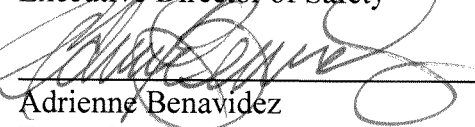
  
\_\_\_\_\_  
Michael B. Hancock  
MAYOR

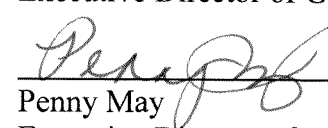
  
\_\_\_\_\_  
Jose Cornejo  
Executive Director of Public Works

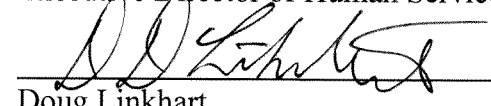
  
\_\_\_\_\_  
Lauri Dannemiller  
Executive Director of Parks & Recreation

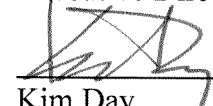
  
\_\_\_\_\_  
Cary Kennedy  
Chief Financial Officer

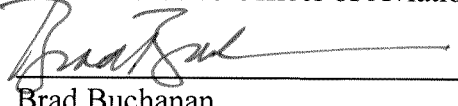
  
\_\_\_\_\_  
Stephanie O'Malley  
Executive Director of Safety

  
\_\_\_\_\_  
Adrienne Benavidez  
Executive Director of General Services

  
\_\_\_\_\_  
Penny May  
Executive Director of Human Services

  
\_\_\_\_\_  
Doug Linkhart  
Executive Director of Environmental Health

  
\_\_\_\_\_  
Kim Day  
Chief Executive Officer of Aviation

  
\_\_\_\_\_  
Brad Buchanan  
Executive Director of Community Planning  
& Development

**MEMORANDUM NO. 1A**

**TO: All Agencies Under the Mayor**

**FROM: Michael B. Hancock, Mayor**

**DATE: March 31, 2015**

**SUBJECT: Procedural Guide for Creating or Revising Mayoral Executive Orders**

This Memorandum shall be attached to and become a part of Executive Order No., 1 dated, March 31, 2015, subject "Establishment and Maintenance of Executive Orders".

The attached guide, entitled "Procedures for Requesting or Revising Mayoral Executive Orders" will govern the Executive Order creation, revision, or rescission process.

**CITY AND COUNTY OF DENVER**

**PROCEDURES**

**for**

**REQUESTING OR REVISING**

**MAYORAL EXECUTIVE ORDERS**

## INTRODUCTION

Executive Orders are issued as necessary by the Mayor as a means to define City policy on certain issues. Executive Orders should be created for the following reasons:

- Organizational Executive Orders which formally create agencies within the Executive Branch that have no legal existence under the Charter
- Executive Orders that establish universal rules and regulations
- Executive Orders that serve important purposes and should remain institutionalized at the highest executive level

The master file of Executive Orders is maintained by the Budget and Management Office and is available on the City's Intranet (DOT) under "Resource Library, Executive Orders" for easy employee access. The City Attorney reviews all Executive Orders for legal sufficiency and continuity with other Executive Orders.

From time to time it may be necessary to revise, rescind, or create an Executive Order.

All city staff contributes to the Executive Order process. City staff helps in their creation, abides by them, or in some cases may have to enforce them. An Executive Order is a directive from the Mayor that must be followed by all agencies under the Mayor.

Failure to comply with any Executive Order may lead to disciplinary action. Therefore, Executive Orders must be written clearly and kept up-to-date.

The Executive Order Committee (EOC): City employees appointed by the Mayor to oversee the Executive Order process under the direction of the Mayor's Office. Mission of the EOC is as follows:

- Standardize the format of Executive Orders and make them easily understandable for all City personnel.
- Manage the process of creation/changing/rescinding Executive Orders
- Ensure the right people/stakeholders/Mayor's office are involved in the process and coordinate soliciting input when necessary.

Quick page references to the guide follow:

- General Writing Hints- page 6
- Templates for Writing an Executive Order, and Memorandum – page(s) 7 and 8
- Mayor's Executive Order Committee Process – page 9

## **GENERAL WRITING HINTS**

**(Note: these apply to writing new Executive Orders or the Revision of existing orders).**

- ◆ Executive Orders are the Mayor's means of establishing and communicating policy. They should contain only broad policy directives. Specific procedures where applicable should be attached to the Executive Order in the form of a memorandum.
- ◆ Coordinate with other interested parties and stakeholders who may be affected by the policy.
- ◆ Research the background of the policy and consider any changes that make the old policy obsolete or outdated.
- ◆ Use precise, clear language.
- ◆ Have others in your area of responsibility review your draft.
- ◆ Use the attached format as the guide for writing the draft of the order.

**TEMPLATE: Format for Writing an Executive Order**

**Executive Order No.** \_\_\_\_\_

**TO:** All Agencies Under the Mayor

**FROM:** Michael B. Hancock, Mayor

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

**SUBJECT:** Title

**PURPOSE:** This Executive Order establishes the policy of the City and County of Denver for  
\_\_\_\_\_

Executive Order No. \_\_\_\_\_, dated \_\_\_\_\_ Is hereby canceled and superseded by this Executive Order No. \_\_\_\_\_

1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 1, are found in Section 2.2.10 (A) & (C) of the Charter of the City and County of Denver, 2002 revised.

2.0

2.1

2.2

**TEMPLATE: Format for Writing a Memorandum for an Executive Order**

MEMORANDUM NO.

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock  
Mayor

DATE:

SUBJECT:

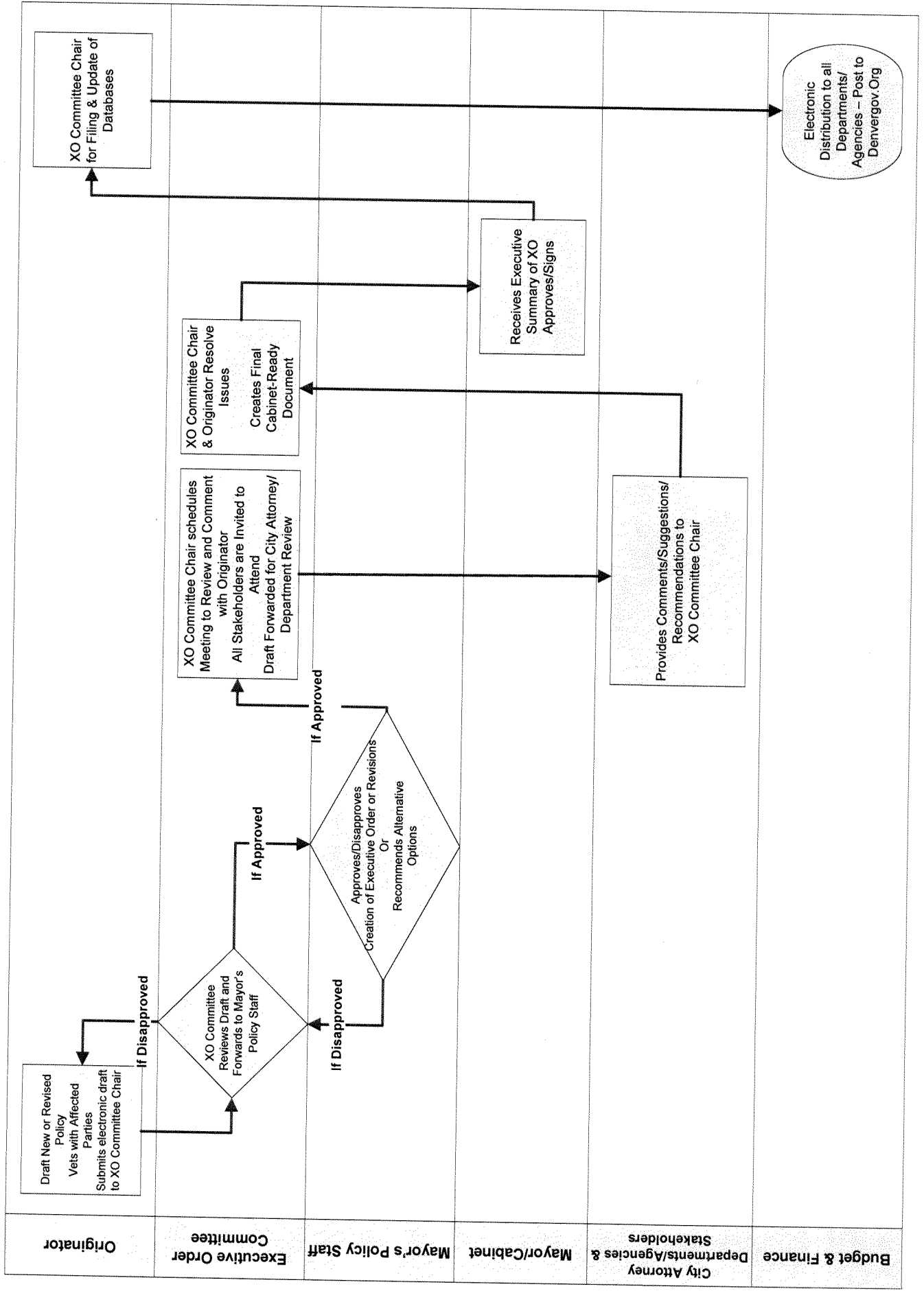
This Memorandum shall be attached to and become a part of Executive Order No., dated,  
subject “ “

1.0

2.0



# MAYOR'S EXECUTIVE ORDER COMMITTEE PROCESS – Revised 01/08/15



XO Committee Chair for Filing & Update of Databases

XO Committee Chair & Originator Resolve Issues  
Creates Final Cabinet-Ready Document

XO Committee Chair schedules Meeting to Review and Comment with Originator  
All Stakeholders are Invited to Attend  
Draft Forwarded for City Attorney/Department Review

Receives Executive Summary of XO  
Approves/Signs

Provides Comments/Suggestions/Recommendations to XO Committee Chair

Electronic Distribution to all Departments/Agencies – Post to Denvergov.Org

Originator	Executive Order Committee	Mayor's Policy Staff	Mayor/Cabinet	City Attorney Departments/Agencies & Stakeholders	Budget & Finance
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**MEMORANDUM NO. 1B**

**TO: All Agencies Under the Mayor**

**FROM: Michael B. Hancock, Mayor**

**DATE: March 31, 2015**

**SUBJECT: Procedures for Maintaining Mayoral Executive Orders**

This Memorandum shall be attached to and become a part of Executive Order No.1 dated, March 31, 2015, subject "Establishment and Maintenance of Executive Orders".

- 1.0 The Office of Budget and Management shall maintain a master file of all effective executive orders, and a current index to those executive orders. It shall also maintain a mailing list of department/agency executive order contact persons who are responsible for the distribution of notice of new or revised executive orders within their departments or agencies. Each department/agency manager/director shall designate an executive order contact person who is to receive all executive order information and distribute it as appropriate within the department/agency.
- 2.0 The Office of Budget and Management shall distribute to the mailing list contact persons Notice of new or revised executive orders with the appropriate electronic link, or notices of rescission of executive orders. This index is available on the City's Intranet (DOT) under "Resource Library, Executive Orders" for easy employee access. Appropriate use of electronic transfer and electronic data-base management tools are authorized and encouraged to conserve resources.