

## **ORDINANCE/RESOLUTION REQUEST**

\*\*Please submit to Mayor's Legislative Team by 5 pm Wednesday

- 1. Title: A proclamation recognizing Danamarie Schmitt on the occasion of her retirement.**
  
- 2. Requesting Agency:**
  
- 3. Contact Person *with actual knowledge of proposed ordinance***  
    **Name:**  
    **Phone:**  
    **Email:**
  
- 4. Contact Person *with actual knowledge of proposed ordinance who will present the item at Mayor Council and who will be available for first and second reading, if necessary***  
    **Name:**  
    **Phone:**  
    **Email:**
  
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**
  - a. Scope of Work**
  
  - b. Duration**
  
  - c. Location**
  
  - d. Affected Council District**
  
  - e. Benefits**
  
  - f. Costs**
  
- 6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.**

(Completed by Mayor's Office): **Ordinance Request Number:**

**Date:**