

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. For any questions please contact Skye Stuart.

****All fields must be completed.****
Incomplete request forms will be returned to sender which may cause a delay in processing.

Date of Request: 12-30-2016

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

Amends section 18-91 of the Denver Revised Municipal Code to change the annual salary of the Director of Excise and Licenses.

3. **Requesting Agency:** Mayor's Office

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

- **Name:** Penny May
- **Phone:**
- **Email:** Penny.May@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:** Gaby Corica
- **Phone:** 7208659049
- **Email:** gabrielle.corica@denvergov.org

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

By Charter, certain appointed officers listed in the Charter must have their salaries set by ordinance with a pay range determined by the CSA Board. The salary of the Executive Director of Excise and License is included in this category. In early November, 2016, the Mayor appointed a new Executive Director of Department of Excise and Licenses and with that appointment the Office of Marijuana Policy, staff and functions merged with the Dept. of Excise and License. A new Director of the Office of Marijuana Policy will not be appointed.

The Office of Human Resources recommends changing the pay classification of the Director of Excise and Licenses from 816-A to 819-A.

This proposed ordinance sets the Director of Excise and Licenses in the 819-A pay classification and sets the director's salary at \$142,000 annually, effective 1-1-2017.

The proposed salary for Executive Director, Excise and Licenses is \$142,000, effective January 1st.

****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:** N/A
- b. **Contract Term:** N/A
- c. **Location:** N/A
- d. **Affected Council District:** N/A
- e. **Benefits:** N/A
- f. **Contract Amount (indicate amended amount and new contract total):** N/A

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: _____