

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: September 3, 2010

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: This is an on-going process of closing old grant budget and cash balances.

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.)*

Close Grant Budget and Cash Balances

3. Requesting Agency: Budget and Management Office

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

- **Name:** Tom Migaki
- **Phone:** 720-913-5538
- **Email:** tom.migaki@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:** Tom Migaki
- **Phone:** 720-913-5538
- **Email:** tom.migaki@denvergov.org

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

The Budget office is closing out several old grant budgets and cash balances. The items on the list may be several years old and the original grants have been completed and closed with the grantors. To close them out, any remaining budget must be rescinded and the cash transferred to the General Fund. Please see attached worksheet for details.

****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.)*

- a. **Contract Control Number:** N/A
- b. **Duration:** On-Going
- c. **Location:** Citywide
- d. **Affected Council District:** N/A
- e. **Benefits:** Close and Finalize Grants
- f. **Costs:** Administrative Overhead

7. Is there any controversy surrounding this ordinance? (Groups or individuals who may have concerns about it?) Please explain.

None Known

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____