

**XORDINANCE/RESOLUTION REQUEST**

Please email requests to the Mayor’s Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: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:** 01/02/2018

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.**)

The City attorney’s Office requests a contract amendment for Butler Snow LLP, contract number 201629665-02.  
The amendment requests a cap increase for continued legal services for the National Western Complex project.

3. **Requesting Agency:** City Attorney’s Office

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

- **Name:** Snezhanna Singleton
- **Phone:** 720-865-8775
- **Email:** Snezhanna.singleton@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:** Jen Welborn
- **Phone:** 720-913-3252
- **Email:** Jennifer.welborn@denvergov.org

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

Outside Legal Services to provide special council for National Western Complex project

**\*\*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:** 201629665-02
- b. **Contract Term:** 4/15/2016-12/31/2019
- c. **Location:** City-Wide
- d. **Affected Council District:** All
- e. **Benefits:** Provide continued legal services for the National Western Complex project
- f. **Contract Amount (indicate amended amount and new contract total):** Previous Cap \$392,500.00; Proposed New Cap= \$592,000.00

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

Not Controversial

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_