

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: November 30, 2011

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, 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 expired grants for Community Corrections as part of cleaning up old and expired grants. To close them out, any remaining budget must be rescinded and the cash transferred to the General Fund. Please see the 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: _____