

ORDINANCE/RESOLUTION REQUEST

Please email requests to Daelene Mix at
daelene.mix@denvergov.org by **NOON 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: January 5, 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.)*

Request for a Resolution granting a revocable permit, subject to certain terms and conditions, to City and County of Denver, their successors and assigns, to encroach into the right-of-way with Steps leading into the main entrance of the building at 20 E. Center Avenue.

3. Requesting Agency: Public Works Right-of-Way Engineering Services

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

- **Name:** Lisa R. Ayala
- **Phone:** 720-865-3153
- **Email:** lisa.ayala@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:** Debra Baca
- **Phone:** 720-865-8720
- **Email:** debra.baca@denvergov.org

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

Therefore, you are requested to initiate Council action for the granting of a revocable permit, subject to certain terms and conditions, to City and County of Denver, their successors and assigns, to encroach with Steps leading into the main entrance of the building at 20 E. Center Avenue.

*****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:** No
- b. **Duration:** N/A
- c. **Location:** 20 E. Center Ave.
- d. **Affected Council District:** # 7, Chris Nevitt
- e. **Benefits:** N/A
- f. **Costs:** 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: _____