

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team  
At [MileHighOrdinance@DenverGov.org](mailto: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: **May 23, 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, amendment, municipal code change, supplemental request, etc.)*

A supplemental appropriation request of \$1,364,566 from the General Fund 2016 Contingency Fund to Community Planning and Development to address the backlog created by an increase of 10% in the number of permits submitted to the City to date.

3. **Requesting Agency:** Department of Finance

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

- **Name:** Stephanie Adams
- **Phone:** 720-913-0885
- **Email:** [stephanie.adams@denvergov.org](mailto:stephanie.adams@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:** Sara Cunningham – DOF Budget and Management Office
- **Phone:** 720-913-5083
- **Email:** [Sara.Cunningham@denvergov.org](mailto:Sara.Cunningham@denvergov.org)

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

The Budget and Management Office is requesting a supplemental of \$1,364,566 from the General Fund Contingency to increase resources for the Community Planning and Development over those budgeted in 2016 to eliminate the backlog of permits created by an increase of 10% in the number of permits submitted. The additional appropriation will be used to hire on call limited positions, including an on call review position within Denver Fire, and to fund an existing contract with a vendor that can be used to review permits and inspections. If approved, CPD’s general fund budget will be \$25,659,585 and the remaining General Fund Contingency will be \$25.1 million

**\*\*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. **Duration:** N/A
- c. **Location:** N/A
- d. **Affected Council District:** All
- e. **Benefits:** Decreased permit backlog
- f. **Costs:** \$1,364,566

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

(Completed by Mayor’s Office):

**Ordinance Request Number:**

**Date:**

*To be completed by Mayor’s Legislative Team:*

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

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