

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: January 31, 2014

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.)*

To allow \$250,000 in unanticipated savings in the 2013 Clerk and Recorder budget, and \$50,000 from the Electronic Filing Technology Special Revenue Fund to be spent on the next phase of the Records Conversion Project.

3. **Requesting Agency:** Department of Finance – Budget and Management Office

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

- **Name:** Dianne Criswell
- **Phone:** (720) 865-5460
- **Email:** Dianne.Criswell@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:** Dianne Criswell/Brendan Hanlon
- **Phone:** (720) 865-5460/ (720) 913-5510
- **Email:** Dianne.Criswell@denvergov.org/Brendan.Hanlon@denvergov.org

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

This is a request to transfer \$250,000 from the 2013 Clerk and Recorder General Fund appropriation (01010-0710000) and \$50,000 from the Clerk and Recorder Electronic Filing Technology Special Revenue Fund (11836-0130000) appropriation to the Records Conversion Project (34080-3070102-700000- Z190209_005) to allow for completion of the next phase of the Clerk and Recorder Records Conversion Project. The Clerk and Recorder Records Conversion Project began in 2009 and includes the conversion and indexing of all pages from film, fiche, database, and books to a usable digitalized format. In total, there are approximately 16.9 million images that need to be captured. Due to the magnitude of the Records Conversion Project and limited funding available, the continuation of the project would not be possible without operational savings from the Clerk and Recorder Department. This savings is beyond expected savings budgeted in the revised 2013 budget.

****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:** CLERK-201396003-03
- b. **Duration:** 2014-02-28 to 2016-12-31
- c. **Location:** Clerk and Recorder Office
- d. **Affected Council District:** City Wide
- e. **Benefits:** The preservation of recorded documents by digitizing deteriorating records currently held on older media including microfilm, microfiche and paper that date back to 1859. Additionally this project is creating a searchable electronic index giving Denver residents online electronic access.
- f. **Costs:** \$300,000 (Prior Contract Total \$1,400,000, Total Amount of Contract \$1,700,000)

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

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

No Controversy

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____