

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: 9/14/2011

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.)* This ordinance request is for a conference room Agreement between American Airlines and the City and County of Denver.

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

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

- **Name:** Susan E. Moore
- **Phone:** (303) 342-2517
- **Email:** Susan.Moore@flydenver.com

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:** Brian Elms
- **Phone:** 303-342-2278
- **Email:** brian.elms@flydenver.com

6. **General description of proposed ordinance including contract scope of work if applicable:** This conference room agreement allows American to schedule two City conference rooms in the Concourse A Club Area and sell time in these rooms to customers. American will pay the City \$35 for each hour of conference room time sold. American will also schedule the City’s use of these conference rooms at no charge.

***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:** 201101392
- b. **Duration:** Month-to-month
- c. **Location:** DIA
- d. **Affected Council District:** 11
- e. **Benefits:** This provides a needed service for customers in the Concourse A club area and provides some additional revenue to the City for two unleased conference rooms. AA schedules the rooms, which the City can use at no charge.
- f. **Costs:**

<i>Current Contract Amount</i> (A)	<i>Additional Funds</i> (B)	<i>Total Contract Amount</i> (A+B)
\$35.00 per hour		Approx. \$15,000 annually

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
Month-to-month		

To be completed by Mayor’s Legislative Team:

SIRE Tracking Number: _____

Date: _____

g. Date Goals Assigned:

h. Goals:

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: _____