

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team
at MileHighOrdinance@DenverGov.org by NOON on Wednesday.

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: September 28, 2010

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: This is an on-going process of closing old grant budget and cash balances.

2. Title: *(Include a one sentence description that clearly indicates the type of request – grant acceptance, contract execution, 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)*

- **Name:** Tom Migaki
- **Phone:** 720-913-5538
- **Email:** tom.migaki@denvergov.org

5. Contact Person: *(with actual knowledge of proposed ordinance 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 several old grant budgets and cash balances. The items on the list are several years old and the original grants have all long been completed and closed with the grantors. To close them out, any remaining budget must be rescinded and the cash transferred to the General Fund. Please see attached worksheet for details.

Please include the following:

- a. Duration:** On-Going
- b. Location:** Citywide
- c. Affected Council District:** N/A
- d. Benefits:** Close and Finalize Grants
- e. 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: _____

Ordinance Request Number: _____

Date: _____