

## 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: 11-21-2011

Please mark one: ☒ Bill Request or ☐ Resolution Request

**1. Has your agency submitted this request in the last 12 months?**

☐ Yes ☒ No

**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 \$300,000 in unanticipated savings in the 2011 Clerk and Recorder budget to be spent on the next phase of the Records Conversion Project.

**3. Requesting Agency:** Budget & Management and Clerk & Recorder

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

- **Name:** Laura Kane
- **Phone:** 720-913-5537
- **Email:** [laura.kane@denvergov.org](mailto:laura.kane@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 Johnson, Clerk and Recorder ([debra.johnson@denvergov.org](mailto:debra.johnson@denvergov.org))
- **Name:** Laura Kane, Brendan Hanlon,
- **Phone:** x35537 or x35510
- **Email:** [laura.kane@denvergov.org](mailto:laura.kane@denvergov.org) or [Brendan.hanlon@denvergov.org](mailto:Brendan.hanlon@denvergov.org)

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

This is a request to transfer \$300,000 from the 2011 Clerk and Recorder appropriation (01010-0710000) 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. In 2011, the Clerk and Recorder Department generated significant operational savings making the completion of the next phase of the Records Conversion Project possible. This savings is beyond expected savings budgeted in the revised 2011 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:** N/A
- b. **Duration:** N/A
- c. **Location:** Clerk and Recorder
- d. **Affected Council District:** N/A
- e. **Benefits:** Operational efficiencies and enhanced customer service
- f. **Costs:** \$300,000

**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: \_\_\_\_\_