

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: May 20, 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.)*

To approve the Mayoral appointments of Mervyn Tano and Venus Boatner to the Denver American Indian Commission for a term effective immediately and expiring on July 11, 2018 or until a successor is duly appointed.

3. Requesting Agency: Mayor's Office

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

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@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:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

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

[Insert general description here.]

****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:**
- b. **Duration:** Terms effective immediately and expiring July 11, 2018
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

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

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

International Institute for Indigenous Resource Management

444 South Emerson Street
Denver, CO 80209-2216
(303) 733-0481
FAX: (303) 744-9808
E-mail: mervtano@iiirm.org

Mervyn L. Tano is an attorney and for the past 15 years, the president of the International Institute for Indigenous Resource Management, a law and policy research institution. Mr. Tano has worked with Indian tribes and organizations for over 25 years with stints as the director of planning and budget at the Administration for Native Americans and as general counsel and director of environmental programs at the Council of Energy Resource Tribes. He was a member of several national advisory boards including EPA's Federal Facilities Environmental Restoration Dialogue Committee, the National Environmental Justice Advisory Council, DOE Office of Science and Technology's Community Leaders Network, and several committees of the National Academy of Public Administration and National Research Council. Mr. Tano has written extensively on Indian law, risk, cultural resources management, environmental justice, climate, environmental restoration, technology development, environmental law, and radioactive waste management.

VENUS BOATNER

300 Ursula St | Aurora, CO 80011 | 303-366-0668 | venusboatner@live.com

OBJECTIVE

Seeking a position that is challenging and responsible working with a diverse group of people within a progressive organization offering opportunities for career advancement. The ideal position will develop and utilize my skills while allowing growth for new expertise and proficiencies.

SKILLS PROFILE

- Excellent communication, organizational, and problem solving skills
- File management and records maintenance
- Practical experience with studying/applying/analyzing regulations
- Web content editing - Adobe Experience Manager, DotNetNuke
- Excellent customer services skills
- Account reconciliations skills
- Experience in creating and implementing policies and procedures
- Proficient in Adobe Design Suite and Microsoft Office Suite
- Developing ideas and interior design concepts
- Project management skills
- Can read, interpret, and produce conceptual drawings and construction documents
- Process Improvement Innovator – experience in delivering and facilitating process improvements

EMPLOYMENT HISTORY

Associate City Planner, City & County of Denver

4/6/2015 — Present

Denver, CO

Provide support to plan review staff by conducting completeness/sufficiency checks on plans submitted for building/zoning permits. Pre-application meetings with customers to answer questions prior to submittal of documentation while working with clients to bring insufficient plans into compliance prior to review taking place. Assuring quality control checks are in place and implemented prior to the issuance of certain zoning permits or denials, and providing technical zoning assistance to the public and city staff on a regular basis.

Assist with analyzing and improving current zoning permit review procedures, developing and revising minimum submittal requirements, creating orientation materials for new employees, and preparation of training materials on the Denver Zoning Code for staff use.

Processing amendments to correct errors and making clarifications to the Denver Zoning Code. Research relevant subject matter, case studies, and best practices. Assist with the preparation of draft text, maps, graphics and presentations. Preparation and support for internal and external stakeholder work sessions. Support website, social media and other communication methods. Work as a member of a newly created small team, collaborate on special projects while creating and implementing new processes and procedures based on our work program.

Plans Review Technician, City & County of Denver

12/05/2010 — 04/06/2015

Denver, CO

Provided support to approximately 25 professional staff members - including managers and senior planning staff - by coordinating the operational, administrative, as well as regulatory functions of the Planning Services section of the Community Planning & Development department. Acted as the liaison and central point of contact between various sections, customers, business/community organizations, and other stakeholders providing front-line expertise and customer service.

Staff liaison to the Landmark Preservation Commission, Downtown Design Review Board, and the Denver Planning Board. Provided support to the chairperson/members of the board/commission keeping members informed of upcoming design review cases which had the potential to become controversial in nature and which could impact the outcome of the board/commission decision. Facilitated communication between board/commission members, staff, and applicants to ensure receipt, coordination, and documentation of submittal packages for review in a timely manner. Created and maintained a public meetings calendar for the Planning Services section of CPD which informed the department of public notification requirements mandated by the Denver Zoning Code. Posted agenda and other mandated information per Denver Zoning Code and Chapter 30 of the DRMC, room logistics: set up tables, chairs, coordinate with facilities for A/V set-up. Managed and directed large crowds of people at public hearings.

Received, tracked, and processed rezoning and other types of applications and plans received by the Planning Services department. Provided support to a lead planner in order to document and assign all Pre-Application Review Requests. Coordinated the distribution of rezoning applications to other city departments and outside agencies; communicate with case managers, applicants and other stakeholders regarding application process; complete and track mandated notifications to affected registered neighborhood organizations, adjacent property owners, and City Council members throughout the application process, as well as coordinate with media publications to make certain that public notice requirements are met as required by Denver Zoning Code, Former Chapter 59 and Chapter 30 of the Denver Revised Municipal Code.

Made suggestions and helped implement process improvements; helped update staff guides and implement new policies and procedures; draft new process forms and templates, update and maintain current process forms to be used internally as well as by the public. Manage incoming phone lines and email inboxes for the Planning Services Section to include: receiving, screening and routing of various types of inquiries from various stakeholders to the appropriate staff member— as well as to share information and resolve problems or issues. Maintain and keep current website content for several of the www.denvergov.org pages. Various special projects.

Administrative Support Assistant IV / Motor Vehicle Compliance Agent, City & County of Denver

2/3/2009 — 12/5/2010

Denver, CO

Perform routine and complex clerical work. Interact with employees and the public to provide customer service in a fast paced environment. Bring the citizens of Denver into compliance by renewing vehicle registrations. Review ownership documents for authenticity and accuracy and process ownership documents in order to title and register vehicles. Assist the public by researching information needed, solving complex issues, submitting negotiable documents for final processing and determining the elements needed to conduct a rightful motor vehicle transaction of any type. Confirm title and registration revenues due and establish proper sales and ownership tax rates to be paid by citizens. Explain rules and regulations to customers. Reconcile transactions on a daily basis, manage inventory, and answer inquiries from public.

Designer, Jr., MDC Holdings dba Richmond American Homes

6/5/2005 — 1/7/2008

Centennial, CO

Responsibilities included assisting Senior Designer with projects; helping with design process, completing work orders for model homes and sales offices. Managed installation of model homes and sales offices which included directing movers and working with the construction department to ensure timely completion of project. Communicated with other departments including Construction and Purchasing throughout the design and construction process. Also communicated with vendors regarding product availability and fabrication times.

HONORS & AWARDS

- Dean's List at the Art Institute for maintaining GPA of 3.5 or greater, Art Institute of Colorado, Denver
- Summit Award, Community Planning & Development, City & County of Denver, Denver (2011, 2012)
- Employee of the Quarter, Community Planning & Development, City & County of Denver, Denver (2012)

EDUCATION

Bachelor of Arts, Interior Design — Art Institute of Colorado, Denver, CO — graduated 03/2005

PROFESSIONAL DEVELOPMENT

Lean Process Improvement Methodology, Peak Performance Academy Black Belt - Denver Peak Academy — 12/2015