

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: 2/8/16

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.)* **Request establishment of Budget based off of application for the Office of Emergency Management and Homeland Security’s Emergency Management Performance Grant, fiscal year 2016 from the State of Colorado Dept. of Public Safety.**

3. **Requesting Agency:** Department of Finance, Budget & Management Office on behalf of the Office of Emergency Management.

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

- **Name:** Matthew Mueller
- **Phone:** 720-865-7603
- **Email:** Matthew.Mueller@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:** Jessica Skibo
- **Phone:** 720-913-5529
- **Email:** Jessica.Skibo@denvergov.org

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

Request appropriation of \$150,000 for the **Emergency Management Performance Grant** from the State of Colorado and Department of Homeland Security. The OEM receives this grant on an annual basis, and have for the last 15 years. OEM is requesting to establish budget based off the intent to fund documentation from the funder. Establishing budget now will facilitate accurate CAFR reporting. This has been reviewed by the City Controller, Interim Budget Director and Chief Financial Officer, who agree with the request. BMO has assigned Grant ID O2005, Fund 11008.

*****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:** Contract will be initiated when Award letter is received.
- b. **Duration:** Grant period: 5/1/2016 – 2/28/2017
- c. **Location:** N/A
- d. **Affected Council District:** N/A
- e. **Benefits:** Better Financial Accounting & Reporting
- f. **Costs:** N/A

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: _____