

## 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: 05.01.15

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.)*

Donation of video equipment to Auraria Higher Education Center's designated education access channel provider.

**3. Requesting Agency: Technology Service, Denver Media Services**

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

- **Name:** Susan Apodaca
- **Phone:** 720-865-2305
- **Email:** [Susan.Apodaca@Denvergov.org](mailto:Susan.Apodaca@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:** Susan Apodaca
- **Phone:** 720-865-2305
- **Email:** [Susan.Apodaca@denvergov.org](mailto:Susan.Apodaca@denvergov.org)

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

Denver Media Services is donating video equipment to Auraria Higher Education Center to produce video content for the City's cable access channels.

**\*\*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:** N/A
- b. **Duration:** N/A
- c. **Location:** N/A
- d. **Affected Council District:** N/A
- e. **Benefits:** N/A
- f. **Costs:** N/A

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

NONE [Start typing here.]

*To be completed by Mayor's Legislative Team:*

SIRE Tracking Number: \_\_\_\_\_

Date Entered: \_\_\_\_\_