

# ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team  
at [MileHighOrdinance@DenverGov.org](mailto: MileHighOrdinance@DenverGov.org) by **9 a.m. Friday**. Contact the Mayor's Legislative team with questions

Date of Request: 3/17/2025

Please mark one:  Bill Request or  Resolution Request

Please mark one: The request directly impacts developments, projects, contracts, resolutions, or bills that involve property and impact within .5 miles of the South Platte River from Denver's northern to southern boundary? (Check map [HERE](#))

Yes  No

**1. Type of Request:**

Contract/Grant Agreement  Intergovernmental Agreement (IGA)  Rezoning/Text Amendment

Dedication/Vacation  Appropriation/Supplemental  DRMC Change

Other:

**2. Title:** Approves a Sublease Agreement with The St. Francis Center through 12-31-2025 to operate a non-congregate shelter at 4685 Quebec Street in Northeast Park Hill, in Council District 8 (FINAN-202578578-00).

**3. Requesting Agency:** Department of Finance/Real Estate

**4. Contact Person:**

Contact person with knowledge of proposed ordinance/resolution (e.g., subject matter expert)	Contact person for council members or mayor-council
Name: Lisa Lumley	Name: Carolina Flores
Email: Lisa.Lumley@denvergov.org	Email: Carolina.Flores@denvergov.org

**5. General description or background of proposed request. Attach executive summary if more space needed:**

Requests approval of a Sublease Agreement with The St. Francis Center ("SFC") to operate a 138-unit, non-congregate shelter at 4685 Quebec Street for one year from January 1, 2025 through December 31, 2025. SFC's operation of the shelter will be funded by HOST Service Agreement HOST-202371513/HOST-202477518-01

**6. City Attorney assigned to this request (if applicable):** Johna Varty

**7. City Council District:** Council District 8

**8. \*\*For all contracts, fill out and submit accompanying Key Contract Terms worksheet\*\***

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

Resolution/Bill Number: \_\_\_\_\_

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

## Key Contract Terms

**Type of Contract:** (e.g. Professional Services > \$500K; IGA/Grant Agreement, Sale or Lease of Real Property): Sublease Agreement

**Vendor/Contractor Name (including any dba's):** The St. Francis Center

**Contract control number (legacy and new):** FINAN-202578578-00

**Location:** 4685 Quebec Street, Denver, CO 80216

**Is this a new contract?**  Yes  No **Is this an Amendment?**  Yes  No **If yes, how many?**

**Contract Term/Duration (for amended contracts, include existing term dates and amended dates):** January 1, 2025-December 31, 2025.

**Contract Amount (indicate existing amount, amended amount and new contract total):**

<i>Current Contract Amount</i>	<i>Additional Funds</i>	<i>Total Contract Amount</i>
<i>(A)</i>	<i>(B)</i>	<i>(A+B)</i>
N/A	N/A	N/A

  

<i>Current Contract Term</i>	<i>Added Time</i>	<i>New Ending Date</i>
1/1/25	N/A	12/31/2025

**Scope of work:** N/A

**Was this contractor selected by competitive process?** N/A

**If not, why not?** N/A

**Has this contractor provided these services to the City before?**  Yes  No

**Source of funds:** Non-Financial

**Is this contract subject to:**  W/MBE  DBE  SBE  XO101  ACDBE  N/A

**WBE/MBE/DBE commitments (construction, design, Airport concession contracts):** N/A

**Who are the subcontractors to this contract?** N/A

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