

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor’s Legislative Team

at MileHighOrdinance@DenverGov.org by **3:00pm on Monday**. Contact the Mayor’s Legislative team with questions

Date of Request: 9/17/2020

Please mark one: Bill Request or Resolution Request

1. Type of Request:

- Contract/Grant Agreement Intergovernmental Agreement (IGA) Rezoning/Text Amendment
- Dedication/Vacation Appropriation/Supplemental DRMC Change
- Other:

2. Title: (Start with *approves, amends, dedicates*, etc., include name of company or contractor and indicate the type of request: grant acceptance, contract execution, contract amendment, municipal code change, supplemental request, etc.)

Approves month-to-month Lease Agreement with Creative Strategies for Change at 2900 Downing St.

3. Requesting Agency:

4. Contact Person:

| | |
|--|---|
| Contact person with knowledge of proposed ordinance/resolution | Contact person to present item at Mayor-Council and Council |
| Name: Lisa Lumley | Name: Lisa Lumley |
| Email: lisa.lumley@denvergov.org | Email: lisa.lumley@denvergov.org |

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

Please see attached executive summary.

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

Jennifer Welborn

7. City Council District: 9

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

To be completed by Mayor’s Legislative Team:

Resolution/Bill Number: RR20 1033

Date Entered: _____

Key Contract Terms

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

Vendor/Contractor Name: Creative Strategies for Change

Contract control number: FINAN-202055251

Location: 2900 Downing St, Unit AA (a/k/a 1B)

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):

9 months: 10/1/2020 – 6/30/2021 at the latest

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

| <i>Current Contract Amount</i> (A) | <i>Additional Funds</i> (B) | <i>Total Contract Amount</i> (A+B) |
|---------------------------------------|--------------------------------|---------------------------------------|
| N/A | \$5,400.00 | \$5,400.00 |

| <i>Current Contract Term</i> | <i>Added Time</i> | <i>New Ending Date</i> |
|------------------------------|-----------------------|------------------------|
| N/A | 10/1/2020 – 6/30/2021 | 6/30/2021 |

Scope of work:

Was this contractor selected by competitive process? No If not, why not? Tenant was subtenant of Whittier Neighborhood Association; competitive process will be undertaken for longer term tenant.

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

Source of funds:

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

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

Who are the subcontractors to this contract? N/A

EXECUTIVE SUMMARY - RESOLUTION REQUEST

Creative Strategies for Change – 2900 Downing St

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: RR20 1033

Date Entered: _____

1. The City owns a 1,731 square foot commercial condominium unit located at 2900 Downing Street in the Downing Street Station condominiums; Ordinance requires the use of space be for community purpose.
2. For the past 14 years the City leased this space to the Whittier Neighborhood Association, whose lease has now terminated
3. The City has begun an RFP process to determine a longer-term non-profit user who will operate this space in accordance with the Whittier Neighborhood Plan; the RFP process is expected to be complete by year-end 2020
4. Whittier Neighborhood Association shared the space with community groups including Creative Strategies for Change
5. We are now seeking approval of a short term month-to-month lease with Creative Strategies for Change
 - o CSC is a community-based educational non-profit which mobilizes arts and education for social justice
 - o Rent of \$600 per month will cover the City's monthly HOA and utility charges
 - o This lease contains a City option to terminate with 30 days notice; the City intends to terminate the Creative Strategies for change lease once the new lessee is identified

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