

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

at MailHighOrdinance@DenverGov.org by 9 a.m. Friday. Contact the Mayor's Legislative team with questions

Date of Request: 10/29/2025

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:** (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.)

Amends the Sublease Agreement with The St. Francis Center to extend the term to 3-31-2026, to operate a non-congregate shelter at 4685 Quebec Street in Northeast Park Hill, Council District 8 (FINAN-202578578/FINAN-202581839-01).

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: Chris Lowell
Email: Lisa.Lumley@denvergov.org	Email: Christopher.Lowell@denvergov.org

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

Requests approval to extend the term of the Sublease Agreement (FINAN-202578578-01) with The St. Francis Center ("SFC") for 3 months to March 31, 2026. The Amendatory Sublease Agreement (FINAN-202581839-01) with SFC is to operate a 138 room, non-congregate shelter at 4685 Quebec Street. SFC's operation of the shelter will be funded by HOST Service Agreement HOST-202477518-01.

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

7. **City 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 | FINAN-202581839-01

Location: 4685 Quebec Street, Denver, CO 80216

Is this a new contract? ☐ Yes ☒ No **Is this an Amendment?** ☒ Yes ☐ No **If yes, how many?** 1

Contract Term/Duration (for amended contracts, include existing term dates and amended dates): Current contract term is January 1, 2025 to December 31, 2025. This amendment will extend the current term to March 31, 2026.

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

<i>Current Contract Amount</i> <i>(A)</i>	<i>Additional Funds</i> <i>(B)</i>	<i>Total Contract Amount</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 – 12/31/2025	3 months	3/31/2026

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: _____