

Executive Order No. 138

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: August 15, 2012

SUBJECT: Coordination of Shared Space and Nonprofit Facilities Support

PURPOSE: This Executive Order establishes a policy of the City and County of Denver for coordination of City agencies with the Denver Shared Space Project and encourages agencies to support co-location for organizations with a public purpose, particularly nonprofit organizations, as a specific consideration in their work.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 138 are found in Article XX, Section of the Colorado Constitution, Charter Sections 2.2.1, 2.9.3 (D) and (E), Section 28-17 D.R.M.C. and Executive Order No. 100.
- 2.0 **Structure:** The Denver Shared Space Project is a collaboration of multiple City and community agencies, led by staff in the Denver Office of Strategic Partnerships, an office housed in the Agency for Human Rights and Community Partnerships. The Project is overseen by a Steering Committee and supported by a number of working committees, created to support and work toward the vision and goals of the Project.
- 3.0 **Definition:** Shared space is defined as two or more organizations with a public purpose co-locating office space. Shared space may also include the development of a mutually beneficial arrangement to share in other space resources for meetings, program delivery, storage, and other purposes such as back office efficiencies.
- 4.0 **Mission:** The Denver Shared Space Project is a nationally recognized effort designed to support the best practice creation and operation of multi-tenant nonprofit centers in Denver. The Project works to create and enhance shared spaces throughout the community, provide general resources and information to those creating or operating shared spaces, streamline City and community resources in support of shared space, and create a formal network of shared space facilities throughout the community. The Project's values include affordability and stability of office space, intentional collaboration of tenants and communities, and promoting energy efficient facilities.
- 5.0 **Scope:** Agencies involved may include, but are not limited to the City Attorney's Office, Community Planning and Development, Denver Public Library, Department of Finance,

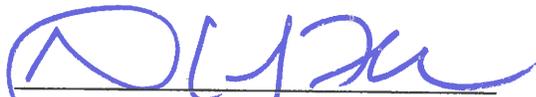
Department of Human Services, Human Rights and Community Partnerships, Office of Economic Development, Parks and Recreation, and Public Works.

- 6.0 **General Policy Statement:** Shared space is an important tool to enhance communities; ensure an appropriate combination of services to meet the needs of communities and neighborhoods; create space for local community convenings and community building activities; activate underutilized real estate spaces; bring workers into communities; eliminate food deserts in neighborhoods; enhance the economic development and overall well-being of communities; and support efficient use of resources invested in nonprofit organizations. Agencies under the authority of the Mayor will include legally permissible shared space as a considered alternative in efforts around real estate usage, community and economic development planning efforts, nonprofit facilities investments, and as a means for supporting growth and innovation in small businesses.
- 7.0 **Responsibilities And Potential Uses:** Opportunities to create or lay a foundation to create shared space facilities should be considered during, but are not limited to, the following activities:
- a. Long range guiding community planning and development activities including neighborhood, corridor, and station area planning efforts.
 - b. Economic development and/or revitalization plans created for specific properties or areas in the City.
 - c. Use of City-owned real estate for community purpose outside internal City agency occupancy.
 - d. Acquisition, disposal, or leasing of real estate by the City for public purposes.
 - e. Provision of feedback by City staff to developers and commercial building owners considering options around potential use of commercial space.
 - f. Investment in community facilities using City funds or formula or block grant funds.
 - g. Creation of Innovation Centers for small businesses consistent with the Jumpstart Economic Development Strategic Plan.
 - h. Development of Denver Seeds Initiative projects aimed at growing a local urban food economy and the elimination of food deserts in neighborhoods.
- 8.0 **Limitations:**
- a. When exploring use of City-owned real estate for community purpose outside internal City agency occupancy, agencies should ensure that they are meeting legal requirements and honoring pre-existing obligations to donors, grant providers, bondholders and certificate holders.
 - i. The Department of Finance must verify the selected property is not subject to financing through bonds or certificates of participation which make it ineligible to participate in Shared Space Project.

- ii. The agency that operates the site must verify the selected property is not subject to other grant or funding restrictions which make it ineligible to participate in Shared Space Project.
- b. Use of City space shall be pursuant to lease, permit, licenses or other agreement with the City.
- c. Shared space should be used as a tool of mutual benefit to the City and to the community. Agencies may weigh the public benefit of creating a shared space opportunity against other substantive and real revenue generation possibilities for space resources when exploring shared space options.

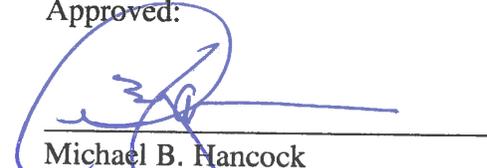
9.0 **Memorandum Attachments:** The procedures for implementing this Executive Order shall be defined by Memorandum Attachments to the Executive Order, which shall become a part of the Executive Order. The Denver Shared Space Project City Coordination Committee shall work with impacted City agencies to develop procedures for implementing this policy directive.

Approved for Legality:



Douglas J. Friednash
City Attorney for the City and County
Of Denver

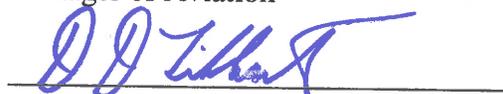
Approved:



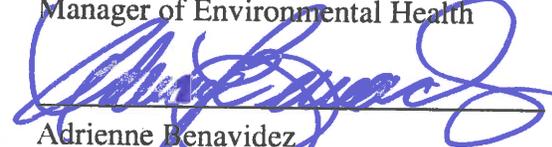
Michael B. Hancock
MAYOR



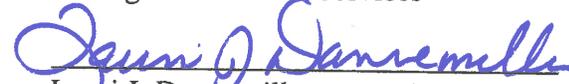
Kim Day
Manager of Aviation



Doug Linkhart
Manager of Environmental Health



Adrienne Benavidez
Manager of General Services



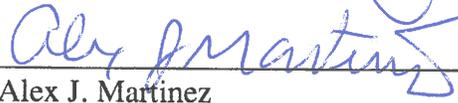
Lauri J. Dannemiller
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Jose Cornejo
Manager of Public Works



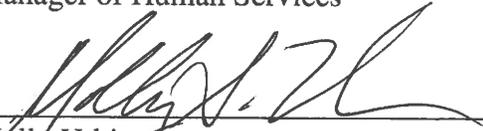
Cary Kennedy
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Alex J. Martinez
Manager of Safety



Penny L. May
Manager of Human Services



Molly Urbina
Manager of Community Planning and
Development