

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team

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

Date of Request: **04/08/2025**

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.)

Approves a caretaker agreement with Heather MacLean for three years for certain property owned by the City, identified as 987 Lookout Mountain Road, Golden CO 80401 for the purpose of site and building inspection and security and other caretaker responsibilities (202578249).

3. **Requesting Agency:** Parks and Recreation

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: Shannon Dennison	Name: Jesus Orrantia
Email: Shannon.Dennison@denvergov.org	Email: jesus.orrantia@denvergov.org

5. **General description or background of proposed request. Attach executive summary if more space needed:**
(who, what, why)

This agreement authorizes City employee Heather MacLean to perform residential caretaker duties and to reside at City-owned property at 987 Lookout Mountain Road, Golden CO 80401. The presence of a live-in caretaker benefits the city for reasons of site and building inspection and security, after-hours monitoring of mechanical systems, and supporting the recent nighttime closure of Lookout Mountain Road. Caretaker responsibilities include basic care and maintenance of the historic building, groundskeeping (snow removal, plowing the parking lot, litter removal, etc), and reporting site security breaches (reporting trespassing, monitoring road closure gate, etc).

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

7. **City Council District:** N/A (Denver Mountain Parks)

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):
Employee Housing Agreement

Vendor/Contractor Name (including any dba's): Heather MacLean

Contract control number (legacy and new): 202578249

Location: 987 Lookout Mountain Road, Golden CO 80401

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): 3 years

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

<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>
Effective date	n/a	+ 3 years

Scope of work:

This agreement authorizes city employee Heather MacLean to perform residential caretaker duties and to reside at city-owned property at 987 Lookout Mountain Road, Golden CO 80401.

Was this contractor selected by competitive process? N/A

If not, why not? Not applicable – caretaker agreement with a City employee

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

Source of funds: N/A

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

To be completed by Mayor's Legislative Team:

Resolution/Bill Number: _____

Date Entered: _____