



Council Request Update

April 25, 2019

- Council Request:** 19-057
Requested by: Council Member Sierra
Request: Produce a White Paper on Alleyways
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D'Andrea
- Council Request:** 19-076
Requested by: Council Members Sierra and Wink
Request: Oversight of contractor used by Utilities for remediation work. Are there quality controls or service level agreements in place?
Assigned to: Utilities
Response: Please see the response from Utilities Director Tom Brennan
- Council Request:** 19-077
Requested by: Council Member Martinez
Request: Status of animal control enforcement at Emerson Park. Please provide number of complaints and actions taken by Code Enforcement.
Assigned to: Police
Response: Please see the response from Chief of Police John Collins
- Council Request:** 19-078
Requested by: Mayor Pro Tem Russell
Request:
 1. Who is responsible for trash at the bus stop at Elati near Walmart?
 2. If the City is responsible, what can be done to limit trash accumulation?**Response:** Please see the response from Public Works Director Maria D'Andrea
- Council Request:** 19-080
Requested by: Mayor Pro Tem Russell
Request: Status of electrical outlet cover near Café 180 on Broadway. It is cracked and creating a hazard.
Assigned to: Community Development
Response: Please see the response from Public Works Director Maria D'Andrea

Council Request: 19-082
Requested by: Council Member Sierra
Request:
1. What developer plans have been submitted for 2990 S Sherman St., and when?
2. Is there a reference to a 5% administrative adjustment that would allow the lot at 2990 S Sherman St to go over the 9,000 square feet that would allow the building of a triplex?
3. Xcel is beginning to lay pipe at 2990 S Sherman St.
4. Would Xcel begin laying pipe before property plans are approved by the City?
Assigned to: Community Development
Response: Please see the response from Planning Manager Wade Burkholder

Council Request: 19-083
Requested by: Mayor Olson
Request: What is the height of police building parking lot wall and gate?
Assigned to: Public Works
Response: Please see the response from Public Works Director Maria D'Andrea



DATE: April 24, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D'Andrea, Director of Public Works

SUBJECT: Council Request No. 19-057: Alley Issues Summary (White Paper)

This memo is intended to summarize the City's actions to date and planned actions to restore the condition of the unpaved alleys and establish a proposed plan for paving alleys. It also discusses several items raised by the public at the March 19, 2019 town hall meeting held by Councilman Sierra.

Background

The City maintains 374 alleys throughout the city. This equates to 42.2 miles. Of these, 42 alleys are paved and the remainder (332) are unpaved. It is not known how the paved alleys were funded. In talking with staff, it appears that the funding methodology has not been consistent, i.e. sometimes the City has paid and, in other cases, the adjacent property owners have paid for a portion of the costs.

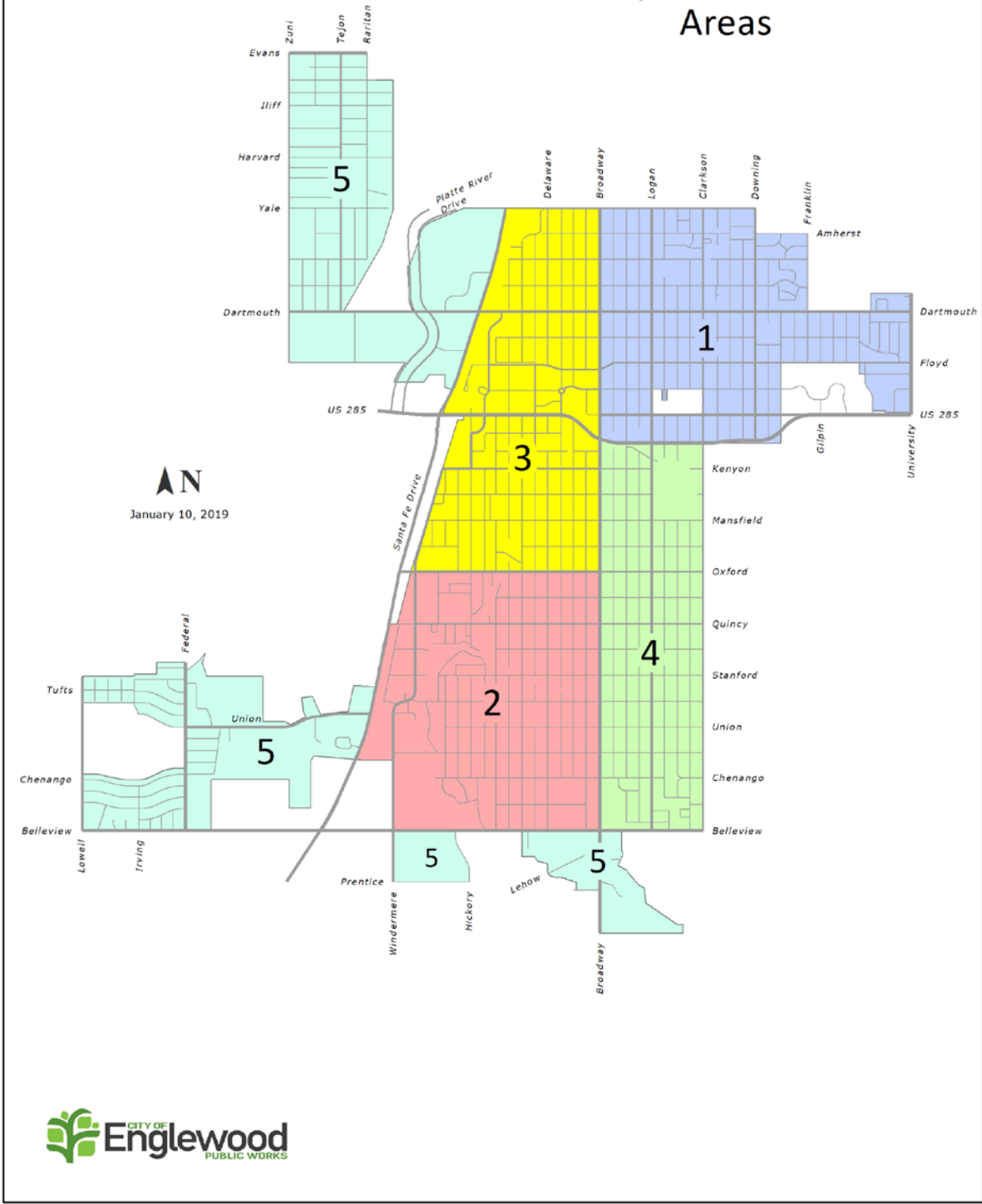
Past maintenance actions have included adding road base and re-grading to remove ruts and potholes. This is typically done once in the spring and, after that, only as needed upon request by the adjacent property owners.

2019 Planned Maintenance Efforts

Due to the number of complaints received this spring about the condition of the alleys, the City is implementing an **immediate effort** (spring/early summer) to make alleys passable and then a **short-term** (summer/fall) effort to improve drainage through grading and then apply dust abatement materials.

The City has been divided into five (5) maintenance areas. Staff has prioritized alleys within the five areas, based on how severe access is affected as well as the number of concerns received.

Alley Maintenance Areas



Using these factors, staff has prioritized immediate alley maintenance in Areas 1 & 3 of the city. This will be followed by Areas 2 & 4. The goal of this initial effort is to make the alleys accessible for vehicles by filling potholes & ruts, and grading. This will likely last through June 2019.

Then, staff will begin an effort to perform more fine/detailed grading, removing & replacing sections of road base with asphalt millings and applying dust suppressant material with the goal of improving drainage and removing any soft spots. Areas 2 & 4 will be prioritized followed by Areas 1 & 3. This effort will last through the summer and into fall 2019.

An interactive map was created that depicts the alleys immediately in need of grading and their status as one of the following:

- Complete
- Incomplete
- In Progress
- Action Not Required (at this time)

People can click on each alley to get more information. The map is updated in real time so it is always current. Staff is also tracking resources used (labor & materials) and date completed. Once the immediate grading is completed, the map will be modified to reflect the Short-Term Plan efforts.

The map can be found at: <https://www.englewoodco.gov/government/city-departments/alley-maintenance>

Alley Maintenance Plan

Immediate Maintenance Efforts

Goal: Grade alleys to make them passable to traffic by filling potholes & ruts and then grading

Timeline: April 2019 through June 2019 (subject to weather)

Priorities:

- Areas 1 & 3
- Areas 2 & 4
- Area 5

Short-Term Efforts

Goal: Grade alleys to improve drainage by performing more fine/detailed grading, removing & replacing sections of road base with asphalt millings and applying dust-suppressant material

Timeline: July 2019 through November 2019

Priorities:

- Area 2
- Area 4
- Area 1
- Area 3
- Area 5

This short term effort will prepare the alleys for future winter conditions so that less immediate maintenance is needed in future springs.

Alley Paving Program

The cost to construct a typical 660-foot long alley is estimated to be \$200,000. This does not include replacement or installation of storm water drains, if needed.

An annual Alley Paving Program could be established whereby ten (10) alleys are paved each year at an annual estimated cost of \$2,600,000.

	Estimated Construction Costs	Design & Project Management (20%)	Contingency (10%)	Total Estimated Costs
Alley Paving (annual)	\$2,000,000	\$400,000	\$200,000	\$2,600,000

This assumes the following:

- 33 year program to complete all alleys (33 x 10 = 330)
- Total cost (in 2019 dollars) is \$85,800,000
- No contribution from adjacent property owners; City pays 100% for costs

If such a program was established, a methodology for determining priorities would need to be established as well as how costs for storm sewer needs would be addressed. Criteria around minimum and maximum grades would need to be established as well given that there are existing garages & driveways at various differential grades adjacent to the alleys.

Paving alleys would result in an increase of impervious surface. Rain water runs off more quickly from paved surfaces and could contribute more runoff to existing storm sewers and drainageways. Staff is in the process of researching the use of permeable pavements in alleys as a means of capturing some storm water runoff. This research will determine the relative costs in comparison to asphalt or concrete as well as how much runoff could be diverted.

Construction Site Enforcement

The Public Works Department is responsible for enforcing issues with construction in the right-of-way. Site enforcement is the responsibility of the Building Division within the Community Development Department. Therefore, the two departments must work cooperatively to address site construction issues.

The Public Works Department requires that contractors doing work on all sites (including single family homes) conduct a pre-construction meeting. At that time, erosion control is verified and various “do’s” and “don’ts” are reviewed such as parking, access, etc. These meetings have been beneficial.

As a result of the Town Hall meeting, the Public Works staff has begun more diligent follow up to ensure compliance within the right-of-way. Staff has also begun videotaping the pre-construction conditions of the right-of-way. This will be done until such time as the municipal code can be modified to require it of the contractor.

Typically, the contractor will address issues when they are raised. However, some have been reluctant to do so without further enforcement. This is an area where additional discussion and measures need to be put in place internally to allow for effective enforcement.



To: Mayor Olson and City Council Members

From: Tom Brennan, Director of Utilities

Date: April 19, 2019

Subject: Council Request 19-076
Oversight of contractor used by Utilities for remediation work.
Are there quality controls or service level agreement in place?

The Utilities Department pays for this service to customers who are impacted by a sewer backup in the city's main lines. After notification of the backup, city personnel offer the customer remediation services. If the customer desires these services, the customer signs the attached document and city contact information is given to the customer. The document details the work that will be performed. The remediation work is scheduled and observed by the homeowner. Upon completion of the remediation work, the customer notifies the city that the work was completed to their satisfaction.

The city currently does not have quality controls other than the customer's satisfaction with the work. The original service contract with Belfor could not be located only the attached addendum was located.

Moving forward, the city will no longer be utilizing the services of Belfor. We are contacting local remediation companies to perform this service in the future. The new provider will be required to follow insurance company's industry standards for remediation services and pricing. The city's Professional Services Agreement will be executed prior to retaining their services. Additionally, customer service technician will serve as point of contact for the customer during this work and periodically follow up with them to ensure expedient remediation services are provided.



ADDENDUM TO BELFOR SERVICE CONTRACT
NOTICE TO ENGLEWOOD SANITARY SEWER CUSTOMER
SANITARY SEWER BACKUP REMEDIATION
(Revised 3/11/2014)

Dear Englewood sanitary sewer customer:

You are receiving this notice because you have had a sanitary sewer backup in your residence or business caused by a blockage in an Englewood sewer main, and because it is the City of Englewood's practice to render aid when this happens.

When sewer main blockages do occur, it is the City of Englewood's practice to contract with a company that specializes in water and sewage damage remediation. The remediation company is authorized to perform the following services only:

- Water/sewage extraction
- Sanitize with an anti-microbial treatment
- Make necessary drywall flood cuts.
- Replace and tape drywall removed for flood cuts (no finishing)
- Clean and deodorize by mopping.
- Move the furniture and contents of the affected rooms as necessary.
- Pack books in boxes
- Wipe down furniture
- Run drying blowers as necessary
- Run dehumidifiers as necessary
- Lift carpet and pads for drying.
- Lift and dispose of carpets and carpet pads if necessary.
- Replace carpet with equivalent if necessary
- Replace carpet pad with equivalent if necessary
- Remove and replace floor linoleum or floor tiles with equivalent as necessary.
- Laundry – Pack in bags
- Laundry – Call the Englewood Utilities Department for laundry cleaning information.

From a legal standpoint, the City of Englewood is under no obligation to do anything other than maintain its sewer mains. So long as the City has made a good faith effort to adequately maintain its sewer mains, it is not liable for any loss or damage a property owner may incur as the result of a blockage and backup in those mains. A property owner accepts a certain amount of risk by connecting to the City's sewer system which can become blocked for reasons out of the City's control.

By agreeing to authorize the performance of these cleanup services, the City of Englewood in no way accepts or acknowledges any liability for losses or damage to the affected property caused by a blockage and backup in its sewer system. If the property owner desires services beyond those listed here, they may contract directly with the remediation company or contact their individual insurance company for direction.

I/We, _____ owner(s) of the property at _____

___ Elect to allow entry into our premises by City personnel for inspection of damage and evaluate cleanup needs.

___ Chose to decline the City's offer of cleanup services.

Signed _____ Date _____

Englewood Utilities Department 303-762-2635.



TO: Mayor Olson and City Council
FROM: John Collins, Chief of Police
DATE: April 18th, 2019
SUBJECT: Council Request 19-077

Requested by: Council Member Martinez: Status of animal control enforcement at Emerson Park. Please provide number of complaints and actions taken by Code Enforcement.
Assigned to: Police Department

The following is a list of complaints and actions taken by Code Enforcement at Emerson Park located at 2929 S Emerson Street:

DATE	DESCRIPTION	ACTION
1/22/2019	Complaint - Animal At Large	Unable to Locate
1/22/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
1/23/2019	Animal Running At Large	Warning
1/27/2019	Complaint - Animal At Large	Unable to Locate
1/27/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
1/31/2019	Animal Running At Large	Warning
2/22/2019	Complaint - Animal At Large	Unable to Locate
2/22/2019	Animal Running At Large	Warning
2/25/2019	Increased Patrol	Warning
2/26/2019	Animal Running At Large	Warning
3/1/2019	Dead Animal	Impound / Removed
3/9/2019	Animal Running At Large	Warning
3/15/2019	Animal Running At Large	Warning
3/16/2019	Complaint - Animal At Large	Unable to Locate
3/16/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
3/17/2019	Animal Running At Large	Warning
3/18/2019	Complaint - Animal At Large	Unable to Locate
3/19/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
3/19/2019	Animal Running At Large	Warning
3/19/2010	Animal Running At Large	Warning

3/21/2019	Complaint - Animal At Large	Unable to Locate
3/22/2019	Complaint - Animal At Large	Unable to Locate
3/22/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
3/22/2019	Animal Running At Large	Warning
3/24/2019	Complaint - Animal At Large	Unable to Locate
3/24/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
3/26/2019	Complaint - Animal At Large	Unable to Locate
3/26/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
3/27/2019	Increased Patrol	Dog at Large Summons
3/28/2019	Animal Running At Large	Summons
3/27/2019	Increased Patrol	Dog at Large Summons
4/3/2019	Complaint - Animal At Large	Unable to Locate
4/3/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
4/4/2019	Animal Running At Large	Warning
4/4/2019	Animal Running At Large	Warning
4/4/2019	Animal Running At Large / Rabies Tag	Warning
4/4/2019	Animal Running At Large / Rabies Tag	Summons
4/6/2019	Complaint - Animal At Large	Unable to Locate
4/6/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
4/9/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
4/9/2019	Complaint - Animal At Large	Warning
4/12/2019	Complaint - Animal At Large	Unable to Locate
4/12/2019	Complaint - Animal At Large	Citizen Filed with Parks Department
4/14/2019	Animal Running At Large	Warning
4/14/2019	Animal Running At Large / Rabies Tag	Summons
4/14/2019	Increased Patrol	Parking Ticket
4/14/2019	Increased Patrol	Parking Ticket



DATE: April 24, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D'Andrea, Director of Public Works

SUBJECT: Council Request No. 19-078: Elati Bus Stop, near WalMart

Council Request No. 19-078: Who is responsible for trash at the bus stop at Elati near the WalMart? If the city is responsible, what can be done to limit trash accumulation?

RTD is responsible for removing trash at locations where an RTD bus shelter is located, as at this site. There is an existing trash can next to the shelter. Staff has contacted RTD and asked them to place this location on a more frequent schedule for trash collection.





DATE: April 24, 2019
TO: Mayor Olson and City Councilmembers
THROUGH: Dorothy Hargrove, Interim City Manager
FROM: Maria D'Andrea, Director of Public Works
SUBJECT: Council Request No. 19-080: Electrical Outlet near Café 180

Council Request No. 19-080: Status of electrical outlet cover near Café 180 on Broadway. It is cracked and creating a hazard.

The Parks, Recreation and Golf Department maintains these electrical outlets for holiday lighting. They have replaced the cover at this location.



TO: Mayor Olson and Council Members

THRU: Dorothy Hargrove, Interim City Manager
Brad Power, Community Development Director

FROM: Wade Burkholder, Community Development Planning Manager

DATE: April 23, 2019

SUBJECT: Council Request CR19-082: 2990 S. Sherman

1. What developer plans have been submitted for this property and when?

April 16th. Minor Subdivision Plat Application and an Administrative Adjustment Application.

2. Is there reference to a 5% administrative adjustment that would allow the lot at this address to go over the 9K square feet that would allow the building of a triplex? Apparently there is a mention of this 5% administrative adjustment in the Uniform Development Code but want to see if Englewood would allow for this.

16-2-17 (2) (e) (1) speaks towards the 5% reduction in the required lot size needed; not a 5% adjustment to permit the lot size to go over 9,000 square feet. The square footage of the lot will not change. In Section 16-2-17 (F) the criteria used to determine if an Administrative Adjustment may be approved is listed. The application that has been submitted will be sent through the internal Development Review Team (DRT) group for review and discussion. As with all applications, the Administrative Adjustment criteria will be reviewed and applicable criteria will be factored prior to a staff decision on this application.

3. Xcel is to begin laying pipe at this property. This may go to question #1 but would Xcel begin laying pipe before property plans are approved by the city?

Public Works inspectors have visited this property and report no work being done. Xcel is working in the Cornell Avenue right-of-way. The Public Works Department has issued a permit for this work.





DATE: April 24, 2019

TO: Mayor Olson and City Councilmembers

THROUGH: Dorothy Hargrove, Interim City Manager

FROM: Maria D'Andrea, Director of Public Works

SUBJECT: Council Request 19-083: Police Building Parking Lot Wall & Gate Height

At the April 22, 2019 Council Study Session, a question was asked about the height of the parking lot wall and gate. Staff verified that the wall will be 8 feet in height and the gate will be 7-feet, 7 inches in height.