



## Council Request Update

July 18, 2019

### **Council Request: 19-086**

**Requested by:** Mayor Linda Olson

**Request:** How would a citizen purchase street signs as they are replaced with the new City logo?

**Assigned to:** Public Works

**Response:** Please see the response provided by Director of Public Works Maria D'Andrea.

### **Council Request: 19-095**

**Requested by:** Council Member Amy Martinez

**Request:** Request for the number of property tax assessment protests filed with the Arapahoe County Assessor's Office by Englewood property owners.

**Assigned to:** City Manager's Office

**Response:** Please see the response provided by Interim City Manager Dorothy Hargrove.

### **Council Request: 19-103**

**Requested by:** Mayor Olson and Mayor Pro Tem Russell

**Request:** Which herbicides does the City use? Are we using Glyphosate/Roundup?

**Assigned to:** Parks and Recreation

**Response:** Please see the response provided by Acting Director of Parks, Recreation and Library Dave Lee.

### **Council Request: 19-104**

**Requested by:** City Council

**Request:** Request for financial information related to the Storm Water Drainage Fund.

**Assigned to:** Finance

**Response:** Please see the response provided by Finance Director Maria Sobota.

### **Council Request: 19-106**

**Requested by:** Council Member Dave Cuesta

**Request:** Information on status of median maintenance.

**Assigned to:** Parks and Recreation

**Response:** Please see the response provided by Acting Director of Parks, Recreation and Library Dave Lee.

### **Council Request: 19-107**

**Requested by:** Council Member Dave Cuesta

**Request:** Request to clarify information from the July 8 Study Session.

**Assigned to:** City Manager's Office

**Response:** Please see the response provided by Interim City Manager Dorothy Hargrove.

### **Council Request: 19-111**

**Requested by:** Council Member Othoniel Sierra

**Request:** Request for Year to Date Statistics on Code Enforcement on animals 'Running at Large'.

**Assigned to:** Police Department/Code Enforcement

**Response:** Please see the response provided by Code Enforcement Supervisor David Lewis.



DATE: July 17, 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. 19-086: Citizen Purchase of Old Street Signs

Council Request No. 19-086: How would a citizen purchase street signs as they are replaced with street signs with the new City logo?

The street name signs installed by City staff are made of aluminum. They are called blades and are purchased as "blanks" to which City staff apply the reflective sign materials including the City logo. Typically, when a sign is replaced, the reflective material is removed and the blade is re-used at least once or twice. When the blade becomes too damaged to re-use in the field, it is recycled as scrap aluminum along with all other recycled materials at the ServiCenter. Proceeds from all metal recycling go into the ServiCenter fund.

Signs are replaced when they are either damaged or when they have faded to such a degree that they no longer meet reflectivity standards. Signs typically remain in good condition for at least 8-10 years.

Citizens could purchase a street sign that will be recycled by contacting the Traffic Engineer. The Traffic Engineer will document the request and notify them when the sign is replaced. This might take several years. Requests will be filled on a first-come, first-served basis. If a request has not been fulfilled in five years, the Traffic Engineer will attempt to contact the requestor to determine if they are still interested in remaining on the list.

Since the sign is going to be recycled, there is little value but the City would charge a nominal fee (possibly \$10.00) to adhere to the asset disposal requirements.

Citizens would be required to sign a form stating that they will not place the sign in the public right-of-way nor in any location where it could be read or identified by emergency response personnel and possibly cause confusion.



**TO:** Mayor Olson and Members of City Council  
**FROM:** Dorothy Hargrove, Interim City Manager  
**DATE:** July 17, 2019  
**SUBJECT:** Council Request - CR 19-095

**Council Request 19-095**

What were the number of property tax assessment protests filed with the Arapahoe County Assessor's Office by Englewood landowners?

The Assessor's Office provided the data below based on filings analyzed through June 2019.

The total number of appeals for the City of Englewood were 429. See below:

Vacant Land	5
Residential	312
Agricultural	6
Commercial	88
Industrial	7
Business Personal	
Property	<u>11</u>
Total	429

The total number of appeals in Arapahoe County for real and business personal property were 9,134. Of those 9,041 were for real property and 93 were for business personal property.



# Memorandum

TO: Mayor Olson and Members of City Council  
FROM: Dave Lee, Acting Director of Parks, Recreation and Library  
DATE: July 15, 2019  
SUBJECT: Council Request #19-103

**Council Request 19-103:** Herbicides Used by the Parks Department

The following herbicides are used in the City of Englewood's parks and open spaces:

- Rodeo (Granular) Active Ingredient: Glyphosate
- Snapshot (Granular) Active Ingredient: Trifluralin, Isoxaben
- Prosecutor(Granular) Active Ingredient: Glyphosate
- Aqua Neat (Granular) Active Ingredient: Glyphosate
- Red Zone 2 (Soluble Concentrate) ) Active Ingredient: Mecoprop-p, Dicaamba
- Garlon 3A (Soluble Concentrate) ) Active Ingredient: Triclopyr; 3,4,6
- Trimec 992 (Soluble Concentrate) ) Active Ingredient Dicamba, MCPP



To: City Council  
From: Maria Sobota, Finance Director  
Date: July 18, 2019  
Subject: Staff Response to Council Request 19-104

**Council Request:**

On July 8, 2019, City Council requested financial information related to the Storm Water Drainage Fund.

**Staff Response:**

Financial information related to the Storm Water Drainage Fund, including available balance and fees collected from 2001 through 2018, is included in the attached spreadsheet. The Revenue Bonds were refinanced in 2012 and reach final maturity in December, 2021.

Please let me know if you have further questions. I can be reached at [msobota@englewoodco.gov](mailto:msobota@englewoodco.gov) or (303)762-2416.

**Attachments**

Storm Water Drainage Fund History



**Storm Water Drainage Fund Available Balance & Fees Collected**

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Beginning Funds Available</b>	\$ 258,822	\$ 680,250	\$ 692,293	\$ 412,202	\$ 463,230	\$ 582,674	\$ 709,176	\$ 847,584	\$ 982,564	\$ 714,435	\$ 765,997	\$ 852,983	\$ 956,580	\$ 1,025,957	\$ 1,130,476	\$ 1,213,039	\$ 1,288,087	\$ 1,099,497
Sources of Funds (Fees, Bonds, Interest)	\$ 1,917,533	\$ 340,215	\$ 307,074	\$ 300,054	\$ 341,518	\$ 364,833	\$ 384,088	\$ 378,299	\$ 347,503	\$ 331,715	\$ 337,317	\$ 1,357,668	\$ 334,013	\$ 327,860	\$ 338,375	\$ 337,998	\$ 405,824	\$ 365,975
Personnel costs	\$ 58,087	\$ 43,071	\$ 70,887	\$ 80,680	\$ 55,151	\$ 49,413	\$ 59,251	\$ 61,167	\$ 60,592	\$ 58,506	\$ 56,175	\$ 58,337	\$ 58,811	\$ 69,955	\$ 54,105	\$ 83,602	\$ 88,008	\$ 108,891
Commodities and contractual services	\$ 40,249	\$ 89,739	\$ 46,759	\$ 35,606	\$ 31,460	\$ 55,980	\$ 51,095	\$ 44,702	\$ 61,182	\$ 85,598	\$ 56,658	\$ 74,729	\$ 93,304	\$ 37,688	\$ 38,128	\$ 27,597	\$ 28,114	\$ 113,363
Capital expenses	\$ 1,325,546	\$ 58,344	\$ 334,575	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 359,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,905	\$ 38,588	\$ 361,670	\$ 175,823
Debt service	\$ 72,223	\$ 137,018	\$ 134,944	\$ 132,740	\$ 135,463	\$ 132,938	\$ 135,334	\$ 137,450	\$ 134,294	\$ 136,049	\$ 137,498	\$ 1,105,239	\$ 112,521	\$ 115,698	\$ 114,674	\$ 113,163	\$ 116,622	\$ 114,763
<b>Uses of Funds</b>	<b>\$ 1,496,105</b>	<b>\$ 328,172</b>	<b>\$ 587,165</b>	<b>\$ 249,026</b>	<b>\$ 222,074</b>	<b>\$ 238,331</b>	<b>\$ 245,680</b>	<b>\$ 243,319</b>	<b>\$ 615,632</b>	<b>\$ 280,153</b>	<b>\$ 250,331</b>	<b>\$ 1,238,305</b>	<b>\$ 264,636</b>	<b>\$ 223,341</b>	<b>\$ 255,812</b>	<b>\$ 262,950</b>	<b>\$ 594,414</b>	<b>\$ 512,840</b>
<b>Net Sources (Uses) of Funds</b>	<b>\$ 421,428</b>	<b>\$ 12,043</b>	<b>\$ (280,091)</b>	<b>\$ 51,028</b>	<b>\$ 119,444</b>	<b>\$ 126,502</b>	<b>\$ 138,408</b>	<b>\$ 134,980</b>	<b>\$ (268,129)</b>	<b>\$ 51,562</b>	<b>\$ 86,986</b>	<b>\$ 119,363</b>	<b>\$ 69,377</b>	<b>\$ 104,519</b>	<b>\$ 82,563</b>	<b>\$ 75,048</b>	<b>\$ (188,590)</b>	<b>\$ (146,865)</b>
Prior Period Adjustment																		
<b>Ending Funds Available</b>	<b>\$ 680,250</b>	<b>\$ 692,293</b>	<b>\$ 412,202</b>	<b>\$ 463,230</b>	<b>\$ 582,674</b>	<b>\$ 709,176</b>	<b>\$ 847,584</b>	<b>\$ 982,564</b>	<b>\$ 714,435</b>	<b>\$ 765,997</b>	<b>\$ 852,983</b>	<b>\$ 956,580</b>	<b>\$ 1,025,957</b>	<b>\$ 1,130,476</b>	<b>\$ 1,213,039</b>	<b>\$ 1,288,087</b>	<b>\$ 1,099,497</b>	<b>\$ 943,984</b>

	1993	1994	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
<b>Storm Drainage fees collected</b>	\$ 63,206	\$ 125,882	\$ 170,457	\$ 315,454	\$ 294,703	\$ 290,668	\$ 320,131	\$ 319,854	\$ 320,723	\$ 320,720	\$ 320,781	\$ 318,981	\$ 319,211	\$ 316,244	\$ 317,935	\$ 313,574	\$ 316,729	\$ 316,970	\$ 394,821	\$ 347,979

Projects	Dartmouth Avenue	Dartmouth Avenue	Oxford-Martin Plastics	Bond Refunding	Oxford-Riverpoint & Platte River	5200 South Broadway	Oxford & Santa Fe	Oxford & Santa Fe

Rate/Fee Schedule	1993		2001		2018	
	Quarter	Annual	Quarter	Annual	Quarter	Annual
Single Family Residential Flat Rate Charge	\$ 1.70	\$ 6.80	\$ 4.16	\$ 16.66	\$ 13.16	\$ 52.64
All Other Classes Rate is Per Square Foot of Impervious Area		\$ 0.00226		\$ 0.00554		\$ 0.01100



# Memorandum

TO: Mayor Olson and Members of City Council  
FROM: Dave Lee, Acting Director of Parks, Recreation and Library  
DATE: July 16, 2019  
SUBJECT: Council Request #19-106

## **Council Request 19-106:** Information on Status of Median Maintenance

Staff has verbally contacted Emerald Isle Landscaping, the contractor responsible for median maintenance to voice concerns over the condition and appearance of all medians along Santa Fe Drive, Hampden Avenue (US 285) and Broadway. A meeting has been scheduled on Thursday, July 18<sup>th</sup> to review the maintenance procedures and to supply a list of issues that need to be addressed during the next regularly scheduled maintenance procedure which is to take place on July 25<sup>th</sup>.

Median maintenance is scheduled and conducted once a month at night, typically on the third Thursday of the month. The contractor is required to remove weeds and trash that has collected, perform irrigation checks and repairs and manage the landscaping in a presentable manner.

The water feature on the northwest corner of Hampden and Broadway has not been operational in many years and is part of the water features that were removed and replaced with landscaping at the Plaza Pond area located at the Market Place shopping plaza.

The flower beds located at the interchange to Hampden and Broadway have been overgrown with weeds. Emerald Isle is sending a crew out this week to address the weeds in the flower beds.

I am hopeful that meeting with Emerald Isle will resolve all of these issues and continue to maintain our median areas in an acceptable manner moving forward.



**TO:** City Council

**FROM:** Dorothy Hargrove, Interim City Manager

**DATE:** July 12, 2019

**SUBJECT:** Council Request 19-107  
Request to clarify information discussed at the July 8, 2019 Study Session

Councilmember Cuesta forwarded questions to Interim City Manager Dorothy Hargrove and City Attorney Alison McKenney Brown regarding the discussion with Fire Marshal Laura Herblan at the July 8, 2019 study session. Councilmember Barrentine requested information on the relevant city policy.

As background, the City Attorney reviewed any law or documents in her records regarding flood response issues. Although she was out of town at the time of the July 24, 2018 flood event, she did coordinate with former City Manager Keck on preparation of an emergency response declaration. Deputy City Attorney Dugan Comer, at her direction, drafted that declaration. It was signed by the Mayor on July 26, 2019. The City Attorney did not play a further direct role in the response efforts until the notice of intent to file a lawsuit was served on October 8, 2019.

The Englewood Municipal Code establishes the City Manager as the emergency response authority:

7-7-4: - Emergency Response Authority.

- A. The Emergency Response Authority for the City shall be the City Manager or designee who shall exercise continuing supervisory authority for the cleanup and removal of the hazardous substance involved in a hazardous substance incident.

Former Manager Keck assigned emergency response responsibilities to various personnel throughout the City, including but not limited to Fire Marshal Herblan, Police Commander Englert, Public Works Director D'Andrea, Utilities Director Tom Brennan, and Communications Manager Carney.

- All Directors were notified on August 2 that Eric Keck tasked Englert and Herblan to put together that portion of his flood response report detailing costs of response, lists of damages, etc. Keck told his directors to get their final flood response cost information to Englert and Herblan so he could finalize his flood response report for the August 6<sup>th</sup> City Council meeting.
- All Directors were queried on October 2<sup>nd</sup> regarding ideas for the most efficient way to make the hundreds of flood related documents created by the Fire Marshal between July



24<sup>th</sup> and October 2<sup>nd</sup> available through CORA. There was no mention of whether an after storm report was one of the documents created.

- October 5. Eric Keck's last day with the City.
- The City Attorney was notified on October 8th that the City was served with notice of intent to file a lawsuit in association with a death occurring on July 24<sup>th</sup>.
- There was a meeting held on October 9, including the City Attorney, Fire Marshal Herblan, Director D'Andrea, outside counsel assigned by CIRSA and a CIRSA representative. The City Attorney and outside counsel explained the City's standard operating procedure applicable in these circumstances: *Once an intent to enter into litigation is received all elected officials and staff are advised to stop creating new documents about the topic and to avoid speaking publicly about the topic.*
- During the ensuing months, all previously written documents, reports or emails, etc., regarding the flood response were retained in City records and were available to the public upon request.
- After the City received notice on May 21, 2019 that the potential litigation had been dismissed, I requested that Fire Marshal Herblan, Commander Englert, Director D'Andrea and others provide summaries of their response to the July 2018 event. These summaries were presented to Council at the July 8 study session.

With that background, I have provided responses to Mr. Cuesta's specific questions below:

- 1) *I would like to request any information that is available for council review regarding the communications that took place between outside counsel and CM Herblan regarding the flooding and actions she was advised to take by outside counsel or advice she was given, following the flooding. If FM Herblan has any communications in writing from outside counsel advising her to not proceed with an after-action report, I hope they will be provided to the council.*

The City Attorney is not aware of any legal advice given to Fire Marshal Herblan in writing by herself or outside counsel. Legal advice on matters in active litigation is generally given in person or by telephone, whether the advice is given to elected officials or staff. The verbal communication was as explained above.

- 2) *Which other city staff members had communication with outside counsel and were given advisements or advice regarding their response to the flood?*

Public Works Director D'Andrea was present at the meeting, remembers the discussion of the standard procedure in response to litigation, but received no written communication from the City Attorney or outside counsel.

- 3) *ICM Hargrove, you stated that a process is being developed that will allow city staff to express any concerns they may have with matters taking place within the city. I believe that's a critical tool for staff to have access to, and also for citizens to know is available to staff. That will allow concerns to be raised, properly investigated, and acted upon if found to be substantive. I will also mention to incoming CM Lewis that I hope this is a priority.*

This policy already exists in the City's Administrative Policy Manual that all City employees receive and are required to review. These policies are available to the public on the City's website under <https://www.englewoodco.gov/inside-city-hall/city-departments/human-resources/city-policies> or "Government/City Departments/Human Resources/City Policies." All city policies are fully compliant with applicable state and federal laws.

My comments at the July 8 study session referred to the fact that we are in the process of updating all policies in order to reflect changes in administrative procedure and to clarify language so that all staff can easily understand and apply the policies. While individual policies are updated as necessary, the last comprehensive review was done in 2017. We hope to start 2020 with a thoroughly updated manual.

The term "whistleblower" has a specific policy application and is addressed in our current policy specifically under Section 1.2 of the Administrative Policy Manual that reiterates the City's commitment to the prohibition of harassment, discrimination, and retaliation:

## **1.2 HARASSMENT AND DISCRIMINATION PROHIBITED**

### **PURPOSE**

To define and prohibit all forms of harassment, discrimination, and retaliation.

### **SCOPE**

All City employees and non-employees doing business with the City, including citizens, customers, clients, vendors, consultants, etc.

### **POLICY**

It is the policy of the City of Englewood to ensure and maintain a working environment free of coercion, harassment, and intimidation. This policy extends to all job sites, and facilities under the management or ownership of the City, at which employees are assigned to work. Harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward others because of their, or their relatives', race, color, religion, gender, national origin, veteran status, age, disability or other protected characteristics, and which creates an intimidating, hostile or offensive working environment, unreasonably interferes with an individual's work performance, or otherwise adversely affects an individual's employment opportunities. Unlawful harassment includes, but is not limited to: derogatory remarks, epithets, objectively offensive jokes, the display or circulation of objectively offensive printed, visual, or electronic materials, or objectively offensive physical actions.

Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to: the repeated making of unsolicited, inappropriate gestures or comments; the display of sexually graphic materials not necessary for work purposes; preferential treatment or the promise of preferential treatment in return for submitting to or engaging in sexual conduct; or repeatedly asking someone for a date after having been turned down. Such conduct is considered a violation of this policy when:

- 1) Such conduct creates an intimidating, hostile or offensive work environment or interferes with the individual's work performance; or

- 2) Submission to such conduct is made openly or by implication of a term or condition of an individual's employment; or
- 3) Submission to or the rejection of such conduct by an individual is used as a basis for employment decisions affecting that person.

Any violation of this policy arising within the workplace or work environment by any individual included within the scope of this policy should be immediately reported to such individual's supervisor, department director or to the Human Relations Department. All reports will be treated, to the extent possible, confidentially and will be promptly investigated.

The City does not retaliate against, and does not tolerate retaliation against, those who report a violation of this policy in good faith, or those who cooperate with administrative investigation of any complaint of this policy. ***Retaliation may be reported as a violation of this policy*** [emphasis added.]

I hope this information is helpful and answers the questions posed.



**TO:** Chief John Collins  
**FROM:** Code Enforcement Supervisor David Lewis  
**DATE:** July 18<sup>th</sup>, 2019  
**SUBJECT:** Council Request 19-111

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Requested by: Councilmember Sierra: A request for year to date statistics from Code Enforcement on animals “Running at Large.”

In order to set the context of this request, the following Englewood Municipal Codes were applied to cases that were opened by Code Enforcement under the category of animals “Running At Large:”

***EMC 7-1A-1: - Definitions***

*Dog or Cat, Stray and/or Running at Large (public property):* Not under reasonable control and physically restrained by a capable person when on public property, or any public area, by a leash, tether or other physical device, with the exception of designated off-leash parks.

***EMC 7-1A-3: - Running at Large.***

It shall be unlawful for any dog or cat owner to allow such animal to run at large.

January 2019	13
February 2019	25
March 2019	28
April 2019	66
May 2019	41
June 2019	25
July 1 <sup>st</sup> , 2019 – July 17 <sup>th</sup> , 2019	15

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-001	1/7/2019	Information on water main breaks	Cuesta	Council	Meeting/SS	Daisy Yu	CMO	Completed	1/10/2019	
19-002	1/7/2019	Information on multi-family unit by Cochino Taco. What role did Board of Adjustments play? What variances were granted?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/9/2019	
19-003	1/7/2019	Investment income. Have we had losses? What is out total portfolio? Financial policies?	Barrentine/	Council	Meeting/SS		Finance	Completed	1/17/2019	
19-004	1/7/2019	Pull copy of all permits issued, building inspections. The Mayor also asked if we could provide some information on how AMIs are determined so that it's clear this is federal, not local.	Russell	Council	Meeting/SS		Community Development	Completed	1/9/2019	
19-005	1/7/2019	Info on urban lots - historical issues? CD please clarify with CM Sierra.	Sierra	Council	Meeting/SS		Community Development	Completed	1/24/2019	
19-006	1/17/2019	Englewood Downtown Development Authority Analysis Report	Martinez	Council	Meeting/SS	Dan Poremba	Community Development	Completed	1/18/2019	
19-007	1/21/2019	Will an existing alley cottage become an ADU?	Martinez	Council	Email	Wade Burkhold	Community Development	Completed	1/22/2019	
19-008	1/22/2019	Trash removal at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019	
19-009	1/22/2019	Status of the fountains at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019	
19-010	1/23/2019	Status of home on 4188 S. Washington St in response to citizen complaint	Cuesta	Council	Meeting/SS		Community Development	Completed	1/25/2019	
19-011	1/23/2019	What is the capacity of our infrastructure, specifically water and sewer, vis a vis potential growth in the city?	Cuesta	Council	Meeting/SS	Utilities and	Public Works	Completed	1/28/2019	
19-013	1/23/2019	Copy of CORA request response provided to Ms. Vicky Hoffman requesting information on staffing in the CMO.	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019	
19-014	1/23/2019	Copy of CORA request response provided to Mr. JJ Margiotta requesting information on a payment to Investigations Law Group	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019	
19-015	1/23/2019	Status of code issues raised in video presentation by Mr. Chris Duis	Barrentine	Council	Meeting/SS		Police	Completed	1/24/2019	
19-016	1/28/2019	Update on the Kmart site and any associated PUD proposal.	Cuesta	Council	email		Community Development	Completed	1/31/2019	
19-017	1/29/2019	Issue with parking on public property	Barrentine	Council	Meeting/SS		Police	Terminated		
19-018	1/29/2019	Information on previous DDA re: Trolley Square. Why did it fail? What are the financials?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/29/2019	
19-019	1/29/2019	Additional information on investments; concerns about losses	Barrentine	Council	Meeting/SS		Finance	Completed	1/29/2019	
19-020	1/30/2019	Request for the application packet that was submitted and approved for the current 1327 Tufts development and any associated staff documents that pertain to the approval of this project.	Cuesta	Council	email		Community Development	Completed	1/31/2019	
19-021	2/4/2019	Update on sewer and clean up at 1310 E. Bates Parkway. Are other homes in the area affected?	Cuesta	Council	Meeting/SS		Utilities	Completed	2/7/2019	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-022	1/22/2019	Questions regarding two-year Bennett farm lease	Council	Council	Meeting/SS		SPWRP	Completed	2/6/2019	
19-024	2/12/2019	What is snow pushing policy of City snowplows? Snow has been piled in the RTD path.	Sierra	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-025	2/12/2019	Do we need new audio visual equipment for Community Room?	Cuesta	Council	Meeting/SS	City Clerk &	IT	Completed	2/14/2019	
19-026	2/20/2019	Traffic light change at Quincy and Broadway	Cuesta	Council	Email		Public Works	Completed	3/28/2019	
19-027	2/20/2019	Provide a follow up on 4188 Washington St.	Cuesta	Council	Meeting/SS		Attorney	Completed	4/18/2019	
19-028	2/20/2019	Update on snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)	Russell/Barr	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-029	2/20/2019	Follow up issues raised by Mr. Duis about fence in alley, outbuildings in disrepair	Barrentine	Council	Meeting/SS		Community Development	Completed	2/21/2019	
19-030	2/20/2019	Homeowner Improvement Assistance 1. Did Englewood have a program in place similar to Arvada? If we no longer do, when and why did it get discontinued? 2. List of programs the City offers to help lower income families with homes, bills, utility.	Sierra	Council	Meeting/SS		Community Development	Completed	2/21/2019	
19-032	2/27/2019	Pros and Cons of body cameras	Barrentine/	Council	Meeting/SS		Police	Completed	3/4/2019	
19-033	3/4/2019	Information on requirement that sale of city park property requires a vote	Barrentine	Council	Meeting/SS		CMO	Completed	3/6/2019	
19-034	3/4/2019	Status of sand/debris blown over Broken Tee Golf Course and how it may be mitigated	Olson	Council	Meeting/SS		PRL	Completed	3/7/2019	
19-035	3/4/2019	Update - Advertising signs at 4188 S. Washington St.	Barrentine/	Council	Meeting/SS		Community Development	Completed	3/8/1029	
19-036	3/4/2019	Information on sewer bill at 4630 S. Bannock St.	Wink/Russe	Council	Meeting/SS		Utilities	Completed	3/6/2019	Follow-up 3/28/2019
19-037	3/4/2019	Recap of grants from Arapahoe County Open Space for park improvements	Olson	Council	Meeting/SS		PRL	Completed	3/11/2019	
19-038	3/4/2019	Status of alley maintenance - change from past years?	Barrentine	Council	Meeting/SS		Public Works	Completed	3/7/2019	
19-039	3/4/2019	Number of budgeted positions that will not be filled in this budget year.	Russell	Council	Meeting/SS		HR	Completed	3/21/2019	Follow-up CR19-054
19-040	3/4/2019	Change in percentage turnover from August 2018 to February 2019? Are we still experiencing a 25% turnover rate? (FT benefited positions)	Russell	Council	Meeting/SS		HR	Completed	3/21/2019	Follow-up CR19-054
19-041	3/4/2019	Information on interest rate for homeowners' assistance - low or no? What would be involved in reviving this program?	Sierra	Council	Meeting/SS		Community Development	Completed	3/11/2019	
19-042	3/6/2019	Why is BGOOD unable to expand into the space next door?	Wink	Council	Email		Police	Completed	3/7/2019	
19-042	3/6/2019	Documentation/Explanation on why BGOOD is unable to expand into the space next door to it's current location	Wink/Russe	Council	Email		Police	Completed	3/6/2019	
19-043	3/6/2019	Police Headquarters Building Construction	Council	Council	Meeting/SS		Public Works	Completed	3/7/2019	

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19-072	4/14/2019	There are concerns some new developments are not conforming to the maximum lot coverage. 1. How can the City verify that properties are being built to the appropriate coverage? 2. What type of recourse could the City take if these rules are not being followed by developers?	Sierra	Council	Email		Community Development	Completed	4/16/2019	
19-073	4/14/2019	1. Does the City have any rules regarding the sale of CBD? 2. Is it only allowed to be sold by Englewood licensed marijuana shops?	Sierra	Council	Email		City Clerk	Completed	4/18/2019	
19-074	4/14/2019	A citizen is concerned an auto shop on the corner of Elati/Amherst is taking up over 20-40 on-street parking spots on both sides of Elati in the Ironworks Village area. 1. Is there anything that could allow the residents to get these parking spots back?	Sierra	Council	Email		Public Works	Completed	5/30/2019	
19-075	4/14/2019	A citizen on Bannock/Hampden has witnessed multiple accidents at that corner. Many do not realize it is a one-way street. 1. Can better signage help prevent these accidents?	Sierra	Council	Email		Public Works	Completed	5/16/2018	
19-076	4/15/2019	Oversight of contractor used by Utilities for remediation work. Are there quality controls or service level agreements in place?	Sierra, Wink	Council	Meeting/SS		Utilities	Completed	4/22/2019	
19-077	4/15/2019	Status of animal control enforcement at Emerson Park. Please provide number of complaints and actions taken by Code Enforcement	Martinez	Council	Meeting/SS		Police	Completed	4/24/2019	
19-078	4/15/2019	Who is responsible for trash at bus stop at Elati new WalMart? If the City is responsible, what can be done to limit trash accumulation?	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019	
19-079	4/15/2019	Description of off-boarding process in departments to ensure seamless transition and continuation of projects.	Olson	Council	Meeting/SS		City Manager	Completed	5/30/2019	
19-080	4/15/2019	Status of electrical outlet cover near Café 180 on Broadway. It is cracked and creating a hazard.	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019	
19-081	4/15/2019	Provide a report on the April 1, 2019 meeting with Englewood Public Schools regarding Bishop Elementary storm water retention.	Barrentine	Council	Meeting/SS		City Manager	Completed	4/18/2019	

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19-082	4/22/2019	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. Would Xcel begin laying pipe before property plans are approved by the City?	Sierra	Council	Email		Community Development	Completed	4/23/2019	
19-083	4/22/2019	What is the height of the police building parking lot wall and gate	Olson	Council	Meeting/SS		Public Works	Completed	4/25/2019	
19-084	4/30/2019	1. What are the number of variances that have been requested for the 5% administrative adjustment over the last 5 years? 2. How many of these have been approved and not approved over the same time frame?	Sierra	Council	Email		Community Development	Completed	4/30/2019	Follow-up on 5/2/2019
19-086	5/3/2019	How would a citizen purchase street signs as they are replaced with street signs with the new City logo?	Olson	Council	Email		Public Works	Completed	7/17/2019	
19-087	5/6/2019	Provide a report to Council for the CORA documents requested by Ms. Jones for City Council emails	Olson	Council	Email		City Clerk	Completed	6/10/2019	
19-088	5/6/2019	Provide a follow-up on Mr. Linhof's code violation and summons for 2980 S Ogden St.	Olson	Council	Meeting/SS		Not assigned	Completed	5/8/2019	Matter is being handled through the Municipal Court.
19-090	5/6/2019	Provide 5-year data on vacancy rates for commercial real estate in Englewood (South Broadway)	Olson	Council	Meeting/SS		Community Development	Completed	5/8/2019	
19-091	5/14/2019	Staff and Planning & Zoning Commission provide recommendations to change the Municipal Code to require contractors return properties to their original condition after work is completed.	Sierra	Council	Email	Public Works	Community Development	In progress		Complete by August 31
19-092	5/6/2019	Evaluate the need for a marked crosswalk at Oxford and Clarkson	Olson	Council	Meeting/SS		Public Works	Completed	5/16/2019	
19-093	5/17/2019	Provide explanation of appeals process.	Cuesta	Council	Email		Community Development	Completed	5/21/2019	
19-094	5/21/2019	Received complaints of a Short-Term Rental operating at 4075 S Jason. Please investigate and provide update.	Barrentine	Council	Email		Community Development	Completed	5/22/2019	
19-095	6/12/2019	The number of property tax assessment protests filed with the Arapahoe County Assesor's Office by	Martinez	Council	Meeting/SS		CMO	Completed		Waiting on Information from County Assessor
19-096	6/20/2019	Notification process for the BOAA re: posting requirements for the different zoning appeals that	Russell	Council	Email		Community Development	Completed	6/25/2019	
19-098	6/24/2019	List of all calls or requests, in the past year, to service at 3398 W. Grand.	Russell	Council	Meeting/SS		Police	Completed	6/27/2019	
19-100	7/1/2019	Description of how personal possessions of campers displaced from the South Platte are being	Russell	Council	Meeting/SS		Police	Completed	7/8/2019	
19-101	7/1/2019	Notification process to Council regarding arrest of former Englewood Police Officer	Barrentine	Council	Email		CMO	Completed	7/11/2019	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-102	7/3/2019	Status of complaint at 4075 S. Jason Street.	Barrentine	Council	Email		Community Development	Completed	7/8/2019	
19-103	7/11/2019	Which herbicides does the City use? Are we using Gyphosate/Roundup?	Olson/Russ	Council	Email		Parks	Completed	7/18/2019	
19-104	7/9/2019	Please provide information related to the Budget and Expenditures for the Storm Water Fund over	Council	Council	Meeting/SS		Finance	Completed	7/18/2019	
19-105	7/10/2019	Request that audio recordings for the Englewood Housing Authority meeting be posted on the	Barrentine	Council	Email		CMO	In progress	7/11/2019	
19-106	7/14/2019	Information on status of median maintenance, particularly on Broadway	Cuesta	Council	Email		Parks	Completed	7/16/2019	
19-107	7/15/2019	Request to clarify information from the July 8 Study Session	Cuesta/Barr	Council	Meeting/SS		CMO	Completed	7/16/2019	
19-108	7/16/2019	What steps would be involved in building moratorium?	Martinez	Council	Meeting/SS		CAO	Completed	7/15/2019	
19-110	7/16/2019	Comparative fees for water and sewer taps/fees paid by developers in neighboring cities.	Russell	Council	Meeting/SS		PW/Utilities	New		
19-111	7/16/2019	Request for YTD statistics from Code Enforcement on animals 'Running at Large'.	Sierra	Council	Email		Police	Completed	7/18/2019	

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19-001	1/7/2019	Information on water main breaks	Cuesta	Council	Meeting/SS	Daisy Yu	CMO	Completed	1/10/2019	
19-002	1/7/2019	Information on multi-family unit by Cochino Taco. What role did Board of Adjustments play? What variances were granted?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/9/2019	
19-003	1/7/2019	Investment income. Have we had losses? What is out total portfolio? Financial policies?	Barrentine/	Council	Meeting/SS		Finance	Completed	1/17/2019	
19-004	1/7/2019	Pull copy of all permits issued, building inspections. The Mayor also asked if we could provide some information on how AMIs are determined so that it's clear this is federal, not local.	Russell	Council	Meeting/SS		Community Development	Completed	1/9/2019	
19-005	1/7/2019	Info on urban lots - historical issues? CD please clarify with CM Sierra.	Sierra	Council	Meeting/SS		Community Development	Completed	1/24/2019	
19-006	1/17/2019	Englewood Downtown Development Authority Analysis Report	Martinez	Council	Meeting/SS	Dan Poremba	Community Development	Completed	1/18/2019	
19-007	1/21/2019	Will an existing alley cottage become an ADU?	Martinez	Council	Email	Wade Burkhold	Community Development	Completed	1/22/2019	
19-008	1/22/2019	Trash removal at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019	
19-009	1/22/2019	Status of the fountains at the plaza	Sierra	Council	Email		Public Works	Completed	1/23/2019	
19-010	1/23/2019	Status of home on 4188 S. Washington St in response to citizen complaint	Cuesta	Council	Meeting/SS		Community Development	Completed	1/25/2019	
19-011	1/23/2019	What is the capacity of our infrastructure, specifically water and sewer, vis a vis potential growth in the city?	Cuesta	Council	Meeting/SS	Utilities and	Public Works	Completed	1/28/2019	
19-013	1/23/2019	Copy of CORA request response provided to Ms. Vicky Hoffman requesting information on staffing in the CMO.	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019	
19-014	1/23/2019	Copy of CORA request response provided to Mr. JJ Margiotta requesting information on a payment to Investigations Law Group	Barrentine	Council	Meeting/SS		Clerk	Completed	1/24/2019	
19-015	1/23/2019	Status of code issues raised in video presentation by Mr. Chris Duis	Barrentine	Council	Meeting/SS		Police	Completed	1/24/2019	
19-016	1/28/2019	Update on the Kmart site and any associated PUD proposal.	Cuesta	Council	email		Community Development	Completed	1/31/2019	
19-017	1/29/2019	Issue with parking on public property	Barrentine	Council	Meeting/SS		Police	Terminated		
19-018	1/29/2019	Information on previous DDA re: Trolley Square. Why did it fail? What are the financials?	Barrentine	Council	Meeting/SS		Community Development	Completed	1/29/2019	
19-019	1/29/2019	Additional information on investments; concerns about losses	Barrentine	Council	Meeting/SS		Finance	Completed	1/29/2019	
19-020	1/30/2019	Request for the application packet that was submitted and approved for the current 1327 Tufts development and any associated staff documents that pertain to the approval of this project.	Cuesta	Council	email		Community Development	Completed	1/31/2019	
19-021	2/4/2019	Update on sewer and clean up at 1310 E. Bates Parkway. Are other homes in the area affected?	Cuesta	Council	Meeting/SS		Utilities	Completed	2/7/2019	

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19-022	1/22/2019	Questions regarding two-year Bennett farm lease	Council	Council	Meeting/SS		SPWRP	Completed	2/6/2019	
19-024	2/12/2019	What is snow pushing policy of City snowplows? Snow has been piled in the RTD path.	Sierra	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-025	2/12/2019	Do we need new audio visual equipment for Community Room?	Cuesta	Council	Meeting/SS	City Clerk &	IT	Completed	2/14/2019	
19-026	2/20/2019	Traffic light change at Quincy and Broadway	Cuesta	Council	Email		Public Works	Completed	3/28/2019	
19-027	2/20/2019	Provide a follow up on 4188 Washington St.	Cuesta	Council	Meeting/SS		Attorney	Completed	4/18/2019	
19-028	2/20/2019	Update on snow removal issues (wheelchair access in and around Simon Center, bus stops, possible employee assistance to business)	Russell/Barr	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-029	2/20/2019	Follow up issues raised by Mr. Duis about fence in alley, outbuildings in disrepair	Barrentine	Council	Meeting/SS		Community Development	Completed	2/21/2019	
19-030	2/20/2019	Homeowner Improvement Assistance 1. Did Englewood have a program in place similar to Arvada? If we no longer do, when and why did it get discontinued? 2. List of programs the City offers to help lower income families with homes, bills, utility.	Sierra	Council	Meeting/SS		Community Development	Completed	2/21/2019	
19-032	2/27/2019	Pros and Cons of body cameras	Barrentine/	Council	Meeting/SS		Police	Completed	3/4/2019	
19-033	3/4/2019	Information on requirement that sale of city park property requires a vote	Barrentine	Council	Meeting/SS		CMO	Completed	3/6/2019	
19-034	3/4/2019	Status of sand/debris blown over Broken Tee Golf Course and how it may be mitigated	Olson	Council	Meeting/SS		PRL	Completed	3/7/2019	
19-035	3/4/2019	Update - Advertising signs at 4188 S. Washington St.	Barrentine/	Council	Meeting/SS		Community Development	Completed	3/8/1029	
19-036	3/4/2019	Information on sewer bill at 4630 S. Bannock St.	Wink/Russe	Council	Meeting/SS		Utilities	Completed	3/6/2019	Follow-up 3/28/2019
19-037	3/4/2019	Recap of grants from Arapahoe County Open Space for park improvements	Olson	Council	Meeting/SS		PRL	Completed	3/11/2019	
19-038	3/4/2019	Status of alley maintenance - change from past years?	Barrentine	Council	Meeting/SS		Public Works	Completed	3/7/2019	
19-039	3/4/2019	Number of budgeted positions that will not be filled in this budget year.	Russell	Council	Meeting/SS		HR	Completed	3/21/2019	Follow-up CR19-054
19-040	3/4/2019	Change in percentage turnover from August 2018 to February 2019? Are we still experiencing a 25% turnover rate? (FT benefited positions)	Russell	Council	Meeting/SS		HR	Completed	3/21/2019	Follow-up CR19-054
19-041	3/4/2019	Information on interest rate for homeowners' assistance - low or no? What would be involved in reviving this program?	Sierra	Council	Meeting/SS		Community Development	Completed	3/11/2019	
19-042	3/6/2019	Why is BGOOD unable to expand into the space next door?	Wink	Council	Email		Police	Completed	3/7/2019	
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Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-071	4/14/2019	A citizen called saying there are plans to build a triplex on 2990 S Sherman which means it is over 9,000 sq. ft. 1. What is the official lot size of 2990 S Sherman? 2. Where can a citizen find the lot size of any property in Englewood?	Sierra	Council	Email		Community Development	Completed	4/16/2019	
19-072	4/14/2019	There are concerns some new developments are not conforming to the maximum lot coverage. 1. How can the City verify that properties are being built to the appropriate coverage? 2. What type of recourse could the City take if these rules are not being followed by developers?	Sierra	Council	Email		Community Development	Completed	4/16/2019	
19-073	4/14/2019	1. Does the City have any rules regarding the sale of CBD? 2. Is it only allowed to be sold by Englewood licensed marijuana shops?	Sierra	Council	Email		City Clerk	Completed	4/18/2019	
19-074	4/14/2019	A citizen is concerned an auto shop on the corner of Elati/Amherst is taking up over 20-40 on-street parking spots on both sides of Elati in the Ironworks Village area. 1. Is there anything that could allow the residents to get these parking spots back?	Sierra	Council	Email		Public Works	Completed	5/30/2019	
19-075	4/14/2019	A citizen on Bannock/Hampden has witnessed multiple accidents at that corner. Many do not realize it is a one-way street. 1. Can better signage help prevent these accidents?	Sierra	Council	Email		Public Works	Completed	5/16/2018	
19-076	4/15/2019	Oversight of contractor used by Utilities for remediation work. Are there quality controls or service level agreements in place?	Sierra, Wink	Council	Meeting/SS		Utilities	Completed	4/22/2019	
19-077	4/15/2019	Status of animal control enforcement at Emerson Park. Please provide number of complaints and actions taken by Code Enforcement	Martinez	Council	Meeting/SS		Police	Completed	4/24/2019	
19-078	4/15/2019	Who is responsible for trash at bus stop at Elati new WalMart? If the City is responsible, what can be done to limit trash accumulation?	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019	
19-079	4/15/2019	Description of off-boarding process in departments to ensure seamless transition and continuation of projects.	Olson	Council	Meeting/SS		City Manager	Completed	5/30/2019	
19-080	4/15/2019	Status of electrical outlet cover near Café 180 on Broadway. It is cracked and creating a hazard.	Russell	Council	Meeting/SS		Public Works	Completed	4/24/2019	
19-081	4/15/2019	Provide a report on the April 1, 2019 meeting with Englewood Public Schools regarding Bishop Elementary storm water retention.	Barrentine	Council	Meeting/SS		City Manager	Completed	4/18/2019	



Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-082	4/22/2019	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. Would Xcel begin laying pipe before property plans are approved by the City?	Sierra	Council	Email		Community Development	Completed	4/23/2019	
19-083	4/22/2019	What is the height of the police building parking lot wall and gate	Olson	Council	Meeting/SS		Public Works	Completed	4/25/2019	
19-084	4/30/2019	1. What are the number of variances that have been requested for the 5% administrative adjustment over the last 5 years? 2. How many of these have been approved and not approved over the same time frame?	Sierra	Council	Email		Community Development	Completed	4/30/2019	Follow-up on 5/2/2019
19-086	5/3/2019	How would a citizen purchase street signs as they are replaced with street signs with the new City logo?	Olson	Council	Email		Public Works	Completed	7/17/2019	
19-087	5/6/2019	Provide a report to Council for the CORA documents requested by Ms. Jones for City Council emails	Olson	Council	Email		City Clerk	Completed	6/10/2019	
19-088	5/6/2019	Provide a follow-up on Mr. Linhof's code violation and summons for 2980 S Ogden St.	Olson	Council	Meeting/SS		Not assigned	Completed	5/8/2019	Matter is being handled through the Municipal Court.
19-090	5/6/2019	Provide 5-year data on vacancy rates for commercial real estate in Englewood (South Broadway)	Olson	Council	Meeting/SS		Community Development	Completed	5/8/2019	
19-091	5/14/2019	Staff and Planning & Zoning Commission provide recommendations to change the Municipal Code to require contractors return properties to their original condition after work is completed.	Sierra	Council	Email	Public Works	Community Development	In progress		Complete by August 31
19-092	5/6/2019	Evaluate the need for a marked crosswalk at Oxford and Clarkson	Olson	Council	Meeting/SS		Public Works	Completed	5/16/2019	
19-093	5/17/2019	Provide explanation of appeals process.	Cuesta	Council	Email		Community Development	Completed	5/21/2019	
19-094	5/21/2019	Received complaints of a Short-Term Rental operating at 4075 S Jason. Please investigate and provide update.	Barrentine	Council	Email		Community Development	Completed	5/22/2019	
19-095	6/12/2019	The number of property tax assessment protests filed with the Arapahoe County Assesor's Office by	Martinez	Council	Meeting/SS		CMO	Completed		Waiting on Information from County Assessor
19-096	6/20/2019	Notification process for the BOAA re: posting requirements for the different zoning appeals that	Russell	Council	Email		Community Development	Completed	6/25/2019	
19-098	6/24/2019	List of all calls or requests, in the past year, to service at 3398 W. Grand.	Russell	Council	Meeting/SS		Police	Completed	6/27/2019	
19-100	7/1/2019	Description of how personal possessions of campers displaced from the South Platte are being	Russell	Council	Meeting/SS		Police	Completed	7/8/2019	
19-101	7/1/2019	Notification process to Council regarding arrest of former Englewood Police Officer	Barrentine	Council	Email		CMO	Completed	7/11/2019	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-102	7/3/2019	Status of complaint at 4075 S. Jason Street.	Barrentine	Council	Email		Community Development	Completed	7/8/2019	
19-103	7/11/2019	Which herbicides does the City use? Are we using Gyphosate/Roundup?	Olson/Russ	Council	Email		Parks	Completed	7/18/2019	
19-104	7/9/2019	Please provide information related to the Budget and Expenditures for the Storm Water Fund over	Council	Council	Meeting/SS		Finance	Completed	7/18/2019	
19-105	7/10/2019	Request that audio recordings for the Englewood Housing Authority meeting be posted on the	Barrentine	Council	Email		CMO	In progress	7/11/2019	
19-106	7/14/2019	Information on status of median maintenance, particularly on Broadway	Cuesta	Council	Email		Parks	Completed	7/16/2019	
19-107	7/15/2019	Request to clarify information from the July 8 Study Session	Cuesta/Barr	Council	Meeting/SS		CMO	Completed	7/16/2019	
19-108	7/16/2019	What steps would be involved in building moratorium?	Martinez	Council	Meeting/SS		CAO	Completed	7/15/2019	
19-110	7/16/2019	Comparative fees for water and sewer taps/fees paid by developers in neighboring cities.	Russell	Council	Meeting/SS		PW/Utilities	New		
19-111	7/16/2019	Request for YTD statistics from Code Enforcement on animals 'Running at Large'.	Sierra	Council	Email		Police	Completed	7/18/2019	