



Council Request Update

August 22, 2019

Council Request: 19-128

Requested by: Mayor Olson

Request: What is the status of any violations for on-street parking at 3863-3865 South Jason St? Has the property owner been notified of the tenant's violations?

Assigned to: Police Department

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

Council Request: 19-137

Requested by: Council Member Barrentine

Request: Request for the status of 4356 S. Elati Street and any notices or issues being addressed at this property.

Assigned to: Police Department

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

Council Request: 19-138

Requested by: Council Member Barrentine

Request: Request for information about 7:30pm mail delivery by non-uniformed staff.

Assigned to: Police Department

Response: Please see the response provided by Police Chief John Collins.

Council Request: 19-140

Requested by: Council Member Barrentine

Request: Is there a conflict in laws between Charter references to the City Manager's supervisory control over the City's employees, and Code references to establishment of a Fire Marshal's division? (CA McKenney Brown provided Council with a response to this question by e-mail 8/7/19). Follow up question by Councilmember Barrentine: Does §103 of the City's Fire Code referencing the Fire Marshal's Office in the Police Department supersede the authority vested in the City Manager by §52 of the City's Charter as to the supervision and departmental location of the Fire Marshal's Office within the City's organizational structure?

Assigned to: City Manager's Office

Response: Please see the response provided by City Attorney McKenney Brown to Council through City Manager Lewis.



TO: Chief John Collins
FROM: Code Enforcement Supervisor David Lewis
DATE: August 15th, 2019
SUBJECT: Council Request 19-128

Requested by: Mayor Olson:

The business operating at 3863-3865 South Jason Street has many cars parked in the street, using the street for storing cars. The neighbors have filed numerous complaints with the City. What is the status of any violations for on-street parking? Has the property owner been notified of the tenant's violations?

Zoning and/or Use Violations are investigated by the Community Development Divisions to include notification of violations to tenants and property owners.

The following are the calls for service for the last 2 years inclusive of the Police, Code Enforcement and the Abandoned Vehicles Officer. 8 abandoned vehicles were towed from this block and 8 parking tickets were issued.

ADDRESS	TYPE OF CALL	DATE
3820 S JASON ST	911	9/26/2018 13:46
3800-3899 S JASON ST	911 HANG UP	1/21/2019 10:24
3800 S JASON ST	ABANDONED VEHICLE	4/26/2017 11:27
3800 S JASON ST	ABANDONED VEHICLE	3/30/2018 9:31
3800 S JASON ST	ABANDONED VEHICLE	2/22/2018 11:24
3863 S JASON ST	ABANDONED VEHICLE	9/20/2017 11:48
3863 S JASON ST	ABANDONED VEHICLE	3/3/2017 12:57
3800 S JASON ST	ACCIDENT-PROPERTY	1/15/2018 17:49
3891 S JASON ST	ACCIDENT-PROPERTY	7/26/2017 10:51
3801 S JASON ST	ALARM BUSINESS	2/16/2019 8:49
3860 S JASON ST	ALARM BUSINESS	11/22/2018 16:04
3863 S JASON ST	ALARM BUSINESS	5/27/2018 13:47
3863 S JASON ST	ALARM BUSINESS	6/10/2018 12:02
3863 S JASON ST	ALARM BUSINESS	7/8/2018 18:42
3863 S JASON ST	ALARM BUSINESS	11/25/2018 12:25
3881 S JASON ST	ALARM BUSINESS	9/10/2018 7:06
3881 S JASON ST	ALARM BUSINESS	4/5/2019 19:34
3881 S JASON ST	ALARM BUSINESS	7/22/2019 3:15

3881 S JASON ST	ALARM BUSINESS	7/24/2019 3:10
3897 S JASON ST	ALARM BUSINESS	10/28/2018 9:28
3897 S JASON ST	ALARM BUSINESS	11/1/2018 8:50
3897 S JASON ST	ALARM BUSINESS	11/3/2018 12:26
3897 S JASON ST	ALARM BUSINESS	11/21/2018 9:58
3820 S JASON ST	ALARM-AUDIBLE	3/1/2017 19:40
3863 S JASON ST	ALARM-AUDIBLE	2/13/2017 8:51
3881 S JASON ST	ALARM-AUDIBLE	4/14/2017 8:50
3881 S JASON ST	ALARM-AUDIBLE	12/4/2017 6:15
3800 S JASON ST	CIVIL STANDBY	7/13/2017 16:36
3800 S JASON ST	CIVIL STANDBY	1/17/2019 16:33
3800 S JASON ST	CIVIL STANDBY	4/24/2017 10:50
3833 S JASON ST	CIVIL STANDBY	9/20/2017 12:02
3863 S JASON ST	CIVIL STANDBY	11/7/2017 12:42
3863 S JASON ST	CIVIL STANDBY	7/18/2018 16:35
3850 S JASON ST	CODE MISC	6/22/2018 17:19
3839 S JASON ST	CODE VIOLATION	5/7/2018 8:05
3863 S JASON ST	CODE VIOLATION	2/13/2017 9:15
3881 S JASON ST	CODE VIOLATION	4/19/2017 9:10
3800 S JASON ST	DISTURBANCE/FIGHT	4/23/2017 21:25
3800 S JASON ST	DISTURBANCE/FIGHT	10/17/2017 10:27
3863 S JASON ST	DISTURBANCE/FIGHT	3/22/2018 10:54
3800 S JASON ST	EXTRA PATROL	10/18/2017 23:57
3800 S JASON ST	FOLLOW UP	7/12/2019 15:51
3840 S JASON ST	FOLLOW UP	7/10/2019 12:05
3863 S JASON ST	FOLLOW UP	8/10/2018 11:42
3881 S JASON ST	FOLLOW UP	4/6/2019 16:02
3800 S JASON ST	FRAUD	4/6/2017 14:32
3863 S JASON ST	FRAUD	1/26/2017 15:49
3863 S JASON ST	GENERAL QUESTION INVESTIGATION	7/16/2018 15:52
3898 S JASON ST	FOLLOWUP	3/21/2018 11:39
3800 S JASON ST	MOTOR VEHICLE THEFT	6/16/2017 11:47
3898 S JASON ST	MOTOR VEHICLE THEFT	2/25/2018 13:07
3800 S JASON ST	NOISE COMPLAINT	4/20/2019 21:14
3845 S JASON ST	PARKING VIOLATION	2/14/2017 10:11
3863 S JASON ST	PARKING VIOLATION	9/1/2017 9:40
3863 S JASON ST	PARKING VIOLATION	3/8/2018 10:30
3885 S JASON ST	PARKING VIOLATION	4/17/2017 20:53
3886 S JASON ST	PARKING VIOLATION	9/10/2017 17:17
3898 S JASON ST	SUSPICIOUS	2/15/2018 18:53

3839 S JASON ST	SUSPICIOUS VEHICLE	11/22/2018 16:10
3898 S JASON ST	SUSPICIOUS VEHICLE	6/3/2019 14:48
3800 S JASON ST	THEFT	4/24/2017 13:32
3863 S JASON ST	THEFT AUTO	5/15/2019 14:47
3863 S JASON ST	THEFT FROM MOTOR VEH	7/16/2018 16:50
	THEFT FROM MOTOR	
3863 S JASON ST	VEHICLE	1/18/2017 11:48
	THEFT FROM MOTOR	
3863 S JASON ST	VEHICLE	8/25/2017 10:06
3800 S JASON ST	THREATS	2/2/2017 13:27
3863 S JASON ST	THREATS	2/28/2019 9:30
3800 S JASON ST	TRAFFIC	10/18/2017 14:38
3800 S JASON ST	TRAFFIC	10/18/2017 23:59
3800 S JASON ST	TRAFFIC	10/27/2017 16:16
3800 S JASON ST	TRAFFIC	10/27/2017 16:54
3800 S JASON ST	TRAFFIC	11/3/2017 14:29
3800 S JASON ST	TRAFFIC	11/21/2018 12:14
	TRANSFER DENVER IN	
3839 S JASON ST	CITY	2/14/2019 13:04
3800 S JASON ST	VEHICLE ABANDONED	6/7/2019 8:10
3850 S JASON ST	VEHICLE ABANDONED	8/24/2018 9:54
3863 S JASON ST	VEHICLE ABANDONED	12/26/2018 14:09
	VEHICLE PARKING	
3800 S JASON ST	COMPLAINT	6/21/2019 9:12
	VEHICLE PARKING	
3863 S JASON ST	COMPLAINT	3/29/2019 9:16
	VEHICLE PARKING	
3871 S JASON ST	COMPLAINT	2/1/2019 14:49



TO: Chief John Collins
FROM: Code Enforcement Supervisor David Lewis
DATE: August 22nd, 2019
SUBJECT: Council Request 19-137

Requested by: Council Member Barrentine
Case Update from Code Enforcement at 4356 S Elati ST.

The property is currently under a Posting Notice. The property owner is voluntarily complying with the Posting Notice and has made significant progress towards cleaning to bring the property into compliance. To date 1 inoperable vehicle has been removed along with 2 roll off dumpsters of trash, debris and junk. Code Enforcement continues to monitor with inspections and ongoing communication with the property owner.

The property was posted for the following violations of the Englewood Municipal Code.


- 15-7-2: Residential District Regulations--Junk
- 15-7-3: Accumulation of Trash
- 15-7-4(a): Outdoor Storage of Personal Property--All Residential Districts
- 16-6-1.H.3.C:Residential Occupancy
- 15-9-1: Inoperable Motor Vehicles (all Residential Zone Districts.)
- 16-6-6: Fences and Retaining Walls



Memorandum

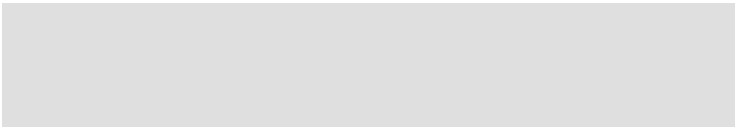
To: Shawn Lewis, City Manager
CC:
From: John M. Collins, Chief of Police
Date: August 22, 2019
Re: Council Request 19-138

A Councilmember reported that a constituent was concerned about this Next Door post regarding mail delivery in our neighborhood.



The Councilmember had “heard from several people that the mail delivery has been weird lately but the women pictured in the post is not in uniform”. The Councilmember wanted to make sure that the Post Office is notified and maybe they can provide information that will reassure those concerned.

Code Enforcement Supervisor David Lewis went to the Lehigh Post Office and was told that due to staffing issues at times and that non-uniform contract workers are filling in, the mail delivery may be delivered later than usual. There was also a phone number provided to the Councilmember by the City Manager for the complainant to call and that is 303-761-0871.





MEMORANDUM

To: City Council
Through To: City Manager's Office

From: Alison McKenney Brown, City Attorney

Date: Thursday, August 22, 2019

Re: Is there a conflict in laws between Charter references to the City Manager's supervisory control over the City's employees, and Code references to establishment of a Fire Marshal's division?

ISSUE(S): Does §103 of the City's Fire Code supersede the authority vested in the City Manager by §52 of the City's Charter as to the supervision of the Fire Marshal?

FACTS/BACKGROUND: On June 1, 2015, the City of Englewood entered into an Intergovernmental Agreement with the City/County of Denver for Denver Fire to provide fire protection services within the City of Englewood. The IGA designated fire prevention services to be retained by the City of Englewood, although Denver Fire must be allowed to participate in fire prevention activities. That agreement designated a Fire Marshal to serve as liaison with Denver Fire. This action was permitted pursuant to Article XI of the City's Charter, authorizing the City Council to provide, by ordinance, for fire services.

Prior to August, 2017, the Fire Marshal was maintained within the City's police department as the City worked through administrative issues associated with providing emergency responder benefits to that position. In August, 2017, the City Council adopted updated Building and Safety Codes, one of which was the Fire Code. The Fire Code included a modification to Section 103 designating the Fire Marshal as the City's Fire Official, and placing a "Fire Marshal's Division" within the police department. The Fire Marshal is charged with enforcing the fire prevention codes of the City.

ANALYSIS: No provision of the City's Code may be interpreted in a manner that conflicts with the City's Charter, unless the Charter specifically authorizes the change/conflict.

Section 52(b) of the City's Charter empowers the City Manager to have all supervisory control over all City employees, unless otherwise provided within Charter.

Section 103 of the City's Fire Code intentionally establishes the office of Fire Marshal as a division rather than a department. One of the modifications to the adopted Code approved by the City Council was to specifically change the language of §103 as it is written within the model code, to remove the language regarding the establishment of a "department", and instead to change the word "department" to "division." This intentional modification is critical to interpreting the Code

within the parameters provided by the City's Charter. If the Fire Marshal's duties had been established within a Department, the continued existence of the Department would be a joint decision of the City Manager and the City Council per Charter §52(g). Because the Division was *not* established as a department, but was instead established as a division, the administrative management of such division is within the powers and duties of the City Manager in accordance with the provisions of §52(b) and (g) of the City's Charter.

Additionally, while the division is *established* within the Police Department by Code, the authority set forth in §52(b) of the Charter vests supervision and control over all executive and administrative Departments in the City Manager. This clearly means that the division of the Fire Marshal may be transferred to another Department by action of the City Manager once it has been established. Interpreting the phrase "established" to require the Fire Marshal's division be permanently kept within the police department, unless otherwise approved by council, ignores the plain language of §§52(b) and (g).

It should be noted that an updated version of the Fire Code is anticipated to be brought forth for review and approval by the City Council in 2020. Section 103 would need to be updated if the Fire Marshal's division is permanently moved to another department.

Finally, there are budgetary considerations outside the scope of this analysis. It is certainly easier to transfer funds associated with a position or positions from one department to another as part of the annual budgeting process. A transfer of funds between departments may also take place as a transfer of appropriations per §92 of the City's Charter. Alternatively, it may be practical to temporarily move an employee, or a division, to the supervision of another department without moving the associated funds to determine if the move will be workable for all impacted employees before taking the more final step of moving budgeted funds. Interestingly, the police department's personnel handbook specifically provides for a division to be given special orders to last for a specific length of time to meet the needs of the organization as a whole.

LAW:

Charter, Article VII. City Manager. Powers and Duties. § 52

- (b) Appoint, suspend, transfer and remove City employees unless otherwise provided;
- (g) Exercise supervision and control over all executive and administrative departments, including the authority, with prior approval of Council by ordinance to establish, consolidate, or abolish administrative departments;

Charter, Article XI, Fire, Police and Health Services. §119: - Provision for.

Council shall provide, by ordinance, Fire, Police and Health services for the preservation of public property, health, peace and safety, including the prevention of crime, the apprehension of criminals, the protection of property and the rights of persons, the enforcement of the laws of the State and the ordinances of the City, and such other functions as Council and the City Manager may prescribe.

Fire Code: Section 103

Department of Fire Prevention

Sections 103.1.1 Division of Fire Prevention and Investigation Division and 103.1.2 Rules and regulations are added as follows:

103.1.1 Division of Fire Prevention. The Fire Marshal's Division is *established* within the Police Department of the City of Englewood under the direction of the Fire Marshal. This position is and may be referred to as the "Fire Code Official," "Fire Official," and "Fire Marshal," in both upper and lower case. This code shall be administrated and enforced by the Fire Code Official.

103.1.2 Rules and regulations. The Fire Official shall have the full power to adopt, in reference to this Code, any rules, restrictions, or measures that may be advisable.

Section 103.3 Deputies is replaced as follows:

103.3 Deputies. In accordance with the prescribed procedures of the City of Englewood and with the concurrence of the Chief, the Fire Code Official shall have the authority to appoint a Deputy Fire Code Official, Chief Fire Protection Engineer, Fire Protection Engineers, other related technical officers, fire inspectors, fire investigators, and employees. Their duties shall be those outlined by the Fire Code Official.

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
18-131	8/14/2018	Employee census with costs for our employee base over the last 5 to 10 years	Barrentine	Council		Human Resourc	Finance			
18-133	8/14/2018	Report on the money spent on the repair of the Civic Center Roof	Olson	Council			Public Works	Completed	12/31/2019	
18-138	8/23/2018	Provide map of problem storm drains in town. Provide records of when these drains have been cleaned.	Cuesta	Council			Utilities	Completed	2/8/2019	
18-140	8/23/2018	Request for 'NO right turn' sign in the parking lot of Caribou Coffee on Hampden.	Russell	Council			Public Works	Completed		
18-143	8/27/2018	Request for an employee census; current vacancies within organization	Russell	Council			HR	Completed	2/8/2019	
18-145	8/27/2018	Breakdown of the HR program indicating the 25% turnover rate. What is driving the percentage?	Barrentine	Council			HR	Completed	2/8/2019	
18-146	8/27/2018	Request that old audio recordings be fixed on the City's website	Council	Council			Clerk			
18-150	8/29/2018	Meeting with Dir. Gonzalez to discuss retiree and turnover data	Wink	Council			HR	Completed	2/8/2019	
18-151	8/29/2018	Request ability to look at employee performance appraisal system and competencies.	Wink	Council			HR	Completed	2/8/2019	
18-152	8/29/2018	Info on reclassification of seasonal employees to part time from 2017 to 2018	Barrentine	Council			HR	Completed	2/8/2019	
18-153	8/29/2018	Write up on Pirates Cove; Why is it not an enterprise fund? How is it funded?	Olson	Council		P&R &	Finance	Completed	12/31/2019	
18-156	8/29/2018	What improvements need to be made to the Civic Center Building and when would these need to be done on some sort of time schedule	Olson	Council			Public Works	Completed	1/31/2019	
18-162	9/11/2018	Request for the fee waiver info to be put in Englewood Citizen for Winter Edition. Work with CD on ad for flood damage and egress windows.	Russell	Council			CMO	Terminated		
18-166	9/18/2018	Update on Flood Study	Olson	Council			Public Works	Completed	12/31/2019	
18-169	9/18/2018	Has mattress been removed from alley in the 4600 block between Acoma and Bannock in flood area	Martinez	Council			Public Works	Completed	12/31/2019	
18-170	9/18/2018	Show additional concrete ramp locations on City website.	Barrentine	Council			Public Works	Completed	4/18/2019	
18-214	11/21/2018	Names of individuals who Ms. Hoffman spoke with who did not get flood survey.	Olson	Council			Public Works	Completed	12/31/2019	
18-233	12/11/2018	Information on air quality in Englewood associated with marijuana smoke	Barrentine	Council			CMO	Completed	2/7/2019	
18-234	12/11/2018	Information on gabions used in drainage systems	Olson	Council			Public Works	Completed	12/31/2019	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
19-022	1/22/2019	Questions regarding two-year Bennett farm lease	Council	Council	Meeting/SS		SPWRP	Completed	2/6/2019	
19-023	2/7/2019	Request for an interview regarding ULI grant and the Englewood Downtown Corridor	KMGH	Media	In person	Brad Power	Community Development	Completed	2/13/2019	Interview aired on Channel 7 News on 2/14/2019

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
19-031		Ms. Williamson came into office beginning in August 2018 with complaints of short term rental operations at 4188 S Washington. Complaints continue to include the conversion of this unit into apartments and illegal residence in garage.	Citizen	Citizen	In person	Wade Burkholdt	Community Development	Completed		Violation letter sent in August from Code Enforcement and Community Development. Multiple meetings with neighbor and multiple telephone calls since August. Council Communication provided in January 2019 and February 2019. Two inspections of property by Community Development in January 2019 and meeting with property owner and property maintenance person. Monitoring garage apartment - informed they must vacate by March 5, 2019. Coordination ongoing between Community Development, City Attorney's Office, an Code Enforcement personnel.
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
19-044	3/11/2019	Update and explanation on MimeCast	Sierra	Council	Meeting/SS		IT	Completed	3/12/2019	
19-045	3/13/2019	Does a City license for a trash hauler require alley pickup of trash?	Sierra	Council	Email		CMO	Completed	3/13/2019	
19-046	3/18/2019	Provide a copy of the ballot measure from the November 2016 election in which the citizens approved bond funding for the police building	Sierra	Council	Meeting/SS		CMO	Completed	3/19/2019	
19-047	3/18/2019	Information on food truck licensing and zoning, to include: 1. Process for applying for a license 2. Fees associated with licensing 3. Zoning requirements and possibility of a variance for Barnhouse Tap	Barrentine, Russell, Martinez	Council	Meeting/SS	Community Development &	CMO	Completed	4/1/2019	Finance - 5/23/2019
19-048	3/18/2019	Provide a copy of current Emergency Operations Plan, to include: 1. Was the grant paid for out of grant funding? If so, how much? 2. When was this approved by Council? 3. Is the City in compliance with Ordinance 51, Series 2017?	Barrentine	Council	Meeting/SS	IT (lead), Police	CMO	Completed	3/28/2019	
19-049	3/18/2019	Sign for short-term rental at Shriner's property on Floyd. Is this in compliance with our Code?	Barrentine	Council	Meeting/SS		Community Development	Completed	3/28/2019	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-050	3/18/2019	Several residents have tried calling Public Works and only receive voice mails. 1. How can we ensure residents are able to talk to someone about their concerns? 2. We have reports that the online service request app (CRM) is not working.	Olson	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-051	3/22/2019	Provide a copy of the February 13 report for the accident that occurred in the alley between South Sherman and South Grant on Floyd Avenue. Accident involved a utility truck and telephone/electrical lines. Also provide amount of damages and who paid for the repairs.	Russell	Council	Email	Police	HR	Completed	3/28/2019	
19-052	3/22/2019	Which City department is in charge of parking violations?	Russell	Council	Email		Police	Completed	3/28/2019	
19-053	3/25/2019	Clarification of Director D'Andrea's estimate of \$80-\$100 million for stormwater infrastructure for the City as mentioned in the Friday, March 15, 2019 meeting with Congresswoman Diana DeGette	Barrentine	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-054	3/25/2019	Clarification of previous response to CR#19-039 and CR#19-040 regarding personnel: 1. How many of the positions vacated during the November 2018 to February 2019 period have been replaced? 2. How many of the involuntary terminations involved nondisclosure agreements?	Russell	Council	Meeting/SS		HR	Completed	3/29/2019	
19-055	3/25/2019	What is the setback rule for fences in alleys	Sierra	Council	Meeting/SS		Community Development	Completed	4/4/2019	
19-056	3/25/2019	What is the lot size coverage for building? Does lot size coverage change with ADU's?	Sierra	Council	Meeting/SS		Community Development	Completed	4/4/2019	
19-057	3/25/2019	Produce a white paper on alleyways no later than April 19	Sierra	Council	Meeting/SS		Public Works	Completed	4/24/2019	
19-058	3/18/2019	What are the number of vehicles used by the Police Department?	Barrentine	Council	Meeting/SS		Public Works	Completed	3/28/2019	
19-059	4/1/2019	Provide number of Code Violations issued during the hiatus of the Code Enforcement Advisory Committee (February 4, 2019 - April 4, 2019)	Olson	Council	Meeting/SS		Police	Completed	4/2/2019	
19-060	4/1/2019	Provide copies of information presented by SBDC and SBA during public comment at April 1, 2019 regular meeting	Martinez, Barrentine, Olson, Russell	Council	Meeting/SS		Community Development	Completed	4/2/2019	
19-061	4/1/2019	Provide further information on Englewood versus connector district sewer charges. Continuation of CR19-036	Martinez	Council	Meeting/SS	Utilities and	City Manager	Completed		Also addressed at Water & Sewer Board.
19-062	4/1/2019	Provide number of service calls regarding 4188 South Washington Street	Martinez	Council	Meeting/SS		Police	Completed	4/3/2019	

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19-063	4/1/2019	Status of proposed Bates RTD station	Barrentine	Council	Meeting/SS		Community Development	Completed	4/4/2019	
19-064	4/1/2019	Amount of grant funding received by the City from 2007 to present for emergency management	Russell	Council	Meeting/SS		Finance	Completed	4/18/2019	
19-065	4/1/2019	Request for information on transients sleeping at Traditions	Russell	Council	Meeting/SS		Police	Completed	4/3/2019	
19-066	4/1/2019	Request for a leadership meeting with Swedish and Craig Hospitals	Olson	Council	Meeting/SS		Community Development	Completed	4/11/2019	
19-067	4/1/2019	Request for clarification on Council request and information process	Olson	Council	Meeting/SS		City Manager	Completed	4/11/2019	
19-068	4/1/2019	Provide information on signs posted in City parks regarding animal control	Barrentine,	Council	Meeting/SS		City Manager	Completed	4/3/2019	
19-069	4/8/2019	Which trash haulers in the City no longer provide alley pickup? What are the reason(s) given for declining to do so? Please inform trash haulers that the City has a short-term plan to improve the condition of alleys.	Sierra	Council	Email		Public Works	Completed	4/18/2019	
19-070	4/8/2019	Does Code Enforcement enforce off-leash dog regulations on weekends?	Cuesta	Council	Meeting/SS		Police	Completed	4/10/2019	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
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
19-085	4/30/2019	RTD benches have been removed on Lowell between Belleview and Chenango. RTD indicated the City made the decision to remove the benches. 1. If the City asked for the benches to be removed, why were they removed? 2. Are others planned to be removed?	Russell/Olsc	Council	Email		Public Works	Completed	4/30/2019	
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	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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.
19-089	5/6/2019	Clarification of the Stifel, Nicolaus & Company, Incorporated contract disclosure language	Barrentine,	Council	Meeting/SS		Finance	Completed	5/8/2019	
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 Assessor's Office by Englewood property owners	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	
19-097	6/24/2019	Provide detailed information on requirements for public notifications.	Russell/Cue	Council	Meeting/SS		Clerks	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	
19-099	6/20/2019	Additional information on the process and costs regarding licensing for a childcare in-home business.	Barrentine/	Council	Email		Community Development	Completed		
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	
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 Glyphosate/Roundup?	Olson/Russell	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 the past 15 years, including dept. service.	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 Englewood website.	Barrentine	Council	Email		CMO	In progress	7/11/2019	

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-106	7/14/2019	Information on status of median maintenance, particularly on Broadway	Cuesta	Council	Email		Parks	Completed	7/16/2019	Update 8/1/2019
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	
19-109	7/16/2019	Questions regarding permit requirements for home daycare.	Martinez/Ci	Council	Meeting/SS		Community Development	Completed	7/22/2019	
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	
19-112	7/22/2019	Information on the property at 4135 S. Delaware St. Follow-up Code?	Olson	Council	Email		Police/Community Develop	Completed	7/22/2019	
19-113	7/22/2019	Is it possible to include additional information in regular utility bills?	Sierra	Council	Meeting/SS		Public Works/Utilities	New		
19-114	7/22/2019	Clarification of block party application process.	Council	Council	Meeting/SS		CMO	Completed		
19-115	7/22/2019	Overview of repairs to stormwater drainage system under Oxford Ave. Has any part of the system been repaired more than once?	Olson	Council	Meeting/SS		CMO	New		
19-116	7/25/2019	What work is being done in the 700 Block of West Oxford?	Russell	Council	email		Public Works	New		
19-117	7/29/2019	Request for information about handicapped access to the new Englewood Public Schools Cherrelyn	Council	Council	email		City Manager	Completed	8/1/2019	
19-118	7/29/2019	What Personnel (who) are being paid out of this StormWater Enterprise Fund under 'personnel	Russell	Council	email		Public Works/Utilities	Completed	8/1/2019	
19-119	7/29/2019	Status of property at 3951 S. Washington St.	Barrentine	Council	email		CMO	Completed	8/1/2019	
19-120	8/6/2019	Status of cleaning storm drainage pipes, both in general and especially in the S1 section.	Sierra	Council	Meeting/SS		PW/Utilities	New		
19-121	8/6/2019	Status of proposed emergency management IGA with Arapahoe County	Sierra	Council	Meeting/SS	Dorothy	CMO	Completed		
19-122	8/6/2019	Explain process of design contract approval used in preparing grant applications	Russell	Council	Meeting/SS		Parks	Completed	8/15/2019	
19-123	8/6/2019	Discuss how information was communicated on the Jason Street Sinkhole	Sierra	Council	Meeting/SS		PW/Utilities	New		double check with CM Sierra to ensure this captures his question
19-124	8/6/2019	a) Explain division budgeting as regards the Fire Marshall division. B) How does this relate to requirements in the Denver Fire contract and any Charter provisions	Barrentine	Council	Meeting/SS		City Attorney	Completed		
19-125	8/6/2019	Can the water at 4300 S. Broadway be turned off? Status of water line leak at the intersection of Broadway and Quincy.	Barrentine	Council	Meeting/SS		PW/Utilities	Completed		
19-126	8/6/2019	Status of residential garbage and recycling service delivery community engagement project timeline	Sierra	Council	Meeting/SS		PW/Utilities	New		
19-127	8/6/2019	Status of alley resurfacing project	Sierra	Council	Meeting/SS		PW/Utilities	New		

Request ID	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-128	8/8/2019	What is the status of any violations for on-street parking at 3863-3865 South Jason St? Has the property owner been notified of the tenant's violations?	Olson	Council	Email		CD and Police	Completed	8/16/2019	
19-129	8/8/2019	Are increasing lease rates in the industrial district being driven up by increasing property taxes?	Olson	Council	Email		Community Development	Completed	8/15/2019	
19-130	8/12/2019	How is Fine/Forfeiture money spent by Police (i.e. specific items purchased with forfeiture money the	Wink	Council	Meeting		Finance	Completed	8/15/2019	
19-131	8/12/2019	What is included in the 2019 YTD Activity column in the June 2019 Financial Report?	Russell	Council	Meeting		Finance	Completed	8/15/2019	
19-132	8/12/2019	Can Fund 46 be used for flood mitigation?	Sierra	Council	Meeting		Community Development	Completed	8/15/2019	
19-133	8/12/2019	What was the agreement between the City and the developers at Oxford Station regarding stormwater drainage?	Russell	Council	Meeting		Public Works	New		
19-134	8/12/2019	Status of drains at Washington and Yale. Can we work with Denver to minimize debris build up?	Sierra	Council	Meeting		Public Works/Utilities	New		
19-135	8/12/2019	Update on status of patio outside of One Barrel regarding ADA compliance.	Barrentine	Council	Meeting		Public Works	New		
19-136	8/20/2019	1. The request for historical revenue/budget/expenditure/reserve information	Barrentine	Council	Email		Finance	New		
19-137	8/20/2019	4356 S. Elati Street - present status of the property and any notices or issues being addressed at this	Barrentine	Council	Email		Police	Completed	8/22/2019	
19-138	8/22/2019	Concern about 7:30pm mail delivery by non-uniformed staff.	Barrentine	Council	Email		Police	Completed	8/22/2019	
19-139	8/21/2019	information on the interrelationship between the Charter provisions which identify the City Manager	Barrentine	Council	Meeting		CAO	New		
19-140	8/22/2019	Is there a conflict in laws between Charter references to the City Manager's supervisory	Council	Council	Meeting		City Manager	Completed		
19-141	8/22/2019	History of Code Enforcement calls 2909 S. Acoma Street in the past year. Has it been deemed a	Russell	Council	Email		Police/Community Develop	New		