



Council Request Update

October 17, 2019

Council Request: 19-178

Requested by: Council

Request: How many STR's have been brought into compliance since enforcement began on violating properties?

Response: Please see the response provided by Planning Manager Wade Burkholder

Council Request: 19-179

Requested by: Council

Request: What is the estimate of possible income from licensing fees and lodging taxes from the 150 suspected STR's under the proposed ordinance? What is the estimated revenue from registrations vs. the cost of enforcement?

Response: Please see the response provided by Planner II Erik Sampson and Budget Administrator Jenny Nolan.

Council Request: 19-182

Requested by: Council Member Barrentine

Request: Provide Code Enforcement activity and pulled permits on the property at Sherman and Radcliff.

Response: Please see the responses provided by Chief Building Official Karen Montanez and Code Enforcement Supervisor David Lewis.



TO: Mayor Olson and Council Members

THRU: Shawn Lewis, City Manager
Brad Power, Community Development Director

FROM: Wade Burkholder, Planning Manager

DATE: October 15, 2019

SUBJECT: Council Request CR 19-178: Short Term Rental Compliance

City Council requested the number of STR's that have been brought into compliance since enforcement began on violating properties.

There have been two properties brought into compliance at this time.





TO: Mayor Olson and City Council

THRU: Wade Burkholder, Planning Manager
Brad Power, Community Development Director

FROM: Erik Sampson, Planner II
Jenny Nolan, Budget Administrator

DATE: October 17, 2019

SUBJECT: CR19-179: Potential Income from Licensing Fees and Lodging Taxes regarding Short Term Rentals (STRs)

REQUEST:

At the Short Term Rental public hearing on October 7th, 2019, Council members asked staff to look at the following items:

What is the estimate of possible income from licensing fees and lodging taxes from the 150 suspected STR's under the proposed ordinance? What is the estimated revenue from registrations vs. the cost of enforcement?

The following calculations were compiled with the assistance of the Finance and Administrative Services Department as well as input from LodgingRevs, the company who the City is contracting with to monitor STR listings and assist with STR enforcement.

The revenue estimates are calculated based on 100 STRs. The sales and lodging tax revenue calculations are based on a 30% annual occupancy rate. Based on the proposed 100 STRs and the recommended \$150 registration fee, an additional \$15,000 would be collected to offset the LodgingRevs' annual fee of approximately \$15,000.

City of Englewood, Colorado
Finance and Administrative Services Department

Estimate Short-Term (STR) Rental Lodging Tax and Licensing Fee Revenue

Estimate Licensing Fees

Number of STRs	100	
	X	
Sales/Use/Lodging Licensing Fee (Renewable Every Two Years)	\$	25.00
	=	
Estimated Bi-Annual Licensing Fee Revenue	\$	2,500.00

**Estimate Sales and Lodging Tax Revenue -
Based on 30% Occupancy Per Year**

Number of STRs	100	
	X	
Rental Income (based on \$145/day and 30% Occupancy Per 360 Day Year)	\$	15,660.00
	=	
STRs Sales Revenue Estimate	\$	1,566,000.00
Sales/Use Tax Rate	3.50%	\$ 54,810.00
Lodging Tax Rate	2.00%	\$ 31,320.00
Total Sales/Use/Lodging Tax Revenue Estimate	\$	86,130.00



TO: Mayor Olson and City Council Members

THRU: Shawn Lewis, City Manager
Brad Power, Community Development Director

FROM: Karen Montanez, Chief Building Official

DATE: October 11, 2019

SUBJECT: Council Request CR19-182 – 4400 S. Sherman

Construction permits were approved and issued August 31, 2018. On October 11, 2018, the building inspector issued a stop work order on the job because the scope to the work deviated from the approved plans. The contractor has not submitted a change in plans. Building staff will follow-up with the contractor and property owner to determine the status of the changes.

Records show that an occupancy permit for a mini storage unit for construction materials was issued by Public Works on October 30, 2018 however, there was not a unit on site at the time of inspection on October 11, 2019.





TO: Mayor Olson and City Council Members
THRU: Shawn Lewis, City Manager
John Collins, Chief of Police

FROM: David Lewis, Code Enforcement Supervisor

DATE: October 16, 2019

SUBJECT: Council Request CR19-182 – 4400 S. Sherman

CR 19-182

Requested by: CM Barrentine: Provide Code Enforcement activity and pulled permits on the property at Sherman and Radcliff.

Assigned to: Code Enforcement and Community Development

The Code Enforcement Division does not have an active case at this property. The last noted code violation was on 01/03/19 for a violation of the snow and ice ordinance. No history of violations are noted in 2018.

Request #	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	
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	

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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
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	

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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/Barri	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 Burkhold	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	
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

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
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	

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	
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	

Request #	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	

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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
19-085	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	
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	Completed	9/26/2019	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	

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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 come before the BOAA? What would be the process to add the City's website as one of the official locations for posting notices?	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 stored and how campers will be able to reclaim their belongings	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/Russel	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	
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	Completed	10/10/2019	
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 Development	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	Completed	9/5/2019	
19-114	7/22/2019	Clarification of block party application process.	Council	Council	Meeting/SS		CMO	Completed		

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
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	Completed	9/5/2019	
19-116	7/25/2019	What work is being done in the 700 Block of West Oxford?	Russell	Council	email		Public Works	Completed	9/5/2019	
19-117	7/29/2019	Request for information about handicapped access to the new Englewood Public Schools Cherrelyn Elementary School	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 costs'? Why are there ongoing 'Personnel Costs' and 'Commodities and Contractual Services Costs' every year including years 2004, 2005, 2006, 2007, 2008, 2010, 2011, 2012, 2013, and 2014 when NO Capital projects were done?	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	Completed	9/5/2019	
19-121	8/6/2019	Status of proposed emergency management IGA with Arapahoe County	Sierra	Council	Meeting/SS	Dorothy	CMO	Completed	8/8/2019	
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	Completed	9/19/2019	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	8/8/2019	
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	8/8/2019	
19-126	8/6/2019	Status of residential garbage and recycling service delivery community engagement project timeline	Sierra	Council	Meeting/SS		PW/Utilities	Completed	9/19/2019	
19-127	8/6/2019	Status of alley resurfacing project	Sierra	Council	Meeting/SS		PW/Utilities	Completed	9/19/2019	
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	Update on 9/5/2019
19-129	8/8/2019	Are increasing lease rates in the industrial district being driven up by increasing property taxes? Provide the average price per square foot for light industrial space and the corresponding price per square foot for 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 City receives)?	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	

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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	Completed	9/5/2019	
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	Completed	9/26/2019	
19-135	8/12/2019	Update on status of patio outside of One Barrel regarding ADA compliance.	Barrentine	Council	Meeting	Public Works	Completed	10/2/2019	
19-136	8/20/2019	1. The request for historical revenue/budget/expenditure/reserve information was made during the presentation a couple of months ago as well as during last month's Joint Council meeting. 2. Should we not be discussing raising Tap Fees as a funding option before raising rates on Englewood Citizens? 3. Have past council contributed to this problem by exempting developers from these fees? 4. Why are the Englewood Tap Fees so much less than Littleton's? 5. Have funds been transferred out or paying other costs and not recovered?	Barrentine	Council	Email	Finance	Completed	9/27/2019	
19-137	8/20/2019	4356 S. Elati Street - present status of the property and any notices or issues being addressed at this property	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 as the head of the administrative branch of the City Government, including the power to appoint, suspend, transfer and remove City employees unless otherwise provided within Charter, and § 103 of the Fire Code, the section which provides the Fire Marshal's services shall be established as a division within the police department.	Barrentine	Council	Meeting	CAO	New		

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19-140	8/22/2019	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?	Council	Council	Meeting		City Manager	Completed	8/22/2019	
19-141	8/22/2019	History of Code Enforcement calls 2909 S. Acoma Street in the past year. Has it been deemed a nuisance? Requirements for mitigating the damage if the house was used to cook meth and keep the public safe if and when they demolish a house.	Russell	Council	Email		Police/Community Development	Completed	8/29/2019	
19-142	8/26/2019	Request for an online portal or other technology solution to upload documents that individual Councilmembers receive that need to be shared with other Councilmembers	Olson	Council	Meeting		IT	New		
19-143	8/26/2019	4260 S. Elati St. alley grading or leveling	Cuesta	Council	Email		Public Works	Completed	9/26/2019	
19-144	8/29/2019	Request for a crosswalk on Kenyon Street north of ECE Maddox.	Olson	Council	Email		Public Works	New		
19-145	8/27/2019	Illegal dumping violation in the 4500 block of Bannock	Barrentine	Council	Email		Police	Completed	9/5/2019	
19-146	8/27/2019	Request for documents related to 2002 Acoma Street Drainage	Cuesta	Council	Email		Public Works	Completed	8/29/2019	
19-147	8/29/2019	Request for the number of administrative adjustments granted.	Council	Council	Email		Community Development	Completed	9/5/2019	
19-148	9/4/2019	Possibility of having the Cherrelyn Horse Car in the City Center front circle in November for the Colorado History tour of Englewood?	Barrentine	Council	Meeting		Parks/Public Works	Completed	9/12/2019	
19-149	9/4/2019	Request for a condition assessment of the alley behind 4700 block of S. Sherman Street. Provide citizens with information and clarification on grading versus alley paving.	Olson, Barr	Council	Meeting		Public Works	Completed	10/10/2019	
19-150	9/4/2019	Request for further information regarding definitions of terms used to describe the types of cases in the September 3 Code presentation as there seemed to be some confusion around the term "self-initiated" in addition to other types of cases.	Olson	Council	Meeting		Police	Completed	9/5/2019	

Request #	Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-151	9/9/2019	Provide an update to Tav Tabacchi and Councilmember Barrentine regarding the state of sidewalks along Belleview, and any plans to improve conditions thereon.	Council	Council	Meeting		Public Works	New		
19-152	9/9/2019	Information on an assault in the 2800 Block of South Logan. Information on a potential grow house at 2870 S. Logan.	Russell	Council	Email		Police	Completed	9/12/2019	
19-153	9/12/2019	Request that an ordinance be drafted generally conforming to staff's suggested updates to the CEAC enabling legislation, and incorporating the CEAC's suggested updates to Section 2-10-5. Request that the scope of the duties of the CEAC as set forth be redrafted to mirror the scope of the enforcement responsibilities for the Code Enforcement Unit of the Police Department	Sierra and F	Council	Meeting		CAO	Completed	9/12/2019	
19-154	9/12/2019	Request regarding response to citizen requests to take action on a case filed within the municipal court; How should elected member of the City Council respond to requests to become involved in the criminal justice process?	Sierra	Council			CAO	Completed	9/12/2019	
19-155	9/17/2019	Please provide up-to-date information on the National Night Out program and the Citizen's Academy for the city website	Barrentine	Council	Meeting		Communications	Completed	9/19/2019	
19-156	9/17/2019	Provide information on any emergency preparedness plans for the sanitary sewer system	Barrentine	Council	Meeting		Public Works	Completed	9/19/2019	
19-157	9/17/2019	From which budget fund are the expenses for new ADA ramps taken?	Russell	Council	Meeting		Public Works	Completed	9/19/2019	
19-158	9/23/2019	Verbatim language of Title 16 bulk plane amendments passed in 2014 and 2015.	Cuesta	Council	Email		Community Development	Completed	9/23/2019	
19-159	9/24/2019	What materials are the water mains made of? What materials are the connections made of before they go into each property?	Russell	Council	Email		Public Works/Utilities	New		
19-160	9/24/2019	Have we looked into grant money for the infrastructure improvements, especially for the Stormwater drainage system?	Russell	Council	Email		Public Works/Utilities	New		
19-161	9/24/2019	Can Council get a copy of the ordinance that authorized that change to the muni code regarding dangerous animals? Can we get a copy of the vote that authorized that ordinance?	Russell	Council	Email		City Clerk	Completed	9/26/2019	
19-162	9/23/2019	Provide a summary of all Title 16 amendments since 2004	Barrentine	Council	Meeting		Community Development	Completed	10/1/2019	
19-163	9/23/2019	Provide who wrote the Unified Development Code in 2004, the scope of work, and the cost	Barrentine	Council	Meeting		Community Development	Completed	9/26/2019	
19-164	9/23/2019	Document a citizen's process to appeal to the Board of Adjustment and Appeals	Barrentine	Council	Meeting		Community Development	Completed	9/26/2019	
19-165	9/23/2019	What is the stormwater detention criteria?	Council	Council	Meeting		Public Works	New		

Request / Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-166	9/30/2019	Water Main Break at 3870 S. Fox was fixed but the asphalt was never finished. Residents believe it is leaking again.	Council	Council	Meeting		Public Works/Utilities	Completed	
19-167	10/2/2019	What development proposals or inquiries have been made to the City regarding possible uses of the former Sports Authority site?	Olson	Council	Meeting		Community Development	Completed	10/3/2019
19-168	10/2/2019	Code Enforcement questions: 1. Please provide the process for reporting a Code Enforcement concern through the City's website app. 2. Does Code Enforcement take anonymous complaints via any process? 3. Are records kept of all complaints filed including ones not deemed viable for follow up by Code? 4. Do we have a process for tracking complaints filed with the City's app? 5. What is the process for someone to identify who reports a complaint? 6. Can you provide a copy of the Proactive vs Reactive Enforcement policy for Code Enforcement and when Council approved that policy?	Barrentine:	Council	Email		Police Department/Code	Completed	
19-169	10/2/2019	Provide any information related to public notices public hearings and public meetings related to Title 16 (Unified Development Code) amendments approved in 2014.	Olson	Council	Meeting		Community Development	Completed	10/3/2019
19-170	10/8/2019	When must a public hearing be quasi-judicial, and when must it be administrative?	Olson	Council			CAO	Completed	10/8/2019
19-171	10/8/2019	When was EMC 7-1A-16 written and why does a 2018 one page document appear to show different language than that currently posted on the City's website?	Russell	Council			CAO	Completed	10/8/2019
19-172	10/9/2019	How much money has Englewood received from each sanitary sew connector district for the last 3 years?	Olson	Council	Meeting		Utilities	New	
19-173	10/9/2019	How often are sanitary sewer cleanouts performed for the City? Provide all sanitary sewer clean up records from the last 3 years.	Olson	Council	Meeting		Utilities	New	
19-174	10/9/2019	How are City sewer fees determined? How are connector district sewer fees being collected by the City? Are connector districts paying more than residents?	Olson	Council	Meeting		Utilities	New	
19-175	10/9/2019	Have we looked into grant money for the infrastructure improvements, especially for the Stormwater drainage system? What grant resources are available?	Olson	Council	Meeting		Utilities	New	

Request / Date	Request	Requestor	Type	Source	Staff Assigned	Department	Status	Date completed	Notes
19-176	10/9/2019	There are gutter down spouts draining onto neighbors; are new developments being regulated properly to avoid putting water onto neighbors? How does this review/inspection process work? Who is responsible for enforcement of drainage/downspouts to ensure they follow code requirements?	Olson	Council	Meeting		Utilities/Community Development	In progress	
19-178	10/9/2019	How many STR's have been brought into compliance since enforcement began on violating properties?	Council	Council	Meeting		Community Development	Completed	
19-179	10/9/2019	What is the estimate of possible income from licensing fees and lodging taxes from the 150 suspected STR's under the proposed ordinance? What is the estimated revenue from registrations vs. the cost of enforcement?	Council	Council	Meeting		Finance/Community Development	Completed	
19-180	10/9/2019	Bring back to Council the policy on City Council vote recusals.		Council	Meeting		CAO	New	
19-181	10/9/2019	Proclamation for Small Business Saturday		Council	Meeting		CAO	New	
19-182	10/10/2019	Provide Code Enforcement activity and pulled permits on the property at Sherman and Radcliff.	Barrentine	Council	Email		Police/Community Development	Completed	
19-183	10/11/2019	Analysis of snow plowing irregularities noted in the EEF Audit, including but not limited to outreach to the contractor	Olson	Council	Meeting		PW	New	
19-184	10/11/2019	Provide an overview of how lot to lot drainage is reviewed and inspected in the development review process for new construction, and what can be done to remedy problems identified in recently completed construction projects.	Cuesta	Council	Meeting		Utilities	New	
19-185	10/15/2019	Ditches at about Emerson and Yale	Russell	Council	Meeting		Public Works	New	
19-186	10/15/2019	Handrails on Bridges	Russell	Council	Meeting		Public Works	New	
19-187	10/15/2019	Request to install an on-street handicap space on Eastman just east of the alley as they have a handicap employee who uses the ramp into the church off Eastman	Russell	Council	Meeting		Public Works	New	