

Council Request Update

April 21, 2016

Council Request 16-070 (City Ditch/Private Property Fencing)

Requested by: Councilmember Yates

Assigned to: Utilities

Request: Request that the City fence the City Ditch along the right-of-way/property line of a private property owner.

Response: The request was presented to the Water & Sewer Board and Utilities Director Tom Brennan, outlines the board's response in the attached memo.

Council Request 16-082 (EMRF Financial Reports)

Requested by: Councilmember Barrentine

Assigned to: Finance and Administrative Services

Request: Request for financial reports for the Englewood McLellan Reservoir Foundation.

Response: Accounting Manager Kevin Engels supplied a balance sheet and income statement reports for all the years since the foundation's inception in 1999.

Council Request 16-084 (Trailer on Lipan Street)

Requested by: Mayor Pro Tem Gillit

Assigned to: Police

Request: Request regarding a trailer parked illegally at 4856 S. Lipan Street.

Response: Cmdr. Sam Watson reported the owners of the trailer were new to town, unaware they were parked illegally, and given a warning. They agreed to bring it into compliance.

4/14/2016 update: trailer still parked on road. The parking enforcement officer returned and issued a ticket. The trailer is flagged as "abandoned," which requires a 3-day follow-up. If it is still there Monday, April 18, it will be towed.

4/18 Update: On Monday, April 18, the trailer was on the property, in compliance.

Council Request 16-094 (Alternates to Regular Seats on Boards & Commissions)

Requested by: Councilmember Barrentine

Assigned to: City Manager's Office

Request: Request for fix the process of appointing alternates to regular seats on Boards and Commissions.

Response: Executive Assistant Alison Carney provides the process of appointing alternates to regular seats on Boards and Commissions.

2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-024	1/14/2016	I	Barrentine	Board & Commissions - Council Liaison Roles/Duties	CMO/CAO	1/19/2016		
16-025	1/19/2016	I	Olson	Flood Hazard Area Study Addresses	PW	1/22/2016		2/5/2016
16-026	1/19/2016	I	Olson	Study Session: Flood Hazard Area Study	PW/CMO	1/22/2016		1/20/2016
16-027	1/19/2016	I	Barrentine	Local Government Historic Preservation Info	CMO	1/22/2016		1/21/2016
16-028	1/19/2016	I	Olson	Study Session - Historic Colorado	CMO	1/22/2016		1/20/2016
16-029	1/19/2016	I	Barrentine	Inquiry re: Tom Burns' Water Board Term	CAO/CMO	1/22/2016		
16-030	1/19/2016	I	Martinez	Annual Council Meetings w/ Boards & Commissions	CMO	1/22/2016		1/18/2016
16-031	1/19/2016	I	Barrentine	Legal Opinion - EURA Council Representative	CAO	1/22/2016		
16-032	1/12/2016	I	Russell	City Ditch - Oxford Repairs	PW	1/14/2016		1/21/2016
16-033	1/25/2016	I	Barrentine	EEF/EMRF Funds and By-Laws	EEF/EMRF	1/29/2016	3/1/2016	3/1/2016
16-034	1/25/2016	I	Barrentine	Board & Commission Eligibility Study Session	CMO	1/29/2016		1/27/2016
16-035	1/25/2016	I	Olson	StrengthsFinder/Birkman Assessment Costs	CMO	1/29/2016		3/17/2016
16-036	2/1/2016	I	Jefferson	Background: ERC Preschool Discontinuation	PRL	2/4/2016		2/3/2016
16-037	2/1/2016	I	Martinez	Study Session: Recreational Marijuana	CMO	2/4/2016		2/3/2016
16-038	2/1/2016	I	Gillit	Study Session: Council policies/conduct	CMO	2/4/2016		2/3/2016
16-039	2/1/2016	I	Barrentine	Charter Review - Council Voting/Abstentions	CAO	2/4/2016		
16-040	2/1/2016	I	Olson	Study Session: Green Vehicle Policy Review	CMO/PW	2/4/2016		2/3/2016
16-041	2/1/2016	I	Yates	Background: Public Intoxication Ordinance	PD	2/4/2016		2/2/2016
16-042	2/1/2016	I	Russell	Sewer Issue - 3400 block South Broadway	CD	2/4/2016		2/3/2016
16-043	2/1/2016	I	Jefferson	Business Notification of Regulation Changes	CMO/ALL	2/4/2016		2/3/2016
16-044	2/1/2016	I	Martinez	Service Line Warranty Cancellation Letter	CMO	2/4/2016		2/24/2016
16-045	2/1/2016	I	Martinez	Clayton Elementary Street Conditions (snow)	PW	2/4/2016		2/23/2016
16-046	2/1/2016	I	Martinez	CityCenter Evening Meeting Security	PD/EEF	2/4/2016		3/21/2016
16-047	2/1/2016	I	Council	Citizen of the Century Selection Information	CMO	2/4/2016		2/3/2016
16-048	2/3/2016	I	Jefferson	Englewood Depot Snow Removal Inquiry	PR	2/5/2016		3/4/2016
16-049	2/9/2016	I	Yates	Construction Defects Ordinance	CAO	2/12/2016		
16-050	2/13/2016	I	Barrentine	Economic Development Incentives Inquiry	CD	2/16/2016		2/16/2016
16-051	2/16/2016	S	Barrentine	Mayor/Manager/Attorney Mtg. Audio	CMO	2/19/2016		2/19/2016
16-052	2/16/2016	S	Barrentine	Meeting Audio Solution	CMO/IT	2/19/2016		2/23/2016
16-053	2/16/2016	S	Olson	Simon Center Sexual Harrassment Claims	PD	2/19/2016		2/19/2016
16-054	2/16/2016	S	Barrentine	Paseo Fence Inquiry	CD	2/19/2016		2/19/2016
16-055	2/22/2016	I	Council	FunFest Follow-up	PRL	2/25/2016		2/24/2016
16-056	3/1/2016	I	Barrentine	Paseo Fence Inquiry - Follow-up	CD	3/3/2016		3/2/2016
16-057	3/3/2016	S	Jefferson	Floyd & Bannock Code/Crime Concerns	PD	3/4/2016		3/7/2016

S = Service
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CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-058	3/14/2016	I	Jefferson	Cherokee Kivas Construction Project Update	CD	3/17/2016		3/17/2016
16-059	3/14/2016	I	Olson	OpenEnglewood Statistics	FAS	3/17/2016		3/15/2016
16-060	3/14/2016	I	Olson	Comp. Plan Clarification - Belleview/Broadway	CD	3/17/2016		3/17/2016
16-061	3/14/2016	I	Jefferson	Microphones - Community Room	CMO	3/17/2016		3/15/2016
16-062	3/14/2016	I	Jefferson	Denver Fire - Late-night Lights and Sirens	CMO/PW	3/17/2016		4/7/2016
16-063	3/16/2016	I	Gillit	S. Lipan Code Violations - Trash	PD	3/21/2016		3/23/2016
16-064	3/18/2016	I	Gillit	3398 W. Grand Ave. -Remodelling Permit	CD	3/22/2016		3/18/2016
16-065	3/21/2016	I	Council	Inquiries re: Marijuana Social Clubs	CAO	3/24/2016		4/11/2016
16-066	3/21/2016	I	Olson	Revenue Comparison Chart	FAS	3/24/2016		3/30/2016
16-067	3/21/2016	I	Olson	Financial Report - Color Consistency	FAS	3/24/2016		3/30/2016
16-068	3/21/2016	I	Barrentine	Code Enforcement Stats - Last 12 years	PD	3/24/2016		3/31/2016
16-069	3/21/2016	I	Barrentine	Alta Cherry Hills - Map Corrections	CD	3/24/2016		3/30/2016
16-070	3/21/2016	I	Yates	City Ditch/Private Property Fencing	UT/PW	3/24/2016		4/18/2016
16-071	3/21/2016	I	Council	Economic Development Incentive Policy Update	CD	3/24/2016		3/24/2016
16-072	3/28/2016	I	Jefferson	ACE Business Survey Results to Council	CD	3/31/2016		3/29/2016
16-073	3/28/2016	I	Olson	Street Conditions - Xcel Energy Follow-up	PW	3/31/2016		4/1/2016
16-074	3/28/2016	I	Jefferson	Englewood Marketing Plan	CMO/CD	3/31/2016		3/30/2016
16-075	3/28/2016	I	Barrentine	Littleton Police Facility Renovation	CMO	3/31/2016		
16-076	3/29/2016	I	Olson	Economic Incentives Analysis	CD/FAS	3/31/2016		
16-077	4/5/2016	I	Olson	Equal Employment Opportunity- Job Posts, EEO La	FAS	4/8/2016		
16-078	4/5/2016	I	Olson	Cherokee Kivas - Meeting Update	BD/CMO/CA/CD	4/8/2016		
16-079	4/5/2016	I	Council	New Comp Plan - Arts & Crafts Home Preservation	CD	4/8/2016		4/6/2016
16-080	4/5/2016	I	Gillit	Checklist for building projects/remodels	BD	4/8/2016		4/7/2016
16-081	4/5/2016	I	Yates	Over-the-counter permitting for 10 most Common	BD	4/8/2016		4/7/2016
16-082	4/5/2016	I	Barrentine	Report of all EMRF expenses since 1999	FAS	4/8/2016		4/20/2016
16-083	4/6/2016	S	Jefferson	E-Notifications for Community Development NewsCommunications		4/8/2016		4/6/2016
16-084	4/7/2016	I	Gillit	4856 S. Lipan St. trailer parked illegally in front of a	PD	4/11/2016		4/7/2016
16-085	4/11/2016	I	Gillit	Status and type of tenant that will use space at Oxf	CD	4/14/2016		4/11/2016
16-086	4/11/2016	I	Jefferson	Englewood specific unemployment stats	CMO	4/15/2016		
16-087	4/11/2016	I	Olson	Impact of industrial development in a 1st tier subur	CD	4/15/2016		4/14/2016
16-088	4/11/2016	I	Olson	A primer sheet on the PUD process	CD	4/15/2016		4/14/2016
16-089	4/11/2016	I	Jefferson	Residential development positive/negative to a co	CD	4/15/2016		4/14/2016
16-090	4/11/2016	I	Council	Will TIF be generated from General Ironworks site?	CD/FAS	4/15/2016		
16-091	4/11/2016	I	Russell	Role of Council liaison to a Board/Commission	CMO	4/15/2016		
16-092	4/12/2016	I	Yates	What code requires the use of General Contractor	CD	4/15/2016		4/13/2016
16-093	4/12/2016	I	Yates	Cost to have SAFEbuilt run Building Department	CD/FAS	4/15/2016		

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Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-094	4/18/2016	I	Barrentine	Process of moving alternate to regular on B&Cs	CMO	4/21/2016		4/19/2016
16-095	4/18/2016	I	Yates	Provide the code that requires the use of General C	CD	4/21/2016		
16-096	4/21/2016	S	Jefferson	Get the lights working on gateway entry sign 2700 S	PR&L	4/26/2016		

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TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Murphy Robinson, Assistant City Manager

FROM: Tom Brennan, Director of Utilities

DATE: April 18, 2016

SUBJECT: 16-070 City Ditch/Private Property Fencing

Request that the City fence the City Ditch along the right-of-way/property line of a private property owner.

Response – 16-070

This request was presented to the Water and Sewer Board at their April 12, 2016 meeting. The following is the minutes of the meeting addressing this request.

The owner of 780 W. Oxford Ave., appeared before the Board to explain his concern with trespassers and dogs in his yard that borders the City Ditch right-of-way. The owner requested that the City fence the east side of his property along the ditch.

Tom Brennan explained the existing policy whereas the City does not pay for fencing for properties adjacent to City Ditch right-of-ways. The exception is street crossings within the City limits. When the City Ditch crosses through a property, property owners are allowed to utilize the right-of-ways for lawn, gardens and parking. The City does not allow structures or trees within the right-of-way. Where there are adjacent property owners, all must agree to the use.

The Board discussed ways to discourage dogs and trespassers. Councilperson Gillit recommended allowing the owner to install his own fence. Mr. Brennan discussed constructing a berm to discourage trespassers. The Board recommended that “No Trespassing and No Dogs” signs be posted on the east side of the property along the City Ditch.

Motion: The Board noted they do not wish to set a precedent for fencing along the City Ditch right-of-way, but agreed to post “No Trespassing and No Dogs” signs along the owners east property boundary along the City Ditch right-of-way.

Moved: Gillit **Seconded:** Yates

Ayes: All

Nays: None

Motion carried.



TO: Mayor Jefferson and Members of City Council

THROUGH: Eric Keck, City Manager
Kathleen Rinkel, Director of Finance and Administrative Services

FROM: Kevin Engels, Accounting Manager

DATE: April 20, 2016

SUBJECT: Council Request 16-082: Englewood McLellan Reservoir Financial Reports

Councilmember Barrentine has requested financial reports for the Englewood McLellan Reservoir Foundation Inc.

Balance sheet and income statement reports are attached for all years since the foundation's inception (1999 through 2015). This information is included within the scope of the City's annual audit and the information for all the years presented has been audited with the exception of 2015 (audit in progress).

CITY OF ENGLEWOOD, COLORADO

**Englewood McLellan Reservoir Foundation, Inc.
Statements of Net Position
For the Years Ended December 31,**

Assets	2015									
	unaudited	2014	2013	2012	2011	2010	2009	2008	2007	2006
Current assets										
Cash and investments	\$ 2,165	\$ 3,024	\$ 17,764	\$ 11,454	\$ 75,360	\$ 211,327	\$ 196,773	\$ 392,924	\$ 90,979	\$ 350
Interest receivable	11	41	15	25	316	860	1,728	7,664	154	711
Accounts receivable	-	5,000	15,000	-	-	-	591,837	31,595	31,595	79,872
Prepaid insurance	12,471	8,581	7,855	6,846	4,726	6,145	6,512	16,221	17,052	3,830
Total current assets	14,647	16,646	40,634	18,325	80,402	218,332	796,850	448,404	139,780	84,763
Capital assets										
Land and improvements	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,258,386	3,420,951	280,675
Total assets	5,720,813	5,722,812	5,746,800	5,724,491	5,786,568	5,924,498	6,503,016	5,706,790	3,560,731	365,438
Liabilities										
Current liabilities										
Accounts payable	10,000	10,000	10,000	10,000	10,000	75,590	-	15,652	9,609	-
Due to primary government	-	-	-	-	-	-	591,837	-	150,000	-
Total current liabilities	10,000	10,000	10,000	10,000	10,000	75,590	591,837	15,652	159,609	-
Noncurrent liabilities										
Advance from primary government	-	-	-	-	-	-	-	-	-	100,000
Total liabilities	10,000	10,000	10,000	10,000	10,000	75,590	591,837	15,652	159,609	100,000
Net position										
Invested in capital assets	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,706,166	5,258,386	3,420,951	280,675
Unrestricted	4,647	6,646	30,634	8,325	70,402	142,742	205,013	432,752	(19,829)	(15,237)
Total net position	\$ 5,710,813	\$ 5,712,812	\$ 5,736,800	\$ 5,714,491	\$ 5,776,568	\$ 5,848,908	\$ 5,911,179	\$ 5,691,138	\$ 3,401,122	\$ 265,438

These financial statements are included in the City of Englewood's yearly audited Comprehensive Annual Financial Report (CAFR).

CITY OF ENGLEWOOD, COLORADO

**Englewood McLellan Reservoir Foundation, Inc.
Statements of Net Position
For the Years Ended December 31,**

Assets	2005	2004	2003	2002	2001	2000	1999
Current assets							
Cash and investments	\$ 24,926	\$ 34,406	\$ 52,289	\$ 58,379	\$ 76,326	\$ 74,834	\$ 83,864
Interest receivable	202	204	449	605	585	717	936
Accounts receivable	-	-	-	-	-	-	-
Prepaid insurance	2,461	2,544	2,649	1,938	1,744	1,643	2,567
Total current assets	27,589	37,154	55,387	60,922	78,655	77,194	87,367
Capital assets							
Land and improvements	280,675	280,675	280,675	280,675	280,675	280,675	280,675
Total assets	308,264	317,829	336,062	341,597	359,330	357,869	368,042
Liabilities							
Current liabilities							
Accounts payable	-	-	71	1,625	2,212	-	4,942
Due to primary government	-	-	-	-	-	-	-
Total current liabilities	-	-	71	1,625	2,212	-	4,942
Noncurrent liabilities							
Advance from primary government	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Total liabilities	100,000	100,000	100,071	101,625	102,212	100,000	104,942
Net position							
Invested in capital assets	280,675	280,675	280,675	280,675	280,675	280,675	280,675
Unrestricted	(72,411)	(62,846)	(44,684)	(40,703)	(23,557)	(22,806)	(17,575)
Total net position	\$ 208,264	\$ 217,829	\$ 235,991	\$ 239,972	\$ 257,118	\$ 257,869	\$ 263,100

CITY OF ENGLEWOOD, COLORADO

Englewood McLellan Reservoir Foundation, Inc.
**Statements of Revenues, Expenses and
 Changes in Fund Net Position**
 For the Years Ended December 31,

	2015 unaudited	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005
Operating revenues											
Charges for services	\$ 926,955	\$ 726,416	\$ 686,792	\$ 597,694	\$ 425,159	\$ 105,125	\$ 688,216	\$ 12,853	\$ 487,149	\$ -	\$ -
Operating expenses											
Professional services	8,836	36,429	37,779	87,558	34,366	66,605	620,168	300	300	37,426	864
Insurance	11,076	9,566	8,680	6,541	7,580	8,224	18,069	25,143	11,957	3,231	3,036
Legal	34,335	18,398	44,118	13,414	31,065	10,864	32,298	24,976	19,618	6,171	5,551
General administrative and office	1,381	1,590	994	1,283	444	3,124	38,070	698	550	325	880
Total operating expenses	55,628	65,983	91,571	108,796	73,455	88,817	708,605	51,117	32,425	47,153	10,331
Operating income (loss)	871,327	660,433	595,221	488,898	351,704	16,308	(20,389)	(38,264)	454,724	(47,153)	(10,331)
Nonoperating revenues (expenses)											
Net investment income	21	262	(31)	320	1,115	1,546	7,419	20,024	-	4,327	766
Proceeds from sale of assets	-	-	-	-	-	-	-	3,200,000	-	-	-
Contribution (to)/from primary government	(873,347)	(684,683)	(573,526)	(551,295)	(425,159)	(105,125)	188,163	(599,143)	2,680,960	100,000	-
Loss on sale of assets	-	-	-	-	-	-	-	(292,601)	-	-	-
Other, net	-	-	645	-	-	25,000	44,848	-	-	-	-
Total nonoperating revenues (expenses)	(873,326)	(684,421)	(572,912)	(550,975)	(424,044)	(78,579)	240,430	2,328,280	2,680,960	104,327	766
Change in net position	(1,999)	(23,988)	22,309	(62,077)	(72,340)	(62,271)	220,041	2,290,016	3,135,684	57,174	(9,565)
Net position - beginning	5,712,812	5,736,800	5,714,491	5,776,568	5,848,908	5,911,179	5,691,138	3,401,122	265,438	208,264	217,829
Net position - ending	\$ 5,710,813	\$ 5,712,812	\$ 5,736,800	\$ 5,714,491	\$ 5,776,568	\$ 5,848,908	\$ 5,911,179	\$ 5,691,138	\$ 3,401,122	\$ 265,438	\$ 208,264

These financial statements are included in the City of Englewood's yearly audited Comprehensive Annual Financial Report (CAFR).

CITY OF ENGLEWOOD, COLORADO

Englewood McLellan Reservoir Foundation, Inc.
Statements of Revenues, Expenses and
Changes in Fund Net Position
For the Years Ended December 31,

	2004	2003	2002	2001	2000	1999
Operating revenues						
Charges for services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating expenses						
Professional services	14,560	275	13,557	1,842	7,093	10,606
Insurance	3,158	2,468	2,131	1,992	2,896	513
Legal	245	1,189	3,038	1,772	680	8,228
General administrative and office	707	857	295	78	61	118
Total operating expenses	18,670	4,789	19,021	5,684	10,730	19,465
Operating income (loss)	(18,670)	(4,789)	(19,021)	(5,684)	(10,730)	(19,465)
Nonoperating revenues (expenses)						
Net investment income	508	808	1,875	4,933	5,499	1,890
Proceeds from sale of assets	-	-	-	-	-	-
Contribution (to)/from primary government	-	-	-	-	-	-
Loss on sale of assets	-	-	-	-	-	-
Other, net	-	-	-	-	-	280,675
Total nonoperating revenues (expenses)	508	808	1,875	4,933	5,499	282,565
Change in net position	(18,162)	(3,981)	(17,146)	(751)	(5,231)	263,100
Net position - beginning	235,991	239,972	257,118	257,869	263,100	-
Net position - ending	\$ 217,829	\$ 235,991	\$ 239,972	\$ 257,118	\$ 257,869	\$ 263,100



TO: Mayor Jefferson and Council

FROM: Alison Carney

DATE: April 19, 2016

SUBJECT: Council Request 16-094

[Request: Fix the process of moving alternate members to regular members on Boards and Commissions.]

When a volunteer resigns mid-term from a board or commission (B&C), the B&C looks to fill the vacancy by appointing the alternate to a regular seat on the B&C.

The role of the alternate is to attend meetings and fill a vacancy when required. As such, the alternate seat does not have a term expiration, since the purpose of the alternate is to stay on until a vacancy arises and then move to fill a regular seat.

Council approves the move from alternate to a regular seat by resolution. The alternate's application, letter of recommendation from the Chair and attendance record are provided in Council's packet.

If Council desires more information in the packet, please advise staff. Alternates have been interviewed and fully vetted by Council.

If Council does not want to appoint alternates to regular members, the role of the alternate would then be obsolete. The purpose of having an alternate member is to eventually become a regular member and not to remain as an alternate ad infinitum while there are vacancies on the B&C.