

Council Request Update

June 30, 2016

Council Request 16-077 (Hiring)

Requested by: Councilmember Olson

Assigned to: Finance and Administrative Services

Request: Equal Employment Opportunity – Job posts, EEO law

Response: Finance and Administrative Services Director Kathleen Rinkel outlines the hiring process in the attached memo and includes a spreadsheet shows the dates jobs were posted and the steps taken in hiring since 2015.

Council Request 16-123 (Weed on Monmouth)

Requested by: Mayor Pro Tem Gillit

Assigned to: Code Enforcement

Request: Request to look into overgrown weeds at 3398 W. Monmouth Ave.

Response: Sgt. Reid McGrath outlines code enforcement's involvement in the attached memo.

2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
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
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

S = Service
I = Information

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
16-065	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		4/29/2016
16-076	3/29/2016	I	Olson	Economic Incentives Analysis	CD/FAS	3/31/2016		4/27/2016
16-077	4/5/2016	I	Olson	Equal Employment Opportunity- Job Posts, EEO La	FAS	4/8/2016		6/29/2016
16-078	4/5/2016	I	Olson	Cherokee Kivas - Meeting Update	BD/CMO/CA/CD	4/8/2016		4/11/2016
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 News/Communications		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		5/9/2016
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		5/4/2016
16-091	4/11/2016	I	Russell	Role of Council liaison to a Board/Commission	CMO	4/15/2016		4/27/2016
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		
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		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		5/6/2016
16-097	4/25/2016	I	Russell	List of all zone changes in past 5 years	CD	4/28/2016		4/28/2016
16-098	4/25/2016	I	Barrentine	Unsafe tree 4898 S. Lincoln St.	CAO/PD	4/28/2016		6/9/2016
16-099	4/28/2016	I	Barrentine	Minutes from Council meeting re: Eminent domain	CD	5/3/2016		4/29/2016
16-100	4/28/2016	I	Barrentine	The process which established Englewood Housing	CAO/CMO	5/3/2016		

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Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-101	5/9/2016	I	Yates	What kind of home improvements are ok without a	CD	5/12/2016		5/11/2016
16-102	5/9/2016	I	Barrentine	Look into a library fine	Library	5/12/2016		5/10/2016
16-103	5/11/2016	I	Barrentine	Does Downtown Development Authority still exist?	CD	5/16/2016		5/12/2016
16-104	5/11/2016	I	Barrentine	Does the special fund for collection of TIF still exist?	CD	5/16/2016		5/12/2016
16-105	5/11/2016	I	Barrentine	Why use a failed marketing concept from 1982 in pr	CD	5/16/2016		5/12/2016
16-106	5/11/2016	I	Barrentine	Do covenants mentioned on page 30 of Downtown	CD	5/16/2016		5/12/2016
16-107	5/11/2016	I	Barrentine	Does Medici have zoning in place? Is zoning consist	CD	5/16/2016		5/12/2016
16-108	5/11/2016	I	Barrentine	Was the permanent management structure on pag	CD	5/16/2016		5/12/2016
16-109	5/11/2016	I	Barrentine	Details on sales tax increment collected from Cinde	CD	5/16/2016		5/12/2016
16-110	5/11/2016	I	Barrentine	If TIF has expired, verify no funds, taxes or any incre	CD	5/16/2016		5/12/2016
16-111	5/13/2016	I	Yates	List the number of DUIs and fatalities by drivers co	PD	5/18/2016		5/16/2016
16-112	5/23/2016	I	Barrentine	Verbiage related to historic preservation removed f	CD	5/26/2016		5/26/2016
16-113	5/23/2016	I	Jefferson	P&Z examine lot coverage and bulk plane analysis	CD	5/26/2016		
16-114	5/23/2016	I	Olson	City Manager update on operational plan progress	CMO	5/26/2016		
16-115	5/23/2016	I	Barrentine	Analysis for housing in industrial areas and MU B1	CD	5/26/2016		5/26/2016
16-116	5/23/2016	I	Yates	What Kimco could do with their property under MU	CD	5/26/2016		5/26/2016
16-117	5/23/2016	I	Jefferson	City Manager analyze TIF issues related to General I	CMO/CD	5/26/2016		6/2/2016
16-118	5/31/2016	I	Gillit	Chicken waste and chicken odor in alley behind Aco	PD	6/6/2016		6/3/2016
16-119	6/6/2016	S	Jefferson	Add 2-board limit and 1-board limit for quasi-judicia	CMO	6/9/2016		6/7/2016
16-120	6/20/2016	I	Jefferson	Copy of Arapahoe County Strategic Plan and Scorec	CMO	6/23/2016		6/21/2016
16-121	6/20/2016	I	Barrentine	Cost of Bob Widner's legal opinion and post it on w	CMO	6/23/2016		
16-122	6/20/2016	I	Barrentine	Work on inaccuracies brought up 6/20 in tree debat	CAO	6/29/2016		
16-123	6/27/2016	I	Gillit	3398 W. Monmouth - weeds along the house	PD	6/30/2016		6/29/2016
16-124	6/27/2016	I	Barrentine	What ordinance allows the City to hang banners on	PW	6/30/2016		
16-125	6/27/2016	I	Barrentine	Condition of low voltage lighting focusing on Paseo	PW	6/30/2016		
16-126	6/27/2016	I	Barrentine	Who has control over lights/electrical at Paseo	PW	6/30/2016		
16-127	6/27/2016	I	Barrentine	Lifespan of improvements/Current cost of mainten	PW	6/30/2016		
16-128	6/27/2016	S	Barrentine	Speed reduced 3400 block of Broadway	PW	6/30/2016		
16-129	6/27/2016	S	Jefferson	Festive Lighting on Broadway all year	PW	6/30/2016		
16-130	6/27/2016	I	Barrentine	Cost of holiday lighting each year	P, R & L	6/30/2016		
16-131	6/27/2016	S	Barrentine	Work with Broadway businesses on improvements	PW	6/30/2016		
16-132	6/27/2016	I	Barrentine	How much BID funding was spent? How much is lef	FAS	6/30/2016		
16-133	6/29/2016	I	Gillit	RV parked on street at 4888 S. Lipan St.	PD	7/1/2016		

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TO: Englewood City Council

FROM: Kathleen Rinkel
Director of Finance and Administrative Services

DATE: June 29, 2016

SUBJECT: Response to Council Request #16-077
Equal Employment Opportunity- Job Posts, EEO

In response to Council request #16-077 from Council Member Olson on 4/5/2016, we are submitting the attached report of hiring activity for May 2015 through June 2016.

The report includes the positions hired, the posting date information, whether the posting was internal or included external advertising, the number of applicants and who was hired.

Please let us know if you have any questions.

Application Statistics By Job Report

Generated by Jayleen Schell on 06/28/2016 08:27:53

For records between 06/28/15 and 06/28/16

<u>Department</u>	<u>Job Number</u>	<u>Job Description</u>	<u>Posting opening date</u>	<u>Posting closing date</u>	<u>Internal or External Posting</u>	<u>Apps Received</u>	<u>Employee Hired</u>	<u>Note</u>
City Attorney's Office	2015-00337	Prosecuting Court Clerk	7/14/2015	7/28/2015	External	216	Kozak, Christine	
City Manager's Office	15-00328	Assistant City Manager	6/18/2015 8/31/15	7/12/2015 9/7/15	External	76	Robinson, Murphy	
City Manager's Office	2015-00330	Executive Assistant to the City Manager	6/22/2015	7/9/2015	External	69	Carney, Alison	
Community Development	16-001	Director of Community Development	12/19/2015	1/18/2016	External	44	Power, Brad	
Community Development	2015-00348	Planner I	8/28/2015	9/13/2015	External	27	Lott, Jeremy	
Finance and Administrative Services	16-00403	Human Resources Manager	2/16/2016	3/18/2016	External	57	Schell, Jayleen	
Finance and Administrative Services	2015-00367	Executive Assistant	10/30/2015	11/13/2015	External	172	Wallace, Ruthe	
Finance and Administrative Services	2015-00381	Budget Analyst	12/9/2015	12/30/2015	External	67	Ventrello, Marianne Loo, Phil	
Finance and Administrative Services	2016-00413	Information Technology (IT) Director	2/16/2016	2/19/2016	External	1	Brocklander, Margaret	
Finance and Administrative Services	2016-00420	Finance Director	3/1/2016	3/4/2016	External	5	Rinkel, Kathleen	After 5 interviews, chosen candidate was added to system
Finance and Administrative Services	2016-00437	Human Resources Business Partner	4/20/2016	5/4/2016	External	28	Schlieman, Stephanie	
Finance and Administrative Services	2016-00454	City Clerk Assistant	5/19/2016	5/23/2016	Internal	1	McKinnon, Jackie	
Finance and Administrative Services	2016-00460	Buyer	5/27/2016	6/12/2016	External	84	Recruitment in process	
Information Technology	2016-00436	Network Administrator	5/13/2016	6/7/2016	External	29	Elliot, Sean	
Information Technology	2016-00438	Application Services Manager	4/22/2016	4/29/2016	External	6	Isenbart, Joseph	
Information Technology	2016-00439	Technical Support Specialist II	4/26/2016	5/10/2016	External	24	Hunnicut, Ryan	
L/E Wastewater Treatment Plant	2015-00331	Operations Supervisor	6/23/2015	6/26/2015	Internal	5	Bish, Karen	
L/E Wastewater Treatment Plant	2016-00447	Maintenance Specialist	5/10/2016	5/13/2016	Internal	3	Recruitment in process	
L/E Wastewater Treatment Plant	2016-00461	Facilities Maintenance Supervisor - Wastewater Treatment Plant	6/1/2016	7/9/2016	External	21	Recruitment in process	
L/E Wastewater Treatment Plant	2016-00465	Maintenance Mechanic	6/15/2016	6/29/2016	External	33	Recruitment in process	
Municipal Court	2015-00347	Associate Court Clerk	8/26/2015	8/28/2015	External	3	Shry, Prezley	
Parks and Recreation		Director of Parks, Recreation & Library			Internal	2	Hargrove, Dorothy	After 2 interviews, CM appointed
Parks and Recreation	2015-00314	Registration Support Specialist	7/16/2015	7/31/2015	External	80	Beebe, Audrey	
Parks and Recreation	2015-00321	Parks Specialist - Horticulture	5/22/2015	5/27/2015	Internal	2	McClure, Jacob	
Parks and Recreation	2015-00335	Parks Technician - Horticulture	7/2/2015	7/17/2015	External	35	Carlson, Daniel	
Parks and Recreation	2015-00373	Golf Course Mechanic	11/20/2015	12/28/2015	External	20	Thal, Jeffrey	
Parks and Recreation	2015-00374	Program Administrator - Youth/General	12/1/2015	12/16/2015	External	129	Stant, Sara	
Parks and Recreation	2015-00376	Golf Course Superintendent	12/9/2015	12/28/2015	External	74	Davis, Timothy	
Parks and Recreation	2015-00385	Customer Service Supervisor	12/23/2015	1/2/2016	Internal	1	Pagnotta, Joe	
Parks and Recreation	2016-00390	Parks Technician - Irrigation	2/3/2016	2/19/2016	External	27	Mestas, Michael	
Parks and Recreation	2016-00391	Parks Technician - Ballfield Maintenance	2/3/2016	2/19/2016	External	45	Schlundt, Kyle	
Parks and Recreation	2016-00449	Parks Maintenance Worker	5/11/2016	5/25/2016	External	41	Recruitment in process	
Parks and Recreation	2016-00466	Recreation Application Support Specialist	6/17/2016	6/24/2016	Internal	1	Recruitment in process	
Englewood Public Library	Not posted	Library Manager			Reclassified from Support Services Supervisor		Solomon, Jon	
Englewood Public Library	2015-00350	Library Associate	9/4/2015	9/8/2015	External	2	Sypersma, Patricia	
Englewood Public Library	2015-00363	Library Associate	10/19/2015	11/2/2015	External	259	Easley, Amy Fields, Megan	

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For records between 06/28/15 and 06/28/16

<u>Department</u>	<u>Job Number</u>	<u>Job Description</u>	<u>Posting opening date</u>	<u>Posting closing date</u>	<u>Internal or External Posting</u>	<u>Apps Received</u>	<u>Employee Hired</u>	<u>Note</u>
Englewood Public Library	2015-00371	Public Services Supervisor	11/12/2015	11/27/2015	External	54	Menza, Anna Maria	
Englewood Public Library	2015-00372	Library Shelver	11/12/2015	11/27/2015	External	102	Deranick, Amy	
Englewood Public Library	2016-00389	Library Assistant	2/3/2016	2/17/2016	External	317	Mondragon, Debra	
Englewood Public Library	2016-00425	Library Associate	3/18/2016	3/25/2016	External	65	Williams, Susan	
Police	2015-00339	Code Enforcement Officer	7/29/2015	8/31/2015	External	179	Creaghe, S Matthew	
Police	2015-00344	Police Officer	8/17/2015	8/31/2015	External	73	Hartmann, Kevin Douglas, Mark	
Police	2015-00351	Communications Supervisor	9/4/2015	9/9/2015	Internal	5	Gorham, Julie	
Police	2015-00352	Fire Inspector	3/1/2016	5/25/2016	External	72	Amos, Darren Petau, Richard	
Police	2015-00370	Dispatcher	11/10/2015	11/24/2015	External	209	Osentoski, Anna	
Police	2015-00375	Crime Analysis Technician	12/9/2015	12/16/2015	Internal	1	Tabeling, Shauna	
Police	2015-00377	Police Officer	12/9/2015	1/19/2016	External	124	Aluise, Brian Moskal, Jessica	
Police	2016-00388	Records Management Specialist	1/11/2016	1/25/2016	External	178	Lammers, Marlene	
Police	2016-00428	Police Officer	3/31/2016	5/1/2016	External	127	Recruitment in process	
Police	2016-00430	Dispatcher	4/6/2016	4/24/2016	External	75	Recruitment in process	
Public Works	2015-00336	Streets Maintenance Manager	7/2/2015	7/9/2015	Internal	2	Nimmo, Larry	
Public Works	2015-00356	Streets Administrator	9/28/2015	10/4/2015	Internal	1	Coffey, JC	
Public Works	2015-00360	Equipment Operator I	10/5/2015	10/19/2015	External	35	Bannon, James Weston, Michael	
Public Works	2015-00362	Streets Equipment Operator II and III	10/12/2015	10/19/2015	External	6	Dipiassa, James Friesen, Justin	
Public Works	2015-00368	Engineering Technician 1	11/9/2015	11/23/2015	External	26	Cooper, Jeff	
Public Works	2015-00369	Traffic Technician	11/9/2015	11/23/2015	External	26	DeMargo, Shawn	
Public Works	2015-00419	Facilities Maintenance Technician I	3/1/2016	3/5/2016	External	12	Tafoya, Brian	
Public Works	2016-00422	Permit Technician	3/7/2016	3/21/2016	External	62	Arrazola, Audrey	
Public Works	2016-00426	Building Services Custodian	3/23/2016	4/6/2016	External	21	Martinez, Chelsea	
Public Works	2016-00433	Concrete Utility Project Manager	4/15/2016	4/20/2016	External	10	Farmer, Shawn	
Public Works	2016-00459	Fleet Mechanic	5/25/2016	6/8/2016	External	15	Recruitment in process	
Utilities	2015-00343	Plant Operator - Water and Wastewater	8/19/2015	8/28/2015	External	187	Deveaux, Nathan Wolf, Michael Molnar, Steven	
Utilities	Not posted	Director of Utilities			Internal	1	Brennan, Thomas	Succession planned; Appointed by CM
Utilities	2015-00366	Field Services Coordinator	10/30/2015	11/6/2015	External	22	Lichtl, Otto	
Utilities	2015-00383	Field Services Technician I	12/14/2015	12/21/2015	External	33	Fragoso, Mario	
Utilities	2016-00431	Field Services Technician I-IV	6/3/2016	6/12/2016	External	33	Recruitment in process	
Utilities	2016-00432	Utilities Billing Coordinator	4/11/2016	4/25/2016	External	24	Allen-Trass, Deanna	
Utilities	2016-00467	Plant Operator - Water	6/23/2016	6/26/2016	External		Recruitment in process	

MEMORANDUM

To: Chief of Police John Collins
From: Sergeant Reid McGrath
Date: June 28, 2016
Subject: Council Request 16-123

Council Request 16- 123
Assigned to: Police
Date Assigned: June 27, 2016

Title Weeds at 3398 West Monmouth Ave.

Code Officer Tracie Clampitt inspected the property today and researched the location for violations. The weed problem seems to be limited to the right of way area. Tracie will post the property and advise the owner of the necessity to clear weeds in the right of way.