

Council Request Update

Sept. 22, 2016

Council Request: 16-179 (Update on Meth at motels)

Assigned to: Police

Request: Request to look into meth at Holiday and Lucky U motels.

Response: See attached update from Sgt. Reid McGrath and Officer Garrett

Council Request: 16-180 (Scope of power washing)

Assigned to: Public Works

Request: Request for the scope of power washing 3400 Broadway

Response: See attached from Public Works Director Dave Henderson.

Council Request: 16-186 (LTAR History)

Assigned to: FAS

Request: Request for the history of LTAR, transfers and money provided on leases.

Response: See attached from FAS Director Kathleen Rinkel.

Council Request: 16-188 (City Attorney Budget)

Assigned to: FAS

Request: Request for information on the City Attorney budget, specifically the Deputy City Attorney.

Response: See attached from FAS Director Kathleen Rinkel.

Council Request: 16-194/195/196 (EURA Matters)

Assigned to: Community Development

Request: Request for EURA financial statements, and EURA total acreage.

Response: See attached from Community Development Director Brad Power

Council Request: 16-199 (E. Girard and S. Corona)

Assigned to: Community Development

Request: Request to look into the multi-family development at the southeast corner of E. Girard Ave. and S. Corona St. and noise complaints at the Brookdale Meridian Retirement Community.

Response: See attached from Senior Planner Harold Stitt

2016 COUNCIL REQUESTS

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

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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
16-073	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 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		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		5/4/2016
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		
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

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Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
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		9/12/2016
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		7/26/2016
16-122	6/20/2016	I	Barrentine	Work on inaccuracies brought up 6/20 in tree debat	CAO	6/29/2016		7/26/2016
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		7/1/2016
16-125	6/27/2016	I	Barrentine	Condition of low voltage lighting focusing on Paseo	PW	6/30/2016		7/1/2016
16-126	6/27/2016	I	Barrentine	Who has control over lights/electrical at Paseo	PW	6/30/2016		7/1/2016
16-127	6/27/2016	I	Barrentine	Lifespan of improvements/Current cost of mainten	PW	6/30/2016		7/1/2016
16-128	6/27/2016	S	Barrentine	Speed reduced 3400 block of Broadway	PW	6/30/2016		7/1/2016
16-129	6/27/2016	S	Jefferson	Festive Lighting on Broadway all year	PW	6/30/2016		8/8/2016
16-130	6/27/2016	I	Barrentine	Cost of holiday lighting each year	P, R & L	6/30/2016		7/1/2016
16-131	6/27/2016	S	Barrentine	Work with Broadway businesses on improvements	PW	6/30/2016		7/1/2016
16-132	6/27/2016	I	Barrentine	How much BID funding was spent? How much is lef	FAS	6/30/2016		7/1/2016
16-133	6/29/2016	I	Gillit	RV parked on street at 4888 S. Lipan St.	PD	7/1/2016		7/1/2016
16-134	7/11/2016	I	Martinez	Current status of code issues at 4230 S. Galapago	PD	7/14/2016		7/21/2016
16-135	7/18/2016	I	Olson	Report of FMLA leave request for Ken Kloewer and	HR	7/27/2016		7/25/2016
16-136	7/18/2016	S	Olson	Townhall meeting on the Allen Plant and managem	CMO	7/27/2016		8/1/2016
16-137	7/18/2016	I	Jefferson	Public works respond to Letkomiller's concerns wit	PW	7/27/2016		7/26/2016
16-138	7/18/2016	I	Barrentine	Where is the data for testing the residuals from 201	Utilities	7/27/2016		7/25/2016
16-139	7/18/2016	I	Martinez	Original iBake business application	FAS	7/27/2016		7/27/2016
16-140	7/25/2016	I	Jefferson	Look into Zagster bike sharing program and cost to	CD	7/29/2016		7/27/2016
16-141	7/25/2016	I	Yates	All the options we already have looked at for PD fac	CMO & PW	7/29/2016		7/27/2016
16-142	7/25/2016	S	Olson	Table tents to stand upright during Study Sessions	CMO	7/29/2016		7/28/2016
16-143	7/27/2016	S	Gillit	Monmouth/Grand Overgrown Weeds/Grass	PD	8/1/2016		7/29/2016
16-144	7/27/2016	S	Gillit	S. Lipan Parking Concerns	PD	8/1/2016		7/29/2016

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16-145	7/27/2016	S	Gillit	W. Belleview Overgrown Weeds/Grass	PD	8/1/2016		7/29/2016
16-146	7/27/2016	S	Gillit	Belleview/Broadway Code Violations Follow-up	PD	8/1/2016		7/29/2016
16-147	7/29/2016	I	Jefferson	Headed West Variance for Multi-Family Residential	CD	8/3/2016		8/4/2016
16-148	7/29/2016	I	Jefferson	3749 S. Elati St. history of code enforcement activit	PD	8/3/2016		8/4/2016
16-149	8/1/2016	I	Olson	Tri-County Health report on cancer rates in Englew	HR	8/4/2016		8/9/2016
16-150	8/1/2016	I	Olson	Post polling results online	CMO	8/4/2016		8/2/2016
16-151	8/1/2016	I	Olson	Process for Title 7 sex offenders	PD	8/4/2016		8/4/2016
16-152	8/1/2016	I	Olson	Fact Sheet on history of EEF	PW	8/4/2016		9/12/2016
16-153	8/1/2016	I	Jefferson	Written policy on operation of EEF (SLA)	PW	8/4/2016		
16-154	8/1/2016	S	Olson	Mics for all Councilmembers in Community Room	CMO	8/4/2016		8/4/2016
16-155	8/2/2016	I	Gillit	4600 S. Lipan trailer parked on the street	PD	8/5/2016		8/4/2016
16-156	8/2/2016	I	Jefferson	Status of code enforcement with old Simply the Bes	CD	8/5/2016		8/4/2016
16-157	8/4/2016	S	Gillit	No permit on a house under construction on S. Inca	PD	8/4/2016		8/9/2016
16-158	8/5/2016	S	Olson	LED streetlights too bright on Clarkson	PW	8/5/2016		8/9/2016
16-159	8/11/2016	S	Olson	Traffic issues on Girard and Logan	PW	8/16/2016		8/25/2016
16-160	8/15/2016	S	Jefferson	Wooden name plates with red and green ends	CMO	8/22/2016		9/6/2016
16-161	8/15/2016	I	Barrentine	ROI for Cahoots with other cities	CMO	8/18/2016		8/17/2016
16-162	8/15/2016	I	Barrentine	Infrastructure for lights on Broadway	PW/P&R	8/18/2016		8/17/2016
16-163	8/15/2016	I	Russell	Where do park-in-lieu fees go?	FAS	8/18/2016		9/2/2016
16-164	8/22/2016	I	Barrentine	Why don't we include Housing Authority in the bud	CAO	8/29/2016		9/1/2016
16-165	8/22/2016	S	Jefferson	Send 2014 Citizen Survey results to Council	CMO	8/29/2016		8/24/2016
16-166	8/22/2016	S	Jefferson	Send Pokemon Go contact list to Councilmember Ol	PRL	8/29/2016		8/24/2016
16-167	8/29/2016	I	Olson	Total employee count over multiple years including	FAS	9/1/2016		9/8/2016
16-168	8/29/2016	I	Olson	City Attorney graph/pie charts of stats in budget sli	CA & CMO	9/1/2016		8/31/2016
16-169	8/29/2016	I	Barrentine	Look into City Attorney budget figures	FAS	9/1/2016		9/1/2016
16-170	8/29/2016	I	Jefferson	Breakdown of felony arrests, by location, issues	PD	9/1/2016		9/6/2016
16-171	8/29/2016	I	Olson	Note the loss of ability of grant funds in budget tran	FAS	9/6/2016		9/12/2016
16-172	8/29/2016	I	Olson	List of intersections that will be enhanced in 2017	PW	9/1/2016		9/8/2016
16-173	8/29/2016	I	Olson	Fund balance figures referenced in Utilites budget p	Utilities	9/1/2016		8/31/2016
16-174	8/29/2016	I	Jefferson	When will SBA-in-a-day be ready to go?	CD & IT	9/6/2016		9/2/2016
16-175	8/29/2016	I	Barrentine	How much was spent on W. Paseo? How was it pai	CD	9/6/2016		9/6/2016
16-178	8/29/2016	I	Barrentine	City of Littleton Sewer Fund balance amount	CMO	9/1/2016		8/31/2016
16-179	9/6/2016	S	Barrentine	Crack down on meth usage and deals at Holiday an	PD	9/12/2016		9/13/2016
16-180	9/6/2016	I	Barrentine	Scope of work for 3400 Broadway powerwashing -	PW	9/12/2016		9/22/2016
16-181	9/6/2016	I	Russell	P&R Master Plan needs to address growth current p	P&R	9/12/2016		
16-182	9/6/2016	I	Olson	Genesis of EMC 16-6-11 and why an HPC wasn't im	CMO	9/12/2016		9/12/2016

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16-183	9/12/2016	I	Olson	Legal ramifications of dissolving EMRF? Benchmark	Utilities	9/17/2016		
16-184	9/12/2016	I	Martinez	Pros/cons keeping/dissolving EMRF. What conversi	Utilities	9/17/2016		
16-185	9/12/2016	I	Barrentine	Would CIRSA cover EMRF property and leases?	CA	9/17/2016		
16-186	9/12/2016	I	Jefferson	History of LTAR, transfers and money provided on l	FAS	9/17/2016		9/19/2016
16-187	9/12/2016	I	Gillit	Easement sq. ft. broken down by cost of sq. ft.	PW	9/17/2016		9/15/2016
16-188	9/12/2016	I	Barrentine	More about City Attorney budget, specifically Depu	FAS	9/17/2016		9/21/2016
16-189	9/12/2016	I	Jefferson	List of sewer rate increases in Englewood over past	Utilities	9/17/2016		
16-190	9/12/2016	I	Barrentine	History of Littleton sewer rates, specifically Roxbor	Utilities	9/17/2016		
16-191	9/12/2016	I	Jefferson	Englewood sewer rates compared to others	Utilities	9/17/2016		
16-192	9/12/2016	I	Olson	Aid from Arapahoe County to Englewood residents	CMO	9/17/2016		
16-193	9/12/2016	I	Jefferson	History and failure of David Taylor Dance Studio an	CMO	9/17/2016		
16-194	9/19/2016	I	Olson	Financial for EURA	CD	9/23/2016		9/22/2016
16-195	9/19/2016	I	Russell	Invite Arapahoe County Assessor to speak re: TIF	CMO	9/23/2016		9/22/2016
16-196	9/19/2016	I	Olson	Total acreage of Englewood Ironworks URA site	CD	9/23/2016		9/22/2016
16-197	9/19/2016	I	Jefferson	Ord language for Historic Preservation Commission	CA	9/27/2016		
16-198	9/19/2016	I	Jefferson	Parking & temporary crossing at 3400 Block Broadw	CD & PW	9/27/2016		
16-199	9/19/2016	I	Martinez	Multi-family development E. Girard and S. Corona	CD	9/22/2016		

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MEMORANDUM

To: Chief of Police John Collins
From: Sergeant Reid McGrath / Officer Bobbie Garrett
Date: September 22, 2016
Subject: Council Request 16-179 Update

Council Request 16-179
Assigned to: Police Impact Team
Date Assigned: September 13, 2016
Title: Meth at Holiday and Lucky U Motels

On September 13, 2016, an IMPACT Case was opened regarding the use and dealing of Methamphetamine in and around the Holiday Motel (4475 S. Broadway) and the Lucky U Motel (4575 S. Broadway).

A review of criminal events* generated between January 1, 2014 - September 19, 2016, and utilizing the borders of W. Radcliffe Avenue to W. Union Ave. and S. Acoma St. to S. Lincoln St. showed a total of 445 events in that area.

A breakdown of the 445 events revealed 100 calls at the Lucky U Motel and 31 calls at the Holiday Motel. It should be noted that the Holiday Motel was condemned and not open for business from March 17, 2015 - April 21, 2016 – a 13 month period.

The remainder of the events involved other businesses in the area which included: 7-Eleven (46), Bradley Station (19), Liquor Barn (19), Valero Gas (17), and Compass Bank (11).

In addition to the Holiday Motel re-opening in April 2016, a temporary employment agency, Allied Forces Labor Systems, opened at 4361 S. Broadway.

During the second quarter of 2016, a marked uptick in criminal events was noted in the area. The Impact Team spent numerous hours surveilling the area and observed an increase in foot traffic, loitering and transients in the area. There was a marked increase in police contacts resulting in summonses for open containers and/or trespassing occurring in the grassy area between Bank of the West and Allied Systems Labor Systems (4400 block S. Broadway – west side)

In regards to possession of controlled substances at the motels, there were two reports involving the Lucky U and one report involving the Holiday taken in 2016.

Police (in uniform and undercover) have been diligent in conducting extra patrols and surveillance in the area. Drug dealing, specifically Methamphetamine, has not been observed.

*Criminal events include: Trespass, Theft, Robbery, Assault, Burglary, Criminal Mischief, Disorderly Conduct, Disturbing the Peace, DUI, Eluding, False Reports, False Imprisonment, Forgery, Fraud, Harassment Destruction of Property, Menacing, Nuisance, Shoplifting, Urinating in Public, Protection Order Violation, Warrant Arrest, Prostitution, Possession of Control Substance, Possession of Paraphernalia, Marijuana, Illegal Weapons, Open Liquor, Shoplifting etc.

TO: City Council

THROUGH: Eric A. Keck, City Manager

FROM: Dave Henderson, Director of Public Works

DATE: September 22, 2016

**SUBJECT: COUNCIL REQUEST NO. 16-180
SCOPE OF WORK FOR 3400 S. BROADWAY POWER WASHING**

City Council requested information regarding the scope of work for power washing operations completed in the 3400 block of S. Broadway.

The scope of work included the following:

- Power wash the public sidewalk on both sides of the 3400 block (did not include walkthrough paseos).
- Power washing operations to be coordinated to minimize impacts to adjacent businesses (night and holiday work required).
- Remove all stains, dirt, weeds, debris, and gum to provide a clean concrete surface.
- Power washing equipment to include spinner and wand, utilizing hot water.
- Clean all windows that power washing operations dirty.

Subsequent to the August 29 Study Session when Community Development staff presented the short term, intermediate, and long range plans for improvements to the 3400 block of South Broadway, Public Works staff contracted for power washing. The contractor was available to perform the work over the Labor Day Holiday. Most of the work was performed after 9 p.m. and on Labor Day. This schedule minimized impacts to most of the businesses.

These sidewalks had not been cleaned for a very long time. The contractor spent the time necessary to remove all the old stains and gum per our specifications. The total cost of the work was \$5,200. The cost of future power washing operations would be about half this amount if performed regularly, say once per year. This is based on our experience at CityCenter where the Common Area Maintenance provides power washing of all concrete twice per year.

We did learn a valuable lesson in the 3400 block that will revise our future specifications. A few of the business owners arrived to work on Tuesday morning to find water had entered the buildings through door thresholds. In the future, we will require the contractor to provide a shield at all doorways.

Attached are photos of the power washing operations.

dh

att: Photos







TO: Honorable Mayor and Members of the City Council

FROM: Kathleen Rinkel, Director of Finance and Administrative Services

DATE: September 19, 2016

SUBJECT: Council Request for LTAR History and summary of General Fund Transfers

This communication is in response to the September 12, 2016, Council request for LTAR History and General Fund Transfer information.

Instead of creating a summary, I found that the Budget Advisory Committee Issue Brief presented on August 1st, 2016, had a very nice LTAR fund history on page 3 and a good transaction summary of the transfers into the General fund on page 5. I'm including it with this response in hopes that it covers the information needed.

Should you have any questions, please do not hesitate to contact me.



City of Englewood, Colorado
Budget Advisory Committee

*Long Term Asset Reserve Fund
(LTAR)*

An Issue Brief Prepared for
City Council

Submitted
July 19, 2016

Prepared by

Christine McGroarty, Chair
Steve Ward, Vice Chair
John Moore
Harvey Pratt
Ben Rector



The Budget Advisory Committee (BAC) is pleased to present its first “issue brief” to Englewood City Council. Issue briefs allow us to address specific topics directly. In this inaugural issue brief, the BAC will share its perspectives on the Long Term Asset Reserve (LTAR) fund.

Background on the BAC

The Englewood City Council created the Budget Advisory Committee in May 2013 (Ordinance 16, Series 2013) with the following purpose:

The Budget Advisory Committee (BAC) is established by Council and the City Manager to advise the City on the development, implementation, and evaluation of the annual City Budget. Participation in the Budget Advisory Committee is an opportunity not only to advise on the prioritization of how city tax dollars are spent, but also to advise policymakers in their decision-making process in an open and transparent manner.

The BAC is comprised of:

- Christine McGroarty, Chair
- Steve Ward, Vice Chair
- Shelley Manzano (appointed July 5, 2016)
- John Moore (term expired June 30, 2016)
- Harvey Pratt
- Ben Rector

The BAC has been meeting monthly along with various City staff to deliver on its charge:

Once the budgets have been reviewed and have incorporated requests for new programs and/or personnel authorized by the City Manager, the Budget Advisory Committee shall submit a written report of its findings and recommendations (BAC Report). The BAC Report shall be delivered to Council prior to the public hearing regarding the budget.

In our ongoing efforts with respect to the annual budget process, the BAC found the issues around the LTAR fund to be critical, and warranted this supplementary communication to Council.

Up front we note that former BAC member John Moore was an integral part of the creation of LTAR during his tenure as a Council member. And while his personal knowledge of the history of LTAR has been helpful in building the BAC’s knowledge base and the creation of this issue brief, the opinions expressed herein represent the collective opinion of the BAC.

Creation of LTAR

Around 2005 or so, the City found itself dealing with some significant real estate issues, two in particular:

- In the 1950s, to secure water rights and the McLellan Reservoir, the City purchased 165 acres of land in what became the Highlands Ranch area. Eventually C-470 split the land. By 2005, the City was working with car dealerships interested in the land north of C-470 and the Regional Transportation District (RTD), which was interested in putting in a light rail station on the land south of C-470.
- In the 1970s, the City of Englewood created a golf course within the boundaries of the City of Sheridan, its neighbor to the west. By 2005, Sheridan was working with Englewood to reconfigure the golf course so that commercial development could proceed on the Sante Fe Drive side of Englewood's golf course.

Generally the City's land can't be sold without a vote of the citizens, so for the most part, lease arrangements were pursued. The exception was with RTD. They required full ownership of the land they needed to acquire for light rail, so, in effect, they used their condemnation powers to acquire the land from the City. These transactions resulted in the inflow of new monies beginning in 2007, at which time Council established the LTAR and directed that all proceeds from the disposition of long term assets (i.e., real estate), were to be funneled through the LTAR. This formally occurred with Resolution No. 90 on October 15, 2007, as reflected in the minutes of that meeting:

The City Council of the City of Englewood, Colorado has determined that funds from the sale, lease, or earnings from long-term assets should be used in a careful, judicious and strategic manner. For this reason, City Council hereby authorizes the creation of a Long Term Asset Reserve Fund (LTAR), and funds received from the sale, lease, or earnings from long-term assets shall be reserved in the LTAR Fund. The funds in this restricted account can only be expended if the funds are appropriated in the annual budget or by supplemental appropriation.

In moving the resolution forward, then Council Member Moore noted:

As you all know, I very much support the creation of this Reserve, if nothing else, for the sake of allowing us to make very conscious decisions about the use of our long-term assets...The creation of this Reserve will provide very transparent tracking of when we do utilize those funds, both for this Council and hopefully for many future Councils.

More recently the electors voted in November 2015 to allow the sale of McLellan Reservoir property with City Council approval after the first 20-year lease term.

Usage of LTAR

The chart on the next page summarizes all of the LTAR transactions since its inception. Up front it is important to distinguish between sale versus lease proceeds. While both are covered by the LTAR resolution, the Council that created LTAR and every Council since have agreed through the annual budgeting process to use lease proceeds to support the City's annual operating budget. These transactions (totaling \$4.4 million) are shown in the first section.

The two sections that follow show the inflow and outflow associated with sale proceeds. We have divided those into "temporary" and "permanent" transactions. Roughly \$3.5 million in proceeds from the sale of land has been contributed. Funds from LTAR have been used on a temporary basis a few times, either for short term loans or for the development of the property to be leased (currently, this category is in a net use position by about \$1.0 million). Thus far, just under \$600 thousand has been "permanently" used on expenditures not related to the underlying long term assets.

		Sources of Funds	Uses of Funds
		Additions	Deletions
LTAR - General Fund Operation Transactions			
Dec-08	Proceeds from leases	599,143.00	
Dec-08	Transfer to General Fund for Operations	-	(599,143.00)
Dec-09	Proceeds from leases	611,837.00	
Dec-09	Transfer to General Fund for Operations	-	(611,837.00)
Dec-10	Proceeds from leases	105,125.00	
Dec-10	Transfer to General Fund for Operations	-	(105,125.00)
Dec-11	Proceeds from leases	425,159.00	
Dec-11	Transfer to General Fund for Operations	-	(425,159.00)
Dec-12	Proceeds from leases	551,295.00	
Dec-12	Transfer to General Fund for Operations	-	(551,295.00)
Dec-13	Proceeds from leases	573,526.00	
Dec-13	Transfer to General Fund for Operations	-	(573,526.00)
Dec-14	Proceeds from leases	684,683.00	
Dec-14	Transfer to General Fund for Operations	-	(684,683.00)
Dec-15	Proceeds from leases	873,347.00	
Dec-15	Transfer to General Fund for Operations	-	(873,347.00)
	<i>Subtotal</i>	4,424,115.00	(4,424,115.00)
LTAR - Temporary Transactions			
Mar-09	Fund McLellan improvements to increase lease payments	-	(800,000.00)
Dec-09	Partial return of funds for McLellan improvements	591,836.86	-
Apr-10	Borrow to support NSP	-	(750,000.00)
Jun-12	Return of NSP funds	755,907.52	-
Jun-12	Borrow for fountain repairs	-	(100,000.00)
Jun-14	Partial return of funds for fountain repairs	43,723.70	-
Jan-16	Fund McLellan improvements to increase lease payments	-	(800,000.00)
	<i>Subtotal</i>	1,391,468.08	(2,450,000.00)
LTAR - Permanent Transactions			
Oct-07	Proceeds from golf course	1,986,000.00	
Apr-08	Proceeds from sale of McLellan land to RTD	499,142.50	
Jun-08	Transfer from General Fund Unreserved Fund Balance	1,000,000.00	
Dec-09	Proceeds from leases	20,000.00	
Mar-09	Fund regular city street improvements	-	(165,000.00)
Jan-10	Fund COPS Grant reserve	-	(298,512.00)
Mar-11	Fund 2011 Catalyst Program	-	(120,000.00)
	<i>Subtotal</i>	3,505,142.50	(583,512.00)
	<i>Total</i>	9,320,725.58	(7,457,627.00)
		Net Additions (Deletions)	1,863,098.58
		Opening Balance LTAR	0.00
		Balance LTAR as of January 31, 2016	1,863,098.58

BAC Perspectives on Using LTAR

With the history of LTAR laid out, the BAC would like to share its perspectives on the usage of LTAR. We suggest several principles:

- It seems clear that the Council (of 2007, at least) believed that the disposition of the City's long held assets should not simply flow into the annual operating budget without conscious thought.
- We believe there are at least two key perspectives embedded in that statement:
 - These assets were held for decades by the citizens of Englewood, with no benefit to the operating budgets effecting those citizens during that time. In consideration of intergenerational equity, proceeds from the liquidation of those assets should not benefit some small cohort(s) of later citizenry.
 - The long-term assets do provide financial security for the City. To the extent such assets are being "cashed in," the proceeds should be used strategically, presumably for the ongoing long term benefit of the City.
- While it is clear Council did not want such proceeds (particularly sale proceeds) to simply be absorbed into the annual budget, the LTAR was not meant to be a permanent repository for the funds. The funds were to be used, albeit in a "careful, judicious and strategic manner."

The BAC sees the LTAR revenues in two distinct categories: one-time revenue associated with sale of an asset and ongoing revenue from lease payments. The BAC believes that the principles of intergenerational equity are especially relevant for the portion of the LTAR fund that is derived from sale of assets. Alternatively, the BAC believes that revenue generated from lease of assets, such as the McLellan Reservoir property, could be viewed with more flexibility. In recent years, as shown above, McLellan Reservoir lease revenues have been used to support ongoing annual operating expenses. However, since the McLellan Reservoir properties could be sold at the end of their 20-year lease, the BAC suggests that this lease revenue might be better viewed as temporary in nature. Consistent with the "fiscal health and wellness" approach now being used by Council and the City Manager, we suggest caution in relying on temporary lease revenue to fund on-going operating expenses. We encourage Council to consider migrating towards using temporary lease revenue for the capital improvements fund to avoid creating a reliance on temporary funding for on-going operating expenses. The City has significant capital needs and there is not a dedicated funding stream to meet these needs. Although dedicating lease revenue would not be sufficient to meet the full capital needs, this would secure some much needed funding for the capital improvements fund. We also note that capital improvements tend to benefit generations of taxpayers, not just the current generation, consistent with the principle above.

Putting this into an example, investing funds into something that would produce long-term revenue for the City, such as updates to Pirate's Cove, would be consistent with the principles outlined above. But going further, the BAC believes that using those long-term revenues, generated from an investment funded through LTAR, to support

the City's operating budget could be a reasonable consideration. Most notably in that example, the proceeds would be used to support the ongoing generations of taxpayers, and not spent inequitably on a small cohort of citizens. Further, the City must find ways to diversify its revenue against not just the volatility of sales tax streams, but their inherent uncertainty in an increasingly internet-based society. Therefore using the LTAR to fund investments that would generate revenue, such as upgrades to Pirate's Cove or the golf course, would have an on-going benefit for multiple generations of citizens. If desirable, LTAR could serve as a loan source to fund these types of investments and some or all of the additional revenue could be used to pay back the fund over time.

Another example of a use for LTAR that would be consistent with these principles would be to purchase an asset, such as land, that could be used for a park or other amenity. The LTAR funds may best be used to benefit multiple generations with a guiding principle of replacing an asset with an asset. Ideally there would be something on-going and tangible for the community associated with utilization of the LTAR funds.

The BAC is encouraging the Council to consider clarifying and codifying its policy around utilization of LTAR and we offer the above as guidelines for those policies. The BAC hopes to see LTAR funds used for long-term, intergenerational benefits to the community. Summarizing:

- The BAC encourages Council to invest LTAR funds productively into the City, and not leave them permanently idle.
- Ideally funds would provide long-term benefit to the citizens, and not benefit just a small cohort of taxpayers.
- A long-term benefit can be "quality of life" in nature, such as with additional parks and green space.
- A permanent revenue source that supports the ongoing operating budget would also provide a long-term benefit by, for example, reducing sales tax dependency.
- A temporary revenue source is not an ideal use for operating expenses, as that could create dependencies and produce intergenerational inequity.
- Loans from LTAR that are used to develop property and increase lease income are appropriate investments towards realizing long-term benefits; however, loans to support short-term operational issues may be viewed with reservation and would ideally be paid back quickly.

Deputy City Attorney Budgeted Salary Breakdown 2016 to 2017

	Minimum	Mid	Maximum	
Salary Grade Range	\$101,984	\$117,281	\$132,579	
	2016	2017	\$ Difference	% Difference
Salary	\$103,244	\$106,842	\$3,598	
Budgeted Salary Incr				
Anniversary Date 8/17/2015				
2016 - 4% on Anniversary Date				
2017 - 3% on Anniversary date	\$3,598	\$2,279	-\$1,319	
Medicare	\$1,553	\$1,586	\$33	
Social Security	\$6,640	\$6,781	\$141	
AD&D	\$35	\$28	-\$7	
Med Ins	\$14,726	\$13,545	-\$1,181	
Dental	\$750	\$1,146	\$396	
Wellness	\$250	\$250	\$0	
Life Ins	\$200	\$212	\$12	
LT Disability	\$155	\$204	\$49	
Pension	\$10,709	\$10,937	\$228	
Tech Allowance	\$0	\$0	\$0	
Auto Allowance	\$0	\$0	\$0	
	<hr/>	<hr/>	<hr/>	
	\$141,860	\$143,810	\$1,950	1.37%



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager

FROM: Brad Power, Community Development Director

DATE: September 22, 2016

SUBJECT: Council Requests 16-194/195/196: Englewood Urban Renewal Authority Matters

The requested financial statement for the Englewood Urban Renewal Authority (EURA), (Council Request 16-194) is attached. The statement as of August 31, 2016 indicates that the EURA has a total net position of \$1,997,724, the majority of which is associated with a loan receivable from Broadway Lofts LLLP for the impending Broadway Lofts mixed use project. The sale of the EURA and City of Englewood parcels to the developer closed on July 29, 2016. The EURA does not have any current accounts payable liability or long term liabilities.

The total acreage of the Englewood Industrial Urban Renewal Area (Council Request 16-196) is as follows:

RTD Light Rail Facility	9.35 acres
Foundry Townhomes Project Area	8.21 acres
Foundry Apartments Project Area	2.14 acres
Winslow Property	5.85 acres
All Other Property	6.86 acres
Total Area (Excluding 5 acres +/- of Right-of-Way)	32.41 acres

Staff will contact the Arapahoe County Assessor's Office to invite Assessor Corbin Sakdol (or a representative) to an upcoming City Council Study Session to speak regarding tax increment financing (Council Request 16-195).

CITY OF ENGLEWOOD, COLORADO

**Englewood Urban Renewal Authority
Statements of Net Position**

Assets	<u>08/31/2016</u>	<u>2015</u>
Current assets		
Cash and investments	\$ 280,604	\$ 3,529
Loan receivable	1,200,000	
Interest receivable	125	13
Total current assets	<u>1,480,729</u>	<u>3,542</u>
Capital assets		
Land and improvements	-	516,995
Total assets	<u>1,480,729</u>	<u>520,537</u>
 Liabilities		
Accounts payable	-	-
Total liabilities	<u>-</u>	<u>-</u>
 Net position		
Invested in capital assets	-	516,995
Unrestricted	1,997,724	3,542
Total net position	<u>\$ 1,997,724</u>	<u>\$ 520,537</u>



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Harold J. Stitt, Senior Planner

DATE: September 21, 2016

SUBJECT: Council Request – Corona & Girard

This memo is in response to the inquiry by Councilmember Martinez concerning the multi-family development at the southeast corner of East Girard Avenue and South Corona Street and noise complaints at the Brookdale Meridian Retirement Community.

Multi-Family Residential Development

The multi-family residential development at 1100 East Girard Avenue is a permitted use in the M-1, Mixed Use Medical, Office, and High Density Residential District. As such, this 31 unit apartment development is a “use by right” and was reviewed for compliance with all applicable Municipal Code requirements including parking, prior to the issuance of a building permit. The Public Works Department requires that public sidewalks be repaired or replaced as a result of construction activity. The City does not have a requirement that developers/contractors notify adjacent property owners concerning the commencement of development/construction activities.

Use by Right

The term **use by right** refers to a property owner’s use of property and structures in manners consistent with that which is listed as permissible in the zoning district in which his or her property is located. A ‘use by right’ is therefore not subject to special or extraordinary review and approval. For example, the operation of a book store on property zoned MU-B-1 (Mixed Use Central Business District) would be considered a ‘use by right’. Other terms that may be substituted for ‘use by right’ include, principal use, permitted use, or primary use. An accessory use (to a principal use) is also considered a ‘use by right’.

The term use by right is a zoning term and should not be confused with approval or issuance of a building permit. All construction activity in the City of Englewood is required, by Municipal Code, to obtain appropriate permits before such construction activity can take place. Issuance of building permit requires compliance with all applicable requirements set forth in the Municipal Code.

Construction Activity/Noise

Title 6, Chapter 2 of the Englewood Municipal Code regulates “The making and creation of excessive, unnecessary or unusually loud noises within the limits of the City...”, and is enforced by the Police Department, Code Enforcement Division. Effective July 23, 2016, Title 6 was amended to expand the timeframe within which construction activity is prohibited, as follows.

6-2-5: Specific Prohibitions

E. *Construction Work.* The operating, or causing to be used or operated any equipment used in construction activities in any residential or commercial district between the hours of seven o'clock (7:00) P.M. of one day and seven o'clock (7:00) A.M. of the following day. Construction projects shall be subject to the maximum permissible noise level specified for industrial districts for the periods within which construction is to be completed pursuant to any applicable building permit.

Noise generated by mechanical equipment is regulated by Title 6-2-5 F.

F. *Machinery, Motors, Fans, Air Conditioners and Other Mechanical Equipment.* Operating any machinery, equipment, pump, fan, air conditioning apparatus or similar mechanical device within the City shall be subject to the maximum permissible sound pressure level for the district in which the source is located.

Noise level standards are set forth in Title 6-2-8: **Maximum Permissible Continuous Sound Pressure Levels, Measurements.**

Sound Pressure Level Limit dB(A)

Use District	7:00 A.M.—10:00 P.M. (Day)	10:00 P.M.—7:00 A.M. (Night)
Residential	55	50
Commercial	60	55
Industrial	75	70

Brookdale Meridian Retirement Community

The Brookdale Meridian contractor has been notified concerning noise complaints and the regulations regarding construction hours of operation and limitations on noise emanating from construction/mechanical equipment.

Complaints related to construction hours of operation or noise should be reported to the Police Department, Code Enforcement Division at 303-762-2335.