



Council Request Update

June 29, 2017

Council Request: 17-101

Assigned to: Public Works

Request: Financial analysis of new Right-of-Way Inspector position

Response: Please see attached from Right-of-Way Services Manager

Council Request: 17-103

Assigned to: Public Works

Request: Comparison of recycling street signs versus selling to interested parties

Response: Please see attached from Traffic Engineer Ladd Vostry

Council Request: 17-104

Assigned to: Communications

Request: Request for the cost of publishing, printing and mailing the Citizen Magazine

Response: Please see attached from Communications Manager Alison Carney

Council Request: 17-112

Assigned to: Community Development

Request: Private Activity Bond Allocation – What comes next?

Response: Please see attached from Economic Development Manager Darren Hollingsworth

Council Request: 17-113

Assigned to: Community Development

Request: How can the City prevent the senior living project from financially participating with the Englewood Housing Authority to gain tax-exempt status?

Response: Please see attached from Senior Planner Harold Stitt

Council Request: 17-114

Assigned to: City Manager's Office

Request: Update Council's Outlook Calendar with upcoming events

Response: CMO Executive Assistant Christa Graeve has updated the Outlook Calendar for City Council to include all upcoming events.

Council Request: 17-120

Assigned to: Police Department

Request: Investigate burning plastic at the southeast corner of Pennsylvania and Princeton

Response: Please see attached from Commander Kelly Martin

Council Request: 17-121

Assigned to: Community Development

Request: ADU Open House report and next steps

Response: Please see attached from Planner II John Voboril

TO: City Council

THROUGH: Eric A. Keck, City Manager

THROUGH: Dave Henderson, Public Works Director

FROM: Larry Nimmo, Right-of-Way Services Manager

DATE: June 21, 2017

SUBJECT: **Financial Analysis of New Right-of-Way Inspector Position
COUNCIL REQUEST NO. 17-101**

Council requested a financial analysis of the new Right-of-Way Inspector position and asked if the position was generating enough revenue to cover its cost.

The Right-of-Way Inspector's salary is funded from three different accounts and funding sources.

- **Right-of-Way Services Division (General Fund) 45%**
This part of the salary is paid through the fees collected for right-of-way excavation and concrete permits, on track to issue 575 this year. The annual anticipated fees collected should exceed this part of the salary by approximately 17%, possibly more, depending on the type of permits issued.
- **Concrete Utility Enterprise Fund (not General Fund) 45%**
The 45% charged here replaced one full-time employee, historically in that position, saving the fund 55% of the cost of a full-time inspector.
- **Engineering Division 10%**
This portion of the salary is reimbursed through an annual journal entry from the Storm Water Fund (not General Fund) for residential drainage inspections completed each year.

This position is fully funded without an increased expense to the General Fund, and provides each of these groups substantial benefits from the Right-of-Way Inspector position. Benefits from pro-active right-of-way inspections have reduced the number of complaints received by Public Works. Staff will continue to monitor revenue versus expenses throughout the year.

TO: City Council

THROUGH: Eric A. Keck, City Manager

THROUGH: Dave Henderson, Public Works Director

FROM: Ladd Vostry, Traffic Engineer

DATE: June 27, 2017

**SUBJECT: COUNCIL REQUEST NO. 17-103
COMPARISON OF RECYCLING STREET SIGNS VERSUS SELLING TO
INTERESTED PARTIES**

During the last three years, we have sent a total of 1,425 of our traffic signs to Northwest Sign Recycling to be refurbished. The process used, hydrostripping, removes the reflective sheeting from “old” signs, restoring the aluminum surface; which allows us to reuse existing sign blanks. This environmentally friendly option reduces the need to buy new sign aluminum sheeting (blanks). The cost associated with reusing refurbished, clean, sign blanks (ready for new sign faces) is approximately 40 percent lower than purchasing new aluminum sign blanks.

Regarding the sale of surplus items no longer of use to the City, Article 117, Property Sales, of Englewood Home Rule Charter notes:

The purchasing officer shall determine the value of surplus items no longer of use to the City. Articles without value may be disposed of in a manner most advantageous to the City. Items of value shall be advertised for sale in a manner deemed most effective and efficient to the City; if no bids are received for the advertised articles, the purchasing officer shall dispose of the articles in a manner most advantageous to the City.

We have placed signs which were of no use to the City at auctions in the past; however, the proceeds from the auction were minimal. Disposing of the unusable/damaged traffic signs through recycling has been more efficient than taking the items to auction.

Please also note that over the past several years we have not received many inquiries for the “old” traffic signs; in general the requests were tied to a “specific street name” sign.

TO: Mayor Jefferson and Members of City Council

THROUGH: Assistant City Manager Murphy Robinson

FROM: Communications Manager Alison Carney

DATE: June 27, 2017

SUBJECT: CR 17-104 Cost of publishing Citizen Magazine comparison

Council request to provide the printing and postage costs for the old Citizen Newsletter and Recreation Activity Guide compared to those costs for the new Citizen Magazine and Recreation Guide.

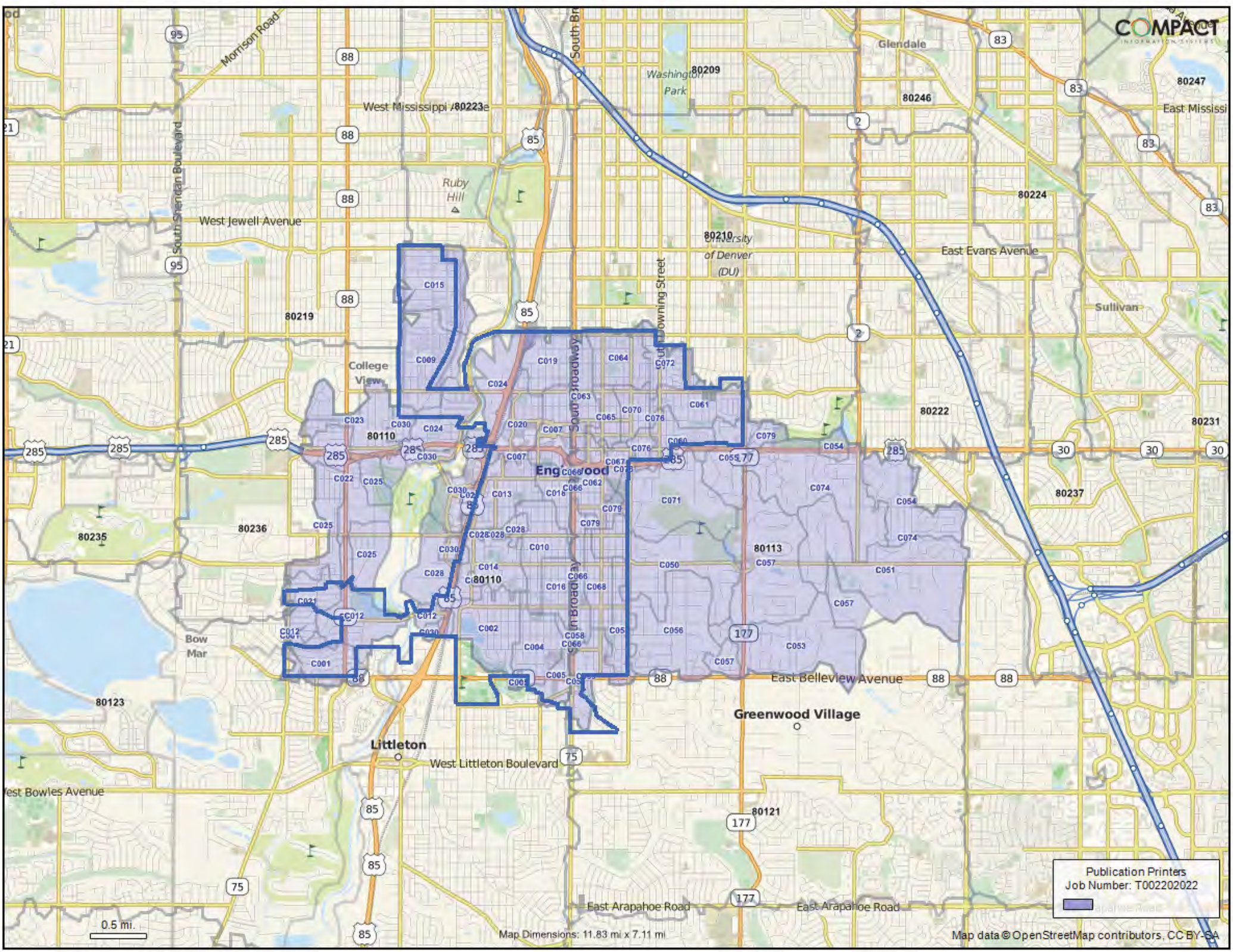
Please see the costs below and note that the Newsletter was printed and mailed bi-monthly, but the costs are shown quarterly and the Activity Guide and Magazine costs are quarterly.

Historically, the Newsletter was mailed to both Englewood zip code, including a large area in the 80113 zip code that falls outside of city limits. With the publication of the new Magazine, we changed the process, so the Magazine only goes to carrier routes within city limits and to 2,000 non-Englewood residents who have signed up to receive the Activity Guide. This explains why 22,896 copies of the Newsletter were mailed and only 19,317 copies of the Magazine.

	<u>Newsletter</u>	<u>Activity Guide</u>	<u>Magazine</u>
Quantity:	47,400	24,500	23,000
Printing:	\$5,441.40	\$6,435	\$11,236.25
Postage:	\$7,978.60 (22,896 copies)	\$4,332	\$4,700 (19,317 copies)
Frequency:	Quarterly	Quarterly	Quarterly

Attachments:

City of Englewood Map of zip codes and city limit boundaries





TO: Mayor Jefferson and Council Members

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

FROM: Darren Hollingsworth, Economic Development Manager

DATE: June 22, 2017

SUBJECT: Council Request 17-112 Private Activity Bond Allocation- what comes next?

No further staff or Council action is necessary to allow Englewood's 2017 PAB allocation to revert to the Colorado Department of Local Affairs (DOLA) for the statewide pool. If an eligible project should come forward, Englewood can always approach the DOLA for PAB assistance.



TO: Mayor Jefferson and Council Members

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

FROM: Harold J. Stitt, Senior Planner

DATE: June 23, 2017

SUBJECT: Council Request 17-113:
Englewood Housing Authority –
Special Limited Partnership Development Participation

Councilmember Barrentine has requested information regarding how the City can prevent the senior living project at 3555 South Clarkson Street from financially participating with the Englewood Housing Authority to gain tax-exempt status.

The short answer is the City cannot. Section 29-4-226 of the Colorado Revised Statutes specifically grants this power to housing authorities.

The Englewood Housing Authority Special Limited Partnership Development Participation Policy and the Special Limited Partnership Development Participation Proposal Form are available on the Englewood Housing Authority web site at the following links:

http://englewoodhousing.homestead.com/Special_Limited_Partnership_Development_Participation_Policy_EHA.pdf

[http://englewoodhousing.homestead.com/SLP_Participation_Proposal_FORM - EHA JUNE 2014.pdf](http://englewoodhousing.homestead.com/SLP_Participation_Proposal_FORM_-_EHA_JUNE_2014.pdf)



TO: Chief John Collins
FROM: Commander Kelly Martin
DATE: June 27, 2017
SUBJECT: Council Request 17-120

17-20 Investigate burning plastic late at night

Requested by: Council Member Barrentine
Assigned to: Police

Investigate the home at the southeast corner of Pennsylvania and Princeton and find out why they are burning plastic late at night.

Residents in the area of S. Pennsylvania and E. Princeton have reported to Council Member Barrentine that several times a week they can detect smoke and an odor of burning plastic in the area. On June 19, 2017 at 11:05 pm, this information was reported to the Police Department, an officer was dispatched to the area and they were unable to locate any smoke or noxious odors. On June 26, 2017, Council Member Barrentine reported that the source of the smoke was a home on the southeast corner of S. Pennsylvania and W. Princeton. The address of this residence has been identified as 4200 S. Pennsylvania. On the evening of June 26, 2017, officers conducted extra patrols in the area and did not detect any smoke or noxious odors. A day shift officer has been assigned to follow-up on this investigation, and has contacted the resident of 4200 S. Pennsylvania who advised that the garage is used to work on personal vehicles. It does not appear at this time that the activity is criminal in nature or that any type of business is operating out of the garage. The location will be monitored to ensure there is not any type of vehicle painting taking place, and that no evidence of any type of business being conducted out of the garage is observed.

TO: Mayor Jefferson and Council Members

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

FROM: John Voboril, Planner II

DATE: June 28, 2017

SUBJECT: Council Request 17-121: ADU Open House Report

A community open house meeting entitled *Back to the Future: Accessory Dwelling Units*, was held on Tuesday, June 13, from 5:30 to 8:30 PM, in the Community Room of the Englewood Civic Center. Meeting attendees were asked to visit ten stations that gave detailed information regarding various aspects of the Planning and Zoning Commission's ADU proposals, and fill out surveys indicating levels of agreement or disagreement. A total of 51 surveys were collected.

Twenty-one surveys indicated that the respondent was interested in constructing an ADU on their existing property. (Eleven surveys indicated interest in constructing an ADU somewhere in the City in the future). The most common zone district for these properties was the R-1-C Single Unit Residential District (14). This group tended to be least enthused with the proposed owner occupancy and leave of absence requirements. The group also tended to feel that proposed dimensional requirements such as maximum size or height should be relaxed. The group generally felt that ADU's should be allowed in all residential zone districts.

Nineteen surveys indicated that the respondent was not personally interested in constructing ADU's, but desired to learn about and give feedback on the ADU proposal. These respondents were divided in their attitudes towards ADU's and can be divided into three groups. Members of the first group were positive and felt that ADU's would be appropriate in all residential zone districts. Members of the second group were also generally positive, but indicated a preference for restricting ADU's to multi-unit and two-unit residential zone districts. The final group indicated strongly negative feelings concerning ADU's, and did not indicate any zone district where ADU's would be appropriate.

Next Steps

PZC Study Session on ADU Community Open House Survey Results – July 18, 2017

Council Study Session on ADU Community Open House Survey Results – August 14 or 28, 2017