

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, APRIL 13, 2015
COMMUNITY ROOM
6:00 P.M.**

- I. Advanced Traffic Management System Software**
Public Works Director Rick Kahm and Traffic Engineer Ladd Vostry will be present to discuss a proposed contract for Advanced Traffic Management System software.
- II. Enterprise Zone Grant/Administrative Update – 6:15 p.m.**
Economic Development Manager Darren Hollingsworth will provide an update on the Enterprise Zone Grant.
- III. Next Steps and Walk & Wheel Plan – 6:30 pm.**
Senior Planner Harold Stitt will be present to provide an update on the Next Steps and Walk & Wheel Plan.
- IV. Comprehensive Plan Update – 7: 15 p.m.**
Deputy City Manager Michael Flaherty, Senior Planner Harold Stitt and representatives of the Logan Simpson Design team will be present to provide an update on the schedule, fees and community outreach process changes related to the Comprehensive Plan.
- V. City Manager’s Choice**
 - Service Line Warranties of America
 - CHAMPS Program – State of Colorado Summer Food Program Agreement
- VI. Council Member’s Choice**
- VII. City Attorney’s Choice**

MEMORANDUM

TO: City Council

THROUGH: Eric A. Keck, City Manager

THROUGH: Rick Kahm, Director of Public Works

FROM: Ladd Vostry, Traffic Engineer

DATE: April 8, 2015

SUBJECT: **Advanced Traffic Management System (ATMS) Software**

Denver Regional Council of Governments (DRCOG) administers various traffic programs, including a Miscellaneous Equipment Purchase Program (MEPP), which assists local municipalities in enhancing functionality of their traffic management systems. In 2014, Public Works staff applied for and received MEPP funds of up to \$129,000 towards procurement of an Advanced Traffic Management System (ATMS) in order to replace Englewood's "end of the useful life" traffic software *icons*. City Council adopted Ordinance No.35, Series of 2014, approving an Intergovernmental Agreement with Denver Regional Council of Governments for the 2014 MEPP program for purchase of the Advanced Traffic Management System software.

The City received four proposals related to procurement of the ATMS software. Staff selected Centrac's software from Aegis ITS, Inc., which provides the best value to the city in price, functionality, and software maintenance and support. The procurement of ATMS software (Centrac's) will be fully covered by federal funds with no local match required. **There are no financial obligations for the City to purchase ATMS software other than providing funds up front which will later be reimbursed to the City.** Adequate funds are available in the Transportation System Upgrade PIF account and will be credited back to this account with reimbursement of federal funds by DRCOG.

Staff will attend the April 13th Study Session to discuss this matter; and plans to bring a recommendation to approve, by motion, a Professional Services Agreement with Aegis ITS, Inc., at the April 20th regular Council Meeting.



M E M O R A N D U M

TO: Mayor Penn and Members of City Council

THROUGH: Eric Keck, City Manager
Michael Flaherty, Deputy City Manager/Interim Community Development Director

FROM: Darren Hollingsworth, Economic Development Manager
Nancy Fenton, Arapahoe County Enterprise Zone Administrator

DATE: April 13, 2015

SUBJECT: Enterprise Zone Grant and Re-designation

At the April 13 Study Session I will provide an update on the City's administration of the Arapahoe County Enterprise Zone. Topics will include:

- 1) Acceptance of the State of Colorado \$16,500 matching grant for the Arapahoe County Enterprise Zone.
- 2) Reapplication to Colorado's Economic Development Commission for the expansion and re-designation of the Arapahoe County Enterprise Zone.

Administrative Grant

Englewood has administered the Arapahoe County Enterprise Zone, which includes portions of Englewood, Littleton and Sheridan, since its inception in 1990. Administration of the Enterprise Zone involves annual reporting and ongoing approvals of submissions, data input, marketing and outreach associated with the Enterprise Zone. Each year the City of Englewood receives a matching grant from the Office of Economic Development and International Trade (OEDIT) towards administrative expenses related to the Enterprise Zone. This year the Administrative Grant is \$16,500.

The Enterprise Zone is a critical element of our Economic Development program. Each year approximately 100 Englewood businesses claim valuable State of Colorado tax credits.

An ordinance will be presented for Council's approval of the grant acceptance at the April 20, 2015 regular meeting.

Re-designation of the Enterprise Zone

Due to a change in Colorado's enabling legislation for Enterprise Zones, all zones must requalify through a re-designation process. Re-designated Enterprise Zone areas will take effect in 2016. Englewood's economic staff has coordinated with staff from Sheridan, Littleton, and Arapahoe County to confirm their interest in continuing Enterprise Zone participation. Staff has completed the preliminary application to re-designate the Arapahoe County Enterprise Zone. Attached is a copy of the application letter and a map showing the proposed boundaries. The map includes all of Englewood in the proposed re-designated area, which represents an expansion from the existing boundaries.

During this re-designation process, we have approached Arapahoe County staff to discuss the possibility of the County or another entity taking over the administration of the Enterprise Zone. Nothing would change for Englewood businesses or Englewood's use of the Enterprise Zone as an economic development resource. However, City staff's time would be limited to filing reports and certifying Englewood based businesses only. If the County or another entity is unable to assume administration of the County Enterprise Zone, Englewood will continue the administrative responsibilities for Arapahoe County, but will work with Sheridan, Littleton and the County to establish respective roles and to provide compensation to cover staff time not currently covered by the grant.



M E M O R A N D U M

TO: Mayor Penn and City Council Members

THRU: Eric Keck, City Manager
Michael Flaherty, Deputy City Manager
Harold Stitt, Senior Planner

FROM: John Voboril, Long Range Planner II

DATE: April 13, 2015

SUBJECT: Next Steps Study/Walk and Wheel Schedule and Progress Update

The Englewood Light Rail Corridor Next Steps Study and the Englewood Walk and Wheel Master Plan and Program are progressing toward completion of final draft documents, with an expected delivery during the second half of May. Based on this timeline, Community Development has developed the following completion schedule:

Thursday, April 16: Walk and Wheel Citizen Focus Group Meeting *

Tuesday, May 26: Council Study Session –Project Recommendations

Saturday, June 20: Walk and Wheel and Next Steps Public Event *

Tuesday, July 7: Planning and Zoning– Review Draft Documents

Thursday, July 9: Transportation Advisory Committee– Review Draft Documents

Monday, July 13: Council Study Session – Review Draft Documents

Tuesday, August 4: Planning and Zoning Commission Public Hearing

Tuesday, August 18: Planning and Zoning Commission Findings of Fact

Tuesday, Sept. 8: Council Public Hearing

Monday, Sept. 21: Council Adoption by Resolution

Oxford/Clarkson/Dartmouth Bikeway Loop

Consultants and City Staff have opted for an interim solution for the Dartmouth leg of the bikeway loop that stays within the existing street curbs, narrows the travel lanes to 11 feet and expands the parking lanes to serve as a shared parking/bicycle travel lane separated from automobile traffic by striping. The interim solution will provide bicyclists, the City and neighboring residents a quick win project to slow automobile traffic, preserves on-street parking, and provides a wider marked off travel lane for bicycles. Once the conceptual engineering design is completed over the next few weeks, a meeting with the residents on Dartmouth will be scheduled.

For Oxford Avenue between Broadway and Navajo Street, consultants and City Staff have proposed a conceptual engineering design that features one -way bicycle travel lanes on both sides of the street rather than a two-way design located on the north side of the street only. This design will feature narrowed 11 foot travel lanes and narrowed parking lanes that separate the bicycle travel lane from automobile traffic, which keeps bicycle travel direction consistent with automobile travel direction. This design will necessitate a complete rebuilding of the street and therefore is a longer term project that will be eligible for federal Transportation Improvement Plan (TIP) funds.

*** Upcoming Events**

April 16 -The Walk and Wheel Citizen Focus Group meeting will take place at the Brew on Broadway. Seventeen individuals who have been active in projects' bicycle and pedestrian planning efforts have been invited to review the proposed bicycle and pedestrian route network and help the consultants prioritize plan recommendations.

June 20 -A public, celebratory Walk and Wheel and Next Steps event will be held 1 to 5 PM in the 3400 block of Broadway and Acoma. The event will feature temporary bicycle and pedestrian improvements that are identified in the Walk and Wheel Plan, including the various components of the Oxford/Clarkson/Dartmouth Bikeway Loop. The consultant team is working with area merchants for cross promotional opportunities and event participation.

Attachments:

Light Rail Corridor Next Steps Study Project Update - April 2015, Felsburg, Holt & Ullevig
Walk and Wheel Master Plan and Program Progress Update - April 2015, OV Consulting

C: Eric Keck
Michael Flaherty
Harold Stitt
Dan Brotzman

PROJECT UPDATE – April 2015

Light Rail Corridor Next Steps Study purpose:

- To evaluate the feasibility of the transportation improvements recommended as part of the previous June 2013 *Englewood Light Rail Corridor Plan* and projects identified by cities of Englewood and Sheridan staff, which also are included in the Next Steps Study. These improvements include:
 - Rail Trail (Big Dry Creek to Bates Avenue)
 - Englewood - Oxford, Dartmouth, Clarkson Separated Bikeway Loop
 - Sheridan - Oxford Separated Bikeway
 - Southwest Greenbelt Trail
 - Englewood-CityCenter Light-Rail (LRT) Station Platform Shelter
 - Sheridan - Oxford LRT Station Pedestrian Tunnel/Bridge
 - Floyd Avenue Extension - Tunnel/Bridge
 - Englewood Parkway Extension and Bus Transfer/Piazza Redesign
- To conduct a real estate development feasibility and marketing/implementation strategy for the four areas in Englewood adjacent to the LRT stations (Bates – North, Englewood Station (Floyd) – West, Englewood Station – CityCenter, Oxford Station – South).
- To identify and evaluate the feasibility of potential complementary transportation improvements that improve connectivity to the LRT stations, in addition to those previously recommended.
- To develop conceptual engineering design and to prepare opinions of probable cost.
- To prepare an Action Plan for prioritization of transportation improvements and funding opportunities

Progress made to date on the Light Rail Corridor Next Steps Study:

- Collected data related to roadway, transit, Denver Regional Council of Governments (DRCOG) travel demand modeling (traffic), bicycle and pedestrians, as well as evaluated for traffic congestion, safety, and multi-connectivity (Completed January 2015).
- Prepared 24 potential complementary transportation improvements, in addition to the previously recommended improvements (Completed February 2015).
- Conducted a two-tiered analysis of the transportation improvements to evaluate their feasibility (Completed February/March 2015).
 - Determined not to Carry Forward the Floyd Avenue Extension due to the limited improvement for vehicle travel time (2 to 3 minutes) for vehicles travelling from the west side of US 85 to the LRT station and costs associated with this marginal improvement



- Determined not to Carry Forward the Englewood Parkway Extension and Bus Transfer/Piazza Redesign due to impacts to the existing pedestrian bridge and apartment building to accommodate bus turn movements.
- Determined not to Carry Forward the Sheridan – Oxford LRT Station bridge due to duplicative connectivity with the Sheridan – Oxford Avenue separated bikeway and the lack of connectivity to Sheridan for a northern alignment of a bicycle/pedestrian bridge at either Kenyon or Mansfield Avenue.
- Determined not Carry Forward 12 potential complementary improvements due to not providing connectivity to LRT stations or other specific issues that are documented in the Next Steps Study report.
- Preparing conceptual engineering design and opinions of probable cost for the feasible recommended improvements (March/April 2015), which include:
 - Rail Trail (Big Dry Creek to Bates Avenue)
 - Englewood - CityCenter LRT Station Platform Shelter
 - Englewood - Oxford, Dartmouth, Clarkson Separated Bikeway Loop
 - Englewood - CityCenter LRT Station Pedestrian Bridge
 - Sheridan - Oxford Separated Bikeway
 - Southwest Greenbelt Trail
- Preparing a Real Estate Feasibility Study/Market Implementation Plan for the four areas in Englewood adjacent to the LRT stations (mid-April/May 2015).
- Identifying a Recommended Package of Transportation Improvements and preparing an Action Plan that will prioritize and identify potential funding streams the improvements (mid-April/May 2015).
- Preparing a Next Steps Study report that summarizes the data collection, transportation improvements analysis, environmental overview, recommended package of improvements, action plan, and public involvement for submittal to the cities of Englewood and Sheridan staff for review (mid-April/May 2015).
- Conducting study sessions in July 2015 for the final report and the Council Public Hearings in September 2015.

MEMORANDUM

Date: April 7, 2015
To: John Voboril, AICP, City of Englewood
From: Chris Vogelsang, PE
Subject: Progress Update

The purpose of this memorandum is to update the City on progress to date on the Walk and Wheel Master Plan and Program Project. The project is generally on schedule and is progressing as planned.

Activities planned for the next month are:

Citizen/Stakeholder Focus Group Meeting at the Brew on Broadway (BOB) April 16, 2015 from 630-8pm

Planning for the June 20th public event

Development of draft recommendations for network and programmatic improvements

Project Milestone Progress

The following is a rundown of the major project milestones:

State of Walking and Wheeling Documentation: October 2014 through April 2015

- Bicycle and Pedestrian Counts (completed)
- Prior Plan Review (completed)
- Inventory of Existing Bicycle Infrastructure (completed)
- Demand Estimates (completed)
- Level of Traffic Stress Classification (completed)
- Council Presentation and Executive Summary Report (completed, report in development)

Economic Analysis of Walking and Wheeling: November 2014 through April 2015

- Economic Benefits Report (completed)
- Peer Cities Maintenance Budget Report (draft version completed)
- Economic Benefits Presentation to Council (draft version completed)
- Project Funding Source Report (in development)

Walk and Wheel Network Recommendations and Early Action Screening:

- December 2014 through April 2015 (in development)

Top Priority Project 30% Design: May-June 2015

White Paper Advocacy and Incentive Program: May-June 2015



M E M O R A N D U M

TO: Mayor Penn and Councilmembers

THRU: Eric Keck, City Manager
Michael Flaherty, Deputy City Manager

FROM: Harold J. Stitt, Senior Planner

DATE: April 8, 2015

RE: Englewood Forward – Comprehensive Plan Update

Neighborhood Area Assessments and Scheduling

Englewood Forward, the Comprehensive Plan Update project, is moving into final phase of data gathering and analysis. The final element of this phase is an assessment of each of thirteen neighborhood areas. These neighborhood areas have been delineated by the consultants, for purposes of the developing the Plan, as subareas of the city with a similar character, common goals, and familiar association such as schools, parks or business centers that provide places to **live, work, shop, play, learn and move**. The Plan will focus on these neighborhood areas so that the vision and opportunities can be specifically tailored to the residential, retail, and employment centers of the community. Although all neighborhood areas provide a mix of uses, each has a specific emphasis - residential, retail, and employment. See the attached [Neighborhood Areas Assessment Map](#).

To insure that the community has adequate opportunity to provide input on the characterization of the neighborhood areas Council has directed staff provide outreach directly to neighborhoods area. To that end, staff and consultants have scheduled six events to be held throughout the day on July 11, 2015. These events will be held in Baker Park, Bates-Logan Park, Belleview Park, Centennial Park, Cushing Park, and Duncan Park.

Once this neighborhood area engagement is completed, the development of neighborhood strategies and implementation steps will begin with City Council and Planning and Zoning Commission direct involvement. See the attached [Englewood Forward Update #2](#) for a more in depth discussion of the project status as well as the [Englewood Forward Schedule](#) which sets forth the remaining project elements and timing through final adoption.

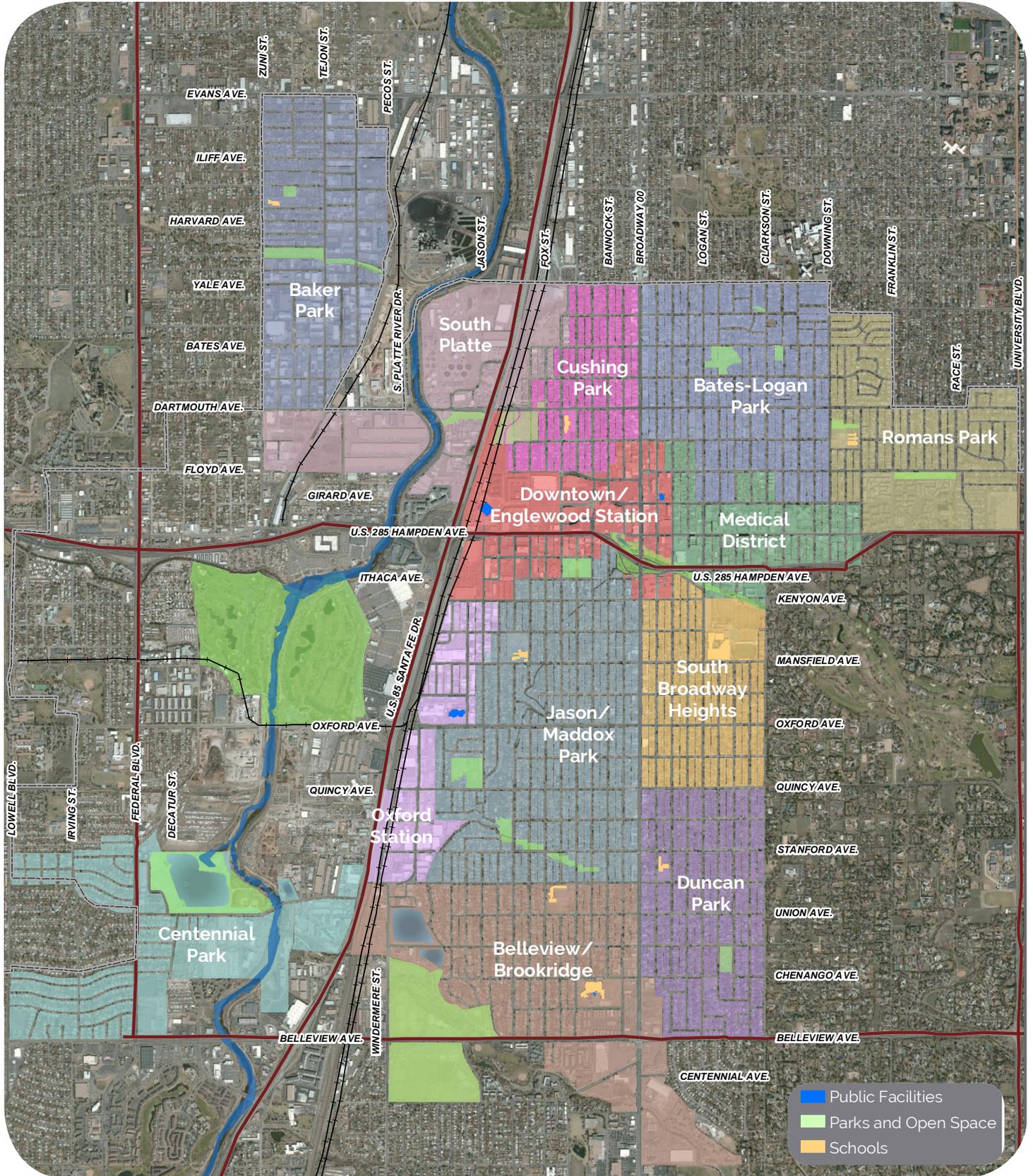
The six additional community engagement events, the two additional consultant team neighborhood area characterization meetings with the Planning and Zoning Commission and the three additional strategies and implementation meetings two with the Planning and Zoning Commission and one with City Council were not part of the original Englewood Forward Comprehensive Plan Update scope of services. Logan Simpson Design has

provided the attached Englewood Comprehensive Pan Scope Modification for Council approval. In addition to the \$6,378 for the six community events, the scope modification also includes charges for project management due to the expanded project schedule (\$1512) and costs associated with the five additional consultant team meetings; three with the Planning and Zoning Commission and two with City Council (\$8,266.) These activities will, if approved, increase the original \$150,000 contract by \$16,156.

Bates Logan Park Neighborhood Area Assessment

The attached Neighborhood Area Assessment Approach describes the assessment process and for illustrative purposes, how it would be applied to the Bates Logan Park Neighborhood Area. The assessment that will be carried out for each of the thirteen Neighborhood Assessment Areas. The Bates Logan Park Neighborhood Area map depicts the characteristics, key projects, and defining attributes that define each area. Characteristics that are locational are shown on the map using colored symbols by each theme- **live, work, shop, play, learn and move**. Other characteristics may apply generally to the area, but are not location specific. All mapped features are illustrative of the character of the area and do not imply desired regulatory boundaries or specific locations for certain attributes.

Neighborhood Area Overall Map:





THE IMPORTANCE OF ENGLEWOOD

Englewood along with the Denver Metro Region have experience changes in the community and economic dynamics since the last comprehensive planning effort in 2003; Englewood's CityCenter has become a regional transit hub with one of the RTD's light rail stops and bus transfer station; Swedish Medical Center and Craig Hospital are recognized nationally as premier medical facilities; and redevelopment projects at the Flood Middle School ,the LIV apartments on Bannock and the planned Broadway/Acoma Lofts, are poised to bring new life into the Historical Downtown. Englewood is a highly amenitized, first-ring Denver suburb with the opportunity to capitalize on great park and recreation facilities and a great location with access to all modes of transportation. With a relatively affordable alternative to Denver, Englewood is attractive to both a younger demographic and an aging population.

This plan does more than simply update the previous comprehensive plan. It is designed to move the community forward and keep the dialogue going as the City experiences growth and change. Englewood Forward is a comprehensive plan that will represent the City's values both in graphic quality and content. A comprehensive plan should be legally-defensible, forward-thinking, interdisciplinary, and community-driven; this plan moves beyond the current challenges facing the City to identify both short-term and long-term opportunities and action strategies that will ensure a thriving and resilient future. This update is essential to fulfilling the future vision for Englewood. It takes advantage of timely opportunities to provide the best quality of life for its citizens, visitors, and businesses in the years to come.

Goals of Englewood Forward

The key project goals are described as follows:

- Strengthen existing goals and objectives through the incorporation of sustainability, active daily living, and healthy eating principles.
- Develop a menu of strategies designed to address each comprehensive plan element.
- Engage the community in evaluating the menu of strategies and making choices on which strategies the City should pursue.
- Develop an ambitious but realistic implementation program based on the community's adopted strategies.

What is a Comprehensive Plan?

The Englewood Forward Comprehensive Plan serves as a policy document containing a vision for the development of Englewood over the next 20 years. The Comprehensive Plan Update offers an extraordinary platform for the City's Community Development Department, key staff across City departments and agencies, the Planning and Zoning Commission, City Council, civic leaders, stakeholders, and residents to join in a planning dialogue focused on enhancing the long-term vitality of the City of Englewood. The Plan will establish a vision for Englewood's future and sets forth broad principles to guide six plan themes: Live, Work, Move, Shop, Learn, and Play. Based on these principles, detailed policies and objectives outline how the vision can be realized. Strategies will be organized around Englewood Forward's vision and will include monitoring and management recommendations for long-term implementation.



How to Use This Plan

The Englewood Forward is designed to be an interactive tool to be used by the community and the City of Englewood. This plan is organized into four parts, each of which relate to the project review process. The following four check points should be used in evaluational of all development proposals, along with informing the strategies and work plans of Englewood's boards and commissions.

PART 1 IMPORTANCE OF ENGLEWOOD

Comprehensive Vision:

Review of the overall vision and 6 theme visions- Live, Work, Shop, Move, Learn and Play

PART 2 ENGLEWOOD'S FOUNDATION

Goals and Policies:

Alignment with overall city goals and policies.

PART 3 ENVISIONING THE PLAN

Neighborhood Character and Policies:

Meets desired future character and policies of specific neighborhood location.

PART 4 REALIZING THE PLAN

Key Indicators:

Measurable progress towards city-wide indicators.



Plan Process

The City of Englewood is simultaneously conducting three major planning studies that directly impact the future of the community:

- Englewood Comprehensive Plan Update
- Light Rail Corridor Transit Next Steps Study
- Walk and Wheel Master Plan Program

Three separate consultant teams were contracted to work with staff from the City of Englewood and the City of Sheridan (for the Light Rail Corridor Study) on the studies. Conducting the studies simultaneously and in collaboration with each other was designed to reduce expenditure of resources, increase effectiveness of the study process, maximize the investment of time spent providing input by the public, and result in more efficient and effective agency and stakeholder involvement. There were a few specific instances where public and agency involvement was targeted to the goals and objectives of one of the individual studies, but, generally, community engagement and outreach was conducted simultaneously and seamlessly for all three studies.

The Comprehensive Plan process involved four phases:

Phase 1 Project Initiation started with a review of previous plans, data gathering and analysis of baseline conditions. The Englewood Snapshots, or baseline conditions, are presented in Part 2 of this Plan. A full report of indicators is also available.

Phase 2 Vision & Trends phased worked to develop the Englewood Forward vision and plan themes. Subject experts and City department directors completed an audit of the 2003 Comprehensive Plan. Key indicators and planning trends that influence the City were identified.

Phase 3 Community Choices Neighborhood Assessment dove into the neighborhood area level to assess specific opportunities, issues and address key questions.

Phase 4 Strategies and Implementation began with the strategic choices that were determined by input received from the City Council, stakeholders, and the public. With their input, the team made recommendations for adjustments to key policies, developed an annual work plan, and identified indicators to monitor the plan.

Public Involvement

The Comprehensive Plan Update included a targeted public outreach process to effectively reach and maintain open channels of communication with community and interest groups. Multiple opportunities and a broad range of methods were used to engage the public, stakeholders, and elected officials. A website was set up to provide the public with information, public meeting notices, and process updates. Details of the plan, including the final document (when completed) will be located here: www.engagewoodforward.org.



Consolidated Public Involvement Schedule Overview

PROJECT INITIATION

- Agency Kick- Off
- Stakeholder Interviews
- Planning & Zoning/City Council Interviews
- Indicators Report and Snapshots

VISION & TRENDS

- Englewood Forward Kick Off- Public Event #1
- Survey/Virtual Workshop
- Planning & Zoning/City Council Worksession
- Neighborhood walks

COMMUNITY CHOICES

- Community Choices- Public Event #2
- Survey/Virtual Workshop
- Student Engagement
- Planning & Zoning/City Council Worksession
- Developers Roundtable

STRATEGIES AND IMPLEMENTATION

- Neighborhood Meetings
- Planning & Zoning/City Council Worksession
- Recommendations-Public Event #3
- Survey/Virtual Workshop
- Tactical Urbanism/Demo Products



The public was notified of project updates and meetings through multiple E-newsletters, Englewood Facebook page and Englewood Forward website updates, Englewood e-notifier notices, and *Englewood Citizen Newsletter* updates. Meetings were published on community calendars, sent to HOAs and business associations, and distributed through press releases.

Participatory exercises were used to build the initial vision for how Englewood will grow, provide education about local issues and the planning process, and increase awareness of why this process is so important in shaping the City’s future quality of life.

Interviews with boards and commissions, interested groups, and business owners were held early in the process, and residents and stakeholders were engaged at each public event to gauge issues, needs, and values.

Three public events were planned that feature interactive workshops on vision, community choices, and strategies and recommendations. An E-newsletter was sent after each meeting with a summary of the meeting and links to the materials presented. An online virtual workshop was held after each public meeting to gather additional input from community members that were not able to attend the workshop.

The planning team met often with City Council members, including a joint work session between the City Council and Planning Commission. Multiple study sessions with City Council and Planning and Zoning Commission are planned to develop the desired future character and neighborhood area strategies.

Notification of the plan process was widely distributed throughout the community. *Englewood Citizen Newsletter* reached 21,000 residences and businesses throughout Englewood and Englewood’s E-notifier shared meeting dates to 323 people. Englewood Forward also established its online contact database with over 525 e-mail contacts and mailed 600 postcards to key residences and businesses near the light rail stations. Since the Comprehensive Plan relies on broad community input to articulate the community’s values and vision, this outreach provided the project with extraordinary attendance at public and stakeholder meetings throughout the process. This included elected officials and board members, as well as business owners, families, and young and older residents.

Event	Participants
Stakeholder Interviews	47
PZC/CC Interviews	10
Holiday Bazaar	50+
Englewood Forward Kick off	80
Online Survey #1	43
Englewood Forward Community Choices	100
Online Survey #2	33
Developer Forum	6
Walk and Wheel/Next Steps Final Event	
PZC Study Sessions	
Neighborhood Meetings	



Business Summit	
Online Survey #3	
CC Work sessions (Implementation/Work Plan)	

A roundtable of developers familiar with the Englewood market convened to discuss the findings of the market study in Englewood and to gain input on how to potentially move forward with implementation of development concepts for the study areas.

In addition to sharing all public meeting materials online, videos were recorded at the public meetings and shared online. The videos summarized the projects and showcased Mayor Randy Penn providing an introduction to the Englewood Forward process and goals. All videos are viewable at <http://englewoodforward.org/Videos.html>

Sense of Place and Identity

In 1858, gold was discovered near the mouth of Little Dry Creek, where it flows into the South Platte River at Dartmouth Avenue in present day Englewood. Permanent settlers soon followed the prospectors. The area's first permanent settler, Thomas Skerritt, arrived in 1864. In 1903, a large number of scattered settlements in the area banded together to form the City of Englewood.

Englewood is a:

"...tight-knit community..."

"...small town in a big city..."

"...balanced community..."

Industrial manufacturing and health care, represented by Swedish Craig Hospitals has anchored the City's neighborhoods. Today, Englewood is a community located within the first ring of suburban growth surrounding the Denver core. The majority of Englewood's land area was developed during the post-World War II era, between 1945 and 1960. The City's residential areas include a mix of housing styles as well as established schools, parks, recreational facilities, and trail systems.

The values that resonate most with the community included walkability, density, transit, recreation, affordability, and investment in Downtown and Broadway. The community was created on values of innovation and mobility from the Cherrelyn Horsecar and the Alexander Eaglerock airplane to Cinderella City Mall. Englewood CityCenter, the rebirth of Cinderella City, was the first transit-oriented development in Metro Denver with Englewood spearheading the advance of the light rail. Englewood was where you first went in the area to see movies at the Gothic Theatre.

However, the identity of Englewood has waned over the years. This comprehensive plan strives to re-enforce a sense of place and identity to Englewood, to bring life back to its neighborhoods and retail centers. It is a guide for neighborhoods to follow to create a complete and balanced community.



Overall Vision

The vision was created through input from the public, staff and leadership of Englewood to be a concise and cohesive image of the city into the future:

“Englewood Forward”

Englewood will be a hub for creative thinkers, innovators, and a highly educated citizenry. The Englewood Community will be premised on a series of vibrant neighborhood areas all connected to the region by a leading edge transit system.

The vision for Englewood is informed by six themes that are the basis for what makes a complete well-planned City.

Live

Englewood will provide a balance of diverse, high quality housing stock that incorporates a range of housing forms and densities that appeal to families, singles, and seniors, while retaining the historical character and form of established neighborhoods.

Key Points

- Englewood’s older, smaller homes aren’t attracting families, and the City needs more spacious homes.
- The City hosts a large number of Millennials and Baby Boomers, who desire urban living and walkability.
- Average household size is the lowest among peer cities and the Denver metro area.
- The population declined slightly between 2000 and 2010.
- Housing is relatively affordable, but costs are rising.

What we have heard

- Too many poorly-maintained rental properties in Englewood and that the housing stock limits the growth of families in the city, forcing them to move elsewhere.
- The City should focus density near light rail stations, while preserving and upgrading the character of stable neighborhoods, including updating and expanding existing houses.
- Better accommodate vulnerable populations by reevaluating the availability and location of housing and services for seniors and the homeless.
- Some feel that high crime and homelessness are detracting from the quality of neighborhoods, including retail, civic, and recreational amenities.
- There is a desire to retain existing neighborhood character while increasing the mix of uses and densities in strategic locations.



Work

Englewood will attract a skilled and vibrant workforce through support of transitioning land uses and allowing flexible industrial and incubator space.

Key Points

- A growing number of Englewood's residents are well-educated, which is attractive to employers.
- Median household income is significantly lower than peer cities, but should increase as Millennials are establishing themselves in the workforce.
- Englewood offers many jobs across a range of occupations, but most residents commute to work outside the City.
- The construction industry, which is recovering and projected to grow, is well represented.
- Hospitals are 2 of the 3 top employers, and healthcare is the fastest growing occupation in the nation.
- Low vacancy and lease rates for office and industrial space provide an opportunity to grow these uses.
- A concentration of Millennials can help foster creative businesses and new job opportunities.

What we have heard

- Industrial land in Englewood is an important asset to the local economy
- The public would like to see the City provide more support for flexible industrial and incubator space that could attract new businesses.
- Englewood should also consider mixing housing into existing industrial areas, such as near the Oxford light rail station.
- The public also desires more higher-paying jobs in the City.

Shop

Englewood will support local business by creating smaller neighborhood-serving commercial centers; support new economic opportunities by capitalizing on the presence of in-commuters during the day; and addressing the need for access to affordable and healthy food.

Key Points

- Global trends toward online shopping are resulting in less demand for retail space.
- Retail sales have rebounded from the Great Recession slower than the region and state.
- Retail vacancy rates are low and retail lease rates are high, suggesting a strong market.
- Several neighborhoods have lower than average car ownership and no retail food store within walking distance.

What we have heard

- The public would like the City to support local businesses and smaller, neighborhood-serving commercial centers that enable walkable shopping and dining experiences close to their neighborhoods.
- Retain and enhance the character of Downtown and promote Broadway as a thriving main street with nightlife.
- People also desire breweries, better restaurants, and access to affordable and healthy food via food banks, community gardens, and farmers' markets.



- Englewood should capitalize on the presence of in-commuters during the day and attract more residents at all times, perhaps developing a large-scale, unique, catalytic project and more mixed-use, higher-density areas with abundant street activity.

Move

Englewood will facilitate a livable community by ensuring a safe, connected, multi-modal transportation system and creating a full-service transit-oriented community.

Key Points

- Englewood’s higher-than-average walkability, extensive bike network, and access to light rail are attractive to Millennials and Baby Boomers.
- 25% of residents choose an alternative to driving to work alone.
- Traffic volumes have grown slowly, but main thoroughfares may need improvements to prevent traffic delays.

What we have heard

- Improve Broadway to benefit all modes while enhancing the identity of the City’s most important commercial corridor.
- Paving alleys is also important as Englewood is comprised of many traditional, alley-served neighborhoods.
- While the existing street grid is a good base for the pedestrian and bicycle network, there are opportunities to expand walkability and transit use by allowing a greater and denser mix of land uses in certain areas.
- Increasing the frequency of light rail would help make transit a more viable alternative to driving; and bicycling could be further encouraged via on-street lanes and a bike share program.
- The City should also enhance off-street trail connections to schools, parks, shops and other destinations. Many would like brighter lights for paths to improve safety, covered areas for bus and light rail stations, and increased signage for way-finding.

Learn

Englewood will ensure a healthy and safe community by promoting public art, and providing a variety of community services and amenities to all residents.

Key Points

- Englewood has made significant investments in cultural amenities, including the library and public art.
- Besides being a resource for books, the library provides important social programs, including education and job assistance.

What we have heard

- The public desires more cultural facilities in Englewood, including more public art placed throughout the City and in parks, artists’ studios.
- Increase frequency of the Art Shuttle service.
- More youth-oriented activities and



- The Art in Public Places program has enlivened the City's landscape, but expenditures have decreased drastically.
- The Englewood Public School District faces significant challenges which make attracting families difficult.

- additional library services.
- Improving the performance of students is also important.

Play

Englewood will continue to provide and expand parks, recreation and open space facilities as an important asset to an active community through expansion and enhancement of recreation and senior centers and creation of a recreation destination along the South Platte River.

Key Points

- Abundant recreational opportunities to support healthy lifestyles and are an important factor in deciding where to live and work.
- The City cannot expand parks & cultural amenities if retail sales tax revenues decline.

What we have heard

- The existing parks, recreation and open space network is an important asset in Englewood and one that should be supported and expanded.
- The public desires access to parks and recreation facilities within .25 miles of their neighborhood park and more participation in recreational activities.
- The City should consider expanding recreation and senior centers, creating a recreation destination along the South Platte River, daylighting Dry Creek as a naturalized greenway, and enhancing existing facilities with more trails, benches, gardens, public art, and signage.

ENGLEWOOD FORWARD SCHEDULE

APRIL 13, 2015

Next Steps and Walk and Wheel

May 26 Council Study Session

- Walk and Wheel
- Next Steps

June 20 NS and W&W - Final Public Event

July 7 PZC Study Session on Final Draft

July 9 ETAC Study Session on Final Draft

July 13 Council Study Session on Final Draft

Aug 4 PZC Public Hearings

Aug 18 PZC Findings of Fact

Sep 8 Council Public Hearing

Sep 21 Council Approval by Resolution

Comprehensive Plan

April 13 Council Study Session – Bates Logan Park

April 21 PZC Study Session - Bates Logan Park

May 5 PZC Study Session – Neighborhoods

May 19 PZC Study Session – Neighborhoods

July 11 Six Community Meetings

July 21 PZC Study Session – Strategies

Aug 18 PZC Study Session - Strategies

Aug 31 Council Study Session – Strategies

Sep 14 Council Study Session - Strategies

Oct 3-10 Final Public Event or Open House

Nov 17 PZC Public Hearing

Dec 8 PZC Findings of Fact

Jan 4 Council Public Hearing

Jan 18 Council Approval by Resolution

ENGLEWOOD COMPREHENSIVE PLAN UPDATE: SCOPE MODIFICATION #1

As requested by the Deputy City Manager, and based on input from City Council, Logan Simpson has prepared a modification to the contract to accommodate additional neighborhood level public meetings, an extended schedule, and additional coordination with Planning and Zoning Commission and City Council. The scope of work below details 11 additional meetings (6 neighborhood meetings and 5 commission and council meetings). Total extension of work tasks requested is approximately 5 months.

1.1 ONGOING PROJECT MANAGEMENT- SCHEDULE EXTENSION

Ongoing project management activities include in-person progress meetings, and biweekly phone calls ensuring that the project scope, schedule, deliverable quality, and budget are effectively managed to your expectations throughout the project. Monthly, the project principal, manager, and accountant will review the project management plan, costs, deliverables, milestones, and accomplishments for the preceding month, along with the status of each major task, updating the critical path schedule and monthly workload projections as needed.

It is anticipated that the following changes to the scope will result in a schedule modification of 5 months.

3.3A SIX NEIGHBORHOOD AREA MEETINGS AND ADDITIONAL PUBLIC MEETING

Working closely with residents and stakeholders provides the opportunity to identify authentic characteristics of the each neighborhood area comprising of multiple neighborhoods. Therefore, we propose to host 6 neighborhood area community meetings throughout the City of Englewood. These public meetings will be located in areas of the city close to the neighborhood area such as schools, parks, community centers, or recreation centers. Since there are 13 neighborhood areas, more than one neighborhood area will be represented at each meeting. The public meetings, called Englewood Forward Neighborhood Days, would consist of 6 events held in different places throughout one day. Each meeting would be 2 hours long (late morning, noon, and early afternoon timeframe) and Logan Simpson will have 2 staff members present at each meeting. The city may choose to provide food in the form of a BBQ or pancake breakfast to encourage additional participation.

These public meetings held in a social setting will enlist the support and collaboration of residents to help identify catalyst projects, describe the future desired condition, and refine specific recommendations. The meetings will be a drop in workshop style where citizens can stop by and provide their comments. The interactive workshop will show maps with existing conditions and areas of potential change and encourage residents to think at their neighborhood level. Preliminary recommendations will be developed and vetted with City Staff prior to the meetings.

Notification, will include previously used media such as the Englewood Forward website, E-Newsletter, Englewood Citizen article, HOAs, business associations, Englewood Herald, Facebook and other social media. Logan Simpson will assist in preparation of content and electronic notifications. Meeting notices, to be completed by the city, should also be provided through posters located in key neighborhood gathering centers, site specific postcards, or through election signs throughout the city.

This event will build off of activities and materials presented at the Next Steps/Walk and Wheel Final Event on June 20th. Englewood staff will participate in this event as an additional form of outreach and to advertise for the neighborhood meetings.

Contract modification will also include elimination of Logan Simpson staff presence from the Boards and Commissions Presentations as described in Task 4.

3.4 PLANNING AND ZONING COMMISSION NEIGHBORHOOD WORKSESSIONS (2 ADDITIONAL MEETINGS)

Targeted planning at the neighborhood area level will help the City clarify and define the character of each subarea in order to protect the identity of the City as a whole. These neighborhood area assessments will direct the form, architecture and design, housing, transportation, parks and open space and other elements of the urban fabric for each distinct subarea of the community. It has been requested to further involve Planning and Zoning Commission in this process. Logan Simpson staff will present and work through the neighborhood area assessments with Planning and Zoning Commission at a total of three study sessions, resulting in two additional meetings.

5.2A PLANNING AND ZONING COMMISSION AND CITY COUNCIL WORKSESSION (3 ADDITIONAL MEETINGS)

The consultant will present various levels of strategies as options for City Council to consider for moving the City forward over the next ten years. The worksessions will be interactive and require dialogue between members of the council and commission.

Strategies and the plan will be tied to council strategic goals and budget. An annual workplan will be created to ensure that the comprehensive plan is closely linked to the city's budget and capital improvement plan (CIP). The adaptive management action plan will include a series of checks and balances to make sure that the plan is implemented in a way that contributes to the vision for Englewood. This will include recommended indicators and corrective actions, if necessary. In developing strategies, successful models from other communities, cost-effectiveness, and implementation best practices will all be considered.

We have been requested to attend and prepare for additional commission and council meetings to discuss neighborhood level strategies and implementation. Originally this meeting was planned for a joint worksession between City Council and Planning and Zoning Commission. Brad Segal, of PUMA, will also be present to discuss specific economic development strategies.

Deliverables:

- Neighborhood Area Meetings materials and facilitation
- Online Virtual Workshop by Neighborhood
- Neighborhood Meeting Summary Report
- City Council meeting agendas, materials, and facilitation
- Planning and Zoning Commission meeting agendas, materials, and facilitation

Additional Meetings:

- Neighborhood Assessment PZC Study Sessions (2)
- Neighborhood Meetings (6)
- PZC and CC Strategies Worksessions (3)

Fee:

		Total
Task 1. Project Management and Community Engagement Plan		
1.1a Ongoing Project Management- Schedule Extension	\$	1,512
Subtotal	\$	1,512
Task 3. State of the City Needs Assessment and Priority Recommendations		
3.3a Neighborhood Area Community Meetings		
Planning and Coordination	\$	768
Notification content and electronic forms of notification	\$	252
Neighborhood Meeting Attendance	\$	3,924
Meeting Materials	\$	300
Individual Survey for Each Neighborhood Area	\$	504
Summary Report	\$	630
Subtotal	\$	6,378
3.4 PZC Neighborhood Worksessions (2 meetings, 1-2 people)	\$	2,454
Subtotal	\$	2,454
Task 5. Plan Element Strategies and Implementation Work Program		
5.2a PZC and CC Worksessions (3 meetings, 2 people)	\$	5,812
Subtotal	\$	5,812
Total	\$	16,156

Envisioning the Plan

NEIGHBORHOOD AREA ASSESSMENTS

Englewood is made up of a series of connected neighborhood areas which are used to tailor the vision and opportunities to specific residential, retail, and employment centers of the community. A neighborhood area is a subarea of the City, made up of multiple unique neighborhoods, with a similar character, common goals, and familiar association that forms a community within the City. These neighborhood areas are uniquely organized around public amenities such as schools, parks or civic center and provide places to live, work, shop, play, learn and move. Although all neighborhood areas provide a mix of uses, each has a specific emphasis - residential, retail, and employment.

These character oriented areas contribute to the overall vision and implementation of the Comprehensive Plan. By focusing on how to make change work at the neighborhood level the City will ensure that preservation and development occur in the desired amount, location and type throughout the community.

Big Ideas:

OUR CITY, OUR VISION:

Realizing the vision of Englewood Forward requires a proactive approach for planning the future desired condition of our City. Throughout ongoing conversations with the community the character of our community has been shaped. The vision of Englewood is a series of vibrant neighborhood areas all connected to Englewood and to the region through development that is designed to enhance our community character while being located in suitable areas in order to preserve and protect the identity and history of Englewood.

PREDICTABILITY:

Defining desired character for each unique neighborhood area provides predictability in planning and development, which has been largely absent in the past. The neighborhood area assessments bridge the gap between our Vision and the development of an individual site so that all community members can understand how individual preservation or development projects should contribute to the achievement of our Vision. The desired character of potential catalytic areas will inform land development regulations that ensure that no policy of Englewood Forward is forgotten and that all policies are implemented within the proper context.

ACCOUNTABILITY AND MEASURABILITY:

The neighborhood area assessment also provides accountability and measurability. By defining the existing and desired character of each area of the community, we can quantify our progress. With this information we can determine what policies and strategies are appropriate in which locations. This will enable the rigorous analysis needed to continually adapt our implementation strategies to ensure that preservation and development occur in the desired amount, location and type.



What does the Neighborhood Area Assessments Address?

Each neighborhood area assessment includes the following elements:

Area Description:

A brief overview of the neighborhood area including key landmarks, major arterials, general land uses, and look and feel of the community in that particular area.

Influencing Trends:

Identified trends that have may have a significant impact on the neighborhood area. Cities and downtowns have seen a renaissance of investment, influenced by a shift in preferences toward urban living. Reinvestment is occurring at rapid pace around the Denver metro region and investments can be witnessed in Englewood as well. These changing preferences are increasing the influence cities have in the national economy and will have many implications for future planning.

Opportunity Areas:

Key topics that this community should focus on to become a complete neighborhood area. These character-oriented areas contribute to the overall vision and implementation of the Comprehensive Plan. By focusing on how to make change work at the neighborhood level the City will ensure that preservation and development occur in the desired amount, location and type throughout the community.

Neighborhood Area Map:

The Neighborhood Area map depicts the characteristics, key projects, and defining attributes that define each area. Characteristics that are locational are shown on the map using colored symbols by each theme- Live , Work, Shop, Learn, Play and Move. Other characteristics may apply generally to the area, but are not location specific. All mapped features are illustrative of the character of the area and do not imply desired regulatory boundaries or specific locations for certain attributes.

These maps are for illustrative purposes only. The location and extent of the map elements may change as plans are updated and maps are amended (minor amendments) to depict the most current adopted projects. In addition, more specific plans may exist for particular themes or planning areas such as the Walk and Wheel Master Plan, the Parks and Recreation Master Plan, and the South Broadway Plan. These plans were used to inform the Comprehensive Plan but should be consulted for specific recommendations.

Projects and opportunities for each neighborhood area are presented. Projects listed here are the basis for key projects in the annual work plan and relate the potential of change in that neighborhood area. There is an intent that catalytic areas and areas of transition will include a relationship to code.

CATALYTIC AREAS

Targeted areas where redevelopment is poised to occur. These are areas in which the general population would agree that change would be beneficial. The desired future condition of these areas will be detailed with goal of meeting the character of the neighborhood area while also meeting the Vision of the Comprehensive Plan.

AREAS OF TRANSITION

Areas where some change is likely to occur due to economic development pressures. These areas can also serve as buffers between catalytic areas and stable land uses which may incur some change in development in the future.

AREAS OF STABILITY

The general extent of stable land uses, whether it be commercial, residential or employment, in which change is least likely to occur. Preservation of these areas will be the desired future condition.

Desired Future Condition:

A table for each neighborhood area indicates whether this area currently meets the criteria of a complete neighborhood. It also indicates whether those criteria will be maintained or enhanced in the future. This table will help to identify the area's broad focus, basic issues, and opportunities. It may not be the desired future character to have all the criteria present in this particular neighborhood area. This is often a stable development pattern and not likely to change.

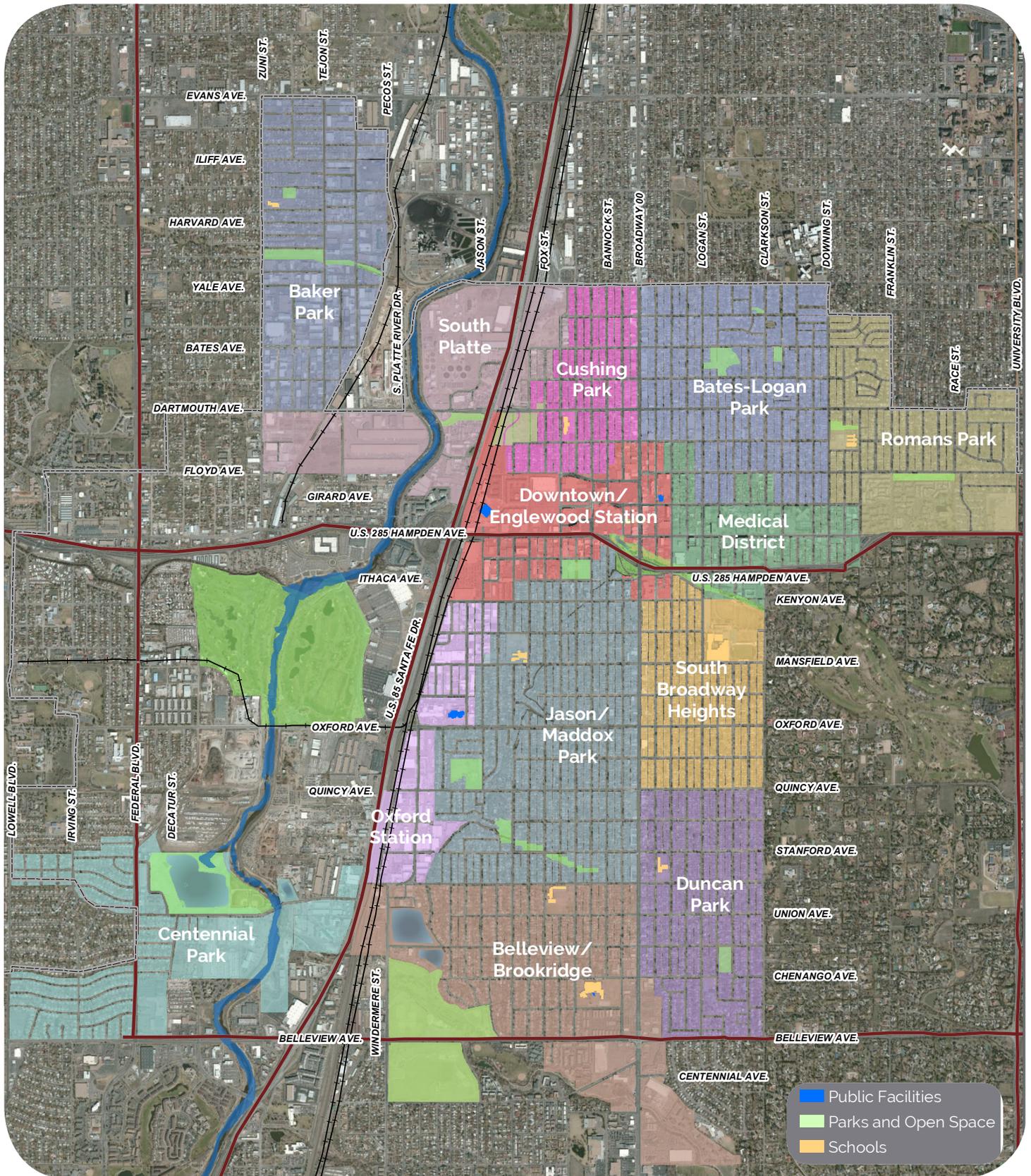
Specific neighborhood area projects are summarized in this table by theme.

		
PRESENT	PARTIALLY PRESENT	ABSENT
The criteria is present (existing) or should be present in the future.	Criteria is somewhat present (existing) or should be somewhat present in the future.	Criteria is not present at all (existing) or is not part of the desired future character.



Englewood's Neighborhood Areas Map:

This overview map provides context for the neighborhood areas. Made up of multiple unique neighborhoods, the following larger neighborhood areas were developed with the intent to assist in future planning activities and work to achieve the desired future character of that general area and not be a political or organizational boundary.



Bates-Logan Park Area

Residential

Area Description:

- The northeastern section of Englewood which is bordered by Broadway to the West
- Includes Bates-Logan Park as well as smaller pocket parks
- Older housing stock (pre-1940s) located in western parts of this area

Influencing Trends:

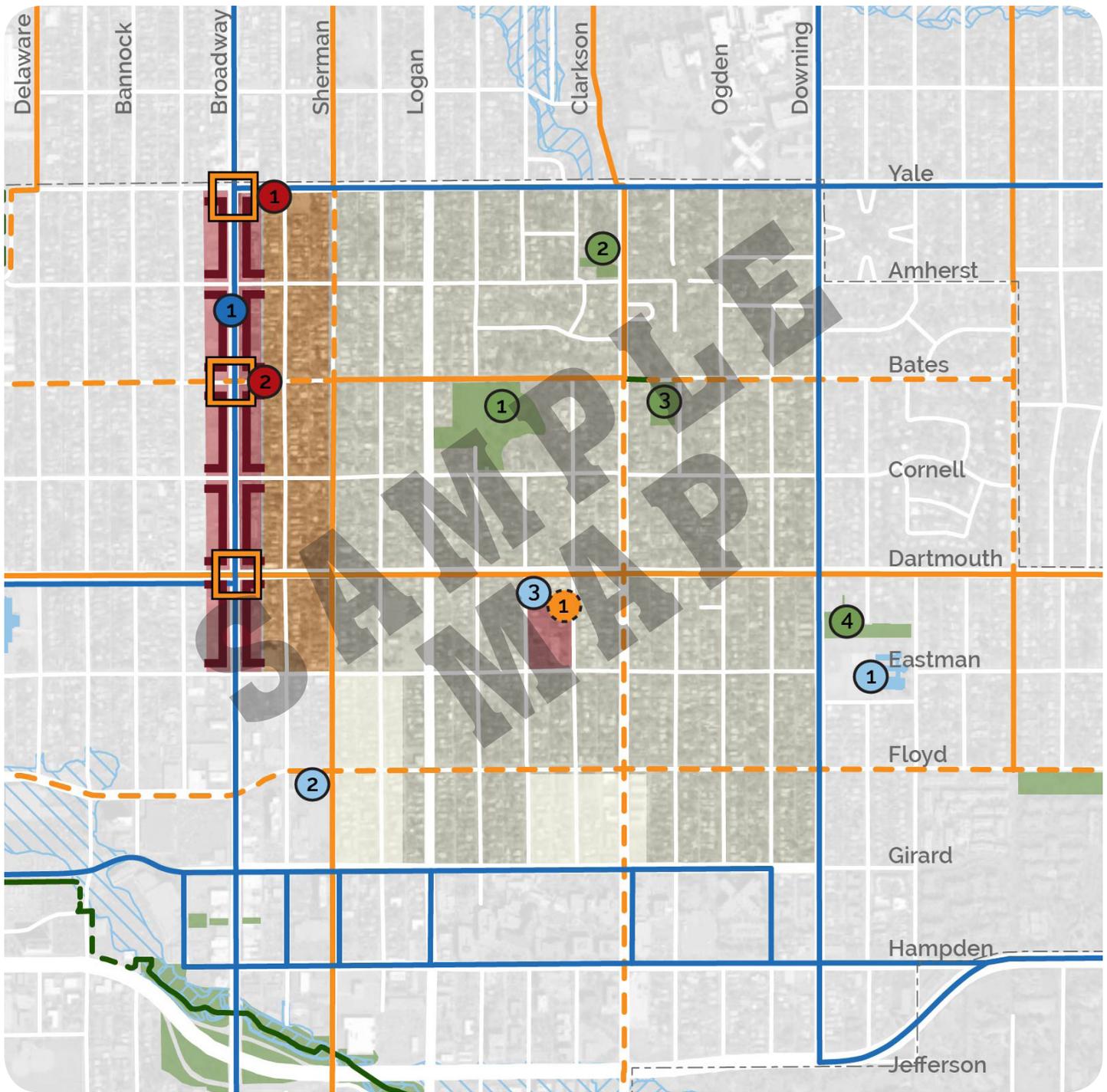
- Boomers living longer & healthier, but need access to health care
- High concentration of apartments – can lure a younger demographic
- Additional family housing options would be advantageous
- Strategic location – makes proximity to Denver a plus
- Urban residential influencing new retail formats
- Bike share programs growing faster than any mode of transport in history of planet
- Walkable real estate = value premium
- Connection between health and built environment increasingly important
- Opportunities from new food movements – locavore, urban ag & grocers
- Parks, trails and recreational amenities increasingly important
- Fresh food access is excellent, though not accessible by foot from some neighborhoods

Opportunity Areas:

- Increase sales tax revenue through neighborhood-serving retail and access to services and restaurants near employment centers
- Enhance primary corridors so they serve as a regional attraction
- Diversify land use mix to develop a compact full-service pedestrian scale neighborhood
- Provide and implement new bike routes to complete the transportation system
- Add community gardens/access to healthy food
- Maintain and enhance availability of recreational programs
- Support access to educational programs including arts and cultural events
- Support the presence of library facilities and civic amenities



Bates-Logan Park Area



--- City Limit

100-Year Floodplain

500-Year Floodplain

Catalytic Activity

Areas of Transition

Areas of Stability

Active Edges



This map is for illustrative purposes only. The location and extent of the map elements may change as plans are updated and maps are amended (minor amendments) to depict the most current adopted projects.

LIVE

- ① Potential Senior Housing Site

WORK

- ① Broadway/Lincoln Commercial Corridor

SHOP

- ① Neighborhood Serving Retail
- ② Neighborhood Serving Retail

LEARN

- ① Charles Hay Elementary
- ② St. Louis Parochial School
- ③ Former Washington Elementary

PLAY

- ① Bates-Logan Park
 - ② Clarkson-Amherst Park
 - ③ Emerson Park
 - ④ Barde Park/Charles Hay Playground
- Existing Trails
- - Proposed Trails

MOVE

- Existing Bike Facilities
- - Proposed Bike Facilities
- Bus Route
- Intersection Improvements

CATALYTIC ACTIVITY There are two catalytic areas shown in this area.

Broadway Corridor:

- A future goal is have this area be a key gateway to the Downtown by encouraging local businesses and development of two-story mixed use structures with retail fronting Broadway.
- Enhance the Broadway corridor as a neighborhood edge and amenity by adding more resident-serving retail and amenities. Focus on building north from the node in Downtown.

Old Washington School:

- Multi-storied building, mix use development with potential for senior housing.

General Activity:

- Partner with the hospitals to invest in programs to rehabilitate older housing and offer down payment assistance for homes in walking distance to the Hospital complex to attract more of these salaried employees to live in Englewood.
- Develop two primary north-west bike corridors and two primary east-west bike corridors to connect the neighborhood to retail and jobs. Identify Logan as a primary corridor within a few blocks of Broadway that can be connected to retail destinations.

AREAS OF TRANSITION

Location of diversified land use to mix and medium density housing to buffer Broadway-Lincoln commercial corridor. It is a future goal to promote infill townhouse development just east of the Broadway-Lincoln to diversify land use mix.

AREAS OF STABILITY

Existing single unit residential neighborhood. Focus should be on maintaining character, increasing pedestrian and bicycle infrastructure and attracting families to highly amenitized area.

Desired Future Character:

	THEME	EXISTING	FUTURE	PROJECTS/OPPORTUNITIES
LIVE	Single family housing options			Preserve and enhance stable single unit residential
	Defined character and high quality design			Maintain character of areas of stability
	Variety of housing types			Infill development near Broadway
WORK	Balance of jobs and housing			Partner with hospitals
	Flexible industrial space			
	Key employment parcels			
SHOP	Regional commercial center			Promote Broadway-Lincoln Corridor
	Access to healthy food and community gardens			
	Neighborhood serving retail			Broadway as an active neighborhood edge
	Access to services and restaurants near employment centers			
MOVE	Walkable block size and gridded street network			
	Diverse land use mix			Infill development near Broadway
	Presence of bike lanes/bike facilities			Development of primary corridors through the neighborhood
	Majority of the population is served by transit			
LEARN	Access to library or educational programs			
	Presence of arts and cultural events			
	Presence of civic amenities			
PLAY	Parks and open space within walking distance			
	Access to regional and local trails			
	Availability of recreational programs			



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council
THROUGH: Eric A. Keck, City Manager
FROM: Michael Flaherty, Deputy City Manager
DATE: March 25, 2015
SUBJECT: Service Line Warranties of America Spring Campaign

Staff has been contacted by Service Line Warranties of America (SLWA) regarding SLWA's annual water line warranty campaign. Attached is the marketing letter that SLWA intends to send out to all Englewood residents under Mayor Penn's signature. I have also attached the Customer Satisfaction Survey Results that SLWA provided.

In the past, Council has approved the use of the City of Englewood's logo and the Mayor's signature on SLWA's marketing materials, as attached.

We are seeking direction from City Council regarding authorization for this year's campaign.

Attachments: Sample marketing letter from Service Line Warranties of America
SLWA Customer Satisfaction Survey Results



City of Englewood
Colorado



T1 P1*****AUTO**5-DIGIT 26301

John Smith
987 Main Street
Anytown, ST 12345



Contact ID: 1234567

Re: Optional Coverage for Residents

Reminder - Please disregard if you have already enrolled

Dear [Customer Name]:

This letter is to remind you about a Water Line Warranty program available through the National League of Cities (NLC) and administered by Service Line Warranties of America (SLWA). As you may know, as a homeowner in the City of Englewood, you are responsible for the maintenance and repair of your buried, outside water service line that runs from the utility connection to your home. This program is optional and your participation is voluntary; however, it could potentially save you a lot of money in these difficult economic times.

SLWA offers a Water Line Warranty which will protect you from any repairs needed on your outside, buried water line for a small monthly fee. If you should need a repair, they have a 24-hour hotline and will dispatch a local Englewood plumber within 24 hours to perform the repair. There are no service fees or deductibles. Repair costs are covered up to \$4,000 per incident, plus an additional \$500 allowance for public sidewalk cutting, if needed.

SLWA is proud to have been selected by NLC as a warranty service provider. After a decade in business, SLWA has an A+ rating with the Better Business Bureau. The National League of Cities which Englewood has been a member of for 44 years, representing over 218 million Americans, is the nation's oldest and largest organization devoted to strengthening and promoting cities as centers of opportunity, leadership and governance.

An unexpected and costly outside water line repair can devastate a family's budget and if you have not already set aside money for these types of expenses, I would encourage you to protect yourself today by enrolling in the outside water line warranty. Payment options include invoice, credit card or direct debit from your checking account.

SLWA has a special offer during this campaign. Enroll by [DATE] and SLWA will waive the normal 30 day waiting period so that your warranty will become effective when you enroll – you'll get immediate coverage! Additionally, SLWA will offer a discounted price of \$3.75 per month, which represents a savings of over 11% on their standard monthly price. If you elect to pay annually, they will discount the cost further to \$39.00, which is over a 23% savings.

To enroll, or to learn more about this program, please call **1-855-535-7141**, Monday through Friday 9:00 a.m. to 5:00 p.m., to speak with SLWA directly. Or if you prefer, you may return the bottom portion of this letter to SLWA in the enclosed, self-addressed, postage-paid envelope or visit **www.SLWofA.com**.

Sincerely,

Randy Penn, Mayor

Complete warranty terms and conditions will be provided following enrollment or you can view them online at www.SLWofA.com. You may terminate your participation in a warranty program at any time. You have 30 days from the date you enroll to receive a full refund. After 30 days, you will be reimbursed the pro rata share of any amount you paid for any portion of the warranty period subject to cancellation.

✂ Cut here

[LETTERCD]



John Smith
987 Main Street
Anytown, ST 12345
Contact ID: 1234567

To enroll or to view the terms and conditions please visit www.SLWofA.com.

Please mark your selection:

Yes! Please enroll me in the outside water line warranty for just \$3.75 per month

I want to save even more! I will pay just \$39.00 per year for the water line warranty

I certify to the best of my knowledge that my line is in good working order.

Signature: _____

Email: _____

Date: _____

To protect your privacy, we do not share your information.



Counts for:	Active Orders
External Sewer Line Warranty	1236
External Water Line Warranty	1217

Counts for:	Cancel Enrollments
External Sewer Line Warranty	670
External Water Line Warranty	989

Counts for:	Claims
External Sewer Line Warranty	225
External Water Line Warranty	28

Counts for:	Claims Paid
External Sewer Line Warranty	\$211,153.95
External Water Line Warranty	\$36,573.83

Counts for:	Denied Claim
External Sewer Line Warranty	9
External Water Line Warranty	3
In-Home Plumbing Warranty	2

Customer Satisfaction Survey Results

This report shows the results of surveys sent to customers after a claim has been completed

Date range selected: 3-1-2012 to 3-25-2015

Number of responses by question:

	Poor	Fair	Good	Very Good	Excellent	Average
Telephone Experience						
a) Ease of getting through to service representative	2	1	10	21	46	4.35
b) Courtesy of service representative	3	1	6	17	53	4.45
c) Knowledge of service representative	3	1	7	17	52	4.42
On-Site Service Experience						
a) Promptness of contractor's callback	3	1	7	23	46	4.35
b) Convenience of scheduled appointment	2	4	5	20	49	4.38
c) Promptness of meeting scheduled appointment	2	3	6	19	50	4.4
d) Courtesy of contractor	2	1	5	17	55	4.52
e) Professionalism of contractor	2	4	5	13	56	4.46
f) Quality of work preformed	6	2	2	15	54	4.38
Overall Satisfaction with this service experience	2	3	2	15	56	4.38

	Number of Responses		
	Yes	No	No Answer
Does this warranty positively influence your opinion of the city?	54	6	20
Comments?	30	50	0
Would you recommend this program to others?	72	3	5

Excellent, Very Good, and Good Rating:	94.10%
Excellent and Very Good Rating:	87.19%
Number of Surveys:	80
Number of Claims:	248



Memorandum

City Manager's Office

To: Eric Keck, City Manager

From: Michael Flaherty, Deputy City Manager

Date: April 8, 2015

Subject: CHAMPS Program – State of Colorado Summer Food Program Agreement

The National League of Cities (NLC) Cities Combating Hunger Through Afterschool and Summer Meals Program (CHAMPS) grant was previously approved by City Council. With funding from this grant, the City is initiating an afterschool meals program with Englewood Public Schools a summer meals program. Applications for state approval for both programs are currently pending with the Colorado Department of Public Health and Environment (afterschool program) and the Colorado Department of Education (summer meals program.) Jessica Luem, our CHAMPS contracted program administrator is coordinating these efforts.

The afterschool program is focused on Bishop Elementary School, which has the highest number of free and reduced meals participants in the City and will be conducted in conjunction with current afterschool enrichment program already in place at Bishop.

The summer meals program is proposed to be offered at Civic Center, as an alternative to a school location. Bishop Elementary location was unsuccessful in attracting school age children for a previous summer meals program. Civic Center is within the State certified eligibility area, and with multiple transit options and the Library summer reading program, while not officially part of the meals program, should provide for better participation. I am working with the Library, E.E.F. and other City departments on necessary coordination.

Due to the fact that Englewood Schools will have no 2015 summer meals program, the City of Englewood will serve as the sponsor of the summer meals program, which requires a formal agreement with the Colorado Department of Education. The form of the agreement is attached. The intergovernmental agreement requires ordinance approval by Council.



Office of School Nutrition
1580 Logan, Suite 760
Denver, CO 80203

SUMMER FOOD SERVICE PROGRAM PERMANENT AGREEMENT

I. GENERAL INFORMATION

Table with 2 columns: Agency/Representative/Telephone and Mailing Address/Title/Email address. Includes details for City of Englewood and Mayor Randy Penn.

II. POLICY STATEMENT FOR MEALS SERVED

THE SPONSOR ASSURES the Colorado Department of Education Office of School Nutrition that the policy herein stated will be uniformly applied and implemented for all participating child nutrition sites under its jurisdiction and that all children are served the same meals at no separate charge regardless of race, color, national origin, sex, age, or disability and that there is no discrimination in the meal service program.

THE SPONSOR FURTHER ASSURES the Colorado Department of Education Office of School Nutrition the sponsor's jurisdiction which are using individual enrollment to document areas in which poor economic conditions exist and by camps or closed-enrolled sites using Income Eligibility Forms to document children's eligibility, the standard of determining eligibility for participation in the SFSP shall be in conformity with the State Agency's household size and income eligibility standards for free and reduced priced school meals or that case numbers are used for children from Supplemental Nutrition Assistance Program (SNAP) or for a child participating in the Food Distribution Program on Indian Reservations (FDPIR).

III. Civil Rights

Comply with the requirements of CR citations of 7CFR 210.23(b). The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement."

"This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance."

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or



retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

IV. INSTRUCTIONS

Sign two copies and retain one copy for your files.
Return other copy with original signatures to:

Colorado Department of Education
Office of School Nutrition
1580 Logan Street, Suite 760
Denver, Colorado 80203

V. AGREEMENT

PERMANENT AGREEMENT INTENTION: Describing this agreement as “permanent” is intended solely to convey that the agreement has no predetermined expiration date and does not need to be renewed. Such agreements may be amended as necessary to ensure compliance with all federal requirements. In no way does this feature of the agreement create contractual obligations beyond those described in the agreement; nor does it preclude either party from terminating the agreement in accordance with SFSP regulations. Permanent agreements shall be terminated for cause by the State agency if the institution fails to adhere to program requirements.

In order to carry out the purpose of Section 13 of the National School Lunch Act (42 U.S.C. 1761) as amended, and the regulations governing the Summer Food Service Program issued there under 7CFR Part 225 (hereinafter referred to as the “Summer Food Service Program”), the Colorado Department of Education (hereinafter referred to as the “CDE”) and

VI. The Sponsor, whose name and address appear above, covenants and agrees as follows:

- (1) The sponsor shall operate a nonprofit food service during any period from May through September for children on school vacation, or at any time of the year, in the case of sponsors administering the Summer Food Service Program under a continuous school calendar system;
- (2) Serve meals which meet the requirements and provisions set forth in 225.16 and during times designated as meal service periods by the sponsor, and serve the same meals to all children;
- (3) Serve meals without cost to all children, except camps which may charge for meals served to children who are not served meals under the Summer Food Service Program;
- (4) Issue a free meal policy statement in accordance with 225.6(c);
- (5) Meet the training requirement for its administrative and site personnel as required under 225.15(d)(1);
- (6) Submit original claims for reimbursement within 60 calendar days of the end of the claiming month, or if a sponsor operates 10 days or fewer in the final month of operations, shall submit a combined claim for the final month and the immediate preceding month within 60 calendar days of the last day of operation, as established by the State agency and stated in 225.9(d)(3).
- (7) Claim reimbursement only for a type or types of meals specified in the agreement and served without charge to the children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the agreement and served without charge to children who meet the Summer Food Service Program’s income standards. The agreement shall specify the approved levels of meal service for the sponsor’s site if such levels are required under 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by the State agency;
- (8) In storage, preparation, and service of food, maintains proper sanitation and health standards in conformance with all applicable State and local laws and regulations;
- (9) Accept and use, in quantities that may be efficiently utilized in the Program, such foods as may be offered as a donation by the Food Distribution Program;
- (10) Have access to facilities necessary for storing, preparing and service of food;
- (11) Maintain a financial management system prescribed by the State agency;
- (12) Maintain on file documentation of site visits and reviews in accordance with 225.15(d)(2) and (3);
- (13) Upon request, make all accounts and records pertaining to the Summer Food Service Program available to the State, Federal, or other authorized officials for audit or administrative review, at a reasonable time and place. The records shall be retained for a period of 3 years after the end of the fiscal year to which they pertain,



unless audit or investigative findings have not been resolved, in which case the records shall be retained until all issues raised by the audit or investigation have been resolved;

- (14) Maintain children on site while meals are consumed;
- (15) Retain final financial and administrative responsibility for its Summer Food Service Program; and

The State Agency:

- 1) Agrees to reimburse the sponsor in connection with meals served in accordance with regulations under the SFSP at approved sites, during the approved period of operation, to the extent that funds are available from the USDA.
- 2) Shall terminate the Sponsor's participation in the SFSP by written notice whenever it is determined by the State Agency that the Sponsor has failed to comply with the rules of the SFSP.
- 3) Shall inform the Sponsor of its rights to request a review of decisions made by the State Agency which affect the participation of the Sponsor in the SFSP or the Sponsor's claim for reimbursement.

VII. Criminal Provisions and Penalties

As established in Section 12(g) of the National School Lunch Act (42 U.S.C. 1760(g)):

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property that are the subject of a grant or other form of assistance under this Act or the Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.), whether received directly or indirectly from the United States Department of Agriculture, or whoever receives, conceals, or retains such assets, or property for personal use or gain, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud shall, if such funds, assets, or property are not of a value of \$100 or more, be fined not more than \$25,000 or imprisoned not more than five years, or both, or if such funds, assets, or property are of a value of less than \$100, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both.

Termination Procedures

This agreement may be terminated upon (ten) 10 days written notice on the part of either party hereto, and the State Agency may terminate this agreement immediately after receipt of evidence that the terms and conditions of the agreement and of the regulations governing the program have not been fully complied with by the Sponsor or found to be seriously deficient as outlined in the State Agency's Serious Deficiency Policy. Any termination or expiration of this agreement, however, shall not affect the obligation of the sponsor to maintain and retain records and to make such records available for audit.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

VIII. CERTIFICATION

1. I certify that the information within the SFSP application and all related attachments is true and correct to the best of my knowledge and that the applicant named is in compliance with the audit requirements stated in 4 CFR Part 3052.
2. I understand that the information is being given in connection with the receipt of federal funds and that deliberate misrepresentation or withholding of information may subject me to prosecution under applicable State and Federal criminal statutes.
3. If the applicant operates a National Youth Sports Program (NYSP) site(s) I certify that all the NYSP sites operated by the applicant serve only children enrolled in the NYSP; and that the NYSP sites(s) comply with the *Department of Health and Human Services guidelines for income eligibility for children attending NYSP*.



4. If the applicant operates a migrant site(s) I certify that all migrant sites operated by the applicant serve children of migrant worker families. If the sites(s) also serve non-migrant children, it is understood that the site must serve predominately migrant children.
5. If the applicant operates as a unit of local, municipal, county, or State government, or as a private nonprofit organization, I certify that the applicant will directly operate the SFSP in accordance with SFSP regulations 7 CFR Part 225.14(d)(3).
6. I agree to abide by the terms and conditions of the Annual SFSP Application and Permanent SFSP Agreement and Policy Statement.

IX. SIGNATURES

Signature of Authorized Representative:	Title of Authorized Representative: Mayor	Date (Month/Day/Year)
Signature of Sponsor Contact:	Title of Sponsor Contact: Deputy City Manager	Date (Month/Day/Year)
Signature of Jane Brand:	CDE Office of School Nutrition Director	Date (Month/Day/Year)

