



**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, JANUARY 10, 2011**

- I. **Executive Session**
At 6:00 p.m. in the City Council Conference Room, City Council will discuss a real estate matter (Englewood Depot) pursuant to C.R.S. 24-6-402-4(a).
- II. **Billboard Zoning**
At 6:30 p.m. in the Community Room, Community Development Director Alan White will be present to discuss billboard zoning.
- III. **Firefighter Energy Backup Generator Grant**
Fire Chief Mike Pattarozzi, Fire Training Chief Kraig Stovall and Public Works Engineering/Capitol Projects Manager Dave Henderson will discuss the grant for the Energy Backup Generator.
- IV. **Citizen of the Year Selection**
City Council will discuss and select the 2011 Citizen of the Year.
- V. **City Manager's Choice**
- VI. **City Attorney's Choice**
- VII. **Council Member's Choice**



M E M O R A N D U M

C O M M U N I T Y D E V E L O P M E N T

TO: Mayor and City Council

THRU: Gary Sears, City Manager

FROM: Alan White, Community Development Director ✓

DATE: January 10, 2011

RE: Billboard Zoning (Broadway/Acoma Sign)

At the study session on December 6, 2010 concerning the “billboard” alternative to the Broadway median signs, staff presented options for the regulatory framework under which this sign could be permitted. The sign code currently allows signs with a maximum height of 25 feet and a maximum sign area of 125 square feet along Broadway. Third party signs are prohibited. New billboards are prohibited. From the list of options, Council directed staff to prepare a comparison of the time frame for approval of a sign under the two options selected. They have been identified here as Option A and Option B.

The options and time frames are summarized below.

Option A – Create Special Legislation for Oversized Signs on City Property

- Revise the sign code to authorize City Council to approve any sign on City-owned property that deviates from the size and height requirements of the code.
- City would issue a request for proposal.
- Approval would be through a lease or license agreement.

Estimated time frame, excluding the sign code amendment process: 6 – 8 weeks

Option B – Allow Billboards With a Conditional Use Permit

- Revise the sign code to allow billboards under the conditional use process.
- City would issue a request for proposal.
- Approval of a Conditional Use Permit would require a hearing in front of the Planning and Zoning Commission. Conditions can be placed on the sign as part of the approval. Any conditions or denials can be appealed to City Council.
- If a conditional Use Permit is approved, a lease or license agreement to place the sign on City property would need to be approved by Council.

Estimated time frame, excluding the sign code amendment process: 12 – 14 weeks

Comparison

- Each option requires an amendment to the sign code, which is the same amount of time for either option.
- Each option would require an RFP process, selecting a vendor, negotiating an agreement, and City Council approval. Although these would be accomplished in slightly different orders, the amount of time each step would take should be the same with either option.
- **The difference in the two options is the addition of P&Z approval of the Conditional Use Permit in Option B. This extends the time frame for approval of a sign under Option B by 6 weeks.**

Option A establishes a shorter time period for approval and establishes City Council as the decision-making body.

Sign Code Amendment Process

An amendment to Section 16-6-3 (Signs) of the Unified Development Code requires the following steps:

1. Planning and Zoning Commission Public Hearing (10 days notice required)
2. Planning and Zoning Commission Findings of Fact (2 weeks after hearing)
3. 1st reading of Ordinance to amend UDC (approximately 4 weeks after P&Z Findings of Fact approved)
4. City Council Public Hearing (2 weeks after 1st reading)
5. 2nd reading of Ordinance to amend UDC (2 weeks after public hearing)
6. Ordinance is effective (30 days following publication – approximately 5 weeks)

The code amendment process takes a minimum of 17 weeks or a little over four months to accomplish. This does not include the time to prepare the ordinance or conduct a study session with P&Z prior to initiating the process. Other agenda items or hearings, holidays, furlough days, requested study sessions, and hearing continuances can extend the timeline. A more realistic minimum timeline is closer to six months.



C I T Y O F E N G L E W O O D
F I R E D E P A R T M E N T

M E M O R A N D U M

To: Mayor Woodward and Members of City Council
Through: Gary Sears, City Manager ✓
Through: Michael Pattarozzi, Fire Chief
From: Kraig S. Stovall, Training Chief
Date: January 5, 2011
Subject: Grant to Provide Upgraded Generator for Fire/Police Headquarters

Background

In 2009, the Fire Department applied for a grant through FEMA's Assistance to Firefighters Grant program. The grant application requested three items: a new emergency generator for the Fire/Police Complex at 3615 S Elati, the replacement of the fire department's aging hazardous gas detectors, and a weapon of mass destruction (WMD) specific detection system. The Fire Department received notification on June 11, 2010 that it will receive this grant.

The request for a replacement of the emergency generator is based on the changes in the emergency electrical needs of both the fire and police departments since the building was originally constructed in 1971. Since that time the facility has been upgraded with a new communications center and has become the site of the city's Emergency Operations Center (EOC). These additions, along with the increase in demand from computers and other electrical systems that were not in use when the building was constructed, have significantly increased the emergency electrical needs of the facility. The current generator supplies 85 Kilowatts of power, a study recently conducted by an electrical engineer estimated the building's current need at 200 Kilowatts.

The Assistance to Firefighters Grant program allows a maximum of a \$100,000 request for any building modification, which includes a 10% match. The department was awarded the maximum amount towards the upgrade of the Fire/Police Complex generator.

Update on Generator Project

The city contracted with *Avenue L Architects* in May of 2010 for a formal estimate of the replacement, housing, and installation of the proposed generator. The estimate, including contingencies, was \$137,150.00. The city engineer, Dave Henderson believed then that the department could reduce

this cost significantly through the acquisition of a low-hour used generator, and stay within the allotted amount of the grant.

In August, 2010, however, when the city engineer contacted *Avenue L Architects* again to compose a formal specification to go out to bid, the firm increased their estimate considerably. The new estimate ranged from \$201,060 to \$205,700, depending on the material used for the enclosure (attachment 2). Dave Henderson and I determined at that time that our project was probably a no-go, even with a used generator.

Later in August, Dave Henderson contacted *JCN Engineering* to evaluate the project and provide an estimate. *JCN* proposed elimination of the security enclosure for the generator, suggesting that could be added at a later time if needed. *JCN* estimated the work without the enclosure could be completed for approximately \$95,000.00 with a used generator (attachment 3). No serious objections were raised in discussions with the Chief of Police and the Fire Chief regarding the elimination of the security enclosure.

Since that time Dave Henderson located a new generator through *EC Power Systems* in Aurora, CO, which will fit within the amount allotted for a used generator in the *JCN* estimate. Dave Henderson received a contractor estimate in the past few days that closely corroborates *JCN*'s estimate, coming in at \$98,000 for the *new* generator and all proposed work, excluding the security enclosure. At this time Dave and I are confident that we can complete the purchase and installation of the proposed *new* generator within the grant parameters. Purchasing a new generator, as opposed to used, provides the city with the advantage of knowing the maintenance history of the unit along with initial warranty coverage. The city engineer and I recommend that council approve the use of the grant award for the purchase and installation of the new generator.

Review of Gas Detector Proposal

The hazardous gas detectors are devices that the fire department relies on virtually every day to ascertain the level of hazard in a given environment. Firefighters take action related to their personal safety and the safety of our citizens in a variety of situations based on the information provided by these detectors. The department's current detectors were acquired in 2003 through a grant and are at the end of their service life. The amount requested for these was \$3082.00, again, including a 10% match.

The last item requested in the 2009 grant application was a weapon of mass destruction detection system. This system provides on-scene information related to chemical, biological, radiological and nuclear (CBRN) agents typically employed in terrorist events. This type of detector is generally unavailable to local agencies and must be contracted through the military. Possessing this capability allows the fire department to detect and protect both its members and our citizens with much greater rapidity and accuracy that it would otherwise in this type of incident. The amount requested for this item was \$15,000.00, once again, including a 10% match.

Summary of Award

FEMA has awarded the Fire Department the full amount requested in the 2009 grant application, or \$118,082.00. The Federal share of that request is \$106,274.00. The City of Englewood match for this grant is \$11,808.00. The Fire Department staff recommends that the city accept this grant and provide the matching funds.

Attachment 1

Mr. Dave Henderson
City of Englewood
Engineering
1000 Englewood Parkway
Englewood, CO 80110-2373

May 14, 2010

Re: Englewood Safety Services emergency generator replacement

Dear Dave,

As requested, we have investigated the requirements to replace the existing emergency generator at the Englewood Safety Services building. Jeff Nielsen, P.E. of JCN Engineering provided electrical engineering input and electrical cost opinion, with the generator material estimate coming from Cummins Rocky Mountain. The following is our understanding of the City's intention and our opinion of the probable costs.

The City of Englewood desires to remove the existing generator located in the existing first-floor electrical room. The generator provides back-up emergency power to some, but not all, of the existing building. A new diesel-fired generator will be installed just outside, and to the north of, the existing electrical room. This location is at the northwest corner of the building, adjacent to a service dock (see photos). This outdoor space is somewhat protected as it is underneath the overhang of the second floor. It is open to the north and west, but defined to the east and south by brick building walls. An existing louvered opening in the electrical room north wall can be used to run conduit from the new generator to the existing switchboard. The existing louver will no longer be needed when the existing generator is removed.

The City is concerned about the security and visibility of this generator since it will be outside. Therefore this cost opinion is based upon the following:

- exterior security enclosure with four-foot high walls of 18 ga ribbed galvanized metal panels on steel channels bolted to the concrete slab
- upper three feet of the enclosure will be constructed of industrial grade chain link fencing to allow for heat dissipation
- industrial grade chain link fence "roof" over the top for security
- 3' x 7' lockable chain link gate to allow access for service and refueling
- new reinforced thickened concrete slab under generator which will weigh about 1800 lbs
- drainage gravel 3 feet in width around entire perimeter of generator, within the enclosure
- new generator will be furnished with its own weatherproof housing since it is still somewhat exposed to the elements.

The new generator will be 200 kw with weatherproof housing. This will back up the entire building with some room to spare. The generator itself will be approximately 9 feet long and 3.5 feet wide. Three feet

of clearance are required all around for service. Generator weighs about 1800 lbs. The existing concrete slab, which is really only a sidewalk, should be partially replaced with a heavier thickened slab underneath the generator. Excavation for this new slab should be limited to the area east of the existing transformer (see drawing) to avoid underground conduit between the transformer and the electrical room. The existing double door exit from the building must be kept clear.

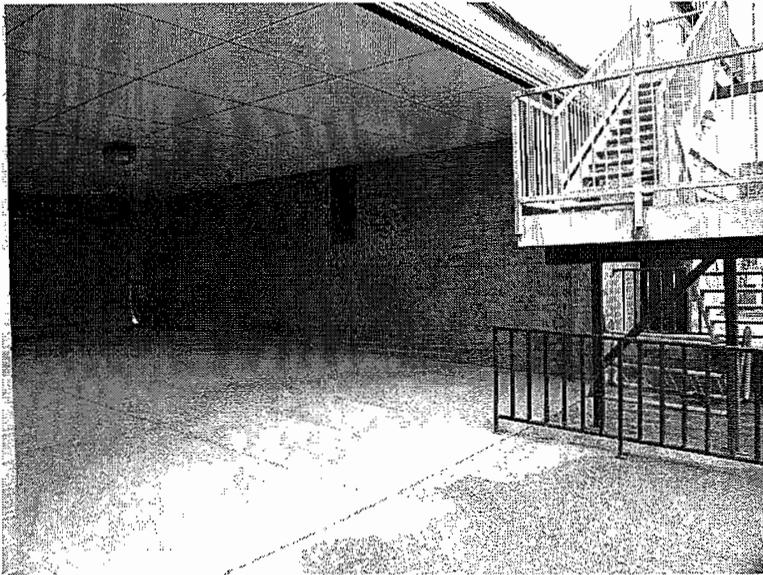
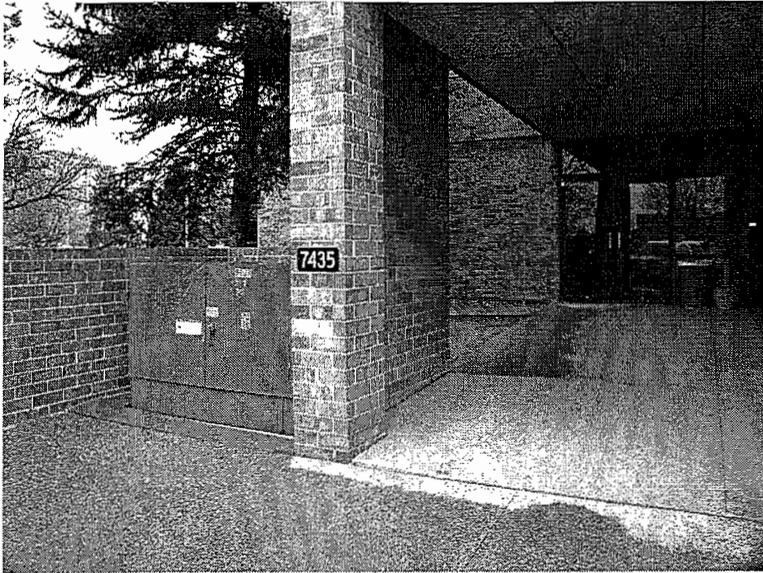
Demo existing generator & conduit	750.00
New generator	80,000.00
Demo existing sidewalk 10'6 x 16 feet	200.00
Ribbed metal panel 4'-0" tall on steel channels	1,800.00
Industrial chain link fence 3'-0" upper on steel channels	1,600.00
Chain link top on horizontal steel channels	1,000.00
Heavy-duty chain link gate & lock	500.00
Reinforced thickened slab	3,000.00
Drainage gravel 3'-0 wide all around	500.00
Subtotal	89,350.00
10% contingency	9,000.00
General conditions 15%	14,800.00
Overhead & profit 15%	17,000.00
Professional fees	7,000.00
Total	\$137,150.00

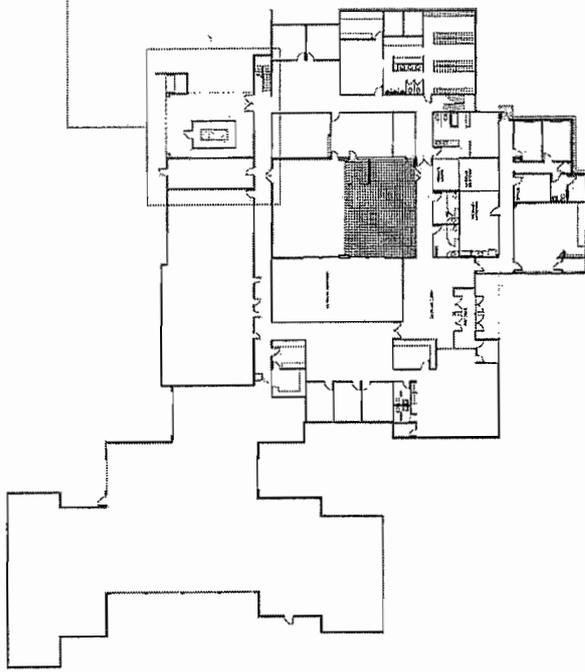
If we can be of any further assistance, please do not hesitate to call.

Sincerely,
Avenue L Architects

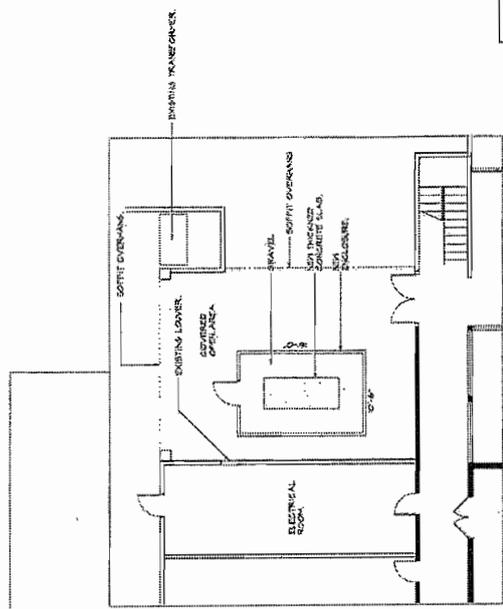
By: Kathy C. Lingo AIA, NCARB
Principal
Kathy@avenueLarchitects.com

Copies Jeff Nielsen, P.E.
Attachments: 2 photos, 1 PDF drawing





1 GROUND LEVEL PLAN



2 ENLARGED PLAN



No. 10 OFFICE OF THE ARCHITECT 1000			
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Attachment 2

Mr. Dave Henderson
City of Englewood
Engineering
1000 Englewood Parkway
Englewood, CO 80110-2373

October 5, 2010

Re: Englewood Safety Services emergency generator replacement

Dear Dave,

On October 1, we met at the Englewood Safety Services site to discuss the proposed location for the emergency generator replacement. Our drawings and estimate were based upon a location under the soffit at the northwest corner of the building. Present at the site were Jeff Nielsen, Kathy Lingo, Willy Colby from Cummins Rocky Mountain and Jim Kavinsky. Willy expressed his concern that the preferred location would trap heat under the soffit and cause the generator to short-cycle. We discussed moving the generator out from the soffit and just north of the building, adjacent to the existing electrical transformer brick screen wall. Jim Kavinsky discussed this location change with Craig from the Police Department, and reported that Craig agreed.

We also learned from Willy that the generator will be mounted over the fuel tank, so the entire assembly will be taller. The top of the generator will be approximately seven feet tall.

Jeff advised that the original electrical cost estimate from April 2010 was too low. His estimate has been increased to include 2 transfer switches in lieu of one to meet code requirements, a new main distribution panel with breakers required ahead of the existing main panel, and conduit routing from the new generator location.

We could consider some alternatives for screening the generator assembly visually and deterring vandalism. The existing brick screen walls can provide partial screening on the south and west sides. We could screen the unit on the north and east sides with 4-foot tall metal panels, similar to the design originally proposed at the old location. Above the metal panels would be heavy-duty chain link fencing, with chain-link fencing over the top of the enclosure. The generator needs air flow and the chain link fencing will allow that. Please note that with this alternative, three feet of the generator would still be visible through the chain link above the top of the solid panels. Weather protection is not an issue since the generator is furnished with its own weatherproof housing.

A more successful visual design would be to screen the north and east sides with brick to match the existing transformer screen walls. The same brick is still available from Summit Brick, although in a different size. This could be accomplished with brick to a height of four feet and chain link above that.

Within the enclosure, in either scenario, the unit would rest on a new reinforced concrete pad surrounded by gravel for drainage.

In order to remove the existing generator, it will be necessary to remove the existing exterior door and frame, and re-install them after the generator has been taken out. We also discussed temporarily

removing the four existing steel stairs with their railing just outside the generator room. After the generator has been removed, the stairs and railing would be re-installed.

Below are estimates for the metal panel alternative and the brick alternative. Design fees have not been estimated.

Metal Panel Enclosure Alternative:

Demo existing generator & conduit	1,000.00
Remove and reinstall door, frame, and stair	500.00
New generator, 2 transfer switches, new Main distribution panel, and conduit routing	135,000.00
Ribbed metal panel 4'-0" tall on steel channels	1,500.00
Industrial chain link fence 3'-0" upper on steel channels	1,600.00
Chain link top on horizontal steel channels	1,000.00
Heavy-duty chain link gate & lock	500.00
Reinforced thickened slab	3,000.00
Drainage gravel 3'-0 wide all around	500.00
 Subtotal	 144,600.00
10% contingency	14,460.00
General conditions 15%	21,000.00
Overhead & profit 15%	21,000.00
 Total	 \$201,060.00

Brick Enclosure Alternative

Demo existing generator & conduit	1,000.00
Remove and reinstall door, frame, and stair	500.00
New generator, 2 transfer switches, new Main distribution panel, and conduit routing	135,000.00
Brick 4 feet tall	700.00
Concrete footing under brick 6 CY @ \$200	1200.00
Excavation and site work, allow	2000.00
Industrial chain link fence 3'-0" upper on steel channels	1,600.00
Chain link top on horizontal steel channels	1,000.00
Heavy-duty chain link gate & lock	500.00
Reinforced thickened slab	3,000.00
Drainage gravel 3'-0 wide all around	500.00
 Subtotal	 147,000.00
10% contingency	14,700.00
General conditions 15%	22,000.00
Overhead & profit 15%	22,000.00
 Total	 \$205,700.00

If we can be of any further assistance, please do not hesitate to call.

Sincerely,
Avenue L Architects

By: Kathy C. Lingo AIA, NCARB
Principal
Kathy@avenueLarchitects.com

Attachment 3

August 16, 2010

City of Englewood
Engineering
1000 Englewood Parkway
Englewood, CO 80110

Attn: Dave Henderson

Re: Standby Generator at Englewood Safety Services Building
Electrical Construction Cost Estimate

Used 200 kw diesel genset and enclosure with one transfer switch:	\$40,000
One new 400 amp transfer switch:	\$12,000
New service entrance conductors in existing conduit from xfmr:	\$5,500
New CT enclosure and meter:	\$1,800
400A feeders to each ATS, Panel E, the SMDC and from the genset:	\$22,100
Control conduits to each ATS from the genset with wiring:	\$2,500
New 800A MDC with two breakers:	\$3,800
Concrete pad for generator:	\$3,000
Removal of existing generator with door frame and railing removal:	\$1,500
Concrete cutting and patching:	\$1,800
Removing louvers and installing new solid cover and insulation:	\$1,000
Total construction estimate:	\$95,000

Jeff Nielsen P.E.
Project Engineer
JCN Engineering, Inc.
3281 Routt St, Wheatridge, CO 80033
(303)239-0736

CITIZENS OF THE YEAR

1990	Beverly Simon (deceased)
1991	Dorothy Romans (deceased)
1992	Roy and Ethel Altenbach (both deceased)
1993	Horsecar Committee Gil Eggleston (deceased) Virginia Johnson (deceased) Arthur Kulp (deceased) Eugene Otis Helen Perrin (deceased) Dudley Pitchford (deceased) Packy Romans (deceased) Gladys Remes (Frank is deceased) Orris Saunders Dr. and Mrs. John Simon (deceased) Jim Taylor (deceased) Kells Waggoner Dorothy Dalquist Chuck Grimes Tom Munds
1994	Jess Gerardi
1995	Frank (deceased) & Gladys Remes
1996	Austin Gomes
1997	Jim Taylor (deceased)
1998	George and Perkie Allen
1999	Dori Nazareus
2000	Harold Rust (deceased)
2001	Milton and Bernice Senti (deceased)
2002	Gene and Vera Snyder (Gene is deceased)
2003	Citizen of the Century - Charles R. Allen (deceased)
2004	Selwyn Hewitt
2005	Orris Saunders
2006	Judy Cain and the late Jim Cain
2007	Nancy Peterson
2008	Olga Wolosyn (deceased)
2009	Eugene Otis
2010	Roscoe Davidson