AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, MARCH 7, 2011
COMMUNITY ROOM
6:00 P.M.

I. **BID Summer Event and other special events**
Community Development Director Alan White will discuss the BID Summer event, June 25, 2011, and other special events.

II. **Police Chief Selection Process**
KRW Associates and Human Resources Director Sue Eaton will discuss the selection process for the Police Chief.

III. **City Manager's Choice**
2012 Budget Workshop date – Saturday, September 10th or 17th

IV. **City Attorney's Choice**

Please Note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood, 303-762-2407, at least 48 hours in advance of when services are needed. Thank you.

CITY OF ENGLEWOOD
COMMUNITY DEVELOPMENT

TO: Mayor and City Council

THRU: Gary Sears, City Manager
Alan White, Community Development Director

FROM: Brook Bell, Planner II

DATE: March 7, 2011

RE: Englewood Eats and Beats Downtown Festival and other Special Events

Englewood Eats and Beats Downtown Festival
The South Broadway Englewood Business Improvement District (BID) is planning an outdoor festival for downtown on Saturday, June 25th, 2011 from noon to 10pm. Staff has been working with representatives of the BID including their event coordinator Nicole Jarman of HobNob Events on plans for the festival. The festival will include live music, food vendors, adult beverage tents, soft drinks and local artisan booths.

The BID's event coordinator Nicole Jarman, will attend the March 7th Council study session to provide an overview of the event and make requests for City assistance including permission to utilize the site. The site includes City owned land at the southwest corner of Englewood Parkway and South Broadway as well as the 3400 block of South Acoma Street and West Hampden Avenue as it curves back to Broadway. Permission to use the site is required for their liquor license application and to occupy City Right-of Way.

The event coordinator's overview, requests, and site plan are attached. Also attached is the Development Review Team (DRT) response to the event coordinator and a list of potential costs of City services and equipment requested or required for the event.

Englewood Summer Concert Series Additional Events
The Englewood Chamber of Commerce is proposing additional events in conjunction with Parks and Recreation's Summer Concert Series at City Center. The Concert Series occurs on Thursday evenings for 8 weeks from June 16th to August 4th. The Chamber is proposing a car show, vendors, and possibly a farmer's market; they have also discussed having a Beer Tent. The additional events propose that Englewood Parkway be closed from Galapago Street to City Center, and South Inca Street be closed between Bally's Fitness and Floyd Avenue.

The Chamber's event description and site plan are attached. Staff has scheduled a March 8th DRT meeting with the Chamber's Executive Director, Colleen Mello to discuss the event

further. City requirements are not known at this time. The cost of providing City services and equipment will be better understood after the DRT meeting and as details of the events are refined.

Englewood Chamber of Commerce Duck Race

The Englewood Chamber of Commerce is also proposing a "Duck Race" sometime in May that would run along Little Dry Creek ending at the Englewood Marketplace shopping center. Staff has not yet received the details of this event.

Request for Permit
Presented to Englewood City Council
in regard to:
Englewood Eats and Beats

Who
The Englewood Business Improvement District sponsors Englewood Eats and Beats.

What
Eats and Beats is a free outdoor festival open to all ages. The event will feature live music, 10+ food vendors, 5 + beverage tents to include micro-breweries, local wines and all ages beverages including snow cones, lemonade and local artisan booths.

When
Saturday, June 25th, 2011 Noon-10pm

Where
The event is requesting to utilize the parking lot between Broadway and Acoma, next to Englewood Parkway. Acoma will close to through traffic and be utilized for event load-in and festival traffic. A fire lane will remain open at all times.

Why
Englewood Eats and Beats will bring members of surrounding communities including but not limited to Highlands Ranch, Littleton, South Denver, Cherry Hills, Downtown Denver and more to experience Old Town Englewood. Eats and Beats will reacquaint and introduce people to Englewood and all it has to offer.

Purpose and Details:
The purpose of Englewood Eats and Beats is to drive traffic to Englewood and showcase the businesses and merchants. The event is designed to pose more than a single day experience – it hopes to reintroduce Englewood merchants to the community with a bang and encourage their return to Englewood through the diversity of the shopping available, the accessibility of Englewood, the ease of parking and getting around Englewood, as well as the quality of the service.

Englewood Eats and Beats will also prove to have a positive economic impact on the City of Englewood and City Departments by generating tax revenue collected from vendors at the event. Eats and Beats will add jobs to the Englewood community by employing Englewood based companies (equipment companies, waste companies, etc) whenever possible. The event will offer first right of refusal to Englewood businesses for vendor opportunities. Charities and non-profits based in Englewood will be contacted first regarding fundraising opportunities.

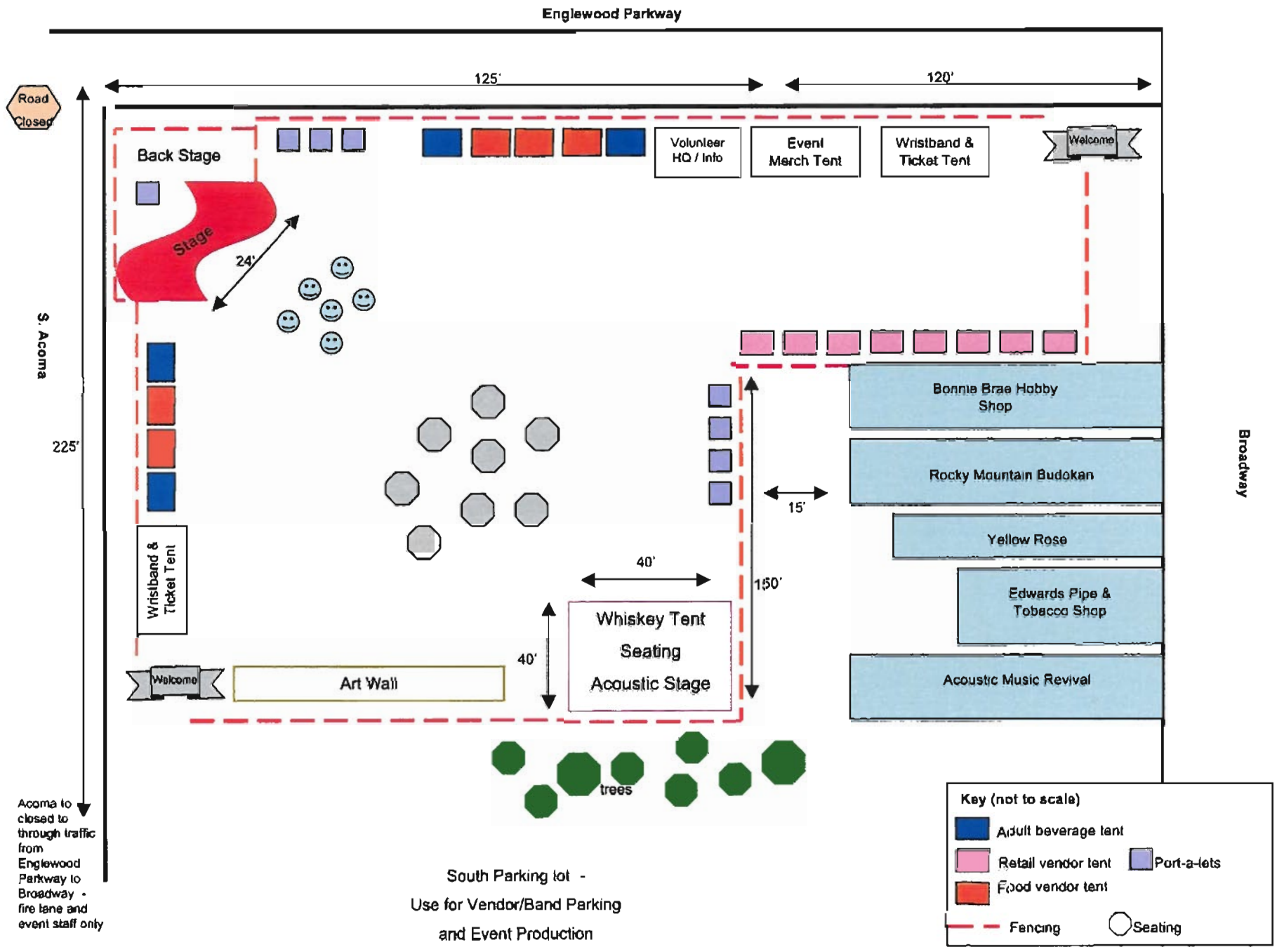
Englewood Eats and Beats would like to request City Assistance with the following:

- Use of the parking lot at Acoma and Englewood Parkway
- Street Occupancy Permit for Acoma
- Special Event Liquor Permit
- Use of the City's Show Wagon
- Officers for security at the event
- EMT's for event First Aid
- Use of the trolley to add visual aesthetic to the event

Contact Information:

Event Coordinator
Nicole Jarman
HobNob Events
303.734.0718
Nicole@HobNobEvents.com

BID President
Ted Vasilas
Ted's Clothiers
303.781.1382
TedVasilas@aol.com


Englewood Parkway
Road Closed
125'
120'
Back Stage
Stage
24'
Volunteer HQ / Info
Event Merch Tent
Wristband & Ticket Tent
Welcome
S. Acoma
225'
Bonnie Brae Hobby Shop
Rocky Mountain Budokan
Yellow Rose
Edwards Pipe & Tobacco Shop
Acoustic Music Revival
Broadway
15'
150'
40'
Wristband & Ticket Tent
Whiskey Tent
Seating
Acoustic Stage
40'
Welcome
Art Wall
trees
Acoma to closed to through traffic from Englewood Parkway to Broadway - fire lane and event staff only
South Parking lot -
Use for Vendor/Band Parking
and Event Production
Key (not to scale)
Adult beverage tent
Retail vendor tent
Port-a-lets
Food vendor tent
Fencing
Seating

CITY OF ENGLEWOOD
COMMUNITY DEVELOPMENT

Nicole Jarman
HobNob Events
970 South Pearl Street
Denver, CO 80209

February 25, 2011

RE: 2011 Englewood Eats and Beats Event

Thank you for submitting your Temporary Use Permit application for the Englewood Days event scheduled for June 25, 2011. The comments below are provided as a follow-up to the February 22nd Development Review Team (DRT) meeting.

The comments range from general to specific based on the level of detail provided in the application. In some cases more information may be required to evaluate a specific item in the proposal.

I understand that you will be addressing City Council with requests for the event. The comments and questions from individual departments are as follows:

Community Development – Brook Bell

1. The event must have permission from EURA for use of EURA property. Next meeting will be March 9th. Community Development Director Alan White will ask the EURA Board for permission.
2. The event must have permission from City Council for use of City property.
3. The City of Englewood and EURA must be listed as additionally insured on any and all insurance policies. Contact the City of Englewood Risk Manager, Joan Weber at 303-762-2361 for Insurance requirements.
4. If you are interested in using any private parking lots, please provide a letter from any property owners authorizing the use of their parking lots for the event.
5. Property owners and businesses may be impacted by the closing of Hampden Ave., Acoma St., and a portion of the alley, provide verification that there is consensus from these groups on the proposed closure.

Fire Department – Marla Wilcox

1. The cost for providing two paramedics for ten hours is calculated at $39.21 each = $784.20
2. The tents shall be flame retardant with labels affixed; permits shall be obtained from Community Developement.

Parks and Recreation – Dave Lee

1. Parks and Recreation Costs are as follows:
   Full-time employee (maximum overtime rate) = $36.00/hour
   Seasonal employee (maximum overtime rate) = $15.75/hour

   Show Wagon (full stage)
   Rental Fee: $400.00 (non-profit/reduced rental rate)
   2 ½ hour to set-up
   2 ½ hours to take-down
   Requires three full-time employees and one seasonal employee
   Estimated cost = $1018.75

   Tent (one 25 x 25 tent)
   One hour to set-up
   ½ hour to take-down
   Requires three full- time employees and one seasonal employee
   Estimated cost = $185.63

   Tables and chairs
   Parks has available 70 stacking chairs and 100 folding chairs. We have 12 folding tables available in rec storage.
   1 ½ hour to set-up
   1 ½ hour to take-down
   Requires one full-time employee and one seasonal employee
   Estimated cost = $155.25

   Trash Cans
   There are some trash cans available in the area already. Charge would be for any additional trash cans that would need to be brought in or removed following the event that could not be done during normal work hours.
   1 hour
   1 full-time employee
   Estimated cost = $36.00

   Full-time staff person
   Estimated cost = $36.00 per hour

Public Works – Larry Nimmo

1. Englewood Trolley rents for $42.50 per hour including driver.

Traffic – Nick Johnson

1. Public Works will need a Traffic Control Plan for the street Occupancy Permit on Acoma.
2. We will assist with parking, pedestrian and shuttle routing.

Building – Lance Smith

1. There are no Building Division requirements other than Permits are required for any temporary electrical.

Police Department – John Collins, Deputy Chief of Police

1. As discussed the Police Department will be able to provide the Impact Team (four officers and one Sergeant) for support for this event. We feel that this is sufficient staffing. Would you please include Christian Contos as a point of contact for future meetings. Christian's email is: ccontos@englewoodgov.org.

City Clerks Office – Kerry Bush

1. In order to have a application go before the Englewood Liquor Licensing Authority, at their April 6 meeting, I would need to have a completed application (with all land owners approvals and stating in writing their permission that it is okay to have alcohol/liquor on the site, and all required documents filled out and signed off) submitted to my office no later than 4:00 p.m. on March 28, 2011.
2. We are a two approval process so if the application is received prior to March 28 and all documents are correct, it would go to the Liquor Authority on April 6, 2011. If approved by the local Authority, the application would be sent to the State for their approval on April 7, 2011. I cannot speak for the State so I don't know if they would approve or if they do approve, how long it would take to get the Special Event Permit from them. They have been running 2+ months in getting documents back to me.(which should still give us time if they approve).

The City looks forward to the continued planning and coordination of this event. Please call me at 303-762-2352 if you have any immediate questions.

Sincerely,

Brook Bell
Community Development Planner

Greater Englewood
chamber of commerce
bringing business together™

2011 Englewood Car Show Summer Events

February 10, 2011
DRT

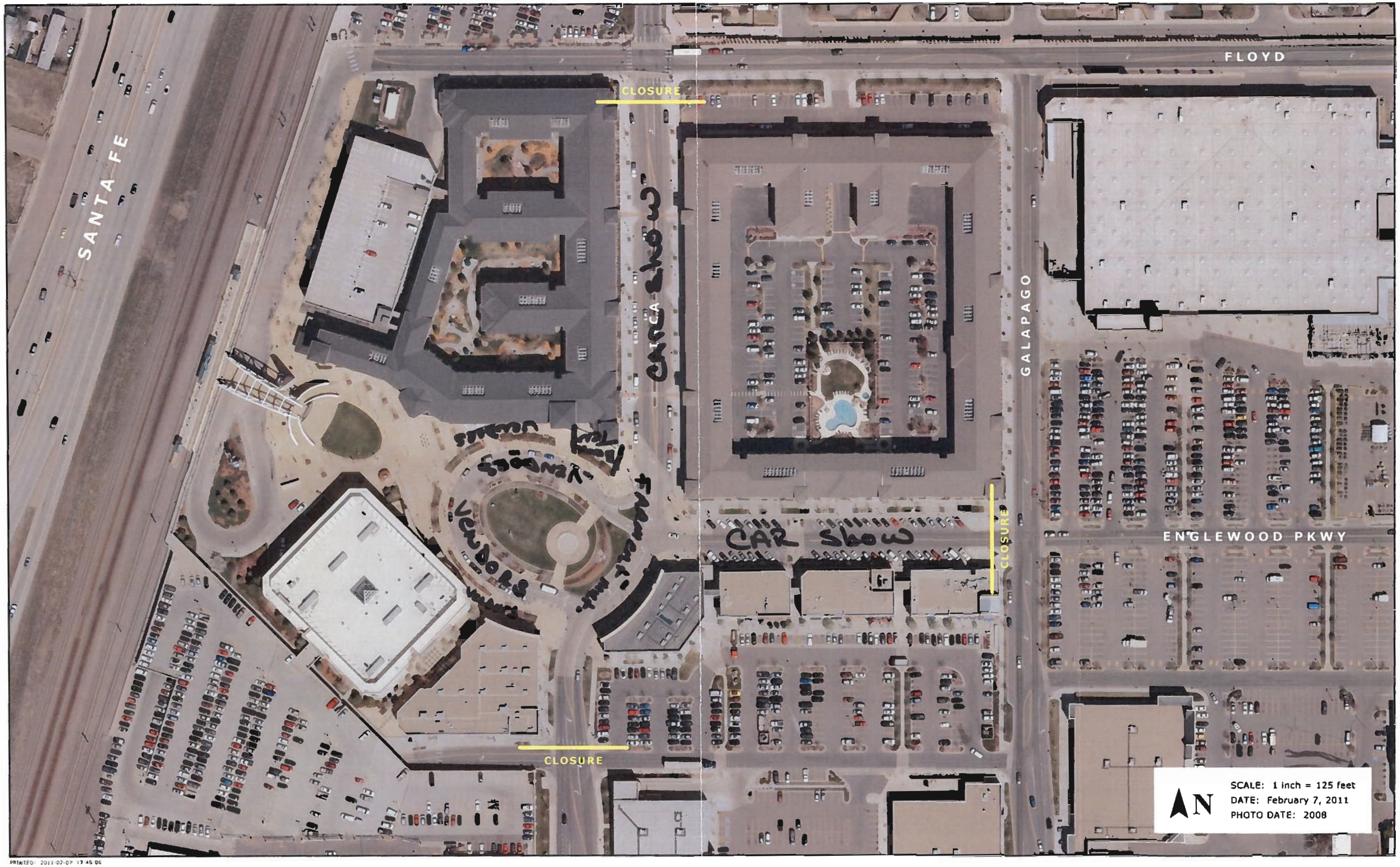
Attention: Brook Bell,

The Englewood Chamber of Commerce is excited to have the opportunity to be involved in presenting a weekly Car Show in conjunction with the Englewood Summer Concert Series presented at Englewood City Center. We are hoping that this addition will enhance the summer concerts and bring additional people to participate in the events. We are very excited about bringing this event to our community and we are looking forward to both a fun and successful partnership. We have had many requests from citizens that would like to see this venue be a part of the summer series.

The event will begin Thursday, June 16 and runs weekly until Thursday, August 4th, from 4:30pm until 8:30pm. The car show will be along Englewood Parkway with the street being closed beginning at Galapago to the City Center. South Inca will also be closed beginning at Bally's fitness to Floyd Street. We are expecting some 30 show cars to be parked along the Englewood Parkway and South Inca Street for viewing. We are also planning on having approximately 30 vendors with the possibility of a farmers market at a future time. The vendors would be set up around the egg in City Center but not on the grassy area. There could also be vendors set up next to the building if additional space is required. We have also discussed having a Beer Tent and if we do it will be set up outside "Cuttn'it Loose" salon.

We truly believe this will be a positive reflection on our city for providing these events to the community.

Sincerely,
Colleen Mello
Executive Director, Englewood Chamber of Commerce
(303) 789-4473 or colleen@myenglewoodchamber.com



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