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# Council Newsletter

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## CITY MANAGER'S NOTES

June 23, 2011

### Upcoming Council Meetings

City Council will meet on **Monday, June 27, 2011**. An Executive Session will begin at 6:00 p.m. in the City Council Conference Room. The Study Session will begin at 7:00 p.m. in the Community Room. There is no Regular Meeting scheduled. The agenda is attached. Sandwiches will be available at 5:30 p.m.

City Council will meet with the Littleton City Council on **Tuesday, June 28<sup>th</sup>** at the Wastewater Treatment Plant at 7:30 a.m. The agenda is included in this packet.

**Friday, July 1<sup>st</sup>** is a City **furlough** day and most City departments will be closed.

**Monday, July 4<sup>th</sup>** is Independence Day and most City departments will be closed.

The next City Council meeting will be **Tuesday, July 5, 2011**.

### Informative Memoranda

The following are memoranda in response to City Council's requests, as well as other informational items.

1. News Release concerning the July 1<sup>st</sup> and 4<sup>th</sup> furlough day and Independence Holiday.
2. Community Garden Kickoff Party, June 24<sup>th</sup> @ Charles Hay Elementary School.
3. Furry Friends Fondue-raiser on Thursday, June 30<sup>th</sup>.
4. Englewood Master Bicycle Plan June 30 Open House Flyer.
5. Article from *The Denver Post* concerning Pirates Cove.
6. Article from *The Villager* regarding Kent Place.
7. Article from *The Villager* regarding Water Meter Conversion.
8. Articles from *YourHub.com* regarding Fireworks Enforcement and Furlough/Holiday Closure.
9. Letter from All Souls Catholic School expressing appreciation for Brent Mayne Field and Parks and Recreation Department staff.
10. Memorandum concerning the Project Update.
11. Memorandum concerning the Police Dispatch remodeled area.
12. Memorandum concerning a resident request concerning use of the Malley Center.
13. Memorandum concerning Water and Sewer Rate Adjustments.
14. Community Development Monthly Update.
15. Calendar of Events.
16. Tentative Study Session Topics.
17. Minutes from the Cultural Arts Commission's meetings of April 6 and May 4, 2011.
18. Minutes from the Malley Center Trust Fund Committee meeting of February 16, 2011.
19. Minutes from the Parks and Recreation Commission's meetings of April 14 and May 12, 2011.
20. Minutes from the Planning and Zoning Commission meeting of May 17, 2011.

## Parks and Recreation Department

- The Englewood Youth Sports program recently was awarded a \$300 grant by the Colorado Youth Tennis Foundation. The grant is set to help enhance current tennis programs and cover some costs associated with starting a CARA Tennis Team. Plans are to use the funds to get up to date with the USTA and their Quick Start Tennis initiative, which uses adaptive equipment to teach the game to kids age 10 and under.
- The results from the 2011 Malley Fitness Challenge and show that 138 people registered for this free event, an increase of 50 participants from the 2010 program. Participants registered for the seven week program, those who achieved the goal of working out three times a week were entered into weekly prize drawings. Those who completed this goal for at least six of the seven weeks were entered into a grand prize drawing and invited to a Finishers Party. Of the 128 registered, 70 participants (58%) successfully completed the challenge. A total of 43 prizes were awarded. The grand prize winner, Dawn Nowak, received \$75 cash donated by Swedish HealthONE and a 60 minute massage with the ERC massage therapist. Dawn became a Malley member in 2007, but did not start using the fitness center regularly until 2011. She said that the Malley fitness challenge was a great motivator to become more active by using the fitness center and now has established a solid routine of exercising at Malley 3 times a week.
- On June 1, Craig Hospital staff did a mutiny on Pirates Cove. The hospital staff utilized the comp pool and lazy river for staff training for when they take patients on canoe trips. Staff learned what to do if the canoe capsizes and the feel of the canoe with a patient in it. The lazy river was used to simulate an actual river and the techniques to use if a canoe should turn over.
- Stan Sayers of Metagolf Learning Center, located at Broken Tee Golf Course, recently volunteered his time to teach the Englewood High School Girls Golf Team. Stan provided golf instruction to these young women and introduced the learning center to them. Stan offered to meet with them 4-5 times during their golfing season. This was done free of charge!
- The Sound of Summer Concert Series kicked-off its season with Swing Essence, a swing and jazz band from Fort Collins, on June 16. Attendance for this event was estimated at 350 music fans. The event was sponsored by the Englewood Parks and Recreation Department, SDCF, and local sponsor of the evening was City Center Community who provided over 200 bags of popcorn and bottles of water to concert goers.

Leigh Ann Hoffhines

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**From:** Leigh Ann Hoffhines  
**Sent:** Tuesday, June 21, 2011 11:13 AM  
**To:** Daniel Smith (mailto:dsmith@englewoodcolorado.com); Tom Munds - Englewood Herald (tomunds@englewoodcolorado.com); Kevin Hamm (mailto:khamm@englewoodcolorado.com); Villager - News Desk  
**Cc:** Leigh Ann Hoffhines  
**Subject:** City of Englewood offices closed July 1 & July 4



**City of Englewood, Colorado  
News Release**

**For Immediate Release:** June 20, 2011  
**Media Contact:** Leigh Ann Hoffhines, Communications Coordinator  
**Phone:** 303-762-2316  
**E-Mail:** [leah@englewoodcolorado.com](mailto:leah@englewoodcolorado.com)

**City of Englewood offices closed July 1 and July 4 for furlough day and holiday**

**Englewood, CO:** City of Englewood administrative offices will be closed Friday, July 1, 2011 for an employee furlough day and Monday, July 4 in observance of Independence Day.

Friday, July 1 is the second of four employee furlough days scheduled for 2011. All City of Englewood offices will be closed for the furlough day, including the Englewood Civic Center, Englewood Public Library, Englewood Municipal Court, the Englewood Recreation Center, and the Malley Senior Recreation Center. All emergency services, as well as water and wastewater operations, will be maintained.

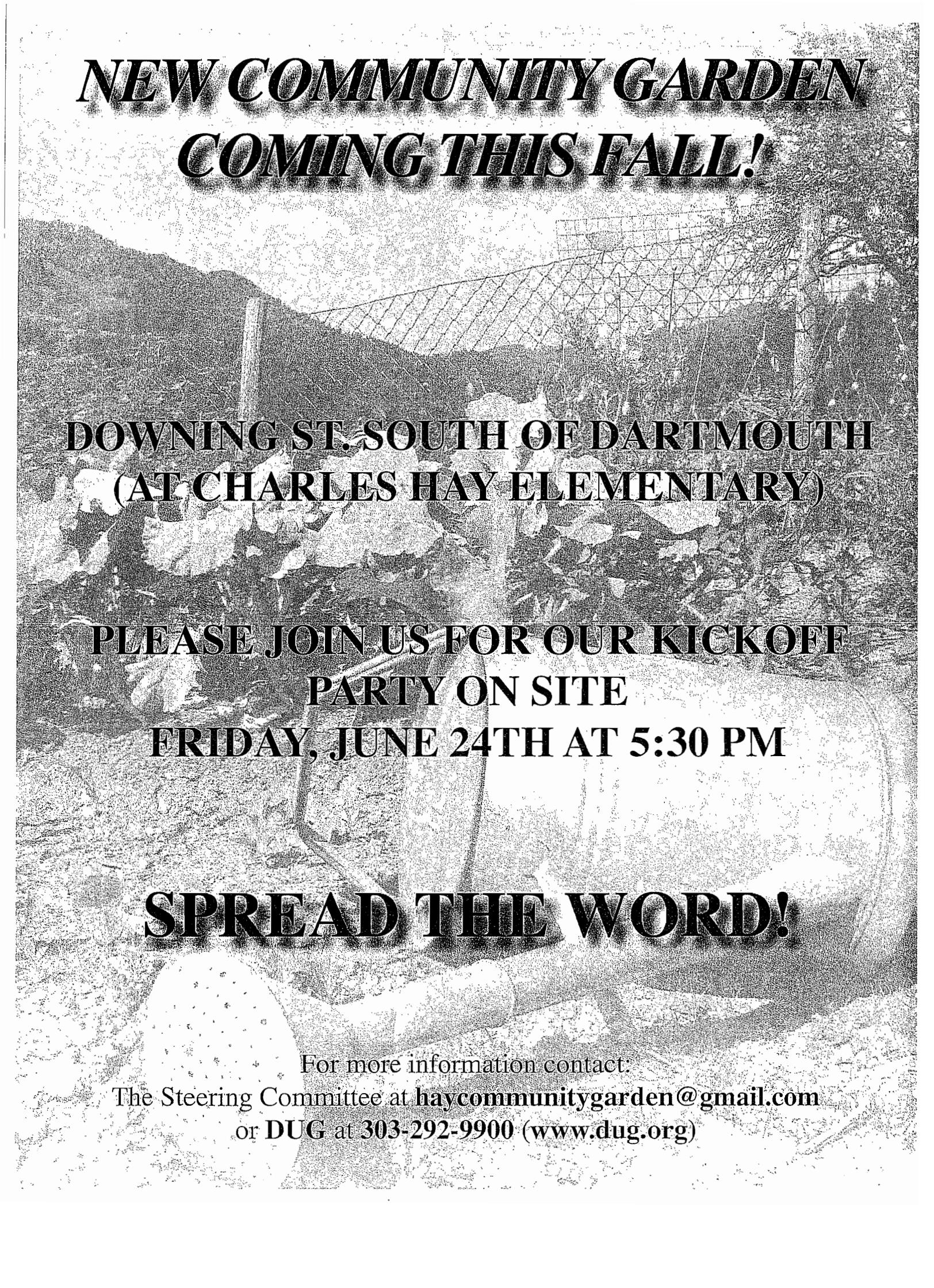
On Monday, July 4, all Englewood Civic Center offices will be closed for the Independence Day holiday, as will the Englewood Public Library, the Englewood Recreation Center, and the Malley Senior Recreation Center.

Pirates Cove Family Aquatic Center, the Bellevue Park Miniature Train and Children's Farm, and Broken Tee Englewood golf course will be open both days.

The annual 4<sup>th</sup> of July Family Festival and Fireworks will take place Monday, July 4 and residents are invited to join the fun! For a complete schedule of events at the Family Festival and Fireworks, visit "Englewood Happenings" on our website.

The City Council meeting normally scheduled for the second Monday of the month (July 4) will take place on Tuesday, July 5 at 7:30 pm in the second floor Council Chambers, Englewood Civic Center, 1000 Englewood Parkway.

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**NEW COMMUNITY GARDEN  
COMING THIS FALL!**

**DOWNING ST. SOUTH OF DARTMOUTH  
(AT CHARLES HAY ELEMENTARY)**

**PLEASE JOIN US FOR OUR KICKOFF  
PARTY ON SITE  
FRIDAY, JUNE 24TH AT 5:30 PM**

**SPREAD THE WORD!**

For more information contact:

The Steering Committee at [haycommunitygarden@gmail.com](mailto:haycommunitygarden@gmail.com)  
or DUG at 303-292-9900 ([www.dug.org](http://www.dug.org))

## A Furry Friends Fondue-raiser

Join us Thursday, June 30, at 6:00 for an exclusive evening at the Melting Pot in Littleton 2707 W. Main St. Proceeds benefit HSSPV!



HUMANE SOCIETY  
OF THE SOUTH PLATTE VALLEY

Presented

by: **VCA** 

Animal Hospitals

Tickets are only \$50 per person and the evening includes:

- A four course fondue dinner
- 2 complimentary beverages
- Silent Auction
- Music
- Prizes
- PLUS the opportunity to change an animal's life!

**Hurry! Seats are limited.**

To reserve your spot please contact HSSPV at 303.548.7232  
or visit [www.HSSPV.org](http://www.HSSPV.org) for more information.

**Please Join Us for the**

## ***The Englewood Master Bicycle Plan Public Open House #2***

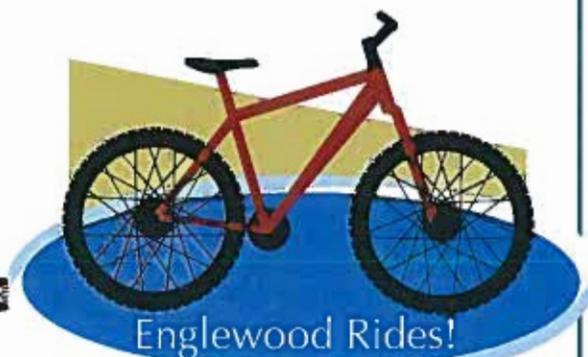
Our Open House will coincide with the *Sounds of Summer Concert Series*, featuring country music artist Buckstein and will be located in the public plaza at the Englewood Civic Center Light Rail Station. Look for our tent and come by and visit with us about recommended bike routes in the community!

**Date:** Thursday June 30th

**Time:** 5:30 – 8:30 at the tent

**Location:** Englewood Civic Center Light Rail Station plaza, adjacent to the concert

***Provide your comments  
and get a chance to  
win a free gift!***



## A COOL PLACE TO BE



**E**ight-year-old Emma Guinn of Colorado Springs holds her nose underwater at Pirates Cove in Englewood on Tuesday. The first day of summer saw temperatures in Denver hit a high of 75 degrees, 9 degrees below normal for the date. Pirates Cove, 1225 W. Belleview Ave., is a family aquatic center that features a leisure pool with a large play structure, a 35-foot tower of slides, a lazy river and more. *John Leyba, The Denver Post*

**dp** **Photo gallery.** More images from people beating the heat at Pirates Cove. » [denverpost.com/photos](http://denverpost.com/photos)

# Personal fireworks largely illegal

Cities encourage public displays

BY PETER JONES

As July 4 approaches, cities in Arapahoe County are reminding residents that personal fireworks are largely prohibited in most of the urbanized part of the county.

Under Colorado law, the sales and use of fireworks deemed "legal" in the state cannot be prohibited in an unincorporated area where a fire-protection district exists. That means the sale and use of some fireworks are permitted in unincorporated Arapahoe County.

Legal fireworks include:

- Fountains
- Ground spinners
- Smoke bombs
- Sparklers
- Small cars/tanks with pyrotechnics

If the device leaves the ground or flies through the air, it is illegal. That includes bottle rockets or Roman candles, but not "ground spinners" that may bounce up a little.

If the device explodes, it is illegal. This includes firecrackers and M-80s, but does not include "trick noise makers," such as snaps that are thrown on the ground. It also does not include champagne poppers or pull-string poppers that work by pulling two strings apart.

The use of "illegal fireworks" in unincorporated Arapahoe County is a Class 3 misdemeanor punishable with fines up to \$750 and up to six months in prison.

Home-rule cities can adopt ordinances that are more restrictive than state law and may prohibit the sale, use and possession of all fireworks within a city's boundaries.

Illegal use of fireworks can result in criminal charges, including arson, criminal mischief and reckless endangerment, as well as civil penalties for damages caused from the fireworks.

The cities of Centennial, Littleton, Englewood and Glendale have banned the sales, use and possession of all fireworks, even those deemed "legal" in Colorado.

Cherry Hills Village and Greenwood Village prohibit most fireworks, but allow such items as toy caps and party poppers that have limited pyrotechnic composition.

Local cities are generally encouraging residents to attend fireworks displays in the area.

The 16<sup>th</sup> annual Fourth of July Family Festival and Fireworks Show will be held in Bellevue, Progress and Cornerstone parks near the intersection of Bellevue Avenue and Windermere Street in the cities of Littleton and Englewood.

The City of Glendale will host its annual fireworks display on Saturday, July 2, at Creekside Park.

# Concerned residents voice opinions on Kent Place

Englewood development, traffic gets attention of locals

BY TOM BARRY

After a cool and rainy day, more than 50 concerned citizens gathered for a public comment session at Englewood's City Council Chambers.

Residents from the city and adjacent municipalities came to learn about several contentious issues, as a handful of residents addressed city officials and staff.

The most prominent and arguable issue of the evening was the Kent Place development at the intersection of Hampden and University.

This development will feature a "new concept" King Soopers store, along with residential housing. The most pressing concerns expressed were traffic and changes in the development from the original concept.

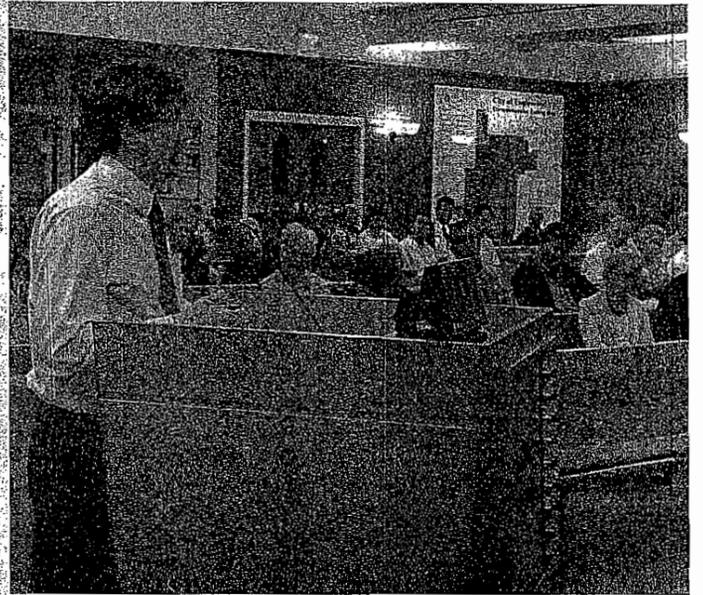
"Each day between 85,000 to 90,000 cars pass through the intersection at Hampden and University," said Steve Cook, a transportation planning manager with Denver Regional Council of Governments. "This intersection is one of the top 20 congested intersections in the region."

Continuum and Regency Centers, the developers of the commercial site, have provided the city some proposed road improvements including widening and signalization to mitigate traffic at the intersection.

City leaders got an earful from Clarold Morgan, president of the Kent Village Association, who was concerned that the planning staff did not have clear design standards in mind, especially related to the residential segment. Morgan urged elected officials and the city's staff to apply design standards to the controversial development at the site of the former Denver Seminary and Kent School.

"What is being presented does not meet the goal of a European Village," said Craig Cahen, president of an architectural firm and resident of Kent Village, referring to the initial proposal.

Cahen recited a litany of previous statements surrounding the approved Planned Urban Development for this project. He contended that none of the elements from the initial project still exists.



Alan White, director of Community Development for the city of Englewood, addresses City Council and residents about the Kent Place Development on June 20.

Photo by Tom Barry

Alan White, Englewood's director of community development, said, "There is a varied opinion as to what constitutes a European atmosphere."

The exceptionally attractive conceptual drawings presented by the first developer were not part of the PUD filing, White said.

"The stunning designs that we initially viewed are completely different now," said Linda Olson, the city councilwoman representing the affected district who was not on City Council when the current PUD was approved. "There has to be common ground, we are in a sticky place."

"We'll have to keep their feet to the fire," she said, commenting on the city's staff responsibility to follow up on design and architectural issues.

Olson questioned who is actually responsible to assure the design standards are followed, encouraging public input.

"Sounds like it's (Kent Place development) been fixed in stone without any chance to comment," said Ryan Laird, who lives three blocks north of the Kent Place development in Denver. "We are upset that the only way we found out about this development was from a *Denver Post* Penny Parker

column and a *Villager* newspaper story."

Englewood Mayor Jim Woodward said, "Continuum has so much into this that they want the project to succeed. They are known nationally as 'new urbanists' and as the natural process takes place, I think things will develop that will ease the fear of the neighbors and ultimately improve property values in Englewood's District 2."

Current plans show only the surface improvements, landscaping and elevation studies for a portion of the commercial area. The elevation height of the proposed King Sooper's two-story structure ranges from 40 to 50 feet. The public is welcome to view the documents submitted by the developers at Englewood's City Hall.

White was asked to address residents concerns and Englewood officials about the limited design and architectural elements and guidelines after his previous statement at an earlier homeowners meeting that inflamed area residents. White said he was responding to a hypothetical question and if he had a time machine — he would change his response.

The current PUD in which the Kent Place development is based upon allows commercial and residential development. White said some of the language expressed in the PUD is vague and does not commit the new developers to the highly touted European theme that was initially discussed and promoted to area residents.

This is a changing economy and the current dilemma is that some members of the city of Englewood and the community may not agree on how the PUD will be interpreted.

"Impressions from the council meeting are that the neighborhoods are concerned about the process and they want to make sure that their concerns are being protected by the city staff," said Kevin Foltz, a development director with Continuum Partners. "Mainly, the adjacent neighbors want to make sure that the architectural elevations of the buildings are of high quality. That is the staff's responsibility."

"In support of the process, Continuum has continued to meet with neighborhood groups to better understand their concerns. We want to make sure that we incorporate their thoughts into the design of the project. We are listening and reacting and want to be good neighbors."

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# A slow flow of water meters

*Englewood lags behind state requirement*

By PETER JONES

Of the 11,000 residential units in the city of Englewood, about 2,000 still have flat-rate water taps in violation of a state statute.

That means more than 15 percent of the city's residents are paying a set fee for their water service instead of receiving a bill based on their home's actual water usage.

According to the city, most homeowners with a flat fee pay more than they would if they had a meter. That is contrary to what some who have held on to their flat fees have assumed.

Although legislation passed six years ago required that all taps in Colorado be metered by 2009, Englewood has only forced the issue when a property in the city has changed hands.

"It would create a lot of hardship and probably a lot of political resistance if we tried to do it all at once," said Stewart Fonda, Englewood's Public Utilities director. "It was very difficult for Denver when they tried to do them all at once. You couldn't find a plumber and the prices went way off the wall."

Only new homebuyers in the city are required to replace their flat-rate tap with a meter. Others can choose to do so for \$80 to \$450, depending on how the water enters their home.

The fee can be paid to the city by extended payments of the larger flat fee for months after the cost-saving meter has been installed. Homeowners can also pay upfront for the service.

Englewood has been able to take a passive approach to state law because there are few penalties. Due to its policies, the city would not qualify for loans from the Colorado Water Conservation Board, but that is something the city has scant interest in anyway.

"We can go to the bond market and we've actually done better than with the state loans," Fonda said.

Englewood stands mostly alone in its defiance. Unlike many

The motivation is to get everyone on meters – not to charge more, but in some cases to charge a whole lot less. It's a water-conservation issue.

- Englewood Mayor  
Jim Woodward

neighboring suburban cities that have contracts with Denver Water, Englewood takes pride in having its own water supply.

Decades ago, the city began calculating a flat rate based on a family of 4.5 people living in a home and such factors as square footage of the lot and house, and

its number of bathrooms.

Although Englewood does not require meters, officials have nonetheless encouraged residents to get one.

Mayor Jim Woodward said the city's flat rate once worked well for larger families, but as the population has changed, so has the attractiveness of a predictable flat water rate.

"Fifteen to 20 years later, a lot of the kids aren't in the house and what might have been a family at one time is now a couple or a widow or widower, and so the flat rate is high," he said.

Such new realities and continuing home sales have led to about 200 new meters being installed each year. Fonda expects every house in the city to have one within 10 to 20 years.

According to Fonda, the overall goal is to keep Englewood's water services solvent while spreading the city's operating costs as fairly as possible. He says many flat-rate customers have paid more than their fair share in recent years.

"We need to collect the same amount of money regardless," Fonda said. "Over the years, metered rates have been going up to make up that difference. We're shifting the burden to the metered accounts for the money you're not collecting from flat rates anymore."

The gradual installation of meters should keep Englewood's water – and its water bills – floating in the right direction, according to Woodward.

"The motivation is to get everyone on meters – not to charge more, but in some cases to charge a whole lot less," the mayor said. "It's a water-conservation issue."

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## ENGLEWOOD

### **Police to strictly enforce fireworks rules.**

The Englewood Police Department plans to strictly enforce fireworks violations over this year's Independence Day holiday. It is illegal to possess, store, sell, use or ignite fireworks in the City of Englewood without a permit from Englewood's fire marshal.

Extra patrols are being added before, during and after the Fourth of July holiday, with several officers assigned specifically to enforce fireworks violations.

A professional fireworks show will take place at the Fourth of July Family Festival and Fireworks set for July 4 at Belleview Park, Cornerstone Park and Progress Park, all located near the intersection of West Belleview Avenue and South Windermere Street in Englewood.

For a schedule of events, go to [englewoodgov.org](http://englewoodgov.org).

### **City offices closed July 1, 4.**

City of Englewood administrative offices will be closed July 1 for an employee furlough day and July 4 in observance of Independence Day.

All City of Englewood offices will be closed for the furlough day, including the Englewood Civic Center, Englewood Public Library, Englewood Municipal Court, the Englewood Recreation Center and the Malley Senior Recreation Center. All emergency services, as well as water and wastewater operations, will be maintained.

On July 4, all Englewood Civic

Center offices will be closed, as will the Englewood Public Library, the Englewood Recreation Center and the Malley Senior Recreation Center.

Pirates Cove Family Aquatic Center, the Belleview Park Miniature Train and Children's Farm, and Broken Tee Englewood golf course will be open both days.

The city council meeting nor-

mally scheduled for July 4 will take place at 7:30 p.m. July 5.

*Briefs contributed by City of Englewood*

Your Hub 6-23-2011



# All Souls Catholic School

4951 S. Pennsylvania, St.  
Englewood, CO 80113  
303-789-2155  
FAX: 720-833-2778  
[www.allsoulsschool.com](http://www.allsoulsschool.com)

June 14, 2011

Mayor James Woodward  
City of Englewood  
1000 Englewood Parkway  
Englewood, CO 80110



Dear Mr. Mayor and City Council Persons:

As you know, All Souls Catholic School participates in the Catholic School Athletic League (CSAL). The Brent Mayne Facility is the league's premier and primary facility for baseball. Even with the dreadful weather at the end of the season, CSAL baseball concludes another very successful season.

This year Brent Mayne hosted games from March through May. 18 schools throughout the metro area had the opportunity to play games on these fields. Many regular season games and the majority of CSAL's tournament games were played at Mayne. Additionally, 10 teams also had the pleasure of getting to play under the lights. As has been and is always the case, all who played on these fields affirmed that this is the best baseball facility in CSAL. Over 400 baseball players had the opportunity to play on these fields.

This year's season ending tournament was quite challenging. The tournament was scheduled for the week of May 9<sup>th</sup> and of course the weather did not cooperate. The games were rescheduled the following week and the weather was not much better. Thanks to the cooperative effort of Jeff Jones and his staff, we were able to get the games played. Please extend a thank you to Jeff and his people for all of their efforts not only with this tournament but throughout the regular season as well.

As a further note regarding the frustration of this year's tournament, at one point the league was ready to scrap the tournament. One of the reasons it went on was because of Jeff's positive attitude. He wanted this tournament played for the kids benefit and his determination resulted in a successful completion of this tournament.

All Souls School is so proud and thankful to have been a part of the development of the Brent Mayne fields. Please extend a thank you to Jerrell Black and Gary Hultberg for their vision in getting this project accomplished all those years ago.

Yours very truly,

Bill Moore  
Principal

# MEMORANDUM



**TO:** Gary Sears, City Manager

**THROUGH:** Rick Kahm, Director of Public Works ✓

**FROM:** David Henderson, Engineering/Capital Projects Administrator ✓

**DATE:** June 22, 2011

**SUBJECT:** PROJECT UPDATES –Servicenter Salt/Sand Storage, Union Ave. Bridge Repair, Kent Place, Security Camera Project, Xcel Energy Projects, Denver S. Broadway Improvements, Concrete Utility Program 2011, Safety Services Generator Project, City Radio System, Street Maintenance Projects 2011, CityCenter Site Development, Englewood McLellan Reservoir Foundation, Air Quality/Energy Savings Projects

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## SERVICENTER SALT/SAND STORAGE

The Servicenter is fast tracking the installation of a fabric storage building for salt and sand storage. This 45' X 60' structure is required to protect the salt from the elements and prevent it from leaching into storm drains or the Platte River. As the City moved to using IceSlicer last year, we converted the existing covered storage for IceSlicer and moved the salt and sand outdoors. It is necessary to keep salt/sand on hand for a major storm.

This project is budgeted in the 2011 Servicenter Budget. The estimated building cost is \$39,000. The fabric tent structure sits on top of an asphalt pad with block around the perimeter. The Street Division will prepare the pad and install the block foundation with in-house labor. **The project has been advertised and bids are due on July 21<sup>st</sup>.**

## UNION AVE. BRIDGE REPAIRS

**Council approved awarding a contract to Technology Constructors. Staff will schedule a pre-construction meeting after all contract documents are signed. A firm date to begin construction has not been established, however, we anticipate starting in late July or early August. Our contractor is required to mail notification to the surrounding properties 3 weeks prior to the bridge closing. Variable message signs will also be installed 10 days prior to the closing.**

## KENT PLACE

As this project develops, Public Works will provide updates as they pertain to offsite improvement construction. Plans and other submittals, including a revised Traffic Impact Study, were submitted. **Public Works continues review of, and will develop comments regarding, off-site roadway improvements.** The Utilities Department has completed review of off-site water and sewer line plans.

## SECURITY CAMERA PROJECT

All information gathered from site-walkthroughs and infrastructure discussions are complete.

## XCEL ENERGY PROJECTS

### Dartmouth Power Line Upgrade

Xcel submitted a permit application to upgrade power lines on Dartmouth Ave. between Fox and Broadway, and for the alleys east of 2900-3000 S. Broadway. **Xcel crews continued installing new wood poles in the alleys east of Broadway. The crews have been pulled off this project to deal with emergencies a few times this last week. They still expect to complete this project around the middle of July.**

### Race St. through Kent Village

Xcel Energy has been issued a permit to upgrade the gas line in S. Race St., between Floyd Place and Hwy. 285. Most of the work is in a private gas line easement behind the sidewalk through Kent Village.

Xcel is coordinating with the management of Kent Village. **The gas line replacement project is approximately 60% complete.**

*Santa Fe Light Poles*

Staff continues to explore our options and costs to replace the street lights on S. Santa Fe.

*DENVER S. BROADWAY IMPROVEMENTS*

The City of Denver continued construction on S. Broadway between Wesley and Yale. In preparation for temporary traffic realignment, the contractor began sidewalk removal on the east side, including the transition south of Yale. This realignment is expected to begin in a couple of weeks and last for about 2-3 months. No left turns for north and south bound traffic at Yale will be permitted during this temporary lane shift. **The contractor has installed a temporary span wire traffic signal for north bound traffic.**

Information about the Denver project can be seen at the following website:

<http://www.denvergov.org/ProjectsInProgress/SouthBroadwayWesleytoYale/tabid/434078/Default.aspx>

*CONCRETE UTILITY 2011*

T & M Construction began removing and replacing concrete in the NW quadrant. Questions regarding this work should be directed to the Concrete Utility, 303-762-2360 or [concreteutility@englewoodgov.org](mailto:concreteutility@englewoodgov.org).

*SAFETY SERVICES GENERATOR PROJECT*

City Council approved a Bill for an Ordinance to accept a FEMA "Assistance to Firefighters Grant". This grant includes the purchase and installation of a 200KW generator. **The contractor completed installation of underground electrical conduit. Concrete pours for the patching, generator pad, and driveway should begin soon. The generator should be delivered by the middle of July and the project complete around the end of July.**

*CITY RADIO SYSTEM-REPLACEMENT WITH PUSH TO TALK*

The Servicenter Garage continues to remove old radios from vehicles as they are being serviced.

*STREET MAINTENANCE PROJECTS 2011*

The Street Division completed overlaying the alley west of 3400 S. Broadway (adjacent to the Acoma parking lot). Asphalt path repairs on the back 9 of the Golf Course should be complete this week. Weather permitting, the Street Division will begin residential overlays next week.

*CITYCENTER SITE DEVELOPMENT*

*Alexan East and West Parcels*

438 residential units. Alexan's occupancy level for January, 2011 is 93.8%. Commercial uses: Let It Bead, Curves for Women, State Farm, Lifetime Family Practice, Cuttin' It Loose, Jackson Hewitt Tax Service, Foothills Physical Therapy, Creative Perspectives, CityCenter Community, and Solid Grounds.

*Parkway Retail / Office Buildings*

Commercial uses: The International House of Pancakes (IHOP), Qdoba, GNC, Supercuts, Nails Center, CityCenter Dental Group, MMB Hearing, Tableaux Interior Design, Englewood Eyecare, Collective Licensing Int'l, Inc., M.P. Hayutin, LLC, CityCenter Wine and Spirits, Quizno's, Miller/Weingarten, Air Walk, "Insurance Company of the West", Printwear Express, Fred Astaire Dance Studio, Wellness Treatment Center, and SB Clark Companies.

*Bally's Building*

Tenants include Bally's, "Blondies Fire House Pub and Restaurant", and MaxFour.

*Retail South of the Parkway*

Tenants: Petco, Ross, Payless Shoes, Coldstone Creamery, Noodles, Sports Authority, and Office Depot.

*Gold Mine Pad*

Tenants include: Jamba Juice, Tokyo Joe's, and Mega Wraps. Browncow has closed.

*CityCenter Site*

EEFI continues project management of all infrastructure on the site. Staff is monitoring the security, sweeping, snow removal, and day porter services performed under the Common Area Maintenance.

Wal Mart Expansion

**Wal Mart's contractor continued construction of a 10,488 square foot addition to the east side of the store.** The project will eliminate the tire/auto section and add square footage for groceries.

Bradley Station Environmental

EEFI's environmental consultants prepared an Executive Summary Report (dated July 28, 2008). Updates will be provided as additional information is received.

**ENGLEWOOD MCLELLAN RESERVOIR FOUNDATION (EMRF)**

PA-84 West

**Construction for TT of Denver (Mike Ward Infiniti) is progressing on a schedule for a fall opening.**

PA-85 (RTD site)

RTD paid the final billing in the amount of \$591,836.86. Finance has deposited this money in the LTAR fund.

PA-85 (Benjamin Franklin Charter School)

**Construction of the Benjamin Franklin Charter School continued.** It appears that framing of the building is nearly complete. The contractor expects to complete construction by September.

**AIR QUALITY/ENERGY SAVING PROJECTS**

Flex Fuel Program

Currently, thirty-three of our fleet vehicles are running on E-85 ethanol fuel. All new replacement vehicles (less than ¾ ton) will be compatible with E-85. Approximately 50 Flex Fuel vehicles will be in our fleet within two years. Currently, the cost of E-85 fuel is approx. \$0.55 per gallon less than regular unleaded gasoline. Thirteen of our fleet vehicles run on Compressed Natural Gas (CNG).

Hybrid Vehicle Purchase

The City of Englewood applied for a grant through the Regional Air Quality Commission for funding of hybrid vehicle technology. Two units that have met the replacement criteria for 2011 and will be replaced with Ford Escape hybrid vehicles. The total cost of these vehicles is within the budgeted replacement amount designated for these units, and if the grant is successful, the additional cost of the hybrid technology will be deposited back into the CERF fund.

"Green" Programs

We continue to work with our vendors to expand the Green product line as it becomes available. 90% of our custodial paper supplies are from recycled sources. The Servicer is now "single-streaming" waste at the Servicer and a dumpster has been supplied for *cardboard only* recycling.

Energy Saving Projects

In 2001, the Public Works Traffic Division began an ongoing program to convert traffic signals from incandescent lamps to Light-Emitting-Diode (LED) bulbs. To date, 80% of our City maintained signals have been converted. LED traffic signals use 90% less energy than incandescent lamps, last 5 times longer, and provide better visibility.

Electric Vehicle Charging Stations

Staff discussed a potential grant to install charging stations at the Study Session on May 23<sup>rd</sup>. The joint application has been submitted to the Department of Energy.

## MEMORANDUM

To: Gary Sears  
From: Deputy Chief Jeff Sanchez  
Date: June 23, 2011  
Subject: Communications Center Remodeling Project

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Starting on Monday, June 20, 2011, the Police Department began an upgrade to the Communications Center. The primary purpose is to replace each of the four workstations. Dispatch workstations should typically be upgraded every five years; we have had our current workstations for over ten years. We will be installing a new UPS (Uninterrupted Power Supply) due to the age of the unit. (All dispatch centers in Arapahoe County will be getting a new UPS.) We are also getting new monitors, which periodically need to be replaced.

The majority of the funding for this project comes from the Arapahoe County E-911 Authority. The remainder is available in the Police Department's budget.

Building Maintenance staff will be replacing the carpet and painting the center. City Information Technology staff will be assisting with technology-related issues.

We have taken steps during the planning process to ensure that there will be no interruption to our dispatching services during this time.

This project should be completed by Thursday, June 30.

## MEMORANDUM

TO: Joe Sack, Recreation Services Manager  
FROM: Joyce Musgrove, Facility/Program Supervisor ✓  
DATE: 6/21/2011  
SUBJECT: Request by Mr. Ryan Laird



City of Englewood

On June 14, 2011, Mr. Ryan Laird of 3032 S. Corona St., Englewood, CO 80113, made a request to provide information to Malley Senior Recreation Center members. Mr. Laird left the attached note with his request.

On June 20, 2011, Mr. Laird returned to Malley to check on his request. I spoke with him and told him that I was still gathering information and that I would get back with him as soon as possible.

On June 21, 2011, I contacted Mr. Laird and advised him that our policies did not allow for personal interaction with our members. This request would be considered a form of solicitation. At this time I offered the following options:

- Rent a room at Malley and advertise to gain attendance.
- Flyers regarding the meeting could be posted at Malley by following the Public Posting Policy.
- Suggested a different location and informed him that the Library offers free meeting room space.

Please let me know if you have questions regarding this request.

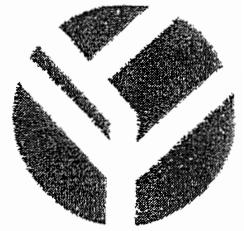
cc: Gary Sears, City Manager  
Mike Flaherty, Deputy City Manager  
Jerrell Black, Parks and Recreation Director

6-14-11

Ryan Laird

I would like to meet with residents at the Malley Center to provide information about ~~sewer~~ sewer and water overcharges that are felt by 1 and 2-person households, and specifically flat-rate households. I want to hear and discuss agreeing & conflicting opinions on the issue. I also want to provide information on a City (no fee / not loan <sup>interest</sup>) "Water Meter Assistance Program", that can help residents switch to a meter.

Thanks,



MEMORANDUM

TO: Englewood City Council  
FROM: Stewart Fonda, Director of Utilities  
DATE: June 10, 2003  
RE: Water and Sewer Rate Adjustments

A cash flow was prepared for the Sewer Fund by Black and Veatch Engineers. Another cash flow for the Water Fund was prepared by staff and reviewed by Black and Veatch Engineers. Copies of the cash flows are attached to this memo. The cash flows show the rate increases required from 2003 to 2008 to finance proposed capital improvements, fund daily operations, satisfy bond covenants and maintain adequate reserves. The rate increases are summarized below.

	Water Fund	Sewer Fund
Oct. 1, 2003	8%	0%
Jan. 1, 2004	0%	15%
Jan. 1, 2005	6%	15%
Jan. 1, 2006	0%	15%
Jan. 1, 2007	0%	15%
Jan. 1, 2008	0%	10%

No additional bonding is required in the Water Fund. The increases are needed to meet coverage requirements on the bonds and essentially adjust revenues for inflation. The last water rate increase was January 1, 1999.

The Sewer Fund increases are necessary to fund Englewood's share of the required upgrade and expansion of the Bi-City Wastewater Treatment Plant. Sewer rates were raised 20% January 1, 2003 to meet coverage requirements on the bonds. The last rate increase before that was in 1982.

Mr. Steven Fisher is reporting that increases in administration fees may be appropriate for the water and sewer funds. He is suggesting that Council consider the following annual increases to these funds:

Water Fund	\$314,415.00
Sewer Fund	\$413,203.00
L/EWWTP	\$ 40,713.00
Total	\$768,331.00

If these increases become effective October 1, 2003, approximately \$192,000 should accrue to the General Fund in 2003.

The second set of cash flows show the effect of the increases in administrative fees. For the Sewer Fund the difference is a 14 percent increase in 2008 instead of a 10 percent increase. For the Water Fund the difference is a 16 percent increase on October 1, 2003 instead of an 8 percent increase. Use of a rate stabilization fund for the sewer bonds allows the deferment of the increase to 2008. This is not possible in the Water Fund since the bond covenants were established many years ago. The entire set of increases should be passed by council for the Sewer Fund since this will be required to issue bonds or receive a State loan in 2004. The first increase would become effective January 1, 2004.

It is also recommended that Council consider one ordinance to raise fees for the Water Fund since the increase for 2005 is a very modest increase that mainly accounts for inflation and minor capital improvements. The first increase of 16 percent would become effective October 1, 2003.

The table below summarizes the proposed increases if the new administration fees are adopted.

	Water Fund	Sewer Fund
Oct. 1, 2003	16%	0%
Jan. 1, 2004	0%	15%
Jan. 1, 2005	6%	15%
Jan. 1, 2006	0%	15%
Jan. 1, 2007	0%	15%
Jan. 1, 2008	0%	14%

In both funds modifications may be needed in subsequent years if revenues decline or costs increase significantly. This could occur if there was a high bid on the sewer plant expansion in the Sewer Fund. In the Water Fund, adjustments may be needed if there is

accelerated deterioration in the Overhead Storage Reservoirs or the McLellan discharge pipeline.

It should also be noted that included in these cash flows are funds to pay the Utilities Department's share of the new information technology system. The payments were originally set up as lease-purchases paid over time. If the Utilities Department paid in cash in 2003, its share of these costs, about \$300,000, should accrue to the General Fund. These cash flows include this cash payment. The portion paid for in cash would result in no annual payments in subsequent years.

2004 BUDGET PREP 6/11/2003 11:23 AM

With Increase in Admin. Fees

6/11/03 11:20 AM BUDGET REQUESTS FOR SUBMITTAL TO CM											
WATER ENTERPRISE FUND	FIVE YEAR CASH PROJECTION										
O&M INCR	2.00%	INTEREST			CENTENNIAL CONTRACT OF 1500 AF/YEAR.						
	2001 Actuals Cash Method	2002 Actuals Accrual Method	2002 Actuals Cash Method	2003 Estimated	2004 Budget	2005 Projected	2006 Projected	2007 Projected	2008 Projected	2009 Projected	
REVENUE:											
WATER SALES	4,034,481	\$ 4,046,468	\$ 4,074,276	\$ 4,100,000	\$ 4,264,000	\$ 4,760,622	\$ 5,051,517	\$ 5,056,569	\$ 5,061,626	\$ 5,066,687	
RATE INCREASE				164,000	492,066	285,649					
	4,034,481	4,046,468	4,074,276	4,264,000	4,756,066	5,046,471	5,051,517	5,056,569	5,061,626	5,066,687	
RAW WATER	1,313,637	1,177,820	1,177,820	1,462,690	1,496,390	1,530,090	1,530,090	1,530,090	1,530,090	1,530,090	
CITY DITCH	128,380	139,034	139,034	66,000	66,000	66,000	66,000	66,000	66,000	66,000	
OTHER	201,369	146,894	146,103	118,150	118,100	118,100	118,100	118,100	118,100	118,100	
TOTAL REVENUE	5,677,826	5,510,216	5,537,233	5,910,840	6,436,556	6,760,662	6,765,709	6,770,760	6,775,817	6,780,878	
O&M (NO DEPR)	(4,289,540)	(4,443,167)	(4,419,517)	(4,647,454)	(5,027,555)	(5,128,106)	(5,230,668)	(5,335,261)	(5,441,987)	(5,550,827)	
FRANCHISE TAX	(122,131)	(121,394)	(121,394)	(127,920)	(142,682)	(151,394)	(151,546)	(151,697)	(151,849)	(152,001)	
NET OPERATING REVENUE	1,256,155	945,654	996,321	1,135,466	1,266,319	1,481,162	1,383,495	1,283,782	1,181,981	1,078,051	
DEBT SERVICE (current)											
PRINCIPAL	(820,277)	(640,623)	(640,623)	(655,712)	(668,058)	(684,519)	(700,981)	(717,442)	(735,276)	(755,852)	
INTEREST	(500,525)	(487,033)	(487,033)	(473,453)	(458,757)	(443,230)	(427,010)	(410,083)	(392,265)	(372,978)	
FUTURE DEBT SERVICE											
ROUTINE CAPITAL REPLA	(158,881)	(128,747)	(128,747)	(175,000)	(93,000)	(67,000)	(150,000)	(15,000)	(100,000)	(100,000)	
AVAILABLE REVENUE	(31,505)	(310,746)	(280,081)	(188,699)	46,504	287,347	105,746	140,791	(45,544)	(149,490)	
INTEREST INCOME	689,814	148,988	165,168	82,906	62,690	56,732	55,098	55,965	55,337	51,793	
BALANCE FORWARD	5,042,479	5,622,489	5,586,706	5,002,244	3,371,252	2,960,446	2,769,525	2,795,369	2,857,125	2,731,918	
TRANSFER TO BOND FUND											
LOAN - GENERAL FUND											
NEW DEBT PROCEEDS											
AVAILABLE FUNDS	5,700,586	5,460,709	5,501,793	4,916,452	3,480,446	3,304,525	2,930,369	2,992,125	2,866,918	2,634,221	
CAPITAL PROJECTS	(386,114)	(605,093)	(513,374)	(1,470,200)	(445,000)	(460,000)	(60,000)	(60,000)	(60,000)	(60,000)	
DISTRIBUTION SYSTEM				(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	(100,000)	
CONNECTION FEES	262,235	13,825	13,825	25,000	25,000	25,000	25,000	25,000	25,000	25,000	
ENDING CASH BALANCE	5,596,706	\$ 4,869,441	\$ 5,002,244	\$ 3,371,252	\$ 2,960,446	\$ 2,769,525	\$ 2,795,369	\$ 2,857,125	\$ 2,731,918	\$ 2,499,221	
DEBT SERVICE RESERVE	(1,216,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	\$ (1,189,000)	
TOTAL Unrestricted Cash	4,380,706	\$ 3,680,441	\$ 3,813,244	\$ 2,182,252	\$ 1,771,446	\$ 1,580,525	\$ 1,606,369	\$ 1,668,125	\$ 1,542,918	\$ 1,310,221	
cash per ccf	4,380,706										
dirr											
TOTAL REVENUE	5,629,875	5,673,029	5,716,226	6,018,746	6,524,246	6,842,395	6,845,807	6,851,725	6,856,154	6,857,672	
TOTAL EXPENDITURES	(6,075,448)	(6,426,057)	(6,310,688)	(7,649,739)	(6,935,052)	(7,033,315)	(6,819,963)	(6,789,969)	(6,981,361)	(7,090,368)	
DEBT COVERAGE RATIO	1.96	0.88	1.04	1.10	1.20	1.39	1.30	1.21	1.12	1.02	

FULL CONTINGENCY MODEL  
FOR SUBMITTAL

WATER FUND

Table 2

City of Englewood, Colorado  
Operating Fund Cash Flow Analysis  
With Increased Admin. Fees

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance (a)	13,800,000	6,366,500	4,326,300	1,264,200	1,329,900	1,431,400
	Revenues						
2	Revenue from Existing Service Rates	5,016,000	5,068,200	5,116,900	5,168,100	5,219,800	5,272,000
3	Additional Service Revenue Required	1,003,200	1,925,200	3,003,600	4,263,900	5,735,600	7,342,000
4	Total Wastewater Service Rate Revenue	6,019,200	6,991,400	8,120,500	9,432,000	10,955,400	12,614,000
5	Miscellaneous Revenue	74,600	74,600	74,600	74,600	74,600	74,600
6	Investment Income	515,300	225,900	111,800	51,900	55,200	158,600
7	Total Revenues	6,509,100	7,291,900	8,306,900	9,558,500	11,085,200	12,847,200
	Revenue Requirements						
8	Collection and Administration O&M	2,297,000	2,365,900	2,436,960	2,510,000	2,585,300	2,662,900
9	Treatment Charge (b)	4,909,700	4,956,100	5,122,500	5,259,300	5,439,200	5,581,900
10	Additional O&M Due to Plant Expansion	0	0	0	0	375,000	386,300
11	Additional O&M Due to Increased Admin Fee	113,500	453,900	467,500	481,500	495,900	510,800
12	Franchise Tax	180,600	209,700	243,500	283,000	328,700	378,400
13	Routine Capital Outlay	10,300	10,500	10,900	11,200	11,500	11,800
	Debt Service						
14	Existing	931,500	928,900	933,600	933,800	934,100	934,000
15	Proposed	0	1,207,000	2,414,000	2,414,000	2,414,000	2,414,000
16	Total Debt Service	931,500	2,135,900	3,347,600	3,347,800	3,348,100	3,348,000
	Transfers						
17	To (From) Capital Fund	0	0	(60,000)	(2,200,000)	(1,400,000)	0
18	To (From) Rate Stabilization Fund	0	(200,000)	(200,000)	(200,000)	(200,000)	(5,100,000)
19	Total Revenue Requirements	8,442,500	9,932,100	11,369,000	9,492,800	10,983,700	7,780,100
20	Annual Surplus (Deficiency)	(1,833,500)	(2,640,200)	(3,062,100)	65,700	101,500	5,067,100
21	Ending Balance	11,966,500	4,326,300	1,264,200	1,329,900	1,431,400	6,498,500
22	Target Ending Balance (60 days of O&M)	1,200,000	1,220,000	1,280,000	1,290,000	1,400,000	1,440,000
23	Ending Balance Excess (Shortfall)	10,766,500	3,106,300	4,200	39,900	31,400	5,058,500
	Debt Service Coverage (c)						
24	Existing Debt Without Rate Stabilization Fund	-47%	-38%	41%	147%	236%	393%
25	Existing and Proposed Debt With Rate Stabilization Fund	-47%	218%	161%	190%	215%	110%
26	Existing and Proposed Debt Without Rate Stabilization Fund	-47%	-16%	11%	41%	66%	110%
	Required Wastewater Service Rate Increases						
27	Overall Annual Increase	20.00%	15.00%	15.00%	15.00%	15.00%	14.00%
28	Cumulative Increase	20.00%	38.00%	56.70%	82.51%	109.88%	139.26%
	NA - Not Applicable						
	(a) Beginning in 2004, balance is reduced by \$5,000,000 to create a rate stabilization fund.						
	(b) Includes WWTP portion of purchase of IT System.						
	(c) Total revenue plus connection charge revenue less O&M expense, divided by existing debt service for line 24. Rate stabilization fund amount is added to revenue and difference is divided by total debt service in line 25 calculation beginning in 2004.						

Table 1

City of Englewood, Colorado  
 Capital Improvement Fund Cash Flow Analysis  
 With Increased Admin. Fees

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance	7,227,800	3,723,800	42,988,600	29,316,900	12,901,000	3,328,200
	<b>Sources of Funds</b>						
2	Connection Charges and Surcharges	345,000	345,000	345,000	345,000	345,000	345,000
3	Transfer From (To) Operating Fund	0	0	(60,000)	(2,200,000)	(1,400,000)	0
4	Grants & Contributions	0	0	0	0	0	0
5	Bond Proceeds	0	51,000,000	0	0	0	0
6	State & Other Loan Proceeds	0	0	0	0	0	0
7	Investment Income	219,000	934,200	1,446,100	844,400	324,600	121,800
8	<b>Total Sources</b>	<b>564,000</b>	<b>52,279,200</b>	<b>1,731,100</b>	<b>(1,010,600)</b>	<b>(730,400)</b>	<b>466,800</b>
	<b>Uses of Funds</b>						
9	Capital Improvements	3,825,000	12,807,500	15,195,000	15,195,000	8,630,000	820,000
10	Purchase of IT System	242,200	206,900	207,800	210,300	212,400	214,800
11	Debt Service Reserve	0	0	0	0	0	0
12	Debt Issuance Expense	0	0	0	0	0	0
13	<b>Total Uses</b>	<b>4,067,200</b>	<b>13,014,400</b>	<b>15,402,800</b>	<b>15,405,300</b>	<b>8,842,400</b>	<b>1,034,800</b>
14	Annual Surplus (Deficiency)	(3,503,200)	39,264,800	(13,671,700)	(16,415,900)	(9,572,800)	(568,000)
15	Ending Balance	3,723,800	42,988,600	29,316,900	12,901,000	3,328,200	2,760,200

Table

City of Englewood, Colorado  
 Rate Stabilization Fund Cash Flow Analysis  
 With Increased Admin. Fees

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
<b>Sources of Funds</b>							
2	Bond & Loan Proceeds	0	0	0	0	0	0
3	Investment Income	0	200,000	200,000	200,000	200,000	100,000
4	<b>Total Sources</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>100,000</b>
<b>Uses of Funds</b>							
5	Transfer To (From) Operating Fund	0	200,000	200,000	200,000	200,000	5,100,000
6	<b>Total Uses</b>	<b>0</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>5,100,000</b>
7	Annual Surplus (Deficiency)	0	0	0	0	0	-5,000,000
8	Ending Balance	0	5,000,000	5,000,000	5,000,000	5,000,000	0



Table 2

City of Englewood, Colorado  
Operating Fund Cash Flow Analysis

No Increase in Admin. Fees.

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance (a)	13,800,000	7,082,300	4,909,900	2,287,400	1,304,500	1,400,800
	<b>Revenues</b>						
2	Revenue from Existing Service Rates	5,016,000	5,066,200	5,116,900	5,168,100	5,219,800	5,272,000
3	Additional Service Revenue Required	1,003,200	1,925,200	3,003,600	4,253,900	5,735,600	6,899,400
4	Total Wastewater Service Rate Revenue	6,019,200	6,991,400	8,120,500	9,432,000	10,955,400	12,171,400
5	Miscellaneous Revenue	74,600	74,600	74,600	74,600	74,600	74,600
6	Investment Income	517,600	239,800	143,900	71,800	54,100	159,000
7	Total Revenues	6,611,400	7,305,800	8,339,900	9,578,400	11,084,100	12,405,000
	<b>Revenue Requirements</b>						
8	Collection and Administration O&M	2,297,000	2,365,900	2,436,900	2,510,000	2,585,300	2,662,900
9	Treatment Charge (b)	4,909,700	4,956,100	5,122,500	5,259,300	5,439,200	5,581,900
10	Additional O&M Due to Plant Expansion	0	0	0	0	375,000	386,300
11	Additional O&M Due to Increased Admin Fee	0	0	0	0	0	0
12	Franchise Tax	180,600	209,700	243,600	283,000	328,700	365,100
13	Routine Capital Outlay	10,300	10,600	10,900	11,200	11,500	11,800
	<b>Debt Service</b>						
14	Existing	931,500	928,900	933,600	933,800	934,100	934,000
15	Proposed	0	1,207,000	2,414,000	2,414,000	2,414,000	2,414,000
16	Total Debt Service	931,500	2,135,900	3,347,600	3,347,800	3,348,100	3,348,000
	<b>Transfers</b>						
17	To (From) Capital Fund	0	0	0	(650,000)	(900,000)	0
18	To (From) Rate Stabilization Fund	0	(200,000)	(200,000)	(200,000)	(200,000)	(5,100,000)
19	Total Revenue Requirements	8,329,100	9,478,200	10,961,500	10,561,300	10,987,800	7,255,000
20	Annual Surplus (Deficiency)	(1,717,700)	(2,172,400)	(2,622,500)	(982,900)	96,300	5,149,000
21	Ending Balance	12,082,300	4,909,900	2,287,400	1,304,500	1,400,800	6,549,800
22	Target Ending Balance (60 days of O&M)	1,200,000	1,220,000	1,260,000	1,290,000	1,400,000	1,440,000
23	Ending Balance Excess (Shortfall)	10,882,300	3,689,900	1,027,400	14,500	800	5,109,800
	<b>Debt Service Coverage (c)</b>						
24	Existing Debt Without Rate Stabilization Fund	-46%	13%	94%	200%	289%	402%
25	Existing and Proposed Debt With Rate Stabilization Fund	-46%	240%	176%	205%	230%	112%
26	Existing and Proposed Debt Without Rate Stabilization Fund	-46%	6%	26%	56%	81%	112%
	<b>Required Wastewater Service Rate Increases</b>						
27	Overall Annual Increase	20.00%	15.00%	15.00%	15.00%	15.00%	10.00%
28	Cumulative Increase	20.00%	38.00%	58.70%	82.51%	109.88%	130.87%
	NA - Not Applicable.						
	(a) Beginning in 2004, balance is reduced by \$5,000,000 to create a rate stabilization fund.						
	(b) Includes WWTP portion of purchase of IT System.						
	(c) Total revenue plus connection charge revenue less O&M expense, divided by existing debt service for line 24. Rate stabilization fund amount is added to revenue and difference is divided by total debt service in line 25 calculation beginning in 2004.						

Table 1

City of Englewood, Colorado  
 Capital Improvement Fund Cash Flow Analysis  
 No Increase in Admin. Fees.

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance	7,227,000	3,723,800	42,988,600	29,378,100	14,546,300	5,550,800
	<b>Sources of Funds</b>						
2	Connection Charges and Surcharges	345,000	345,000	345,000	345,000	345,000	345,000
3	Transfer From (To) Operating Fund	0	0	0	(650,000)	(900,000)	0
4	Grants & Contributions	0	0	0	0	0	0
5	Bond Proceeds	0	51,000,000	0	0	0	0
6	State & Other Loan Proceeds	0	0	0	0	0	0
7	Investment Income	219,000	934,200	1,447,300	878,500	401,900	212,500
8	<b>Total Sources</b>	<b>564,000</b>	<b>52,279,200</b>	<b>1,792,300</b>	<b>573,500</b>	<b>(153,100)</b>	<b>557,500</b>
	<b>Uses of Funds</b>						
9	Capital Improvements	3,825,000	12,807,500	15,195,000	15,195,000	8,630,800	820,000
10	Purchase of IT System	242,300	206,900	207,800	210,300	212,400	214,800
11	Debt Service Reserve	0	0	0	0	0	0
12	Debt Issuance Expense	0	0	0	0	0	0
13	<b>Total Uses</b>	<b>4,067,200</b>	<b>13,014,400</b>	<b>15,402,800</b>	<b>15,405,300</b>	<b>8,842,400</b>	<b>1,034,800</b>
14	<b>Annual Surplus (Deficiency)</b>	<b>(3,503,200)</b>	<b>39,264,800</b>	<b>(13,610,500)</b>	<b>(14,831,800)</b>	<b>(8,995,500)</b>	<b>(477,300)</b>
15	<b>Ending Balance</b>	<b>3,723,800</b>	<b>42,988,600</b>	<b>29,378,100</b>	<b>14,546,300</b>	<b>5,550,800</b>	<b>5,073,500</b>

Table

City of Englewood, Colorado  
 Rate Stabilization Fund Cash Flow Analysis  
 No Increase in Admin. Fees.

Line No.	Description	Fiscal Year Ending 12/31/					
		2003	2004	2005	2006	2007	2008
		\$	\$	\$	\$	\$	\$
1	Beginning Fund Balance	0	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
	<b>Sources of Funds</b>						
2	Bond & Loan Proceeds	0	0	0	0	0	0
3	Investment Income	0	200,000	200,000	200,000	200,000	100,000
4	<b>Total Sources</b>	0	200,000	200,000	200,000	200,000	100,000
	<b>Uses of Funds</b>						
5	Transfer To (From) Operating Fund	0	200,000	200,000	200,000	200,000	5,100,000
6	<b>Total Uses</b>	0	200,000	200,000	200,000	200,000	5,100,000
7	<b>Annual Surplus (Deficiency)</b>	0	0	0	0	0	-5,000,000
8	<b>Ending Balance</b>	0	5,000,000	5,000,000	5,000,000	5,000,000	0

## COUNCIL COMMUNICATION

<b>Date</b> July 21, 2003	<b>Agenda Item</b>	<b>Subject</b> Resolution for Water Rate Increase
<b>INITIATED BY</b> Utilities Department	<b>STAFF SOURCE</b> Stewart H. Fonda, Director of Utilities	

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

The last water rate increase was July 1, 1996. The proposed increase would provide revenues to finance capital improvements, fund daily operations, satisfy bond covenants and maintain adequate reserves.

### RECOMMENDED ACTION

The Englewood Water and Sewer Board recommended, at their July 8, 2003 meeting, Council approval of the proposed resolution. The increase in water service charges will be 16% effective October 1, 2003 and an additional 6% effective January 1, 2005.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The proposed water rate increase is deemed necessary to cover increasing expenses due to inflation and capital improvements. Capital items include additional deep wells for a stable water supply in drought conditions, a powdered activated carbon system to improve water quality, City Ditch piping and ditch improvements for providing an improved water supply on a year-round basis and an emergency generator for more frequently occurring power outages. The two 3-million gallon overhead storage tanks located at Clarkson and Belleview are 50 years old and resulting cracks and repairs are indicating these tanks are approaching the end of their projected service life. Major renovations to these tanks will be necessary in the near future. Funds are included to repair these tanks, but not to replace them in the next five years. In addition, major mechanical equipment at the Allen Plant is 20 plus years old and may require replacement due to obsolescence.

Administration fees paid by the Utilities Department were reviewed by a consultant and it was determined that an increase was appropriate. The City of Englewood Finance Department therefore recommends an increase in the Utilities' administration fees. The increased administration fees result in an increase of 16% in October 2003 instead of an increase of 8%.

### FINANCIAL IMPACT

In order to finance these capital improvements and the administration fee increase, the firm of Black & Veatch was retained to analyze financing alternatives. It was determined that no additional bonding is required in the Water Fund, but increases are necessary to meet bond coverage requirements and adjust revenues for inflation. It is proposed that a rate increase of 16% be made effective October 1,

2003 and another increase of 6% be made effective on January 1, 2005. These results are presented in a memorandum attached to this council communication.

Bond covenants require that the City of Englewood maintain a certain minimum debt ratio. In 2002 Englewood fell below the minimum requirement. The rate increases presented are projected to insure bond covenants are met until 2008 unless there are unexpected revenue shortfalls or unanticipated expenses.

#### **LIST OF ATTACHMENTS**

1. Resolution
2. Cash Flow

## COUNCIL COMMUNICATION

<b>Date</b> July 21, 2003	<b>Agenda Item</b>	<b>Subject</b> Ordinance for Sewer Rate Increase
<b>INITIATED BY</b> Utilities Department	<b>STAFF SOURCE</b> Stewart H. Fonda, Director of Utilities	

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

The last sewer rate increase was implemented January 1, 1999. The last rate increase before that was in 1982 by Council Bill #56. The proposed increase provides revenues to build facilities needed to meet Federal requirements and provide additional plant capacity.

### RECOMMENDED ACTION

The Englewood Water and Sewer Board recommended, at their July 8, 2003 meeting, Council approval of the proposed ordinance. The increase in sewer services charges will be 15% January 1, 2004, 15% January 1, 2005, 15% January 1, 2006, 15% January 1, 2007 and 14% January 1, 2008.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The Littleton/Englewood Wastewater Treatment Plant will require a major expansion of the existing facilities and construction of additional treatment processes. The proposed rate increase will pay for increased costs resulting from these requirements. The new construction is necessary to accommodate recent denitrification requirements imposed by the State Health Department. Additionally, the South Platte River has recently been reclassified as a Recreational Class I river, which requires increased pathogen destruction. The plant expansion portion of the project is the result of rapid growth in the area served by the plant. Growth has been nearly double the projections used in planning the last expansion.

The project is currently being designed by Brown & Caldwell Consulting Engineers. It is estimated that the total cost of the project will be \$110 million, of which Englewood will be responsible for 50%. Design should be completed by the first quarter of 2004, and at that time bids should be received for construction. Construction is expected to take about three years to complete.

Administration fees paid by the Littleton/Englewood Wastewater Treatment Plant were reviewed by a consultant and it was determined that an increase was appropriate. The City of Englewood Finance Department therefore recommends an increase in the existing administration fees. The additional administration fees result in an increase of 14% in 2008 instead of an increase of 10%.

### FINANCIAL IMPACT

In order to finance this construction, the firm of Black & Veatch was retained to analyze financing alternatives. Bond covenants require that the City of Englewood maintain a certain minimum debt ratio. In 2002 Englewood fell below the minimum requirement. The rate increase presented should insure that bond covenants are met through 2008 unless there are unanticipated shortfalls in revenues or unanticipated expenses.

The Sewer Fund increases are necessary to fund Englewood's share of the upgrade and expansion of the Bi-City Wastewater Treatment Plant. Sewer rates were raised 20% January 1, 2003 and the last rate increase before that was in 1982.

It was determined that a bond issue in the range of \$55 to 60 million dollars would need to be issued. It is proposed that this issue be concurrent with the receipt of the bid. Sewer rates will need to be increased to pay the principal and interest on the new bonds. The proposed rate increases would be 15% January 1, 2004, 15% January 1, 2005, 15% January 1, 2006, 15% January 1, 2007 and 14% January 1, 2008 to meet coverage requirements of the bond issue. These results are presented in a memorandum attached to this council communication.

#### **LIST OF ATTACHMENTS**

1. Ordinance
2. Cash Flow

# COMMUNITY DEVELOPMENT MONTHLY UPDATE

June 2011

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## *DEVELOPMENT REVIEW PROJECTS*

- **Key Bank:** PUD amendment application received for the Shops at Logan for a drive-up ATM Kiosk, which is not a permitted use in the current PUD.
- **All Souls Church and School:** Expanding to include more classrooms. A house owned by the Diocese will be demolished as part of the project.
- **King Soopers:** Preliminary DRT submittal received for a new 77,000 square-foot King Soopers and fueling station at the corner of Federal and Belleview. Existing store would be demolished with other retail tenants remaining. Another DRT submittal and meeting was held June 7, 2011.
- **Platte River Trail:** A Floodplain Development Permit was issued in early May for a new trail section on the east of the Platte River between Belleview and the Big Dry Creek confluence. Final construction documents have not been submitted.
- **Burt Chevrolet:** The auto dealership at 5200 S. Broadway and associated commercial truck sales at 180 W. Lehow are under new ownership and will be operated as John Elway Chevrolet. A DRT meeting for various site improvements and interior upgrades was recently completed.
- **Englewood Estates PUD:** The Englewood Estates PUD Amendment #1 was not approved by a Council vote of 2-5 at the March 21, 2011 meeting.

## *HOUSING*

### **Neighborhood Stabilization Program (NSP)**

- Acquired:
  - 4101 South Cherokee Street
  - 2295 West Baltic Avenue
- Sold:
  - 2215 West Wesley Avenue
  - 2198 West Adriatic Avenue
- Listed for Sale:
  - 2010 West Baltic Avenue
  - 4681 South Decatur #226
  - 4744 South Galapago Street
- Under Contract:
  - 2335 West Baltic Avenue
- Under Construction:
  - 3395 West Grand Avenue
  - 3102 West Radcliff Drive
  - 2159 West Vassar Avenue
  - 3115 South Acoma Street

## *BOARDS AND COMMISSIONS*

### ▪ **Keep Englewood Beautiful**

- June 18 garden tour canceled; lack of entries
- \$25 Waste Management transfer station coupons distributed to citizens June through August

## *SPECIAL PROJECTS*

### ▪ **Englewood Master Bicycle Plan Route Study and Implementation Program**

- March: Council approved consultant contract
- April: Consultant began data collection; staff workshop to identify hot spots
- May: First Public Open House at Civic Center
- June: Staff workshop to review consultant findings and recommendations

### ▪ **Englewood Downtown and Medical District Complete Streets Study**

- March: Council approved consultant contract
- April/May: Consultant began data collection; met several times with City staff; initiated contact with Malley Center Board, South Broadway BID, Swedish and Craig Hospitals
- May 30: Consultant, Public Works and Community Development Staff travelled to Longmont to consult with Longmont Public Works staff and view innovative pedestrian crossing treatments
- June/July: Developing comprehensive public outreach to maximize public input, including downtown events, meetings with BID and Malley Center boards and hospital executives, and door-to-door and on-street interviews

### ▪ **2011 PAB allocation:** To be scheduled for Council study session in July

### ▪ **Englewood's Retail Study**

- Council presentation of initial assessment and selection of areas for further study occurred on April 11, 2011.
- Presentation of recommendations and strategies tentatively scheduled for July.

## *ZONING*

### ▪ **Medical District Phase II**

- Sub-Areas 2, 3, and 5 discussions held with Planning Commission and City Council; February through May
- Sub-Area 2 moratorium adopted June 20, 2011
- Sub-Area 2 rezoning options to be discussed June 27, 2011

### ▪ **Medical Marijuana:** Council adopted new regulations concerning licensing and zoning of medical marijuana uses on May 16, 2011.

### ▪ **Public Notification:** At the May 23 Study Session, Council directed staff to prepared Code amendments concerning public notice requirements.

## *BUSINESS NEWS*

- **South Broadway Business Improvement District:** Englewood Eats and Beats is scheduled for June 25
  
- **New Businesses**
  - Cassidy's Used Furniture: 3461 South Broadway
  - John Elway Chevrolet: 5200 South Broadway
  - Deal Show: 3550 South Inca
  - Stone Expressions: 2020 West Yale Avenue
  - Expert Medical Massage & Yoga: 1008 East Hampden Avenue
  - Bistro King: 3542 South Fox Street
  - Thunder and Lightning Cycles: 3986 South Broadway
  
- **Arapahoe County Enterprise Zone:** The Enterprise Zone Marketing Grant was approved by Council on June 20, 2011.
  
- **Commercial Catalyst Program**
  - Shopping Center, 3501 South Logan: Application under review
  - Stepping Stones Academy, 451 Englewood Parkway, Suite A: Completed signage and facade
  - Jefferson Legal, 3051 South Broadway: Completed sign and façade construction
  - ToyAuto Masters, 4550 South Broadway: Completed façade construction and sign
  - Trompeau Bakery, 2950 South Broadway: Sign completed
  - Felt, Inc., 101 West Floyd: Sign construction
  - The Mac Outlet, 111 West Floyd: Sign construction
  
- **Other Business News**
  - Wagners is for sale.
  - Catholic Store property is on the market.

**CITY OF ENGLEWOOD  
2011 CALENDAR OF EVENTS**



Mon., June 27	6:00 p.m.	Executive Session, City Council Conference Room
	7:00 p.m.	City Council Study Session, Community Room
Tues., June 28	7:30 a.m.	Joint City Council Meeting with Littleton City Council, WWTP
<b>Fri., July 1</b>		<b>City Furlough Day – City Facilities Closed</b>
<b>Mon., July 4</b>		<b>City Hall Closed – Independence Day</b>
Tues., July 5	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Wed., July 6	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman #203, Board Room
	5:45 p.m.	Cultural Arts Commission, Comm. Development Conf. Room
	7:00 p.m.	Liquor Licensing Authority, City Council Chambers
	7:00 p.m.	Planning & Zoning Commission, City Council Conf. Room
Fri., July 8	7:30 a.m.	Tri-Cities Meeting, Littleton Center Community Room
Mon., July 11	6:00 p.m.	City Council Study Session, Community Room
Tues., July 12	5:00 p.m.	Water and Sewer Board, Comm. Development Conf. Room
	6:30 p.m.	Keep Englewood Beautiful Commission, Council Conf. Rm.
	7:00 p.m.	Library Board, Library Board Room
Wed., July 13	6:30 p.m.	Urban Renewal Authority, Community Development Conference Room
	<b>Cancelled</b>	Board of Adjustment and Appeals, City Council Chambers
Thurs. July 14	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	5:30 p.m.	Parks & Recreation Commission, Pirates Cove Family Aquatic Center, 1225 West Belleview Avenue
	6:30 p.m.	Transportation Advisory Committee, City Council Conference Room

Mon., July 18	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., July 19	7:00 p.m.	Planning & Zoning Commission, City Council Chambers
Wed., July 20	6:30 p.m.	Code Enforcement Advisory Committee Meeting, City Council Conference Room
	7:00 p.m.	Liquor Licensing Authority, City Council Chambers
Mon., July 25	6:00 p.m.	City Council Study Session, Community Room
Mon., Aug. 1	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., Aug 2	7:00 p.m.	Planning & Zoning Commission, City Council Chambers
Wed., Aug. 3	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman #203, Board Room
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Liquor Licensing Authority, City Council Chambers
Mon., Aug. 8	6:00 p.m.	Board and Commission Appreciation, Pirates Cove
Tues., Aug. 9	4:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	5:00 p.m.	Water and Sewer Board, Community Dev. Conf. Rm.
	6:30 p.m.	Keep Englewood Beautiful Commission, City Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed., Aug. 10	6:30 p.m.	Urban Renewal Authority, Community Development Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, City Council Chambers
Thurs. Aug 11	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	3:00 p.m.	Police Officers Pension Board, Public Works Conf. Rm.
	4:00 p.m.	Firefighters Pension Board, Public Works Conference Room

**TENTATIVE**

**STUDY SESSIONS TOPICS  
FOR ENGLEWOOD CITY COUNCIL**



June 28	Meeting with Littleton City Council @ WWTP CH2M Hill Report Santa Fe Street Lights Household Hazardous Waste
July 5	Study Session & Regular Meeting – Tuesday
July 11	Study Session
July 18	Study Session & Regular Meeting Financial Report & 6 Month Budget Review Planning and Zoning Commission
July 25	Study Session
August 1	Study Session & Regular Meeting 2012 Budget (5:00 p.m.)
August 8	Study Session Board and Commission Appreciation Night @ Pirates Cove
August 15	Study Session & Regular Meeting Financial Report
August 22	Study Session
August 29	No Meeting Scheduled – 5 <sup>th</sup> Monday
September 6	Study Session & Regular Meeting – Tuesday
September 12	Study Session 2012 Budget Workshop (5:00 p.m.)
September 19	Study Session & Regular Meeting Financial Report
September 26	Study Session
October 3	Study Session & Regular Meeting
October 10	Study Session

October 17	Study Session & Regular Meeting Financial Report
October 24	Study Session
October 31	No Meeting Scheduled – 5 <sup>th</sup> Monday
November 7	Study Session & Regular Meeting Study Session cancelled Swearing-in of New Council @ Regular Meeting
November 14	Study Session
November 21	Study Session & Regular Meeting Financial Report
November 28	Study Session
December 5	Study Session & Regular Meeting Board/Commission Reappointment Discussion Aid to Other Agencies Discussion
December 12	Study Session Financial Report City Council's participation on Boards/Commissions
December 19	Study Session & Regular Meeting Holiday Dinner – No Study Session Scheduled
December 26	No Meeting Scheduled Due to Holidays

### **FUTURE STUDY SESSION TOPICS**

Historic Preservation  
 Unrelated Persons per Household  
 Inclusive Cities  
 BID Liaison  
 PLACE Discussion  
 Sign Code  
 Civility  
 ACE role in business initiatives  
 Design Standards  
 RTD Parking area

**City of Englewood  
CULTURAL ARTS COMMISSION  
Minutes of April 6, 2011**

**I. CALL TO ORDER**

The regular monthly meeting of the City of Englewood Cultural Arts Commission was called to order at 5:48pm by Chairperson Bertoluzzi at the Civic Center City Council Conference Room.

Present: Eric Bertoluzzi, Chairperson  
Donna Schnitzer, Vice Chairperson  
Karen Kenney, Commission Member  
Maggie Stewart, Commission Member  
Tamara Emmanuel, Commission Member  
Muhammad Hakeem, Alternate Member  
Jerrell Black, ex officio

Absent: Heather Bartunek, Commission Member  
Jill Wilson, City Council Liaison  
Joshua Mangino, Youth Member  
Mary Lynn Baird, Englewood Schools Liaison  
Kate Dulaney, Englewood Schools Liaison

Also Present: Joe Sack, Recreation Manager  
Tim Vacca, Museum of Outdoor Arts Representative  
Brian Ewert, Englewood Schools Superintendent (left at 6:20pm)

**II. REVIEW OF AGENDA**

Bertoluzzi asked if there were any changes or additions to the agenda. There were none.

**III. APPROVAL OF MINUTES**

**Bertoluzzi asked if there were any changes or corrections to the minutes of March 2, 2011. There were none. The minutes were approved as presented.**

**IV. INTRODUCTION OF NEW MEMBERS AND GUESTS**

Bertoluzzi introduced Englewood Schools Superintendent Brian Ewert.

**V. NEW BUSINESS**

Discussion was turned over to Mr. Ewert who gave a PowerPoint presentation on the declining budget for Englewood Schools and its long range plans. Mr. Ewert left following discussion.

Commission Member Stewart informed the Commission that the Englewood Schools District Art Show will open tomorrow evening. Stewart encouraged commission members to attend the art show.



**City of Englewood  
CULTURAL ARTS COMMISSION  
Minutes of May 4, 2011**

**I. CALL TO ORDER**

The regular monthly meeting of the City of Englewood Cultural Arts Commission was called to order at 5:45pm by Chairperson Bertoluzzi at the Civic Center City Council Conference Room.

Present: Eric Bertoluzzi, Chairperson  
Donna Schnitzer, Vice Chairperson  
Heather Bartunek, Commission Member  
Tamara Emmanuel, Commission Member  
Karen Kenney, Commission Member  
Maggie Stewart, Commission Member  
Jill Wilson, City Council Liaison  
Muhammad Hakeem, Alternate Member  
Jerrell Black, ex officio

Absent: Joshua Mangino, Youth Member  
Mary Lynn Baird, Englewood Schools Liaison  
Kate Dulaney, Englewood Schools Liaison

Also Present: Joe Sack, Recreation Manager

**II. REVIEW OF AGENDA**

Bertoluzzi asked if there were any changes or additions to the agenda. There were none.

**III. APPROVAL OF MINUTES**

**Bertoluzzi asked if there were any changes or corrections to the minutes of April 6, 2011. There were none. The minutes were approved as presented.**

**IV. INTRODUCTION OF GUESTS**

There were no guests.

**V. NEW BUSINESS**

James Wallace with David Taylor Dance Theater was not present.

Commission Member Stewart gave a presentation on Rebecca Lolosoli, a woman from northern Kenya who created a village for women only. Stewart explained that the village, named Umoja, is a safe haven for women and has become the center of a thriving artisans' community that centers on beadwork. Stewart showed examples of the women's beadwork and told the Commission that in July, the Englewood Public Library will host a "Month of Africa" that will include a display of the beadwork. Stewart also told the Commission that on Wednesday, July 20<sup>th</sup> there will be a beading class in the Community Room and on Thursday, July 21<sup>st</sup> there will be a speech with Rebecca Lolosoli in Hampden Hall. Stewart distributed information regarding Ms. Lolosoli and the women's beadwork and told the

Commission that more information is available at [www.ujabeadedjewelry.com](http://www.ujabeadedjewelry.com). Discussion followed.

## **VI. OLD BUSINESS**

Vice Chairperson Schnitzer gave an update on the community garden. Schnitzer reported that the garden is ready to go and the new shade pergola is up. Schnitzer told the Commission that the meeting with the gardeners on April 15<sup>th</sup> went well. City Council Liaison Jill Wilson asked if art for the garden is being made. Schnitzer replied that they have plans to make some art.

## **VII. COMMITTEE REPORTS**

There was no update for Public Art. In regard to the community garden and Public Art, Commission Member Kenney asked about the procedure to donate art. Schnitzer explained that guidelines for donating art are explained in the Art in Public Places Guidelines that the Commission received a couple of months ago.

There was no update for Englewood Arts or the Parks and Recreation Commission.

## **VIII. UPCOMING EVENTS**

Bertoluzzi announced that there will be the New Frontiers of Arts in Education grand finale on May 12<sup>th</sup>.

Bertoluzzi announced that Englewood Arts final concert of the season will be Mahler's Song of the Earth on May 18<sup>th</sup> in Hampden Hall.

## **IX. DIRECTOR'S CHOICE**

Commission members were informed that Joyce Musgrove has been promoted to Recreation Programs and Facility Supervisor at the Malley Senior Recreation Center. Black stated that Joyce has been the Recreation Program Administrator for Travel and Outdoor programs for more than fifteen years at the Malley Center.

## **X. COMMISSION MEMBERS CHOICE**

Schnitzer announced that this week is Clayton Elementary's Arts Alive Week. Schnitzer also announced that there will be a Stage C performance in Hampden Hall on May 14<sup>th</sup> at 7:00pm.

Recreation Manager Joe Sack told the Commission that there is a Malley member who is being recognized by her fellow watercolor classmates and instructor for not only her beautiful paintings but also for how is able to paint. Sack stated that Bobbye Donahue, who is in her early eighties, is legally blind. Commission members were told that Ms. Donahue takes the Access-a-Ride to Malley to attend her watercolor and drawing classes and brings with her a magnifying glass and her oxygen. Sack explained that Ms. Donahue does much of her art at home on her washer and dryer that is located in her basement. Sack reported that there will be a reception to honor Ms. Donahue at the Malley Senior Recreation Center on Monday, May 16<sup>th</sup> from 6:30-8pm.

Wilson informed the Commission that Deputy Police Chief John Collins has been promoted to Division Police Chief to replace Tom Vandermeer who is retiring.

Wilson announced that this Monday Englewood City Council will be honoring Marty Mossman as Citizen of the Year. Discussion followed regarding Ms. Mossman's many accomplishments.

Wilson also announced that Englewood's Business Improvement District (BID) will be holding a new event this year called Eats & Beats. Wilson stated that the event will be on Saturday, June 25<sup>th</sup> from 12 to 10pm at South Broadway and West Floyd Avenue and will feature a food and music festival.

In regard to last month's discussion on holding a Cultural Arts Commission meeting at Café 180, Kenney asked commission members if they still had any interest in holding a meeting there later in the year. Following a brief discussion,

**A motion was made by Commission Member Kenney and seconded by Commission Member Bartunek to hold the October 5, 2011, Cultural Arts Commission meeting at Café 180.**

**Ayes Bertoluzzi, Schnitzer, Emmanuel, Kenney, Stewart, Wilson**  
**Nays None**

**Motion passed.**

Kenney discussed with the Commission that she would like to do an intergenerational community art project and asked in regard to the process. Options for implementation of the art project were discussed. Black suggested to Kenney that she first needs to come up with a proposal with specifics on what she wants to do.

## **XI. ADJOURNMENT**

The meeting was adjourned at 6:45pm.

/s/ D. Severa  
Recording Secretary



MALLEY CENTER  
TRUST FUND COMMITTEE MEETING  
Minutes  
Feb. 16, 2011

Meeting called to order at 4:05 pm in the Eldorado Room by Selwyn Hewitt, Chairperson.

ATTENDANCE:

TRUST FUND BOARD MEMBERS PRESENT:

Selwyn Hewitt Chairperson, Austin Gomes, Marty Mosman and Jim Woodward.

MALLEY STAFF PRESENT:

Jerrell Black Director of Parks and Recreation, Joe Sack Facility/Program Supervisor and Shelly Fritz Recording Secretary.

EXECUSED OR ABSENT FOR MEETING/SCHEDULED GUEST/UNSCHEDULED GUESTS:

Opal Doane, excused.

APPROVAL OF MINUTES:

Minutes approved as emailed/mailed to Trust Fund members. Motion by Austin Gomes, seconded by Marty Mosman. Motion carried. Minutes approved unanimously. Austin stated that he likes the new format of the minutes.

RE-APPOINTMENT OF COMMITTEE MEMBER

Selwyn Hewitt was re-appointed to the Trust Fund Committee for another three years. Congratulations Selwyn.

TRUST FUND REPORT:

The Trust Fund did receive a donation of \$1,000.00. However, the report that is usually given to the committee was not available at the time of the meeting. Joe will forward the report to all members, as soon as he receives the report.

UPDATE MALLEY CENTER EXTENDED HOURS:

An extended hour's drop-in attendance report was handed out. This report is only tracking the people who use the game room, library, and computer lab and fitness area from the hours 4:00pm -7:00pm Monday through Thursday and on Saturday. The fitness area is verified by Rec Trac passes. The first week was filled with promotions to bring in participants. Saturday, Jan. 8, we had 30 participants come in and use the Fitness area. Saturdays seem to have the most significant impact. The 3:30-4:00 fitness participant's crowd is still coming in and staying longer. Austin who has been coming in the evening did state that the 5:00pm time frame is the busiest time. Martin Luther King weekend was confusing because of the furlough day on Friday and then being open on both Saturday and Monday. Staff will continue to monitor the extended hours. Jerrell stated that this is very positive sign and we will see adjustments with weather, daylight savings and time.

POSTCARD MAILING:

Now that we have been doing the extended hours we would like to mail a post card to people that are 55 and older, that are in the 80110 and 80113 zip codes. The post cards would have an incentive on the card and then we would be able to track the actual numbers of new participants. A discussion ensued about the rate of return, control of disbursement, first class vs. third class. Jim Woodward motioned that staff proceed with the postcard mailing, but the cost cannot exceed \$2,100.00, this includes mailing and printing. Austin and Marty agreed with that motion. Vote was unanimous.

**LEADING THE WAY AND MEMORIAL BROCHURES:**

The Memorial brochure has a very limited number and Leading the Way the Memorial we still have enough brochures. A discussion ensued if we want to update the brochures. Unfortunately, the printing company that we used to print the brochures seems to have gone out of business. So we do not have any prices, it was suggested that staff look into prices and contact the chair who has authority to approve any expenditure for reprinting the brochures. The members voted unanimously.

**PARKS AND RECREATION UPDATE:**

Jerrell Black stated congratulations to the Malley members and staff for the tremendous honor in receiving the Pinnacle Award.

Gary Hultberg last day will be March 4, 2011, he is retiring. Gary sends his regards.

Congratulations to Joe Sack who has accepted the Parks & Recreation Manager position. He will also be doing double duty as the Malley Facility/Program Supervisor also. We are currently under a hiring freeze so we do not know if this position will be filled.

**CHAIRMAN CHOICE/ TRUSTEE CHOICE:**

None

**ADJOURNMENT:**

There being no further business, meeting adjourned at 5:33p.m.

\_\_\_\_\_  
*/sfp/*

Shelly Fritz-Pelle, Recording Secretary

**City of Englewood  
PARKS AND RECREATION COMMISSION  
Minutes of April 14, 2011**

**I. CALL TO ORDER**

The regular monthly meeting of the Englewood Parks and Recreation Commission was called to order at 5:30pm by Chairperson Gomes at the Broken Tee Golf Course, 2101 W. Oxford Avenue.

Present: Austin Gomes, Chairperson  
Mitch Waldman, Vice Chairperson  
Carolyn Armstrong, Commission Member  
Karen Miller, Englewood Schools Liaison  
Jim Woodward, Commission Member  
Douglas Garrett, Commission Member  
Bob McCaslin, City Council Liaison  
Donna Schnitzer, Cultural Arts Commission  
Randy Kloewer, Youth Member  
Jerrell Black, ex officio (arrived at 5:58pm)

Absent: Emily Crennen, Youth Member

Also Present: Dave Lee, Manager of Open Space  
Joe Sack, Recreation Manager  
Shannon Rhoades, Recreation Program Administrator

**II. APPROVAL OF MINUTES**

**Chairperson Gomes asked if there were any changes or corrections to the minutes of March 10, 2011. Vice Chairperson Waldman had a clarification in regard to the discussion on use of the show wagon for the Englewood Business District (BID) and Chamber of Commerce. It was determined that the minutes should be read that actual costs are approximately \$1020 which includes \$400 for the show wagon rental plus an estimated \$620 for staff time for set-up, take-down and a full-time staff person for the day. Commission members were told that it would be staff's recommendation that the \$400 rental fee be waived but the actual costs, estimated at \$620, be recovered.**

**Commission Member Garrett approved the minutes of March 10, 2011, as clarified. Commission Member Miller seconded the motion. All were in favor. The minutes were approved as clarified.**

**III. SCHEDULED PUBLIC COMMENT**

There were no guests for scheduled comment.

**IV. UNSCHEDULED PUBLIC COMMENT**

There were no guests for unscheduled public comment.

**V. GOLF UPDATE**

Open Space Manager, Dave Lee updated the Commission on work being performed at Broken Tee Golf Course including aeration of the greens last week and this week and improvements being made to the 7 green.

**VI. PARKS IRRIGATION**

Lee informed the Commission that the Department has hired a consultant to assess the irrigation system in the major Englewood parks. Commission members were told that drought conditions have brought out problems with the 30+ year old irrigation system. Lee explained that the consultant will look at everything from equipment and staffing and then provide a recommendation. Lee went on to explain that money has been set aside in the Open Space Fund to upgrade the irrigation system and based on the consultant's recommendation, improvements will be made to the irrigation systems in the parks.

**VII. FIRE ACADEMY ORPHAN PROPERTY**

Discussion turned to the Fire Academy Orphan Property. Lee reported that Director Black and he will be going to the City Council meeting Monday evening for formal approval of five ordinances on the Fire Academy Orphan Property. Lee reviewed the five ordinances with the Commission. Lee also reported that South Suburban Parks and Recreation District has informed the City of Englewood that it has some funds left over from a Great Outdoors Colorado grant and is planning to use those funds to construct a trail that will start at Prince Street and end at Union Avenue on the east side of the Platte River. Commission members were told that the trail for South Suburban will need to be completed by October and will have an impact on the property.

**VIII. SPORTS AUTHORITY**

Recreation Manager Joe Sack told the Commission that the Department of Parks and Recreation has been given the opportunity to meet with the management of Sports Authority in regard to a sponsorship package. Sack stated that staff will be meeting with Sports Authority representatives on Wednesday, April 20<sup>th</sup> to discuss the sponsorship in more detail. Sack told commission members that he would keep them informed.

**IX. CULTURAL ARTS COMMISSION UPDATE**

Commission Members were given an update on the March Cultural Arts Commission meeting.

**VIII. DIRECTOR'S CHOICE**

There were no items for Director's Choice.



**City of Englewood  
PARKS AND RECREATION COMMISSION  
Minutes of May 12, 2011**

**I. CALL TO ORDER**

The regular monthly meeting of the Englewood Parks and Recreation Commission was called to order at 5:30pm by Chairperson Gomes at the Malley Senior Recreation Center, 3380 S. Lincoln Street.

Present: Austin Gomes, Chairperson  
Mitch Waldman, Vice Chairperson  
Carolyn Armstrong, Commission Member  
Karen Miller, Englewood Schools Liaison  
Jim Woodward, Commission Member  
Douglas Garrett, Commission Member

Absent: Bob McCaslin, City Council Liaison  
Donna Schnitzer, Cultural Arts Commission  
Emily Crennen, Youth Member  
Randy Kloewer, Youth Member  
Jerrell Black, ex officio (arrived at 5:58pm)

Also Present: Dave Lee, Manager of Open Space  
Bob Spada, Golf Manager  
Joyce Musgrove, Recreation Programs & Facility Supervisor

**II. APPROVAL OF MINUTES**

**Chairperson Gomes asked if there were any changes or corrections to the minutes of April 14, 2011. There were none. The minutes were approved as presented.**

**III. SCHEDULED PUBLIC COMMENT**

There were no guests for scheduled comment.

**IV. UNSCHEDULED PUBLIC COMMENT**

There were no guests for unscheduled public comment.

**V. MALLEY RECREATION PROGRAM & FACILITY SUPERVISOR**

Open Space Manager Dave Lee announced that Joyce Musgrove has been promoted to Recreation Program & Facility Supervisor position for the Malley Senior Recreation Center. Lee stated that Ms. Musgrove has been the Recreation Program Administrator for Travel and Outdoor for fifteen years at the Malley Senior Recreation Center. Commission members congratulated Ms. Musgrove.

## **VI. GRANT UPDATES**

Commission members were informed that there are two outstanding grants for Arapahoe County Open Space. Lee stated that the first grant is a Planning Grant for the Riverside Park, a parcel of land located west of the Broken Tee Golf Course that will include a playground, restroom and large shelter. Lee said that the second grant is for improvements to the Centennial Park Trail Loop that includes the conversion of the existing asphalt trail to a ten foot concrete trail, the replacement of a bridge with an ADA accessible bridge and the installation of landscaping around a waterfall and pond. Lee reported that he has been notified by Arapahoe County that the two grants have made it through the preliminary review and have now been given to the County Commissioners for final approval.

In regard to the Centennial Trail Loop grant, Lee reported that the Department has also applied for a Division of Wildlife Fishing is Fun grant that will include shoreline work, stabilization of the shore along with the addition of a crusher fine ADA accessible trail. Lee told the Commission that he gave a presentation to the Division of Wildlife Board on Tuesday and a decision should be made mid-June.

Commission Member Woodward asked Lee if he knows when a decision will be made from Arapahoe County Open Space. Lee replied that the Department should know by early June.

## **VII. CULTURAL ARTS COMMISSION UPDATE**

There was no update on the May Cultural Arts Commission meeting.

## **VIII. DIRECTOR'S CHOICE**

There were no items for Director's Choice.

## **IX. COMMISSION MEMBER'S CHOICE**

Vice Chairperson Waldman thanked Lee and the department for the Arbor Day tree give-a-way. Waldman told Lee that the trees were gone in a very short time.

Commission Member Armstrong also thanked Lee for the tree give-a-way. Armstrong stated that she had also attended the Arbor Day event at Cherrelyn Elementary that included a tree planting. Armstrong told the Commission that the children loved the presentation and the parks staff and tree company did a wonderful job.

Commission Member Garrett stated that he recently played golf at Broken Tee and complimented on the condition of the course.

Commission Member and Englewood Schools Liaison Karen Miller informed the Commission that Englewood Schools will be hosting a Charrette on May 17<sup>th</sup> to get input from the community in regard to what it would like to see on the proposed 7<sup>th</sup> -12<sup>th</sup> grade campus.

Waldman asked in regard to the status of the Flood Middle School property. Miller stated that it is officially off the market. Miller told the Commission that the developer is looking at a mix-use development with retail and residential.

The Commission was informed that there will be two citizen initiatives on the ballot this November. Commission Member Woodward reported that the first initiative is to limit the number of terms a board or commission member can serve on a board or commission to three (3) terms. Woodward noted that it will apply to all boards and commissions in the City. Woodward stated that the second initiative will allow Englewood citizens to park anything including RV's, boats, trailers, etc., with no limit as to the number, in the front of their yards on dirt or pavement. In regard to the first initiative, Miller asked Woodward if there is a surplus of people who apply for the boards and commissions. Woodward replied no.

Gomes told the Board that when he was at Malley on Tuesday he noticed that the full-time staff, were doing the room set-ups for classes and rentals. Gomes stated that they are having to set aside their work to do the room set-ups when it should be the custodial staffs responsibilities. Waldman asked if there is a shortage of employees. Lee and Musgrove explained that the City is currently on a hiring freeze and there is one custodian that roves between the Englewood Recreation Center and Malley Senior Recreation Center during the day in addition to a roving crew at night that goes between all City facilities. Lee told the Commission that it will be addressed during the budget preparation for 2012. Woodward stated that he would also bring it up. Discussion followed.

**X. ADJOURNMENT**

The meeting was adjourned at 5:58pm.

/s/ D. Severa  
Deborah A. Severa, Recording Secretary

**CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
May 17, 2011**

**Minutes and audio are available at:**  
<http://www.englewoodgov.org/Index.aspx?page=152>

**I. CALL TO ORDER**



The regular meeting of the City Planning and Zoning Commission was called to order at 7:00 p.m. in the City Council Conference Room of the Englewood Civic Center, Chair Knoth presiding.

Present: Roth, King, Knoth, Fish, Calonder, Brick

Absent: Bleile, Welker, Kinton (alternate)

Staff: Tricia Langon, Senior Planner  
Nancy Reid, Assistant City Attorney

**II. APPROVAL OF MINUTES**

May 3, 2011



Mr. Fish moved:

Mr. Roth seconded: TO APPROVE THE MAY 3, 2011 MINUTES

Chair Knoth asked if there were any modifications or corrections.

There were none.

AYES: Roth, Knoth, Fish, King, Calonder, Brick

NAYS: None

ABSTAIN: None

ABSENT: Bleile, Welker

Motion carried.

**III. STUDY SESSION**



**UDC SIGN CODE AMENDMENTS**

Ms. Langon stated the Commission looked at prohibited signs at a past study session. Tonight's discussion will center on sign specifications for commercial signs. She presented a

slide show of examples. She referenced a first draft of a spreadsheet included in the meeting packet. Categories discussed included:

- Permanent Freestanding Ground Signs
  - a. Monument
  - b. Pole (will be combined with Monument)
- Permanent Building Signs
  - a. Awning
  - b. Canopy
  - c. Marquee (consensus was to allow; will discuss more later)
  - d. Projecting (blade, armature) [consensus was to eliminate maximum projection requirement]
  - e. Suspended
  - f. Wall (research administrative adjustment to allow above roof line)
  - g. Roof: mansard
  - h. Roof (consensus was to not allow)

Maximum clearance and maximum height will be made consistent. Window signs will be discussed at a future study session.

The members discussed each section and made recommendations. The sign code amendments discussion will continue at a future meeting.

#### **YOUTH MEMBER DISCUSSION**



After discussion the consensus was to not move forward with a youth member at this time.

#### **IV. PUBLIC FORUM**

There was no public in attendance.

#### **V. DIRECTOR'S CHOICE**

Director White was not present.

#### **VI. STAFF'S CHOICE**



Ms. Langon provided an update on future meetings. Ms. Langon noted the Recording Secretary distributed a new Title 16 of the UDC to all members. She asked all to update their books. Due to Ms. Krieger's resignation, Mr. Kinton, if appointed to fill her vacancy, would not become a voting member until July.

**VII. ATTORNEY'S CHOICE**



Ms. Reid said the Medical Marijuana Ordinance passed with several amendments.

**VIII. COMMISSIONER'S CHOICE**

There were no further comments.

The meeting adjourned at 9:00 p.m.

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Barbara Krecklow, Recording Secretary