
Council Newsletter



CITY MANAGER'S NOTES **July 28, 2011**

Upcoming Council Meetings

City Council will meet on **Monday, August 1, 2011**. The Study Session will begin at 5:00 p.m. in the Community Room. The Regular Meeting will begin at 7:30 p.m. in Council Chambers. The agendas are attached. Sandwiches will be available at 4:30 p.m.

Board and Commission Appreciation is **Monday, August 8, 2011**, at Pirates Cove.

Informative Memoranda

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

1. E-mail expressing appreciation for the Police Department.
2. Letter and article concerning the Broadway Post Office historical designation.
3. Letter concerning Ch2MHill's presentation of the Littleton/Englewood Disinfection System.
4. Letter to Colorado Housing and Finance Authority concerning the Murals of Englewood.
5. National Night Out 2011 Party List.
6. List of Neighborhood Stabilization Program Property Update.
7. Memorandum concerning the Project Update.
8. Memorandum concerning the Eats and Beats Event Debriefing Notes.
9. Calendar of Events.
10. Tentative Study Session Topics.

Webmaster

From: Sam Kaufman
Sent: Saturday, July 23, 2011 10:23 AM
To: Webmaster
Subject: Police Department

Chief Collins:

I just wanted to express my thanks to you and your staff for helping to apprehend the shoplifter at my store. It is nice to know you all have our back!

Please extend my thanks to all involved and for your continued efforts to not only keep us safe but have Englewood be a great place to live and do business.

Sincerely,

Sam Kaufman

Kaufman's Tall and Big Sop

3395 S. Broadway

303-761-6000

From:
Sent: Tuesday, July 26, 2011 8:51 AM
To: Jim Woodward
Cc:
Subject: Re: Englewood Post Office, Arapahoe County, Colorado

Dear Jim Woodward,

Thank you for your inquiry. I am pleased to inform you that Englewood Post Office has been entered in the National Register of Historic Places on July 20, 2011. Our announcement will be posted on our web site this Friday, July 29: <http://www.nps.gov/history/nr/nrlist.htm>

The National Register of Historic Places is our Nation's official list of properties significant in our past and worthy of preservation.

We appreciate your interest in the historic preservation programs of the National Park Service. Please let us know if we may provide further information or assistance.

Sincerely,

Edson H. Beall
Historian
National Register of Historic Places
Washington, D.C.
Phone: 202-354-2255
Fax: 202-371-2229
Web: <http://www.nps.gov/history/nr/>

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

At long last, post office historic designation

Park Service notifies Englewood building and historic mural are on the National Register

By Daniel Smith
YourHub Reporter

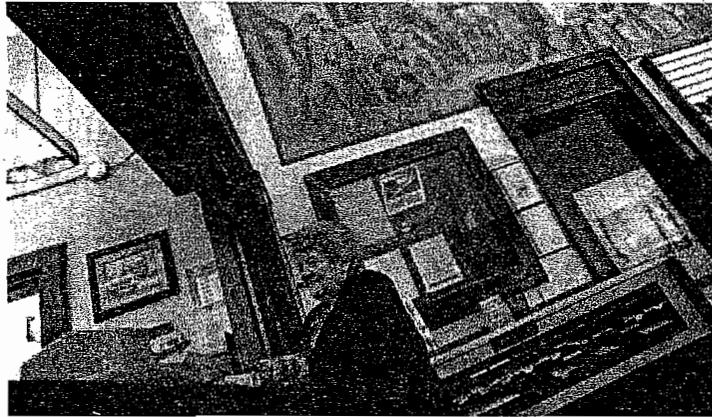
It's official, at long last.

The Englewood Post Office, with its historic mural by artist Boardman Robinson, has been placed on the National Register of Historic Places.

Englewood Mayor Jim Woodward got the announcement Tuesday from historian Edson Beall with the National Park Service National Register.

It's been a long battle to get the building, at 3330 S. Broadway, built in 1938, and its mural preserved.

The battle started when the Postal Service moved to close and sell the facility in favor of another existing post office in December 2009. City council and the community rallied against closing and the Postal Service re-



Shirley Wilson, of Englewood, mails packages at the Englewood Post Office on South Broadway. The post office was just added to the National Historic Register. *YourHub file photo*

versed its decision.

The city hired historic consultant Diane Wray Tomasso to make an application for preservation through the State Histori-

cal Society, and with that approval, the Postal Service for its review.

Woodward and others pressed the Postal Service and

enlisted the help of Rep. Diane DeGette in the effort, which was delayed partly because of reorganization within the Postal Service while it struggles financially.

With postal approval, the process moved up the ladder to the National Park Service. Woodward said the Park Service had been receptive to such designation.

Robinson's 6-by-12-foot mural, titled "Colorado Horse Sale," was one of 18 he was commissioned to do for Colorado post offices in the 1930s and '40s.

"It's been a process and it's truly been a lot of community involvement in making this happen," Woodward said, citing the work of residents, council, DeGette's office, State Historical Society and Tomasso, who managed the application process.

If the Postal Service does at some point sell the property, the owner will have the option to lease the mural or it could be transferred and displayed, for instance, at the Englewood City-Center.

If sold, Woodward said, the Postal Service would look to lease a portion of the building for a retail center and to maintain the post office boxes to serve downtown Englewood.

The building and its exterior are protected, and Woodward noted the structure itself is in fine physical shape, without even hairline cracks visible in walls or floors.

"I'm just really pleased. (It's) a very nice way to start the day," Woodward said.

Daniel Smith: 303-954-2671 or smithd@yourhub.com

1697 Cole Boulevard, Suite 200
Golden, Colorado 80401
Tel: 303-239-5400
Fax: 303-239-5454
www.brownandcaldwell.com

July 25, 2011

Brown AND
Caldwell

Stewart Fonda & Supervisory Committee
Englewood Utilities Director
1000 Englewood Parkway
Englewood, Co 80110

Subject: Comments on CH2MHill's Presentation of the L/E WWTP Disinfection System

Dear Mr. Fonda:

As requested, Brown and Caldwell (BC) was present during CH2MHill's presentation to the Joint Councils on June 28th, 2011, and has reviewed their presentation slides on the Assessment of the Existing Disinfection System. In summary, BC did not perform or review the quantitative risk assessment that was presented, however we generally agree with CH2MHill's findings. The UV disinfection system was recommended on the basis of the greater inherent risk associated with the current disinfection system and L/E's corresponding management objectives. Following CH's risk assessment and similar findings, BC has not changed this recommendation.

The presentation and discussion following the slides focused mostly on risk and costs. There are many other significant reasons why UV was recommended which the L/E Ammonia Compliance Study listed. CH2MHill also discussed a few of these and they include:

- Employee/community health and safety – There will be no transporting, storage, or handling of toxic chemicals hazardous to workers and the community.
- Eliminating existing chlorine and the dechlorination processes, which in turn removes the associated chlorine residual limit from L/E's permit and this potential of non-compliance.
- Allowing the plant to operate at full potential to remove as much ammonia as possible from L/E's effluent, thus improving water quality.

In addition other UV benefits include:

- Effective bacterial disinfection
- Effective cyst disinfection
- No residual toxicity
- No disinfection by-products
- No chemicals added to the water
- Noncorrosive
- No associated odors
- No associated change in effluent pH
- No associated change in effluent color
- Minimal operator safety risks
- Easy to operate and control
- Simple and easy to maintain
- Components and operating supplies are readily available
- No residual removal requirements
- Low operating costs
- Consistent with all existing and anticipated effluent requirements, including anticipated emerging contaminant and nutrient removal requirements

As stated above, we generally agree with CH2MHill's findings, as their assessment was similar to BC's Ammonia Compliance Study. Upon review of the slides and the presentation, there were a few items which merit additional commentary:

Slide 15 - CH2MHill stated that UV would ultimately be required with potential new disinfection requirements. Also of note, CDPHE's recently-proposed nutrient requirements, when enforced will require the L/E WWTP to implement UV disinfection.

Slide 16 – Noted difficulties with UV Disinfection –

Comment - Potential difficulties with UV disinfection are minor. The UV pre-design considers back-up power alternatives to ensure UV disinfection disruptions are minimal.

Slide 18 – Noted Assessment of Risk -: “probabilities of compliance (ammonia, E. coli, Chlorine residual) are 99%.”

BC did not perform a quantitative risk assessment, but we do not disagree with the comments. However, the quantified risk of 99% is subjectively interpreted as “very low”. The 1% probability of non-compliance may result in up to 15 to 20 possible permit violations – assumption is 1500 to 2000 annual samples multiplied by 1%.

The intent of CH2MHill's study is to re-evaluate the feasibility of chlorine disinfection options. The re-evaluation criteria do not reference the L/E management objectives, which are the criteria under which the plant operates and which treatment designs are to comply with. However, CH2MHill's final assessment yielded results very similar to those in BC's Ammonia Compliance Study. BC's recommendation is to continue with the installation of UV disinfection at the L/E WWTP.

Very truly yours,

Brown and Caldwell

Mary Gearhart, Division Manager
Kirk Petrik, Project Manager

2011 NATIONAL NIGHT OUT (8/2/11) PARTY LIST

2011 NATIONAL NIGHT OUT (8/2/11) PARTY LIST

COORDINATOR	COORDINATOR	BLOCK(S) REPRESENTING	NNO EVENT **LOCATION**	Time of Event	Council District
Carpenter, Stephanie	Bob and Lorraine	3275 S Washington ST	3275 S Washington ST	8/2/11 6-8	1
Cummings, Bev		3000 S Acoma	3048 S Acoma (Exp. 20)	8/2/11 6-9	1
Folsom, Brenda		3100 S ACOMA	3126 S. ACOMA Exp. 55	8/2/11 6-8	1
Gaut, Suzie	Church of Scientology	3385 S Bannock	3385 S Bannock # unknown	8/2/11 5-8	1
Geist, Cyndi		3000 S Grant ST	3082 S Grant ST	8/2/11 7-8:30	1
Hayes, Bob	Englewood Bible Church	3190 S Grant	East Side of Bldg Exp. 300	8/2/11 All Day	1
Jackson, Debbie	Willa Jones	2900 S Bannock ST	2959 S Bannock	8/2/11 5-8	1
Klein, Toni	Anne Drake	3000 Pearl to Pennsylvania	3000 S. Pearl ST	8/2/11 6:30-8:00	1
McCrum, Kaylene		2700 Amherst, Penn. To Clarkson, Washington, Pearl	Northwest Corner of Amherst and Pearl	8/2/11 6-9	1
Olson, Peder	Jessica Olson	Bannock from Cornell to Dartmouth	Browning Apts. Bannock from Cornell to Dartmouth	8/2/11 5-7	1
Roberts, Stephanie	Roberts, Mike	3200 S Galapago	3291 S Galapago	8/2/11 6-8	1
Stauter, Karin		3200 S Washington	3235 S Washington	8/2/11 6:30-8:00	1
Stuckey, Judith		600 E Amherst	623 E Amherst	8/2/11 6:30-8:00	1
Wolkensdorger, Cheryl	Mary Jo Costello	2800 S Clarkson Circle	In the Circle	8/2/11 6-8	1
Cooper, Leah		3131 S Vine ST	3131 S Vine ST	8/2/11 7-8	2
Elerton, Amy		1300 E Bates Pwky	1351 E Bates Pkwy	8/2/11 6-9	2
Ensminger, Brian	Doug Cohn	3000 S Marion	3041 S Marion ST	8/2/11 5:30-8	2

Gomes, Austin		3100-3200 S Humboldt	3100 S Humboldt Exp. 100 Pot luck	8/2/11 5:30-8:00	2
Todd, Ruth	Orchard Place	3425 S Sherman	Community Room (Exp. 100)	8/2/11 5:30-6:30	2
Toles, John		Kent Village	3490 S Race	8/2/11 5-7 By the pool	2
Trombly, Gina	Amanda		3333 S Lincoln Simon Center Community Room	8/2/11 5:30-6:30 30-60	2
Escobedo, Theresa	Virgil	4300 S. Delaware	4355 S Delaware Exp. 25-50	8/2/11 6-Dark	3
Chumley, Barb		4400 Acoma, Bannock, Cherokee,	4409 S Bannock (Exp. 50-75)	8/2/11 5-8	3
Schmitz, Brad	Schmitz, Leslie	4275 S Pennsylvania	4280 S Penn. Out Front	8/2/11 4:30-8:00	3
Sullivan, George		South Washington Cir.	645 S. Washington Circle	8/2/11 6-9	3
Escobedo, Theresa	Virgil	4300 S. Delaware	4355 S Delaware Exp. 25-50	8/2/11 6-Dark	4
Cain, Judy		4900-5000 S Fox (Exp 50)	4993 S Fox	8/2/11 6-8	4
Johnson, Casey		4900-5001 S Fox ST	5001 S Fox ST	8/2/11 6-8	4
Lukowski, Wallace		4300 S. Jason ST	4330 S. Jason St Exp. 15	8/2/11 6-7	4
Osemwengie, Alisa		4140 S Huron	Street in front (Exp. 30)	8/2/11 6:30	4
Weir, Norma	Ira Weir	4800 S. Cherokee	4800 S. Cherokee (Exp. 50)	8/2/11 6:00- Dark	4
Whitaker, Joanne	Sylvia Kubeilus	4500 S. Fox 4500S. Galapago Some on Elati, Huron, and Stanford	Greenbelt between Fox and Huron	8/2/11 6-Dark	4
Wilkinson, Etta		4300 S Kalamath ST	Approx 40	8/2/11 6:00-Dark	4

2011 NNO Parties NOT on 8/2/11 PARTY LIST

Hanson, Kate	Marsh, Donna	4800 S Washington	4800 S Washington	7/30/11 6:30-Dark	3
Brandenburg, Jackie		2770 S Lincoln & Sherman ST	2772 S Lincoln	07/31/11 2:00-8:00 Very small! No visits required	1
Holloman, Carol	Jim Holloman	2900 S. Sherman	2912 S. Sherman Exp. 10-12/ Picnic	8/5/11 6:30-9:30	1
Shott, Laura		4332 S Pearl	Between Radcliff and Quincy	8/6/11 Time TBD	3
Sanders, Susan		4300 S Pennsylvania	4300 S (Exp.25) Pennsylvania	8/9/11 6:30-8:00	3



KELLER WILLIAMS®

R E A L T Y

4819 S Delaware St

Status: Sold

Closed Dec. 15, 2010. Sold price \$210,000.00

2335 W Baltic Pl

Status: Sold

Closed July 1, 2011. Sold price \$191,900

2198 W Adriatic Pl

Status: Sold

List date: Oct. 12, 2010

Closed **3/31/2011.**

Sold Price: \$153,000.00

Total Showings:	15
Oct. –Dec. 2010	11
Jan-Feb. 2011	4

4681 S Decatur St-

Status: **Under Contract**

List date: Oct. 12, 2010

Under Contract June 28, 2011;

Scheduled to close Aug. 12, 2011

Contract Price: \$74,950.00

Total Showings:	16	
Showings Oct. – Dec. 2010	2	1 offer by an investor
Showings Jan – Feb. 8, 2011	4	
Showings Feb – March 31	3	
Showings April	1	
Showings May – July	6	



KELLER WILLIAMS®

R E A L T Y

2215 W Wesley Ave

Status: Sold

List date Dec. 24, 2010

Sold 3/25/2011. Sold Price: \$110,000

Total Showings: 8

Jan.- Feb. 2011 8

2010 W Baltic Pl

Status: **Under Contract**

List date: Oct. 18, 2010

Under Contract July 22, 2011

Scheduled to close Aug. 31, 2011

Contract Price: \$134,999.00

Total Showings: 40

Showings Oct – Dec. 2010 2

Showings Jan-Feb 2011 0

Showings Feb –March 31 4

Showings April 0

Showings May – July 34

4744 S Galapago St

Status: Active

List date: May 27, 2011

Total Showings: 14

Under Contract July 5, 2011

Contract Terminated July 22, 2011 unable to agree on inspection resolution



KELLER WILLIAMS®

R E A L T Y

3115 S Acoma St

Status: In Construction

Date purchased: September 9, 2010

2159 W Vassar St

Status: In Construction

Date purchased: July 26, 2010

3102 W Radcliff Dr

Status: In Construction

Date purchased: July 23, 2010

2295 W Baltic Pl

Status: Out for contractor bids

Date purchased: May 11, 2011

4101 S Cherokee St

Status: Former owner in process of vacating

Date redeemed: April 25, 2011

4585 S Julian St

Status: Acquired

Date purchased: June 2, 2011

3395 W Grand Ave

Status: In Construction

Date purchased: April 20, 2010



KELLER WILLIAMS®

R E A L T Y

4825 S Delaware St

Status: Under contract to purchase

MEMORANDUM



TO: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: David Henderson, Engineering/Capital Projects Administrator ✓

DATE: July 28, 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

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. **Four bids were received at the bid opening held on July 21st. The low bid (\$34,000) was submitted by WGES and is below our estimate.**

UNION AVE. BRIDGE REPAIRS

Council approved awarding a contract to Technology Constructors. Contract documents have been signed by contractor. Based on recent discussions with the contractor, we will wait until after Labor Day to close the bridge. This will allow adequate time to have all materials on site and the contractor will have additional labor available by that time. This will give us the best opportunity to reduce the amount of time that the bridge will be closed. 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. The developer has selected Mark Young Construction, Inc. as the contractor for both onsite and offsite work. Permits have been issued for all of the off-site work, along with grading and retaining wall work on-site.

A pre-construction conference related to the water line installation was held by the contractor this week. Public Works and Utilities staff attended. The first phase of the project will be the installation of the water in Hwy. 285. The contractor expects to begin this work the week of August 8th and should be complete in about 4 weeks. A two-lane closure is required for the majority of the work and, per CDOT requirements, two-lane closures must performed between 7:00 PM and 5:30 AM. To reduce the amount of night work, staff requested and the contractor has agreed to perform any work requiring only one-lane closures to be done during the day. Staff also reminded the contractor of the City's noise ordinance. Mark Young construction will monitor and log the sound levels. A variable message board sign will be installed east of University next week to notify motorists of the upcoming water line work in Hwy. 285. University water line work will follow the Hampden work. A variable message board sign will be installed one week prior to the start of work

on University. Staff will update the schedule as more detailed dates are made available. Attached is the latest off-site schedule supplied by Mark Young Construction.

SECURITY CAMERA PROJECT

Review meetings were conducted for the Library, Civic Center, Servicenter, and EEF with Cator, Ruma, & Associates.

XCEL ENERGY PROJECTS

Hampden gas line bore

Xcel contractors have been replacing a leaking gas line under Hwy. 285 at University. This Xcel work is unrelated to the Kent Place development. The work began on July 18th and is expected to be complete by August 2nd. Per CDOT requirements, the work is being performed at night.

Dartmouth Power Line Upgrade

The project is substantially complete.

Race St. through Kent Village

Xcel's contractor should complete patching concrete and final cleanup by the middle of next week

Santa Fe Light Poles

The Tri-Cities group discussed the status of this project at a meeting held in Littleton.

DENVER S. BROADWAY IMPROVEMENTS

The City of Denver continued construction on S. Broadway between Wesley and Yale.

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 continued removing and replacing concrete in the SE quadrant. Questions regarding this work should be directed to the Concrete Utility, 303-762-2360 or 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 new generator has been installed. The last phase of the project requires a 2 hour shutdown of the facility while final connections are made. We are coordinating with Xcel and Police/Fire staff for an acceptable date (probably mid August).**

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

Street Division staff have been grading alleys and cleaning up after recent heavy rains. Residential overlays are expected to resume next week. Street Division staff place "No Parking" signs the day before scheduled work and notices are distributed to affected properties. Project lists are on the City's web site, as well as construction updates under Street Closures.

Street Division crews will be rotomilling in Littleton early next week. Littleton provides lane line painting labor in exchange for our rotomilling services.

<http://www.englewoodgov.org/Index.aspx?page=893>.

CDOT continued the Belleview Overlay Project (between Broadway and Santa Fe). CDOT is upgrading the accessible ramps at intersections as part of the project.

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. **One of the hybrid vehicles has been received and will be utilized by the Fire Department. The other hybrid is expected to be delivered in a couple of weeks and will be used by the Building Division.** 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 23rd. The joint application has been submitted to the Department of Energy.



M E M O R A N D U M

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

TO: Gary Sears, City Manager

FROM: Alan White, Community Development Director ✓

DATE: July 25, 2011

RE: Eats and Beats Event Debriefing Notes

A meeting was held on this date for the purpose of discussing the permitting processes for the Eats and Beats event held on June 25, 2011, specifically what worked and what could be improved should the event occur next year.

Attendees:

BID Members: Ted Vasilas
Bob Laughlin
Steve Schalk
(The Event Coordinator was unable to attend)

City Staff: Gary Sears, City Manager
Mike Flaherty, Deputy City Manager
John Collins, Police Chief
Mike Pattarozzi, Fire Chief
Rick Kahm, Public Works Director
Jerrell Black, Parks and Recreation Director
Alan White, Community Development Director
Darren Hollingsworth, Economic Development Coordinator
Ladd Vostry, Traffic Engineer
Brook Bell, Planner II

The BID reported that an estimated 2,500 people attended the event. Their expenses totaled about \$63,000 to date, with income of about \$20,000. The event occurred without any major disturbances or problems and those in attendance seemed to enjoy the event.

City staff stated that having an event coordinator with experience in organizing events with a municipal government was helpful. As indicated in initial meeting with the event coordinator several of our requirements came as no surprise to the coordinator, as they are typical of requirements of other cities. It is helpful and less confusing to have one contact person for the event to funnel information to and also to have one person at the City coordinating the City's requirements and review responses. It was helpful to start the process in February because of the length of time needed to obtain approval for such items as a liquor license.

The requirements of all City departments were met and the Temporary Use Permit was issued. Both the City and the BID had to scramble at the last minute to finalize several items, including the street occupancy permit, off-site parking, and liquor liability insurance. There was a period of about two months from April to nearly the end of May when the event coordinator had no contact with the City. This caused some concern because several items still needed to be addressed.

The BID members expressed the following concerns:

Parking – The amount of parking requested by the City to be secured for the event was based on an estimated 5,000 to 7,000 persons attending the event. While the City has no parking standard for a special event, it was staff's judgment that 600-700 spaces would provide a reasonable amount of parking for the projected number of attendees. Since a significant number of attendees would be coming from outside the City, it was felt that signs identifying the places attendees could park would be helpful. The BID agreed that signage should be required to help guide patrons find parking, but that identifying a specific number of spaces was unnecessary.

Part of the City's role in issuing the permit for the event is to minimize impacts to surrounding property owners and the public in general. Controlling traffic and providing adequate parking are key actions in minimizing impacts to neighborhoods and business owners. No one wants cars towed as a result of event patrons parking where they're not expected. Typically, the City requires written permission from landowners or tenants to use parking lots but will not require this next year. Apparently there is some concern with providing insurance if permission is provided in writing. Next year the City will require a parking plan and it will be up to the event coordinator or BID to implement the plan and indicate to the City that the parking has been made available.

Insurance – There was last minute confusion about the insurance certificate naming the City and EURA as additional insured needing to include on the certificate an indication that both entities were covered for liquor liability. This requirement will be made clear at the outset next year.

Sales Tax and Vendor Licensing – There was confusion over whether an existing business in the City needed a separate license for this event. Staff will check into this and clarify the requirement for next year.

There was also concern expressed about Tri-County Health Department's requirements being confusing with respect to the City's licensing requirements. This concern wasn't clear and staff will be looking into this to clarify or coordinate reviews for next year.

Special Event Guide – Attention was called to Denver's guide for putting on special events and that Englewood should make something like that available online for events in Englewood. The Denver guide is extensive, but Denver has a much more complex review and permitting process.

Although the City's application checklist, procedures handout, and compilation of DRT review comments functions as a checklist for the TUP, staff proposed developing a more event-

specific, detailed checklist for Eats and Beats. This checklist will include timelines and deadlines for accomplishing certain tasks (like obtaining the liquor license) prior to the event.

It was suggested by the BID members that there should be consideration given to setting a deadline for having all permits, licenses, insurance certificates and all other approvals in place 30 days in advance of the event so that the BID can concentrate on promotion for the last month. A deadline such as this would be useful for the City as well. This may be a goal or target established between the City and the event coordinator next year.

**CITY OF ENGLEWOOD
2011 CALENDAR OF EVENTS**



Mon., Aug. 1	5:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., Aug 2		National Night Out
	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
	Cancelled	Local Liquor and Medical Marijuana Licensing Authority, telephone poll
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
	Cancelled	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 Conf. Rm.
	5:30 p.m.	Parks & Recreation Commission, Barde Park, 3100 South Downing Street
Mon., Aug. 15	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., Aug 16	7:00 p.m.	Planning & Zoning Commission, City Council Chambers

Wed., Aug. 17	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Aug. 22	6:00 p.m.	City Council Study Session, Community Room
Fri., Sep. 2		City Furlough Day – City Facilities Closed
Mon., Sep. 5		City Hall Closed — Labor Day
Tues., Sep. 6	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Wed, Sept 7	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman #203, Board Room
	5:45 p.m.	Cultural Arts Commission, Community Development Conference Room
	7:00 p.m.	Planning & Zoning Commission, Community Development Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Thurs. Sept 8	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	5:30 p.m.	Parks & Recreation Commission, Broken Tee Englewood Golf Maintenance Facility, 4000 South Clay Street
	6:30 p.m.	Transportation Advisory Committee, City Council Conf. Rm.
Sat. Sept. 10	9:00 a.m.	2012 Budget Workshop, Community Room
Mon., Sep. 12	5:00 p.m.	City Council Study Session, Community Room
Tues., Sep. 13	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful Commission, City Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed., Sep. 14	6:30 p.m.	Urban Renewal Authority, Community Development Conf. Rm.
	7:00 p.m.	Board of Adjustment and Appeals, City Council Chambers
Mon., Sep. 19	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers

TENTATIVE

**STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL**



August 8	Study Session Board and Commission Appreciation Night @ Pirates Cove
August 15	Study Session & Regular Meeting Medical Marijuana Residential Regulations Financial Report Private Activity Bonds DRT Information on CD Reports Subarea 2 Planning
August 22	Study Session 2012 Budget - Tentative City-wide Retail
August 29	No Meeting Scheduled – 5 th 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 UV/CH2M Hill Report
October 10	Study Session
October 17	Study Session & Regular Meeting Financial Report
October 24	Study Session
October 31	No Meeting Scheduled – 5 th 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 Aid to Other Agencies Discussion City Council's participation on Boards/Commissions
December 5	Study Session & Regular Meeting Board/Commission Reappointment Discussion
December 12	Study Session Financial Report
December 19	Study Session & Regular Meeting Holiday Dinner – No Study Session Scheduled
December 26	No Meeting Scheduled Due to Holidays
January 4	Study Session & Regular Meeting – Tuesday Service Line Warranties Contract Renewal
January 9	Study Session Board & Commission Interviews
January 17	Study Session & Regular Meeting - Tuesday Financial Report Citizen of the Year Selection
January 23	Study Session
January 30	No Meeting Scheduled – 5 th Monday

FUTURE STUDY SESSION TOPICS

Historic Preservation
 Unrelated Persons per Household
 Inclusive Cities
 Sign Code
 Civility
 ACE role in business initiatives
 Water Conservation Plan