

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, JANUARY 7, 2013**

I. Executive Session

At 5:30 p.m. in the City Council Conference Room, City Council will discuss a real estate (EMRF) matter pursuant to C.R.S. 24-6-402-4(a) .

II. South Metro Chamber of Commerce

At 6:00 p.m. in the Community Room, South Metro Denver Chamber of Commerce CEO John Brackney and Economic Development Director Jeff Holwell will be present to discuss their member services.

III. Fire Training Facility/West Metro Fire District

Fire Chief Mike Pattarozzi will be present to discuss the Fire Training Facility and agreement with West Metro Fire District.

IV. City Manager's Choice

V. City Attorney's Choice

VI. Council Member's Choice

- A. Alliance for Commerce In Englewood Committee Pre-meeting Discussion
- B. Englewood Live!/Hampden Hall



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council
THROUGH: Gary Sears, City Manager
Michael Flaherty, Deputy City Manager ✓
Alan White, Community Development Director ✓
FROM: Darren Hollingsworth, Economic Development Manager X
DATE: January 7, 2013
SUBJECT: South Metro Denver Chamber of Commerce

At the January 7 study session members of the South Member Chamber of Commerce will attend the meeting to discuss Chamber activities and provide an overview of services provided to the City of Englewood as spelled out in the attached strategic interaction plan. Mr. John Brackney, CEO and Mr. Jeff Holwell, Economic Development Director will provide the update to Council. Below is a summary of the benefits spelled out in the strategic interaction plan:

- As part of Englewood's strategic interaction plan, the South Metro Denver Chamber of Commerce will assist in marketing Englewood's 2013 Business Summit event to membership and will make calls to about 20 major employers in Englewood inviting them to attend the event.
- Attendance at two (2) chamber annual events.
- Conduct up to four (4) roundtables with area businesses.
- Membership in the Chamber's Economic Development Group Board of Directors.



PROSPER

SOUTH METRO
DENVER CHAMBER

ECONOMIC DEVELOPMENT GROUP

December 26
2012

This **Strategic Interaction Plan™** has been created for the City of Englewood to outline the specific goals they would like to achieve through their ongoing engagement with the South Metro Denver Chamber.



Table of Contents

City of Englewood's Goals and Objectives	3
Updated Strategic Interaction Plan	4
How we help you Prosper	6
Communications & Engagement	7
Appendix A: BRE Interview Form	8

City of Englewood Overview

	<p>The City of Englewood is a home rule, full service city that prides itself on providing residents and businesses with quality municipal services. Centrally located within the Denver Metropolitan area, Englewood is ideally situated for citizens, business people, and visitors. Englewood offers a small town atmosphere with all the benefits of a larger metropolitan area.</p>
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The City of Englewood is an historical and legacy client of the South Metro Denver Chamber, and we have served the business community as Englewood’s original Chamber of Commerce since 1921.

The Chamber supports economic development, public policy, small business development, business advocacy, and community development activities throughout the city – all in the effort to fulfill our brand promise of “Remarkable Relationships and a Thriving Community. This Strategic Interaction Plan outlines the efforts that we propose to the City of Englewood for 2013.

City of Englewood’s Goals and Objectives

Goal 1 – Via the Economic Development Group (EDG), execute a comprehensive Business Retention and Expansion (BRE) effort throughout the City of Englewood and support the Business Attraction efforts executed by the City’s Economic Development leadership.

Goal 2 – Via the Chamber, lead 2-4 business to business roundtables throughout the year that focus on Englewood based businesses and educate/discuss pertinent topics to the business community.

Goal 3 – Via the Chamber and EDG, connect City of Englewood officials and staff with regional business leaders, primary and major employers, and related business trade organizations.

Goal 4 – Via your investment, the City of Englewood receives full MVP membership and services from the South Metro Denver Chamber.

City of Englewood's Strategic Interaction Plan

Investment = \$5,000

Economic Development Group (EDG) Membership

The City of Englewood will be an MVP investor of the Chamber and member of the Economic Development Group, thereby supporting community economic development interests through its investment. The EDG will provide leadership and competencies to the City of Englewood in *Business Retention, Expansion, and Attraction* and receive a seat on the EDG Board of Advisors.

www.meetup.com/SMDCC-EDG/

Business Retention, Expansion, and Attraction

The city will receive specialized economic development support, specifically through a Business Retention and Expansion (BRE) effort, that will arrange and interview (face-to-face) at least **25** primary employers in the City of Englewood and focus on their expansion potential and/or flight risk and report data and action items back to the City (a copy of the interview form is available in Appendix A of this document). In addition, the EDG will look for opportunities and be available to support the Business Attraction efforts executed by the city's economic development leadership.

Englewood Business Summit 2013

The Chamber will assist with event planning, consulting, and direct marketing of the Englewood Business Summit 2013, to be held at the Englewood Civic Center on February 21st.

Business Roundtables

The Chamber will host **up to four** executive roundtables throughout the year that focus on Englewood based businesses and educate/discuss topics pertinent to the local business community. Dates and topics will be determined via collaboration. The City of Englewood will also have the opportunity to attend executive roundtables relevant to the community or of interest to City Council and Staff.

One Table for 10 at two of our Major Annual Chamber Events (and four seats to the remaining events)

Economic Forecast Breakfast (Winter), Small Business Leadership Awards (Spring), Real Estate Breakfast (Summer), and Annual Meeting and Volunteer Awards Luncheon (Fall).

Exclusive MVP Invitations

The Chamber often has the opportunity to invite select guests to exclusive MVP events. Past events have included small group dinners, VIP grand openings, private meetings with elected officials, executive roundtables, sporting events, out of state and out of country travel, and more.

A quarter-page advertisement in the Chamber's Business Magazine

A listing in the Chamber's online business directory complete with the City of Englewood's logo, contact information, and a description of community services

One full-day use of our Conference Center facilities at no charge

Prominent logo presence at all major annual Chamber and EDG events

Other Recommended Chamber Groups and Committees

The Chamber has 44 different groups and committees that cover personal and community interests. Below are four committees and Meet Up groups which we feel would support Englewood's goals:

South Metro Denver Chamber MVPs

The Marketing and Visibility Program (MVP) is a customized value program that creates opportunities for marketing, advertising, visibility, connections, networking, and public relations for chamber investors. MVP investors enjoy seating at all major events and listing on the MVP page of our quarterly magazine.

<http://www.meetup.com/bestchamber-mvp/>

South Metro Denver BRE Ambassadors

The South Metro Denver BRE Ambassadors are the primary group supporting the Business Retention and Expansion interview efforts of the Economic Development Group. Investors use the Meetup site to schedule BRE meetings, obtain program information, discuss best practices, and build experienced teams to support the BRE effort.

<http://www.meetup.com/South-Metro-Denver-BRE-Ambassadors/>

South Metro Denver Business

This is the Chamber's main Meetup group. This group of over 3,000 business leaders is where you will find out about all of the Chamber's events open to all Chamber investors.

<http://www.meetup.com/bestchamber/>

Business Leaders for Responsible Government

Business Leaders for Responsible Government (BLRG) is being designed to be your "one stop shop" for all political and governmental information needed to create a business-friendly climate in Colorado and nationally.

<http://www.meetup.com/business-leaders-for-responsible-government/>

How we help you Prosper

In 1921, a group of 74 forward-thinking business executives organized the beginnings of the South Metro Denver Chamber of Commerce. In 1987, the Chamber took these efforts a step further in creating the South Metro Denver Economic Development Group, of which the City of Englewood has been a major contributor and supporter to this day.

Today, the Chamber is one of the region's most influential forces in **local government, regional economic development, public policy, business opportunities, and small business development**. The South Metro Denver Chamber represents more than 1300 active, investor businesses and over 100,000 employees. In addition, the Chamber's strongest concentration of clients is in the Denver Tech Center, followed closely by Downtown Denver, then Denver's southern suburbs like Englewood, Glendale, Greenwood Village, Centennial, Littleton, Sheridan, Highlands Ranch, and Lone Tree.

The Economic Development Group (EDG) is a separately funded regional organization of dedicated business and community leaders working together to enhance the economic climate of South Metro Denver. Through investor meetings, board meetings, strategic projects, and annual events, the group is focused upon the *Retention, Expansion, and Attraction* of jobs and wealth to our community.

In this ever-changing world, we have evolved our perception of the value that a Chamber should provide. The Chamber and Economic Development Group is committed to supporting your organization through this Strategic Interaction Plan and showing you all ways we can retain, expand, and attract jobs and investment to the City of Englewood, Colorado.

Our Brand Promise: Remarkable Relationships and a Thriving Community

This statement surmises the overall experience of the South Metro Denver Chamber. We connect, engage, empower, collaborate and transform the ever-changing world around us to create a more thriving community. The Economic Development Group's entire mission can be summarized in the brand promise, and we accomplish this through community leadership, collaboration, and core economic development competence.

Our Core Values

Collaboration: Chamber investors engage with each other to drive business and community success, and the Chamber prides itself in creating strategic partnerships. As we build strong relationships, bonds are formed and problems solved.

Empowerment: By design, Chamber programs encourage leaders to realize their full potential and act upon it. The Chamber provides an environment conducive to personal and professional growth through opportunities for meaningful and impactful change.

Transformation: Chamber investors and staff work together to turn ideas into actions moving our business community forward. It is through these opportunities that leaders arise.

Celebration: The acknowledgement of success is a key driver for continued success. The Chamber is a master at recognizing and honoring both small and large victories among our investors.

Chamber Communications

The most effective form of communication at the Chamber is still a handshake and personal introduction. However, to ensure that we create a remarkable relationship, no matter what your preferred means of communication, we provide a wide variety of communication tools:

Our Office: The Chamber is located on the first floor of the office building directly south of the main fountain in the Streets at SouthGlenn. The address is:

2154 E. Commons Ave. Ste. 342
Centennial, CO 80122

Phone: The Chamber's main phone number is 303-795-0142. You can reach Jeff Holwell, EDG Director, on his cell phone at 303-956-4685, or John Brackney, Chamber CEO, on his cell at 303-587-5284.

Email: The format for Chamber email addresses is first initial last . Jeff
Holwell's email address is and John Brackney's is

Website: The Chamber's website address is www.bestchamber.com.

Weekly E-newsletter: Anyone in your organization can join the Chamber's eNewsletter distribution list at www.bestchamber.com/ourmembership/e-news-sign-up.html.

Meetup: This is the Chamber's primary event management tool. It provides our investors with instant access to all our upcoming events. It can send you reminders, coordinate RSVPs, and even let you know who else will be attending events, along with their profile. It can be used on your computer or via a simple mobile app. The Chamber's main Meetup group, South Metro Denver Business, is located at www.meetup.com/bestchamber.

LinkedIn: The Chamber's LinkedIn group can be found at www.linkedin.com/groups?gid=44122&mostPopular=&trk=tyah.

Jeff Holwell's LinkedIn page can be found at

http://www.linkedin.com/profile/edit?trk=tab_pro

John Brackney's LinkedIn page can be found at

www.linkedin.com/profile/view?id=16873422&locale=en_US&trk=tyah.

Facebook: The Chamber's Facebook page can be found at www.facebook.com/bestchamber.

John Brackney's Facebook page can be found at <https://www.facebook.com/john.brackney>.

Twitter: The Chamber's Twitter handle is @bestchamber.

John Brackney's Twitter handle is @JohnBrackney.

Pinterest: The Chamber's Pinterest page can be found at www.pinterest.com/bestchamber/.

Appendix A: BRE Interview Form



Published: 03/12/12

Company Information	
Company Name	Date of Visit (mm/dd/yy)
Contact Name	City/State/ZIP
Industry (i.e. Aviation, Aerospace, Energy, Financial Services, Health/Medical, Software, Information Technology)	
Interviewer(s)	
Lead Interviewer (s)	Organization
Other Interviewer(s)	Organization

1. How many people do you employ at this facility?
2. Do you see your business opportunities growing, shrinking, or remaining steady?
 - a. Growing / Shrinking / Remaining Steady
3. Does the company plan to expand in the next three years? Yes / No
4. Are you satisfied with the services provided by the community to your business (i.e. Chamber, EDG, City, County, State, etc.)?
 - a. Satisfied / Dissatisfied
 - b. What are the community's strengths as a place to do business?
 - c. What are the community's weaknesses as a place to do business?
5. Do you anticipate any federal, state, or local legislation that will adversely or positively affect your business in the next three years?
6. Do your employees frequently travel for business?
 - a. Yes / No
 - b. Domestic / International / Neither / Both
 - c. First Class / Business /Coach
7. What are the skill sets that you require for effective employees? Is a trained workforce available to you in the community?
8. Is your local supply chain adequate to support your business needs? If no, what types of companies should we attract to South Metro Denver that would be helpful to your business and our local economy?



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

MEMORANDUM

TO: Mayor Penn and Members of City Council
THROUGH: Gary Sears, City Manager
FROM: Michael Pattarozzi, Fire Chief
DATE: December 19, 2012
SUBJECT: Metro Fire Training Center

The Metro Fire Training Center is located at 2300 W. Chenango. The training center was founded in 1975 as a joint venture between the Cities of Englewood and Littleton. In the 1980's the Castlewood (now South Metro) and Bancroft (now West Metro) Fire Protection Districts joined the center. In the early 2000's, both South and West Metro opened their own training centers, and withdrew from the training center agreement, leaving Englewood and Littleton as the remaining partners. In late 2012, the City of Littleton made the decision to utilize the facilities at the West Metro training center. This was done as part of an agreement with West Metro that includes coverage of portions of the City of Littleton, and the Littleton Fire Protection District. This decision leaves the City of Englewood as the sole operator of the Metro Fire Training Center and requires a policy decision regarding the future of the center itself, and the training resources available to the Fire Department.

Earlier this month the Englewood City Council passed an ordinance adopting the Colorado Department of Public Health and Environment regulations regarding the discharge of water from Fire Department activities. These regulations limit discharges to those associated with emergency operations. All other discharges are prohibited. This includes discharges from training facilities. The continued utilization of the Metro Fire Training Center would require applying for a discharge permit from the state. The application for the permit has been finished. It includes a filtration system that will collect and control the discharges from the site, including the run-off from the burn building. The intake for the

City of Englewood municipal water system is located less than 200 yards downstream from the training center, making it unlikely that the state will approve the permit. Additionally the burn building must be repaired before it can be used. It is estimated that the repairs to the burn building, and the construction of the water filtration system will cost between \$150,000 and \$200,000 dollars. With the City of Littleton withdrawing from the training center, this cost would be the sole responsibility of the City of Englewood.

The West Metro Fire Rescue Protection District has submitted a proposal for the use of their training facilities (see attached). The proposal will cost \$2,000 per firefighter per year, or about \$102,000. Currently Englewood contributes \$43,000 per year to the operation of the Metro Fire Training Center.

There are advantages and disadvantages to the utilization of the West Metro training facility.

Advantages

- State of the art facility and programs, as included in the proposal
- Training on a regional basis
- Contained run-off in an enclosed system

Disadvantages

- Distance from Englewood will require a change in training philosophy and application
- Additional costs that are not in the 2013 budget.
- Would require changing the work schedule of the line personnel to match Littleton and West Metro schedules.



West Metro Fire Protection District

433 S. Allison Parkway
Lakewood, CO 80226

Bus: (303) 989-4307
Fax: (303) 989-6725
www.westmetrofire.org

To: Fire Chief Michael Pattarozzi, Englewood Fire Department
From: Fire Chief Don Lombardi, West Metro Fire Rescue
Date: 12/18/2012
Re: Training Proposal

Chief Pattarozzi,

I would like to make the following proposal to you concerning the Englewood Fire Department training at the West Metro Fire Rescue Training Center.

- Full participation in the West Metro Fire Training Division deliveries to include:
 - All multi-company drills which include residential scenarios, commercial scenarios, night training, firefighter safety and survival (bailout, breaching, RIT, etc.), auto-extrication, etc.
 - Quick drills for company-level training
 - Video-conference participation (bridge costs not included) including EMS opportunities
 - Office needs, and administrative support
- EFD may utilize Training Center drill ground and classroom facilities for non-revenue generating company level deliveries outside of scheduled training. All usage must be scheduled through the Training Center Manager. EFD is responsible for all costs associated with drill ground consumables.
- To ensure collaborative efficiency, EFD would provide a half-time liaison (Captain or above preferred) to the West Metro Training Division. The liaison will be able to meet physical demands of the assignment.

- The price per EFD uniformed personnel is \$2,000.00/year. Depending on the length of the agreement, we would have to agree upon conditions concerning inflation.
- Specialty (Officer Development, Driver Operator Certification, Technical Rescue, Structural Collapse Technician, Wildland, etc.) and recruit classes would be offered at a rate agreed upon. Additional certification costs i.e. Blue Card Certification would be at the expense of EFD.
- Involvement in any WMFR Learning Management System (LMS) or Records Management System (RMS) would be an additional cost.

Englewood Fire Department companies would integrate with West Metro companies to form training groups during multi-company drills and classroom instruction. This will maximize training opportunities while minimizing commitment of EFD resources outside of your service area. The facilities and props allow for a more efficient and safe training experience, while providing realistic scenarios.

Our intent at West Metro Fire Rescue is to include EFD in the development of training deliveries to ensure the needs of your organization are met. The liaison assigned by your department and the WMFR training staff will make certain this happens.



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council
THROUGH: Gary Sears, City Manager
FROM: Michael Flaherty, Deputy City Manager
DATE: January 2, 2013
SUBJECT: Hampden Hall- "Englewood Live!" Request for Fee Waiver

Hampden Hall serves as the City's performance venue with a variety of uses. City departments use the room for public programs and meetings. In addition to City uses, both Englewood Arts, which provided funding for the construction of Hampden Hall and MOA, which has a long-term agreement with the City for certain uses in Civic Center, utilize Hampden Hall under terms of agreements approved by City Council. In addition to these users, Hampden Hall has been used by a variety of organization, both non-profit and for-profit; include dance troupes, theater groups, musicians, religious organizations, and corporations.

During 2009, at which time the City Manager's Office was responsible for booking Hampden Hall, Carol McGuigan, Program Coordinator for Hampden Hall, established a City program with an outside organization known as "Stage C" to stage musical and variety programs in Hampden Hall. This program was intended to activate Hampden Hall at times that usage was low and to provide an opportunity for local musicians and from 2009 through 2010, the City with Stage C presented three to four programs annually.

In 2011, Ms. McGuigan retired and the operations of Hampden Hall were transferred from the City Manager's Office to the Englewood Library. Also in 2011, the individuals that operated Stage C decided to end their Hampden Hall program. Englewood resident Joe Fleenor, who had become involved with the Stage C program, asked to continue the program independent of the City. During 2012, Mr. Fleenor initiated a program similar to Stage C that he calls "Englewood Live!" To allow Mr. Fleenor the opportunity to continue the program, the City Manager's Office and the Library agreed to allow the use of Hampden Hall without the standard rental fee, but required payment for the facility attendant.

The Library, in the meantime, has seen an increased demand for the facility from a variety of local profit and nonprofit organizations, including religious groups. In an effort to be equitable to all citizens the Library determined that it would be difficult to justify the continued

preferential treatment of this specific group and requested that "Englewood Live!" be charged the standard rental fee for use of Hampden Hall (the standard rental fee is \$250, with a non-profit rate of \$150/booking) and the cost of the required facility attendant. The Library has noted that groups providing similar cultural performances have already booked the venue at full price for the upcoming year.

Mr. Fleenor recently approached Council Member Woodward to request a waiver of the rental fee and Mr. Woodward forwarded that request to the City Manager's Office. After a discussion with the City Manager, City Attorney and Mayor, I offer these alternatives for Council consideration during the January 7, 2013 Study Session:

- That the Library proceeds as planned with the standard rental fee and other use requirements, including payment of the required facility attendant
- That the standard rental fee be waived, or reduced, but that all other use requirements, e.g., insurance coverage and the facility attendant be imposed
- That the standard rate be applied for 2013, and advise Mr. Fleenor to submit a request to City Council for funding from Aid to Other Agencies for 2014.

I have attached a flyer and program from the most recent Englewood Live! event.

c: Joe Fleenor
Dorothy Hargrove

Don't miss
**ENGLEWOOD
LIVE**

SHOWCASING THE TALENTED ALL AROUND US
Saturday November 10TH 2012 - 7:00 PM TO 9:00 PM



FEATURING

The world premiere of the short play

A MONET PICNIC

Starring: Arlene Rapal, Kaitlynn Funderburgh, Ami Hall

A Grand Romantic Three Act Opera

(In only eight minutes)

Opera and Beyond

Three Clarinetists

A Story Tellin

Ray Mohr

Flamenco Guitarist

Mike Hayden

Bits of Nut-cracker

Littleton Dance

The Flower Duet (Lakmé)

Sung by: Nancy Harris and Annette Germinario

Refreshments by: **Café 180**

HAMPDEN HALL - ENGLEWOOD CIVIC CENTER - 2ND FLOOR - on the south side above Library

Tickets \$5.00 12 and older - 11 and under free For more information contact Joe Fleenor

720-351-3871

englewoodlive.org

