

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, JULY 8, 2013
COMMUNITY ROOM
6:00 P.M.**

- I. **Duncan Park Development Grants**
Parks and Recreation Director Jerrell Black and Open Space Manager Dave Lee will discuss the Duncan Park Development Grants.
- II. **Recreation Center Boilers/ERC Lift**
Parks and Recreation Director Jerrell Black and Public Works Director Rick Kahm will discuss the boilers and the lift at the Recreation Center.
- III. **Big Dry Creek Drainageway Study**
Public Works Director Rick Kahm and Deputy Public Works Director Dave Henderson will discuss the Big Dry Creek Drainageway Study.
- IV. **Emergency Management Program Grants**
EMS Coordinator Steve Green will discuss three Emergency Management Program Grants.
- V. **Next Steps Grant - Station Area Master Plan**
Community Development Director Alan White will discuss the Next Steps Grant for the Station Area Master Plan.
- VI. **Comprehensive Plan**
City Council will discuss the Comprehensive Plan.
- VII. **City Manager's Choice.**
- VIII. **City Attorney's Choice.**
- IX. **Council Member's Choice.**



MEMORANDUM

To: Gary Sears, City Manager
Through: Jerrell Black, Parks & Recreation Director
From: Dave Lee, Open Space Manager
Date: July 8, 2013
Subject: Duncan Park Development Grants

On Monday, July 8th at the City Council Study Session, staff would like to review the two grants that have been officially awarded to the City of Englewood for the development of Duncan Park.

Duncan Park was originally leased from Englewood Schools in 1978 for Park and recreation purposes. In 2007, City Council authorized the purchase of Duncan Park from Englewood Schools in order to maintain the 3.3 acre property as a park for the neighborhood. Since that time, staff has been working diligently to get grant funding for the design and development of the park. With neighborhood and stakeholder input on park design and amenities, we are now ready for the next phase of the project, the actual construction.

Early in 2013, staff completed two grants for submission. The first grant award came from Great Outdoors Colorado (The Colorado Lottery) with a grant request of \$350,000 and a cash match of \$441,260. The second grant award was from Arapahoe County Open Space with a grant request of \$250,000 and a cash match of \$175,000. Englewood's cash matches come from the share back funds that are received annually from Arapahoe County (ACOS).

The old Duncan School was demolished in 2012 in order to make way for the development of a new park at Duncan. The new park will consist of an athletic field, picnic pavilion, basketball court, 2 playgrounds, restrooms, horseshoe pit, new sidewalks and more landscaping.

The estimated cost of Duncan Park Development is \$1.2 million dollars.

dlee/memos/DPDG

MEMORANDUM



TO: City Council

THROUGH: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: Dave Henderson, Deputy Public Works Director ✓

DATE: July 2, 2013

SUBJECT: RECREATION CENTER BOILER ROOM UPGRADE

The Englewood Recreation Center's heating system operates with three boilers located in a mechanical room on the second level. All three boilers are original equipment installed when the Recreation Center was constructed in 1984 and have exceeded their design life.

Staff has been able to extend the life of the original boilers with regular preventative maintenance and, on occasion, major repairs. In March, one of the boilers failed and is beyond repair. The system is designed with some redundancy and will operate during all but the coldest of times with two boilers. One of the remaining boilers is showing signs of an eventual failure. Staff is unable to say how long it may last. Should the second boiler fail completely, the Recreation Center will not be able to operate at full capacity (not enough hot water for showers). Staff recommends replacement of two boilers as soon as possible.

Staff retained the services of a mechanical engineer to design a new boiler system. BA Consultants, Inc. completed the design drawings and specifications on May 23rd. The base bid includes two new high efficiency boilers. The remaining existing boiler will be used as a backup. An alternate item was included to replace an existing expansion tank (1984 model). Staff recommends awarding the base bid and Alternate No. 1.

Staff contacted two mechanical contractors that have worked for Englewood recently, along with two local City of Englewood mechanical contractor companies and invited them to submit sealed bids. All four companies attended a pre-bid conference held at the Recreation Center on June 19th. Four bids were received on June 27th as detailed in the attached bid tabulation. The low bidder, American Mechanical Services (AMS), has extensive experience with the City. AMS was the primary mechanical subcontractor, working for Ameresco, on our recent energy savings upgrade project. They are familiar with the operation of our boilers at the Recreation Center.

Pending City Council's award of the project, the contractor will order equipment and proceed with replacements as soon as possible. Lead time for equipment delivery is estimated at 4-6 weeks. We may be able to coordinate installation during our annual closure at the end of August. Should equipment delivery delay the schedule, the project can be completed without closing the facility.

Funding for the project is proposed from a supplemental appropriation.

Staff will attend the July 8th Study Session to discuss the proposed project.

Attach: Bid Tabulation Sheet

MEMORANDUM



TO: City Council

THROUGH: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: Dave Henderson, Deputy Public Works Director ✓

DATE: July 2, 2013

SUBJECT: RECREATION CENTER LIFT REPLACEMENT

The Englewood Recreation Center's Vertical Lift, which enables accessibility to the second floor, has been the subject of repeated service calls. The lift was added in April, 2000, and is in need of replacement.

Staff is consulting with Morning Star Elevator (the company that provides service for our lift) to provide a proposal for replacement. We expect the cost to be in the \$25,000-\$30,000 range.

Staff will attend the July 8th Study Session to discuss the proposed project.

MEMORANDUM



TO: City Council
THROUGH: Gary Sears, City Manager
THROUGH: Rick Kahm, Director of Public Works ✓
FROM: Dave Henderson, Deputy Public Works Director ✓
DATE: July 2, 2013
SUBJECT: BIG DRY CREEK DRAINAGEWAY STUDY

The Urban Drainage and Flood Control District (UDFCD) programmed a new study of the Big Dry Creek Drainageway from County Line Road to the South Platte River (see attached Exhibit). The project request was initiated by the Southeast Metro Stormwater Authority (SEMSWA), with the Cities of Greenwood Village and Englewood listed as “co-sponsors”.

The total estimated cost of the “Master Plan Study” and “Flood Hazard Area Delineation” is \$250,000. The UDFCD proposed funding is detailed below:

UDFCD	\$150,000
SEMSWA	71,000
Greenwood Village	17,000
Englewood	<u>12,000</u>
Total	\$250,000

Staff finds the cost sharing proposal favorable to the City of Englewood. Benefits to our citizens include:

- Identifying design storm flows for future improvements (i.e. crossing structures)
- Identifying areas needing stabilization
- Identifying regional water quality opportunities
- Floodplain management for future development
- Hydrologic information and locations, alignments, and sizing of storm sewers, channels, and detention/retention basins
- New mapping of flood hazard areas and limits
- Cost estimates for budgeting purposes

Staff will attend the July 8th Study Session to discuss the proposed project.

Attach: Exhibit A (Aerial Map)

AGREEMENT REGARDING FUNDING OF
MAJOR DRAINAGEWAY PLANNING AND
FLOOD HAZARD AREA DELINEATION FOR
BIG DRY CREEK (DOWNSTREAM OF COUNTY LINE)

Agreement No. 13-06.02

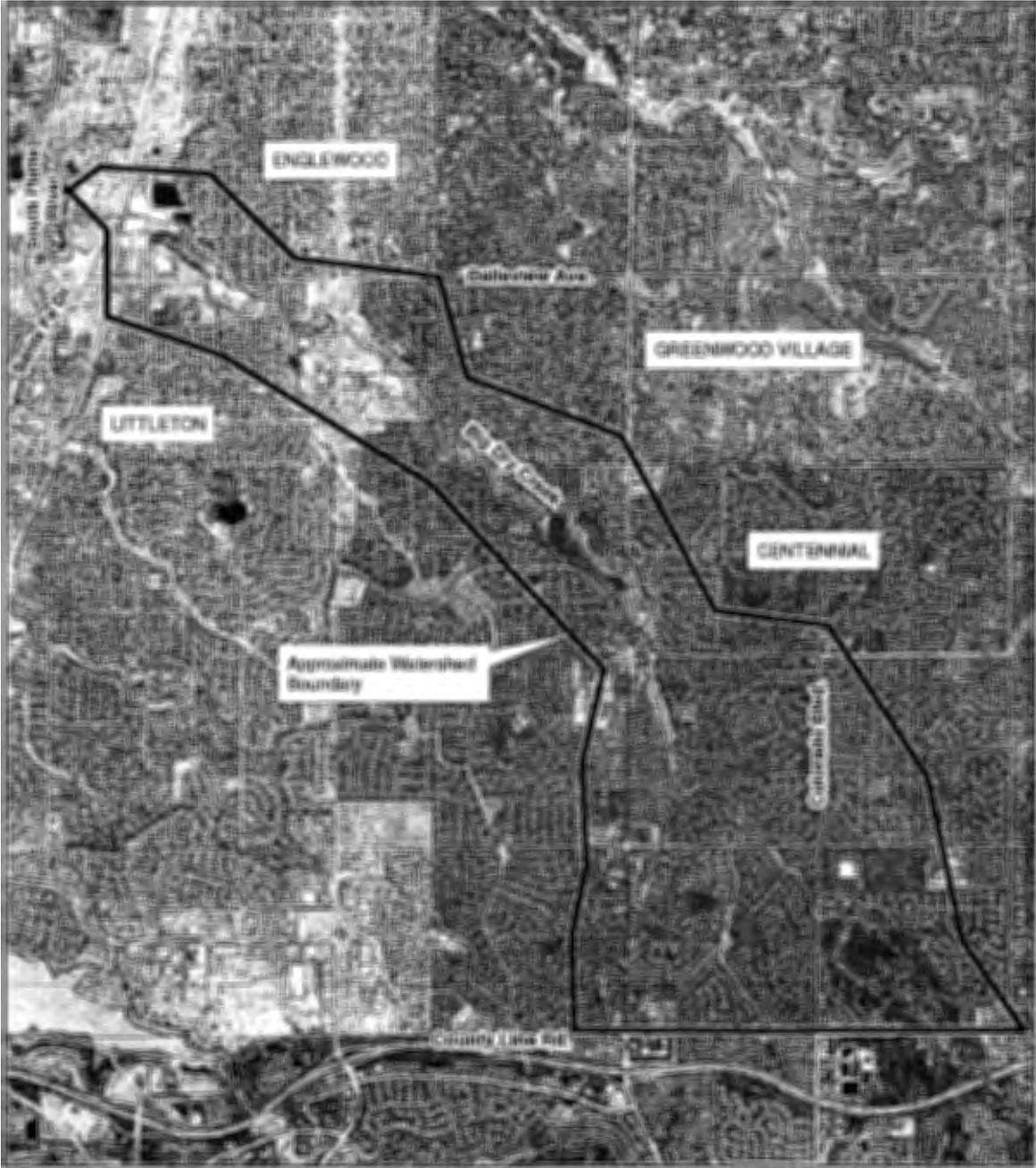
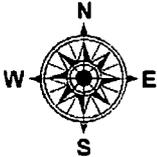


EXHIBIT A
Big Dry Creek MDP & FHAD
Approximate Watershed Limits
April 2013



To: Gary Sears, City Manager

Through: Richard Petau, Interim Fire Chief

From: Steve Green, EMS/Emergency Management Coordinator

Date: July 2, 2013

Subject: Grants to be discussed at Study Session

Gary,

At the upcoming study session, staff will be presenting materials to the Englewood City Council regarding two grants, which would be very beneficial to the City.

First will be the 2013 Emergency Management Performance Grant – Special Projects for Unified Command training. This training is designed to allow police and fire commanders to communicate effectively during a rapidly evolving, critical incident involving a threat such as an active shooter. While police and fire communicate regularly and effectively, the form and structure of critical incident communication is crucial to a successful outcome. We will use the grant funds to hire a contractor to bring that specialized training to Englewood and surrounding, participating agencies.

Second will be an application to the 2013 Emergency Management Performance Grant – Special Projects program for the Littleton/Englewood Waste Water Treatment Plant. The staff there has identified areas where they can improve their preparedness for day-to-day operations, as well as critical events such as winter storms where on-duty personnel may be isolated at the plant. Funds from this grant application would be used to purchase AEDs, "MREs" and two-way radios for remote and field communications capabilities.

Both of these grant applications are requesting funds that originate at the Federal level and are distributed through the State of Colorado. Both would greatly assist the City of Englewood in its efforts to better prepare to meet the needs of the community during those times we hope to never experience, but for which, as a part of our responsibility, we know must be prepared.

- CATEGORIES**
- Bulk Variety, Combo Goods
 - Canned Meats and Dairy
 - Desserts, Condiments & Honey
 - Emergency Tools & Navigation
 - Emergency/Disaster Kits
 - First Aid
 - Freeze Dried Dehydrated & Air Dried Foods
 - Gift Ideas
 - MRE's, Meals Ready to Eat
 - NEW Products
 - Personal Defense & Safety
 - Pet Supplies
 - Radio's, Flashlights & Power
 - Rice, Beans, Wheats, and Oats
 - Water & Food Storage Supplies & Equipment
 - Water, Long Shelf Life



Case (12 Meals) of Menu C Military MRE's with Heaters, 2012
 SKU: MC1021
 Price: \$94.95
 Quantity: **Add To Cart**
[Add to Wish List](#)

Brand New, Sealed Case of Military MRE's (Meal-Ready-To-Eat) with Heaters

MRE DEPOT EXCLUSIVE!!

PLEASE NOTE: DUE TO TIGHTENING DEMAND, INCREASED COST AND DECREASING/LIMITED SUPPLY ON THESE MRE'S, THIS ITEM WILL NOT QUALIFY FOR ANY DISCOUNT/PROMOTION CODE!

12 Different, Complete Meals in Each Case!

MENU C*

* Please See Below for More Detailed Menu Info and Legal Disclaimer
 Date Packed, 03/06/2012 Inspection Date 03/2015**
 (Please note that the "inspection date" is not to be confused with expiration date)

- MREDEPOT.COM**
- About Us
 - Customer Service
 - Policies
 - Home
 - Cart
 - Order Status
 - Become an Affiliate
- SECURED BY
 GeoTrust
 click to verify
 02-Jul-13 18:27 GMT
- Great Opportunity!**

RDU2080D ON-SITE TWO-WAY RADIO

- [Overview](#) [Specifications](#) [Accessories](#) [Case Studies](#) [Support and Documents](#)



a rugged design and versatile customer programming software, make this radio an exceptional choice for all of your on-site business needs.

The RDX series brings workplace noise to its knees by helping to ensure exceptional audio quality in the loudest environments. Designed for noisy areas, our radios are 30% louder than previous Motorola XTN and AX models as a result of new design enhancements. This business-essential radio provides the perfect partnership of excellent audio and exceptional durability.

The RDU2080D 2 watt two-way radio operates on an innovative 89 business-exclusive UHF frequencies and is 2013 FCC Narrowband ready. The default factory programming on this RDX radio is set to operate in 12.5kHz mode. An easy to read display and five programmable buttons enables quick access to features. Enhanced audio quality,



FEATURES AND BENEFITS

Due to the FCC Narrowbanding mandate in the United States, product specifications and brochures for Motorola Solutions two-way radio products may indicate 25 kHz/12.5 kHz analog/digital operation which may not be the standard mode of operation at the time of shipment after Jan. 1st 2013.

Business-exclusive frequencies 89 UHF frequencies make signals extra-secure and exceptionally clear. 219 codes, including customized PL and DPL codes to help ensure a clear signal!

Exceptional voice quality Delivers increased clarity through wind-noise reduction.



M E M O R A N D U M

TO: Mayor Penn and Englewood City Council Members

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

FROM: John Voboril, Planner II

DATE: July 8, 2013

SUBJECT: Second Round of DRCOG Light Rail Station Area Planning Grant Funding:
Proposed Englewood Light Rail Corridor Next Steps Study Application

The Denver Regional Council of Governments (DRCOG) recently announced a new round of planning grant funding for Light Rail Station Areas and Urban Centers. After recently completing the Englewood Light Rail Corridor Station Area Master Plan, the City of Englewood is now eligible to apply for a "Next Steps" study. Next Steps studies are intended to analyze key implementation projects identified in station area master plans in greater detail, in order to advance these projects toward eventual programming, funding, and construction.

Community Development staff have analyzed the application requirements and have identified a logical approach for a next steps study that follows federal planning study requirements. The following projects identified in the Englewood Light Rail Corridor Plan would be studied through a feasibility analysis, as well as the development and screening of alternative project designs:

- Rail Trail (Stretching from Bates Avenue to Big Dry Creek, with bridges spanning Dartmouth, Hampden, and Oxford Avenues)
- Dedicated bicycle facility improvements for Dartmouth and Oxford Avenues
- Improved design and extension of the Southwest Greenbelt Trail
- Floyd Avenue Extension (New roadway connection tunneling under Santa Fe Drive and spanning the South Platte River)
- Englewood Station Activation Projects (Including redesign of piazza, bus transfer facility, weatherization of station platform, development of housing over existing parking facilities, hotel development)
- Acquisition and development of new park lands north and south of Oxford Station

In conjunction with the transportation and infrastructure analysis, Community Development plans to also look at potential station area zoning and building regulatory reforms with station area stakeholders.

Community Development anticipates the need to reserve a total of \$200,000 for a project similar in size and scope to the original Englewood Light Rail Corridor Station Area Master Plan project. Once again, DRCOG requires a minimum twenty percent match from the City, bringing the City's share to \$40,000, and leveraging \$160,000 in federal funds.

DRCOG will evaluate all applications and announce the winners in September. Community Development anticipates going through a consultant RFP process in the fall, with project kickoff expected to take place at the beginning of 2014 and project completion to occur near the end of that year, and City Council adoption during the first quarter of 2015.



M E M O R A N D U M

TO: Mayor Penn and Englewood City Council Members

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

FROM: John Voboril, Planner II

DATE: July 8, 2013

SUBJECT: Proposed Comprehensive Plan Schedule and Approach

At the June 17th joint City Council-Planning and Zoning Commission study session, a consensus was established for developing a new comprehensive plan process with assistance from a planning consulting firm. Community Development is now following up with a proposed project timeline for Council's consideration.

Comprehensive Plan Schedule

Community Development staff estimate a complete comprehensive plan process will take from one and one half to two years to complete (kickoff to final Council adoption). In addition to the actual project timeline, a three month Request for Proposals (RFP) consultant selection and contracting process will need to precede project kickoff. The timeline will depend upon where this project ranks as a priority among the many projects Community Development is working on. Adoption of the Englewood Light Rail Corridor Plan should be followed up immediately by two related projects: 1) zoning reforms, and 2) the proposed Englewood Light Rail Corridor Plan Next Steps Study. These two steps are critical to maintaining the momentum created by the Englewood Light Rail Corridor Plan and setting the stage for the future development in the corridor. These two projects alone will take a majority of staff's time to complete over the next year. In addition, several code amendments are under way covering the topics of PUD's, distilleries and breweries, home occupations and site plans.

Comprehensive Plan Approach

Community Development staff and the Planning and Zoning Commission acknowledge the excellent work that went into the City Council Comprehensive Plan Committee's review of the current comprehensive plan. The Committee review document will serve as a foundational reference for the project consultant. Council ideas for new directions to be included in a new comprehensive plan will explicitly be made part of the consultant Request for Proposals (RFP). These new directions will include analysis, recommendations, and policy development around demographic changes and trends concerning aging baby

boomers and coming of age millenials, economic and environmental sustainability, and healthy living issues.

The consultant selection process will play a crucial role in the success of the new comprehensive plan project. The consultant team selected will be required to manage an extensive public visioning campaign that will engage a wide audience in discussing citizen priorities and ideas that will result in a better and stronger Englewood over the next twenty years. This level of public participation was not possible for the development of the 2003 comprehensive plan that was produced without the assistance of a project consultant. Staff envisions the public participation process will include public meetings and an interactive website, as well as outreach at special community events. The consultant team will also be required to demonstrate extensive comprehensive plan project experience, as well as up to date knowledge of the most current and relevant community issues that will face first tier suburbs in the coming years. The consultant team will allow the City to tap into a diverse and fresh body of knowledge and experience from other communities that will produce a strong comprehensive planning document to move the City forward. The new comprehensive plan document will be a shared vision that will serve as the basis for guiding land use, infrastructure, facility, and service provision decisions in the future.

City Council involvement in the development of the new comprehensive plan will also play a crucial part in the success of the project. The project consultant will be tasked with engaging City Council at key points in the process to make decisions on prioritizing the areas of the City for new investments and programs, gauging Council's appetite for policies concerning public improvement investments, financial incentives, and development regulations, and reviewing the general direction of the plan's vision and goals. As with the Englewood Light Rail Corridor Plan, a steering committee could be established, with one or two members of Council on the committee. Through these efforts, City Council will have numerous opportunities to shape and mold the plan and the future of the City of Englewood for years to come.