AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, SEPTEMBER 9, 2013
COMMUNITY ROOM
6:00 P.M.

I. **EURA/Acoma Property**
Community Development Director Alan White and Troy Gladwell of Medici Communities will discuss the proposed development with City Council.

II. **2014 Proposed Budget – 6:30 p.m.**
City Manager Gary Sears, Deputy City Manager Mike Flaherty and Financial & Administrative Services Director Frank Gryglewicz will discuss the 2014 Proposed Budget and Capital Improvements with City Council.

III. **Proposed Fire Fees**
Fire Chief Andy Marsh will be present to discuss proposed fire fees.

IV. **City Manager's Choice.**

V. **City Attorney's Choice.**

VI. **Council Member's Choice.**

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

MEMORANDUM
COMMUNITY DEVELOPMENT

TO: Mayor Penn and City Council

THROUGH: Gary Sears, City Manager

FROM: Alan White, Community Development Director

DATE: September 9, 2013

SUBJECT: EURA/Acoma Project Update

This item has been scheduled again for Council study session in order to give Council, the developer, Medici Communities, and EURA Board members a better opportunity to present the project proposal and answer questions. The EURA Board on August 21, 2013 voted unanimously to select Medici Communities as the preferred developer for the site. Included in this packet is the final proposal from Medici, but with financial information redacted. Also included is an article from the *Englewood Herald* about the project.

Representatives from Medici will be in attendance to present the proposed project and answer questions. EURA Board members have been notified of the meeting and will attend as their schedules allow.

The desired outcome of this item is for a consensus by Council endorsing EURA's selection of Medici as the preferred developer and the overall project concept. An executive session is tentatively scheduled for September 23rd to discuss negotiation options with staff.

The Board spent considerable time reviewing and considering the merits of the competing development proposals over the course of the past four months. Below is a summary of the RFP and developer selection process.

The RFP Process

At a joint study session with City Council on July 9, 2012, Council concurred with the EURA Board that the City should proceed with issuing an RFP to solicit development proposals for the Acoma property. A draft RFP was prepared and was reviewed first by EURA, then Council. The final draft was reviewed by EURA in October 2012. The EURA Board decided that the RFP should be issued early in 2013. The RFP was reviewed by Council one last time on February 25, 2013.

The RFP soliciting development proposals was issued on March 6, 2013. The RFP was mailed to 42 local (Front Range) real estate development companies in addition to a handful who called in response to the sign posted on the property. The submittal deadline was April 12th.

At the April 10th meeting the EURA Board scheduled a special meeting on April 24th to review the development proposals received and establish the next steps in the selection process. The Board also requested the participation of two Council members in this process. The selection of two members from Council occurred on April 22nd.

Developer Selection Process

Three proposals were received by the deadline. EURA reviewed the proposals on April 24th and eliminated one proposal from further consideration. The Board directed staff to request additional information from the remaining developers, with a deadline of May 3rd to reply. Additional information requested concerned: 1) the nature of proposed retail and commercial space and connections through the project and to the surrounding area, 2) better site plans and architectural elevations, 3) public art, 4) more details on parking, and 5) occupancy rates in similar projects (types of units and rents) completed by the developer.

On May 8th the additional information was reviewed and the Board set July 10th as the date for presentations by the two developers. After the presentations, the Board had additional questions and concerns and requested information for a second round of presentations. This information included 1) purchase versus lease, 2) determination of parking, and 3) the impact of providing parking for existing businesses on project design and financing.

The Board met on August 7th to review the additional information and conducted second interviews/presentations on August 14th. Due to the late hour, the Board postponed selecting a preferred developer until a special meeting held on August 21st. At that meeting, the Board selected Medici Communities as the preferred developer. The Board selected Medici based upon the following factors: 1) More dynamic architecture and general vision of the project as a catalyst for future downtown development, 2) more parking spaces provided for use by existing businesses, 3) more retail/commercial space provided, 4) fewer "affordable" units, and 5) higher purchase price offered.

September 3rd was the first opportunity after the Board's decision to present the development proposal to City Council.

RESPONSE TO

SOLICITATION FOR DEVELOPMENT PROPOSALS
DOWNTOWN ENGLEWOOD, COLORADO

Submitted by

Medici Communities, LLC

and

RNL

SUBMITTAL NO. 3

July 31, 2013

M E D I C I C O M M U N I T I E S L L C

July 31, 2013

City of Englewood
Englewood Urban Renewal Authority

Ladies and Gentlemen:

We want to thank you, once again, for your consideration. We view this opportunity as a dynamic urban revitalization.

From the beginning, we have viewed this as an urban planning and a mixed-use urban center opportunity. Our approach has been to maximize the amount of retail, residential, parking for the surrounding businesses, connectivity to Broadway and City Center.

To construct the entire site now, under current market conditions, we have structured a project that includes 114 apartment units, 208 surface and above-grade structured parking spaces and 23,500 square feet of retail/commercial space.

All aspects of this project can be planned, permitted and constructed within 24 months.

The current design is dense and maintains a significant retail/commercial component. Importantly, it creates a strong iconic corner on Broadway and extends the pedestrian mall mid block back to Acoma Street. The two corners on Acoma are also planned to have a strong retail/commercial/entertainment presence. We do believe that the above-grade parking structure offers some acceptance and ease of use advantages to a fully underground structure. The current design will also allow us to maintain parking for businesses on Broadway throughout the redevelopment process. We will take the lead in forming a business group along Broadway that works together to address issues and attract people to the area.

Please see the attached architectural concepts. These are preliminary, but we hope that they convey our commitment to quality and strong urban design principles. We do believe that this concept fits into the broader area plan and has several advantages that we look forward to discussing with our at our next meeting.

Sincerely,

Troy Gladwell

[illegible] UNION BOULEVARD SUITE [illegible] LAKEWOOD COLORADO [illegible] TEL [illegible] FAX [illegible]

BROADWAY & ACOMA LOFTS

Preamble

The original proposal called for a high-quality building with more than 15,000 square feet of retail along Broadway and Englewood Parkway. Additionally, it would feature 50 residential rental units with a rooftop deck, community room, business center and exercise facilities.

The second phase was a highly dense mixed-use residential and commercial building with a large underground parking garage. The type of structure contemplated would again be of a significantly high quality. The parking structure was contemplated to serve the existing businesses along with the new residential and commercial uses.

We were and remain committed to maximizing the potential at this site. We believe that for our site to flourish we need to see the businesses along Broadway flourish and facilitate additional opportunities for connection to the City Center area.

One Phase

Our meeting with you gave us clear direction for our design and desire to see the entire site built out in the next two years. We believe that this is the prudent approach and are excited about the attached design and plans.

Overview

The current design calls for essentially three separate projects that are all executed in the next 24 months.

The property along Broadway & Englewood Parkway remains a high-quality mixed use building with more than 15,000 square feet of retail, including a steakhouse and hair salon as tenants. The residential component retains the rooftop deck, community room, business center and exercise facilities.

The property on Acoma just south of the Englewood Parkway building is a 168-space, above-grade parking garage with lifestyle/creative uses at the ground level on Acoma Street. This parking, along with some of the surface parking, is meant to continue to serve the businesses on Broadway as well as our tenants.

The property on Acoma & Hampden is a 64-unit, three-story apartment building with a mix of commercial and residential units on the ground floor and 40 surface parking spaces. This product can be executed with rents in the $1.40-per-square foot range, and for it, we are contemplating a high-quality execution. This is still a dense execution with great community spaces and the mid-block connection between Broadway and Acoma. Unit amenities include 10-foot ceilings, granite countertops, washer/dryers and high-end finishes throughout.

Rents

The residential rents achieved across the two properties include:

- 10 units that will be affordable at $438 to $710
- 40 units from $730 to $1167
- 64 units from $1,050 to $1,550

The commercial rents will be affordable from $4 to $6 per square foot. Please note that this is not an introductory rate that goes up in two years. This is a rate that will allow us to put uses into the retail spaces that generate activity and life. Again, we will work closely with the tenants that we have identified and with Denver Shared Spaces (DSS) to make sure the retail is filled with uses that help to foster interest and activity.

Financing

Broadway Lofts

The financing for this phase is the same as in the original proposal. This is the same execution that we have just completed at the Evans Station. While the building design and materials are different than at Evans, it gives you a good idea of the quality and size of building that is contemplated. The attached architectural design is a dramatic departure but it retains high quality and scale.

Broadway Lofts would also contribute $500,000 to the costs of the parking structure.

Acoma Lofts

The three-story walk up building with surface parking allows for construction now, in the current cycle. Construction costs for this type of product are more competitive and can be supported with rents at $1.40 per square foot. These rents are achievable in this market and we are able to hit yield benchmarks to achieve the necessary financing. The architecture for these buildings also features a predominance of brick and high-end finishes.

Acoma Lofts would also contribute $500,000 to the costs of the parking structure.

[redacted]

* We are open to discussing alternative forms of land purchase or compensation, including a land lease for both parcels.

Acoma Parking Garage

We have proposed creating a 168-space parking garage that is accessible and serves the entire block, including the businesses on Broadway. We also would locate a shared car at the site and provide a great deal of bike parking and storage.

The financing for the parking garage is a combination of $1,000,000 from the loft projects and another $1,200,000 made up of sales tax reimbursements, building use tax reimbursements, reduction in fees or one of the other tools in the City of Englewood's Economic Development Incentive Policy. The garage is important to creating density and to continuing to serve existing businesses. The residential projects cannot support the additional structured parking for surrounding business, but we believe that it is important to maintain public parking in the area. We believe that the city's incentive policy is an appropriate vehicle to cover these costs.

A plan also will have to be developed to equitably share the costs of maintaining the garage with businesses and uses that are using it for their customer's convenience.

Summation

We are excited about this design and execution. The proposed project is able to develop the entire site and maintain the residential density and the retail/creative use spaces. We are still creating a core urban project that provides housing mixed with more than 23,500 square feet of retail, live/work and creative economy space with an above-grade parking garage. This approach has several advantages, including the ability to keep parking for existing businesses open throughout the construction process. Also, the above-grade parking structure is more visible and user friendly for retail customers.

We will work closely with the retail neighbors and Denver Shared Spaces to maximize the extraordinary opportunity at this site. We are blessed to be able to engage RNL in this effort. They bring a wealth of creativity to urban design and revitalization. We are uniquely committed to urban infill. We use high-quality design and materials that stand the test of time. We will push everyone involved in this process to do more with what we have to work with. We will create a downtown core that of which we can all be proud and that continues the work of the city that was begun at City Center.

Thank you, once again, for your consideration. We look forward to meeting with you.

DESIGN NARRATIVE–BROADWAY & ACOMA LOFTS

We appreciate the opportunity to receive feedback from the EURA board at the last presentation. Direct feedback and honest conversation provide our team with the necessary information to improve the product and present our best effort to the community. It is difficult in a competitive proposal process to anticipate what is important and respond accordingly. A lot of what we do depends upon the input of the community and the owners, and without that, many assumptions must be made about what is important and what is valued. Your feedback and commentary provide one more level of understanding that has allowed us to provide this new submittal.

However, even this submittal is not a final product or a final proposal. There are countless decisions that will impact the final solution and the final deal points that will make the project feasible and acceptable in the community. We want to assure the EURA board that we view this as a work in progress. We are willing to work with you to continue to evolve the idea during the negotiations that will follow the selection process. We envision a number of workshops and other feedback sessions to allow us to refine our design and our program, and to advance the final project with your direct input.

That said, we are excited to bring forth a project that has been completely reconfigured from what you last saw. This reconfiguration is in direct response to the comments that we received, and our attempt to revise our proposal to reflect these comments. The big ideas that are represented here include:

- Continued focus on the big idea, connecting this project now and in the future with the larger TOD vision for the downtown area
- Building a higher density urban project that will set the stage for a true downtown redevelopment on Broadway and within the adjoining community
- Focusing on mixed use, with activated retail, and a variety of housing types
- Providing a solution that can be built out as a single phase of development for the entire block
- Providing structured and surface parking for the project as well as to serve the adjoining retail along Broadway

We also have tried to redefine the architectural expression to reflect the comments we received in our first meeting with the board:

- More variety of architectural expression along Acoma
- Contemporary architecture of its place and time
- Solid, palette of materials that is timeless, lasting
- An iconic corner expression at Broadway and Englewood Parkway
- Honoring the pedestrian walkway midblock from Broadway
- Higher density, more units, street-oriented retail

Our Response

Structured Parking

To make the project possible in one phase, and still do an urban, dense project, we made a number of changes in the overall design, all of which make the project more feasible financially and more viable as a single phase development. These are discussed further in the financial explanations included in this document. Focusing on the design, we evaluated the economics of the below-grade parking structure to try and reduce the gap that structured parking causes in the numbers. If you remember, our strategy originally was to allow Phase 1 to be surfaced parking, and then structured parking built at the time Phase 2 is built. This would allow time for rents in the area to mature such that structured parking would be financeable.

However, as a single-phase project, this strategy no longer works. At a cost of more than $20,000 a space, such below-grade parking cannot be financed today. Therefore, we have redesigned the project with above-grade parking and fewer structured spaces so that the overall parking structure can be built in parallel with the development, and that below-grade construction can be eliminated. This reduces the cost to around $12,000 to $13,000 per space. While this still creates a gap against rents today, we believe that this gap can be made up through creative financing, which makes the parking structure feasible.

As can be seen from the drawings, the structure is a simple building, with three levels of parking above a 40-foot deep retail block along the face. The parking structure would be treated architecturally with a strong contemporary decorative screen above the retail. The northern end of the garage would border an alley, while the southern end would be wrapped with residential flats and a corner retail element, anticipated to be leasing office, amenity space or other residential related uses. This wrap will activate the pedestrian plaza, which links to Broadway.

A ramp from Level 1 would provide access to the first level of parking above grade, with two levels above that in a continuous parking ramp. We envision this parking structure to supply parking to the units within both buildings. Shared parking arrangements with the residential will allow retail parking for day time use and residential parking at night. The estimated parking ratios will be approximately 1.1 to 1.2 spaces per unit, which will allow additional spaces to be allocated to the retail within the project. While this is lower than city requirements, we understand that this would be acceptable under the city's Alternative Parking Plan. We would propose to have sufficient bicycle parking, as well as agreement with car sharing and bike sharing programs such as Car2Go and Zip Car.

Residential Development

The previous design consisted of five-story elevator buildings along the entire face of Acoma and along Englewood Parkway. To make this work in one phase, understanding that the project has to work with today's rents, the project has been revised to include one five-story building along Englewood Parkway and three-story walk up buildings along Acoma and Old Hampden. This solution reduces the total count from the 174 units in the previous scheme to approximately 114.

While the overall count is lower, a number of advantages to the new configuration make this solution more interesting and more urban. First, the larger building on the north anchors the site and creates a strong visual presence on Englewood Parkway. The three-story units that wrap the garage provide an activated walkway that connects to the breezeway to Broadway, and the three-story units along Acoma and Old Hampden provide a continuous residential edge to the street that is active and urban. Upper units are accessed from a central core in each bank of buildings. There are two of these along Acoma and one on Old Hampden. The first-floor units are accessible from the street, creating a strong brownstone character along the street. These first-floor units could

be conventional residential or live/work units, with direct frontage on the street. One board comment about the previous scheme expressed concern regarding the singular architectural expression along Acoma, bridging over the walkway. This new solution solves that issue by creating three distinctively different architectural treatments--the side of the five-story building, the parking deck and the three-story brownstone walk up units. We believe this varied architectural design is stronger and better in keeping with the board's desire for a varied street frontage.

Retail

Retail space in the new plan approximates the same area as the previous alternative. However, the new design provides for more variety in different retail configurations. Retail at the corner of Broadway and Acoma remains a feature restaurant, with street-level retail bordering the length of Englewood Parkway. Along Acoma, retail is located within the five-story building as well as along the street level of the parking garage. The pedestrian walkway is anchored by retail at each corner, with a signature retail location reserved at the corner of Acoma and Old Hampden, directly across from the park. This location is especially important as it anchors this corner and provides a identity element visible from Hampden (Highway 285).

The primary retail feature is the destination restaurant at the corner of Broadway and Englewood Parkway. This signature location is addressed below:

Character of Broadway & Englewood Parkway:

The board noted that this corner is highly important. To respond to this focus, we have created a strong glass cube as the primary iconic expression for this key location. It would house the bar to a major destination restaurant along the street. The free-standing cube would be illuminated at night, to create a distinctive destination and strong gateway element to the retail district. A breezeway patio adjacent the cube could be used for outdoor seating and seasonal events. The corner building also creates a strong transition from the contemporary glass cube to the historic brick building to the south. The façade transition occurs with matching brick materials, a matching cornice line, roof line, and window positioning such that the new blends well with the old. Retail along Englewood Parkway is set back from the face of the building, with a covered arcade that effectively widens the pedestrian zone between building and street edge. This reinforces the strong pedestrian character of Englewood Parkway.

Architectural Character

The design for this project will feature high-quality materials in a strong contemporary architectural character, similar in overall appearance and application to the Metropolitan State University Hotel Learning Center on the Auraria Campus in downtown Denver. During the previous meeting, the board specifically noted this building as an example of appealing contemporary design and architectural character, and a good example of what the community would like to see on this site. Therefore, we deliberately used the same type of materiality, with large expanses of glass and a strong architectural articulation of the simple elevations, broken by balconies, clerestory windows and shadow box framed window treatment sitting in a dark ironspot brick field.

While the five-story building is an affordable project, the overall quality is consistent with higher-end market rate buildings. This can be accomplished by applying the available tax credits to subsidize the rent, not reduce the building quality. Thus, the building can be the same or better quality than the market rate projects being built in the community. The three-story walk up units are all market rate, and will be created with high-quality urban materials, including brick, metal panels, cement wall panels, and glass.

All landscape will be urban in character, with street trees, a street-edge tree lawn and a landscaped plaza connecting Acoma to Broadway through the breezeway in the middle of the block.

RNL

MEDICI COMMUNITIES LLC

BROADWAY + ACOMA LOFTS

SUBMITTAL #3 - 31JULY2013

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SUBMITTAL #3 - 31JULY2013

GROUND FLOOR PLAN

overall program:
23,500 sf retail
114 residential units
208 parking spaces

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SUBMITTAL #3 - 31JULY2013

TYPICAL UPPER FLOOR PLAN

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Developer selected for downtown site

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The artist concept depicts the proposed restaurant development on the corner of Broadway and Englewood Parkway. The for-sale Englewood Lofts apartments will border the Parkway as well as the 3400 block of South Acoma Street. Courtesy photo

Posted: Thursday, August 29, 2013 11:43 am

By Tom Munds tmunds@ourcoloradonews.com | 0 comments

The Englewood Urban Renewal Authority board of directors voted unanimously Aug. 21 to start negotiations on a contract that could bring apartments and retail to downtown Englewood.

The developer, Lakewood-based Medici Communities, has proposed a project on property that includes the Englewood Parkway/Broadway corner and the block-long parking lot that faces the 3400 block of South Acoma Street.

The Aug. 21 meeting was authority's third session to evaluate two development proposals, one from Medici and one from Denver-based MGL Partners.

At the Aug. 21 session, board member comments included some of their reasons for favoring the Medici proposal, including their belief that the company has a better parking plan and overall design concept.

The Medici concept of the Broadway Lofts development is to construct an apartment and retail project on the site. The proposal would establish an 8,600-square-foot restaurant site on the corner of Broadway and Englewood Parkway. The five-story buildings along the parkway and three-story building along Acoma would contain 114 apartments. Less than half of the apartments would be rented at costs the local workforce could afford, and the remaining apartments would rent for market value. There would

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be a parking garage with 176 spaces, plus 32 surface parking spaces.

RSS Newsletter

The renewal authority owns the Acoma parking lot and about half the lot fronting on Broadway and Englewood Parkway. The city owns the other half of the frontage lot.

The authority members are tentatively scheduled to meet with the city council Sept. 3 to discuss the proposal.

This process to develop the Broadway/Englewood Parkway land and the parking lot began early this year when the authority and the city council agreed to put out a request for proposal for development of the site.

White said there were 45 requests for information about the site, but only three development proposals by the April deadline. He said one proposal was eliminated from further consideration because it didn't meet EURA evaluation criteria. He said that, while the specific details of the final two proposals were different, both proposals would develop a project of mixed-use retail and residential development, which would be allowed since the proposed development site is zoned commercial.

"Now that the authority has selected the preferred proposal, the next step is negotiating the development contract," Alan White, community development director, said Aug. 22. "We would like to reach agreement on the details, including land purchase costs, so the developer can move forward with the project."

Troy Gladwell of Medici said the company is pleased to be selected to for this project.

"We have a concept for the project but we want to work with the city and the neighbors to gain input for the final design. We have sometimes found the discussions have led to favorable changes to the project," he said. "Our perception is, all the activities in Englewood and the market conditions make this a favorable time for us to build our proposed mixed-use, mixed-rental project."

He said he expects finalizing the design and obtaining the necessary permits will take eight to 12 months. Then it will take about 24 months to complete the project.

The urban renewal authority was established in 1973 and became active in the early 1980s. The first project was flood control work on Little Dry Creek. That was followed in the 1983 project seeking to improve downtown businesses. The project built the King Soopers building in the 3300 block of South Broadway. The authority contracted for demolition of the buildings in the 3300 and 3400 blocks of South Acoma and Bannock streets for proposed retail development.

The concept was to create a project called Trolley Square in the 3300 block of South Broadway and along Englewood Parkway. Only a handful of tenants ever occupied Trolley Square, and the authority was unable to pay off bonds sold to build the project. Eventually the structure was demolished and became the King Soopers parking lot.

Since the 1980s, the Broadway/Englewood Parkway site has been an empty lot and the area from the alley to the 3400 block of South Acoma Street has been a parking lot.

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City of Englewood Department of Finance and Administrative Services

Memorandum

To: Mayor Randy Penn and City Council

Through: Gary Sears, City Manager

From: Frank Gryglewicz, Director of Finance and Administrative Services

Date: September 5, 2013

Re: September 9, 2013 Study Session – Budget

The Finance and Administrative Services Department is compiling the Proposed 2014 Budget for electronic posting to the City of Englewood Website per Charter requirements.

After discussions at the September 3, 2013 Study Session, Council came to a consensus to prepare the Proposed 2014 Budget less any transfers from the Long Term Asset Reserve (LTAR).

The Unassigned Fund Balance is 9.36 percent at this time.

The Capital Projects Funds 2014 Proposed Budget is scheduled for discussion at the September 9, 2013 Study Session agenda.

A public hearing is scheduled to be held at the Regular Council Meeting on September 16, 2013; this will provide citizens the opportunity to comment on the Proposed 2014 Budget.

The Budget Workshop is scheduled for September 23, 2013. This will allow Council and staff to consider public comment obtained at the September 16, 2013 Public Hearing.

The Budget, Appropriations, and Mill Levy Bills for Ordinance are tentatively scheduled for first reading at the Regular Council Meeting on October 7, 2013.

Memorandum

City Manager's Office

To: Mayor Randy Penn and City Council Members

Through: Gary Sears, City Manager

From: Michael Flaherty, Deputy City Manager

Date: September 5, 2013

Subject: 2014 Preliminary Capital Project Recommendations

Source of Funds

Capital Project Fund (CPF) and Public Improvement Fund (PIF)

The source of funding for both the Capital Projects Fund (CPF) and the Public Improvement Fund (PIF) are revenues received to the Public Improvement Fund, primarily from auto and building use taxes and transfers in from other funds, including grant funds and the City General Fund, however, no General Fund transfer is planned in 2014. After several years of limited funding, PIF revenues have begun to rebound due to building use tax from construction projects and from improved auto sales. Projected PIF revenues available for appropriation are realistically projected at $3 million and with carry-over of current year revenues and adjustments for completed projects, available funding is anticipated at $3.5 million.

Conservation Trust Fund (CTF)

Conservation Trust Fund revenues, annually distributed from the State of Colorado Lottery proceeds, are projected to remain at or near the 2013 level of approximately $350,000, including interest. Use of Conservation Trust Fund proceeds is limited to parks, recreation, cultural and historic purposes.

Open Space Fund (OSF)

The City's share of Arapahoe County Open Space Fund 2014 revenues is estimated at $680,000. The estimated fund balance at year-end 2013 is approximately $80,000 bringing the total Open Space Funding for 2014 to $760,000. The Open Space Fund use is limited to parks and open space purposes, with an annual allowable 15% of total funds made available for maintenance of open space improvements.

Use of Funds

Capital Project Fund (CPF) and Public Improvement Fund (PIF)

The vast majority projects recommended for funding in 2014 are relate to on-going maintenance of the City's infrastructure, including streets, buildings and technology systems as well as capital equipment. Total requests from all departments for 2014 are in excess of $5 million, with $2,842,795 being recommended. Projects proposed for funding include, debt service payments for capital equipment secured through lease purchase, annual programs of street, bridge, traffic signal and building maintenance, technology network and systems, a new web-based sales tax collection system, and Fire Department safety equipment. Among requests not currently proposed for funding are the South Platte River bridge deck replacement at Dartmouth, building systems upgrades, numerous Fire and Police Department facilities and equipment requests, a web-based building permit system upgrade, and carpeting replacement at Civic Center. Staff will continue to review and confirm revenue projections and may make adjustments to accommodate the highest priority projects, if increased revenues can be verified.

In addition to appropriation for capital projects, $400,000 is being transferred from PIF to General Fund in order to preserve needed City services that would otherwise be reduced or eliminated – and to maintain the unrestricted fund balance at a reasonable level.

The list of deferred capital projects continues to grow and there is little opportunity for consideration of any significantly new project funding in the near future. With the on-going General Fund revenue/expenditure imbalance and the inability to deferred capital needs, Council may consider supplemental funding sources, such as general obligation bonds to provide for capital improvements that will otherwise continue to decline and for which improvement costs will increase over time.

Conservation Trust Fund (CTF)

Recommendations for 2014 CTF projects total $337,000. These recommendations matching funds for a future expansion of Pirates Cove, Recreation Center improvements and equipment replacement upgrading the RecTrac system (automated scheduling and registration system) and funding for an updated parks master plan, which is a requirement of CTF funding.

Open Space Fund (OSF)

Recommended Open Space Fund projects for 2014 is $742,500. Recommended projects include the, parks flower bed and tree replacement programs, equipment replacement, Duncan Park improvements, which is supplemented by GOCO and Arapahoe County Open Space grant funding, and set asides for future open space land acquisition and matching funds for potential grant funded park and open space projects. Parks and Recreation may also consider utilizing the increased allocation for project maintenance to provide for seasonal staffing cost.

Attachments:
2014 Preliminary Capital Project Preliminary recommendations
2014 Preliminary Conservation Trust Fund and Open Space Fund Funding recommendations

2014 Capital Project Requests

Fund	Department	Project Description	Request	Recommendation	Comments
30	FAS	Transfer to General Fund-debt service capital equipment	$435,820	$435,820	Annual capital equipment debt service obligation
30	PW	Road and bridge rehabilitation	$850,000	$750,000	Annual maintenance program-remain at 2013 level
30	PW	Bridge repairs	$50,000	$50,000	Annual maintenance program
30	PW	Transportation System upgrade	$200,000	$175,000	Annual traffic upgrade and maintenance-remain at 2013 level
30	PW	Concrete Utility-City share	$280,000	$280,000	Annual concrete utility obligation/expand program
31	IT	Network development	$459,740	$459,740	Annual program -to include licensing, security software, mobile apps, IT tools
31	FAS/IT	Finance and Adminstration System	$100,000	$100,000	Sales tax system (MUNIrevs) - replaces legacy sales tax system (annual cost)
31	PW	Building Maintence - all City facilities	$114,629	$114,629	Annual building maintenance program
31	IT	Telecommunications Systems	$150,000	$150,000	Telephone upgrades and disaster recovery redundancy
31	Police	Radio CERF	$10,000	$10,000	Annual equipment replacement program
31	Police	Computer Assist Dispatch System	$10,000	$10,000	Annual upgrade program
31	PW	Civic Center roof coating	$30,000	$30,000	Replacement required to prevent and avoid building damage
31	Fire	Life Pak units (15)	$90,000	$90,000	Highest priority Fire Department equipment need
31	Fire	Mattress replacement - all stations	$16,000	$16,000	Replacement required for comfort and sanitation purposes
31	CD	Light Rail Corridor "Next Steps" Study	$40,000	$40,000	Matching funds (20%) of total project cost of DRCOG grant
31	IT	Computer replacement	$100,000	$100,000	Annual replacement program
31	HR	NEOGOV Performance Management system	$20,200	$20,200	HR system automation - associated annual fees?
31	FAS	1% Art in Public Places		$11,406	
		2014 Capital Funding Threshold		**$2,842,795**	
		PIF Totals		1,690,820	
		CPF Totals		1,151,975	
		Totals		2,842,795	
		Funding unavailable for all other projects			
30	PW	Building systems replacement fund	$300,000		Replacement fund for aging building systems - seek alternative funding sources
30	PW	Dartmouth South Platte bridge deck replacement	$500,000		Replacement is approaching critical need - lack sufficent funding
31	PW	Safety Service roof replacement	$86,200		Project deferred to 2015/2016
31	PW	Police locker room remodel	$100,000		$150,000 matching funds available from Forfeiture Fund
31	IT	Permit Tracking System upgrade	$65,000		Web access for permitting functions
31	PW	Civic Center carpet replacement-3rd floor	$136,000		Replacement of 13 year old carpeting - wear creating safety (trip) hazards
31	Fire	Compact stationary breathing compressor	$4,000		Defer at this time
31	Fire	Auto-pulse devices	$35,000		Defer at this time
31	Fire	Murphy bed replacemewnt	$80,000		Defer at this time
31	Fire	Stair chairs - Ferno PowerTraxx	$15,200		Defer at this time
31	Fire	Scoop stretchers -Ferno EXL	$12,000		Defer at this time
31	Fire	XPS System (Stryker cots)	$15,000		Defer at this time
31	Fire	Automatic External Debibrillators (7)	$16,800		Defer at this time
31	Fire	Hazardous materials monitoriing equipment	$1,575		Defer at this time
31	Fire	Compact stationary breathing compressor	$4,000		Defer at this time

2014 Capital Project Requests

31	Fire	Hazardous materials monitoriing equipment	$1,575		Defer at this time
31	Fire	Compact stationary breathing compressor	$4,000		Defer at this time
31	Fire	Recliner replacement - all stations	$14,000		Defer at this time
31	Fire	One-touch dispatching	$40,000		Defer at this time-need additional information
31	Fire	Alert systems-Jefferson & Tejon stations	$150,000		Defer at this time-need additional information
31	PW	Backflow upgrade/replacement	$14,500		Fund from Building Maintenance annual program
31	PW	Interior paint - all stations	$35,000		Defer at this time/perform with line-staff?
31	PW	Replace windows - women's dorm Tejon Station	$12,000		Defer at this time
31	PW	Replace BC bathroom door-Jefferson Station	$9,000		Defer at this time
31	PW	Civic Center stairwell lighting	$16,000		Defer at this time
31	PW	Civic Center stairwell lighting	$16,000		Defer at this time
31	Fire	Carpet replacement - all stations	$35,000		Defer at this time
31	PW	Alley work - 3900 block S. Galapago	$100,000		Defer at this time
31	Council	Webstreaming system (Council meetings)	$43,000		Council to discuss - annual operating cost of $11,500
31	IT	Rewiring Golf building(s)	$12,500		Fund from Golf Course enterprise fund
31	PW	Replace ERC skylights	$134,000		Sealed in 2012 - CTF funding when replacement is necessary
31	Police	Optical Records System	$10,000		Former annual project-no 2013 expenditures-need additional information
31	CD	Art replacement - Shuttle route	$60,000		CAC request-fund as (if) necessary from 1% Public Art fund
31	Fire	Acoma Station fence	$5,000		Authorized as operational expense in 2013
31	PW	Civic Center air-lock entry	$15,000		Project not fully developed
		Total Unfunded Capital Projects	**$2,091,775**		

Conservation Trust Fund

Fund	Dept.	Description	Appropriated	Request	Balance	Recommended	Comments
			2013	2014	7/31/2013	2014	
03	PR	Contingency	$75,000	$50,000	$137,724	$75,000	Provides for unforseen expenses and funding of developing projects
03	PR	ERC/Malley fitness equipment replacement	$50,000	$50,000	$70,824	$50,000	Annual/on-going program
03	PR	ERC track surface		$55,000		$55,000	Periodic maintenanc requirement
03	PR	Rec Trac POS Hardware Replacement Program	$7,000	$7,000	$12,854	$7,000	Annual upgrades and maintenance
03	PR	Parks and Recreation Master Plan Update		$50,000		$50,000	CTF requirement
03	PR	Future Grant Match		$25,000		$0	No specific grants identied- see contingency note above
03	PR	Pirates Cove expansion fund	$100,000	$100,000	$750,000	$100,000	Design study planned in 2014 - potential construction in 2015
03 Total	**PR**	**Conservation Trust Fund Totals**	**$232,000**	**$337,000**	**$971,402**	**$337,000**	

Open Space Fund

Fund		Description	Appropriated	Request	Balance	Recommended	Comments
			2013	2014	7/31/2013	2014	
10	PR	Tree Replacement/Maintenance Program	$25,000	$25,000	$26,400	$25,000	Annual program
10	PR	Parks flowerbed program	$19,000	$20,000	$0	$20,000	Annual program
10	PR	Open Space land bank	$100,000	$100,000	$352,090	$100,000	Projects to be determined - subject to Council and Manager review
10	PR	Small Equipment Replacement	$20,000	$20,000	$13,788	$20,000	Annual equipment program
10	PR	Parks Maintenance Employee Compensation	$63,000	$63,000	$73,833	$94,500	Maintenance allowance increased to 15% of annual funding
10	PR	Contingency	$25,000	$75,000	$50,261	$150,000	Provides for unforseen expenses and funding of developing projects
10	PR	Fiber Dam Replacement		$40,000		$40,000	Periodic replacement requirement
10	PR	Chip Box and Dump Bed	$23,000	$75,000	$23,000	$33,000	Additional funding for equipment purchase required
10	PR	Parks Landscape Improvements	$45,000	$0	$37,279	$35,000	Provide funding for Broadway median pilot project (Service Enhancement)
10	PR	Duncan Park Entry Sign		$25,000		$25,000	Duncan Park project - combine with existing project?
10	PR	Riverside Development		$100,000		$0	Project status to be determined - see contingency note
10	PR	Grant Matching Funds	$150,000	$200,000	$368,000	$200,000	Matching funds for County grants.
		Open Space Fund Totals	**$470,000**	**$743,000**	**$944,651**	**$742,500**	

City of Englewood
Fire Department

MEMORANDUM

To: Gary Sears, City Manager

From: Andrew Marsh, Fire Chief

Date: September 4, 2013

Subject: Fire Fee Schedule & Assistant Fire Marshal

During the past six months, Fire Marshal Laura Herblan has conducted an assessment of our fire prevention operations and has proposed a fire fee schedule for certain activities under the 2012 edition of the International Fire Code (IFC) that was adopted by City Council last year. An analysis of fee structures for jurisdictions in the metro area indicates that the standard industry practice is to have separate fee structures for the building and fire functions.

The proposed fire fee schedule (copy attached) is based on the current fire fee schedule for the City of Littleton that became effective on October 1, 2011. Adoption of this proposed fire fee schedule would update current charges for fire plan reviews, such as for fire alarm and fire sprinkler systems, and would establish new permits and charges for fire operational and construction permits as authorized under Sections 105 and 113 of the IFC. This permit process will more closely reflect the costs associated with the services provided by the Fire Marshal's Office and will provide valuable information to the fire department for inspections and pre-incident planning.

Additionally, Fire Marshal Herblan has proposed that the Assistant Fire Marshal position be reinstated and funded through implementation of the fire fee schedule. Currently, due to the significant increase in construction activity, a shift-work Fire Lieutenant is working overtime on his days off to assist with Fire Marshal activities. A full-time Assistant Fire Marshal will be a less costly and more reliable alternative and will allow the fire department to strengthen its fire and life safety mission that includes fire inspections, fire system plan reviews, and public education. The cost of salary and benefits for this position is $96,495 and is projected to be covered by the revenue from the proposed fire fee schedule.

I have reviewed Fire Marshal Herblan's detailed proposal (attached) and support her recommendation to establish a separate fire fee schedule and to reinstate the position of Assistant Fire Marshal. If City Council directs that we move forward with the proposed fire fee schedule, then a resolution will be presented at a future Study Session for formal adoption. If approved, the fire fee schedule and Assistant Fire Marshal position would be effective on January 1, 2014.

Englewood Fire Department

Life Safety & Fire Prevention

Fee Schedule

The fees for permits, inspections and services authorized by the International Fire Code (IFC) shall be assessed in accordance with the fee schedule adopted by resolution by the City Council of the City of Englewood, Colorado.		
ACTIVITY	**FEE**	
Permit Application Fee / ALL PERMITS		$150.00
New Construction Building Plan Review	0 - 10,000 sq ft	$600.00
	Over 10,000 sq ft	$600 + $.035/sq ft over 10,000 sq ft
	Over 50,000 sq ft	$2000 + $.030/sq ft over 10,000 sq ft
Tenant Finish/Remodel/Additions	0 - 10,000 sq ft	$250 + $.035/sq ft
	Over 10,000 sq ft	$600 + $.030/sq ft over 10,000 sq ft
	Over 50,000 sq ft	$1800 + $.025/sq ft over 50,000 sq ft
Parking Structures	1/3 of New Construction Fee	
Fire Sprinkler System	0 – 50,000 sq ft	$200 + $.025/sq ft
	Over 50,000 sq ft	$1450 + $.020/sq ft over 50,000 sq ft
Fire Alarm System	0 – 50,000 sq ft	$200 + $.025/sq ft
	Over 50,000 sq ft	$1450 + $.020/sq ft over 50,000 sq ft
Commercial Kitchen Hood Systems		$150.00
Other Plan Review- (Operational Permits)		$100 / $150 with Inspection
Ops Permits under IFC Section 105.6		Annually
Hazardous Materials Inventory Plan (HMIP)		$200- Two Year Permit
Environmental Site Assessment		$100 Per Address
Miscellaneous Permits		$150.00
Work without a Permit		Double the Permit Fee
Re-Inspection Fee		$150.00 (Fee increases by $100.00 for each additional re-inspection)
Re-Issue of Permit/Plan Review Comments		$25.00
Hourly Rate, Review/Inspections		$80.00
EFD evaluates all plans and construction documents to determine if all related documents meet the requirements of the codes and standards adopted by the City of Englewood and the EFD. Obtaining multiple permits is required for the majority of projects. The sequence or progression of the permitting process is of utmost importance to ensure that all projects are tracked appropriately throughout the plan review and inspection process. Submittals for systems will not be processed until the new building or tenant improvement construction documents have been reviewed.		

Effective January 1, 2014 the permit/plan review fee schedule will be as indicated herein.

City Council Study Session
September 9, 2013

DRAFT

SUBJECT: Fire Fee Schedule

Prepared By: Andrew Marsh, Fire Chief
Laura Herblan, Fire Marshal

Recommended City Council Action
Adopt Resolution No. (TBD) that will create a fire fee schedule

Summary Statement
Due to the specialized nature of the International Fire Code (IFC), its primary focus contains provisions that are unique to the needs of the fire department and for the emergency operations/functions that it performs. The administration and enforcement of the fire code is a broad, all-inclusive approach that utilizes a range of activities aimed at identifying and eliminating hazards; in this case, hazards causing or contributing to a fire or impairing life safety. For this reason, it is crucial that fire departments maintain a proactive program and thorough process through which this can be accomplished. The process of issuing permits gives the Fire Marshal an opportunity to carefully evaluate and regulate the potential of hazardous operations. Permit applicants should be required to demonstrate that all operations comply with established codes, and that safeguards are in place. The permit process also notifies the fire department of the potential need for prefire and emergency planning for the hazardous property, condition, and/or operation.

These construction document requirements under the IFC are in addition to those encountered in the International Building Code (IBC), and specifically require detailed information that is essential for the fire department. The information obtained in the permit review process is valuable for future use when conducting fire inspections, in the development of prefire emergency plans, and when conducting fire incident management during an emergency. Code enforcement alone cannot secure absolute protection for people and property. But, having a more active role during this process helps maintain and reinforce features that are intended to educate the building owner and occupants about the hazards that endanger their lives and property. Not only do such efforts help secure compliance with code requirements, but they are likely to secure long-term commitments to fire safety as well. This is a relationship between the community and fire department that is invaluable.

A fire code official's independence is essential so that public safety decisions are not based on political, economic or social expediencies. This is not to say that such considerations should not weigh in when deciding some code compliance questions, but the interests of public health, safety and welfare must not be compromised to achieve such objectives. Through the implementation of a separate fire permit and corresponding fee schedule, this helps ensure that reasonable and appropriate decisions are being made by the appropriate professionals on a consistent basis.

- Based upon an analysis of local metro area jurisdictions' fee structures, it was found that the standard industry practice shows that jurisdictions have separate fee structures for the Fire and Building functions.
- Council adopted the 2012 International Fire Code in the summer of 2012. Section 105 of the IFC provides that permits be required, and Section 113 identifies that fees shall be established in accordance with a schedule as established by the applicable governing body.
- Current fees charged for projects (through the utilization of the Building permit fee schedule) are not sufficient to support the services associated with the fire permits. The average amount currently collected on a fire permit is $23.50.
- The City of Englewood currently has no fee schedule in place to assess charges for Operational Permits that are specific to the IFC and the fire operations. These types of permits are required by the code and have associated cost implications/impacts in regard to plan review, permitting, and inspections.
- The City of Englewood currently has no fee schedule in place to assess charges for other areas that the EFD routinely permits, such as specialized fire protection systems (spray booths, commercial kitchen hood systems), and projects conducted on schools and health care facilities (which have strict oversight regulations dictated by the Colorado Division of Prevention & Control).
- The proposed separate fee schedule will not increase, nor duplicate the permit fees collected by the City for projects such as new homes, home additions, etc. This proposed fee schedule will only affect projects that include one of the permit types, such as those identified in the IFC.
- It is proposed to implement the same fee schedule adopted by the City of Littleton and Littleton Fire Rescue in 2011. The Fire Fee Schedule more closely reflects the costs associated with the services provided and will help eliminate issuing miscellaneous permits at no cost for common projects permitted by fire jurisdictions.

Policy Issue

Should a fire fee schedule be adopted to recover more of the City's costs associated with providing the permitting, plan review, and inspection services outlined under the IFC?

Alternatives

1. Do not create a fire fee schedule and keep fees at the currently established amounts when provided for under the Building & Safety Division fee schedule. This is not recommended because the current fees do not support the cost of the City provided services associated with these types of fire permits.
2. Should Council choose not to pursue this additional revenue source there will be a continued impact on the overtime budget for personnel. In 2013, the Fire Department has had to utilize operations personnel to meet the increased demands created by the upswing in construction projects. These personnel have been needed to maintain minimum service levels and keep up with the day to day demand in the Fire Prevention Bureau.
3. Should Council choose not to pursue this additional revenue source there could be an additional impact on the budget for the "outsourcing" of plan review to keep up with the volume and demand. The average cost per hour for these professional service consultants averages $150 /per hour.

4. Should Council choose not to pursue this additional revenue source there could be an additional impact on the budget through the utilization of expert services. Industry practice commonly assesses the permit cost plus 5% per review for reviews that require technical expertise needed by the fire marshal (examples: Fire Protection Engineer, NFPA, or FM Global analysis).
5. Should Council choose not to pursue this additional revenue source there could be an additional (continued) impact on the fire department budget for the utilization of line fire personnel to assist with the workload. The 2013 hourly rate to use a qualified fire lieutenant has a cost of $43.21 per hour. In 2013, the fire department utilized this option to assist the Fire Prevention Bureau due to the retirement of the previous fire marshal and also as a means to keep up with the increased work load. This has a significant impact on the overtime budget.

Staff does not recommend the above alternatives.

Background Information

Per the 2012 International Fire Code,

Section 104.2 Applications and Permits-

"The Fire Marshal is authorized to receive applications, review construction documents, and issue permits for construction regulated by this code, issue permits for operations regulated by the code, inspect the premises for which such permits have been issued and enforce compliance with provisions of the code."

Section 105.1.1 Permits Required-

"Any property owner or authorized owner's agent who intends to conduct an operation or business, or install or modify systems and equipment which is regulated by this code, or to cause any such work to be done, shall first make application to the fire code official and obtain the required permit."

This section includes the regulations covering permits including the comprehensive list of kinds of activities that require permits. Per Section 105.1.2, there shall be two main types of permits as follows:

1. **Operational Permit**. An operational permit allows the applicant to conduct an operation or a business for which a permit is required for either: a prescribed period of time or until renewed and/or revoked.
2. **Construction Permit**. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required.

While it is extremely difficult to determine the exact costs of our services for these types of permits, it is easy to determine that the current permit fee does adequately offset the cost to the City for providing these services. Staff has completed an analysis of the process, to include the time involved in the permitting and inspection processes as well as a comparison of other jurisdictions' costs for similar projects. The summary of the fire permit fee survey is attached. It is important to note that the technical and legal demand on code enforcers is also increasing the work load. Additional personnel will certainly be required in this area to

adequately serve the public interest. It is also critical to make mention that the City of Englewood previously had an Assistant Fire Marshal position. However, that position was previously eliminated due to budget cuts. In May of this year, the topic of rehiring this position was raised due to the increase in construction and as a result, an increased volume of work. A justification memo for the Assistant Fire Marshal was created at that time, and has been attached. It is proposed that the fire fees offset and potentially cover the cost of the Assistant Fire Marshal position. The Assistant Fire Marshal position is currently in the proposed budget (pending approval) at an expenditure amount of $96,495 for one (1) FTE. The city's position description that was previously utilized for the position of Assistant Fire Marshal has also been included in this proposal for your reference.

It is proposed that a fire fee schedule be established. These fees are proposed to match those being utilized by our neighboring jurisdiction Littleton Fire Rescue (LFR). LFR adopted their current fee schedule in October of 2011. The fees will vary depending on the type of work being conducted, with a minimum per permit fee of $150. Each of the proposed permit types has been examined, evaluated, and compared with surrounding jurisdictions and industry standards. The proposed fire fee schedule is attached, as is the side-by-side comparison of our proposed fees with that of other neighboring jurisdictions.

It is proposed to establish an effective date of January 1, 2014 for the implementation of this fee schedule. This will allow lead time for contractors to account for these costs in their proposed scope of work. Again, this is an assessed charge paid by our surrounding jurisdictions. This request supports and contributes to the priority goal of being a financially sustainable City Government. This is accomplished by increasing revenues that support frequent, defined City projects, positions, and by providing the City with an increased focus on service levels and customer service.

Respectfully Submitted,

Laura Herblan
Fire Marshal

Attachments

- Survey of Metro Jurisdictions with Separate Fee Schedules
- Proposed 2014 Englewood Fire Department Fee Schedule
- Comparison of Proposed EFD Fee Schedule to Neighboring Jurisdictions
- Memo dated 5-13-13 re: Justification for addition of Assistant Fire Marshal position
- City of Englewood Assistant Fire Marshal Position Description
- Englewood Building & Safety Division Fee Schedule

2013 Survey of Denver Metro Area

Building & Fire Department's with Permit Fee Schedules

Location	Does the Building Department have a separate Fee Schedule?	Date of Last Fee Schedule Adoption	Does the Fire Department have a separate Fee Schedule?	Date of Last Fee Schedule Adoption
Neighboring Jurisdictions:				
City of Englewood	**YES**	Jan-2009	**NO**	**N/A**
City of Centennial	YES	Dec-2004	YES-SMFR	N/A
City & County of Denver	YES	Jul-2011	YES	Apr-2011
City of Greenwood Village	YES	Jun-2012	YES-SMFR	Jan-2013
City of Lakewood	YES	Jul-2012	YES-WMFR	2012
City of Littleton	YES	Aug-2004	YES	Oct-2011
Other Local Jurisdictions:				
City of Aurora	YES	2013	YES	2013
City of Arvada	YES	Dec-2008	YES	Jun-2009
City of Boulder	YES	Jan-2013	YES	2013
City of Brighton	YES	Jan-2013	YES	Apr-2009
City of Broomfield	YES	Jan-2013	YES-NMFR	Jan-2011
City of Castle Rock	YES	Jan-2013	YES	Jan-2013
City of Colorado Springs	YES-(Pikes Peak Reg. Bldg Dept)	Jan-2013	YES	Apr-2011
Commerce City	YES	Jan-2012	YES-SWAC	unknown
City of Golden	YES	May-2009	YES	Nov-2009
City of Greeley	YES	Mar-2013	YES	Feb-2009
City of Northglenn	YES	unknown	YES-NMFR	Jan-2011
City (Town) of Parker	YES	May-2013	YES-SMFR	Jan-2013
City of Thornton	YES	Jan-2011	YES	unknown
City of Westminster	YES	May-2011	YES	unknown
City of Wheat Ridge	YES	Aug-2010	YES	Nov-2011
Adams County	YES		**Multiple Fire Jurisdictions-YES**	
Bennett, Byers, Deer Trail, Greater Brighton, North Metro, North Washington, Sable Altura, South Adams County			North Washington-Yes, Greater Brighton-YES, North Metro-YES, North Washington- YES, South Adams County	
Arapahoe County	YES		**Multiple Fire Jurisdictions-YES**	
Aurora, Cunningham, Englewood, Littleton, Sable Altura, Sheridan, South Metro Fire, West Metro Fire			Aurora- YES, Cunningham Fire- YES, Littleton- YES, South Metro-YES, West Metro- YES	
Douglas County	YES		**Multiple Fire Jurisdictions-YES**	
Aurora, Castle Rock, South Metro, Littleton, Franktown, Larkspur, North Fork, South Metro, West Douglas, West Metro			Aurora- YES, Castle Rock- YES, Littleton- YES, South Metro Fire-YES, West Metro- YES	
Jefferson County	YES		**Multiple Fire Jurisdictions-YES**	
Arvada, Coal Creek, Wheat Ridge, Elk Creek, Evergreen, Fairmount, Foothills, Genesee, Golden, Golden Gate, Indian Hills, Inter-Canyon, Littleton, North Fork, North Metro, Pleasant View, West Metro, Westminster			Arvada- YES, Coal Creek- YES, Elk Creek- YES, Evergreen-YES, Foothills- YES, Fairmount- YES, Genesee- YES, Golden- YES, Golden Gate- YES, Littleton- YES, North Metro- YES, Pleasant View- YES, West Metro-YES, Wheat Ridge- YES	

Englewood Fire Department

Life Safety & Fire Prevention

Fee Schedule

The fees for permits, inspections and services authorized by the International Fire Code (IFC) shall be assessed in accordance with the fee schedule adopted by resolution by the City Council of the City of Englewood, Colorado.

ACTIVITY	FEE	
Permit Application Fee / ALL PERMITS		$150.00
New Construction Building Plan Review	0 - 10,000 sq ft	$600.00
	Over 10,000 sq ft	$600 + $.035/sq ft over 10,000 sq ft
	Over 50,000 sq ft	$2000 + $.030/sq ft over 10,000 sq ft
Tenant Finish/Remodel/Additions	0 - 10,000 sq ft	$250 + $.035/sq ft
	Over 10,000 sq ft	$600 + $.030/sq ft over 10,000 sq ft
	Over 50,000 sq ft	$1800 + $.025/sq ft over 50,000 sq ft
Parking Structures	1/3 of New Construction Fee	
Fire Sprinkler System	0 – 50,000 sq ft	$200 + $.025/sq ft
	Over 50,000 sq ft	$1450 + $.020/sq ft over 50,000 sq ft
Fire Alarm System	0 – 50,000 sq ft	$200 + $.025/sq ft
	Over 50,000 sq ft	$1450 + $.020/sq ft over 50,000 sq ft
Commercial Kitchen Hood Systems		$150.00
Other Plan Review- (Operational Permits)		$100 / $150 with Inspection
Ops Permits under IFC Section 105.6		Annually
Hazardous Materials Inventory Plan (HMIP)		$200- Two Year Permit
Environmental Site Assessment		$100 Per Address
Miscellaneous Permits		$150.00
Work without a Permit		Double the Permit Fee
Re-Inspection Fee		$150.00 (Fee increases by $100.00 for each additional re-inspection)
Re-Issue of Permit/Plan Review Comments		$25.00
Hourly Rate, Review/Inspections		$80.00

EFD evaluates all plans and construction documents to determine if all related documents meet the requirements of the codes and standards adopted by the City of Englewood and the EFD. Obtaining multiple permits is required for the majority of projects. The sequence or progression of the permitting process is of utmost importance to ensure that all projects are tracked appropriately throughout the plan review and inspection process. Submittals for systems will not be processed until the new building or tenant improvement construction documents have been reviewed.

Effective January 1, 2014 the permit/plan review fee schedule will be as indicated herein.

Englewood Fire Department Proposed

Fee Schedule in Comparison with our Neighbors

Jurisdiction	Englewood Fire Department	Littleton Fire Rescue	North Metro Fire Rescue	South Metro Fire Rescue	Denver Fire Department
Effective Date of Current Fee Schedule	1/1/14	10/1/11	1/1/13	1/1/13	4/1/11
ACTIVITY	*Same as LFR				
Permit Application Fee / ALL PERMITS	$150	$150	$100		$125
New Building Plan Review	$600+	$600+	$300+		
Tenant Finish/Remodel/Additions	$250+	$250+	$100+	$250+	$125+
Fire Sprinkler System	$200+	$200+	$100+	$173+	$200+
*waived if less than ten (10) devices					
Commercial Kitchen Hood Systems	$150	$150		$213	
Fire Pump			$200	$371	$125
Spray Booths			$150	$290	$75
Fire Alarm System	$200+	$200+	$150+	$173+	$200+
*waived if less than ten (10) devices					
Miscellaneous Permits	$150	$150		$209+	$100
Work without a Permit	Double Fee		Double Fee		Double Fee
Other Plan Review *2 hour minimum	$150	$150	$75/hr	$81/hr	$100/hr
Plan Review *without Inspections	$100	$100	1/3 of fee	$81/hr	
Re-Inspection Fee	$150+	$150+	$100+	$81	$80/hr
Environmental Site Assessment	$100	$100			$20+ $1per pg
Hourly Rate, Review/Inspections	$80	$80	$75	$81	
Rush Processing Plan Review Fee- 3 Days	$500	$500			$200/hr
Over-the-Counter Plan Review/Permit Fee	$150+	$150+			
Re-Issue of Permit/Plan Review Comments	$25	$25	$25	$40	
Operational Permits	$150	$150	$100		$125+
Ops Permits under IFC Section 105.6	$150		$55/yr		$75+
Fireworks- Retail Sales Outdoors			$1500	$479	$100+
Fireworks- Retail Sales Indoors			$1500	$479	$100+
Hazardous Materials Inventory Plan (HMIP)	$200	$200	$55/yr		$200+
UGST, AGST			$200	$229+	$125
Open Burning			$55	$189	$75
Tent, Membrane Structure			$55	$209	$100+

Notes:

*-**South Metro Fire Rescue (SMFR)** serves the communities of Castle Pines, Centennial, Cherry Hills Village, Foxfield, Greenwood Village, Lone Tree, Louviers, Parker and Unincorporated Arapahoe & Douglas Counties*

*-**North Metro Fire Rescue (NMFR)** serves the City and County of Broomfield, the City of Northglenn and unincorporated areas of Boulder, Adams, Weld and Jefferson Counties*

MEMORANDUM

TO: Gary Sears, City Manager

THROUGH: Richard Petau, Interim Fire Chief

FROM: Laura Herblan, Fire Marshal

DATE: May 13, 2013

SUBJECT: Justification for the addition of an Assistant Fire Marshal position

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The Englewood Fire Department currently has jurisdiction over approximately 2900 existing businesses within our District. These businesses require a tremendous level of oversight and maintenance to ensure that they are maintaining a safe standard within our community. This oversight requires an aggressive risk management program, through an active/hands-on fire and life safety services program. A Fire and Life Safety staff can be a city's best opportunity to minimize losses and human trauma associated with injuries, fires, and other community risks.

The services provided by the Fire & Life Safety Division, through risk reduction and oversight include:

-Maintains an enriched, community database system (on all businesses, hazards)
-Conducts annual Fire and Life Safety inspections
-Conduct plan review and inspections on submittals for fire alarm and fire sprinkler systems
-Maintains company level Fire and Life Safety inspection program
-Maintaining current SARA Title III Hazardous Materials regulatory information
-Provides historical/current data for environmental site assessment inquiries
-Field inquiries, requests, and complaints from the Englewood Building & Safety Division on all code compliance issues after a certificate of occupancy has been issued; then conducts applicable investigation and mitigation processes
-Liaison to various customers such as Craig, Swedish, and the State of Colorado on projects being conducted within the City of Englewood

While it would seem that my primary customers in the Englewood community would be the existing business owners, the actual current focus service demand shows the contrary. During my first sixty days as the Fire Marshal, the vast majority of my time was allocated to accomplishing the following tasks (within the internal organizational structure of the city):

-Provide plan review input for Community Development on: variances, use permits, zoning, events, design/development reviews

-Attend weekly meetings at the request of Community Development for DRT, Englewood Chamber events and other outside events
-Provide plan review input for the Building & Safety Division on: commercial and residential construction, remodels, additions, and tenant finish, demolition, mechanical, plumbing, elevators, solar, above ground storage tanks, underground storage tanks, and basically all plan submittals provided to the Building & Safety Division
- Provide inspections for Building & Safety Division permits on: commercial and residential construction, remodels, additions, and tenant finish, demolition, mechanical, plumbing, elevators, solar, above ground storage tanks, underground storage tanks, and basically all plan submittals provided to the Building & Safety Division
-Attend weekly Building & Safety Department staff meetings
-Attend weekly Fire Department staff meetings
-Field a very high volume of phone calls and emails on a daily basis (general inquiries, procedures, forms, resources, records requests, etc.)

In the previous 60 days, I have completed 73 plan reviews (46 plan reviews for the Building & Safety Division and 27 plan reviews for Community Development). I have kept and intend to keep all plan review in-house. This will generate revenue and provide a more accurate comprehensive review based on how the EFD actually performs operationally. This will eliminate the cost generated by outsourcing and provides the level of customer service that local business owners recognize and appreciate. Additionally, I have implemented a change in philosophy that makes the Fire Marshal the recognized AHJ for schools and health facilities in our community. This cooperation with the State of Colorado (Colorado Division of Prevention & Control) provides a greater level of customer service to these important facets. Reduction in plan review turn-around-time, coordinated inspections, advanced planning, immediate availability, facility historical knowledge, and long-term community partnerships are just of few of the immediate rewards.

I hold myself accountable to a stellar level of service. This self driven motivation is fed by my overwhelming belief in the importance in the job that I do, and to a mission that I whole heartily believe in. I do not believe in failure, nor do I know how to fail. It is with that belief that I ask you to also believe in the importance of the work I do as your Fire Marshal for the City of Englewood. Through the implementation of an Assistant Fire Marshal position, the impacts to the city will be immediate; examples include: convenience, attention to customer service, efficiency, relevancy and innovation, a systematic approach to evolving times, and an overall new Fire & Life Safety culture. This new culture will immediately create realized financial gains through its work. Thus, that work will build bonds within the community and ultimately provide measures for the implementation of fire and life safety planning through partnerships and cooperation.

I appreciate your consideration of the Assistant Fire Marshal position. The position, along with the implementation of a renewed, energized, and relevant philosophy will advance the EFD Fire & Life Safety Division into a successful and sustainable partnership that the City of Englewood will be proud of.

CITY OF ENGLEWOOD
POSITION DESCRIPTION

POSITION TITLE:	Assistant Fire Marshal		
DEPARTMENT:	Fire	**DIVISION:**	Fire Operations
DATE EFFECTIVE:	May 1993	**DATE REVIEWED:**	February 2009
FLSA CLASSIFICATION:	Non-Exempt	**CLASS/COMP PLAN:**	EEA 115
WC CODE:	9410	**EEO CATEGORY:**	Professional

I. POSITION SUMMARY

The Assistant Fire Marshal is responsible for the enforcement of fire and life safety regulations within the City, as they specially pertain to plan review and inspection of new development, hazardous materials compliance and the inspection of existing businesses. Manages the investigations section which is responsible for determining the origin and cause of fires or the circumstance of unauthorized releases of hazardous materials.

II. REPORTING RELATIONSHIPS

Reports to: Fire Marshal

Direct Reports: None

III. DUTIES AND RESPONSIBILITIES

The listed examples of work are not intended to be all-inclusive. They may be modified with additions, deletions, or changes as necessary.

Essential Duties & Responsibilities

Manages the fire investigation team of on shift investigators and police investigator to determine the origin and cause of fires' intent (accidental or criminal). Investigates whether hazardous material incidents need to be billed for cleanup and then communications are maintained.

Manages the hazardous materials compliance programs for the City. Assists the business community in meeting and maintaining appropriate processes; verifies compliance with regulatory agencies and ensures reporting is completed. Notifies governmental agencies as required (e.g., Colorado Department of Public Health, annual county/state notifications); maintains hazardous materials files and related reports such as installation/removal of storage tanks (above or below ground) and/or historical records of businesses/properties.

Assists in managing the business inspection program and related activities to include: issuing of special permits and licenses; addressing false alarms problems; verifying that sprinkler system, fire alarms inspections, kitchen fire suppression system inspection, etc., are completed and repaired.

Manages code enforcement efforts; writes and issues violation notices, stop work orders and orders the abatement of fire hazards in accordance with appropriate fire code or regulation.

Represents the fire department at local, state, and national level meetings and public hearings; attends monthly meetings of the Arapahoe/Douglas County Hazardous Materials Response Team. May also serve on other committees and/or attend meetings dealing with homeland security or environmental/hazards materials issues as well as other organizations dealing with fire and life safety.

Works with incident commanders, fire suppression personnel and other agencies in representing the fire department and City while acting in the position of Public Information Officer (PIO); while working with the news media, both written and television; also in press releases.

Assists the Fire Marshal in the administration and enforcement of all City approved building and safety codes and ordinances through review of construction plans, inspections, follow-up reviews, and legal remedies as necessary.

Reviews plan submittals of new/remodel construction business, industrial, and special use projects concerning fire suppression, detection, and control systems.

Inspects all public and private schools; hospital inspections; technical inspections; high hazard; and/or extremely large businesses.

Other Duties & Responsibilities
Performs other duties as assigned and required.

IV. PREPARATION AND TRAINING

Education: High School Education or GED

Work Experience: Minimum 5 years of Fire Prevention or Fire Bureau experience; experience dealing with public, contractors, and business owners preferred

Certifications and/or Licensures: Fire Sprinkler Inspector and Fire Inspector III-Plans Examiner certifications through the State of Colorado; International Fire Code Inspector II

Required Driver's License: Valid Colorado driver's license and a clear or acceptable MVR

An equivalent combination of education, training and relevant job experience may be substituted.

V. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge
Working knowledge of

- Fire Department rules, general order, policies and procedures
- The physical layout of city streets, water distribution system, pre-fire plans
- Fire behavior, basic suppression strategy and tactics, and building construction
- Regulations/ordinances
- Modern fire prevention principles, procedures, techniques and equipment
- The interdependent relationship between building codes, fire codes, national standards, hazardous materials compliance regulations, existing building inspections including confidence testing of fire protection systems and use permits
- Construction project management
- Plan reviews and inspections of new construction projects for proper building type classification, occupancy classification, water flow requirements, hydrant placement, and fire department access
- International Fire and Building codes
- NFPA Standards, building, electrical, mechanical and fire codes
- Common business practices

Basic knowledge of:

- Records management
- Applications software for Windows environment, Microsoft Office preferred

Skills and Abilities
Computer Skills - Basic skills needed for data entry and word processing.

Communication - Strong customer services skills needed to interact with business owners, contractors, and the public. Strong skills required to prepare written and oral reports.

Analytical - Strong skills needed to identify problem areas in the field, on written communications, and within plan designs. Basic skills required to review design calculations.

Mechanical - Strong skills needed to use ladders, hand tools, measuring devices, and electronic devices.

Project Management - Strong skills needed to organize, schedule, and negotiate meetings with public, business owners, and individuals. Also needed to function as a program administrator.

Mathematical - Strong skills needed for statistical analysis, hydraulic calculations, and trend analysis.

Must be able to work in a team-oriented and fast paced environment.

Must be physically fit for duty, as determined by division physical fitness and medical standards.

VI. WORKING CONDITIONS

Work is performed in a standard office environment and in the field. The employee is exposed to various weather conditions including wet, hot and cold conditions. Also exposed to various environmental conditions which may include excessive noise; solvents, grease, and oils; slippery or uneven walking surfaces.

VII. POSITION DESCRIPTION APPROVALS

EMPLOYEE: _____ DATE: _____

SUPER./MANAGER: _____ DATE: _____

DEPT. DIRECTOR: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____

Fee Schedule

City of Englewood

Building & Safety Division

Total Valuation	Fee
$1.00 to $500.00	$23.50
$501.00 to $2,000.00	$23.50 for the first $500.00 plus $3.05 for each additional $100.00, or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$69.25 for the first $2,000.00 plus $14.00 for each additional $1,000.00, or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$391.25 for the first $25,000 plus $10.10 for each additional $1,000.00, or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$643.75 for the first $50,000.00 plus $7.00 for each additional $1,000.00, or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$993.75 for the first $100,000.00, plus $5.60 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,233.75 for the first $500,000.00 plus $4.75 for each additional $1,000.00, or fraction thereof, to and including $1,000,000.00
$1,000,001.00 and up	$5,608.75 for the first $1,000,000.00 plus $3.15 for each additional $1,000.00, or fraction thereof

Use Tax: 3.5% on one-half total valuation
Arapahoe County Open Space Tax: .25% on one-half valuation
Plan Review Fee: 65% of permit fee (exemption to plan review fee: single family owner occupied dwellings)
Additional Plan Review: 47.00 per hour
Asphalt Roofing: 200.00 per square
Issuance of Temporary Certificate of Occupancy: $150
Fencing: 25.00 per linear foot
Reinsnpection Fee: 47.00

Revised 1/13/09