

**Agenda for the  
Regular Meeting of the  
Englewood City Council  
Monday, October 7, 2013  
7:30 pm**

Englewood Civic Center – Council Chambers  
1000 Englewood Parkway  
Englewood, CO 80110

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance.
4. Roll Call.
5. Consideration of Minutes of Previous Session.
  - a. Minutes from the Regular City Council Meeting of September 16, 2013.
6. Recognition of Scheduled Public Comment. (This is an opportunity for the public to address City Council. Council may ask questions for clarification, but there will not be any dialogue. Please limit your presentation to five minutes.)
  - a. Fire Chief Andrew Marsh will be present to recognize two young Englewood students, Jacob Riner and Ian Lujan, for their actions during an emergency situation.
  - b. Daniel Alley of the Englewood Fire Department and a representative of the Muscular Dystrophy Association will be on hand to thank Council for their continuing support.
7. Recognition of Unscheduled Public Comment. (This is an opportunity for the public to address City Council. Council may ask questions for clarification, but there will not be any dialogue. Please limit your presentation to three minutes. Time for unscheduled public comment may be limited to 45 minutes, and if limited, shall be continued to General Discussion.)

Council Response to Public Comment

Please note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood (303-762-2405) at least 48 hours in advance of when services are needed.

8. Communications, Proclamations, and Appointments.
  
9. Consent Agenda Items.
  - a. Approval of Ordinances on First Reading.
    - i. Council Bill No. 53 – Recommendation from the Utilities Department to approve a bill for an ordinance authorizing a Wastewater Connector’s Agreement with the City of Sheridan Sanitation District. **Staff Source: Stewart H. Fonda, Director of Utilities.**
    - ii. Council Bill No. 54 – Recommendation from the Utilities Department to approve a bill for an ordinance approving a Wastewater Collection System Maintenance Standard Agreement with the City of Sheridan. **Staff Source: Stewart H. Fonda, Director of Utilities.**
  - b. Approval of Ordinances on Second Reading.
  - c. Resolutions and Motions.
  
10. Public Hearing Items. (None scheduled.)
  
11. Ordinances, Resolutions and Motions
  - a. Approval of Ordinances on First Reading.
    - i. Council Bill No. 52 – Recommendation from the Department of Finance and Administrative Services to approve a bill for an ordinance establishing the 2013 Mill Levy to be collected in 2014. **Staff Source: Frank Gryglewicz, Director of Finance and Administrative Services.**
    - ii. Council Bill No. 50 – Recommendation from the Department of Finance and Administrative Services to approve a bill for an ordinance adopting the City of Englewood Budget for Fiscal Year 2014. **Staff Source: Frank Gryglewicz, Director of Finance and Administrative Services.**
    - iii. Council Bill No. 51 – Recommendation from the Department of Finance and Administrative Services to approve a bill for an ordinance appropriating funds for the City of Englewood for Fiscal Year 2014. **Staff Source: Frank Gryglewicz, Director of Finance and Administrative Services.**
    - iv. Council Bill No. 48 – Recommendation from the Department of Finance and Administrative Services to approve a bill for an ordinance adopting the Budget for the Littleton/Englewood Wastewater Treatment Plant for Fiscal Year 2014. **Staff Source: Frank Gryglewicz, Director of Finance and Administrative Services.**

- v. Council Bill No. 49 – Recommendation from the Department of Finance and Administrative Services to approve a bill for an ordinance appropriating funds for the Littleton/Englewood Wastewater Treatment Plant for 2014. **Staff Source: Frank Gryglewicz, Director of Finance and Administrative Services.**
- b. Approval of Ordinances on Second Reading.
  - i. Council Bill No. 21, approving the proposed Navajo Apartments Planned Unit Development.
- c. Resolutions and Motions.
  - i. Recommendation from the Community Development Department to adopt a resolution authorizing Community Development Block Grant Application for FY2014. **Staff Source: Harold Stitt, Senior Planner and Janet Grimmett, Housing Finance Specialist.**
  - ii. Recommendation from the Fire Department to adopt a resolution establishing a Fire Fee Schedule. **Staff Source: Andrew Marsh: Fire Chief and Laura Herblan, Fire Marshal.**
- 12. General Discussion.
  - a. Mayor’s Choice.
  - b. Council Members’ Choice.
- 13. City Manager’s Report.
- 14. City Attorney’s Report.
- 15. Adjournment.

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 9 a i	<b>Subject</b> City of Sheridan Sanitation District Connector's Agreement
<b>INITIATED BY</b> Utilities Department		<b>STAFF SOURCE</b> Stewart H. Fonda, Director of Utilities

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council approved a standard Sanitary Sewer Connector's Agreement in January, 1988.

### RECOMMENDED ACTION

At their August 13, 2013 meeting the Englewood Water and Sewer Board recommended Council approval of the City of Sheridan Wastewater Connector's Agreement.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

Sanitary sewer service is provided to districts outside of the Englewood corporate boundaries through the standard connector's agreement. The Littleton/Englewood Wastewater Treatment Plant is able to receive and treat sewage transmitted by various districts. The attached agreement addresses this service with the district that owns and maintains the sewer mains.

In the City of Sheridan Sanitation District there are approximately 2,000 taps. The City of Sheridan Sanitation District will continue to own the lines and will be responsible for capital improvements in its system. The attached map shows the City of Sheridan Sanitation District boundaries.

The City Attorney's office has reviewed and approved the standard Connector's Agreement.

### FINANCIAL IMPACT

None.

### LIST OF ATTACHMENTS

Minutes from the August 13, 2013 Water and Sewer Board meeting  
Proposed Bill for Ordinance

WATER & SEWER BOARD  
MINUTES  
TUESDAY, AUGUST 13, 2013



Present: Oakley, Wiggins, Habenicht, Waggoner, Woodward, Burns, Lay, Penn

Absent: Moore, Olson

Also present: Stu Fonda, Director of Utilities, John Bock, Utilities Manager

The meeting was called to order at 5:04 p.m.

1. MINUTES OF THE JULY 9, 2013.

The Board approved the Minutes of the July 9, 2013 Water Board meeting

Motion: To approved the Minutes of the July 9, 2013 Water Board meeting.

Moved: Burns                      Seconded: Habenicht

Motion approved unanimously.



2. GUEST: BEN NIELSEN, McLAUGHLIN WATER – UNION AVENUE BIKE PATH.

Ben Nielsen from McLaughlin Water Design Group in River Run Park Project appeared to discuss the proposed Union Avenue Bike Path next to the Englewood raw water intake facility north of Union Avenue. Accommodations for the Union Ave. pump station intersecting bike path were discussed.

The Colorado Water Conservation Board is requesting concept approval and easements for the proposed trail through the property owned by the City of Englewood at the raw water intake facility. The trail is 10' wide and will cross under Union Ave. South Suburban will operate and maintain the trail. Gates will be constructed to close for routine and emergency maintenance.

Motion: To approve project concept and a Grant of Easement to South Suburban Parks for the Regional Trail Extension at the Englewood Water Intake Facility at Union Avenue, per City Attorney's approval.



This also provides a uniform standard of service for adjacent sanitation districts and insures that lines are flushed at least once a year.

Motion: To recommend Council approval of the Wastewater Collection System Maintenance Standard Agreement for City of Sheridan.

Moved: Waggoner                      Seconded: Burns

Motion approved unanimously.



#### 6. SHERIDAN SANITATION DISTRICT NO. 1 CONNECTOR'S AGREEMENT.

The Littleton/Englewood Wastewater Treatment Plant is able to receive and treat sewage transmitted by various districts. The agreement addresses this service with the district that owns and maintains the sewer mains. The City of Sheridan has approximately 51 taps and will continue to own the lines and be responsible for capital improvements it its system.

Motion: To recommend Council approval of the City of Sheridan Wastewater Connector's Agreement.

Moved: Waggoner                      Seconded: Habenicht

Motion approved unanimously.



#### 7. DESIGN AND REPAIR OF 3MG STORAGE TANKS.

Tom Brennan appeared to discuss the design and repair of the 3mg storage tank roofs project. The Board received a proposal from Wiss, Janney, Elstner Engineers (WJE) regarding scope of services proposed for the Phase 3 Roof Structure Rehabilitation and New Roof Design in the amount of \$49,500. WJE evaluated various alternatives for the retrofit of the roof slab on the west tank at the S. Clarkson water storage facility. WJE was responsible for the engineering for the first two phases.

Motion: To recommend City Manager approval of the Scope of Services for WJE for the 3 mg roof structure rehabilitation in the amount of \$49,500.

Moved: Lay                              Seconded: Burns

Motion approved unanimously.



#### 8. CHANGE ORDER #02 FOR UV DISINFECTION FACILITY.

Tom Brennan appeared to discuss Change Order #02 that was requested by Aslan Construction for the UV Disinfection Project. The change order will cover a tee wall to accommodate the clearwell bypass pipe, materials and installation of two additional 1" conduits along with other minor modifications.

The total cost for Change Order #02 is \$46,668.78. The UV project bid was \$500,000 below the \$4.5 million budgeted. The change order will be funded by the original UV project account. Completion date of the UV project is expected to be mid to late September, 2013. The section of West Layton Ave. in front of the water plant will be milled and overlaid in early September.

Motion: To recommend City Manager approval of Change Order #02 for the UV Disinfection Project to Aslan Construction in the amount of \$46,668.78.

Moved: Waggoner                      Seconded: Habenicht

Motion approved unanimously.



#### 9. LINDSAY MARSH – 4344 S. WASHINGTON ST.

The Board received an update on the delinquent account at 4344 S. Washington St. where the water is turned back on after numerous notices, red-tags and repeated turn-offs. Repeated attempts to contact Ms. March has resulted in no response. After Officer Read left her a phone message on July 29, she returned his call and promised to pay her past due bill. As of August 13, 2013 Ms. Read has not paid. Since this is a violation of the Englewood Municipal Code, the impact team will be ticketing Ms. Marsh.

The Board received copies of the form letters, "Termination of Water Service - Notice of Violation," and "Broken Sidewalk Water Valve – Notice of Violation." These forms will be used in future for delinquent accounts where the curb stop is inoperable and/or where the customer turns the water back on after it was turned off for non-payment.



#### 10. ALLEN WATER TREATMENT PLANT RESIDUALS MANAGEMENT AND DISPOSAL EVALUATION.

The Board received a letter from Arcadis outlining potential options for the management and disposal of treatment residuals generated at the Allen Water Treatment Plant that have elevated concentrations of radionuclides. The labor and fee estimate for evaluation of discharging residuals to a waste disposal facility versus discharging residuals to the sewer is \$81,670. Arcadis' first task is for \$45,950 for evaluation of discharging residuals to the sewer, and the second is for \$35,720 for evaluation of existing waste disposal facilities. Staff recommended proceeding with both options. The City of Aurora may participate financially with task #2.

Motion: To recommend City Manager or Council approval of the Arcadis proposal in the amount of \$81,670 for evaluation of discharging residuals to a waste disposal facility versus discharging to the sewer. The City Manager may sign as two contracts or forward together to Council.

Moved: Burns Seconded: Waggoner

Motion approved unanimously



#### 11. COLUMBINE SANITATION DISTRICT SUPPLEMENT #5.

The landowner, Taylor Morrison of Colorado is requesting inclusion into the Columbine Water and Sanitation District and Valley Sanitation District. Supplement #5 is for 31 taps for a residential development consisting of 31 patio homes, all located on approximately 9.63 acres. The property is located on the southeast corner of W. Bowles Ave. and Middlefield Road in the town of Columbine Valley. The name of the development is The Cottages at Columbine Valley, currently the Wolf property.

Motion: To recommend Council approval of a Bill for an Ordinance approving Columbine Sanitation District Supplement #5 for Taylor Morrison of Colorado, Inc.

Moved: Waggoner Seconded: Burns

Motion approved unanimously.



#### STATEMENT FROM DAVID HILL, WATER ATTORNEY.

The Board received David Hill's water rights communication dated August 8, 2013. Mr. Hill's review discussed what is happening in cases with United Water and East Cherry Creek Valley and Bebe Draw.

Meeting adjourned at 6:50 p.m.

The next Englewood Water Board meeting will be Tuesday, September 10, 2013 at 5:00 p.m. in the Community Development Conference Room.

Respectfully submitted,

Cathy Burrage  
Recording Secretary

## **WATER & SEWER BOARD**

### **PHONE VOTE - WEDNESDAY, SEPTEMBER 3, 2013**

#### **Phone Vote Roll Call.**

**Contacted:** Clyde Wiggins, Chuck Habenicht, Tom Burns, Kells Waggoner, Jim Woodward, Linda Olson, Jo Lay, Wayne Oakley, John Moore, Randy Penn

#### **1. MINUTES OF THE AUGUST 13, 2013 MEETING.**

**Motion:** Approve minutes of the August 13, 2013 Water and Sewer Board meeting.

**Moved:** Waggoner                      **Seconded:** Penn

Motion passed unanimously.

The next Water and Sewer Board meeting will be Tuesday, October 8, 2013 at 5:00 p.m. in the Community Development Conference Room.

Respectfully submitted,

Cathy Burrage  
Recording Secretary

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 53  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE AUTHORIZING AN INTERGOVERNMENTAL WASTEWATER CONNECTOR'S AGREEMENT BETWEEN THE CITY OF SHERIDAN AND THE CITY OF ENGLEWOOD, COLORADO.

WHEREAS, the City of Englewood owns and operates a sewage system, including a sewage treatment plant which is jointly owned and operated with the City of Littleton known as the L/E Wastewater Treatment Plant (WWTP); and

WHEREAS, the L/E WWTP provides sanitary sewer service to districts outside of the Englewood corporate boundaries through a standard connector's agreement; and

WHEREAS, the City of Sheridan desires to utilize the L/E WWTP for treatment of the City's sewage; and

WHEREAS, the City of Sheridan has approximately 2,000 taps; and

WHEREAS, the L/E WWTP is situated physically as to be able to receive and treat the sewage from a designated area served by the City of Sheridan and gathered by its sanitary sewage system; and

WHEREAS, the City of Sheridan will continue to own the lines and will be responsible for capital improvements and maintenance in its system; and

WHEREAS, the Englewood Water and Sewer Board reviewed and recommended approval of the City of Sheridan Wastewater Connector's Agreement at the August 13, 2013 meeting;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Intergovernmental Agreement between the City of Englewood and the City of Sheridan entitled "Wastewater Connector's Agreement for the City of Sheridan, Colorado" is hereby approved; a copy is attached hereto as Exhibit 1.

Section 2. The Mayor is authorized to execute and City Clerk to attest and seal the Intergovernmental "Wastewater Connector's Agreement For the City of Sheridan", for and on behalf of the Englewood City Council.

Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 11th day of October, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 7th day of October, 2013.

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Loucrishia A. Ellis

4/19/2012  
Revision

WASTEWATER  
CONNECTOR'S AGREEMENT  
For the City of Sheridan, Colorado

Sewer Contract No. \_\_\_\_\_

THIS AGREEMENT, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ to be effective as of October 22, 2013 by and between the CITY OF ENGLEWOOD, COLORADO, a municipal corporation, hereinafter referred to as "City," acting by and through its duly elected, qualified and authorized Mayor and City Clerk, and the CITY OF SHERIDAN, a municipal corporation of the State of Colorado, hereinafter called "Sheridan," acting by and through its authorized Mayor and City Clerk.

WITNESSETH

WHEREAS, the City owns and operates a sewage system, including a sewage treatment plant which is jointly owned and operated with the City of Littleton, so situated physically as to be able to receive and treat the sewage from a designated area served by Sheridan and gathered by Sheridan's sanitary-sewage system; and

WHEREAS, it is the desire of Sheridan to utilize the facilities owned by the City for the treatment of sewage and the City is willing to serve designated area of Sheridan for treatment of sewage under certain conditions;

NOW, THEREFORE, IN CONSIDERATION of the promises and for other good and valuable consideration hereinafter set forth, it is mutually agreed by the parties as follows:

1. The City hereby agrees under the conditions hereinafter set forth, to treat the sewage originating from Sheridan's sanitary sewer system within the area served by Sheridan as approved by the City and as indicated in the description attached hereto, incorporated herein and marked as "Exhibit A."

Sheridan specifically agrees to prevent sewage from any area other than that described herein, from being discharged into Sheridan's sanitary sewage system connected to the City's trunk line and to prevent connections to the system from or in any area other than those described herein.

2. In the operation of Sheridan's sanitary sewer system, Sheridan agrees that all applicable Code provisions and rules and regulations of the City, including amendments thereto during the term of the contract, shall be the minimum standards for Sheridan's system. Sheridan further agrees to abide by all applicable state and federal laws, rules, regulations, or permits, including those of the Environmental Protection Agency (the EPA) as they become effective or implemented or upon notice from the City. Sheridan shall inform all users, contractors and subcontractors of such standards, rules and regulations upon inquiry from such persons, and shall not furnish any information inconsistent therewith. In this regard, it shall be the responsibility of Sheridan to obtain the applicable requirements from the appropriate governing body. The City shall attempt to maintain and provide information on all requirements to Sheridan; however, the City

does not guarantee the accuracy or completeness of government regulations other than the City's own regulations.

3. Regarding the provision of sewer service, the City's permitting requirements shall be followed by Sheridan and its users. All sewer plans, specifications and methods of work within Sheridan shall be submitted to the City in writing and approved by the City prior to any construction or tap in Sheridan's designated area. No permit shall be final and no service shall be provided to property until construction is approved, in writing by the City.
4. Sheridan shall be responsible for the proper maintenance of its sewer system and shall rectify any problems or conditions which have been determined by Sheridan or the City to be detrimental to the City's treatment process or system. Should the City determine that any discharge enters the sewer system contrary to applicable laws, ordinances, statutes, rules, regulations or permits, Sheridan agrees to proceed at once to take whatever lawful means may be necessary to rectify any such problem or condition.
5. The City shall have the right to allocate service under this Contract, and the City may deny additional service for any utility-related reason, but in no event will the City terminate or refuse any service without cause. The City shall have the right to disconnect service to any area annexed by Sheridan when such annexation takes place without prior written City approval.

Within one year of this agreement, Sheridan shall provide the City with an estimate of the number of equivalent service taps needed for the next five (5) years under current zoning and planned build out in Sheridan's area as shown on Exhibit A. Sheridan shall continue to monitor zoning changes within its area to estimate its tap requirements and provide the City with notice of tap requirements for the next five (5) year period of time which shall be given to the City on each anniversary date of this Agreement in a form satisfactory to the City.

6. The City may impose and collect reasonable fees, tolls and charges, which shall be uniform as to all outside-City users for the services provided by the City under this Connector's Agreement.

The City shall bill Sheridan users directly for all applicable City charges for services rendered under this Agreement. Should any user not pay the City, the City shall bill Sheridan and Sheridan shall pay the amount due to City within forty-five (45) days of such billing. These charges are subject to adjustment by the City from time to time. When such adjustment to these charges are made, the City shall give Sheridan forty-five (45) days advance written notice.

The City may bill and collect "District Charges" imposed by Sheridan as an additional item to be billed and collected by the City along with the City's Treatment charge and other fees. The "District Charges" received by the City shall be remitted by the City to Sheridan annually; less an amount equal to the City and Sheridan charges which remain delinquent. Sheridan shall notify the City of any changes in the "District charges" to be imposed and the remittance schedule before May 1<sup>st</sup> of each year.

7. Subject to the terms of the Taxpayer's Bill of Rights (TABOR), Article XX, Section 10 or the Colorado Constitution, the term of this Agreement is for a period of three (3) years

from the date of execution and automatically renews for six (6) subsequent three (3) year periods unless either party gives a minimum of six (6) months written notice, during which time Sheridan agrees that all effluent produced from taps within Sheridan shall not be in violation of any federal, state or City laws, rules or regulations, or any other applicable governmental regulations or the permits under which the City operates its sewage treatment system. The City agrees, during the term hereof, to treat said effluent and to maintain adequate facilities for treating the same.

8. Sheridan agrees that it will maintain, at its own expense, all lines now owned and operated by Sheridan, it being specifically agreed that the City assumes no responsibility should any of Sheridan's lines become clogged, damaged, or require maintenance. Sheridan shall, if it deems necessary, notify its users of Sheridan's procedure to remedy service disruption.
9. The City is providing only sewage treatment service and, pursuant thereto; incidental use of the City's sewage lines shall be governed only by this individual Contract with Sheridan and the City does not, by this Contract, offer treatment service except in strict accordance with the terms hereof. This Contract does not offer, and shall not be construed as offering, sewage treatment service to the public generally or to any area outside the limits of Sheridan's service area described in Exhibit A.
10. This Contract may not be assigned, sold or transferred by Sheridan without the City's written consent.
11. Should any federal law, rule, permit or regulation or should a decree or order of a court render void or unenforceable any provision of this Contract, in whole or in part, the remainder shall remain in full force and effect.
12. Sheridan shall enforce this Agreement and each of its terms and conditions within the area described in "Exhibit A." Sheridan shall refuse to serve a user or potential user; disconnect the service of any user pursuant to appropriate law; or take other appropriate action in the event of:
  - a. Nonpayment of such user of any charge made by the City for services;
  - b. Any violation or noncompliance by such user with the terms of this Agreement;
  - c. Any violation or noncompliance by such user with the applicable laws, rules, permits or regulations of the City, the United States government, including the EPA, the State of Colorado, the Department of Health, or other law, rule, permit or applicable regulation.
13. Continued breach of this Agreement by Sheridan and/or its users shall be considered cause for the City to terminate this Agreement. Should Sheridan fail to promptly rectify a breach of any provisions identified herein, after notice thereof, the City may take such steps and do such work as it deems necessary to enforce this Agreement, including litigation and specifically a right to injunction or specific performance against Sheridan or any of its users as is necessary to protect the City's system and operations. The prevailing party shall be entitled to expenses and costs of suit, including attorney fees.

14. Should more than one district be connected to a sewer line, all districts on the sewer line who are in breach of this Agreement shall be jointly and severally liable for any such breach of this Agreement and each such district shall immediately, after notice, rectify any problem or condition detrimental to the treatment process arising within its legal boundaries. When more than one district is connected to a sewer line, and the City discovers any violation of the terms of this connector's agreement; the City shall not be required to prove which district is at fault but shall make available to all such affected districts all information developed or accumulated by the City pertaining to such breach. Nothing contained herein shall preclude a claim for indemnity or contribution by any District against another District or city connected to a common sewer line. C.R.S. 13-21-111.5, as amended shall govern the percentage of liability of any district or city on a common sewer line in the event the City seeks to impose liability based upon negligence or fault.
  
15. This Contract shall not be used as a legal defense or prohibition to the mandatory consolidation of facilities by either party as may be required by the laws of the State of Colorado of all existing sewer collection systems and facilities to a governmental entity created to assume responsibility for sewer service in the area in which both the City and State are a part under statutory or constitutional authority.

CITY OF ENGLEWOOD, COLORADO

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

THE CITY OF SHERIDAN

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\_\_\_\_\_  
, Mayor

ATTEST:

\_\_\_\_\_  
, City Clerk





City of Englewood  
Utilities Department



1 inch = 1,000 feet

"The accuracy of the data within this map is not to be taken/used as data produced by a Registered Professional Land Surveyor for the State of Colorado. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on the ground survey and represents only the approximate relative location of property boundaries."

City of Englewood  
Utilities Department  
Current as of March 2013  
2012 Imagery

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 9 a ii	<b>Subject</b> Wastewater Collection System Maintenance Standard Agreement for City of Sheridan
<b>INITIATED BY</b> Utilities Department	<b>STAFF SOURCE</b> Stewart H. Fonda, Director of Utilities	

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council approved a standard sanitary sewer connector's agreement in January 1988.

### RECOMMENDED ACTION

At their August 13, 2013 meeting the Englewood Water and Sewer Board recommended Council approval of the City of Sheridan Wastewater Collection System Maintenance Standard Agreement.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The maintenance agreements are to enable Englewood to perform sewer maintenance on adjacent districts that are too small to fund their own maintenance program. By having a larger service area, the additional revenue allows Englewood to purchase better equipment, which also benefits the inside City residents. This also provides a uniform standard of service for the adjacent sanitation districts and insures that lines are flushed at least once a year.

Englewood currently performs sewer maintenance services for the City of Cherry Hills Village, South Englewood Sanitation District and the City of Sheridan. The purpose of the proposed Wastewater Collection System Maintenance Standard Agreement form is to standardize these agreements.

Other districts, like Southgate are large enough to have their own maintenance crews or contract their maintenance with an established private company. In the agreement the districts will continue to own the mains in their district and be responsible for capital improvements.

### FINANCIAL IMPACT

Englewood bills and collects inside City sewer rates from these outside district customers, which include maintenance fees.

### LIST OF ATTACHMENTS

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Proposed Bill for Ordinance

WATER & SEWER BOARD  
MINUTES  
TUESDAY, AUGUST 13, 2013



Present: Oakley, Wiggins, Habenicht, Waggoner, Woodward, Burns, Lay, Penn

Absent: Moore, Olson

Also present: Stu Fonda, Director of Utilities, John Bock, Utilities Manager

The meeting was called to order at 5:04 p.m.

1. MINUTES OF THE JULY 9, 2013.

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Motion: To approved the Minutes of the July 9, 2013 Water Board meeting.

Moved: Burns                      Seconded: Habenicht

Motion approved unanimously.



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Ben Nielsen from McLaughlin Water Design Group in River Run Park Project appeared to discuss the proposed Union Avenue Bike Path next to the Englewood raw water intake facility north of Union Avenue. Accommodations for the Union Ave. pump station intersecting bike path were discussed.

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Motion: To approve project concept and a Grant of Easement to South Suburban Parks for the Regional Trail Extension at the Englewood Water Intake Facility at Union Avenue, per City Attorney's approval.



This also provides a uniform standard of service for adjacent sanitation districts and insures that lines are flushed at least once a year.

Motion: To recommend Council approval of the Wastewater Collection System Maintenance Standard Agreement for City of Sheridan.

Moved: Waggoner                      Seconded: Burns

Motion approved unanimously.



#### 6. SHERIDAN SANITATION DISTRICT NO. 1 CONNECTOR'S AGREEMENT.

The Littleton/Englewood Wastewater Treatment Plant is able to receive and treat sewage transmitted by various districts. The agreement addresses this service with the district that owns and maintains the sewer mains. The City of Sheridan has approximately 51 taps and will continue to own the lines and be responsible for capital improvements it its system.

Motion: To recommend Council approval of the City of Sheridan Wastewater Connector's Agreement.

Moved: Waggoner                      Seconded: Habenicht

Motion approved unanimously.



#### 7. DESIGN AND REPAIR OF 3MG STORAGE TANKS.

Tom Brennan appeared to discuss the design and repair of the 3mg storage tank roofs project. The Board received a proposal from Wiss, Janney, Elstner Engineers (WJE) regarding scope of services proposed for the Phase 3 Roof Structure Rehabilitation and New Roof Design in the amount of \$49,500. WJE evaluated various alternatives for the retrofit of the roof slab on the west tank at the S. Clarkson water storage facility. WJE was responsible for the engineering for the first two phases.

Motion: To recommend City Manager approval of the Scope of Services for WJE for the 3 mg roof structure rehabilitation in the amount of \$49,500.

Moved: Lay                              Seconded: Burns

Motion approved unanimously.



#### 8. CHANGE ORDER #02 FOR UV DISINFECTION FACILITY.

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Moved: Waggoner                      Seconded: Habenicht

Motion approved unanimously.



#### 9. LINDSAY MARSH – 4344 S. WASHINGTON ST.

The Board received an update on the delinquent account at 4344 S. Washington St. where the water is turned back on after numerous notices, red-tags and repeated turn-offs. Repeated attempts to contact Ms. March has resulted in no response. After Officer Read left her a phone message on July 29, she returned his call and promised to pay her past due bill. As of August 13, 2013 Ms. Read has not paid. Since this is a violation of the Englewood Municipal Code, the impact team will be ticketing Ms. Marsh.

The Board received copies of the form letters, "Termination of Water Service - Notice of Violation," and "Broken Sidewalk Water Valve – Notice of Violation." These forms will be used in future for delinquent accounts where the curb stop is inoperable and/or where the customer turns the water back on after it was turned off for non-payment.



#### 10. ALLEN WATER TREATMENT PLANT RESIDUALS MANAGEMENT AND DISPOSAL EVALUATION.

The Board received a letter from Arcadis outlining potential options for the management and disposal of treatment residuals generated at the Allen Water Treatment Plant that have elevated concentrations of radionuclides. The labor and fee estimate for evaluation of discharging residuals to a waste disposal facility versus discharging residuals to the sewer is \$81,670. Arcadis' first task is for \$45,950 for evaluation of discharging residuals to the sewer, and the second is for \$35,720 for evaluation of existing waste disposal facilities. Staff recommended proceeding with both options. The City of Aurora may participate financially with task #2.

Motion: To recommend City Manager or Council approval of the Arcadis proposal in the amount of \$81,670 for evaluation of discharging residuals to a waste disposal facility versus discharging to the sewer. The City Manager may sign as two contracts or forward together to Council.

Moved: Burns Seconded: Waggoner

Motion approved unanimously



#### 11. COLUMBINE SANITATION DISTRICT SUPPLEMENT #5.

The landowner, Taylor Morrison of Colorado is requesting inclusion into the Columbine Water and Sanitation District and Valley Sanitation District. Supplement #5 is for 31 taps for a residential development consisting of 31 patio homes, all located on approximately 9.63 acres. The property is located on the southeast corner of W. Bowles Ave. and Middlefield Road in the town of Columbine Valley. The name of the development is The Cottages at Columbine Valley, currently the Wolf property.

Motion: To recommend Council approval of a Bill for an Ordinance approving Columbine Sanitation District Supplement #5 for Taylor Morrison of Colorado, Inc.

Moved: Waggoner Seconded: Burns

Motion approved unanimously.



#### STATEMENT FROM DAVID HILL, WATER ATTORNEY.

The Board received David Hill's water rights communication dated August 8, 2013. Mr. Hill's review discussed what is happening in cases with United Water and East Cherry Creek Valley and Bebe Draw.

Meeting adjourned at 6:50 p.m.

The next Englewood Water Board meeting will be Tuesday, September 10, 2013 at 5:00 p.m. in the Community Development Conference Room.

Respectfully submitted,

Cathy Burrage  
Recording Secretary

## **WATER & SEWER BOARD**

### **PHONE VOTE - WEDNESDAY, SEPTEMBER 3, 2013**

#### **Phone Vote Roll Call.**

**Contacted:** Clyde Wiggins, Chuck Habenicht, Tom Burns, Kells Waggoner, Jim Woodward, Linda Olson, Jo Lay, Wayne Oakley, John Moore, Randy Penn

#### **1. MINUTES OF THE AUGUST 13, 2013 MEETING.**

**Motion:** Approve minutes of the August 13, 2013 Water and Sewer Board meeting.

**Moved:** Waggonner                      **Seconded:** Penn

Motion passed unanimously.

The next Water and Sewer Board meeting will be Tuesday, October 8, 2013 at 5:00 p.m. in the Community Development Conference Room.

Respectfully submitted,

Cathy Burrage  
Recording Secretary

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 54  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE AUTHORIZING AN INTERGOVERNMENTAL WASTEWATER COLLECTION SYSTEM MAINTENANCE AGREEMENT BETWEEN THE CITY OF SHERIDAN AND THE CITY OF ENGLEWOOD, COLORADO.

WHEREAS, the City of Englewood owns and operates a sewage system, including a sewage treatment plant which is jointly owned and operated with the City of Littleton known as the L/E Wastewater Treatment Plant (WWTP); and

WHEREAS, the L/E WWTP provides sanitary sewer service to districts outside of the Englewood corporate boundaries through a standard connector's agreement; and

WHEREAS, Wastewater Collection System Maintenance Agreements enable the City of Englewood to perform sewer maintenance on adjacent districts that are too small to fund their own maintenance program; and

WHEREAS, by having a larger service area, the additional revenue allows Englewood to purchase better equipment, which also benefits Englewood City residents; and

WHEREAS, provide maintenance agreements for a uniform standard of service for adjacent sanitation districts and insures that lines are flushed at least once a year; and

WHEREAS, the City of Englewood currently performs sewer maintenance services for the City of Sheridan as well as Cherry Hills Village and South Englewood Sanitation District; and

WHEREAS, other districts, such as Southgate are large enough to have their own maintenance crews or contract their maintenance with an established private company; and

WHEREAS, this agreement provides that the district will continue to own the mains in its district and be responsible for capital improvements; and

WHEREAS, the Englewood Water and Sewer Board reviewed and recommended approval of the City of Sheridan Wastewater Collection System Maintenance Agreement at the August 13, 2013 meeting;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Intergovernmental Agreement between the City of Englewood and the City of Sheridan entitled “Wastewater Collection System Maintenance Agreement for the City of Sheridan, Colorado” is hereby approved; a copy is attached hereto as Exhibit 1.

Section 2. The Mayor is authorized to execute and City Clerk to attest and seal the Intergovernmental “Wastewater Collection System Maintenance Agreement For the City of Sheridan”, for and on behalf of the Englewood City Council.

Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City’s official newspaper on the 11<sup>th</sup> day of October, 2013.

Published as a Bill for an Ordinance on the City’s official website beginning on the 9th day of October, 2013 for thirty (30) days.

---

Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 11th day of October, 2013.

---

Loucrishia A. Ellis

**REVISED 4/2013**

**WASTEWATER COLLECTION SYSTEM MAINTENANCE AGREEMENT**

An Agreement, dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
between the City of Sheridan, Colorado

(System Owner or Owner) and the City of Englewood, a Colorado municipality (Englewood),  
regarding the maintenance of a certain wastewater collection system (System):

WHEREAS, the Owner owns and operates a wastewater collection system, hereinafter System, consisting of easements, collector and transmission lines, cleanouts and manholes (system facilities), this system is used to provide sanitary sewer service to the system's customers in parts of Arapahoe County; and

WHEREAS, the System Owner's wastewater collection system is shown on Exhibit "A", attached hereto and incorporated herein by reference; and

WHEREAS, Owner does not currently own or operate any maintenance equipment for such a system; and

WHEREAS, Englewood owns and operates its own wastewater collection system, exclusive of the Owner's system, and has the equipment and personnel available to maintain the Owner's system as well as its own system;

Now, therefore, Owner and Englewood hereby covenant and agree as follows:

1. Englewood shall provide normal, routine, flushing and cleaning maintenance services for the Collection System facilities, as shown in Exhibit A, as needed to provide efficient, continuous and economical service within the Owner's System. Flushing and cleaning of the System shall be considered normal and routine maintenance.
2. Englewood's maintenance of all system facilities in the System, except for the construction of new or additional facilities, shall include:
  - (a) The annual cleaning and inspection of the System as described in Exhibit A. Such cleaning and inspecting may include visual and TV inspections, root-sawing, chemical line treatment and the jet flushing of lines, as conditions warrant.
  - (b) Responding to all emergency calls and taking the appropriate remedial action and cleanup, if necessary. The Owner will pay for the cleanup resulting from a stoppage or backup in any customer's individual service line caused by a malfunction in an Owner's line. Englewood, without prior approval from the Owner, is authorized to contract for any such cleanup, which the Owner hereby agrees to pay. If the malfunction in an Owner's line is occasioned by Englewood's actions, Englewood shall pay for the cleanup. This determination shall be solely Englewood's.

- (c) Englewood shall respond to requests to locate the sewer mains, collector lines and manholes in this system. Englewood will not be responsible for locating privately owned sewer service laterals in this system other than to indicate where the laterals are connected to the mains to the best of Englewood's knowledge as indicated by its records.
  - (d) Englewood shall be responsible for marking all Owner's facilities and System upon notice from the statewide one-call system, UNCC or its successor, pursuant to C.R.S. 9-1.5-101, et seq., marking the same in the manner and within the time established by that statute. Englewood shall be responsible for the marking only; the Owner shall pay the monthly fees to UNCC or its successor to notify Englewood to make such markings.
3. Owner agrees that it will assume ownership of any existing wastewater Collection System facilities within the Collection System to facilitate this maintenance agreement with Englewood. Any additional service facilities needed to serve the area shall be constructed at the Owner's expense, to Englewood standards, and the Owner agrees to assume ownership of the Collection System upon the deeding to the Owner by the property owners. Ownership shall be by written conveyance. However, each such conveyance must be approved by Englewood before it becomes a part of the Collection System which is the subject of this Agreement.
  4. Owner shall continue to own the Collection System. Any rights-of-way utilized in the system shall continue to be held in Owner's name and shall be maintained by Owner. Owner further agrees to acquire and hold right-of-ways or easements of sufficient size to permit operation and maintenance activities on any public or private property where existing or future facilities are located, and to maintain those rights-of-way and easements free of landscaping, structures or other obstructions which would interfere with Englewood's maintenance obligations under this Agreement. Englewood shall not be obligated to maintain sewer lines where adequate right-of-way, free and clear of landscaping or obstructions does not exist. In such circumstances, if authorized in writing by Owner, Englewood at its option, may attempt to perform the maintenance without any liability whatsoever for damage to private property.
  5. Prior to the Parties entering into this Agreement for wastewater Collection System maintenance, the Collection System shall be televised and videotaped to determine the condition of the system. The cost of this procedure shall be borne by System Owner and the video tape shall be provided to Englewood. Any repair or rehabilitation necessitated, in the opinion of Englewood, shall be at the sole expense of Owner.
  6. Customers on the System shall have additional fees added to their existing wastewater treatment bills to cover the cost of providing this maintenance service. The amount added for normal, routine flushing and cleaning maintenance services shall be at a rate which is based on the same estimated annual cost per linear foot of sewer main that Englewood charges for normal, routine flushing and cleaning within the Englewood Wastewater Collection System. The rate may be changed from time to time, but the amount shall be the rate necessary for Englewood to recover its normal maintenance costs for the Owner's System. It is the intent of this agreement that Englewood recover from Owner, the amount of revenue necessary to cover its reasonable maintenance costs and avoid a situation where the citizens of Englewood subsidize customers of the Owner's System.

In the alternative, for the services rendered as herein defined, the System Owner may elect to pay to Englewood an annual maintenance fee as established or amended from time to time by the City, during the term of this Agreement. This fee shall be payable quarterly, in arrears by the 10<sup>th</sup> day of the month following the end of each calendar quarter, one-fourth (1/4) of the annual amount. Payments for any partial calendar quarter at the beginning or the end of this Agreement shall be prorated based on the number of days of service provided by Englewood, divided by the number of calendar days in the quarter affected. All payments made pursuant to this Agreement, shall be to the City of Englewood, Department of Utilities, and remitted in care of the Director of Utilities at 1000 Englewood Parkway, Englewood, CO 80110.

7. The Owner, by this Agreement, grants and conveys to Englewood a license, but not ownership, over all the wastewater facilities in the System. System Owner agrees that it will not exercise any dominion whatsoever over any of the wastewater collection facilities in the system which are inconsistent with the performance by Englewood of its rights and obligations hereunder. It is agreed that "license", as used in this Agreement, shall mean the right to use, connect, disconnect, modify, rehabilitate, extend, enlarge, replace, improve, convey, abandon or otherwise dispose of any and all of the Collection System facilities, but only in so far as is reasonably necessary to perform Englewood's maintenance operations under this Agreement. Should the Owner not approve the replacement or improvement of some portion of the Collection System which does not meet Englewood's minimum standards, Englewood may, at its option, continue to maintain that portion to the best of its ability, but shall not be held responsible for any inadequacies or failures of said portion which may occur as a result of the substandard condition. Responsibility for such inadequacies or failures shall be with the Owner upon written notice to the Owner by Englewood.

The Owner agrees that Englewood is not obligated to enlarge or extend or bring up to any standards any existing facilities in the Collection System.

8. The Owner shall obtain and pay any fees for street cut permits for Englewood when such permits are necessary for Collection System maintenance work. The Owner shall be responsible for asphalt or concrete replacement costs in street or sidewalk cuts made by Englewood for System maintenance.
9. This Agreement is contingent on Owner having a current Standard Connector's Agreement with Englewood. If the Standard Connector's Agreement expires and is not renewed, Englewood has the option to discontinue maintenance service to the system and to cease collecting fees for the maintenance service. By providing maintenance service, for the system, Englewood does not release the Owner from its responsibilities and obligations as set forth in the Standard Connector's Agreement, nor does Englewood, incur any liability resulting from the maintenance of the Owner's Collection System.
10. All general rules and regulations and amendments thereto placed in force by Englewood concerning the operation, conditions of service and procedures relating to the installation of new services in the System, shall be as fully enforceable in the System as in Englewood. The Owner agrees to exercise its authority to enforce Englewood's applicable sanitary sewer system ordinances and rules including those made to protect the collection and transport systems and the treatment facilities; to assure Englewood that any new

installations in the Collection System are constructed to the standards of Englewood; and to assure collection of delinquent accounts.

11. No enlargement of the Collection System or any other amendment of this Agreement shall be made unless it is, by mutual agreement, in writing.
12. The Owner further agrees to abide by all applicable State and Federal laws, rules, regulations or permits, including those of the Environmental Protection Agency System Owner shall employ or contract the services of a Certified Collection System Operator as required by the Colorado Water Quality Control Act, Article 9 of Title 25, C.R.S. The Owner agrees to exercise its authority to assist Englewood in enforcing its applicable sanitary sewer system ordinances and rules including those made to protect the collection and transport systems and treatment facilities; to assure that any new installations in the Collection System are to the standards of Englewood; and to guarantee collection of delinquent accounts.
13. It is agreed that for failure of the Owner or Englewood to perform their duties under this Agreement, in all its essential parts, either Party may terminate this Agreement. Prior to such termination, the terminating Party shall provide written notice to the other Party of the deficiency and provide adequate time, not to exceed one year to correct these deficiencies. Notwithstanding the above, Englewood shall always have the option to discontinue maintenance services to the Collection System at its discretion by providing six (6) months written notice.
14. The term of this Agreement shall be for three (3) years beginning from the effective date of this Agreement. At the end of that term, if both agree, this Agreement may be renewed by Englewood in three (3) year increments. After the first three (3) year extension, the Owner or Englewood may discontinue this Agreement at any time with written notification not less than one year prior to the desired ending date or, in the case of Englewood six (6) months as noted above. Notwithstanding anything contained in this Agreement to the contrary, in the event no funds or insufficient funds are appropriated and budgeted by the governing body or are otherwise unavailable by any means whatsoever in any following fiscal period, the government entities subject to TABOR limitations may terminate this Agreement at the end of any fiscal year. The Parties agree that nothing herein is intended to create a multi-year obligation or indebtedness in violation of Article XX Section 10 of the Colorado Constitution and that any obligation of the parties is contingent upon their City Council's annual appropriation of funds.
15. System Owner shall have the ability to place appropriate and legal charges on the sewer bills sent to customers within the system. Englewood agrees to collect such charges at the request of the Owner and forward such payments to the Owner. Englewood shall have the ability to charge the Owner a reasonable and customary administrative fee to bill and collect any such charges.
16. In the event that any provisions of this Agreement are in conflict with the Standard Connector's Agreement of the Owner, the Connector's Agreement shall govern.
17. Englewood shall not be responsible for or liable for damages to any property which may result from its maintenance of the system whatsoever. The City of Englewood shall perform due diligence in maintaining the System, which due diligence shall mean that Englewood shall flush or clean each sewer main not less than once per calendar year.

Nothing herein shall be deemed a waiver of the rights, limitations, protections and immunities afforded the parties by the Colorado Governmental Immunity Act C.R.S. §24-10-201 et. seq. as amended from time to time and otherwise available at law.

18. Englewood will provide reports on the cleaning, inspection, and maintenance, of the Owner's system quarterly on, or before the end of the month following each calendar quarter during the term of this Agreement. In addition, Englewood shall provide reports of all emergency responses, within the next business day. The Owner will provide contact persons and telephone numbers to Englewood for such purposes.
19. All notices pursuant to this Agreement shall be in writing, sent certified mail, return receipt requested or hand-delivered, notice being given when received, addressed to each of the parties, with a copy to each party's attorney, as follows:

CITY OF ENGLEWOOD  
Department of Utilities  
c/o Stewart H. Fonda  
Director of Utilities  
1000 Englewood Parkway  
Englewood, CO 80110

Daniel L. Brotzman  
City Attorney  
1000 Englewood Parkway  
Englewood, CO 80110

\_\_\_\_\_

William P. Hayashi  
Williamson & Hayashi, LLC  
1650 38<sup>th</sup> Street – No. 103 West  
Boulder, CO 80301

City of Sheridan  
4101 South Federal Blvd.  
Englewood, CO 80110-5399

Each party agrees to give notice to the other of any change in its representatives or their address.

20. This Agreement represents the complete understanding of the parties, and each, by the signature of its representatives below, agrees, covenants and warrants to and with the other that each has full authority to enter into, bind and obligate the Party for whom each signs. This agreement may not be assigned by either Party without the advance written approval of the other; and shall not be amended or modified, except in writing, which modification or amendment shall not be effective until the same is reduced to writing and executed by both parties hereto.

IN WITNESS WHEREOF this instrument has been executed as of the day and year first above written.

CITY OF ENGLEWOOD

By: \_\_\_\_\_

Date: \_\_\_\_\_

Randy P. Penn, Mayor

ATTEST:

\_\_\_\_\_  
Loucrishia A. Ellis, City Clerk

CITY OF SHERIDAN |

\_\_\_\_\_  
, Mayor

Date: June 12, 2013

ATTEST: 0

\_\_\_\_\_  
City Clerk





1 inch = 300 feet

"The accuracy of the data within this map is not to be taken/used as data produced by a Registered Professional Land Surveyor for the State of Colorado. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on the ground survey and represents only the approximate relative location of property boundaries."

City of Englewood  
Utilities Department  
Current as of March 2013  
2012 Imagery

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 a i	<b>Subject</b> Bill For An Ordinance Establishing The 2013 Mill Levy Collected in 2014
<b>Initiated By</b> Department Of Finance and Administrative Services		<b>Staff Source</b> Frank Grylewicz, Director

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council and staff began the 2014 budget process at the April 22, 2013 Study Session with an overview of the Five Year Forecast and preliminary budget discussion. Council briefly discussed the 2014 Budget at the July 15, 2013 Study Session. Council reviewed the 2014 Proposed Budget at the August 26, September 3, and 9, 2013 Study Sessions.

As a result of these meetings, City Council provided feedback and requested staff prepare the Proposed 2014 Budget for publication. The 2014 Proposed Budget was made available online September 6, 2013 and then printed and distributed on September 12, 2013. A public hearing regarding the proposed budget was held September 16, 2013 and a follow-up Budget Workshop was held September 23, 2013.

### RECOMMENDED ACTION

Staff recommends Council approve this bill for an ordinance establishing the 2013 mill levy to be collected in 2014.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The City of Englewood assesses property tax for the general government operations and for the General Obligation Bonds Debt Service Fund. TABOR restricts the City from raising the mill levy without a vote of the citizens. The City's general mill levy has been unchanged since 1992. This year's General Fund mill levy remains unchanged at 5.880 mills. The 2013 levy is certified to Arapahoe County by December 15, 2013 for collection in 2014.

### FINANCIAL IMPACT

Based on the assessed valuation for the City of Englewood as certified by the Arapahoe County Assessor, the *estimated* net assessed value of all properties in Englewood for 2013 is \$497,855,060 compared to \$498,187,350 for 2012. The 2013 mill for General Fund operations is 5.880 mills and 2.244 mills for the General Obligation Bonds Debt Service Fund. The total mill levy is 8.124 for 2013 collected in 2014. The total amount budgeted for the General Fund is \$2,898,000 (net of uncollectibles, abatements, etc.). The amount budgeted for the General Obligation Bonds Debt Service Fund is \$1,107,000 (net of uncollectibles, abatements, etc.).

A homeowner with a \$200,000 dollar home in Englewood would pay the following to the City of Englewood:

Market Value	\$200,000
Assessment Ratio	7.96%
Assessed Value	\$15,920
General Operations Mill Levy	5.880
<b>Taxes Paid For General Fund Operations</b>	<b>\$93.61</b>

Market Value	\$200,000
Assessment Ratio	7.96%
Assessed Value	\$15,920
Community Center Bond Fund Mill Levy	2.244
<b>Taxes Paid For General Obligation Bonds</b>	<b>\$35.72</b>

Market Value	\$200,000
Assessment Ratio	7.96%
Assessed Value	\$15,920
Total Mill Levy	8.124
<b>Total Taxes Paid To City Of Englewood</b>	<b>\$129.33</b>

**LIST OF ATTACHMENTS**

Proposed bill for an ordinance

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 52  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE FIXING THE TAX LEVY IN MILLS UPON EACH DOLLAR OF THE ASSESSED VALUATION OF ALL TAXABLE PROPERTY WITHIN THE CITY OF ENGLEWOOD, COLORADO.

WHEREAS, it is the duty of the City Council of the City of Englewood, Colorado, under the Englewood Home Rule Charter and Colorado Revised Statutes, to make the annual property levy for City purposes; and

WHEREAS, the City Council has duly considered the estimated valuation of all the taxable property within the City and the needs of the City and of each of said levies and has determined that the levies as hereinafter set forth, are proper and wise; and

WHEREAS, the following levies are permitted under Article X, Section 20 of the Colorado Constitution without a vote by the citizens;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. That there be and hereby is levied for the year of 2013, due and payable as required by statute in the year 2014, a tax of 5.880 mills on the dollar for the General Fund of the City of Englewood, Colorado, and 2.244 mills on the dollar for the General Obligation Bond Debt Service Fund of the City of Englewood, Colorado.

That the levy hereinabove set forth shall be levied upon each dollar of the assessed valuation of all taxable property within the corporate limits of the City of Englewood, Colorado, and the said levy shall be certified by law.

Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 11th day of October, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 7th day of October, 2013.

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Loucrishia A. Ellis

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 a ii	<b>Subject</b> Bill For An Ordinance Adopting the Budget For Fiscal Year 2014
<b>Initiated By</b> Department Of Finance and Administrative Services		<b>Staff Source</b> Frank Gryglewicz, Director

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council and staff began the 2014 budget process at the April 22, 2013 Study Session with an overview of the Five Year Forecast and preliminary budget discussion. Council briefly discussed the 2014 Budget at the July 15, 2013 Study Session. Council reviewed the 2014 Proposed Budget at the August 26, September 3, and 9, 2013 Study Sessions.

As a result of these meetings, City Council provided feedback and requested staff prepare the Proposed 2014 Budget for publication. The 2014 Proposed Budget was made available online September 6, 2013 and then printed and distributed on September 12, 2013. A public hearing regarding the proposed budget was held September 16, 2013 and a follow-up Budget Workshop was held September 23, 2013.

### RECOMMENDED ACTION

Staff recommends Council approve the proposed bill for an ordinance adopting the 2014 City of Englewood Budget.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The Charter of the City of Englewood requires the City Council to adopt next year's Budget and Appropriation Ordinances no later than thirty days prior to the first day of the next fiscal year to insure there is legal authority to expend funds.

Due to limited growth in the revenue sources available to the City, the 2014 Budget limited expenditures increases as much as possible while limiting the impact on the citizens. Many City employees sacrificed to make this budget work by not cashing out personal leave and taking on additional duties to help maintain reserves.

City staff and Council worked together to identify fund transfers, expenditure cuts, freezing and/or delay hiring vacant positions, and eliminating some vacant positions during the various budget meetings mentioned above. Total ending 2014 reserves are estimated at \$7,518,687 and the Unassigned Fund Balance is estimated at 9.33 percent of revenues.

### FINANCIAL IMPACT

The General Fund is budgeting total sources of funds of \$40,918,932 and total uses of funds of \$42,126,719 leaving a total reserve of \$7,518,687 and an Unassigned Fund Balance of 9.33 percent. The total General Fund appropriation is \$42,126,719 for 2014.

### LIST OF ATTACHMENTS

Proposed bill for an ordinance

Market Value	\$200,000
Assessment Ratio	7.96%
Assessed Value	\$15,920
General Operations Mill Levy	5.880
<b>Taxes Paid For General Fund Operations</b>	<b>\$93.61</b>

Market Value	\$200,000
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Assessed Value	\$15,920
Community Center Bond Fund Mill Levy	2.244
<b>Taxes Paid For General Obligation Bonds</b>	<b>\$35.72</b>

Market Value	\$200,000
Assessment Ratio	7.96%
Assessed Value	\$15,920
Total Mill Levy	8.124
<b>Total Taxes Paid To City Of Englewood</b>	<b>\$129.33</b>

**LIST OF ATTACHMENTS**

Proposed bill for an ordinance

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 50  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE ADOPTING THE BUDGET OF THE CITY OF ENGLEWOOD,  
COLORADO, FOR FISCAL YEAR 2014.

WHEREAS, pursuant to the provisions of Part I, Article X, of the Charter of the City of Englewood, Colorado, a budget for fiscal year 2014 was duly submitted by the City Manager to the City Council on September 6, 2013; and

WHEREAS, a public hearing on said budget was held by the City Council within three weeks after its submission at the meeting of the City Council on September 16, 2013. Regular notice of the time and place of said hearing was published within seven days after submission of the budget in the manner provided in the Charter for the publication of an ordinance; and

WHEREAS, the City Council of the City of Englewood has studied and discussed the budget on numerous occasions;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. That the budget of the City of Englewood, Colorado, for fiscal year 2014, as submitted by the City Manager, duly considered by the City Council and with changes made by the City Manager to reflect Council discussion after public hearing, is adopted as the budget for the City of Englewood for the fiscal year 2014.

Section 2. GENERAL FUND

2014 BUDGET

Total Fund Balance, January 1, 2014

\$ 8,726,474

	<u>Revenues</u>
Sales/Use Tax	22,883,003
Property and Specific Ownership Tax	3,128,000
Franchise/Occupation/Cigarette Tax/Hotel	3,258,500
License/Permits	932,550
Intergovernmental Revenue	1,243,281
Charges for Services	3,340,803
Cultural & Recreation	2,594,232
Fines & Forfeitures	1,368,450
Interest	8,164
Contribution from Component Units	638,829
Other	<u>274,300</u>

Total Revenues	\$ 39,670,112
Other Financing Sources	<u>1,248,820</u>
Total Sources of Funds	\$ 40,918,932

	<u>Expenditures</u>
Legislation	354,570
City Manager's Office	703,758
City Attorney's Office	818,514
Municipal Court	1,026,895
Human Resources	468,826
Finance and Administrative Services	1,625,150
Information Technology	1,378,942
Community Development	1,235,802
Public Works	5,504,669
Police	11,543,760
Fire	8,202,319
Library Services	1,250,536
Parks and Recreation Services	5,804,158
Contingencies	200,000
Debt Service	<u>2,008,820</u>
Total Uses of Funds	\$ 42,126,719
 Total Fund Balance, December 31, 2014	 \$ 7,518,687

Section 3. SPECIAL REVENUE FUNDS

<u>Conservation Trust Fund</u>	
Fund Balance, January 1, 2014	\$ 88,952
Revenues	\$ 310,000
 Expenditures	 \$ 337,000
Fund Balance, December 31, 2014	\$ 61,952
 <u>Community Development Fund</u>	
Fund Balance, January 1, 2014	\$ -0-
Revenues	\$ 350,000
 Expenditures	 \$ 350,000
Fund Balance, December 31, 2014	\$ -0-

<u>Donors Fund</u>		
Fund Balance, January 1, 2014	\$	218,096
Revenues	\$	90,000
Expenditures	\$	242,680
Fund Balance, December 31, 2014	\$	65,416
<u>Parks and Recreation Trust Fund</u>		
Fund Balance, January 1, 2014	\$	455,947
Revenues	\$	16,300
Expenditures	\$	365,000
Fund Balance, December 31, 2014	\$	107,247
<u>Malley Center Trust Fund</u>		
Fund Balance, January 1, 2014	\$	244,474
Revenues	\$	7,000
Expenditures	\$	75,000
Fund Balance, December 31, 2014	\$	176,474
<u>Open Space Fund</u>		
Fund Balance, January 1, 2014	\$	196,630
Revenues	\$	665,000
Expenditures	\$	805,630
Fund Balance, December 31, 2014	\$	56,000

Section 4. DEBT SERVICE FUND

<u>General Obligation Bond Fund</u>		
Fund Balance, January 1, 2014	\$	38,712
Revenues	\$	1,107,000
Expenditures	\$	1,106,963
Fund Balance, December 31, 2014	\$	38,749

Section 5. CAPITAL PROJECT FUNDS

<u>Public Improvement Fund</u>	
Fund Balance, January 1, 2014	\$ 1,001,427
Revenues	\$ 3,009,000
Expenditures and Transfers	\$ 3,190,820
Fund Balance, December 31, 2014	\$ 819,607
<u>Capital Projects Fund</u>	
Fund Balance, January 1, 2014	\$ 78,282
Revenues and Transfers In	\$ 1,153,000
Expenditures	\$ 1,151,975
Fund Balance, December 31, 2014	\$ 79,307

Section 6. ENTERPRISE FUNDS

<u>Water Fund</u>	
Fund Balance, January 1, 2014	\$ 10,793,233
Revenues	\$ 9,076,085
Expenditures	\$ 11,655,110
Fund Balance, December 31, 2014	\$ 8,214,208
<u>Sewer Fund</u>	
Fund Balance, January 1, 2014	\$ 1,134,620
Revenues	\$ 17,414,011
Expenditures	\$ 17,246,403
Fund Balance, December 31, 2014	\$ 1,302,228
<u>Storm Drainage Fund</u>	
Fund Balance, January 1, 2014	\$ 972,029
Revenues	\$ 333,122
Expenditures	\$ 323,736
Fund Balance, December 31, 2014	\$ 981,415
<u>Golf Course Fund</u>	
Fund Balance, January 1, 2014	\$ 599,441
Revenues	\$ 2,241,398
Expenditures	\$ 2,626,498
Fund Balance, December 31, 2014	\$ 214,341
<u>Concrete Utility Fund</u>	
Fund Balance, January 1, 2014	\$ 338,371
Revenues	\$ 884,200

Expenditures	\$ 872,162
Fund Balance, December 31, 2014	\$ 350,409
 <u>Housing Rehabilitation Fund</u>	
Fund Balance, January 1, 2014	\$ 750,019
Revenues	\$ 1,000,000
Expenditures	\$ 1,000,000
Fund Balance, December 31, 2014	\$ 750,019

Section 7. INTERNAL SERVICE FUNDS

<u>Central Services Fund</u>	
Fund Balance, January 1, 2014	\$ 152,509
Revenues	\$ 388,400
Expenditures and Transfers	\$ 429,699
Fund Balance, December 31, 2014	\$ 111,210
 <u>Servicenter Fund</u>	
Fund Balance, January 1, 2014	\$ 1,187,203
Revenues	\$ 2,561,160
Expenditures and Transfers	\$ 3,290,180
Fund Balance, December 31, 2014	\$ 458,183
 <u>Capital Equipment Replacement Fund</u>	
Fund Balance, January 1, 2014	\$ 1,658,730
Revenues and Transfers In	\$ 1,026,894
Expenditures	\$ 1,760,066
Fund Balance, December 31, 2014	\$ 925,558
 <u>Risk Management Fund</u>	
Fund Balance, January 1, 2014	\$ 316,137
Revenues	\$ 1,442,765
Expenditures	\$ 1,443,774
Fund Balance, December 31, 2014	\$ 315,128
 <u>Employee Benefits Fund</u>	
Fund Balance, January 1, 2014	\$ 1,961
Revenues	\$ 6,115,186
Expenditures	\$ 6,115,998
Fund Balance, December 31, 2014	\$ 1,149

Section 8. That the said budget shall be a public record in the office of the City Clerk and shall be open to public inspection. Sufficient copies thereof shall be made available for the use of the City Council and the public, the number of copies to be determined by the City Manager.

Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 11th day of October, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 7th day of October, 2013.

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Loucrishia A. Ellis

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 a iii	<b>Subject</b> Bill For An Ordinance Appropriating Funds For Fiscal Year 2014
<b>Initiated By</b> Department of Finance and Administrative Services		<b>Staff Source</b> Frank Gryglewicz, Director

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council and staff began the 2014 budget process at the April 22, 2013 Study Session with an overview of the Five Year Forecast and preliminary budget discussion. Council briefly discussed the 2014 Budget at the July 15, 2013 Study Session. Council reviewed the 2014 Proposed Budget at the August 26, September 3, and 9, 2013 Study Sessions.

As a result of these meetings, City Council provided feedback and requested staff prepare the Proposed 2014 Budget for publication. The 2014 Proposed Budget was made available online September 6, 2013 and then printed and distributed on September 12, 2013. A public hearing regarding the proposed budget was held September 16, 2013 and a follow-up Budget Workshop was held September 23, 2013.

### RECOMMENDED ACTION

Staff recommends Council approve the proposed bill for an ordinance appropriating funds for Fiscal Year 2014 City of Englewood Budget.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The Charter of the City of Englewood requires the City Council to adopt next year's Budget and Appropriation Ordinances no later than thirty days prior to the first day of the next fiscal year to insure there is legal authority to expend funds.

Due to limited growth in the revenue sources available to the City, the 2014 Budget limited expenditures increases as much as possible while limiting the impact on the citizens. Many City employees sacrificed to make this budget work by not cashing out personal leave and taking on additional duties to help maintain reserves.

City staff and Council worked together to identify fund transfers, expenditure cuts, freezing and/or delay hiring vacant positions, and eliminating some vacant positions during the various budget meetings mentioned above. Total ending 2014 reserves are estimated at \$7,518,687 and the Unassigned Fund Balance is estimated at 9.33 percent of revenues.

### FINANCIAL IMPACT

The General Fund is budgeting total sources of funds of \$40,918,932 and total uses of funds of \$42,126,719 leaving a total reserve of \$7,518,687 and an Unassigned Fund Balance of 9.33 percent. The total General Fund appropriation is \$42,126,719 for 2014.

### LIST OF ATTACHMENTS

Proposed bill for an ordinance

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 51  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE APPROPRIATING MONIES FOR ALL MUNICIPAL PURPOSES IN THE CITY OF ENGLEWOOD, COLORADO, FOR FISCAL YEAR BEGINNING JANUARY 1, 2014, AND ENDING DECEMBER 31, 2014, CONSTITUTING WHAT IS TERMED THE ANNUAL APPROPRIATION BILL FOR FISCAL YEAR 2014.

WHEREAS, a public hearing on the Proposed 2014 Budget was held September 16, 2013; and

WHEREAS, the operating budgets and Multiple Year Capital Plan for all City departments and funds were reviewed at a budget workshop held on September 23, 2013; and

WHEREAS, the Charter of the City of Englewood requires the City Council to adopt bills for ordinances adopting the Budget and Appropriation Ordinance no later than thirty days prior to the first day of the next fiscal year.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. That there be and there hereby is appropriated from the revenue derived from taxation in the City of Englewood, Colorado, from collection of license fees and from all other sources of revenue including available fund balances during the year beginning January 1, 2014, and ending December 31, 2014, the amounts hereinafter set forth for the object and purpose specified and set opposite thereto, specifically as follows:

**GENERAL FUND**

Legislation	\$	354,570
City Manager's Office		703,758
City Attorney's Office		818,514
Municipal Court		1,026,895
Human Resources		468,826
Finance and Administrative Services		1,625,150
Information Technology		1,378,942
Community Development		1,235,802
Public Works		5,504,669
Police		11,543,760
Fire		8,202,319
Library Services		1,250,536
Parks and Recreation Services		5,804,158
Contingencies		200,000

Debt Service – Civic Center		1,573,000
Debt Service – Other		<u>435,820</u>

Total General Fund	\$	42,126,719
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CONSERVATION TRUST FUND

Total Conservation Trust Fund	\$	337,000
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COMMUNITY DEVELOPMENT FUND

Total Community Development Fund	\$	350,000
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DONORS FUND

Total Donors Fund	\$	242,680
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PARKS AND RECREATION TRUST FUND

Total Parks and Recreation Trust Fund	\$	365,000
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MALLEY CENTER TRUST FUND

Total Malley Center Trust Fund	\$	75,000
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OPEN SPACE FUND

Total Open Space Fund	\$	805,630
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GENERAL OBLIGATION BOND FUND

Total General Obligation Bond Fund	\$	1,106,963
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PUBLIC IMPROVEMENT FUND

Total Public Improvement Fund	\$	3,190,820
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CAPITAL PROJECTS FUND

Total Capital Projects Fund	\$	1,151,975
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WATER FUND

Total Water Fund	\$	11,655,110
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SEWER FUND

Total Sewer Fund	\$	17,246,403
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STORM DRAINAGE FUND

Total Storm Drainage Fund	\$	323,736
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GOLF COURSE FUND

Total Golf Course Fund	\$	2,626,498
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CONCRETE UTILITY FUND

Total Concrete Utility Fund	\$	872,162
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HOUSING REHABILITATION FUND

Total Housing Rehabilitation Fund	\$	1,000,000
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CENTRAL SERVICES FUND

Total Central Services Fund	\$	429,699
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SERVICENTER FUND

Total ServiCenter Fund	\$	3,290,180
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CAPITAL EQUIPMENT REPLACEMENT FUND

Total Capital Equipment Replacement Fund	\$	1,760,066
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RISK MANAGEMENT FUND

Total Risk Management Fund	\$	1,443,774
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## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 a iv	<b>Subject</b> Bill for an Ordinance adopting the 2014 Budget for the Littleton/Englewood Wastewater Treatment Plant
<b>Initiated By</b> Department of Finance and Administrative Services		<b>Staff Source</b> Frank Gryglewicz, Director

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council and staff began the 2014 budget process at the April 22, 2013 Study Session with an overview of the Five Year Forecast and preliminary budget discussion. Council briefly discussed the 2014 Budget at the July 15, 2013 Study Session. Council reviewed the 2014 Proposed Budget at the August 26, September 3, and 9, 2013 Study Sessions.

As a result of these meetings, City Council provided feedback and requested staff prepare the Proposed 2014 Budget for publication. The 2014 Proposed Budget was made available online September 6, 2013 and then printed and distributed on September 12, 2013. A public hearing regarding the proposed budget was held September 16, 2013 and a follow-up Budget Workshop was held September 23, 2013.

### RECOMMENDED ACTION

Staff recommends Council approve the proposed bill for an ordinance adopting the Littleton/Englewood Wastewater Treatment Plant Budget for fiscal year 2014.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The City Council of the City of Englewood acts as administering authority for the Littleton/Englewood Wastewater Treatment Plant, a part of the duties include adopting bills for ordinances for the 2014 Budget and Appropriation Ordinance no later than thirty days prior to the first day of the next fiscal year.

### FINANCIAL IMPACT

The 2014 Littleton/Englewood Wastewater Treatment Plant Budget indicates a beginning funds available balance of \$115,674, total sources of funds of \$17,103,797 and total uses of funds of at \$17,103,797 leaving the ending funds available balance at \$115,674.

The total appropriation (use of funds) for 2014 is \$17,103,797.

### LIST OF ATTACHMENTS

Proposed bill for ordinance

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 48  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE ADOPTING THE BUDGET FOR THE LITTLETON/  
ENGLEWOOD WASTEWATER TREATMENT PLANT FOR FISCAL  
YEAR 2014.

WHEREAS, a public hearing on said budget was held by the City Council within three weeks after its submission on September 6, 2013. The hearing was held at the meeting of City Council on September 16, 2013, regular notice of the time and place of said hearing having been published within seven days after the submission of the budget in the manner provided in the Charter for the publication of an ordinance; and

WHEREAS, pursuant to the provisions of an agreement between the City of Littleton, Colorado, and the City of Englewood, Colorado, a budget for fiscal year 2014 was reviewed by the Littleton/Englewood Wastewater Treatment Plant Supervisory Committee and recommended it be submitted to the City Council at their meeting; held on July 18, 2013; and

WHEREAS, the City Council of the City of Englewood, as the administering authority for the Littleton/Englewood Wastewater Treatment Plant, has studied the budget on numerous occasions; and

WHEREAS, it is the intent of the City Council to adopt the 2014 budget for the Littleton/Englewood Wastewater Treatment Plant as now submitted.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. That the budget of the Littleton/Englewood Wastewater Treatment Plant for fiscal year 2014, as submitted by the Littleton/Englewood Wastewater Treatment Plant Supervisory Committee and duly considered by the City Council after public hearing, is hereby adopted as the budget for the Littleton/Englewood Wastewater Treatment Plant for the fiscal year 2014, as follows:

Littleton/Englewood Wastewater Treatment Plant

Fund Balance – January 1, 2014	\$	115,674
Revenues	\$	17,103,797
Expenditures	\$	17,103,797
Fund Balance – December 31, 2014	\$	115,674

Section 2. That the said budget as accepted shall be a public record in the Office of the City Clerk and shall be open to public inspection. Sufficient copies thereof shall be made available for the use of the City Council and the public, the number of copies to be determined by the City Manager.

Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 11th day of October, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 7th day of October, 2013.

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Loucrishia A. Ellis

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 a v	<b>Subject</b> Bill for an Ordinance Appropriating Funds for the Littleton/Englewood Wastewater Treatment Plant 2014 Budget
<b>Initiated By</b> Department of Finance and Administrative Services		<b>Staff Source</b> Frank Gryglewicz, Director

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council and staff began the 2014 budget process at the April 22, 2013 Study Session with an overview of the Five Year Forecast and preliminary budget discussion. Council briefly discussed the 2014 Budget at the July 15, 2013 Study Session. Council reviewed the 2014 Proposed Budget at the August 26, September 3, and 9, 2013 Study Sessions.

As a result of these meetings, City Council provided feedback and requested staff prepare the Proposed 2014 Budget for publication. The 2014 Proposed Budget was made available online September 6, 2013 and then printed and distributed on September 12, 2013. A public hearing regarding the proposed budget was held September 16, 2013 and a follow-up Budget Workshop was held September 23, 2013.

### RECOMMENDED ACTION

Staff recommends Council approve the proposed bill for an ordinance appropriating funds for the Littleton/Englewood Wastewater Treatment Plant's Budget for fiscal year 2014.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The City Council of the City of Englewood acts as administering authority for the Littleton/Englewood Wastewater Treatment Plant, a part of the duties include adopting bills for ordinances for the 2014 Budget and Appropriation Ordinance no later than thirty days prior to the first day of the next fiscal year.

### FINANCIAL IMPACT

The 2014 Littleton/Englewood Wastewater Treatment Plant Budget indicates a beginning funds available balance of \$115,674, total sources of funds of \$19,177,265 and total uses of funds of at \$19,177,265 leaving the ending funds available balance at \$115,674.

The total appropriation (use of funds) for 2014 is \$17,103,797.

### LIST OF ATTACHMENTS

Proposed bill for ordinance

BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
SERIES OF 2013

COUNCIL BILL NO. 49  
INTRODUCED BY COUNCIL  
MEMBER \_\_\_\_\_

A BILL FOR

AN ORDINANCE APPROPRIATING MONIES FOR THE LITTLETON/ENGLEWOOD WASTEWATER TREATMENT PLANT PURPOSES IN THE FISCAL YEAR BEGINNING JANUARY 1, 2014, AND ENDING DECEMBER 31, 2014, CONSTITUTING WHAT IS TERMED THE ANNUAL APPROPRIATION BILL FOR FISCAL YEAR 2014.

WHEREAS, the Cities of Englewood and Littleton entered into a contract to build, maintain, and operate a joint Wastewater Treatment Plant facility; and

WHEREAS, the operations, including budget matters, of this joint facility are overseen by the Supervisory Committee; and

WHEREAS, the City of Englewood operates the Littleton/Englewood Wastewater Treatment Plant under the control of the Supervisory Committee; and

WHEREAS, the Littleton/Englewood Wastewater Treatment Plant has its own fund for operations and maintenance; and

WHEREAS, the Supervisory Committee recommended the submission of the following as the 2014 appropriations at their meeting held on July 18, 2013.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. That pursuant to the Littleton/Englewood Wastewater Treatment Plant agreement, there be and hereby is appropriated from the revenue derived from operation of the Littleton/Englewood Wastewater Treatment Plant in the City of Englewood, Colorado, and from all other sources of revenue in the Littleton/Englewood Wastewater Treatment Plant Fund including available fund balance during the year beginning January 1, 2014, and ending December 31, 2014, the amounts hereinafter set forth for the object and purpose specified as follows:

Total Littleton/Englewood Wastewater Treatment Plant Fund	\$ 17,103,797
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Introduced, read in full, and passed on first reading on the 7th day of October, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 11th day of October, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

---

Randy P. Penn, Mayor

ATTEST:

---

Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the 7th day of October, 2013.

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Loucrishia A. Ellis

## BY AUTHORITY

ORDINANCE NO. \_\_\_\_\_  
 SERIES OF 2013

COUNCIL BILL NO. 21  
 INTRODUCED BY COUNCIL  
 MEMBER WOODWARD

AN ORDINANCE APPROVING THE REZONING OF 4201 SOUTH NAVAJO STREET FROM I-1 TO NAVAJO APARTMENTS PLANNED UNIT DEVELOPMENT (PUD).

WHEREAS, Bruce Elsey and 4201 South Navajo LLC are the owners of the property at mid-block on the 4200 Block of South Navajo Street between Oxford Avenue to the North and Quincy Avenue to the South, also known as 4201 South Navajo Street, Englewood, Colorado; and

WHEREAS, the 4201 South Navajo Street site consists of two parcels totaling 2.09 acres; and

WHEREAS, Elsey Partners, LLC submitted an application to the City to rezone the parcels from I-1 Light Industrial District to the Navajo Apartments Planned Unit Development (PUD) which allows various residential, commercial and industrial uses; and

WHEREAS, the property is approximately 800 feet South of RTD's Oxford Light Rail Station; and

WHEREAS, land to the South and East of the subject property is zoned I-1 Light Industrial District and contains industrial uses; land to the North of the subject property was recently rezoned to the Oxford Station Transit Oriented Development PUD which will include 252 residential apartment units with an option for mixed commercial uses; and

WHEREAS, the proposed Planned Unit Development (PUD) would allow a maximum of 146 residential apartment units on the property, although the current building plan shows 141 units; and

WHEREAS, all allowed industrial uses shall cease and shall not be grandfathered nor considered legal, non-conforming uses upon the issuance of a Certificate of Occupancy; and

WHEREAS, the proposed 4201 South Navajo Street Planned Unit Development will exceed the development quality standards required by the Englewood Unified Development Code for residential development; and

WHEREAS, the Planning and Zoning Commission held Public Hearing on May 14, 2013.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The 4201 South Navajo Planned Unit Development (PUD), for property located in the 4200 Block of South Navajo Street between Oxford Avenue to the North and Quincy Avenue to the South, in the City of Englewood, Colorado, attached hereto as Exhibit A, is hereby approved with the condition noted below:

That the final Navajo streetscape section may vary from the curb alignment, sidewalk width and location, and associated landscape zone shown on the PUD; and that the final streetscape section for the Navajo Apartments PUD will be approved by the City Manager or designee in conjunction with the building permit.

Introduced, read in full, and passed on first reading on the 3rd day of September, 2013.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 6th day of September, 2013.

Published as a Bill for an Ordinance on the City's official website beginning on the 4th day of September, 2013 for thirty (30) days.

A Public Hearing was held on the 16<sup>th</sup> day of September, 2013.

Read by title and passed on final reading on the 7th day of October, 2013.

Published by title in the City's official newspaper as Ordinance No. \_\_\_\_, Series of 2013, on the 11th day of October, 2013.

Published by title on the City's official website beginning on the 9th day of October, 2013 for thirty (30) days.

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Randy P. Penn, Mayor

ATTEST:

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Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of the Ordinance passed on final reading and published by title as Ordinance No. \_\_\_\_, Series of 2013.

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Loucrishia A. Ellis

# NAVAJO APARTMENTS PLANNED UNIT DEVELOPMENT

## LEGAL DESCRIPTION

### PARCEL A:

LOTS 1 AND 2, GOORMAN'S INDUSTRIAL SUBDIVISION EXCEPT THAT PORTION CONVEYED TO THE CITY OF ENGLEWOOD IN DEED RECORDED AUGUST 10, 1992 IN BOOK 6569 AT PAGE 272, COUNTY OF ARAPAHOE, STATE OF COLORADO.

### PARCEL B:

A PARCEL OF LAND IN THE S1/2 SE1/4 OF SECTION 4, TOWNSHIP 5 SOUTH RANGE 68 WEST OF THE 8TH PRINCIPAL MERIDIAN, COUNTY OF ARAPAHOE, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NE CORNER OF LOT 1, GOORMAN'S INDUSTRIAL SUBDIVISION, THENCE WESTERLY ALONG THE NORTH LINE OF SAID LOT 1, 5.00 FT. TO THE POINT OF BEGINNING, THENCE CONTINUING WESTERLY ALONG THE NORTH LINE OF SAID LOT 1, 347.25 FT. TO THE NW CORNER OF SAID LOT 1, ALSO BEING A POINT ON THE EAST LINE OF THE A.T.S.F. R.R. RIGHT OF WAY, THENCE AT AN ANGLE TO THE RIGHT 101° 28' 00" ALONG SAID EAST LINE OF THE A.T.S.F. R.R. ROW 33.41 FT., THENCE AT AN ANGLE TO THE RIGHT 78° 34' 00" 340.53 FT. TO A POINT ON THE WEST LINE OF S NAVAJO ST., THENCE AT AN ANGLE TO THE RIGHT 90° 00' 00" 32.73 FT. TO THE POINT OF BEGINNING.

LOT COVERAGE DATA		
ITEM	AREA	% OF TOTAL
BUILDING AREAS	22,145 SF	20.2%
DRIVEWAY & PARKING AREA	43,405 SF	47.0%
GREEN SPACE (LIVING)	10,509 SF	10.0%
GREEN SPACE (Dog Run & Pool Courtyard Non-Living)	4,921 SF	5.4%
TOTAL GREEN SPACE	15,430 SF	15.3%
OPEN SPACE (PARKING)	285 SF	0.3%
AREA TOTAL	111,770 SF (2.59 ACRES)	100%

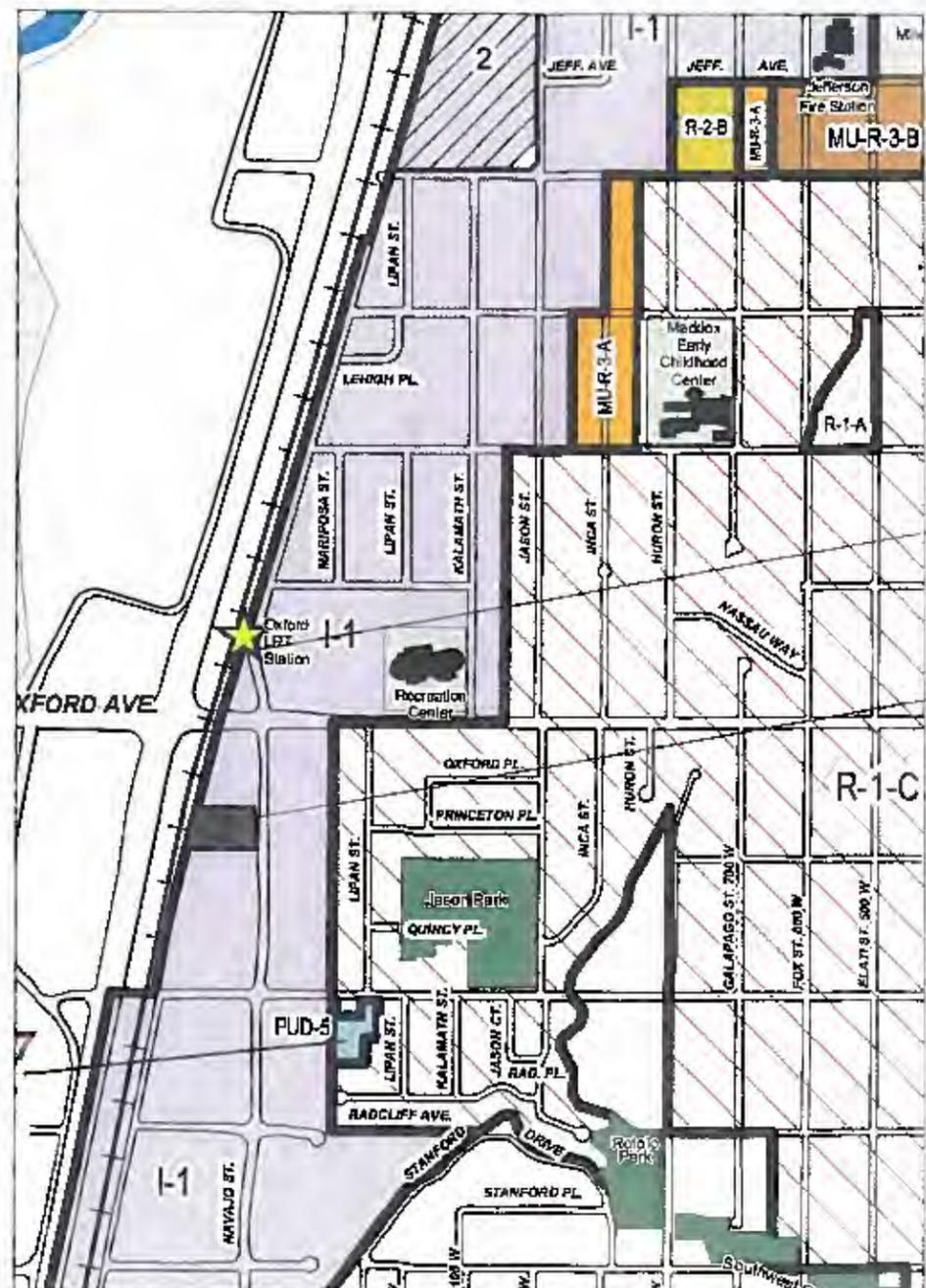
PROJECT DATA		
NET UNIT DENSITY	87.4 UNITS/ACRE	
PARKING STALLS	911 STALLS @ 1.14 STALLS/UNIT	
GRASS BUILDING AREA	152,200 SF	

UNIT DATA		
UNIT LABEL	UNITS	BEDROOMS
A1 - ONE BEDROOM BATH	88	88
A2 - ONE BEDROOM BATH	17	10
A3 - ONE BEDROOM BATH	18	18
B1 - TWO BEDROOM BATH	10	20
B2 - TWO BEDROOM BATH	4	8
B3 - TWO BEDROOM BATH	4	8
A1L - ONE BEDROOM BATH LOFT	8	8
A2L - ONE BEDROOM BATH LOFT	4	4
A3L - ONE BEDROOM BATH LOFT	6	6
B1L - TWO BEDROOM BATH LOFT	4	8
TOTAL	141 UNITS	185 BEDROOMS

### SHEET LIST

- Sheet A101 - Cover Sheet
- Sheet A102 - Detailed Plan
- Sheet S101 - ALTA Survey
- Sheet C101 - Site Plan
- Sheet L101 - Landscape Plan
- Sheet C102 - Utility Plan
- Sheet C103 - Grading Plan
- Sheet A201 - Ground Floor
- Sheet A202 - Second Floor
- Sheet A203 - Third Floor
- Sheet A204 - Fourth Floor
- Sheet A205 - Fifth Floor and Mezzanine
- Sheet A206 - Elevations
- Sheet A207 - Elevations
- Sheet A208 - Shadows & Context



Oxford Light Rail Station 800' to proposed PUD

PUD SITE

AREA MAP  
SCALE: NOT TO SCALE

### PROJECT TEAM

DEVELOPER	ARCHITECT	ENGINEER	PROPERTY OWNER
BRYAN ELSEY	BRADLEY A. BUSER, AIA	KEVIN S. ROTH, P.E.	BRUCE ELSEY & #201
ELSEY PARTNERS LLC	PRIME DESIGN LLC	ROTH ENGINEERING GROUP	SOUTH NAVAJO LLC
1532 COLLEGE AVE. F19	1532 COLLEGE AVE. F19	7853 E. ARAPAHOE RD.	3958 S. BROADWAY
MANHATTAN, KANSAS	MANHATTAN, KANSAS	SUITE 2500	ENGLEWOOD, CO 80113
785.317.9265	785.317.5728	CENTENNIAL CO 80112	303.912.8441
		303.941.9365	

## APPROVAL CERTIFICATES

### EXHIBIT A

APPROVED FOR #201 S NAVAJO LLC

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

BRUCE ELSEY

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS

\_\_\_\_ DAY OF \_\_\_\_\_ BY \_\_\_\_\_ AS

\_\_\_\_ OF \_\_\_\_\_

My commission expires: \_\_\_\_\_

NOTARY OF PUBLIC

ADDRESS \_\_\_\_\_

APPROVED FOR THE CITY OF ENGLEWOOD

PLANNING AND ZONING COMMISSION CHAIRPERSON DATE \_\_\_\_\_

PLANNING AND ZONING COMMISSION RECORDING SECRETARY DATE \_\_\_\_\_

MAYOR OF ENGLEWOOD DATE \_\_\_\_\_

ATTASTED

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS

\_\_\_\_ DAY OF \_\_\_\_\_ BY \_\_\_\_\_ AS

CITY CLERK

### CLERK AND RECORDER

THIS PLANNED UNIT DEVELOPMENT IS ACCEPTED FOR FILING IN THE OFFICE OF THE CLERK AND RECORDER OF ARAPAHOE COUNTY, STATE OF COLORADO, AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

RECEPTION NO. \_\_\_\_\_ BOOK NO. \_\_\_\_\_ PAGE NO. \_\_\_\_\_

BY \_\_\_\_\_

CLERK

BY \_\_\_\_\_

DEPUTY

PRIME DESIGN  
1532 COLLEGE AVE. F19  
MANHATTAN, KS 66502  
785.317.5728

PLANNED UNIT DEVELOPMENT  
4201 SOUTH NAVAJO  
ENGLEWOOD, COLORADO

NAVAJO

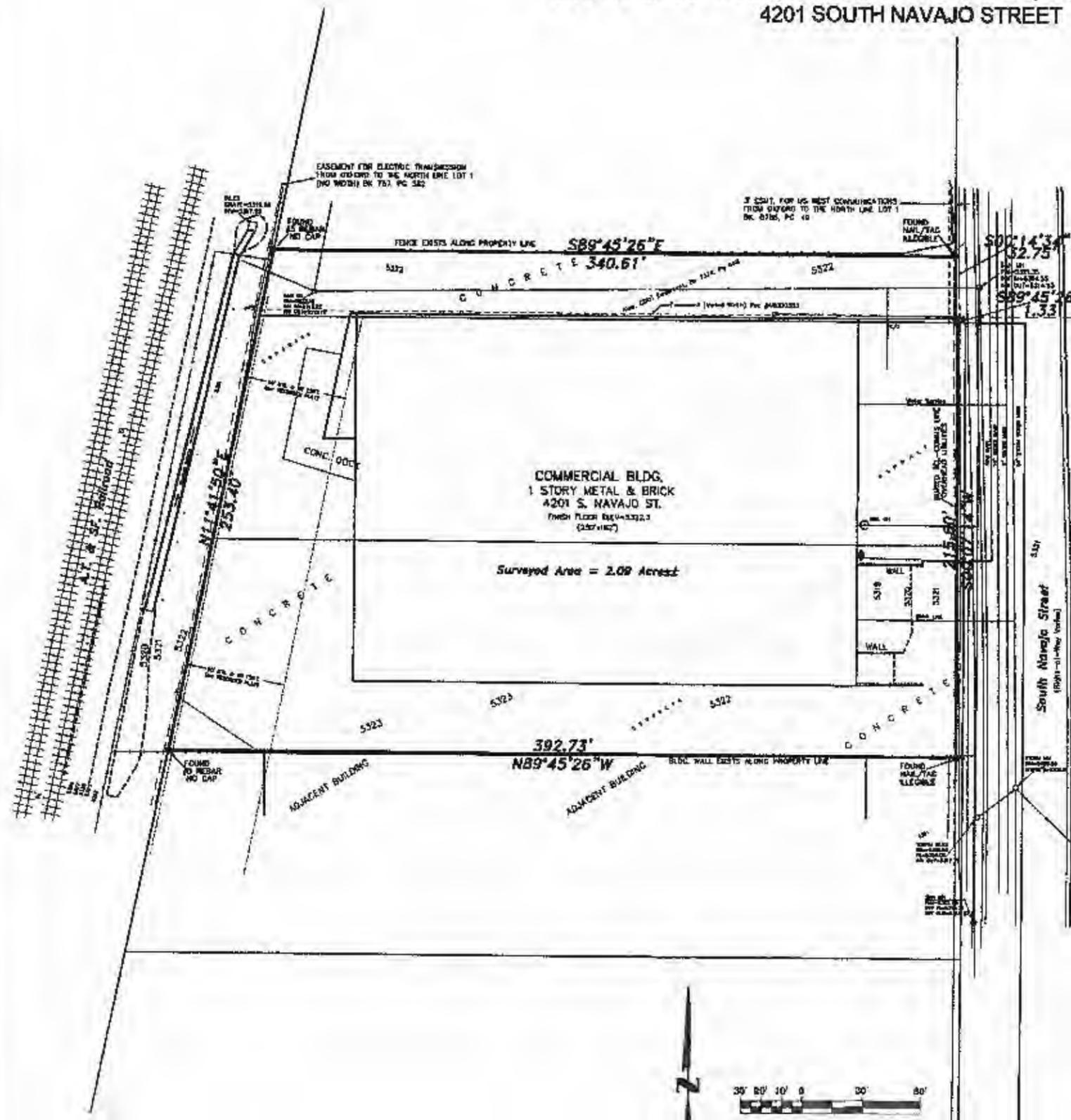
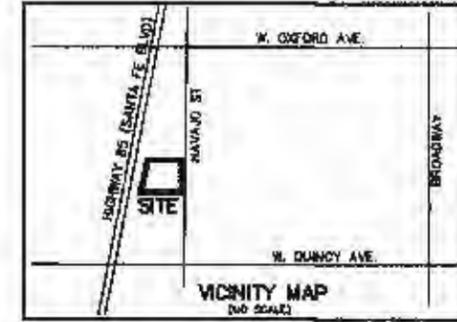
Sheet

A101



# NAVAJO APARTMENTS PLANNED UNIT DEVELOPMENT

PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION  
04, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
CITY OF ENGLEWOOD, COUNTY OF ARAPAHOE, STATE OF COLORADO  
4201 SOUTH NAVAJO STREET



### LEGAL DESCRIPTION:

PARCEL A:  
LOTS 1 AND 2, BOORMAN'S INDUSTRIAL SUBDIVISION,  
EXCEPT THAT PORTION CONVEYED TO THE CITY OF ENGLEWOOD IN DEED RECORDED AUGUST 10, 1982 IN BOOK 8569 AT  
PAGE 272. ALL IN THE CITY OF ENGLEWOOD, COUNTY OF ARAPAHOE, STATE OF COLORADO.

PARCEL B:  
A PARCEL OF LAND IN THE S1/2 SE1/4 OF SECTION 4, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH PRINCIPAL  
MERIDIAN, COUNTY OF ARAPAHOE, STATE OF COLORADO, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NE CORNER OF LOT 1, BOORMAN'S INDUSTRIAL SUBDIVISION, THENCE  
WESTERLY ALONG THE NORTH LINE OF SAID LOT 1, 3.00 FT. TO THE POINT OF BEGINNING,  
THENCE CONTINUING WESTERLY ALONG THE NORTH LINE OF SAID LOT 1, 547.25 FEET, TO THE NW CORNER OF SAID  
LOT 1 ALSO BEING A POINT ON THE EAST LINE OF THE A.T.S.F. R.R. RIGHT OF WAY;  
THENCE AT AN ANGLE TO THE RIGHT 101° 25' 00\"/>

### CERTIFICATION:

TO BRYAN ELSEY, AND TO LAND TITLE GUARANTY COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN  
ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE  
SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1-5, 7-12  
OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED IN OCTOBER, 2012.

Oct. 17, 2012

DATE: GARRY L. ROHLER, PLS 29052

### NOTES:

1. THIS SURVEY WAS PREPARED WITH THE BENEFIT OF A TITLE COMMITMENT PREPARED BY LAND TITLE  
GUARANTY CO #70350991, DATED 09-28-2012, AND NO TITLE SEARCH WAS DONE BY ME TO DETERMINE  
OWNERS OR EASEMENTS RECORDED OR UNRECORDED.
2. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN  
THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED SUCH DEFECT. IN NO EVENT, MAY ANY  
ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE  
OF THE CERTIFICATION SHOWN HEREON.
3. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LANDS SURVEY MONUMENT  
OR LAND BOUNDARY MONUMENT OR ACCESSORY MONUMENTS A CLASS 2 MISDEMEANOR PURSUANT TO STATE  
STATUTE 18-4-508 OF THE COLORADO REVISED STATUTES.
4. BASIS OF BEARINGS: BEARINGS ARE BASED ON THE THE SOUTH LINE OF THE SE1/4 OF SECTION 4, AS  
MONUMENTED ON THE WEST END BY A 3-1/4\"/>



NAVAJO APARTMENTS  
PLANNED UNIT DEVELOPMENT  
ALTA SURVEY  
ELSEY PARTNERS

ISSUE DATE	DATE	BY

DESIGNED BY  
DRAWN BY  
JOB NUMBER

PLAN SCALE  
HORIZONTAL SCALE 1" = 30'  
VERTICAL SCALE AS SHOWN ON CHANGING

ALTA SURVEY

SHEET NUMBER:  
101 OF 15

PREPARED BY  
**WLR SERVICES**  
13609 COUNTY RD. 34  
ELBERT, COLORADO 80106  
(303) 448-9755  
FAX (303) 448-9757

DATE: OCT 30, 2012 08:17:00 AM LST PROPERTY

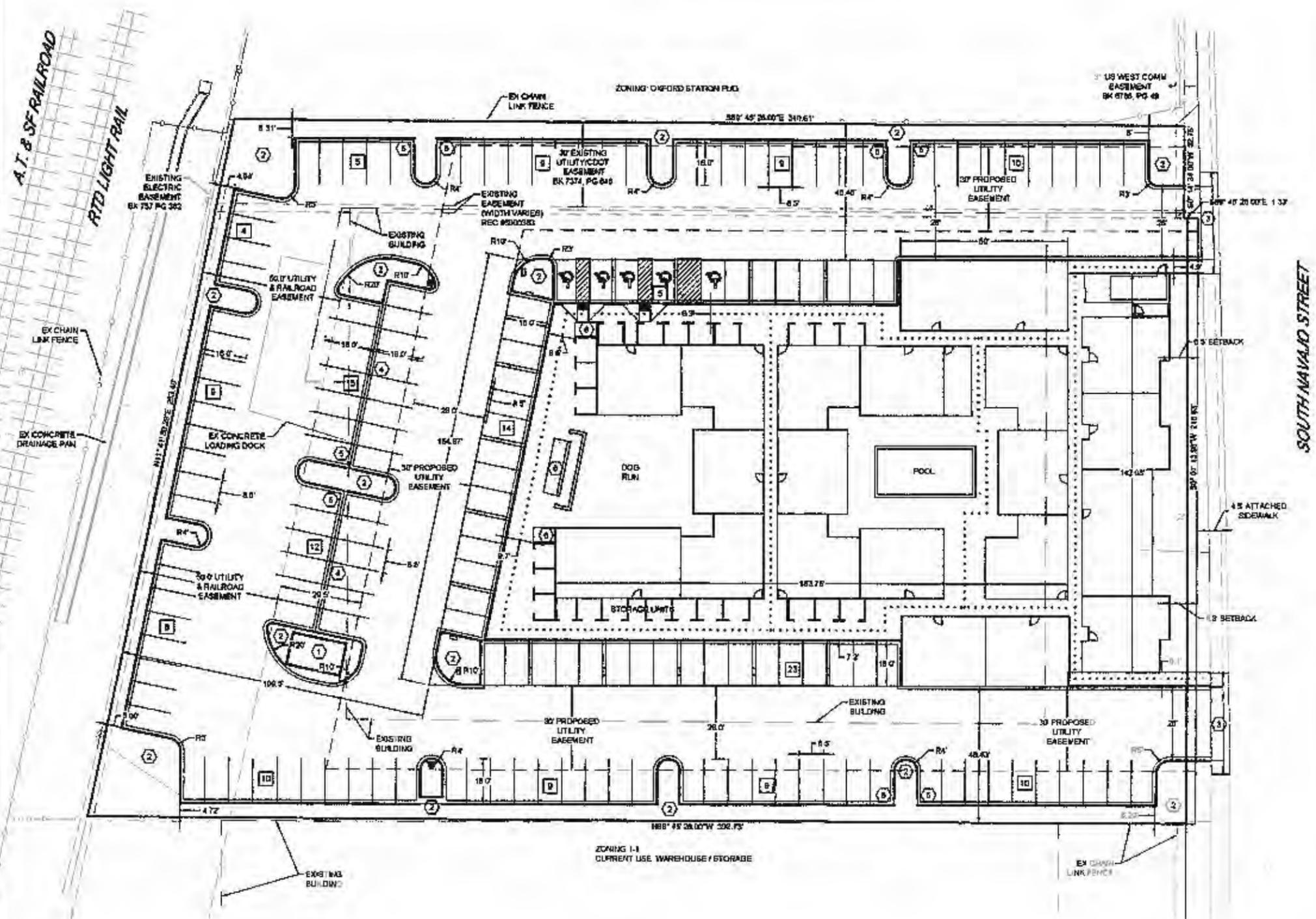
# NAVAJO APARTMENTS PLANNED UNIT DEVELOPMENT

A PARCEL OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 04, TOWNSHIP 5 SOUTH,  
RANGE 68 WEST OF THE SIXTH PRINCIPAL MERIDIAN,  
CITY OF ENGLEWOOD, COUNTY OF ARAPAHOE, STATE OF COLORADO  
4201 SOUTH NAVAJO STREET

**ROTH ENGINEERING GROUP**  
780 E. ARAPAHOE COURT  
SUITE 2000  
CENTENNIAL, CO 80112  
PHONE: 303-441-9035  
FAX: 303-448-0212



**NAVAJO APARTMENTS**  
PLANNED UNIT DEVELOPMENT  
ELSEY PARTNERS  
1832 COLLEGE AVE. FL. 9  
MANHATTAN, KS 66502



- LEGEND**
- ADA PARKING STALL (VAN ACCESSIBLE)
  - ACCESSIBLE ROUTE
  - PAINTED STRIPING
  - CONCRETE SIDEWALK
  - BUILDING OUTLINE
  - TRUNCATED DOMES
  - DOOR
  - STREET SIGN EXIST / PROP
  - FIRE HYDRANT
  - TRASH ENCLOSURE
  - LANDSCAPED AREA
  - TYPE 1 CURB WALK
  - CONCRETE PATH
  - CURB CUT
  - BIKE RACK

**NOTES**

1. ALL PROPOSED SIDEWALKS ARE CONCRETE.
2. SIGNAGE PER CITY, ADA AND MUTCD STANDARDS.
3. ALL EXISTING RIGHT-OF-WAY IMPROVEMENTS AND AMENITIES TO REMAIN UNLESS OTHERWISE INDICATED. FEATURES TO BE REMOVED WITH THIS DEVELOPMENT HAVE NOT BEEN SHOWN FOR CLARITY. REFER TO SURVEY SHEET FOR EXISTING LINEWORK.
4. SEE LANDSCAPE PLAN FOR ADDITIONAL DETAIL.

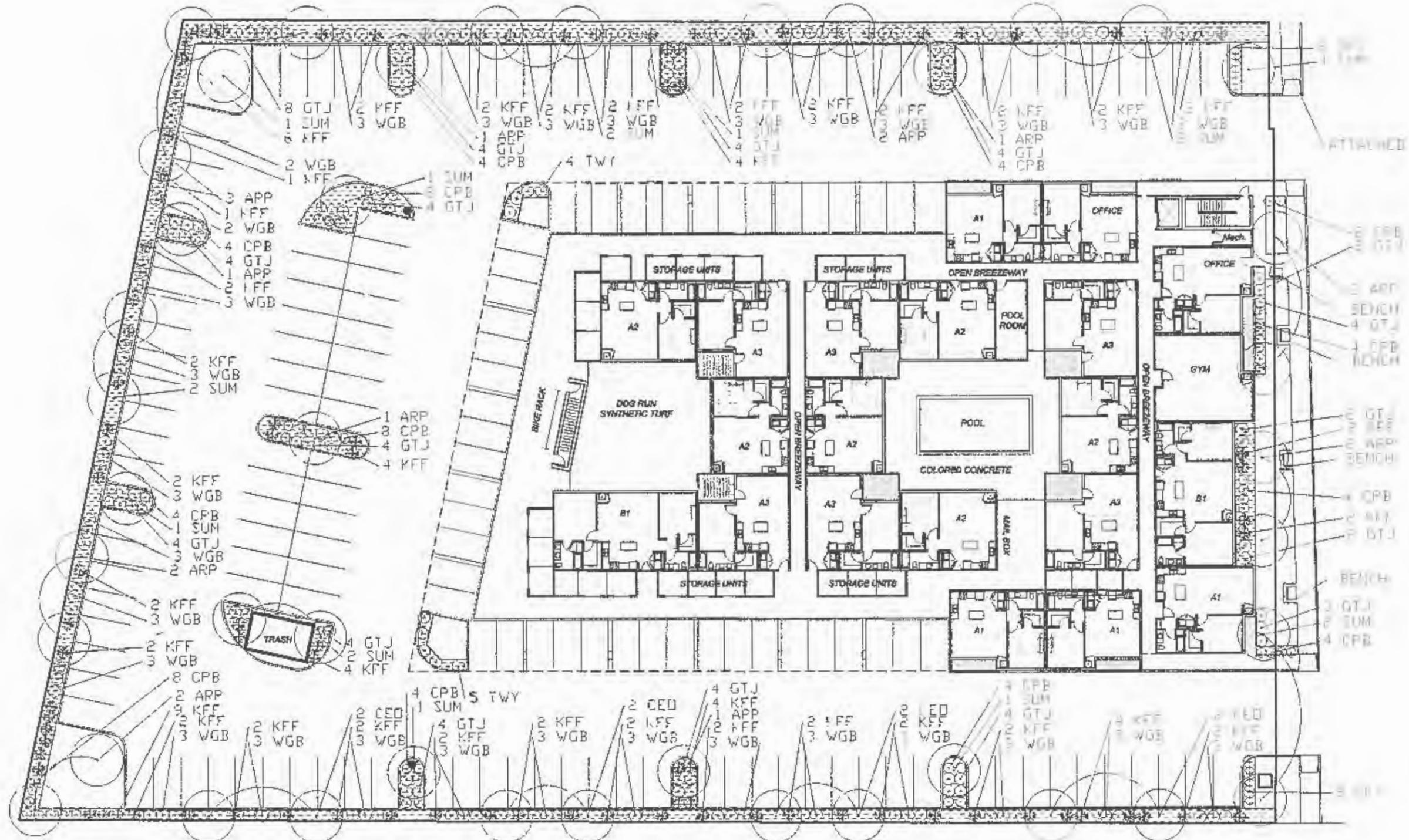
ISSUE DATE:	04/26/2013
DESIGNED BY:	KJS
DRAWN BY:	KJS
JOB NUMBER:	120901
PLAN SCALE:	1" = 20'
HORIZONTAL SCALE:	1" = 20'
VERTICAL SCALE:	1" = 2' (ON GRADE DRAWING)

DESIGNED BY: KJS  
DRAWN BY: KJS  
JOB NUMBER: 120901

PLAN SCALE: 1" = 20'  
HORIZONTAL SCALE: 1" = 20'  
VERTICAL SCALE: 1" = 2' (ON GRADE DRAWING)

**SITE PLAN**

SHEET NUMBER:  
**C101 OF 15**



SITE AREAS AND DESIGNATIONS			
ZONE DISTRICT	R100	UNIT	
SITE AREA	91,478	SF	
STREET FRONTAGE	240'4"	LF	
AREA OF PARKING & DRIVEWAYS	43,408	SF	
REQUIRED LANDSCAPE CALCULATIONS-OVERALL			
LANDSCAPE AREA (15%)	13,721	SF	14,930
REQUIRED LANDSCAPE MATERIAL			
TREES (10% SF OF PLA)	1,372	EA	43
SHRUBS (20% SF OF PLA)	2,744	EA	334
MINIMUM QTY OF TREES BETWEEN STRUCTURE & CURB (1/4 LF)	5	EA	7
PARKING LOT LANDSCAPING			
INTERNAL PARKING LOT LANDSCAPING (10%)	4,341	SF	878
PERIMETER LINEAR FT TO BE SCREENED	96	LF	30

LANDSCAPE PLANT LIST				
#	SYM.	COMMON NAME	BOTANICAL NAME	SIZE & COND.
<b>DECIDUOUS CANOPY TREES</b>				
17	SUM	AUTUMN BURNING	ADER FREEMAN VERTICILL	12" CAL
18	APP	AMERICAN PEAR	PIRUS CALIFORNICA ARBORESCAT	24" CAL
19	CEO	COLUMBIAN EMERALD	ILEX GLABRA VARIETALIS	24" CAL
<b>DECIDUOUS SHRUBS- 2-6' SPREAD</b>				
20	CPB	CRABAPPLE	MALUS FLORIBUNDA	1 GAL CONT
<b>EVERGREEN SHRUBS- 2-6' SPREAD</b>				
21	SKY	SKY PINE	ADONIS QUINQUELOBA	5 GAL CONT
22	GTJ	GOLD STAR JASMINE	ALIBURIA SPINOSA	5 GAL CONT
23	TWY	TARTAN YEW	TAXUS MEDIA TARTAN	5 GAL CONT
24	WGB	WINTER GARDEN REDWOOD	TRILIX MICHOLIA WATERGREEN	5 GAL CONT
<b>GRASSES</b>				
25	GF	KARL FORESTER FEATHER REED GRASS	CALAMAGROSTIS XACUTY (DRA YARL FORESTER)	5 GAL CONT
<b>KEY</b>				
LAN		LANDSCAPE POOL		

LANDSCAPE PLAN  
SCALE: 1/8" = 1'-0"

PRIME DESIGN  
1532 COLLEGE AVE. F19  
MANHATTAN, KS 66502  
7 8 5 3 1 7 5 7 2 5

Date: 4.28.13

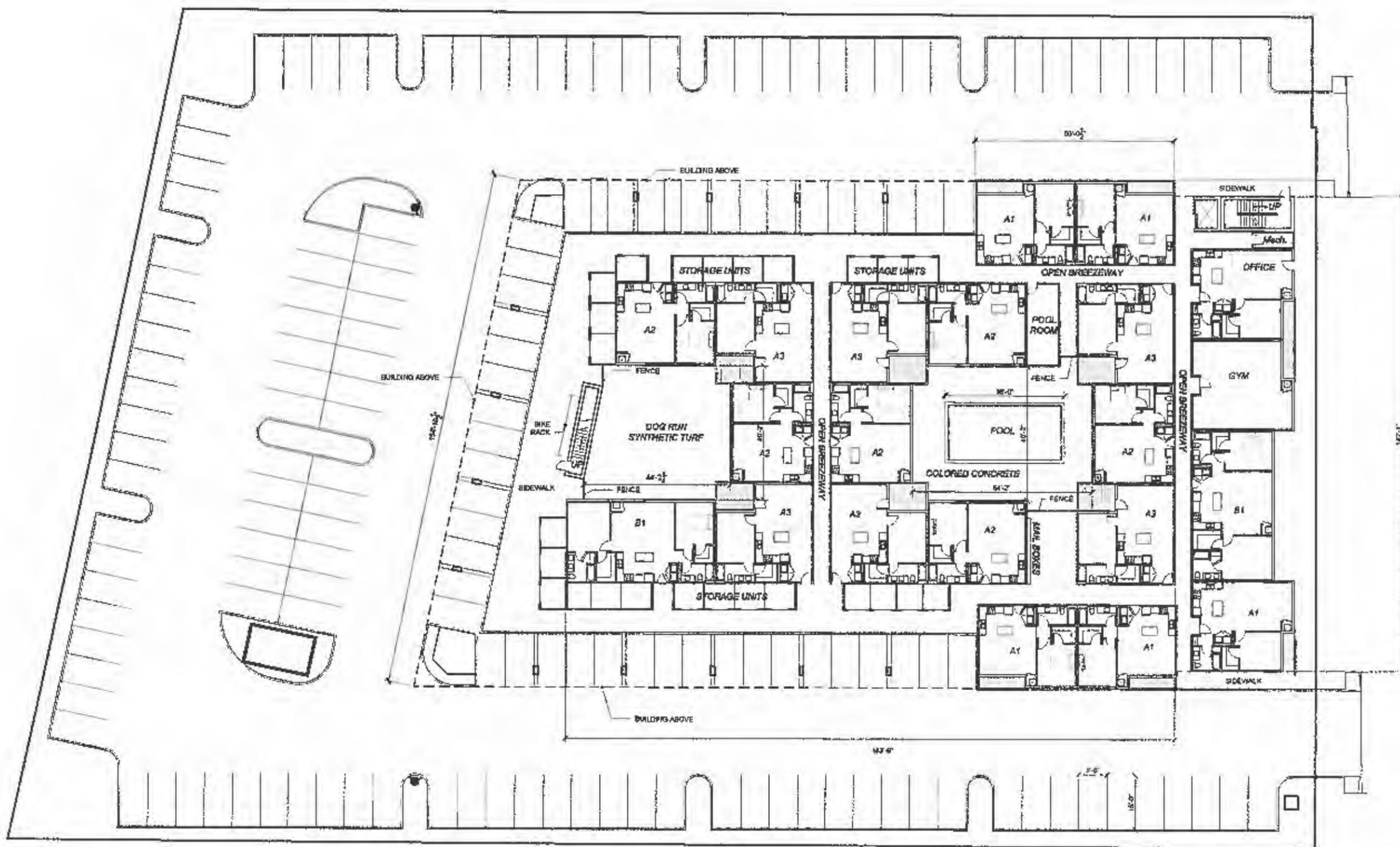
PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
ENGLEWOOD, COLORADO

NAVAJO

L101








**GROUND FLOOR**  
 SCALE: 1/16" = 1'-0"

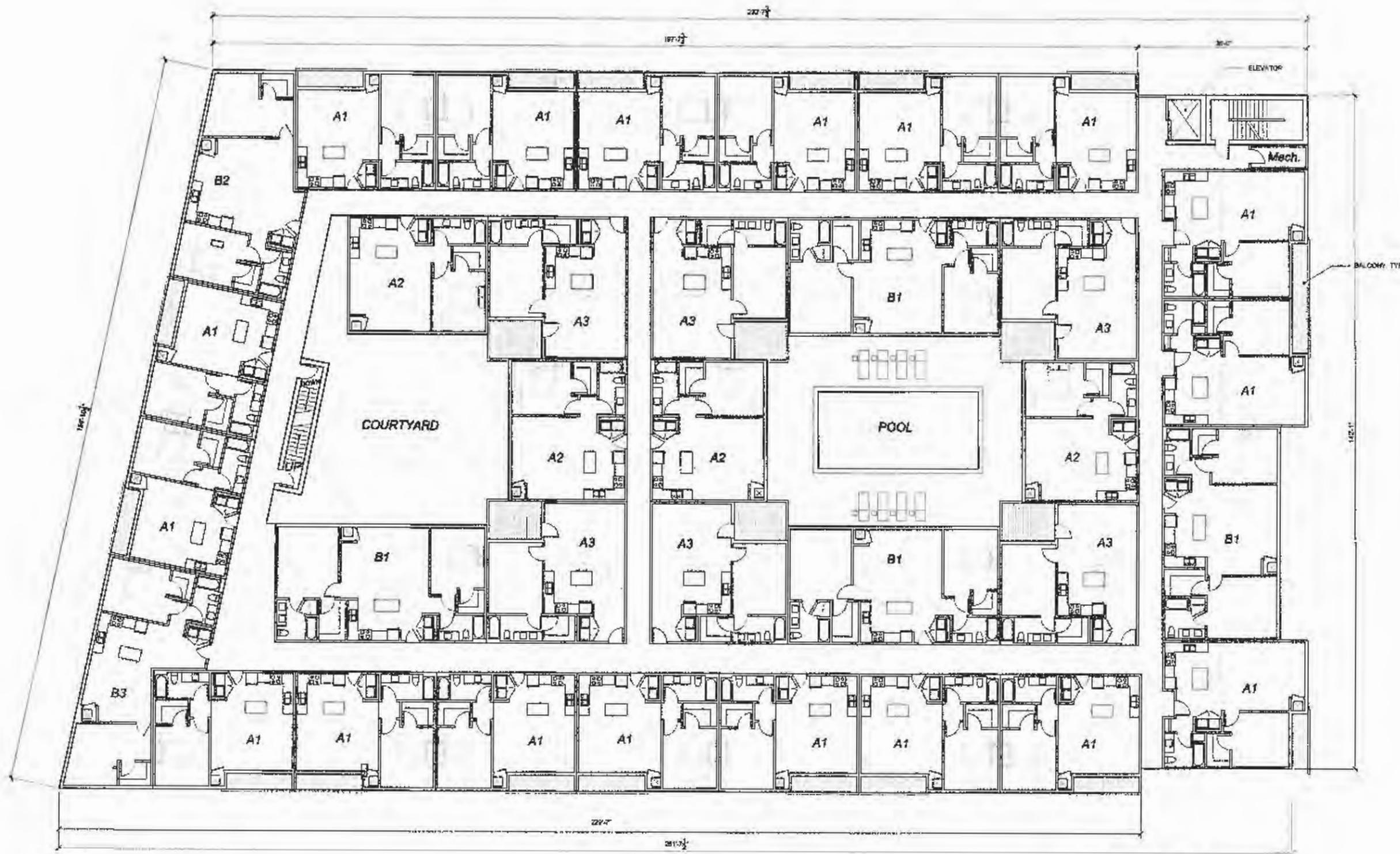
**PRIME DESIGN**  
 1532 COLLEGE AVE., F19  
 MANHATTAN, KS 66502  
 785.317.5725

Date Issued: 4.26.13  
 Revised:

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
 ENGLEWOOD, COLORADO

NAVAJO

A201




**A** SECOND FLOOR  
 SCALE: 3/32" = 1'-0"

**PRIME DESIGN**  
 1532 COLLEGE AVE., F19  
 MANHATTAN, KS 66502  
 785.317.5725

Date: 4.25.13  
 Revision:

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
 ENGLEWOOD, COLORADO

NAVAJO

A202




**THIRD FLOOR**  
 SCALE: 3/32" = 1'-0"

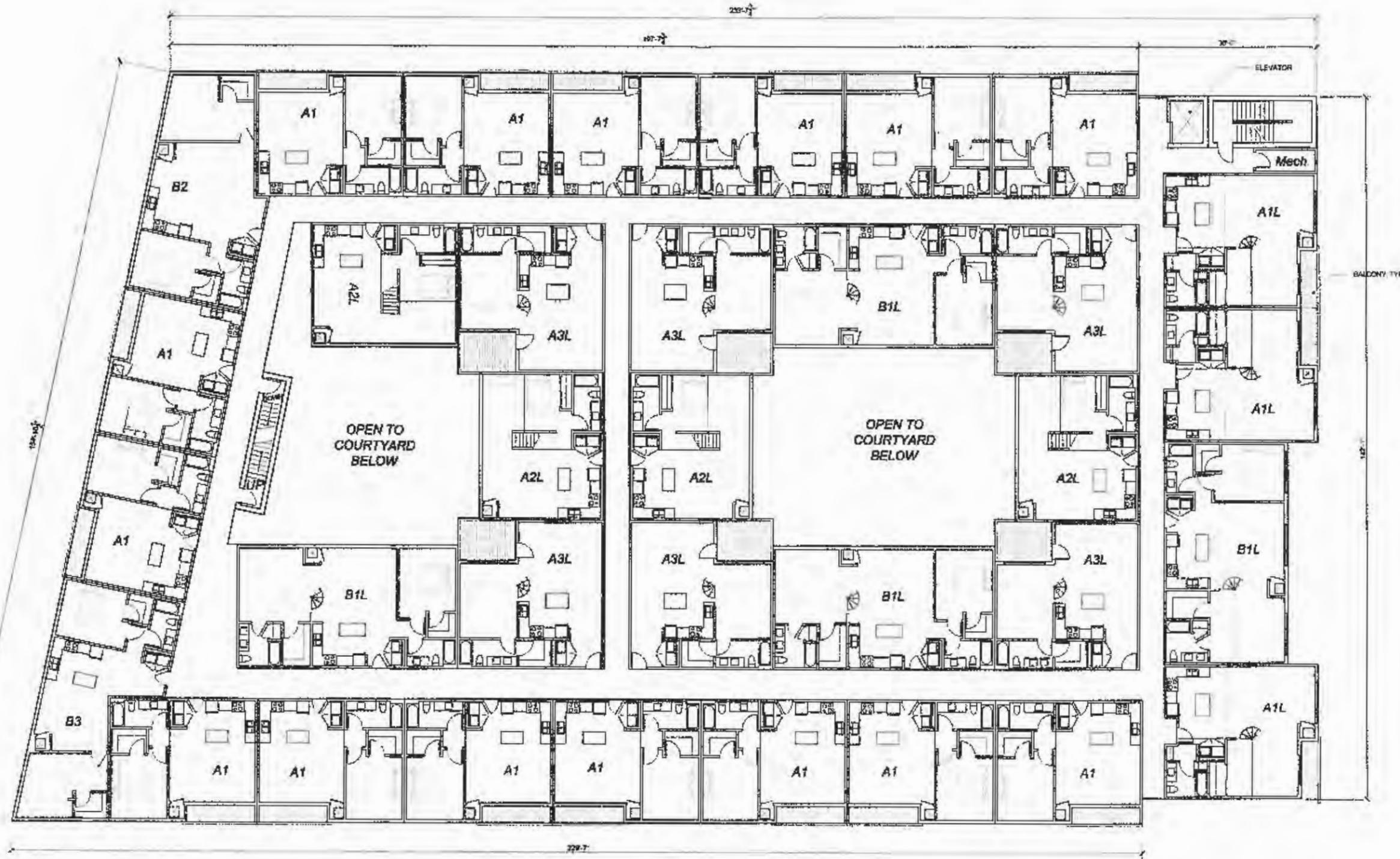
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 1532 COLLEGE AVE., F19  
 MANHATTAN, KS 66502  
 785.317.5725

Date Issued: 4.28.13  
 Revision:

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
 ENGLEWOOD, COLORADO

NAVAJO

A203




**FOURTH FLOOR**  
 SCALE: 3/32" = 1' 0"

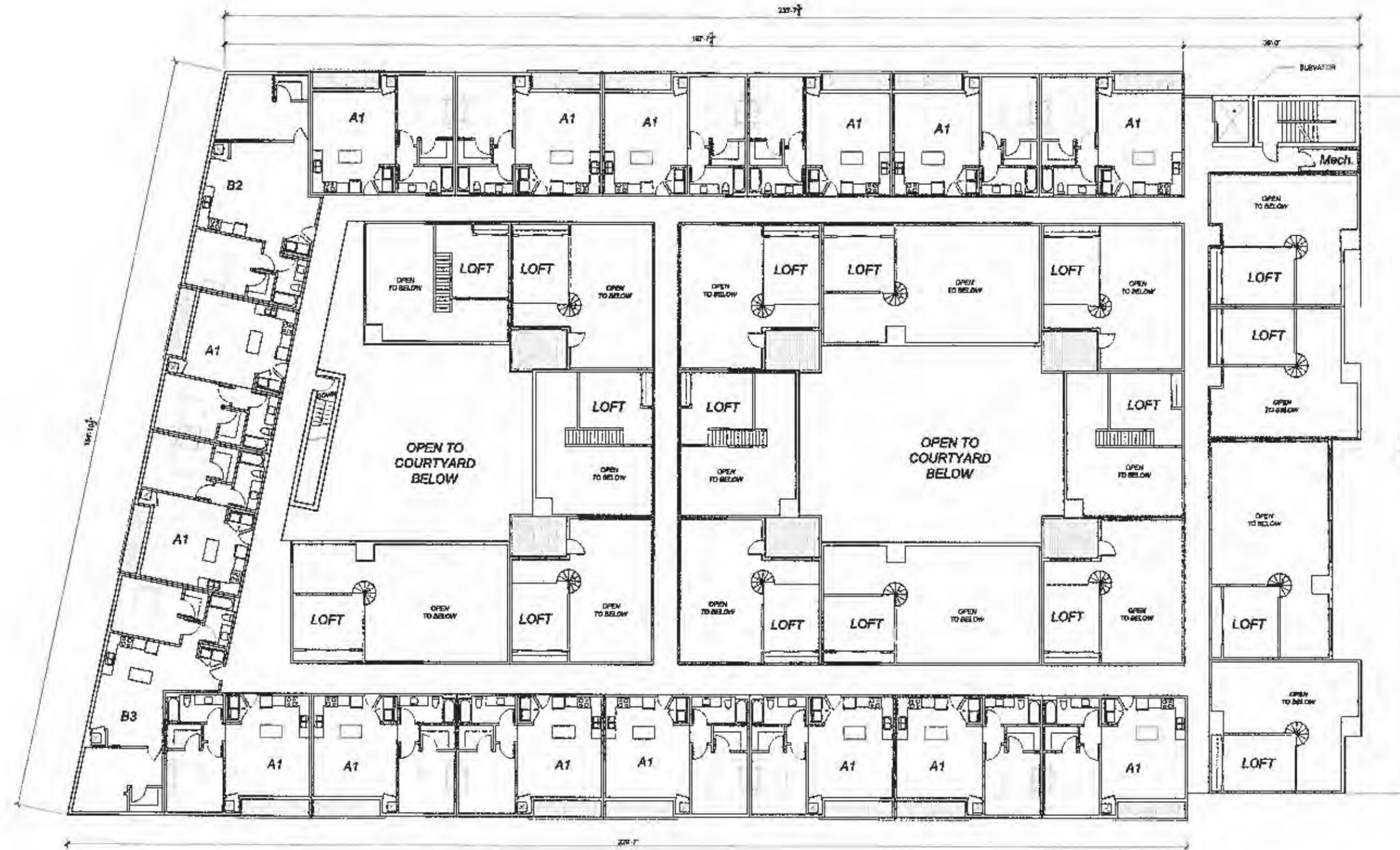
**PRIME DESIGN**  
 1532 COLLEGE AVE., F19  
 MANHATTAN, KS 66502  
 785.317.5725

Date Issued: 4.25.13  
 Revision:

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
 ENGLEWOOD, COLORADO

NAVAJO

A204





**FIFTH FLOOR & MEZZENINE**  
 SCALE 3/32" = 1'-0"

**PRIME DESIGN**  
 1532 COLLEGE AVE. F18  
 MANHATTAN, KS 66502  
 785.317.5725

Date Issued:  
 4.25.13

Revision:

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
 ENGLEWOOD, COLORADO

NAVAD

**A205**



STUCCO  
CEMENT SIDING

METAL CAP FLASHING

METAL AWNING

BRICK

GLASS

**A** NORTH EAST VIEW  
NOT TO SCALE

BUILDING +/-60' TALL



CEMENT SIDING

STUCCO

METAL AWNING

BRICK

**B** NORTH WEST VIEW  
NOT TO SCALE

**PRIME DESIGN**  
1532 COLLEGE AVE. F19  
MANHATTAN, KS 66502  
785 317 5725

Sheet No. 42013

Project Name

Scale

Date

Author

Checker

Reviewer

Approver

Notes

Revisions

Comments

Drawings

Specifications

Contract Documents

Construction Documents

Final Documents

Architect's Office

Client

Site

Phase

Discipline

Project No.

Sheet No.

Scale

Date

Author

Checker

Reviewer

Approver

Notes

PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
ENGLEWOOD, COLORADO

NAVAJO

A206



METAL AWNING

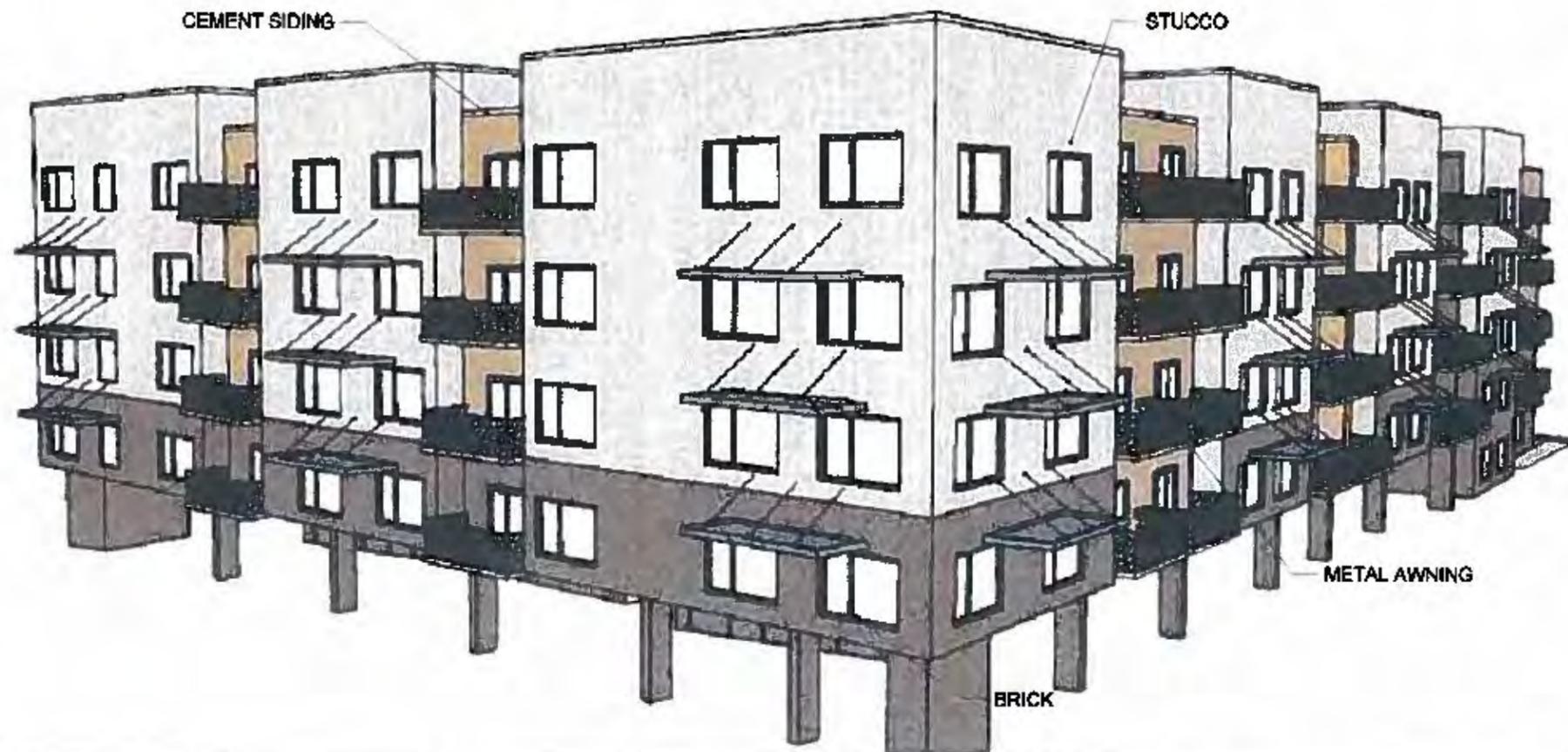
CEMENT SIDING

STUCCO

METAL CAP FLASHING

BRICK

**A** SOUTH EAST VIEW  
NOT TO SCALE  
BUILDING 4-60' TALL



CEMENT SIDING

STUCCO

METAL AWNING

BRICK

**B** SOUTH WEST VIEW  
NOT TO SCALE

**PRIME DESIGN**  
1532 COLLEGE AVE. F19  
MANHATTAN, KS 66502  
785.317.5725

Date Issued:  
4.28.13

Project:  
4201 SOUTH NAVAJO

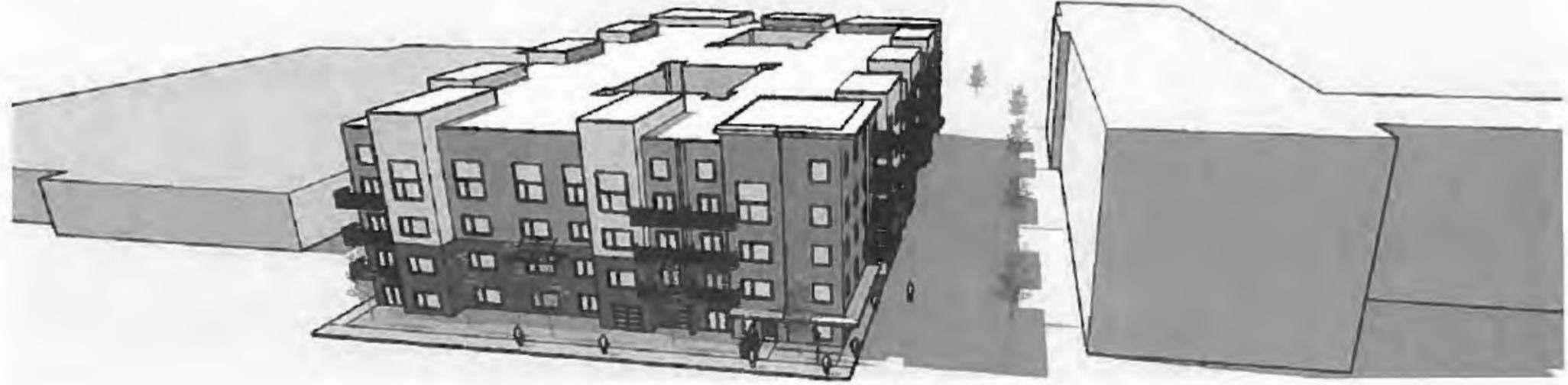
PLANNED UNIT DEVELOPMENT  
**4201 SOUTH NAVAJO**  
ENGLEWOOD, COLORADO

NOVAJO

**A207**



SHADOWS CAST AT NOON ON JUNE 21ST WITH CONTEXT



SHADOWS CAST AT NOON ON SEPTEMBER 21ST WITH CONTEXT



SHADOWS CAST AT NOON ON DECEMBER 21ST WITH CONTEXT

A NORTH WEST VIEW  
NOT TO SCALE

PRIME DESIGN  
1532 COLLEGE AVE., F19  
MANHATTAN, KS 66502  
785.317.5725

Date Issued: 4/28/13  
Revised:

PLANNED UNIT DEVELOPMENT  
4201 SOUTH NAVAJO  
ENGLEWOOD, COLORADO

Job No: NAVAJO  
Sheet:

A208

## COUNCIL COMMUNICATION

<b>Date</b> October 7, 2013	<b>Agenda Item</b> 11 c i	<b>Subject:</b> A Resolution Approving FY2014 Community Development Block Grant Application
<b>INITIATED BY:</b> Community Development		<b>STAFF SOURCE:</b> Harold Stitt, Senior Planner Janet Grimmatt, Housing Finance Specialist

### PREVIOUS COUNCIL ACTION

City Council has approved resolutions to file Community Development Block Grant (CDBG) applications almost annually since 1977. Participation in the Arapahoe County entitlement program began in 1991. Participation is authorized in three-year increments. Ordinance 25, Series of 2012, approved an Intergovernmental Agreement to participate in the Arapahoe County Community Development Block Grant and HOME Investment Partnership Programs for federal fiscal years 2013 through 2015.

### RECOMMENDED ACTION

Staff recommends that Council approve a resolution authorizing staff to apply to Arapahoe County for the City of Englewood's portion of federal fiscal year 2014 Community Development Block Grant (CDBG) funds.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

The U. S. Dept. of Housing and Urban Development (HUD) CDBG Entitlement Program provides grants to units of local government and urban counties to meet housing and community development needs. The objective of the program is to enhance urban communities by providing:

- decent, safe, affordable housing;
- improved infrastructure;
- public facilities and services;
- economic opportunities.

The Federal Program objectives are achieved through projects developed by local governments that primarily benefit low and moderate income families as well as other federal objectives. The request for funds may also include activities that meet urgent development needs in communities such as damage from flooding, tornadoes, fire, etc. Local governments determine which activities best serve the objectives of the program.

Funds are appropriated annually by the Congress for the CDBG program and are allocated by statutory formula to each entitlement area. Arapahoe County is approved as an urban county entitlement area. The CDBG grant funds are currently distributed to participating cities within Arapahoe County. Each participating city receives a set-aside portion of the total CDBG allocation. The current participating cities are the Cities of Englewood, Littleton, Sheridan, Glendale, Deer Trail, and Greenwood Village. The funding level for the City of Englewood for FY2014 is anticipated to be \$150,000, the same as it was for 2013.

Applications for each proposed project must be submitted to Arapahoe County no later than October 28, 2013 in order to receive 2014 CDBG funding. The applications for the City of Englewood will be for a total of \$150,000.00. Englewood's FY2014 program consists of three projects. These projects continue to meet current housing and neighborhood needs benefitting low and moderate income families. All projects are subject to additional review by City staff, Arapahoe County CDBG administrators and the County Commissioners. The listed projects and funding levels may change based on those reviews. FY2014 CDBG funds will be requested for the following projects:

- 1) \$100,000 for an energy efficiency home improvements project focusing on improvements that provide increased energy efficiency in the home;
- 2) \$27,500 to for the Housing Rehabilitation Project to provide loans to low-income homeowners to finance the costs of major household repairs and improvements. This Project also includes a handyman/small rehab component to assist seniors and disabled persons with the costs of minor household repairs;
- 3) \$22,500 for a fourteenth year request to transfer a portion of the City's CDBG allocation to directly fund the Family Tree application that assists with staffing needs for the House of Hope homeless shelter. Family Tree will submit an application directly to Arapahoe County for the grant. A letter of sponsorship is only required from the City to support Family Tree's application to Arapahoe County.

## **FINANCIAL IMPACT**

Existing Community Development staff will administer the proposed projects. Staff salaries and benefits represent the City's participation in the projects.

## **LIST OF ATTACHMENTS**

Resolution

RESOLUTION NO. \_\_\_\_\_  
SERIES OF 2013

A RESOLUTION AUTHORIZING THE CITY OF ENGLEWOOD, COLORADO, TO FILE AN APPLICATION WITH ARAPAHOE COUNTY FOR A 2014 COMMUNITY DEVELOPMENT BLOCK GRANT.

WHEREAS, the Englewood City Council has approved CDBG applications since 1977 and approved the execution of an Intergovernmental Agreement with the passage of Ordinance No. 37, Series of 1991, covering the City's participation in the Arapahoe County CDBG Entitlement Program for funding years 1992 through 1994; and

WHEREAS, the Englewood City Council approved passage of Ordinance No. 13, Series of 2006, authorizing the execution of an Intergovernmental Agreement between the City of Englewood and Arapahoe County covering participation in the Arapahoe County CDBG Entitlement Program for funding years 2007 through 2009; and

WHEREAS, the Englewood City Council approved passage of Ordinance No. 22, Series of 2009, authorizing the execution of an Intergovernmental Agreement between the City of Englewood and Arapahoe County covering participation in the Arapahoe County CDBG Program and HOME Investment Partnership Programs for federal fiscal years 2010 through 2012; and

WHEREAS, the Englewood City Council approved passage of Ordinance No. 25, Series of 2012, authorizing the execution of an Intergovernmental Agreement between the City of Englewood and Arapahoe County covering participation in the Arapahoe County CDBG Program and HOME Investment Partnership Programs for federal fiscal years 2013 through 2015; and

WHEREAS, the Arapahoe County Community Development Block Grant Program provides grants to participating municipalities to meet housing and community development needs; and

WHEREAS, to compete in the Arapahoe County Community Development Block Grant Program, local governments must submit an application; and

WHEREAS, the City of Englewood has received a notice of fund availability; and

WHEREAS, the City of Englewood, Colorado, desires to apply for these funds through the Arapahoe County 2014 Community Development Block Grant to fund the Energy Efficiency Englewood Project, Housing Rehabilitation Project, and House of Hope staffing project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, THAT:

Section 1. The City of Englewood, Colorado, is hereby authorized to file applications for an Arapahoe County 2014 Community Development Block Grant.

Section 2. The Mayor and City Clerk are authorized to sign and attest all necessary forms, documents, assurances and certifications for the Community Development Block Grant applications for and on behalf of the City Council and the City of Englewood.

ADOPTED AND APPROVED this 7th day of October, 2013.

ATTEST:

\_\_\_\_\_  
Randy P. Penn, Mayor

\_\_\_\_\_  
Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. \_\_\_\_\_, Series of 2013.

\_\_\_\_\_  
Loucrishia A. Ellis, City Clerk

## COUNCIL COMMUNICATION

<b>Date:</b> October 7, 2013	<b>Agenda Item:</b> 11 c ii	<b>Subject:</b> Resolution establishing a Fire Fee Schedule
<b>Initiated By:</b> Fire Department		<b>Staff Source:</b> Andrew Marsh, Fire Chief Laura Herblan, Fire Marshal

### COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

City Council considered this subject at the September 9, 2013 Study Session and directed staff to prepare the necessary resolution to adopt the fire fee schedule.

### RECOMMENDED ACTION

Staff requests that City Council approve a resolution establishing the Fire Fee Schedule for plan review, permits and inspections effective January 1, 2014.

### BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

A detailed staff report was presented to City Council at its Study Session on September 9, 2013. The proposed fire fee schedule is based on an analysis of fee structures in the metro area and is authorized under the 2012 edition of the International Fire Code that was adopted by City Council last year.

### FINANCIAL IMPACT

The proposed fees are projected to generate approximately \$100,000 in 2014. The fees will help offset the expense of reinstating the Assistant Fire Marshal position and will more closely reflect the costs associated with the services provided by the Fire Marshal's Office.

### LIST OF ATTACHMENTS

Proposed Resolution  
Memo from September 9, 2013 Study Session

C i t y o f E n g l e w o o d  
F i r e D e p a r t m e n t

---

M E M O R A N D U M

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

RESOLUTION NO. \_\_\_\_\_  
SERIES OF 2013

**A RESOLUTION SETTING VARIOUS PERMIT FEES PERTAINING TO ENGLEWOOD  
FIRE DEPARTMENT LIFE SAFETY AND FIRE PREVENTION FEE SCHEDULE**

WHEREAS, the Fire Marshal has determined that Fire Plan Reviews and Permits should be performed in-house by the Fire Department staff; and

WHEREAS, the passage of this proposed resolution will establish fees for such reviews and permits; and

WHEREAS, the International Fire Code Section 501.1, as adopted, establishes that fees for any plan review, fire permit, or inspection shall be established from time to time by resolution of the Englewood City Council; and

WHEREAS, the Director of Finance and the City Manager have reviewed the proposed fee schedule and have determined it is compliance with the Colorado Constitution Article X (Tabor provision); and

WHEREAS, the City Manager and the economic development staff together with the Fire Chief have reviewed the proposed fee schedule and have determined that the proposed fees will not hinder economic development; and

WHEREAS, the proposed increased fees were discussed in the budget process and it was anticipated that the fees will offset the cost of a new Assistant Fire Marshal position.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The City Council of the City of Englewood, Colorado authorizes the following Englewood Fire Department Life Safety and Fire Prevention Fee Schedule.

Schedule of Fees for Permits issued pursuant to §105.1 of the International Fire Code (IFC) as adopted.

The fee for each permit shall be as follows:

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
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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. 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.

ADOPTED AND APPROVED this 7<sup>th</sup> day of October, 2013.

ATTEST:

\_\_\_\_\_  
Randy P. Penn, Mayor

\_\_\_\_\_  
Loucrishia A. Ellis, City Clerk

Loucrishia A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. \_\_\_\_\_, Series of 2013.

\_\_\_\_\_  
Loucrishia A. Ellis, City Clerk