

**Agenda for the
Regular Meeting of the
Englewood City Council
Tuesday, January 21, 2014
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 January 6, 2014.
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. Jean Lesmeister, an Englewood resident, will be present to address Council.
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.
8. Communications, Proclamations, and Appointments.
 - a. The City of Englewood's 2014 Aid to Other Agencies financial contributions will be distributed.

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.

- b. A letter from Karen Kenney announcing her resignation from the Cultural Arts Commission.
- c. A letter from Theavy Sok announcing her resignation from the Keep Englewood Beautiful Commission.

9. Consent Agenda Items.

- a. Approval of Ordinances on First Reading.
 - i. Council Bill No. 4 – Recommendation from the Englewood Office of Emergency Management to adopt a bill for an ordinance authorizing the application for, and acceptance of, a 2014 Emergency Management Performance Grant from the State of Colorado Department of Emergency Management in the amount of \$85, 421.25. **Staff Source: Steve Green, Emergency Management Coordinator.**
 - ii. Council Bill No. 5 – Recommendation from the Utilities Department to adopt a bill for an ordinance approving Supplement #5 to the Connectors Agreement with the Columbine Water and Sanitation District authorizing inclusion of land within the district. **Staff Source: Stewart Fonda, Director of Utilities.**
- b. Approval of Ordinances on Second Reading.
 - i. Council Bill No. 1, authorizing the application for and acceptance of funds from the Colorado Department of Transportation for programs related to traffic safety education and enforcement through calendar year 2016.
 - ii. Council Bill No. 2, authorizing the application for and acceptance of grant funds from the State of Colorado for cyber security infrastructure.
- 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. 60 – [This matter needs an affirmative vote from 3/4 of Council to bring off the table.] Recommendation from the Community Development Department to adopt a bill for an ordinance authorizing amendments to Title 16: Unified Development Code regarding Home Occupations. Staff further recommends setting a Public Hearing for February 3, 2014 to consider public testimony on this matter. **Staff Source: Chris Neubecker, Senior Planner.**

- b. Approval of Ordinances on Second Reading.
 - c. Resolutions and Motions.
12. General Discussion.
- a. Mayor's Choice.
 - b. Council Members' Choice.
 - i. Council Bill No. 6, amending Rules of Order and Procedure for City Council VI, H.
13. City Manager's Report.
14. City Attorney's Report.
15. Adjournment.

Theavy Sok
3297 S Clarkson Street
Englewood, CO 80113

January 8, 2014

To City of Englewood

To whom it may concern:

I am writing this letter to provide my resignation from being a commissioner with KEB.

It was an honor to be appointed as a commissioner in 2013. I was looking forward to contribute to this committee. However, in the same month of the appointment, I started a new position which came with trainings and new responsibilities. Due to the new position, I have not contributed to the committee as planned or expected.

After a long consideration and hopeful wait time that I would get a break and not have to provide my resignation, I do not believe that it is fair for KEB that I continue to be a commissioner in 2014.

I am hoping that I continue to be on the mailing list and be able to volunteer when I can.

~~Sincerely,~~

Theavy Sok

To City of Englewood,

I am resigning from the Cultural Arts Commission and wish the CAC good luck on current and future endeavors. It has been an honor to serve this wonderful community.

Sincerely,
Karen Kenney

COUNCIL COMMUNICATION

Date: January 21, 2014	Agenda Item: 9 a i	Subject: 2014 Emergency Management Performance Grant
Initiated By: Englewood Office of Emergency Management		Staff Source: Steve Green, Emergency Management Coordinator

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

This grant supports the following Council Goals:

- 1) Englewood as a city that is safe, clean, healthy and attractive.
- 2) Englewood as a progressive city that provides responsive and cost efficient services.

Council has approved several previous grants from this program.

RECOMMENDED ACTION

Staff seeks Council's approval of a bill for an ordinance authorizing an application to the 2014 Emergency Management Performance Grant (EMPG) program for funds of up to \$85,421.25, and to accept such funds as may be awarded to the City.

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

Funds from this grant will support the City's emergency management program by:

- fully funding the Emergency Management Specialist position, currently a 30-hour per week position.
- reimbursing the City for a portion of the salary for the City's Emergency Management Coordinator's position.
- training City staff in emergency management related activities.
- purchasing equipment to assist the City's efforts in preparedness, resiliency and continuity of operations capabilities.
- other expenses related to emergency management, including the City's continuity of operations planning process and hazard mitigation, response and recovery planning.

The Emergency Management Performance Grant (EMPG) program is designed to provide supplemental funds for the strengthening of local government emergency management offices in preparing their communities for disaster planning, mitigation, response and recovery, while conserving local resources. The City of Englewood has an emergency management program that is growing in both achievement and capability, engaging staff members from across the full array of City services.

The City of Englewood has consistently received EMPG grants, starting with the FY2007-Supplemental Grant, to assist in the development of the emergency management program for the City. The Colorado Division of Homeland Security and Emergency Management - Office of Emergency Management has stated

that the EMPG program is expected to continue for the foreseeable future and has encouraged the City's participation.

We have been able to use past funding for a number of improvements in the City of Englewood emergency management program, including:

- Funding for one part-time staff member to perform day-to-day emergency management duties.
- Exercising the City's Emergency Operations Guidelines and other related plans, as they are developed.
- Training of emergency management personnel and other city staff members in disaster planning and preparedness, continuity of operations planning and emergency operations center activities.
- Significant improvements and development of the emergency operations center infrastructure, including visual displays, data and information management, back-up electrical capabilities, connectivity capabilities and storage cabinets.
- Integrating the City of Englewood personnel and planning processes with other agencies in the Denver Metro region.

FINANCIAL IMPACT

The award is a soft-match grant, so it is not required that the City provide a hard (cash) match in order to receive an award. Required matching funds have historically been accounted for through the existing salaries of full-time employees who work in emergency management as a part of their regular duties.

LIST OF ATTACHMENTS

Proposed Bill for an Ordinance

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF 2014

COUNCIL BILL NO. 4
INTRODUCED BY COUNCIL
MEMBER _____

A BILL FOR

AN ORDINANCE AUTHORIZING AN APPLICATION FOR AND ACCEPTANCE OF THE 2014 COLORADO DIVISION OF EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) BETWEEN THE CITY OF ENGLEWOOD, COLORADO AND THE STATE OF COLORADO DIVISION OF EMERGENCY MANAGEMENT FOR ENGLEWOOD'S EMERGENCY MANAGEMENT PROGRAM.

WHEREAS, the Emergency Management Performance Grant (EMPG) program is designed to provide supplemental funds for strengthening of local government emergency management offices in preparing their communities for disaster planning, mitigation, response and recovery, while conserving local resources; and

WHEREAS, the City of Englewood received grants starting with the FY2007-Supplemental Grant to assist in the development of the disaster preparedness for the City of Englewood; and

WHEREAS, the Colorado Division of Homeland Security and Emergency Management – Office of Emergency Management has stated that the EMPG program is expected to continue for the foreseeable future and has encouraged the City's participation; and

WHEREAS, the City of Englewood has an emergency management program that is growing in both achievement and capability, engaging staff members from across the full array of City services; and

WHEREAS, the passage of this Ordinance will approve an application for the 2014 Emergency Management Performance Grant (EMPG) program for funds of up to \$85,421.25, to fund the City's emergency management program by:

- Fully funding the Emergency Management Specialist position, currently a 30-hour per week position.
- Reimbursing the City for a portion of the salary for the City's Emergency Management Coordinator's position.
- Training City staff in emergency management related activities.
- Purchasing equipment to assist the City's efforts in preparedness, resiliency and continuity of operations capabilities.
- Other expenses related to emergency management, including the City's continuity of operations planning process and hazard mitigation, response and recovery planning.

WHEREAS, the applications are made through the State of Colorado, who manages the distribution of the EMPG funds, which originate at the Federal level with Federal Emergency Management Agency (FEMA); and

WHEREAS, the City has, to date, only used soft matches to meet the requirements of this grant process, which does not require the City to provide a hard (cash) match in order to receive an award; and

WHEREAS, the 50% City's match will be from funds already allocated for this purpose in the 2014 Budget.

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

Section 1. The City Council of the City of Englewood, Colorado hereby authorizes an application for 2014 Emergency Management Performance (EMPG) program for funds up to \$85,421.25, attached hereto as Exhibit A.

Section 2. The City Manager is hereby authorized to sign the 2014 Emergency Management Performance (EMPG) Grant Application, for and on behalf of the City of Englewood.

Section 3. The City Council of the City of Englewood, Colorado hereby authorizes the acceptance of a 2014 Emergency Management Performance (EMPG) Grant upon award by the State of Colorado.

Section 4. Upon award of the 2014 Emergency Management Performance (EMPG) Grant the Mayor is hereby authorized to sign for and on behalf of the City of Englewood, Colorado in accepting this grant

Section 5. There are Federal Emergency Management Agency (FEMA) funds being received for the 2014 Emergency Management Performance (EMPG) Grant.

Introduced, read in full, and passed on first reading on the 21st day of January, 2014.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 24th day of January, 2014.

Published as a Bill for an Ordinance on the City's official website beginning on the 22nd day of January, 2014 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 21st day of January, 2014.

Loucrishia A. Ellis



**Colorado Office of Emergency Management (COEM)
Emergency Management Program Grant (EMPG)
Local Emergency Manager Support (LEMS)
Program Funding Application**

EXHIBIT A

Staffing Pattern and Program Funding for FFY2014

Note: This for MUST be resubmitted *whenever the jurisdiction has personnel changes.*

JURISDICTION:

Salaries & Benefits		
A	LEMS Eligible Salary (Staffing Report Block 10 Total):	\$104,121
B	LEMS Eligible Benefits (Staffing Report Block 11 Total):	\$10,168
C	Total Salary and Benefits (a+b): \$ \$114,277	
Travel Expenses		
D	Local Travel (mileage, fleet expense, or other):	\$ 604.00
E	Out of State Travel:	
F	Conference & Seminars (Registration Fees, Hotels, etc.):	\$ 480.00
G	Training (Registration Fees, hotels, etc.):	
H	Per Diem:	\$ -
I	Other (Dues, Certifications and Membership Fees):	\$ 80.00
J	Total Travel Expenses (D+E+F+G+H+I): \$ \$ 1,174.00	
Office Support Expenses (more than \$200 for year)		
K	Equipment for response command vehicle	\$ 5,000.00
L	Equipment Purchase:	\$ 150.00
M	Equipment Lease:	\$ 132.00
N	Contractor support for HRIA development	\$ 30,000.00
O	Printing & Copying:	\$ 109.20
P	Connectivity for Management personnel	\$ 8,000.00
Q	IT managed remote data backup	\$ 12,000.00
R	Total Office Support Expenses (K+L+M+N+O+P+Q): \$ \$ 55,391.20	
S	Total Request (C+J+R): \$ 170,842.50	
T	Federal (Eligible for Reimbursement) Amount (One half of S): \$ 85,421.25	

Jurisdiction Emergency Manager Signature

Date

Jurisdiction Chief Financial Officer Signature

Date

COEM Regional Field Manager Signature

Date

Englewood Office of Emergency Management

Annual Projected Expenses - October 2013 through September 2014

Salaries and Benefits		
Personnel	Hours dedicated to EM	Compensation Related to OEM
Steve Green	20 hours per week	\$49,690
Rose Lynch	30 hours per week	\$39,000
Christian Contos	4 hours per week	\$8,700
Tim Englert	6 hours per week	\$16,887
Travel expenses		
		Annual Expense
Local mileage	90 miles per month @.56	\$604.08
Conferences (registration fees)	Annual State EM conference \$160.00 x 3 personnel	\$480.00
Training (registration fees, hotel)		
Other (membership dues, certifications)	Annual CEMA membership \$45.00 x 2 personnel	\$90.00
Office support expenses		
		Expense
Equipment purchases	Equipment related to full-scale exercise	\$150.00
Equipment lease	Porta potties for use during full scale exercise	\$132.00
Printing/copying	Approx. 3640 x .03	\$109.20
Other: IT Managed Remote Data Backup		\$12,000.00
Connectivity for management personnel		\$8,000.00
Equipment for Command vehicle		\$5,000.00
Contractor support	Development of Hazard Risk Identification and Assessment	\$30,000
Total:		\$170,842.50

Budget approved by:

 Chief Andrew Marsh
 Englewood Fire Department

Part I
FFY 2014 EMPG-LEMS Grant Activities
Work Plan Template

Instructions

Use the 15 EMF categories as a framework for planning your annual work program and consider identified capability gaps or shortfalls that need to be addressed. This can be done in four steps.

1. First, consider your community's long-term strategy for developing and sustaining an all-hazards preparedness strategy, including initiatives that can be accomplished during the grant performance period as well as those objectives that will need to be phased over multiple years.
2. Second, identify Planned Activities that, when completed, will assist you in achieving your long-term strategy. Complete the Work Plan Template by identifying Planned Activities for each Emergency Management Function (EMF) that is relevant to your strategy. Identify to the extent possible the measurable outcome for each Planned Activity.
3. Third, place those activities that can be accomplished during the current performance period in the quarter that you expect the activity to be completed (it is recognized that schedules and priorities change and that activities may actually be accomplished in a different quarter than the one projected).
4. Finally, submit the finished document to your assigned COEM Regional Field Manager.

Please don't hesitate to contact your COEM Regional Field Manager for assistance in completing this Work Plan Template.

Signatures

Must be signed (in ink) or (Adobe Acrobat digital signature) by the emergency manager and forwarded to the assigned COEM Regional Field Manager for approval.

By signing, the applicant acknowledges that he/she has read and understands the FFY 2014 Program Guidelines and Application Kit.

Jurisdiction: _____ City of Englewood _____

Emergency Manager of Jurisdiction: _____ Steve Green _____

Date: _____

COEM Regional Field Manager: _____

Date: _____

Part I
 FFY 2014 EMPG-LEMS Grant Activities
 Work Plan Template

FFY 2014 EMPG-LEMS Grant Activities		
EMF-1		
Finance and Administration		
Objective(s) of Planned Activities: <i>Budget preparation, grant administration, LEMS application, expense tracking, quarterly reimbursement requests, quarterly performance reports, equipment monitoring</i>		
Mandatory Federal Activities for this EMF: Submit updated FFATA		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Submit completed 2014EMPG application packet. Submit 1 st Quarter report and reimbursement request.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Submit 2 nd Quarter report and reimbursement request. Work with Finance Department to establish emergency spending protocols.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Submit 3rd Quarter report and reimbursement request.	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Submit 4th Quarter report and reimbursement request. Integrate Finance Department staff into resource mobilization planning.	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-2		
Laws and Authorities		
Objective(s) of Planned Activities: <i>Ordinances, resolutions, emergency declarations, EMAP accreditation,</i>		

<i>compliance with laws and regulations</i>		
Mandatory Federal Activities for this EMF: None		
1 st Quarter 10/1/13 – 12/31/13	Planned Activities:	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities:	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities:	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-3		
Risk Assessment		
Objective(s) of Planned Activities: <i>Development/upgrade of local/tribal THIRA (Threat and Hazard Risk Identification and Assessment) or (HIRA Hazard Risk Identification and Assessment), development of corresponding risk management strategies</i>		
Mandatory Federal Activities for this EMF: None		
1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Assist with UASI THIRA development process.	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Meet with Water Treatment plant to assess the risk of a dam failure at McClellan Reservoir. Research cost and necessary man power associated with conducting a HIRA.	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Meet with Littleton OEM to discuss	Results:

	<p>preparedness strategies and potential TTX for dam failure.</p> <p>Begin HIRA process (dependent on availability of funding).</p>	
<p>4th Quarter 7/1/14 – 9/30/14</p>	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-4		
Hazard Mitigation Plans and Projects		
Objective(s) of Planned Activities: <i>Development of local/tribal hazard mitigation plans, implementation of hazard mitigation projects, coordination of Environmental and Historic Preservation (EHP) reviews</i>		
Mandatory Federal Activities for this EMF: None		
<p>1st Quarter 10/1/13 – 12/31/13</p>	Planned Activities:	Results:
<p>2nd Quarter 1/1/14 – 3/31/14</p>	Planned Activities:	Results:
<p>3rd Quarter 4/1/14 – 6/30/14</p>	Planned Activities:	Results:
<p>4th Quarter 7/1/14 – 9/30/14</p>	Planned Activities:	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-5		
Emergency Operations Plans		
Objective(s) of Planned Activities: <i>Development/upgrades of local/tribal emergency operations plans (EOPs) in accordance with CPG-101, Version 2.0, fostering partnerships with EOP stakeholder agencies and organizations</i>		
Mandatory Federal Activities for this EMF: All EMPG Program grantees/sub-grantees must maintain, or revise as necessary, jurisdiction-wide all-hazards Emergency Operations Plans that are consistent with CPG-101 v.2 (November 2010) and provide copies of new and revised EOPs/Annexes to COEM Regional		

Field Manager.		
1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Submit current EOP to Field Manger Assist Englewood High Scholl with evacuation plan and drill.	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Update elements of the EOP that are more than 3 years old Assist Englewood school District in development of district-wide emergency plan.	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Update elements of the EOP that are more than 3 years old Assist Englewood High School with school emergency plan and drills.	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Submit revised EOP to FM	Results:

FFY 2014 EMPG-LEMS Grant Activities

EMF-6

Recovery Plans

Objective(s) of Planned Activities: *Development/upgrades of local/tribal recovery plans, fostering partnerships with recovery stakeholder agencies and organizations*

Mandatory Federal Activities for this EMF: None

1 st Quarter 10/1/13 – 12/31/13	Planned Activities:	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Tailor the Denver UASI's Regional Recovery plan to Englewood specific.	Results:
3 rd Quarter	Planned Activities:	Results:

4/1/14 – 6/30/14	Tailor the Denver UASI's Regional Recovery plan to Englewood specific	
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Tailor the Denver UASI's Regional Recovery plan to Englewood specific	Results:

FFY 2014 EMPG-LEMS Grant Activities

EMF-7

Training

Objective(s) of Planned Activities: *NIMS training delivery, staff professional development, development of Training & Exercise Plans (TEPs)*

Mandatory Federal Activities for this EMF: (1) Update NIMSCAST data by 8-31-2013, (2) all EMPG program funded personnel (State/Local/Tribal) must complete the following NIMS training courses and record proof of completion: IS 100; IS 200; IS 700; and IS 800; FEMA Professional Development Series: IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a, (3) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.

1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Update multi-year training and exercise plan. This plan should include required training for EMPG funded personnel Report completed training for EMPG funded personnel. Review lessons learned from FSE to identify training needs.	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Submit updated TEP to FM Report completed training for EMPG funded personnel. Meet with regional police partners to discuss multijurisdictional training and exercising. Identify and meet with EOC staffing	Results:

	personnel to begin regular EOC trainings.	
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Implement training plan Report completed training for EMPG funded personnel. Conduct EOC training.	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Implement training plan Report completed training for EMPG funded personnel. Participate in the Regional TEPW Conduct EOC training.	Results:

FFY 2014 EMPG-LEMS Grant Activities

EMF-8

Exercises

Objective(s) of Planned Activities: *Participation in exercises as "Sponsoring" and/or "Participating" agencies*

Mandatory Federal Activities for this EMF: (1) All EMPG program funded personnel (State/Tribal/Local) must participate in at least three exercises in a 12-month period. Sub-grantees may sponsor and/or participate in other sponsor's exercises to fulfill this requirement, (2) all grantees and sub-grantees are required to develop a Multi-Year TEP that incorporates linkages to core capabilities and update it annually.

1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Implement exercise program as outlined in the TEP Develop plan to meet FEMA exercise requirement and review with FM. Report on completed exercises include AAR or CAP Conduct multi-jurisdictional full scale active shooter exercise. Participate in the regional TEPW	Results:
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	Participate in regional Training and Exercise Committee	
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP Participate in regional Training and Exercise Committee	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP Participate in regional Training and Exercise Committee	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Implement exercise program as outlined in the TEP Report on completed exercises include AAR or CAP Participate in regional Training and Exercise Committee	Results:

FFY 2014 EMPG-LEMS Grant Activities

EMF-9

Incident Management

Objective(s) of Planned Activities: *EOC management, COG, multi-agency coordination, support of incident command operations*

Mandatory Federal Activities for this EMF: None

1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Will meet with Arapahoe County to discuss coordination during incidents. Continue to meet with neighboring jurisdictions to plan for coordinated incident response.	Results:
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2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Will investigate joining South Metro Fire's IMT. Continue to meet with neighboring jurisdictions to plan for coordinated incident response. Outfit vehicles with command equipment to increase response capability.	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Continue to meet with neighboring jurisdictions to plan for coordinated incident response.	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Continue to meet with neighboring jurisdictions to plan for coordinated incident response.	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-10		
Communications		
Objective(s) of Planned Activities: <i>Activities supporting interoperability, including cooperative planning, equipment tests, drills, radio checks, purchases, etc</i>		
Mandatory Federal Activities for this EMF: None		
1st Quarter 10/1/13 – 12/31/13	Planned Activities: Participate in Tri-County Health's quarterly radio checks. Will continue to work with our dispatch center on multijurisdictional communications plan.	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Participate in Tri-County Health's quarterly radio checks. Will continue to work with our dispatch	Results:

	center on multijurisdictional communications plan.	
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Participate in Tri-County Health's quarterly radio checks. Will continue to work with our dispatch center on multijurisdictional communications plan.	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Participate in Tri-County Health's quarterly radio checks. Will continue to work with our dispatch center on multijurisdictional communications plan.	Results:

FFY 2014 EMPG-LEMS Grant Activities

EMF-11

Operations Procedures

Objective(s) of Planned Activities: *Development/maintenance of systems (e.g., Web EOC), processes (e.g., resource order process), capabilities (e.g., EOC management training), and Plans (e.g., COOP) to support incident operations*

Mandatory Federal Activities for this EMF: None

1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Before February 28 2014 hold a meeting with the jurisdiction's emergency services and partner agencies to include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), schools, public utilities, public information, and other relevant stakeholders. Develop the agenda Provide minutes and sign in sheet to your Regional Field Manager	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Meet with neighboring jurisdictions to	Results:

	<p>discuss development of an active shooter response plan. Review and revise EOC processes and train personnel as needed.</p>	
<p>3rd Quarter 4/1/14 – 6/30/14</p>	<p>Planned Activities: Before September 30 2014 hold a second meeting with the jurisdiction's emergency services and partner agencies to include: law enforcement, fire, EMS, public works, health and medical, behavioral health, mass care (human services, Red Cross, VOAD), schools, public utilities, public information, and other relevant stakeholders. Develop the agenda with your Regional Field Manager. Provide minutes and sign in sheet to your Regional Field Manager</p> <p>Meet with neighboring jurisdictions to discuss development of an active shooter response plan</p> <p>Review and revise EOC processes and train personnel as needed.</p>	Results:
<p>4th Quarter 7/1/14 – 9/30/14</p>	<p>Planned Activities: Meet with neighboring jurisdictions to discuss development of an active shooter response plan.</p> <p>Finalize EOC processes and train personnel as needed.</p>	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-12		
Mutual Aid		
Objective(s) of Planned Activities: <i>Maintenance of local, interagency, regional and statewide intergovernmental agreements</i>		
Mandatory Federal Activities for this EMF: None		
<p>1st Quarter 10/1/13 – 12/31/13</p>	<p>Planned Activities: Schedule mutual aid meeting with all mutual aid partners for 2nd Qtr</p>	Results:

2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Hold mutual aid meeting with all mutual aid partners	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Revise mutual aid agreements as necessary	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Revise mutual aid agreements as necessary	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-13		
Resource Management		
Objective(s) of Planned Activities: <i>Development/maintenance of resource mobilization plans and processes, including database management systems, financial controls and relevant forms</i>		
Mandatory Federal Activities for this EMF: None		
1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Begin development of draft resource management annex to jurisdiction EOP Submit working draft to Field Manager Review and maintenance of all resource data in the WebEOC Resource Management System	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Complete draft plan Submit draft to Field Manager	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Meet with Field Manager to review plan Conduct a resource management drill with EOC personnel, local resource management personnel from jurisdictional agencies, and your OEM Regional Field Manager	Results:

4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Finalize plan and adopt in accordance with local procedures Submit adopted plan to FM	Results:
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FFY 2014 EMPG-LEMS Grant Activities		
EMF-14		
Facilities Management		
Objective(s) of Planned Activities: <i>Monitoring & maintenance of EOC/Alternate EOC facilities and equipment</i>		
Mandatory Federal Activities for this EMF: None		
1 st Quarter 10/1/13 – 12/31/13	Planned Activities: Conduct monthly "activation" to ensure equipment and processes are in a state of ready.	Results:
2 nd Quarter 1/1/14 – 3/31/14	Planned Activities: Conduct monthly "activation" to ensure equipment and processes are in a state of ready	Results:
3 rd Quarter 4/1/14 – 6/30/14	Planned Activities: Conduct monthly "activation" to ensure equipment and processes are in a state of ready	Results:
4 th Quarter 7/1/14 – 9/30/14	Planned Activities: Conduct monthly "activation" to ensure equipment and processes are in a state of ready	Results:

FFY 2014 EMPG-LEMS Grant Activities		
EMF-15		
Crisis Communication, Public Information and Education		
Objective(s) of Planned Activities: <i>Development/maintenance of Joint Information System (JIS) protocols and procedures, web page management, and procedures for utilizing social media. Development and maintenance of Alert and Warning Plans and procedures.</i>		
Mandatory Federal Activities for this EMF: None		

1st Quarter 10/1/13 – 12/31/13	Planned Activities: Review status of alert and warning plan with the Regional Field Manager	Results:
2nd Quarter 1/1/14 – 3/31/14	Planned Activities: Alert and warning plan development Citizens educated and encouraged to “opt in” to Arapahoe County’s Citizen Alert Program. Keep EM website updated with seasonal and disaster preparedness information	Results:
3rd Quarter 4/1/14 – 6/30/14	Planned Activities: Alert and warning plan training and testing Citizens educated and encouraged to “opt in” to Arapahoe County’s Citizen Alert Program. Keep EM website updated with seasonal and disaster preparedness information	Results:
4th Quarter 7/1/14 – 9/30/14	Planned Activities: Citizens educated and encouraged to “opt in” to Arapahoe County’s Citizen Alert Program. Keep EM website updated with seasonal and disaster preparedness information	Results:

COUNCIL COMMUNICATION

Date January 21, 2014	Agenda Item 9 a ii	Subject Columbine Sanitation District Supplement #5
INITIATED BY Utilities Department		STAFF SOURCE Stewart H. Fonda, Director of Utilities

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

None.

RECOMMENDED ACTION

The Water and Sewer Board, at their August 13, 2013 meeting, recommended Council approval of a Bill for an Ordinance approving Columbine Supplement #5.

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

A request was made by Columbine Water and Sanitation District and Valley Sanitation District. The requested supplement area is in the Columbine District but the sewage is transported through Valley Sanitation lines, so Valley Sanitation District approval is also required.

The City of Englewood provides sewage treatment to a population of about 70,000 people outside the City through contracts with numerous connector districts. By contract the City of Englewood must approve any additions of land to be served by the districts. These are usually in-fill situations that are within what the City considers to be the area it has committed to serve. Adequate capacity has been provided in the treatment plant to accommodate all such future inclusions. Annexation of this parcel of land will not increase the tap allocation to the Valley or Columbine Sanitation Districts.

The landowner, Taylor Morrison of Colorado, Inc. 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 legal is attached as Exhibit A. The property is located on the southeast corner of West Bowles Avenue and Middlefield Road in the Town of Columbine Valley. The name of the development is The Cottages at Columbine Valley, currently the Wolf property.

FINANCIAL IMPACT

None.

LIST OF ATTACHMENTS

Minutes from October 8, 2013 Water and Sewer Board Meeting
Minutes from 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

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF 2014

COUNCIL BILL NO. 5
INTRODUCED BY COUNCIL
MEMBER _____

A BILL FOR

AN ORDINANCE APPROVING SUPPLEMENT NO. 5 TO THE VALLEY SANITATION DISTRICT AND COLUMBINE WATER AND SANITATION DISTRICT CONNECTOR'S AGREEMENT FOR THE INCLUSION OF LAND WITHIN THE COLUMBINE SANITATION DISTRICT BOUNDARIES.

WHEREAS, the City of Englewood and the predecessor in interest to Valley Sanitation District entered into an agreement dated April 18, 1955; and

WHEREAS, the City of Englewood, the predecessor in interest to Valley and the predecessor in interest to Columbine entered into an agreement dated April 18, 1955 and subsequent agreements, providing for the transport and treatment of effluent from an additional 800 taps by which the effluent is carried through Valley outfall lines to be treated by City's sewage treatment plant; and

WHEREAS, Valley and Columbine entered into an agreement dated March 20, 1956, and subsequent agreements, relating to the transportation of effluent through Valley outfall lines; and

WHEREAS, the previous Agreements and subsequent agreements between the parties place certain limitations upon the number of taps that can be serviced by the City, Valley and Columbine; and

WHEREAS, it is the intent of the Parties to this Agreement to specifically allow for an inclusion into Columbine of a residential development consisting of 31 taps which shall be serviced by the Parties to Supplement No. 5; and

WHEREAS, Columbine Sanitation District recommends the inclusion of approximately 9.53 acres into the Districts; and

WHEREAS, said inclusion is located on the Southeast corner of West Bowles Avenue and Middlefield Road in the Town of Columbine Valley; and

WHEREAS, the zoning of this property is primarily residential and the proposed use is to remain the same with the residential development of 31 patio homes; and

WHEREAS, said annexation of this additional parcel of land will not increase the tap allocation to the Columbine Sanitation District; and

WHEREAS, the Englewood Water and Sewer Board recommended approval of Supplement No. 5 to the Valley Sanitation District at the October 8, 2013 meeting;

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

Section 1. The Agreement between the City of Englewood and Valley Sanitation District and Columbine Water and Sanitation District entitled "Supplement No. 5, to Connector's Agreement", which includes approximately 9.63 acres located southeast corner of West Bowles Avenue and west of Middlefield Road in the town of Columbine Valley, is hereby accepted and approved by the Englewood City Council. A copy of said Agreement is attached hereto as "Exhibit 1" and incorporated herein by reference.

Section 2. The Mayor and City Clerk are hereby authorized to sign and attest, respectively, the said Agreement for and on behalf of the City Council and the City of Englewood, Colorado.

Introduced, read in full, and passed on first reading on the 21st day of January, 2014.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 24th day of January, 2014.

Published as a Bill for an Ordinance on the City's official website beginning on the 22nd day of January, 2014 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 21st day of January, 2014.

Loucrishia A. Ellis

SUPPLEMENT NO. 5 TO CONNECTOR'S AGREEMENT

THIS AGREEMENT, made and entered into by and between the CITY OF ENGLEWOOD, acting by an through its duly authorized Mayor and City Clerk, hereinafter called the "City," and COLUMBINE WATER AND SANITATION DISTRICT, Arapahoe and Douglas Counties, Colorado, hereinafter called the "District,"

WITNESSETH:

WHEREAS, on the 18 day of April, ~~28~~ 1955 the City and the District entered into an Agreement in which the city agreed to treat sewage originating from the District's sanitary sewer system within the area served by the District, which Agreement was renewed by Connector's Agreement dated February 23, ~~30~~ 1989

WHEREAS, said Connector's Agreement provides that the district may not enlarge its service area without the written consent of the City;

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein set forth, the parties agree as follows:

1. The City hereby consents to the inclusion of certain additional area located in Arapahoe County, Colorado, owned by Taylor Morrison of Colorado, Inc. more fully described on Exhibit A attached hereto and incorporated herein by reference, into Columbine Water and Sanitation Distriet. The City agrees that said additional area may be served with the sewer facilities of the district, and that the City will treat the sewage discharged into the City's trunk line from said additional area, all in accordance with the Connector's Agreement dated April 18, ~~20~~ 1955 and Amended February 23, ~~30~~ 1989 . Accordingly, Exhibit A referred to in Paragraph 1 of the Connector's Agreement dated April 15, ~~30~~ 1955 and Amended February 23, 1989, is hereby amended to include such additional area.

2. Each and every other provision of the said Connector's Agreement dated April 15, 1955 and Amended February 23, 1989, shall remain unchanged.

IN WITNESS WHEREOF, the parties have set their hands and seals this _____ day of _____, 20_____.

CITY OF ENGLEWOOD

BY _____
MAYOR

ATTEST:

CITY CLERK
(SEAL)

**COLUMBINE WATER & SANITATION
DISTRICT,
ARAPAHOE COUNTY, COLORADO**

By: _____

ATTEST: / / /

SECRETARY
(SEAL)



FLATIRONS, INC.
Surveying, Engineering & Geomatics

3825 Iris Avenue, Ste 395, Boulder, CO 80301
655 Fourth Avenue, Longmont, CO 80501
www.flatirons.com Phone (303) 443-7001 Fax (303) 443-9830

THE COTTAGES AT COLUMBINE VALLEY
LEGAL DESCRIPTION

(PREPARED BY FLATIRONS, INC.)

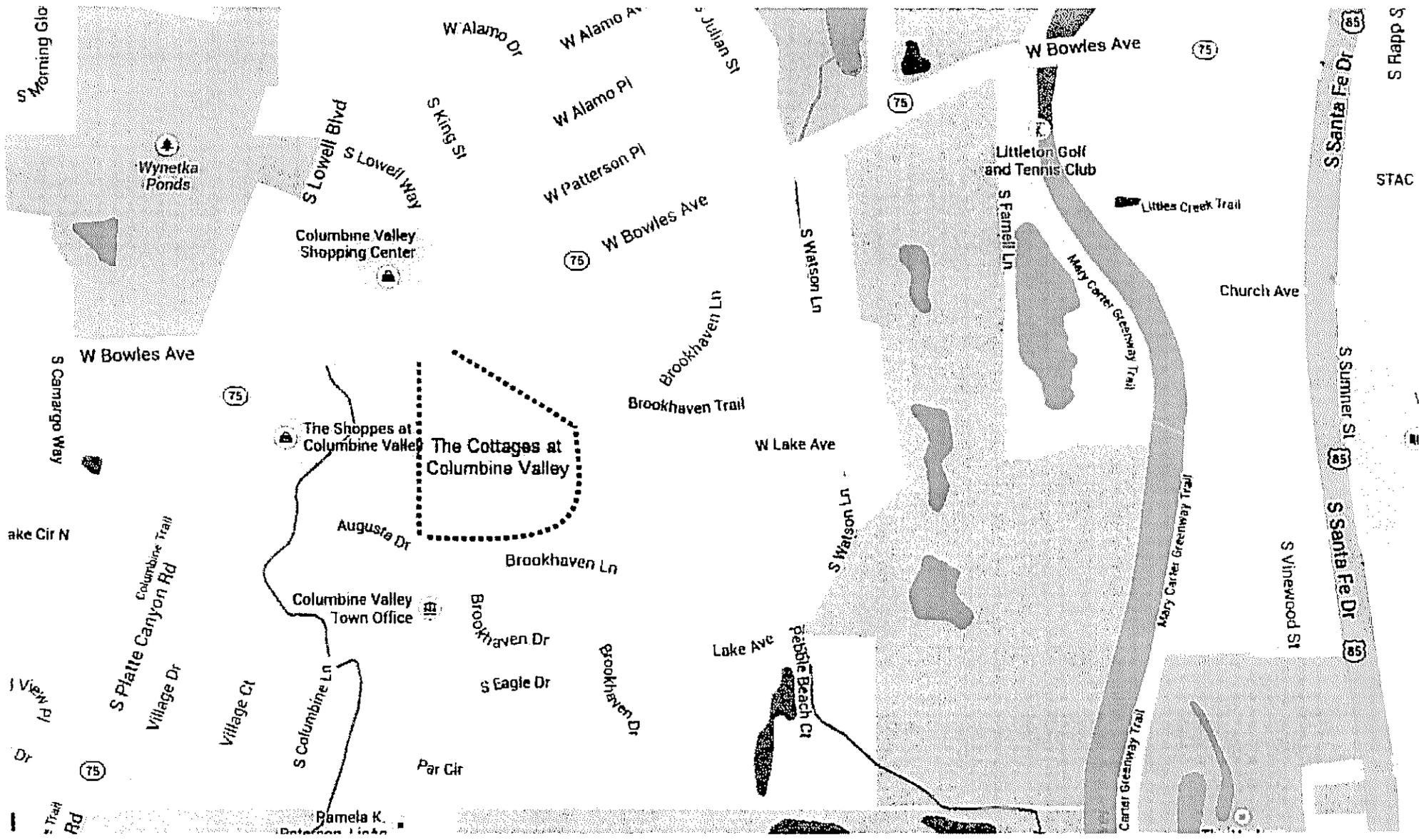
A PORTION OF THE NORTHWEST QUARTER OF SECTION 20, TOWNSHIP 5 SOUTH, RANGE 68 WEST OF THE 6TH P.M., BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE POINT OF INTERSECTION OF THE NORTH LINE OF TRACT B, FIRST ADMINISTRATIVE AMENDMENT BROOKHAVEN AT COLUMBINE VALLEY AND THE EAST RIGHT-OF-WAY LINE OF SOUTH MIDDLEFIELD ROAD THENCE NORTH $00^{\circ}31'33''$ EAST, A DISTANCE OF 833.85 FEET TO A POINT ON THE SOUTH RIGHT-OF-WAY LINE OF WEST BOWLES AVENUE; THENCE ALONG SAID SOUTH RIGHT-OF-WAY LINE NORTH $63^{\circ}38'05''$ EAST, A DISTANCE OF 222.38 FEET; THENCE DEPARTING SAID SOUTH RIGHT-OF-WAY LINE AND ALONG THE WESTERLY AND SOUTHERLY LINE OF THAT TRACT OF LAND DESCRIBED IN DEED RECORDED IN BOOK 907, PAGE 0728 THE FOLLOWING THREE (3) COURSES:

- 1) SOUTH $00^{\circ}01'55''$ WEST, A DISTANCE OF 352.60 FEET;
- 2) THENCE SOUTH $29^{\circ}58'45''$ EAST, A DISTANCE OF 149.96 FEET;
- 3) THENCE NORTH $89^{\circ}42'07''$ EAST, A DISTANCE OF 309.39 FEET;

THENCE ALONG THE WESTERLY, SOUTHERLY & NORTHERLY LINES OF FIRST ADMINISTRATIVE AMENDMENT BROOKHAVEN AT COLUMBINE VALLEY, RECORDED IN THE RECORDS OF ARAPAHOE COUNTY AT RECEPTION NO. B0161325, THE FOLLOWING SIX (6) COURSES:

- 1) SOUTH $04^{\circ}10'21''$ EAST, A DISTANCE OF 89.41 FEET;
- 2) THENCE NORTH $84^{\circ}13'23''$ EAST, A DISTANCE OF 100.18 FEET;
- 3) THENCE SOUTH $00^{\circ}20'00''$ WEST, A DISTANCE OF 152.16 FEET;
- 4) THENCE NORTH $87^{\circ}39'57''$ EAST, A DISTANCE OF 150.59 FEET;
- 5) THENCE SOUTH $00^{\circ}02'25''$ EAST, A DISTANCE OF 202.23 FEET;
- 6) THENCE SOUTH $88^{\circ}21'14''$ WEST, A DISTANCE OF 847.27 FEET TO A POINT ON THE EAST RIGHT-OF-WAY LINE OF SOUTH MIDDLEFIELD ROAD, SAID POINT ALSO BEING THE POINT OF BEGINNING.



S Flapp S
STAC

S Morning Glo
S Camargo Way
Lake Cir N
View Pl
Dr
Trail Rd

Wynetka Ponds

Columbine Valley Shopping Center

The Shoppes at Columbine Valley

The Cottages at Columbine Valley

Columbine Valley Town Office

Pamela K. Peterson

Littleton Golf and Tennis Club

Little Creek Trail

Church Ave

Lake Ave

Pebble Beach Ct

Canal Greenway Trail

Mary Carter Greenway Trail

S Vinewood St

S Santa Fe Dr
S Sumner St
S Santa Fe Dr

75

75

75

75

75

85

85

88

BY AUTHORITY

ORDINANCE NO. _____
 SERIES OF 2014

COUNCIL BILL NO. 1
 INTRODUCED BY COUNCIL
 MEMBER OLSON

AN ORDINANCE AUTHORIZING INTERGOVERNMENTAL AGREEMENTS FOR THE APPLICATION FOR AND ACCEPTANCE OF COLORADO DEPARTMENT OF TRANSPORTATION GRANTS AWARDED TO THE CITY OF ENGLEWOOD FOR VARIOUS PROJECTS RELATED TO TRAFFIC SAFETY EDUCATION AND ENFORCEMENT DURING CALENDAR YEARS 2014, 2015, and 2016.

WHEREAS, the Colorado Department of Transportation (CDOT) has solicited city police departments throughout the State of Colorado, including the City of Englewood, to participate in traffic safety education and enforcement programs; and

WHEREAS, some of the funds are State funds and some are Colorado Department of Transportation (CDOT) pass-through of Federal Funds; and

WHEREAS, the Englewood City Council authorized the application for and acceptance of CDOT Grants for projects related to traffic safety education and enforcement during the calendar years of 2011, 2012 and 2013 by the passage of Ordinance No. 19, Series of 2012; and

WHEREAS, CDOT often gives little notice when they announce their safety campaigns, the application and notice of awards are done by e-mail; and

WHEREAS, the passage of this Ordinance will authorize the City of Englewood to accept funding from the Colorado Department of Transportation (CDOT) for various projects related to traffic safety education and enforcement for all projects initiated in 2014, 2015, and 2016; and

WHEREAS, federal funds are being used for these projects.

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

Section 1. The City Council of the City of Englewood, Colorado hereby authorizes the acceptance of the Colorado Department of Transportation Grant awarded to the City of Englewood for funding of various projects related to traffic safety education and enforcement during calendar years 2014, 2015, and 2016.

Section 2. The City Manager is hereby authorized to apply for and accept Colorado Department of Transportation grant awarded to the City of Englewood for and on behalf of the City of Englewood, Colorado for the calendar years 2014, 2015, and 2016, attached hereto as Exhibit A.

Section 3. The Traffic Safety and Education program funds such as mini grants for education and the Click It or Ticket program are received from the Colorado Department of Transportation which are passed through from the U.S. Department of Transportation and the National Highway of Transportation and Safety Administration - State and Community Safety. These funds are used to reimburse the City for personnel overtime costs for these projects so the costs to the City are limited to the costs of processing and accounting of the funds, which costs are budgeted annually in the Police budget.

Section 4. The funds for the “High Visibility Impaired Driving “ Program are State of Colorado funds which are used to reimburse the City for personnel overtime costs for these projects so the costs to the City are limited to the costs of processing and accounting of the funds, which costs are budgeted annually in the police budget.

Introduced, read in full, and passed on first reading on the 6th day of January, 2014.

Published by Title as a Bill for an Ordinance in the City’s official newspaper on the 10th day of January, 2014.

Published as a Bill for an Ordinance on the City’s official website beginning on the 8th day of January, 2014 for thirty (30) days.

Read by title and passed on final reading on the 21st day of January, 2014.

Published by title in the City’s official newspaper as Ordinance No. ____, Series of 2014, on the 24th day of January, 2014.

Published by title on the City’s official website beginning on the 22nd day of January, 2014 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 the Ordinance passed on final reading and published by title as Ordinance No. ____, Series of 2014.

Loucrishia A. Ellis

HIGH VISIBILITY IMPAIRED DRIVING ENFORCEMENT JANUARY 31, 2014 - MAY 27, 2014

APPLICATION FOR FUNDS

CDOT's Office of Transportation Safety (OTS) will provide funding for overtime enforcement of Colorado's impaired driving laws for Super Bowl, St. Patrick's Day, Spring Events, and Memorial Day. The selection and funding of participating agencies will be based on:

- The mission, goals, strategy and objectives of CDOT,
- problem identification data relating to impaired driving related caused injury and fatal crashes,
- and statistical analysis of local, state, and federal impaired driving related statistics.

TO APPLY FOR FUNDING

Your agency agrees to:

1. Provide overtime to officers for enforcement of Colorado's impaired driving laws at checkpoints, saturations patrols, increased patrols, or as dedicated enforcement cars;
2. Utilize only officers who are currently SFST certified to conduct roadside maneuvers;
3. Report your enforcement plans and activity to the CDOT website before the specified deadlines;
4. Participate in all 4 campaigns with either increased patrols, saturation patrols, or checkpoints;
5. Submit claims on CDOT forms with backup documentation within 45 days after the end of each enforcement period;
6. Submit a final report on agency letterhead summarizing activity, arrests and crashes compared to last year, overall results of the enforcement, and any significant events that occurred, with your final claim.

To apply for consideration of funding, return this form via email no later than: **October 31, 2013**

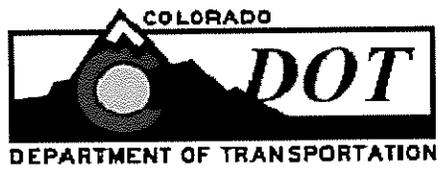
To: Captain Paul Matzke at _____ Phone: (303) 757-9355

(COMPLETE project coordinator, secondary contact, and budget/finance information is required)

Agency:	<u>Englewood Police Dept.</u>	
Project Coordinator:	<u>Toni Arnoldy</u>	Phone Number: <u>303-762-2490</u>
Email Address:	_____	
Secondary Contact:	<u>Christain Contos</u>	Phone Number: <u>303-762-2379</u>
Email Address:	_____	
Budget/Finance:	<u>Kathy Cassai</u>	Phone Number: <u>303-762-2411</u>
Email Address:	_____	

Send Check to: City of Englewood, Atten Kathy Cassai
Address: 1000 Englewood Pkwy Englewood, CO 80110

ENFORCEMENT PERIODS	\$ REQUEST	BELOW DATA BASED ON 01/01/13 - 05/31/13
Super Bowl	\$1,300.00	# OF GRANT FUNDED DUI ARRESTS: 24
St. Patrick's Day	\$2,000.00	# OF AGENCY FUNDED DUI ARRESTS: 159
Spring Events	\$3,000.00	TOTAL # OF DUI ARRESTS: 183
Memorial Day	\$2,600.00	# OF IMPAIRED DRIVING INJURY CRASHES: 5
		# OF IMPAIRED DRIVING FATAL CRASHES: 0
		TOTAL # OF IMPAIRED/FATAL CRASHES: 5
		TOTAL FUNDING REQUEST \$8,900.00



2014 HIGH VISIBILITY & NHTSA IMPAIRED DRIVING ENFORCEMENT PERIODS

ENFORCEMENT PERIOD	HOLIDAY DATE AND DAY	ENFORCEMENT STARTS @ 1800	ENFORCEMENT ENDS @ 0300	ENFORCEMENT PLAN DUE ON WEBSITE	ARREST DATA ENTRY DUE ON WEBSITE	CLAIM DUE TO CDOT/OTS
SUPER BOWL WEEKEND	FEBRUARY 2 SUNDAY	JANUARY 31 FRIDAY	FEBRUARY 3 MONDAY	JANUARY 21 TUESDAY	FEBRUARY 6 THURSDAY	MARCH 23
ST. PATRICK'S DAY	MARCH 17 MONDAY	MARCH 14 FRIDAY	MARCH 18 TUESDAY	MARCH 4 TUESDAY	MARCH 21 FRIDAY	MAY 3
SPRING EVENTS	VARIOUS	APRIL 5 SATURDAY	MAY 18 SUNDAY	10 DAYS PRIOR TO EACH EVENT	3 DAYS AFTER EACH EVENT	JULY 2
MEMORIAL DAY	MAY 26 MONDAY	MAY 23 FRIDAY	MAY 27 TUESDAY	MAY 13 TUESDAY	MAY 30 FRIDAY	JULY 11
CHECKPOINT COLORADO	VARIOUS	MAY 23 FRIDAY	SEPTEMBER 15 MONDAY	10 DAYS PRIOR TO CHECKPOINT	3 DAYS AFTER CHECKPOINT	OCTOBER 30
4TH OF JULY	JULY 4 FRIDAY	JULY 3 THURSDAY	JULY 7 MONDAY	JUNE 23 MONDAY	JULY 10 THURSDAY	AUGUST 21
LABOR DAY CRACKDOWN	SEPTEMBER 1 MONDAY	AUGUST 15 FRIDAY	SEPTEMBER 2 TUESDAY	AUGUST 5 TUESDAY	SEPTEMBER 5 FRIDAY*	OCTOBER 17
FALL FESTIVALS	VARIOUS	SEPTEMBER 5 FRIDAY	OCTOBER 20 MONDAY	10 DAYS PRIOR TO EVENT	3 DAYS AFTER EVENT	DECEMBER 4
HALLOWEEN WEEKEND	OCTOBER 31 FRIDAY	OCTOBER 30 THURSDAY	NOVEMBER 3 MONDAY	OCTOBER 20 MONDAY	NOVEMBER 6 THURSDAY	DECEMBER 18
THANKSGIVING WEEKEND	NOVEMBER 27 THURSDAY	NOVEMBER 25 TUESDAY	DECEMBER 1 MONDAY	NOVEMBER 15 SATURDAY	DECEMBER 4 THURSDAY	JANUARY 15
HOLIDAY PARTIES	VARIOUS	DECEMBER 5 FRIDAY	DECEMBER 15 MONDAY	NOVEMBER 25 TUESDAY	DECEMBER 18 THURSDAY	JANUARY 29
NEW YEAR'S EVE	DECEMBER 31 TUESDAY	DECEMBER 30 TUESDAY	JANUARY 5, 2015 MONDAY	DECEMBER 20 SATURDAY	JANUARY 8, 2015 THURSDAY	FEBRUARY 19

*ARREST DATA REQUIRED TO BE ENTERED AT MIDWAY POINT OF LABOR DAY CRACKDOWN ENFORCEMENT PERIOD, ALSO

07/08/13

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF 2014

COUNCIL BILL NO. 2
INTRODUCED BY COUNCIL
MEMBER WILSON

AN ORDINANCE AUTHORIZING AN APPLICATION FOR AND ACCEPTANCE OF THE ELIGIBLE GOVERNMENTAL ENTITY AGREEMENT BETWEEN THE STATEWIDE INTERNET PORTAL AUTHORITY OF THE STATE OF COLORADO AND THE CITY OF ENGLEWOOD, COLORADO FOR THE ENGLEWOOD INFORMATION TECHNOLOGY DEPARTMENT.

WHEREAS, the State of Colorado – Statewide Internet Portal Authority (SIPA) provides a grant program to accelerate the adoption of electronic government services and to promote the protection for cyber security for any state or local government in Colorado; and

WHEREAS, the Grant funding is available for equipment, systems, services, project planning, and implementation of products or services within the scope of the Grant parameters; and

WHEREAS, the City of Englewood received grants starting with the FY-2007-Supplemental Grant to assist in the development of the disaster preparedness for the City of Englewood; and

WHEREAS, the passage of this Ordinance will approve an application for the Eligible Governmental Entity Agreement Between the Statewide Internet Portal Authority of the State of Colorado by the City of Englewood, which if awarded will fund the purchase of a firewall to help protect City assets and protect against cyber attacks; and

WHEREAS, the Grant stipulates that these funds for an amount not to exceed \$6,500 will supplement budgeted funding from local sources and there will be no cost or savings for the City and there is no requirement for additional matching funds; and

WHEREAS, there are no federal funds associated with this Grant.

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

Section 1. The City Council of the City of Englewood, Colorado hereby authorizes an application for the Eligible Governmental Entity Agreement between the Statewide Internet Portal Authority of the State of Colorado and the City of Englewood, Colorado for funds not to exceed \$6,500.00, attached hereto as Exhibit A.

Section 2. The Director of Information Technology is hereby authorized to sign the application for the Eligible Governmental Entity Agreement between the Statewide Internet Portal Authority of the State of Colorado and the City of Englewood, Colorado for and on behalf of the City of Englewood.

Section 3. The City Council of the City of Englewood, Colorado hereby authorizes the acceptance of the grant for the Eligible Governmental Entity Agreement between the Statewide Internet Portal Authority of the State of Colorado and the City of Englewood, Colorado upon its award by the State of Colorado.

Section 4. Upon award of the application for the Eligible Governmental Entity Agreement between the Statewide Internet Portal Authority of the State of Colorado and the City of Englewood, Colorado the Mayor is hereby authorized to sign for and on behalf of the City of Englewood, Colorado in accepting this grant.

Introduced, read in full, and passed on first reading on the 6th day of January, 2014.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 10th day of January, 2014.

Published as a Bill for an Ordinance on the City's official website beginning on the 8th day of January, 2014 for thirty (30) days.

Read by title and passed on final reading on the 21st day of January, 2014.

Published by title in the City's official newspaper as Ordinance No. ____, Series of 2014, on the 24th day of January, 2014.

Published by title on the City's official website beginning on the 22nd day of January, 2014 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 the Ordinance passed on final reading and published by title as Ordinance No. ____, Series of 2014.

Loucrishia A. Ellis



**ELIGIBLE GOVERNMENTAL ENTITY AGREEMENT BETWEEN
THE STATEWIDE INTERNET PORTAL AUTHORITY OF THE STATE OF
COLORADO AND City of Englewood, Colorado.**

This Eligible Governmental Entity Agreement ("Agreement") by and between The Statewide Internet Portal Authority of the State of Colorado ("SIPA"), and City of Englewood ("EGE") (each a "Party" and collectively "Parties"), is made and entered into on this 6th day of January, 2014.

RECITALS

WHEREAS, SIPA and EGE wish to enter into a cooperative agreement under which services can be provided at the discretion of both Parties; and

WHEREAS, SIPA provides for the dissemination, sharing, and use of information, products, and services via the internet; and

WHEREAS, neither Party is committing funds or required to perform services as part of this agreement; and

WHEREAS, SIPA has entered into certain contracts with its contractors to operate the Portal and to provide an array of electronic information, products, and services via the internet (e.g., "Master Contract With Integration Contractor to Design, Build, Operate, Maintain and Enhance a Statewide Internet Portal Authority" (hereinafter "Master Contract") as amended, and "COPE Master Contract With Implementation Contractor to Support SaaS Collaboration, Office Productivity, & Email Solution" (hereinafter "COPE Contract")) and SIPA may enter into other contracts to expand its array of electronic information, products, and services available to EGE; and

WHEREAS, SIPA will provide applications and services to EGE pursuant to Task Orders, Statements of Work, and/or Work Orders; and

WHEREAS, a Task Order, Statement of Work, and/or Work Order will be prepared for each application or service and mutually signed by SIPA and EGE; and

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, SIPA and EGE agree as follows:



1. EGE shall make available to SIPA electronic information maintained and owned by EGE as is necessary to complete the agreed upon work as set forth in a Work Order, Task Order or Statement of Work. As mutually agreed upon in subsequent Work Orders, Task Orders, or corresponding Statements of Work, EGE will provide reasonable levels of support in placing online with SIPA certain EGE-owned electronic information, as mutually agreed by EGE and SIPA, with due regard to the workload and priorities of EGE and SIPA.

2. SIPA may, with the authorization of EGE, through the Portal, make public electronic information made available to it available to the general public, including EGE's public electronic information. The Parties agree to use their best efforts to provide adequate and uninterrupted service under the terms of this Agreement. However, neither Party shall be liable for interruption of service when the same shall be due to circumstances beyond the reasonable control of either Party, its agents or employees, including but not limited to unanticipated equipment malfunction, periodic maintenance or update of the computer systems upon which such EGE electronic information reside, interruption of service due to problems with the Colorado statewide area network or due to problems with any telecommunications provider.

3. SIPA and EGE may enter into Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation under this Agreement. Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation under this Agreement, shall describe specific Services and/or Applications to be provided to EGE. EGE acknowledges that Services and/or Applications are usually offered by SIPA's contractors. Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation shall cover the purchase of goods and services from SIPA through the use of EGE funds. All Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation involving EGE funds may be approved by one or more of the following: (1) EGE's senior executive official (e.g., Executive Director, Director, Manager, Board of Commissioners), or his or her designee. Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation shall contain specific time or performance milestones for SIPA's contractor(s), timelines for completion of relevant Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation, including design specifications and other criteria relevant to the completion of applicable Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation, criteria and procedures for acceptance by EGE and remedying incomplete or inaccurate work for each phase of relevant Task Orders, Purchase Orders, Statements of Work, or any agreed upon documentation.

4. SIPA shall be responsible for the operation of, and all costs and expenses associated with, establishing and maintaining electronic access to EGE electronic information, databases or other software applications, including (but without limitation) the cost of purchasing, developing and maintaining programs used to interface with EGE software applications that provide access to EGE-owned electronic information, products, and services. EGE acknowledges SIPA may at its discretion use Contractors to perform certain obligation. EGE's maximum financial obligation for establishing and maintaining electronic access to EGE



databases or other software applications shall be limited to the Agreement set forth and appropriated pursuant to each individual Work Order, Task Order, or Statements of Work.

5. Each Party shall have the right to terminate this Agreement by giving the other Party 60 days' written notice. Unless otherwise specified in such notice, this Agreement will terminate at the end of such 60-day period, and the liabilities of the Parties hereunder for further performance of the terms of this Agreement shall thereupon cease, but the Parties shall not be released from any duty to perform up to the date of termination.

6. None of the terms or conditions of this Agreement gives or allows any claim, benefit, or right of action by any third person not a party hereto. Nothing in this Agreement shall be deemed as any waiver of immunity or liability limits granted to SIPA or EGE by the Colorado Governmental Immunity Act or any similar statutory provision.

7. This Agreement (and related Task Orders, Work Orders, Statements of Work, and agreed upon documentation) constitutes the entire agreement of the parties hereto and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended, modified, or changed, in whole or part, only by written agreement approved by each party.

8. Neither SIPA nor its contractors have responsibility for the accuracy or completeness of the electronic information contained within EGE's databases. SIPA and its contractors shall be responsible only for the accurate and complete transmission of electronic information to and from such EGE databases, in accordance with the specifications of any EGE-owned software. For the purposes of the Colorado Open Records Act, EGE shall at all times be the custodian of records. Neither SIPA nor its contractors shall be deemed to be either the custodian of records or the custodian's agent.

9. This Agreement and any written amendments thereto may be executed in counterpart, each of which shall constitute an original and together, which shall constitute one and the same agreement. Delivery of an executed signature page of this Agreement by facsimile or email transmission will constitute effective and binding execution and delivery of this Agreement.

10. Confidential information for the purpose of this Agreement is information relating to SIPA's or EGE's research, development, trade secrets, business affairs, internal operations, management procedures, and information not disclosable to the public under the Colorado Open Records Act or some other law or privilege. Confidential information does not include information lawfully obtained through third parties, which is in the public domain, or which is developed independently without reference to a Party's confidential information. Neither Party shall use or disclose, directly or indirectly, without prior written authorization, any confidential information of the other. SIPA shall use its reasonable best efforts to ensure that its contractors protect EGE confidential information from unauthorized disclosure. Notwithstanding anything



to the contrary herein, each Party acknowledges that given the subject matter of this Agreement, such Party shall not disclose confidential information of the other (whether in written or electronic form) to any third party, except as required by law or as necessary to carry out the specific purpose of this Agreement; provided, however, that if such disclosure is necessary, any third party who receives such confidential information shall also be bound by the nondisclosure provisions of this Section 12. Upon termination of this Agreement, the Parties shall return or destroy (at the other Party's request) all confidential information of the other and if such information is destroyed, each Party shall demonstrate evidence of such destruction to the other.

11. Miscellaneous Provisions

A. Independent Authority. SIPA shall perform its duties hereunder as an independent authority and not as an employee of EGE. Neither SIPA nor any agent or employee of SIPA shall be deemed to be an agent or employee of EGE. SIPA and its agents shall pay when due all required employment taxes and income tax and local head tax on any monies paid by EGE pursuant to this Agreement. SIPA acknowledges that SIPA and its employees or agents are not entitled to EGE employment or unemployment benefits unless SIPA or a third party provides such benefits and that EGE does not pay for or otherwise provide such benefits. SIPA shall have no authorization, express or implied, to bind EGE to any agreements, liability, or understanding except as expressly authorized by EGE. SIPA and its agents shall provide and keep in force workers' compensation (and provide proof of such insurance when requested by EGE) and unemployment compensation insurance in the Agreement required by law, and shall be solely responsible for the acts of SIPA, its employees and agents.

B. Non-discrimination. SIPA agrees to comply with the letter and the spirit of all applicable state and federal laws respecting illegal discrimination and unfair employment practices.

C. Choice of Law. The laws of the State of Colorado (except Colorado laws related to choice of law or conflict of law) and rules and regulations issued pursuant thereto shall be applied in the interpretation, execution, and enforcement of this Agreement. At all times during the performance of this Agreement, SIPA shall strictly adhere to all applicable federal and state laws, rules, and regulations that have been or may hereafter be established. Any legal action related to this Agreement shall be brought in either a state or federal court within the City and County of Denver, Colorado.

D. Software Piracy Prohibition. No State or other public funds payable under this Agreement shall knowingly be used for the acquisition, operation, or maintenance of computer software in violation of United States copyright laws or applicable licensing restrictions. SIPA hereby certifies that, for the term of this Agreement and any extensions, SIPA has in place appropriate systems and controls to prevent such improper



use of public funds. If EGE determines that SIPA is in violation of this paragraph, EGE may exercise any remedy available at law or equity or under this Agreement, including, without limitation, immediate termination of the Agreement and any remedy consistent with United States copyright laws or applicable licensing restrictions.

F. Notices. All notices required or permitted under this Agreement shall be in writing and delivered personally, by facsimile, by email or by first class certified mail, return receipt. If delivered personally, notice shall be deemed given when actually received. If delivered by facsimile or email, notice shall be deemed given upon full transmission of such notice and confirmation of receipt during regular business hours. If delivered by mail, notice shall be deemed given at the date and time indicated on the return receipt. Notices shall be delivered to:

If to SIPA:

Statewide Internet Portal Authority
Attn: Briana Milligan
1300 Broadway, Suite 11010
Denver, CO 80203
Phone: (720) 409-5634
Fax: (720) 409-5642
Email:

If to EGE:

City of Englewood
Attn: Jeff Konishi
Street Address: 1000 Englewood Pkwy
City, State, Zip: Englewood, Colorado 80110
Phone: 303-762-2300
Fax:
Email:

And to other address or addresses as the parties may designate in writing.

G. Employee Financial Interest. The signatories aver that to their knowledge, no employee of the State of Colorado has any personal or beneficial interest whatsoever in the service or property described herein.

H. Disputes. Any failure of either Party to perform in accordance with the terms of this Agreement shall constitute a breach of the Agreement. Any dispute concerning the performance of this Agreement which cannot be resolved at the operational level shall be referred to superior management and staff designated by each



Party. Failing resolution at this level, EGE may ask the SIPA Board of Directors to address the dispute. If the dispute is not resolved after reference to the SIPA Board of Directors, the Parties may use whatever procedures may be available, including but not limited to termination of the Agreement.

This Agreement is entered into as of the day and year set forth above.

John D. Conley, Executive Director
Statewide Internet Portal Authority

Date: _____

Name: Mayor Randy Penn
Title: Mayor
Entity: City of Englewood

Date: _____

2013 SIPA Micro-Grant Application

* Required

Requested Services and/or Equipment

Grant request type *

- Services
- Equipment
- Both

If requesting services, describe the type of services. *

Please write "none" if services are not being requested

Professional services are necessary to migrate firewall policy's.

If requesting equipment, provide a list of equipment needed, including high-level specifications and price quotes, and confirm and detail how the equipment will be maintained *

Please write "none" if equipment is not being requested.

2 x Cisco ASA 5515 Firewalls \$6,154.50
Equipment will be maintained by annual Cisco Smart Net

Project type *

- Internal- This project would impact internal staff and/or operations.
- External- This project would impact clients or population(s) served by the requesting organization.

Total grant funding amount requested and whether other financial assistance is needed to complete the project. *

2013 SIPA Micro-Grant Application

* Required

Project Description and Outcomes

Problem or situation to be addressed *

Please describe the problem or situation this program will address and why the organization is unable to fulfill this need independently.

Outdated firewalls. With receipt of grant funds the City will be able to redirect cost savings to other cyber security initiatives.

Who is the affected population? *

General Public, Staff, Teachers, etc.

All City of Englewood Emj

What is the size of the affected population? *

Please provide a range such as 10-100 or over 5,000.

Over 1.000

What key objectives does your organization aim to achieve by receiving this grant? *

We will update our outdated firewalls which will ensure current infrastructure standards via internet security protocols allowing us to better monitor our internet traffic and mediate any security threats.

Description of the impact of the grant *

Describe potential impacts of the grant in areas such as: traffic reduction, financial benefit, financial burden relief, staff time reduction, or process hours saved.

Having a new firewall in place will offset existing monitoring tools annual cost of approximately \$30,000.

2013 SIPA Micro-Grant Application

* Required

Requesting Organization and Contact Information

Name of Requesting Organization *

City of Englewood

Organization Website *

www.Englewoodgov.org

Organization Physical Address *

1000 Englewood Parkway

Name of single point of contact for the application and contact information, including email address, phone number, and mailing address *

Jeff Konishi
Director, Information Technology
1000 Englewood Parkway
Englewood, CO 80110
Direct: 303-762-2388
Email: jkonishi@englewoodgov.org

If different from the applicant above, name of single point of contact for the project requested, and contact information including email address, phone number, and mailing address

n/a

Organization Type *

- State Agency
- School District
- Special Purpose Authority
- Municipality
- County Government
- Other

2013 SIPA Micro-Grant Application

* Required

Additional Background Information

If awarded is your organization able to receive the funds? (Note this is not applicable to cyber security assessments). *

If not, or if the applicant has any doubt regarding accepting a grant, the organization must provide a plan outlined and approved by the necessary parties, including the names, email addresses, and phone numbers of those necessary parties. This plan will only be accepted as part of the application process.

Yes

Has your organization applied for and been awarded a grant in the past through SIPA? *

- Yes
 No

Is your organization submitting more than one application requesting a cyber security assessment or funding for services and/or equipment? *

- Yes
 No

If your organization is submitting more than one application, are the projects separate and distinctly different from each other? *

If only submitting one application, answer N/A.

- Yes
 No
 N/A

If applying for more than one grant award please prioritize the multiple application forms with a short description to differentiate each. *

Note: You must complete the grant application form for each request. If an entity submits more than one request per form all requests will be disqualified. If only submitting one application, answer N/A.

2013 SIPA Micro-Grant Application

Please complete this online application for grant assistance from the Colorado Statewide Internet Portal Authority. Detailed information about grant criteria and qualifications can be found at www.colorado.gov/sipa.

SIPA does not save a copy of each individual EGE's application form. If an EGE wishes to save a copy of its application, the EGE should consider creating a separate document for the EGE's records.

* Required

Has the applicant read the Micro-Grant criteria provided by SIPA? *

- Yes
 No

Is the applying organization a Colorado Eligible Governmental Entity? *

A Colorado EGE is a State Agency, School District, Special Purpose Authority, Municipality, or County Government.

- Yes
 No

Does the applicant have a signed Eligible Governmental Entity Agreement with SIPA, and if not does the applicant certify one will be completed by the grant award date? *

- Yes
 No

If grant funding is approved, will this request increase or enhance the adoption of e-Government cyber security initiatives and/or e-Government services by placing more information or services online? *

- Yes
 No

Is the project requested sustainable and does the applicant commit to making staff available for planning purposes and associated deliverables? *

- Yes
 No

Is the person signing this application an individual with authority to commit the organization? *

- Yes
 No

Was "Yes" the response to each of the questions above? *

- Yes

2013 SIPA Micro-Grant Application

* Required

Use Certification

Do you agree, by completing this application, to use any cyber security assessments or funds awarded for the purposes described in this application and that the responsibility for appropriate disbursement of these funds is the organization's responsibility? *

If it is determined by SIPA or any other source that the funds have been disbursed for other purposes SIPA has the right to request the return of said funds and the awarded organization shall comply with such a request.

Yes

No

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2013 SIPA Micro-Grant Application

* Required

Responsibility Certification

Do you understand that once the grants for cyber security assessments or funds for services and/or equipment are awarded and disbursed SIPA holds no further responsibility (financial or otherwise) to the organization. *

Yes

No

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2013 SIPA Micro-Grant Application

* Required

Press Release Certification

By selecting YES to this item you are acknowledging and agreeing to allow SIPA to use your organization's name and related grant information in press releases. *

An organization applying for a grant must approve the use of their name for media purposes.

Yes

No

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2013 SIPA Micro-Grant Application

* Required

Update Report Certification

Does your organization agree, if awarded a grant, to submit to SIPA by July 15, 2014, a one (1) page update on how the grant has solved the problem or situation to be addressed, impacted your organization's citizens, key objectives your organization has achieved with the grant, how the grant has aided your organization's operations, and/or the progress of the grant implementation received through SIPA? *

The grant implementation does not need to be completed by July 15, 2014, but your organization must provide SIPA an update on the progress. SIPA will make available an online form for the submission of this information.

Yes

No

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COUNCIL COMMUNICATION

Date: January 21, 2014	Agenda Item: 11 a i	Subject: An Ordinance Adopting Amendments to Title 16 Concerning Home Occupations
Initiated By: Community Development Department		Staff Source: Chris Neubecker, Senior Planner

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

On May 20, 2013 Council directed staff to research this topic and discuss possible changes to the Home Occupation regulations with Planning and Zoning Commission. The request was to consider allowing Home Occupations in the R-1-A zone district, while developing criteria to protect the exclusivity and character of the R-1-A zone.

PREVIOUS PLANNING COMMISSION ACTION

The Planning and Zoning Commission conducted a public hearing on October 8, 2013 to consider the proposed amendments to Title 16: Unified Development Code amending regulations concerning Home Occupations. Two members of the public were present, and one member testified. Following discussion, the Commission voted in favor of forwarding to City Council proposed amendments to Chapter 5: Use Regulations, as presented in the attached Bill for an Ordinance.

RECOMMENDED ACTION

The Community Development Department recommends adoption of a Bill for an Ordinance authorizing amendments to Title 16: Unified Development Code regarding Home Occupations on First Reading, and setting February 3, 2014 as the date for a Public Hearing to consider testimony on the proposed amendments.

Attached is a memo from the City Attorney on options for the Council to consider for changes to the ordinance.

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

In May 2013, the City Council raised concerns about limitations of the current Home Occupations policy, which currently prohibits Home Occupations in the R-1-A zone district. The Council asked staff and the Planning and Zoning Commission to research this issue as it pertains to R-1-A, in order to allow uses that do not impact the neighborhood, such as bookkeeping, internet based businesses, consulting services, and similar uses which do not require clients coming to the home.

The Planning and Zoning Commission reviewed the proposed changes on June 4, July 3, and August 8, 2013. On October 8, 2013 the Commission held a public hearing and recommended that City Council approve an ordinance to amend the Home Occupations regulations. The proposed changes would allow Home Occupations in the R-1-A zone district, as well as any other district or PUD where residential uses are approved.

Some of the key elements of this proposal include:

- Home Occupations would be allowed in R-1-A zone districts.
- Exterior signage, window displays and outdoor merchandise would be prohibited in R-1-A zone districts. This is to protect the special character and exclusivity of the R-1-A zone district.
- Home Occupations would be allowed in accessory structures, such as garages. The intent of this change is to promote free enterprise, and to allow for the potential for new businesses that start in a garage, such as Apple, Hewlett-Packard, Google, and Disney.
- Limitations on use of electric motors would be removed from the regulations. Noise and other impacts to neighbors would be addressed by referring to Title 15 dealing with nuisances.
- New prohibited uses would include food preparation, manufacture of alcohol, and landscaping industries.
- Additional language is proposed to clarify that the administrative or clerical functions of businesses would be allowed for home occupations that are otherwise prohibited. (Example: Bookkeeping and office functions of a landscaping business would be allowed).
- Removing the limitation of only one (1) home occupation per dwelling unit. The Commission wanted to allow multiple businesses in one residence, since there may be several members of a household each operating a business.

Other changes are proposed to clarify these regulations, include the following:

- Deleting the word “incidental” in favor of the word “secondary” in the introductory paragraph. This was done since “incidental” implies something that happens merely by chance or without intention. However, starting a new business deserves extensive thought and planning, and is usually not incidental.
- Add “food preparation” to restaurants as a prohibited business type.
- Prohibit manufacture of wine, distilled spirits and malt beverages.
- Require that all materials used in the home occupation shall be stored indoors.
- Require that home occupations register with the City prior to start of operations. Otherwise, registration may not happen in a timely manner.

ANALYSIS

Home based businesses are a growing trend around the world. Modern telecommunications now allow people to work from almost any location for many industries. Advances in e-commerce, based primarily around the internet, allow individuals to run businesses from their homes with virtually no impact to surrounding residential uses. Prices for desktop and laptop computers continue to fall while becoming more powerful tools and providing faster connections to potentially billions of customers around the globe. Parcel delivery services also allow businesses to send and receive packages to customers and clients with the same efficiency as traditional offices.

However, some types of Home Occupations still have the potential to cause disturbance, noise, odors and safety impacts to nearby residents. Some industries have more potential impact on public health, or require greater space (such as vehicle and equipment storage).

Some of the issues that the Planning and Zoning Commission discussed include the parking of commercial vehicles at Home Occupations, and the number of potential customers that might come to a private residence. Proposals to prohibit parking of commercial vehicles in the R-1-A zone were removed due to conflicts with a citizen ballot initiative (2D) approved in 2011. Also, prohibitions on customers and clients coming to a Home Occupation in the R-1-A zone district were removed from earlier drafts, as this was seen as vital to operating a business for some industries.

Staff notes that after this topic was reviewed by the Planning Commission, we received an inquiry from a local resident about a possible food preparation business, based on the Colorado Cottage Food Act of 2012. This state law allows preparation of certain foods at private residences with sales directly to the consumer. The law limits the types of foods that may be prepared in private homes to those that are "nonpotentially hazardous and do not require refrigeration". Allowed foods include spices, teas, dehydrated produce, nuts, seeds, honey, jams, jellies, preserves, fruit butter, baked goods and candies. Since this state law was not discussed by the Planning Commission, and since the prohibition of food preparation was suggested by staff to include food preparation other than restaurants, we would like the Council to decide if this prohibition on food preparation should be removed.

FINANCIAL IMPACT

There is no direct impact to the City as a result of this ordinance. Over the past 10 years, approximately 720 Home Occupations have registered with the City. It is unclear how many of these businesses are still in operation, or how many of these people still live in the City. Indirectly, it is anticipated that this ordinance will have a positive financial impact on the community by encouraging existing entrepreneurs to open businesses at home, encouraging new home buyers to locate in the City, and preventing "leakage" of sales tax dollars when home based businesses owners shop locally.

LIST OF ATTACHMENTS

Planning and Zoning Commission Staff Report - October 8, 2013
Planning and Zoning Commission Minutes - October 8, 2013
Planning and Zoning Commission Findings of Fact - Case No. 2013-04
City Attorney Memo on Options and Motions for Changing the Ordinance
Bill for an Ordinance



M E M O R A N D U M

TO: Planning & Zoning Commission

THRU: Alan White, Community Development Director

FROM: Chris Neubecker, Senior Planner

DATE: October 8, 2013

SUBJECT: Case 2013-04 – Public Hearing
Home Occupations

Recommendation:

The Community Development Department requests that the Planning and Zoning Commission review, take public testimony, and forward to City Council a recommendation for adoption proposed amendments to the Unified Development Code of the Englewood Municipal Code Title 16, Chapter 5, Use Regulations, relating to Home Occupations.

Background:

On August 6, 2013, the Planning and Zoning Commission reviewed a proposal to modify the existing policy on Home Occupations (EMC 16-5-4 C 1). This review was in response to City Council concerns about existing restrictions that prohibit home occupations in the R-1-A district, which is the residential district with the largest single family lots in the city. The Planning and Zoning Commission supported most of the proposed changes, but raised concerns about some of the proposed restrictions on commercial vehicles in light of the Citizen Referendum 2D, codified as Ordinance 1, Series 2011/2012.

Some Commissioners also raised concerns about prohibiting customers, clients and vendors from visiting a home occupation, although the majority supported this restriction.

Analysis:

Home Occupations are currently allowed as an Accessory Use in the following zoning districts: R-1-B, R-1-C, R-2-A, R-2-B, MU-R-3-A, and MU-R-3-B. Staff believes that home occupations could also be allowed in the R-1-A district (and any other district where residential uses are allowed) with certain restrictions to protect the residential character of neighborhoods. These proposed restrictions include:

All zoning districts:

- Require materials and equipment used in the home occupation to be stored indoors.
- Allow only one sign per residence, up to one square foot

R-1-A zoning district:

- Prohibit customers, sales and display of goods in the R-1-A district
- Prohibit exterior business signs in the R-1-A district

Commercial Vehicles:

At the last meeting on this topic, some Commissioners raised concerns about prohibiting parking of commercial vehicles at home occupations in the R-1-A zone district. This idea was proposed to preserve the residential character and exclusivity in the R-1-A districts. However, enforcement of this rule may be a challenge. While some commercial vehicles may fit within a garage out of sight from the neighbors, others will be forced to park in a driveway or on the public street. Also, it may be difficult to distinguish between a commercial vehicle used in a home occupation from a commercial vehicle on a normal service call, or a vehicle that an employee takes home from work. Due to these concerns, and those raised by the Commission about Ballot Question 2D concerning parking vehicles on private property, the draft language on parking has been removed from the attached version.

On Site Sales:

The Commission did not reach a consensus on sales of goods or services at a home occupation in the R-1-A zone district. Some agreed that sales, customers and clients should be prohibited at home occupations to preserve the residential character. Others felt that customers and clients coming to a residential property is a vital part of operating a home based business. The concern focused on the number of people and cars per day, which could be significant at times. One example was a tax accountant in March and April, which could generate many daily visits during the busiest times of the tax season.

Staff does not believe that customer traffic will be significant in most cases. Also, we believe that most of the potential impacts of home occupations are addressed by limiting uses, prohibiting exterior signs and display of merchandise, and prohibiting employees not residing at the property.

Recommendation

Staff believes that the proposed draft code changes capture the intent and consensus of the Commission from the meeting of August 6. We believe that these changes help support new business development but will also help protect community character in the R-1-A districts.

A motion to recommend approval of the ordinance to City Council is needed.

Next Steps

We hope to develop a consensus of the Planning and Zoning Commission at this hearing. If the Planning & Zoning Commission recommends approval, we intend to move forward with first reading of an ordinance by City Council.

Attachments:

Amendments to Title 16 pertaining to Home Occupations

**CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
October 8, 2013**

Minutes and audio are available at:
<http://www.englewoodgov.org/Index.aspx?page=152>



I. CALL TO ORDER

The regular meeting of the City Planning and Zoning Commission was called to order at 7:00 p.m. in the City Council Chambers the Englewood Civic Center, Chair Brick presiding.

Present: Bleile, Townley Knoth, Roth, Welker, Kinton, Freemire (alternate), Brick

Absent: King (excused), Fish (excused)

Staff: Alan White, Director of Community Development
Chris Neubecker, Senior Planner
Nancy Reid, Assistant City Attorney



II. APPROVAL OF MINUTES

September 17, 2013

Knoth moved:

Roth seconded: TO APPROVE THE September 17, 2013 MINUTES

Chair Brick asked if there were any modifications or corrections.

AYES: Bleile, Knoth, Roth, Kinton, Brick

NAYS: none

ABSTAIN: Townley, Welker

ABSENT: King, Fish

Motion carried.



III. STUDY SESSION

Case #2013-04 Home Occupations

Chair Brick and Mr. Knoth stated for the record that they live in the R1A Zone District but that it will not affect their objectivity.



Motion to Open Public Hearing

Roth moved;

Welker seconded to open Public Hearing for Case #2013-04 Home Occupations

AYES: Bleile, Townley, Knoth, Roth, Welker, Kinton, Brick

NAYS: none

ABSTAIN: none

ABSENT: King, Fish

Chris Neubecker, Senior Planner, was sworn in. Proof of Publication was provided for Public Hearing.

Mr. Neubecker gave a summary of the need for the proposed changes, which were to allow home occupations in R-1-A zones, but to limit potential negative impacts. Some of the issues that have not yet been agreed upon by the Commission include commercial vehicles and on-site sales. As proposed, no customers, vendors or clients would be allowed at home occupations in R-1-A. Also, no exterior signs would be allowed in R-1-A.



Doug Cohn, 3051 S South Marion, was sworn in.

Motion to Close Public Hearing

Knoth moved;

Townley second

AYES: Bleile, Townley, Knoth, Roth, Welker, Kinton, Brick

NAYS: none

ABSTAIN: none

ABSENT: King, Fish



Motion: Case #2013-04 Home Occupations Favorable recommendation of the request as written in the staff report.

Welker moved
Knoth seconded

Discussion



Mr. Welker made the following friendly amendment. Mr. Knoth accepted.

Section 1 e. (1) shall read:

“No assistants or employees that are not residents of the principal dwelling unit shall work at the residence.”

Ms. Reid advised that staff will refine the wording of Section 1 e. (1) if necessary.
Vote on original motion with friendly amendment

AYES: Bleile, Townley, Knoth, Welker, Kinton

NAYS: Brick, Roth

ABSTAIN: none

ABSENT: King, Fish

Motion passes 5-2

Mr. Welker moved to delete section 1 h. (1)
Mr. Knoth seconded

“No customers, vendors, or clients shall be allowed at the site of the home occupation in the R-1-A district.”

Discussion



AYES: Bleile, Townley, Knoth, Welker, Kinton, Roth

NAYS: Brick

ABSTAIN: None

ABSENT: King, Fish

6-1 vote passes.



IV. PUBLIC FORUM

Dr. Robert Farris was sworn in. He came in after the public hearing and wanted to ask questions about entertaining clients at his home. Mr. Neubecker provided a business card and suggested he contact staff since the public hearing was closed on Home Occupations.



V. ATTORNEYS CHOICE

None



VI. STAFFS CHOICE

Mr. Neubecker stated that he is still pursuing an area to study and commission field trip with regard to pedestrian activity on main thoroughfares.



VII. COMMISSIONERS CHOICE

The meeting adjourned at 8:00 p.m.

Julie Bailey, Recording Secretary

CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION

IN THE MATTER OF CASE #2013-04,)	
FINDINGS OF FACT, CONCLUSIONS)	
AND RECOMMENDATIONS RELATING)	
TO THE UNIFIED DEVELOPMENT CODE)	FINDINGS OF FACT AND
HOME OCCUPATIONS)	CONCLUSIONS OF THE
)	CITY PLANNING AND
)	ZONING COMMISSION
)	
)	
INITIATED BY:)	
Community Development Department)	
1000 Englewood Parkway)	
Englewood, CO 80110)	

Commission Members Present: Bleile, Brick, King, Knoth, Roth, Fish, Welker, Townley, Kinton

Commission Members Absent: None

This matter was heard before the City Planning and Zoning Commission on October 8, 2013 in the City Council Chambers of the Englewood Civic Center.

Testimony was received from staff. The Commission received notice of Public Hearing, the Staff Report, and a copy of the proposed amendments to Title 16 Unified Development Code which were incorporated into and made a part of the record of the Public Hearing.

After considering the statements of the witness and reviewing the pertinent documents, the members of the City Planning and Zoning Commission made the following Findings and Conclusions.

FINDINGS OF FACT

1. **THAT** the City Council heard concerns from citizens relating to current limitations on home occupations in the R-1-A zone district.

2. **THAT** the City Council directed staff and the Planning Commission to research current limitations in the Unified Development Code concerning home occupations in the R-1-A zone district.

3. **THAT** the residential character of the R-1-A zone district, which contains the largest single family lots in the City, should be protected.

4. **THAT** on October 8, 2013 the Public Hearing on the Unified Development Code (UDC) Home Occupations was brought before the Planning Commission by the Department of Community Development, a department of the City of Englewood.
5. **THAT** notice of the Public Hearing was on the City of Englewood website from September 17, 2013 through October 8, 2013. Notice was published in the Englewood Herald September 27, 2013.
6. **THAT** the Staff Report was made part of the record.
7. **THAT** Home Occupations are currently allowed as an Accessory Use in the following zoning districts: R-1-B, R-1-C, R-2A, R-2B, MU-R-3-A and MU-R-3-B.
8. **THAT** staff believes home occupations should also be allowed in the R-1-A district (and any other district where residential uses are allowed) with certain restrictions to protect the residential character of neighborhoods.
9. **THAT** Planning and Zoning Commission determined that no assistants or employees of the business who are not a resident of the home shall perform work at the residence.
10. **THAT** Planning and Zoning Commission determined exterior signage for the home occupation should be prohibited in the R-1-A district.

CONCLUSIONS

1. **THAT** on October 8, 2013 a Public Hearing on the Unified Development Code Home Occupations Amendment was brought before the Planning Commission by the Department of Community Development, a department of the City of Englewood.
2. **THAT** notice of the Public Hearing was on the City of Englewood website from September 17, 2013 through October 8, 2013 and was published in the Englewood Herald September 27, 2013.
3. **THAT** the zoning amendments will enhance business opportunities in the City.
4. **THAT** the zoning change conforms to Roadmap Englewood: 2003 Englewood Comprehensive Plan Objective 1-2: Actively engage in attracting new businesses to the City.
5. **THAT** the previously discussed revised amendments be forwarded to City Council.

DECISION

THEREFORE, it is the decision of the City Planning and Zoning Commission that Case #2013-04 Unified Development Code Home Occupations be referred to the City Council with a favorable recommendation.

This decision was reached upon a vote on a motion made at the meeting of the City Planning and Zoning Commission on October 8, 2013, by Mr. Welker, seconded by Mr. Knoth, which motion states:

CASE#2013-04, AMENDMENTS TO TITLE 16: UNIFIED DEVELOPMENT CODE RELATED TO HOME OCCUPATIONS BE RECOMMENDED FOR APPROVAL TO CITY COUNCIL WITH A FAVORABLE RECOMMENDATION WITH THE FOLLOWING CONDITIONS:

1. *SECTION 1 h. (1) BE REMOVED:*

“NO CUSTOMERS, VENDORS, OR CLIENTS SHALL BE ALLOWED AT THE SITE OF THE HOME OCCUPATION IN THE R-1-A DISTRICT.”

AYES: Bleile, Townley, Knoth, Welker, Kinton, Roth
NAYS: Brick
ABSTAIN: None
ABSENT: King, Fish

Motion carried.

Welker moved;
Knoth seconded:

FURTHER THAT SECTION 1 E. (1) SHALL READ AS FOLLOWS:

“NO ASSISTANTS OR EMPLOYEES THAT ARE NOT RESIDENTS OF THE PRINCIPAL DWELLING UNIT SHALL WORK AT THE RESIDENCE.”

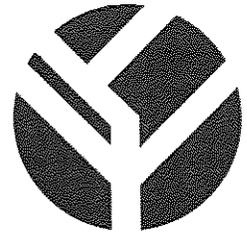
AYES: Bleile, Townley, Knoth, Welker, Kinton
NAYS: Brick, Roth
ABSTAIN: None
ABSENT: King, Fish

These Findings and Conclusions are effective as of the meeting on October 8, 2013.

BY ORDER OF THE CITY PLANNING & ZONING COMMISSION

John Brick, Chair

MEMORANDUM



TO: Mayor Penn
Englewood City Council Members

FROM: Dan Brotzman, City Attorney ✓
Nancy Reid, Deputy City Attorney
Alan White, Director of Community Development
Chris Neubecker, CD Planner

DATE: January 13, 2014

REGARDING: Language for Council issues pertaining
to Home Occupations – C.B. 60.

_____ R-1-A _____

ISSUE NO. 1: To limit Home Occupations to office type uses in the R-1-A Zone District.

Motion to add a new Subsection: 16-5-4-C(1)(a)(i) to read:

§ i. Additional Restrictions in the R-1-A District:

- (a) Within the R-1-A District, the following additional restrictions shall apply for Home Occupations.
- (i) Home Occupations in the R-1-A District shall be limited to activities normally conducted in an office. By way of example but not limitation, this would include the management, marketing, or accounting for a business; telecommuting (meaning working in the home using a computer terminal or video connected by wire or wireless to a business); conducting business services or operations via the internet; or writing.

And adding a Whereas, to read: “Whereas, there are additional limitations on home occupations in the R-1-A zone district in order to protect the special character and exclusivity of the R-1-A zone district.”

ISSUE NO. 2: To prohibit customers and deliveries in the R-1-A Zone District.

Motion to add a new Subsection: 16-5-4-C(1)(a)(ii) to read:

(a) (ii). No physical customer visits or deliveries relating to the Home Occupations shall be allowed in the R-1-A District.

★ NOTE – Enforcement of this provision will be problematic.

ISSUE NO. 3: To prohibit commercial signage in the R-1-A Zone District.

Motion to add a new Subsection: 16-5-4-C(1)(a)(iii) to read:

(a) (iii) No exterior signage shall be allowed in the R-1-A District.

And deleting 16-5-4(C)(1)(g)

~~g. Additional Restrictions in the R-1-A District:
Within the R-1-A District, the following additional restriction shall apply for Home Occupations.~~

~~(1) No exterior signage shall be allowed in the R-1-A District.~~

_____ All Residential Zones _____

ISSUE NO. 4 Registration.

The Code currently requires registration of Home Occupations in all zone districts. The Planning and Zoning Commission recommended extending this to R-1-A and requiring registration before starting operations.

To remove the registration requirement a Motion would read:
Motion to delete Subsection 16-5-4(C)(1)(c) in its entirety.

c. Registration. All home occupations shall register with the City prior to the start of operations.

And amending the 9th Whereas to add: “However, City Council has decided that registration of a home occupation is not necessary for the enforcement of this Ordinance.”

★ NOTE: Staff believes registration allows staff to explain the operational requirements for home occupations. This ability will be critical for R-1-A home businesses because of the limitation to strictly office functions.

ISSUE NO. 5: Use of an Accessory Structure for a home occupation in all zone districts.

The Code currently prohibits the use of an accessory structure for Home Occupations. The Planning and Zoning Commission recommended allowing the use of accessory structures.

To prohibit the use of accessory structures for a home occupation the Motion would be:

Motion to remove all changes recommended by Planning and Zoning Commission in 16-5-4(C)(1)(b) and 16-11-2 (B) “*Definition of Words, Terms, and Phrases*”.

The subsection will revert to the current language:

- b. *Where Allowed on Site.* The home occupation shall be operated entirely within the dwelling unit, and only by the person or persons maintaining a dwelling unit therein. The home occupation shall not have a separate outside entrance. The home occupation shall not be conducted in a detached accessory structure.

The definition will revert to the current language:

Home Occupation: Any use conducted entirely within a dwelling structure and carried on by the occupants thereof, which is clearly incidental and secondary to the primary use of the dwelling for dwelling purposes and does not change the character thereof. Such uses must meet all conditions and requirements for the particular zone in which such use is located.

And amending the 6th Whereas to read: “City Council disagrees and wishes to keep home occupations within the residential use.”

ISSUE NO. 6: Square footage limitation.

Currently home occupations are limited to 300 square feet. To change this area to a percentage of the indoor space the motion would be:

Motion to amend 16-5-4(C)(1)(e)(4) to delete the phrase “three hundred (300) square feet” and insert the phrase “fifty percent (50%)”.

- (4) The home occupation, including storage of materials, equipment, inventory, and/or supplies, shall not utilize more than ~~three hundred (300) square feet~~ fifty percent (50%) of the indoor space of the dwelling unit; provided, however, that this does not apply to permitted home care accessory uses.

And adding a new Whereas to read: “City Council found that the current 300 square foot limit on a home occupation was too restrictive.”

ISSUE NO. 7: Food Preparation.

While staff originally recommended a prohibition on food preparation as a home occupation because of odor and other concerns, staff now recommends that food preparation on a scale for home occupation is regulated by the “Cottage Food Act” 25-4-1614 C.R.S. which provides sufficient safeguards to the neighborhood.

To allow food preparation the Motion would read:

Motion to delete “food preparation” from the Planning and Zoning Commission recommendation to 16-5-4(C)(1)(f) in the Ordinance Prohibited Uses list of home occupations for all zone districts.

And adding a new Whereas to read: “Whereas, the City Council finds the “Cottage Food Act” 25-4-1614 C.R.S. and the Nuisance Code provides sufficient safeguards against odors, and other impacts.”

CC: Dugan Comer
Jeff Sanchez, Deputy Chief of Police
Mark McKay, EPD Sergeant

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF 2013/2014

COUNCIL BILL NO. 60
INTRODUCED BY COUNCIL
MEMBER _____

A BILL FOR

AN ORDINANCE AMENDING TITLE 16, CHAPTERS 5, 4-C(1)(a) THROUGH (g); 5-4-C(2) AND 11-2-B, OF THE ENGLEWOOD MUNICIPAL CODE 2000 PERTAINING TO HOME OCCUPATIONS AND ALLOWING THEM IN THE R-1-A ZONE DISTRICTS.

WHEREAS, the City has the authority to regulate the use of land from the “Local Government Land Use Control Enabling Act,” C.R.S. 29-20-101 et. seq. and the Englewood Home Rule Charter, Nopro vs. Town of Cherry Hills Village, 504 P.2d 344 (1972); and

WHEREAS, the City has the authority to regulate home occupations, Christiansen vs. City Council of City of Golden, 757 P.2d 1121 (1988) and Jones vs. Board of Adjustments, 204 P.2d 560 (1949); and

WHEREAS, the City has adopted ordinances under its police power regulating the use of signs and creating a comprehensive system of sign standards to provide a balance between the right of businesses to identify themselves, the protection of the uses permitted and compatibility with the surrounding area; and

WHEREAS, restrictions on commercial speech are constitutional per Central Hudson Gas and Electric vs. P.S.C., 447 U.S. 557 (1980); and Board of Trustees vs. Fox, 492 U.S. 469 (1989), including prohibiting signs entirely; and

WHEREAS, the Planning and Zoning Commission found window signs for home occupations should be prohibited in R-1-A zone districts to protect the special character and exclusivity of the R-1-A zone district; and

WHEREAS, the Planning and Zoning Commission found Home Occupations should be allowed in accessory structures, such as garages because they are fully enclosed and not visible from the outside, just as if they were inside the principal structure; and

WHEREAS, the Planning and Zoning Commission added to the list of prohibited uses; food preparation, manufacture of alcohol, and landscaping industries because these would:

- be more likely to have impacts on the surrounding area
- likely have too much impact on residential neighborhoods, and change the character of the area;
- have impacts that are more akin to commercial and industrial zones, that people don't want to see in residential zones.

WHEREAS, the Planning and Zoning Commission recommended removing the limitation of only one (1) home occupation per dwelling unit because there may be several members of a household each operating a business; and

WHEREAS, Home Occupations, as defined by the Unified Development Code and the Planning and Zoning Commission recommend changes will require registration as such while a home office, maintained for the convenience of the occupant and not for the purpose of a home occupation, will not be required to register as a home occupation; and

WHEREAS, enforcement has been identified as problematic by the Police Department and the Prosecutor due to a lack of distinction between a home office and a home occupation; and

WHEREAS, the Planning and Zoning Commission felt further defining a home office and a home occupation was unnecessary; and

WHEREAS, the Planning and Zoning Commission recommended deleting the word "incidental" in favor of the word "secondary" in the introductory paragraph because the structure is still primarily a residence.

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

Section 1. The City Council of the City of Englewood, Colorado hereby authorizes amending Title 16, Chapter 5, Section 4, Subsection(C)(1)(a) entitled "*Home Occupation*" of the Englewood Municipal Code 2000, to read as follows:

[EDITORS NOTE: 16-5-4(A) and (B) contain no change and are therefore not included here]

16-5-4-C: *Accessory Uses Permitted.* Table 16-5-1.1 includes accessory uses and shows in which zoning district a specific accessory use is permitted. If an accessory use is not listed in Table 16-5-1.1, but satisfies all the general standards set forth in subsection 16-5-4.B EMC, the City Manager or designee may allow its establishment according to the procedures and criteria in Section 16-5-1.B EMC, "Unlisted Uses." In addition, all unlisted accessory uses shall be subject to compliance with the general, dimensional, and operational standards set forth in this Section 16-5-4 EMC.

1. Home Occupation. Occupations ~~customarily incidental~~ which are secondary to the principal use as a residence may be allowed when conducted in the same dwelling, provided the following standards are met:
 - a. *Districts Allowed.* Home occupations are allowed in the following districts: R-1-A, R-1-B, R-1-C, R-2-A, and R-2-B, MU-R-3-A, MU-R-3-B, MU-R-3-C, M-1, M-2, MO-2, and TSA. ~~Only one (1) home occupation shall be permitted per dwelling unit.~~ Home occupations may be permitted accessory to principal residential uses located in nonresidential districts (e.g., in a manufactured home park located in an industrial district, in a PUD that allows residential uses, or in any residential dwelling unit otherwise approved by the City) provided the home occupations ~~complies~~ with all requirements of residential district home occupations herein.

Section 2. The City Council of the City of Englewood, Colorado hereby authorizes amending Title 16, Chapter 5, Section 4, Subsections(C)(1)(b) through (g) entitled "*Home Occupation*" of the Englewood Municipal Code 2000, to read as follows:

- b. *Where Allowed on Site.* The home occupation shall be operated entirely within the dwelling unit or within an accessory structure, and only by the person or persons maintaining a dwelling unit therein in the residential use. The home occupation shall not have a separate outside entrance. ~~The home occupation shall not be conducted in a detached accessory structure.~~
- c. *Registration.* All home occupations shall register with the City prior to the start of operations.
- d. *Sales.*
 - (1) On the Premises. The sale on the premises of items that have been made, grown, or prepared on the premises shall be permitted. The sale on the premises of any item that has not been made, grown, or prepared on the premises shall be prohibited.
 - (2) Off the Premises. Sales off the premises of such items as personal or household goods such as those products offered by Avon, Amway, Fuller Brush, Watkins, etc., shall be permitted.
- e. *Operational Requirements.*
 - (1) No assistants or employees that are not residents of the principal dwelling unit shall be work employed in at the home occupation residence/dwelling unit.
 - (2) The hours and manner of such uses and the ~~noise impacts~~ created thereby shall not interfere with the peace, quiet, or dignity of the neighborhood and adjoining properties which creates a nuisance under Title 15 of this Code.
 - (3) Incidental storage shall be allowed for items made on the premises and/or sold off the premises consistent with this Section. All storage shall be indoors, including all materials, equipment, inventory and supplies.
 - (4) The home occupation, including storage of materials, equipment, inventory, and/or supplies, shall not utilize more than three hundred (300) square feet of indoor space; provided, however, that this does not apply to permitted home care accessory uses.
 - (5) ~~The use of electric motors shall be limited in power, with a total limitation of one and one half (1½) horsepower, and no single unit over three-fourths (¾) horsepower.~~ Only one exterior sign, up to a maximum of one (1) square foot in area, shall be allowed. The sign shall be affixed to the building, and shall be unlighted and unanimated. A Sign Permit shall be required.

(6) No window displays shall be allowed and no sample commodities shall be displayed outside the dwelling.

- f. *Prohibited Uses.* In no event shall any home occupation include the following business or commercial activities (except for the administrative or clerical functions related to these businesses, such as bookkeeping, marketing, and customer phone calls):
- (1) Animal hospital or kennel, animal daycare, breeders, except licensed canine and feline breeders.
 - (2) Asphalt paving business.
 - (3) Barbers, hairdressers, cosmetologists, beauticians or any activity involving the skin, hair or nails.
 - (4) Body, mechanical repair, or modification of motor vehicles.
 - (5) The sale, storage, manufacture, or assembly of guns, knives or other weapons or ammunition.
 - (6) Dump trucks.
 - (7) Restaurants or food preparation.
 - (8) Towing business.
 - (9) Processes involving the dispensing, use, or recycling of hazardous or flammable substances and materials.
 - (10) Automotive vehicles sales requiring a state dealer's license.
 - (11) Medical Marijuana Centers.
 - (12) Medical Marijuana-Infused Products manufacturers.
 - (13) Medical Marijuana Optional Premises Cultivation Operation.
 - (14) Manufacture of wine, distilled spirits, or malt beverages.
 - (15) Landscaping supplies, installation, maintenance or repair.

g. Additional Restrictions in the R-1-A District:

Within the R-1-A District, the following additional restriction shall apply for Home Occupations.

- (1) No exterior signage shall be allowed in the R-1-A District.

Section 3. The City Council of the City of Englewood, Colorado hereby makes no amendments to Title 16, Chapter 5, Section 4, Subsection(C)(2) entitled "*Parking Area*" through Subsection D(2) of the Englewood Municipal Code 2000, to read as follows:

2. Parking Area.

- a. *Parking Area, (R-2-B District Only).* When an R-2-B district abuts or is adjacent to a MU-B-2 district, the parking area must be screened from the residential portion of the lot by a six foot (6') opaque fence. Side yard fences must also be provided to screen adjacent property. These fences shall also be six feet (6') in height except that, within ten feet (10') of the rear property line, the fences cannot exceed thirty inches (30") in height or be less than fifty percent (50%) open.

- (1) The parking area shall not have a grass surface.
- (2) Parking stops or other devices allowing snowfall maintenance must be placed in the parking area to prevent damage to the fence by vehicles.
- (3) Provisions must be made for the collection of trash as per City ordinance.
- (4) The minimum width of the parking area shall be fifty feet (50').

- b. *Parking Area, Surface (TSA District Only).* Surface parking areas, noncommercial and accessory to a principal use, are allowed subject to the following additional conditions:

- (1) General. Such surface parking area shall be maintained as long as the principal permitted use is maintained, or until alternative parking is provided for such principal use.

(2) Location.

- (a) An accessory surface parking area may be located within six hundred feet (600') of the lot containing the principal use, either within the TSA district or within a zone district that permits noncommercial parking lots, subject to a City-approved alternative parking plan and pursuant to the Station Area Standards and Guidelines, as applicable.

- c. *Remote Parking Areas.* Pursuant to Section 16-6-4 EMC, required parking may be provided as an accessory use within four hundred feet (400') of the principal use, either within the same district or within a district that permits noncommercial parking lots. Such parking lots must be maintained as long as the principal permitted use is maintained, or alternate parking provided. Approval of an alternative parking plan is required (administrative process), pursuant to Section 16-6-4.D EMC. Such lots shall be paved, shall require a building permit, and shall be subject to the landscaping requirements of Section 16-6-7.M EMC.

3. Satellite Dish Antenna.

- a. *Small Satellite Dish Antennas.* Satellite dish antennas of one (1) meter or less in diameter are permitted accessory uses in all residential and nonresidential zoning districts. Such dishes shall not be located within the public right-of-way.
- b. *Large Satellite Dish Antennas.*
 - (1) Satellite dish antennas measuring one (1) meter or more are permitted accessory uses in all zoning districts. Any roof-mounted dishes shall submit an engineer's certificate to the City. Such dishes shall not be located within the public right-of-way.
 - (2) As applied only to large satellite dish antennas accessory to a principal residential use, to the maximum extent feasible, but only where there is no substantial impairment to acceptable signal quality, such antennas shall:
 - (a) Be located in the rear yard of the residential use; and
 - (b) Be screened from view from adjacent public rights-of-way; and
 - (c) Be of a color harmonious with their surroundings. There shall be no advertising in words or pictures, other than the manufacturer's name in small letters.
- 4. **Service Unit or Facility.** Service units or facilities shall be allowed as accessory uses in the MU-R-3-B district. Such uses include, but are not limited to, barber or beauty shops, gift shops, coffee shops, and dining facilities for the convenience of the tenants. Such uses shall comply with underlying zone district requirements, including the dimensional requirements set forth in Section 16-6-1 EMC.
- 5. **Swimming Pool.** Swimming pools are allowed as accessory uses in all districts. See Title 8 EMC.
- 6. **Wholesale Sales and Distribution.** Wholesale sales and distribution shall be allowed as an accessory use in MU-B-1 and MU-B-2 districts provided the principal use maintains an active retail license and is open to the public for retail trade.

D. Prohibited Accessory Uses.

- 1. *Prohibited in All Zoning Districts.* The following activities shall not be regarded as accessory to a principal use on any site and are prohibited in all zoning districts:
 - a. *Use of Travel Trailer or Recreational Vehicle (RV) as a Residence.* The use of a travel trailer as a residence, permanent or temporary, with the exception of a trailer approved as a temporary use for security under Section 16-5-5 EMC, shall be prohibited in all zoning districts.
 - b. *Use of Motor Vehicle or Trailer for Sales, Service, Storage, or Other Business.* The use of any motor vehicle, trailer, mini-mobile storage container, or shipping container as a structure in which, out of which, or from which any goods are sold or stored, any services performed, or other businesses conducted, shall be prohibited in all zoning districts. However, this subsection shall not prohibit the following:

- (1) The sale of goods or merchandise at a City-approved or sponsored event; or
 - (2) Use of a motor vehicle, trailer, or shipping or storage container in connection with an approved recycling operation; or
 - (3) Use of a trailer or shipping or storage container in conjunction with construction authorized by a valid building permit; or
 - (4) Use of a trailer, shipping, or storage container for the temporary loading and unloading of goods, provided that no individual trailer or container is in place longer than forty-eight (48) hours.
2. *Prohibited in Residential Zoning Districts.* The following activities shall not be regarded as accessory to a residential principal use and are prohibited in all residential (R) districts:
- a. *Automotive Repair.* Automotive repair, including engine, body, or other repair or repainting of more than one (1) vehicle at any one time owned by a person not residing at that address, regardless of whether compensation was paid for the service.
 - b. *Outdoor Storage of Inoperable Vehicles.* The outdoor storage of inoperable vehicles shall comply with Title 15 EMC.
 - c. *Parking of Commercial Vehicles.*
 - (1) No commercial vehicle shall be stored on public property or in the public right-of-way.

[EDITORS NOTE: Parking on private property issues were passed by initiative Ballot Question 2D on November 1, 2011 and can only be revised, repealed, or amended by electoral vote. (Englewood Home Rule Charter Article VI, Section 48.)

Section 4. The City Council of the City of Englewood, Colorado hereby authorizes amending Title 16, Chapter 11, Section 2, Subsection B, entitled “*Definition of Words, Terms, and Phrases*” of the Englewood Municipal Code 2000, to read as follows:

Home Occupation: Any use conducted entirely within a dwelling or accessory structure and carried on by the occupants thereof, which is clearly ~~incidental and~~ secondary to the primary use of the dwelling for dwelling purposes and does not change the character thereof. Such uses must meet all conditions and requirements for the particular zone in which such use is located.

[EDITORS NOTE: The remaining definitions contain no changes and are therefore not included here]

Section 3. Safety Clauses. The City Council hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Englewood, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

Section 4. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect, impair or invalidate the remainder of this Ordinance or its application to other persons or circumstances.

Section 5. Inconsistent Ordinances. All other Ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. Effect of repeal or modification. The repeal or modification of any provision of the Code of the City of Englewood by this Ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purposes of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 7. Penalty. The Penalty Provision of Section 1-4-1 EMC shall apply to each and every violation of this Ordinance.

Introduced on first reading on the 18th day of November, 2013 and tabled.

Introduced, read in full, and passed on first reading on the 21st day of January, 2014.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 24th day of January, 2014.

Published as a Bill for an Ordinance on the City's official website beginning on the 22nd day of January, 2014 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 21st day of January, 2014.

Loucrishia A. Ellis

BY AUTHORITY

ORDINANCE NO. _____
SERIES OF 2014 _____

COUNCIL BILL NO. 6
INTRODUCED BY COUNCIL
MEMBER _____

A BILL FOR

AN ORDINANCE AMENDING THE RULES OF ORDER AND PROCEDURE FOR THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO SECTION VI, DUTIES AND PRIVILEGES OF COUNCIL MEMBERS, SUBSECTION H – VOTING.

WHEREAS, Section 27 of the Englewood Home Rule Charter provides that City Council shall by ordinance prescribe procedure governing meetings; and

WHEREAS, by the passage of Resolution No. 66, Series of 1990, the Englewood City Council adopted Rules of Order and Procedure for the City Council of the City of Englewood, Colorado; and

WHEREAS, by the passage of Ordinance No. 1, Series of 1995, the City Council amended the Rules of Order and Procedure for the City Council of the City of Englewood, Colorado to streamline the meeting process while maintaining public input; and

WHEREAS, by the passage of Ordinance No. 36, Series of 2004 the City Council amended the Rules of Order and Procedure for the City Council of the City of Englewood, Colorado pertaining to the public comment; and

WHEREAS, the passage of this Ordinance amends the Rules of Order and Procedure for the City Council of the City of Englewood by amending Section VI, Subsection H, pertaining to abstentions; and

WHEREAS, the Englewood Home Rule Charter was modified in 1997 removing Councils authority to remove a member for misconduct, making language in the current policy without legal consequence.

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

Section 1. The City Council of the City of Englewood, Colorado hereby approves amending the Rules of Order and Procedure for the Englewood City Council of the City of Englewood, Colorado Section VI, Subsection H, to read as follows:

**RULES OF ORDER AND PROCEDURE
FOR THE ENGLEWOOD CITY COUNCIL**

VI. Duties and Privileges of Council Members

H. Voting

A vote shall be taken by recording "Aye" and "Nay" votes by use of voting lights, with the "Aye" and "Nay" being read into the permanent record by the City Clerk or a deputy. A vote shall be taken upon the passage of all ordinances and resolutions, on the appointment of any officer, on all motions concerning the expenditures of funds, and entered in the minutes of the City Council proceedings. Every ordinance shall require the affirmative vote of the majority of all members of the City Council for passage. No member of the City Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his/her own conduct but on all other questions each member who is present shall vote unless excused by the unanimous consent of the remaining members present.

~~Any member refusing to vote except when not so required by this paragraph shall be guilty of misconduct in office.~~ Application to be excused from voting must be made before the votes are called for. The member having briefly stated the reason for his/her request, the decision thereon shall be made without debate.

Introduced, read in full, and passed on first reading on the 21st day of January, 2014.

Published by Title as a Bill for an Ordinance in the City's official newspaper on the 24th day of January, 2014.

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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 21st day of January, 2014.

Loucrishia A. Ellis