City Manager Report June 5, 2020

City Clerk

- City Clerk’s office continues to process temporary modification/food plan permits for restaurants and bars.
- Upcoming State Primary Election (facilitated by Arapahoe County)
  - Monday, June 8 - Ballots start mailing to Arapahoe County voters
  - The City of Englewood 24 hour ballot box (located in the circle driveway in front of the Civic Center) is unlocked and ready for ballot drop off!
  - Monday, June 22 - VSPCs and Curbside Replacement Ballot Pickup locations open (9 a.m. - 5 p.m. M-F; 9 a.m. - 1 p.m. Sat; 7 a.m. - 7 p.m. Election Day)
  - Tuesday, June 30 - Election Day (ballots due by 7 p.m.)

Community Development

- Staff interviewed two finalist firms for the Title 16 Community Assessment and the recommendation of a selected firm to facilitate the project will be discussed as part of the June 10 City Council study session.
- Plan reviews are underway by the Building Division for two major projects. Swedish hospital has submitted plans for a significant expansion of patient rooms. The Navajo Apartments, a 146-unit multi-family development south of the Oxford Station light rail station is also in the plan review process.

Finance

Accounting / Finance

- Preparing first submission for CARES reimbursement through the County; Eligible expenses from Mar 1 – May 30, 2020 will be submitted on June 10th (per the County’s guidelines)
- Finalizing City’s 2019 Financial Audit; External audit team is preparing their summary to meet with City Council in late June/early July

Budget

- Departmental meetings under way to build line item 2021 departmental budgets
- Provided 2021 Budget Overviews to several departments and the Budget Advisory Committee this week; BAC is preparing commentary regarding the budget to share with City Council

Revenue

- May Sales & Use Tax Revenue (May collections for April activity) totaled approximately $1.86 million; $180k lower than May of 2019 (as previously estimated & communicated to Council); YTD is tracking slightly ahead of budget
- The final Sales & Use Tax Software Agreement with the State has been sent to the City; team is working with CAO and will be bringing an IGA forth to City Council at an upcoming Regular Meeting for review and approval

Procurement

- Continuing roll out of Contract Management in Tyler New World to departmental staff

Utilities Billing

- Viewed Utilities Billing Software demonstration with first of three vendors selected; demonstrations will continue over the next two weeks; vendor selection expected to be made in late July
Information Technology
- Rec Center parking lot security cameras are being upgraded
- Library security cameras being installed
- Ryan is cross training on Zoom to host Council meetings

Parks, Recreation, Library and Golf

Parks
- Basketball court overlay renovation project is being completed at Cushing. The contractor will move on to Centennial, Bates, and Jason next.
- Cleaning and repainting the duck pond at the Zoo Barn. The Fan and mister system install in anticipation of opening in the near future.
- Parks crews are cleaning storm grates after every storm to reduce storm water backing up.
- A new tree has been planted at Pirates Cove as well as more flowers.
- All playgrounds are back open. Parks crews are installing new COVID signage on all playgrounds. New regulations only allow a maximum of 10 people on the playground at a time and continue to require social distancing.

Recreation
- ERC and Malley will re-open June 15 for limited services. Locker rooms will remain closed per guidelines. Restrooms and showers will be available for use.
  o ERC open times:
    ▪ Mon-Thurs 6am-9pm (closed 1:15pm-4pm for deep cleaning of bathrooms and spaces)
    ▪ Fri 6am-8pm (closed 1:15pm-4pm for deep cleaning of bathrooms and spaces)
    ▪ Sat & Sun – 8am-1pm only (10:30am cleaning)
  o MRC open times:
    ▪ Mon-Fri 8am-5pm (closed 12:30-1:30pm for deep cleaning of bathrooms and spaces)
    ▪ Sat – 9am-1pm
    ▪ Sun – closed
  o VOA lunches will continue as a pick-up site only until further notice.
- Farm and Train has a re-open date has changed to tentative. Per state COVID guidelines amusement parks are to remain closed until further notice.
- Picktime.com appointment system will be utilized to help the ERC patrons make reservations for the ERC when the center re-opens. This will allow staff to track who is in the building and pool and ensure we limit the number of individuals in the building at any given time.

Aquatics
- Pirates Cove opening date is tentative. Current guidance is 25% or 50 people which every is fewer for attendance. Staff is seeking further guidance from Tri-County Health to see if the park can be opened for the summer with a larger attendance capacity to cover expenditures.
- Pool deck replacement is in the completion stage at the ERC. The pool decking should be completed by early next week
• The pool at the ERC will be opening for limited access of lap swimming on June 14th. Individuals wishing to use the pool will need to signed up for a time via Picktime.com.

Library
Summer Reading
• More than 300 kids registered so far
• 50+ Take and Makes have been distributed to families (we’re counting this as our program attendance for children, since there’s no way to see the exact number viewing the virtual programs).
• Teen virtual program this week had 8 attendees, Tween virtual program had 4 attendees.

Circulation and Curbside Pickup
• Curbside pickup continues to gain steam. As of Thursday afternoon, we have had over 350 total appointments, 119 of which are from the first week of June alone.
• Printer pickup launched this week. Only a handful of users have taken advantage of it so far, but we’re happy to offer it especially given that we may have to delay public computer access until July.

Programming
• We’re recording our first computer class, Excel Fundamentals, tomorrow and starting that archive. It will be available through YouTube Saturday, June 6.
• Saturday, June 6, 1:00 pm - Introduction to Nonviolent Communication [Virtual Style]
• Monday, June 8, 6:30 pm - Life, the Universe, and Everything, Did Freemasons Liberate the New World? [Virtual Style]
• Monday, June 8, 6:30 pm - Books @ the Bar with Colore Italian Restaurant, The Moment of Life by Melinda Gates.

100th Birthday
• Proclamation approved by City Council and Happy Birthday video posted to Facebook
• All 100 book bags were distributed by Thursday morning
• Mark spoke to Joseph Rios at the Englewood Herald about a story that will run in the next edition of the paper about the library’s anniversary.

Golf
• Footgolf is open at Broken Tee. Times can be booked by calling 303-762-2670
• The Pro Shop is now open to the public for merchandise sales. Credit/ Debit only no cash is being accepted at this time.

Police Department
• EPD provided City Council with a report of activities, training and initiatives related to recent protests and citizen calls for change. Police leadership continues to work with the Communications Department to get this information out to the public.
• Police has worked with Communications to create a new website regarding Police training and practices per Council’s request following Public Comment on June 1: https://www.inglewoodco.gov/city-services/city-departments/police-department/training-practices.
• Police is working with IT and Finance to pursue body cameras per Council direction Monday night.
• Trends in Code Enforcement: An increase in trash, litter, outdoor storage and illegal dumping cases is occurring compared to this time last year. Possible contributing factors would be that more residents are home during “Stay at Home” and “Safer at Home” orders increasing domestic maintenance tasks resulting in an accumulation in trash. In addition, we are hearing that some residents have discontinued weekly trash services as a household cost savings.

Public Works
• Alley Grading Project nearly Complete
  The attached map shows the progress of alley grading as of Thursday. The city’s contractor, Colt & Steel, continues to do touch up work and alley clean-up in preparation for the next application of Durablend. That application will occur on Monday, June 8 which will complete the project. The attached photo shows the DurBlend being applied.

Communications

ENCELEWOOD IN THE NEWS
• Colorado lawmakers want to keep your to-go quarantinis flowing beyond the coronavirus crisis
• Independent pharmacy in Englewood aims for personal touch

FACEBOOK
• Frame De Art mentioned the City of Englewood in their posts this week:
  - June 3, 2020 – Elvira
  - June 1, 2020 – Buffalo Nickels
  - May 30, 2020 – ParkView Medical Center
  - May 28, 2020 – Engraved Plates
• Greater Englewood Chamber of Commerce mentioned the City of Englewood in their post this week saying, “Join us tomorrow at 3:30 pm for Part 4 of our webinar series in partnership with City of Englewood, CO - Government as we discuss "Creating a Healthy Workplace." Speakers include: Englewood Councilwoman Cheryl Wink, Netta Garcia from Vanguard Pharma and Alisa Hamel FASTSIGNS® Englewood.” To see the post, click here.
• Greater Englewood Chamber of Commerce mentioned the City of Englewood in their post this week saying, “Thanks to the support of the City of Englewood, CO - Government and our members Harmonic Media & Signal Graphics, these videos can help you meet the safer-at-home guidance on signage.” To see the post, click here.
TWITTER
- GovHR USA mentioned the City of Englewood in their post this week saying, “Englewood, CO - Assistant to the City Manager. Apply Today at https://govhrusa.com/job/city-of-englewood-englewood-55-assistant-to-the-city-manager/@NewsEnglewoodCO @GovHRUSA #localgov #govjobs #govhr“ To see the post, click here.
- Kimbirly mentioned the City of Englewood in their post this week saying, “#PayItForwardLive, Thank you & thank you @davematthewsbnr I paid it forward to @CenturaHealthFoundation to feed hospital workers. My fav local restaurants are @pastajays @MadGreens & @MKras24’ Frank The Pizza King in @NewsEnglewoodCO Slice of pizza“ To see the post, click here.

EVENTS
- Virtual 8th Annual Jeremy Bitner Fallen Officer 5K/10K Run/Walk – June 1 to 30
  Sign up on our website as if you were participating in person at www.bitnermemorialfund.org, and complete your own 5k run/walk or 10k run between June 1 – June 30, 2020. Learn more here.

INPUT NOW! (POLCO)
- Temporary Closure to Traffic of the 3400 Block of Broadway: 283 responses
- Temporary Street Closures: 16 responses

WEBSITE
- Coronavirus Recovery Center
Progress as of June 4, 2020

Legend
- Street
- Alley (paved)
- Alley to be graded
- Alley graded
- Alley grading in progress

Quantities (unpaved alleys)
- Number of alleys = 58
- Number of inlets = 4±
- Number of manholes = 109±
- Total length = 33,980 ft ±