AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, MARCH 8, 2010
COMMUNITY ROOM
6:00 P.M.

I. Ameresco Technical Energy Audit Report
Ameresco Senior Account Executive Holly Green and Deputy City Manager Mike Flaherty will discuss the Ameresco Technical Energy Audit Report.

II. Televising City Council Meetings
City Council will discuss televising City Council meetings.

III. City Manager’s Choice

IV. City Attorney’s Choice.

V. Council Member’s Choice.

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

City Manager’s Office

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: March 4, 2010

SUBJECT: Technical Energy Audit Review and Proposed Energy Conservation and Facility Upgrade Program

Holly Green, Senior Account Executive for Ameresco, the City’s Energy Service Company (ESCO), will to present findings and recommendations of the Technical Energy Audit at the Study Session on March 8th.

By way of background, City Council encouraged staff to pursue opportunities for energy efficiency through the Governor’s Energy Office (GEO) following the establishment of that office in 2008. In October of 2008, Council approved a Memorandum of Understanding with the GEO, a non-binding agreement for development of energy efficiency measures for City facilities. The GEO, through its subcontractor, Trident Energy Services, completed a Feasibility Study for Energy Performance Contracting as the first step toward providing for comprehensive energy efficiency improvements of our facilities. The preliminary findings indicated that a reduction in energy use of 10% is feasible citywide and recommended that the City pursue energy performance contracting to achieve comprehensive and timely efficiency improvements citywide. An energy performance contract (EPC) uses future energy and maintenance cost savings to pay for improvements today, where annual cost savings are guaranteed to meet or exceed any annual lease purchase payments over a typical 10 to 15 year contract term. Through an EPC, a GEO pre-qualified ESCO that is skilled and experienced in providing turn-key energy services, further identifies and implements energy saving projects, and guarantees that the resulting cost savings will meet any annual financing (typically a lease-purchase) payments for the upgrades.

On May 4, 2009, following a formal (Request for Proposal) selection process, Council approved Ameresco as the City’s ESCO, and on June 1, 2009, Council approved the agreement for Ameresco to proceed with the Technical Energy Audit (TEA.)

In December, Ameresco completed the draft TEA. The findings and initial recommendations of the draft TEA have been reviewed by staff over the past two months. After consideration of several scenarios, City staff and Ameresco staff have developed an energy conservation and facility upgrade program that maximizes savings from energy conservation and balances those savings with much need improvements that are not possible to fund with existing resources.
While Ms. Green’s presentation will provide for a more thorough review of the proposed program, I have provided a brief summary as follows:

- The TEA evaluated all City building, irrigation and pumping systems and exterior lighting owned by the City. (Ameresco conducted a separate TEA for the Wastewater Treatment Plant.)
- The TEA identified 21 Energy Conservation Measures (ECM) for further review and studied but did not include in their final recommendations an additional 12 ECM, which were rejected due to lack of practical, technical or financial feasibility.
- Of the 21 ECM initially identified, staff working with Ameresco selected 12 ECM for inclusion in the proposed program. These ECM maximize the City’s energy savings and provide for upgrade of facilities on a priority basis.
- Project cost is $1.4 million that will be funded entirely from energy savings over a 15 year term.
- Xcel Energy rebates will provide for program benefits of over $125,000.
- Ameresco, on behalf of the City, successfully applied for an allocation of $1.3 million in Qualified Energy Performance Bonds (QECB) from the GEO that will benefit the City’s lease-purchase through savings of approximately $400,000 over the term.
- Ameresco will provide annual measurement and verification to insure continued energy savings.
- Ameresco is investigating a Solar Photovoltaic (PV) project (not part of the TEA, but authorized by City Council in Ameresco contact amendment approved in November 2009.)

Subject to concurrence from City Council, staff will proceed with Ameresco toward completion of an Energy Performance Contact. We anticipate bringing this agreement to Council by mid-April. Initiation of the project could begin in mid-May.

Also note that the Wastewater Treatment Plant TEA is currently under review by WWTP staff. Decisions on energy efficiency measures will be made by the WWTP Supervisor Committee at some point in the future.
Memorandum
City Manager’s Office

TO: Mayor Woodward and Members of City Council

THROUGH: Gary Sears, City Manager
Michael Flaherty, Deputy City Manager

FROM: Leigh Ann Hoffhines, Communications Coordinator

DATE: March 2, 2010

SUBJECT: March 8 Study Session – Channel 8 Programming Discussion

During the February 8, 2010 Study Session regarding citizen communications, City Council engaged in preliminary discussions regarding programming on Englewood’s Government Access Channel 8. In response to questions raised at that meeting, I provided follow-up information listing estimated costs associated with production equipment and staffing.

I understand City Council plans to further discuss programming considerations for Channel 8 during the March 8, 2010 Study Session. I have attached my responses to the previous Council Requests related to this topic (Council Requests 10-030, 031, and 037) so you have the information available during Monday’s discussion.

If there is time during the Study Session on Monday, I would also like to provide a brief update on the scheduled launch of our planned “bulletin board” script on Channel 8.

Deputy City Manager Mike Flaherty and I will be in attendance Monday to answer any questions Council may have. If you need any additional information in the meantime, don’t hesitate to call me (303-762-2316) or Mike (303-762-2314).

Attachments: Council Request Responses
Memorandum
City Manager's Office

TO: Mayor Woodward and Members of City Council
THROUGH: Gary Sears, City Manager
          Michael Flaherty, Deputy City Manager
FROM: Leigh Ann Hoffhines, Communications Coordinator
DATE: February 17, 2010
SUBJECT: Council Request 10-030 (Webstreaming Cost Estimates)
          Council Request 10-031 (Channel 8 Broadcasting Cost Estimates)
          Council Request 10-037 (Web Audio File Download Stats)

During the February 8 Study Session, City Council requested information related to Webstreaming and broadcasting Council meetings. This memo provides the requested cost estimates and statistics.

10-030 – Webstreaming Cost Estimates: Digital audio recordings from our City Council Study Sessions and Regular Meetings are currently provided on our Web site via downloadable PDFs. Adding video streaming would require new equipment and, potentially, additional storage capacity. Cost estimates for video streaming our City Council meetings vary widely depending upon the functionality of the proposed system. There are several Webstreaming solutions on the market, ranging from approximately $13,000 for a lower-end system to upwards of $35,000 for a more comprehensive system, plus ongoing costs of between $650 and $1,500 for monthly hosting and maintenance services. There would also be costs associated if we were to host the video files on our own servers. Our Information Technology Department has estimated an initial investment of over $54,000 for a new server, plus ongoing monthly costs of approximately $5,000 for the bandwidth upgrade that would be required.

10-031 – Channel 8 Broadcasting Cost Estimates: City Council requested information on the costs associated with the City of Littleton’s Channel 8 broadcasting equipment. I spoke with Littleton’s Communications Director, Kelli Narde, who oversees the Littleton Channel 8 programming. She provided an overview of their current system and an estimate of the related equipment and production costs.

Littleton’s Council Chambers is equipped with three cameras: one that focuses on City Council; one that focuses on the audience; and one that focuses on staff and other speakers at the podium. Littleton hires a freelance producer to edit and produce their shows, which include all City Council meetings and study sessions, all Planning and Zoning Commission meetings and study sessions, all Liquor Licensing meetings, as well as the quarterly Littleton! shows. The current cameras in Littleton’s Council Chambers are eight years old and are scheduled for replacement later this year. Kelli noted that since she has been with the City of Littleton (18 years), Littleton’s Channel 8 has gone through four major upgrades, and given the limited lifespan and changing technology of broadcast equipment, Littleton’s capital equipment budget generally provides for replacing the equipment every five or six years.
The cost estimates for Littleton’s equipment are listed below:

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<th>Basic Equipment</th>
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<td>Cameras (3)</td>
<td>$56,000</td>
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<td>(Kelli noted that their current 8-year-old cameras cost about $20,000, but the replacement costs are anticipated to be $56,000 when the cameras are replaced later this year.)</td>
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<tr>
<td>Sound Board</td>
<td>$2,000</td>
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<tr>
<td>Scheduling System (for playback, if the shows are to be scheduled for subsequent broadcasts)</td>
<td>$15,000</td>
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<td>Controller System (for switching between cameras and adding graphics)</td>
<td>$25,000</td>
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<tr>
<td><strong>Total Equipment Costs</strong></td>
<td><strong>$98,000</strong></td>
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<tr>
<th>Ongoing Costs</th>
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<tr>
<td>Producer</td>
<td>$40,000 yearly</td>
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<tr>
<td>General Operational Costs/Maintenance (music copyrights, DVDs, equipment repairs, etc.)</td>
<td>$12,000 yearly</td>
</tr>
<tr>
<td><strong>Total Ongoing Costs</strong></td>
<td><strong>$62,000 yearly</strong></td>
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For comparison’s sake, I also checked with my counterparts in other like-sized cities to obtain estimated costs for what these cities spent/spend on broadcast equipment and production costs. Estimates range from $45,000 for a low-end “plug and play” system to just under $100,000 for a more comprehensive system. These cities are also paying between $40,000 and $60,000 for part-time production personnel.

**Council Request 10-037 – Web Audio File Download Statistics:** Council had requested information on usage statistics for the audio recordings of City Council Study Sessions and Regular Meetings currently provided on our Web site. A new reporting system was recently launched on our Web site and, due to an oversight, document downloads were not included in the configuration. I am working with our Web site developer to reconfigure the report so we can collect this information and will forward the statistics to City Council as soon as they are available. I hope to have the information available next week.
Memorandum

City Manager’s Office

TO: Mayor Woodward and Members of City Council
THROUGH: Gary Sears, City Manager
          Michael Flaherty, Deputy City Manager
FROM: Leigh Ann Hoffhines, Communications Coordinator
DATE: February 19, 2010
SUBJECT: Council Request 10-037 (Web Audio File Download Stats)

City Council had requested information on usage statistics for the audio recordings of City Council Study Sessions and Regular Meetings currently provided on our Web site. I was able to retrieve usage statistics and ran a report that encompassed the last six months.

From September, 2009 through the most recent Council Study Session, the download hits for the audio files for Study Sessions and City Council meetings ranged from zero to 137. The average number of downloads for Study Session audio files was 58. The average number of downloads for regular City Council meeting audio recordings was 67.

Please let me know if you need any additional information.