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

I. Fire Chief Recruitment Process
   KRW Consultants will be present to discuss the Fire Chief recruitment process.

II. Selection of the Englewood Depot Committee
   City Council will discuss the Englewood Depot Committee and process discussion.

III. Board and Commission Reappointments
   City Council will discuss applicants who are interested in being reappointed to their current board or commission.

IV. Craig Enterprise Zone
    Community Development Director Alan White will discuss the Craig Enterprise Zone.

V. City Manager's Choice.
   A. Update on EURA/Acoma Property
   B. Political Activity Administrative Policy.

VI. City Attorney's Choice.

VII. Mayor's Choice.
    A. Letter from Ms. Montoya requesting funds for her attendance at the National Young Leaders State Conference.

*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.*
The City of Englewood, Colorado invites you to apply for the position of Fire Chief

$112,000 - $125,000 plus excellent benefits
Apply by May 31, 2013

The Community
The City of Englewood is centrally located just south of Denver, Colorado. It offers a small-town atmosphere of community with all the benefits of the larger metropolitan area nearby. Englewood’s population is 30,255, with approximately 15,000 residential housing units. The City is home to 1,600 businesses and has a full-time employment base of more than 23,000 jobs.

Colorado’s climate is a principal asset to the high quality lifestyle Englewood and other metro area residents enjoy. Englewood’s location offers easy access to skiing, hiking, cycling, and more.

The Organization
Englewood is a home-rule City with a Council/Manager form of government. The City was incorporated in 1903 and the City Charter was adopted by residents in 1958.

City Council is made up of seven members elected on a non-partisan basis. One representative is elected from each of the City’s four districts and three members are elected at large. Council Members serve four-year terms. The Mayor and Mayor Pro Tem are elected by the City Council from among their members in accordance with City Charter.

Englewood is a full-service City whose employees take pride in providing residents, businesses, and visitors with quality services.

The Position
The Fire Chief is a key member of the executive management team and reports directly to the City Manager, Gary Sears. This dynamic position directs and oversees all areas of the Fire Department which includes fire suppression, fire prevention and the building and safety divisions. The Department has 66 employees, 3 stations, and a total general fund budget of $7.9M for 2013. This strategic position has frequent interaction not only with the City Manager, but with the Mayor and City Council and promotes their strategic direction, which includes ensuring a safe, clean and attractive City that is progressive and provides responsive and cost-efficient services.

The Candidate
The City seeks a dynamic, visionary, and principle-centered leader with a proven track record of accomplishments. Strong interpersonal skills are required to work with elected officials, special interest groups, the City Manager, department heads and business leaders. Well developed project management and analytical skills are necessary for the formulation of effective policies, procedures and budgets. Direct experience with fire service mergers, consolidation and/or the formation of a regional fire authority is preferred. Experience in labor management/relations and involvement in labor negotiations is highly desirable.

Compensation
- Salary Range $112K - $125K
- Medical
- Dental
- Vision
- Life Insurance
- Long Term Disability Insurance
- 10% City 401 match
- Voluntary 457 Plan
- Annual Leave
- Personal Leave
- 12 Paid Holidays
- Wellness Benefit
- Technology Benefit
- Auto Allowance

The City of Englewood is an Equal Opportunity Employer.

To apply, please complete an application online at www.englewoodgov.org.

The City of Englewood is conducting this search in partnership with KRW Associates (krw-associates.com).
Memorandum
City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: May 2, 2013

SUBJECT: Englewood Depot-Citizen Selection Committee Members and Process Discussion

City Council will review applications for the two citizen members of the Englewood Depot selection committee during the Study Session on May 6. Five applications have been received from the following Englewood residents:

- Ingfrid Ingham-Barker
- Christopher McDermott
- Harvey Pratt
- Donald Roll
- Angela Schmitz

Copies of the five applications are attached.

Interviews with representatives for the two proposals are tentatively scheduled for Thursday, May 23. The citizen committee members will join three professionals with expertise related to historic preservation and financing of historic structure restoration. To date, I have commitments from Jane Daniels, Executive Director of Colorado Preservation, Inc. and Patrick Eidman, Preservation Planner for the Colorado Office of Archaeology and Historic Preservation and I am waiting on a commitment on an individual with experience in development and financing of historic properties.

The interview/evaluation process for committee members will involve review of proposals and related documents prior to interviews with the two prospective buyers. The total amount of time required by each of the committee members should not exceed 6-8 hours, 2-4 hours for review of materials and 3-4 hours with interviews and discussion.

I have drafted a rating form (copy attached), which subject to Council concurrence, will be used by each of the committee members in his/her evaluation. The completed rating forms will be provided to City Council for your deliberation and final selection.
Englewood Depot Proposal Evaluation Ratings

Proposer: ____________________________  
(DRAFT)

*Rate each criterion, with 10 being the best rating for each.*

20% Proposed Use-benefit to community

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Score X 2 = ___
Comments:

30% Commitment to historical preservation

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Score X 3 = ___
Comments:

40% Financial capability to fund rehabilitation and long-term operations

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Score X 4 = ___
Comments:

10% Proposed payment/revenue to the City

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Score X 1 = ___
Comments:

Evaluator: ____________________________  
Total Score: _______
MEMORANDUM

TO: Board, Commission and Authority Members
FROM: Mayor Penn and Members of City Council
DATE: April 24, 2013
SUBJECT: Board, Commission & Authority Interview Process & 2011 Ballot Question

At the Study Session on March 3, 2008, City Council discussed the board, commission and authority interview process. Changes were made concerning those members who request reappointment to a board, commission or authority. City Council wanted to streamline the application/interview process and make it as seamless as possible.

In an effort to identify vacancies, City Council has created two deadlines for receiving applications. One deadline is for board, commission and authority members who are seeking reappointment to their current position. The second deadline is for new applicants and current board, commission and authority members seeking appointment to another board/commission. Interviews will be held for the new applicants and current board, commission and authority members seeking appointment to a new board.

The application deadline for board, commission and authority members who are seeking reappointment to their current board, commission or authority is Friday, April 26, 2013. City Council will discuss at a Study Session on Monday, May 6, 2013, the current vacancies and those who are seeking reappointment. Following that discussion, the remaining vacancies will be posted for those residents who are interested in applying for a position on a board, commission or authority.

The deadline for new applicants and board, commission and authority members seeking appointment to a new or different board/commission is Friday, May 31, 2013. New applicants and other board, commission and authority members seeking appointment to a new board or commission will be interviewed on Monday, June 10, 2013, along with applicants who are seeking reappointment to their current board/commission but failed to meet the Friday, April 26, 2013 deadline.

City Council continues to request an attendance report prior to the interviews and comments from the Chairs concerning members who are seeking reappointment. The deadline for comments from Chairs concerning those members who are seeking reappointment is Thursday, May 2, 2013.

The City Council values each board, commission and authority member and their contribution to the City of Englewood. Thank you for volunteering for such an important facet of the City.

Additionally, on November 1, 2011, residents approved a citizen initiative stating “Each member of a Board or Commission will have the opportunity to serve up to three terms per Board or Commission, when a term expires that member will have the opportunity to be reappointed to that same Board or Commission after a 4 year period.” If a Board or Commission member has served three terms, they can only apply for their current board after a four-year period or may apply immediately for another board or commission.

Cc: Englewood City Council
    City Manager Gary Sears
    City Attorney Dan Brotzman
    Departmental Directors
    Recording Secretaries
BOARD, COMMISSION AND AUTHORITY
APPLICATION DEADLINE AND INTERVIEW SCHEDULE

Friday, April 26, 2013
Application deadline for Board/Commission Members seeking **reappointment**.

Thursday, May 2, 2013
Deadline for information from Chairs concerning members seeking reappointment.

Monday, May 6, 2013
City Council discussion of Board/Commission Members seeking reappointment at a Study Session.

Friday, May 31, 2013
Deadline for applications for board/commission **new vacancies** and for current board/commission members who wish to serve on a new/different board, commission or authority.

Monday, June 10, 2013
Interviews with City Council for:
(1) new applications,
(2) current board/commission members seeking a new board/commission,
(3) and current board/commission members applying for their current board/commission that missed the April 26, 2013, deadline.

Monday, July 1, 2013
All Board, Commission and Authority Members reappointed or appointed at the City Council Regular Meeting.
To support their significant capital campaign Craig Hospital has expressed an interest in becoming a qualified contribution project through the Arapahoe County Enterprise Zone. This requires approval by the local governing body. Pending Council’s concurrence, a resolution supporting this application will be drawn up for consideration at a subsequent Council meeting.

Craig Hospital is undergoing an $85 million expansion of their facility. This involves a significant fundraising campaign and hospital administration believes that the tax credits offered through the Enterprise Zone would be beneficial in attracting donations to support the expansion.

In 2001 the Arapahoe County Enterprise Zone was expanded to include Englewood’s medical campus, comprising both Craig Hospital and Swedish Medical Center. As a for-profit enterprise, Swedish Medical Center can take advantage of the State of Colorado tax credits offered for their investments within the community. As a non-profit enterprise, Craig does not have tax obligations with the State of Colorado, so the tax credits for investments are irrelevant. Craig can however apply to become a qualified contribution project, entitling donors to valuable State of Colorado tax credits. This process requires the approval of the State’s Economic Development Commission (EDC), which involves Craig Hospital submitting an application to the EDC for consideration and approval. The next EDC meeting is July 25, 2013 and Craig’s application must be submitted to the ECD by June 21, 2013. Prior to the submittal of Craig’s application to the EDC, Englewood City Council will be presented with a resolution authorizing staff to proceed with this submittal.

Attached are the EDC’s policy considerations for qualified contribution projects.
Colorado Economic Development Commission (EDC)  
Enterprise Zone Contribution Tax Credit Policies

This document outlines the policies and requirements set by Colorado Revised Statute 39-30-103.5, and the Colorado Economic Development Commission (authorized by C.R.S. 39-30-103.5) for the Enterprise Zone (EZ) Contribution Tax Credit.

Contribution Tax Credit Policies and Statutory Requirements

I. Per project tax credit limitation
Projects are held to a $750,000 tax credit limit per project, per year. It is the responsibility of the project and local zone administrator to monitor contributions and tax credits responsibly.

II. Project Critical Review
Projects that reach $1,000,000 in cumulative tax credits will undergo a critical review of what has been accomplished. The EDC will either request a report or request that a representative of the project attend an EDC meeting to present on project accomplishments. During a critical review, a project can make a request to continue as a Contribution Project, and based on project performance and future plans, the EDC can approve or deny this request.

III. Projects
An organization can propose the following as an “EZ Contribution Project”:

1. Entire Organization
An organization can propose the approval of an entire organization for “Contribution Project status”. In this case all donations to the organization are eligible for the tax credit as long as the “per project” and “per individual donor” limitations are upheld. This means an organization can use donated dollars for general operating expenditures (if approved this way).

2. Specific Program or Project within an Organization
An organization can propose the approval of a specific project with specific purposes under the direction of the organization. In this case only donations to the specific “approved purposes” as outlined in the proposal can receive a tax credit. The organization is responsible to monitor where contributions are used and only give a tax credit (DR75 form) for donations used towards approved purposes. The local zone administrator can require “proof” by requesting financial statements.

IV. Types of projects allowed and criteria for each type
In general, a project must have as one of its main purposes creating or preserving an environment that will help attract, expand, or retain employers in the EZ. Direct employment of the sponsoring non-profit organization will not be used as the sole basis to qualify a project, nor will project construction employment. The commission shall approve any program, project, or organization that it determines is eligible under the requirements of this section or is essential to the mission of the EZ upon a majority vote.

Statute specifically lists 3 types of projects; Homeless Assistance, Economic Development and Community Development projects. In an effort to maintain a consistent and fair program these 3 statutory types of projects have been further defined by the EDC:

a. Homeless Assistance Projects
A homeless shelter project must have all 3 components listed below:

i. Assist the homeless.
ii. Job readiness or training.
iii. Job referral network or partner with local workforce center.
b. **Economic Development Projects**
Economic Development project must improve economic conditions in the EZ. Here are several sub-categories of the Economic Development statutory category:

i. **Business assistance**
Examples include: management training and counseling, incubators, finance funds, feasibility studies, etc. Details must be included in the proposal.

ii. **Job training programs**
Job training projects must train a workforce and fit with a plan that has been adopted and/or approved by the local EZ Administrator.

iii. **Infrastructure projects**
1. Infrastructure projects must demonstrate that only 50% of donations come from entities which have the potential for direct benefit (For example: A developer donates money to a project, or donates infrastructure to a public entity, that he/she was hired to build, required to build or benefitted from having constructed.). The remaining 50% of donations must come from entities of no benefit.
2. Infrastructure must be publicly owned or turned over to a public entity upon completion of project.
3. The public entity must support the project.
4. The local EZ administrator must support the project.
5. Examples of infrastructure include water, sewer, transportation, telecommunications (can’t be owned by a private corp. i.e. Qwest, Comcast, etc.), streetscaping, etc.

iv. **Marketing**
For economic, business and business district development. This type of project may be used by a public/private non-profit economic development organization or similar organization, and is used to raise money on an on-going basis to support a wide range of economic development activities. Many organizations who act as EZ administrator are approved projects, and use contributions to be able to have a part-time or full-time position that can oversee the EZ.

c. **Community Development Projects**
Projects under the broadly defined “Community Development” statutory project type must:

1. Contribute indirectly to job creation and job preservation in the EZ. Implement the adopted economic development plan for the EZ.
2. Must have a primary goal or mission that works to bring in outside dollars to the area. This means that the project must have a central theme of: tourism, main street revitalization, business attraction, smart growth, transportation issues, or economic development.

Many types of project may qualify under Community Development. Here are 2 specific sub-categories of the Community Development statutory category:

i. **Higher Education**
Under the Community Development category a higher education project may be considered if a project demonstrates a direct link to economic development. Higher education projects will only be approved for capital campaigns for buildings and equipment; and for certain job training projects. Academic, scholarship and endowment programs are not allowed.

ii. **Health Care Facilities**
Projects must convincingly make the argument that the health care facility that is identified is essential to maintaining the economic viability of the community.
and is directly related to job creation, job preservation and/or economic development.

d. **Do Not Meet Statutory Intent**
The EDC has determined that in general the following types of projects do not meet the statutory intent of the Contribution Tax Credit.

i. Humane Societies / Animal Shelters. These organizations’ tie to economic development is generally too indirect.

ii. K-12 Public/Private/Charter Schools or their foundations. Generally these types of organizations receive money through the Long Bill. It is not believed to be the legislature’s intent to provide additional funding with the Contribution Tax Credit.

iii. Senior Centers. Senior Center and Retirement Community projects’ tie to economic development is generally too indirect.
PURPOSE
To define prohibited political activity.

SCOPE
All City employees.

POLICY
All employees are entitled to exercise their rights as citizens to express their opinions on all political subjects and candidates, to vote as they choose, to hold membership in and support a political party, to maintain political neutrality, to attend political meetings, and be a candidate for political party office.

Employees may not:

- Hold political office.
- Participate in the management, affairs or political campaign of any candidate for political office during work hours.
- Solicit any endorsements, contributions or services for any political party during work hours.
- Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
- Wear campaign buttons while on duty.
Dear The City of Englewood,

My name is Sofia Montoya, and I am an eighth grader at Englewood Leadership Academy (which is housed in the Englewood High School campus). I have been nominated to represent my school and community as a member of the National Young Leaders State Conference, which is being held in Denver.

The National Young Leaders State Conference nominates exceptional students from around the country to attend an experiential educational program. This will be a powerful experience, enabling me to interact with many prominent men and women whom most of us only read about in the news.

Attending this program will enable me to further my interest in the field of showing leadership skills and reach my career goals of becoming an agent or manager of a professional football star. I maintain a 4.0 GPA, am involved in Social committee and the Appeals Board at my school, and was recently awarded a spot in our schools Good Standing Field trip.

Imagine if you had been given this opportunity for a life-changing experience when you were in school and were unable to participate for lack of funds. That is why I am writing to you today.

My participation in the Conference depends on whether I can raise $1,800 in sponsorships. I am investing every dollar I can of my own money to make sure I don’t miss out on this unique experience and am also doing whatever I can to raise the funds I need. In addition, through my trustful piggy bank I have already raised $100.

Any appreciation and support on your behalf would be greatly appreciated. My total cost must be paid no later than May 6th, 2013.

Please contact me at , or you may contact the National Young Leaders State Conference at 1-800-509-4833 for any further information. (Between the hours of 7am-6pm Monday through Friday and 9am-1pm on Saturday). Here is the website in case you would like to check it out: <cylc.org/NYLSC>.

Sincerely,
Sofia Montoya

P.S I'm fourteen years old, and I have lived in Englewood since I was born. I love the small community, because I know everyone where ever I go. I have also been very active throughout the community as well. I'm the president of the Englewood Youth Council, and always give 100% in whatever I do. My community service is always done at my former elementary school, Charles Hay World School, and I always do whatever I can to help out. When I was a 5th grader at Charles Hay I was recognized for my valuable contribution to my school by the Greater Englewood Chamber of Commerce. I totally understand, however, if you guys are unable to make a contribution. Don't worry about it, I value your support very much.

Thanks You!!!!