

Council Request Update

Nov. 10, 2016

Council Request: 16-210 (Signage at University & Dartmouth)

Assigned to: Community Development

Request: Request to look into the number of signs at the Korean Emmanuel Methodist Church.

Response: Please see attached from Senior Planner Harold Stitt.

Council Request: 16-216 (CDBG Compliance)

Assigned to: Community Development

Request: Request for information regarding the City's compliance with Community Development Block Grant program.

Response: Please see attached memo from Senior Planner Harold Stitt.

Council Request: 16-223 (Cahoots contract)

Assigned to: CMO

Request: Request for a breakdown of cost of services provided by Cahoots Communications.

Response: Please see attached from Assistant City Manager Murphy Robinson.

Council Request: 16-226 (ELP materials)

Assigned to: WWTP

Request: Request for materials on ELP including the contract.

Response: Please see attached from Treatment Manager Jim Tallent.

2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-039	2/1/2016	I	Barrentine	Charter Review - Council Voting/Abstentions	CAO	2/4/2016		
16-040	2/1/2016	I	Olson	Study Session: Green Vehicle Policy Review	CMO/PW	2/4/2016		2/3/2016
16-041	2/1/2016	I	Yates	Background: Public Intoxication Ordinance	PD	2/4/2016		2/2/2016
16-042	2/1/2016	I	Russell	Sewer Issue - 3400 block South Broadway	CD	2/4/2016		2/3/2016
16-043	2/1/2016	I	Jefferson	Business Notification of Regulation Changes	CMO/ALL	2/4/2016		2/3/2016
16-044	2/1/2016	I	Martinez	Service Line Warranty Cancellation Letter	CMO	2/4/2016		2/24/2016
16-045	2/1/2016	I	Martinez	Clayton Elementary Street Conditions (snow)	PW	2/4/2016		2/23/2016
16-046	2/1/2016	I	Martinez	CityCenter Evening Meeting Security	PD/EEF	2/4/2016		3/21/2016
16-047	2/1/2016	I	Council	Citizen of the Century Selection Information	CMO	2/4/2016		2/3/2016
16-048	2/3/2016	I	Jefferson	Englewood Depot Snow Removal Inquiry	PR	2/5/2016		3/4/2016
16-049	2/9/2016	I	Yates	Construction Defects Ordinance	CAO	2/12/2016		2/12/2016
16-050	2/13/2016	I	Barrentine	Economic Development Incentives Inquiry	CD	2/16/2016		2/16/2016
16-051	2/16/2016	S	Barrentine	Mayor/Manager/Attorney Mtg. Audio	CMO	2/19/2016		2/19/2016
16-052	2/16/2016	S	Barrentine	Meeting Audio Solution	CMO/IT	2/19/2016		2/23/2016
16-053	2/16/2016	S	Olson	Simon Center Sexual Harrassment Claims	PD	2/19/2016		2/19/2016
16-054	2/16/2016	S	Barrentine	Paseo Fence Inquiry	CD	2/19/2016		2/19/2016
16-055	2/22/2016	I	Council	FunFest Follow-up	PRL	2/25/2016		2/24/2016
16-056	3/1/2016	I	Barrentine	Paseo Fence Inquiry - Follow-up	CD	3/3/2016		3/2/2016
16-057	3/3/2016	S	Jefferson	Floyd & Bannock Code/Crime Concerns	PD	3/4/2016		3/7/2016
16-058	3/14/2016	I	Jefferson	Cherokee Kivas Construction Project Update	CD	3/17/2016		3/17/2016
16-059	3/14/2016	I	Olson	OpenEnglewood Statistics	FAS	3/17/2016		3/15/2016
16-060	3/14/2016	I	Olson	Comp. Plan Clarification - Belleview/Broadway	CD	3/17/2016		3/17/2016
16-061	3/14/2016	I	Jefferson	Microphones - Community Room	CMO	3/17/2016		3/15/2016
16-062	3/14/2016	I	Jefferson	Denver Fire - Late-night Lights and Sirens	CMO/PW	3/17/2016		4/7/2016
16-063	3/16/2016	I	Gillit	S. Lipan Code Violations - Trash	PD	3/21/2016		3/23/2016
16-064	3/18/2016	I	Gillit	3398 W. Grand Ave. -Remodelling Permit	CD	3/22/2016		3/18/2016
16-065	3/21/2016	I	Council	Inquiries re: Marijuana Social Clubs	CAO	3/24/2016		4/11/2016
16-066	3/21/2016	I	Olson	Revenue Comparison Chart	FAS	3/24/2016		3/30/2016
16-067	3/21/2016	I	Olson	Financial Report - Color Consistency	FAS	3/24/2016		3/30/2016
16-068	3/21/2016	I	Barrentine	Code Enforcement Stats - Last 12 years	PD	3/24/2016		3/31/2016
16-069	3/21/2016	I	Barrentine	Alta Cherry Hills - Map Corrections	CD	3/24/2016		3/30/2016
16-070	3/21/2016	I	Yates	City Ditch/Private Property Fencing	UT/PW	3/24/2016		4/18/2016
16-071	3/21/2016	I	Council	Economic Development Incentive Policy Update	CD	3/24/2016		3/24/2016
16-072	3/28/2016	I	Jefferson	ACE Business Survey Results to Council	CD	3/31/2016		3/29/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT- Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-073	3/28/2016	I	Olson	Street Conditions - Xcel Energy Follow-up	PW	3/31/2016		4/1/2016
16-074	3/28/2016	I	Jefferson	Englewood Marketing Plan	CMO/CD	3/31/2016		3/30/2016
16-075	3/28/2016	I	Barrentine	Littleton Police Facility Renovation	CMO	3/31/2016		4/29/2016
16-076	3/29/2016	I	Olson	Economic Incentives Analysis	CD/FAS	3/31/2016		4/27/2016
16-077	4/5/2016	I	Olson	Equal Employment Opportunity- Job Posts, EEO Law	FAS	4/8/2016		6/29/2016
16-078	4/5/2016	I	Olson	Cherokee Kivas - Meeting Update	BD/CMO/CA/CD	4/8/2016		4/11/2016
16-079	4/5/2016	I	Council	New Comp Plan - Arts & Crafts Home Preservation	CD	4/8/2016		4/6/2016
16-080	4/5/2016	I	Gillit	Checklist for building projects/remodels	BD	4/8/2016		4/7/2016
16-081	4/5/2016	I	Yates	Over-the-counter permitting for 10 most Common	BD	4/8/2016		4/7/2016
16-082	4/5/2016	I	Barrentine	Report of all EMRF expenses since 1999	FAS	4/8/2016		4/20/2016
16-083	4/6/2016	S	Jefferson	E-Notifications for Community Development NewsCommunications		4/8/2016		4/6/2016
16-084	4/7/2016	I	Gillit	4856 S. Lipan St. trailer parked illegally in front of a	PD	4/11/2016		4/7/2016
16-085	4/11/2016	I	Gillit	Status and type of tenant that will use space at Oxf	CD	4/14/2016		4/11/2016
16-086	4/11/2016	I	Jefferson	Englewood specific unemployment stats	CMO	4/15/2016		5/9/2016
16-087	4/11/2016	I	Olson	Impact of industrial development in a 1st tier subur	CD	4/15/2016		4/14/2016
16-088	4/11/2016	I	Olson	A primer sheet on the PUD process	CD	4/15/2016		4/14/2016
16-089	4/11/2016	I	Jefferson	Residential development positive/negative to a co	CD	4/15/2016		4/14/2016
16-090	4/11/2016	I	Council	Will TIF be generated from General Ironworks site?	CD/FAS	4/15/2016		5/4/2016
16-091	4/11/2016	I	Russell	Role of Council liaison to a Board/Commission	CMO	4/15/2016		4/27/2016
16-092	4/12/2016	I	Yates	What code requires the use of General Contractor	CD	4/15/2016		4/13/2016
16-093	4/12/2016	I	Yates	Cost to have SAFEbuilt run Building Department	CD/FAS	4/15/2016		5/4/2016
16-094	4/18/2016	I	Barrentine	Process of moving alternate to regular on B&Cs	CMO	4/21/2016		4/19/2016
16-095	4/18/2016	I	Yates	Provide the code that requires the use of General C	CD	4/21/2016		4/21/2016
16-096	4/21/2016	S	Jefferson	Get the lights working on gateway entry sign 2700 S	PR&L	4/26/2016		5/6/2016
16-097	4/25/2016	I	Russell	List of all zone changes in past 5 years	CD	4/28/2016		4/28/2016
16-098	4/25/2016	I	Barrentine	Unsafe tree 4898 S. Lincoln St.	CAO/PD	4/28/2016		6/9/2016
16-099	4/28/2016	I	Barrentine	Minutes from Council meeting re: Eminent domain	CD	5/3/2016		4/29/2016
16-100	4/28/2016	I	Barrentine	The process which established Englewood Housing	CAO/CMO	5/3/2016		5/11/2016
16-101	5/9/2016	I	Yates	What kind of home improvements are ok without a	CD	5/12/2016		5/11/2016
16-102	5/9/2016	I	Barrentine	Look into a library fine	Library	5/12/2016		5/10/2016
16-103	5/11/2016	I	Barrentine	Does Downtown Development Authority still exist?	CD	5/16/2016		5/12/2016
16-104	5/11/2016	I	Barrentine	Does the special fund for collection of TIF still exist?	CD	5/16/2016		5/12/2016
16-105	5/11/2016	I	Barrentine	Why use a failed marketing concept from 1982 in pr	CD	5/16/2016		5/12/2016
16-106	5/11/2016	I	Barrentine	Do covenants mentioned on page 30 of Downtown	CD	5/16/2016		5/12/2016
16-107	5/11/2016	I	Barrentine	Does Medici have zoning in place? Is zoning consist	CD	5/16/2016		5/12/2016
16-108	5/11/2016	I	Barrentine	Was the permanent management structure on pag	CD	5/16/2016		5/12/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-109	5/11/2016	I	Barrentine	Details on sales tax increment collected from Cinde	CD	5/16/2016		5/12/2016
16-110	5/11/2016	I	Barrentine	If TIF has expired, verify no funds, taxes or any incre	CD	5/16/2016		5/12/2016
16-111	5/13/2016	I	Yates	List the number of DUIs and fatalities by drivers co	PD	5/18/2016		5/16/2016
16-112	5/23/2016	I	Barrentine	Verbiage related to historic preservation removed f	CD	5/26/2016		5/26/2016
16-113	5/23/2016	I	Jefferson	P&Z examine lot coverage and bulk plane analysis	CD	5/26/2016		5/27/2016
16-114	5/23/2016	I	Olson	City Manager update on operational plan progress	CMO	5/26/2016		9/12/2016
16-115	5/23/2016	I	Barrentine	Analysis for housing in industrial areas and MU B1	CD	5/26/2016		5/26/2016
16-116	5/23/2016	I	Yates	What Kimco could do with their property under MU	CD	5/26/2016		5/26/2016
16-117	5/23/2016	I	Jefferson	City Manager analyze TIF issues related to General I	CMO/CD	5/26/2016		6/2/2016
16-118	5/31/2016	I	Gillit	Chicken waste and chicken odor in alley behind Aco	PD	6/6/2016		6/3/2016
16-119	6/6/2016	S	Jefferson	Add 2-board limit and 1-board limit for quasi-judicia	CMO	6/9/2016		6/7/2016
16-120	6/20/2016	I	Jefferson	Copy of Arapahoe County Strategic Plan and Scorec	CMO	6/23/2016		6/21/2016
16-121	6/20/2016	I	Barrentine	Cost of Bob Widner's legal opinion and post it on w	CMO	6/23/2016		7/26/2016
16-122	6/20/2016	I	Barrentine	Work on inaccuracies brought up 6/20 in tree debat	CAO	6/29/2016		7/26/2016
16-123	6/27/2016	I	Gillit	3398 W. Monmouth - weeds along the house	PD	6/30/2016		6/29/2016
16-124	6/27/2016	I	Barrentine	What ordinance allows the City to hang banners on	PW	6/30/2016		7/1/2016
16-125	6/27/2016	I	Barrentine	Condition of low voltage lighting focusing on Paseo	PW	6/30/2016		7/1/2016
16-126	6/27/2016	I	Barrentine	Who has control over lights/electrical at Paseo	PW	6/30/2016		7/1/2016
16-127	6/27/2016	I	Barrentine	Lifespan of improvements/Current cost of mainten	PW	6/30/2016		7/1/2016
16-128	6/27/2016	S	Barrentine	Speed reduced 3400 block of Broadway	PW	6/30/2016		7/1/2016
16-129	6/27/2016	S	Jefferson	Festive Lighting on Broadway all year	PW	6/30/2016		8/8/2016
16-130	6/27/2016	I	Barrentine	Cost of holiday lighting each year	P, R & L	6/30/2016		7/1/2016
16-131	6/27/2016	S	Barrentine	Work with Broadway businesses on improvements	PW	6/30/2016		7/1/2016
16-132	6/27/2016	I	Barrentine	How much BID funding was spent? How much is lef	FAS	6/30/2016		7/1/2016
16-133	6/29/2016	I	Gillit	RV parked on street at 4888 S. Lipan St.	PD	7/1/2016		7/1/2016
16-134	7/11/2016	I	Martinez	Current status of code issues at 4230 S. Galapago	PD	7/14/2016		7/21/2016
16-135	7/18/2016	I	Olson	Report of FMLA leave request for Ken Kloewer and	HR	7/27/2016		7/25/2016
16-136	7/18/2016	S	Olson	Townhall meeting on the Allen Plant and managem	CMO	7/27/2016		8/1/2016
16-137	7/18/2016	I	Jefferson	Public works respond to Letkomiller's concerns with	PW	7/27/2016		7/26/2016
16-138	7/18/2016	I	Barrentine	Where is the data for testing the residuals from 201	Utilities	7/27/2016		7/25/2016
16-139	7/18/2016	I	Martinez	Original iBake business application	FAS	7/27/2016		7/27/2016
16-140	7/25/2016	I	Jefferson	Look into Zagster bike sharing program and cost to	CD	7/29/2016		7/27/2016
16-141	7/25/2016	I	Yates	All the options we already have looked at for PD fac	CMO & PW	7/29/2016		7/27/2016
16-142	7/25/2016	S	Olson	Table tents to stand upright during Study Sessions	CMO	7/29/2016		7/28/2016
16-143	7/27/2016	S	Gillit	Monmouth/Grand Overgrown Weeds/Grass	PD	8/1/2016		7/29/2016
16-144	7/27/2016	S	Gillit	S. Lipan Parking Concerns	PD	8/1/2016		7/29/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-145	7/27/2016	S	Gillit	W. Belleview Overgrown Weeds/Grass	PD	8/1/2016		7/29/2016
16-146	7/27/2016	S	Gillit	Belleview/Broadway Code Violations Follow-up	PD	8/1/2016		7/29/2016
16-147	7/29/2016	I	Jefferson	Headed West Variance for Multi-Family Residential	CD	8/3/2016		8/4/2016
16-148	7/29/2016	I	Jefferson	3749 S. Elati St. history of code enforcement activit	PD	8/3/2016		8/4/2016
16-149	8/1/2016	I	Olson	Tri-County Health report on cancer rates in Englewo	HR	8/4/2016		8/9/2016
16-150	8/1/2016	I	Olson	Post polling results online	CMO	8/4/2016		8/2/2016
16-151	8/1/2016	I	Olson	Process for Title 7 sex offenders	PD	8/4/2016		8/4/2016
16-152	8/1/2016	I	Olson	Fact Sheet on history of EEF	PW	8/4/2016		9/12/2016
16-153	8/1/2016	I	Jefferson	Written policy on operation of EEF (SLA)	PW	8/4/2016		8/29/2016
16-154	8/1/2016	S	Olson	Mics for all Councilmembers in Community Room	CMO	8/4/2016		8/4/2016
16-155	8/2/2016	I	Gillit	4600 S. Lipan trailer parked on the street	PD	8/5/2016		8/4/2016
16-156	8/2/2016	I	Jefferson	Status of code enforcement with old Simply the Bes	CD	8/5/2016		8/4/2016
16-157	8/4/2016	S	Gillit	No permit on a house under construction on S. Inca	PD	8/4/2016		8/9/2016
16-158	8/5/2016	S	Olson	LED streetlights too bright on Clarkson	PW	8/5/2016		8/9/2016
16-159	8/11/2016	S	Olson	Traffic issues on Girard and Logan	PW	8/16/2016		8/25/2016
16-160	8/15/2016	S	Jefferson	Wooden name plates with red and green ends	CMO	8/22/2016		9/6/2016
16-161	8/15/2016	I	Barrentine	ROI for Cahoots with other cities	CMO	8/18/2016		8/17/2016
16-162	8/15/2016	I	Barrentine	Infrastructure for lights on Broadway	PW/P&R	8/18/2016		8/17/2016
16-163	8/15/2016	I	Russell	Where do park-in-lieu fees go?	FAS	8/18/2016		9/2/2016
16-164	8/22/2016	I	Barrentine	Why don't we include Housing Authority in the bud	CAO	8/29/2016		9/1/2016
16-165	8/22/2016	S	Jefferson	Send 2014 Citizen Survey results to Council	CMO	8/29/2016		8/24/2016
16-166	8/22/2016	S	Jefferson	Send Pokemon Go contact list to Councilmember Ol	PRL	8/29/2016		8/24/2016
16-167	8/29/2016	I	Olson	Total employee count over multiple years including	FAS	9/1/2016		9/8/2016
16-168	8/29/2016	I	Olson	City Attorney graph/pie charts of stats in budget sli	CA & CMO	9/1/2016		8/31/2016
16-169	8/29/2016	I	Barrentine	Look into City Attorney budget figures	FAS	9/1/2016		9/1/2016
16-170	8/29/2016	I	Jefferson	Breakdown of felony arrests, by location, issues	PD	9/1/2016		9/6/2016
16-171	8/29/2016	I	Olson	Note the loss of ability of grant funds in budget tran	FAS	9/6/2016		9/12/2016
16-172	8/29/2016	I	Olson	List of intersections that will be enhanced in 2017	PW	9/1/2016		9/8/2016
16-173	8/29/2016	I	Olson	Fund balance figures referenced in Utilites budget p	Utilities	9/1/2016		8/31/2016
16-174	8/29/2016	I	Jefferson	When will SBA-in-a-day be ready to go?	CD & IT	9/6/2016		9/2/2016
16-175	8/29/2016	I	Barrentine	How much was spent on W. Paseo? How was it paid	CD	9/6/2016		9/6/2016
16-178	8/29/2016	I	Barrentine	City of Littleton Sewer Fund balance amount	CMO	9/1/2016		8/31/2016
16-179	9/6/2016	S	Barrentine	Crack down on meth usage and deals at Holiday an	PD	9/12/2016		9/13/2016
16-180	9/6/2016	I	Barrentine	Scope of work for 3400 Broadway powerwashing -	PW	9/12/2016		9/22/2016
16-181	9/6/2016	I	Russell	P&R Master Plan needs to address growth current p	P&R	9/12/2016		9/12/2016
16-182	9/6/2016	I	Olson	Genesis of EMC 16-6-11 and why an HPC wasn't im	CMO	9/12/2016		9/12/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-183	9/12/2016	I	Olson	Legal ramifications of dissolving EMRF? Benchmarks	Utilities	9/17/2016		9/23/2016
16-184	9/12/2016	I	Martinez	Pros/cons keeping/dissolving EMRF. What conversi	Utilities	9/17/2016		9/23/2016
16-185	9/12/2016	I	Barrentine	Would CIRSA cover EMRF property and leases?	CA	9/17/2016		9/17/2016
16-186	9/12/2016	I	Jefferson	History of LTAR, transfers and money provided on I	FAS	9/17/2016		9/19/2016
16-187	9/12/2016	I	Gillit	Easement sq. ft. broken down by cost of sq. ft.	PW	9/17/2016		9/15/2016
16-188	9/12/2016	I	Barrentine	More about City Attorney budget, specifically Depu	FAS	9/17/2016		9/21/2016
16-189	9/12/2016	I	Jefferson	List of sewer rate increases in Englewood over past	Utilities	9/17/2016		9/23/2016
16-190	9/12/2016	I	Barrentine	History of Littleton sewer rates, specifically Roxboro	Utilities	9/17/2016		
16-191	9/12/2016	I	Jefferson	Englewood sewer rates compared to others	Utilities	9/17/2016		9/23/2016
16-192	9/12/2016	I	Olson	Aid from Arapahoe County to Englewood residents	CMO	9/17/2016		
16-193	9/12/2016	I	Jefferson	History and failure of David Taylor Dance Studio an	CMO	9/17/2016		
16-194	9/19/2016	I	Olson	Financial for EURA	CD	9/23/2016		9/22/2016
16-195	9/19/2016	I	Russell	Invite Arapahoe County Assessor to speak re: TIF	CMO	9/23/2016		9/22/2016
16-196	9/19/2016	I	Olson	Total acreage of Englewood Ironworks URA site	CD	9/23/2016		9/22/2016
16-197	9/19/2016	I	Jefferson	Ord language for Historic Preservation Commission	CA	9/27/2016		
16-198	9/19/2016	I	Jefferson	Parking & temporary crossing at 3400 Block Broadw	CD & PW	9/27/2016		9/28/2016
16-199	9/19/2016	I	Martinez	Multi-family development E. Girard and S. Corona	CD	9/22/2016		9/23/2016
16-200	9/20/2016	I	Martinez	Look into 4896 S. Grant St. call for service	PD	9/27/2016		9/26/2016
16-201	10/3/2016	I	Barrentine	Police reports and calls since Jan. 2016 at 4169 S. P	PD	10/6/2016		10/3/2016
16-202	10/3/2016	I	Barrentine	Report on findings from business meeting on 3400	CD	10/6/2016		10/5/2016
16-203	10/3/2016	I	Jefferson	How many people attended the job fair	CD	10/6/2016		10/5/2016
16-204	10/3/2016	I	Jefferson	Email from Cahoots saying they can't fulfill scope	CMO	10/10/2016		10/6/2016
16-205	10/10/2016	I	Barrentine	List of vacant commercial properties/number of bus	CD	10/17/2016		10/12/2016
16-206	10/10/2016	I	Barrentine	Temporary mid-block crossing at 3400 Broadway	PW	10/17/2016		11/7/2016
16-207	10/10/2016	I	Martinez	Current number of apartment units	CD	10/17/2016		10/14/2016
16-208	10/10/2016	I	Barrentine	Addresses of legal, non-conforming ADUs	CD	10/17/2016		10/14/2016
16-209	10/10/2016	I	Jefferson	Requirement of bringing non-conforming ADUs up t	CD	10/17/2016		10/14/2016
16-210	10/10/2016	I	Olson	Martial arts signs at Methodist Church at Dartmout	CD & CA	10/17/2016		10/13/2016
16-211	10/18/2016	I	Olson	Update on development of Englewood Depot	CD	10/24/2016		10/20/2016
16-212	10/18/2016	I	Russell	Average cost of Flood Insurance	PW	10/24/2016		
16-213	10/18/2016	I	Barrentine	What kind of fee increase to accommodate \$10 Mill	FAS	10/24/2016		
16-214	10/18/2016	I	Jefferson	Send a letter to CDM Smith for 2010 Report - He'll si	Utilities	10/24/2016		
16-215	10/18/2016	I	Barrentine	Production of residuals - Where are we at now?	Utilities	10/24/2016		10/21/2016
16-216	10/18/2016	I	Barrentine	Are we in compliance with CDBG regulations?	CD	10/24/2016		10/13/2016
16-217	10/18/2016	I	Russell	Statistics on narcotics arests	PD	10/24/2016		10/19/2016
16-218	10/18/2016	I	Barrentine	Constituent Membership of Arapahoe Co. Narcotics	PD	10/24/2016		10/19/2016

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-219	10/18/2016	I	Barrentine	Commercial Catalyst Grant	CD	10/24/2016		10/20/2016
16-220	10/18/2016	I	Barrentine	Procurement Policy and Process	FAS	10/24/2016		
16-221	10/21/2016	I	Jefferson	Look into dumpster situation at 3555 S. Pennsylvani	PD	10/25/2016		10/25/2016
16-222	10/24/2016	I	Russell	Copy of contract with Transformation Point	CMO	10/27/2016		10/26/2016
16-223	10/24/2016	I	Russell	What % of contract with Cahoots did they complete	CMO	10/27/2016		11/10/2016
16-224	10/24/2016	I	Russell	Send Council a copy of WWTP presentation from 10	WWTP	10/27/2016		10/24/2016
16-225	11/2/2016	I	Barrentine	Accident reports, traffic complaints, tickets for 5 ye	PD	11/7/2016		11/2/2016
16-226	11/7/2016	I	Barrentine	Materials on ELP including contract	WWTP	11/8/2016		11/8/2016
16227	11/7/2016	I	Barrentine	EEOC update for 2016	HR	11/14/2016		
16-228	11/7/2016	I	Barrentine	Written update on Alison McKenney Brown	CA	11/14/2016		
16-229	11/7/2016	I	Barrentine	Joint meeting in December at WWTP	CMO	11/14/2016		
16-230	11/7/2016	I	Barrentine	Transformation Point contracts, costs, nexus for wh	CMO	11/14/2016		
16-231	11/7/2016	S	Olson	Work with Medici to fine contractors parking in spo	CD/PD	11/14/2016		
16-232	11/7/2016	I	Barrentine	Report on status of Ken Kloewer	CMO	11/14/2016		
16-233	11/7/2016	S	Barrentine	Amend WWTP lighting bid to accept alternatives th	WWTP	11/14/2016		

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-
Utilities; WW - Wastewater Treatment Plant



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Harold J. Stitt, Senior Planner

DATE: October 13, 2016

SUBJECT: Council Requests 16-210 Signage at University and Dartmouth

Staff has been in contact with the Korean Emmanuel Methodist Church concerning the display of portable signs. The Taekwondo instructor was informed about the regulations governing signage in the R-1-A zone district. Staff will continue to monitor this situation.



TO: Mayor Jefferson and Council Members

THRU: Eric Keck, City Manager
Brad Power, Community Development Director

FROM: Harold J. Stitt, Senior Planner

DATE: October 13, 2016

SUBJECT: Council Requests 16-216 CDBG Compliance

Council has requested information regarding the City's compliance with a number of federal regulations governing the Community Development Block Grant program. The City is in full compliance with 24 CFR Part 570, the regulations that govern the Community Development Block Grant program and associated federal requirements. Englewood has been awarded CDBG funds annually over the past four decades. This success demonstrates the City's capacity to not only effectively manage the intricacies of federal grants but also the ability to fully comply with the myriad of complex federal regulations. Likewise, since 1991 when Englewood began receiving CDBG funds through Arapahoe County as a designated an Urban County Entitlement area, the City has been subjected to HUD monitoring by Arapahoe County, only once since. The monitoring resulted in no findings of noncompliance. The regulations in question and their description is as follows:

1. 24 CFR Part 570. This Part 570 describes policies and procedures applicable to the programs authorized under title I of the Housing and Community Development Act of 1974, as amended. Englewood's grant is regulated under Subpart D, Entitlement Grants Programs
2. 24 CFR Parts 84 and 85 as applicable per 24 CFR 570.502. These Parts establishes uniform administrative requirements for Federal grants and agreements awarded to institutions of higher education, hospitals, and other non-profit organizations.
3. Title VI of the Civil Rights Act of 1964. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all HUD-assisted programs.
4. Title VIII of the Civil Rights Act of 1968. Title VIII of the Civil Rights Act of 1968 (Fair Housing Act) prohibits discrimination in the sale, rental and financing of dwellings based on race, color, religion, sex or national origin.
5. Sections 104(b) and 109 of the Housing and Community Development Act of 1974. Section 104b (Sec. 5304 of the Act) requires Certification of enumerated criteria by Grantee (Arapahoe County) to Secretary (Secretary of Housing and Urban Development.) Section 109 (Sec. 5309 of the Act) reaffirms requirements for nondiscrimination in programs and activities.

6. Fair Housing Act, Public Law 90-284, and Executive Order 11063. The Fair Housing Act is Title VIII of the Civil Rights Act of 1968. By Executive Order 11063, all departments and agencies in the executive branch of the Federal Government, insofar as their functions relate to the provision, rehabilitation, or operation of housing and related facilities, to take all action necessary and appropriate to prevent discrimination because of race, color, creed, or national origin.
7. Section 504 of the Rehabilitation Act of 1973. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in programs and activities conducted by HUD or that receive financial assistance from HUD.
8. Asbestos guidelines established in CPD Notice 90-44. The Notice specifies requirements for handling and mitigation of hazards associated with friable and non-friable asbestos, if present, in residential properties participating in program funded by HUD.
9. The Energy Policy and Conservation Act and 24 CFR Part 39. The Act specifies requirements for energy efficiency and conservation. Part 39 establishes Cost Effective Energy Conservation Standards.
10. Executive Order 11246. Sets forth requirements for nondiscrimination in employment by government contractors and subcontractors.
11. 24 CFR part 570.904. Establishes equal employment opportunity and minority business enterprise regulations.
12. Section 3 of the Housing and Urban Development Act of 1968. Section 3 ensure that the employment and other economic opportunities generated by Federal financial assistance for housing and community development programs shall, to the greatest extent feasible, be directed toward low- and very low-income persons, particularly those who are recipients of government assistance for housing.
13. 24 CFR Part 85 or through 24 CFR Part 84, as applicable. Part 85 establishes uniform administrative rules for Federal grants and cooperative agreements and subawards to State, local and Indian tribal governments. Part 84 establishes uniform administrative requirements for Federal grants and agreements awarded to institutions of higher education, hospitals, and other non-profit organizations.
14. 24 CFR Parts 35 and 570.608. Part 35 impose certain requirements on the sale or lease of target housing. Under this subpart, a seller or lessor of target housing shall disclose to the purchaser or lessee the presence of any known lead-based paint and/or lead-based paint hazards. Part 570.608 References the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821–4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851–4856), and implementing regulations at Part 35.
15. OMB Uniform Guidance §200.501. Requires any non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.
16. OMB Uniform Guidance §200.430 and §200.431 per 24 CFR 570.502. §200.430 and §200.431 provide regulatory guidance for cost principles in the administration of Federal

programs. Part 570.502 establishes responsibilities for ensuring that CDBG funds are used in accordance with all program requirements.

17. 24 CFR 85.36 and 24 CFR 84.42. Part 85.36 requires that if Grantees and Subgrantees may Part 84.42 use their own procurement procedures which reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this section. Part 85.42 requires that recipients (Grantees and Subgrantee shall maintain written standards of conduct governing the performance of its employees engaged in the award and administration of contracts. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.
18. Lists of Parties Excluded From Federal Procurement or Nonprocurement Programs. The Subgrantee cannot engage in a federally funded contract with any entity excluded from Federal Procurement or Nonprocurement Programs. The City is registered with the Federal System for Award Management (SAM) to verify that contractors are not excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits.
19. 40 U.S.C. 276a to 276a-7 Labor Standards (Davis-Bacon Act). The Davis-Bacon Act and applicable regulations of the Department of Labor under 29 CFR Part 5, requires the payment of wages at rates of not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor, when the project costs total \$2,000 or more and the work is financed in whole or in part with assistance provided under this Agreement. The lone exception to this requirement is for the rehabilitation of residential property that contains less than eight (8) units.
20. 24 CFR Parts 35 and 24 CFR 570.608 (Lead Based Paint Regulations.) If the Subgrantee's project involves acquisition, construction, demolition, rehabilitation, or any other activity related to residential housing, and the building was built prior to 1978, Lead Based Paint Laws and Regulations apply.
21. Environmental Review. Notwithstanding any provision of this Agreement, the parties hereto agree and acknowledge that this Agreement does not constitute a commitment of funds or site approval, and that such commitment of funds or approval may occur only upon satisfactory completion of environmental review and, if required, receipt by Arapahoe County of a release of funds from the U.S. Department of Housing and Urban Development under 24 CFR Part 58. The parties further agree that the provision of any funds to the project is conditioned on Arapahoe County's determination to proceed with, modify, or cancel the project based on the results of a subsequent environmental review.
22. Uniform Relocation Act (URA.) Establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Subgrantee must comply with Arapahoe County's Anti Displacement and Relocation Assistance Plan on file and must pay all relocation expenses as applicable under the Act. Not applicable as property acquisition and relocation of parties are not within the scope of the Englewood's approved project.



TO: City Council

FROM: Murphy Robinson, Assistant City Manager

DATE: 11/10/2016

SUBJECT: Council Request 16-223

PREVIOUS COUNCIL ACTION

Council member Russell requested a final breakdown of the cost of services between Cahoots Communications, Inc., and the City on 11/7/16.

INFORMATION

Cahoots Communications was hired to conduct an analysis of city efforts in communications and marketing (3D Process). For the 3D Process, the City and Cahoots entered into a contract for services that included an analysis and plan, at a total of \$24,000.

In addition, individual departments retained Cahoots for various individual projects to provide professional services and products in event planning, establishing the communications department, and other marketing and communication items. The aggregated total cost of services provided for individual department projects was \$20,661.61 in 2016. The overall costs are broken down by department in the following chart:

Contract	
3D Process/Presentation	\$24,000.00
Separate Professional Services	
Fourth of July Event Community Giveaways, staff polo's, volunteer shirts, City Council polo's	\$6,045.35
Communications Department Formation Services after Council Presentation Strategic planning including individual departmental meetings	\$11,691.15
Utilities Department Allen Plant plan and community letter/meeting, Crisis Communications Plan	\$1,706.81
Community Development Department South Broadway Streetscape improvements project consultation	\$499.70
Human Resources Department/City Manager's Office Employee Office Name Plate/Conference room template design	\$718.60

Cc: Eric Keck, City Manager ; Dugan Comer, City Attorney

Alison Carney

From: Eric Keck
Sent: Tuesday, November 8, 2016 11:34 AM
To: #City Council
Subject: FW: follow-up information regarding Colorado Environmental Leadership Program
Attachments: CO ELP application Littleton-Englewood WWTP.pdf; ELP 2016 metrics.pdf

In response to the information requested last evening pertaining to the Environmental Leadership Program, Jim Tallent has sent the following.

Thank you.

Eric k

From: Jim Tallent
Sent: Tuesday, November 8, 2016 8:05 AM
To: Eric Keck <ekeck@Englewoodco.gov>
Cc: Dennis Stowe <dstowe@Englewoodco.gov>; Brenda Varner <BVarner@Englewoodco.gov>
Subject: follow-up information regarding Colorado Environmental Leadership Program

Eric, attached is the 2016 Colorado Environmental Leadership Program (ELP) application and 2016 metrics (what we have to report annually to the ELP program) for L/E WWTP, as requested by Council Member Barrentine.

In regards to our Environmental Management System (EMS) program, it is not something that is easily "e-mailable". However, the program and related documentation can be viewed at the L/E WWTP website:

<http://www.lewwtp.org/divisions/treatment-division/beneficial-use/national-biosolids-partnership-nbp>

The actual EMS manual is found at:

<http://www.lewwtp.org/divisions/treatment-division/beneficial-use/national-biosolids-partnership-nbp/biosolids-management-program-manual>

Please forward this information to each Council Member and any additional interested parties, as is appropriate. In October 2017, the EMS program is scheduled to be re-certified and I invite anyone interested to participate in the process.

I hope this answers questions asked during last night's Council meeting. As a nationally recognized facility serving the Cities of Englewood, Littleton and 19 connector sanitation districts (108 square miles, serving about 300,000 people), we are

actively engaged in programs designed to protect public health and the environment in which we live.

If there are additional questions or if further explanation is needed, please let me know
- I am happy to meet with anyone to answer questions or address concerns.



Jim Tallent, CWP
Treatment Division Manager
Littleton/Englewood WWTP
303.762.2610 - office
303.435.1209 - cell
jtallent@englewoodgov.org



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

Please complete the information provided below and submit the application to the Environmental Leadership Program via e-mail. Applicants are encouraged to submit forms electronically. Applications are accepted throughout the year - in order to be recognized in the current year, nominations must be submitted by **June 30th** of each year.

E-mail: lynette.myers@state.co.us

Phone: (303) 692-3477

[ELP Website](#)

Section 1 - General Information - Please do not include any Confidential Business Information (CBI).

1. Type of Membership (please select the level of application Gold or Silver)

Gold Leader Application Silver Partner Application

2. Contact Information

Company/Business Information

- a. Name of company/business* Littleton/Englewood Wastewater Treatment Plant
- b. Name of Parent Company (if any)** NA
- c. Company Location/Street Address 2900 South Platte River Drive
- d. Street Address (continued)
- e. City/State/Zip Code Englewood, CO 80110
- f. For multiple street addresses, please list any other addresses for its sites or buildings:

Contact Person Information

- a. Name Mr./Mrs./Ms./Dr. John Burgess
- b. Title Treatment Division Supervisor
- c. Phone 303.762.2629
- d. Fax 303.762.2620
- e. E-mail jburgess@englewoodgov.org
- f. Company Website www.lewwtp.org
- g. Mailing Address (if different from company location)

*The name entered for the facility will appear on all documents pertaining to the Colorado Environmental Leadership Program (ELP), which can include but is not limited to: acceptance certificates, ELP Directors, press releases, alphabetized lists on Colorado websites, etc. If your company has or will have multiple members in the program, it is suggested that facility names be provided which distinguish the facilities from one another. **Please note, that any parent company listed here will not appear on ELP documentation. If it is important that you parent company appear in the facility's title, then please include it in the facility name above.



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

Section 2 - Company/Business Information

Provide background information about your company/business and identify your environmental requirements.

- a. What do you do or make at your facility? (Please feel free to send as an attachment) - ensure to include your environmental achievements and what you'd like the outside world to know about your company from a sustainability standpoint? Please keep this information limited to one page - it may get posted to the ELP website and used for informational/promotional purposes.

Please see attached facility information

- b. List the Standard Industrial Code (SIC) code(s) that you use to classify business at your facility. For help see the following link: http://www.osha.gov/pls/imis/sic_manual.html (Please note, this is different than a NAICS code).

49 495 4952

- c. How many employees (full-time equivalents) currently work at your company? If you have fewer than 50 employees at your facility, then you are considered a "small business" by the Environmental Leadership Program.

- Fewer than 50
 50-99
 100-499
 500-1,000
 More than 1,000

- d. Do you participate in other voluntary programs at the local, tribal, State, or Federal level? Have you received any environmental awards, etc.. If yes, please list the program(s)/award(s).

Yes - see attached award/recognition document and 2015 biosolids management program (EMS) performance report for voluntary actions. In addition to voluntary actions indicated, LEWWTP also participates in biosolids education events, host Rocky Mountain Water Environment Association (RMWEA) biosolids committee meetings and currently mentor the City of Ft. Collins in implementing their own National Biosolids Partnership certified biosolids program.

- e. How did you learn about the Environmental Leadership Program?

City of Ft. Collins member and e-mail invitation to an ELP presentation.



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

Section 3 - Environmental Management System (EMS) Information

- **Gold Level Applicants** - Must have completed at least one full cycle of this criteria for Gold Level.
- **Silver Level Applicants** - indicate the EMS criteria which has been implemented, by checking "yes" in the boxes provided.

a Current EMS Systems		
1 Does your facility have ISO 14001 certification or EMS Responsible Care-certification and is the certification current? - if YES,- Go to (Section" f 5.0 Additional EMS Information").	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
b 1.0 Policy		
1.0 Environmental policy _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
c 2.0 Planning		
2.1 Environmental Aspects _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
2.2 Legal and other Requirements _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
2.3 Objectives and Targets _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
2.4 Environmental Management Program(s) _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
d 3.0 Implementation and Operation		
3.1 Structure and Responsibility _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.2 Training, Awareness and Competence _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.3 Communication _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.4 Environmental Management System Documentation _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.5 Document Control _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.6 Operational Control _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
3.7 Emergency Preparedness and Response _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
e 4.0 Checking and Corrective Action		
4.1 Monitoring and Measurement _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
4.2 Nonconformance and corrective and preventive action _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
4.3 Records _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
4.4 Environmental Management System Audit _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
4.5 Management Review _____	<input type="checkbox"/> Yes - Date Implemented:	<input type="checkbox"/> No
f 5.0 Additional EMS Information		
5.1 Have you done a comprehensive review of all activities conducted at your facility that could impact the environment? (i.e., have you done an aspect analysis)?	<input checked="" type="checkbox"/> Yes - Date Implemented: 01/2013	<input type="checkbox"/> No
5.2 Have you classified your aspects based on their potential harm to the environment, on community concerns, and/or on other objective factors? (i.e., have you determined your significant aspects)?	<input checked="" type="checkbox"/> Yes - Date Implemented: 07/2014	<input type="checkbox"/> No
5.3 When did you last update your aspect analysis? (mo/yr)	In review 06/2016	
5.4 Have you completed at least one EMS cycle (plan-do-check-act)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5.5 Did this cycle include both an internal EMS audit and an internal compliance audit?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

5.6 How often are you internal audits scheduled? Annual

What is the date of your next internal audit (Mo/yr)? by 09/2016

5.7 Have you completed an objective third-party assessment of your EMS? Yes No Date: October 13 to 15, 2015

If yes, what method of third party assessment did you use?

ISO 14001 Certification

Other National Biosolids Partnership

How often are your third-party audits scheduled? (example: annually or every two years). Annual

5.8 (Required for Gold Level) What was the date of your last *third party EMS assessment (Mo/yr)? 10/2015

*Third Party = an audit performed by someone in your facility or parent company or by an independent auditor, but not by individuals who played a substantive role in developing the EMS for the facility.

5.9 Who performed the third party audit? DEKRA Certification, Inc. - Jon Shaver, Lead Auditor

Section 4 - Past Achievements

This shows that companies/businesses are committed to improving their environmental performance. Please describe past achievements. (Required for both Silver and Gold Applicants). NOTE: report metrics in actual numeric results, not percentages. Feel free to send as an attachment and/or reports you may have, such as an annual sustainability report.

1. First Past Achievement

LEWWTP has had zero (0) discharge violations in the past 7+ years

2. Second Past Achievement

Reduced electric energy consumption for treatment by 380 kwh/MGD from 2012 to 2015 or from a total of 24.495 mkwh to 23.533 mkwh per year

Section 5 - Future Commitments/Goals

This shows that companies/businesses are committed to improving their environmental performance. Please describe at a minimum, four (4) future goals. (Small businesses (50 employees or less) are only required to submit two (2) future goals.

- **Gold Leader Applicants** - Four commitments are required. (Two for small businesses)
- **Silver Level Applicants** - Not required at the time of application, however should your company have commitments, please list them here.

1. First Goal

(2016) - Reduce electric energy requirements for wastewater treatment by 3% - Kwh/MGD influent flow from 2015

2. Second Goal

(2016) - Reduce diesel fuel requirements for biosolids transportation and application by 3% - gallons fuel/metric ton applied from 2015

3. Third Goal

(2016) - Maintain 100% monthly compliance with all existing federal, state and local biosolids regulations, and demonstrate performance at least 10% below permit requirements



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

4. Fourth Goal

(2016) - Maintain 100% monthly compliance with all existing federal, state and local discharge regulations, and demonstrate performance at least 10% below permit requirements.

Section 6 - Public Outreach and Reporting

Companies/Businesses need to demonstrate their commitment to public outreach and performance reporting. The appropriate mechanisms should be in place to identify community concerns, to communicate with the public and to provide information on environmental performance.

a How do you identify and respond to community concerns? Describe your approach to public outreach.

Public participation provides interested parties with meaningful opportunities to express their views and perspectives relative to L/E WWTP management activities. This includes:

- Concerns about environmental impacts
- Program performance
- The opportunity to provide general input, including developing goals and objectives for improvement

Established as a formal, documented EMS program in 2012, the L/E WWTP Biosolids Management Program (BMP) is an improved program, where development of a proactive public participation element is necessary. Through public participation, which includes the general public and interested parties, the L/E WWTP seeks input (which includes treatment and biosolids programs) from interested parties through formal and informal methods. Methods of obtaining this input may be encouraged through the following:

- Open public meetings
- City Council meetings
- Facility interactive web page
- Workshops and conferences
- Direct staff contact
- Program audits
- Other methods, as appropriate

b How do you inform community members of important matters that affect them?

Specific approaches used to facilitate communication, and the frequency of their use may be presented in the form of:

- Public Meetings
- E-mails
- Letters
- Reports
- Tours
- Presentations
- Newspaper/magazine articles
- Other means as appropriate

c How will you make the Annual Performance Report available to the public?

- Website www.lewwtp.org
- Newspaper
- Open Houses
- Other direct distribution to interested parties or by request

Section 7 - Environmental Requirements Information

Please list any major Federal, State, tribal, and local environmental permits your company may have.

a. Air Pollution Permit Numbers

Please list any air permit ID numbers (Federal, State, tribal or local)



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

- Not applicable
- ID Numbers (specify whether State or Federal).
State of Colorado - 06AR1147

b. Hazardous and/or Solid Waste Permit Numbers

Please list any Hazardous or Solid Waste permit ID numbers (Federal, State, tribal or local)

- Not applicable
- ID Numbers (specify whether State or Federal).
COR 000001560

c. Water Pollution Control Permit Numbers

Please list any Water Pollution permit ID numbers (Federal, State, tribal or local)

- Not applicable
- ID Numbers (specify whether State or Federal).
State of Colorado - CO 0032999

d. Additional Environmental Related Permit Numbers

Please list any permit ID numbers (Federal, State, tribal or local) not stated above

- Not applicable
- ID Numbers (specify whether State or Federal).
State of Colorado Stormwater - CO R900000

Section 8 - Additional information (Gold Leaders Only)

- a. Please send/attach an electronic copy of your Environmental Policy Statement



Colorado Environmental Leadership Program (ELP) Application (Gold and Silver Levels)

Section 9 - Application and Participation Statement

You may email this signed page as a pdf file (please e-mail the rest of the application).

On behalf of Littleton/Englewood Wastewater Treatment Plant
[Company /Business Name]

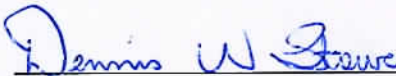
I certify that

I have read and agree to the terms and conditions for Application and Participation in the Colorado Environmental Leadership Program, as specified in *The Colorado Environmental Leadership Program Handbook*;

- I have personally examined and am familiar with the information contained in this Application, including the Environmental Requirements Checklist. The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;
- My facility has implemented and/or is in the process of implementing an environmental management system (EMS), as defined in The Colorado Environmental Leadership Program Handbook requirements, including systems to maintain compliance with all applicable Federal, State, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- My facility has conducted an objective assessment of its compliance with all Federal, State, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;
- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable Federal, State, tribal, and local environmental requirements.

I agree that the state's decision whether to accept participants into or remove them from the Gold Leader and/or Silver Partner Membership is wholly discretionary, and I waive any right that may exist under any law to challenge the state's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date  27 June 2016

Printed Name/Title Mr./Mrs./Ms./Dr. Dennis W. Stowe / Plant Manager

Phone Number/E-mail 303.762.2634 / dstowe@englewoodgov.org

Facility Name Littleton/Englewood Wastewater Treatment Plant

Facility Street Address 2900 South Platte River Drive

City/State/Zip Code Englewood, CO 80110

Colorado Environmental Leadership Program
Application Attachments

Littleton/Englewood Wastewater Treatment Plant

Facility Information

Award/Recognition Summary

2015 Biosolids Management Program
Performance Report

Environmental Policy Statement



Facility Information

Littleton/Englewood Wastewater Treatment Plant

The Littleton/Englewood Wastewater Treatment Plant (LEWWTP) is a nationally recognized, advanced level treatment facility providing wastewater treatment services to the southwest portion of the Denver metro area. Discharging cleaned water to the South Platte River, final effluent exceeds state and federal regulations for water quality. Solids removed from the treatment process are stabilized to meet strict state and federal standards for organic solids destruction and pathogen removal. These stabilized solids (biosolids) are used beneficially as a soil amendment in agricultural applications.

LEWWTP has implemented an Environmental Management System (EMS) to ensure we continue to meet and exceed regulatory requirements, prevent pollution in operations and foster a culture of continuous improvement related to environmental performance.

LEWWTP is committed to improve our final products, seek strong community support and provide for a sustainable operation. This commitment is demonstrated by the following:

ENVIRONMENTAL ACHIEVEMENTS

In addition to exceeding discharge permit limitations, watershed monitoring, research and protection have been a long-term commitment for the LEWWTP. This is demonstrated by the following examples:

- Facility discharge performance (2015)
 - Total Suspended Solids (TSS) – 93.3% below permit limit (30 mg/L limit / 2.0 mg/L results)
 - Carbonaceous Biological Oxygen Demand (CBOD) – 87% below permit limit (20 mg/L limit/ 2.6 mg/L results)
- Biosolids recycled to agricultural programs – 100% (3,188.4 dry metric tons)
- Reduced electric consumption (2012-2015) by 12.3% (from a total of 24.495 mkwh to 23.533 mkwh per year)
- Oversight of a mercury universal waste management program
- Manage an oil and grease sector control program

SUSTAINABILITY

In looking forward to maintaining a sustainable operation, LEWWTP makes the following commitment examples:

- LEWWTP received Platinum level certification with National Biosolids Partnership (certified EMS program)
- L/E WWTP maintains a Long Range Master Plan to meet current, as well as future regulatory and treatment capacity requirements.
- A four part initiative addresses performance management, career development, succession planning and knowledge management to capture the institutional knowledge of its workforce, develop and document Standard Operating Procedures and support on-going training programs to ensure knowledge transfer and long-term operational success.

Awards

"We will be recognized as an outstanding staff working on outstanding programs at an outstanding facility."

[Plant Awards](#) | [Operations Challenge Team](#) | [Individual Awards](#)

The following is a summary of recognition received by plant staff. It should be noted that where individuals are named there is usually a combination of individual and team effort. The Littleton/Englewood Wastewater Treatment Plant has received the following awards since 1983:

Plant Awards

DRCOG Innovations Award: Productivity Improvement - Co-Generation (1983)	U. S. EPA Region VIII Outstanding Achievement Award - Industrial Pretreatment (1990)
RMWEA Plant Maintenance Merit Award (1989)	U. S. EPA Region VIII Excellence Award for Beneficial Use of Sewage Sludge (1989)
George W. Burke, Jr., Facility Safety Award - RMWPCF (1989)	DRCOG Local Government Innovations Award - Second Place, (1992)
1994 Engineering Excellence Honor Award - American Consulting Engineers Council (1994)	U. S. EPA Region VIII Excellence Award for Operation, Maintenance and Management First Place Region 8, Second place nationally (1996)
U. S. EPA Beneficial Use of Biosolids for Operating Projects-Honorable Mention (1996)	Rocky Mountain Water Environment Association (RMWEA) Biosolids Management Merit Award (1996, 1998)
U. S. EPA Region VIII Excellence Award for Operation, Maintenance and Management - First Place Region 8 (1999)	U. S. EPA Biosolids Research - 1st Place (1999)
U. S. EPA Industrial Pretreatment Category III -1st Place (1999)	U.S EPA Excellence Award for Operations and Maintenance - First Place Large Advanced (2001)
AMSA - Best Public Education Website (2002)	U.S. EPA Biosolids Management Excellence - First Place - Large Operating Projects (2003)
AMSA Excellence in Management Recognition Award (2003)	Friends of the RMWEA Award for valuable support of the organization (2005)
U.S EPA Excellence Award for Operations and Maintenance - Region 8 - First Place (2006)	Friends of the RMWEA Award for valuable support of the organization (2006)
U.S EPA Excellence Award for Operations and Maintenance - First Place Large Advanced (2006)	Environmental Protection Magazines, 2007 Facilities of the Year (2007)
RMWEA Sustainability Award (2009)	National Association of Clean Water Agencies (NACWA) - Research and Technology Award - 2009
RMWEA Plant Performance Award for Accomplishing Outstanding results in Plant operations, maintenance, and public relations (2010)	ACEC Engineering Grand Award Winner (2010)
National Biosolids Partnership, Tier 1, Bronze Level Recognition (2012)	National Association of Clean Water Agencies (NACWA) - Gold Peak Performance Award - 2012
RMWEA Colorado Biosolids Management Merit Award - 2012	RMWEA - Safety Record Recognition Award - 2012
National Biosolids Partnership Tier 2 Silver Award - 2012	National Biosolids Partnership Tier 4 Platinum Award - 2013
National Biosolids Partnership Tier 3 Gold Level Award - 2013	NACWA - Gold Excellence in Management Recognition - 2013

RMWEA - Safety Record Recognition Award - 2013	National Association of Clean Water Agencies (NACWA) - Platinum Peak Performance Award - 2014
George W. Burke, Jr., Facility Safety Award - WEF/RMWEA (2014)	RMWEA Plant Performance Award for Accomplishing Outstanding results in Plant operations, maintenance, and public relations (2014)
NACWA Platinum Peak Performance Award 2014	WERF Recognition 2015
RMWEA Gold Safety Recognition Award for 2014	RMWEA Biosolids Management Award - 2015

[Back to Top](#)

Operations Challenge Team (Commode Commandos)

RMWEA Local Operations Challenge	WEFTEC National Operations Challenge
1993 - 2nd place	1994 - 2nd Place Division II
1994 - 1st place	1995 - 4th place - Division I
1995 - 1st place	1996 - 6th place Division I
1996 - 1st place	1997 - 5th place Division I
1997 - 1st place	1998 - 3rd place Division I
1998 - 1st place	1999 - 1st place Division I
1999 - 1st place	2000 - 6th place Division I
2015 - 1st place	2001 - 4th place Division I
	2002 - 5th place Division I
	2003 - 6th place Division I
	2004 - 5th place Division I
	2006 - 3rd place Division I
	2007 - 1st place Division I
	2009 - 3rd place Division I
	2012 - 2nd Place Division I Process Control Event
	2014 - 3rd place Division I
	2015 - 2nd place Division II

[Back to Top](#)

Individual Awards

--	--

Laboratory Analyst Merit Award - Gail Hill, RMWPCF (1985)	Certificate Of Achievement - Dennis W. Stowe, Colorado Chapter Of The American Public Works Association (1990)
Outstanding Driver of the Month - Chuck Mattrass , Ryder Truck, Inc. (1992)	Industrial Pretreatment Program - Mary Gardner , RMWPCF (1993)
Maintenance Merit Award - Virginia Farmer , RMWPCF (1993)	Laboratory Analyst of the Year - Phil Russell , RMWEA (1994)
Maintenance Merit Award - Darwin Barrie , RMWEA (1995)	Operations Merit Award - Jim Tallent , RMWEA (1999)
William Hatfield Award - Greg Farmer , WEF (2001)	Lab Analyst Excellence Award- Stacey Walker , WEF (2002)
Thomas H. Crapper Award - Brenna Durkin , RMWEA (2002)	Philip F. Morgan Medal - Greg Farmer , WEF (2003)
Quarter Century Award, RMWEA, for members who have been significant, full-time participants in the water environment industry for a period of 25 years - Greg Farmer (2005)	Quarter Century Award, RMWEA, for members who have been significant, full-time participants in the water environment industry for a period of 25 years - Kevin Hill (2005)
Select Society of Sanitary Sludge Shovelers, Greg Farmer , RMWEA, (2003)	Select Society of Sanitary Sludge Shovelers, Kevin Hill , RMWEA, 2005
Lab Analyst Excellence Award - Joan Day , WEF (2005)	Biosolids Committee Achievement Award, Jim Medlock , RMWEA (2005)
Analytical Merit Award Phil Russell , RMWEA (2006)	RMWEA President's Award for his continuous exemplary personal service of RMWEA (2006) Greg Farmer
Select Society of Sanitary Sludge Shovelers, Jim Tallent , RMWEA, (2006)	Walter A. Weers Award, Jim Tallent , AWWA/RMWEA (2007)
Plant Operation Merit Award, Greg Farmer , RMWEA (2007)	Select Society of Sanitary Sludge Shovelers, Jim Medlock , RMWEA, (2007)
Quarter Century Award, RMWEA, for members who have been significant, full-time participants in the water environment industry for a period of 25 years - Mike Boyett (2008)	William Hatfield Award - Jim Medlock , WEF (2009)
Industrial Pretreatment Excellent Award - Pam Arnold , WEF (2010)	William Hatfield Award - Leonard Robb , WEF (2010)
RMWEA/RMSAWWA Excellent in Service Award for distinguished service to RMWEA and RMSAWWA - Brenna Durkin (2010)	Select Society of Sanitary Sludge Shovelers, Brenna Durkin , RMWEA, (2011)
Thomas H. Crapper Award - Page Parker , RMWEA (2011)	Award of Appreciation recognition Outstanding Service as Rumbles Editor for 8 years - Jim Tallent , RMWEA (2012)
Thomas H. Crapper Award - Dennis Stowe , RMWEA (2013)	Walter A. Weers Award - Cindy Goodburn , AWWA/RMWEA (2013)
Lab Analyst Excellence Award - Stacey Walker , WEF (2013)	Thomas H. Crapper Award - Greg Farmer , RMWEA (2014)

[Back to Top](#)



Littleton/Englewood Wastewater Treatment Plant

Biosolids Management Program Performance Report - 2015

Through commitment to the National Biosolids Partnership (NBP) Code of Good Practice, the L/E WWTP Biosolids Management Program (BMP) continually improves through the use of an Environmental Management System approach. Utilizing four key outcomes, objectives are established to meet or exceed goals related to:

- Better Relations with Interested Parties
- Environmental Performance
- Regulatory Compliance
- Quality Management Practices.

Summary of Monitoring Data, Goals and Objectives

Under these goals, eleven (11) objectives were established for our 2015 BMP. Eighty-two percent (82%) of objectives were met (9 of 11) for 2015.

Better Relations with Interested Parties

Better relations, with interested parties, continue to improve. This is achieved through:

- Participate in at least one presentation or activity regarding biosolids and EMS programs:
Objective met

- Send follow-up tour surveys to all scheduled tours of the L/E WWTP (100%) with 30% return rate - 100% (92% response): *Objective met*
- Meet at least 2 times with NBP facility being mentored in preparation for their certification process: *Objective met*

In addition to these objectives, open public meetings (i.e. Joint City Council meetings, public hearings and community interaction, where appropriate) provide the opportunity for public input to better understand present and future regulatory and/or watershed direction. Collaborative affiliations with local, state and federal regulatory agencies; watershed interest groups and other interested parties, also result in programs which benefit the community, as well as the environment.

Environmental Performance

- Reduce diesel fuel requirements for biosolids transportation and disposal by 8% (2 year objective from 2012 to 2014 - extended to 2015) – *Objective met: 8.8% reduction*
- Reduce electric energy requirements for wastewater treatment by 2% (2 year objective from 2012 to 2014 – extended to 2015) – *Objective met: 12.3% reduction*

Regulatory Compliance*

- * *See Appendix A for all performance details*
- Monthly compliance with all existing federal, state and local biosolids regulations, and demonstrate performance at least 10% below permit requirements - *Objective met*
- Monthly compliance with all existing federal, state and local discharge regulations, and demonstrate performance at least 10% below permit requirements - *Objective met*

Quality Management Practices

- Maintain 100% distribution of biosolids to beneficial use programs – *Objective met*
- Publish four (4) new Standard Operating Procedures (SOPs) to provide a sustainable biosolids program (2 published, 2 in draft status) - *Objective not met*
- Complete 95% of equipment preventive maintenance (PM) tasks as established in

Equipment Asset Management (EAM) program – (92.0% complete) *Objective not met*

- Approve continued annual biosolids research project with Colorado State University for CY2016 - *Objective met*

Summary of Relevant Contractor Activities

Contractor activity in 2015 included cleaning of one anaerobic digester with 100% of the removed solids applied in agronomic programs.

Summary of Actions That Have Been Taken on a Voluntary Basis

Below is a summary of actions taken on a voluntary basis in 2015:

- L/E WWTP biosolids were re-registered with Colorado Department of Agriculture as a soil amendment – *registration renewed*
- A biosolids research program for 2016 was approved with Colorado State University (*34 continuous years!*)
- Successfully completed our 2015 World Water Monitoring Challenge and Water Exposition (*watershed education event*)
- Continue in role as NBP Advisory Committee member
- Continue in role as RMWEA Biosolids Committee member
- Participated as instructors at the 2015 Rocky Mountain Water/Wastewater Operators Biosolids School
- Continued mentor activity with Ft. Collins BMP development program for NBP certification

Summary of 2015 Internal Audit

Note: At the time the internal audit was conducted, these findings were accurate. However, noted deficiencies were corrected as a result of the audit report prior to our October Interim Audit.

BMP Strengths Noted:

- The Treatment Division Manager is committed to establishing an effective biosolids management system and a strong teamwork

approach is being used to do this, with input from several areas of the plant.

- Existing internal communications systems are being utilized (e.g., plant newsletter and electronic bulletin board).
- Plant personnel utilize the CAPA process to address program deficiencies and promote overall program improvement.

BMP Outcomes:

Quality Biosolids Practices

- The program functions in compliance with established regulations/permits and is fully maintained and operated by plant staff. Contractor involvement includes application calculations, farming, grit landfilling, equipment maintenance, mechanical repairs as well as numerous contractors that serve in various capacities performing construction and maintenance services throughout the plant.
- The L/E WWTP's goal is to produce Class B biosolids with monitored metals concentration at least 10% below the Pollutant Concentration ceiling concentrations for Class B biosolids, beneficially reuse 100% of its biosolids, and reduce biosolids O&M program operation costs by 5%. Although program representatives indicated that these goals are being met, data was not made available to the auditor to substantiate this claim. The program appears to be static as no new goals or objectives have been developed or implemented since 2013, and progress towards these goals and objectives is not being documented.
- Each member of the Executive Management Team (Divisional Leaders) has not adopted or implemented management system concepts into the work management practices for their respective Division of responsibility. However, the Operations Division has almost fully adopted and implemented fundamental EMS concepts into daily work practices.
- The CAPA review process has been fully developed and implemented by the Operations Division, and progress towards closure is being tracked.

Regulatory Compliance

The 2014 biosolids performance report to the US EPA and Colorado Department of Public Health and Environment was not available to validate compliance to biosolids permit limitations.

Environmental Compliance

Biosolids application practices follow established guidelines at national, state and county levels. Programs to monitor and improve energy use and fuel conservation have been implemented.

Relations with Interested Parties

The L/E WWTP has not developed or implemented any new communication methods to improve their relations with interested parties and some existing communication methods don't appear to be working. BMP information posted to the plant's web-site is outdated; providing very little information on current events and innovative strategies. There is no documentation of public meetings to facilitate information transfer to better understand present and future regulatory and watershed direction.

Summary of Independent Third Party Audit

(From DEKRA 2015 Interim Audit report: 11-30-15)

One minor nonconformance from DEKRA's audit in 2014 remains open. The other nonconformances from 2014 have been effectively corrected and are now closed.

For more information

If you have questions or concerns, or just want to provide comments, please feel free to contact us directly:

Littleton/Englewood Wastewater Treatment Plant:
Phone: 303.762.2600
Emergencies: 303.435.4763
Office hours: 7:30 a.m. to 4:30 p.m. M - F
Or visit us on the web! www.lewwtp.org

No major nonconformances and 4 minor nonconformances were found during this audit. The nonconformances are unconnected and do not represent a systemic problem. LEWWTP has prepared corrective action plans for each nonconformance that have been approved by DEKRA's Lead Auditor. The effectiveness of completed corrective actions will be reviewed during DEKRA's next audit.

Based on the results of this audit, DEKRA has verified that LEWWTP's biosolids activities are consistent with NBP expectations and meets requirements of the NBP BMP Elements and that practices are consistent with requirements of the LEWWTP BMP with minor exceptions. LEWWTP has demonstrated that the use of a management system approach is generating positive environmental performance, quality practices and relations with interested parties.

DEKRA recommends continuing "Platinum" certification of LEWWTP's biosolids program within the NBP Biosolids Management Program.


Treatment Division Manager



Appendix A

2015 Regulatory Compliance objective to demonstrate biosolids metals performance at least 10% below PC permit limit - Table 3 of §503.13*—Pollutant Concentrations				
Metal Analyzed	Ceiling Concentration Limit	Pollutant Concentration (PC) Limit*	2015 Test Results	Actual Performance
	mg/kg	mg/kg	mg/kg	% Below PC Limit
Arsenic	75	41	1.8	95.6
Cadmium	85	39	1.6	95.9
Chromium	3,000	1,200	24.9	97.9
Copper	4,300	1,500	753	49.8
Lead	840	300	22.7	92.4
Mercury	57	17	0.23	98.6
Molybdenum*	75	na	9.2	83.9
Nickel	420	420	14.7	96.5
Selenium	100	36	18.6	48.3
Zinc	7,500	2,800	930	66.8

* Molybdenum performance based on ceiling concentration limit

2015 Regulatory Compliance objective to demonstrate facility discharge performance at least 10% below permit limit			
Effluent Parameter	Discharge Permit Limit	2015 Performance Results	Actual Performance
	mg/l	mg/l	% Below Limit
CBOD monthly	20	2.6	87.0
CBOD removal efficiency (%)	85	97.7	---
TSS monthly	30	2.0	93.3
TSS removal efficiency (%)	85	98.6	---
NH ₃ monthly*	6.275	1.6	74.5

* NH₃ monthly performance based on average of individual month limitations

LITTLETON/ENGLEWOOD WASTEWATER TREATMENT PLANT (L/E WWTP)

Environmental Policy

The Cities of Littleton and Englewood are dedicated to achieving sustainable solutions in the management and operations of the L/E wastewater treatment facility, and seek to bring together the complementary goals of environmental stewardship, fiscal accountability and community partnership. We are committed to the safe, regulatory compliant, economical and aesthetic operations of the treatment facility, and to foster the public's continued enjoyment and recreational uses of the receiving waters. The Environmental Policy of the Cities of Littleton and Englewood demonstrates our commitment to the following.

Regulatory Compliance

Fully comply with all applicable environmental laws, regulations, standards and permit conditions, and support staff in working with the relevant agencies.

Management Systems & Process Optimization

Establish programs and processes to support a sustainable watershed, protect public health and the environment, and promote good neighbor practices. Optimize the costs of operations on a long-term basis to achieve safety, health, regulatory and odor objectives.

Public Communications

Promote cooperation and constructive dialogue with our customers, Districts, regulatory agencies, staff and other stakeholders on environmental and economic issues and performance.

Health, Safety and Education

Promote health and safety in all operations, and provide training to ensure compliance with applicable requirements.

Reporting and Corrective Action

Provide open and transparent communications of issues or incidents, and initiate prompt evaluations and corrective actions.

Continual Improvement

Foster continuous improvement in management systems, facility operations and public communications. Advocate and participate in the research, development and discussion of future alternatives, beneficial uses or emerging issues, and demonstrate leadership in the development of best sustainable solutions.

*The Cities of Littleton and Englewood are committed to sustaining excellence
in environmental stewardship of the wastewater treatment facility.*



Functional Criteria

The development of an Environmental Policy statement has been undertaken by the Supervisory Committee, L/E plant staff, and Brown and Caldwell. The objective is to provide a foundation for policy direction and approval by Council Members of the Cities of Littleton and Englewood, further enabling sustainable environmental stewardship over the long-term, useful life of the treatment facility. Three functional criteria provide the basis for this Environmental Policy statement, and reflect the three tenets of sustainability: environment, economy and community. The functional criteria are intended to add definition and detail the Environmental Policy.

Environmental Stewardship

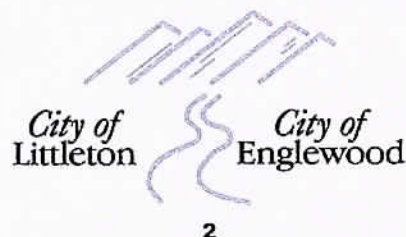
- Protect the public health and environment, and promote watershed quality for future generations.
- Establish procedures to achieve consistent, efficient compliance with applicable requirements, and work cooperatively with the relevant regulatory authorities.
- Provide communications, training and ongoing education for staff to achieve compliance in daily operations.
- Report non-compliance issues and incidents, and implement corrective measures.
- Support the staff's proactive involvement in evaluating, planning, and implementing solutions for future environmental uses, and in developing facility standards to meet current and anticipated objectives of environmental stewardship.
- Promote the recreational uses and enjoyment of the receiving waters by general public.

Management Systems, Processes & Cost Optimization

- Establish and enhance management programs and standards that foster environmental excellence and promote good neighbor practices.
- Advocate long-term cost optimization in lieu of short-term cost savings.
- Continue to maintain and promote excellence in wastewater treatment.

Public Communications

- Foster cooperation with the public, customers, Districts, applicable agencies and other stakeholders, and engage in dialogue on emerging issues.
- Encourage educational workshops and public outreach events.
- Promote assessments and discussion of alternatives for economically feasible and environmentally sound objectives.



Environmental Leadership Program (ELP) 2016 Annual Metrics

It is required that all ELP members complete this form to report annual progress on goals and metrics. Please take a few moments to report metrics only for your most current reporting year.

Results of the metrics will be reported for ELP members in aggregate form as well as individually using a generic company identity (i.e. company A, company B, etc). CDPHE protects the identity of all ELP members unless we receive direct written permission from the member.

* Required



COLORADO

Environmental Leadership Program

Department of Public Health & Environment

Company Name *

Littleton-Englewood WW

Contact Name and Title *

Please indicate the name and title of a person whom we may contact for additional information regarding your responses.

John Burgess - Operator

Contact Email Address *

jburgess@englewoodgov

Reporting Year

Reporting should be for 2015 and/or 2015/2016 depending on how your reporting calendar year ends.

Year *

2015

What reporting year do you follow *

Calendar Year (Jan 1 - Dec 31) 

If you answered "Other" Please indicate how:

^

v

Questions 1 - 7: The first seven (7) questions align with our EPA grant that provides financial support for the ELP Program. We realize that your company may not have set goals for these particular metrics. If you have these metrics, please complete these questions. If not, leave the question(s) blank.

1. Annual Water Savings (gallons)

Gallons Saved:

Describe the activities implemented resulting in water savings (e.g., irrigation audit, xeriscaping, fixture replacements, fixed leaks, etc.) during the reporting period.

^

v

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to reduce water use.

2. Annual Hazardous substances reduced

Reductions in pounds of hazardous inputs and hazardous pollutants released to air, water and land.

Gallons or pounds:

Please select gallons or pounds from the dropdown list below:

Describe the activities implemented to reduce hazardous substances during this reporting period.

Example include: solvent recovery system, reformulation, redesign, use of non-hazardous chemicals

Amount Reduced

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to reduce hazardous waste.

3. Annual Renewable Energy Produced or purchased

Kilowatt hours (kWh) produced:

Please describe activities implemented to to produce or purchase renewable energy (ie purchased onsite solar, subscription to solar garden, purchased windsource energy, etc.) during this reporting period.

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to reduce electricity use.

4. Annual Electricity Use Savings

Kilowatt hours (kWh) reduced:

Please describe activities implemented to reduce electricity usage (e.g., lighting retrofit, HVAC Controls, building retro-commissioning, etc.) during this reporting period.

Treatment process adjustments (i.e. reduction in pumping requirements, variable frequency drive replacements)

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to reduce electricity use.

\$72,238

5. Annual Natural Gas Savings

Natural gas (MMBtu) saved:

Please report using MMBtu as the units. Conversion Factor: 1 MMBtu = One million Btu = 10 therms

Please describe activities implemented to reduce natural gas usage (e.g., installed programmable thermostat in warehouse, etc.) during this reporting period.

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to reduce natural gas use.

6. Annual Amount Recycled

Pounds (lbs) recycled:

7,029,200

Please describe activities implemented to increase recycling (e.g., cardboard packaging sent to a recycling company, etc.) during this reporting period.

Dry weight solids recycled to dry land farming as a soil amendment.

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to increase recycling.

NA

7. Annual Amount Composted

Pounds (lbs) composted:

Please describe activities implemented to increase composting (e.g., composting paper towels, etc.) during this reporting period.

Annual Cost Savings (if applicable)

Money saved on an annual basis by implementing activities to increase composting.

Questions 8 - 10: Questions eight (8) through ten (10) are aligned with Community/Social goals and metrics that your company has identified.

8. Please report if your company participated in any Environmental Improvement Activities with your surrounding community?

These are activities which help improve the community/neighborhood in the vicinity of your company location.

Please check all that apply and describe the activity below.

- Held a community e-waste event and/or household waste collection.
- Participated in a neighborhood/park beautification project.
- Work with local businesses or neighborhoods to develop recycling programs, etc.
- Establish a wildlife habitat program that includes employees and local groups (raptor breeding, etc.)
- Participate in environmental clean-up projects in the community, involving employees, employee families and/or members of the community. (e.g., Scout troops, 4-H, etc.)
- Donate goods or services to a non-profit or businesses
- Donate money to a local or national organization
- Other:

Please describe the actual activity(s) that was/were performed.

Cy 2015 - Recycled:
 Lamps: 154
 Batteries: 212
 Ballast (PCB) 3
 Mercury devices: 2

9. Please report if your company held any Environmental Education Activities within your community.

Please check all that apply and please describe below.

- Host or sponsor a tour that explains your environmental impacts, EMS's, etc.
- Participate in exchange and recycling programs with local area schools
- Provide environmental focused tours of your operations.
- Partner with high schools to offer students to shadow with environmental staff.
- Hold environmental seminars to educate other companies, teachers, etc.
- Sponsor and/or hold environmental/science scholarship opportunities for students.
- Partner with local wildlife group(s) and/or non-profits.
- Other:

Please describe the actual activity(s) that was/were performed.

CY 2015:

Facility tours: 36
 World Water Monitoring Challenge
 Classroom outreach: 4

10. Please report if your company has done any Environmental Mentoring?

Please check all that apply and please describe below.

- Provide voluntary assistance to local businesses to help them achieve compliance regarding processes or permits.
- Commit staff and/or funding to mentor another business to develop and/or implement their EMS
- Form a Citizens' Advisory Panel (CAP) who meet regularly to discuss and address environmental issues
- Volunteer staff to serve on or establish an environmental committee for your city/local community
- Institute an environmental audit program with local government.
- Attend County Commission meetings and provide updates
- Volunteer employees to sit on a Commission or Board
- Donate your location for an information get-together for local businesses with an environmental focus
- Other:

Results of Goal 1

Mentor City of Fort Collins, CO towards goal of becoming certified with the National Biosolids Partnership.

Questions 11 - 14: Questions eleven (11) through fourteen (14) are for additional goals and metrics that your company has identified, but are not included in the first eight questions.

11. Additional Metrics No. 1

Goal 1

CY 2015:
100% monthly compliance with all existing Federal, State and Local biosolids and discharge regulations.

Activities Implemented to Meet Goal 1

Monthly review of compliance data.

Results of Goal 1

100% compliance.

Annual Cost Savings (if applicable)

Money saved on an annual basis as a result of activities implemented to meet this goal.

NA

12. Additional Metrics No. 2

Goal 2

CY 2015:
100% distribution of biosolids to Beneficial Use programs.

Activities Implemented to Meet Goal 2

Review of application data.



Results of Goal 2

100% of biosolids produced used in Beneficial Use programs.



Annual Cost Savings (if applicable)

Money saved on an annual basis as a result of activities implemented to meet this goal.

NA

13. Additional Metrics No. 3

Goal 3

CY 2015:

Participate in at least one presentation activity regarding biosolids and EMS programs.



Activities Implemented to Meet Goal 3

Monitor and document activities.



Results of Goal 3

3 events completed.

Annual Cost Savings (if applicable)

Money saved on an annual basis as a result of activities implemented to meet this goal.

NA

14. Additional Metrics No. 4

Goal 4

^

v

Activities Implemented to Meet Goal 4

^

v

Results of Goal 4

^

v

Annual Cost Savings (if applicable)

Money saved on an annual basis as a result of activities implemented to meet this goal.

Submit

Never submit passwords through Google Forms.

Powered by

This form was created inside of [State.co.us](#) Executive Branch.

[Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)