



Council Request Update

November 16, 2017

Council Request: 17-184

Requested by: Council Member Rita Russell

Request: An explanation as to why the Planning and Zoning Commission is not meeting as required by the Charter. Include the memorandum concerning meetings that was sent to the Commission.

Assigned to: Community Development

Response: Please see the response provided by Community Development Director Brad Power

Council Request: 17-186

Requested by: Council Member Rita Russell

Request: Report on expenditures to date for the Police Building project as well as projection of expenses through 12/31/2017.

Assigned to: Finance

Response: Please see the response provided by Director of Finance and Administrative Services Kathleen Rinkel

Council Request: 17-187

Requested by: Council Member Rita Russell

Request: Financial reporting on the Open Space Fund Contingency to show activity and the year-end balance projection.

Assigned to: Finance

Response: Please see the response provided by Director of Finance and Administrative Services Kathleen Rinkel

Council Request: 17- 188

Requested by: Council Member Linda Olson

Request: What are the benefits of being in an Enterprise Zone?

Assigned to: Community Development

Response: Please see the response provided by Economic Development Manager Darren Hollingsworth

TO: Mayor Jefferson and Members of City Council

FROM: Brad Power, Director, Community Development Department

DATE: November 13, 2017

SUBJECT: Response to Council Request CR 17-184

CR 17-184

Requested by: Council member Rita Russell: An explanation as to why the Planning and Zoning Commission is not meeting as required by the Charter. Also include the memorandum concerning meetings that was sent to the Commission

Article VIII, Part II-City Planning and Zoning Commission of the City of Englewood Charter makes no provision for the date, time or frequency of Planning and Zoning Commission Meetings.

The by-laws of the Commission do specify that regular meetings shall be conducted on the first and third Tuesday of each month at 7:00 p.m. Community Development staff and the Office of the City Attorney have determined that the by-laws establish the date and time of the Commission's meetings, but do not specifically address their intended frequency.

Planning and Zoning Commission meetings are generally guided by two key workloads: 1). development applications that require review and approval according to the provisions of the Unified Development Code (Title 16), and, 2). completion of master plans, regulatory amendments and other initiatives that are intended to facilitate the long-term development of the community. Planned unit developments, major subdivisions, rezonings and conditional use permits are examples of the former and the Englewood Forward Comprehensive Plan, and the assessment of Accessory Dwelling Units (ADU's) are examples of the latter.

For the past year, there has been a surge in administrative reviews that require staff review. These types of land use applications have outpaced those which require Planning and Zoning Commission review. Based on the expansion of the administrative review workload and the Commission's recent conclusion of work on several long range planning items, Planning and Zoning Commission meetings have been cancelled periodically because there were no actionable items that required consideration. The attached memorandum was provided to the Commission on October 31, 2107.

On November 6, 2017, the Director of the Community Development Department and the staff liaison to the Planning and Zoning Commission met with the Chair of the Commission to review the reasons for the recent cancellations and to preview items that will be considered by the Commission at upcoming meetings.



TO: Planning and Zoning Commission

FROM: Brad Power, Community Development Director
Brook Bell, Planner II

DATE: October 31, 2017

SUBJECT: Planning and Zoning Commission Meetings

As you know the last two Planning and Zoning Commission meetings on October 3rd and October 17th were cancelled. A couple of Commissioners have expressed concern over meetings being cancelled. Earlier this summer, staff described the high volume of use by right development that Community Development was processing. That level of work has not decreased in the ensuing months.

Development activity in the City of Englewood has increased steadily since 2012; in just the past year, Development Review Team cases have increased by 23% and Subdivision cases have increased by 86%. While new investment and development in the City is encouraging, it has presented some challenges in balancing existing staff resources. Two recent staff changes have also impacted the workload of the Department.

Community Development will continue to bring rezoning applications, planned unit developments, major subdivisions, and conditional use permits before the Commission when those applications are received. Additionally, priority zoning code amendments and long range or comprehensive plan items will be presented to the Commission when they are ready. If there are no pending development cases on the agenda or study session items ready for discussion, then meetings may be cancelled.

Over the next few months we anticipate two or three PUD cases, further discussion on short-term rentals, and moving forward with the next priority Comprehensive Plan Work Program items. We look forward to the Commission's participation in the upcoming Accessory Dwelling Unit Open House Workshop on November 14th. The regular Planning and Zoning Commission meeting scheduled for November 7th will be cancelled since the workshop will be held the following Tuesday the 14th.



Response to Council Request 17-186

To: City Council

From: Kathleen Rinkel, Director of Finance and Administrative Services

Date: November 9, 2017

Subject: Report on the expenditures to date for the Police Building project as well as a projection of expenses through 31 December 2017

Attached is a Current Estimate Summary of the Revenue and Expenses for the Englewood Police Headquarters Building Project. Current projections reflect end of year expenditures to be approximately \$3,150,000.

The summary includes all expenses and revenues to date and a forecast for the remainder of 2017. (October month end closing entries, November and December) The expenses for professional services have been detailed by vendor at the bottom of the page.

As with any estimate, projections are based on current knowledge and a contingency of \$965,081 has been included to cover any unexpected change between now and the beginning of the year. If this contingency is not used, it will be rolled back into the available funds after the end of the year for future use.

This projection of expenses will be included in the Resolution for 2017 Budget appropriation for this project.

Please let me know if you have any questions.

Sincerely,

Kathleen Rinkel, CPA, CMA
Director of Finance and Administrative Services
krinkel@englewoodco.gov
(303) 672-2401



**Englewood Police Headquarters Building Current Estimate Forecast for 2017
As of 11/08/17**

Category		Revenue					Actuals		Forecast		
Sum of Net		Column Labels									
Row Labels		2017				2017 Total		October		Anticipated End	
		6	7	8	9	10	Closing Entries November		December	of Year	
G/L Account Number	34-1101-35101 Interest Income	-\$61.56	-\$243.66	-\$232.96						-\$538.18	
G/L Account Number	34-1101-35102 Interest Income US Treasurys	-\$47,305.19	\$10,437.40	\$50,100.30				\$12,412.61	\$12,400.00	\$12,400.00	\$50,445.12
G/L Account Number	34-1101-35103 Interest Income US Instrumentalities	\$786.21	\$2,172.05	\$1,292.80				\$170.00	\$200.00	\$200.00	\$4,821.06
G/L Account Number	34-1101-35105 Interest Income Commercial Paper	-\$54,605.90	\$8,319.54	\$22,480.05				\$34,142.44	\$34,100.00	\$34,100.00	\$78,536.13
G/L Account Number	34-1101-35106 Bank Charges		-\$841.09	-\$2,524.86	-\$2,511.18	-\$2,496.78			\$2,500.00	\$2,500.00	-\$3,373.91
G/L Account Number	34-1101-37201 Bond Proceeds	\$32,826,363.50					\$32,826,363.50				\$32,826,363.50
Grand Total		\$32,725,177.06	\$19,844.24	\$71,115.33	-\$2,511.18	-\$2,496.78	\$32,811,128.67	\$46,725.05	\$49,200.00	\$49,200.00	\$32,956,253.72

Category		Expense					Actuals		Forecast		
Sum of Net		Column Labels									
Row Labels		2017				2017 Total				Total 2017	
		4	5	6	8	9	10	10	11	12	Total 2017
G/L Account Number	34-1101-54201 Professional Services	-\$129,498.06	-\$17,733.63		-\$486,998.28	-\$153,656.90		-\$420,500.00	-\$189,000.00	-\$181,500.00	-\$1,578,886.87
G/L Account Number	34-1101-61601 Construction in Process						-\$9,938.19	-\$38,525.00	-\$11,007.00	-\$351,977.00	-\$411,447.19
G/L Account Number	34-1101-70003 Debt Cost of Issuance		-\$194,585.00				-\$194,585.00				-\$194,585.00
Grand Total		-\$129,498.06	-\$17,733.63	-\$194,585.00	-\$486,998.28	-\$153,656.90	-\$9,938.19	-\$459,025.00	-\$200,007.00	-\$533,477.00	-\$2,184,919.06
Contingency/Pre-Construction materials											-\$965,080.94
Total for appropriation Request											-\$3,150,000.00

Professional Services Vendor Detail	Actuals					Forecast			
	4	5	7	8	9	10	11	12	Total 2017
CBRE, INC	\$122,623.06	\$17,733.63		\$53,075.48	\$17,603.57	\$36,000.00	\$18,000.00	\$18,000.00	\$283,035.74
Colorado Engineering & Surveying Inc	\$6,875.00								\$6,875.00
DLR Group, Inc.				\$424,322.80	\$127,138.33	\$358,000.00	\$150,000.00	\$150,000.00	\$1,209,461.13
Ground Engineering Consultants				\$9,600.00					\$9,600.00
Acuity						\$20,000.00	\$5,000.00	\$1,000.00	\$26,000.00
LSC							\$8,000.00		\$8,000.00
NORESCO						\$2,000.00	\$5,000.00	\$10,000.00	\$17,000.00
Security Central						\$4,500.00	\$3,000.00	\$2,500.00	\$10,000.00
McClaren Wilson & Lawrie Inc					\$8,915.00				\$8,915.00
Professional Services Total	\$129,498.06	\$17,733.63	\$0.00	\$486,998.28	\$153,656.90	\$420,500.00	\$189,000.00	\$181,500.00	\$1,578,886.87





Response to Council Request 17-187

To: City Council

From: Kathleen Rinkel, Director of Finance and Administrative Services

Date: November 15, 2017

Subject: Report on the Open Space Contingency 2017 Activity and a projection of expenses through December 31

Below is a Summary of the Appropriations and Expenses for the Open Space Contingency. Current projections reflect the end of year fund balance to be approximately \$95,084.

The summary includes the 2017 beginning balance, 2017 appropriations, year to date expenditures and a forecast for the remainder of 2017. Expenses have been detailed by vendor and use.

As with any estimate, projections are based on current knowledge. We are not anticipating any unexpected needs between now and the beginning of the 2018.

	Open Space Contingency	Vendor	Expenditure Type	Comment
Beginning Balance	\$130,793.21			
2017 Appropriations	\$25,000.00			
Total Revised Budget	\$155,793.21			
2017 Expenditures				
2/2/2017	\$6,400.00	Stellar Community Relations	Professional Services	Grant Application Preparation Belleview and Rotolo Parks
6/1/2017	\$750.00	C+B Design	Professional Services	Mary Carter Greenway Signage Master Plan
Pending	\$21,583.00	Colorado Total Maintenance	Other Improvements	Rotolo Park Shelter
Pending	\$9,976.00	Logan Simpson Design Inc	Professional Services	Design for Cushing Park
Pending	\$22,000.00	South Suburban Park and Recreation District	Other Improvements	Platte River Safety Signs
Expected Total Expenditures	\$60,709.00			
Ending Balance	\$95,084.21			





Please let me know if you have any questions.

Sincerely,

Kathleen Rinkel, CPA, CMA
Director of Finance and Administrative Services
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(303) 672-2401





TO: Mayor Jefferson and Council Members
THRU: Eric Keck, City Manager
Brad Power, Community Development Director
FROM: Darren Hollingsworth, Economic Development Manager
DATE: November 15, 2017
SUBJECT: Council Request 17-188: What are the benefits of being in an Enterprise Zone?

Background

In 2015 the City of Englewood applied to Colorado's Economic Development Commission (EDC) for Enterprise Zone designation. The EDC approved Englewood's request and authorized the newly designated South Metro Enterprise Zone, which comprises Englewood, Sheridan, Littleton and a portion of the Town of Parker. Effective in 2016 all of Englewood is located in the Enterprise Zone and businesses throughout the city are eligible for a variety tax credits through the State of Colorado.

The Colorado tax credits offered through the Enterprise Zone are instrumental in supporting Englewood's small business initiatives. For example: When a business starts up in Englewood the entrepreneur is automatically eligible for a \$1,100 State of Colorado tax credit for the new employee.

Enterprise Zone Tax Credits

Below is a summary of the various State of Colorado tax credits offered through the South Metro Enterprise Zone:

- **Investment Tax Credit:** Businesses investing in qualified machinery and equipment purchases can earn a 3% tax credit. Additional tax credits are available for qualified renewable energy equipment.
- **Job Training:** Companies that implement a qualified job-training program for their enterprise zone employees may earn an income tax credit of 12% of their eligible training costs.
- **New Employee Credit:** Businesses increasing their workforce may earn a state income tax credit \$1,100 per net new employee.
- **Employer Sponsored Health Insurance:** Offers businesses \$1,000 per net new employee insured under a qualified health plan for which the employer pays at least 50% of the cost. This credit is available for the first two years the business is located in an enterprise zone.
- **Research and Development Tax Credit:** Businesses conducting research and development may earn a 3% tax credit on the incremental increase in qualified R&D expenditures.
- **Vacant Commercial Building Rehabilitation:** Encourages redevelopment of vacant commercial property with a 25% credit for the cost of rehabilitation of a building that is at least 20 years old and has been completely vacant for at least 2 years. The credit is limited to \$50,000 per building.
- **Contribution Projects:** Qualified nonprofit organizations may apply for contribution project destination and Colorado taxpayers may earn a 25% state income tax credit by contributing to targeted efforts.