



CITY OF ENGLEWOOD WEEKLY REPORT

Week of January 8, 2024

COUNCIL COMMUNICATIONS

- [Council Calendar](#)
- Council Request Responses
 - [CRT 0668](#) (Woodward) - Modified 10-Year Capital Spending Report
- [Outstanding Council Requests](#)

DEPARTMENTAL REPORTS

- **City Manager's Office**
 - Launched the Englewood Ambassador Program with 19 employees from all departments who will be setting up booths at public events, serving at City service projects and attending neighborhood events.
 - Coordinated with police on sheltering options for the upcoming extreme cold; coordinated with Communications to push out sheltering options
 - Met with Finance staff to discuss next steps in hiring a new Director of Finance after Director Loh announced her upcoming resignation due to health concerns.
 - Received word from Arapahoe County that Emergency Manager Eric White is resigning from Arapahoe County Office of Emergency Management. Englewood will be coordinating with ACOEM for an expeditious replacement.

- **City Clerk's Office**
 - Due to the holiday, the Regular City Council Meeting will be held next week on Tuesday, January 16

- **Communications**
 - Englewood in the News:
 - [Englewood City Council tables recall reimbursement request](#)
 - [Englewood schools have highest graduation rate in 13 years](#)
 - [Englewood school board reviews applications for seat vacancy](#)
 - City of Englewood Monthly Email Newsletter – 2,500 subscribers
 - Input Now! (Polco) - 1,686 subscribers
 - COE Social Media Engagement Statistics
 - Facebook

- Number of Posts: 5
 - 7 New Followers
 - Top Post: [Adoptable Pets](#)
 - Instagram
 - Number of Posts: 5
 - 5 New Followers
 - Top Post: [Good News](#)
- EPD Social Media Engagement Statistics
 - Facebook
 - Number of Posts: 4
 - 15 New Followers
 - Top Post: [Traffic Stop Surprise](#)
 - **Play Englewood (Parks & Rec)**
 - Facebook
 - 6 Posts
 - 17 New Followers
 - 4935 Post Reach
 - Top Post: One More Shout Out (EHE)
 - Instagram
 - 2 Posts
 - 7 New Followers
 - 221 Post Reach
 - Top Post: One More Shout Out (EHE)
- **Community Development**
 - Building Division Monthly Report – The [December](#) 2023 building division report
 - Short Term Rental (STR) Report – The [STR](#) report as of January 11, 2024
 - Commercial Real Estate Report – The [Real Estate Report](#) for the 4th quarter of 2023
 - Englewood Urban Renewal Authority (EURA) Annual Meeting – Conducted on January 10. Officers were elected and 2024 budget was approved. Board directed Executive Director to work on transferring three small downtown EURA-owned remnant parcels of property to adjacent owners (including the city) in 2024.
- **Finance**
 - Staffing: Current job postings for the following positions:
 - Tax & Licensing/Revenue Manager
 - Sales Tax Auditor

- **Information Technology**

- Staffing
 - New IT Business Analyst scheduled to start January 29!
 - New Senior IT Business Analyst also starting January 29!
- An internal survey to gather information on technology services from organizational users was published January 3. Information gathered through the survey will assist with the development of our technology plan. The survey closes January 27.
- IT Requests during this period

	Cancelled	Closed	In Progress	Open	Resolved	Waiting for Vendor	Waiting on User	Count
Account New/Modification	0	18	1	11	0	0	1	31
Audio/Visual	1	3	0	0	0	0	0	4
CORA Request	0	0	0	1	0	0	0	1
Cloud Application	0	8	0	1	0	0	1	10
Desktop Application	0	15	3	2	1	0	0	21
Hardware	0	4	3	2	0	0	0	9
Not Assigned	0	0	0	4	0	0	0	4
On-Premise Application	0	2	2	0	0	0	1	5
Other	0	6	1	5	0	1	0	13
Servers	0	1	0	0	0	0	0	1
Count	1	57	10	26	1	1	3	99

- **Parks, Recreation, Library and Golf**

- Pirates Cove will begin recruitment for all seasonal positions on February 1st. Please share with friends and family who may be interested in lifeguard, concession, ticket office and maintenance positions.
- The HVAC unit at Golf Maintenance was vandalized. The copper coils, motherboard, and motor from the unit were stolen. A police report was filed, and insurance should cover the cost. The new unit was purchased on January 11th for \$5400. The unit should be installed by this Friday. Thank you to the Facilities Team for their quick response and procurement of a new unit!
- The golf course has been closed since the snow on Monday. Due to the weather, it appears the course will remain closed through the weekend and into next week.

- The library hosted “Get Your Wiggles Out” in the community room on Friday. With the freezing temps outside the kids had a chance to burn off excess energy and PLAY!



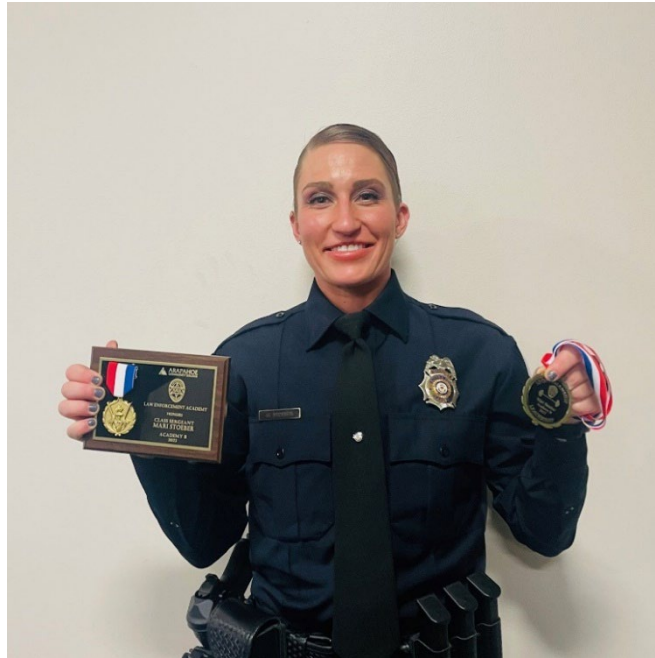
- Employee 2024 Fitness Challenge begins in January and goes through March. There will be monthly recreation center visit prizes.
 - 50% off select fitness & aqua classes for employees & qualifying dependents.
- The winter men's Basketball Sunday league at the ERC has 12 teams with a few on the waiting list. This league has not gone in 2 winter seasons.
- The Denver Dolls program was a huge hit at Malley with over 120 people enjoying vintage holiday carols.



- Bates Logan Park update: Plumbing to the new restroom was completed and is ready for the spring to be opened. Bids are in for Phase II renovations. A contract will be presented to the council in February.

- **Police**

- December 18th, we had the honor of swearing in Officer M. Stoeber. Officer Stoeber was sponsored by EPD through the academy and was a class sergeant. She also graduated with the physical fitness award. Please join us in welcoming her to the team and congratulating her.



- Just before winter break, our Officers partnered with Walmart for our favorite event of the year, Santa Cops. We spent the evening decorating cookies, shopping and visiting with some remarkable kids. We were so grateful for the opportunity to hang out and celebrate the season with these amazing families.



- **Utilities**

- As a part of the Lead Reduction Program, the program manager continuously updates the Service Line Inventory Map as the material of service lines in the water service area is physically verified. This map is publicly available [here](#).

Office of Emergency Management Quarterly Report

Fourth Quarter 2023

Key Project Status:

Winter Weather Presentation

Arapahoe County OEM hosted the annual “Winter Weather” meeting. Over 50 representatives from various agencies attended the meeting in preparation for the winter season. Several discussions took place to share resources and strategize how to respond to common weather issues amongst the jurisdictions.

Sinkhole Damage Assessment

City staff continue to stay on progress with seeking federal reimbursement funds for the sinkhole repairs.

ArapaAlert Campaign Update

In June of 2023, an ArapaAlert Campaign was initiated involving various City Departments. A strategic plan was developed with the goal of increasing ArapaAlert registrations to increase the span of communication throughout the community during emergencies. When the campaign was initiated, there were approximately 3,700 registrations; in December of 2023, those registrations increased to approximately 4,700 (21% increase).

EOC Training

In preparation for the Functional Exercise (highlighted below), a series of trainings was facilitated to prepare staff to perform in their assigned roles. All trainings included demonstrating how to use the EOC binders and/or SharePoint to understand their roles during an activation. These resources were developed to assist staff to quickly identify role responsibilities. Throughout Q4 I facilitated several trainings for the groups highlighted in bold below. These meetings were specific to each group in preparation for the functional exercise.

EOC Managers: The EOC Managers were provided an “Activation Checklist” to assist them with getting the exercise started. They were also trained on how to complete a “Complexity Analysis,” initial briefing, request a “Disaster Declaration,” and coordinate messages to the community.

Operations: The Operations Section Coordinators participated in several training sessions regarding how to lead the section, process resource requests, update the IC 214 form, and support the field.

Planning: The Planning team participated in several training sessions for several positions: Planning Section Coordinator, check-in Unit, Situation Unit, and Documentation Unit. They were shown how to complete various forms (201, 202, 211, 214, and 213), and prepare situation briefs. They were shown how to use the EOC binders and/or SharePoint to familiarize them with EOC roles.

Logistics: this section was training on how to receive and track resource requests and to coordinate potential purchases with the Finance Section.

Finance: The Finance Section was trained on their role of understanding emergency purchases during an EOC activation.

PIO and Communication Team training: The PDs PIO and the City's Communication Team participated in a joint training exercise to assist with coordinating community notifications and identifying lead roles for each group.

Functional Exercise

On November 2, 2023, city staff participated in a functional exercise concerning a "Train Derailment." The exercise was initiated by testing the "Code 3" notification system which notified critical staff assigned to leadership positions to respond to the EOC. A total of 21 City staff participated in the exercise in their assigned roles. The exercise lasted 90 minutes and was designed to assess the following core capabilities:

1. Operational Coordination
2. Operational Communication

An After-Action Report was completed and posted on SharePoint.

Resilient Englewood Workshop

This project has been completed for the time being. A series of community meetings will be scheduled in the Spring.

Training Courses

[Home - CO.TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)

ICS 300 Course dates:

- February 21, 2024 Colorado Springs
- February 26, 2024 Fort Collins