

The City of Englewood, Colorado

Invites Qualified Candidates to Apply For

City Manager



ABOUT ENGLEWOOD

With a population of more than 30,000, Englewood, Colorado, is located in the heart of the 2.5 million population Denver metropolitan area. As such, Englewood offers a small-town atmosphere with all the benefits of a larger metropolitan area.

The community which encompasses 6.6 square miles has a strong economic base with more than 1600 businesses and 23,000 full-time jobs. Major employers include the Sports Authority corporate headquarters, Swedish Medical Center, Craig Hospital, and American Bottling Company. Englewood has experienced a resurgence of development activity with \$145 million of building permit valuations in 2013 and a comparable amount expected for 2014.

EDUCATION

Most of the community is in the Englewood Public School District, which in 2015 will complete a \$50 million new construction/renovation of its high school and middle school. Some sections of Englewood are served by the Sheridan School District and the Cherry Creek School District, and there are several private schools available to Englewood residents as well.

Englewood residents enjoy convenient access to 14 higher education campuses, including three University of Colorado campuses (Denver, Anschutz Medical in Aurora, and the main Boulder campus); the University of Denver; Metropolitan State University of Denver; Colorado State University; University of Northern Colorado; and several community colleges.

TRANSPORTATION

Englewood residents and businesses benefit from an extensive and convenient multi-modal transportation system which allows for 30-minute access to the Denver International Airport, the fifth busiest airport in the country and 20-minute access to downtown Denver. The transportation system includes freeways, toll-roads, light rail transit (LRT), and buses. There is both an inner loop freeway system comprised of Interstates 70, 25, and 225 and an outer-loop system (Highway 470), a portion of which is a toll-road.

The Regional Transportation District (RTD) provides public transportation for the metropolitan area. Englewood is served by light rail, bus service, and a free circulator shuttle that covers the downtown shopping and medical districts. Englewood's LRT station at CityCenter averages approximately 5,520 weekday arrivals and departures.

The Burlington Northern Santa Fe and Union Pacific Railways provide freight service for Englewood businesses. Convenient trucking options also are available.



LEISURE AND CULTURE

Englewood's climate is mild and dry with more than 300 days of sunshine annually offering ample opportunities for skiing, hiking, cycling, and other outdoor activities year-round. The City park system features more than 250 acres of parks and open space, including 12 neighborhood parks located throughout the community. In addition, the City offers some of the finest recreation opportunities in the region. The City's Recreation Center, Broken Tee Englewood Golf Course, Malley Senior Recreation Center, and aquatics programs have received numerous awards. Finally, Pirates Cove is a City-owned outdoor water park with water slides, a competition pool, leisure pool, and lazy river.

The City of Englewood places an emphasis on the arts and has fostered partnerships that bring public art and cultural events to the community. The Cultural Arts Commission, Englewood's Art in Public Places Program, the Museum of Outdoor Arts, Englewood Arts, a non-profit arts group, and an art-themed circulator shuttle contribute to Englewood's art's culture. One of the focal points of CityCenter Englewood is the amphitheater located immediately northwest of the Civic Center near the LRT station. Amphitheater events include the Sounds of Summer concert series, KidStage performances, and many other musical and drama performances. The 175-seat Hampden Hall at the Civic Center is a state-of-the-art facility that hosts events ranging from theatrical, dance, and musical performances to art exhibits and educational displays.

Additional information about Englewood is available at www.engagewoodgov.org.

CITY GOVERNMENT

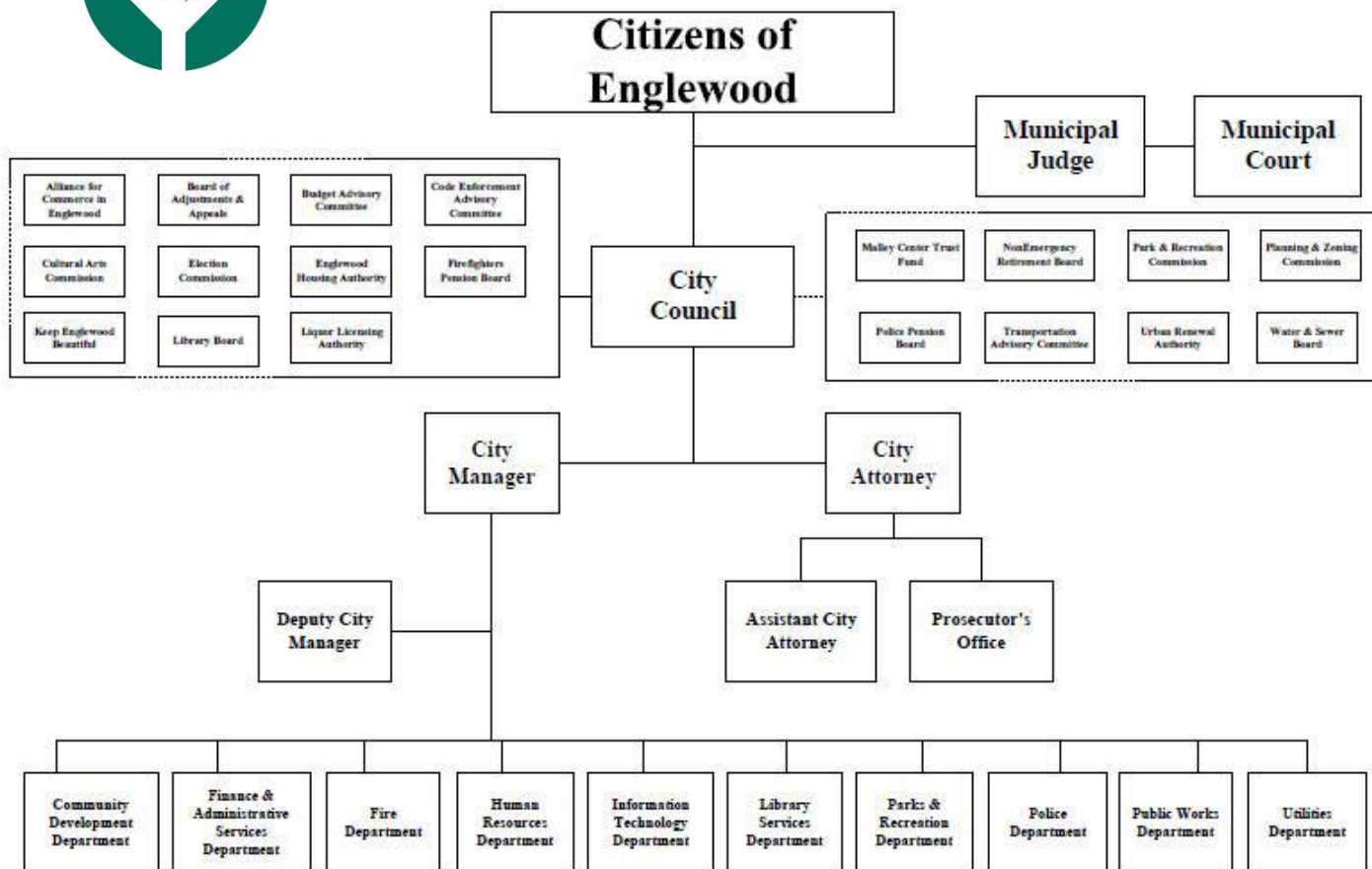
GOVERNANCE AND ORGANIZATIONAL STRUCTURE

The City of Englewood which has operated under the council-manager form of government since 1951 is a home-rule City with a Charter adopted by its voters in 1958. The City Council is comprised of seven members elected on a non-partisan basis to four-year overlapping terms. One representative is elected from each of the City's four districts and three members are elected at-large. Council Members can serve no more than three consecutive terms. The Mayor and Mayor Pro Tem are selected by the City Council from among their members and serve two-year terms.

The City Manager, appointed by the City Council, acts as the chief executive officer for the City government and oversees the operations of the City Manager's Office and the ten other City departments shown on the organizational chart below. The City Council also appoints the City Attorney.



City of Englewood, Colorado ~ Organizational Chart



The City Manager has frequent interaction with the Mayor and City Council and promotes their strategic direction which includes ensuring a safe, clean, and attractive City that is progressive and provides responsive and cost-efficient services. The City Manager is responsible for recommending the budget to the City Council and for hiring and providing leadership to City staff. The current City Manager, Gary Sears, will be retiring in September 2014 after 17 years in the position.

CITYCENTER

CityCenter which includes the Civic Center was completed in 2000 and serves as a model for transforming suburban vehicle-oriented development into Transit Oriented Development (TOD). The site currently occupied by CityCenter was originally the site of Cinderella City which opened in 1968 and once held the distinction of being the largest covered shopping mall west of the Mississippi River. Cinderella City which at its height produced 45 percent of Englewood's sales tax revenue declined over time and closed in 1997.

In 1997 the City purchased the former mall property and initiated a public-private partnership that resulted in CityCenter's opening in 2000 which coincided with the completion of the CityCenter LRT station. CityCenter is a mixed use development on 55 acres consisting of the Civic Center, retail, office, and residential uses.

The Civic Center includes:

- City administrative offices;
- Library;
- Municipal Court;
- Hampden Hall;
- Museum of Outdoor Arts; and
- Conference and classroom space for City and public use.



Many city governments from throughout the US have used the CityCenter project as a model for their own TOD initiatives. In addition, the National Institutes of Health produced a “Designing Healthy Communities” DVD in 2012 that featured Englewood’s CityCenter project.

FINANCIAL ISSUES

The City of Englewood is a full-service organization that includes water and storm water utilities and a regional wastewater utility that serves 330,000 residents. In addition to the three utilities the City has three other enterprise funds—Golf Course, Housing Rehabilitation, and Concrete Replacement (a fee on the utility bill that provides for replacement of deteriorated sidewalks and curb and gutter). The City has an annual budget of \$113.5 million, a five-year CIP budget of \$56.2 million, and 475 FTE’s. The City operates on a January-December fiscal year.

As with most Colorado cities the City is heavily sales tax dependent with sales taxes comprising 56 percent of General Fund revenues. Other major General Fund revenue sources include property taxes (7 percent), user fees (6 percent), franchise fees (8 percent), and charges for services (8 percent).



The City has received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the past 30 years for its Comprehensive Annual Financial Report. The City has received the GFOA Distinguished Budget Presentation Award for the past 13 years for the quality of its budget document.

Approximately 57 percent of the City’s workforce is included in the following three collective bargaining units: Police represented by the Fraternal Order of Police (FOP); Fire represented by the International Association of Fire Fighters (IAFF); and the Englewood Employees Association (EEA) which includes clerical, technical, and labor classifications. These three bargaining units are provided for by the City Charter.

The City has generally good relationships with the three bargaining units partially due to the use of interest-based negotiations for the past ten years. The City and the Police union recently reached agreement on their contract for 2015 and 2016. The Fire and EAA contracts are set through December 2015 and thus will be negotiated next year.

The City has an AA rating from Standard and Poor’s and an AA3 rating from Moody’s for its general obligation bonds. Also, the City has a very favorable Insurance Services Office (ISO) rating of 3.

AWARDS AND ACCREDITATIONS

The City of Englewood has received nearly 30 awards and recognitions in the past three years from many organizations, including the National League of Cities, US Environmental Protection Agency, Keep America Beautiful, and the US Water Fitness Association. In addition, the Police Department has been accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA).



ISSUES AND OPPORTUNITIES

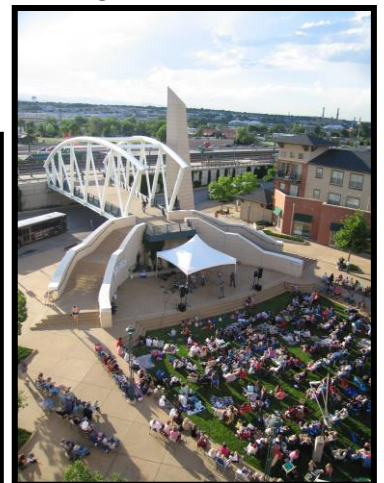
The following is a summary of the issues and opportunities to be managed by Englewood’s next City Manager.

Economic Development

Over the past several decades Englewood has evolved into a built-out urban core community in the heart of the Denver metropolitan area. This has changed the nature of economic development opportunities primarily to infill, redevelopment, TOD, and historic preservation. In general, in order for Englewood to continue to grow, greater development density will be required which has an impact on City services and infrastructure. The community is experiencing record levels of private development now which is something upon which the new City Manager can build.

The following is a summary of the main economic development opportunities available for Englewood.

- ❖ Health Care—Craig Hospital which is a world-renowned leader in neuro-rehabilitation of patients with spinal cord and traumatic brain injuries is currently undergoing a \$90 million expansion and renovation project. In addition, Swedish Medical Center which is a Level One Trauma Center located adjacent to Craig Hospital as well as other medical practices has plans to expand. This represents an excellent prospect for Englewood to assist in meeting the needs of this rapidly-growing segment of the economy.
- ❖ The South Broadway Business Corridor—downtown Englewood offers an older retail component of more than 150 businesses that include shopping, dining, live music, and other iconic facilities. South Broadway has a daily traffic count of 50,000 vehicles. There are redevelopment and rehabilitation possibilities within the downtown area, and there is also some interest in exploring streetscape and median improvements in this area. There are also opportunities to revitalize the larger South Broadway business community south to the Littleton border. As with most downtowns working with so many independent business persons requires patience and attentive service.
- ❖ LRT Corridor—in September 2013, the City Council approved a LRT Corridor Plan, which provides an overall vision for the future development of the corridor. The Plan contains recommendations on future land use, transportation improvements, and development densities. A “Next Steps” study funded by RTD and the cities of Englewood and Sheridan will begin shortly. This study will determine the market demand and economic feasibility of proposed land uses and consider alternatives for bicycle and pedestrian improvements.
- ❖ McLellan Reservoir—in 1948 ranch land was purchased by the City in southern Arapahoe County to construct a reservoir to augment its water supply. The remaining 160 acres adjacent to the reservoir in unincorporated Douglas County (Highlands Ranch) on four sides of the C470-Lucent Boulevard interchange has been made available for long-term leasing for private development. This represents a significant revenue opportunity for the City.



Regionalization

As part of a large metropolitan area, Englewood has many opportunities for regional cooperation on service provision, as well as for establishing better relationships with other area local governments, including school districts. The prime example of the potential for regionalization relates to the Fire Department. The City currently has a proposal from the South Metro Fire Rescue Authority to provide Englewood's Fire and EMS services. South Metro serves approximately 200,000 residents near Englewood. Similar proposals from Denver and Littleton were previously considered. Other possibilities for regional service provision include the Library and 911 dispatch service.

Strategic Planning

The City currently does not have a formal strategic plan. However the City does utilize budgeting for outcomes in its budget development process which includes annual objectives and metrics. Budgeting for outcomes is a framework that could be used to develop a strategic plan. Also, the budgeting process currently includes six City Council budget workshops between April and September. Having the City Council with staff assistance develop a strategic plan would provide the Council with the opportunity to focus their efforts on higher level visioning and policy development instead of more detailed budget development.

Succession Planning

As with most employers, the City will likely lose many baby-boomer employees with substantial institutional knowledge to retirement in the near future especially among senior staff. The next City Manager needs to do thoughtful planning on how to minimize the impact of this situation so that smooth transitions on the management team are made.

JOB REQUIREMENTS

The minimum job requirements are: 1) Master's degree in Business or Public Administration, or related field; and 2) ten years progressively responsible municipal government experience with three years at the executive level. The City is seeking a visionary, collaborative leader who fosters an environment of innovation and creativity.

Desired Professional and Personal Attributes

The following are the desired professional and personal attributes for Englewood's next City Manager:

- Visionary with bold ideas who is willing to take calculated risks in partnership with Council, staff, and community;
- Proven successful economic development track record especially with infill and redevelopment—works in partnership with business community;
- Creative, innovative, and “thinks outside the box”;
- Good financial management skills with fiscal discipline and ability to evaluate sustainability of City service levels;
- Experience in complex metropolitan areas highly desired;
- Personable, approachable, and upbeat with high emotional intelligence;
- Role model who provides courteous and respectful customer service;
- Outstanding communication skills with ability to frame issues for Council and public, facilitate public education and dialogue about policy matters, and communicate philosophy and vision to Council and staff;
- Collective bargaining experience;
- Technology-savvy with knowledge of e-service opportunities;
- Experience with image building, branding, and proactive public relations;
- Knowledge of water rights and water resource/reclamation issues helpful; and
- Experience in full-service comparably sized communities a plus.



COMPENSATION

The salary range for this position is \$160,000-\$186,000 plus excellent benefits including:

- 401(a) Money Purchase Plan with City contribution of 10 percent and employee contribution of 6 percent in lieu of participation in a state pension plan;
- Medical, dental, and vision insurance;
- Car allowance of up to \$4,800 annually;
- Technology allowance of up to \$1,200 annually;
- Wellness benefit of up to \$250 annually; and
- Flexible spending accounts for pre-tax premiums for medical, dental, and vision plans; medical care reimbursement; and dependent care reimbursement.

The City will pay reasonable and customary moving expenses for the next City Manager who is required to live within the city limits.



To Apply:

In order to be considered for this position, please send your resume and cover letter with current salary by **June 23, 2014** to pwconsulting@cox.net. For additional information about this job, please contact:

Paul Wenbert, ICMA-CM
Western Regional Manager
Slavin Management Consultants
480-664-2676

The City of Englewood is an Equal Opportunity Employer

