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# *Council Newsletter*

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## **CITY MANAGER'S NOTES December 16, 2010**

### **Upcoming Council Meetings**

City Council will meet on **Monday, December 20, 2010**. There is no Study Session planned. The Regular Meeting will begin at 7:30 p.m. in Council Chambers. The agenda is attached. City Council will meet at 5:30 p.m. at Steakhouse 10 for dinner.

The next City Council meeting will be **Tuesday, January 4, 2011**.

Some City facilities will be closed on **Thursday, December 23<sup>rd</sup>** and **Friday, December 24<sup>th</sup>** for the Christmas Holidays.

Some City facilities will be closed on **Friday, December 31<sup>st</sup>** and **Monday, January 3<sup>rd</sup>** for the New Year's Holidays.

### **Informative Memoranda**

The following are memoranda in response to City Council's requests, as well as other informational items.

1. Articles from *The Denver Post*.
2. News Release concerning the new Library Director.
3. News Release concerning the City's holiday closures.
4. Police Department Summary Report, November, 2010.
5. Public Library Monthly Report, November, 2010.
6. Memorandum concerning a Project Update.
7. Memorandum concerning an Update on Phone Replacement Project.
8. Calendar of Events
9. Tentative Study Session Topics.
10. Minutes from the Housing Authority meeting of October 6, 2010.

Denver Post  
YourHub.com  
12-16-10

# Target store a noisy neighbor

## Residents: Methane venting loud

By Daniel Smith  
YourHub.com

Noisy methane diversion stacks at a Target Superstore in Sheridan continue to generate complaints from some nearby Englewood residents.

Englewood Mayor Jim Woodward said he is boycotting the store, as are some other residents, over the company's lack of a solution to the noise.

Target and Sheridan officials indicate they've worked on solutions to the noise that resident Jan Fitzgerald said emanates from two stacks on the building, through which methane gas is pumped from the landfill on which much of the River Point at Sheridan development is built.

A similar system at the nearby Costco employs multiple stacks and is not noisy, Fitzgerald said.

The problem arose about three years ago soon after the store opened.

Complaints were filed with Target, and over time representatives measured noise levels and tried to mitigate the noise by raising and lowering the stacks and finally putting a type of sleeve on the stacks.

Sheridan City Manager A.J. Krieger said while he understands the concerns of neighbors, he feels Target has made a good faith effort to resolve the issue.

Krieger said there had been no complaints on the noise for about year and that Target has made multiple efforts to rectify the situation, including monitoring the noise in

the early morning.

"I can't hear it," Woodward said, "but I have a hearing disability where most of the time I'm wearing hearing aids, where me not hearing it wouldn't be out of the ordinary."

The noise is most disruptive at night, when traffic noise from Santa Fe Drive dies down, he said.

Fitzgerald compiled a list of neighbors concerned with the noise that was submitted to Woodward and council members in the past two months. Woodward said he had heard one report of a resident who had a furnace contractor check their heating unit, thinking the noise was connected to it.

"Being a good neighbor, I would think Target would want to take care of this ..." Woodward said. "I have been in that Target one time, and until it's resolved, I won't be in there again."

A Target spokesperson issued a statement in response to an inquiry about the complains that reads, in part:

"Target built a methane pump system with the new store that meets all city noise ordinances and, since the store was built, has taken additional steps beyond what was required to further reduce noise.

"As for future actions, we continue to work closely with representatives in Englewood and Sheridan to ensure Target is compliant with all city noise ordinances."

Daniel Smith: 303-954-2671 or  
smithd@yourhub.com

“Being a good neighbor, I would think Target would want to take care of this. I have been in that Target one time, and until it's resolved, I won't be in there again.”

Jim Woodward, Englewood mayor

Denver Post  
YourHub.com  
12-16-10

## Keep it clean: City scores favorably on litter survey

By Daniel Smith  
YourHub.com

Members of the group Keep Englewood Beautiful were recently told they're doing a good job.

An annual Community Appearance Index survey, formerly known as the litter survey, gave the community's appearance a very favorable rating.

Volunteers Jill Wilson, Englewood mayor pro-tem, and Cyndi Bowie spent time Sept.

20 canvassing 17 different areas in Englewood, rating each on a scale of one to four, with one meaning no litter and four being extremely littered.

The survey included areas such as Federal Boulevard from Grand Avenue to Tufts Avenue, and even an alley between Cherokee Street and Bannock Street. Wilson and Bowie kept their own surveys, then averaged the scores later.

Wilson said the average over the 17 areas rated 1.3, meaning very little litter observed.

and the community had a clean and litter-free appearance.

"It was amazing, because you think you hear all this stuff about there's litter — but there really isn't," Wilson said.

The Community Appearance Index is a rating tool used by Keep American Beautiful for its affiliate communities to gauge their overall appearance.

Daniel Smith: 303-954-2671 or  
smithd@yourhub.com

Leigh Ann Hoffhines

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**Subject:** FW: City of Englewood hires new Library Director  
**Attachments:** Hargrove.jpg

**From:** Leigh Ann Hoffhines  
**Sent:** Wednesday, December 15, 2010 10:52 AM  
**To:** Tom Munds - Englewood Herald ([tmunds@ccnewspapers.com](mailto:tmunds@ccnewspapers.com))  
**Cc:** Leigh Ann Hoffhines  
**Subject:** City of Englewood hires new Library Director



**City of Englewood, Colorado**  
**News Release**

**For Immediate Release:** December 15, 2010  
**Media Contact:** Michael Flaherty, Deputy City Manager  
**Phone:** 303-762-2314  
**E-Mail:** [mflaherty@englewoodgov.org](mailto:mflaherty@englewoodgov.org)

## **City of Englewood announces the selection of a new Library Director**

Englewood City Manager Gary Sears recently announced that Ms. Dorothy Hargrove has accepted the position of Director of the Englewood Public Library. Ms. Hargrove will take the helm at the Library on February 1, 2011. She replaces Hank Long, who has served as Director of the Englewood Library from 1990 until he retires later this month.

Ms. Hargrove has 32 years' experience in library service, including 16 years in a management capacity. Her most recent post was at the Douglas County Library District, where she managed the Highlands Ranch and Roxborough branches. While there, she transformed these branches from two of the lowest performing libraries in the district to two of the highest performing. She has also held positions at the Longmont Public Library, Denver Public Library, Arapahoe County Library District, and a previous stint at Englewood Public Library as a Reference Librarian during the mid-1990s.

Dorothy Hargrove holds a Masters degree in Library Science from the University of Denver and an MBA from DU's Daniels College of Business. She earned her undergraduate degree in English Literature from Wellesley College in Massachusetts.

Ms. Hargrove's key qualifications include an emphasis on providing excellent customer services, fundraising and grant-writing, building strong volunteer programs and citizen support groups, planning, budgeting, team-building, and developing creative cultural programming.

City Manager Gary Sears looks forward to welcoming Dorothy Hargrove to the City of Englewood. "She is exceedingly qualified to fill this position – her history of building quality programs and strong community partnerships is impressive. She also has experience in cutting costs while maintaining excellent customer services. I am delighted she has chosen to join us – I believe she will make a great addition to our team here at the City of Englewood."

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Leigh Ann Hoffhines  
Communications Coordinator  
City of Englewood

Leigh Ann Hoffhines

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**From:** Leigh Ann Hoffhines  
**Sent:** Tuesday, December 14, 2010 9:54 AM  
**To:** Tom Munds - Englewood Herald (tmunds@ccnewspapers.com); 'pressreleases@ccnewspapers.com'; Daniel Smith (smithd@yourhub.com); Villager - News Desk (editorial@villagerpublishing.com)  
**Cc:** Leigh Ann Hoffhines  
**Subject:** City of Englewood announces holiday schedule



**City of Englewood, Colorado**  
**News Release**

**For Immediate Release:** December 14, 2010  
**Media Contact:** Michael Flaherty, Deputy City Manager  
**Phone:** 303-762-2314  
**E-Mail:** [mflaherty@englewoodgov.org](mailto:mflaherty@englewoodgov.org)

## City of Englewood announces schedule of holiday closures

The upcoming Christmas and New Year holidays will impact days and hours of operation at several City of Englewood facilities. The City's holiday schedule is listed below:

- **Thursday, December 23** (Christmas Eve observed)
  - Closed: Englewood Civic Center Offices, Malley Center
  - Open: Englewood Library, Englewood Recreation Center, Broken Tee Englewood Golf Course
  
- **Friday, December 24**
  - Closed: Englewood Civic Center Offices, Englewood Library, Malley Center
  - Open: Englewood Recreation Center (open 8 am - 2 pm), Broken Tee Englewood Golf Course
  
- **Saturday, December 25**
  - Closed: All City Offices, including Englewood Library, Englewood Recreation Center, and Broken Tee Englewood Golf Course
  
- **Sunday, December 26**
  - Open: Englewood Library, Englewood Recreation Center, Broken Tee Englewood Golf Course
  
- **Friday, December 31**
  - Closed: Englewood Civic Center Offices, Englewood Library, Malley Center
  - Open: Englewood Recreation Center (open 8 am - 2 pm), Broken Tee Englewood Golf Course

- **Saturday, January 1, 2011**
  - Closed: Englewood Library, Englewood Recreation Center, Malley Center
  - Open: Broken Tee Englewood Golf Course
  
- **Sunday, January 2, 2011**
  - Open: Englewood Library, Englewood Recreation Center, Broken Tee Englewood Golf Course
  
- **Monday, January 3, 2011** \* (New Year's Day observed)
  - Closed: Englewood Civic Center Offices, Malley Center
  - Open: Englewood Library, Englewood Recreation Center, Broken Tee Englewood Golf Course

\* The first City Council meeting in January, which would normally be held on the first Monday (January 3) will be held on Tuesday, January 4, 2011.

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# Englewood Police Department Summary Report

For Period November 1, 2010 through November 30, 2010



TYPE OF INCIDENT	November 2010	November 2009	YTD 2010	YTD 2009
<b>PATROL AND TRAFFIC</b>				
Total Activities	5,629	5,436	67,337	66,569
Officer Initiated Activities	2,985	2,933	35,375	33,687
Misdemeanor Arrests	164	151	1,922	1,586
Felony Arrests	17	19	196	240
Warrant Arrests	43	49	474	554
DUI Arrests	19	25	264	248
Hazardous Summonses	269	284	3,666	3,526
Laser Summonses	447	484	4,770	6,806

INVESTIGATIONS				
Case Filings	23	13	212	212
Summons	5	5	37	40
Deactivated (no additional leads)	59	26	347	325
Unfounded	8	4	72	62
Victim Failure to Prosecute	8	7	77	52
Other Jurisdiction	6	9	52	52
Located Missing Person/Runaway	3	4	57	46
Non Criminal Death Investigations	5	7	59	63
Prosecution Declined by District Attorney	0	1	14	11
<b>TOTAL</b>	<b>117</b>	<b>76</b>	<b>927</b>	<b>863</b>

NEIGHBORHOOD SERVICES				
<b>Impact Team</b>				
Projects initiated	21	n/a	316	n/a
Residential	7	n/a	208	n/a
Business	14	n/a	108	n/a
Projects Cleared	21	n/a	212	n/a
Community Contacts	4	n/a	287	n/a
Residential	4	n/a	36	n/a
Business	0	n/a	251	n/a
Community Events	3	n/a	63	n/a
<b>Code Enforcement</b>				
Cases Opened	330	438	6,470	7,593
Notices of Violation	133	314	3,779	4,823
Postings	41	22	845	853
Summons	22	14	226	257
Patrol Referrals	39	37	515	604
<b>TOTAL</b>	<b>565</b>	<b>825</b>	<b>11,835</b>	<b>14,130</b>
<b>Traffic Bureau</b>				
High Accident Locations - Summons	187	265	2,322	3,681
School Zone - Summons	25	8	174	287
Citizen Complaint	17	48	445	426
Other	17	3	90	76
<b>TOTAL</b>	<b>246</b>	<b>324</b>	<b>3,031</b>	<b>4,470</b>
<b>Community Relations</b>				
Community Events/Activities	2	8	88	97
Persons in Attendance	19	92	5,205	4,564

# ENGLEWOOD POLICE DEPARTMENT SUMMARY REI

For Period November 1, 2010 through November 30, 2010



<b>TYPE OF INCIDENT</b>	<b>November 2010</b>	<b>November 2009</b>	<b>YTD 2010</b>	<b>YTD 2009</b>
<b>COMMUNICATIONS/RECORDS</b>				
<i>Reported Part I Crimes</i>				
Murder/Manslaughter	0	0	0	2
Rape	3	3	14	16
Robbery	5	5	24	21
Assault (includes all assaults)	34	29	396	390
Burglary	25	21	227	204
Theft	127	85	1,391	1,300
Auto Theft	18	26	179	195
Arson	2	0	5	16
Reported Part I Crimes <b>TOTAL</b>	214	169	2,236	2,144
Calls for Service <b>TOTAL</b>	3,409	3,269	40,038	40,529

<b>VICTIM ASSISTANCE RESPONSE</b>				
Incidents with victim assistance provided	91	62	888	733
People served relative to incidents	107	96	1,092	1,037
Domestic Violence victims	28	16	375	172

ENGLEWOOD PUBLIC LIBRARY

November 2010

Monthly Report:

	STATISTICS THIS MONTH	SAME MONTH LAST YEAR	+ OR - CHANGE	THIS YEAR TO-DATE	LAST YEAR TO DATE	ANNUAL CHANGE
<b>GENERAL INFORMATION</b>						
Days of Service to Public	26	27	-1	322	317	5
Number of Visitors to Facility	19,891	20,998	-1,107	247,738	250,540	-2,802
Total Number of Patrons Registered *	35,332	29,185	6,147			
Total Collection Size *	108,938	105,018	3,920			
<b>CIRCULATION SERVICES</b>						
<i>Adult &amp; Children's combined</i>						
Materials Checked Out	14,672	15,280	-608	169,090	175,353	-6,263
Checked Out to Englewood Patrons	8,884	9,984	-1,100	119,065	111,938	7,127
Materials Used In-House	1,806	2,075	-269	25,796	24,555	1,241
Patron Contacts **	1,733	1,617	116	20,950	22,584	-1,634
<b>REFERENCE SERVICES</b>						
<i>Adult &amp; Children's combined</i>						
Total Questions In-Person & Phone	2,893	2,532	361	29,670	27,505	2,165
Internet Computer Use	5,898	6,472	-574	67,918	79,945	-12,027
Children's Computer Use	344	415	-71	4,946	5,360	-414
Special Database Use	1,284	2,276	-992	25,274	15,550	9,724
Patron Contacts **	1,747	2,044	-297	20,713	25,592	-4,879
<b>TECHNICAL SERVICES</b>						
<i>Book &amp; Non-Book Items combined</i>						
Items Added	710	457	253	8,448	8,596	-148
Items Withdrawn *****	374	410	-36	5,140	6,200	-1,060
Items Re-Classified	48	44	4	1,008	683	325
Items Mended	114	29	85	1,939	901	1,038
Items Loaned to other Libraries	101	69	32	1,146	1,003	143
Items Borrowed from other Libraries	44	35	9	815	659	156
<b>VOLUNTEER SERVICES</b>						
<i>"Home Bound" Services</i>						
Volunteer Hours	7.50	5.00	2.50	76.50	46.50	30.00
Number of Patrons	15	10	5	153	104	49
Number of Items	118	82	36	1093	727	366
Other Volunteer Hours	26.50	37.00	-10.50	677.05	710.69	-33.64

**PROGRAM SERVICES**

*CHILDREN*

In-House Programs	20	17	3	214	214	0
External Programs	83	52	31	128	120	8
In-House Attendance	385	723	-338	4,289	5,130	-841
External Attendance	1,721	1,438	283	2,683	3,830	-1,147

*YOUNG ADULT*

In-House Programs	0	1	-1	12	12	0
External Programs	0	0	0	0	0	0
In-House Attendance	0	4	-4	103	71	32
External Attendance	0	0	0	0	0	0

*ADULT*

In-House & External Programs	2	1	1	28	11	17
"Friends" Sponsored Programs	0	2	-2	6	10	-4
In-House Attendance	45	6	39	656	49	607
"Friends" Sponsored Attendance	0	107	-107	496	707	-211

**OTHER INFORMATION**

Groups Using EPL Meeting Rooms	79	60	19	868	795	73
Revenues Deposited with City ****	\$3,901.90	\$3,453.67	\$448.23	\$38,177.97	\$37,629.36	\$548.61

**SPECIAL NOTES**

\* Collection Size & Patrons Registered vary year-to-year with materials added/withdrawn monthly... a large "weeding" of the collection once a year... and a purge of "inactive" patrons approximately every 3-4 years (we last purged inactive patrons in September 2009)

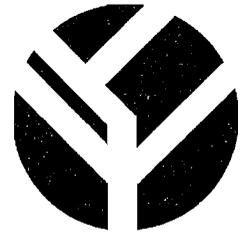
\*\* Non-Reference assistance provided to patrons by staff

\*\*\* Special reference databases does not include Wi-Fi and JOBS Kiosk stats which are reported separately

\*\*\*\* Library held only one book sale this year as opposed to two per year normally

\*\*\*\*\* Did not do annual "weeding" project this year so as not to further reduce collection size from budget cuts past few years.

# MEMORANDUM



**TO:** Gary Sears, City Manager

**THROUGH:** Rick Kahm, Director of Public Works ✓

**FROM:** David Henderson, Engineering/Capital Projects Administrator ✓

**DATE:** December 15, 2010

**SUBJECT:** PROJECT UPDATES –Xcel Energy Projects, Street Maintenance Projects 2010, CityCenter Site Development, Englewood McLellan Reservoir Foundation, Air Quality/Energy Savings Projects

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## XCEL ENERGY PROJECTS

**The Bates Ave. power line project, between Acoma and Franklin, is complete.** Removal of old poles will follow after Comcast cable and Qwest lines are moved.

## STREET MAINTENANCE PROJECTS 2010

**Cracks will be poured as weather and time allow.**

## CITYCENTER SITE DEVELOPMENT

### Alexan East and West Parcels

438 residential units. Alexan's occupancy level for June, 2010 is 92.7%. Commercial uses: Mile High Coffee, Let It Bead, Curves for Women, State Farm, Cuttin' It Loose, Jackson Hewitt Tax Service, Foothills Physical Therapy, and Creative Perspectives. **"CityCenter Community" has opened in the space west of Foothills Physical Therapy. Their website [citycentercommunity.org](http://citycentercommunity.org) describes the facility as "a great place to hang out, to watch free movies, to eat popcorn and to connect with others".**

### Parkway Retail / Office Buildings

Commercial uses: The International House of Pancakes (IHOP), Qdoba, GNC, Supercuts, Nails Center, CityCenter Dental Group, MMB Hearing, Tableaux Interior Design, Englewood Eyecare, Collective Licensing Int'l, Inc., M.P. Hayutin, LLC, CityCenter Wine and Spirits, Quizno's, Miller/Weingarten, Air Walk, "Insurance Company of the West", Printwear Express, Fred Astaire Dance Studio, and Wellness Treatment Center. **SB Clark Companies is moving into a space above Qdoba's next week. They are a small Public Finance Consulting Company.**

### Bally's Building

Tenants include Bally's, "Blondies Fire House Pub and Restaurant", and MaxFour.

### Retail South of the Parkway

Tenants: Petco, Ross, Payless Shoes, Coldstone Creamery, Noodles, Sports Authority, and Office Depot.

### Gold Mine Pad

Tenants include: Jamba Juice, Tokyo Joe's, Mega Wraps, and Browncow.

### CityCenter Site

EEFI continues project management of all infrastructure on the site. Staff is monitoring the security, sweeping, snow removal, and day porter services performed under the Common Area Maintenance.

### Wal Mart Expansion

**Wal Mart's contractor continued construction of a 10,488 square foot addition to the east side of the store.** The project will eliminate the tire and auto section and add square footage for groceries. The building entrance will move east to the middle of the building.

### Bradley Station Environmental

EEFI's environmental consultants prepared an Executive Summary Report (dated July 28, 2008). Updates will be provided as additional information is received.

ENGLEWOOD MCLELLAN RESERVOIR FOUNDATION (EMRF)

PA-84 West

Construction for TT of Denver is temporarily on hold; estimated completion is February, 2011. EMRF continues to receive monthly draws against the deposit.

PA-85 (RTD site)

RTD paid the final billing in the amount of \$591,836.86. Finance has deposited this money in the LTAR fund.

AIR QUALITY/ENERGY SAVING PROJECTS

Photovoltaic (PV) Solar Panel Installations

**The project is complete. PV Solar panels are operational at all four buildings (Police/Fire, Malley Center, Civic Center, and Servicenter).**

Flex Fuel Program

Currently, thirty-three of our fleet vehicles are running on E-85 ethanol fuel. All new replacement vehicles (less than ¾ ton) will be compatible with E-85. Approximately 50 Flex Fuel vehicles will be in our fleet within two years. Currently, the cost of E-85 fuel is approx. \$0.96 per gallon less than regular unleaded gasoline. Thirteen of our fleet vehicles run on Compressed Natural Gas (CNG).

Diesel Retrofit

Retrofitting of our diesel powered vehicles is complete. Englewood is one of three municipalities in Colorado to meet the 2007 emissions standards for off-road vehicles.

Hybrid Vehicle Purchase

Staff has applied for a 2011 grant for two hybrid vehicles.

"Green" Programs

We continue to work with our vendors to expand the Green product line as it becomes available. 90% of our custodial paper supplies are from recycled sources.

Energy Saving Projects

In 2001, the Public Works Traffic Division began an ongoing program to convert traffic signals from incandescent lamps to Light-Emitting-Diode (LED) bulbs. To date, 80% of our City maintained signals have been converted. LED traffic signals use 90% less energy than incandescent lamps, last 5 times longer, and provide better visibility.



C I T Y O F E N G L E W O O D  
***I N F O R M A T I O N T E C H N O L O G Y***

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TO: Mayor Woodward and the Englewood City Council  
THROUGH: City Manager Gary Sears  
FROM: Information Technology Director Jeff Konishi  
DATE: December 14, 2010  
SUBJECT: Update on Phone Replacement Project

With the phone project moving forward at a rapid pace, the following City Departments and locations have been successfully converted to the new Voice over IP (VoIP) phone system:

- Core VoIP infrastructure – Civic Center
- Allen Plant
- Acoma & Tejon stations
- Golf Maintenance
- Pirates Cove
- Fox Building
- Golf Course
- Malley Center
- Rec Center
- WWTP
- ServiCenter

The following City Departments/locations will be converted during the time periods below:

- Jefferson Station – January
- Police/Fire Station – January
- Civic Center – January

With each successful deployment we continue to reduce our risk of a telephone outage or failure and the new phone system has allowed City staff to place and receive phone calls with state-of-the-art VoIP equipment. Phones now have caller ID, speaker phones, and a City phone directory; all while the phone call quality has improved tremendously compared to the legacy system. While all of the Information Technology Department is participating in this project in



C I T Y O F E N G L E W O O D  
*I N F O R M A T I O N T E C H N O L O G Y*

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one way or another, this unbelievable pace is being driven by the core phone replacement team – Andrea Aragon, Andy May, Ted Wargin, and Russ Vaughn. These four individuals have worked long hours each day to insure the successful completion of this project – all while still having their day-to-day responsibilities as well. The other Information Technology staff members have also played a major role in this project by unpacking phones, placing new phones, or helping to provide the day-to-day service required to keep technology running smooth within the City.

**CITY OF ENGLEWOOD**  
**2010/2011 CALENDAR OF EVENTS**



Mon., Dec. 20	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., Dec. 21	<b>Cancelled</b>	Planning & Zoning Commission
<b>Thurs., Dec. 23</b>		<b>City Hall Closed – Christmas Holiday</b>
<b>Fri., Dec. 24</b>		<b>City Hall Closed – Christmas Eve</b>
<b>Sat., Dec. 25</b>		<b>Library Closed – Christmas Day</b>
<b>Fri., Dec. 31</b>		<b>City Hall Closed – New Year's Eve</b>
<b>Sat., Jan. 1</b>		<b>Library Closed – New Year's Day</b>
<b>Mon., Jan. 3</b>		<b>City Hall Closed – New Year's Day (Observed)</b>
Tues., Jan. 4	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Wed., Jan. 5	4:00 p.m.	Englewood Housing Auth., 3460 S. Sherman #203, Bd. Rm.
	5:45 p.m.	Cultural Arts Commission, Comm. Dev. Conference Room
	7:00 p.m.	Planning & Zoning Commission, Council Chambers
	<b>Cancelled</b>	Liquor Licensing Authority, Telephone Poll
Mon., Jan. 10	6:00 p.m.	City Council Study Session, Community Room
Tues., Jan. 11	5:00 p.m.	Water and Sewer Board, Comm. Dev. Conference Room
	6:30 p.m.	Keep Englewood Beautiful Commission, City Council Conference Room
Wed., Jan. 12	6:30 p.m.	Urban Renewal Authority, Comm. Dev. Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, City Council Chambers
Thurs. Jan. 13	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	5:30 p.m.	Parks & Recreation Commission, Broken Tee Englewood Golf Maintenance Facility, 4000 South Clay Street
	6:30 p.m.	Transportation Advisory Committee, City Council Conference Room

**Mon., Jan. 17**

**City Hall Closed – Martin Luther King Day**

Tues., Jan. 18	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Wed., Jan. 19	6:30 p.m.	Code Enforcement Advisory Committee Meeting, City Council Conference Room
	7:00 p.m.	Planning & Zoning Commission, Community Development Conference Room
	7:00 p.m.	Liquor Licensing Authority, City Council Chambers
Mon., Jan. 24	6:00 p.m.	Board and Commission Interviews, City Council Conference Room
Wed., Feb 2	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Liquor Licensing Authority, City Council Chambers
Mon., Feb. 7	6:00 p.m.	City Council Study Session, Community Room
	7:30 p.m.	City Council Meeting, City Council Chambers
Tues., Feb. 8	4:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful Commission, City Council Conference Room
	7:00 p.m.	Planning & Zoning Commission, City Council Chambers
Wed, Feb. 9	6:30 p.m.	Urban Renewal Authority, Community Development Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, City Council Chambers
Thurs. Feb. 10	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	3:00 p.m.	Police Officers Pension Board, Public Works Conference Room
	4:00 p.m.	Firefighters Pension Board, Public Works Conference Room
	5:30 p.m.	Parks & Recreation Commission, City Council Conference Room

**TENTATIVE TOPICS**  
**FOR ENGLEWOOD CITY COUNCIL STUDY SESSIONS**



December 27	No Meeting Scheduled
January 4	Study Session & Regular Meeting - Tuesday DRCOG Natural Hazard Mitigation Plan
January 10	Study Session Billboard Zoning
January 18	Study Session & Regular Meeting – Tuesday Financial Report Citizen of the Year Selection
January 24	Study Session Board and Commission Interviews
January 31	No Meeting Scheduled – 5 <sup>th</sup> Monday
February 7	Study Session & Regular Meeting
February 14	Study Session
February 22	Study Session & Regular Meeting – Tuesday Financial Report
February 28	Study Session
March 7	Study Session & Regular Meeting
March 14	Study Session
March 21	Study Session & Regular Meeting Financial Report
March 28	Study Session
April 4	Study Session & Regular Meeting
April 11	Study Session
April 18	Study Session & Regular Meeting Financial Report

April 25	Study Session
May 2	Study Session & Regular Meeting Discussion of Board/Commission Reappointments
May 9	Study Session Citizen of the Year Celebration
May 16	Study Session & Regular Meeting Financial Report
May 23	Study Session
May 30	No Meeting Scheduled – Memorial Day Holiday
June 6	Study Session & Regular Meeting
June 13	Study Session Board and Commission Interviews
June 20	Study Session & Regular Meeting Financial Report
June 27	Study Session
July 5	Study Session & Regular Meeting – Tuesday
July 11	Study Session
July 18	Study Session & Regular Meeting Financial Report

### **FUTURE STUDY SESSION TOPICS**

Historic Preservation  
 Unrelated Persons per Household  
 Inclusive Cities  
 BID Liaison  
 Informing Citizens  
 PLACE Discussion  
*art Shuttle*  
 Legislators  
 EMS Billing  
 RACQ

**ENGLEWOOD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Regular Meeting  
October 6, 2010**

**I. CALL TO ORDER**

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:00 p.m. on Wednesday, October 6, 2010 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Vice Chair Rodger Hara.

**II. ROLL CALL**

Members Present:

Rodger Hara, Vice Chair  
Beverly Bradshaw, Commissioner  
Charles Carter, Commissioner  
Jennifer Haynes, Commissioner  
James Woodward, Mayor & Council Liaison  
Diane Ostmeyer, Alternate

Members Absent: Ernie Arterburn, (Excused)

Also Present:

Carrie Thomas, Johnson Controls, Inc.  
Dawn Shepherd, Executive Director  
Renee Tullius, Administrative Manager  
Geula Sherman, Financial Services Manager

**III. SCHEDULED VISITORS**

Carrie Thomas noted that the financing negotiations had reached a conclusion. The final paperwork was approved by each party's attorney on Monday October 4<sup>th</sup> and the closing documents were ready for signature. Dawn Shepherd noted that the documents could be executed after approval of Resolution 16 which was made necessary by the reduction of the term of the financing from 20 to 15 years. Johnson Controls Inc. ordered the boilers for Orchard Place and Simon Center; the boilers are in Denver and the contractor is ready to install them. Jim Woodward clarified that the solar installation is not a component of the Energy Performance Contract with Johnson Controls, Inc. There were no further questions or discussion.

## **UNSCHEDULED VISITORS**

None

## **V. MINUTES**

### **A. Regular Meeting held September 1, 2010.**

**COMMISSIONER HAYNES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD SEPTEMBER 1, 2010  
COMMISSIONER CARTER SECONDED THE MOTION.**

Ayes:	Hara, Bradshaw, Haynes, Carter
Nays:	None
Abstained:	None
Absent:	Arterburn

The Vice Chair declared the motion carried.

## **VI. DIRECTOR'S REPORT**

### **A. Narrative**

Amory Host and Lex Cohen of Mainstreet Power have been in contact with Dawn Shepherd regarding the Power Purchase Agreement and subsequent installation of solar panels on the roof of Simon Center and Orchard Place. Legal counsel for both parties has been reviewing the Agreement. Installation will begin after the Agreement is signed. Installation must be complete by February 9<sup>th</sup> which is the deadline set by Xcel. Commissioner Haynes clarified that materials would take approximately 6 weeks to secure. Carrie Thomas noted that the savings to be realized by the solar were benchmarked in the Energy Performance Contract. Mayor Woodward commented that the City was not able to obtain the longer term financing either and complimented Carrie Thomas on a "good job" locating financing.

Commissioner Carter inquired into the proposed cost of the Rid-A-Pest bed bug preventative plan. Dawn Shepherd informed the Board that, as proposed, the cost was \$10,000 but that EHA requested an alternate plan emphasizing careful inspection and chemical sprays only in confirmed cases. EHA had not yet received that proposal or an estimate of the cost. Commissioner Carter expressed interest in the Thermal Remediation technology. EHA Operations Manager, Jim Hamit, is scheduled to observe a demonstration and will report on the outcome. Littleton Housing Authority did not purchase a dog to locate bed bugs after travel to research the training of the dogs.

Littleton decided not to proceed at this time. There are, however, several local companies who provide that service.

Unauthorized residents have continued to be a problem at a unit in Simon Center. In such a situation the resident is warned that this can result in the loss of housing and if it continues the resident may be asked to relocate. Eviction can occur as a last resort.

Commissioner Carter discussed the upcoming Holiday Celebration dinner for the residents of both Simon Center and Orchard Place at the Malley Center. There is no cost to EHA for using the Malley Center however EHA did hire the Malley Center Band to provide entertainment.

Dawn Shepherd and Renee Tullius met with Arapahoe County staff to discuss a grant application for replacement furnaces for the family duplex units. The County staff suggested also contacting the County Weatherization department. EHA will submit an application to the County for CDBG funding and will also contact Weatherization to research that opportunity.

Dawn Shepherd discussed ArapaHOME and its' mission to prevent, respond to and to end homelessness.

EHA is soliciting bids to replace unit door locks and door hardware at Orchard Place. Key cards will continue to be required to enter the building.

## **B. Financial Reports**

Geula Sherman noted the transfer of \$75,000 into investments and the expenditure to replace outdated office computers and software.

### **Program Reports**

Vacancies are usually filled in 7 to 10 days even when the unit is remodeled.

## **VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS**

### **A. Resolution 15 Approving the 2011 Annual Agency Plan**

HUD requires that Public Housing Authorities submit an agency plan annually. The office hours at Orchard Place will be added to the EHA Plan prior to submission.

### **MOTION**

**COMMISSIONER BRADSHAW MOVED TO APPROVE RESOLUTION 15 APPROVING THE 2011 EHA ANNUAL AGENCY PLAN. COMMISSIONER HAYNES SECONDED THE MOTION.**

Ayes: Hara, Bradshaw, Haynes, Carter  
Nays: None  
Abstained: None  
Absent: Arterburn

The Vice Chair declared the motion carried.

**B. Resolution 16 to Approve the Lease Purchase Agreement with Saulsbury Hill Financial**

**MOTION**

**COMMISSIONER CARTER MOVED TO APPROVE RESOLUTION 16 APPROVING THE LEASE PURCHASE AGREEMENT WITH SAULSBURY HILL FINANCIAL. COMMISSIONER HAYNES SECONDED THE MOTION.**

Ayes: Hara, Bradshaw, Haynes, Carter  
Nays: None  
Abstained: None  
Absent: Arterburn

The Vice Chair declared the motion carried.

**C. Approval of EHA Salary/Pay Classification**

In 2009 Nelrod performed a salary survey for EHA. In 2010 Mountain States Employers Council, for the first time, conducted a salary survey of local housing authorities. Although not a member, EHA participated at their invitation. As a participant Mountain States shared the results with EHA. EHA proposes to utilize the results in all categories with the exception of Maintenance. EHA does not believe the Mountain States survey accurately reflects the level of competence and customer service our maintenance staff displays. EHA reviews pay classifications/salaries annually.

**MOTION**

**COMMISSIONER BRADSHAW MOVED TO APPROVE THE SALARY/PAY CLASSIFICATION SCHEDULE AS PROPOSED. COMMISSIONER CARTER SECONDED THE MOTION.**

Ayes: Hara, Bradshaw, Haynes, Carter  
Nays: None  
Abstained: None  
Absent: Arterburn

The Vice Chair declared the motion carried.

**D. D. Resolution 17 to Approve the Adjustment of the Payment Standard For Section 8 Voucher Program to 90% of Fair Market Rents**

**MOTION**

**COMMISSIONER HAYNES MOVED TO APPROVE RESOLUTION 17 APPROVING THE ADJUSTMENT OF THE PAYMENT STANDARD FOR SECTION 8 VOUCHER PROGRAM TO 90% OF FAIR MARKET RENTS. COMMISSIONER CARTER SECONDED THE MOTION.**

Ayes: Hara, Bradshaw, Haynes, Carter  
Nays: None  
Abstained: None  
Absent: Arterburn

The Vice Chair declared the motion carried.

**VIII. INFORMATION AGENDA**

The estimated property taxes EHA would owe if Amendment 61 passes and the monetary incentive for EHA to maintain a low loss ratio re: insurance was briefly discussed.

**IX. GENERAL DISCUSSION**

**A. Commissioner's Choice**

There was no discussion.

**B. Director's Choice**

The possibility that a November meeting may not be required was noted.

**C. Council Communication**

Mayor Woodward reported that the City 2011 Budget was approved. The Art Bus was funded at \$70,000. EHA will contribute \$5,000. Orchard Place and Simon Center contributed \$500 each. Donations are being sought from the private sector.

**X. ADJOURNMENT**

Commissioner Bradshaw moved to adjourn the meeting. Commissioner Haynes seconded the motion. Vice Chair Hara declared the meeting adjourned at 5:10pm.

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Ernie Arterburn, Chair  
Englewood Housing Authority  
Board of Commissioners

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Dawn Shepherd, Executive Director  
Englewood Housing Authority  
Board of Commissioners