
Council Newsletter



CITY MANAGER'S NOTES **November 21, 2012**

Upcoming Council Meetings

Thanksgiving Holidays are **Thursday, November 22** and **Friday, November 23, 2012**. Most City facilities will be closed.

City Council will meet on **Monday, November 26, 2012**. The Holiday Tree Lighting is scheduled for 5:30 p.m. in the piazza. The Study Session will begin at 6:00 p.m. in the Community Room. There is no Regular Meeting scheduled. The agenda is attached. Sandwiches will be available at 5:00 p.m. in the Community Room.

The next City Council meeting will be **Monday, December 3, 2012**.

Informative Memoranda

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

1. Articles concerning Marty Mosman winning the Eagle Award Housing NOW Conference and Englewood Historical Preservation Society,
2. News Release concerning the RFP for the Englewood Depot and a memorandum concerning the Englewood Depot RFP.
3. Letter from the Englewood Historical Preservation Society expressing appreciation for the donation from City Council.
4. Memorandum concerning the Light Rail Corridor Plan meeting letters.
5. Calendar of Events.
6. Tentative Study Session Topics.
7. Minutes from the Firefighters Pension Board meeting of August 9, 2012.
8. Minutes from the Nonemergency Employees Retirement Board meeting of August 14, 2012.

Mosman wins Eagle Award at NOW! conference

Marlene Mosman, family self sufficiency coordinator of the Englewood Housing Authority, recently won the Eagle Award. Mosman was chosen by an industry-diverse selection committee. Awards were presented at the Eagle Awards Gala during the annual Housing Colorado NOW! Conference, Oct. 11.

Established in 1990 by the organization Housing Colorado Now, the Eagle Award has come to represent one of the highest achievements within the Colorado housing community. This prestigious award celebrates extraordinary accomplishments and outstanding leadership in housing and support services. The award honors individuals that soar to new heights in their work to ensure safe, decent, affordable housing for all Coloradans.

Mosman has achieved remarkable success helping families overcome barriers to self-sufficiency and starting



Marlene Marty Mosman

them on the path toward home ownership. She has helped 48 low-income families become homeowners. Mosman was one of the founders of House of Hope Family Resource Center for homeless women with children.

Kathy Klugm
and Bea Ron



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Tuileries Park front gate was located where the vacant store at 3473 S. Broadway is now.

Photo courtesy of Englewood Public Library

Join Englewood Historic Preservation Society for a history adventure

The Tuileries Park used to be grand

SUBMITTED BY DOUG COHN

Did you know about the train wreck north of Littleton in 1937? Were you aware a world leader in aircraft production was headquartered in Englewood? Did you know that carnation flowers were once the major agricultural product in the Sheridan/Englewood area and that the local floral industry became the foundation for a worldwide leader in the florist business today?

Prisoners taken during World War II were processed through Englewood on their way to Fort Logan. Engineers who operate our trains sit on the right side of the cab... why? The Englewood Santa Fe Depot was actually in the Sheridan city limits for nearly 100 years. The nation's leading rehabilitation hospital got its start as a small tent city.

The stories behind these questions and many other historical facts will be answered by a series of articles presented by the Englewood Historic Preservation Society. Watch for these upcoming columns and discover why Lindbergh's historic flight in the "Spirit of St. Louis" was nearly the "Spirit of Englewood."

The Tuileries Park

The Tuileries Park was located where old Orchard Place amusement resort had provided an escape in the early years. The entry gate was where the now vacant store at 3473 S. Broadway is located. It was established in 1906. By mid-year, some \$40,000 had been invested and \$100,000 worth of amusement equipment was on order from eastern manufacturers. The amusement rides came the next year.

When the park opened on July 1, 1906, the Tuileries was

an outstanding and grand park. An orchestra played in the dance pavilion and provided music for the roller skaters who whirled around the track that circled the dancing area. Motorcycles raced on a high bank wood track every Friday afternoon. A Wild West show delighted crowds from the center of the track.

Ladies had tea in a Japanese tea garden. Boats glided gently across the waters of a manmade lake. Crowds watched vaudeville acts at an outdoor theater.

William Simpson operated the park. To attract big crowds, he had special days where he offered free watermelon, free corn roasts, all you can eat pumpkin pies, all for the 10-cent entry fee. He also gave away free passes. The Tuileries closed in 1913.

Jim Jordan and Nancy Bunker from the Englewood Public Library are sources for this story. For more info, visit www.HistoricEnglewood.org.

From: Leigh Ann Hoffhines
Sent: Friday, November 16, 2012 11:51 AM
To: 'f Englewood Herald - Tom Munds
(t Kevin Hamm (l); Tom Barry
(Millett, Sarah; Villager - News Desk (;
Johnson, Dacia
Cc: Leigh Ann Hoffhines
Subject: City of Englewood issues RFP for historic Englewood Depot
Attachments: englewood depot.jpg



**City of Englewood, Colorado
News Release**

For Immediate Release: November 16, 2012
Media Contact: Michael Flaherty, Deputy City Manager
Phone: 303-762-2314
E-Mail:

City of Englewood issues Request for Proposals for sale of historic Englewood Depot

Englewood, CO: The City of Englewood is offering the historic Englewood Depot (3190 South Galapago Street) for sale through a Request for Proposal process.

Through the RFP process, the City of Englewood is actively seeking creative redevelopment and adaptive reuse of the Depot. The Request for Proposals package defines the City's sale process, describes the historic structure, and outlines the City's desires for the highest and best use of the property through the rehabilitation of the structure. Interested parties can download the RFP from the City's website:

<http://www.Englewoodgov.org/Index.aspx?page=1054>.

Background: In 1994, the Englewood Depot was purchased by the Englewood Historical Society and was moved from its original location just south of Hampden Avenue to its current location on the northeast corner of South Galapago Street and West Dartmouth Avenue. The Depot has been empty since that time. The building was placed on the State Register of Historic Places and underwent a partial restoration in 1994 funded in part by the Colorado Historical Fund. In 2002, after unsuccessful efforts to find a suitable use for the building, the Historical Society deeded the building back to the City of Englewood.

The City of Englewood will accept proposals for the purchase of the Englewood Depot until 3:00 pm MST
February 28, 2013. For more information, contact Deputy City Manager Michael Flaherty at

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Leigh Ann Hoffhines
Communications Coordinator
City of Englewood
1000 Englewood Parkway
Englewood, CO 80110
303-762-2316

www.engagewoodgov.org | [Facebook](#)



Memorandum

City Manager's Office

TO: Mayor Penn and City Council Members
FROM: Michael Flaherty, Deputy City Manager
THROUGH: Gary Sears, City Manager
DATE: November 20, 2012
SUBJECT: Historic Englewood Depot – Request for Proposal

As requested by City Council, I have issued the Request of Proposal for Sale of the Historic Englewood Depot (RFP-12-024) on November 15 - see copy attached.

Notification of the RFP has been sent to the local news media and posted on the City's web site. In addition, two 4'X8' signs have been mounted at the site, one each facing east bound and west bound traffic on West Dartmouth Avenue. Notification and electronic copies of the RFP have been emailed to 17 individuals or organizations that have expressed interest in purchasing the Depot, including all known parties that have previously expressed interest and parties that have contacted the City after seeing the signs on the site. I have also emailed notification and copies of the RFP to three local historic preservation organizations, the Colorado Historic Foundation, Colorado Preservation, Inc., and Historic Denver for their distribution and publication.

A pre-proposal meeting and site visit will be conducted on Tuesday, November 27. Proposals are due on February 28, 2013.



CITY OF ENGLEWOOD
Purchasing Office

Request No. RFP-12-024

Date: November 15, 2012

REQUEST FOR PROPOSAL

**Sale of Historic Real Property
Englewood Depot
(Atchison, Topeka and Santa Fe Depot)
3098 South Galapago Street
(West Dartmouth Avenue and South Galapago Street)**

The City of Englewood is offering the historic Englewood Depot, located at 3190 South Galapago Street, for sale through a Request for Proposal process. The City of Englewood is actively seeking creative redevelopment and adaptive re-use of the Englewood Depot. The Request for Proposal package defines the City's sale process, describes the historic structure and outlines the City's desires for the highest and best use of this property through the rehabilitation of the structure.

The City of Englewood will accept proposals for purchase of the Englewood Depot from qualified individuals, organizations or firms until 3:00 p.m. MST, February 28, 2013. Request for Proposals will be received at the City of Englewood, Purchasing Division, 1000 Englewood Parkway, Englewood, CO 80110-2373. If hand delivering proposals, please deliver to Central Cashiering located on the third floor of the Civic Center. If emailing proposals, please forward to Michael Flaherty, Deputy City Manager: mflaherty@englewoodgov.org

Interested firms are asked to mark proposal: "**Sale of Historic Property-Englewood Depot Proposal- Request #RFP-12-024**". Proposals received later than the date and hour specified will not be accepted under any circumstance, and any so received shall be returned to the firm unopened. In addition, facsimiles and any other electronic method of sending proposals will not be acceptable and will be rejected upon receipt. Proposers will be expected to allow adequate time for delivery of their proposals by air freight, postal service, or other means.

Any questions or clarifications concerning this Request for Proposal (RFP) shall be submitted in writing by e-mail to Michael Flaherty, Deputy City Manager to: mflaherty@englewoodgov.org The title and request number should be referenced on all correspondence. All questions must be received by December 20, 2012 at 3:00 P.M. MST. Any and all responses to questions/clarifications will be provided by email to all proposers. The City will not be bound or responsible for any explanations or interpretations other than those given in writing as set forth in this Request for Proposals. No oral interpretations shall be binding on the City.

All material submitted in connection with this document becomes the property of the City of Englewood. Any and all information received by the City shall become public record and shall be open to public inspection should an award of contract result from this solicitation, except to the extent the proposing entity designates trade secrets or other proprietary data to be confidential.

No reimbursement will be made by the City of Englewood for any costs incurred prior to a "Formal Contract Agreement."

Scanned or re-typed responses: If in its response, proposer either electronically scans, re-types, or in some way reproduces the City's published proposal package, then in the event of any conflict between the terms and provisions of the City's published proposal package, or any portion thereof, and the terms and provisions of the response made by the proposer the City's proposal package as published shall control. Furthermore, if an alteration of any kind to the City's published proposal package is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation.

In selecting a proposal, the City is not bound to make the award on the basis of the highest monetary offer. It is the goal to preserve the Englewood Depot for future generations through an adaptive re-use of the structure. The City of Englewood shall have the right to reject any or all proposals, and to waive any informalities or irregularities therein and request new proposals when required. In addition, the City reserves the right to accept the proposal deemed most advantageous to the best interest of the City. Any award made in response to this Request for Proposals will be made to that responsible individual, organization or firm whose offer will technically be most advantageous to the City.

I. Introduction/Schedule

The City of Englewood is the owner of real property which is used for various municipal purposes. As a public service needs change, the necessity for retention of certain properties may be revisited and at times certain properties may be found to be in excess of the City's current and future needs.

The Englewood Depot was acquired through a quit claim deed from the Englewood Historical Society in 2001 as payment for an obligation of the Historical Society to the City. Since that time, the structure has not been utilized and the City has no plans for its future utilization. As such, this property is considered to be a surplus property. After receiving unsolicited offers to purchase, City Council has requested that staff facilitate the sale of the property through the Request for Proposal process. While the City seeks to optimize the sale price from City-owned real estate based on relevant factors including the appraised value of the property, in this case the sale price offered will be balanced with the community benefits of preserving the Historic Englewood Depot through an adaptive re-use of the structure.

A schedule of key dates for the RFP process has been established as follows:

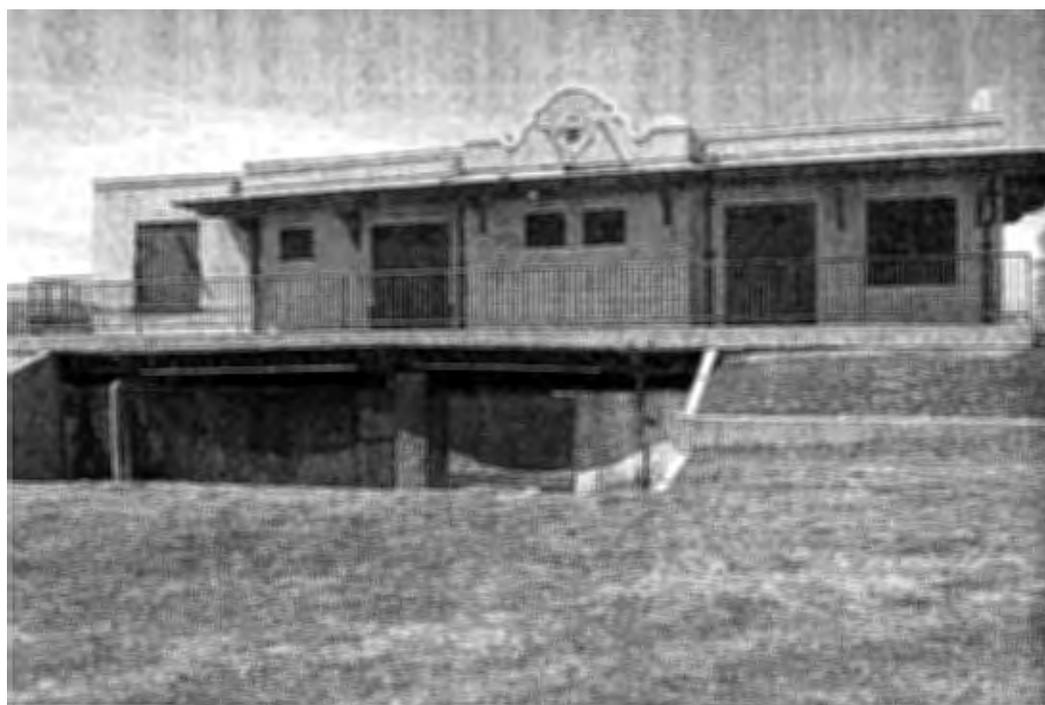
Issuance of RFP	November 15, 2012
Pre-proposal meeting/site inspection	November 27, 2012 10:00 a.m.
Question submission deadline	December 20, 2012 3:00 p.m.
Proposal submission deadline	February 28, 2013 3:00 p.m.
Short-list selection notification	March 15, 2013*
Interviews (if required)	Week of April 1, 2013*
Consideration by City Council	To be determined
Real Estate Closing	To be determined

* Tentative dates

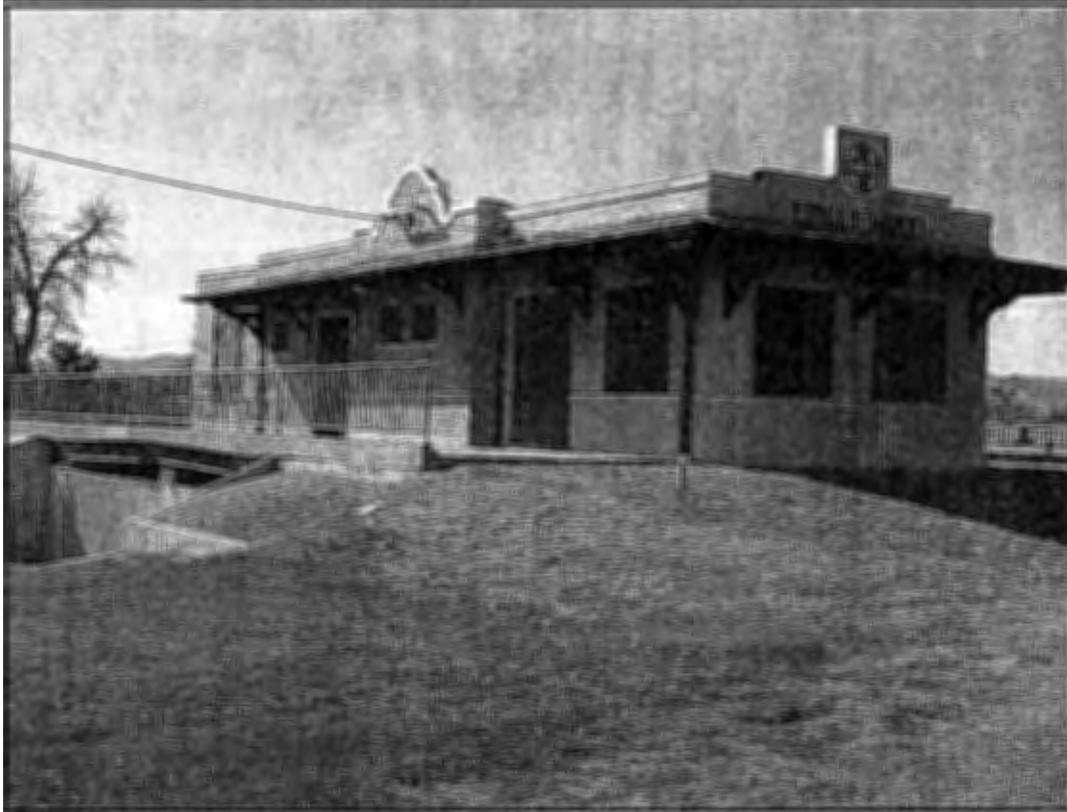
II. Building photographs



West side of building - looking southeast



East side of building - looking southwest



North side of building - looking southwest

III. History

The Englewood Depot was constructed in 1915 by the Atchison, Topeka and Santa Fe Railroad as a flag-stop near the end of the line of the railroad's Denver District. It was used as train station until 1955. The building sat vacant for almost 40 years until it was threatened by demolition in 1994 when it was purchased by the Englewood Historical Society and moved from its original location, just south of Hampden Avenue, to its present site, which was owned by the Englewood Housing Authority. The building was placed on the State Register of Historic Places and underwent a partial restoration project in 1994, funded in part by the Colorado Historical Fund. The City of Englewood purchased the land and building in 1998 and deeded the building to the Englewood Historical Society. However, in 2002, after unsuccessful efforts to find a suitable use for the building, the building was deeded back to the City. The building is currently unoccupied and is in need of significant improvement.

IV. Building Description and General Condition

The depot is a stucco-on-frame building and the only remaining depot known to have been built in a similar manner for the Santa Fe Railroad is the Glorieta, New Mexico Depot. There may have been similar depots constructed in Colorado, but the Englewood Depot is the last standing example. According to the records of the Colorado Railroad Museum, the depot was not constructed using a standard plan of the AT & SF Railroad.

The exterior of the building was partially restored in 1994, following the move to the current site. Preservation Background for details was done at that time.

The total area of the depot is approximately 1700 square feet, with a full lower "walk-out" level below. The lower level was constructed in 1994 to as the foundation for the relocated depot structure. It is a single room with concrete walls open to the east. The building has significant deficiencies, which are stated in the construction details listed below:

- Foundation: Poured concrete foundation with "walk out" feature to east. Interior structural support provided by metal "web" trusses with steel columns and steel beams running east/west.
- Exterior: Stucco on frame "mission" style with wood overhangs on the east, north and south sides. Brick and concrete patio on east side; wooden platform on south side both with wrought iron guardrails
- Flooring: The original flooring was likely dimensional wood over a crawl space. The building was placed on a reinforced concrete slab in a metal deck supported by steel web trusses welded to steel beams and supported by steel columns.
- Interior Finish: Plaster and panel partition walls with drop acoustic ceiling panels (south) and overhead 2-tube open florescent light fixtures (north). Solid core entry doors with mail drops. The south office contains approximately 420 SF of finish with mezzanine storage above. The north office is situated in the mezzanine area within an approximate 280 SF finished area. Ceiling height in this area is less than 8 feet.
- Windows Doors and Trim: Wood frame single glazed double hung windows typically 2'5" X 5'4". The upper sashes are fixed in position by exterior brackets. Most pulls, handles and locks are missing. Interior trim is 1" X 5" and 1" X 8" varnished wood. There are currently three exterior passage doors and three loading dock doors. The doors are all wood and vary from fair to average condition. A doorway on the west side has been enclosed.
- Heating/Cooling: All heating elements have been removed.
- Electrical/Lighting: The original electrical system remains in part. Some electrical wiring in conduit and a 20-amp breaker have been added more recently. The main electrical panel is empty.
- Plumbing: 2 restroom areas were part of the original structure. There is no remaining plumbing piping or fixtures.
- Roof: Pitched roof with asphalt shingle covering and hipped ends. Drain scuppers with painted metal downspouts. Roof decking is 1" X 6" tongue and groove sheathing. NOTE: The roof was not inspected, see comments below.
- Exterior/Other: An open parking/yard area is located north of building. Two dock high and two service doors are located on the southern portion of the building and two service doors are located on the northern portion.

The "Englewood Depot Historical Structure Assessment and Preservation Plan, conducted on behalf of the City of Englewood in 2002 by SlaterPaul Architects" is found in **Exhibit 1** of this Request for Proposal. Please note that this assessment, and some cost estimates included in the assessment, assumed the relocation of the depot to a site of a proposed development that intended to incorporate the depot in its plan.

Disclaimer: While the City of Englewood has used reasonable efforts to provide accurate and up-to-date information, some of the above information has been provided by third parties and has not been independently verified by the City. Although the information found herein has been provided from sources believed to be reliable, no warranty, expressed or implied, is made regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any information.

V. Zoning

The property is zoned MU-R-3A, Mixed Use Low Density Residential/Limited Office District. Any intended use not allowed in this zone district would require a rezoning. The Depot property will also require subdivision to separate it from the adjoining City of Englewood Community Garden. It is possible for the subdivision to be done in a manner that the Depot property is of sufficient square footage to qualify for a Planned Unit Development. A layout of the current undivided City owned property is attached in **Exhibit 2**.

VI. Conditions of Sale

- A. The property will be sold "**AS IS, WHERE IS.**" All warranties, expressed or implied including fitness for purpose of use are hereby waived by buyer. Proposers are encouraged to examine the property offered for sale to ascertain for themselves the condition of the property, and the existence, if any, of encumbrances, encroachments, etc.
- B. The buyer will be required to secure, within 180 days of purchase, a preservation easement through the Colorado Historical Foundation - see **Exhibit 3** attached.
- C. The City may require a "right of first purchase" in the event of a future sale by the buyer.
- D. The City will not furnish title insurance.
- E. The City shall arrange for the quitclaim deed to be executed by the City Manager and recorded upon confirming that the City has received the full purchase price and other payments required of the Purchaser.
- F. Closing shall occur at the City offices, or location as may be determined by the City.
- G. Buyer must execute any other documents necessary to consummate sale as provided herein.

VII. Proposal Form

A. Name of Proposed Buyer(s)

List the names, addresses and telephone numbers and email addresses of the party or parties that will hold title to the property after purchase:

B. Buyer's Representative(s)

List the names, addresses and telephone numbers and email addresses of all parties authorized to represent the proposed buyer, such as Real Estate Broker and Agent, Attorney, Mortgage Loan Officer and Lending Company, Title Company, etc.:

C. Business Type

Describe your business, type of business (For-Profit or Non-Profit), number of employees and/or number of persons who will be served by your project.

D. Intent and Use

Describe in detail your reasons for wanting to purchase this property and your intended use of the property including any innovative plans that will enhance the use of this property, if you obtain it. Include your future maintenance and restoration plans for both the interior and exterior, and how they relate to recognized historic preservation practices such as the Secretary of Interior Standards for Historic Rehabilitation (attach additional pages as needed):

E. Proposed Purchase Price

Indicate purchase price that you are willing to pay for this property.

\$

F. Financial Qualifications

Document financial ability to complete the purchase and your ability to cover expenses for the care and maintenance of this property. If you have qualified with a lender for financing, please include documentation. Also please provide copies of past two years corporate or individual income tax returns. If an individual, please supply information regarding current employment, name and address of employer, and number of years at this employer. If less than three years, please provide prior employers for the last 10 years. By submitting this proposal you understand and agree that the City of Englewood may verify all financial information and use this information in order to evaluate your proposal. Failure to agree shall result in this proposal being denied.

G. Earnest Money Deposit

If an offer to purchase is accepted, the buyer will be required to tender an earnest money deposit of 5% of the purchase price within 5 business days of acceptance.

H. Commitment to Historic Preservation

The historic structure may be eligible for the historic preservation loan and grant program and the state and federal tax credits. By submitting the proposal you are indicating that you acknowledge that the property listed on the State Register of Historic places and will abide by the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. The City of Englewood may participate with the buyer in seeking such assistance; however, the City will not contribute financially.

I. Proposal Requirements

- A. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Proposer must be initialed in ink by the authorized agent of the Proposer.
- B. Proposals must contain a manual signature of an authorized agent of the Proposer. If the Proposer's authorized agent fails to sign the Proposal, its Proposal shall be considered non responsive and ineligible for award.
- C. The accuracy of the Proposal is the sole responsibility of the Proposer. No changes in the Proposal shall be allowed after the submission deadline, except when the Proposer can show clear and convincing evidence that an unintentional factual mistake was made, including the nature of the mistake and the actual intention.

VIII. Oral Presentations

During the evaluation process, the City may, in its sole discretion, request that one or more of the proposers make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City appointed Selection Committee may have on a proposal. The Selection Committee may or may not ask any of the Proposers to make such a presentation.

IX. Final Selection

It is anticipated that a firm will be selected in April of 2013. Following notification to the selected proposer, it is expected that a contract will be executed between both parties within 60 days, with a real estate closing to follow.

Please direct questions or comments to:

Michael Flaherty
Deputy City Manager
City of Englewood, Colorado
Phone: (303) 762-2314
Fax: (303) 762-2408
Email:

Exhibit 1

Englewood Depot Historical Assessment and Preservation Plan

Exhibit 2
Englewood Depot Parcel Map



City of Englewood, Colorado

Depot Property Parcel Map

0.490 Acres



Revised: 29 Feb 2012



Exhibit 3

Preservation Easement Information

Colorado Historical Foundation Preservation Easements Program

Saving Buildings While Saving Taxes

A preservation or conservation easement is a way to ensure the continued preservation of historic buildings, sites, structures and even archeological ruins. The donation of such easements is a purely voluntary means for property owners to preserve these important landmarks while being able to realize what may amount to substantial tax savings as a result of the donation.

An easement is a partial interest or limited right in the use of a property, which is legally granted by the owner to another party. A familiar example of an easement is a right-of-way. When a property owner grants a preservation or conservation easement (the terms are often interchangeable) the owner is not, however, giving a neighbor the right to cross his or her land, as with a right-of-way. Instead, the owner grants to an organization like the Colorado Historical Foundation the right and, in fact, the obligation to assure that the property's historic character is forever preserved.

The donation of a preservation easement does not mean that the property owner surrenders ownership of the property, nor does it prevent the future sale of the property. A preservation easement on a historic building does mean that it cannot be demolished, that any changes to the exterior appearance of the property must be approved by the Foundation, and that it must be maintained in good condition.

A preservation easement may be given on any property that is either listed on the National or State Registers of Historic Places or designated as a local landmark. An owner of an historic property may grant an easement on just the exterior of a building, in which case it is often called a facade easement, or the owner may elect to have the easement cover the interior as well. Conservation easements may also be given on open land surrounding a historic site or structure to ensure that this land is not inappropriately developed.

All preservation easements are granted in such a way that they "run with the land" and are passed on to all future owners of the property. An easement does not prevent an owner from selling the property nor does it require that it be open to the public.

An owner may well ask "What's in it for me?" In addition to the satisfaction derived from knowing that your historic property will always be preserved, the owner may also receive a tax deduction. According to section 170 of the Internal Revenue Code, the donation of a preservation easement on property listed on the National Register of Historic Places can qualify as a charitable deduction for Federal income, estate and gift tax purposes. The amount of that deduction is equal to the reduction in the property's fair market value as a result of the easement. Although valuation and the resulting tax savings can become very complex to determine, property owners may save substantially on their taxes. It is always best to consult a tax attorney or accountant whenever considering the donation of a preservation easement.

In order for a preservation easement donation to qualify as a charitable deduction, the easement must be granted to what the IRS calls a "qualified organization". The Colorado Historical Foundation is one such organization and is unique in its ability to accept easements anywhere in Colorado. The Foundation is a private, non-profit organization that has had a close association for many years with History Colorado; the Foundation has been accepting preservation easements since 1981. It now maintains a portfolio that includes easements on properties ranging from small farmhouses to large hotels in areas from Durango to Denver to Estes Park.

Preservation easements are an effective means to protect and preserve historic properties. In areas without local landmark commissions, easements may be the only way to assure the continued preservation of a valuable historic property. And easements are a purely voluntary means of preservation. The Colorado Historical Foundation's Preservation Easement Program presents a unique opportunity for an owner of a historic property to help his or her community to save its heritage while possibly realizing tax savings.

NOTE: Property owners who are considering the donation of a preservation easement should seek the counsel of their own tax advisors, accountants and lawyers to determine the manner in which the donation will affect them and their tax liability.

Questions and Answers

What Properties Qualify?

A preservation easement can be granted for any property that has received official historic designation, including listing on the National or State Registers of Historic Places or as a local Landmark by a municipal or county government. However, in order to qualify as a tax deductible easement donation under section 170 of the Internal Revenue Code, the property must be listed either individually on the National Register of Historic Places, or located within National Register Historic Districts and certified as contributing to the historic character of that district. Many local landmarks and many older buildings not presently listed on the National Register may qualify as National Register eligible buildings.

What Restrictions Are Placed on the Property?

The Colorado Historical Foundation has developed a standard deed of easement that specifies the mutual obligations of both the owner and the Foundation. The basic restrictions of the deed relate to alterations and modifications of the building and to the development of any land covered by the easement. Alterations and in some cases even additions may actually be permitted under the terms of an easement. However, in all cases such alterations require the prior approval of the Colorado Historical Foundation. The easement deed also requires the owner to maintain the property in good and sound condition. Copies of the Foundation's standard deed of easement are available upon request.

Are There Any Direct Costs to the Easement Donor?

Yes. In order to cover its costs, the Colorado Historical Foundation charges a flat fee of \$250 for processing applications as well as a \$1500 fee for negotiating each easement. In addition, a contribution to the Foundation's Preservation Easement Endowment Fund is required for every easement accepted. The purpose of the contribution is to cover the continuing costs of enforcing the terms of each easement. The amount of the required contribution is based on a sliding scale that is tied to property value. (See the Foundation's Policies and Procedures for fee schedule.)

How Long Does an Easement Last?

In order to qualify for the tax deduction, federal law requires that preservation easements be granted in perpetuity. As with any deed, the easement is recorded in the county land records and "runs with the land". The easement binds the owner who grants the easement as well as all future owners.

Must an Easement Property be Open to the Public?

No. Unless an interior easement is granted, no public access to the property's interior is required. Section 170 of the Internal Revenue Code does require, however, that in order to qualify for the tax deduction the exterior of the property must be visible from a public right-of-way.

How is the Value of an Easement Donation Determined?

The value of the easement is determined by the decrease in the property's fair market value attributable to the easement. This is calculated by subtracting the property's fair market value after the granting of the easement from the fair market value before the easement was donated. These calculations require the services of a professional appraiser, who is hired by the donor to determine the easement value.

For copies of the Colorado Historical Foundation's application form, standard deed of easement, policies and procedures governing the donation of easements, or for other general information on the Foundation's preservation easement program, please see the Foundation's web page at www.cohf.org or contact:

**Mr. Lane Ittelson, Executive Director
Colorado Historical Foundation
1200 Broadway
Denver, Colorado 80203
303-866-2976**

News

City of Englewood issues RFP for sale of historic Englewood Depot

Posted Date: 11/16/2012

The City of Englewood is offering the historic Englewood Depot (3190 South Galapago Street) for sale through a Request for Proposal (RFP) process.

The City of Englewood is actively seeking creative redevelopment and adaptive reuse of the Depot. The RFP package defines the City's sale process, describes the historic structure, and outlines the City's desires for the highest and best use of the property through the rehabilitation of the structure.



Interested parties can learn more and download the RFP from this page:
www.engagewoodgov.org/Index.aspx?page=1054.

Background: In 1994, the Englewood Depot was purchased by the Englewood Historical Society and was moved from its original location just south of Hampden Avenue to its current location on the northeast corner of South Galapago Street and West Dartmouth Avenue. The Depot has been empty since that time. The building was placed on the State Register of Historic Places and underwent a partial restoration in 1994 funded in part by the Colorado Historical Fund. In 2002, after unsuccessful efforts to find a suitable use for the building, the Historical Society deeded the building back to the City of Englewood.

The deadline for proposals is February 28, 2013 at 3 pm MST.

Englewood Depot listed for sale again

Tom Munds tmunds@ourcoloradonews.com | Posted: Monday, November 19, 2012 6:15 pm

The Englewood Depot is for sale, and the city has elected to seek potential buyers through the request-for-proposal process.

The city council approved the move, seeking creative redevelopment and adaptive use of the 1915-era train depot at 3190 S. Galapago St.

A request-for-proposal package is available that explains the city's sale process, contains information about the building and outlines the city's expectation that the buyer will be able to follow guidelines for historic restoration before putting the building to use. The package is available on the city's website at www.Englewoodgov.org/index.aspx?page=1054.

The city initially used a request-for-proposal process in a move to sell the depot in November 2011. In April, only one offer had been presented, which would have done historic restoration to the depot so it could be used as a company's offices.

But a large number of residents spoke against the sale, and the potential buyer withdrew his bid. Several residents established the Englewood Historic Preservation Society, seeking to turn the depot into a museum. Another proposal was to build a chocolate museum and factory adjacent to the depot and make the depot into an Englewood museum.

The city council has met several times to discuss the future of the depot and finally agreed to again use the request-for-proposal process to seek a buyer. The deadline for proposals is Feb. 28.

The depot was built by the Santa Fe Railroad in 1915 and was located on the east side of the tracks, near the present-day U.S. 285 underpass under South Santa Fe Drive. It served as a passenger and freight stop on the railroad. During World War II it was a transfer point from main-line trains to a spur line running to Fort Logan.

Depot use declined, and the building was closed in the 1950s. It sat idle until the site was purchased and the developer planned to demolish the depot if it wasn't moved.

In 1994, the Englewood Historical Society moved the depot to its present location on South Galapago Street. The building has sat empty since it was moved. However, it was placed on the State Register of Historic Places and a partial restoration was done. The society deeded the depot back to the city in 2002.

Englewood Historic Preservation Society

Dedicated to Preserving the Historic Legacy of
Englewood, Colorado

PO Box 11234
Englewood, CO 80151
303-269-9768

www.HistoricEnglewood.com

November 16, 2016

Randy Penn
Mayor
City of Englewood
1000 Englewood Parkway
Englewood, Colorado
80110

Dear Mayor Penn;

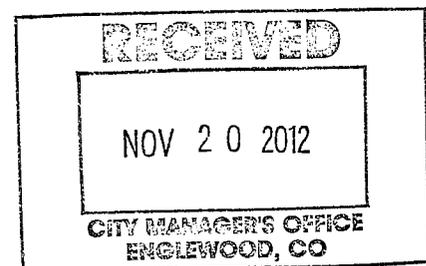
On behalf of the members and the Board of Directors of the Englewood Historic Preservation Society, we would like to thank the Englewood City Council for their generous donation.

The five hundred dollars that the City Council has donated will enable the Society to help further our goals of educating the citizens of Englewood on the rich history that is our heritage here in Englewood.

Again, you have our deep appreciation for this generous donation. Perhaps it is possible that the City and the Englewood Historic Preservation Society can work together to save what few historic sites and structures are left in our remarkable city.

Sincerely,

James Jordan
President
Englewood Historic Preservation Society





M E M O R A N D U M

TO: Mayor Penn and Council Members

THRU: Gary Sears, Englewood City Manager
Harold Stitt, Community Development Senior Planner

FROM: John Voboril, Planner II

DATE: November 19, 2012

SUBJECT: Englewood Light Rail Corridor Plan Third Meeting Reminder Letters

Community Development and consulting firm Crandall Arambula are currently in the process of sending out email and postal letter notices of the third round of planning meetings to both station area stakeholder groups and members of the general public who participated in the first two rounds of meetings or who had previously registered as interested participants. Copies of the communications to both groups have been attached to this memo to keep Council informed.

Att: Englewood Light Rail Corridor Plan – Third Meeting Reminder Letters

C: Gary Sears
Mike Flaherty
Alan White
Harold Stitt



C I T Y O F E N G L E W O O D
C O M M U N I T Y D E V E L O P M E N T

November 19, 2012

Re: Englewood Light Rail Corridor Plan – Third Meeting Reminder

Dear Englewood Resident/Business:

The third General Public Meeting for the Englewood Light Rail Corridor Plan process will take place on Thursday, November 29th, in Hampden Hall at the Englewood Civic Center, 1000 Englewood Parkway. Doors will open at 6:30 PM for sign-in and refreshments. The formal meeting presentation will begin at 7:00 PM.

If you are unable to attend the third General Public Meeting, you may review a recording of the presentation and provide comments via the project website (www.Englewood-light-rail-plan.info), within one week of the actual meeting date.

For the third round of meetings, the Crandall Arambula consultant team will present a final preferred station development scenario based on consultant design refinements and stakeholder/public input received at the second round of meetings. Once again, public meeting attendees will have a chance to interact with each other and provide final feedback on their station of interest.

Thank you for your participation in the Englewood Light Rail Corridor Plan project. Please contact me at 303.783.6820 or john.voboril@englewoodgov.org with any questions you may have concerning the project.

Sincerely,

John Voboril, AICP
City of Englewood Project Manager



CITY OF ENGLEWOOD
COMMUNITY DEVELOPMENT

November 19, 2012

Re: Englewood Light Rail Corridor Plan – Third Round Meeting Reminder

Dear Englewood Light Rail Corridor Property Stakeholder:

The third round of Englewood Light Rail Corridor Plan meetings are scheduled to take place on Thursday, November 29th. Stakeholder meetings will be held in the Perrin Meeting Room in the Englewood Public Library on the first floor of the Englewood Civic Center, 1000 Englewood Parkway. When entering the library, turn in the opposite direction of the check out desk, walk past the computer area, make a left turn, and walk to the end of the aisle to the northeast corner of the library.

Meeting Schedule

Bates Station Area Stakeholders	1:00 PM - 2:00 PM
Englewood Station Area Stakeholders	2:00 PM - 3:00 PM
Oxford Station Area Stakeholders	3:00 PM - 4:00 PM
One on One Meetings with Consultants	4:00 PM - 5:00 PM

General Public Meeting

If you are unable to attend your scheduled stakeholder meeting, please consider attending the General Public Meeting. The General Public Meeting will be held in Hamdpen Hall, on the second floor of the Englewood Civic Center, 1000 Englewood Parkway. Doors open at 6:30 PM for sign-in and refreshments, with the formal meeting scheduled to run from 7:00 to 9:00 PM.

The General Public Meeting presentation will be recorded and made available for comments on the project website (www.Englewood-light-rail-plan.info) within one week of the actual meeting date.

For the third round of meetings, the Crandall Arambula consultant team will present a final preferred station development scenario based on consultant design refinements and stakeholder/public input received at the second round of meetings. Once again, stakeholder meeting attendees will have a chance to interact with each other and provide final feedback on their station of interest.

Thank you for your participation in the Englewood Light Rail Corridor Plan project. Please contact me at 303.783.6820 or _____ with any questions you may have concerning the project.

Sincerely,

John Voboril, AICP
City of Englewood Project Manager

**CITY OF ENGLEWOOD
2012/2013 CALENDAR OF EVENTS**



Thurs., Nov. 22		City Hall closed — Thanksgiving Day
Fri., Nov. 23		City Hall closed — Thanksgiving Holiday
Mon., Nov. 26	5:30 p.m.	Holiday Tree Lighting, Piazza
	6:00 p.m.	Study Session, Community Room
Mon., Dec. 3	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues. Dec. 4	7:00 p.m.	Planning and Zoning Commission, City Council Conference Room
Wed., Dec. 5	4:00 p.m.	Englewood Housing Authority Board Meeting, Housing Authority Board Room
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Dec. 10	6:00 p.m.	Study Session, Community Room
Tues. Dec. 11	Canceled	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful Meeting, Council Conference Room
	7:00 p.m.	Library Board, Library Board Room
Wed. Dec 12	6:30 p.m.	Urban Renewal Authority, Community Development Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. Dec. 13	11:30 a.m.	Alliance for Commerce in Englewood Committee, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Service Center
Mon., Dec. 17	7:30 p.m.	Council Meeting, Council Chambers
Tues. Dec. 18	7:00 p.m.	Planning and Zoning Commission, City Council Chambers/City Council Conference Room

Wed., Dec. 19	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Dec. 24		City Hall closed — Christmas Eve
Tues., Dec. 25		City Hall closed — Christmas Day
Mon., Dec. 31		City Hall closed — New Year's Eve
Tues., Jan. 1		City Hall closed — New Year's Day
Wed., Jan. 2	4:00 p.m.	Englewood Housing Authority Board Meeting, Housing Authority Board Room
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Jan. 7	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Jan. 8	5:00 p.m.	Water and Sewer Board, Comm. Dev. Conference Room
	6:30 p.m.	Keep Englewood Beautiful, Council Conference Room
	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Jan 9	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Authority, Community Development Conference Room
Thurs., Jan 10	11:30 a.m.	Alliance for Commerce, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, City Council Conference Room
	6:30 p.m.	Transportation Advisory Board, Public Works Conference Room
Mon., Jan. 14	6:00 p.m.	Study Session, City Council Conference Room
Tue., Jan. 15	7:00 p.m.	Library Board, Library Board Room
Wed., Jan. 16	6:30 p.m.	Code Enforcement Advisory Board, City Council Conf. Rm.
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers

TENTATIVE

STUDY SESSIONS TOPICS

FOR ENGLEWOOD CITY COUNCIL



December 3	Study Session & Regular Meeting Englewood Academy Craig Emergency Route Motel Regulations
December 10	Study Session ESCI Fire Study Presentation to Englewood & Littleton Councils Executive Session – Negotiations/Real Estate (Flood)
December 17	Study Session & Regular Meeting Holiday Dinner – No Study Session Scheduled
December 24	No meeting scheduled
December 31	No meeting scheduled
January 7	Study Session & Regular Meeting Fire Training Facility/Stormwater Regulations South Metro Denver Chamber of Commerce - tentative
January 14	Study Session Board and Commission Interviews
January 22	Study Session & Regular Meeting – Tuesday Alliance for Commerce in Englewood Committee – tentative Financial Report Citizen of the Year Selection Board and Commission Reports
January 28	Study Session Executive Session - Personnel
February 4	Study Session & Regular Meeting Executive Session – Negotiations (Xcel) Board and Commission Appreciation event discussion Mill Levy

February 11	Study Session Legislators – Colorado and Federal
February 19	Study Session & Regular Meeting - Tuesday RTD Representative Arapahoe County Commissioners Financial Report
February 25	Study Session Board and Commission Reports
March 4	Study Session & Regular Meeting
March 11	Study Session NLC Conference – Washington D. C.
March 18	Study Session & Regular Meeting Financial Report
March 25	Study Session
April 1	Study Session & Regular Meeting
April 8	Study Session

FUTURE STUDY SESSION TOPICS

Citizens Budget Committee
 Comprehensive Plan Update (October)
 Neighborhood Preservation
 Water Conservation Plan (October)
 Citizen Engagement/Mindmixer
 City of Englewood/Xcel Energy Residential and Small
 Business Energy Efficiency Outreach
 Public Comment Process

FIREFIGHTERS PENSION BOARD MEETING
August 9, 2012

A regular meeting of the Englewood Firefighters Pension Board was called to order by Chairperson Lockwood at 4:00 p.m. in the Public Works Conference Room of the Englewood Civic Center, 1000 Englewood Parkway.

Members Present: Kieth Lockwood, Chairperson, Employee Representative
John Garcilaso, Employee Representative
Frank Gryglewicz, Director of Finance and Administrative Services
Grayson Hartley, Employee Representative
Randy Penn, Mayor

Members Absent: Carolyne Wilmoth, Council Appointee (notice)

Others Present: Daniel Brotzman, City Attorney

A quorum was present.

* * * * *

Seating of Elected Board Member, Grayson Hartley

The Board congratulated Grayson on his election to the Firefighters Pension Board. Mr. Hartley's term will expire December 31, 2014.

Approval of Minutes of the February 9, 2012 Regular Meeting

MR. GRYGLEWICZ MOVED TO APPROVE THE FEBRUARY 9, 2012 MINUTES OF THE REGULAR BOARD MEETING. `MAYOR PENN SECONDED.

Ayes: Garcilaso, Gryglewicz, Hartley, Lockwood, Woodward
Nays: None
Absent: Wilmoth

The motion carried.

Review of FPPA Volunteer and Firefighters Plan Statements

The Board reviewed the FPPA quarterly statements.

January 1, 2012 Firefighters Actuarial Report

The Board reviewed the January 1, 2012 Firefighters Actuarial Report. The required City contribution for 2013 and 2014 is \$237,746. The required contribution increased from \$154,023 for 2011 and 2012.

MR. GARCILASO MOVED TO ACCEPT THE JANUARY 1, 2012 FIREFIGHTER ACTUARIAL REPORT. MR. GRYGLEWICZ SECONDED.

Ayes: Garcilaso, Gryglewicz, Hartley, Lockwood, Woodward
Nays: None
Absent: Wilmoth

The motion carried.

Notification of the Death of Jay Seay and Approval of Funeral Benefit

Jay Seay, retired Firefighter, passed away on May 13, 2012. No further monthly benefits are due after the May 31, 2012 payment.

MR. GRYGLWICZ MOVED TO APPROVE THE \$500 FUNERAL BENEFIT FOR JAY SEAY. MR. HARTLEY SECONDED.

Ayes: Garcilaso, Gryglewicz, Hartley, Lockwood, Woodward
Nays: None
Absent: Wilmoth

The motion carried.

Discussion of 100% Joint and Survivor Payout Option

Mr. Gryglewicz asked Ms. Wescoat to explain the issue.

Ms. Wescoat explained that when the last active firefighter was provided the optional payment calculations, the FPPA actuary went into great detail to explain that the IRS does not allow the Plan to provide the beneficiaries a benefit greater than the benefit the retiree was receiving at the time of death. The detailed explanation made it clear that the payment option most beneficial to the retiree was the 50% Joint and Survivor option. None of the calculations provided to retiring firefighters in the past were presented with the caveat that the beneficiary must receive less than the retiree. The excess amount comes from the Plan's death benefit which is a separate calculation from the payment options that are elected by the retiring firefighter. The separate death benefit is the greater of fifty percent of the retiree's benefit or one-third of a first grade firefighter at the time of the firefighter's retirement.

Ms. Wescoat further commented that when the Plan document was created, the pension attorney at the time said, the Plan was allowing firefighters to elect an option that provides beneficiaries a benefit greater than the benefit the retiree was receiving. Since that time, there have been three retirees who elected the 100% Joint and Survivor payout option for the retirement benefit. The optional payment forms other than a single lifetime payment to the retiree are 100% Joint and Survivor, 50% Joint and Survivor or the Five Year Certain and Lifetime.

When the goal is to provide a survivor benefit, the 100% Joint and Survivor option provides the retiree less than the 50% Joint and Survivor when considering the IRS restrictions of not paying death benefits greater than the retiree's benefit. The greater benefit of electing the 50% Joint and Survivor option should have been explained to the retirees. Ms. Wescoat provided an estimate of the difference in benefits the three retirees could have received had they elected the 50% Joint and Survivor option.

The Board discussed the legal liability and the options available. The Board agreed to have sample letters for each of the three retirees impacted at the next meeting. The Board will discuss the issue again at the November meeting.

Discussion of current status of Volunteer Firefighters Plan

Ms. Wescoat stated that considering the number of Volunteer Firefighter Plan recipients who died during the past year and the overall age of the remaining retirees and survivors, no alternative payment methods have been researched. The Board agreed to continue monitoring the number of benefit recipients and determine if there is a need to research alternative payments at a later date.

Consideration of cancelling the November 8, 2012 meeting making the next meeting February 14, 2013

The Board agreed a November meeting is necessary and set the date as November 1, 2012 at 3:00 p.m.

Members Choice

No items were discussed.

MR. GARCILASO MOVED TO ADJOURN. MAYOR PENN SECONDED.

Ayes:	Garcilaso, Gryglewicz, Hartley, Lockwood, Woodward
Nays:	None
Absent:	Wilmoth

The motion carried.

Meeting adjourned at 4:55 p.m.

/s/ Carol Wescoat

Carol Wescoat
Recording Secretary

NONEMERGENCY EMPLOYEES RETIREMENT BOARD MEETING

August 14, 2012

Chairperson Hagan called the regular meeting of the Englewood NonEmergency Employees Retirement Plan Board to order at 3:03 p.m. in the Public Works Conference Room of the Civic Center, 1000 Englewood Parkway, Englewood, Colorado.

Members Present: Frank Gryglewicz, Director of Finance and Administrative Services
Bradley Hagan, Chairperson, Employee Representative
Bobbi Oxford, Council Appointee
John Moore, Council Appointee (by phone)
Mahendra Patel, Secretary, Employee Representative
Jim Woodward, Council Member

Members Absent: James Jordon, Council Appointee (with notice)

Others Present: Wendy Dominguez, Innovest Portfolio Solutions
Jerry Huggins, Innovest Portfolio Solutions
Diane Hunt, Gabriel Roeder Smith and Company
Mary Brauer, Reinhart Boener Van Deuren Norris & Reiselbach, PC (arrived at 3:16 p.m.)
Daniel Brotzman, City Attorney (arrived at 3:55 p.m.)

A quorum was present.

* * * * *

Approval of Minutes

MR. GRYGLEWICZ MOVED TO APPROVE THE MINUTES OF THE MAY 8, 2012 REGULAR MEETING.
MR. WOODWARD SECONDED.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays: None
Absent: Jordan

The motion carried.

Approval of Investment Policy Statement Changes

The Board reviewed the revised Investment Policy Statement.

MR. WOODWOOD MOVED TO APPROVE THE INVESTMENT POLICY STATEMENT REVISED AS OF MAY 2012. MR. GRYGLEWICZ SECONDED.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays: None
Absent: Jordan

The motion carried.

Innovest Portfolio Solutions, LLC

In the interest of time constraints, Ms. Dominguez provided a very brief overview of the second quarter performance.

Innovest provided a review of the current large cap growth manager, Allianz Large Cap. Allianz, had two fund managers leave and with disappointing returns, Innovest is recommending a replacement from three candidates. The candidates are Harbor Capital Appreciation, Westfield Large Capital Growth and Aston/Montag Caldwell Growth. Mr. Huggins reviewed the pros and cons of the three candidates for consideration.

Mary Brauer arrived 3:16 p.m.

The Board discussed the candidates and Innovest's recommendation to change large cap growth managers from Allianz to Harbor Capital Appreciation

MR. GRYGLEWICZ MOVED TO APPROVE CHANGING THE LARGE CAP GROWTH FUND FROM ALLIANZ TO HARBOR CAPITAL APPRECIATION. MS. OXFORD SECONDED.

Ayes:	Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays:	None
Absent:	Jordan

The motion carried.

Mr. Huggins explained that the Board had previously attempted to increase revenue sharing when they had selected Charles Schwab to provide custodial services. The contract with Schwab did not comply with Colorado Statutes, so the change of custodial services was not completed.

Innovest continued its efforts to increase the Plan's revenue sharing by contacting Wells Fargo, the current custodial bank, and was successful with the efforts.

Mr. Huggins reviewed the Wells Fargo Account Agreement. By changing the Wells Fargo Account Agreement, the Plan will receive additional revenue sharing from the funds in the Plan. The agreement reduces asset based fees to \$25,000,000 at five basis points and three basis points for amounts greater than \$25,000,000 from five basis points for amounts less than \$50,000,000. With an account balance of about \$27,000,000, this will provide additional savings. The agreement also lowers the Wells Fargo Collective Trust Funds management fee (the Plan has Wells Fargo S&P 500 Index Fund) from 15 basis points to 10 basis points.

MR. GRYGLEWICZ MOVED TO APPROVE THE WELLS FARGO ACCOUNT AGREEMENT. MR. PATEL SECONDED.

Ayes:	Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays:	None
Absent:	Jordan

The motion carried.

Discussion and Consideration of Benefit Request for Mark Trusty

Mr. Gryglewicz explained that during the preparation of Mr. Trusty's retirement benefit calculation, it became apparent that since he repeatedly elected to use Holiday Worked and Accrued that his benefit would be reduced from the amount he would receive if he had chosen to use Holiday Worked and Paid or Holiday Worked and Comped. The Englewood Employee Association (EEA) contract states Holiday Worked and Accrued is elected by the Member, the eight hours worked are "overtime." Overtime is not included as eligible compensation when calculating an employee's retirement benefits. The City has followed the wording of the EEA contract, however, the City has further determined that reducing retirement benefits was not the intent of the contract. City staff is working on changing the Oracle payroll system. The EEA will be notified of the City's intention to avoid reducing the Member benefits in the future.

MR. GRYGLEWICZ MOVED TO APPROVE THE 50% JOINT AND SURVIVOR BENEFIT AT THE HIGHER AMOUNT OF \$2,001.90 AS OF JULY 1, 2012, WHICH INCLUDES THE EIGHT HOUR OF REGULAR PAY WHEN HOLIDAY WORKED AND ACCRUED WAS CHOSEN. SECONDED BY MR. WOODWARD.

Ayes:	Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
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Nays: None
Absent: Jordan

The motion carried.

Discussion Related to Normal Retirement Age Restrictions for DROP

Mr. Gryglewicz reviewed the situation that prompted the memo included in the Board packet. During the review of the Plan Document amendments City staff became aware of an employee who is currently in the Deferred Retirement Option Plan (DROP) but was permitted in the DROP after attaining Normal Retirement Age. The Board and Mr. Brozman discussed the issue.

MR. GRYGLEWICZ MOVED TO APPROVE THE DROP APPLICATION THAT WAS ERRONEOUSLY APPROVED EVEN THOUGH THE MEMBER HAD PREVIOUSLY ATTAINED NORMAL RETIREMENT AGE. ALL REASONABLE EFFORTS WILL BE MADE IN THE FUTURE TO INSURE DROP APPLICANTS COMPLY WITH THE PLAN DOCUMENT RESTRICTIONS ON DROP ELIGIBILITY. MR. PATEL SECONDED.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays: None
Absent: Jordan

The motion carried.

Retirement Approvals and Notifications:

- a. Consideration of DROP Benefit for Linda Shea
- b. Consideration of DROP Benefit for James Veryser
- c. Consideration of DROP Benefit for Charles Auner
- d. Consideration of DROP Benefit for William Amack
- e. Consideration of DROP Benefit for Charles Debaillon
- f. Consideration of Retirement Benefit for James Kavinsky
- g. Notification of DROP Application for Bradley Hagan
- h. Consideration of Retirement Benefit for Sue Carlton-Smith
- i. Notification of DROP Application for Jan Grengs
- j. Notification of Death of George Garnett
- k. Consideration of Lump Sum Distribution for the Beneficiary of David Butler

MR. GRYGLEWICZ MOVED TO APPROVE THE ITEMS LISTED ON THE BENEFIT APPROVALS AND NOTIFICATIONS. MR. PATEL SECONDED.

It was noted that even though an item regarding Mr. Hagan was listed as an item for approval, the item is for information purposes only. Mr. Hagan is not required to abstain.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays: None
Absent: Jordan

The motion carried.

Discussion of Closing the Plan to New Participants

Mr. Gryglewicz explained the idea of closing the NERP to new participants came up during City budget discussions. He explained that this is an effort to reduce future retirement plan costs for the City. In recent years the cost of defined benefit plans continue to increase and the a defined contribution plans generally maintains a consistent level of contributions.

Ms. Hunt commented that they have many clients studying options that could reduce the cost of funding defined benefit plans. She explained that it is understandable to want to reduce costs but the unfunded liability will still need to be paid and currently, that is driving increased costs for the Plan. Closing the Plan to new participants generally does not reduce costs for five to ten years. Another issue is that over time the members in the Plan will all retire reducing the liability, but as long as there are retirees there will be ongoing costs without active participants to share in the cost of the funding.

Ms. Hunt suggested that some plans are developing new tiers with lower benefits.

Mr. Gryglewicz clarified for Mr. Patel that if the Plan closes to new participants the new employees would no longer have the choice of the defined benefit or the defined contribution plan. He further explained the funding of the defined contribution plan (401a) and how a 401a plan typically works. The NonEmergency Employee Money Purchase Plan (NEMP) is the current 401a plan available to EEA employees.

Ms. Hunt commented that a 10 year cost projection may provide a better analytical tool for the Board to review and make a decision to close the Plan to new participants. Also, adding a tier or making other changes might be included in the study. The Board discussed some of the information that may be necessary to help them make a determination.

Ms. Brauer mentioned that the IRS has a concept that interprets changes to Plan benefit or member eligibility as a partial termination of the Plan. A partial termination will automatically vest all members. She suggested the Board confirm that any action taken does not cause a partial termination.

Additional discussion followed regarding current funding and that there is no intention of making excess assets, if any, of the Plan available to the employer. Documentation is necessary to prevent the IRS from automatically vesting all Plan members.

Ms. Hunt presented other changes that might be included in the study, she suggested reducing the annual accumulator, removing the Rule of 88, increasing the employee contribution level or increasing the percent of annual reduction for the early retirement benefit.

Chairperson Hagan asked about employee history of the election of the NERP verses the NEMP. Ms. Wescoat responded that it varies and is very unpredictable. She suggested that if it were evaluated in the past 36 months it might be a 50/50 split.

Ms. Oxford requested that the issue be tabled until additional information can be presented.

MR. GRYGLEWICZ MOVED TO APPROVE A STUDY INCLUDING A PROJECTION OF THE TEN YEAR COST, CLOSING THE PLAN TO NEW PARTICIPANTS, A POSSIBLE TIER WITH A DIFFERENTIAL OF BENEFIT WITH ACCUMULATOR OF ONE PERCENT, REMOVE THE RULE OF 88, INCREASING THE AVERAGE SALARY FROM THIRTY-SIX MONTHS TO SIXTY, AND INCREASING THE ANNUAL REDUCTION FACTOR TO SIX PERCENT FOR EARLY RETIREMENT. MS. OXFORD SECONDED.

Ayes:	Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
Nays:	None
Absent:	Jordan

The motion carried.

Review of NERP Employee Handbook and Form Revisions

The Board reviewed the following and made minor changes:

- NERP Handbook

- Delayed Retirement Option Form
- NERP Application
- Pre-Retirement Beneficiary Form (with noted changes)
- Irrevocable Election to Participate in the Deferred Retirement Option Plan (DROP) and Resignation from Employment

MR. GRYGLEWICZ MOVED TO APPROVE THE NERP HANDBOOK, DELAYED RETIREMENT OPTION FORM, NERP APPLICATION, PRE-RETIREMENT BENEFICIARY FORM AND THE IRREVOCABLE ELECTION TO PARTICIPATE IN THE DEFERRED RETIREMENT OPTION PLAN AND RESIGNATION FROM EMPLOYMENT. MR. WOODWARD SECONDED.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
 Nays: None
 Absent: Jordan

The motion carried.

The Board agreed to review the NERP and NEMP comparison sheet with the additional necessary forms that will be brought to the November meeting.

MR. GRYGLEWICZ MOVED TO APPROVE ALL AMENDMENTS WITH THE CHANGES DISCUSSED DURING THE MEETING. MR. PATEL SECONDED.

Ayes: Gryglewicz, Hagan, Moore, Oxford, Patel, Woodward
 Nays: None
 Absent: Jordan

The motion carried.

Member Choice

Ms. Brauer informed the Board that the Internal Revenue Service (IRS) has inquired about various items in the Plan document filed in 2009 and she is providing responses. She commented about one of the inquiries related to the IRS position that the DROP benefit payments must be included for the Section 415 calculations. Although this is a very technical issue, Ms. Brauer said that fortunately for the NERP, another client received a letter from the IRS regarding this matter. This means that the research and correspondence will be billed to the other client since they have the letter requesting the change and the NERP has only had phone inquiries.

Mr. Brotzman asked the Board when looking at the NEMP and NERP comparison that they think in terms of simple language in an effort to help new employees make an informed decision. Mr. Gryglewicz reminded the Board that Ms. Wescoat reviews the sheet with new employees at their retirement orientation. The sheet is not provided to new employees without a detailed explanation.

The next regular Board meeting is scheduled for November 13, 2012 in the Public Works Conference Room. The time to be determined after the agenda is evaluated.

The Board adjourned at 4:35 p.m.

/s/ Carol Wescoat

Carol Wescoat
 Recording Secretary