
Council Newsletter



CITY MANAGER'S NOTES September 5, 2013

Upcoming Council Meetings

City Council will meet on **Monday, September 9, 2013**. 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 5:30 p.m.

The next meeting will be held on **Monday, September 16, 2013**.

Informative Memoranda

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

1. Articles concerning Englewood's logo, the Englewood Depot and the Light Rail Corridor Plan.
2. Letter expressing appreciation for the City's Rehab Program and City staff.
3. Letter concerning the Acoma property development.
4. E-mail concerning the Keep Englewood Beautiful Commission Household Hazardous Waste roundup on September 14 and 21, 2013.
5. E-mail concerning the Sprouts Groundbreaking celebration on October 1, 2013.
6. DRCOG Community Profile for Englewood.
7. Memorandum concerning the new Sales Tax/Licensing Service.
8. Memorandum concerning the Project Update.
9. Memorandum concerning the Recreation Center Maintenance closure.
10. Calendar of Events.
11. Tentative Study Session Topics.
12. Minutes from the Housing Authority meetings of January 2, February 27, April 3, May 1, May 23, June 5 and July 3, 2013.
13. Minutes from the Planning and Zoning Commission meeting of August 6, 2013.
14. Minutes from the Cultural Arts Commission meeting of August 7, 2013.

Parks and Recreation Department



All Aboard Pre-School is gearing up for the new school year. Parents' Open House is this week and students arrive Sept. 9 and 10. We're looking forward to a great school year!

The Parks Department is currently experiencing operational problems with the irrigation pump station at Jason Park. We have not been able to irrigate the park for the last 3 to 4 days. A pump repair company will be out on Thursday to pull the pump and hopefully make the repairs quickly. Since Jason Park is an off-leash area, we have many eyes on the park. Staff is in the process of having temporary signs made to alert park users of our problem.

Bruce Meyer, Malley member and Silver Sneakers participant, was one of 5 finalists in the nation for the Richard Swanson Inspiration Award. This award honors a member of Silver Sneakers whose healthy behavior has made a difference in his or her life and has inspired others. Bruce and the Malley Recreation Center will receive special recognition from Healthways. A reception is planned for Bruce on September 25 at 11am. Bruce attends 3 Silver Sneakers classes each week and is a very active member of the Malley Center. In total, over the last 4 years Bruce has lost 40 pounds and even though Bruce did not win we are very proud of his accomplishments.

Labor Day was hot and that brought out just fewer than 2,000 people to cool off and enjoy the final day of the season at Pirates Cove. Labor Day concluded Pirates Cove's 10th year and staff has already begun to plan for the 2014 season.

The Aquatics Division has been awarded the Colorado Parks and Recreation Association's prestigious Columbine Award for 2013 that will be presented at the CPRA Fall Conference later this month. The award is for the USA Swimming's Make a Splash program that the Aquatics Division has been successful in having 913 families benefit from free or reduced swimming lessons through grants over the last 3 years. The lessons are targeted for at risk children who don't have the opportunity to learn to swim. According to USA Swimming, participation in formal swimming lessons could reduce the likelihood of childhood drowning by 88%.

In June, Pirates Cove was a participant in the World's Largest Swim Lesson. Aquatic facilities around the globe teamed together to promote swimming lessons in an effort to reduce drowning, the second leading cause of unintentional death in children ages 1-14. This year's participation brought out 32,450 participants hosted by 432 facilities in 13 countries. The 30% increase over 2012 resulted in a New Guinness World Record. Aquatics staff is already planning and preparing to be a host site again on Friday June 20th, 2014.

The following is an updated list of items that were completed during the Englewood Recreation Center annual maintenance closure week (8/25 - 9/2). The Parks and Recreation Department staff would like to thank the hard work from all the Public Works staff that helped with this year's annual maintenance. Providing great facilities to our residents could not be done without them.

- All Hardwood Flooring was screened and recoated (activity rooms, gymnasium, fitness room)
- Pickleball lines were added to the gym floor
- All interior and exterior windows were cleaned
- Cardio area flooring was cleaned via a chemical cleaning process

- Fitness Tech serviced and evaluated all cardio pieces
- Weight room equipment was serviced and cleaned (pads were replaced as needed on equipment)
- All offices, conference room and rec-zone room carpets were steam cleaned
- Boiler replacement preparation continued and will be completed per the contract
- The entry doors were serviced and repaired as needed
- ERC pool was drained, cleaned via acid wash, painted deck, new storage compartments added to closet, the pit was cleaned and spot painting areas as needed
- Pool patio was cleaned including the furniture
- Pool serviced audio equipment
- Furniture on pool deck was disinfected and cleaned
- TRX mounting installed in the weight room and hardware was upgraded in fitness room to allow for TRX training
- Activity rooms were painted
- Locker room ceiling was patched and painted
- Men's bathroom ceiling was patched and painted
- Tile floors were stripped and waxed
- Locker rooms and lockers were disinfected
- Cleaned and dusted return air vents

Broken Tee Golf Specials for September:

For 18 holes on Monday-Thursdays, \$20/player walking or \$30/player riding.

For 18 holes on Fridays, \$25/player walking or \$35/player riding.

For 9 holes on Monday-Thursdays, \$12/player walking or \$18/player riding.

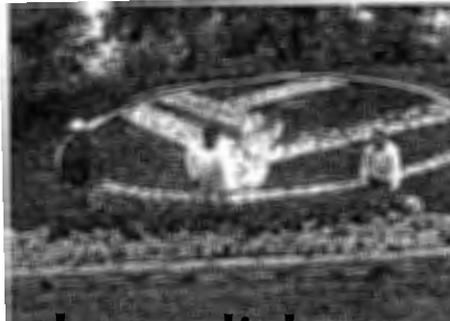
For 9 holes on Fridays, \$13/player walking or \$19/player riding.

Coupon must be presented to Pro Shop staff for special.

Coupons are available at www.brokentee.com

VALID MONDAY-FRIDAYS, NOON-3PM ONLY FOR THE MONTH OF SEPTEMBER 2013. NO EXCEPTIONS.

The golf course at Broken Tee will be closed for greens aerification the week of September 2nd and 9th. The Par 3 Course will be closed on Tuesday, September 3rd and the short game greens (chipping and putting) and large putting green will be closed Wednesday, September 4 to Friday, September 6. On Monday, September 9, the back 9 will be closed and on Tuesday, September 10, the front 9 will be closed. The driving range will be closed on Monday, September 16th for fall maintenance.



Antonio Ortega (left), Roberto Camacho and J. Luis Aguilar with Western Proscapes are tending to the flower bed adjacent the Englewood city logo on the northwest corner Hampden and Broadway.

Photo by Tom Barry

Englewood's logo receives care

By TOM BARRY

Each day thousands of drivers traveling on Hampden/HWY 285 pass by the City of Englewood's massive eye catching logo on the south side of Hampden approaching the Broadway bridge.

Recently, gardeners from Western Proscapes, an Englewood-based company, were tending to the foliage in the greenbelt area on the southwest corner of the intersection. The flowers add a brilliant dash of color to the community at one of few remaining green belts in the metro area.

Upon walking up to the logo one can see good-sized rocks that formed the logo. Over time and budget constraints these white-painted rocks have seen better days, as they are in need of repainting. The area in which the colored rocks rest is in disrepair with the edges needing

replaced. This of course, is not noticeable from a distance, especially when driving past on the state highway at a good clip of speed.

"Up until the late '70s, the area where the logo is was planted as an annual flowerbed using different color combinations to make the logo and background," said Jerry Barton, a parks supervisor with the city of Englewood and "Play Englewood." "In the '80s, we added irrigation to that area to water low growing dark green Junipers around white quartz rock that was cemented into place. That is still there."

The Junipers began to die in the early '90s and were replanted but struggled with watering restrictions.

"In the late '90s the junipers were removed and have the area asphalted over so as to accent the white rock," said Barton. "The rocks have been painted a couple of times over the years."

Sold!

Citizens group steamed over long-awaited Depot sale

By Peter Jones

The City of Englewood has formally accepted an offer to sell the Englewood Depot to a Denver couple for \$30,000, but an opposing citizens group is still firing its engines.

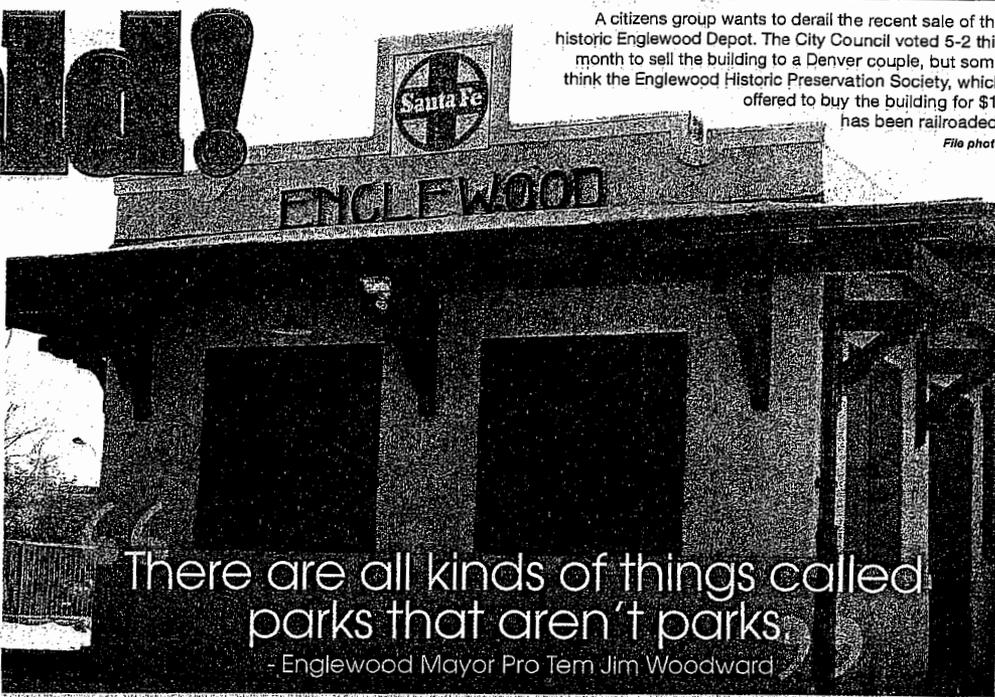
On Aug. 19, the City Council gave final approval to sell the historic train station to Tom and Patty Parson, who plan to turn the dormant building on Dartmouth Avenue into a letterpress museum. The vote was 5-2 with Councilmembers Joe Jefferson and Rick Gillit opposing the controversial transfer.

Mayor Pro Tem Jim Woodward, who strongly supported the sale, says the Parsons' offer was the most viable of any that has been brought to the council, particularly in comparison to a bid from the Englewood Historic Preservation Society, which had wanted to buy the depot for \$1 million and turn the 1,700-square-foot building into a public museum dedicated to Englewood history.

"What the Preservation Society offered was zero," Woodward said after the council's preliminary vote last month. "They wanted the city to provide sewer and water hookups and to pay no tap fees and for the city to waive all sales and use tax. The Parson bid appeared more sustainable."

Despite protests from citizen activists, most loudly from the Englewood Citizens for Open Government, which has challenged the legality of the sale, the property is expected to formally change hands this week.

That does not mean opponents have given up the fight to derail the sale. ECOG members say the property, frequently called Depot Park, should not have been sold in the first



A citizens group wants to derail the recent sale of the historic Englewood Depot. The City Council voted 5-2 this month to sell the building to a Denver couple, but some think the Englewood Historic Preservation Society, which offered to buy the building for \$1 million, has been railroaded. File photo

There are all kinds of things called parks that aren't parks.

- Englewood Mayor Pro Tem Jim Woodward

place. They cite the city charter requirement that mandates voter approval before Englewood can sell city-owned parkland.

Although the 2006 Parks and Recreation Master Plan listed the depot land as a park and Englewood Parks and Recreation maintains the property, city officials stress that the term "park" had been used informally and that there never was an official designation.

Whatever the case, the sale's opponents insist they were improperly denied the legal recourse to contest the sale through the citizens' initiative process, which generally allows petitions for ballot initiatives to be circulated in direct challenge to recently approved council ordinances.

The problem: The city has considered the depot sale an administrative

They're not allowing us to do (a petition) process, probably because they are well aware we could get the signatures.

- Former Englewood City Councilwoman Laurett Barrentine

matter, not an ordinance -- a difference that disallows a citizens' ballot question.

Former Councilwoman Laurett Barrentine, an ECOG activist, finds that distinction disingenuous.

"We should have the right to go ahead and do the referendum process," she said. "They're not allowing us to do that process, probably

because they are well aware we could get the signatures."

That claim has been strongly rejected by Woodward, who emphasizes the city attorney's view that because the sale was a one-time action and not an ongoing policy decision, it was proper to handle the issue administratively.

Even so, ECOG supporters are expected to place at least one issue on November's ballot. If passed, that ballot question would officially designate a series of unofficial city "parks" in hopes of avoiding avoid future sales without voter approval.

"We have no dedication process. We have no regulations to dedicate a park," Barrentine said, insisting her movement has been caught in a catch 22. "There's no process, no procedure, no explanation."

Whatever the reasons for the confusion, Woodward and other councilmembers insist the depot land in question was never an official city park.

"Parks and Recreation takes care of the lights on South Broadway and that's not a park," he said. "There are all kinds of things called parks that aren't parks."

Barrentine's group has still not ruled out a legal challenge to Englewood's decision to handle the sale administratively and may seek to recall the councilmembers who voted to approve what she considers an illegal sale.

The \$30,000 purchase came despite appraisals of as much as \$425,000. An estimated \$370,000 in restoration work and a lack of plumbing and heating systems have been the reason for lower offers.

An earlier proposal to buy the

depot for \$50,000 was nearly accepted last year before the potential buyer balked at the city's purchase stipulations, which were designed to preserve the exterior of the historic structure.

The Parsons' subsequent offer -- including an agreement that the buyers pay for restoration costs -- was the preferred option of a City Council-appointed committee consisting of two Englewood residents and three historic-preservation experts.

A contract stipulation requires the Parsons to maintain the building's exterior, but not its well-worn interior. The city would also have first right of refusal should the Parsons wish to sell the depot at a later date.

The long-dormant depot opened in 1915, but was abandoned 40 years later. The building is one of the nation's two remaining vintage railroad depots with a similar pueblo-style design. The other is in Glorieta, N.M.

In 1994, the depot -- by then, risking demolition -- was purchased by an earlier version of the Preservation Society and the building was moved from its original location on South Windermere Street to the north Englewood residential neighborhood where it now sits.

The depot was eventually placed on the Colorado Register of Historic Places and underwent an incomplete restoration funded in part by the Colorado Historical Fund. In 2002, after unsuccessful efforts to find a suitable use for the building, the Society decided the building back to the City of Englewood.



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Sunday, Sept. 8, 1-4:30 p.m. (\$6-a-bag day!)

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5955 S. Holly St. (at Orchard & Holly)
Information: 303-LIBRARY
arapahoelibraries.org

News

Your City

Light-rail corridor plan draws concern

By Clayton Woullard
YourHub Reporter

Englewood's proposed light-rail corridor plan proposes residential development in areas along the light rail-line, and that has some industrial business owners concerned.

Michael Sroczyński, who owns Empire Metal Spray Inc. in Englewood, spoke in July at a planning commission hearing about his concerns with the light-rail corridor, namely that it calls for more residential development among traditionally industrial areas of the city. He has been one of few industrial business owners to express such concerns at recent meetings on the plan.

The plan mostly calls for infrastructure and transportation expansion around the light-rail line, but that would naturally open up the surrounding areas for development, which also is a goal of the plan.

Sroczyński is concerned that the plan calls for rezoning industrial zones into residential. He has safety concerns with having residential too close to industrial, not to mention the lack of parking. He also said because of strict regulations and rezoning moves, industrial is fleeing cities like Englewood. He said when his father started the shop in 1952, there were four machine shops. Now there is one.

"Industrial always works better when they are by themselves," Sroczyński said. "I've got trucks going back and forth, I don't need residential or bicycle paths or truck drivers running over residents, and we have a hard enough time with parking."

He said Englewood needs industry to survive.

"They claim they will not force anyone out, but you start putting in

high-density residential and the property values are going to go up and so does the taxes, and if the taxes go up do you think industry is going to move?" he said. "Where are they gonna go, where are they gonna move?"

Alan White, director of community development for Englewood, said the light-rail corridor plan doesn't explicitly change any zoning, but allows for the city to look at how to change the zoning along the corridor on a case-by-case basis.

"It's not our attempt to force out any businesses, but we do think land uses around those areas will transition to residential uses," White said.

He stressed the city would work with all landowners along the corridor to address their concerns before making changes.

He said the city already has industrial next to residential areas and there are conditions about, for example, when and where the trucks can come and go.

"We'll have to look at each project individually and look at how great the safety concerns are," White said. "They could be of such a magnitude it may not be such a good place for a residential use next to industrial use."

He said in Lower Downtown Denver there is industrial next to residential and he's not aware of any major conflicts there.

"We're not going to create any actions on the city's part that will force them out," White said. "Any changes will depend on willing sellers and willing buyers on the deal. We won't make industrial uses move out because of state law."

The plan was set to get approval from city council at its regular meeting Sept. 3.

Clayton Woullard: 303-954-2671,
cwoullard@denverpost.com

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"Blessed are they who maintain
Justice, who constantly do what is
right." Psalm 106:3

I believe this is you Janet!

Love my Revy 😊

Janet

Thank you so much for all
the help you have given me.
You are truly a blessing to me and
my family.

May God Bless you!

Ms. Harriet Giles
3900 S Bannock St
Englewood, CO 80110-4602

DENVER CO 802

30 AUG 2013 PM 3 L



COMMUNITY DEVELOPMENT DEPARTMENT

SEP - 3 2013 Janet M. Grummett
Housing Finance Specialist
ENGLEWOOD, COLORADO
1000 Englewood Parkway
Englewood, CO 80110



September 4, 2013

Englewood City Council
1000 Englewood Parkway,
Englewood, CO 80110-2373

Sirs and Madams,

At last night's City Council meeting my son spoke on behalf of the Odd Fellows Building and Investment Company, Inc. (OFB&IC) and Quadanska, Ltd. He is President of the Board of Directors of the OFB&IC and a board member of Quadanska, LTD. I am a member of the boards of directors of both of those companies myself and during my time with both companies, I have managed both the Odd Fellows Building and the adjacent building. Thus I have some knowledge of past histories and some of the events that have gotten us to where we are today.

At the break before the budget considerations, I took the opportunity to speak to a few of you concerning the confusion over John's remark regarding the Odd Fellows building paying for a parking lot. Your query of EURA staff got you a mostly correct response, but not a clarification of John's assertion.

What he spoke to was an Englewood special assessment district set up to acquire and build a parking lot on the 3400 block of Lincoln. The assessment formula was based on the number of parking spaces that each building would require at peak load. The net result was an assessment for the Odd Fellows building that made the annual taxes more than its income. John's grandfather, Fred Dransfeldt was president of the board of directors at the time and he personally funded the legal action that challenged the validity of the assessment. While the OFC&IC won the case, the assessment formula was only altered sufficient to lower the overall property taxes to 67% of gross rents.

Probably of little interest to City Council was the financial difficulty the OFB&IC faced for the duration of the special assessment. At first, the operational shortfalls were paid by two families who were stockholders in the building. At the end only the Dransfeldt family was supporting the operation beyond what income the building could generate.

John's remarks as to the difference between parking spaces and accessible or useable parking evolve from this parking lot on Lincoln. For all the benefit derived by either of our buildings, the lot could just as well been at Denver City Park.

To add further insult to the injury, after the end of the assessment district the City approached property owners on the west side of the 3400 block of Broadway with a plan to buy portions of the EURA property for a parking lot similar to what was done on Lincoln. However, the new assessment district was to be only the west side of the 3400 block. Our response was that should the assessment district be the same as the other or larger, we would consider it, but given the financial difficulties caused by the previous special district our willingness to participate would be very tentative. We were informed it was impossible to include anything more than the west side of Broadway in our block. The whole concept was dropped I suspect because it would not pencil.

As was discussed at various times through the evening, there used to be diagonal parking in the center of the street as well as at the curb. This parking pattern existed during the heyday on South Broadway when retail sales were the highest compared to anywhere in the State. I would point out that when this "on Street" parking went away to provide for more lanes of traffic, it was not replaced. Instead, after years of complaints from customers and to the City, the City mandated the business properties to pay for a poor substitute. And this was on top of probably the greatest mistake the City has ever made. The difficulties EURA has caused the City are probably legend far beyond the City limits. From the limited perspective of business property owners, EURA has cost us dearly.

There was a brief period toward the end of the existence of the Englewood Downtown Development Authority where many of the business owners thought the EDDA would actually use its powers to buy from and build parking on the EURA property in the 3400 block. Just when it seemed something truly useful to business might be accomplished, the EDDA was dissolved and its funds swallowed by the City.

It was disappointing to hear EURA officials remark that there was enough business parking planned in the proposal and to suggest more would jeopardize the "up scale" nature of the architecture. Clearly we are already hearing the sales pitch to cover a perceived design conflict with existing businesses.

In the boom before the last downturn, no project could be found that would pencil a profit even when the development packages provided for free land. Some construction labor costs have declined since the start of the downturn, but I do not see that to be enough to allow a profit unless there is a significant uptick in rents. The only possible alternative would be a subsidized finance package that could be obtained by building low income housing (current euphuism is "affordable".)

We were alerted to last evenings meeting by very concerned business tenants at about 4 pm. As a result, we arrived without having the opportunity of any prior knowledge other than the City had requested some RFP's for development of the Englewood Parkway and Broadway corner. Through the study session it became apparent that parking would be an issue, but beyond that we are without information on aspects of the proposal. I suppose as with most development proposals, there are the usual smoke and mirrors. I have to chuckle over the upscale restaurant in Fox Field that turned out to be a sports bar and the upscale restaurant in Centennial that wound up being either a Golden Corral or a very limited menu bar in a bowling alley. That said we look forward to more specific information so we may properly evaluate the proposal and its impact on what could be very close neighbors.

Sincerely,

Bob Feters
19238 E. Jamison Pl.
Centennial, CO 80016

Lindsay Von Colditz

From: Englewood Website Administrator <info@englewoodgov.org>
Sent: Tuesday, September 03, 2013 8:30 AM
To: Lindsay Von Colditz
Subject: City of Englewood, Colorado: KEB announces dates for Household Hazardous Waste Roundup: September 14 & 21

Having trouble viewing this email? [Click Here](#).

KEB announces dates for Household Hazardous Waste Roundup: September 14 & 21

Post Date: 09/03/2013 07:28 AM

Keep Englewood Beautiful (KEB) has scheduled its annual Household Hazardous Material Roundup for two Saturdays in September: September 14 and September 21. The Roundup will be held both days from 8 am to 2 pm at the Englewood Service Center, 2800 South Platte River Drive.

The Roundup helps residents safely dispose of some common hazardous household chemicals. Home office equipment and electronics will also be accepted again this year.

For a complete list of accepted items and fees, visit our [KEB page](#).

The Roundup is open to City of Englewood, Littleton, and Sheridan residents. Proof of residency is required.

Keep Englewood Beautiful is a volunteer board that focuses on environmental matters. To learn more, visit the KEB web page: www.englewoodgov.org/keb.

To change your eNotification preferences, [Click Here](#). To unsubscribe from all City of Englewood, Colorado eNotifications, [Click Here](#).

Lindsay Von Colditz

From: Michael Flaherty
Sent: Wednesday, September 04, 2013 12:05 PM
To: #City Council
Subject: FW: Save the Date: Sprouts Groundbreaking Celebration

From: Darren Hollingsworth
Sent: Wednesday, September 04, 2013 11:52 AM
To: Council
Cc: #City Manager's Office; Alan White
Subject: Save the Date: Sprouts Groundbreaking Celebration

Sprouts Farmer's Market and their developer Cadence Capital Investments intend to hold a groundbreaking celebration on Tuesday, October 1 from 5:00 pm to 7:00 pm. The developer will send out formal invitations shortly.

Hold the Date: Sprouts Groundbreaking Celebration
When: Tuesday, October 1 from 5:00 pm to 7:00 pm
Where: 5001 South Broadway (vacant Larry Miller Nissan site)
What: Groundbreaking with food and refreshments

Darren Hollingsworth
Economic Development Manager
City of Englewood

Ph. No. 303.762.2599

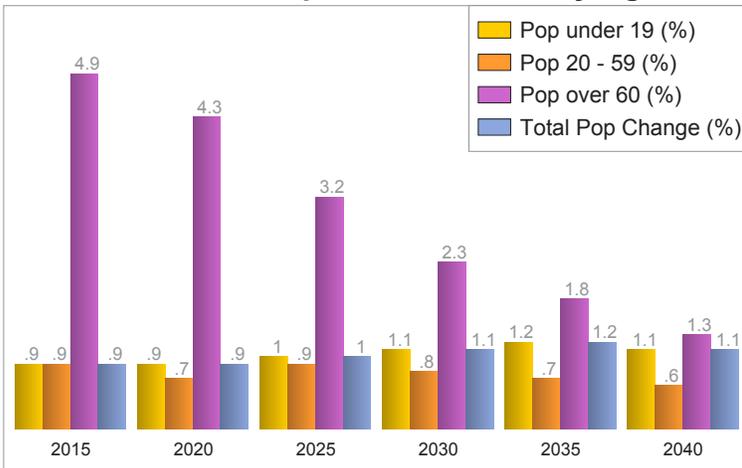
Demographic/Economic Snapshot

	Englewood	Region
Population ¹	30,433	2,763,317
Employment ¹	16,825	1,433,095
Median Age ¹	37	38
Percent of Housing Built Prior to 1980 ¹	83%	48%
Average Annual Wage ¹	\$56,603	\$82,986
Median Household Income ¹	\$43,962	\$56,360
Poverty Rate ^{1*}	11%	19%
Percent of Population Over Age 25 with Bachelor's Degree or Higher ¹	30%	41%
Percent of Population with High School Diploma only ¹	28%	21%

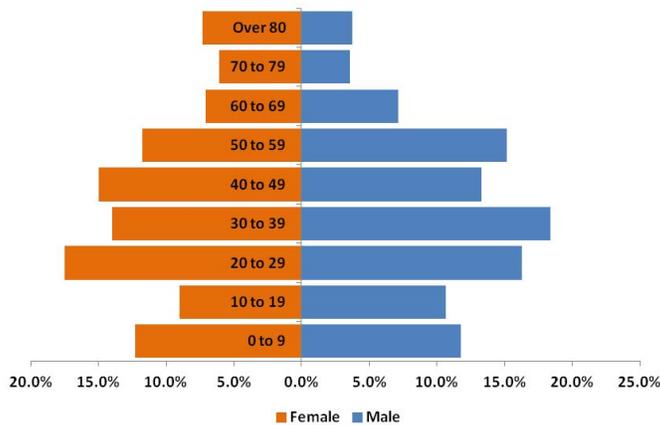
Housing Snapshot

	Englewood	Region
Households ¹	14,405	1,093,193
Average Household Size ¹	2.08	2.47
Percent of Multifamily ¹	43%	31%
Home Ownership ¹	49%	69%
Owned Vacancy Rate ¹	3%	2%
Rented Vacancy Rate ¹	4%	6%
Number of Single-Family Permits ⁶	2	5,961
Number of Multifamily Permits ⁶	0	8,978

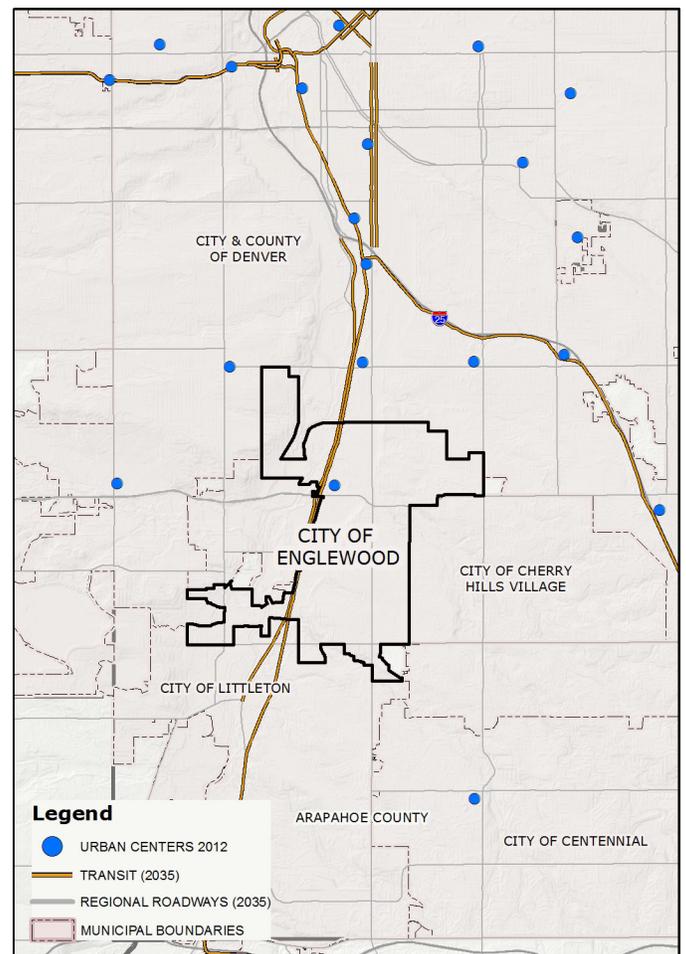
Forecasted Population Growth by Age²



Population by Age of Residents¹



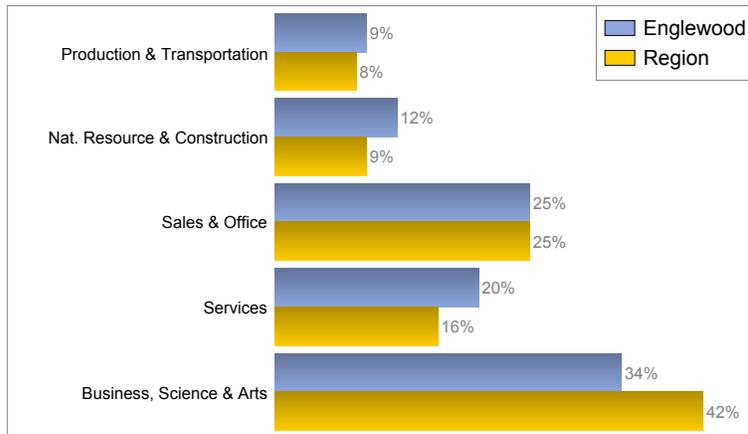
Regional Transportation⁵



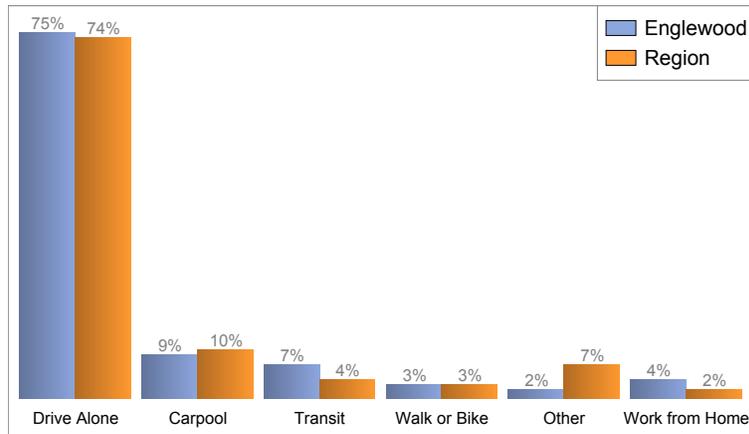
*Note: The U.S. Census defines poverty rate as the percent of families below defined poverty thresholds depending on family size and number of children under the age of 18. In 2012, the poverty threshold for a family of four with two children was \$23,283.

Englewood Community Profile

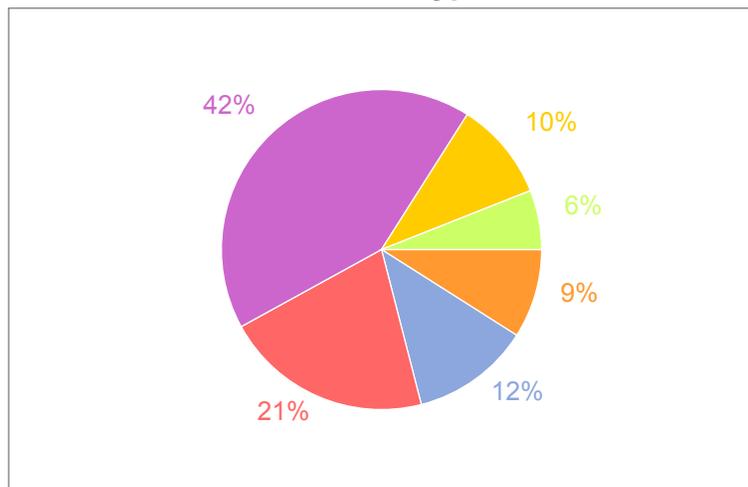
Occupation by Industry¹



Means of Transportation to Work¹



Household Types¹



- Married with Children
- Other Non Family
- Single Parent
- Over Age 65
- Married No Children
- Single Household

Metro Vision 2035 Metrics

	Englewood	Region
Total Land Area (SqMi) ⁵	7	5,288
Recreation, Parks and Open Space Acres per 1,000 People ⁵	10	424
2035 Urban Growth Boundary (SqMi) ⁵	7	980
2010 Employment in Urban Centers ⁵	985	567,805
2010 Households in Urban Centers ⁵	647	112,667
Vehicle Miles Traveled per person per Day (Household travel only) ⁴	12.3	16.7

Top 5 commuting destinations by workers living in Englewood⁴

1. Denver
2. Englewood
3. Littleton
4. Greenwood Village
5. Centennial

Top 5 residential locations of workers commuting to Englewood⁴

1. Denver
2. Jefferson Unincorporated
3. Englewood
4. Aurora
5. Douglas Unincorporated

Data Sources:

1. American Community Survey (ACS), 5 year estimates, 2007-2011 2. Colorado State Demographer forecast based on 2010 Census (County or regional data available only. Regional data shown for communities in Weld County for consistent comparison.) 3. DRCOG Land Use Model Forecast 2013 4. DRCOG Focus Travel Model 2010 (Cycle 2 2012) 5. RTD and DRCOG 2013 6. U.S. HUD 2012
Note: No data = data not available for community.

Data Disclaimer: The data in this report are compiled from multiple sources and are intended for informational purposes only. DRCOG assumes no responsibility or legal liability for the accuracy, completeness or usefulness of any information in this report.

Transportation and Air Quality

- The 189 traffic signals timed in 2012 reduced greenhouse gas emissions by 77,342 lbs/day.
- The average number of bikes per household in the Denver region is 1.5, surpassing the national average of 0.86.
- If all daily driving trips of less than 1.7 miles (average bike trip length) were made by bike instead of car, it would save 1,422,165 miles from being driven on the region's roads or 57 trips around the earth at the equator.

For more information, contact Robin Reilley
303.480.6739 or reilley@drcog.org



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

To: Mayor Penn and Englewood City Council
Through: Gary Sears, City Manager ✓
From: Jeff Konishi, Director - Information Technology
Date: September 9, 2013
Subject: New Sales Tax/Licensing Service

The City now has a new integrated business licensing and tax collection system provided by MUNIRevs. The new system went live last week after only 3 months since signing the contract. MUNIRevs provides the City with a customizable application that fits the needs of both City staff and business owners

The current version of MUNIRevs, developed in conjunction with City of Englewood staff, includes a dynamic Workflow Manager which allows City staff members to easily generate new tasks for business owners including messages, forms, and fees. In turn, business owners are able to more efficiently complete all the required items for a licensing or remittance process, including document uploads, form completion, or remittance of necessary fees or taxes, all with one login.

In the first week of the City of Englewood conversion, there are already 500 businesses registered with the system for paperless filing.

Below is information provided by MUNIRevs, a Colorado Company, describing their company and available services.

The MUNIRevs system is the first of its kind – achieving a 99% paperless processing environment for over 4,500 businesses and providing audit & reporting tools for more than \$14.8 million in revenues to date. We currently support businesses, from 41 different states who utilize the Self Service Action Center to conduct their necessary business with our municipalities. In the year ahead, with contracts pending, MUNIRevs will process over 85,000 forms and more than \$52 million in revenues in 2013/2014 alone with our secure, web based system.

Our groundbreaking new process has achieved tremendous results for our customers who are yielding enhanced revenues of .5% on the revenues collected through MUNIRevs through our automated fee module and close to .5% in processing efficiencies through reduced data entry, paper processing & printing costs.

MEMORANDUM



TO: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: David Henderson, Deputy Public Works Director ✓

DATE: September 4, 2013

SUBJECT: PROJECT UPDATES – Quincy Avenue Closure, Police/Fire Parking Lot, Servicenter Stormwater Improvements, Northwest Greenbelt Playground Project, The Englewood Campus, Concrete Utility Project 2013, Craig Hospital Expansion, Xcel Energy Projects, Kent Place, Street Maintenance Projects 2013, CityCenter Site Development, Englewood McLellan Reservoir Foundation, Air Quality/Energy Savings Projects, GPS in City Vehicles

QUINCY AVENUE CLOSURE

Brown Brothers Contracting will be installing a storm sewer tap in W. Quincy Avenue. The work will require a three-day closure of Quincy between Lipan and Navajo. **Quincy Avenue, between Lipan and Navajo, was closed on September 4th. Brown Brothers expects to complete the work by Friday, September 6th, and then reopen the roadway.**

POLICE/FIRE PARKING LOT

The approved 2013 “Multi Year Capital Project” included funding to repave and correct drainage problems at the Police/Fire parking lot. **Paving and concrete improvements to the north lot are complete.** The Street Division will return later this fall to repave the two smaller parking lots (southeast visitor lot and east patrol car lot).

SERVICENTER STORMWATER IMPROVEMENTS

To assure compliance with state and federal requirements for stormwater runoff, Street Division staff is constructing an area to wash trucks, fire equipment, and street sweepers. The area will be isolated from the storm sewer system that goes to the Platte River. This is a short term solution until we can construct a new addition to the Servicenter that incorporates a truck washing station meeting all applicable standards. The Servicenter has included \$550,000 in the 2014 budget to accomplish this required improvement. **Staff is reviewing the car wash design proposal. Pending approvals, design work will be initiated over the next couple of weeks.**

NORTHWEST GREENBELT PLAYGROUND PROJECT

Richdell Construction continued work on the project. **Modifications to the irrigation system are complete. Concrete form work began this week.**

THE ENGLEWOOD CAMPUS

Englewood School District continues construction of the new campus on South Logan Street. Lehigh Avenue, west of Clarkson Street has been paved. Staff is monitoring the public right-of-way construction to assure conformance with approved plans and agreements.

Construction of a new softball field in the detention area appears to be complete.

CONCRETE UTILITY PROJECT 2013

NORAA Concrete completed all contract work for the 2013 Project. **Questions regarding the program should be directed to the Concrete Utility, 303-762-2360 or concreteutility@englewoodgov.org.**

CRAIG HOSPITAL EXPANSION

The 3400 block of South Clarkson Street was closed on January 22nd. **Construction of the new campus continued.**

Installation of radar speed signs and upgraded pedestrian flashers on Hampden Avenue is complete. **Concrete sidewalk and ramp improvements will be completed by Craig's contractor over the next couple of weeks.**

XCEL ENERGY PROJECTS

Gas Line Replacement Projects

Xcel's contractor, Q3 Contracting, completed potholing for the installation of gas main piping along Union Avenue from Windermere to Clarkson Street. A temporary construction yard has been set up by Q3 on private property in the 4700 block of S. Windermere Street. **Installation of gas piping continues. Street Division and Traffic Engineering crews are monitoring the work on a daily basis.** The work is expected to take about 27 weeks to complete. Updates will be posted on the City's web site.

KENT PLACE

The contractor continued work on the residential apartments.

STREET MAINTENANCE PROJECTS 2013

The Street Division has completed 49 of the 56 blocks scheduled for the 2013 in-house overlay program. Overlay work is on hold for another week while crews catch up with other street division functions (alley grading, cutting and patching asphalt, sweeping). We expect to complete the overlay program by the end of September. Updates will be posted on the City's website.

CITYCENTER SITE DEVELOPMENT

Alexan East and West Parcels

438 residential units. Alexan's occupancy level for March, 2013 is 91%. Commercial uses: Let It Bead, Liquor Store, State Farm, Lifetime Family Practice, Cuttin' It Loose, Foothills Physical Therapy, CityCenter Community, Nixon's Coffee House, Weingarten Realty, and King Liquor Store.

Parkway Retail / Office Buildings

Commercial uses: The International House of Pancakes (IHOP), Qdoba, GNC, Supercuts, Nails Center, CityCenter Dental Group, Tableaux Interior Design, Englewood Eyecare, Collective Licensing Int'l, Inc., Quizno's, "Insurance Company of the West", Fred Astaire Dance Studio, Wellness Treatment Center, SB Clark Companies, Unifocus, Bartertown Comics, and XL Edge. **CityCenter Dental is renovating the space above IHOP. The project will be on-going until the middle of September.**

Bally's Building

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

Retail South of the Parkway

Tenants: Petco, Ross, Coldstone Creamery, Noodles, Office Depot, and Einstein Bagels, and **Spirit Halloween.**

Gold Mine Pad

Tenants include: Jamba Juice, Tokyo Joe's, and Doctors Express.

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. **Comcast continued installing new high speed internet infrastructure at CityCenter to serve the Alexan Apartments and Weingarten's office tenants. The work is expected to be complete next week.**

The Piazza Fountain will be turned pink on September 7th in support of Breast Cancer Awareness Month.

ENGLEWOOD MCLELLAN RESERVOIR FOUNDATION (EMRF)

PA-84 West

The Mike Ward Infiniti dealership opened on Monday, August 29, 2011.
The Larry Miller Nissan Dealership opened on February 11.

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.

PA-85 (Benjamin Franklin Charter School)

The Benjamin Franklin Charter School is open.

AIR QUALITY/ENERGY SAVING PROJECTS

Flex Fuel Program

Currently, 39 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 approximately \$0.40 per gallon less than regular unleaded gasoline. Ten of our fleet vehicles run on Compressed Natural Gas (CNG). 39 on-road vehicles and 23 off-road (construction equipment) run on biodiesel fuel.

Hybrid Vehicle Purchase

Two hybrid vehicles are in service, one in the Fire Department and one in the Building Division.

"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. The Servicenter is now "single-streaming" waste at the Servicenter and a dumpster has been supplied for *cardboard only* recycling.

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 five times longer, and provide better visibility.

Our Servicenter has received a grant from the Regional Air Quality Commission to install aerodynamic fairings on four Wastewater trailers. The grant covers 50% of the cost (total estimated cost is \$6,500 for the four trailers). These fairings will increase fuel mileage by up to 10% (1/2 mile/gallon).

GPS IN VEHICLES

The City received a grant, through RAQC (Regional Air Quality), to install 37 GPS units in some of our fleet vehicles. The GPS units have been installed in Police patrol vehicles, Public Works vehicles, Fire Department equipment, and some Wastewater Treatment Plant vehicles. Police and Fire have gone live with the system and are now able to track emergency vehicle locations 24/7. The system will allow us to track locations, easily obtain information regarding quantities of ice slicer dispensed, monitor idle times, and allow the public to track where plow trucks have been.

/lt



Memorandum

TO: Gary Sears, City Manager
FROM: Jerrell Black, Director of Parks and Recreation ✓
DATE: September 4, 2013
RE: 2013 Englewood Recreation Center Maintenance Closure

Each year the Englewood Recreation Center is closed the week prior to Labor Day for annual maintenance. During this time period, maintenance work is performed by Public Works and Parks and Recreation staff. I, along with Public Works staff, will be at the September 9th Study Session to give City Council an update on the improvements that were made during this time period.

ds/JB
H:\2013 Englewood Recreation Center Maintenance Closure

cc: Rick Kahm
Dave Henderson
Mike Flaherty
Joe Sack

**CITY OF ENGLEWOOD
2013 CALENDAR OF EVENTS**



Mon., Sept. 9	6:00 p.m.	Study Session, Community Room
Tue., Sept. 10	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.	Library Board, Library Board Room
Wed., Sept. 11	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Auth., Com. Dev. Conf. Rm.
Thurs., Sept. 12	11:30 a.m.	Alliance for Commerce, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Englewood Recreation Center, Aquatics Room
	6:30 p.m.	Transportation Advisory Board, City Council Conf. Rm.
Mon., Sept. 16	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Sept. 17	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Sept. 18	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
Mon., Sept. 23	6:30 p.m.	Executive Session, City Council Conference Room
	6:00 p.m.	Study Session, Community Room
Mon. Sept. 30	Cancelled	Study Session
Wed., Oct. 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., Oct. 7	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers

Tues., Oct. 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., Oct. 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., Oct. 10	11:30 a.m.	Alliance for Commerce, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Englewood Service Center, Training Room
Mon., Oct. 14	6:00 p.m.	Executive Session, City Council Conference Room
Tue., Oct. 15	7:00 p.m.	Library Board, Library Board Room
Wed., Oct. 16	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Oct. 21	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Oct. 22	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Mon., Oct. 28	6:00 p.m.	Study Session, Community Room
Mon., Nov. 4	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Nov. 5	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Nov. 6	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., Nov. 11		City Hall closed — Veteran's Day
Tues., Nov. 12	4:00 p.m.	NonEmergency Employees Retirement Plan Board, Public Works Conference Room

TENTATIVE

**STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL**



September 16	Study Session & Regular Meeting Financial Report July 4 th Summary City Council Travel Budget Board and Commission Reports
September 23	Study Session Executive Session – Real Estate EURA/Acoma Property 2014 Proposed Budget Workshop
September 30	No meeting scheduled – 5 th Monday
October 7	Study Session & Regular Meeting Belm, Germany Sister City Visit RTD Parking and Bates Station Alternatives Aid To Other Agencies
October 14	Study Session Executive Session – Personnel
October 21	Study Session & Regular Meeting Financial Report
October 28	Study Session Board and Commission Reports
November 4	Study Session & Regular Meeting Board and Commission Members Reappointment Discussion
November 11	Study Session - Veteran's Day Holiday – no meeting scheduled
November 18	Study Session & Regular Meeting New Council Swearing-In Ceremony @ Regular Meeting

November 25	Study Session City Council's participation on Boards/Commissions discussion Board and Commission Reports
December 2	Study Session & Regular Meeting
December 9	Study Session Board and Commission Reports
December 16	Regular Meeting Holiday Dinner – No Study Session Scheduled
December 23	Christmas Holiday – no meeting planned
December 30	Christmas Holiday – no meeting planned

FUTURE STUDY SESSION TOPICS

Citizen Engagement/Mindmixer
Nextdoor Network
Public Comment Process
Security Camera Update
South Platte River Bike Trail
City/School Agreements
BID Assets/Additional Information
Metro Fire Training Center Options

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
January 2, 2013**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:08 p.m. on Wednesday, January 2, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Beverly J. Bradshaw.

II. ROLL CALL

Members Present: Beverly Bradshaw, Chair
Jennifer Haynes, Vice Chair
Jarrod Schleiger, Commissioner
Margaret Williams, Commissioner
Judy Browne, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison

Members Absent: None

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager

III. SCHEDULED VISITORS

There were no scheduled visitors.

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors.

V. MINUTES

A. Regular Meeting held December 5, 2012.

Mayor Pro-tem and Council Liaison, James Woodward asked for a correction to the minutes from the meeting held on December 5, 2012 – The Planning and Zoning Commission, did not turn down the zoning request for the Winslow/General Iron site, it was postponed.

VICE-CHAIR HAYNES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD DECEMBER 5, 2012. COMMISSIONER WILLIAMS SECONDED THE MOTION.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

Chair Bradshaw declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Renee Tullius noted there was one correction required to the board report that was distributed – some information was included that should not have been disseminated (personal information on the Tenant Accounts Receivable Write-Off Documentation). A corrected page was distributed and the incorrect pages were collected.

Former Commissioner Rodger Hara is conducting an Affordable Housing Study Group, and Jerry Graber will be attending.

Chair Bradshaw asked where the closest Home-Instead location – Evans and Monaco.

B. Financial Reports

Commissioner Browne asked how the Security Deposits are calculated. It is one month's rent, not to exceed \$300. Clarification was requested about HUD requiring the Voucher Program to report a loss in 2012. This is a result of HUD requiring EHA to use funding provided by HUD in previous years, which reduces the reserve account. EHA pays Unemployment Insurance but EHA's Unemployment Insurance rate is very low.

C. Program Reports

It was mentioned that the units are 100% leased and that is a noteworthy accomplishment.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 1, Approving the Write Off of Uncollectible Tenant Accounts Receivable for Various Programs.

Discussion about the resolution included an explanation of the amounts charged to each program, and what types of charges would be uncollectible for Section 8. The Section 8 uncollectible charges are charges to program participants for "No Show

Inspections.” The participant is charged for additional cost of a second inspection because the participant did not keep the first inspection appointment.

The collection process is as follows: these amounts are turned over to collections after 6 months. The uncollected amounts are entered into HUD’s EIV database. Unpaid debts will prevent the individuals from receiving additional HUD subsidy until the debt is repaid. Even though these amounts are written off for accounting purposes, collection efforts continue and many are collected after being written off.

COMMISSIONER SCHLEIGER MOVED TO APPROVE RESOLUTION 1, APPROVING THE WRITE OFF OF UNCOLLECTIBLE TENANT ACCOUNTS RECEIVABLE FOR VARIOUS PROGRAMS. VICE CHAIR HAYNES SECONDED THE MOTION.

Ayes:	Bradshaw, Haynes, Schleiger, Williams, Browne
Nays:	None
Abstained:	None
Absent:	None

The Chair declared the motion carried.

VIII. INFORMATION AGENDA

The Board discussed the written testimony of Sandra Henriquez, Assistant Secretary of HUD, and how difficult the programs are to manage effectively especially with decreasing funding and increasing regulatory requirements. Ms. Henriquez advocated streamlining the programs and reducing administrative burdens.

IX. GENERAL DISCUSSION

A. Commissioner’s Choice

In light of the written testimony from HUD’s Sandra Henriquez, are there things that have a major impact that EHA should be on the lookout for? Yes, continuous watch is necessary for all things that affect funding, many communications from Washington are crucial, and are passed on to the Commissioners to stay informed.

Chair Bradshaw noted that after this meeting is concluded, the Annual Meeting will be conducted and officers elected. Discussion of possible nominations followed.

B. Director's Choice

Nothing additional to report.

C. Council Communication

Jim Woodward gave an update of the City of Englewood. The new King Soopers is open at Kent Place and the Belleview and Federal King Soopers is scheduled to open around June or July. Einstein Bagels opened where Payless Shoes was. There is a lot of other development going on, and Rick Gillet has discussed what to do with the Depot. Englewood is exploring an intergovernmental agreement with Littleton for Fire and Paramedic services, similar to the Englewood / Littleton wastewater treatment facility.

IX. ADJOURNMENT

VICE CHAIR HAYNES MOVED THAT THE REGULAR MEETING BE ADJOURNED. COMMISSIONER WILLIAMS SECONDED THE MOTION.

Ayes:	Bradshaw, Haynes, Schleiger, Williams, Browne
Nays:	None
Abstained:	None
Absent:	None

Chair Bradshaw declared the regular meeting adjourned at 5:07 p.m.

Beverly J Bradshaw, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Annual Meeting
January 2, 2013**

I. CALL TO ORDER

The Annual Meeting of the Englewood Housing Authority Board of Commissioners was called to order immediately following the Regular Meeting on Wednesday, January 2, 2013, at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Beverly J. Bradshaw.

II. ROLL CALL

Members Present:

Beverly Bradshaw, Chair
Jennifer Haynes, Commissioner
Jarrod Schleiger, Commissioner
Margaret Williams, Commissioner
Judy Browne, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison

Members Absent: None

Also Present:

Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager

III. DIRECTOR'S ANNUAL REPORT FOR 2012

Chair Bradshaw commented that it had been a productive year. Board Members noted that the history and recap of previous year activities was a helpful reminder of the activities and accomplishments of 2012.

IV. DISCUSSION ITEMS, MOTIONS, AND RESOLUTIONS

A. Election of Officers

CHAIR BRADSHAW NOMINATED VICE CHAIR HAYNES TO BE CHAIR OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS AND NOMINATED COMMISSIONER SCHLEIGER AS VICE CHAIR. COMMISSIONER WILLIAMS SECONDED THE NOMINATIONS.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

The Chair declared the motion carried.

B. Reaffirm EHA Mission Statement for 2013

There was some discussion about the mission statement. Part of the Mission Statement mentions achieving self-sufficiency, and a board member asked specifically, do seniors achieve self-sufficiency? There was a recommendation to add a “/or” after “and” making it “and/or”. After some discussion, the board decided to keep the mission statement intact as it is.

MOTION

COMMISSIONER BRADSHAW MOVED TO REAFFIRM THE EHA MISSION STATEMENT. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

The Chair declared the motion carried.

C. Agency Goals and Objectives

There is a consensus on the goal of increasing affordable housing. Mayor Pro-Tem and Council Liaison Jim Woodward noted that the goal of completing construction on the two vacant lots was very aggressive. Executive Director Tullius agreed that it was an aggressive goal. She also noted that Jim Hamit will be attending the February Board Meeting to discuss the plans, and he thinks we can complete those projects in 2013. Director Tullius reminded the Board that the February meeting is scheduled for February 27th since the February and March meetings are combined.

MOTION

COMMISSIONER SCHLEIGER MOVED TO ADOPT THE GOALS AND OBJECTIVES AS PRESENTED. COMMISSIONER WILLIAMS SECONDED THE MOTION.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

The Chair declared the motion carried.

D. Designation of Official Posting Places for all EHA meeting notices.

MOTION

COMMISSIONER BRADSHAW MOVED TO APPROVE DESIGNATION OF POSTING PLACES FOR ENGLEWOOD HOUSING AUTHORITY MEETING NOTICES AS THE ENGLEWOOD CITY CENTER AND THE EHA OFFICE BUILDING. COMMISSIONER SCHLEIGER SECONDED THE MOTION.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

The Chair declared the motion carried.

E. Designation of Meeting Times

MOTION

COMMISSIONER SCHLEIGER MOVED TO APPROVE THE TIME OF THE REGULAR MEETINGS OF THE BOARD OF COMMISSIONERS AS 4:00 P.M., THE FIRST WEDNESDAY OF THE MONTH; WITH THE FEBRUARY AND MARCH MEETINGS COMBINED AND HELD ON THE LAST WEDNESDAY OF FEBRUARY; AND THE TIME OF THE ANNUAL MEETING AS IMMEDIATELY FOLLOWING THE JANUARY REGULAR MEETING. COMMISSIONER WILLIAMS SECONDED THE MOTION.

Ayes: Bradshaw, Haynes, Schleiger, Williams, Browne
Nays: None
Abstained: None
Absent: None

The Chair declared the motion carried.

V. ADJOURNMENT

MOTION

COMMISSIONER WILLIAMS MOVED TO ADJOURN THE ANNUAL MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD JANUARY 2, 2013. COMMISSIONER BRADSHAW SECONDED THE MOTION. CHAIR HAYNES DECLARED THE MEETING ADJOURNED.

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
February 27, 2013**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:07 p.m. on Wednesday, February 27, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

II. ROLL CALL

Members Present: Jennifer Haynes, Chair
Jarrod Schleiger, Vice Chair
Beverly Bradshaw, Commissioner
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison
Paula Grimes, Alternate Commissioner

Members Absent: None

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager

III. SCHEDULED VISITORS

Jim Hamit, Operations Manager introduced himself to the Commissioners. Jim has been a soils and structural engineer since 1967. Jim presented the house plans for the property on Grant Street. The estimated construction cost is around \$120 per square foot. By overseeing the construction in-house EHA will realize 12-15% savings based on what a General Contractor would charge. The house will be between 1,800 to 1,900 square feet. There is an option to reduce the size if costs dictate. The plan is for a 3 bedroom, 2 story house. It will be energy efficient, although it will not be LEEDS certified. Current Englewood building code requires the house to have fire sprinklers. The added cost to sprinkle a house is estimated at \$3.50 per square feet.

Renee Tullius noted that the average, per square foot, rent in the Denver metro area is \$1.05. Annual rent from the Grant Street house is estimated to be \$22,680; providing a 9% to 10% return on investment.

The board suggested making a mud room at the back entrance of the house.

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors.

V. MINUTES

COMMISSIONER BRADSHAW MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD JANUARY 2, 2013. VICE-CHAIR SCHLEIGER SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Bradshaw, Browne
Nays: None
Abstained: Vaughn (was not present at that meeting)
Absent: None

Chair Haynes declared the motion carried.

COMMISSIONER BRADSHAW MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE ANNUAL MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD JANUARY 2, 2013. VICE-CHAIR SCHLEIGER SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Bradshaw, Browne
Nays: None
Abstained: Vaughn (was not present at that meeting)
Absent: None

Chair Haynes declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Executive Director Renee Tullius introduced Evelyn Vaughn, the new resident commissioner, and Paula Grimes the new Alternate Commissioner. The Commissioners noted that Paula has experience as a realtor with short sales, from both sides of the transaction.

The Canterbury Apartments Redevelopment closed with the Tax Credit Partner on Thursday and with the lender on Friday.

Carpet on the ground floor hallways at Orchard Place was replaced with neutral, slip resistant tile.

All units identified as having bed bugs and the units surrounding them were treated. The units will be checked on March 7th and treated again if necessary.

Section 8 Restricted Reserves are held in cash, in accordance with the HUD Notice requiring Housing Authorities, to prepare for their recapture.

EHA Staff discussed vacant properties and development with the City of Englewood Community Development Staff. EHA plans to meet monthly with the Community Development staff.

Jim Woodward noted that he did talk to a school board member regarding the Alternative High School. They do not want to market the property now, but after the Alternative High School is moved to the new campus, a sale could be likely.

Six responses were received to the Request For Proposals for a Green Physical Needs Assessment and Energy Audits. The contract was awarded to The Nelrod Company.

The Police Raid on a building across the street from Orchard Place and Simon Center was discussed. 12 persons were arrested. The charges were related to drugs and burglaries. Staff is hopeful they will see a decrease in car thefts and break-ins.

B. Financial Reports

Geula Sherman, Financial Services Manager noted that HUD reinstated the FSS Grant and paid EHA retroactively.

Commissioner Schleiger noted that the financial statements show that EHA is currently about \$80,000 under budget. Geula Sherman, Financial Services Manager noted that we do not know exactly what will happen with sequestration, so we are trying to be conservative. Operating Subsidy is projected to be decreased 11%.

To allow for the decrease in HAP Revenue in Section 8, our options are to lower Payments Standards, stop issuing vouchers, and terminate participants based on last in / first out.

HUD has notified Housing Authorities that Administrative fees will be cut to 69% which will be a \$30,000 annual reduction to EHA. Section 8 Administrative Fee Income was

budgeted at a pro-rate of 75% of funding eligibility, believed to be a conservative estimate. Staff will prepare strategies based on this new scenario.

Inspections of Section 8 Units cost in excess of \$20,000 per year. Staff is considering not re-inspecting failed units. The alternative would be to have the landlord and the tenant both sign certifications that repairs were made, and also submit copies of the repair receipts. Possibly, if a HUD waiver could be secured, the best landlords units would only be inspected every other year.

C. Occupancy Report

There were no questions about the Occupancy Report

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

VICE-CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION #2 APPROVING THE SEMAP SUBMISSION FOR THE YEAR ENDED DECEMBER 31, 2012. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: None

Chair Haynes declared the motion carried.

VIII. INFORMATION AGENDA

The Simon Center Contract is up for renewal. The proposed rent would increase from \$747 to \$760 per unit per month if approved. The EHA needs to inform HUD / CHFA of the term; up to a 20 year renewal term. Rodger Hara, former EHA Board Member and CHFA have both suggested 20 years. Rodger Hara noted that the stability of a 20 year contract would make obtaining a loan much easier if we need to renovate the property with tax credits, etc. The building was built in 1978. The Board Consensus was that a 20 year contract term is preferable.

Commissioner Bradshaw led a discussion of a possible name change for EHA. Littleton Housing Authority "LHA" changed their name to South Metro Housing Options. Director Tullius reported that Littleton HA changed their name because a project they

were working on was viewed negatively due to its association with the Housing Authority. LHA thought that the project would have had less negative publicity with a different entity. LHA pursued changing their name at a cost of approximately \$5,500. Other costs for stationary, business cards, etc. would be additional.

There was discussion of reasons for EHA to change its name. Other options include forming a wholly owned LLC, Partnership, or other entity just for the venture. This idea was tabled by the board until such time as a need for a name change arises.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

Related to the development of the property on Grant Street, the Board suggested EHA do outreach to the neighbors. Perhaps a coffee or open house, or at least a sign with a picture of what the house will look like, and contact information. The sign should go up before groundbreaking.

B. Director's Choice

There was nothing additional to report.

C. Council Communication

Mayor Pro-Tem Woodward noted that he would like to see a motion that staff purchase a software upgrade to Adobe Acrobat as that would allow Board Members to highlight the Board Report that is emailed out each month. He thinks the cost is \$200. He also reported that he attended the business summit at ACC this past week and it was well attended. There is a 7:00 meeting tonight at Hampden Hall which is the final TOD (Transit Oriented Development) Meeting.

X. ADJOURNMENT

**COMMISSIONER BRADSHAW MOVED THAT THE MEETING BE
ADJOURNED. COMMISSIONER BROWNE SECONDED THE MOTION.
CHAIR HAYNES DECLARED THE MEETING ADJOURNED AT 6:07 P.M.**

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
April 3, 2013**

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, April 3, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

II. ROLL CALL

Members Present: Jennifer Haynes, Chair
Jarrod Schleiger, Vice Chair
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison
Paula Grimes, Alternate Commissioner

Members Absent: Beverly Bradshaw, Commissioner - EXCUSED

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager
Jim Hamit, Operations Manager

III. SCHEDULED VISITORS

Delicia Olguin, Section 8 Manager introduced herself to the Commissioners. Delicia explained that she was in attendance to discuss the new Section 8 Administrative Plan and Resolution No. 3. Director Tullius noted that EHA's attorney had reviewed the new Section 8 Administrative Plan and recommended several changes. Copies of Resolution No. 3 which incorporates the attorney's recommended changes were distributed. Commissioner Browne asked several questions about the technical mechanics of the program, and about how EHA enforces the HUD requirements. The new Section 8 Administrative Plan was discussed, along with details of how EHA operates the Section 8 Housing Choice Voucher Program. Vice-Chair Schleiger noted that the distributed

copies of Resolution No. 3 addressed his concern that the Section 8 Homeownership Program was suspended for new participants.

Jim Hamit, Operations Manager introduced himself to the Commissioners. Jim provided an update on the status of the EHA Development Projects.

For Grant Street, Jim noted that the plans have been revised to include a mud room by the back door, as suggested by the Board. The property survey and soils testing have been completed. The structural engineering will be completed as soon as the soil report is received. The next step is to contract for the excavation, foundation, plumbing, and lumber package, framing crew, etc.

The Galapago site is where the 3 townhome style units are to be built. EHA is investigating modular housing products. A site visit is scheduled for Tuesday, April 9th with a modular builder in Loveland who is familiar with the Englewood Building and Fire Codes. In fact that modular builder is currently building on another site in Englewood. The soils testing, property survey, etc. are underway for this property, they were ordered at the same time as the Grant Street Property. Once a plan is decided on, structural engineering, and civil engineering will be contracted.

There was some discussion about the Englewood Building Code requirement that the new homes include fire sprinklers. Houses are currently selling for \$200 to \$220 per square foot. The estimated additional cost for a sprinkler system is \$3.50 per square foot. Englewood Building Code also requires "J" Calculations to estimate how much energy loss will occur through the doors, windows, etc.

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors.

V. MINUTES

VICE-CHAIR SCHLEIGER MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD FEBRUARY 27, 2013. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Executive Director Renee Tullius noted that she; Jerry Graber, Administrative Manager; Jim Hamit, Operations Manager; Commissioner Browne and Mayor Pro-Tem Jim Woodward toured the Canterbury Apartments on April 2nd during their pre-rehab open house. CHDA encountered more asbestos than expected, also aluminum wiring which will increase the rehab costs. Actual relocation costs were much higher than anticipated.

Chair Haynes asked about the resident council at Simon Center and what their newly elected officers want from EHA. Director Tullius explained that the Simon Center Resident Council is concerned about resident safety, especially after the break-in at the building the cars that have been broken into when parked on the streets around the neighborhood. The Resident Council President requested additional lighting around the outside of the building. EHA replaced several lights improving the perimeter lighting. They also have concerns about how some of the residents manage their dogs. It was explained to them that EHA needs to know immediately when the pet policy is not followed. We have a difficult time enforcing policy when infractions are not reported until two or three weeks, or months after the fact.

The attendance at the Nelrod Conference was discussed. There was a lot of discussion at the conference about sequestration and ways to reduce costs. One idea or suggestion was to limit office hours so staff has more time to work without interruption.

EHA will close the front office on Wednesdays as a cost containment measure and to provide the staff with uninterrupted time to complete paper work. The staff will continue to work on Wednesdays. Appointments would be available for clients that are unable to schedule on any other day because of a documented hardship or work schedule. Wednesday was chosen instead of Monday or Friday, so the office would not be closed three days in a row. There was a question as to how closing the office to the public would save money if staff continued to work while the lobby was closed. There would

be a savings from not needing a receptionist for one day per week, and the relief receptionist for breaks and lunches would be freed up to do their normal work. Also the need for overtime would be diminished. The Board agreed that this would be an idea worth trying on a temporary trial basis for 6 months to a year. If unforeseen circumstances arise the lobby hours would be restored on Wednesday. If this trial period proves to be trouble free, it could become permanent.

There was some discussion about the smoking shelters and whether the building residents were aware that the shelters will be installed. Director Tullius shared that pictures and plans were made available to several residents and at resident council meetings, roundtables, etc. Word has travelled fast and most residents are aware. The no smoking policy is in effect. 47 smokers have requested temporary exemption allowing them to smoke on their balcony until the phase in period is over. (That is less than 25%, 47 out of 205 total residents in the buildings.)

B. Financial Reports

Geula Sherman, Financial Services Manager noted that reductions in funding will soon be noticeable in the financial statements. A budget revision will be presented at the May board meeting to reflect the reduced funding such as Section 8 Admin Fees funded at 69% of eligibility, HAP originally budgeted at 94% is now expected to be funded at 88%, Public Housing Subsidy at 71% to 73% for the remainder of the year – or 85% on an annual basis.

If EHA stops leasing in the Section 8 Voucher program, then next year's administrative fees will decrease. A decrease in leased vouchers will occur through attrition of current participants.

All programs pay rent and management fees. The budget revision will reflect a \$15,000 reduction in management fees and an additional reduction in rents charged to the programs. The office building will continue to reflect a positive position. The individual programs will reflect a less negative position. There is estimated to be a \$10,000 utilization of reserves at the end of the day.

EHA will be increasing the Laundromat charges by 25 cents per each wash or dry cycle. The new cost will be \$.75 per dry cycle, \$1.00 per wash. Also, historically 40% of the laundry proceeds have been donated to the resident councils. We will try to maintain the donation to the resident councils at a similar dollar level, but will not be donating the same percentage.

Last year the Board discussed excess utility surcharges to residents that use excess amounts of electricity. EHA plans to implement this policy this summer. EHA hopes to achieve a reduction in the summer utility costs which historically are \$6,000 to \$7,500 per month.

Director Tullius noted that other cost cutting measures which relate to staff compensation will be discussed in the Executive Session.

C. Occupancy Program Report

There was discussion about how Section 8 could lease 394 vouchers if EHA has only 393 vouchers. EHA over leased during the month. HUD is concerned about the total unit months leased for the entire year and some months may be over leased to make up for other months when vouchers are under leased. HUD basically has two conditions related to voucher utilization - total unit months leased during the year cannot exceed the total unit months available, and HAP expenses cannot exceed HUD authorized amounts. In additions, Housing Authorities need to either spend 98% of authorized amounts or utilize 98% of Vouchers available to be a high performer.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 3, Series 2013 Approving Section 8 Administrative Plan

VICE-CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 3, SERIES 2013 APPROVING THE SECTION 8 ADMINISTRATIVE PLAN WITH THE ATTORNEY RECOMMENDED AMENDMENTS. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

B. Resolution No. 4, Series 2013 Approving Utility Allowances – Section 8 & Duplexes

COMMISSIONER BROWNE MOVED TO APPROVE RESOLUTION NO. 4, SERIES 2013 APPROVING THE UTILITY ALLOWANCE SCHEDULES FOR SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND PUBLIC HOUSING DUPLEXES. VICE-CHAIR SCHLEIGER SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

VIII. INFORMATION AGENDA

- A. Family Self Sufficiency first quarter 2013 report was discussed. Commissioner Browne suggested that EHA could partner with another non-profit that offers GED programs such as the empowerment program downtown. They help women and may offer a GED program. Also the Emily Griffith Opportunity School was noted as a resource. The City of Englewood just approved a program which has bond money available for 4% or homeownership which might be helpful to Marty in her homeownership program. Also, Englewood High School might partner to provide adult education and possible GED's.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioner Browne noted that the Nelrod Conference was very beneficial to her as a new commissioner. It helped her to understand her role as a commissioner and had a lot of good training resources.

The board commended Jim Hamit for a great set of plans for the house that EHA is building and they look forward to the finished product.

B. Director's Choice

There was nothing additional to report.

C. Council Communication

Mayor Pro-Tem Woodward gave an update and progress report of development activities happening in the City of Englewood. He noted that the Denver Water Department will be replacing some very large water control valves and we might want to avoid the intersections on Broadway at Belleview and at Quincy. He also noted that he saw a plan for the development of the Masonic Lodge property and will be following that.

X. ADJOURNMENT

COMMISSIONER BROWNE MOVED THAT THE MEETING BE ADJOURNED. VICE CHAIR SCHLEIGER SECONDED THE MOTION. CHAIR HAYNES DECLARED THE REGULAR MEETING ADJOURNED AT 5:40 P.M. THE BOARD ADJOURNED INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE AND PERSONNEL ISSUES.

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
May 1, 2013**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:05 p.m. on Wednesday, May 1, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

II. ROLL CALL

Members Present: Jennifer Haynes, Chair
Jarrod Schleiger, Vice Chair
Beverly Bradshaw, Commissioner
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison
Paula Grimes, Alternate Commissioner

Members Absent: None

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager
Jim Hamit, Operations Manager
Debbie Bradford, Sonne Consulting, Fee Accountant
Wendy Swanhorst, Swanhorst & Company, LLC
Rodger Hara, Community Builders Real Estate

III. SCHEDULED VISITORS

Wendy Swanhorst distributed a Management Letter and the Audited Financial Statements for the year ended December 31, 2012. Ms. Swanhorst discussed the audit and the management letter and noted that the audit went smoothly and her firm has issued an unmodified or "clean" opinion. She said that her firm had a few recommendations which were detailed on page 3 of the management letter: 1) Capitalization of Fixed Assets in accordance with an established policy and expense of expenditures considered

maintenance such as paint and carpet, 2) Public Housing Capital Fund reconciliations and requests for reimbursement, and 3) \$2,332 Unspent Grant Proceeds under the Home Investment Partnerships Program related to the construction of the Terraces on Pennsylvania Project. Executive Director Tullius provided a written response addressing each of the 3 recommendations and the auditors concur with her response. One of the items is included for action during this Board Meeting – Resolution No. 7, Series 2013 Approving the Updated Capitalization Policy.

Commissioner Bradshaw made a Motion to Accept and Approve the Audit of the Housing Authority of the City of Englewood Financial Statements for the Year Ended December 31, 2013. Commissioner Browne seconded the motion. Chair Haynes called for a vote on the motion.

Ayes: Haynes, Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: None

Chair Haynes declared the motion carried.

Debbie Bradford, Sonne Consulting, Fee Accountant and Wendy Swanhorst, Swanhorst & Company, LLC were thanked for attending the meeting before they departed.

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors.

V. EXECUTIVE SESSION

Chair Haynes invited James Woodward, Mayor Pro Tem & Council Liaison, Paula Grimes, Alternate Commissioner, Renee Tullius, Executive Director, Jerry Graber, Administrative Manager, Geula Sherman, Financial Services Manager, Jim Hamit, Operations Manager, and Rodger Hara, Community Builders Real Estate to attend an Executive Session of the Board of Commissioners.

Chair Haynes adjourned the regular meeting at 4:17 p.m. so that an Executive Session could be held to discuss a Real Estate matter.

Chair Haynes reconvened the Board Meeting reconvened at 5:10 p.m. after the Executive Session was concluded.

Commissioner Bradshaw made a motion to engage Rodger Hara, Principal, Community Builders Realty Services, and to pursue an appraisal, lender/financing, loan terms, a property inspection and other due diligence as necessary related to the Real Estate discussion in the Executive Session. Commissioner Vaughn seconded the Motion. Chair Haynes called for a vote on the Motion.

**Ayes: Haynes, Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: None**

Chair Haynes declared the motion carried.

VI. MINUTES

VICE-CHAIR SCHLEIGER MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD APRIL 3, 2013. COMMISSIONER VAUGHN SECONDED THE MOTION.

**Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: Bradshaw (was not present at the April 3, 2013 meeting)
Absent: None**

Chair Haynes declared the motion carried.

Commissioner Bradshaw left the meeting at 5:15 for another commitment.

VII. DIRECTOR'S REPORT

A. Narrative

Executive Director Renee Tullius and Jim Hamit, Operations Manager visited modular homebuilder Northstar Homes, an authorized dealer, because EHA is considering using

modular housing for the triplex on Galapago. There are 2 factories in Colorado that make modular homes: Ward-Craft in Fort Morgan Colorado and American Homes in Milliken or Johnstown Colorado. There is a company named Clayton Homes that manufactures modular homes, but they are located in Arizona and it would cost too much to ship to Englewood, Colorado. Jim Hamit explained that modular homes take about 4 to 6 weeks to build in the factory, then 2 days to set in place on the foundation. After that it takes about 45 days to complete the interior and exterior finishes. The costs are from \$90 to \$116 per square foot depending on the amount of options.

Commissioner Browne asked what are the differences between modular and prefabricated, and if there are issues with financing a modular or prefab home, and if there are any issues related to homeowner insurance for a modular or prefab home.

Director Tullius explained that a correction was needed for an error in the written portion of the Director's Report portion of the Board Report, on page 2 related to the 60 day notice period and the 30 day comment period – written comments are due and will be accepted until May 30 (not June 30).

EHA office building has a new tenant in Suite #204. The new tenant is a company that provides computer services to businesses.

The Simon Center Contract renewal is effective May 20.

The smoking shelter for Simon Center will utilize part of the rose garden. The rose garden is maintained by the residents. At times the resident council has had difficulty finding Simon Center residents to care for the rose garden. EHA offered to have the contractor remove the entire rose-garden during the installation of the concrete pad which will be poured for the smoking shelter. Some of the residents are upset about losing any of the rose-garden. The residents will discuss the matter at the resident council meeting and will report their decision to EHA. EHA Staff attended roundtable meetings to discuss the impact of the federal budget. During the Simon Center roundtable meeting the residents questioned the ownership of Simon Center. Renee Tullius confirmed that EHA owned Simon Center and later posted a letter and a printout from the Arapahoe County Assessor's office reflecting clearly that Englewood Housing Authority as the owner of the property.

Upcoming projects include fencing installation for the Simon Center dog run, and Orchard Place hallway updates to include new lights, bumpers to protect the walls from wheelchairs and new paint.

A Request for Proposals for Legal Services was issued.

Summer barbecues are scheduled for both buildings for early June in anticipation of cooler weather. Last year the barbecues were in July.

The commissioners wondered if the unreported income mentioned in the Director's Report is for the same person mentioned in the Financial Report. They are two separate incidents for different residents. One resident entered into a repayment agreement and is the individual mentioned in the Financial Report. They retain housing assistance and the program participant mentioned in the Director's Report is in the eviction process and refuses to sign a repayment agreement.

B. Financial Reports

Geula Sherman, Financial Services Manager noted that EHA received the first year funding of \$30,600 under the Tri-County Health Department Grant. The funding under the second year of the contract is expected in July.

C. Occupancy Program Report

There were no questions related to this report.

VIII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 5, Series 2013 Approving Changes to Employee Handbook

Director Tullius explained the reason for changes to the Employee Handbook and that some employees were unhappy with the reduction in the employer contribution to the 401 plan. Commissioner Schleiger wondered if it made sense to have the percentage of contribution in the employee handbook. Auditors require documentation of vacation and sick accrual amounts and pension contributions too.

**COMMISSIONER BROWNE MOVED TO APPROVE RESOLUTION NO. 5,
SERIES 2013 APPROVING CHANGES TO THE EMPLOYEE HANDBOOK.
COMMISSIONER VAUGHN SECONDED THE MOTION.**

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

**B. Resolution No. 6, Series 2013 Approving Amendment of the 2013 Agency
Consolidated Budget**

Geula Sherman shared that federal budget cuts were higher than anticipated, also HUD required EHA to use reserves for HAP payments. Vice-Chair Schleiger commended staff for a good job of responding to the multitude of changes at the Federal level and effective cost reduction measures, especially with market rents increasing and payment standards decreasing. He questioned if the reserves at Simon Center were adequate. Director Tullius explained that the roof, boilers, solar system, lights, toilets, etc. were all replaced with the JCI Energy Services Agreement and that funds are regularly budgeted for a replacement reserve.

**VICE-CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 6,
SERIES 2013 APPROVING AMENDMENT OF THE 2013 AGENCY
CONSOLIDATED BUDGET. COMMISSIONER VAUGHN SECONDED THE
MOTION.**

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

C. Resolution No. 7, Series 2013 Approving Capitalization Policy

COMMISSIONER BROWNE MOVED TO APPROVE RESOLUTION NO. 7, SERIES 2013 APPROVING THE CAPITALIZATION POLICY. VICE-CHAIR SCHLEIGER SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Browne, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw

Chair Haynes declared the motion carried.

IX. INFORMATION AGENDA

Director Tullius highlighted Item IX C. on the Agenda which is the Invitation from the City of Englewood for the Board and Commission Appreciation Night which will be held on June 24th in the City Community Room.

X. GENERAL DISCUSSION

A. Commissioner's Choice

There was nothing additional to report.

B. Director's Choice

There was nothing additional to report.

C. Council Communication

Mayor Pro-Tem Woodward gave an update and progress report of development activities happening in the City of Englewood. He noted that the parking lot by Bonnie Brae is for sale under the RFP process. Also, there is an advisory question about whether the City of Englewood should allow the sale of recreational marijuana – with a 15% excise tax plus a 15% retail excise tax.

XI. ADJOURNMENT

**VICE-CHAIR SCHLEIGER MOVED THAT THE MEETING BE ADJOURNED.
COMMISSIONER VAUGHN SECONDED THE MOTION. CHAIR HAYNES
DECLARED THE REGULAR MEETING ADJOURNED AT 6:38 P.M.**

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS**

Special Meeting

May 23, 2013

I. CALL TO ORDER

The Special Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 9:30 a.m. on Wednesday, April 3, 2013 via telephone conference, by Vice-Chair Jarrod Schleiger.

II. ROLL CALL

Members Present: Jarrod Schleiger, Vice Chair
Beverly Bradshaw, Commissioner
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner

Members Absent: Jennifer Haynes, Chair - EXCUSED

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Jim Hamit, Operations Manager
Geula Sherman, Financial Services Manager
Rodger Hara, Principal - Community Builders Realty Services

III. EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS

COMMISSIONER BRADSHAW MOVED TO ADJOURN TO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: Haynes, Excused

Vice-Chair Schleiger declared the motion carried, and the Board adjourned into Executive Session at 9:32 a.m.

The Meeting Reconvened at 10:10 after the Executive Session.

COMMISSIONER BRADSHAW MADE A MOTION AUTHORIZING AND DIRECTING EXECUTIVE DIRECTOR TULLIUS TO PROCEED WITH MAKING AN OFFER OF PURCHASE FOR REAL ESTATE DISCUSSED IN THE EXECUTIVE SESSION ON THE BASIS AND TERMS AS DISCUSSED IN THE EXECUTIVE SESSION. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Schleiger, Bradford, Browne, Vaughn
Nays: None
Abstained: None
Absent: Haynes (Excused)

Vice-Chair Schleiger declared the motion carried.

IV. ADJOURNMENT

COMMISSIONER BROWNE MOVED THAT THE MEETING BE ADJOURNED. COMMISSIONER VAUGHN SECONDED THE MOTION. VICE-CHAIR SCHLEIGER DECLARED THE SPECIAL MEETING ADJOURNED AT 10:12 A.M.

Jarrold Schleiger, Vice Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
June 5, 2013**

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, June 5, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Vice Chair Jarrod Schleiger.

II. ROLL CALL

Members Present: Jarrod Schleiger, Vice Chair
Beverly Bradshaw, Commissioner
Judith Browne, Commissioner
Evelyn Vaughn, Commissioner
James Woodward, Mayor Pro Tem & Council Liaison
Paula Grimes, Alternate Commissioner

Members Absent: Jennifer Haynes, Chair -Excused

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager
Jim Hamit, Operations Manager
Elaine Hults, Resident of Simon Center

III. SCHEDULED VISITORS

There were no scheduled visitors.

IV. UNSCHEDULED VISITORS

Elaine Hults, a resident of Simon Center was in attendance to observe the meeting.

V. MINUTES

A. COMMISSIONER BRADSHAW MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD MAY 1, 2013. COMMISSIONER BROWNE SECONDED THE MOTION.

Ayes: Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: Haynes

Vice Chair Schleiger declared the motion carried.

B. COMMISSIONER BROWNE MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD MAY 23, 2013. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: Haynes

Vice Chair Schleiger declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Jim Hamit gave an update on the status of development activities. There are several items out for bid related to development of the single family residence, and the building permit is expected to be issued mid-July. The RFQ for the triplex was based on base model, and then upgrades will be negotiated from there. The triplex bids are due June 20

Jim Woodward requested clarification about the single family house, whether it would be stick built or modular. Jim Hamit explained that EHA is in the process of determining whether a modular unit would work on the site considering the bulk plane requirements, and the fact that modular units have extra tall floor joists. EHA is exploring modular

pricing versus stick built, and foundation design modifications so the top of the floor joists could be lowered into the foundation and accommodate the bulk plane requirements.

Vice Chair Schleiger raised the issue of whether financing options will be limited, related to the use of modular building systems, if EHA should decide to sell the units in the future. Executive Director Tullius said she would check into that. She reported that she has checked into insurance and there are no issues related to insurance.

Mayor Pro Tem Jim Woodward noted that he has had discussions with Stu Fonda, Director of Utilities and based on that he wondered whether EHA should run ¾" water lines to each triplex unit in case EHA should decide to sell the units separately in the future. Jim Hamit noted that if EHA was to sell separate units it would require re-platting the parcel and declarations and condo agreements, and it would probably not be a feasible choice.

Mayor Pro Tem Woodward noted that Bryant Winslow has been approached by a potential purchaser who wants to build on the North end of the Winslow properties.

Director Tullius noted that the EHA vendor who fell in the parking lot appears to be fine. The Impact Team has not made an appointment to come to Simon Center yet. They did meet with staff and reviewed the basement security; they are also planning to attend the barbecues next week.

One of the Grant Applications for Arapahoe County CDBG funds was not funded because HUD did not consider Sun Shades an eligible item. The grant was approved for the Orchard Place door replacement pending receipt of funding from HUD. HUD has published a list which included the approved CDBG funding for Arapahoe County. EHA anticipates receiving a Notice to Proceed from Arapahoe County shortly regarding the door replacement.

Related to the duplex unit, June 10th is the date that the resident has agreed to leave.

The new handset and locks have been installed at the office building but not yet at the duplexes.

The barbecues are June 12th and 13th at Simon Center and Orchard Place. The menu is barbecue chicken, pulled pork, fruit, sides and dessert.

B. Financial Reports

Geula Sherman, Financial Services Manager noted that it was business as usual. The new tenant for the office building Suite #204 is Corporate Computer Sales. There are actually 3 offices in Suite #204. There were no questions related to the Financial Reports.

C. Occupancy Program Report

There were no questions related to this report.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 8, Series 2013 Approving Amendment of Procurement Policy

Director Tullius discussed the background and explained the reason for changes to Procurement Policy. The changes will be beneficial to clarify the Procurement Policy and streamline the process when making procurements with Non-HUD Funds. For example construction using the HUD model procurement policy requires 2 weeks advertisement for issuance of the RFP. The revised language allows awarding construction contracts 5 days after one day of publication and public posting. The language for the revision was provided by EHA legal counsel. It was noted that advertising for 2 weeks is very expensive. Discussion was held regarding locations EHA advertises. The local papers are cheaper, but biweekly. The Denver Post will publish the next day.

COMMISSIONER BRADSHAW MOVED TO APPROVE RESOLUTION NO. 8, SERIES 2013, APPROVING AMENDMENT OF THE EHA PROCUREMENT POLICY. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Schleiger, Bradshaw, Browne, Vaughn
Nays: None
Abstained: None
Absent: Haynes

Vice Chair Schleiger declared the motion carried.

B. Housing Voucher Program with Colorado Division of Housing

In the past, this contract has been renewed annually for a single year term with a specific number of vouchers to be administered with a specified contract amount. The current renewal is for a 5 year term with an unspecified number of vouchers and an unspecified

contract amount. It is understandable that the Colorado Division of Housing would write the contract this way in light of the HUD funding and sequestration. The contract language does specify that EHA will be paid administrative fees at 70% of the administrative fees that HUD pays to the Colorado Division of Housing.

The contract review process was timely as a Section 8 technician had recently resigned. That technician administered the Division of Housing (“DOH”) vouchers. EHA’s analysis involved comparison of the Admin Fees earned versus the Administrative Expenses and administrative fee reserves. The contract could possibly cover the cost of a staff person and contribute toward fixed costs. If HUD restores funding, EHA could have a lost opportunity by not renewing.

DOH Staff informed EHA of the process to terminate the contract in the future. EHA merely notifies DOH and the contract can be terminated. That contract termination would not be deemed a breach of contract.

In summary, the contract is for 5 years. The risk is reduced administrative fees, reduced number of vouchers, reduced contract amount. The stop gap measure would be for EHA to terminate the contract. If EHA does not renew, services to clients may be disrupted. EHA does not have an unbearable risk by renewing the contract.

C. RFP and Award – Legal Services Contract

Director Tullius discussed the RFP for legal services. Previous legal contracts were dated 1999 and 2005. Responses to the RFP were reviewed and analyzed. The legal firm chosen for the bulk of legal services was chosen because they have a larger number of staff, quick response time, and a transactional orientation for business matters. The current legal counsel will continue to represent EHA for tenant related matters because they have excellent experience and skill in those matters.

VIII. INFORMATION AGENDA

Vice Chair Schleiger discussed the First Bank Tax Credit Article and how it effectively summarizes Low Income Tax Credits from an understandable layman’s perspective.

There was discussion about the Canterbury Apartments and the Board expressed interest in attending the post-renovation open house. It was noted that they have signage out for pre-leasing so that they can open after renovation fully leased.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioners suggested staff seek grant and funding opportunities with foundations such as El Pomar, Gates, Coors, Xcel Energy Foundation, Main Street Power, also the South Metro Chamber, John Cook (who owns much property on South Broadway) and DRCOG. If there are funds available for EHA programs we should seek and apply.

Commissioners are happy that the Denver Water Construction on Broadway at Belleview and Quincy is almost complete.

B. Director's Choice

There was nothing additional to report.

C. Council Communication

Mayor Pro-Tem Woodward gave an update and progress report of development activities in the City of Englewood. He noted that the community garden on Dartmouth was having a soiree this evening. This is the 1 year anniversary for the installation of an officer memorial for Officer Jeremy Bittner, and this Saturday there is a 5k race for the foundation. Craig Hospital had their ground-breaking for the \$90 million expansion and renovation. Some of the large donors are Anschutz, Dave and Gail Liniger (founders of Remax). The mitigation of the Flood Junior High property is nearing completion and demolition is underway. The Martin Plastic building is being sold and they may start work on the site in August.

X. ADJOURNMENT AND EXECUTIVE SESSION TO DISCUSS A REAL-ESTATE MATTER

COMMISSIONER BROWNE MOVED THAT THE MEETING BE ADJOURNED AND THE BOARD MOVE INTO AN EXECUTIVE SESSION TO DISCUSS A REAL-ESTATE MATTER. COMMISSIONER BRADSHAW SECONDED THE MOTION. VICE CHAIR SCHLEIGER DECLARED THE REGULAR MEETING ADJOURNED AT 5:38 P.M.

Jarrold Schleiger, Vice Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**ENGLEWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS
Regular Meeting
July 3, 2013**

I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:09 p.m. on Wednesday, July 3, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

II. ROLL CALL

Members Present: Jennifer Haynes, Chair
Jarrod Schleiger, Vice Chair
Evelyn Vaughn, Commissioner
Paula Grimes, Alternate Commissioner

Members Absent: Beverly Bradshaw, Commissioner
Judith Browne, Commissioner - Excused
James Woodward, Mayor Pro Tem & Council Liaison

Also Present: Renee Tullius, Executive Director
Jerry Graber, Administrative Manager
Geula Sherman, Financial Services Manager
Jim Hamit, Operations Manager
N. Douglas Ayres, Environmental Testing Company

III. SCHEDULED VISITORS

N. Douglas Ayres from Environmental Testing Company discussed the methodology of testing for Meth ("Methamphetamines") in residential units and gave a presentation about Meth in housing.

Mr. Ayres noted that Meth is present in many more housing units now than in previous years. It has been estimated that less than 10% of Meth labs are found by explosion or

police arrest. There is more Meth residue in units where it has been “cooked” than units where it has merely been used or smoked.

The final product of cooking Meth is ephedrine, otherwise known as speed, crank, and Chrystal meth.

Some of the chemicals are used for “cooking” include Drano, Alkaline Batteries, Ether or Ethanol, Benzenes and Toluene’s.

Property managers can watch for tell-tale signs of meth related activity including acid burns in carpet, strange odors, increased traffic to the unit, and refuse either piling up in the unit or put out for garbage collection that includes large amounts of blister packs for Sudafed, battery parts, Drano containers, etc.

Mr. Ayres explained there are two types of assessments

- 1) Yes or No test - Is the unit contaminated or is it not?
- 2) State regulations are pretty strict. A more detailed assessment requires identification of where Meth was cooked, where chemicals were stored, where refuse was dumped, and how many micrograms of per centimeter squared were detected

If the results indicate that more than 0.5 micrograms (1/1,000th of a gram) are detected then it is mandatory to report to Tri-County Health. They may or may not condemn the unit or the complex. At 40 or 50 micrograms, testing of samples from behind the walls is required.

Remediation or abatement could be as minimal as washing the walls several times, or as extensive as replacing all the drywall and flooring. Either way, there is required retesting after the units are cleaned up.

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors.

V. MINUTES

The minutes for the regular meeting held June 5, 2013 were not approved because only two of the members present at the June 5th meeting were in attendance.

VI. DIRECTOR'S REPORT

A. Narrative

Executive Director Renee Tullius noted that Simon Center will be having a REAC Inspection in the very near future. HUD put the inspection contract out to bid, and we expect an inspector to contact EHA shortly. Director Tullius described the types of things the inspector will take note of during the inspection. Because EHA is a high performer, the REAC inspection occurs every three years.

EHA has hired a new part time accounting technician who is scheduled to start work on Monday, July 8th.

A meeting is scheduled for July 17th at Orchard Place to discuss the excess utility surcharges and how they will be billed.

Jim Hamit provided a status update for the triplex. Three bids were received from modular home companies. There are only two modular home factories in Colorado, two of the bidders used one factory, and one bidder used the other factory. The bid prices range from \$89.90 to \$105.80 per square foot. Two bids are within \$1.00 per square foot of each other. The other bid includes air conditioning and better energy efficiency. Total costs range from \$472,000 to \$555,224. Those bids were based on their base specifications. EHA has identified upgrades we desire to have in the units, such as hard surface flooring everywhere but the bedrooms which will have carpet. EHA will provide a list of upgrades we want and obtain updated bids so that we have comparable bids to make a good comparison and can make a selection of the most responsive bidder. The current bids are really close and will put the total building price in the range of \$120 per square foot which is right where we need to be.

Commissioner Haynes asked about the low turnout for the Simon Center barbecue. Director Tullius replied that eleven residents who signed up did not attend. Sometimes residents forget the date or fail to attend for other reasons such as illness.

There is a newly elected resident council at Simon Center. Several of the resident council members and a handful of the residents are upset about are not having building attendants, and state they do not feel secure. Previously, building attendants locked the elevators at night to restrict access to the basement, closed and locked laundry room doors at night, and provided access for residents that locked themselves out of their units. The apartment locks have been changed so residents need a key to lock their door thereby minimizing the number of residents who lock themselves out of their units. The laundry facilities are now on timers that allow the laundry facilities to be utilized only during

daytime hours. The basement storage area is now accessible by elevator during the night time hours. There have only been four after-hours calls since the building attendant positions were eliminated. All of those calls were for items that the building attendants did not handle.

B. Financial Reports

Geula Sherman, Financial Services Manager noted that there were two extraordinary circumstances reported during the month. There was one very large FSS Escrow Account Forfeiture. Also, another housing authority reimbursed EHA retroactively for a Section 8 HCV portability client.

C. Occupancy Program Report

Director Tullius explained that the current occupancy utilization rates, which are 96% utilization of units and 106% budget utilization, will be decreasing due to the budget cuts related to sequestration. Sheridan budget and unit utilization will also decrease. Several Section 8 Housing Choice Voucher Program portable clients have been absorbed by other housing authorities and a few terminations are expected by the end of July.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 9, Series 2013 Approving the Write Off of Uncollectible Tenant Accounts Receivable

Geula Sherman explained that these write-offs are for residents that are deceased plus \$2,415 which is related to a mother and her daughter who had unreported income and agreed to move out versus being evicted because they were unable to repay the amount due.

VICE CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 9, SERIES 2013 APPROVING THE WRITE OFF OF UNCOLLECTIBLE TENANT ACCOUNTS RECEIVABLE. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw, Browne

Chair Haynes declared the motion carried.

B. Resolution No. 10, Series 2013 Approving Adoption of a Revised Resident Key Policy for Duplex Units

The cost for rekeying a duplex unit includes the cost of rekeying two security doors, two entry doors, plus one storage door for a total of 5 door locks. This makes rekeying a duplex unit fairly expensive. It is considerably more than a unit with only one lock. Locks are \$46.00 each to rekey and keys are currently \$5.50 apiece. The number of keys required depends on the number of persons living in the unit plus two extra keys for EHA.

Chair Haynes suggested the policy be amended to keep the amount charged for rekeying and the amount charged for not returning the keys when the resident moves out the same so that is consistent and less confusing. The sentence "The charge for changing the locks and new keys, in the amount of \$200.00 for changing the locks plus \$15.00 per key" should be added to the "Lost Keys" section of the policy.

VICE CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 10, SERIES 2013 APPROVING THE ADOPTION OF A REVISED RESIDENT KEY POLICY FOR DUPLEX UNITS AS AMENDED. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Haynes, Schleiger, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw, Browne

Chair Haynes declared the motion carried.

C. Resolution No. 11, Series 2013 Approving the Policy for Excess Utility Charges

This policy will immediately affect residents at Orchard Place, as Simon Center is not currently individually metered. A few of the residents do not turn off their television, computer, air conditioner, or lights resulting in overconsumption of electricity for their unit. The adoption of the policy will be gradual, including a transition period for the first several months. There will be an advisory type of bill to inform residents of what the excess utility charges would be based on the current amount of utility consumption. Current charges would be range from \$2.00 to \$93.00 for 27 residents at one building for one month. This policy is not intended as a way to raise money from the residents. It is intended to be a method to reduce consumption and control the utility expenses that EHA pays. The feedback so far has mostly been questions as to how the policy will work and how the charges will be calculated. Commissioner Vaughn mentioned that there are air

conditioners in the lounge areas off the laundry rooms and they often run when residents are not using the laundry facilities. Director Tullius explained that common areas will not be included in the calculation of excess utility charges for residents.

**COMMISSIONER VAUGHN MOVED TO APPROVE RESOLUTION NO. 11
SERIES 2013 APPROVING THE POLICY FOR EXCESS UTILITY CHARGES.
VICE-CHAIR SCHLEIGER SECONDED THE MOTION.**

Ayes: Haynes, Schleiger, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw, Browne

Chair Haynes declared the motion carried.

**D. Resolution No. 12, Series 2013 Approving Revision of the Pet Entrance
Requirements and Pet Rules of Englewood Housing Authority**

Pet Policy changes are necessary for several reasons:

- The new dog run has been installed at Simon Center and residents can now let their pets off leash inside the dog run.
- Residents should not allow their pets to relieve themselves on the balcony because it affects the neighbors directly below.
- EHA seeks to avoid residents leaving their pets unattended in the dog run.
- There are concerns about residents using extendable leashes to walk their pets at the building.

The proposed revisions address these issues.

**VICE CHAIR SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 12,
SERIES 2013 APPROVING REVISION OF THE PET ENTRANCE
REQUIREMENTS AND PET RULES OF ENGLEWOOD HOUSING
AUTHORITY. COMMISSIONER VAUGHN SECONDED THE MOTION.**

Ayes: Haynes, Schleiger, Vaughn
Nays: None
Abstained: None
Absent: Bradshaw, Browne

Chair Haynes declared the motion carried.

VIII. INFORMATION AGENDA

There was nothing additional to report.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

There was nothing additional to report.

B. Director's Choice

On July 2nd, Joan Weber, City of Englewood Risk Management, reported to EHA that the City of Englewood will hire a third party benefits administrator to handle all of the City's benefits and employee health, dental and vision insurance plans in 2014. She advised that EHA will be impacted, as the City of Englewood will no longer administer EHA's employee benefits. EHA will investigate utilizing the same benefit administrator as the City of Englewood.

At this time it also appears that the cost of health insurance will increase by 12 to 16%. As far as we know, EHA will continue to be part of the City of Englewood's group Health Insurance plan with Kaiser Permanente.

C. Council Communication

There was nothing to report - Mayor Pro-Tem Woodward was not in attendance.

X. ADJOURNMENT

COMMISSIONER VAUGHN MOVED THAT THE MEETING BE ADJOURNED. VICE-CHAIR SCHLEIGER SECONDED THE MOTION. CHAIR HAYNES DECLARED THE REGULAR MEETING ADJOURNED AT 5:48 P.M.

Jennifer Haynes, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
Board of Commissioners

**CITY OF ENGLEWOOD PLANNING AND ZONING COMMISSION
REGULAR MEETING
August 6, 2013**

Minutes and audio are available at:

<http://www.englewoodgov.org/Index.aspx?page=152>



I. CALL TO ORDER

The regular meeting of the City Planning and Zoning Commission was called to order at 7:00 p.m. in the City Council Conference Room of the Englewood Civic Center, Chair Brick presiding.

Present: Bleile, Roth, Knoth, Brick, Kinton, Townley (entered at 7:05)

Absent: Fish, King, Welker, Freemire (alternate)

Staff: Chris Neubecker, Senior Planner
Nancy Reid, Assistant City Attorney

II. APPROVAL OF MINUTES

July 16, 2013

Knoth moved:

Kinton seconded: TO APPROVE THE JULY 16, 2013 MINUTES

Chair Brick asked if there were any modifications or corrections.

AYES: Bleile, Roth, Knoth, Brick, Kinton

NAYS: None

ABSTAIN: None

ABSENT: Townley, Welker, Fish, King

Motion carried.

III. APPROVAL OF FINDINGS OF FACT

Case #2012-06, Englewood Light Rail Corridor Plan

Kinton moved:

Roth seconded: TO APPROVE THE FINDINGS OF FACT FOR CASE #
2012-06 ENGLEWOOD LIGHT RAIL CORRIDOR PLAN

Chair Brick asked if there were any modifications or corrections. Mr. Roth offered a friendly amendment that Finding 9 become a Conclusion; Mr. Kinton accepted the friendly amendment. Ms. Townley entered the meeting.

AYES: Bleile, Roth, Knoth, Brick, Kinton, Townley
NAYS: None
ABSTAIN: None
ABSENT: Welker, Fish, King

The Minutes were approved as amended.



IV. STUDY SESSION

A. Case #2013-04, Home Occupations in R-1-A Zone District

Mr. Neubecker stated Council directed staff and the Commission to research permitting home occupations within the R-1-A zone district. Currently, home occupations are permitted within all residential zone districts, except the R-1-A. Mr. Neubecker asked for the Commission's feedback on the suggested amendments to the Code. Discussion ensued.

Following was the consensus of the Commission:

- Home occupations should be permitted within an accessory structure, which includes a garage, attached or detached, or a shed.
- Home occupations should be permitted within the R-1-A zone district, with additional restrictions.
- No exterior signage should be allowed in the R-1-A zone district.
- Only one commercial vehicle per home occupation may be parked on the street in the R-1-A zone district.
- Landscaping businesses, other than a home office, are not permitted as a home occupation.

There were differing opinions on allowing customers/vendors/clients to park at the home occupation in the R-1-A Zone District.

Mr. Neubecker and Ms. Reid will discuss the parking referendum and how it impacts parking commercial vehicles in the R-1-A zone district. Commissioners concurred with other suggested changes contained in the staff report.



B. Precedence in PUD Rezoning

Chair Brick thanked Ms. Reid for her memo which was very clear. A Planned Unit Development (PUD) is a special zone district with unique regulations for each property.

V. PUBLIC FORUM

There was no public to address the Commission.



VI. ATTORNEY'S CHOICE

The Commission's alternate is a non-voting member; therefore, at a public hearing the alternate is not permitted to enter into discussion as it is not sworn testimony. Only seated Commissioners, the recording secretary, and the Commission's attorney may speak after the public hearing is closed. If the alternate wishes to speak at a public hearing, he/she must be sworn in. The alternate may enter into discussion at a Study Session.



VII. STAFF'S CHOICE

Mr. Neubecker suggested a field trip to surrounding developments. Commissioners embraced the idea and suggested visiting areas such as:

- East Colfax in Aurora
- Hilltop area along Tennyson
- Old Town Arvada
- Lower Highlands
- Jefferson Park
- Evans Light Rail Station

Mr. Neubecker will attempt to schedule something in September or October.

It was the consensus of the Commission to cancel the August 20 meeting.



VIII. COMMISSIONER'S CHOICE

The northwest portion of Englewood is currently neglected and should be included in the City's long range planning.

The Evans Station developer is a finalist for the Acoma development.

The meeting adjourned at 8:30 p.m.

/s/ Nancy Fenton

Nancy Fenton, Recording Secretary

**City of Englewood
CULTURAL ARTS COMMISSION
Minutes of August 7, 2013**

I. Call to Order

The regular monthly meeting of the City of Englewood Cultural Arts Commission was called to order at 5:45pm by Vice Chairperson Donna Schnitzer at the City Council Conference Room at the Civic Center building, 1000 Englewood Parkway.

Present: Donna Schnitzer, Vice Chairperson
Tamara Emmanuel, Commission Member
Martha Kirkpatrick, Alternate Member
Jill Wilson, City Council Liaison
Jared Munn, Youth Member
Jerrell Black, ex officio

Absent: Amy Martinez, Commission Member
Karen Kenney, Commission Member
Kaylene McCrum, Commission Member
Maggie Stewart, Commission Member

Also Present: Joe Sack, Recreation Manager

II. Review of Agenda

Schnitzer asked if there were any changes to the agenda. There were none.

III. Approval of Minutes

Schnitzer asked if there were any changes, additions or deletions to the minutes of July 3, 2013.

A motion was made by Commission Member Kirkpatrick to accept the minutes as presented.

**Ayes: Schnitzer, Emmanuel, Kirkpatrick
Nays: None**

Motion passed.

IV. Scheduled Visitors

There were no scheduled visitors

V. Unscheduled Visitors

There were no unscheduled visitors.

VI. New Business

Director Black informed board members that with Kristy Reed no longer on the Board, a new Chairperson needs to be elected but with four members absent tonight, he will leave it up to the Board whether they want to do a vote or table it until next month when more members are present. Black stated that Vice Chairperson Schnitzer will run the meeting tonight. Schnitzer asked if there is any discussion. Commission Member Emmanuel and Kirkpatrick agreed that it should be tabled. Kirkpatrick asked in regard to the duties of a Chairperson. Black explained that the Chair is responsible for conducting the meeting, coordinating sub-committees, speaking and recognizing the Board at public functions in addition to other duties as they arise. Discussion followed. The vote would be tabled for the September meeting.

Discussion turned to the creation of templates for the selection and purchase of art. Schnitzer told the Board that Black thought having a sub-committee would be the way to go but stated that she didn't think it would take that long to do in a meeting. The Board was asked what they thought. Emmanuel reported that there is a lot of organizations that already have these templates and if they could get copies of their templates and amend them where necessary, it would make things so much easier. Emmanuel said that she could get copies from MOA and ArtReach. Schnitzer told Emmanuel that she didn't think it would be that difficult to come up with their own template but if she wanted to go ahead and get copies of them from MOA and ArtReach, they can take a look at them. Kirkpatrick said that they just came off of the purchase of art for the garden and have that fresh in their mind to help go off of that too. Recreation Manager Joe Sack stated that they already have the Art Selection Guidelines to use as a starting point that can be included in next month's packet for them to look at. Schnitzer explained that she has three templates in mind to work on: one to propose a piece of art and the other two would branch out from that, either one for a piece of art that has already been selected (ie: community garden art) or one for a commissioned piece of art. Schnitzer asked the Board if they agree that to table discussion until it can look at the information Emmanuel and Sack bring back to the Board. Board members concurred.

VII. Old Business

In regard to the art shuttle, Black informed the Board that he has spoken to Alan White, Director of Community Development. Black stated that White has submitted a request for funding in the 2014 budget to bring back the art shuttle. Black stated that they will not know anything until the end of September if City Council will fund the project. Schnitzer asked the amount for the request. Black said that it is for approximately \$60,000 on top of the existing budget. Discussion followed. Emmanuel asked if the funding is for the purchase and leasing of the art shuttle pads. Black replied yes. Black told the Board that the reason Community Development is requesting funding is from back in April when Harold Stitt came and talked to the Board in regard to the art shuttle program. Board members were reminded that Black asked Mr. Stitt the question that if the Board decides to use part of the One Percent Fund for the art shuttle program, would CD match the money and partner with the Board. Black reported that Community Development is requesting funding from that discussion. Black told the Board that budget is not finalized until the second reading which will be late September so things could change at any time. Black suggested tabling discussion on the art shuttle until funding for it is confirmed through the budget. Kirkpatrick asked if the funding also includes maintenance for the art. Black said he did not know. Discussion followed in regard to information that

Commission Member Martinez sent out to the Board earlier that afternoon regarding a public art program.

VIII. Committee Reports

Black gave an update on Prometheus. Black distributed a photo of the statue that was taken earlier that day. Board members were told that it was difficult to see the condition of the base. The Board was also told that at last month's meeting, there was some discussion whether the statue could be part of the art shuttle. Black suggested that the Board talk about it when they are discussing the art shuttle program.

Commission Member's asked if staff has heard from Ms. Cabral who attended last month's meeting. The Board was told that Ms. Cabral left a message with Debby Severa. Severa reported that in the message, Ms. Cabral stated that she has been busy and unable to get the information to us. Severa said that she told Ms. Cabral that as soon as she gets the information to Parks and Recreation that she would make sure to forward it to board members.

Schnitzer gave an update on the July Parks and Recreation Commission meeting. Schnitzer spoke in regard to a document that the Board that the Parks and Recreation Commission received on 2012 Innovations, Volunteer and Corporate Support of Parks and Recreation. The Board was told that the document talks about cost savings to the Department through volunteers, grants, corporate sponsors, etc. Schnitzer stated that last year the Department saved over \$800,000 and had the help of 566 volunteers. Sack told the Board that he will bring the information to next month's meeting.

IX. Upcoming Events

Commission members were reminded that FunFest is this Saturday, August 10th. Emmanuel distributed fliers for the event and told the Board that the Cultural Arts Commission has a booth that will be doing rock turtles. A sign-up sheet for board members to volunteer for the booth was distributed to board members. Discussion followed.

X. Director's Choice

Black updated the Board on the River Run Project at Oxford Avenue and the South Platte River that is part of the South Platte Working Group project.

XI. Commission Member's Choice

Sack distributed an updated "Art in Public Places", an inventory of art that has been purchased through the One Percent Art in Public Places budget. Sack explained that one of the projects of the Board is to create a more detailed catalogue of art.

Board members were reminded that at last month's meeting, Black had mentioned that the Department of Parks and Recreation has been awarded two grants for the redevelopment of Duncan Park. Sack stated that plans for the park include a destination for public art. Sack reported that in the next couple of months he will be coming to the Board to make a formal request for funding from the One Percent Art Fund to help offset the cost of the art. Sack explained that per the Art in Public Places, Art Selection

