
Council Newsletter



CITY MANAGER'S NOTES November 14, 2013

Upcoming Council Meetings

City Council will meet on **Monday, November 18, 2013.**

There is no Study Session scheduled. A **photograph** will be taken of the new City Council members at **7:00 p.m. in the Atrium.** The **Regular Meeting** will begin at **7:30 p.m. in Council Chambers.** The agenda is attached. A reception will be held for the outgoing and incoming City Council members during the Regular meeting.

The next City Council meeting will be on **Monday, November 25, 2013.**

Informative Memoranda

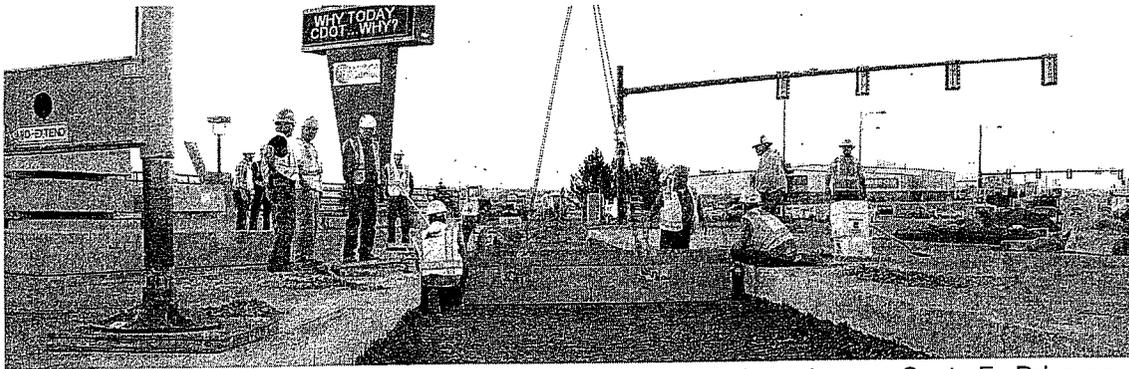
The following are memoranda in response to City Council's requests, as well as other informational items.

1. Article concerning the Santa Fe Railroad crossing at Oxford Avenue, EHS 100 year celebration and Canterbury Apartment.
2. Letter concerning the FasTracks projects in Englewood.
3. Letter expressing appreciation for the Fire Department.
4. Investment Report, October, 2013.
5. City Council Policy Manual.
6. Memorandum concerning the Council Request Process.
7. Memorandum concerning the Project Update.
8. Calendar of Events.
9. Tentative Study Session Topics.
10. Minutes from the Keep Englewood Beautiful Commission meeting of August 13, 2013.



Parks and Recreation Department

On Monday November 18th, Fox News Good Day Colorado will be at the Englewood Recreation Center to do a live segment on the Learn to Swim program. Fox News learned of the Aquatics Division's recent CPRA Columbine Award and the Make a Splash grant that has allowed the Department of Parks and Recreation to offer free or low cost youth learn to swim lessons to the Englewood's youth. The live segments will air at 7:50 a.m. and 8:45 a.m.



A crew from Lawrence Construction lifts new concrete panels into place on Santa Fe Drive near Oxford. Photo by Tom Barry

Santa Fe railroad crossing at Oxford has a new durable surface

By TOM BARRY

Traffic should now flow better and faster on Santa Fe Drive/Hwy 85, as the Colorado Department of Transportation has completed most of the work for a major short-term road construction project at Oxford Avenue. The traffic count on Santa Fe is around 70,000 vehicles per day.

Previously, motorists would have to slow down considerably when crossing the Union Pacific railroad tracks just south of Oxford in Sheridan. Over the years, the rubber between the tracks had deteriorated and the road base had sunk, providing a serious safety obstacle for motorists.

An informed source shared the starting and stopping of northbound traffic in advance of the signalized intersection had hastened the decomposition of the rubber surface. The recent crossing surface was last replaced in 1991, according to Union Pacific.

Last weekend, the heavily traveled Santa Fe Drive was shut down in both directions from Nov. 1 - 4 by the Sheridan Police Department. Traffic was redirected throughout the weekend.

CDOT is spending nearly \$1 million to upgrade the rail crossing that runs diagonally across Santa Fe just in front of the Red & Jerry's Entertainment Center. On their massive electronic billboard, Red and Jerry's cleverly noted, "Why today CDOT... Why?" Alternate roads remained open to accommodating nearby businesses.

"The line that Santa Fe Drive crosses was built in 1904 by the Denver and Rio Grande and Western," said Mark Davis, a spokesman for Union Pacific. "The line

is still operational and serves three customers. The road authority, in this case CDOT, pays for the materials and Union Pacific pays for the labor to install the new surface. Union Pacific's part of this project is \$193,000."

Working together to make deadline

Two local groups worked together to rebuild this crossing. CDOT hired Lawrence Construction of Douglas County and Oldcastle Precast of Littleton to perform the challenging construction activity in a timely manner. The job was actually finished at 2:47 a.m. Nov. 4, over two hours ahead of schedule.

Oldcastle constructed the precast concrete panels at their facility near Chatfield Dam. More than 70, 5-foot-11 foot panels weighing 9,700 lbs. each were delivered to the job site.

On Nov. 2, Union Pacific excavated the existing concrete, steel railroad tracks and rubber down to a dirt bed enabling the construction process to move forward. That evening, the individual panels were lifted by a hydrocrane.

"This project is another example that things can be completed quickly and on time when everyone works in partnership with each other," said Rick Lawrence, president of the fifth generation construction company. "This needed to be replaced before winter, as the plows would have torn out the surface. This project was initiated with Lawrence and completed in three weeks on deadline."

More durable surface

"The old surface was a rubber

mat and the new surface is concrete which is a lot more durable," said Lawrence. "There are rubber fillers that go between the railroad rail and the concrete. The new rubber fillers are only four inches in size and will not bear the weight of the surface traffic, as did the former rubber surface."

It is very rare that a train will cross over this particular track on Santa Fe.

"When a train goes over the crossing, a crew member gets down on the road, when there is no traffic, the train operates over the crossing," said Davis. "This process is called flagging the crossing."

Spokeswoman Mindy Crane said, "In the interest of safety, CDOT decided to replace the existing roadway crossing surface material with a highly durable precast concrete platform grade crossing system that uses no ties and is set on prepared subgrade to form a self-supporting slab system free of vertical or lateral movement."

Other projects

The intersection of University and Belleview may experience "lane closures [that] will be daily single right lane closures on University Avenue in either northbound or southbound, but not both directions. The project current completion time is January 2014."

"On Hampden between Federal and Marion we are currently grinding the final mat for smoothness and upon warmer weather, we will continue to perform the bird waste clean up and installation of the bird deterrence netting," said Crane. "The contractor is looking to be wrapped up by early to the middle of December."



iller

Consider supporting SMHA's work in the community by registering for the luncheon at southmetrohealthalliance.org/meetings.

South Metro Health Alliance

ENGLEWOOD

Englewood High School 100-year celebration set for Nov. 16.

Englewood High School is planning a community celebration Nov. 16 to commemorate 100 years of the school's existence.

Starting in the early evening, students and parents, alumni, friends, community members and members of the press are invited to several events aimed at celebrating the intersection between where the school has been and where the school is going.

For a full schedule of events, go to englewoodschoools.net.

The school is located at 3800 S. Logan St.

Englewood Schools

Low-income housing provides stability

Group spends \$6 million to renovate Englewood apartments for those in need

By Clayton Wouillard
YourHub Reporter

Jeff Horrocks had been to the hospital 34 times since he was 18.

Horrocks, who is now 40, is bipolar with schizoaffective disorder and would often go off his medications, landing him in the hospital. Some of those were the results of failed suicide attempts. To compound it, he was addicted to alcohol and illicit drugs.

Five years ago, he was sick and tired of being sick and tired and got sober. The next year he moved into a property owned by Community Housing Development Association, which provides low-income housing to people with disabilities and those who otherwise wouldn't be able to afford an apartment, including retired seniors.

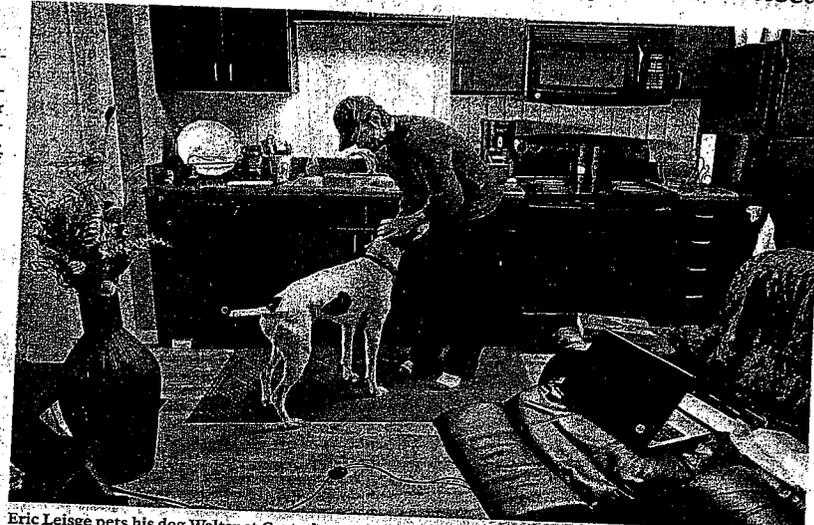
"The biggest thing besides getting off drugs and alcohol was responsibility, not having people over and being quiet," Horrocks said.

But he said that sense of responsibility with independent living bolstered his recovery, on top of meeting his fiancée and roommate Tracey Collier, who also struggles with mental illness and is four years clean and sober.

Beyond the housing, it was his relationship with community manager Scott Maline, who is essentially a leasing agent, but also a resource and someone who knows the stories of the tenants. Now Horrocks lives in Englewood at the Canterbury Apartments, which CHDA spent \$6.87 million to renovate and remodel the 43 units that were completed a few months ago.

"When we have the funding partners to do it, it's incredibly special for us and the residents," Maline said.

The project was a partnership between the CHDA, Arapahoe/Douglas Mental Health Network, Developmental Pathways and Arapahoe House, who all refer clients to the apartment complex.



Eric Leisge pets his dog Walter at Canterbury Apartments in Englewood. Community partners, including the Community Housing Development Association and Arapahoe County, recently finished renovations on the 43 housing units for low-income individuals. Seth McConnell, The Denver Post

"In the case of the folks that have developmental disabilities and folks dealing with mental illness, the alternate housing choice has been institutionalized housing," said Jo Ellen Davidson, executive director of the CHDA. "These three organizations recognized that living in an safe, clean housing is complimentary to the health and well-being of the individuals."

The CHDA owns five other properties in the South Metro region for low-income individuals. The CHDA acquired the Canterbury property in 2011, bought it in mid-2012 and began asbestos abatement and construction this winter.

For Eric Leisge, 34, who suffered brain trauma 11 years ago that slows his thinking and partial paralysis on

one side of his body, said being able to live at Canterbury is more than just a place to live with a low rent. He pays \$405 a month, the lowest at the complex, Maline said, because he can't work and is on disability.

"The idea of living alone had never occurred to me, but now that I am, I am not living by anyone else's schedule and there's a lot of beauty in that," Leisge said. "It's just Walter and I who decide how the day unfolds."

He takes Walter, his service dog, on several walks a day.

Mikelle Day, 27, suffers from Guillain-Barre syndrome that keeps her wheelchair bound and in which her immune system attacks her nervous system. Her doctors have said they project a 100 percent recovery, but until then she's living in the Canter-

bury Apartments, where her apartment has all tables and surfaces closer to the ground where she can reach. She said things have been difficult since she was diagnosed last year, but her new apartment makes things easier.

"I just have to remember this is temporary and I can walk my way out of it," Day said. "There's something better than this, and I wouldn't be here today if there wasn't something bigger and better for me to be doing."

Maline said the last five units available have already been assigned to Developmental Pathways clients.

Clayton Wouillard: 202-654-2661 or



CITY OF ENGLEWOOD
CITY COUNCIL

November 12, 2013

Mr. Tom Papdinoff
Urban Design Lead, RTD-FasTracks
1560 Broadway, Suite 700
Denver, CO 80202

Mr. Papdinoff:

Over the past several months, City of Englewood staff has met with RTD staff, initially lead by John Shonsey and more recently by Stan Szebelek, to discuss FasTracks - approved projects in Englewood. The intent of these meetings was to determine interest on the part of RTD in potential alternatives to the original plans for Englewood projects. The voter approved FasTracks plan includes a light rail station at Bates Avenue, for which FasTracks would provide 1/3 of the funding with the City of Englewood and/or a TOD developer funding the balance, and an additional 440 parking spaces in Englewood to accommodate RTD patrons.

During the May 30, 2013, Englewood City Council Study Session, City staff presented City Council with suggested alternatives for the planned FasTracks improvements in Englewood. At that meeting, City Council authorized staff to continue discussions with RTD staff to pursue possible alternative plans. In the most recent meeting with RTD in June, Stan Szabelek, Civil Engineering Project Manager, recommended that the City submit a formal proposal to RTD regarding the City's preferred alternatives to replace the original Englewood FasTracks approved projects. While no commitments have been made by either entity, it was agreed that Englewood would further pursue transit-related alternatives.

Background

Since the passage of FasTracks in 2004, estimated costs for a new Bates Station have substantially increased, from \$5 million to \$22 million, a cost that will be difficult for both the City and the developer to absorb. As a result, the prospects for a new Bates Station have diminished greatly.

In 2010, planning and design for an expansion of the existing Park-n-Ride at Englewood Station was undertaken by RTD, with the initial approval of City Council. However, the proposed expansion generated significant neighborhood opposition on the grounds that existing open space would be lost. As a result, City Council asked RTD to forgo the Park-n-Ride expansion project, and instead continue to look for an alternative location.

The City subsequently undertook a Light Rail Corridor Station Area Master Plan project. The project consultant identified two locations, near the Oxford Station that would be the most attractive for use as Park-n-Ride lots. However, City Council does not supported developing these properties for

Mayor Randy Penn, District 3 • Mayor Pro Tem Jim Woodward, At Large
Rick Gillit, District 4 • Joe Jefferson, District 1 • Bob McCaslin, At Large • Linda Olson, District 2 • Jill Wilson, At Large

1000 Englewood Parkway • Englewood, Colorado 80110 • Phone 303-762-2310 • FAX 303-762-2408
www.engagewoodgov.org • E-mail: council@engagewoodgov.org

RTD parking in place of potential transit-oriented developments. RTD staff also indicated that RTD's view of providing parking to supplement light rail ridership had shifted towards a policy of relying on the development of multi-unit housing projects to supplement ridership. RTD staff noted interest in pedestrian infrastructure projects that would serve to provide direct connections from proposed multi-unit housing developments to the Englewood and Oxford Stations as a way to accomplish the goal of building additional light rail ridership.

In order to alleviate periodic parking supply deficits at the Englewood Station Park-n-Ride, the City has informally allowed overflow parking on the west half of the parking lot at Cushing Park, located immediately to the northeast of the Englewood Station Park-n-Ride. As part of an agreement to redirect FasTracks funding allocated to Englewood, City Council would like to establish a formal arrangement with RTD to reserve the 38 parking spaces currently allowed for use as RTD overflow parking for a long-term time period as an immediate part of the solution to the Englewood Station parking supply deficit issue.

The City of Englewood has recently been awarded a grant from DRCOG for a follow up "Next Steps" study to the original Englewood Light Rail Corridor Station Area Master Plan. This study, for which the City of Englewood has appropriated the required matching funds, will be designed to evaluate transportation design alternatives for a number of key transportation infrastructure improvements identified in the original station area master plan. Our goal in proposing the projects described in the attached document is to increase pedestrian and bicycle accessibility from surrounding neighborhoods to the Oxford and Englewood stations. Increased development and improved accessibility to the two stations will benefit RTD by increasing ridership on the Southwest light rail line. Conceptual engineering design work will be accomplished through the development and identification of preferred alternatives.

We realize that any changes to the FasTracks plan will require approval of the RTD Board and would likely be formalized through an intergovernmental agreement with Englewood. We appreciate the opportunity to present this proposal and would like to thank RTD for its review and consideration.

If you have questions or comments, please contact Deputy City Manager, Michael Flaherty at 303-762-2314 or We look forward to your response and further discussions with RTD staff.

Sincerely,

Randy Pen
Mayor

Gary Sears
City Manager

CC: Richard Clarke, RTD
Stan Szabelek, RTD
Bill Sirois, RTD
Cory Granrud, RTD
Englewood City Council

ENGLEWOOD PROPOSAL FOR ALTERNATIVES TO RTD'S FASTRACKS PLAN

After reviewing possible alternatives to RTD's FasTracks approved elements in the City of Englewood, City Council directed staff to develop a prioritized list of infrastructure and operational improvements for RTD to consider in exchange for forgoing FasTracks elements of the Bates Light Rail Station and the addition of 440 parking spaces at Englewood Station. The City proposes exchanging project funding of value roughly equal to that of these current FasTracks elements for key projects identified in the Englewood Light Rail Corridor Plan.

Current FasTracks Capital Infrastructure Elements

The City of Englewood has computed RTD's FasTracks commitments to Englewood in the following manner:

Bates Station Construction Cost:	\$7.3 million (One third of \$22 Million)
440 Parking Spaces:	\$5.0 million
<u>Cushing Park Parking Spaces Lease Value:</u>	<u>\$0.6 million (\$20,000 X 30 years)</u>
Total Value	\$12.9 million

Cost Estimates for Alternative Capital Infrastructure Projects

Pedestrian Bridges and Connecting Rail Trail

Of the projects listed for additional study, the City's highest priority project is the construction of three pedestrian bridges crossing Oxford, Hampden, and Dartmouth Avenues to facilitate pedestrian access to the stations and minimize pedestrian/automobile conflicts. The Englewood Light Rail Corridor Plan envisions these bridges being connected to one another via a trail that would parallel the railroad right of way from Big Dry Creek Trail to the future General Iron Works (GIW) development site. Preliminary cost estimates for this project have been developed by the Englewood Public Works Department. The cost figure includes engineering design, right-of-way acquisition, utility relocates, construction, and a 25% contingency. The highest priorities are the Oxford bridge and portions of the trail connecting the planned Oxford Station multi-family housing developments to that station and the Dartmouth bridge and trail that links future General Iron Works development to Englewood Station.

Pedestrian Bridges and Full Trail Estimated Total Cost:	<u>\$8,022,300</u>
Oxford bridge	\$1,332,500
Dartmouth bridge	\$1,443,700
Hampden bridge	\$1,724,100
Trail from Big Dry Creek Trail to Oxford Station	\$1,066,200
Trail from Oxford Station to Hampden	\$1,234,100
Trail from Englewood Station to GIW	\$1,030,900
Trail from Hampden to Englewood Station	\$ 190,800

Protected Bikeway Loop

Secondary neighborhood connection projects include a protected bikeway loop that includes Inca Street, Dartmouth Avenue, Clarkson Street, and Oxford Avenue. The specifications for this project include paint and striping, a 3 to 7 foot concrete median separating the bikeway from traffic/on-street parking, bike signals, and signal modification for left turns at warranted intersections. Cost estimates were developed using \$150,000 per 300 foot block and \$50,000 per signalized intersection, plus a contingency of 25%. Alternatives to this high-end project may include substituting bollards and painted lines for the concrete median. The Oxford and Dartmouth segments are considered to be higher priorities, relative to the Clarkson Street segment.

Oxford Avenue Estimated Total Cost:	\$450,000 – 3.8 million
Dartmouth Ave./Inca St. Estimated Total Cost:	\$600,000 – 4.0 million

Total Capital Costs: \$9.15 – 15.9 Million

Current RTD Operational Cost Commitments

The addition of the new Bates Station to the SW LRT Line would generate additional operating and maintenance costs to the line. It is not precisely known how much these costs would be. However, the City presents an estimated figure below for illustrative purposes.

Additional Bates Station O&M Costs: \$9.0 Million (\$300,000 X 30 years)

Cost Estimates for Alternative Station and Feeder Shuttle O&M Costs

The City of Englewood proposes that O&M cost savings from forgoing the development of Bates Station be redirected to transit-enhancement projects at the existing Englewood Station, as well as additional shuttle feeder service. City Council directed City staff to look at the possibility of adding a new shuttle route service that would connect Englewood Station to future multi-unit residential developments at the General Iron Works/Winslow Crane sites, and continue east along Bates Avenue to the Kaiser Permanente medical facility at Broadway.

Shuttle Route - Englewood Station to General Iron Works/Winslow Crane Multi-unit Residential Developments and Kaiser Permanente medical facility: \$4.83 million*

*5 day/12 hour: \$143,730 adjusted for inflation over 30 years

Englewood Station Canopy and Wind Break Shelter

Participants in the Englewood Light Rail Corridor Station Area Master Plan identified platform weather protection for waiting passengers as a chief priority. Such a project might include an extended canopy covering the entire length of the Englewood Station platform, centered in a solid, vertical wind break wall. Estimated Total Cost: \$3.5 million

Total O&M Cost Alternatives: \$8.38 million

November 8, 2013

~~Battalion Chief Andrew Marsh~~
Englewood Fire Department
3615 S. Elati Street
Englewood, CO 80110

Re:
Medic A Shift; Engine Company 21

Dear Chief Marsh:

I wanted to reiterate my heartfelt thanks to the crew at Station 21. I also wanted to put this in writing as a permanent record of the exceptional (and humble I might add) service which they provided my son last week.

My children and I grew up in Washington DC, where we were accustomed to seeing police officers, medics, and firefighters assist people all the time. I say this only to point out, however, *that there is no better crew than the Medic A Shift and Engine Company 21 ("Station 21 Crew"). Their superior knowledge, timeliness and teamwork in performing such a difficult job is far beyond anything I can relate to.*

I called 911 on Saturday when I found my son choking on his vomit, barely breathing. The dispatcher (yet another outstanding professional) took my call. I was hysterical needless to say. She kept me on the line until Station 21 Crew arrived. They worked in such a unified fashion in getting to my son and beginning life-saving treatment. Each and every Crew member was remarkable in their swiftness, yet carefulness, in assessing the situation and following through with the appropriate medical treatment. Honestly, I don't even know what was going on in the room as I was so hysterical, but I do know they used their life-saving knowledge and equipment to bring my son, Charlie, back to life.

The Station 21 Crew immediately transferred Charlie to _____ where I was told by the ER that if I had called 5 minutes later (or if the medics came 5 minutes later) he would not be here with us today. I credit Station 21 Crew wholeheartedly with their quick response time as those five minutes meant life or death for Charlie.

These men are my heroes, my son's heroes and I will never, ever forget the exceptional, highly-skilled medical treatment they provided to save my son while – in their eyes it's "all in a day's work"!!!! God Bless each and every one of you.

Sincerely,

Carolyn C. Cook
(The Happiest Mother Ever)

cc: Daniel L. Brotzman, Englewood City Attorney
Gary Sears, Englewood City Manager
Joe Jefferson, City Council District 1 (via email)



Cutwater Asset Management
1900 Sixteenth Street, Suite 200
Denver, CO 80202
Tel: 303 860 1100
Fax: 303 860 0016

CITY OF ENGLEWOOD

Report for the period October 1, 2013 - October 31, 2013

Please contact Accounting by calling the number above or email

with questions concerning this report.

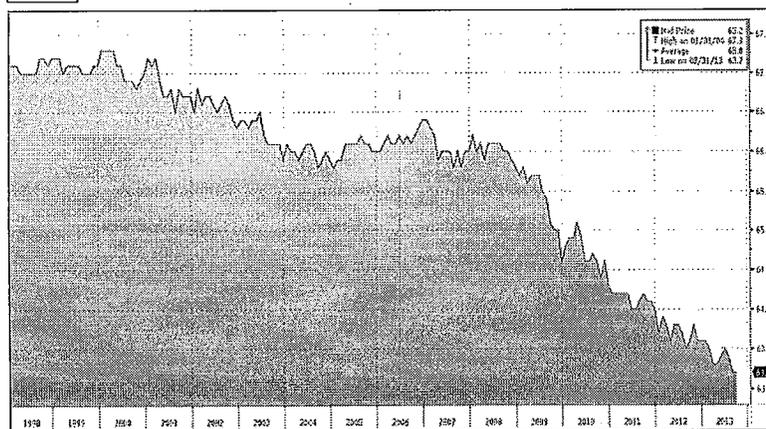
(This report was prepared on November 4, 2013)

Fixed Income Market Review October 31, 2013

U.S. Labor Force Participation Rate

01/01/98 - 09/30/13

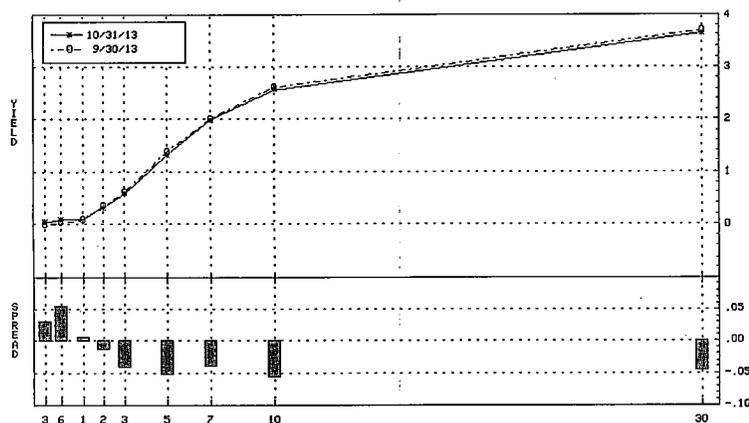
Chart 1



Treasury Yield Curves

09/30/13 - 10/31/13

Chart 2



Economic Indicators & Monetary Policy – According to the delayed employment report, the U.S. economy created 148,000 jobs in September compared to an expected gain of 180,000. The unemployment rate fell to 7.2 percent, the lowest level since November 2008 while the U.S. labor force participation rate remained at a 35-year low of 63.2 percent. (See Chart 2) The economy created an average of 143,000 jobs per month during the 3rd quarter compared to a monthly gain of 195,000 jobs during the first half of 2013. Employment growth started to slow down prior to the U.S. government shutdown that lasted half of October and resulted in the largest decline in consumer confidence in over two years.

Inflation remains tame and below the Federal Reserve target. Based on the producer price index (PPI), wholesale prices unexpectedly fell 0.1 percent in September due to a decline in food costs. Global demand remains soft for U.S. goods, which has kept a lid on prices for both raw materials and finished goods. According to the consumer price index (CPI), the cost of living in the U.S. rose as expected in September with an increase of 0.2 percent for the month with rising fuel costs. Over the past year, CPI was up 1.2 percent while wholesale prices were rather flat with an increase of only 0.3 percent.

As expected, policy-makers kept the federal funds target rate at a range of zero to 0.25 percent at the October 29th/30th Federal Open Market Committee (FOMC) meeting. The FOMC also maintained its \$85 billion in monthly bond purchases since it has “decided to await more evidence that progress will be sustained before adjusting the pace of its purchases.” The FOMC is expected to hold the benchmark rate near zero as long as unemployment is above 6.5 percent and the inflation outlook remains below 2.5 percent. The Committee believes that “economic activity has continued to expand” at a rather slow pace “while the recovery in the housing sector slowed somewhat in recent months.” The next and final FOMC meeting of the year is scheduled for December 17th/18th.

Yield Curve & Spreads – U.S. Treasury yields fell slightly in October for investment terms greater than one-year with the FOMC continuing its asset purchase program of \$85 billion per month.

At the end of October, the 3-month Treasury bill yielded 0.035 percent, 6-month Treasury bill yielded 0.08 percent, 2-year Treasury note yielded 0.30 percent, 5-year Treasury note yielded 1.33 percent, 10-year Treasury note yielded 2.55 percent, and the 30-year Treasury yielded 3.64 percent. (See Chart 2)

Additional Information
October 31, 2013

The opinions expressed above are those of Cutwater Asset Management and are subject to change without notice. All statistics represent month-end figures unless otherwise noted.

A current version of the investment adviser brochure for Cutwater Investor Services Corp., in the form of the Firm's ADV Part 2A, is available for your review. Please contact our Client Service Desk at 1-800-395-5505 or mail your request to:

Cutwater Investor Services Corp.
Attention: Client Services
113 King Street
Armonk, NY 10504

A copy of the brochure will be sent to you either by mail or electronically at your option.

In addition, a copy of the most recent version of the Firm's complete Form ADV can be downloaded from the SEC website at www.adviserinfo.sec.gov/.

**City of Englewood
Activity and Performance Summary
for the period October 1, 2013 - October 31, 2013**

Amortized Cost Basis Activity Summary

Beginning Amortized Cost Value		40,959,528.57
Additions		
Contributions	959,679.14	
Interest Received	40,900.00	
Accrued Interest Sold	0.00	
Gain on Sales	0.00	
Total Additions		1,000,579.14
Deductions		
Withdrawals	0.00	
Fees Paid	3,408.03	
Accrued Interest Purchased	0.00	
Loss on Sales	0.00	
Total Deductions		(3,408.03)
Accretion (Amortization) for the Period		(10,122.58)
Ending Amortized Cost Value		41,946,577.10
Ending Fair Value		41,920,198.49
Unrealized Gain (Loss)		(26,378.61)

Detail of Amortized Cost Basis Return

	Interest Earned	Accretion (Amortization)	Realized Gain (Loss)	Total Income
Current Holdings				
Commercial Paper	0.00	451.67	0.00	451.67
U.S. Treasury	3,696.20	(2,451.88)	0.00	1,244.32
U.S. Instrumentality	21,481.24	(3,134.18)	0.00	18,347.06
Corporate	10,706.24	(4,988.19)	0.00	5,718.05
Sales and Maturities				
U.S. Instrumentality	388.89	0.00	0.00	388.89
Total	36,272.57	(10,122.58)	0.00	26,149.99

Annualized Comparative Rates of Return

	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.12 %	0.09 %	0.08 %
Overnight Repo	0.10 %	0.05 %	0.09 %
3 Month T-Bill	0.05 %	0.03 %	0.05 %
6 Month T-Bill	0.08 %	0.06 %	0.05 %
1 Year T-Note	0.14 %	0.12 %	0.12 %
2 Year T-Note	0.30 %	0.33 %	0.33 %
5 Year T-Note	1.04 %	1.32 %	1.37 %

Summary of Amortized Cost Basis Return for the Period

	Total Portfolio	Excl. Cash Eq.
Interest Earned	36,272.57	36,272.57
Accretion (Amortization)	(10,122.58)	(10,122.58)
Realized Gain (Loss) on Sales	<u>0.00</u>	<u>0.00</u>
Total Income on Portfolio	26,149.99	26,149.99
Average Daily Historical Cost	40,896,336.69	40,896,336.69
Annualized Return	0.75%	0.75%
Annualized Return Net of Fees	0.65%	0.65%
Annualized Return Year to Date Net of Fees	0.72%	0.72%
Weighted Average Effective Maturity in Days	695	695

City of Englewood
Activity and Performance Summary
for the period **October 1, 2013 - October 31, 2013**

<u>Fair Value Basis Activity Summary</u>		
Beginning Fair Value		40,849,789.08
Additions		
Contributions	959,679.14	
Interest Received	40,900.00	
Accrued Interest Sold	0.00	
Total Additions		1,000,579.14
Deductions		
Withdrawals	0.00	
Fees Paid	3,408.03	
Accrued Interest Purchased	0.00	
Total Deductions		(3,408.03)
Change in Fair Value for the Period		73,238.30
Ending Fair Value		41,920,198.49

<u>Detail of Fair Value Basis Return</u>			
	Interest Earned	Change in Fair Value	Total Income
Current Holdings			
Commercial Paper	0.00	(338.11)	(338.11)
U.S. Treasury	3,696.20	(1,016.00)	2,680.20
U.S. Instrumentality	21,481.24	71,165.69	92,646.93
Corporate	10,706.24	3,705.72	14,411.96
Sales and Maturities			
U.S. Instrumentality	388.89	(279.00)	109.89
Total	36,272.57	73,238.30	109,510.87

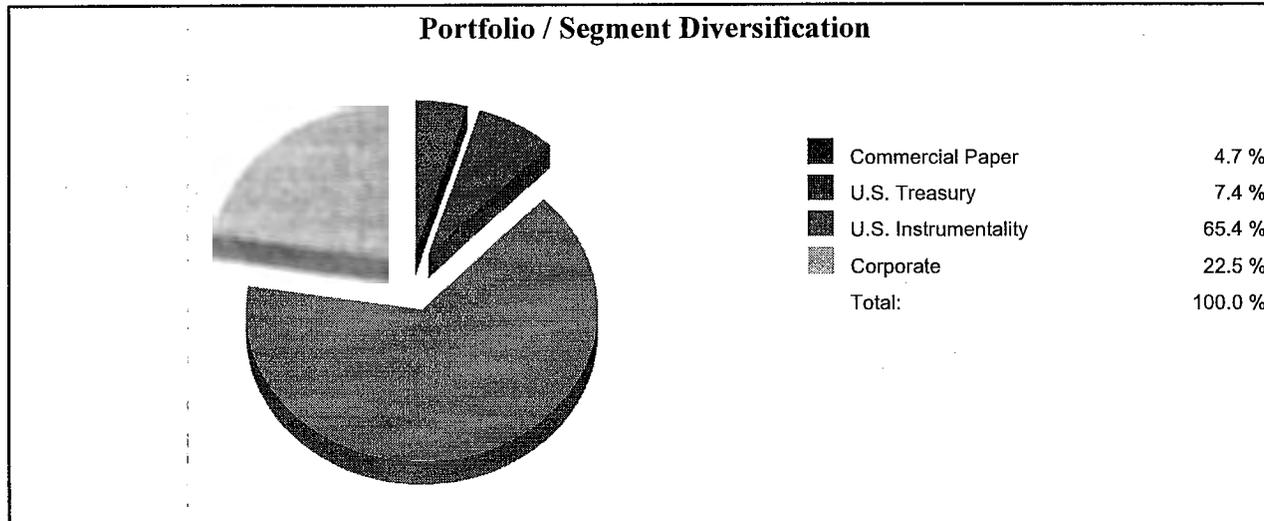
<u>Annualized Comparative Rates of Return</u>			
	Twelve Month Trailing	Six Month Trailing	For the Month
Fed Funds	0.12 %	0.09 %	0.08 %
Overnight Repo	0.10 %	0.05 %	0.09 %
3 Month T-Bill	0.10 %	0.08 %	0.00 %
6 Month T-Bill	0.18 %	0.13 %	-0.12 %
1 Year T-Note	0.29 %	0.24 %	0.00 %
2 Year T-Note	0.42 %	0.24 %	0.94 %
5 Year T-Note	-0.69 %	-3.52 %	6.95 %

<u>Summary of Fair Value Basis Return for the Period</u>		
	Total Portfolio	Excl. Cash Eq.
Interest Earned	36,272.57	36,272.57
Change in Fair Value	<u>73,238.30</u>	<u>73,238.30</u>
Total Income on Portfolio	109,510.87	109,510.87
Average Daily Historical Cost	40,896,336.69	40,896,336.69
Annualized Return	3.15%	3.15%
Annualized Return Net of Fees	3.05%	3.05%
Annualized Return Year to Date Net of Fees	0.11%	0.11%
Weighted Average Effective Maturity in Days	695	695

**City of Englewood
Recap of Securities Held
October 31, 2013**

	Historical Cost	Amortized Cost	Fair Value	Unrealized Gain (Loss)	Weighted Average Final Maturity (Days)	Weighted Average Effective Maturity (Days)	% Portfolio/Segment	Weighted Average Yield *	Weighted Average Market Duration (Years)
Commercial Paper	1,993,907.22	1,997,192.22	1,996,690.00	(502.22)	134	134	4.73	0.45	0.00
U.S. Treasury	3,109,531.26	3,049,531.41	3,060,899.00	11,367.59	644	644	7.38	0.49	1.73
U.S. Instrumentality	27,541,482.77	27,475,940.29	27,432,817.44	(43,122.85)	1,092	781	65.40	0.86	2.09
Corporate	9,468,553.20	9,423,913.18	9,429,792.05	5,878.87	579	579	22.48	0.74	1.56
Total	42,113,474.45	41,946,577.10	41,920,198.49	(26,378.61)	898	695	100.00	0.79	1.85

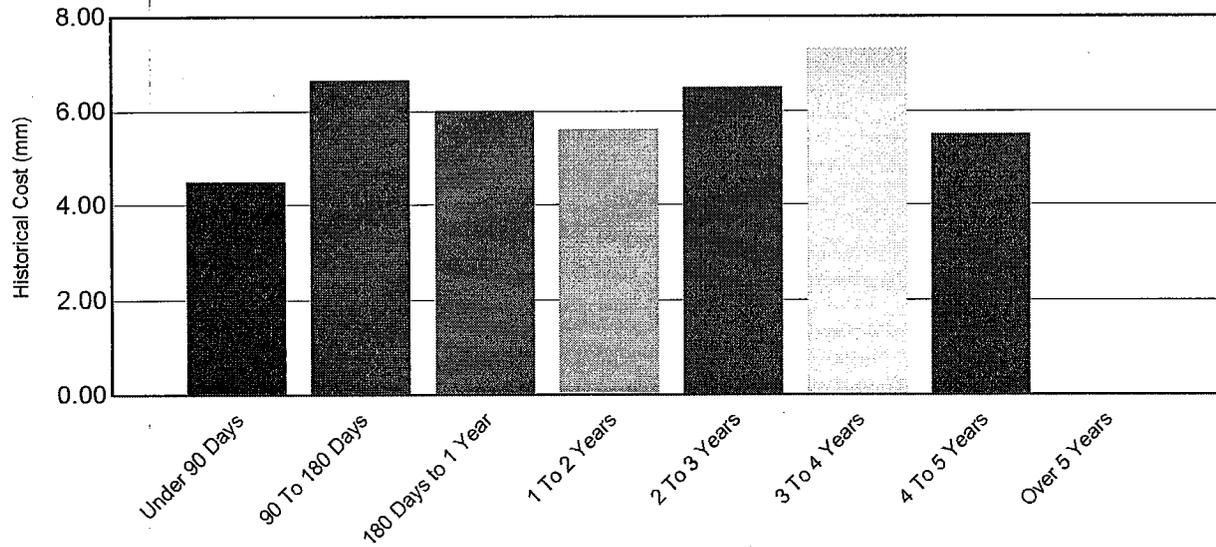
* Weighted Average Yield is calculated on a "yield to worst" basis.



**City of Englewood
Maturity Distribution of Securities Held
October 31, 2013**

Maturity	Historical Cost	Percent
Under 90 Days	4,502,831.11	10.69 %
90 To 180 Days	6,662,064.00	15.82 %
180 Days to 1 Year	6,014,061.11	14.28 %
1 To 2 Years	5,603,693.13	13.31 %
2 To 3 Years	6,500,621.47	15.44 %
3 To 4 Years	7,332,303.63	17.41 %
4 To 5 Years	5,497,900.00	13.05 %
Over 5 Years	0.00	0.00 %
	42,113,474.45	100.00 %

Maturity Distribution



**City of Englewood
Securities Held
October 31, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield	
Commercial Paper														
4497W0Y10	03/11/13	0.000	11/01/13	1,000,000.00	996,736.11	1,000,000.00	999,998.00	(2.00)	0.00	0.00	0.00	2.37	0.51	
ING Funding					0.00	430.56	141.00							
06737JGR0	10/30/13	0.000	07/25/14	1,000,000.00	997,171.11	997,192.22	996,692.00	(500.22)	0.00	0.00	0.00	2.37	0.39	
Barclays US Funding					0.00	21.11	(479.11)							
TOTAL (Commercial Paper)				2,000,000.00	1,993,907.22	1,997,192.22	1,996,690.00	(502.22)	0.00	0.00	0.00	4.73		
					0.00	451.67	(338.11)							
U.S. Treasury														
912828MH0	09/15/11	2.250	01/31/15	1,000,000.00	1,061,484.38	1,022,720.32	1,025,742.00	3,021.68	0.00	1,895.38	5,686.14	2.52	0.41	
T-Note					0.00	(1,544.59)	(1,680.00)							
912828SP6	08/29/13	0.375	04/15/15	1,000,000.00	1,001,093.75	1,000,975.90	1,002,266.00	1,290.10	1,875.00	318.58	175.14	2.38	0.31	
T-Note					0.00	(57.09)	39.00							
912828QP8	09/23/11	1.750	05/31/16	1,000,000.00	1,046,953.13	1,025,835.19	1,032,891.00	7,055.81	0.00	1,482.24	7,363.39	2.49	0.73	
T-Note					0.00	(850.20)	625.00							
TOTAL (U.S. Treasury)				3,000,000.00	3,109,531.26	3,049,531.41	3,060,899.00	11,367.59	1,875.00	3,696.20	13,224.67	7.38		
					0.00	(2,451.88)	(1,016.00)							
U.S. Instrumentality														
3133XWKV0	03/28/11	2.375	03/14/14	1,000,000.00	1,030,620.00	1,003,763.83	1,008,401.00	4,637.17	0.00	1,979.16	3,100.69	2.45	1.32	
FHLB					0.00	(877.28)	(1,967.00)							
3134G2UA8	11/30/11	1.000	08/20/14	1,000,000.00	1,007,500.00	1,002,203.22	1,006,524.00	4,320.78	0.00	833.33	1,972.22	2.39	0.72	
FHLMC					0.00	(233.90)	(764.00)							
313370JS8	07/28/11	1.375	09/12/14	1,000,000.00	1,011,560.00	1,003,188.62	1,010,484.00	7,295.38	0.00	1,145.84	1,871.53	2.40	1.00	
FHLB					0.00	(313.80)	(973.00)							
3133EC3U6	Call	11/21/12	0.280	11/21/14	1,000,000.00	999,250.00	999,604.45	1,000,000.00	395.55	0.00	233.33	1,244.44	2.37	0.32
FFCB						0.00	31.85	(20.00)						
3135G0HA4	Call	02/01/12	0.750	01/30/15	1,000,000.00	1,004,962.00	1,000,612.59	1,001,098.00	485.41	0.00	625.00	1,895.83	2.39	0.50
FNMA					0.00	(211.01)	(528.00)							
313380L96	08/23/12	0.500	11/20/15	1,000,000.00	999,680.00	999,797.57	1,002,350.00	2,552.43	0.00	416.67	2,236.11	2.37	0.51	
FHLB					0.00	8.38	2,287.00							
3134G3MK3	Call	02/24/12	1.000	02/24/16	1,000,000.00	1,004,140.00	1,000,651.30	1,002,307.00	1,655.70	0.00	833.33	1,861.11	2.38	0.79
FHLMC					0.00	(175.57)	(126.00)							
3134G3SE1	Call	05/25/12	1.000	03/21/16	1,000,000.00	1,003,410.00	1,000,717.89	1,002,888.00	2,170.11	0.00	833.33	1,111.11	2.38	0.81
FHLMC					0.00	(158.97)	(106.00)							
3133EAWZ7	Call	07/31/12	0.790	07/11/16	1,000,000.00	1,000,560.00	1,000,000.00	1,000,064.00	64.00	0.00	658.33	2,413.89	2.38	0.79
FFCB					0.00	0.00	(2.00)							

**City of Englewood
Securities Held
October 31, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
313380SS7 FHLB	Call 10/15/12	0.700	10/11/16 11/11/13	642,857.14	642,857.14 0.00	642,857.14 0.00	642,258.64 2,548.29	(598.50)	2,250.00	375.00	250.00	1.53	0.70
3134G4HK7 FHLMC	Call 10/24/13	0.500V	10/24/16 10/24/14	1,000,000.00	1,000,000.00 0.00	1,000,000.00 0.00	1,001,480.00 1,480.00	1,480.00	0.00	97.22	97.22	2.37	0.50
3135G0ES8 FNMA	11/30/11	1.375	11/15/16	1,000,000.00	1,002,090.00 0.00	1,001,280.30 (35.75)	1,020,841.00 4,183.00	19,560.70	0.00	1,145.84	6,340.28	2.38	1.33
3135G0ES8 FNMA	01/29/13	1.375	11/15/16	1,300,000.00	1,332,133.63 0.00	1,325,734.73 (718.71)	1,327,093.30 5,437.90	1,358.57	0.00	1,489.58	8,242.36	3.16	0.71
3135G0UC5 FNMA	Call 06/07/13	1.000	02/13/17 11/13/13	1,000,000.00	1,000,100.00 0.00	1,000,000.00 0.00	1,000,266.00 2,329.00	266.00	0.00	833.34	2,166.67	2.37	1.00
3134G3MZ0 FHLMC	Call 12/20/12	1.100	02/24/17 02/24/14	1,000,000.00	1,007,640.00 0.00	1,002,038.52 (549.51)	1,002,681.00 479.00	642.48	0.00	916.66	2,047.22	2.39	0.45
313378WF4 FHLB	05/10/12	1.125	03/10/17	1,000,000.00	1,006,070.00 0.00	1,004,212.89 (106.61)	1,009,804.00 5,274.00	5,591.11	0.00	937.50	1,593.75	2.39	1.00
3135G0NX7 FNMA	Call 09/13/12	1.000	03/13/17 12/13/13	1,000,000.00	1,000,000.00 0.00	1,000,000.00 0.00	996,485.00 4,746.00	(3,515.00)	0.00	833.33	1,333.33	2.37	1.00
3133ECMM3 FFCB	05/21/13	0.600	04/25/17	1,000,000.00	996,210.00 0.00	996,643.14 81.87	990,336.00 4,840.00	(6,307.14)	3,000.00	500.00	100.00	2.37	0.70
3136G0WX5 FNMA	Call 10/10/12	0.500V	08/24/17 02/24/14	1,000,000.00	1,000,000.00 0.00	1,000,000.00 0.00	1,000,857.00 2,147.00	857.00	0.00	416.67	930.56	2.37	0.50
3134G3J68 FHLMC	06/03/13	0.900	09/18/17	1,000,000.00	994,800.00 0.00	995,300.77 102.81	991,890.00 5,165.00	(3,410.77)	0.00	750.00	1,075.00	2.36	1.02
3135G0PU1 FNMA	Call 11/19/12	1.000	10/11/17 01/11/14	1,000,000.00	1,001,000.00 0.00	1,000,000.00 (30.67)	989,361.00 4,226.00	(10,639.00)	5,000.00	833.34	555.56	2.38	1.00
3136G03Z2 FNMA	Call 10/30/12	0.750V	10/30/17 10/30/14	1,000,000.00	999,000.00 0.00	999,200.99 16.98	1,000,490.00 4,420.00	1,289.01	2,500.00	423.61	20.83	2.37	1.16
3136G05Q0 FNMA	Call 12/10/12	0.700V	11/27/17 11/27/13	1,000,000.00	999,900.00 0.00	999,917.98 1.71	993,957.00 3,995.00	(5,960.98)	0.00	583.33	2,994.44	2.37	1.03
3136G1BG3 FNMA	Call 01/30/13	0.750V	01/30/18 01/30/14	1,000,000.00	999,750.00 0.00	999,787.65 4.24	991,364.00 4,141.00	(8,423.65)	0.00	625.00	1,895.83	2.37	1.06
3135G0WB5 FNMA	Call 04/18/13	1.200	04/18/18 01/18/14	1,000,000.00	1,000,000.00 0.00	1,000,000.00 0.00	985,426.00 4,335.00	(14,574.00)	6,000.00	1,000.00	433.33	2.37	1.20
3133ECMF8 FFCB	Call 04/26/13	0.980	04/24/18 04/24/14	1,500,000.00	1,498,500.00 0.00	1,498,655.43 25.50	1,473,838.50 8,740.50	(24,816.93)	7,350.00	1,225.00	285.83	3.56	1.00
3135G0XM0 FNMA	Call 05/30/13	1.125	05/25/18 11/25/13	1,000,000.00	999,750.00 0.00	999,771.28 4.26	980,273.00 4,878.00	(19,498.28)	0.00	937.50	4,718.75	2.37	1.13
TOTAL (U.S. Instrumentality)					27,442,857.14	27,541,482.77	27,475,940.29	27,432,817.44	(43,122.85)	26,100.00	21,481.24	52,787.89	65.40

**City of Englewood
Securities Held
October 31, 2013**

CUSIP/ Description	Purchase Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost/ Accrued Interest Purchased	Amortized Cost/ Accretion (Amortization)	Fair Value/ Change In Fair Value	Unrealized Gain (Loss)	Interest Received	Interest Earned	Total Accrued Interest	% Port Cost	Yield
					0.00	(3,134.18)	71,165.69						
Corporate													
36962G4X9	08/25/11	2.100	01/07/14	500,000.00	506,185.00	500,478.52	501,607.50	1,128.98	0.00	875.00	3,325.00	1.20	1.57
GE Capital					0.00	(221.40)	(746.50)						
06406HBT5	08/31/11	1.500	01/31/14	600,000.00	611,292.00	601,162.41	601,852.20	689.79	0.00	750.00	2,250.00	1.45	0.71
Bank of New York					0.00	(395.99)	(538.20)						
478160AX2	05/20/11	1.200	05/15/14	1,000,000.00	998,830.00	999,790.88	1,004,493.00	4,702.12	0.00	1,000.00	5,533.33	2.37	1.24
Johnson & Johnson					0.00	33.24	(981.00)						
59217GAM1	09/19/12	2.000	01/09/15	1,000,000.00	1,027,020.00	1,013,927.17	1,014,186.00	258.83	0.00	1,666.66	6,222.22	2.44	0.81
Met Life Glob					0.00	(994.80)	(1,402.00)						
89233P6J0	04/12/13	0.875	07/17/15	1,500,000.00	1,511,625.00	1,508,768.01	1,510,600.50	1,832.49	0.00	1,093.75	3,791.67	3.59	0.53
Toyota Motor Credit					0.00	(436.29)	79.50						
369604BE2	10/30/12	0.850	10/09/15	1,000,000.00	1,002,470.00	1,001,625.97	1,003,879.00	2,253.03	4,250.00	708.33	519.44	2.38	0.76
GENERAL ELECTRIC					0.00	(71.29)	1,495.00						
742718DS5	08/12/13	1.800	11/15/15	1,000,000.00	1,026,830.00	1,024,195.78	1,026,253.00	2,057.22	0.00	1,500.00	8,300.00	2.44	0.60
Procter & Gamble					4,350.00	(1,008.16)	428.00						
459200GU9	05/17/13	2.000	01/05/16	1,500,000.00	1,554,795.00	1,545,235.75	1,541,889.00	(3,346.75)	0.00	2,500.00	9,666.67	3.69	0.60
IBM Corp					0.00	(1,763.91)	577.50						
931142DE0	04/29/13	0.600	04/11/16	1,225,000.00	1,229,506.20	1,228,728.69	1,225,031.85	(3,696.84)	3,675.00	612.50	408.33	2.92	0.47
Wal-Mart					0.00	(129.59)	4,793.42						
TOTAL (Corporate)				9,325,000.00	9,468,553.20	9,423,913.18	9,429,792.05	5,878.87	7,925.00	10,706.24	40,016.66	22.48	
					4,350.00	(4,988.19)	3,705.72						

GRAND TOTAL	41,767,857.14	42,113,474.45	41,946,577.10	41,920,198.49	(26,378.61)	35,900.00	35,883.68	106,029.22	100.00	
					4,350.00	(10,122.58)	73,517.30			

V = variable rate, current rate shown, average rate for Cash & Equivalents

City of Englewood
GASB 40 - Deposit and Investment Risk Disclosure
October 31, 2013

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
FNMA												
3135G0UC5	U.S. Instrumentality	1.000	02/13/2017	11/13/2013	AA+	Aaa	1,000,000.00	1,000,100.00	2.37	1,000,266.00	2.39	0.04
3135G0HA4	U.S. Instrumentality	0.750	01/30/2015	01/30/2014	AA+	Aaa	1,000,000.00	1,004,962.00	2.39	1,001,098.00	2.39	0.25
3136G0WX5	U.S. Instrumentality	0.500	08/24/2017	02/24/2014	AA+	Aaa	1,000,000.00	1,000,000.00	2.37	1,000,857.00	2.39	0.32
3136G03Z2	U.S. Instrumentality	0.750	10/30/2017	10/30/2014	AA+	Aaa	1,000,000.00	999,000.00	2.37	1,000,490.00	2.39	0.99
3135G0ES8	U.S. Instrumentality	1.375	11/15/2016		AA+	Aaa	2,300,000.00	2,334,223.63	5.54	2,347,934.30	5.60	2.96
3135G0NX7	U.S. Instrumentality	1.000	03/13/2017	12/13/2013	AA+	Aaa	1,000,000.00	1,000,000.00	2.37	996,485.00	2.38	3.30
3135G0PU1	U.S. Instrumentality	1.000	10/11/2017	01/11/2014	AA+	Aaa	1,000,000.00	1,001,000.00	2.38	989,361.00	2.36	3.85
3136G05Q0	U.S. Instrumentality	0.700	11/27/2017	11/27/2013	AA+	Aaa	1,000,000.00	999,900.00	2.37	993,957.00	2.37	3.98
3136G1BG3	U.S. Instrumentality	0.750	01/30/2018	01/30/2014	AA+	Aaa	1,000,000.00	999,750.00	2.37	991,364.00	2.36	4.14
3135G0WB5	U.S. Instrumentality	1.200	04/18/2018	01/18/2014	AA+	Aaa	1,000,000.00	1,000,000.00	2.37	985,426.00	2.35	4.32
3135G0XM0	U.S. Instrumentality	1.125	05/25/2018	11/25/2013	AA+	Aaa	1,000,000.00	999,750.00	2.37	980,273.00	2.34	4.41
ISSUER TOTAL							12,300,000.00	12,338,685.63	29.30	12,287,511.30	29.31	2.63
FHLMC												
3134G3MK3	U.S. Instrumentality	1.000	02/24/2016	02/24/2014	AA+	Aaa	1,000,000.00	1,004,140.00	2.38	1,002,307.00	2.39	0.31
3134G3MZ0	U.S. Instrumentality	1.100	02/24/2017	02/24/2014	AA+	Aaa	1,000,000.00	1,007,640.00	2.39	1,002,681.00	2.39	0.31
3134G3SE1	U.S. Instrumentality	1.000	03/21/2016	03/21/2014	AA+	Aaa	1,000,000.00	1,003,410.00	2.38	1,002,888.00	2.39	0.39
3134G2UA8	U.S. Instrumentality	1.000	08/20/2014		AA+	Aaa	1,000,000.00	1,007,500.00	2.39	1,006,524.00	2.40	0.80
3134G4HK7	U.S. Instrumentality	0.500	10/24/2016	10/24/2014	AA+	Aaa	1,000,000.00	1,000,000.00	2.37	1,001,480.00	2.39	0.98
3134G3J68	U.S. Instrumentality	0.900	09/18/2017		AA+	Aaa	1,000,000.00	994,800.00	2.36	991,890.00	2.37	3.80
ISSUER TOTAL							6,000,000.00	6,017,490.00	14.29	6,007,770.00	14.33	1.09
FHLB												
3133XWKV0	U.S. Instrumentality	2.375	03/14/2014		AA+	Aaa	1,000,000.00	1,030,620.00	2.45	1,008,401.00	2.41	0.37
313370JS8	U.S. Instrumentality	1.375	09/12/2014		AA+	Aaa	1,000,000.00	1,011,560.00	2.40	1,010,484.00	2.41	0.86
313380L96	U.S. Instrumentality	0.500	11/20/2015		AA+	Aaa	1,000,000.00	999,680.00	2.37	1,002,350.00	2.39	2.04
313380S57	U.S. Instrumentality	0.700	10/11/2016	11/11/2013	AA+	Aaa	642,857.14	642,857.14	1.53	642,258.64	1.53	2.91
313378WF4	U.S. Instrumentality	1.125	03/10/2017		AA+	Aaa	1,000,000.00	1,006,070.00	2.39	1,009,804.00	2.41	3.29
ISSUER TOTAL							4,642,857.14	4,690,787.14	11.14	4,673,297.64	11.15	1.81
FFCB												
3133EAWZ7	U.S. Instrumentality	0.790	07/11/2016	11/11/2013	AA+	Aaa	1,000,000.00	1,000,560.00	2.38	1,000,064.00	2.39	0.03
3133EC3U6	U.S. Instrumentality	0.280	11/21/2014	11/21/2013	AA+	Aaa	1,000,000.00	999,250.00	2.37	1,000,000.00	2.39	0.06
3133ECMM3	U.S. Instrumentality	0.600	04/25/2017		AA+	Aaa	1,000,000.00	996,210.00	2.37	990,336.00	2.36	3.44

City of Englewood
GASB 40 - Deposit and Investment Risk Disclosure
October 31, 2013

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
3133ECMF8	U.S. Instrumentality	0.980	04/24/2018	04/24/2014	AA+	Aaa	1,500,000.00	1,498,500.00	3.56	1,473,838.50	3.52	4.36
ISSUER TOTAL							4,500,000.00	4,494,520.00	10.67	4,464,238.50	10.65	2.22
T-Note												
912828MH0	U.S. Treasury	2.250	01/31/2015		AA+	Aaa	1,000,000.00	1,061,484.38	2.52	1,025,742.00	2.45	1.23
912828SP6	U.S. Treasury	0.375	04/15/2015		AA+	Aaa	1,000,000.00	1,001,093.75	2.38	1,002,266.00	2.39	1.45
912828QP8	U.S. Treasury	1.750	05/31/2016		AA+	Aaa	1,000,000.00	1,046,953.13	2.49	1,032,891.00	2.46	2.51
ISSUER TOTAL							3,000,000.00	3,109,531.26	7.38	3,060,899.00	7.30	1.74
IBM Corp												
459200GU9	Corporate	2.000	01/05/2016		AA-	Aa3	1,500,000.00	1,554,795.00	3.69	1,541,889.00	3.68	2.12
ISSUER TOTAL							1,500,000.00	1,554,795.00	3.69	1,541,889.00	3.68	2.12
Toyota Motor Credit												
89233P6J0	Corporate	0.875	07/17/2015		AA-	Aa3	1,500,000.00	1,511,625.00	3.59	1,510,600.50	3.60	1.69
ISSUER TOTAL							1,500,000.00	1,511,625.00	3.59	1,510,600.50	3.60	1.69
Wal-Mart												
931142DE0	Corporate	0.600	04/11/2016		AA	Aa2	1,225,000.00	1,229,506.20	2.92	1,225,031.85	2.92	2.42
ISSUER TOTAL							1,225,000.00	1,229,506.20	2.92	1,225,031.85	2.92	2.42
Procter & Gamble												
742718DS5	Corporate	1.800	11/15/2015		AA-	Aa3	1,000,000.00	1,026,830.00	2.44	1,026,253.00	2.45	1.99
ISSUER TOTAL							1,000,000.00	1,026,830.00	2.44	1,026,253.00	2.45	1.99
Met Life Glob												
59217GAM1	Corporate	2.000	01/09/2015		AA-	Aa3	1,000,000.00	1,027,020.00	2.44	1,014,186.00	2.42	1.17
ISSUER TOTAL							1,000,000.00	1,027,020.00	2.44	1,014,186.00	2.42	1.17
Johnson & Johnson												
478160AX2	Corporate	1.200	05/15/2014		AAA	Aaa	1,000,000.00	998,830.00	2.37	1,004,493.00	2.40	0.53
ISSUER TOTAL							1,000,000.00	998,830.00	2.37	1,004,493.00	2.40	0.53

City of Englewood
GASB 40 - Deposit and Investment Risk Disclosure
October 31, 2013

CUSIP	Type	Coupon	Maturity Date	Call Date	S&P Rating	Moody Rating	Par Value / Shares	Historical Cost	% Portfolio Hist Cost	Market Value	% Portfolio Mkt Value	Weighted Avg Mkt Dur (Yrs)
GENERAL ELECTRIC CO												
369604BE2	Corporate	0.850	10/09/2015		AA+	Aa3	1,000,000.00	1,002,470.00	2.38	1,003,879.00	2.39	1.92
ISSUER TOTAL							1,000,000.00	1,002,470.00	2.38	1,003,879.00	2.39	1.92
ING Funding												
4497W0Y10	Commercial Paper	0.000	11/01/2013		A-1	P-1	1,000,000.00	996,736.11	2.37	999,998.00	2.39	0.00
ISSUER TOTAL							1,000,000.00	996,736.11	2.37	999,998.00	2.39	0.00
Barclays US Funding												
06737JGR0	Commercial Paper	0.000	07/25/2014		A-1	P-1	1,000,000.00	997,171.11	2.37	996,692.00	2.38	0.00
ISSUER TOTAL							1,000,000.00	997,171.11	2.37	996,692.00	2.38	0.00
Bank of New York												
06406HBT5	Corporate	1.500	01/31/2014		A+	Aa3	600,000.00	611,292.00	1.45	601,852.20	1.44	0.25
ISSUER TOTAL							600,000.00	611,292.00	1.45	601,852.20	1.44	0.25
GE Capital												
36962G4X9	Corporate	2.100	01/07/2014		AA+	A1	500,000.00	506,185.00	1.20	501,607.50	1.20	0.18
ISSUER TOTAL							500,000.00	506,185.00	1.20	501,607.50	1.20	0.18
GRAND TOTAL							41,767,857.14	42,113,474.45	100.00	41,920,198.49	100.00	1.84

Highlighted totals are issuers representing 5.00% or more of the portfolio's market value

**City of Englewood
Securities Purchased
October 1, 2013 - October 31, 2013**

CUSIP/ Description	Purchase Date	Rate/Coupon	Maturity/ Call Date	Par Value/ Shares	Unit Cost	Principal Cost	Accrued Interest Purchascd	Yield
Commercial Paper								
06737JGR0 Barclays US Fun	10/30/2013	0.000	07/25/2014	1,000,000.00	99.717	997,171.11	0.00	0.39
TOTAL (Commercial Paper)				1,000,000.00		997,171.11	0.00	
U.S. Instrumentality								
3134G4HK7 FHLMC	Call 10/24/2013	0.500V	10/24/2016 10/24/2014	1,000,000.00	100.000	1,000,000.00	0.00	0.50
TOTAL (U.S. Instrumentality)				1,000,000.00		1,000,000.00	0.00	
GRAND TOTAL				2,000,000.00		1,997,171.11	0.00	

V = variable rate, current rate shown, average rate for Cash & Equivalents

**City of Englewood
Securities Sold and Matured
October 1, 2013 - October 31, 2013**

CUSIP/ Description	Sale or Maturity Date	Rate/ Coupon	Maturity/ Call Date	Par Value/ Shares	Historical Cost	Amortized Cost at Sale or Maturity / Accr/ (Amort)	Sale/ Maturity Price	Fair Value at Sale or Maturity / Chg.In Fair Value	Realized Gain (Loss)	Accrued Interest Sold	Interest Received	Interest Earned	Yield
<u>U.S. Instrumentality</u>													
31398A4N9	10/15/2013	1.000	10/15/2013	1,000,000.00	1,001,170.00	1,000,000.00	100.00	1,000,000.00	0.00	0.00	5,000.00	388.89	0.77
FNMA						0.00		(279.00)					
TOTAL (U.S. Instrumentality)				1,000,000.00	1,001,170.00	1,000,000.00		1,000,000.00	0.00	0.00	5,000.00	388.89	
						0.00		(279.00)					
GRAND TOTAL				1,000,000.00	1,001,170.00	1,000,000.00		1,000,000.00	0.00	0.00	5,000.00	388.89	
						0.00		(279.00)					

V = variable rate, current rate shown, average rate for Cash & Equivalents

**City of Englewood
Transaction Report
for the period October 1, 2013 - October 31, 2013**

Date	CUSIP	Transaction	Sec Type	Description	Maturity	PAR Value/Shares	Principal	Interest	Transaction Total	Balance
10/09/2013	369604BE2	Interest	COR	GENERAL ELECTRIC	10/09/2015	1,000,000.00	0.00	4,250.00	4,250.00	4,250.00
10/11/2013	313380S57	Interest	INS	FHLB	10/11/2016	642,857.14	0.00	2,250.00	2,250.00	6,500.00
10/11/2013	3135G0PU1	Interest	INS	FNMA	10/11/2017	1,000,000.00	0.00	5,000.00	5,000.00	11,500.00
10/11/2013	931142DE0	Interest	COR	Wal-Mart	04/11/2016	1,225,000.00	0.00	3,675.00	3,675.00	15,175.00
10/15/2013	31398A4N9	Interest	INS	FNMA	10/15/2013	1,000,000.00	0.00	5,000.00	5,000.00	20,175.00
10/15/2013	31398A4N9	Maturity	INS	FNMA	10/15/2013	1,000,000.00	1,000,000.00	0.00	1,000,000.00	1,020,175.00
10/15/2013	912828SP6	Interest	TSY	T-Note	04/15/2015	1,000,000.00	0.00	1,875.00	1,875.00	1,022,050.00
10/18/2013	3135G0WB5	Interest	INS	FNMA	04/18/2018	1,000,000.00	0.00	6,000.00	6,000.00	1,028,050.00
10/24/2013	3133ECMF8	Interest	INS	FFCB	04/24/2018	1,500,000.00	0.00	7,350.00	7,350.00	1,035,400.00
10/24/2013	3134G4HK7	Bought	INS	FHLMC	10/24/2016	1,000,000.00	1,000,000.00	0.00	(1,000,000.00)	35,400.00
10/25/2013	3133ECMM3	Interest	INS	FFCB	04/25/2017	1,000,000.00	0.00	3,000.00	3,000.00	38,400.00
10/30/2013	06737JGR0	Bought	CP	Barclays US Funding	07/25/2014	1,000,000.00	997,171.11	0.00	(997,171.11)	(958,771.11)
10/30/2013	3136G03Z2	Interest	INS	FNMA	10/30/2017	1,000,000.00	0.00	2,500.00	2,500.00	(956,271.11)
Portfolio Activity Total									(956,271.11)	

Net Contributions:	959,679.14
Net Withdrawals:	0.00

Fees Charged:	3,408.03
Fees Paid:	3,408.03

**City of Englewood
Securities Bid and Offer
for the period 10/1/2013 - 10/31/2013**

Trans	Settle	Description	Call Date	Broker	Par Value	Discount	Price	YTM/YTC	Competitive Bids
BUY	10/24/2013	FHLMC .5 10/24/2016	10/24/14	RBC	1,000,000		100.000	1.06/0.50	MER - FHLB .125 09/23/14 @ YTM 0.14 CIT - FHLMC 0.875 10/14/16 @ YTM 0.74
BUY	10/30/2013	BCSFUN 0 07/25/2014		BARCP	1,000,000	0.380	99.717	0.38	UBS - UBS FINANCE 07/25/14 @ YTM 0.25 MOR - FNMA DISC 07/25/14 @ YTM 0.07

**City of Englewood
Upcoming Cash Activity
for the next 45 days**

Date	Transaction	CUSIP	Description	Coupon	Maturity Date	Next Call Date	Par / Shares	Principal	Interest	Transaction Total
11/01/2013	Maturity	4497W0Y10	ING Funding	0.500	11/01/2013		1,000,000.00	1,000,000.00	0.00	1,000,000.00
11/01/2013	Bought	4497W1E28	ING Funding	0.320	05/02/2014		1,000,000.00	(998,382.22)	0.00	(998,382.22)
11/01/2013	Bought	3130A05N6	FEDERAL HOME	2.000	09/26/2018	09/26/2014	995,000.00	(1,001,676.45)	(1,934.72)	(1,003,611.17)
11/15/2013	Interest	742718DS5	Procter & Gamble	1.800	11/15/2015		1,000,000.00	0.00	9,000.00	9,000.00
11/15/2013	Interest	3135G0ES8	FNMA	1.375	11/15/2016		1,300,000.00	0.00	8,937.50	8,937.50
11/15/2013	Interest	478160AX2	Johnson & Johnson	1.200	05/15/2014		1,000,000.00	0.00	6,000.00	6,000.00
11/15/2013	Interest	3135G0ES8	FNMA	1.375	11/15/2016		1,000,000.00	0.00	6,875.00	6,875.00
11/20/2013	Interest	313380L96	FHLB	0.500	11/20/2015		1,000,000.00	0.00	2,500.00	2,500.00
11/21/2013	Interest	3133EC3U6	FFCB	0.280	11/21/2014	11/21/2013	1,000,000.00	0.00	1,400.00	1,400.00
11/25/2013	Interest	3135G0XM0	FNMA	1.125	05/25/2018	11/25/2013	1,000,000.00	0.00	5,468.75	5,468.75
11/27/2013	Interest	3136G05Q0	FNMA	0.000	11/27/2017	11/27/2013	1,000,000.00	0.00	3,500.00	3,500.00
11/30/2013	Interest	912828QP8	T-Note	1.750	05/31/2016		1,000,000.00	0.00	8,750.00	8,750.00

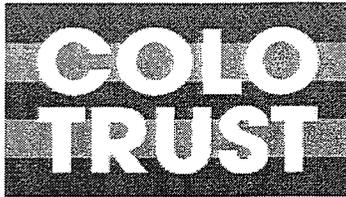
END OF REPORTS



New York Office
113 King Street
Armonk, NY 10504
Tel: 866 766 3030
Fax: 914 765 3030

Colorado Office
1900 Sixteenth Street, Suite 200
Denver, CO 80202
Tel: 303 860 1100
Fax: 303 860 0016

For any questions concerning this report please contact accounting either by phone or email to camreports@cutwater.com.



Summary Statement

October 2013

City of Englewood
 1000 Englewood Parkway
 Englewood, CO 80110-2304
 U.S.A.

COLOTRUST PLUS+

Average Monthly Yield: 0.12%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CO-01-0074-8001 General - 8001	6,254,692.99	738,075.05	1,000,000.00	560.25	4,857.91	5,740,358.69	5,993,359.33
CO-01-0074-8005 2003 GOLF RESERVE	215,772.50	0.00	0.00	21.08	313.20	215,772.50	215,772.50
CO-01-0074-8006 2012 WATER BONDS	1,859,681.55	0.00	0.00	181.97	4,610.01	1,859,778.31	1,859,863.52
CO-01-0074-8007 2001 STORM RESERVE	102,500.00	0.00	0.00	9.96	111.66	102,500.00	102,500.00
CO-01-0074-8008 2009 WATER BONDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	8,432,647.04	738,075.05	1,000,000.00	773.26	9,892.78	7,918,409.50	8,171,495.35

Email:

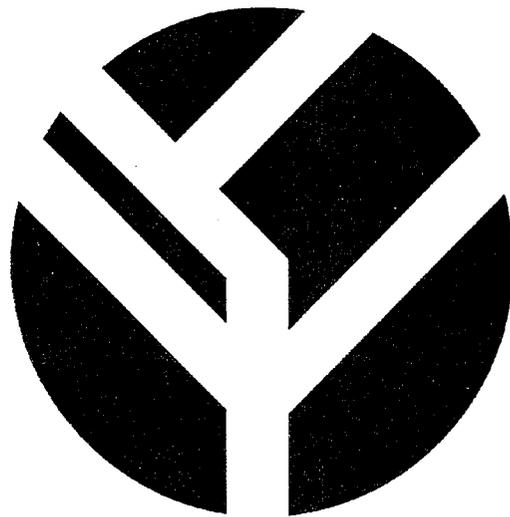
Tel: (877) 311-0219 / (303) 864-7474

Fax: (877) 311-0220

www.colotrust.com

Policy Manual of the City Council

City of Englewood



OUTLINE OF CITY PRACTICES FOR NEW COUNCIL MEMBERS

Policy Manual of the City Council

- Agreements of Council

Study Sessions

- No Formal Action Taken/May Not Vote
- City Manager Establishes Agenda
- Council Input Through Mayor
- Mayor's Meeting With City Manager and City Attorney – Limited Scope
- Ordinances Substantially Modifying the Code
- Issues of Importance
- Time For Council to Discuss Issues with Staff
- Input From Interested Parties/Public
- Forward For Formal Action

Regular Meeting Agenda

- Quorum
- Consent vs. Regular Agenda

Ordinances, Resolutions, Motions

- Englewood Home Rule Charter and Englewood Municipal Code
- Formality and custom
- Council Policies [formal and informal]
 - Abstentions
 - Distribution to all members of City Council
 - Second Reading Shall Not Occur On The Same Night As The Public Hearing
 - Motions Under Council Members Choice
 - Publication after approval of the recent Ballot Question
 - Board and Commission Recommendations are Unchanged to Council
- Legislative vs. Quasi Judicial Hearings
- City Attorney Review
 - Form is legally acceptable or risk associated with choice is noted.
- City Manager Review

Conferences with the City Attorney

- Confidentiality/Conflicts

Litigation

- Governmental Immunity Notice
- CIRSA
- Outside Attorneys
- Litigation Report

Litigation/Open Records – Documents Electronic Devices

Denver Post v. Ritter

Executive Sessions

C.R.S. 24-6-402-4

Consequences for Breaking Confidentiality Unanimous Voting

Non-exclusion of Member

Laws Under Which the City Operates

Englewood Home Rule Charter

Englewood Municipal Code

City Policies

Colorado State Statutes

Colorado State Regulations

United States Constitution

United States Statutes

United States Regulations

TABLE OF CONTENTS

	<u>PAGE</u>
I. <u>POLICY</u>	
ENGLEWOOD INFORMAL PROCEDURES	1
ESTABLISHMENT OF CITY COUNCIL POLICY AND PROCEDURE	2
RULES OF ORDER AND PROCEDURE FOR THE CITY COUNCIL	3 - 14
GROUND RULES FOR CITY COUNCIL	15 - 16
USE OF DISCRETIONARY FUNDS	17
TRAVEL POLICY FOR THE CITY COUNCIL OF ENGLEWOOD	18
POLICY CONCERNING THE USE OF OFFICE SUPPLIES AND THE USE OF CITY SECRETARIAL STAFF BY CITY COUNCIL MEMBERS	19
POLICY CONCERNING ETHICS, RECEIVING GIFTS AND GRATUITIES APPLYING TO THE ENGLEWOOD CITY COUNCIL, BOARD AND COMMISSION MEMBERS AND ALL CITY EMPLOYEES	20
II. <u>REFERENCE SECTION</u>	
ENGLEWOOD HOME RULE CHARTER PROVISIONS DEFINING CITY COUNCIL POWERS AND RESPONSIBILITIES	1 - 18
ENGLEWOOD MUNICIPAL CODE PROVISIONS DEFINING CITY COUNCIL POWERS AND RESPONSIBILITIES	19 - 30
STATE CONSTITUTIONAL PROVISIONS AND STATE STATUTES CONCERNING CITY COUNCIL	31 - 33

Englewood City Council Informal Procedures.

These are not “formal rules” of Council but rather Council practices developed over the years.

1. Kells Rule – Second reading of an ordinance shall not be heard on the same evening as a public hearing. This rule was developed to allow Council time to consider the testimony presented at the public hearing, to contemplate that information and also to avoid flip-flopping with regard to the last person making a presentation at the podium.
2. Garrett Rule – A matter is not to be considered at a study session and at the formal Council meeting on the same evening. This is to allow Council time to consider all the information presented at the study session and to contemplate that information.
3. Woodward Rule – To allow full consideration of matters coming from boards and commissions, matters will not presented at a study session until the minutes have been approved and submitted to Council.
4. Burns Rule – Information shall not handed out at the meeting but rather shall be distributed through the Council Packet.
5. Rita Rule - Council Members shall all receive the same information at the same time in the Council Packet.

ESTABLISHMENT OF CITY OF CITY COUNCIL POLICY AND PROCEDURE.

Each proposed Council Policy should be a clear statement of Council's philosophy on a given issue.

Each proposed policy shall have a sponsor. Appropriate sponsors for Council policy shall be:

- A. The Council Member(s).
- B. The City Manager.
- C. The City Attorney.

The sponsor of a Council Policy shall make presentation of that policy, argue and defend that policy before the Council and if changes are required the sponsor shall make the required changes and shall bring it back before Council as many times as necessary until it is in a form acceptable to Council. Any member of Council may move to amend the proposed or established policy at any time it is appropriate.

Adoption of Council policy shall be by Motion in public session and shall thereafter be included in a Council Policy Manual.

The responsibility of implementation of Council Policy shall be in the normal fashion under provisions of the Charter and Code.

Any change to Council Policy shall be accomplished in the same fashion as a new policy.

Resolution No. 48, Series of 1990

RULES OF ORDER AND PROCEDURE
FOR THE ENGLEWOOD CITY COUNCIL

I. City Council Meetings

A. Regular Meeting

Regular meetings of the City Council shall be held in the City Hall on the first and third Mondays of each month at 7:30 P.M. or at such other time and day as City Council may, from time to time, designate; provided, however, that when the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.

B. Special Meetings

The Mayor shall call special meetings of the City Council whenever in his-her opinion the public business may require it, or at the express written request of any three (3) members of the City Council. Whenever a special meeting shall be called, a summons or a notice in writing signed by the Mayor or City Manager shall be served upon each member of the City Council, either in person or by notice left at his/her place of residence, stating the date and hour of the meeting and the purpose for which such meeting is called, and no business shall be transacted thereat except such as is stated in the notice. Notice of a special City Council meeting may be announced by the Mayor at any regular City Council meeting and when so announced, a written notice shall not be required. Notice of special City Council meeting, whether written or oral, shall be served, at least twenty-four (24) hours before the special meeting is to be held, upon each Council Member not absent from the City or from the regular City Council meeting when announced; provided, always, that if, after diligent effort is made to give notice of any such meeting to all members of City Council, notice of the same cannot be given due to an inability to locate any member, a majority of the City Council may waive notice of special City Council meeting in writing or by affirmative ballot, and such waiver shall be specifically noted in the minutes of the meeting. Notice may be waived by the entire membership of City Council in any case.

C. Executive Session

An executive session may be convened on call of the Mayor or by a majority vote of the members of City Council. Attendance at the executive session shall be limited to the members of the City Council, and Council may invite such other persons as may be required for advice and information.

The City Council may call an executive session to deal with the following items:

- (1) The sale or purchase of property for public purposes;
- (2) Attorney/client privileges;
- (3) Special security arrangements;

- (4) Negotiations with employees or employee organizations;
- (5) Personnel issues.

Under executive session, no formal vote shall be taken on any matter under discussion.

II. The Presiding Officer

A. Mayor

The presiding officer of the City Council shall be the Mayor who shall be elected by secret ballot by the members of the City Council at the second meeting in November after each general municipal election. The presiding officer shall preserve strict order and decorum at all regular and special meetings of the City Council. He/she shall state every question coming before the City Council, announce the decision of the City Council on all subjects, and decide all questions of order, subject, however, to an appeal of the City Council, in which event a majority vote of those Council Members present and voting shall govern and conclusively determine such questions awarded. He/she shall vote on all questions, his/her name being called last, he/she shall sign all ordinances adopted by the City Council during his/her presence.

B. Mayor Pro Tem

The Mayor Pro Tem shall be elected by secret ballot by the members of the City Council at the second meeting in November after each general municipal election. The Mayor Pro Tem shall serve as Mayor during the absence or disability of the Mayor and in case of a vacancy in the office of the Mayor pending a selection of a new successor.

C. Chairman

The Mayor, or in his/her absence the Mayor Pro Tem, shall call the City Council to order.

In the absence of the Mayor and Mayor Pro Tem, the City Clerk or Deputy City Clerk shall call the City Council to order, whereupon a temporary chairman shall be elected by the members of the City Council. Such temporary chairman shall serve as presiding officer of the City Council until the arrival of the Mayor or the Mayor Pro Tem, at which time the temporary chairman shall immediately relinquish the chair upon the conclusion of the business immediately before the City Council.

III. Roll Call

Before proceeding with the business of the City Council, the City Clerk or his/her deputy shall call the roll of the members, and the names of those present shall be entered in the minutes.

IV. Quorum

Five (5) members of the City Council shall constitute a quorum at the regular or special meeting of the City Council. In the absence of the quorum, the presiding officer shall, at the instance of any three (3) members present, compel the attendance of absent members.

V. Officers and Employees

A. Election of Officers and Oath of Office

A majority vote of all members of City Council shall be required to elect a Mayor and Mayor Pro Tem. A member of the Judiciary shall administer the oath of office to the Mayor, Mayor Pro Tem and the City Council no later than the next regular meeting following the election.

B. Appointments by the Mayor

Whenever the Mayor submits an appointment to be made with the advice and consent of City Council consideration of such appointment, that appointment shall be deferred until the next meeting, or except that by general consent or majority vote of the City Council, the appointment may be effective immediately.

C. City Manager

The City Manager or his designated representative shall attend all meetings of the City Council unless excused by the City Council. He/she shall keep the City Council fully advised as to the financial conditions and needs of the City. He/she may make recommendations to the City Council and may take part in discussions on all matters concerning the welfare of the City but shall have no vote in the meetings of City Council.

D. City Attorney

The City Attorney, either in person or by assistant, shall attend all meetings of the City Council. Any member of the City Council may at any time call upon the City Attorney for an oral or written opinion relative to any municipal matter or for the preparation of a bill for an ordinance upon any subject.

E. City Clerk

The City Clerk shall be ex officio Clerk of the City Council and shall be responsible for keeping the minutes of the meeting; and either the Clerk or a deputy shall perform such other and further duties in the meeting as may be ordered by the Mayor, City Manager or City Council. On the Thursday before each regular City Council meeting, the Clerk shall have delivered to each Council Member a copy of the complete summary of minutes for the preceding meeting.

F. Officers and Employees to Attend Council Meetings

The head of any department or any officer or any employee of the City, when requested by the City Manager, shall attend any regular or special meeting and confer with the City Council on matters relating to the City.

VI. Duties and Privileges of Council Members

A. Seating Arrangement

Members shall occupy their respective seats in the Council Chamber assigned to them by the Mayor. But any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

B. Presiding Officer

The Mayor or such other member of the City Council as may be presiding, may move, second and debate from the Chair, subject only to such limitations of debate as are by those rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council Member by reason of his acting as the presiding officer.

C. Getting the Floor

Every member desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself/herself to the question under debate avoiding all personalities and indecorous language.

D. Interruptions

A member once recognized shall not be interrupted when speaking unless it be to call him/her to order or as herein otherwise provided. If a member, while speaking, be called to order, he/she shall cease speaking until the question of order be determined and if in order, he/she shall be permitted to proceed.

E. Privilege of Closing Debate

The Council Member moving the adoption of an ordinance or resolution shall have the privilege of closing the debate.

F. Remarks Entered into Minutes

A Council Member may request through the presiding officer the privilege of having an abstract of his/her statement on any subject under consideration by the City Council entered in the minutes. If the City Council consents thereto, such statement shall be entered in the minutes.

G. Right of Appeal

Any member may appeal to the City Council from a ruling of the presiding officer. If the appeal is seconded, the member making the appeal may briefly state his/her reason for the same. The presiding officer may briefly explain his/her ruling; but there shall be no debate on the appeal and no other member shall participate in the discussion. The presiding officer shall then put the question: "Shall the decision of the chair be sustained?" If a majority of the members present vote "Yes" the ruling of the chair is sustained; otherwise, it is overruled.

H. Voting

A vote shall be taken by recording "Aye" and "Nay" votes by use of voting lights, with the "Aye" and "Nay" being read into the permanent record by the City Clerk or a deputy. A vote shall be taken upon the passage of all ordinances and resolutions, on the appointment of any officer, on all motions concerning the expenditures of funds,

and entered in the minutes of the City Council proceedings. Every ordinance shall require the affirmative vote of the majority of all members of the City Council for passage. No member of the City Council shall vote on any question in which he/she has a financial interest other than the common public interest or on any question concerning his/her own conduct but on all other questions each member who is present shall vote unless excused by the unanimous consent of the remaining members present.

Any member refusing to vote except when not so required by this paragraph shall be guilty of misconduct in office. Application to be excused from voting must be made before the votes are called for. The member having briefly stated the reason for his/her request, the decision thereon shall be made without debate.

I. Synopsis of Debate

The Clerk may be directed by the presiding officer with the consent of the City Council to enter in the minutes a synopsis of the discussion on any question coming regularly before the City Council

J. Personal Privilege

The right of a member to address the City Council on a question of personal privilege shall be limited to cases in which his/her integrity, character, or motives are assailed, questioned, or impugned.

K. Dissents and Protests

Any member shall have the right to express dissent from, or protest against, any ordinance or resolution of City Council and shall have the reason therefore entered in the minutes. Such dissent or protest must be couched in respectful language and presented to City Council not later than the next regular meeting following the date of passage of the ordinance or resolution in question.

L. Excusal During Meeting

No member may leave the City Council Chamber while in regular session without permission from the presiding officer.

VII. Council Procedure

A. Order of Business

All meetings, except executive meetings of the City Council, shall be open to the public. The matters to be deliberated by the City Council shall be considered and disposed of in the following order except where otherwise decided by a majority vote of City Council members present at said meeting:

- (1) Call to order.
- (2) Invocation.
- (3) Pledge of Allegiance.
- (4) Roll Call.
- (5) Consideration of minutes of previous session.
- (6) Recognition of Scheduled Public Comment.
- (7) Recognition of Unscheduled-Public Comment
- (8) Communications Proclamations and Appointments.

- (9) Consent Agenda items.
- (10) Public Hearing items.
- (11) Ordinances, Resolutions and Motions.
- (12) General Discussion:
 - Mayor's Choice.
 - Council Member's Choice.
- (13) City Manager's report.
- (14) City Attorney's report.
- (15) Adjournment

The business of all regular meetings shall be transacted in the order provided for above unless City Council, by a majority vote of all members present, shall suspend the rules and change the order. On the Thursday preceding the regular City Council meeting, or at such other day as the City Manager, from time to time, shall determine, the City Manager will have delivered to each Council Member an agenda showing the order of business and indicating the public hearings to be anticipated as a result of previous action of City Council, planning or other commissions. Also listed will be ordinances for first or second reading, petitions previously presented to the Clerk's office and a list of the reports of special committees, the City Manager or City Attorney. At each meeting it shall be asked by the presiding officer if there are objections or are corrections to be made to the summary of minutes of the preceding meeting as published. If there are no objections, the summary of minutes shall be approved.

B. Precedence of Motions

When a question is before the City Council, no motion shall be entertained except:

- (1) To fix the hour of adjournment;
- (2) To adjourn;
- (3) To lay on the table;
- (4) To ask for the previous question;
- (5) To postpone to a certain day;
- (6) To refer;
- (7) To amend; and
- (8) To postpone indefinitely.

These motions shall have precedence in the order indicated. Any such motion, except a motion to amend a motion to postpone indefinitely, shall be put to a vote without debate.

C. Motions to be Stated by Chair - Withdraw

Any member may demand that a motion be put in writing. A motion may not be withdrawn by the mover without the approval of City Council.

D. Division of Question

If the question contains two or more divisible propositions, the presiding officer may and upon request of a member divide the same.

E. Amend To Strike Out, Etc.

On an amendment to strike out and insert, the paragraph to be amended shall be read, as it stands, first. Then the words proposed to be stricken out and those to be inserted shall be read; finally, the paragraph as it would stand, if so amended, shall be read.

F. Amend an Amendment

An amendment of a motion shall be in order, but one to amend an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

G. Motion to Postpone

All motions to postpone, except a motion to postpone indefinitely, may be amended as to time. If the motion to postpone indefinitely is carried, the principal question shall be declared lost.

H. Ayes and Nays

On the passage of every ordinance or resolution, and on the appointment of any officer, on all motions concerning the expenditure of funds, the vote shall be taken by Ayes and Nays and entered in full in the record. Every member present shall be required to vote unless excused for cause by unanimous consent of the remaining members of the City Council present. The vote shall be for or against a pending ordinance or resolution and not the report of the committee thereon.

I. Reconsideration

A motion to reconsider any action taken by the City Council may be made at any time subject only to the following limitations.

Passage of an ordinance may be reconsidered at any time prior to the time such ordinance becomes effective. Any action of the City Council having as its ultimate purpose the vesting of any contractual or quasi-contractual right may be considered at any time before the actual vesting of such right. A motion to reconsider must be made by a member of the prevailing side but may be seconded by any member. A motion to reconsider may be made at any time and have precedence over all other motions, and while the maker of the motion has the floor, it shall be debatable. Nothing herein shall be construed to prevent any member of the City Council from making or remaking the same or any other motion at the subsequent meeting of the City Council.

J. Emergency Ordinances

Emergency ordinances WHICH ARE necessary for the immediate preservation of public property, health, peace or safety, must be unanimously approved by a quorum present at any meeting of the City Council. The facts showing such urgency and need shall be specifically stated in the ordinance. Emergency ordinances shall take effect immediately upon final passage and shall be published within seven (7) days thereof. No ordinance making a grant of any special privilege, levying taxes, incurring indebtedness, authorizing borrowing money, or fixing rates charges by any city-owned utility shall ever be passed as an emergency measure unless the indebtedness, or the

borrowing of money has received prior voter approval, or the indebtedness does not require voter approval under Article X, Section 20 (TABOR) of the State Constitution.

K. Procedure in Absence of Rule Roberts Rules of Order, Revised shall govern the procedure of the meeting in all cases where applicable and where consistent with the Charter or the rules of proceedings herein fixed by the City Council.

L. Anonymous Communications
Unsigned communications shall not be introduced at City Council meetings.

M. Tie Votes
In case of a tie in votes on any proposal, the proposal shall be considered lost.

N. Ordinances, Resolution, Motions and Contracts

(1) Introduction

All ordinances and resolutions shall be introduced to the City Council in printed or written form. Ordinances, resolutions, and other matters or subjects requiring action by the City Council must be introduced by a member of the City Council except that the City Manager or City Attorney may present ordinances, resolutions and other matters or subjects to the City Council, and any City Council member may assume sponsorship of ordinances, resolutions or subjects.

(2) Review

All proposed ordinances shall be reviewed by the City Attorney and bear his/her certification that they are in correct form. The City Manager shall attach to each proposed ordinance a brief digest of the provision thereof and where it is proposed to amend an existing ordinance. Said digest shall indicate the change sought to be made and shall also show the name of the department or party at whose request the proposed ordinance was prepared.

(3) Procedure of Passage

An ordinance may be introduced as a bill at any regular meeting by any member of the City Council. Upon introduction, the bill shall be read or printed a first time in full and City Council may set the day and hour at which City Council shall hold a public hearing thereon. A bill, before its final passage, shall be presented at one additional meeting of the City Council, which meeting must be held no earlier than seven (7) days after publication of the bill for an ordinance in its final amended form, except in the case of an emergency ordinance. After final passage, every ordinance shall again be published by reference or in full as City Council may determine.

(4) Substitute Ordinances

If an ordinance is proposed as an amendment to an existing ordinance, it shall be reported as a substitute ordinance. A substitute ordinance shall be accompanied by an exhibit showing the part of the original ordinance to be amended, properly identified by page, section, or paragraph, referencing to the original ordinance, and having a line drawn through the parts stricken out and that part added shown in italics or in a different colored ink or underscored. Copies of the exhibits shall be furnished to each member of City Council.

(5) Sponsorship

If a Councilperson has requested an ordinance that persons name should appear on the ordinance.

O. Addressing the City Council

Any person desiring to address the City Council shall first secure the permission of the presiding officer to do so, and speak at the appropriate time listed on the agenda.

(1) Written Communications

Interested parties may address the City Council by written communications in regard to matters then under discussion.

(2) Verbal Communications

Formal verbal communications are allowed only when scheduled on the Agenda. Interested parties may address the City Council by verbal communications on any matter concerning the City's business to any matter over which the City Council has control; provided, however, that preference shall be given to those persons who may have notified the City Manager in advance of their desire to speak in order that the same may appear on the agenda of the City Council.

(3) Reading of Protests

Interested persons may address the City Council by reading of protests, petitions or communications, relating to zoning, sewer and street proceedings, hearing on protests, appeals and petitions, or similar matters in regard to subjects then under consideration.

P. Manner of Addressing/Time Limit

Each person addressing the City Council shall give his name and address for the record and shall limit their address to a reasonable time. The length of such remarks may be specifically limited by the presiding officer. All remarks shall be addressed to the City Council as a body and not to any member thereof. No persons other than the City Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the City Council, without the permission of the presiding officer. No question shall be asked a City Council Member except through the presiding officer.

Q. Decorum

While the City Council is in session, the members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay nor interrupt the proceedings, nor the peace of the City Council, nor disturb any member while speaking, nor refuse to obey the orders of the City Council or its presiding officer.

R. Suspension of Rules

Any provision of these rules not governed by the City Charter or City Code may be temporarily suspended at any meeting of the City Council by a majority vote of all members of the City Council. The vote on any such suspension shall be taken by ayes and nays and entered in the record.

S. Amendment of Rules

These rules may be amended or new rules adopted by majority vote of all members of the City Council. Any such amendment(s) shall be submitted in writing at the preceding regular meeting and shall be placed on the agenda of the City Council.

T. Public Hearing

All those desiring to be heard on a particular issue at a regular public hearing before City Council may list their names, indicating on which side of the issue, whether for or against, they wish to speak. This list will be handed to the presiding officer who will have all those who are listed step forward to attest by sworn oath that all evidence they present will be the truth. If both sides of the issue are represented by one or more individuals, the City Council will set the length of time to be heard. Each side will be given an equal time to present their case. This will be a total time within which all those desiring to be heard will be confined.

Following the presentations of those in favor, then those opposed, the petitioner will be given a few minutes for rebuttal. At any stage in the hearing, either side may cross-examine any witnesses heretofore presented, but the time for this will be included in the original time allotted. Following the rebuttal of the petitioner, the presiding officer will declare the hearing closed and the questions remanded to City Council for consideration. If any City Council member wishes more information from any individual who spoke at the hearing, he/she may direct questions only through the presiding officer, to the individual and the response will be limited to the answer of the question as stated.

VIII. Passage Procedure

A. A STEP BY STEP PROCESS - ORDINANCES

Ordinances are used primarily for the passage of legislative matters and penal in nature. In addition certain agreements must be approved by ordinance and certain budgetary matters likewise require ordinance approval.

THE PASSAGE OF AN ORDINANCE - a step-by-step process:

At the first reading, the ordinance is "proposed" and is known as a "bill for an ordinance." It will have a previously assigned council bill number on the document. There are several reasons for this. First, the number is assigned so that it can be numerically identified by all parties involved. When it goes to Council, it becomes an official document which must be dealt with in some manner. That manner is approval, failure to approve, tabling, etc. To be effective, ordinances require two readings.

APPROVAL OF THE COUNCIL BILLS:

I ask that the City Clerk read the item or Council Bill.

On Englewood's agenda, Bills for Ordinances are dealt with under Section 11. A Bill for an Ordinance is individually dealt with in this section; that is, each item in Section 11 is taken separately and by itself.

At a Councilperson's request, the City Clerk reads the title of the bill out loud and Council reads the bill silently (generally, this has been done prior to the meeting to keep the meeting moving quickly).

Should a Councilperson desire to sponsor a bill, he/she would state as follows: YOUR HONOR, I MOVE THAT COUNCIL BILL NO. ___ BE APPROVED or an alternative I MOVE AGENDA ITEM _____. Another Councilperson, if he/she wants to discuss or seek approval of the bill, may second the motion. This is done as follows: "YOUR HONOR, I SECOND THE MOTION."

At that point in time, the Mayor would request if there is any debate. Just because a person sponsored or seconded a bill does not mean that they necessarily have to speak in favor of the bill. It may be awkward for a person to sponsor a bill because their name then appears on the ordinance, and if they vote against the bill or oppose the bill, their name would then be associated with approval of the bill.

Once a call for the question is made, such as, "I CALL THE QUESTION," the Mayor would then request a vote, which is electronically recorded. The City Clerk then advises the Mayor of the vote, identifying the ayes and nays, the Mayor will announce whether the Ordinance is passed or defeated.

The Bill for an Ordinance is published in full. Thereafter, at a subsequent meeting (more than 7 days after publication in final amended form), the Ordinance is presented for second reading under the Consent Agenda approval items. Approval may be done in mass, that is, all items previously approved may be approved in batch, or they may be removed from the Consent Agenda. Ordinances approved under the Consent Agenda are automatically assigned a number by the City Clerk and are not individually read by title.

Removal from the Consent Agenda allows debate on the subject. For instance, under the Consent Agenda (which appears under Section 9 of the Council Agenda,) the Mayor will ask, "IS THERE ANYONE ON COUNCIL WHO WOULD DESIRE TO HAVE A MATTER REMOVED FROM THE CONSENT AGENDA?" At that point, the Councilperson would state, "I REQUEST THAT ITEM ___ BE REMOVED FROM THE CONSENT AGENDA." This does not require a motion or vote. Merely requesting removal is sufficient. When an item is removed from the Consent Agenda, the items remaining should be approved in mass. Assumption is that they would all be approved; otherwise, a Councilperson would request removal. Those items removed are considered after all other Consent Agenda items have been approved. The procedure should be to deal with the items in the same order as they appear on the agenda, each to be debated and voted upon separately, except for those removed.

When it comes time to approve a Council Bill on second reading, which has been withdrawn from the Consent Agenda, it is still identified with its Council Bill Number, but it is in proposed ordinance form. At some point, usually before discussion, a councilperson would ask that the Clerk read Council Bill NO. __, or Agenda Item NO. ____; the Clerk then reads the item by title. A Councilperson would then state as follows: "YOUR HONOR, I MOVE FOR APPROVAL OF COUNCIL BILL __," OR "YOUR HONOR, I MOVE FOR APPROVAL OF AGENDA ITEM NO. ____." A second is made, discussion follows, and then the vote is taken, much as in the case of the first reading.

Publication by title then occurs after final reading and passing.

AMENDING ORDINANCES:

- (1) After first reading or even at first reading, a Councilperson may desire to amend an ordinance. A motion must be made to amend the ordinance with the specifics of the amendment identified and stated in the motion which would be much like the following: "I MOVE TO AMEND COUNCIL BILL NO. ____, SECTION ____, TO INCLUDE THE FOLLOWING WORDING: _____."
_____." If the Council Bill has already been assigned an Ordinance number, then the motion would be: "I MOVE TO AMEND ORDINANCE NO. ____,..." There must be a second and then debate can occur. The amendment is first voted on and then the ordinance is voted on.

NOTES:

- (1) There may be more than two readings of an ordinance. Where an ordinance is amended, it must first be published in its final amended form before last reading.
- (2) Publication dates and notice requirements may dictate that an ordinance not come back at the next meeting of City Council.
- (3) Ordinances are always dealt with in the positive the "motion is to approve." The motion is always made to approve not to disapprove.

B. A STEP BY STEP PROCEDURE - RESOLUTIONS

Resolutions are used for formal approval of nonlegislative measures.

The Procedure for approval is:

"I ASK THAT THE CLERK ASSIGN THE RESOLUTION A NUMBER AND READ THE RESOLUTION BY TITLE."

Alternative - I move item _____. The Clerk assigns the Resolution a number and states the number, then reads the title.

I MOVE THE PASSAGE OF RESOLUTION NO. ____, SERIES OF 19__.

Resolution No. 66, Series of 1990

Ordinance No. 1, Series of 1995
(Amending the order of business and addressing the Consent Agenda)

Ordinance No. 36, Series of 2004
(Amending the order of business and addressing the Order of Business)

GROUND RULES FOR CITY COUNCIL

Study Session Policy:

- A. Material on new information must be received before study session to allow discussion in an educated fashion. No information presented without backup material can be presented. No decision will be made until all members have had an opportunity to review the information.
- B. Requests for information or acting to a citizen's concern must go through the City Manager's Office.
- C. Requests for information should result in information for all of City Council.
- D. Old issues may be brought back for status update or as a result of new information becoming available. If a Council Member wishes to study the issue at greater length, ask Council for a consensus vote to proceed.
- E. A consensus vote by City Council may be used to clarify direction to the City Manager.

Public Session Policy:

- A. All matters of policy should occur for debate and vote in public forum.
- B. Presentation of last minute information should be avoided whenever possible. If it is related to an emergency situation, it should be voted on by City Council for support. The City Manager or the Mayor should make certain all information is provided to City Council in an equal and timely fashion.
- C. Avoid surprises. As a matter of common courtesy, members should notify City Council prior to a public session when they plan to remove an item from the consent agenda.
- D. Learn to utilize rules as outlined in the "Procedures Manual of the City Council" whenever possible to help facilitate an orderly process. Assist each other in a positive manner, when addressing correct order of procedure.
- E. If you have a question on a consent agenda on first reading item, contact staff prior to the meeting whenever possible.
- F. Procedure for making motions under agenda item 11, Ordinances, Resolutions and Motions.
 - 1. Mayor introduces the item, staff provides general information.
 - 2. Information and questions may be directed at staff prior to making a motion.
 - 3. Council makes the motion.

4. Debate occurs between and among City Council, but should be limited to making a point or stating a position. Redundancy, grand standing, and Personal attacks will be addressed by the Mayor as being out of order or inappropriate. City Council will appoint a "Sergeant At Arms" to provide a friendly reminder of exceeding a reasonable time limit.
 5. The Mayor, out of common courtesy, will ask after the debate if there are any more questions or comments.
 6. The Mayor will direct Council to vote.
- G. It is Council's responsibility to display common courtesies at all times; avoid interruptions; avoid personalizing the issue; and avoid filibustering.
- H. Do not speak without being recognized by the Chair.

General Policy Guidelines:

- A. Focus on the issue, not on the Member presenting the issue.
- B. Treat each other and each Member coming before City Council with respect.
- C. Listen and understand before judging and making a commitment.
- D. Take time to negotiate. As a seven member board, things work best through consensus or compromise.
- E. Respect differences of opinions and perspectives.
- F. Personal problems or concerns with individual Council Members should be discussed directly with that individual and not aired in a public forum.
- G. Work together as a team on issues as they relate to what's best for the City as a whole.

CITY COUNCIL DISCRETIONARY FUNDS POLICY.

1. Discretionary funds in the sum of \$600.00 shall be allocated for each Council Person per annum. It is the intention of the City Council that these funds be used in the metropolitan area surrounding the City of Englewood. Those funds not used in any calendar year shall not be later used by the Council Person but shall be returned to the general fund.
2. Discretionary funds shall not to be used for out-of-state expenses unless approved by City Council. An application for use of Discretionary Funds for an out-of-state trip may be applied for after the fact, but if the City Council disapproves of the expenditure the Council Member must pay back any of the discretionary funds used during the trip.
3. Discretionary funds may be used for books, publications, newspapers, or materials directly related to the responsibilities of the City Council. The materials may not be used for personal uses and shall be made available to other Council Members on request, that is any materials (tapes, publications, etc.) obtained at a conference or purchased with discretionary funds shall be made available to all of the Council members and City Staff on request.
4. Individual memberships to an organization (service clubs, etc.) may be paid from discretionary funds provided they have a City purpose.
5. Discretionary funds may be used for meals that are directly related to the responsibilities of the City Council. Expenditures for alcoholic beverages shall only be as part of a meal as opposed to separate expenditure. Where it is necessary as a part of the establishments policy to have separate tickets for food and beverage purchases, compliance shall be satisfied so long as noted on the receipts by the council person.
6. All receipts must be turned in within 15 days of date of expenditure to facilitate reconciliation with Finance Department. Failure to comply may result in non-payment for that expense.
7. Discretionary funds shall not be used in a manner that would violate the Fair Campaign Practices Act or any other law.
8. Discretionary Funds shall not be used for individual charitable contributions as such contributions are made by Council Motion using funding from the Council Aid to Other Agencies Account.
9. Usage of a City-issued credit card is permissible for discretionary expenditures subject to separate credit card usage agreement attached.
10. Expenditure Form attached shall be used for documentation of all expenses.
11. Resolution No. 11, Series of 1992 is hereby amended to reflect changes in the Council Policy made by this resolution.

Resolution No. 41, Series 2009

TRAVEL POLICY FOR THE CITY COUNCIL OF ENGLEWOOD

Each Council Member shall justify participation for all travel events thirty (30) days prior to attendance, and approval by vote of Council.

Each Council Member shall provide a summary explaining the nature of his/her participation, how it will benefit or affect the City and reconciling expenditures within 30 days after his/her return from an event.

Council as a group, shall make a conscientious effort to remain within the designated budget each year.

Council shall make a diligent effort to keep expenses to a minimum by purchasing lowest available air fare, securing economy hotel accommodations, and implementing other cost saving measures whenever possible.

Council Members will not be allowed to travel for the City until their previous travel expenses have been reconciled.

Council shall continually monitor travel expenditures throughout the year.

Council shall publish proposed travel expenditures in the Englewood Herald paid advertising section prior to the expenditure.

A Council Member may go to only one (1) out-of-state conference per year unless approved by a super-majority vote of five (5) Council Members.

Any Council Member who cannot travel after expenses have already been paid may be asked to pay a portion of these expenses out of his/her salary by a super-majority vote of Council.

Resolution No. 10, Series of 1992 was amended to reflect the changes in Council Travel Policy made by Resolution No. 47, Series of 2000.

Resolution No. 49, Series of 1990 was repealed and amended to reflect the changes in Council Policy made by Resolution No. 10, Series of 1992.

POLICY CONCERNING THE USE OF OFFICE SUPPLIES AND CITY STAFF
BY CITY COUNCILPERSONS.

1. The City Manager shall make available to all members of the City Council, such office supplies as are reasonably needed to carry out the duties of City Councilperson, said office supplies to include paper, envelopes, computer, internet access, printer and appropriate software compatible with the City systems, the reasonable use of the copy machine, and other supplies as may be reasonably required from time to time. Office equipment, telephone, desks, file cabinets, chairs, etc. shall not be provided to Councilpersons. The City Manager shall have available for Council the occasional use of office space in City Hall for typing, meetings, etc. as needed.
2. City Secretarial staff will not be available to COUNCILPERSONS for dictation, composing letters, or answering mail, sending thank you's or answering queries or other secretarial duties, except upon an occasional basis. Each Councilperson shall be expected to take care of his/her own correspondence without City secretarial assistance. Addressed letters brought to City Hall will be posted by staff.
3. The Mayor shall supply copies of all letters sent over his/her signature to Council for information purposes. The City Manager or Mayor or Council may designate staff to compose or prepare letters sent on behalf of the City over the mayor's signature.
4. Office supplies shall not be used in a manner that would violate the Fair Campaign Practices Act or any other law.
5. Resolution No. 60, Series of 1990 is hereby repealed and amended to reflect the changes in Council policy made by this resolution.

Resolution No. 40, Series 2009

POLICY CONCERNING ETHICS, RECEIVING GIFTS AND GRATUITIES APPLYING
TO THE ENGLEWOOD CITY COUNCIL, BOARD AND COMMISSION MEMBERS
AND ALL CITY EMPLOYEES.

City Council, Board and Commission Members and City Employees will not solicit or accept any personal gift, gratuity, favor, entertainment, loan or any other item of monetary value from any organization, business firm or person who has or is seeking to obtain business with the City or from any organization, business firm or individual whose interests may be affected by the City Council, Board and Commission Members and City employee's performance or non-performance of official duties. If a City Council Member, a Board or Commission Member, or a City employee receives any gift or gratuity or other thing of value under this section which practically cannot be returned, it will immediately be turned over to the City and become City property.

Acceptance of nominal gifts in keeping with special occasions, such as marriage, retirement or illness, food and refreshments in the ordinary course of business meetings; unsolicited advertising or promotional material, e.g., pens, notepads, calendars, etc. or social courtesies which promote good public relations is permitted.

Contributions may be made for flower funds or special gifts for co-workers. Participation in such activities, including contributions for nominal gifts to supervisors, must be voluntary on the part of each City Council Member, Board and Commission Member or City employee.

Supervisor's will not borrow money or accept favors from subordinates. Supervisors must avoid placing themselves in a position that could interfere with, or create the impression of interfering with, the objective evaluation and direction of their City employees.

City Council, Board and Commission Members, or City employees should avoid relationships that might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

This policy does not preclude receipt of awards or expenses paid for papers, talks, demonstrations, or appearances made by City employees with the approval of the City Manager, or on their own time for which they are not prohibited by this policy. A City Council Member should notify the other Members of Council of the foregoing.

Receipt of capital items should be received by the City Council as provided for in Section 80 of the City Charter.

**ENGLEWOOD HOME RULE CHARTER PROVISIONS
DEFINING CITY COUNCIL POWERS AND RESPONSIBILITIES**

**ENGLEWOOD HOME RULE CHARTER PROVISIONS
DEFINING CITY COUNCIL POWERS AND RESPONSIBILITIES**

ARTICLE I - GENERAL PROVISIONS

Section 2: Form of Government – Council/City Manager form

ARTICLE I - GENERAL PROVISIONS

Section 8: Council, on own initiative, may submit changes to City Charter to electors in accordance with State Constitution Article XX; or electors may petition Council for changes to Charter.

ARTICLE II - ELECTIONS

Section 10: Elections – Council may adopt by Ordinance rules and regulations regarding elections, including State Statutes by reference and not inconsistent with State Constitution and Englewood Municipal Charter.

ARTICLE II - ELECTIONS

Section 11: Council to make appointments to Election Commission.

Section 12: Municipal elections.

A general municipal election shall be held on dates specified in State law. Special municipal elections shall be held in accordance with the provisions of this Charter. The polling places shall be open from seven A.M. to seven P.M. election days.

ARTICLE II - ELECTIONS

Section 14: Council may call special election subject to limitations of City Charter.

ARTICLE III - LEGISLATIVE BODY

Section 19: Legislative affairs vested in City Council.

ARTICLE III - LEGISLATIVE BODY

Section 20: Council to establish four districts to be changed every four years as necessary to keep approximately same number of registered voters in each district.

ARTICLE III - LEGISLATIVE BODY

Section 21: Salaries of Council Members not to be increased during terms of members.

ARTICLE III - LEGISLATIVE BODY

Section 22: Terms of Council Members four years and no member to serve more than two consecutive terms.

ARTICLE III - LEGISLATIVE BODY

Section 23: Qualifications of Council Members - citizen of U.S., 25 years of age, registered elector of City for one year immediately preceding such election, residents and registered electors of their districts, cannot hold a public office or employment for paid compensation of another municipality.

ARTICLE III - LEGISLATIVE BODY

Section 24: Council shall elect from their own members, after each general municipal election, a mayor to be presiding, voting officer (without veto powers) and official head of City government for ceremonial purposes, execute and authenticate legal documents as necessary.

ARTICLE III - LEGISLATIVE BODY

Section 25: After each general municipal election Council shall elect a Mayor pro tem to act as Mayor during absence of Mayor.

ARTICLE III - LEGISLATIVE BODY

Section 26: Oath of Office required by City officers and employees to support U.S. Constitution, State Constitution, City Charter and ordinances.

ARTICLE III - LEGISLATIVE BODY

Section 27: Council to meet regularly at City Hall, at least twice each month, at time fixed from time to time by each Council, Rules and procedures of meetings determined by each Council. Council may hold special meetings with prior published notice. Five members of Council a quorum.

ARTICLE III - LEGISLATIVE BODY

Section 28: Vacancies to be filled by majority vote of remaining Council Members within thirty days after a vacancy occurs, appointee to fill out remaining terms.

ARTICLE III - LEGISLATIVE BODY

Section 29: Membership Rules - Council shall be judge of election and qualifications of its own members, subject to judicial review, except as otherwise provided in Charter.

ARTICLE III - LEGISLATIVE BODY

Section 30: Council shall have all municipal legislative powers as conferred by general law, except those provided by City Charter and except those which may be exercised by the people through direct legislation; shall have power and authority, within constitutional limitations, to delegate by ordinance to Boards and Commissions such functions, powers or authority conferred upon the City as Council shall deem proper and advisable within its discretion.

ARTICLE III - LEGISLATIVE BODY

Section 31: Clerk of Council to be City Clerk appointed by City Manager.

ARTICLE III - LEGISLATIVE BODY

Section 32: Council to deal with administrative service solely and directly through City Manager and shall not interfere in any way with any officer or employee under the City Manager.

ARTICLE III - LEGISLATIVE BODY

Section 33: Council may require more frequent audits than annually if it deems it necessary.

ARTICLE IV - RECALL

Section 34: Any elected officer of the City of Englewood may be recalled from office at any time after holding office for six months, in the manner here provided:

ARTICLE V - ORDINANCES - RESOLUTIONS - MOTIONS

Section 36: Council shall act only by ordinance (all legislative enactment's), resolutions or motions.

ARTICLE V - ORDINANCES

Section 37: Voting. Council must pass all ordinances by affirmative vote of the majority of membership of entire Council; pass resolutions and motions by affirmative vote of majority of the quorum present. When present Council Members must vote on every ordinance, resolution or motion unless on his own official conduct or when his personal or financial interest is involved. Votes to be recorded upon the journal of Council proceedings.

ARTICLE V - ORDINANCES

Section 38: Council must enact by ordinance any appropriation, borrowing of money, levying a tax, establishing any rule or regulation for violations imposing a penalty, or placing any burden upon or limiting the use of private property.

ARTICLE V - ORDINANCES

Section 39: Council shall introduce every ordinance in written or printed form with enacting clause "Be It Ordained By The City Council Of The City Of Englewood, Colorado".

ARTICLE V - ORDINANCES

Section 40: An ordinance may be introduced as a bill at any regular meeting by any member of the Council, or by petition of the people as provided by this Charter. Upon introduction, the bill shall be published by reference or in full as Council may determine. Council may set a day and hour at which Council, or a committee of Council, shall hold a public hearing thereon. A bill, before its final passage, shall be presented at one additional meeting of the Council, which meeting must be held no earlier than seven days after publication of the bill for an ordinance except in case of emergency as herein provided. After final passage, every ordinance shall again be published by reference or in full as Council may determine.

Any publication by reference shall contain a summary of the subject matter of the ordinance and a notice that copies of the ordinance are available at the office of the City

ARTICLE V - ORDINANCES

Section 41: Emergency ordinances necessary for the immediate preservation of public property, health, peace, or safety may be introduced, read and unanimously approved by a quorum present, at any meeting of the Council. The facts showing such urgency and need shall be specifically stated in the ordinance. No ordinance shall receive final passage on the same date it is introduced; however, emergency ordinances may receive final passage by Council on the following day. Emergency ordinances shall take effect immediately upon final passage and shall be published within seven days thereof. No ordinance making a grant of any special privilege, levying taxes, incurring indebtedness, authorizing borrowing money or fixing rates charged by any city owned utility shall ever be passed as an emergency measure unless the indebtedness, or the borrowing of money has received prior voter approval, or the indebtedness does not require voter approval under Article X, Section 20 (TABOR) of the State Constitution.

ARTICLE V - ORDINANCES

Section 42: Every ordinance City Council adopts to be numbered and recorded and adoption and publication to be authenticated by signature of Mayor and City Clerk and by certificate of publication. Electors' ordinance numbered and recorded as "Peoples" Ordinance.

ARTICLE V - ORDINANCES

Section 43: Council shall cause the permanent ordinance to be codified with codification to be amended or supplemented as permanent ordinances are passed.

ARTICLE V - ORDINANCES

Section 44: Council may adopt standard codes by Federal or State government or by any agency thereof, or by recognized trade or professional organizations by reference, provided the publication of bill or ordinance adopting same shall advise that copies thereof are available for inspection at office of City Clerk and penalty clauses in said codes are set forth in full and published in adopting ordinance.

ARTICLE VI - INITIATIVE AND REFERENDUM

Section 45: Initiative - any proposed ordinance may be submitted to Council by petition of registered electors of City.

ARTICLE VI - INITIATIVE AND REFERENDUM

Section 46: Submissions - If the petition accompanying the proposed ordinance is signed by registered electors equal in number to ten percent (10%) of the preceding gubernatorial vote in the City, with a request for a special election, the Council shall either pass said ordinance without alterations within thirty days after the petition is filed, subject to the referendum, or call a special municipal election, unless a general municipal election, special municipal election or general state election is to occur within ninety days thereafter. At such general municipal election, special municipal election or general state election the Council shall submit said ordinance to a vote of the electors of the City. If the petition is signed by registered electors equal in number to at least five percent (5%) of the preceding gubernatorial vote in the City, and is filed with the City Clerk at least ninety (90) days before a general municipal or general state election, the Council shall pass said proposed ordinance without alterations within thirty (30) days, or shall submit same to a vote of the electors at the next general municipal election or general state election. If the petition is not filed with the City Clerk at least ninety (90) days before the next general municipal election or general state election, it shall be null and void.

An initiated ordinance shall be published in the same manner as other ordinances. The ballot upon which such proposed ordinance is submitted shall comply with the requirements set forth in Section 14 of this Charter. If a majority of the electors voting thereon shall vote in favor thereof, the same shall thereupon, without further publication, become an ordinance of the City immediately. Any number of proposed ordinances may be submitted at the same election. The number of special elections shall be limited as provided in Section 14 of this Charter.

ARTICLE VI - INITIATIVE AND REFERENDUM

Section 47: The referendum shall apply to all ordinances passed by Council, except ordinances making the tax levy, the annual appropriation ordinance, or the ordering of improvements initiated by petition and to be paid for in whole or part by special assessments.

If at any time within thirty (30) days after the final passage of an ordinance to which the referendum is applicable a petition signed by registered electors equal in number to at least ten percent (10%) of the preceding gubernatorial vote in the City, is presented to the Council protesting any ordinance going into effect, it shall reconsider such ordinance. If the ordinance is not entirely repealed, Council shall submit it to a vote of the electors of the City as provided in the

Initiative and Section 14 of this Charter, at the next general municipal election, special municipal election or general state election. Such ordinance shall then go into effect without further publication if a majority of the electors voting thereon vote in favor of it. The Council, on its own motion, shall have the power to submit any proposed ordinance to a vote of the electors at a general municipal election, special municipal election or general state election as provided and limited in this Charter. No provision of this Charter shall be construed as limiting the right of Council to refer to any ordinance subject to referendum. If provisions of two or more proposed ordinances adopted or approved at the same election conflict, the ordinance receiving the highest affirmative vote shall become effective.

ARTICLE VI - INITIATIVE AND REFERENDUM

Section 48: Amendment: Council has power to submit a proposition without a petition, subject to limitation in Section 14 of Charter, on an ordinance adopted or rejected by electoral vote, under either initiative or referendum.

ARTICLE VII - CITY MANAGER

Section 49: Council shall appoint and fix the salary of the City Manager. No Council Member shall be appointed City Manager during the term for which he was elected.

ARTICLE VII - CITY MANAGER

Section 50: Council may by resolution appoint a qualified City employee to perform the duties of the City Manager until he returns if City Manager has not already designated a qualified City employee by letter filed with City Clerk.

ARTICLE VII - CITY MANAGER

Section 51: Council shall have power to remove City Manager.

ARTICLE VII - CITY MANAGER

Section 52: Council shall receive annual budgets prepared by City Manager; shall receive a complete report on finances and administrative activities of the City at the end of the fiscal year; may request the City Manager to make written or verbal reports concerning the affairs of the City under his supervision; receive advisements and recommendations from City Manager of financial condition and future needs of the City and consider City Managers recommendations for adoption as he may deem necessary or expedient; must approve by ordinance to establish, consolidate, or abolish administrative departments; receive reports from City Manager on violations of terms and conditions with public utility franchises for such action and proceedings as may be necessary to enforce the same; discussions with City Manager in his advisory capacity; impose action for development and maintenance of airports, services and facilities for air transportation; prescribe duties to City Manager not inconsistent with the Charter.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 53: Appoint all Boards and Commissions unless otherwise required by law or this Charter.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 54: Appoint the nine members to Library Board from citizens-at-large.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 55: Receive from Library Board a master plan for the development and maintaining of a modern library system.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 56: Council shall establish by ordinance a City Planning and Zoning Commission appointed by Council.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 58: Council shall receive for approval a master plan prepared and submitted by City Planning and Zoning Commission; a comprehensive zoning ordinance or proposed amendments and revisions thereto; receive applications for amendments, modifications or revisions of zoning ordinances from Planning and Zoning and make its own recommendations thereon.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 59: Council shall establish by ordinance a Board of Adjustment and Appeals consisting of seven members appointed by Council, which Board shall exercise its authority in accordance with State Statutes except as otherwise provided in this Charter.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 61: Council shall establish by ordinance a Water and Sewer Board, consisting of Mayor and two Council members selected by Council, six members appointed by Council from qualified electors.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 62: Council to receive an annual capital expenditure budget submitted by the Water and Sewer Board in cooperation with City Manager.

ARTICLE VIII - BOARDS AND COMMISSIONS

Section 63: Council to approve litigation in the name of the City of Englewood by Water and Sewer Board for prevention of stream pollution of any and every type.

ARTICLE IX - LEGAL DEPARTMENT

Section 64: Council shall appoint a City Attorney to be the legal representative of the City and to advise City Council and City Officials in matters relating to official powers and duties; may provide such assistants as Council may deem necessary; and establish compensation for City Attorney, his assistants and special counsel.

ARTICLE IX - LEGAL DEPARTMENT

Section 65: Council may authorize the City Attorney to settle claims against the City and make appropriations therefore.

ARTICLE IX - LEGAL DEPARTMENT

Section 66: Council may direct the City Attorney to institute or defend any suit, action or proceeding on behalf of the City or any of its agencies.

ARTICLE IX - LEGAL DEPARTMENT

Section 67: Council may, on its own motion, or upon request of City Attorney, in special cases, employ special counsel to serve under the direction of the City Attorney.

ARTICLE IX - LEGAL DEPARTMENT

Section 68: Council shall provide for municipal judge election and determine the salary of such judge. If a vacancy occurs, Council will appoint a successor to fill until after the next general municipal election. Council may appoint one or more associate judges to preside as determined by presiding Municipal Judge.

ARTICLE IX - LEGAL DEPARTMENT

Section 70: Council shall provide Judge with the necessary courtroom facilities, supplies, and clerical assistance upon recommendation of the Judge.

ARTICLE IX - LEGAL DEPARTMENT

Section 77: Council may combine, consolidate, or merge the City with any other contiguous municipality or municipalities upon such terms and conditions, as it shall deem necessary and expedient, subject to ratification by the electors at a special election in accordance with the provisions of Section 14 of this Charter.

ARTICLE IX - LEGAL DEPARTMENT

Section 78: Council may levy such taxes and excises as may be necessary to obtain revenue for the operation of the City, subject to the right of referendum as this Charter provides.

ARTICLE IX - LEGAL DEPARTMENT

Section 79: Council, by ordinance, may enter into contracts with other governmental bodies to furnish or receive governmental services and to make or pay charges for such services and enter into cooperative or other joint activities with other governmental bodies.

ARTICLE IX - LEGAL DEPARTMENT

Section 80: Council, on behalf of the City, may receive bequests, gifts and donations of all kinds of property in fee simple, or in trust, for public, charitable or other purposes and do all things and acts necessary to carry out the purposes of such gifts, bequests and donations with power to manage, sell, lease or otherwise dispose of the same in accordance with the terms of the gift, bequest, or trust.

ARTICLE X - FINANCE ADMINISTRATION

Section 82: Council to receive from City Manager annual or current expense budget and a capital budget not later than September 15 of each year.

ARTICLE X - FINANCE ADMINISTRATION

Section 87: Council shall hold a public hearing on budget within three weeks after its submission.

ARTICLE X - FINANCE ADMINISTRATION

Section 88: Council may insert new items of expenditure or may increase, decrease, or strike out items of expenditure, except appropriate for debt service, after conclusion of public hearing and shall decrease or increase the tax levy as appropriate.

ARTICLE X - FINANCE ADMINISTRATION

Section 89: Council shall meet and pass a tax levy ordinance as it deems proper and wise. If Council fails to do so, the rate last fixed shall be the rate for the ensuing fiscal year.

ARTICLE X - FINANCE ADMINISTRATION

Section 90: Council shall adopt a bill for Budget and a bill for the Appropriation Ordinance not less than thirty days prior to the first day of the next fiscal year.

ARTICLE X - FINANCE ADMINISTRATION

Section 92: Council may by resolution, at request of City Manager, transfer any unencumbered appropriation balance or portion thereof from one department, office or agency, to another.

ARTICLE X - FINANCE ADMINISTRATION

Section 93: Council may authorize expenditure of funds in excess of budget by ordinance or resolution duly adopted by a 2/3 vote of council in case of emergency caused by act of God or public enemy, etc. Council shall transfer such available money from fund to fund or make a temporary loan through issuance of registered warrants to provide for excess expenditures not to exceed such amount as can be raised by a two mill levy on assessed valuation of taxable property within the City.

ARTICLE X - FINANCE ADMINISTRATION

Section 94: Council may direct any annual appropriation or portion thereof remaining unexpended and unencumbered at the close of the budget year to the General Fund or to a Special Fund.

ARTICLE X - FINANCE ADMINISTRATION

Section 95: Council shall receive recommendations from City Manager concerning a program of proposed capital projects for the ensuing fiscal year and for five fiscal years thereafter and method of financing same.

ARTICLE X - FINANCE ADMINISTRATION

Section 96: Council may levy annually a tax of not more than two mills over the regular annual taxes assessed upon the valuation with the City for City expenses to be known as Public Improvement Fund. Said funds to be held in special account until invested as authorized by Council, and Council shall have power to transfer to Public Improvement Fund any portion of General Fund surplus not otherwise appropriated. Council may transfer unappropriated Public Improvement Fund monies for payment of outstanding general or special bonded indebtedness of the City.

ARTICLE X - FINANCE ADMINISTRATION

Section 98: City Council, by resolution, shall designate the deposit or investment of funds coming into Treasurer's hands, subject to requirements of law as to surety and payment of interest on deposits or investments; receive, through City Manager, monthly reports of all accounts or funds, including trust and custodial funds, showing receipts and disbursements and remaining budget allotments sufficiently itemized in detail to show exact financial condition of the City and make such report available for public inspection.

ARTICLE X - FINANCE ADMINISTRATION

Section 102: Council may create by ordinance additional funds known as Special Funds.

ARTICLE X - FINANCE ADMINISTRATION

Section 104: General obligation bonds: Indebtedness and obligations of the City shall be incurred and limited as provided in Article XI of the Constitution of the State of Colorado applicable to towns and cities except as otherwise provided in this Charter. Council shall have power to issue general obligation bonds of the City for any public capital purpose, upon majority vote of the registered electors of the City voting thereon at a special election; provided, however, that water extension and water improvement bonds may be issued without an election upon determination to that effect by Council. The total outstanding general obligation indebtedness of the City, other than for water bonds, shall not

at any time exceed three percent (3%) of the actual valuation of the taxable property within the City as shown by the last preceding assessment for tax purposes. Water bonds shall mature and be payable as provided by the ordinance authorizing the issuance of said bonds.

ARTICLE X - FINANCE ADMINISTRATION

Section 106: Council may authorize by ordinance, without an election, issuance of refunding bonds for the purpose of paying outstanding bonds of the City.

ARTICLE X - FINANCE ADMINISTRATION

Section 107: Council may order City to construct or install special or local improvements within designated districts in the City (or petition of a majority of property owners in designated district) subject to protest by the owners of the frontage or area to be assessed. Council shall provide by ordinance right to protest and notice of public hearing but Council shall have final decision. Council shall by ordinance prescribe the method and manner of making such improvements, of assessing the cost thereof, and issuing and paying bonds for costs and expenses of constructing or installing such improvements.

ARTICLE X - FINANCE ADMINISTRATION

Section 109: Special or local improvement district bonds; general benefits; special fund: The Special Surplus and Deficiency Fund, which has been created and is presently maintained as additional security for the payment of principal and interest of outstanding bonds of the City for Special Improvement Districts, shall continue to be maintained in the proportion that the amount on deposit in the Special Fund as of the effective date of this charter Amendment bears to the total amount of bonds presently outstanding for such Special Improvement Districts of the City. Any amount not required to be maintained in the Special Fund, shall be transferred to the General Fund or to any other fund of the City, as may be determined by the City Council

ARTICLE X - FINANCE ADMINISTRATION

Section 110: Bond Sales limitations: The bonded debt of the City shall be sold in such manner that is of best advantage to the City. The bonds may be sold by negotiated sale, private placement, or competitive bid. The bonds may contain provisions for calling the same at designated periods prior to final due date as City council may determine.

ARTICLE X - FINANCE ADMINISTRATION

Section 113: Competitive bidding: Council may by ordinance prescribe general exceptions to sealed competitive bidding before purchasing officer makes any purchase of supplies, materials or equipment in excess of \$25,000 or as prescribed by ordinance. Council shall not exempt any individual contract, purchase or sale from the requirement of competitive bidding. Council must approve rejection of lowest bid if not accepted.

ARTICLE X - FINANCE ADMINISTRATION

Section 116: Council shall have final approval of the lowest and best bid in excess of \$50,000 or as prescribed by ordinance or all bids must be rejected. If Council deems no satisfactory bids are received for other reasons deemed expedient to Council, contracts for public works or improvements may be negotiated.

ARTICLE X - FINANCE ADMINISTRATION

Section 118: Council may waive all provisions for competitive bidding in case of emergency affecting the public property, health, peace or safety and direct purchasing officer to purchase necessary supplies in the open market at not more than commercial prices.

ARTICLE IX - FIRE, POLICE AND HEALTH SERVICES

Section 119: Council shall provide by ordinance Fire, Police and Health services for the preservation of public property, health, peace and safety, including prevention of crime, the apprehension of criminals, the protection of property and the rights of persons, the enforcement of the laws of the State and the ordinances of the City, and such other functions as Council and the City Manager may prescribe.

ARTICLE XII - PARKS AND RECREATION

Section 120: Council shall provide by ordinance for the planning and supervision of a community recreation program and for equipping and maintaining City-owned or controlled parks, recreational areas and facilities, both in and outside the corporate City limits.

ARTICLE XIII - CITY OWNED UTILITIES

Section 121: City Council shall determine the terms and conditions and proportions needed for the benefit of the inhabitants of the City for exchange water rights owned by it for other water rights owned by other persons, associations, corporations, municipalities, or quasi-municipal bodies.

ARTICLE XIII - CITY OWNED UTILITIES

Section 123: Council shall have the power and duty to establish rates for services provided by City owned utilities, both inside and outside the City.

ARTICLE XIII - CITY OWNED UTILITIES

Section 124: Council shall have the power to enter into contracts for sale of water or water services, both in and outside the city, whenever it determines that the water supply available exceeds that necessary for the present needs of the inhabitants of the City.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 128: Council may, at its discretion, have a franchise election. No franchise shall be granted except by ordinance.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 129: Council shall cause to be kept in the office of the City Clerk an indexed Franchise Record containing copies of all Public Utility Franchises heretofore or hereafter granted.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 130: Council shall establish franchise fee by ordinance.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 131: Council may require by ordinance and by fair apportionment of the cost, subject to arbitration, any railroad or other transportation system to elevate or lower any of its right-of-way or tracks running over, or under, along, or across any public thoroughfare, and to construct and maintain all street crossings, bridges, viaducts of other conveniences, in good condition, with proper approaches and safety devices.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 132: Council may, by ordinance, grant a license, revocable for cause, to lay side tracks and switches, along or across any public thoroughfare, when the application therefore is accompanied by the assent in writing of the owners of two-thirds of the frontage on each side of the public thoroughfare or part thereof.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 133: Council may grant permits for the temporary use or occupation of any street, alley, or public place, such permits revocable by Council whether or not the right is expressly reserved in the permit.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 134: Council by ordinance may extend the area or include streets, alleys, public places and property not embraced in such franchise when public convenience and necessity requires, subject to all of the terms and conditions of such original franchise and co-extensive with the terms thereof, without a vote of the registered electors.

ARTICLE XIV - FRANCHISES AND PUBLIC UTILITIES

Section 136: Council must give consent by ordinance to assignment or leasing of a franchise and may reserve the right to deny any assignment of franchise.

ARTICLE XV - ENGLEWOOD EMPLOYEE RELATIONS AND CAREER SERVICE SYSTEM ACT - 1981

Section 137:6: Impasse resolution:

- (a) Impasse. In the event the parties are unable to reach agreement on all mandatory subjects to be contained in the collective bargaining agreement on or before July 1 of the year in which the parties have met and bargained over these subjects, impasse shall be declared. Each party shall submit to the City Clerk a statement, which contains that party's final offer regarding any mandatory economic subject upon which the parties are at impasse. The statement shall be submitted by each party no later than 5:00 p.m. on July 1. If July 1 falls on a Saturday or Sunday the period is shortened to and ends on the prior business day which is not a Saturday, Sunday or legal holiday.
- (b) City Council will appoint one arbitrator to conduct hearings on impasse resolution.

ARTICLE XV - ENGLEWOOD EMPLOYEE RELATIONS AND CAREER SERVICE SYSTEM ACT - 1981

Section 137:8: Council shall adopt appropriate Ordinances to effectuate the policies of Article XV of the Charter.

ARTICLE XV - ENGLEWOOD EMPLOYEE RELATIONS AND
CAREER SERVICE SYSTEM ACT - 1981

Section 138:1: Council to adopt Career Service System.

ARTICLE XV - ENGLEWOOD EMPLOYEE RELATIONS AND
CAREER SERVICE SYSTEM ACT - 1981

Section 138:3(a): The City Council shall appoint hearing officers who shall have demonstrable ability in labor and employee relations to hold hearings and make findings and determinations with respect to the following: disciplinary appeals, merit appeals and issues related to selection and retention of exclusive employee organizations and the determination of appropriate bargaining units. If a dispute exists over whether a person or position should be part of a bargaining unit, that dispute shall be resolved by a hearing officer, including all issues which can be raised over the application of § 137:2(I) and the person's or position's status as included or excluded from a bargaining unit shall remain unchanged until a hearing officer's decision.

ENGLEWOOD MUNICIPAL CODE PROVISIONS

ENGLEWOOD MUNICIPAL CODE PROVISIONS

TITLE 1 - ADMINISTRATIVE

1-5-1 Council Districts

TITLE 1 - ADMINISTRATIVE

1-5-2 Council Meetings:
Regular - City Hall first and third Mondays of each month at 7:30 p.m.
Special - Called by Mayor when public business may require it
OR
by express written request of any 3 members of Council
Notified by Summons or written notice from Mayor or City Manager served on each person. Only business to be discussed is for the purpose for which the meeting was called and so stated in the Notice.

Agenda Council Members to receive written agenda on Thursday preceding next Council meeting.

Quorum 5 members constitute a quorum at any regular or special meeting. If no quorum present, presiding officer, at the instance of any 3 members present, compel the attendance of absent members.

Presiding Officer Mayor, who is elected by members of Council at first meeting following each general Municipal election.

Preserve strict order and decorum, state every question coming before Council, announce decision of Council on all subjects; decide all questions of order subject to appeal of Council, vote on all questions (last); sign all ordinances adopted by Council during his presence.

Mayor Pro Tem to be elected by Council at time Mayor is elected and shall act in Mayor's absence.

1-5-2: Regular Meetings:
Regular meetings of the City Council shall be held in the City Hall on the first and third Mondays of each month at seven thirty o'clock (7:30) P.M., or at such other time and day as Council may, from time to time, designate; provided, however, that when the day fixed for any regular meeting falls upon a day designated by City Council as a City holiday, such meeting shall be held at the same hour on the next succeeding day not a holiday.

TITLE 1 - ADMINISTRATIVE

1-5-2-6 City Manager, City Attorney, City Clerk, or designee, required to attend all Council meetings.

TITLE 1 - ADMINISTRATIVE

1-5-2-7 Council meetings open to public. Council to determine by resolution the rules of order and procedure governing all meetings. Call to Order, Roll Call, Reading of Minutes, Adjournment.

TITLE 1 - ADMINISTRATIVE

1-5-2-8 Rules of Debate.

TITLE 1 - ADMINISTRATIVE

1-5-3 Standing Committee shall be the Committee of the Whole.

TITLE 1 - ADMINISTRATIVE

1-5-4 Members may register protests.

TITLE 1 - ADMINISTRATIVE

1-5-5 Consider ordinances, resolutions, motions and contracts.

TITLE 1 - ADMINISTRATIVE

1-5-7 Any Council Member may ask City Attorney for written opinion relative to any Municipal matter.

TITLE 1 - ADMINISTRATIVE

1-5-8 Council salaries.

TITLE 2 - BOARDS AND COMMISSIONS

2-13-1 Term Limits for Boards and Commissions – Each member of a Board or Commission limited to three (3) consecutive terms per member.

TITLE 2 - BOARDS AND COMMISSIONS

2-1-1 Election Commission - Appointments of qualified elector members made by Council in January of year in which appointments expire.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-2-1 Library Board - 9 members appointed by City Council from citizens-at-large and fill vacancies as needed.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-2-3 Receive master plan for development and maintenance of a modern library system; approve Board's facilities space, property of Library; consider rules and regulations recommended by Library Board; consider along with City Manager recommendations of Library Board needs of community and general public policies relating to operation of Library.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-2-4 Receive annual report from Board thru City Manager showing condition of trust, sums expended, purposes of expenditures, etc.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-3-1 Water and Sewer Board - Mayor and two members of Council on Board (selected by Council), and six members appointed by Council from qualified electors.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-4-1 Parks and Recreation Commission nine persons to be appointed by City Council as set out in 2-4-1.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-4-3 Powers and Duties of Board to be advisory to City Council on all matters pertaining to recreation; make sound recommendations to City Council in providing recreation; approve committees created by Board; receive recommendations from Board on annual budget, if necessary.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-5-1 Planning and Zoning Commission consisting of nine members appointed by Council.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-6-1 Local Liquor and Medical Marijuana Licensing Authority

TITLE 2 - BOARDS AND COMMISSIONS

- 2-8-1 Keep Englewood Beautiful Commission consisting of fifteen persons appointed by Council.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-8-3 Advise City Council on all matters pertaining to Keep America Beautiful; make recommendations to Council in providing services.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-9-3 Council to appoint seven members to newly created Cultural Arts Commission from active participants in various aspects of the arts community and receive reports, at least annually, of summary of activities and progress report.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-10: Code Enforcement Advisory Committee is an advisory committee to Council focusing on the activities and services of code enforcement and regulatory processes of Safety Services.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-11: Alliance For Commerce in Englewood (ACE) is an advisory group to Council focusing on the creation of an environment in which existing business can thrive and new business can prosper.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-12: Transportation Advisory Committee is an advisory committee to Council focusing on transportation issues in the City.

TITLE 2 - BOARDS AND COMMISSIONS

- 2-14: Budget Advisory Committee advises the City on the development, implementation, and evaluation of the annual City Budget.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-1-1 City Council to approve and designate by resolution one or more responsible banks for deposit of municipal funds.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-1-3-1 City Council shall have authority to authorize City Manager to purchase commodities, equipment, devices, machinery, materials and parts upon open market or through negotiations and without receiving sealed, competitive bids in certain situations.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-2-3 City Council shall periodically establish eligibility limits for property owners on assessment deferral.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-3-4 Council shall approve appropriations recommended by Parks and Recreation Commission. Trust Fund for exclusive use of Parks and Recreations; Council may also terminate Parks and Recreation Trust Fund with remaining funds to be used exclusively by Parks and Recreation Department.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-3-5 Council shall appropriate sufficient funds from General Fund as may be necessary to reimburse Deficiency Fund and Special Surplus from General Fund.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-3-9-A City Council to appoint one of its members to Malley Center Trust Fund, one Trustee to be appointed by Council from Englewood Parks and Recreation Commission, and three Trustees appointed by Council from recommendations of Parks and Recreation Comm.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-3-9-C Council shall make periodic appropriations from recommendations by Malley Center Trust Fund for exclusive use and benefit of Elsie Malley Centennial Center. Council may terminate Trust fund with balance of funds going exclusively to Elsie Malley Centennial Center.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-4-3 Council declares purpose of levy of taxes imposed by Title 4, Chapter 4, is for raising funds for payment of general operating expenses of the City and for capital improvements.

TITLE 4 - MUNICIPAL FINANCES AND TAXATION

- 4-7-1 Legislative intent of Council that after date of waste transfer facility in the City, every person who collects fee at waste transfer facility will collect surcharge imposed by Title 4, Chapter 7, of EMC.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-1-6 City Council shall determine and set by resolution all fees required under Title 5, EMC.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-1-9 Any licensee aggrieved by a decision of the Licensing Officer shall have the right to appeal to an independent hearing officer appointed by the City by filing a written appeal. Findings of Hearing Officer shall be final and conclusive and written notice shall be given appellant.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-3A-3 City Council shall appoint 5 qualified electors to Licensing Authority. Any member may then be removed from Authority by 5 concurring votes from Council.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-3B-1 City Council determines that selling of retail fermented malt beverage, etc. to be taxed a reasonable tax.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-3D The Local Licensing Authority shall grant or refuse local licenses for the cultivation, manufacture, distribution, and sale of Medical Marijuana as provided by law; suspend, fine, restrict, or revoke such licenses upon a violation of this Title.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-5-1 City Council declares that licensing and regulation of massage therapy within its jurisdiction are matters of local and municipal concern, and Council determines enactment of massage therapy ordinance necessary to protect the health, safety and welfare of the people of the City.

TITLE 5 - BUSINESS AND LICENSE REGULATIONS

- 5-7-10 City Council shall determine and set license and certification of registration fees for Chapter 7, Title 5, by resolution.

TITLE 6 - HEALTH AND SANITATION

- 6-1-12-F City Council shall be advised by City Manager or designee annually as to current air quality and progress in the industry in development of cleaner burning solid fuel devices, to assist in determining whether certain solid fuel burning devices should be permitted in new construction.

TITLE 7 - PUBLIC SAFETY

- 7-7-3 City Council may enter into mutual aid and automatic aid agreements with other cities, towns, fire protection districts, corporations, or incorporated areas.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-1 City Council creates local improvement districts, either on own initiative or upon petition signed by a majority of landowners within proposed district, in accordance with provisions of Article X, Section 107, City Charter.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-2 City Council to establish interest rates by ordinance on bonds and assessments for local improvement districts. (State statutes controls creation of special local improvement districts.) Nothing in Code shall be construed to prohibit City Council from exercising its authority to create general improvement districts where improvements are to be serving a Municipal purpose and improvements to be paid for by ad valorem tax. Other general improvement districts in statutory cities procedure established by State statutes.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-3 Local improvements authorized by City Council may be of any nature which serves a Municipal purpose and which confers a special benefit upon real property within district.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-4 City Council shall consider each petition filed for creation of a special improvement district. Upon favorable consideration of petition, or on Council's own initiative, Council shall adopt a resolution of intention to create a local improvement district, setting a time and date for public hearing thereon.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-6 City Council may, by ordinance, order creation of special improvement district and may, by resolution, provide for notice to contractors to submit bids for construction and, by ordinance, provide for issuance and payment of bonds.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-7 Council to decide assessment of improvements, then consider a bill for an ordinance levying assessments upon the real property in the district, and by resolution, set a time and place for public hearing thereon. By ordinance Council levies assessments on real property in the district providing collection and enforcement of such assessments.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-2-8 City Council shall receive any protest or objection to creation of special district and shall defend any suit filed in a court of competent jurisdiction to set aside determination by Council.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-3-4 City Council shall receive all requests for encroachments into the public right-of-way not otherwise identified in Code.

TITLE 11 - PUBLIC WAYS AND PROPERTY

- 11-4-3 Appeal of City Manager's decision to remove or ban any person from park is to City Council.

TITLE 12 - PUBLIC UTILITIES

- 12-1-2 Rules and regulations of Water Division may be altered, amended or added to with Council's approval.

TITLE 12 - PUBLIC UTILITIES

- 12-1A-6 City Council or Director of Utilities shall determine if water service for irrigation should be curtailed in times of extreme shortage.

TITLE 12 - PUBLIC UTILITIES

- 12-1B-3 City Council shall, by resolution, establish cost to property owners in changing from private lines to City mains or in connecting to a City main.

TITLE 12 - PUBLIC UTILITIES

- 12-1C-4 City Council must approve and fix time with other municipalities and water districts for service where extension of water mains is required, and enlargement of water district shall be within area approved by City Council for negotiation of distributor's contract.

TITLE 12 - PUBLIC UTILITIES

- 12-1D-1 City Council shall fix by resolution water rates.

TITLE 12 - PUBLIC UTILITIES

- 12-2-2 City Council must approve recommendation of Director of Utilities for connection to the POTW for purpose of servicing property outside the boundaries of the POTW (Publicly Owned Treatment Works).

TITLE 12 - PUBLIC UTILITIES

- 12-2-3 City Council shall establish annually a charge for sewer collection system maintenance where premises are served by the City collection system.

TITLE 12 - PUBLIC UTILITIES

- 12-5-3 City Council shall approve by ordinance all rules, policies, regulations, fees and charges proposed by the Director of Utilities and recommended to City Council.

TITLE 15 - HEALTH, SANITATION AND ENVIRONMENTAL PROTECTION

- 15-3-7 City Council shall direct City Attorney to institute civil suit in name of City to recover charges, costs and assessments for the abatement of nuisances as defined in Title 15-1-2: ["Abatement of a Nuisance: The removal, stoppage, prostration, repair, or destruction of anything which causes a nuisance, or constitutes a nuisance, whether by breaking or pulling it down, or otherwise destroying, effacing, or removing it."]

TITLE 16 - ZONING REGULATIONS

- 16-1-8 City Council designates the zone district any unzoned area.

TITLE 16 - ZONING REGULATIONS

- 16-2-1 City Council shall have those roles under the Zoning Ordinance as shown on Table 16-2-2.

TITLE 16 - ZONING REGULATIONS

- 16-2-1-A City Council.

1. Administrative and Review Roles Under this Title. The City Council ("Council") shall have those administration and review roles as shown in Section 16-2-2.1 EMC, "Summary Table of Development Review and Decision-Making Procedures," below. In addition, the Council shall have the following responsibilities in administering this Title:
 - a. *Land Use Plans.* Review and approve, approve with conditions, or deny new comprehensive land use plans, open space/parks/trails plans, and similar plans, and any updates or amendments to such plans. The Council shall also implement the Englewood Comprehensive Plan and other adopted plans.
 - b. *Accept Public Improvements.*
 - c. *Schedule of fees.* Approve a schedule of fees necessary to effectively administer and enforce the provisions of this Title.

2. Council Hearings and Decisions.

- a. After a public hearing before the Council is closed, the Council may take any of the following actions:
 - (1) Continue the matter by remanding consideration of the subject matter to the Planning and Zoning Commission for further proceedings as the Council may direct.
 - (2) Adopt findings of fact and either approve, approve with conditions, or deny the subject action.
 - (3) Table its decision to a specified date, not more than once.
- b. Final action by the Council shall be taken within forty-five (45) days after the date of the Council's public hearing. Failure to take final action within such period shall be considered a final decision of the Council denying the subject application or action. If the Council votes to table an action, an additional fourteen (14) days shall be added to the time limitation.

TITLE 16 - ZONING REGULATIONS

- 16-2-1-B City Council must review and make the final decision on the Planning and Zoning Commission's recommendations for an initial zoning or rezoning.

TITLE 16 - ZONING REGULATIONS

- 16-2-2 Chart showing developmental review and appeals roles for Council and Commission.

TITLE 16 - ZONING REGULATIONS

- 16-2-6 City Council may submit proposed changes or amendments to the Zoning Ordinance but such changes must be submitted to Planning and Zoning Commission for examination and recommendation before consideration by Council. If Planning and Zoning disapproves the change in ordinance, a report shall be made to City Council for review and the City Council may, after public hearing, make such change in the Ordinance.

TITLE 16 - ZONING REGULATIONS

- 16-2-10 City Council may approve the final plat for a major subdivision after 16-8-1 by the Planning and Zoning Commission and a Public Hearing.

TITLE 16 - ZONING REGULATIONS

- 16-2-12 Conditional use appeals must be made to the City Council provided public interest is fully protected.

TITLE 16 - ZONING REGULATIONS

- 16-2-15 City Council, after Planning and Zoning Commission, shall review and approve or deny development agreements, after hearing.

TITLE 16 - ZONING REGULATIONS

- 16-2-18 City Council hears appeals from decisions of the Planning and Zoning Commission.

TITLE 16 - ZONING REGULATIONS

- 16-6-13 City Council with City Planning and Zoning Commission to regulate signs.

TITLE 16 - ZONING REGULATIONS

- 16-4-15 City Council does not review appeals from the Planning and Zoning Commission on Flood Plain issues.

TITLE 16 - ZONING REGULATIONS

- 16-5-1 City Council shall hear appeals from the Commission's decision regarding Use Regulations per 16-2-18 EMC.

TITLE 16 - ZONING REGULATIONS

- 16-5-3 City Council with Planning and Zoning Commission to approve adoptive reuse of historic building, vacated school, church or public building.

**STATE CONSTITUTIONAL PROVISIONS
AND COLORADO REVISED STATUTES
CONCERNING CITY COUNCIL.**

**STATE CONSTITUTIONAL PROVISIONS AND COLORADO REVISED STATUTES
CONCERNING CITY COUNCIL.**

Colorado State Constitution.

Article XX Establishment and powers of a Home Rule municipality.

Article X Tabor Amendment - Limitations on spending.

Article XI Limitation on public indebtedness and indemnification.

Criminal Statutes pertaining to conflicts of interest, inside information and self-dealing for public officials.

18-8-301 Definitions of "benefit", "party officer", "pecuniary benefit", "public servant".

18-8-302 Bribery. Class 3 felony.

18-8-303 Compensation for past official behavior. Class 6 felony.

18-8-304 Soliciting unlawful compensation. Class 2 misdemeanor.

18-8-305 Trading in public office. Class 1 misdemeanor.

18-8-306 Attempt to influence a public servant. Class 4 felony.

18-8-307 Designation of supplier prohibited.

18-8-308 Failing to disclose a conflict of interest. Class 2 misdemeanor.

18-8-402 Misuse of official information.

18-8-403 Official oppression.

18-8-404 First degree official misconduct. Class 2 misdemeanor.

18-8-405 Second degree official misconduct. Class 1 petty offense.

18-8-406 Issuing a false certificate. Class 6 felony.

18-8-407 Embezzlement of public property. Class 5 felony

18-8-408 Designation of insurer prohibited.

- 18-8-501 Definitions of "materially false statement", "oath", "official proceeding".
- 18-8-502 Perjury in the first degree.
- 18-8-503 Perjury in the second degree.
- 18-8-504 False swearing.
- 18-8-505 Perjury or false swearing - inconsistent statements.
- 18-8-506 Perjury and false swearing - proof.
- 18-8-507 Perjury and false swearing - previous criminal action.
- 18-8-508 Perjury - retraction.
- 18-8-509 Perjury and false swearing - irregularities no defense.

Public (Open) Records C.R.S. 24 - Article 72.

C.R.S. 24-72-203. Public records open to inspection.

Open Meetings Law - C.R.S. 24-6-Part 4.

24-6-401 Declaration of policy.

24-6-402 Meetings - open to public

Colorado Sunshine Act - C.R.S. 24-6-101 et seq.

Colorado Fair Campaign Practices Act. - Colorado Revised Statutes Title 1, Article 45, 101 et seq.



Memorandum

City Manager's Office

TO: Gary Sears, City Manager
FROM: Leigh Ann Hoffhines, Communications Coordinator
DATE: November 13, 2013
SUBJECT: Council Request Process

As you requested, I have included below a brief overview of the process we use to track and respond to requests from City Council Members for information or service. Our Council Request system has been in place for several years, and we have found it helps us track the requests easily and effectively.

Receiving Council Requests – City Council Members may forward their requests in a variety of ways: they can relay them verbally during Council Members' Choice at a Study Session or regular City Council Meeting; they can submit them to the City Manager's Office via telephone or e-mail; or they can fill out the Council Request form (a pad of forms is always available on the Council dais).

Distributing Council Requests – Once a request is received, it is assigned a number and entered into a database (see attached copy). The requests are then distributed to the appropriate departments for follow-up.

Tracking Council Requests – We typically expect a response from the departments within three days. If the request entails extensive research or if, for other reasons, a response is not possible within that timeframe, we will assign a reasonable follow-up date.

Reporting Responses – We prepare a Council Request Update for City Council each week. The Update goes out in the Thursday packet. The report includes the following information: the request number; the requesting Council Member; to whom the request was assigned; the nature of the request; and the response to the request. All responses are approved by the City Manager before they are forwarded to Council. We believe it is important for all City Council Members to receive this information in the event that they have related questions or receive similar inquiries from constituents.

As always, feel free to contact me if you need additional information. I can be reached at 303-762-2316.

Attachments

2013 Council Requests

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
13-166	9/24/2013	I	Penn	Logan/Bellewood RV Occupancy Concerns	CD/FD	9/26/2013		9/26/2013
13-167	9/24/2013	S	Woodward	Construction Fence Disrepair/Flood Development	FD	9/26/2013		9/26/2013
13-168	10/1/2013	I	Olson	Sales Tax Collections History	FAS	10/1/2013		10/1/2013
13-169	10/4/2013	I	Penn	Copper Pot Sewer Smell	UT	10/4/2013		10/4/2013
13-170	10/7/2013	S	Olson	Dumpster near Romans Park	PD	10/9/2013		10/8/2013
13-171	10/7/2013	I	Woodward	Ballot Question Impact: Recreational Marijuana	CMO/FAS/CAO	10/9/2013		10/9/2013
13-172	10/9/2013	I	Olson	Parking Concerns near Craig Hospital	PW	10/11/2013		10/10/2013
13-173	10/11/2013	S	Wilson	3300 S. Washington Graffiti	PD	10/15/2013		10/17/2013
13-174	10/14/2013	I	Olson	Code Enforcement Flyer	PD	10/16/2013		10/16/2013
13-175	10/14/2013	I	Olson	Crime Statistics Comparisons	PD	10/16/2013		10/15/2013
13-176	10/14/2013	I	Olson	Crime Prevention Efforts	PD	10/16/2013		10/16/2013
13-177	10/14/2013	S	Olson	Downing/285 Weeds	PD	10/16/2013		10/16/2013
13-178	10/14/2013	I	Olson	Floyd Place Brick Wall Settling	CD	10/16/2013		10/16/2013
13-179	10/14/2013	S	Wilson	Detached Trailer - 3000 block of S. Grant	PD	10/16/2013		10/16/2013
13-180	10/16/2013	S	Penn	3900 block Huron/Galapago Alley Concerns	PW	10/18/2013		10/23/2013
13-181	10/16/2013	S	Penn	Cushing Park Skateboard Park Repairs	PR	10/18/2013		10/16/2013
13-182	10/21/2013	I	McCaslin	Update on Police/Fire Contacts at Motels	PD/FD	10/24/2013	10/30/2013	10/29/2013
13-183	10/21/2013	I	Jefferson	Inquiry re: Purchase of Materials	FAS/WWTP	10/24/2013		10/25/2013
13-184	10/22/2013	I	Wilson	Inquiry re: robbery follow-up	PD	10/24/2013		10/22/2013
13-185	10/22/2013	I	Wilson	Inquiry re: Increase in Burglaries	PD	10/24/2013		10/23/2013
13-186	10/22/2013	I	Wilson	Follow-up on Abandoned Building on Raritan	FD/PD	10/24/2013		10/24/2013
13-187	10/22/2013	I	Wilson	2960 S. Ogden Continued Drainage Problems	PW	10/24/2013		10/23/2013
13-188	10/28/2013	I	Penn	Clarification on Uses of Funds in Proposed Budget	FAS	10/30/2013		10/29/2013
13-189	10/28/2013	I	Gillit	Trash Hauler Service Complaints - Garbage Man	FAS	10/30/2013		10/29/2013
13-190	11/4/2013	S	Olson	EMRF Property Talking Points	EMRF	11/7/2013	11/13/2013	11/13/2013
13-191	11/4/2013	S	Penn	PIF Fund Balance Status	CMO/FAS	11/7/2013		11/12/2013
13-192	11/4/2013	S	McCaslin	Study Session: Motel Calls for Service	CMO	11/7/2013		11/5/2013
13-193	11/4/2013	I	McCaslin	3218/3220 S. Ogden Code Issues Update	PD/FD	11/7/2013		11/6/2013
13-194	11/5/2013	I	Woodward	Girard/Emerson Parking Problems	PD	11/7/2013		11/6/2013
13-195	11/5/2013	S	Wilson	Romans Park Dogs off Leash	PD	11/7/2013		11/7/2013
13-196	11/8/2013	S	Gillit	4940 S. Lipan Dr. Building Permit Concerns	FD	11/13/2013		
13-197	11/12/2013	I	Woodward	Marijuana/Parks Votes by Precinct	FAS	11/14/2013		
13-198	11/13/2013	S	Penn	3795 S. Delaware Barking Dog Problems	PD	11/15/2013		

S = Service
I = Information

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation
FAS - Finance and Administrative Services; FD - Fire Department; HR - Human Resources; IT - Information Technology; LIB - Library;
MC - Municipal Court; PR - Parks and Recreation; PW - Public Works; PD - Police Department; UT - Utilities; WW = Wastewater Treatment Plant

MEMORANDUM



TO: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: David Henderson, Deputy Public Works Director ✓

DATE: November 13, 2013

SUBJECT: PROJECT UPDATE - Little Dry Creek Plaza Repairs, Redevelopment at 5001 S. Broadway, Flood Middle School Redevelopment, Security Camera Project, Servicenter Stormwater Improvements, The Englewood Campus, Craig Hospital Expansion, Xcel Energy Projects, Kent Place, CityCenter Site Development, Englewood McLellan Reservoir Foundation, Air Quality/Energy Savings Projects, GPS in City Vehicles

LITTLE DRY CREEK PLAZA REPAIRS

City Council approved a contract for repairs and upgrades to the Little Dry Creek Plaza (at Englewood Marketplace). The contract includes bringing the existing ramp up to current ADA standards, removing and replacing broken/displaced concrete flatwork, and caulking around the plaza.

A pre-construction conference with Nordstrom Commercial Builders (NCB) was held last week. Weather permitting, work will commence on Monday, November 18th. The shopping center management and Costa Vida restaurant have been notified of the anticipated work schedule. All work should be complete by the middle of December. Landscaping improvements will follow in the spring of 2014.

REDEVELOPMENT - 5001 S. BROADWAY

Demolition of the Larry Miller Nissan building is complete. **Construction of the Advance Auto store continued. Colorado Structures Inc. continued construction of the Sprouts store. Site work (traffic signal, new sidewalks, and utilities) continued.**

FLOOD MIDDLE SCHOOL REDEVELOPMENT

Demolition is complete and Wood Partners now owns the site. **Wood Partners' contractor continued grading the site this week. Staff is coordinating the undergrounding of Xcel lines and continued meeting with Wood Partners regarding other required utility relocations. Xcel Energy's contractor began undergrounding of overhead power lines.**

SECURITY CAMERA PROJECT

Final plans and specifications are complete and the Request for Proposals (RFP) has been advertised. A vendor walk-through was conducted on October 8th. Five proposals were submitted on October 29th. **Staff is reviewing the proposals. Vendor interviews will be held on November 15th. Staff expects to update City Council at the Study Session on December 2nd.**

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 has reviewed the car wash design proposal, and will attend an upcoming Study Session to discuss this proposed project.**

THE ENGLEWOOD CAMPUS

Englewood School District continues construction of the new campus on South Logan Street. Staff is monitoring the public right-of-way construction to assure conformance with approved plans and agreements.

CRAIG HOSPITAL EXPANSION

Construction of the new campus continued.

XCEL ENERGY PROJECTS

Gas Line Replacement Projects

Xcel's contractor, Q3 Contracting, has completed patching trenches. Final pavement restoration, including milling and overlay, is underway on Union Avenue, east of Broadway. Street Division and Traffic Engineering crews are monitoring the work on a daily basis.

Xcel began additional gas line replacement work this week in the 2900 and 3000 blocks of S. Downing Street. This work is expected to last six weeks. The contractor's resident notification letter is attached.

Staff is reviewing additional Xcel permit requests for the 1100 block of E. Bates Parkway, the 3900 – 4000 blocks of S. Grant Street, and S. Broadway between Rafferty Gardens and Centennial.

KENT PLACE

The contractor continued work on the residential apartments.

CITYCENTER SITE DEVELOPMENT

Alexan East and West Parcels

438 residential units. Alexan's occupancy level for October, 2013 is 95%. 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.

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, 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.

Installation of holiday lighting began this week. Installation of the tree will begin on November 21st. A tree lighting ceremony is scheduled for Monday, December 2nd at 5:30pm.

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
attach



5300 Colorado Blvd. • Commerce City, CO • 80022 • 303.996.3544 • Fax 303.426.4985

IMPORTANT NOTICE

Dear Xcel Energy Customer,

Xcel Energy is beginning work to replace a section of the pipeline that brings natural gas to your home and neighborhood. This project is part of Xcel Energy's statewide program to modernize its natural gas infrastructure. It will result in improved service reliability and helps Xcel Energy maintain the safety and integrity of the system.

Q3 Contracting is helping Xcel Energy with this project. We will replace the natural gas pipeline along:

- South Downing Street between East Dartmouth and East Bates avenues
- East Dartmouth Avenue between South Downing and South Marion streets

Some work also may occur on side and adjacent streets. We plan to start this project in mid-November and anticipate completing work by mid-December however, inclement weather and other circumstances may cause delays.

We anticipate our permit from the City of Englewood will allow us to work from 8:30 a.m. to 3:30 p.m. Monday through Friday. We also may work some weekends.

We perform regular safety tests on our natural gas lines and during a routine examination we found that these gas lines pose an eminent safety risk. Because the street was just paved, we will repave the street back to its current condition.

To ensure a safe working area, traffic control devices and "No Parking" signs will be placed on streets two working days before construction starts. Please note that vehicles parked on streets in the designated area 24 hours prior to construction will be towed. During our work driveways may need to be blocked for short periods of time. We apologize in advance for any inconvenience this may cause.

We will perform our work in stages: often the street will be temporarily paved several times until all work is completed. First, we will install the pipeline, making temporary sidewalk and street repairs as construction proceeds. Once installed, we then perform pressure tests to ensure the new pipeline is operating correctly. During this stage, construction crews may need to return to the site for additional work. You will see "No Parking" signs reappear as we conduct tests and finish additional work and when permanent street and sidewalks repairs are made after the new pipeline is in use.

We will repair and/or replace any landscaping, concrete or asphalt on your property that may have been disturbed during our work to its preconstruction state.

As Q3 Contracting's superintendent, you can reach me or one of my colleagues 24 hours a day, seven days a week at 303-996-3544. Please call me to discuss any concerns or to ask any questions you may have about this project. You also may call Xcel Energy at 1-800-895-4999. Please share this information with the owners of your residence if you are renting or leasing the property.

You also can follow the progress of this project online at www.xcelenergy.com/GasMainReplacementProjectCO. If you would like to receive email updates about this project or have questions, comments or concerns, send them to

We sincerely appreciate your cooperation and patience as we replace this natural gas pipeline so Xcel Energy can continue providing reliable, safe service to you.

Sincerely,
Mark Oldemeyer, Q3 Contracting Inc.
24/7 Contact Phone No. 303-996-3544

CITY OF ENGLEWOOD
2013/2014 CALENDAR OF EVENTS



Mon., Nov. 18	7:30 p.m.	City Council Meeting, Council Chambers
Tues., Nov. 19	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Nov. 20	Cancelled	Code Enforcement Advisory Board, City Council Conf. Rm.
	Cancelled	Local Liquor and Medical Marijuana Licensing Authority, telephone poll
Mon., Nov. 25	6:00 p.m.	Study Session, Community Room
Thurs., Nov. 28		City Hall closed — Thanksgiving Day
Fri., Nov. 29		City Hall closed — Thanksgiving Day Holiday
Mon., Dec. 2	5:30 p.m.	Holiday Tree Lighting, Piazza
	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	City Council Meeting, Council Chambers
Tues., Dec. 3	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Dec. 4	4:00 p.m.	Englewood Housing Authority Board Meeting, Housing Authority Board Room
	5:45 p.m.	Cultural Arts Commission, City Council Conference Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Dec. 9	6:00 p.m.	Study Session, Community Room
Tue., Dec. 10	7:00 p.m.	Library Board, Library Board Room
	6:30 p.m.	Keep Englewood Beautiful, Council Conference Room
Wed., Dec. 11	Cancelled	Water and Sewer Board, Comm. Dev. Conference Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
Thurs., Dec. 12	11:30 a.m.	Alliance for Commerce, City Council Conference Room
	5:30 p.m.	Parks and Recreation Commission, Malley Rec. Center

Mon., Dec. 16	Cancelled	Study Session, Community Room
	7:30 p.m.	City Council Meeting, Council Chambers
Tues., Dec. 17	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Dec. 18	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Dec. 23	Cancelled	Study Session
Tues., Dec. 24		City Hall closed — Christmas Eve
Tues., Dec. 25		City Hall closed — Christmas Day
Mon., Dec. 30	Cancelled	Study Session
Tues., Dec. 31		City Hall closed — New Year's Eve
Wed., Jan. 1		City Hall closed — New Year's Day
	Cancelled	Local Liquor and Medical Marijuana Licensing Authority,
Mon., Jan. 6	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Jan 7	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Jan 8	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
Thurs., Jan 9	11: 30 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
Mon., Jan. 13	6:00 p.m.	Board and Commission Interviews, City Council Conf. Rm.
Tues., Jan. 14	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
Wed., Jan. 15	6:30 p.m.	Code Enforcement Advisory Committee
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Jan. 20		City Hall closed — Martin Luther King Day
Tues., Jan. 21	6:00 p.m.	Study Session, Community Room

TENTATIVE

**STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL**



- November 25 Study Session
 Financial Report
 Council Policy Manual and Procedures
 City Council's membership on Boards/Commissions discussion
 Board and Commission Reports
- December 2 Study Session & Regular Meeting
 Holiday Tree Lighting @ 5:30 p.m.
 Security Camera Update
 Kent Place right-of-way and easement dedications
 ServiCenter oil room and equipment wash bay
 In-Kind Aid To Other Agencies
- December 9 Study Session
 Board and Commission Reports
- December 16 Regular Meeting
 Holiday Dinner – No Study Session Scheduled
- December 23 Christmas Holiday week – no meeting scheduled
- December 30 New Year's Holiday week – no meeting scheduled
- January 6 Study Session & Regular Meeting
 Financial Report
 Colorado & US Legislators - tentative
- January 13 Study Session
 Board and Commission Interviews
- January 21 Study Session & Regular Meeting – Tuesday
 Citizen of the Year Selection
 Board and Commission Appreciation Celebration Discussion
- January 27 Study Session
 Board and Commission Reports

February 3	Study Session & Regular Meeting Arapahoe County Commissioners - tentative RTD Representatives - tentative
February 10	Study Session
February 18	Study Session & Regular Meeting – Tuesday
February 24	Study Session Board and Commission Reports
March 3	Study Session & Regular Meeting
March 10	Study Session NLC Conference in Washington, D. C.
March 17	Study Session & Regular Meeting
March 24	Study Session Board and Commission Reports
March 31 st	No meeting scheduled – 5 th Monday
April 7	Study Session & Regular Meeting
April 14	Study Session
April 21	Study Session & Regular Meeting

FUTURE STUDY SESSION TOPICS

South Metro Fire Rescue Authority Feasibility Study
 Citizen Engagement/Mindmixer
 Nextdoor Network
 Public Comment Process
 BID Assets/Additional Information
 Metro Fire Training Center Options
 River Run Development
 Motel Calls for Service



MINUTES August 13, 2013



1. Meeting Opening

The meeting was called to order at 6:30 pm in the City Council Conference Room by Chair Mattingly.

2. Roll Call

Present: Brittany Yepsen, Bruce Werner, Christine McGroarty, Jennifer Jones, Justin Geissler, Roger Mattingly, Steven Scott, Kaylene McCrum

Absent/Excused: Paul Kern, Bob McCaslin, Jessie Van Gundel

Absent/Unexcused: Theavy Sok

Guest: Adam Clark



3. Approval of Minutes

Motion: Approve the July 9, 2013 Minutes as written. **Moved by Jones; Seconded by McGroarty**

Motion carried.



4. Old Business

- T-shirts: Brittany did not have an update. Audra received a list of approved logos.
- FunFest: Steve provided an update on FunFest. Three Commissioners attended the event in addition to the artist. Attendance was down, but the Commission's booth stayed busy. The artist was paid \$250 for her time and supplies.
- Household Hazardous Waste: Audra circulated the signup sheet. The event is scheduled for September 14 and 21.



5. New Business

- Leaf and Tire: The event is scheduled for October 27, November 3, and November 10. The Commission will staff the event on October 27 and November 10. A sign-up sheet will be circulated at the September meeting.
- Plastic Bag Ban: Adam presented a brief PowerPoint regarding the sub-committee's research. Denver City Council is voting on the issue in October. Their plan is a five cent fee with three cents going to the City. Their plan is based on Boulder's Ordinance. The Commission is recommending a five cent fee for paper or plastic -- three cents to City; two cents to store. Discussion ensued on how to distribute the City's portion of the fee to be the most effective and possibly establishing community grants. It was the consensus of the Commission that the City's portion of the fee not be placed in the general fund, but rather be segregated and used only for environmental purposes.

Discussion ensued regarding Denver Councilmember Ortego's memo.

The sub-committee's next meeting is scheduled for August 28, 6:30 in the Library. Once the Commission is ready to proceed to City Council, Audra will request a date for Study Session for the Commission to discuss the issue and provide recommendations.

6. Public Forum

There was no public to address the Commission.



7. Staff's Choice

Cate Townley resigned from the commission.

8. Council Member's Choice

Mr. McCaslin was not in attendance.



9. Commissioner's Choice

Commissioners were reminded to turn in their volunteer hour forms to Audra. Justin was contacted and informed that the garden at the Recreation Center needed to be weeded. Justin circulated a photo showing the particular weed that looks like a flower.

10. Adjourn

There was no further business. The meeting adjourned at 7:30 pm.

Nancy G. Fenton, Transcriber