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# *Council Newsletter*

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## **CITY MANAGER'S NOTES** **December 12, 2013**

### **Upcoming Council Meetings**

City Council will meet on **Monday, December 16, 2013**. There is no Study Session scheduled. The Regular Meeting will begin at 7:30 p.m. in Council Chambers. City Council will meet at Twin Dragon at 5:30 p.m. for a holiday dinner. The agenda is attached.

There is no Study Session scheduled for **Monday, December 23<sup>rd</sup> or December 30<sup>th</sup>** due to the Christmas and New Year's holidays. The next City Council meeting will be **Monday, January 6, 2014**.

### **Informative Memoranda**

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

1. Articles concerning Chick-fil-A development, Holiday sales up in Arapahoe County, and Chick-Fil-A removing fructose corn syrup from ingredients.
2. News Release from Xcel concerning wind energy.
3. Investment Report, November, 2013.
4. Memorandum providing an update for the 2014 Business Summit.
5. Calendar of Events.
6. Tentative Study Session Topics.
7. Minutes from the Housing Authority meeting of November 6, 2013.
8. Minutes from the Public Library Board meeting of November 12, 2013.

News

NEWS TIP?

YourHub.com or call 720-984-2482.

# Neighbors irked by planned Chick-fil-A

By Clayton Woullard  
*YourHub Reporter*

A new Chick-fil-A development is slated to be built in Englewood on a long unused portion of land despite neighborhood complaints that the new fast-food restaurant will change access to their residences.

The proposed 4,580-square-foot restaurant is at the northwest corner of Broadway and Dartmouth Avenue, where the old Fantastic Fun indoor amusement park was located. It's also encompassing land west of the alley along Acoma Street. The south of the alley between Broadway and Acoma Street will dead end at the restaurant parking lot, but be extended to Acoma Street, meaning residents will have to make a left turn to get out.

Developer ZC3 LLC met with neighbors in July to hear that Chick-

fil-A is ruining access for she and her neighbors.

"This block is very close-knit and they're going to plop that eyesore right in the middle of a neighborhood that cares about each other," Beverly Cummins said.

She said that alleyway has 13 garages along it. She's also concerned about the added traffic the new restaurant, with a drive-through, will contribute to already packed roadways nearby.

"We have so many accidents on Dartmouth and Broadway with 7-Eleven and everything there," Cummins said.

She said some of her neighbors use that alley to get onto Dartmouth Avenue, and they'll instead have to turn back around to Bates Avenue.

Zell Cantrell, owner of ZC3 LLC, declined to comment for the article. A representative from Chick-fil-A

did not return calls seeking comment.

Englewood Community Development Director Alan White said one concern that has come up regarding planning and zoning was the developer proposing dumpsters right along Acoma Street, so they are being moved in closer to the site. White said they also will be changing the parking lot lighting to cut-off lights that will be downcast, reducing light pollution. He also said the drive-through will be far away from residences.

"We've actually talked to several people about developing that corner and no one has seemed to make the economics work, so they've been one of the only developers we've talked to who have moved forward and Chick-fil-A is starting to look at more urban locations," White said.

Chick-fil-A's plan has been approved by the planning and zoning commission and faces a public hearing before city council Dec. 16.

Clayton Woullard: 303-954-2953.

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Arapahoe County  
**YourHub**

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Your Business

# Holiday sales up overall in county

By Clayton Woullard  
YourHub Reporter

Based on an informal survey of Arapahoe County businesses, holiday sales look like they will be up from previous years, though some businesses are still struggling to get to pre-Great Recession levels.

According to the National Retail Federation, they expect holiday sales to be up 3.9 percent from last year and that 141 million shoppers purchased retail items during Thanksgiving weekend.

Greg Reinke, president of the Historic Downtown Littleton Merchants Association, said there's cautious optimism among those in the district with numbers up a bit over next year. His own business, Reinke Bros., which mainly sells costumes and Halloween stuff, has done pretty well selling Christmas stuff, but overall it was just an OK year. He said they feel now they're starting to get out of the recession, but they're not back to pre-recession numbers.

Russ Robinson is owner of Grandpa's Attic, an eclectic offering of items like sci-fi collectibles, Nebraska Cornhusker merchandise, stainless steel rings and miniature gargoyles off Main Street in Littleton. He said on both Black Friday and Small Business Saturday two weeks ago, his sales numbers were up over last year.

"People are spending a little bit more," said Robinson, who largely relies on word of mouth. "More people know I'm here because I've only been open for two years."

Kim Glidden, owner The Pottery Studio Gallery in downtown Littleton, said this year her business did quite a bit better on Black Friday because of the annual candlelight walk.

"It's just having enough people that weren't in a hurry and it was

nice weather," Glidden said.

Lola Salazar, owner of candy store Lola's Sugar Rush on Main Street in Littleton, said Black Friday was the second best day of sales her store has done since it opened.

She said fueling that is the nice weather on Nov. 29 and that the economy is getting better, though she finds she hasn't taken much of a hit in the bad economy because people still consider sweets essential.

"People have never stopped eating candy, people spend a little bit of money to make themselves feel good and sweets does that," Salazar said.

Wolf Thye, co-owner of Bonnie Brae Hobby Shop in Englewood, said his shop sells things people consider nonessential like board game materials and that such stores are the last to recover from a recession. He said his shop did "OK" on Black Friday, but says people are still holding on to their pocketbooks. He said they live on December-February sales with kids coming in with Christmas money and thinks it's just a slow start.

Danny Cash of Danny Cash Hot Sauce, across the street from Bonnie Brae Hobby Shop in Englewood, said despite the store being open only for Friday and Saturday, had the best day ever on Black Friday.

"Other things will suffer before the hot sauce will fly," Cash said about customers who consider the hot sauce an essential.

Laura Li, owner of Irrestibles, a clothing shop at the Streets at South Glenn, said both Black Friday and Small Business Saturday were better than previous years but Saturday was better overall because it's hard for her to beat what nearby Macy's is offering.

Clayton Woullard: 303-954-2953 or  
clayton@denverpost.com

December 9, 2013

# HUFFPOST HEALTHY LIVING

## Chick-Fil-A Removing Artificial Dye, High Fructose Corn Syrup

By CANDICE CHOI 12/03/13 01:45 PM ET EST **AP**

NEW YORK (AP) — Chick-fil-A says it's removing high-fructose corn syrup from its white buns and artificial dyes from its sauces and dressings as part of a push to improve its ingredients.

The fast-food chicken chain says the reformulated buns are being tested in about 200 Georgia locations, while the sauces and dressings will be tested starting early next year. It says it also removed a yellow dye from its chicken soup and that the new recipe should be in all restaurants by the end of this month.

It's also testing a new peanut oil, with hopes of a rollout early next year.

The changes come after blogger Vani Hari wrote a post in 2011 titled "Chick-fil-A or Chemical Fil-A?" on her site, FoodBabe.com. It noted that the chain's sandwich had nearly 100 ingredients, including peanut oil with TBHQ, a chemical made from butane. Hari, based in Charlotte, N.C., continued writing about Chick-fil-A's ingredients.

Then last year, the company invited her to its headquarters to spend the day talking with executives.

"They took my concerns and started developing a road map of how to address them," Hari said. On Wednesday, she said she was notified about the changes in an email from the company.

Ingredients in packaged and fast foods are coming under greater scrutiny as more people look to stick to diets they feel are natural. Last year, for instance, PepsiCo Inc. said it would remove a controversial ingredient from Gatorade in response to customer demand, and Kraft Foods recently confirmed to the AP that it was reformulating select varieties of its macaroni and cheese to remove artificial dyes.

Still, companies typically don't like publicizing such changes because it could bring unwanted attention over other ingredients or other products. Chick-fil-A, for instance, hasn't made any announcements about its recently reformulated products.

Jodie Worrell, who works in Chick-fil-A product strategy and development, confirmed the changes in an interview and said the company has been working on improving the ingredients in its foods for several years, starting with the removal of trans fats. High-fructose corn syrup was also recently removed from other dressings.

"We've been systemically going through (the menu)," she said.

David Farmer, vice president of product strategy and development, noted that Chick-fil-A would likely keep making changes.

"More and more these days, we've become a kind of food culture. People seem to care a lot more about what's in it, how it's made and where did it come from," he said.

Chick-fil-A, based in Atlanta, has more than 1,700 locations in 39 states and Washington, D.C.

Follow Candice Choi at [www.twitter.com/candicechoi](http://www.twitter.com/candicechoi)

Filed by Carey Polis |

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# Breaking News: Chick-fil-A Removing Dyes, Corn Syrup and TBHQ in 2014

By Food Babe

Breaking News: Chick-fil-A Removing Dyes, Corn Syrup and TBHQ in

"The changes come after blogger Vani Hari wrote a post in 2011 titled "Chick-fil-A or Chemical Fil-A?" on her site, FoodBabe.com. It noted that the chain's sandwich had nearly 100 ingredients, including peanut oil with TBHQ, a chemical made from butane. Hari, based in Charlotte, N.C., continued writing about Chick-fil-A's ingredients. Then last year, the company invited her to its headquarters to spend the day talking with executives. "They took my concerns and started developing a road map of how to address them," Hari said. On Wednesday, she said she was notified about the changes in an email from the company."

## Background:

After writing several blog posts about how many controversial ingredients are used at Chick-fil-A (TBHQ – an ingredient derived from butane, artificial food dyes, MSG, living conditions of their chickens, etc). The fast-food giant reached out to me.

Chick-fil-A invited me to their headquarters to consult with them on how they could change their ingredients. I was reluctant at first, because not only did I disagree with their food preparation, I also disagreed with many of their other policies.

The desire for the greater consumer good prevailed in my heart. I knew that I, just an everyday girl writing a blog, had a shot at changing the food policies of a major corporation with my corporate consulting experience (along with the help of many more voices supporting me – the Food Babe Army). Change has to start somewhere.

Off I went to the meeting. It was productive and positive, and after a year of follow up meetings directly with Chick-fil-A executives, Chick-fil-a has finally indicated to me that they are making several major changes I suggested.

This morning, I received an email from Chick-fil-A executives confirming these changes:

- Successfully removed Yellow #5 and reduced sodium in our chicken soup recipe. Our new soup recipe is rolling out chain-wide now, and will be complete by the end of December.
- We have successfully removed HFCS and artificial colors from several of our sauces and dressings. We will move into a testing and rollout phase with these new condiments in early 2014.
- Testing peanut oil without TBHQ in multiple markets now with the hopes to rollout chain-wide in early 2014
- We are still in test with the cleaner label white bun. The test is being expanded to other markets outside of Georgia for possible chain-wide rollout by end of 2014.

## **Still yet to come?**

Chick-fil-A executives have indicated to me they are working with the supplier to remove artificial food dyes from their "Ice dream" product (the one they offer in kids meals instead of a toy) at a later date yet not determined and working on further nutritional improvements and innovations.

During my meeting with them, we prioritized my requests and my #1 request has still not been addressed, which is to provide safer and more sustainable chicken that is raised without anti-biotics and GMO feed and that is not grown in terrible living conditions.

Also, yet to be addressed is the use of MSG or Monosodium Glutamate in their sandwiches that makes their food unnecessarily addictive.



## NEWS RELEASE

Contact: Erin Mathe  
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Minneapolis, MN  
612-330-1915

[www.xcelenergy.com](http://www.xcelenergy.com)

December 12, 2013

### **Xcel Energy to expand wind energy power by 40 percent**

*New wind power estimated to save customers more than \$900 million and cut emissions*

MINNEAPOLIS – Xcel Energy, the country’s #1 wind energy provider, has received regulatory approval to expand its wind power use by approximately 40 percent, adding a total of 1,900 megawatts of new wind throughout its service territory.

“Wind power remains the most affordable renewable resource available to meet our customers’ energy needs,” said Ben Fowke, chairman, president and CEO of Xcel Energy. “With today’s low prices, increasing our overall wind power capacity is an excellent way to protect customers from rising fuel prices.”

The newly approved wind power projects are anticipated to reduce customer costs by more than \$900 million over the length of the contracts.

Additionally, as a result of this wind power expansion, the company expects that more than 20 percent of its total energy mix will be supplied by wind, further reducing the environmental impact of energy production. The expansion, along with previous conservation, renewable energy and power plant improvement projects, puts Xcel Energy on track to reduce its carbon emissions by 28 million tons, or more than 31 percent, by 2020.

“Xcel Energy is among the nation’s leaders in delivering affordable, clean energy from renewable sources,” added Fowke. “Our wind power strategy improves the environment, while ensuring we continue to meet customers’ needs for low-cost, reliable energy.”

Xcel Energy has received accolades for its efforts to boost its wind power production. The American Wind Energy Association earlier this month recognized Xcel Energy as the Utility of the Year for the second time in five years for the company’s commitment to new wind energy acquisitions and progressive wind integration efforts. Through use of a state-of-the-art wind forecasting tool and system dispatch technology, Xcel Energy set a new record one early morning hour in May 2013, with more than 60 percent of its electricity in Colorado coming from wind energy.

State regulators throughout Xcel Energy's service territories have approved new wind power projects in:

- Upper Midwest: Four projects totaling 750 megawatts in Minnesota and North Dakota for a system total of about 2,600 megawatts. The additions will save Upper Midwest customers about \$225 million in fuel costs over 20 years.
- Texas/New Mexico: Three projects totaling almost 700 megawatts located in New Mexico, Oklahoma and Texas, for a total of more than 1,500 megawatts in wind purchases. The additions will save Texas-New Mexico customers between \$481 million and \$590 million in fuel costs over 20 years.
- Colorado: Two projects totaling approximately 450 megawatts, for a system total of about 2,600 megawatts. The additions will save Colorado customers \$231 million in fuel costs over 20 years.

Xcel Energy's pursuit of new wind power capacity was made possible by extremely competitive prices and the extended federal Production Tax Credit (PTC) for projects that begin significant construction activities by the end of 2013.

All projects are scheduled to be in service by the beginning of 2016.

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Xcel Energy (NYSE: XEL) is a major U.S. electricity and natural gas company with regulated operations in eight Western and Midwestern states. Xcel Energy provides a comprehensive portfolio of energy-related products and services to 3.3 million electricity customers and 1.8 million natural gas customers through its regulated operating companies. Company headquarters are located in Minneapolis. More information is available at [www.xcelenergy.com](http://www.xcelenergy.com).

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## CITY OF ENGLEWOOD

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Report for the period November 1, 2013 - November 30, 2013

Please contact Accounting by calling the number above or email:

with questions concerning this report.

( This report was prepared on December 5, 2013 )



**Additional Information**  
**November 30, 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/](http://www.adviserinfo.sec.gov/).

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<sup>1</sup>National Retail Federation Survey dated December 1, 2013.

<sup>2</sup>U.S. Durable Goods New Orders for October 2013. November 27, 2013 release.

<sup>3</sup>"Press Release", Board of Governors of Federal Reserve System dated November 20, 2013

<sup>4</sup>"Yellen Signals More Bond Purchases Until Recovery Improves." Bloomberg Finance LP. November 14, 2013.

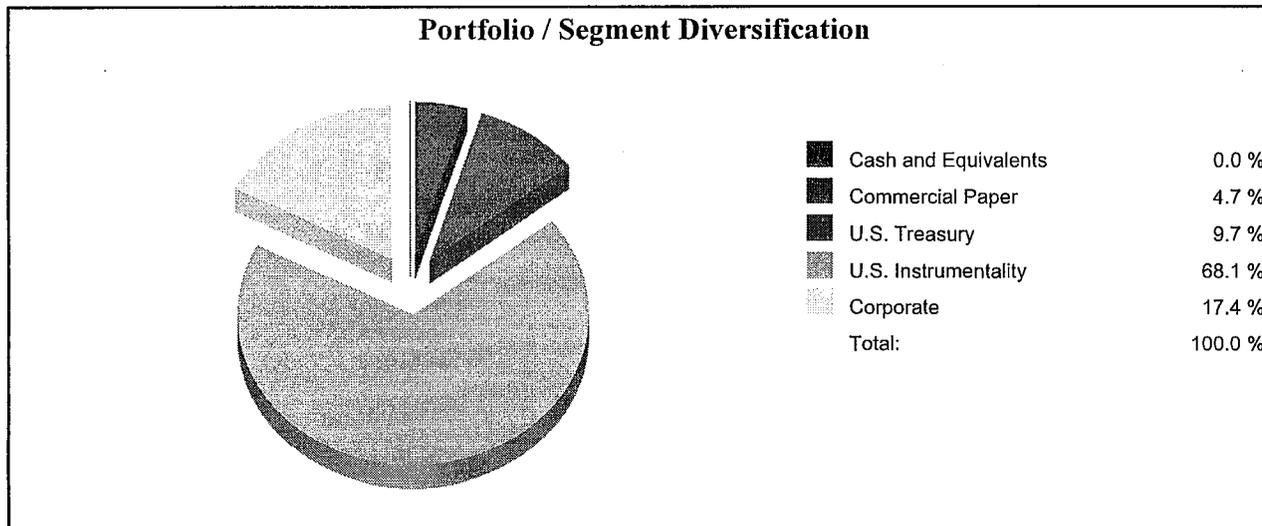




**City of Englewood  
Recap of Securities Held  
November 30, 2013**

	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)
Cash and Equivalents	11,875.00	11,875.00	11,875.00	0.00	2	2	0.03	0.00	0.00
Commercial Paper	1,995,553.33	1,996,157.78	1,996,156.00	(1.78)	195	195	4.74	0.36	0.00
U.S. Treasury	4,094,218.76	4,031,960.65	4,045,155.00	13,194.35	818	818	9.73	0.61	2.20
U.S. Instrumentality	28,634,933.22	28,565,463.85	28,549,341.56	(16,122.29)	1,119	785	68.08	0.90	2.11
Corporate	7,324,056.20	7,305,077.99	7,317,395.98	12,317.99	646	646	17.41	0.67	1.75
<b>Total</b>	<b>42,060,636.51</b>	<b>41,910,535.27</b>	<b>41,919,923.54</b>	<b>9,388.27</b>	<b>963</b>	<b>736</b>	<b>100.00</b>	<b>0.81</b>	<b>1.96</b>

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

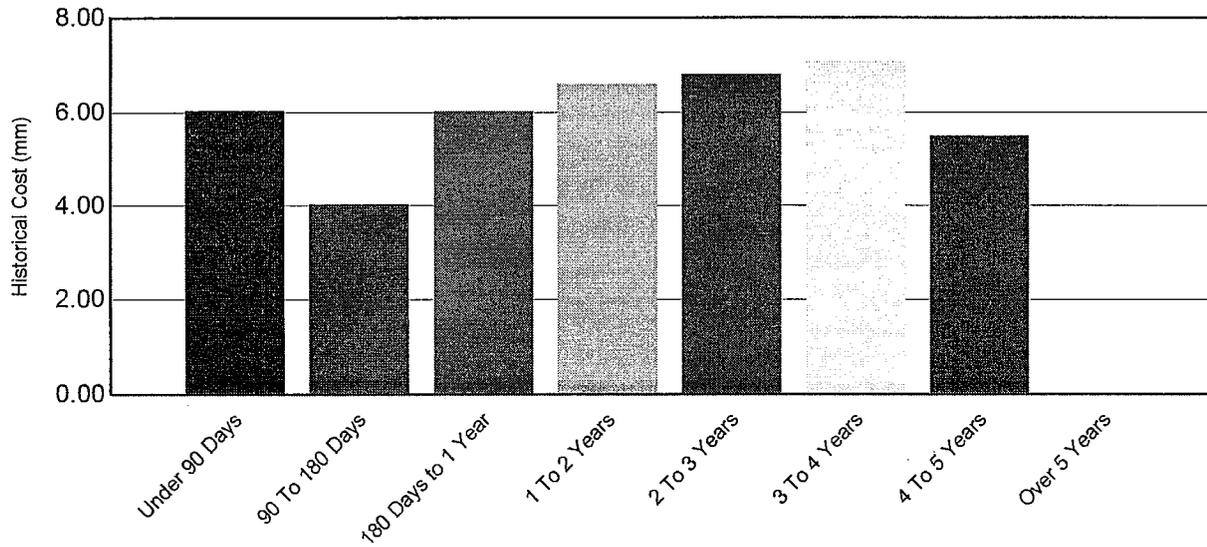


**City of Englewood  
Maturity Distribution of Securities Held  
November 30, 2013**

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Maturity	Historical Cost	Percent
Under 90 Days	6,029,277.00	14.33 %
90 To 180 Days	4,031,242.22	9.58 %
180 Days to 1 Year	6,016,907.56	14.31 %
1 To 2 Years	6,603,183.13	15.70 %
2 To 3 Years	6,808,335.10	16.19 %
3 To 4 Years	7,089,004.00	16.85 %
4 To 5 Years	5,482,687.50	13.04 %
Over 5 Years	0.00	0.00 %
	<b>42,060,636.51</b>	<b>100.00 %</b>

**Maturity Distribution**













**City of Englewood**  
**GASB 40 - Deposit and Investment Risk Disclosure**  
**November 30, 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)
<b>ING Funding</b>												
4497W1E28	Commercial Paper	0.000	05/02/2014		A-1	P-1	1,000,000.00	998,382.22	2.37	998,781.00	2.38	0.00
<b>ISSUER TOTAL</b>							1,000,000.00	998,382.22	2.37	998,781.00	2.38	0.00
<b>Barclays US Funding</b>												
06737JGR0	Commercial Paper	0.000	07/25/2014		A-1	P-1	1,000,000.00	997,171.11	2.37	997,375.00	2.38	0.00
<b>ISSUER TOTAL</b>							1,000,000.00	997,171.11	2.37	997,375.00	2.38	0.00
<b>Int Receivable</b>												
	Cash and Equivalents	0.000	12/02/2013				11,875.00	11,875.00	0.03	11,875.00	0.03	0.00
<b>ISSUER TOTAL</b>							11,875.00	11,875.00	0.03	11,875.00	0.03	0.00

**GRAND TOTAL**

41,774,732.14      42,060,636.51      100.00      41,919,923.54      100.00      1.95

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

**City of Englewood  
Securities Purchased  
November 1, 2013 - November 30, 2013**

CUSIP/ Description	Purchase Date	Rate/Coupon	Maturity/ Call Date	Par Value/ Shares	Unit Cost	Principal Cost	Accrued Interest Purchased	Yield
<b>Commercial Paper</b>								
4497W1E28 ING Funding	11/01/2013	0.000	05/02/2014	1,000,000.00	99.838	998,382.22	0.00	0.32
<b>TOTAL (Commercial Paper)</b>				<b>1,000,000.00</b>		<b>998,382.22</b>	<b>0.00</b>	
<b>U.S. Treasury</b>								
912828UA6 T-Note	11/20/2013	0.625	11/30/2017	1,000,000.00	98.469	984,687.50	2,954.23	1.01
<b>TOTAL (U.S. Treasury)</b>				<b>1,000,000.00</b>		<b>984,687.50</b>	<b>2,954.23</b>	
<b>U.S. Instrumentality</b>								
3130A05N6 FHLB	Call 11/01/2013	2.000	09/26/2018 09/26/2014	995,000.00	100.671	1,001,676.45	1,934.72	1.25
3133ECPJ7 FFCB	Call 11/21/2013	0.690	05/16/2017 05/16/2014	1,100,000.00	99.184	1,091,024.00	105.42	0.93
<b>TOTAL (U.S. Instrumentality)</b>				<b>2,095,000.00</b>		<b>2,092,700.45</b>	<b>2,040.14</b>	
<b>GRAND TOTAL</b>				<b>4,095,000.00</b>		<b>4,075,770.17</b>	<b>4,994.37</b>	

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

**City of Englewood**  
**Securities Sold and Matured**  
**November 1, 2013 - November 30, 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
<b>Commercial Paper</b>													
4497W0Y10 ING Funding	11/01/2013	0.000	11/01/2013	1,000,000.00	996,736.11	1,000,000.00 0.00	100.00	1,000,000.00 2.00	0.00	0.00	0.00	0.00	0.51
<b>TOTAL (Commercial Paper)</b>				1,000,000.00	996,736.11	1,000,000.00 0.00		1,000,000.00 2.00	0.00	0.00	0.00	0.00	
<b>U.S. Instrumentality</b>													
3133EC3U6 FFCB	Call 11/01/2013	0.280	11/21/2014 12/21/2013	1,000,000.00	999,250.00	999,604.45 0.00	100.00	1,000,000.00 0.00	395.55	1,244.44	0.00	0.00	0.32
<b>TOTAL (U.S. Instrumentality)</b>				1,000,000.00	999,250.00	999,604.45 0.00		1,000,000.00 0.00	395.55	1,244.44	0.00	0.00	
<b>Corporate</b>													
59217GAM1 Met Life Glob	11/20/2013	2.000	01/09/2015	1,000,000.00	1,027,020.00	1,013,317.46 (609.71)	101.71	1,017,060.00 2,874.00	3,742.54	7,277.78	0.00	1,055.56	0.81
06406HBT5 Bank of New Yor	11/21/2013	1.500	01/31/2014	600,000.00	611,292.00	600,906.94 (255.47)	100.23	601,392.00 (460.20)	485.06	2,750.00	0.00	500.00	0.71
36962G4X9 GE Capital	11/21/2013	2.100	01/07/2014	500,000.00	506,185.00	500,335.68 (142.84)	100.24	501,190.00 (417.50)	854.32	3,908.33	0.00	583.33	1.57
<b>TOTAL (Corporate)</b>				2,100,000.00	2,144,497.00	2,114,560.08 (1,008.02)		2,119,642.00 1,996.30	5,081.92	13,936.11	0.00	2,138.89	
<b>GRAND TOTAL</b>				4,100,000.00	4,140,483.11	4,114,164.53 (1,008.02)		4,119,642.00 1,998.30	5,477.47	15,180.55	0.00	2,138.89	

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

**City of Englewood  
Transaction Report  
for the period November 1, 2013 - November 30, 2013**

Date	CUSIP	Transaction	Sec Type	Description	Maturity	PAR Value/Shares	Principal	Interest	Transaction Total	Balance
11/01/2013	3130A05N6	Bought	INS	FHLB	09/26/2018	995,000.00	1,001,676.45	1,934.72	(1,003,611.17)	(1,003,611.17)
11/01/2013	3133EC3U6	Call	INS	FFCB	11/21/2014	1,000,000.00	1,000,000.00	1,244.44	1,001,244.44	(2,366.73)
11/01/2013	4497W0Y10	Maturity	CP	ING Funding	11/01/2013	1,000,000.00	1,000,000.00	0.00	1,000,000.00	997,633.27
11/01/2013	4497W1E28	Bought	CP	ING Funding	05/02/2014	1,000,000.00	998,382.22	0.00	(998,382.22)	(748.95)
11/15/2013	3135G0ES8	Interest	INS	FNMA	11/15/2016	2,300,000.00	0.00	15,812.50	15,812.50	15,063.55
11/15/2013	478160AX2	Interest	COR	Johnson & Johnson	05/15/2014	1,000,000.00	0.00	6,000.00	6,000.00	21,063.55
11/15/2013	742718DS5	Interest	COR	Procter & Gamble	11/15/2015	1,000,000.00	0.00	9,000.00	9,000.00	30,063.55
11/20/2013	313380L96	Interest	INS	FHLB	11/20/2015	1,000,000.00	0.00	2,500.00	2,500.00	32,563.55
11/20/2013	59217GAM1	Sold	COR	Met Life Glob	01/09/2015	1,000,000.00	1,017,060.00	7,277.78	1,024,337.78	1,056,901.33
11/20/2013	912828UA6	Bought	TSY	T-Note	11/30/2017	1,000,000.00	984,687.50	2,954.23	(987,641.73)	69,259.60
11/21/2013	06406HBT5	Sold	COR	Bank of New York	01/31/2014	600,000.00	601,392.00	2,750.00	604,142.00	673,401.60
11/21/2013	3133ECPJ7	Bought	INS	FFCB	05/16/2017	1,100,000.00	1,091,024.00	105.42	(1,091,129.42)	(417,727.82)
11/21/2013	36962G4X9	Sold	COR	GE Capital	01/07/2014	500,000.00	501,190.00	3,908.33	505,098.33	87,370.51
11/25/2013	3135G0XM0	Interest	INS	FNMA	05/25/2018	1,000,000.00	0.00	5,468.75	5,468.75	92,839.26
11/27/2013	3136G05Q0	Interest	INS	FNMA	11/27/2017	1,000,000.00	0.00	3,500.00	3,500.00	96,339.26
11/30/2013		Bought	CE	Int Receivable	12/02/2013	11,875.00	11,875.00	0.00	(11,875.00)	84,464.26
11/30/2013	912828QP8	Interest	TSY	T-Note	05/31/2016	1,000,000.00	0.00	8,750.00	8,750.00	93,214.26
11/30/2013	912828UA6	Interest	TSY	T-Note	11/30/2017	1,000,000.00	0.00	3,125.00	3,125.00	96,339.26
<b>Portfolio Activity Total</b>										<b>96,339.26</b>

<b>Net Contributions:</b>	<b>0.00</b>
<b>Net Withdrawals:</b>	<b>92,831.04</b>

<b>Fees Charged:</b>	<b>3,508.22</b>
<b>Fees Paid:</b>	<b>3,508.22</b>

**City of Englewood  
Securities Bid and Offer  
for the period 11/1/2013 - 11/30/2013**

Trans	Settle	Description	Call Date	Broker	Par Value	Discount	Price	YTM/YTC	Competitive Bids
BUY	11/01/2013	FHLB 2 09/26/2018	09/26/14	JPM	995,000		100.671	1.86/1.25	RBC - FHLB CALL 2% 09/18-09/14 @ YTC 1.22 MER - FFCB 2.08% 09/18-09/14 @ YTC 1.13
BUY	11/01/2013	INGFDG 0 05/02/2014		BAS	1,000,000	0.320	99.838	0.32	UBS - UBS FINANCE 05/02/14 @ YTM 0.20 CIT - FHLB DISC 05/02/14 @ YTM 0.06
SELL	11/20/2013	MET 2 01/09/2015		MOR	1,000,000		101.706	0.49	RBC @ 101.649 JEF @ 101.605
BUY	11/20/2013	T-Note .625 11/30/2017		UBS	1,000,000		98.469	1.01	MOR @ 98-15.75 JEF @ 98-15.75
SELL	11/21/2013	BK 1.5 01/31/2014		MOR	600,000		100.232	0.30	JEF @ 100.228 RBC @ 100.18
BUY	11/21/2013	FFCB .69 05/16/2017	05/16/14	MGK	1,100,000		99.184	0.93/2.39	MOR - FHLB CALL .67 05/17-11/13 @ YTM 0.89 UBS - TSY NOTE .625 05/31/17 @ YTM 0.78
SELL	11/21/2013	GE 2.1 01/07/2014		MIZ	500,000		100.238	0.23	JEF @ 100.227 MOR @ 100.222

**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
01/05/2014	Interest	459200GU9	IBM Corp	2.000	01/05/2016		1,500,000.00	0.00	15,000.00	15,000.00
01/11/2014	Interest	3133EAWZ7	FFCB	0.790	07/11/2016	12/11/2013	1,000,000.00	0.00	3,950.00	3,950.00

# END OF REPORTS

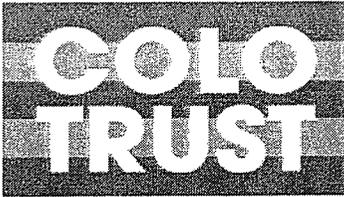


**New York Office**  
113 King Street  
Armonk, NY 10504  
Tel: 866 766 3030  
Fax: 914 765 3030

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

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For any questions concerning this report please contact accounting either by phone or email to



# Summary Statement

November 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	5,993,359.33	644,472.37	2,000,000.00	526.73	5,384.64	5,562,726.16	4,638,388.49
CO-01-0074-8005 2003 GOLF RESERVE	215,772.50	0.00	0.00	20.40	333.60	215,772.50	215,772.50
CO-01-0074-8006 2012 WATER BONDS	1,859,863.52	0.00	0.00	176.10	4,786.11	1,859,957.83	1,860,039.62
CO-01-0074-8007 2001 STORM RESERVE	102,500.00	0.00	0.00	9.66	121.32	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
<b>Total</b>	<b>8,171,495.35</b>	<b>644,472.37</b>	<b>2,000,000.00</b>	<b>732.89</b>	<b>10,625.67</b>	<b>7,740,956.49</b>	<b>6,816,700.61</b>



# Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager  
Alan White, Community Development Director ✓

FROM: Darren Hollingsworth, Economic Development Manager X

DATE: December 11, 2013

SUBJECT: Business Summit 2014 – Update

## ACE Feedback

At the October 7, 2013 study session Council discussed the 2014 Business Summit. At that time Council asked for feedback from members of the Alliance for Commerce in Englewood (ACE) about recommendations and suggestions for the proposed 2014 Business Summit. At the October ACE meeting the group formed a sub-committee, which met on Friday, November 8 and presented its recommendations at the regular ACE meeting on Thursday, November 14. It is worth noting that ACE did not have enough attendees to constitute a quorum, but ACE did have a full discussion around this topic. Below is a summary of the key discussion points.

- ACE members were in full agreement that there was benefit with the 2013 Business Summit and agreed that City Council should consider putting together another event for 2014.
- Timing for the event was suggested to be mid to late April. This timeframe was suggested to avoid conflicts with spring break and allows time to confirm speakers.
- ACE suggested that the hours of the event should start around 7:00 AM and conclude by 10AM. This timeframe allows for the businesses owners and representatives to get back to their business.
- Regarding content and format, ACE suggested that the event carry a theme or have a particular focus. Below is their suggested format:
  - Networking
  - Economic Speaker – Someone who can provide a national or statewide perspective that would provide a broad perspective.

- Local Speaker –ACE brainstormed topics and possible speakers. ACE discussed the topic of healthcare and suggested that someone from Colorado Counts Healthcare Exchange speak about the impacts of the Affordable Care Act on small business. Other possible local speakers include: Multifamily housing expert; Small Business Administration representative; or the State's Demographer.
  - Update on development projects in Englewood and information about Englewood's economic development programs.
  - City Council Question and Answer Session. ACE thought that the question and answer session with Council was constructive and a great opportunity for businesses to hear about all of the business-related activities in the community.
- ACE suggested that networking should be a more significant component of an event of this nature and suggested a format change to accommodate this request. ACE would like to hold the morning networking portion of the event in the Community Room, then the speaker's sessions would be held in Hampden Hall.
  - ACE supports the idea of information booths being a part of the event. They further went on to suggest the use of the Community Room for booths, refreshments and networking. ACE thought that hosting the entire event in Hampden Hall did not provide a conducive venue for networking, but was a great venue for the speakers. Suggested vendor booths are as follows:
    - City of Englewood booth with local economic development programs.
    - Small Business Development Center booth with information about technical assistance and training programs.
    - Service Core of Retired Executives (SCORE) booth a program to assist small businesses through mentoring.
    - Booths from the sponsoring Chambers of Commerce.

### **Next Steps**

ACE suggested that enhanced efforts should be made to market the 2014 event, particularly to Englewood businesses. ACE further recommended the development of a survey instrument to gauge feedback on the event and seek recommendations for future events. At the December 12 ACE meeting the group will discuss these topics.

Please provide any feedback on possible speakers by January 17 so that staff can initiate scheduling and make further preparations for the event. If Council would like to discuss this topic further please let staff know and this topic will be placed on an upcoming study session for further Council discussion.

**CITY OF ENGLEWOOD  
2013/2014 CALENDAR OF EVENTS**



Mon., Dec. 16	Cancelled	Study Session
	7:30 p.m.	City Council Meeting, Council Chambers
Tues., Dec. 17	<b>Cancelled</b>	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Dec. 18	<b>Cancelled</b>	Local Liquor and Medical Marijuana Licensing Authority, telephone poll
Mon., Dec. 23	Cancelled	Study Session
<b>Tues., Dec. 24</b>		<b>City Hall closed — Christmas Eve</b>
<b>Tues., Dec. 25</b>		<b>City Hall closed — Christmas Day</b>
Mon., Dec. 30	Cancelled	Study Session
<b>Tues., Dec. 31</b>		<b>City Hall closed — New Year's Eve</b>
<b>Wed., Jan. 1</b>		<b>City Hall closed — New Year's Day</b>
	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
	6:30 p.m.	Transportation Advisory Board, City Council Conf. 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

<b>Mon., Jan. 20</b>		<b>City Hall closed — Martin Luther King Day</b>
Tues., Jan. 21	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Weds., Jan 22	7:00 p.m.	Planning and Zoning Commission, City Council Conference Room/Council Chambers
Mon., Jan. 27	6:00 p.m.	Study Session, Community Room
Mon., Feb. 3	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., Feb 4	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Wed., Feb. 5	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., Feb. 10	6:00 p.m.	Study Session, Community Room
Tues., Feb. 11	3:00 p.m.	NonEmergency Employees Retirement Board, Public Works Conference Room
	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
Wed., Feb. 12	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Wed., Feb. 12	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
Thurs., Feb 13	11:00 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	3:00 p.m.	Police Officers Pension Board, Public Works Conference Room
<b>Mon., Feb 17</b>		<b>City Hall closed — President's Day</b>
Tues., Feb. 18	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Wed. Feb. 19	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Wed., Feb. 19	7:00 p.m.	Planning and Zoning, City Council Conf. Room/Council Chambers
Mon., Feb. 24	6:00 p.m.	Study Session, Community Room

**TENTATIVE**

**STUDY SESSIONS TOPICS  
FOR ENGLEWOOD CITY COUNCIL**



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 Home Occupations Council Policy concerning Abstentions BID Distribution Fire Study Update
January 13	Study Session Board and Commission Interviews
January 21	Study Session & Regular Meeting – Tuesday Security Camera Update South Platte Working Group 2 Proposed Improvements Citizen of the Year Selection Board and Commission Appreciation Celebration Discussion
January 27	Study Session Comprehensive Plan 2014 Citizen Survey PIF/CIP Update Citizen Engagement/Mindmixer/ Webstreaming/Nextdoor Network ServiCenter oil room and equipment wash bay Kent Place right-of-way and easement dedications Board and Commission Reports
February 3	Study Session & Regular Meeting Colorado & County Legislators - tentative RTD Representatives - tentative

February 10	Study Session WWTP Farm Lease
February 18	Study Session & Regular Meeting – Tuesday Chamber In-Kind Funding
February 24	Study Session City Council Goal Setting – Mid-February Board and Commission Reports
March 3	Study Session & Regular Meeting
March 10	Study Session NLC Conference in Washington, D. C. – 3/8 to 2/10/14
March 17	Study Session & Regular Meeting
March 24	Study Session Board and Commission Reports
March 31 <sup>st</sup>	No meeting scheduled – 5 <sup>th</sup> Monday
April 7	Study Session & Regular Meeting
April 14	Study Session
April 21	Study Session & Regular Meeting
April 28	Study Session Board and Commission Members Reappointment Discussion Board and Commission Reports

**FUTURE STUDY SESSION TOPICS**

Public Comment Process  
Motel Calls for Service  
US Legislators  
City Council Technical Allowance  
Metro Fire Training Center Options

**ENGLEWOOD HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
Regular Meeting  
November 6, 2013**

**I. CALL TO ORDER**

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:04 p.m. on Wednesday, November 6, 2013 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Jennifer Haynes.

**II. ROLL CALL**

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

Members Absent: None

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

**III. SCHEDULED VISITORS**

There were no scheduled visitors.

**IV. UNSCHEDULED VISITORS**

There were no unscheduled visitors.

V. MINUTES

The Minutes from the meeting held October 2, 2013 were discussed. A correction was noted for page 3 of the minutes, "master bedroom" should be "master bathroom".

**COMMISSIONER VAUGHN MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD OCTOBER 2, 2013. COMMISSIONER BROWNE SECONDED THE MOTION.**

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

**Chair Haynes declared the motion carried.**

VI. DIRECTOR'S REPORT

A. **Narrative**

Executive Director Renee Tullius noted that the narrative report in the Board Packet for November discussed changes to the plans for the triplex so that the units could be sold individually in the future and so that current appraisals will more accurately reflect market value. New plans and drawings were distributed to the Board. Jim Hamit explained the changes and how the width of the units will be 25 feet wide for the center unit and 18 feet wide for the end units. A few of the changes are not shown on the current set of plans, including that the laundry room is now on the first floor, there will be brick on the front of the units, porches are not shown on the elevation drawings, there will be one 2 car garage on the south and two 2 car garages on the north.

Director Tullius said that EHA is still waiting on the land plat survey. Jim Hamit explained that changing from a triplex to 3 units will require 3 water and sewer taps, versus the original plan for one single water and sewer tap. This results an additional cost of approximately \$14,000. Jim Hamit explained that the per unit construction cost is now about estimated at \$120,000 per unit versus the previous cost estimate of \$108,000 per unit.

Related to the single family home, EHA legal counsel has reviewed the contracts and one attachment was missing. Plans will be finalized after a review of the lighting. The final

drawings will be submitted to the state for review and approval, which will take approximately 4 weeks. It will take approximately 3 or 4 weeks for the factory to build the house.

A subordination of lien was requested from the city but EHA has not received a response yet.

The popping noises from the Orchard Place thermostats were discussed. Jim Hamit explained that the Johnson Controls Energy Performance Contract installation included a hybrid system of electronic thermostats, with a transformer and separate pneumatic air valve to control the hot water heat. At the time of installation pneumatic thermostats with pneumatic air valves were not available. Some of the parts are now wearing out and the wholesale price is around \$135 per valve. If EHA changes the thermostats to a fully electronic system, the parts are much less expensive. EHA anticipates the 100% electronic system will be more cost effective and operate quieter. The hybrid system is installed at Orchard Place; Simon Center has a different type of system.

The archived files at Orchard Place were dried-out; some of the papers were crinkled, but remain eligible. The files have been refilled and re-boxed. The water pipe has been replaced in that room, also the files are no longer stored under the water pipe.

## **B. Financial Reports**

Geula Sherman reported that EHA account reconciliations were completed according to the budget revision. The 5% pension contribution match was restored retroactively. The collection for damages by a previous Orchard Place resident will be pursued. We have some success in recovering amounts owed unless the resident has passed away, then it can be hard to collect from the estate. The duplexes have a good history of recapture of amounts due from previous residents.

Vice Chair Schleiger asked about the plans for leasing up additional Section 8 HCV program participants and how many are anticipated. Director Tullius estimates that 20 to 25 is the target but it is unknown if we will be able to achieve that target. There are approximately 2,500 on the wait list so that is not an issue. Participants are having difficulty find units they can afford because the rental market is tight and rental prices are high. Geula Sherman added that the cost per voucher depends upon bedroom size and monthly cost is largely dependent upon voucher holder's household income. Clients pay 30% of their adjusted income toward the rent. Director Tullius noted that Section 8 landlords did inquire during the government shutdown if they were going to receive payment. EHA did and does have adequate reserves to cover a shortage should it occur.

**C. Occupancy Report**

There were no questions about the Occupancy Report.

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

**A. Responses to RFP – Audit Firms**

Director Tullius reported that EHA mailed Requests for Proposals for a 3 year auditing services contract to 10 firms; 4 proposals were received.

The lowest price proposal was for \$39,560 from a two person firm. Uncertainty about the ability to complete the audit in a timely manner and submit the required information electronically into the HUD REAC system and the Bureau of the Census system should one principal be unavailable was noted.

The second proposer did not indicate recent experience auditing housing authorities. Their price was \$42,000.

A third proposer, EHA's current auditor bid \$49,500. They have 15 professional staff plus administrative support staff and include other housing authorities as current clients.

The fourth proposer bid \$74,900. The firm is very large and very qualified. They audit several housing authorities. The cost is significantly higher than the other proposals.

EHA's review committee recommended Swanhorst & Company for the three year contract to audit both EHA and SHA.

**VICE CHAIR SCHLEIGER MOVED TO APPROVE RE-ENGAGING SWANHORST & COMPANY FOR A THREE YEAR AUDIT CONTRACT FOR THE ANNUAL AUDITS OF EHA AND SHA. COMMISSIONER BRADSHAW SECONDED THE MOTION.**

Ayes: Haynes, Schleiger, Bradshaw, Browne, Vaughn

Nays: None

Abstained: None

Absent: None

**Chair Haynes declared the motion carried.**

**VI. INFORMATION AGENDA**

The same couple that has provided Thanksgiving Dinners to our Section 8 participants in the past has offered to provide Thanksgiving Dinners again this year. The Santa to a Senior program will be offered to EHA residents again this year.

**VII. GENERAL DISCUSSION**

**A. Commissioner's Choice**

Commissioner Vaughn noted that the issues related to handicapped parking have been resolved – one resident that caused problems has moved away and the other one does not drive anymore. The resident Thanksgiving Dinner for Orchard Place will be provided by Black-Eyed Pea restaurant and the cost to the residents will be \$5.00 per plate.

Commissioner Browne expressed that the field trip to see the installation of modular housing in Deer Creek Canyon was very worthwhile.

**B. Director's Choice**

Director Tullius and staff met with Steve Clarke of S.B. Clarke Company related to the HUD RAD (Rental Assistance Demonstration) Program.

RAD was initially designed for public housing programs with units that need major capital renovation. EHA's buildings are in good condition without major capital needs. EHA has an EPC (Energy Performance Contract) with long term financing. RAD would require the refinancing of that debt. Steve Clarke explained that refinancing the debt would require both Orchard Place and Simon Center to be part of a tax credit partnership. The partnership would need to be awarded tax credits and obtain new financing based on the tax credits. The proceeds would be used to pay off the current financing and to make repairs and capital improvements to the buildings. The RAD program would release EHA from most of the HUD Public Housing compliance requirements however it would add a new layer of compliance related to the new partnership tax credits and the new financing.

### **C. Council Communication**

Mayor Pro-Tem Woodward noted that this will be his final report and his final meeting. The Urban Renewal Authority project on Acoma and Englewood Parkway will share parking with businesses on Broadway and could really help to enliven those businesses on Broadway.

The Shriners building is proposed to be redeveloped into private housing with an additional 4 cottage type units built on the adjacent property.

The proposed project for the Masonic Building is still trying to get approval and financing.

Kent Place is out of the ground and progressing nicely. King Soopers at Belleview & Federal has been very busy. The collected sales taxes have exceeded all projections for the partial year that they have been open.

The election last night resulted in Steve Yates elected as the at large council member.

Police and fire issues account for 42% to 47% of Englewood's budget. Regionalism in the form of partnerships was discussed. Englewood's dispatch and radio systems will require major upgrades. Regionalism can reduce duplicate needs and provide cost effective solutions.

Recreational marijuana will not be manufactured or sold in Englewood.

**VIII. ADJOURNMENT**

Chair Haynes noted that an Executive Session to discuss real estate matters was scheduled immediately following the regular meeting.

**COMMISSIONER BRADSHAW MOVED THAT THE REGULAR MEETING BE ADJOURNED. COMMISSIONER BROWNE SECONDED THE MOTION.**

**Chair Haynes declared the regular meeting adjourned at 5:15 p.m.**

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Jennifer Haynes, Chair  
Englewood Housing Authority  
Board of Commissioners

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Renee Tullius, Executive Director  
Englewood Housing Authority  
Board of Commissioners



*Englewood Public Library Board*

1000 Englewood Parkway, Englewood, CO 80110  
303-762-2572      www.Englewoodgov.org



**MINUTES  
Englewood Public Library Board  
November 12, 2013**

**Call To Order/Roll Call**

Chair Mark Adams called the meeting to order at 7:00 p.m.

**PRESENT:** Mark Adams, Michael Buchanan, Philippe Ernewein, Michelle Mayer, Tom Kelly, Julie Grazulis, Duane Tucker

**ABSENT:** Cristine Challis (excused), Stephanie McNutt (unexcused), Jill Wilson (excused), Amy Martinez (excused)

Also Present: Dorothy Hargrove, Director of Library Services and Deb Parker, Recording Secretary.

Mr. Adams welcomed the new School Board liaison, Duane Tucker. Introductions and welcomes ensued.

**8-13** - That the minutes of the meeting of October 8, 2013 be approved as presented.

Moved by: Mr. Buchanan  
Seconded by: Ms. Mayer  
The Motion passed unanimously.

**Monthly Statistical and Financial Reports**

Ms. Hargrove noted that circulation activity continues to increase. She also explained that the number of Holds Filled reflects activity primarily due to the additional materials being requested by our patrons from other Marmot member libraries. It will be of interest to track this metric over the next year.

**Other Old Business** – Members discussed the fund usage as voted for at the last meeting. Ms. Hargrove also shared the status of the upcoming construction timeframe.

Discussion of the draft Confidentiality Policy, and the similarities and differences of the sample policies provided by Ms. Hargrove from other entities, were covered. Ms. Hargrove will bring information on the City's website and Facebook policies to the next meeting. The agreement was made to continue the discussion on privacy issues at the December meeting.

**New Business**

Library Board Chair Report – Mr. Adams thanked the members again for their dedication to the Board and the Library. He shared that he recently recommended the continuation of Michael Buchanan as a

member of the Board.

### Library Director's Report – including updates to the Strategic Plan

Ms. Hargrove discussed activities in support of each of the strategic initiatives in the Library's Strategic Plan. Highlights included

- The successful Teen program at the high school. Our staff hopes to work more with the high school in the future to continue building that relationship and encouraging teens to take part in more activities at the library and school alike.
- STEM programs have been well attended so far and we hope to continue the momentum and build on this programming.
- Adult programming with local author, Francine Matthews and the Active Minds presentation on Ghosts of Colorado were well attended.
- Our outreach to Maddox for storytimes continue to be successful.
- The Library has received a \$7,000 grant from the State for the purchase of early childhood literacy materials
- She shared the new read along Playaways that will soon be available for checkout.
- The Career Help Center has assisted 660 people since opening this program to the public.

### **Other New Business**

Ms. Parker shared that Meet the Faces – Colorado Author Open House is in the review stages for next year's event on April 27<sup>th</sup>. There are many great submissions and the final list will be made available by mid-January.

She also shared that the Englewood Schools will once again have their student art show and reception in the library during the month of April 2014.

Ms. Hargrove encouraged the Board to take time to look at the beautiful pastel artwork hanging throughout the library. The display is from the Pastel Society of Colorado.

### **Members' Choice**

Library Board members shared updates on their personal and professional activities.

There being no further business, Mr. Adams adjourned the meeting at 8:38 p.m. The next regular meeting will be held on Tuesday, December 10 at 7:00 p.m.