CITY MANAGER’S NOTES
August 11, 2016

Upcoming Council Meetings

On Monday, August 15, 2016, a Study Session will be held at 6:00 p.m. in the Community Room. The Regular Meeting will be held at 7:30 p.m.

The next Study Session will be held on Monday, August 22, 2016, at 6:00 p.m. in the Community Room.

Informational Items

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

1. Denver Post YourHub front page article: Englewood’s History in Making
2. Englewood Herald article: National Night Out Unites Englewood Residents
3. Englewood Herald article: New Englewood City Attorney talks about the Job
4. Englewood Herald article: Englewood Petitions are turned In
5. Memo: Summary of Council Goals and Projects
8. Community Development Update - August 2016
9. Calendar of Events
10. Tentative Study Session Topics
11. Keep Englewood Beautiful Minutes. 6-14-2016
12. Englewood Housing Authority Minutes, 4-6-2016
13. Englewood Housing Authority Minutes, 5-4-2016
14. Englewood Housing Authority Minutes, 6-1-2016
15. Englewood Housing Authority Minutes, 7-6-2016
Englewood's history in making

City Council, Englewood Historic Preservation Society to meet

The Englewood Historic Preservation Society is launching efforts to get city officials to provide guidelines and incentives for the preservation of historic buildings and neighborhoods, such as the Odd Fellows building, pictured. A developer is currently in the process of restoring the 1928 building.

Anya Sumenoff, YourHub
History buffs push for preservation

Englewood Historic Preservation Society, City Council expected to meet

By Joe Rubino
The Denver Post

Local history buffs are encouraging Englewood leaders to consider steps that could help protect the south metro community’s historic buildings and neighborhoods.

Members of Englewood Historic Preservation Society are expected to meet with the city council next month to discuss efforts advocates feel will help local historic buildings and homes at a time when the city is seeing other structures knocked down to make way for new ones.

Their goals include getting language that encourages historic preservation written into the city comprehensive plan, establishing a historic preservation commission that could lead efforts to inventory historic structures — as neighboring Littleton is doing — and, eventually, opening a history museum.

Englewood incorporated in 1903. Outside of a horse trolley preserved in the Civic Center lobby, there are few monuments to local history, society members argue.

“We’ve been — probably for as long as we’ve been around — trying to share that Englewood has a most unique history and many of our historic buildings have been taken down,” Doug Cohn, the society’s director of programming, said last week.

Cohn said the society board members were surprised this spring when a draft of the city’s comprehensive plan update was released that removed several references to providing incentives to encourage historic preservation that were included in an earlier draft.

He had hoped the city would look at becoming a Certified Local Government, a federal designation that opens municipalities willing to meet certain standards to state-administered grant funding for preservation efforts.

“The concern expressed by some of our council members is that private property rights are a core value, and we don’t want to trample that,” Cohn said of the certified local government process. “We do want to respect that and at the same time see what we can do in saving some of our local history.”

Englewood Community Development Director Brad Power said the city council hasn’t adopted the comprehensive plan update and staff is working to if the council wants to include objectives and goals for historic preservation. The finalized plan, which is meant to provide general guidelines for future community development, could be approved by the end of 2016.

One Englewood historic structure, the Odd Fellows Hall at 34th and Broadway, is being restored now by a group who bought it in 2014. The second floor of the 1922 structure, for many years the meeting place for the local chapter of the Independent Order of Odd Fellows, has already been restored and rented to the nonprofit.

Two 2,500-square-foot spaces on the ground floor are being rented for retail or restaurant tenants, co-owner Josh Greenberg said.

Greenberg estimated the partners will invest about $1 million to restore the building, including fixing up the neon “IOOF” sign that adorns the building’s Broadway side.

Greenberg’s partners, couple Steve Howard and Deborah Andrews, brought in $180,000 in state tax credits to help restore the building, a specialty for Andrews, an architect. Howard said the process could have been simpler if the city had designated the surrounding area as a historic district.

广州市 of some simple action from the city council they could make it much easier for building owners interested in the adaptive reuse of historic buildings,” Howard said.

Mayor Pro Tem Rick Gillil said while he favors historic preservation, he would not be interested in Englewood becoming a certified local government because it could affect property rights and be abused.

He said he expects home and business owners who want to pursue historic preservation will look to the city as a potential partner.

“I don’t think it’s the city’s job to tell you what to do with a property if you bought it for a different purpose,” Gillil said. “The sad thing is most of Englewood’s history is already gone.”
National Night Out unites Englewood residents
Neighbors band together for activities during annual event

Denver firefighters demonstrate some of the capabilities of the ladder truck for residents attending the Aug. 2 National Night Out party in the 4500 block of South Delaware Street.
Tom Munds

Live bands are not unusual at Englewood National Night Out events. On Aug. 2, Englewood dentist John Nicolette traded in his lab coat for a microphone as the lead singer for the Lester More band that provided entertainment at the party at Englewood Bible Church.

The Aug. 2 National Night Out activities in Englewood took a variety of forms, varying from neighbors gathering on a patio to residents of several blocks getting together.
Englewood encourages residents to hold neighborhood events on National Night Out. This year, there were more than two dozen parties spread across the city, and three more events had been scheduled for later in August.

Toni Arnoldy, Englewood police community relations specialist, helped sponsors get out the word about their gatherings and provided other support to those planning National Night Out events. She said she supplied materials to the 31 groups organizing NNO parties this year.

Sandy Peters and Jerri Lindsey said Arnoldy was a big help as the two neighbors joined forces to organize a gathering in the 4500 block of South Delaware Street.

“When we had some problems in the area a while ago, the police officers and firefighters were so helpful in getting everything resolved that we wanted to do something to show our appreciation for all they did,” Lindsey said. “So we decided to hold this event tonight to thank our police officers, firefighters, paramedics and code enforcement officers for all they do.”

Peters said the invitation went out to residents on five blocks around the event location.

“The event is a thank-you to the first responders,” she said. “We also wanted to get as many of the neighbors together to enjoy a meal and get to know each other better.”

There were a lot of smiles and “oohs” as members of the Denver Fire Department ran up their truck’s aerial ladder to its full 75-foot height and handed out miniature red plastic fire helmets to children.

Farther north, Englewood Bible Church maintained its tradition of hosting National Night Out events for the neighborhood.

Canopies were set up to ward off the threatening weather, but the volunteer cooks ignored the few drops of rain to make sure there were hot dogs and hamburgers for all comers.

John Musgrove said the live music attracted him to the event.

“I just recently moved to an apartment near here, heard the music and decided to check it out,” he said. “I didn’t know anyone when I walked up here and all the people were so friendly. They introduced themselves and I now know three or four people who live near me.”

He said he got something to eat and sat to listen to the music.

“The music was good and so was the food,” he said.

The live music was provided by the Lester More group. Englewood dentist John Nicolette traded in his lab coat for a microphone as the group’s lead vocalist.

This is the 33rd year the National Association of Town Watch has sponsored and promoted the event it calls the nation’s night out against crime. The program's goal is to urge people to come out of their homes, meet their neighbors and strengthen police-community relations.

The first National Night Out was introduced in 1984 with about 400 communities in 23 states participating. Last year, about 38 million people in more than 16,000 communities from all 50 states, U.S. territories, Canadian cities and military bases worldwide took part in National Night Out events.
New Englewood city attorney talks about the job

Alison McKenney Brown will be Englewood city attorney

Posted Tuesday, August 9, 2016 11:29 am
Tom Munds

Englewood's new city attorney is Alison McKenney Brown. The city council approved appointing her to the position at its Aug. 1 meeting.

Brown currently serves as a city attorney on the administrative team for the City of Bel Aire, Kansas.

From her Kansas office, Brown spent a few minutes talking about her new position and other matters during an Aug. 5 telephone interview.

Where did you grow up?

I was born in Oregon and my family moved to Wichita, Kansas, when I was very young. I graduated from high school, earned my bachelor's degree at Kansas State and went on to earn my master's degree in public administration at Wichita State University. I then earned my law degree from the University of Kansas, graduated in 1993 and began my career as a local government attorney. My husband and I have two daughters. Our oldest daughter, Naeley is 23 and she is an air-quality engineer at a nuclear power plant in South Carolina and our youngest daughter Ria is 20 and she is attending Kansas State University. I guess neither daughter is interested in following their mother into the legal profession."

Did you always want to be a lawyer?

No. My parents were educators and so I always planned to go to college so I earned my bachelor's degree and went on to earn my master's degree. As I was completing my master's degree requirements, one of my professors urged me to go to law school. I followed the recommendation and earned my law degree because I wanted to be part of a local government legal team. I have been a local government attorney since I graduated from law school.

How did you feel when you were notified you had been hired?

I was very pleased. This is the first time I have applied for a job in about 12 years because I like the job I have now. However, when I looked at the Englewood position, I felt it would be a good fit for me so I applied for the position. I am just pleased the city council felt I would be the right person for the job.
What were your impressions of the city?

Englewood looks like an exciting community and a fun place to live and work. I am looking forward to buying a home and living in the community I serve. I am not a stay-in-the-office person. I like to be part of the community, to get to know the people. I feel that helps me have an understanding of how the people feel when I deal with a city legal issue.

What is the process for passing the Colorado bar?

We hoped the process would move quickly. Unfortunately, since I will be a local government attorney I must pass the bar test and the next tests are scheduled in November. I wish things would move more swiftly because I am ready to go to work today. But we must follow the process and, while I don't really like it, the delay in the Colorado bar process gives me time to do a lot of research about the city and its issues so I can be ready to hit the ground running when the reciprocity process is completed.

Were you familiar with Englewood before you applied for the position?

I may not have been all that familiar with Englewood but our family loves Colorado. We have national parks passes and Rocky Mountain National Park is one of our favorite places to go. Now, we are getting things together to sell our house here in Kansas and have begun looking for a house to buy in Englewood because we want to become members of the community as soon as possible. I want to be a resident of Englewood and ready to go to work the day after I receive the blessing of the state to practice law in Colorado.
Englewood petitions are turned in

Proponents of three ballot issues meet Aug. 10 deadline

Posted Wednesday, August 10, 2016 5:19 pm
Tom Munds

Advocates seeking to place marijuana-related questions on Englewood's November ballot met the Aug. 10 deadline to turn in their petitions to the city clerk's office.

The proposals all concern recreational marijuana — one asks voters to approve the sale of recreational marijuana; another asks voters to continue the city's ban on the sale of recreational marijuana; and another lays out a process for taxing the sale of recreational marijuana.

Supporters of each initiative had to collect at least 597 valid signatures of registered voters living in Englewood to meet the requirement to have the issue placed on the ballot.

“The petitions for all three issues had more than the required number of signatures,” Ellis said. “Now our office must check each signature with voter records to make sure each set of petitions meets the requirement to have the signatures of at least 597 registered voters who live in the city of Englewood.”

If the signatures on a set of ballot issue petitions are found to meet the requirement, the city clerk's office notifies the city council of the sufficiency.

The city council has the option to pass an ordinance using wording of an initiative to make it law, or alternatively, the council can vote to approve placing the issue on the November ballot. If the council approves placing issues on the November ballot, the process must be completed by Sept. 9, the deadline to have issues placed on the ballot.
Staff has been completing the FY 2017 budget process and as a part of this preparation has also been ensuring that the City Council’s goals and projects are included. This memorandum will provide a summary of the initiatives that were identified as part of the Council’s goal setting process.

Attractive, Engaged, Inclusive and Welcoming Community:

Improve streetscape and lighting on South Broadway – Mayor Jefferson
This project has been moved up on the priority listing and will be discussed in greater detail during the capital budget portion of the FY 2017 presentation. The project will also be discussed at the City Council’s study session on 6 September 2017. At this point there is $250,000 set aside in the capital budget for next year and the mid-block crossing is targeted for completion in late 2016.

Consider gateway signage improvements – Mayor Jefferson
Gateway signage is currently being analyzed by staff. Locations, types, and condition of signage is being catalogued and a study session on the signage has been scheduled for 26 September 2016.

Cities of Service – Linda Olson
The Cities of Service site is still being utilized by the City; however, it has not been marketed to the community and non-profit groups in a fashion that would maximize its utilization. This is being analyzed by Cahoots Communications as well as our internal communications team. The site will be enhanced as part of the roll out of our new Communications Division.

Examine Ordinance Enforcement Activities – Steve Yates
The Ordinance Enforcement Division of the Police Department has been recently studied by Chief Collins. The Police Department is taking on the enforcement of the Property Maintenance Code which will help with the centralization of some of the City’s ordinance enforcement activities. The Code Enforcement Advisory Committee has also been resurrected and they are working more collaboratively with staff on matters relating to ordinance enforcement as well.

Increase Citizen Involvement – Amy Martinez
This goal raised will need to have some strategy built around it. Many initiatives may be needed to address this including more special events, programs geared toward pride in the community and opportunities for meaningful service.
Increase Home Ownership – Amy Martinez
This particular goal also requires some strategy. Staff looks forward to working with Council on this in 2017.

Effective Mobility and Reliable Infrastructure:

Complete East Side Trail along the Platte River – Rick Gillit
This particular project has been supported by the City through the South Platte Working Group. South Suburban Parks and Recreation applied for and received a grant from Great Outdoors Colorado that will enable the construction of this critical piece of infrastructure. The project is proposed to be completed in 2017.

Build up Infrastructure to Ensure Capacity to Support New Growth – Rita Russell
With adequate water and wastewater capacity, staff will now begin to focus upon other critical infrastructure such as roads, trails, and parks that add to the quality of life. New growth will also be required to pay its fair share and as such impact fees will need to be created and put into place. Staff has obtained a proposal for the creation of impact fees and will be bringing that to council in 4th quarter 2016.

Orderly, Well-Managed Growth and Development:

Explore and Gain Consensus on the Future of the City Center Englewood Site – Mayor Jefferson
This item has been scheduled for a workshop with the City Council on 26 September 2016. The meeting will obtain feedback from the City Council on potential direction so that staff can explore options. The City did receive a grant from the Urban Land Institute’s Technical Assistance Program for “Englewood TOD 2.0”. This will afford the City with an opportunity to have expert analysis and recommendation of what the City Center Englewood area could become. This panel will look at the project in either late September or early October.

Historic Preservation Ad-Hoc Committee – Linda Olson
The Englewood Historic Preservation Society will be making a presentation to the City Council on 6 September 2016 to discuss their desire to be recognized by the City as an official commission as well as talk about potential options for historic preservation language and requirements in the City.

Conduct a Separate Workshop for City Council on the Proposed Comprehensive Plan – Steve Yates
This initial workshop has been completed and now several other study sessions have been devoted to working through the plan. These workshops will continue until the plan has been reviewed and consensus for completing the plan update is achieved.
Recreational, Cultural, Educational and Life Long Learning Opportunities:

Partner with Local Business on Special Events such as the 4th of July Festival – Mayor Jefferson
Staff is currently working with our new Communications Director, Cahoots, to help establish “Englewood Presents” events that will have significant sponsorship from the private sector and other groups.

Expand Pirates Cove – Rick Gillit
Pirates Cove is currently being examined for expansion opportunities through the Parks and Recreation Master Planning process. City Council will hear about alternatives at their 6 September 2016 study session.

Move Library to Miller Field – Rick Gillit
The Parks and Recreation Master Plan process is examining redevelopment opportunities for Miller Field. The Council will hear options for Miller Field as part of its 6 September 2016 study session. Any move of the library will require capital investment that the City does not have at this point in time.

Safe and Healthy Community:

Replace Safety Service Building – Rick Gillit
Council has directed staff to bring forward an ordinance authorizing a TABOR question during the November 2016 election seeking $27 million for the replacement of the current building.

Public Safety is a Priority: Police, Fire, Roads and Bridges – Rita Russell
Staff is working diligently to ensure that police staffing, facilities, and equipment is appropriate to ensure safety in the community. Staff is also working to ensure that capital expenditures are set at an appropriate level to maintain the capital investment in our roads and bridges. Fire services are currently provided through an IGA with Denver in an expert and financially sustainable fashion.

Thriving and Vibrant Local Economy:

Create a Joint Marketing Plan with the Englewood School District – Mayor Jefferson
Initial discussions have been held with the Englewood Superintendent. This matter will be pursued in greater detail once the City’s new communications plan is implemented.

Create a Buy Englewood Public Education Campaign – Mayor Jefferson
This is being examined as part of the City’s new communications plan.

Gain Consensus on a new Economic Development Incentive Plan – Mayor Jefferson
Community Development Director Brad Power has crafted a new economic development incentive policy and will be bringing this forward to the City Council for a study session on 26 September 2016.
Partner with the Englewood Chamber of Commerce on a Job Fair – Mayor Jefferson
A job fair in conjunction with Arapahoe Douglas Works, the City, and Chamber of Commerce has been set for October.

Create a Business Advocate Position to Assist Business with Approval Process – Mayor Jefferson
Due to revenue constraints, this position has not been able to be authorized.

Focus on Industrial Areas and Business Districts – Rita Russell
The new economic development plan has the City’s Economic Development Manager focused on understanding our current business mix as well as encourages the recruitment of businesses that will locate in these zones.

Develop Business Friendly Policies – Rita Russell
Community Development Staff is focusing on an analysis of policies for conformity with this prescription.

Stop Building PUDs and Start Encouraging Industrial, Commercial and Retail Developments – Rita Russell
While PUDs are permissible under the City’s current codes, staff understands the desire of Council to see more commercial business development. The new economic development policy will hopefully encourage this style of development moving forward.

Good Governance:

Develop Council Cooperation and Effectiveness – Mayor Jefferson and Amy Martinez
Council has already undertaken the Strengths Finder assessment and will soon have the opportunity to participate in a facilitated one day team dynamic session.

Create an Agreed Upon Plan for Priorities that will Cover the Next Two Years – Mayor Jefferson
The Council goal setting session generated projects for 2016 and 2017. City Council consensus was obtained for these items.

Define, Prioritize and Create a Revenue Funding Model for Mid Term Capital Projects – Mayor Jefferson
Staff has presented City Council with a prioritized capital project list; however, the revenue mechanism has not yet been identified. This will be the challenge for 2017.

Create a Spirit of Service Focusing on Efficiencies, Transparency, Quality and Customer Service – Mayor Jefferson
This is the aspirational goal of the City’s operational plan

Adopt a Financial Reserve Policy – Mayor Jefferson
City Council adopted new financial reserve policies created by PFM in early 2016.
Create Measurable Goals for Economic Development – Mayor Jefferson
Community Development is currently creating the policy for economic development that can then be used to help create measurable goals. These goals will be created once the economic development policy is adopted by the City Council.

Review Study Session Topics with Council – Mayor Jefferson
Council has been working through their study session topic list. Only four items remain from 2015.

Establish Midterm Capital Project List – Mayor Jefferson
Staff generated a prioritized midterm capital project list for the City Council that was presented in June.

Define Terms and Interrelationships of the Many Plans that Exist – Linda Olson
This goal was accomplished through the placement of plans on the DRCOG pyramid.

Follow State Statutes, City Charter, and City Ordinances at All Times – Laurett Barrentine
This goal is being followed and is a key component of the City’s value set.

Bring in the Colorado Freedom of Information Coalition for Training – Laurett Barrentine
This goal was completed on 9 May 2016 City Council Study Session.

Offer Over the Counter Permits for the Top 10 Home Improvements Done by Englewood Homeowners – Steve Yates
This goal is still being worked upon by the Community Development staff.

Cut Wasteful Spending – Rita Russell
Staff concurs with this goal, wherein it may be occurring. A better statement of the goal is to look at efficiency and contain expenditures through judicious analysis of spend throughout the organization. This is being examined and Expense Reduction Analysts will assist with this.

Prioritize Necessities – Rita Russell
This is being accomplished through the implementation of Priority Based Budgeting methodology.

Revisit Recreational Marijuana with Responsible Regulations – Amy Martinez
This goal has been examined by the Council and then picked up through the citizen initiative process.

If you should have any questions, please do not hesitate to contact me.
TO: Mayor Jefferson and Members of City Council  
THROUGH: Eric A. Keck, City Manager  
FROM: Murphy Robinson, Assistant City Manager  
DATE: August 10, 2016  
SUBJECT: Allen Plant Town Hall Meeting – August 23, 2016 (6 – 7:30 pm)

As City Council requested, we are organizing a Town Hall meeting at the Allen Plant to help explain the water treatment process to residents and answer any questions they may have.

The Town Hall meeting is scheduled:

   **Tuesday, August 23, 2016 • 6 - 7:30 pm**
   at the Allen Plant (1500 W. Layton Avenue)

Mayor Jefferson will welcome attendees and introduce a video outlining the water treatment process. Utilities Director Tom Brennan will be on hand to discuss Englewood’s water treatment process and Doug Brown, Vice President at CDM Smith, will give a brief presentation on engineering and infrastructure design. Both will be available following the presentations to answer questions submitted by residents.

The meeting will conclude with tours of the plant for all residents who are interested.

Please let us know if you have any questions.
CITY OF ENGLEWOOD

July 2016

囹 A BNY MELLON COMPANY™
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Economic Indicators & Monetary Policy: The initial reading of the Gross Domestic Product (GDP) for the second quarter of 2016 was released on Friday July 29th. Economists had estimated that GDP had grown 2.5% in the second quarter but the first estimate on the quarter’s growth was a mere 1.2%. Household consumption, which makes up 70% of GDP, jumped to a 4.2% annualized rate. This added 2.8% to the total growth number, which was the largest contribution since the end of 2014. However, both fixed investment and inventories, driven by the business sector, dropped substantially. Fixed investment dropped by 3.2%, the most in seven years, and inventories were reduced by $8.1 billion, the largest decrease since the end of 2011. Government spending also shrank by 0.9%, the most in two years. The report also showed that inflationary pressures remain moderate.

The June non-farm payroll report showed a massive increase in new jobs, which were up 287,000 from May. Economists had estimated that the report would show an increase of only 175,000 new jobs. Most analysts expected an increase from the very weak May numbers, but none had predicted anything close to the actual report. The unemployment rate rose slightly to 4.9%, up from 4.8%. Average hourly earnings grew at just 0.1%, down from the 0.3% growth in May. The average work week remained the same at 34.4 hours. Labor participation rose slightly in June to 62.7% from 62.6%, breaking a streak of two monthly declines.

Inflation indicators were mixed in May and continue to remain below the 2% long-term goal of the Federal Reserve (Fed). The Producer Price Index (PPI) including food and energy grew 0.4% on a month-over-month basis, while the core PPI increased 0.3%. On an annual basis, headline PPI grew 1.2% while core PPI increased 0.8%. On the consumer side, the headline and core Consumer Price Index (CPI) both increased 0.2% on a month-over-month basis. Headline CPI grew 1.6% on a year-over-year basis, while core CPI was 2.2% higher.

Existing home sales increased 1.9% in June after increasing 1.8% in May. The 5.57 million annualized rate in June was the highest since February 2007. New home sales jumped to the highest level since February 2008, with an increase of 3.5% to an annualized pace of 592,000. Home prices continue to rise across the United States, as the Case Shiller Index increased 5.2%.

The Federal Open Markets Committee voted to maintain its fed funds target rate at 0.25–0.50% at their July meeting. Fed governors indicated that the economy may warrant an interest rate increase at some point this year.

Yield Curve & Spreads: At the end of July, the 3-month US Treasury bill yielded 0.26%, the 6-month US Treasury Bill yielded 0.38%, the 2-year US Treasury note yielded 0.68%, the 5-year US Treasury note yielded 1.06%, and the 10-year US Treasury note yielded 1.50% (See Chart 2).
ACTIVITY AND PERFORMANCE SUMMARY
For the period July 1, 2016 - July 31, 2016

Amortized Cost Basis Activity Summary

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Detail of Amortized Cost Basis Return

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<td>228.84</td>
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Comparative Rates of Return (%)

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<th>* Twelve month trailing</th>
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* rates reflected are cumulative

Summary of Amortized Cost Basis Return for the Period

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<td>Realized gain (loss)</td>
<td>228.84</td>
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<tr>
<td>Total income on portfolio</td>
<td>52,131.82</td>
</tr>
<tr>
<td>Average daily amortized cost</td>
<td>53,561,150.91</td>
</tr>
<tr>
<td>Period return (%)</td>
<td>0.10</td>
</tr>
<tr>
<td>YTD return (%)</td>
<td>0.62</td>
</tr>
<tr>
<td>Weighted average final maturity</td>
<td>656</td>
</tr>
</tbody>
</table>
# ACTIVITY AND PERFORMANCE SUMMARY

For the period July 1, 2016 - July 31, 2016

## Fair Value Basis Activity Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening balance</td>
<td>53,865,361.34</td>
</tr>
<tr>
<td>Income received</td>
<td>49,617.07</td>
</tr>
<tr>
<td><strong>Total receipts</strong></td>
<td>49,617.07</td>
</tr>
<tr>
<td><strong>Total disbursements</strong></td>
<td>0.00</td>
</tr>
<tr>
<td>Interportfolio transfers</td>
<td>(93,416.41)</td>
</tr>
<tr>
<td><strong>Total interportfolio transfers</strong></td>
<td>(93,416.41)</td>
</tr>
<tr>
<td>Unrealized gain (loss) on security movements</td>
<td>0.00</td>
</tr>
<tr>
<td>Return of capital</td>
<td>0.00</td>
</tr>
<tr>
<td>Change in fair value for the period</td>
<td>(46,346.90)</td>
</tr>
<tr>
<td><strong>Ending fair value</strong></td>
<td>53,775,215.10</td>
</tr>
</tbody>
</table>

## Detail of Fair Value Basis Return

<table>
<thead>
<tr>
<th>Description</th>
<th>Interest earned</th>
<th>Change in fair value</th>
<th>Total income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Bonds</td>
<td>20,546.45</td>
<td>(9,971.44)</td>
<td>10,575.01</td>
</tr>
<tr>
<td>Government Agencies</td>
<td>27,824.49</td>
<td>(22,373.71)</td>
<td>5,450.78</td>
</tr>
<tr>
<td>Government Bonds</td>
<td>10,137.92</td>
<td>(14,001.75)</td>
<td>(3,863.83)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>58,508.86</td>
<td>(46,346.90)</td>
<td>12,161.96</td>
</tr>
</tbody>
</table>

## Comparative Rates of Return (%)

<table>
<thead>
<tr>
<th>Description</th>
<th>* Twelve month trailing</th>
<th>* Six month trailing</th>
<th>* One month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fed Funds</td>
<td>0.28</td>
<td>0.19</td>
<td>0.03</td>
</tr>
<tr>
<td>Overnight Repo</td>
<td>0.35</td>
<td>0.22</td>
<td>0.04</td>
</tr>
<tr>
<td>Merrill Lynch 3m US Treas Bill</td>
<td>0.22</td>
<td>0.17</td>
<td>0.03</td>
</tr>
<tr>
<td>Merrill Lynch 6m US Treas Bill</td>
<td>0.56</td>
<td>0.36</td>
<td>0.04</td>
</tr>
<tr>
<td>ML 1 Year US Treasury Note</td>
<td>0.56</td>
<td>0.44</td>
<td>(0.01)</td>
</tr>
<tr>
<td>ML US Treasury 1-3</td>
<td>1.20</td>
<td>0.76</td>
<td>(0.06)</td>
</tr>
<tr>
<td>ML US Treasury 1-5</td>
<td>2.19</td>
<td>1.25</td>
<td>(0.04)</td>
</tr>
</tbody>
</table>

* rates reflected are cumulative

## Summary of Fair Value Basis Return for the Period

<table>
<thead>
<tr>
<th>Description</th>
<th>Total portfolio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest earned</td>
<td>58,508.86</td>
</tr>
<tr>
<td>Change in fair value</td>
<td>(46,346.90)</td>
</tr>
<tr>
<td>Total income on portfolio</td>
<td>12,161.96</td>
</tr>
<tr>
<td>Average daily total value *</td>
<td>53,932,388.77</td>
</tr>
<tr>
<td>Period return (%)</td>
<td>0.02</td>
</tr>
<tr>
<td>YTD return (%)</td>
<td>1.30</td>
</tr>
<tr>
<td>Weighted average final maturity in days</td>
<td>656</td>
</tr>
</tbody>
</table>

* Total value equals market value and accrued interest
## Recap of Securities Held

As of July 31, 2016

<table>
<thead>
<tr>
<th></th>
<th>Historical cost</th>
<th>Amortized cost</th>
<th>Fair value</th>
<th>Unrealized gain (loss)</th>
<th>Weighted average final maturity (days)</th>
<th>Percent of portfolio</th>
<th>Weighted average effective duration (years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Bonds</td>
<td>15,581,698.33</td>
<td>15,548,477.38</td>
<td>15,613,168.00</td>
<td>64,690.62</td>
<td>608</td>
<td>29.04</td>
<td>1.63</td>
</tr>
<tr>
<td>Government Agencies</td>
<td>27,047,984.64</td>
<td>26,993,318.92</td>
<td>27,073,350.10</td>
<td>80,031.18</td>
<td>697</td>
<td>50.41</td>
<td>1.47</td>
</tr>
<tr>
<td>Government Bonds</td>
<td>11,025,156.28</td>
<td>11,025,018.39</td>
<td>11,088,697.00</td>
<td>63,678.61</td>
<td>626</td>
<td>20.55</td>
<td>1.69</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53,654,839.25</strong></td>
<td><strong>53,566,814.69</strong></td>
<td><strong>53,775,215.10</strong></td>
<td><strong>208,400.41</strong></td>
<td><strong>656</strong></td>
<td><strong>100.00</strong></td>
<td><strong>1.56</strong></td>
</tr>
</tbody>
</table>
# Maturity Distribution of Securities Held

As of July 31, 2016

<table>
<thead>
<tr>
<th>Maturity</th>
<th>Historic Cost</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 90 days</td>
<td>1,999,750.00</td>
<td>3.73</td>
</tr>
<tr>
<td>90 to 179 days</td>
<td>5,842,875.51</td>
<td>10.89</td>
</tr>
<tr>
<td>180 days to 1 year</td>
<td>11,112,619.63</td>
<td>20.71</td>
</tr>
<tr>
<td>1 to 2 years</td>
<td>18,541,042.38</td>
<td>34.56</td>
</tr>
<tr>
<td>2 to 3 years</td>
<td>12,597,212.72</td>
<td>23.48</td>
</tr>
<tr>
<td>3 to 4 years</td>
<td>3,561,339.01</td>
<td>6.64</td>
</tr>
<tr>
<td>4 to 5 years</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Over 5 years</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>53,654,839.25</strong></td>
<td><strong>100.00</strong></td>
</tr>
</tbody>
</table>

**Maturity Distribution**

![Maturity distribution chart](chart.png)
## SECURITIES HELD

**As of July 31, 2016**

<table>
<thead>
<tr>
<th>Cusip/Description</th>
<th>Coupon</th>
<th>Maturity/Call date</th>
<th>Par value or shares</th>
<th>Historical cost/Accrued interest purchased</th>
<th>Amortized cost/Accretion (amortization)</th>
<th>Fair value/Change in fair value</th>
<th>Unrealized gain/loss</th>
<th>Interest received</th>
<th>Interest earned</th>
<th>Total accrued interest</th>
<th>% Port cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Bonds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90331HM4C US BANK NA CINCINNATI 1.1% 30/01/2017 (CALLABLE 30/12/16)</td>
<td>1.100</td>
<td>01/30/2017</td>
<td>1,000,000.00</td>
<td>1,005,480.00</td>
<td>1,001,060.65 (170.88)</td>
<td>1,001,181.00</td>
<td>120.35</td>
<td>0.00</td>
<td>916.67</td>
<td>5,500.00</td>
<td>1.87</td>
</tr>
<tr>
<td>20271RAE0 COMMONWEALTH BK AUSTR NY 1.125% 13/03/2017</td>
<td>1.125</td>
<td>03/13/2017</td>
<td>1,000,000.00</td>
<td>1,001,350.00</td>
<td>1,000,393.53 (52.94)</td>
<td>1,000,946.00</td>
<td>552.47</td>
<td>0.00</td>
<td>968.75</td>
<td>4,312.50</td>
<td>1.87</td>
</tr>
<tr>
<td>084664BS9 BERKSHIRE HATHAWAY FIN 1.6% 15/05/2017</td>
<td>1.600</td>
<td>05/15/2017</td>
<td>1,000,000.00</td>
<td>1,016,520.00</td>
<td>1,004,331.37 (455.93)</td>
<td>1,005,787.00</td>
<td>1,455.63</td>
<td>0.00</td>
<td>1,377.78</td>
<td>3,377.78</td>
<td>1.89</td>
</tr>
<tr>
<td>961214BV4 WESTPAC BANKING CORP 2% 14/08/2017</td>
<td>2.000</td>
<td>08/14/2017</td>
<td>1,000,000.00</td>
<td>1,018,970.00</td>
<td>1,008,240.16 (660.98)</td>
<td>1,009,879.00</td>
<td>1,638.84</td>
<td>0.00</td>
<td>1,722.22</td>
<td>9,277.78</td>
<td>1.90</td>
</tr>
<tr>
<td>90331HM4H US BANK NA CINCINNATI 1.375% 11/09/2017 (CALLABLE 11/08/17)</td>
<td>1.375</td>
<td>09/11/2017</td>
<td>1,000,000.00</td>
<td>1,000,460.00</td>
<td>1,000,170.48 (12.75)</td>
<td>1,004,084.00</td>
<td>3,913.52</td>
<td>0.00</td>
<td>1,184.03</td>
<td>5,347.22</td>
<td>1.86</td>
</tr>
<tr>
<td>166764AL4 CHEVRON CORP 1.345% 15/11/2017</td>
<td>1.345</td>
<td>11/15/2017</td>
<td>1,000,000.00</td>
<td>1,002,400.00</td>
<td>1,001,029.52 (66.42)</td>
<td>1,004,687.00</td>
<td>3,657.48</td>
<td>0.00</td>
<td>1,158.19</td>
<td>2,839.44</td>
<td>1.87</td>
</tr>
<tr>
<td>89233P7E0 TOYOTA MOTOR CREDIT CORP 1.375% 10/01/2018</td>
<td>1.375</td>
<td>01/10/2018</td>
<td>1,000,000.00</td>
<td>999,120.00</td>
<td>999,481.18 (29.93)</td>
<td>1,004,747.00</td>
<td>5,265.82</td>
<td>6,875.00</td>
<td>1,184.02</td>
<td>802.08</td>
<td>1.86</td>
</tr>
<tr>
<td>78008SVD5 ROYAL BANK OF CANADA 1.5% 16/01/2018</td>
<td>1.500</td>
<td>01/16/2018</td>
<td>1,000,000.00</td>
<td>996,360.00</td>
<td>997,384.37 (149.18)</td>
<td>1,004,139.00</td>
<td>6,754.63</td>
<td>7,500.00</td>
<td>1,291.67</td>
<td>625.00</td>
<td>1.86</td>
</tr>
<tr>
<td>94988J5A1 WELLS FARGO BANK NA 1.65% 22/01/2018</td>
<td>1.650</td>
<td>01/22/2018</td>
<td>1,000,000.00</td>
<td>1,004,490.00</td>
<td>1,003,471.92 (195.78)</td>
<td>1,007,471.00</td>
<td>3,999.08</td>
<td>7,929.17</td>
<td>1,420.84</td>
<td>412.50</td>
<td>1.87</td>
</tr>
</tbody>
</table>
# SECURITIES HELD

As of July 31, 2016

<table>
<thead>
<tr>
<th>Cusip/Description</th>
<th>Coupon</th>
<th>Maturity/Call date</th>
<th>Par value or shares</th>
<th>Historical cost/ Accrued interest purchased</th>
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<th>Total accrued interest</th>
<th>% Port cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Bonds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89114QB64 TORONTO-DOMINION BANK 1.75% 2018</td>
<td>1.750</td>
<td>07/23/2018</td>
<td>1,000,000.00</td>
<td>1,000,494.25</td>
<td>1,000,383.46</td>
<td>1,011,281.00</td>
<td>10,897.54</td>
<td>8,750.00</td>
<td>1,506.95</td>
<td>388.89</td>
<td>1.86</td>
</tr>
<tr>
<td>594918BF0 MICROSOFT CORP 1.3% 03/11/2018</td>
<td>1.300</td>
<td>11/03/2018</td>
<td>1,000,000.00</td>
<td>1,005,930.00</td>
<td>1,005,535.12</td>
<td>1,007,329.00</td>
<td>1,793.88</td>
<td>0.00</td>
<td>1,119.45</td>
<td>3,177.78</td>
<td>1.87</td>
</tr>
<tr>
<td>63254AAAM NATIONAL AUSTRALIA BK/NY 2% 14/01/2019</td>
<td>2.000</td>
<td>01/14/2019</td>
<td>1,500,000.00</td>
<td>1,511,295.00</td>
<td>1,509,994.77</td>
<td>1,517,430.00</td>
<td>7,435.23</td>
<td>15,000.00</td>
<td>2,583.34</td>
<td>1,416.67</td>
<td>2.82</td>
</tr>
<tr>
<td>037833BQ2 APPLE INC 1.7% 22/02/2019</td>
<td>1.700</td>
<td>02/22/2019</td>
<td>1,000,000.00</td>
<td>1,010,100.00</td>
<td>1,008,638.40</td>
<td>1,017,552.00</td>
<td>8,913.60</td>
<td>0.00</td>
<td>1,463.89</td>
<td>7,461.11</td>
<td>1.88</td>
</tr>
<tr>
<td>961214CT8 WESTPAC BANKING CORP 1.65% 13/05/2019</td>
<td>1.650</td>
<td>05/13/2019</td>
<td>1,000,000.00</td>
<td>1,002,479.08</td>
<td>1,002,434.01</td>
<td>1,002,820.00</td>
<td>385.99</td>
<td>0.00</td>
<td>1,141.70</td>
<td>3,575.00</td>
<td>1.87</td>
</tr>
<tr>
<td>949885JD5 WELLS FARGO BANK NA 1.75% 24/05/2019</td>
<td>1.750</td>
<td>05/24/2019</td>
<td>1,000,000.00</td>
<td>1,006,250.00</td>
<td>1,005,928.44</td>
<td>1,013,860.00</td>
<td>7,906.56</td>
<td>0.00</td>
<td>1,506.95</td>
<td>2,868.06</td>
<td>1.88</td>
</tr>
<tr>
<td><strong>Total Corporate Bonds</strong></td>
<td></td>
<td></td>
<td>15,500,000.00</td>
<td>15,581,698.33</td>
<td>15,548,477.38</td>
<td>15,613,168.00</td>
<td>64,690.62</td>
<td>46,054.17</td>
<td>20,546.45</td>
<td>51,381.81</td>
<td>29.04</td>
</tr>
</tbody>
</table>

| **Government Agencies**                 |        |                    |                    |                                             |                                          |                                 |                            |                   |              |                      |             |
| 3135G0E58 FANNIE MAE 1.375% 15/11/2016  | 1.375  | 11/15/2016         | 2,300,000.00       | 2,334,223.63                               | 2,302,589.20                           | 2,306,249.10                    | 3,659.90                   | 0.00                    | 2,723.26             | 6,676.39    | 4.35          |
| 313378WF4 FEDERAL HOME LOAN BANK 1.125% 10/03/2017 | 1.125  | 03/10/2017         | 1,000,000.00       | 1,006,070.00                               | 1,000,766.59                           | 1,003,610.00                    | 2,843.41                   | 0.00                    | 968.75              | 4,406.25    | 1.88          |
| 3133EZR4 FEDERAL FARM CREDIT BANK 0.6% 21/04/2017 | 0.600  | 04/21/2017         | 1,000,000.00       | 999,460.00                                 | 999,805.60                             | 1,000,020.00                    | 214.40                     | 0.00                    | 516.67              | 1,666.67    | 1.86          |
# SECURITIES HELD

As of July 31, 2016

<table>
<thead>
<tr>
<th>Cusip/Description</th>
<th>Coupon Rate</th>
<th>Maturity/Call date</th>
<th>Par value or shares</th>
<th>Historical cost/ Accrued interest purchased</th>
<th>Amortized cost/ Accretion (amortization)</th>
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<tr>
<td><strong>Government Agencies</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3133ECMM3 FEDERAL FARM CREDIT BANK 0.6% 25/04/2017</td>
<td>0.600</td>
<td>04/25/2017</td>
<td>1,000,000.00</td>
<td>996,210.00</td>
<td>999,290.71</td>
<td>1,000,350.00</td>
<td>1,059.29</td>
<td>0.00</td>
<td>516.67</td>
<td>1,600.00</td>
<td>1.86</td>
</tr>
<tr>
<td>3133ECPJ7 FEDERAL FARM CREDIT BANK 0.69% 16/05/2017 (CALLABLE 10/08/16)</td>
<td>0.690</td>
<td>05/16/2017</td>
<td>1,100,000.00</td>
<td>1,091,024.00</td>
<td>1,097,960.97</td>
<td>1,100,000.00</td>
<td>2,039.03</td>
<td>0.00</td>
<td>653.58</td>
<td>1,581.25</td>
<td>2.03</td>
</tr>
<tr>
<td>3133DEEB4 FEDERAL FARM CREDIT BANK 1.1% 28/06/2017</td>
<td>1.100</td>
<td>06/28/2017</td>
<td>1,000,000.00</td>
<td>1,002,860.00</td>
<td>1,004,762.67</td>
<td>1,004,260.00</td>
<td>3,497.33</td>
<td>0.00</td>
<td>947.22</td>
<td>1,008.33</td>
<td>1.87</td>
</tr>
<tr>
<td>3137EADJ5 FREDDIE MAC 1% 28/07/2017 #1</td>
<td>1.000</td>
<td>07/28/2017</td>
<td>1,000,000.00</td>
<td>999,110.00</td>
<td>999,757.52</td>
<td>1,003,597.00</td>
<td>3,839.48</td>
<td>5,000.00</td>
<td>861.11</td>
<td>83.33</td>
<td>1.86</td>
</tr>
<tr>
<td>3130AXX39 FEDERAL HOME LOAN BANK 1.045% 10/08/2017</td>
<td>1.045</td>
<td>08/10/2017</td>
<td>1,000,000.00</td>
<td>1,000,770.00</td>
<td>1,000,227.92</td>
<td>1,004,140.00</td>
<td>3,912.08</td>
<td>0.00</td>
<td>899.86</td>
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## SECURITIES HELD
### As of July 31, 2016

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# SECURITIES HELD

## As of July 31, 2016

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## SECURITIES HELD

### As of July 31, 2016

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# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of July 31, 2016

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<th>Call date</th>
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**Issuer total**

|         | 11,000,000.00 | 11,025,156.28 | 20.55 | 11,088,697.00 | 20.62 | 1.69 |

**Federal Farm Credit Banks**

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**Issuer total**

|         | 8,600,000.00 | 8,587,899.00 | 16.01 | 8,613,580.00 | 16.02 | 1.03 |

**Federal National Mortgage Association**

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<th>Moody rating</th>
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<th>% Portfolio mkt value</th>
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14
# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of July 31, 2016

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| 3137EADJK5 | FREDDIE MAC 1%      | 1.000  | 07/28/2017    |           | AA+        | Aaa          | 1,000,000.00      | 999,110.00     | 1.86                 | 1,003,597.00 | 1.87                 | 0.99                |
| 3134G3J68 | FREDDIE MAC 0.9%    | 0.900  | 09/18/2017    |           | AA+        | Aaa          | 1,000,000.00      | 994,800.00     | 1.85                 | 1,002,620.00 | 1.86                 | 1.13                |
| 3137EADZ9 | FREDDIE MAC 1.125%  | 1.125  | 04/15/2019    |           | AA+        | Aaa          | 1,000,000.00      | 999,150.00     | 1.86                 | 1,007,041.00 | 1.87                 | 2.66                |
| 3137EADK2 | FREDDIE MAC 1.25%   | 1.250  | 08/01/2019    |           | AA+        | Aaa          | 1,000,000.00      | 1,003,739.00   | 1.87                 | 1,010,367.00 | 1.88                 | 2.93                |
| 3137EADM8 | FREDDIE MAC 1.25%   | 1.250  | 10/02/2019    |           | AA+        | Aaa          | 1,000,000.00      | 1,007,470.00   | 1.88                 | 1,010,702.00 | 1.88                 | 3.10                |
| 3134G9AY3 | FREDDIE MAC 1.35%   | 1.350  | 04/28/2020    | 04/28/2017| AA+        | Aaa          | 1,000,000.00      | 999,000.00     | 1.86                 | 1,001,750.00 | 1.86                 | 1.71                |
| Issuer total |                |        |               |           |            |              | 6,000,000.00      | 6,003,269.00   | 11.19                | 6,036,077.00 | 11.22                | 2.09                |

| 31337WF4 | FEDERAL HOME LOAN    | 1.125  | 03/10/2017    |           | AA+        | Aaa          | 1,000,000.00      | 1,006,070.00   | 1.88                 | 1,003,610.00 | 1.87                 | 0.61                |
| 3130A0X39 | FEDERAL HOME LOAN    | 1.045  | 08/10/2017    |           | AA+        | Aaa          | 1,000,000.00      | 1,000,770.00   | 1.87                 | 1,004,140.00 | 1.87                 | 1.02                |
| 313371V68 | FEDERAL HOME LOAN    | 2.250  | 12/08/2017    |           | AA+        | Aaa          | 1,000,000.00      | 1,038,390.00   | 1.94                 | 1,020,920.00 | 1.90                 | 1.34                |
| 313378A43 | FEDERAL HOME LOAN    | 1.375  | 03/09/2018    |           | AA+        | Aaa          | 1,000,000.00      | 1,005,740.00   | 1.87                 | 1,009,292.00 | 1.88                 | 1.58                |
| 3130A7L37 | FEDERAL HOME LOAN    | 1.250  | 03/15/2019    |           | AA+        | Aaa          | 1,000,000.00      | 1,004,372.00   | 1.87                 | 1,010,900.00 | 1.88                 | 2.57                |
| Issuer total |                |        |               |           |            |              | 5,000,000.00      | 5,055,342.00   | 9.42                 | 5,048,862.00 | 9.39                 | 1.42                |

| 94988JSA1 | WELLS FARGO BANK NA  | 1.650  | 01/22/2018    |           | AA-        | Aa2          | 1,000,000.00      | 1,004,490.00   | 1.87                 | 1,007,471.00 | 1.87                 | 1.46                |

|            |                      |        |               |           |            |              |                    |                 |                      |              |                      |                    |

CITY OF ENGLEWOOD
# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

As of July 31, 2016

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<th>Cusip</th>
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<th>Coupon</th>
<th>Maturity date</th>
<th>Call date</th>
<th>S&amp;P rating</th>
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# GASB 40 - DEPOSIT AND INVESTMENT RISK DISCLOSURE

## As of July 31, 2016

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<th>Market value</th>
<th>% Portfolio mkt value</th>
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## SECURITIES SOLD AND MATURERED
### For the period July 1, 2016 - July 31, 2016

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<th>Price</th>
<th>Fair value at sale or maturity / Chg.in fair value</th>
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<th>Interest received</th>
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<td>100.05</td>
<td>1,000,520.00</td>
<td>388.33</td>
<td>1,545.14</td>
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## TRANSACTION REPORT

For the period July 1, 2016 - July 31, 2016

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<td>07/25/2019</td>
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<td>TORONTO-DOMINION BANK</td>
<td>07/23/2018</td>
<td>1,000,000.00</td>
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<td>0.00</td>
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<tr>
<td>07/27/2016</td>
<td>3130A5V89</td>
<td>Income</td>
<td>Government Agencies</td>
<td>FEDERAL HOME LOAN BANK</td>
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<td>07/27/2016</td>
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<td>Capital change</td>
<td>Government Agencies</td>
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<td>(1,500,000.00)</td>
<td>(918.78)</td>
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<td>3137EADJ5</td>
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<td>FREDDIE MAC 1% 28/07/2017</td>
<td>07/28/2017</td>
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ADDITIONAL INFORMATION

As of July 31, 2016

Past performance is not a guide to future performance. The value of investments and any income from them will fluctuate and is not guaranteed (this may partly be due to exchange rate changes) and investors may not get back the amount invested. Transactions in foreign securities may be executed and settled in local markets. Performance comparisons will be affected by changes in interest rates. Investment returns fluctuate due to changes in market conditions. Investment involves risk, including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. The information contained herein is for your reference only and is being provided in response to your specific request and has been obtained from sources believed to be reliable; however, no representation is made regarding its accuracy or completeness. This document must not be used for the purpose of an offer or solicitation in any jurisdiction or in any circumstances in which such offer or solicitation is unlawful or otherwise not permitted. This document should not be duplicated, amended, or forwarded to a third party without consent from Insight. This is a marketing document intended for professional clients only and should not be made available to or relied upon by retail clients.

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Where indicated, performance numbers used in the analysis are gross returns. The performance reflects the reinvestment of all dividends and income. CAMC and CISC charge management fees on all portfolios managed and these fees will reduce the returns on the portfolios. For example, assume that $30 million is invested in an account with either CAMC or CISC, and this account achieves a 5.0% annual return compounded monthly, gross of fees, for a period of five years. At the end of five years that account would have grown to $38,500,760 before the deduction of management fees. Assuming management fees of 0.25% per year are deducted monthly from the account, the value at the end of the five year period would be $38,022,447. Actual fees for new accounts are dependent on size and subject to negotiation. CAMCs and CISC’s investment advisory fees are discussed in Part 2A of the Firm’s Form ADV.

Unless otherwise stated, the source of information is Insight. Any forecasts or opinions are Insights own at the date of this document (or as otherwise specified) and may change. Material in this publication is for general information only and is not advice, investment advice, or the recommendation of any purchase or sale of any security. Insight makes no implied or expressed recommendations concerning the manner in which an account should or would be handled, as appropriate investment strategies depend upon specific investment guidelines and objectives and should not be construed to be an assurance that any particular security in a strategy will remain in any fund, account, or strategy, or that a previously held security will not be repurchased. It should not be assumed or guaranteed that the security transactions or holdings referenced herein have been or will prove to be profitable or that future investment decisions will be profitable or will equal or exceed the past investment performance of the securities listed.

In calculating ratings distributions and weighted average portfolio quality, Insight assigns U.S. Treasury and U.S. agency securities a quality rating based on the methodology used within the respective benchmark index. When Moodys, S&P and Fitch rate a security, Bank of America and Merrill Lynch indexes assign a simple weighted average statistic while Barclays indexes assign the median statistic. Insight assigns all other securities the lower of Moodys and S&P ratings.

Information about the indices shown here is provided to allow for comparison of the performance of the strategy to that of certain well-known and widely recognized indices. There is no representation that such index is an appropriate benchmark for such comparison. You cannot invest directly in an index and the indices represented do not take into account trading commissions and/or other brokerage or custodial costs. The volatility of the indices may be materially different from that of the strategy. In addition, the strategy’s holdings may differ substantially from the securities that comprise the indices shown.

The BofA Merrill Lynch 3 Mo US T-Bill index is an unmanaged market index of U.S. Treasury securities maturing in 90 days that assumes reinvestment of all income.

The BofA Merrill Lynch 6 Mo US T-Bill index measures the performance of Treasury bills with time to maturity of less than 6 months.

The BofA Merrill Lynch Current 1-Year US Treasury Index is a one-security index comprised of the most recently issued 1-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 1-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 3-Year US Treasury Index is a one-security index comprised of the most recently issued 3-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 3-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch Current 5-Year US Treasury Index is a one-security index comprised of the most recently issued 5-year US Treasury note. The index is rebalanced monthly. In order to qualify for inclusion, a 5-year note must be auctioned on or before the third business day before the last business day of the month.

The BofA Merrill Lynch 1-3 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than three years.

The BofA Merrill Lynch 1-5 US Year Treasury Index is an unmanaged index that tracks the performance of the direct sovereign debt of the U.S. Government having a maturity of at least one year and less than five years.

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ADDITIONAL INFORMATION

As of July 31, 2016

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# COLOTRUST PLUS+

**Summary Statement**  
July 2016

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

<table>
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<tr>
<th>Account Number</th>
<th>Description</th>
<th>Beginning Balance</th>
<th>Contributions</th>
<th>Withdrawals</th>
<th>Income Earned</th>
<th>Income Earned YTD</th>
<th>Average Daily Balance</th>
<th>Month End Balance</th>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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</tbody>
</table>

**Total**  
6,528,674.63  
2,003,517.39  
2,000,000.00  
3,771.63  
25,302.43  
7,125,674.20  
6,535,963.65

Average Monthly Yield: 0.63%
COMMUNITY DEVELOPMENT

DEVELOPMENT PROJECTS

AUGUST 2016 MONTHLY UPDATE

- **Rite Aid | 707 West Jefferson Avenue**
  Project: 14,600 square feet retail pharmacy with drive-thru
  - A building permit was issued on June 29, 2016.
  - Site work has begun.

- **Iron Works Village | 601 West Bates Avenue**
  Project: 60 townhomes, condominiums, and single-family for-sale units
  - First reading by City Council is scheduled for Monday, August 15, 2016.

- **William’s Jewelers | 5095 South Broadway**
  Project: New retail building for jewelry store.
  - Existing building has been demolished.
  - A development review team meeting was held August 2, 2016.

- **Signature Senior Living | 3555 South Clarkson Street**
  Project: 131 units, assisted living facility
  - The developer applied for a site permit which is currently under review.

- **5098 Retail Center | 5098 South Federal Boulevard**
  Project: 5,000 square feet of retail
  - Wayback Burgers opened in mid-July.
• Broadway + Acoma Lofts | 3401 South Broadway and 3450 South Acoma Street  
  Project: 110 residential units; 15,000 square feet retail/commercial space; surface parking  
  o Building permit plans were resubmitted on June 29, 2016 and are under review.  
  o The closing between the Englewood Urban Renewal Authority and Broadway Lofts, LLLP was completed on July 28, 2016.

• 3498 South Broadway  
  o The property owner has secured an architect and is exploring redevelopment options for this property.  
  o An alternative parking plan is being prepared for a mixed use commercial / residential project.

• The Foundry | 501 West Bates Avenue  
  Project: 70-unit, income qualifying residential complex  
  o A building permit was issued April 22, 2016.  
  o Site work has begun.
• **Quincy Lane | 1210 West Quincy Circle**  
  Project: Seven single-family homes  
  o Building permit was approved on July 26, 2016.  
  o Site work has begun.

• **Chick-fil-A | 3085 South Broadway**  
  o A permit has been issued and work on the site has begun.
- **1100 East Girard Avenue**
  Project: 31 for-lease units
  - Demolition is complete.
  - A permit has been issued and work on the site has begun.

- **Traditions | 3500 South Sherman Street**
  Project: 180 units of senior, affordable housing
  - Construction continues.
• **Oxford Station | 4101 South Navajo Street**  
  Project: 238 for-lease residential units  
  o The bow truss building is currently for lease.

• **London Motel | 3335 South Santa Fe Drive**  
  Project: Self-storage units  
  o The developer has purchased the property and given notice to all tenants to vacate.  
  o The developer met with the development review team on June 14, 2016. Construction to begin in late 2016.  
  o **Staff met with the architect on July 28, 2016.**

---

**UPCOMING EVENTS**

**South Metro’s Leading Edge Strategic Planning Series**

*Attend FREE information session*  
Friday, August 26  
2:30-3:30 pm  
Englewood Civic Center  
Third Floor, Community Development Conference Room  
1000 Englewood Parkway  
Englewood, Colorado

Register: [http://Aurora-SouthMetroSBDC.com](http://Aurora-SouthMetroSBDC.com)  
Questions: 303-326-8686

**Englewood Job Fair**  
September 29  
9:00am – Noon  
Englewood Civic Center  
Second Floor, Community Room  
1000 Englewood Parkway  
Englewood, Colorado

To reserve a booth for your business, email ecodev@englewoodgov.org no later than August 31
• Hill Top Motel | 3800 South Broadway
  o A demolition permit was issued on July 6, 2016.
  o Demolition is pending Xcel Energy’s removal of power lines and natural gas connections.

• 475 West Hampden Avenue
  Project: 4,800 square foot building with two tenants
  o A building permit was issued on July 22, 2016.

• Dunkin Donuts | 2766 South Broadway
  Former Safari Car Wash
  o A building permit was approved on May 26, 2016.
  o A demolition permit was applied for on August 1, 2016.
BOARDS AND COMMISSIONS

• **Alliance for Commerce in Englewood**
  o At the July ACE meeting the members discussed the upcoming business visits. In lieu of an August meeting, members will individually meet with Englewood business owners and representatives.

• **Board of Adjustment and Appeals**
  o On July 13, 2016 the Board granted one variance:
    ▪ 4520 South Pennsylvania Street; a 2 foot encroachment into the 5 foot side setback to construct an addition.
  o The August 10, 2016 meeting has been cancelled. The applicant failed to post the property in the required timeframe.

• **Keep Englewood Beautiful**
  o The next scheduled meeting is August 9, 2016.
  o Household Hazardous Waste Drop-off is scheduled for September 10-17 from 8am-2pm.

• **Planning & Zoning Commission**
  o The Commission passed the PUD amendment for Iron Works Village 6-0.
  o On August 16, 2016 the Commission will hold the public hearing on amendments to the sign code to comply with the Supreme Court decision in Reed v. Town of Gilbert regarding content based sign regulations.

HOUSING

• Sale of the vacant lot at 2390 West Wesley closed on July 29, 2016.

SPECIAL PROJECTS

• **Englewood Forward**
  *(Comprehensive Plan, Light Rail Corridor Next Steps Study, Walk and Wheel Plan)*
  o City Council will continue reviewing Comprehensive Plan goals and objectives in September and October.

• **Clarkson Street Bicycle Boulevard**
  o The Clarkson Street Bicycle Boulevard (Bates Avenue to Belleview Avenue) was identified as a “quick win” project in the Englewood Walk and Wheel Master Plan. The project treatment will consist of sharrow markings and signage. The project is currently in the design phase and will be implemented Summer 2016 following the chip seal overlay project.

BUSINESS NEWS

• **New Businesses**
  Action Auto Glass 4236 South Broadway Auto Repair
  Kids Tooth Doc 5168 South Broadway Dentist/Dental Services
  Half Moon Service 2860 South Elati Street Auto Repair
  Dunkin Donuts 2766 South Broadway Restaurant
  Impacted Graphics 410 West Hampden Avenue Vehicle wrapping
• Commercial Catalyst Program

Approved Projects

<table>
<thead>
<tr>
<th>Mag Builders</th>
<th>2750 South Broadway</th>
<th>Approved</th>
<th>Façade</th>
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<tbody>
<tr>
<td>El Tepehuan</td>
<td>3495 South Broadway</td>
<td>Application rescinded due to sale of business</td>
<td>Façade and Interior</td>
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<tr>
<td>Odd Fellows</td>
<td>3421 South Broadway</td>
<td>Construction</td>
<td>Façade and Interior</td>
</tr>
<tr>
<td>Dalkita Architecture</td>
<td>4370 South Broadway</td>
<td>Construction</td>
<td>ADA bathrooms, windows</td>
</tr>
<tr>
<td>Cochino Taco</td>
<td>3495 South Downing St</td>
<td>Construction</td>
<td>Interior and Façade</td>
</tr>
<tr>
<td>Kaladi’s Coffee</td>
<td>2823 South Broadway</td>
<td>Construction</td>
<td>Façade and Interior</td>
</tr>
<tr>
<td>Four G’s Mexican Restaurant</td>
<td>3866 South Broadway</td>
<td>Approved</td>
<td>Façade, Patio, Interior and landscaping</td>
</tr>
</tbody>
</table>

• Business Attraction and Marketing
  
  o 3398 South Broadway: This property recently sold. The new owner indicates that the Catholic Store will relocate to another retail storefront nearby. They are actively marketing the 3,800 square foot space.
  
  o 3866 South Broadway: The new property owner has secured a lease with Four G’s Mexican Restaurant.
  
  o 3980 South Kalamath Street: Starr Painting and Drywall is under contract to purchase.
  
  o 410 West Hampden Avenue: Impacted Wraps and Graphics is expanding its operation to this location. This business specializes in vehicle wraps and large scale commercial printing.
  
  o 3299 South Broadway: Whiskey Biscuit received their sales and use tax license.
  
  o 3419 South Lincoln Avenue: Anthology Fine Art received their sales and use tax license.
  
  o 12 East Girard Avenue: Old Steel Guns has confirmed a lease and will begin remodeling the space shortly. This business specializes in antique firearms.
  
  o 3421 South Broadway: A restaurateur is considering leasing space at the recently remodeled Odd Fellows building. Staff provided the business with a market/demographic report.
  
  o 2823 South Broadway: Kaladi’s façade is nearly complete. Interior construction continues.
Other Business

- 1050 West Hampden Avenue: Sports Authority will occupy the southern building through December 2016. The northern building is being actively marketed for a new user.
- 840 West Hampden: After 42 years in business at the same location, the owner of Young’s Tire and Service Center has retired. The business is no longer operating and the equipment will be removed by the end of August. Staff has contacted the property owner to discuss the redevelopment or reuse of this highly visible site.

**Building Division Monthly Report - July 2016**

<table>
<thead>
<tr>
<th>No. Permits</th>
<th>July: 2016</th>
<th>Number July: 2015</th>
<th>Number July: 2014</th>
<th>Number July: 2013</th>
<th>Year To Date July: 2016</th>
<th>Year To Date July: 2015</th>
<th>Year To Date July: 2014</th>
<th>Year To Date July: 2013</th>
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<tr>
<td>Accessory</td>
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<td>Demo</td>
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<td>7</td>
<td>33</td>
<td>23</td>
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<td>29</td>
<td>262</td>
<td>197</td>
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<td>21</td>
<td>33</td>
<td>203</td>
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<td>158</td>
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<td><strong>382</strong></td>
<td><strong>652</strong></td>
<td><strong>200</strong></td>
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<td><strong>1,734</strong></td>
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**Inspections**

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<th>Number July: 2015</th>
<th>Number July: 2014</th>
<th>Number July: 2013</th>
<th>Year To Date July: 2016</th>
<th>Year To Date July: 2015</th>
<th>Year To Date July: 2014</th>
<th>Year To Date July: 2013</th>
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<tbody>
<tr>
<td>Building</td>
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<td>1</td>
<td>0</td>
<td>26</td>
<td>6</td>
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<td>Electric</td>
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<td>296</td>
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<td>87</td>
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<td>147</td>
<td>137</td>
<td>100</td>
<td>130</td>
<td>967</td>
<td>810</td>
<td>674</td>
<td>566</td>
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<td><strong>Total</strong></td>
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<td><strong>828</strong></td>
<td><strong>863</strong></td>
<td><strong>615</strong></td>
<td><strong>5,966</strong></td>
<td><strong>5,286</strong></td>
<td><strong>4,030</strong></td>
<td><strong>3,314</strong></td>
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**Valuations**

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<th>Number July: 2015</th>
<th>Number July: 2014</th>
<th>Year To Date July: 2016</th>
<th>Year To Date July: 2015</th>
<th>Year To Date July: 2014</th>
<th>Year To Date July: 2013</th>
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<td><strong>Total</strong></td>
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<td><strong>$220,370</strong></td>
<td><strong>$1,325,730</strong></td>
<td><strong>$1,581,649</strong></td>
<td><strong>$2,345,827</strong></td>
<td><strong>$1,451,708</strong></td>
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</table>
Thurs., Aug. 11 3:00 p.m. Police Officers Pension Board, Public Works Conference Room
3:30 p.m. Firefighters Pension Board, Public Works Conference Room
5:30 p.m. Parks and Recreation Commission
          Golf Course Maintenance Conf-Room
Mon., Aug. 15 6:00 p.m. Study Session, Community Room
7:30 p.m. Regular Meeting, Council Chambers
Tues., Aug. 16 4:30 p.m. Budget Advisory Committee, City Council Conference Room
7:00 p.m. Planning and Zoning Commission, Council Chambers
Wed., Aug. 17 7:00 p.m. Liquor & Medical Marijuana Licensing Authority, Council Chambers
Mon., Aug. 22 6:00 p.m. Study Session, Community Room
Mon., Aug. 29 6:00 p.m. Study Session – Budget, Community Room
Mon., Sept. 5 7:00 p.m. Liquor & Medical Marijuana Licensing Authority, Council Chambers
Tues., Sept. 6 6:00 p.m. Study Session, Community Room
7:30 p.m. Regular Meeting, Council Chambers
Wed., Sept. 7 11:30 a.m. Alliance for Commerce in Englewood, Greater Englewood Chamber of Commerce, 2501 S. Broadway, 2nd floor
5:45 p.m. Cultural Arts Commission, City Council Conference Room
7:00 p.m. Planning and Zoning Commission, City Council Conference Room/Council Chambers
7:00 p.m. Liquor & Medical Marijuana Licensing Authority, Council Chambers
Thurs., Sept. 8 5:30 p.m. Parks and Recreation Commission
          Englewood Recreation Center
6:30 p.m. Transportation Advisory Committee
          City Council Conference Room
Mon., Sept. 12 6:00 p.m. Study Session, Community Room
Tues., Sept. 13 5:00 p.m. Water & Sewer Board, Community Development Conference Room
6:00 p.m. Keep Englewood Beautiful, City Council Conference Room
7:00 p.m. Library Board, Library Board Room
Wed., Sept. 14 6:30 p.m. Urban Renewal Authority, City Council Conference Room
7:00 p.m. Board of Adjustment and Appeals, Council Chambers

City Hall Closed – Labor Day
Tues., Sept. 20  4:30 p.m.  Budget Advisory Committee, City Council Conference Room
    7:00 p.m.  Planning and Zoning Commission, City Council Conference Room/Council Chambers

Wed., Sep. 21  7:00 p.m.  Liquor & Medical Marijuana Licensing Authority, Council Chambers

Tues., Oct. 4  11:30 a.m.  Alliance for Commerce in Englewood, City Council Conference Room
    7:00 p.m.  Planning and Zoning Commission, City Council Conference Room/Council Chambers

Wed., Oct. 5  5:45 p.m.  Cultural Arts Commission, City Council Conference Room
    7:00 p.m.  Liquor & Medical Marijuana Licensing Authority, Council Chambers

Tues., Oct. 11  5:00 p.m.  Water & Sewer Board, Community Development Conference Room
    6:00 p.m.  Keep Englewood Beautiful, City Council Conference Room
    7:00 p.m.  Library Board, Library Board Room

Wed., Oct. 12  6:30 p.m.  Urban Renewal Authority, City Council Conference Room
    7:00 p.m.  Board of Adjustment and Appeals, Council Chambers

Thurs., Oct. 13  5:30 p.m.  Parks and Recreation Commission, Malley Senior Recreation Center

Tues., Oct. 18  4:30 p.m.  Budget Advisory Committee, City Council Conference Room
    7:00 p.m.  Planning and Zoning Commission, City Council Conference Room/Council Chambers

Wed., Oct. 19  7:00 p.m.  Liquor & Medical Marijuana Licensing Authority, Council Chambers

Wed., Nov. 2  5:45 p.m.  Cultural Arts Commission, City Council Conference Room
    7:00 p.m.  Liquor & Medical Marijuana Licensing Authority, Council Chambers

Mon., Nov. 7  2:00 p.m.  Malley Center Trust Fund Board, Malley Senior Recreation Center

Tues., Nov. 8  3:00 p.m.  NonEmergency Employees Retirement Board, Public Works Conference Room
    5:00 p.m.  Water & Sewer Board, Community Development Conference Room
    6:00 p.m.  Keep Englewood Beautiful, City Council Conference Room
    7:00 p.m.  Library Board, Library Board Room
**TENTATIVE**

STUDY SESSIONS TOPICS FOR ENGLEWOOD CITY COUNCIL

August 15  
Study Session & Regular Meeting
Financial Report
Communications and Marketing Strategic Plan

August 22  
Study Session
CDPHE Permit Limitation Review for L/E WWTP
2017 Budget Highlight Review
Communications and Marketing Strategic Plan
Comprehensive Plan

August 29  
Study Session-Budget Workshop

September 6  
Study Session & Regular Meeting – Tuesday
Parks & Recreation Master Plan Draft 6:00-6:30 p.m.
Historic Preservation
Broadway Improvements

September 12  
Study Session
EEF/EMRF
Operational Plan Progress
Dissolution of Englewood Ironworks/Urban Renewal Area
Broadway Improvement Follow-Up

September 19  
Study Session & Regular Meeting
Financial Report
Big Wonderful Outdoor Festival
Comprehensive Plan

September 26  
Study Session
Gateway Signs
City Center Englewood Discussion
Economic Development Policy/Programs
Comprehensive Plan

October 3  
Study Session & Regular Meeting
MOA Presentation
Dry Gulch Drainage Discussion
Comprehensive Plan

October 10  
Study Session
Accessory Dwelling Unit Discussion
Comprehensive Plan

October 17  
Study Session & Regular Meeting
Financial Report

8/11/2016
October 24  Study Session
           Aid to Other Agencies Discussion
           Comprehensive Plan

October 31  No Meeting – 5th Monday

November 7  Study Session & Regular Meeting
           Board and Commission Members Reappointment Discussion
           Comprehensive Plan

November 14 Study Session
           Comprehensive Plan

November 21 Study Session & Regular Meeting
           Financial Report
           Comprehensive Plan

November 28 Study Session
           Comprehensive Plan

December 5  Study Session & Regular Meeting
           Comprehensive Plan

December 12 Study Session
           Financial Report
           Comprehensive Plan

December 19 Regular Meeting
           No Study Session Scheduled – Holiday Dinner

December 26 Christmas Holidays – No meeting scheduled

FUTURE STUDY SESSION TOPICS

Xcel Partners in Energy
Joint Meeting with Englewood School District
MOA Update
Emerald Ash Borer Presentation/Japanese Beetle Discussion
MINUTES
Keep Englewood Beautiful Meeting
Tuesday, June 14, 2016
City Council Conf. Rm. 6:00 PM

1. Call to Order
The meeting was called to order at 6:00 pm in the City Council Conference Room by Chair Werner.

COMMISSIONERS PRESENT: Todd, Scoggins, Sturevant, Martin, Godwin, Kotal, Werner

COMMISSIONERS ABSENT: City Council Liaison Martinez

STAFF PRESENT: Julie Bailey, Acting Staff Liaison

2. Approval of Minutes
Motion: Approve the March 8, 2016 Minutes. Moved by Todd; Seconded by Godwin. Motion passed.

Motion: Approve the April 12, 2016 Minutes. Moved by Martin; Seconded by Todd. Motion passed.

4. Old Business
Partners in Energy: Jeremy will provide an update at the July meeting.

Flower Beds: The flower beds have been planted. The Commission needs to maintain the beds at Cushing Park and the Recreation Center. A signup sheet was circulated for maintaining the flower beds.

5. New Business

Business Cards: Motion: Purchase business cards with Commission name, logo, and Facebook address. Moved by Martin moved; Seconded by Kotal

Litter Index: The Commission discussed the Litter Index and volunteer recruitment.

City Council Presentation: The Commission discussed the July 25 study session with City Council.
6. **Public Forum**

   No members of the public were present at the meeting.

7. **Staff’s Choice**

   The next meeting is July 12. Household Hazardous Waste Roundup is Scheduled for September 10 and 17.

8. **Council Liaison’s Choice**

   Council Liaison Martinez was not present at the meeting.

9. **Commissioner’s Choice**

   The use of Google Docs was discussed.

10. **Adjournment**

    The meeting adjourned at 7:10 p.m.

Nancy G. Fenton, Transcriber
I. **CALL TO ORDER**

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:00 p.m. on Wednesday, April 6, 2016 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Judy Browne.

II. **ROLL CALL**

Members Present: Judy Browne, Chair  
Jennifer Haynes, Vice Chair  
Paula Grimes, Commissioner  
Jarrod Schleiger, Commissioner  
Evelyn Vaughn, Commissioner  
Colleen Nebel, Alternate Commissioner  
Rick Gillit, Mayor Pro Tem & Council Liaison  
Steve Yates, Alternate Council Liaison

Members Absent: None

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

III. **SCHEDULED VISITORS**

There were no scheduled visitors.

IV. **UNSCHEDULED VISITORS**

Rita Russel – At Large City Council Representative, James (Jerry) Hill, Elaine Hults
V. MINUTES

A. COMMISSIONER GRIMES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD FEBRUARY 24, 2016. COMMISSIONER VAUGHN SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Director Tullius reported she discussed relinquishing the DOH Vouchers with the State of Colorado Division of Housing. EHA’s costs exceed the payments received from DOH. The contract will terminate May 31, 2016. Developmental Pathways and Arapahoe / Douglas Mental Health will each manage a portion of the vouchers. EHA will complete all income certifications and notify DOH clients which agency will manage their voucher in the future. There are 5 or 6 DOH participants with FSS Escrow balances. DOH will continue to hold the escrow accounts but will communicate with the new agencies that administer the vouchers about the FSS Participants and the related Escrow balances.

Staffing levels in the Section 8 department consist of a Lead Technician and a Housing Technician. The Agency Clerk is providing clerical assistance.

On March 4<sup>th</sup> HUD issued a Notice regarding enhanced voucher requirements for over-housed Section 8 participants. In compliance, the over-housed Section 8 tenants at Federal Square were relocated to smaller units.

The Grant Street unit is leased. The original target rental amount was $2,500. The unit is actually leased for $2,100 per month.

There was an electrical outage at Simon Center and Orchard Place during the recent snow storm. It was discovered that the boilers, the automatic openers and the card readers for the new automatic doors are not connected to the back-up generators. There were no
issues with the elevators at Orchard Place, but the elevators at Simon Center were problematic. A policeman got stuck on the elevator. Luckily a fireman who was in the building for a different issue was able to free the policeman. The fireman suggested the elevators not be used during a power outage. Many of the units at Orchard Place have a single outlet on emergency power. This was the first power outage in 16 or 17 years. An electrician has been scheduled to perform an onsite inspection and analysis.

The front steps are sinking and need to be replaced at the duplex on Inca. This work will be included with the other contracted concrete work already scheduled.

The Foundry is set for closing on April 21st.

A contract with Comcast was executed for a new phone system and expanded internet. A Comcast engineer is scheduled to make a site visit. The equipment should arrive in 4 to 6 weeks.

Unfortunately, neither of our CDBG grant applications were funded.

The Property Management / Occupancy area has been restructured. Going forward, there will be two Property Managers. One Manager is responsible for Orchard Place and the Public Housing Units. The other Manager is responsible for Simon Center and the Market Rate Units including the Office Building. Each will be responsible for recertification of the residents in their respective buildings. They will work with maintenance and be responsible for curb appeal and cleanliness of the buildings. Better service for residents is the goal of the reorganization.

B. Financial Reports

Ron Snodgrass noted the budget for the Voucher Program was reported as $2 million; it is approximately $500,000. Financial Service Manager Snodgrass will add a variance column to the report so that the large variances will be immediately obvious and can be explained (or corrected as necessary). Two budget items – Extraordinary Maintenance and Capital Improvements reflect few expenditures, but are anticipated to reflect expenditures going forward. Admin fees are prorated at 81% and HAP is prorated at 100%.

C. Occupancy Report

There were no questions or concerns about the Occupancy Report.
VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 4, Series 2016 Resolution to Authorize and Approve Execution of Amended & Restated Operating Agreement for the Foundry Apartments, LLC.

Vice Chair Haynes asked what due diligence items they requested. Director Tullius said they requested EHA Bylaws, a letter from the State of Colorado indicating that EHA is in good standing, the Board Resolution, and a Certificate of Incumbency which is included in the Board Packet for this month. EHA’s attorney noted some clerical corrections but had no areas of substance that required changes.

COMMISSIONER SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 4 TO AUTHORIZE AND APPROVE EXECUTION OF AMENDED & RESTATED OPERATING AGREEMENT FOR THE FOUNDRY APARTMENTS, LLC. VICE CHAIR HAYNES SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

B. Resolution No. 5, Series 2016 Resolution to Approve the Budget for 2016 Capital Fund.

Director Tullius explained that previously EHA submitted the Capital Fund Budget with the Annual Plan. HUD has separated the CFP Budget from the Annual Plan because the new CFP funding amount is unknown when the Annual Plan is prepared. EHA has been notified of the funding level for the 2016 Capital Fund. This 2016 CFP budget corresponds to the 2016 CFP Annual Contributions Contract and sets out the budget for those funds.

VICE CHAIR HAYNES MOVED TO APPROVE RESOLUTION NO. 5, SERIES 2016 RESOLUTION TO APPROVE THE BUDGET FOR 2016 CAPITAL FUND. COMMISSIONER GRIMES SECONDED THE MOTION.

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

Chair Browne declared the motion carried.
VIII. INFORMATION AGENDA

Parcels of vacant land were discussed. Very little vacant land remains in Englewood. Examples of possible scenarios were noted.

Director Tullius informed the Board that other PHA’s Boards have created development entities and 501C3’s to pursue development outside of their city boundaries. A reason housing authorities pursue development is to develop revenue sources outside of the federal government.

Commissioner Schleiger stated that one of the Board’s goals is to expand affordable housing and to develop additional revenue sources.

Vice-Chair Haynes noted that she is moderating a panel at CREJ (Colorado Real Estate Journal) about mixed income 70/30 types of developments. There is definitely a need for moderate to low income housing. She personally would be supportive of Englewood Housing Authority exploring development either in Englewood or outside of Englewood. Commissioner Schleiger said that he would support development either in Englewood or outside Englewood.

Director Tullius will gather some information and report back to the Board at the May meeting.

IX. GENERAL DISCUSSION

Chair Browne asked the visitors if they had anything that they would like to discuss with the Board of Commissioners.

James (Jerry) Hill said he did not intend to speak, however, he wanted to make a couple of points: 1) He was surprised about the electricity and elevators going out, maybe there needs to be a plan B instead of taking everyone out of the building. 2) In a previous meeting a Board Member asked about Section 8 and he never heard an answer in subsequent meetings.

At large City Council Representative Rita Russel stated that she submitted a CORA request in January regarding audio recordings and if they can be posted on the Housing Authority website, and can the draft minutes be posted on the website too. Is there a process to find out where you are on the waiting list and what is the process? She has a friend that has called several times and wants to know where they are on the list.
Elaine Hults said she does not believe in rumors, but she has some friends in Simon Center in wheelchairs and she has heard that EHA is moving them out of Simon Center and turning it into a high priced market rental building. Another issue is that someone parked in her parking space.

Director Tullius responded that EHA has a contract with HUD for Simon Center and it is not being considered for market rate housing. EHA has accessible units at Orchard Place and can move residents that need an accessible unit when there is an available unit. Regarding the parking issue, Director Tullius already talked to Elaine Hults and the issue has been resolved.

A. Commissioner's Choice

Commissioner Vaughn said that other than the blizzard it was a really good month. Everyone on her floor checked on each other to make sure that everybody was okay. The maintenance staff was fabulous. They cleaned the snow from the parking lot and sidewalks numerous times throughout the day. Orchard Place has a really good activities committee to plan and organize a lot of events. There was a really nice St. Patrick’s Day event. The Round Table meeting was very informative and it is nice to hear about all the improvements planned for the building, and it is exciting that Orchard Place is scheduled to have the outside of the building power washed in a couple of weeks.

B. Director's Choice

Director Tullius had nothing additional to discuss.

C. Council Communication

Council Liaison Gillit reported that the comprehensive plan is being finished and will cover the next 20 years. It is available for download on the city website and residents are encouraged to review it and provide comments. The city has undergone a lot of changes during the past year. There were 11 department heads, now there are 6. The city is becoming more consolidated and it is improving efficiency. On-line streaming of city council meetings is almost ready to go. The city just did a new 20 year lease of property by McClellan Reservoir. Purchase of new equipment for the police department was approved. The Medici project has been rolled back and there is not a final contract yet. Chick-Fil-A is scheduled to start building at Broadway and Dartmouth this June. The Country Buffet is permanently closed. The Englewood Environmental Foundation was
formed when Cinderella City was demolished. Council is looking at restructuring the
Englewood Environmental Foundation. The DA has declined to look into how the
Englewood Environmental Foundation conducts business. Murphy Robinson has
replaced Mike Flaherty who has retired. The City Center building has 135,000 square
feet. The City really only needs 15,000 square feet. At a price of $8.5 million there is
some market interest but the building is not for sale at this time. The city gives $100,000
per year to the Museum of Outdoor Arts to be in the building.

Alternate Council Liaison Yates reported that Denver Fire has asked what type of mascot
should be on the trucks that service Englewood. The Englewood High School “Pirate”
mascot has been proposed.

X. **ADJOURNMENT**

**COMMISSIONER VAUGHN MOVED TO ADJOURN THE MEETING. COMMISSIONER GRIMES SECONDED THE MOTION. CHAIR BROWNE DECLARED THE REGULAR MEETING ADJOURNED AT 5:40 P.M.**

Judy Browne, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority
I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:00 p.m. on Wednesday, May 4, 2016 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Judy Browne.

II. ROLL CALL

Members Present: Judy Browne, Chair
                Jennifer Haynes, Vice Chair
                Paula Grimes, Commissioner
                Jarrod Schleiger, Commissioner
                Evelyn Vaughn, Commissioner
                Colleen Nebel, Alternate Commissioner
                Rick Gillit, Mayor Pro Tem & Council Liaison
                Steve Yates, Alternate Council Liaison

Members Absent: None

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

III. SCHEDULED VISITORS

A. Wendy Swanhorst, Swanhorst & Company LLC

Wendy Swanhorst of Swanhorst & Company formally presented the 2015 fiscal audit of the Englewood Housing Authority financial records and the Management Letter. Ms. Swanhorst indicated that her firm has issued a clean opinion and that the EHA’s financial information is fairly stated in all material respects. There were no weaknesses in controls identified. The audit process went very well and did not identify any items of concern. Things to note – page 2 of the financial statements shows the Market Rate Rentals which were completed and rented for the first time during 2015, on the second to last page is the Schedule of Federal
Funds received. During 2015 Federal Funds Received totaled $4.3 million dollars which is a pretty significant amount.

Council Liaison Gillit asked how long Swanhorst & Company has done the audit for EHA. Wendy Swanhorst replied that this is the second contract with EHA, and each contract has been for a term of 3 years. They use different audit staff every year so there are fresh eyes looking at the records.

B. Jim Wagenlander, Wagenlander & Heisterkamp LLC

Jim Wagenlander shared that he started his career 42 years ago at HUD. He was a HUD lawyer for 3 years. Then he left to start his own law practice. For the next 39 years his practice has consisted about 80% of work for Public Housing Authorities or Indian Housing Authorities. Dave Heisterkamp has been with the firm for 20 years, 16 or 17 of those as Partner.

He is here to discuss the legal prohibitions and the legal authority of the Englewood Housing Authority. Many Housing Authorities have changed their names over the past 20 years. Douglas County created the Douglas County Housing Partnership, Littleton Housing Authority is now South Metro Housing, Lakewood Housing Authority is now West Metro Housing, and Boulder has Boulder Housing Partners.

Can Englewood Housing Authority function outside of the City of Englewood, and outside of Arapahoe County? Yes, in fact, EHA has previously entered into cooperative agreements with other agencies to operate outside of Englewood and Arapahoe County. EHA manages Sheridan Housing Authority’s voucher program in the City of Sheridan and EHA has for many years managed vouchers in Douglas County for the Division of Housing.

Can EHA own property outside the City of Englewood? Yes.

The Federal Government passed the U.S. Housing Act in 1937. The State of Colorado enabling statute CRS 29-04-201 was passed in 1938. A city can create a Housing Authority by ordinance, or citizens can take a petition and vote to start a Housing Authority. Housing Authorities are State Housing Authorities, NOT City Housing Authorities. Englewood Housing Authority started in 1972.

Chair Judy Browne asked if there are limits imposed on the Housing Authority. Jim Wagenlander replied that the Articles of Incorporation or Bylaws might constrain what you can do, but not statute. Also if there are limits in the Bylaws, those could be revised. If you enter into an intergovernmental agreement, you are
required to file a copy with the State. In the old days, HUD required intergovernmental agreements to ensure tax exemption and there was the PILOT agreement (Payment in Lieu of Taxes). That was a requirement for public housing only, not for any other programs.

Alternate Council Liaison Yates asked what liability would there be to the City if the EHA invested in a project and it went belly up? The Housing Authority operates separate unto itself therefore there is no liability to the City.

It is to the Housing Authority’s advantage to develop market rate housing. There are many benefits to mixed income projects. Mixed income projects are beneficial to the city, neighborhood, and the residents.

Vice Chair Haynes asked if most Housing Authorities that do development have a subsidiary. Jim Wagenlander said that there are some financing reasons, but otherwise no particular reason to do it. It is not necessary today.

Almost no new units are financed or funded solely by HUD. To build new units now requires layering of funding and financing mechanisms. EHA has the right and responsibility to provide safe, sanitary and decent housing. Colorado Statute says the Housing Authority “jurisdiction shall include the city”, NOT “limited to the city”. There was one Colorado agency that had interests in New Mexico to make money which was then invested back into their own Colorado community. Colorado Statute specifically allows Housing Authorities to enter into partnerships and agreements with other parties, entities and other jurisdictions. Politically it is a good practice is to have agreements with other jurisdictions, but it is not legally required.

If EHA wants to change its name that is something you can do yourself. Housing today requires a huge amount of leveraging of funds. In Denver and across the nation the cost of housing has skyrocketed. If you want people to come and work in your city you need to develop and provide affordable housing. In the metro area today it is clearly a crisis and affordable housing is crucial.

Denver assesses an affordable housing fee on all development. Lots of agencies are land banking property to preserve property for affordable housing. The city of Denver has a housing policy and they are working on a process to develop a new housing policy to raise $15 million per year and to raise $150 million over 10 years and to develop 7,000 housing units of affordable housing. There is a large need for supportive services and that takes multiple agencies and multiple funding sources.
Alternate Council Liaison Yates asked how are most Board of Commissioners appointed? Jim Wagenlander responded that some are self-appointed by the current Board members, some are appointed by the Mayor, and some are appointed by City Council.

A. UNSCHEDULED VISITORS

Rita Russel – At Large City Council Representative
Elaine Hults

B. MINUTES

A. VICE CHAIR HAYNES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD APRIL 6, 2016. COMMISSIONER VAUGHN SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

C. DIRECTOR’S REPORT

A. Narrative

Director Tullius reported that the results of power washing the Orchard Place building have been amazing when comparing the before and after results. EHA will be opening the waiting list for Wheelchair Accessible Units at Orchard Place on June 6th. May 10th is the groundbreaking for the Foundry Apartments. The DOH Section 8 client files are almost ready for transfer to DOH. After the file transfer, Section 8 will update and purge the current waiting list so that we will be ready to open the EHA waiting list.

Chair Browne asked what is the term of the leases for Market Rate units. Director Tullius responded that those leases are currently for a one-year term; however we are investigating adding a renewal option to the lease.
Commissioner Schleiger asked if EHA is planning to paint the outside of Simon Center or Orchard Place. Operations Manager Hamit responded that EHA has no plans to paint Simon Center, and Orchard Place has a silicone based elastomeric coating which attracts dirt, but most paints will not stick to it. We are testing samples of elastomeric coatings on the back of the building now and will test another elastomeric coating on the wall that encloses the generator. If we find a suitable product we will consider painting the exterior of Orchard Place. The cost to power-wash Orchard Place is $11,000 for labor plus $10,000 for equipment rental.

Commissioner Schleiger asked about the transfer of DOH Vouchers and how often EHA does something like that. Director Tullius responded that those were never EHA’s vouchers, they were always DOH vouchers and EHA just managed those vouchers for the State. EHA did not lose any vouchers; basically EHA is transferring the files to DOH for the vouchers that we used to manage.

Vice-Chair Haynes inquired about the reorganization of property management function and how that has worked so far. Director Tullius responded that so far it is working well.

Chair Browne asked about participants that are terminated for criminal activity if they are able to appeal the termination? Director Tullius explained that all program participants have appeal rights. The standard for termination is “preponderance of the evidence”. It does not require a criminal conviction in court. EHA has had many problems with the participants that are being terminated and we are very comfortable going forward with termination even without a decision on the criminal case. There are police reports and complaints from neighbors, etc.

B. Financial Reports

Financial Services Manager Snodgrass reported that the Public Housing program had expenditures and received Capital Fund Program grant revenue of $43,000 to $44,000 and that was the most significant item in the March report. Spending is low versus the budget for Capital Expenditures, Extraordinary Maintenance, and Maintenance & Repairs, but with nice weather anticipated we expect to see many of those types of expenditures over the summer months.

Commission Schleiger asked since there are a few known budget revisions that are needed, when do we plan to do a budget revision? Director Tullius responded that August is normally when the budget revision is presented to the Board of Commissioners. This year we may push it up a month to July.
C. Occupancy Report

Vice-Chair Haynes noted that EHA has a number of unused vouchers. What is the plan? Director Tullius shared that EHA plans to start leasing up in June. EHA has some reserves and has talked to HUD about releasing those reserves to pay for leasing of additional units. Vice-Chair Haynes saw that EHA has a lot of portables and wondered where those participants went. Director Tullius responded that most of the outgoing portable vouchers are in Aurora, although there are other housing authorities that do not absorb portable vouchers, Denver is one. We are only able to utilize the number of vouchers that we can pay for with the funds HUD provides. If you don’t lease units, you lose Admin Fees. When we report that we have leased these units HUD is supposed to release the reserves.

Commissioner Schleiger asked what the reserves are. Director Tullius reported that SHA has very little reserves; EHA has in excess of $200,000. The Section 8 HCV leasing process is always an estimate and HUD developed a leasing tool that helps with the estimate of how many units can be supported.

D. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 6, Series 2016 Resolution to Approve the Fiscal Audit of 2015.

COMMISSIONER SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 6 TO APPROVE THE FISCAL AUDIT OF 2015. COMMISSIONER VAUGHN SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

B. Resolution No. 7, Series 2016 Resolution to Approve Changes to the Admissions and Continued Occupancy Plan.

Director Tullius explained that as part of a management review HUD requested EHA add the paragraph to our ACOP, and that EHA agrees to run this EIV report for all new residents.
COMMISSIONER SCHLEIGER MOVED TO APPROVE RESOLUTION NO. 7, SERIES 2016 TO APPROVE CHANGES TO THE ADMISSIONS AND CONTINUED OCCUPANCY PLAN.

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

Chair Browne declared the motion carried.

VIII. INFORMATION AGENDA

Commissioner Schleiger asked if the Streamlining Rule is encouraging. Director Tullius said it does not help EHA very much but it does have some mandatory changes that will require us to amend the Section 8 Administration Plan and the ACOP.

For fixed income residents we won’t have to obtain third party verification of income every year. We will still be required to obtain third party verification of deductions.

IX. GENERAL DISCUSSION

Chair Browne asked the visitors if they had anything that they would like to discuss with the Board of Commissioners. There were no comments from the visitors.

A. Commissioner's Choice

Commissioner Schleiger announced that May 25th, 1st Bank officially opens in Englewood at Logan & Hampden.

Commissioner Vaughn said that Orchard Place looks much better after the power-washing. The Orchard Place activity committee has several activities planned. There is a band scheduled to play for the residents. There are Saturday coffees on most weekends and they would like to have the new mayor attend a Saturday coffee. They would also like to have Board Chair Browne and Council Representative Linda Olson attend a Saturday coffee. A root beer float party is scheduled for May. Maintenance has been busy cleaning the lawn and grounds and Commissioner Vaughn really appreciates the work they do.
B. Director's Choice

Director Tullius had nothing additional to discuss.

C. Council Communication

Council Liaison Gillit reported that all council meetings will be live streamed in a couple of weeks. The cost to do that was about $20,000. Council is looking at marijuana. There are some medical dispensaries that want to be allowed to sell retail. There is an establishment called “I Bake” which is a den or a club for pot smoking. Council is looking at banning all marijuana social clubs. City center is officially a non-topic.

X. ADJOURNMENT

COMMISSIONER VAUGHN MOVED TO ADJOURN THE MEETING.
COMMISSIONER SCHLEIGER SECONDED THE MOTION. CHAIR BROWNE DECLARED THE REGULAR MEETING ADJOURNED AT 5:40 P.M.

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Judy Browne, Chair               Renee Tullius, Executive Director
Englewood Housing Authority      Englewood Housing Authority
Board of Commissioners
I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:00 p.m. on Wednesday, June 1, 2016 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Judy Browne.

II. ROLL CALL

Members Present: Judy Browne, Chair
                Paula Grimes, Commissioner
                Jarrod Schleiger, Commissioner
                Evelyn Vaughn, Commissioner
                Colleen Nebel, Alternate Commissioner
                Rick Gillit, Mayor Pro Tem & Council Liaison

Members Absent: Jennifer Haynes, Vice Chair (Excused)
                Steve Yates, Alternate Council Liaison

Also Present: Renee Tullius, Executive Director
              Jerry Graber, Administrative Manager
              Ron Snodgrass, Financial Services Manager

III. SCHEDULED VISITORS

There were no scheduled visitors

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors
V. MINUTES

A. COMMISSIONER SCHLEIGER MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD MAY 4, 2016. COMMISSIONER VAUGHN SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

VI. DIRECTOR'S REPORT

A. Narrative

Director Tullius reported that it has been quite a month. The new phone system was installed. Property Management has been moved to Simon Center. The Administrative Manager moved into one of the vacated offices. One Section 8 Housing Technician will be moving to an office with natural light. The power-washing of the exterior of Orchard Place is complete. We are installing vinyl plank flooring into a vacant wheelchair accessible unit as a test unit to see how it performs. Vinyl plank flooring is about $600 more than the carpet and sheet vinyl flooring typically used in other units. Hopefully this will be more durable and long lasting and more economical long term. Director Tullius explained that she attended the recent Sheridan Housing Authority Board Meetings and at the last meeting they discussed the possibility of EHA and SHA doing a partnership for developing affordable housing. They are in favor of a partnership and are very interested in developing additional affordable housing in Sheridan. Sheridan has mostly older housing stock. No one on the SHA Board has any reservations. It would be a lot of work, including finding a site, plans, approvals, building or remodeling, etc. They are excited to see what could be proposed. Currently there are no affordable or tax credit projects in Sheridan.

Chair Browne mentioned that Habitat is doing a really nice single family homes project with Sheridan. Chair Browne noted that when Habitat remolds or refurbishes townhomes or condos that has helped turn the tide from renters to owners and spurs other owners to fix up their properties.
The Commissioners indicated that they are in favor of proceeding and mentioned that a property similar to Federal Square Village would be good place to start with a rehab. The Board suggested that this is something they would be open to spending time on and are willing to provide their input as needed.

Director Tullius thanked the Board for their input and direction and their willingness to proceed. The City Manager for Sheridan would probably be SHA’s point person and would also be key in evaluating potential projects. Building from the ground up or rehab would both be considered.

Alternate Commissioner Nebel offered to be of assistance for input into the evaluation criteria and site selection process.

Director Tullius reported that the Section 8 cost per voucher has increased because rents are increasing. The result is that we are spending the entire HAP Budget. Currently we are replacing voucher-holders that leave the program but we are not pulling names from the wait list for additional leasing.

The Broadway Lofts is set to close in July. They will break ground shortly after that.

Commissioner Schleiger asked about the Colorado DOL webinar that Director Tullius attended – are there any changes that affect EHA? Director Tullius explained that there were a certain amount of changes related to exempt or non-exempt employees. However EHA has previously made the changes and adjustments that were necessary.

B. Financial Reports

Financial Services Manager Snodgrass reported that there are a couple of variance columns for which were added to the financial reports to make them more user friendly. The revenue for Federal Square HAP revenue was miscoded to admin fees and the correcting adjustment will be booked in May.

The ROSS Grant that funds our FSS Coordinator position was unavailable for several months. EHA received the grant revenue for March, April and May in May, so that will show up in the financials next month.

The invoice for power washing Orchard Place will be paid in June, even though all of the work was completed in May. That is a $22,000 impact for Public Housing.
C. Occupancy Report

Director Tullius noted we had two lease ups this week and now Public Housing is 100% leased. Simon Center is also 100% leased.

EHA Housing Choice Voucher program has 81% of authorized units leased and 102% year to date usage of the Annual Budget authority.

SHA Housing Choice Voucher program has 92% of authorized units leased and 103% year to date usage of the Annual Budget authority.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 8, Series 2016 Recognition for Years of Service - Commissioner Jarrod Schleiger.

COMMISSIONER GRIMES MOVED TO APPROVE RESOLUTION NO. 8 TO RECOGNIZE THE YEARS OF SERVICE OF COMMISSIONER JARROD SCHLEIGER. COMMISSIONER VAUGHN SECONDED THE MOTION.

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

Chair Browne declared the motion carried.

B. Discussion of Englewood Housing Authority Bylaws.

Chair Browne led discussion about revision of the Englewood Housing Authority Bylaws. It was noted that under Colorado Law the default is that the Mayor or Council appoints new members to the Housing Authority Board of Commissioners. The previous requirement for reappointment of current board members was that a Board Member either lives or works in Englewood.

There are some additional desires / needs for Board Members that might need to be added to the Bylaws:
1. One Board Member should have legal expertise.
2. One Board Member should have financial or banking expertise.
3. One Board Member must be a resident of Public Housing (HUD Requirement).
4. One Board Member should have real estate expertise.
5. One Board Member should have current real world business experience and current involvement in the business community.
There might be a need for a study session or a sub-committee or work group to discuss the current Bylaws in detail section by section or article by article. Any action on the Bylaws would of course require approval by the full Board.

Council Liaison Gillet noted that he deals with bylaws all the time and he noticed that the copy of EHA Bylaws that was distributed was neither signed nor dated. City Council follows the City Charter and Council Appoints all Board Members. The Mayor only appoints Board Members to fill vacancies. Council Liaison Gillet stated that he would be in favor of the EHA Board being self-appointing – but the city charter ties their hands.

Director Tullius noted that the Bylaws which were distributed are the same Bylaws as submitted to HUD and they have also been certified by the State of Colorado. They are the original documents from 1972.

The Board indicated that they would like to hold a special meeting to discuss revision of the bylaws. The best time for everyone is Wednesdays at 4:00 p.m. It should be planned for a Wednesday when Commissioner Haynes is available to attend. The Board would also like input from EHA legal counsel about what should be considered when revising the Bylaws. It was the consensus of the Board that any vacancy on the Board should be filled by the Alternate Commissioner, because they have had time to become familiar with the programs and regulations and how the Housing Authority operates.

Council Liaison Gillet informed the Board that the City Council is interviewing 28 applicants for vacant positions and the next EHA Commissioner should be appointed before the next board meeting.

VIII. INFORMATION AGENDA

There was discussion about HUD’s requirements for AFFH (affirmatively furthering fair housing) and that Englewood Housing Authority’s AFFH plan is due in 2019. Director Tullius noted that the City of St Paul and the City of Minneapolis were sued by the federal government for not affirmatively furthering fair housing.
IX. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioner Schleiger thanked the Board for their friendship and comradery. He noted that he would welcome the chance to serve on the Board for another term is the powers that be would allow it.

Commissioner Vaughn reported that the residents at Orchard Place are eagerly looking forward to having the new shades installed on their balconies and patios. She is looking forward to having live music at Orchard Place later this month.

B. Director's Choice

Director Tullius had nothing additional to discuss.

C. Council Communication

Council Liaison Gillit reported that the city council is having a discussion about whether they city should allow retail marijuana sales in Englewood. He represents a district that continually votes against it. The I-Bake club will probably be shut down; council is considering an ordinance banning marijuana consumption clubs. Some council members feel that it is a conflict of interest for a citizen to serve on more than one board. That means there are a lot more openings for other citizens to be involved. We have a lot of smart young people moving into Englewood and it will be good to get them active in the community. The Foundry is moving forward. At the old Uncle Milty’s site there is a proposal for 7 housing units. Council will be going to the mountains for a retreat. On Thursday the city manager is holding a forum at Hampden Hall to discuss marijuana. If someone wants to email all council members council@englewoodgov.org is the email address to use. Mr. Gillit is about 99% sure that there will be a resident issue about retail marijuana to get a ballot item. There are 4 different school districts in Englewood. An additional $100 Million has been requested by the Englewood Schools. The Safety Services Center is also in need of upgrades.
X. **ADJOURNMENT**

COMMISSIONER SCHLEIGER MOVED TO ADJOURN THE REGULAR MEETING AND TO ENTER AN EXECUTIVE SESSION TO DISCUSS POTENTIAL LITIGATION. COMMISSIONER GRIMES SECONDED THE MOTION. CHAIR BROWNE DECLARED THE REGULAR MEETING ADJOURNED AT 5:10 P.M.

______________________________  ________________________________
Judy Browne, Chair              Renee Tullius, Executive Director
Englewood Housing Authority     Englewood Housing Authority
Board of Commissioners
I. CALL TO ORDER

The Regular Meeting of the Englewood Housing Authority Board of Commissioners was called to order at 4:10 p.m. on Wednesday, July 6, 2016 at 3460 South Sherman Street, Suite 203, Englewood, Colorado, 80113, by Chair Judy Browne.

II. ROLL CALL

Members Present: Judy Browne, Chair
                Jennifer Haynes, Vice Chair
                Paula Grimes, Commissioner
                Evelyn Vaughn, Commissioner

Members Absent:  Colleen Nebel, Commissioner
                Rick Gillit, Mayor Pro Tem & Council Liaison
                Steve Yates, Alternate Council Liaison

Also Present:     Renee Tullius, Executive Director
                 Jerry Graber, Administrative Manager
                 Ron Snodgrass, Financial Services Manager

III. SCHEDULED VISITORS

There were no scheduled visitors

IV. UNSCHEDULED VISITORS

There were no unscheduled visitors
V. MINUTES

A. COMMISSIONER GRIMES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE REGULAR MEETING OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD JUNE 1, 2016. VICE-CHAIR HAYNES SECONDED THE MOTION.

Ayes: Browne, Haynes, Grimes, Vaughn
Nays: None
Abstained: None
Absent: Nebel

Chair Browne declared the motion carried.

B. Related to the study session of the EHA Bylaws, Commissioner Grimes suggested that EHA should not restrict the choices for Commissioners in the Bylaws that we regret it later. If EHA works in conjunction with Littleton Housing Authority, we could split the attorney fees, since they are considering doing the same thing.

Director Tullius reported that asked about keeping the alternate position vacant at this time; an alternate was appointed. The Board reached a consensus that it would be prudent to discover the council’s likely position on EHA having a self-appointing board before researching or incurring attorney fees. The Board requested a draft of the revised bylaws for the next Board Meeting.

VICE-CHAIR HAYNES MOVED TO ACCEPT AND APPROVE THE MINUTES OF THE STUDY SESSION OF THE ENGLEWOOD HOUSING AUTHORITY BOARD OF COMMISSIONERS HELD JUNE 8, 2016. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Browne, Haynes, Grimes, Vaughn
Nays: None
Abstained: None
Absent: Nebel

Chair Browne declared the motion carried.
VI. DIRECTOR’S REPORT

A. Narrative

Director Tullius noted that there is an opportunity for Board and staff to tour the Traditions Apartments next Tuesday at 1:00. Chair Browne indicated that she is not available for the tour. Vice-Chair Haynes, Commissioner Vaughn, and Commissioner Grimes will attend. They suggested that former Commissioner Schleiger be invited.

Director Tullius reported that delivery of the sunshades is expected July 25th. Installation will be scheduled when all of the sunshades have been received. One of the four rooftop a/c units on the office building needed replacement. The replacement unit cost slightly less than $2,500.

The Section 8 goals remain the same. We will begin a waitlist update and purge. A Section 8 employee who was terminated made a discrimination complaint. The insurance company appointed an attorney. The attorney interviewed everyone and she did not recommend settlement discussions.

Repairs to a PH duplex unit were above normal wear and tear. The tenant was moved to a larger duplex unit and will be entering a repayment agreement for the excess repair costs. Chair Browne asked if EHA has the option of doing inspections more frequently than annually. Director Tullius responded that we can do housekeeping inspections. $1,400 is the amount of the repayment agreement. $3,800 was the total cost to EHA. We are taking steps to avoid a repeat in the future. The tenant has been warned that any future violations will be lease violations.

The city fire inspector inspected Simon Center and requested one additional fire be installed on each floor. He also inspected the office building and requested an exit sign be added in the Board Room.

B. Financial Reports

Financial Services Manager Snodgrass reported that he added a section to the financial statements for items that are not ordinary operating items. Now the Regular Net Income from operations will be listed before extraordinary items. Net Income will be listed at the bottom. FSS funding caught up with expenses in May - the Income for March and April was received in May. The Public Housing operating subsidy was adjusted from $21,000 to $18,000 in May. EHA received an additional $18,557 operating subsidy for Federal Square Village Vouchers in May.
Vice-Chair Haynes asked when the board will see the Budget Revision. Director Tullius noted that we have a draft Budget Revision that will be finalized and presented for Board Adoption at the August meeting. Voucher staff is requesting an additional software product at a cost of $1,600; Rent Reasonableness Determination software from Nelrod. Currently it takes staff an average of 40 minutes per recertification to gather comparable rents from various classified ads and the software will greatly reduce the time required. Chair Browne inquired about where does the software get the data? Director Tullius responded that it gathers data from Arapahoe County and summarizes it in a clean report that will be retained for an audit trail.

Another item that will be requested is a Mountain States Employer's Council compensation study which will range from $3,000 to $5,000 or as little as $2,000 if they can use EHA’s current job descriptions. We have several staff that will be retiring and we want to know how we compare to the market with salary and benefits. Also any changes that came along with the recent labor law changes. We just want to make sure everything is as it should be. The study takes 6 weeks to complete. EHA should have the data for use in preparing the 2017 budget. We are not able to share this cost with other local Housing Authorities as job descriptions are not consistent across housing authorities.

C. Occupancy Report

There were no questions.

VII. DISCUSSION ITEMS, MOTIONS AND RESOLUTIONS

A. Resolution No. 9, Series 2016 Resolution Approving Changes to ACOP (Admissions and Continued Occupancy Policy).

VICE CHAIR HAYNES MOVED TO APPROVE RESOLUTION NO. 9 TO APPROVE CHANGES TO THE ACOP. COMMISSIONER VAUGHN SECONDED THE MOTION.

Ayes: Browne, Haynes, Vaughn, Grimes
Nays: None
Abstained: None
Absent: Nebel

Chair Browne declared the motion carried.
B. Resolution No. 10, Series 2016 Resolution Approving Changes to Section 8 Administrative Plan.

COMMISSIONER VAUGHN MOVED TO APPROVE RESOLUTION NO. 10 TO APPROVE CHANGES TO THE SECTION 8 ADMINISTRATIVE PLAN. COMMISSIONER GRIMES SECONDED THE MOTION.

Ayes: Browne, Haynes, Vaughn, Grimes
Nays: None
Abstained: None
Absent: Nebel

Chair Browne declared the motion carried.

VIII. INFORMATION AGENDA

Vice-Chair Haynes reported that the "How Portability Works" document was very informative and helpful in understanding the process.

IX. GENERAL DISCUSSION

A. Commissioner's Choice

Commissioner Vaughn reported that the residents at Orchard Place were treated to live music entertainment by Steve Vannoy. He was a good entertainer and it was appreciated. The Platte Valley Singers, accordion players and vocalists, also performed at a resident concert. It is nice to have the EHA maintenance crew back from vacation. Shades were installed in the smoking shelter and they are much appreciated.

B. Director's Choice

Director Tullius had nothing additional to discuss.

C. Council Communication

Nothing to Report.
X. ADJOURNMENT

COMMISSIONER GRIMES MOVED TO ADJOURN THE REGULAR MONTHLY MEETING. VICE-CHAIR HAYNES SECONDED THE MOTION. CHAIR BROWNE DECLARED THE REGULAR MEETING ADJOURNED AT 5:10 P.M.

Judy Browne, Chair
Englewood Housing Authority
Board of Commissioners

Renee Tullius, Executive Director
Englewood Housing Authority