CITY MANAGER’S NOTES
November 2, 2017

Upcoming Council Meetings

A Study Session will be held on Monday, November 6, 2017 at 6:00 p.m. in the Community Room. The Regular Meeting will follow at 7:00 p.m. in Council Chambers.

Informational Items

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

1. Englewood Herald article: At-large candidates talk future of city on ‘fiscal cliff’, housing in Englewood
2. Englewood Councilmember found to have violated Fair Campaign Practices Act
3. CML Newsletter Member News: Municipal City Clerk designation
4. Memo: Request for Information re: Possible Golf Course RFP (includes PowerPoint from 10/23/2017)
5. Memo: Police Building – Updates and Clarification
6. National Award of Merit Notification: L/E WWTP Director John Kuosman for his work as the Project Manager for the Metro Wastewater Reclamation District Northern Treatment Plant Facilities Project
7. Calendar of Events
8. Tentative Study Session Topics
9. Cultural Arts Commission Minutes – September 6, 2017
At-large candidates talk future of city on 'fiscal cliff,' housing in Englewood

Forum for city council hopefuls focused on several issues

Ellis Arnold

At a candidates' forum with a more positive feel than most, Englewood's three at-large contenders for city council discussed the interrelated issues of affordable housing, population growth, homelessness and the impending “fiscal cliff” the city will soon face.

Also mentioned at the Oct. 27 event at The Sacred Grace church at 3220 S. Acoma St. were the much-debated biogas repurposing plan and the internal conflict in Englewood City Council that often renders meetings unruly. But the overwhelming air of the forum was positive — all candidates got several laughs from the audience — and the candidates voiced intent to serve the city whether they win the election or not.

Cheryl Wink, Joe Anderson and Steve Yates answered the moderator's prepared questions and questions from the audience at the forum.

"People care. Englewood cares," said Wink, chair of Englewood's Cultural Arts Commission, recounting how citizens have showed gratitude for her running for council. “All three of us are committed to Englewood.”

Homelessness solutions

Anderson, director of Unite Englewood, a coalition of churches and nonprofits that serves the city, discussed his previous work tackling homelessness in Englewood and how he would address it as a councilmember.

“For some people, (motel rooms are) the only form of affordable housing they can afford,” said Anderson, who added that the long-term solution is affordable housing. “If you're barely making it on a minimum wage job and have no savings ... we need more housing first options for our homeless folks.”

Yates, an incumbent councilmember, said the light rail is how a lot of homeless people come to Englewood from Denver — meaning it's a regional issue.

“That problem, no matter what we do, will never be gone 100 percent," said Yates, who said Englewood has more affordable housing per capita than other communities. “It's gonna require anywhere from volunteer organizations to the county."

Wink said it's important to understand the differences within the homeless population — a large number of Englewood Schools students are homeless, she said she heard from the school board president.
“They might live in cars,” Wink said. “Many of them live in these motels … I would like us not to generalize when we understand who these residents are.”

Looming fiscal cliff and growth

Anderson said more population, not less, is what will move the city forward.

That will “increase tax revenue,” Anderson said, to combat the $77 million in long-term infrastructure projects Englewood needs. He also said “recapturing” sales tax revenue that's lost to online retailers like Amazon can take a chunk out of the potential deficit.

Wink said she's for “controlled and smart growth.” She's seen citizens' opposition to accessory dwelling units in Englewood and said the public may need more education about population growth to understand what the best way forward is. She said Englewood needs to support businesses of all sizes to develop well as a city.

Yates echoed that.

“What you don't know is scary, and that's human nature,” Yates said. “If you don't like to see apartments … allow someone to (build an ADU) to rent it out or bring in a family member who needs support.”

Conflict on council

Yates referred to one current councilmember — but not by name — in explaining the issue of council meetings getting unruly.

“The majority of councilmembers work very well with each other, so the conflict … is largely due to one councilmember,” said Yates, who added that he wasn't afraid to ask for a change in mayoral leadership because of what Yates said was an inability to curtail the issue.

Wink searched for an answer to what she would change to solve the problem, ultimately adding council needs to “respect each other.”

Biogas, or methane reclamation

All candidates voiced support for Englewood lowering its carbon emissions.

Yates noted that on council, he's supported the currently discussed plan to repurpose biogas — a byproduct of waste at the Littleton-Englewood Wastewater Treatment Plant — to sell in the energy market for a profit.

Anderson said that plan has “great potential” and that he supports it.

“The great thing is a lot of the green initiatives we have on the table save us money,” Anderson said.
A state judge found incumbent Englewood councilmember and District 4 candidate Rick Gillit to be in violation of a state law regulating campaign conduct.

The judge for the Colorado Office of Administrative Courts ruled that a letter Gillit mailed to District 4 constituents in September qualified as a prohibited contribution under the Fair Campaign Practices Act. The letter was mailed with city money, which each councilmember receives for sending letters and other expenses, but the judge ruled that its content promoted Gillit's campaign and that its intent was not “merely to inform.”

The law reads, in part, that no “council of the state or any political subdivision of the state shall make any contribution in campaigns involving the nomination, retention, or election of any person to public office.”

Gillit was ordered to reimburse the city $383.73, the cost of mailing the letters, within 14 days.

Gillit said he's disappointed in the Oct. 20 ruling.

“I knew you couldn't use city funds to campaign, and I didn't think I was doing that,” Gillit said. “I still don't think I was doing that ... It didn't ask people for votes.”

The judge's ruling said the letter provides a positive description of the accomplishments of city council during the past eight years in which Gillit has been a member. “I look forward to the opportunity to continue serving you,” the letter reads. The judge also said that the timing of the letter — which the citizen complainant said was received by a neighbor in late September — so close to the election shows it was intended to promote the campaign.

Gillit disagreed with that.

“The letter was written in July, but I was ill for a while, and we just got busy with work and council issues,” Gillit said. “I was able to finish up the letters and get them out in (early September).”

The judge also took issue with Gillit's inclusion of a personal email address associated with his campaign website rather than his official city email address.

Gillit said that address wasn't meant to be an association with his campaign.

“The city has (had) that as my ... authorized email since I've been on council,” Gillit said. He said most people during his time on council sent him questions through that email and that “numerous mailings” in that time bore that address.
The judge noted that a previous June 2016 mailer used only Gillit's official city email address. The ruling also found problematic the amount and type of citizens to whom Gillit sent the letter. Of the 970 total letters, 938 went to an address of a person who voted in both the 2015 city and 2016 elections. None of the letters went to an address with a unit number, such as an apartment.

Belinda Porter, the Englewood resident who filed the complaint, argued the omission was because apartment renters are a more transient population less likely to vote.

Gillit said he never sends mailers to apartments because “you never know if it's empty.”

“I just went through and tried to narrow it down by precinct and try to cover as much area in each one randomly as I could,” said Gillit, who said there are six precincts in District 4.

Gillit said he used a list of voters from the Arapahoe County Clerk and Recorder's Office he got two years ago. “They don't have any other list to give you,” said Gillit, who said he only sent it to 970 residences because he didn't want to overspend. The Clerk and Recorder's Office reached out to the Englewood Herald to note that it offers current, public lists of registered voters "at all times" and that information about the availability of the lists is posted on arapahoevotes.com.

Gillit said there's no Englewood law that dictates he couldn't use that email address and said he wants the next city council to give guidelines on that issue. The judge's ruling was based only on state law, though.

“We're obviously going to have to change the way council sends out letters,” Gillit said.

"Citizens must have a trustworthy representative who will take extreme care in responsibly safeguarding tax dollars,” said Dave Cuesta, Gillit's opponent in District 4. “I will never waiver in my dedication to ensuring all public funds are used appropriately and with full transparency.”

Porter, a member of the group Englewood Citizens for Open Government, filed the complaint Oct. 5 with the Colorado Secretary of State's Office.

“Because I'm such a concerned citizen, I say, weigh your vote,” Porter said. “Look at the truth, and then make a decision. Truly, my question is how many other times the truth has been masked or hasn't been the whole truth.”
Clerks notes
Northglenn Executive Assistant to the
City Manager Susan Baca, Englewood
Acting City Clerk Stephanie Carlisle, Blue
River Town Administrator/Town Clerk
Michelle Eddy, Black Hawk City Clerk/
Administrative Services Director Melissa
Greiner, Avon Town Clerk Debbie Hoppe,
Gunnison Deputy City Clerk Tara Kindall, 
Mt. Crested Butte Town Clerk Jill Lindros, 
Breckenridge Deputy Town Clerk Taryn
Power, Salida Deputy Clerk Christian R.
Samora, and Loveland Acting City Clerk 
Beverly Walker have been designated

Certified Municipal Clerks by the International
Institute of Municipal Clerks. To earn this
designation, a clerk must attend extensive
education programs and have pertinent
experience in a municipality. Woodland Park
City Clerk Suzanne Leclercq and Collbran
Town Clerk/Treasurer Jeff Phillips have
earned the next level of recognition, Master
Municipal Clerk, reflecting additional education
and professional achievement.

Helping out
The City of Steamboat Springs has donated
six of its recently retired fleet vehicles to a
Texas city that lost its entire fleet of
public works vehicles in the aftermath of
Hurricane Harvey.

APWA awards
The Colorado Chapter of the American Public
Works Association (APWA) has honored
Montrose Fleet Manager Joel Taylor as
Professional Manager of the Year in Fleet
Maintenance and Montrose Wastewater
Superintendent Allen Correll as Professional
Manager of the Year in Water Resources.

"Member news" continued on page 6

CML NEWSLETTER
The following information is provided in response to questions raised at the Study Session on October 23, 2017 during the discussion of possible management changes at Broken Tee Golf Course.

1. **What are the terms of the 2003 and 2013 refinanced bonds?**

   Bonds were originally issued in support of golf course improvements in 1994 in the amount of $4,045,000. In 2003, this debt was refinanced to take advantage of more favorable rates and terms for an outstanding amount of $2,830,000. In 2013 the debt was again refinanced for an outstanding $2,530,000, maturing in 2033. A reserve amount of $215,772.50 is held by a third party, Colotrust, as required by the bond agreement.

2. **Please provide details on the River Point development golf course lease payments.**

   The proceeds from the long-term ground lease negotiated as part of the River Point development totaled $4,686,000. Of this amount, $1,200,000 was spent on golf course improvements, $1,986,000 was transferred to the Long Term Asset Reserve account and $1,500,000 was transferred to the General Fund. No income from this transaction was used to reduce the Golf Course Fund outstanding debt.

3. **How much support can the City provide an enterprise fund?**

   The Colorado Constitution defines an Enterprise Fund as “...a government-owned business authorized to issue its own revenue bonds and receiving under 10 percent of annual revenue in grants from all Colorado state and local governments combined. (Colo. Const. art. X, § 20 (2) (d))

4. **Is there a limit on the revenues an enterprise fund can transfer to the City?**

   Per the Colorado Municipal League (CML), “TABOR: A Guide to the Taxpayer’s Bill of Rights” publication, pg 32:

   “While the 10 percent grant criterion obviously places a limit on the type of money flowing into an enterprise, there is no restriction in TABOR for how money might flow out of an enterprise. Thus, for example, there is no restriction on enterprise revenues subsidizing a
municipality’s general fund, for an enterprise transferring money to another enterprise, or an enterprise making “loans” to the municipality that “owns” it (although this last scenario may raise some intriguing questions about whether or not a municipality can, in effect, make a multiyear “financial obligation” to itself by pleading to repay an enterprise fund from its general fund over time).”

The City can retain Enterprise funds received. On November 4, 1997, a majority of the City’s electors authorized the City to collect and spend or retain in a reserve all revenues without regard to any limitations under TABOR. Per CML TABOR Guide, pg 80 (item #2): “The constitution being the supreme law of the state, municipalities do not really have the authority to broadly “exempt” themselves from TABOR. However, TABOR itself allows local voters to authorize the retention of revenue in excess of TABOR’s limitations. A so-called “de-Brucing” vote is simply approval for a municipality to keep excess revenue. Even if a municipality receives such authority, however, all of the other restrictions in TABOR remain in full force and effect.”

Appendix E; Illustrative Accounts, Classifications, and Descriptions, Page E-16
“Enterprise funds – Account for activities for which a fee is charged to external users for goods or services.”

5. Do other golf courses utilize similar long-term management leases?

We are continuing to gather information about similar golf course leases, both in Colorado and throughout the U.S. While some of the details available for private courses is proprietary, we have been able to gather names and contact information on management companies and course owners. Should Council decide to move forward with issuing a Request For Proposals we will proceed with more in depth data analysis to inform the review process and will make that information available to Council.
6. Please provide additional detail on operational costs at the golf course.

<table>
<thead>
<tr>
<th>CITY OF ENGLEWOOD, COLORADO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf Course Fund</td>
</tr>
<tr>
<td>Schedule of Revenues, Expenditures and Changes in Funds Available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Green fees</td>
<td>$1,190,000</td>
<td>$1,155,613</td>
<td>$1,135,590</td>
<td>$1,108,097</td>
<td>$1,145,323</td>
<td>$1,155,700</td>
<td>$1,086,416</td>
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<tr>
<td>Rentals</td>
<td>354,000</td>
<td>376,255</td>
<td>359,633</td>
<td>343,681</td>
<td>319,757</td>
<td>337,538</td>
<td>266,660</td>
</tr>
<tr>
<td>Driving range</td>
<td>250,000</td>
<td>222,893</td>
<td>217,993</td>
<td>210,179</td>
<td>231,019</td>
<td>247,032</td>
<td>215,713</td>
</tr>
<tr>
<td>Merchandise sales</td>
<td>105,000</td>
<td>203,536</td>
<td>198,736</td>
<td>194,537</td>
<td>129,261</td>
<td>180,520</td>
<td>90,244</td>
</tr>
<tr>
<td>Concessions</td>
<td>50,000</td>
<td>36,085</td>
<td>36,050</td>
<td>39,048</td>
<td>36,590</td>
<td>42,215</td>
<td>35,599</td>
</tr>
<tr>
<td>Memberships</td>
<td>15,000</td>
<td>13,407</td>
<td>15,037</td>
<td>12,462</td>
<td>13,799</td>
<td>15,571</td>
<td>19,460</td>
</tr>
<tr>
<td>Learning center</td>
<td>20,000</td>
<td>20,000</td>
<td>20,000</td>
<td>24,700</td>
<td>24,851</td>
<td>24,700</td>
<td>25,045</td>
</tr>
<tr>
<td>Net investment income</td>
<td>6,300</td>
<td>5,309</td>
<td>1,990</td>
<td>4,490</td>
<td>(1,275)</td>
<td>7,312</td>
<td>6,495</td>
</tr>
<tr>
<td>Bond Proceeds</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,530,000</td>
</tr>
<tr>
<td>Other</td>
<td>65,000</td>
<td>47,097</td>
<td>121,906</td>
<td>65,545</td>
<td>52,441</td>
<td>61,406</td>
<td>65,700</td>
</tr>
<tr>
<td>Total revenues</td>
<td>2,115,300</td>
<td>2,060,424</td>
<td>2,077,037</td>
<td>2,025,739</td>
<td>4,481,195</td>
<td>2,113,394</td>
<td>1,840,392</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel services</td>
<td>953,974</td>
<td>938,662</td>
<td>841,768</td>
<td>952,262</td>
<td>926,725</td>
<td>916,513</td>
<td>913,876</td>
</tr>
<tr>
<td>Commodities and contractual services</td>
<td>79,510</td>
<td>542,789</td>
<td>809,572</td>
<td>594,628</td>
<td>633,983</td>
<td>608,423</td>
<td>606,432</td>
</tr>
<tr>
<td>Cost of goods sold</td>
<td>125,000</td>
<td>152,240</td>
<td>129,095</td>
<td>141,741</td>
<td>88,092</td>
<td>119,784</td>
<td>66,020</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>-</td>
<td>99,517</td>
<td>149,947</td>
<td>224,720</td>
<td>86,161</td>
<td>95,657</td>
<td>17,471</td>
</tr>
<tr>
<td>Debt service:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal payments</td>
<td>90,000</td>
<td>90,000</td>
<td>85,000</td>
<td>85,000</td>
<td>85,000</td>
<td>85,000</td>
<td>60,000</td>
</tr>
<tr>
<td>Interest expense</td>
<td>118,141</td>
<td>127,151</td>
<td>121,028</td>
<td>123,424</td>
<td>98,152</td>
<td>97,303</td>
<td>152,372</td>
</tr>
<tr>
<td>Payment to refunding escrow agent</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>2,556,581</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total expenditures</td>
<td>2,076,625</td>
<td>1,920,379</td>
<td>1,916,983</td>
<td>2,181,775</td>
<td>4,438,705</td>
<td>1,870,860</td>
<td>1,815,871</td>
</tr>
<tr>
<td>Excess revenues over (under) expenditures</td>
<td>36,075</td>
<td>100,045</td>
<td>100,054</td>
<td>(155,036)</td>
<td>45,490</td>
<td>242,514</td>
<td>24,521</td>
</tr>
<tr>
<td>Other financing sources (uses)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers out</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(63,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total other financing sources (uses)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(63,000)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Excess revenues and other financing sources over (under) expenditures and other financing uses</td>
<td>36,075</td>
<td>100,045</td>
<td>100,054</td>
<td>(120,036)</td>
<td>45,490</td>
<td>242,514</td>
<td>24,521</td>
</tr>
</tbody>
</table>
5. Please provide details of estimated administrative expenses attributable to Broken Tee Golf Course

Administrative Overhead
Golf Course Fund
Estimated 2017

<table>
<thead>
<tr>
<th>Department</th>
<th>Function</th>
<th>Estimated Expense</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance and Administrative Services</td>
<td>Revenue and expense accounting, payroll, merchant card services</td>
<td>$10,000</td>
<td>Based on FAS staff time and number of Golf personnel (avg of 10 FTE)</td>
</tr>
<tr>
<td>CMO/Communications</td>
<td>Administrative expense, website, Rec Guide and marketing support</td>
<td>$8,000</td>
<td>Based on CMO/Comm staff time, Rec Guide and advertising costs</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Recruiting, hiring, separation, performance management support, training, benefits administration</td>
<td>$18,500</td>
<td>Based on cost per employee ($1,850 per employee) x 10 (Avg Golf FTE)</td>
</tr>
<tr>
<td>Public Works</td>
<td>Facilities maintenance and repair</td>
<td>$48,000</td>
<td>Based on Facility Dude tickets, includes staff time and material costs</td>
</tr>
<tr>
<td>Information Technology</td>
<td>Network/servers, work stations, interface with Rec Trac system</td>
<td>$12,500</td>
<td>Software and licensing costs, network and device expenses</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$97,000</td>
<td></td>
</tr>
</tbody>
</table>

 Appendix: The following documents provide more detailed information on the bond and lease payment transactions:

2003 bond document summary
2013 bond document summary
Summary of Golf Course Lease Proceeds
Copy of power point presentation given to Council on October 23, 2017
Application of Bond Proceeds

**The Refunding Plan.** The Bonds are being issued to advance refund the City’s outstanding Golf Course Revenue Bonds, Series 1994, originally issued in the principal amount of $4,045,000 and which are currently outstanding in the aggregate principal amount of $2,830,000. The Refunded Bonds bear interest at rates which range from 4.85% to 5.60% per annum. The Refunded Bonds are subject to prior redemption on December 1, 2004 at a price of par and accrued interest to the redemption date.

**Application of Bond Proceeds.** The estimated application of the proceeds of the Bonds, net of the accrued interest, is as follows:

**SOURCES***

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Principal amount of Bonds</td>
<td>$2,935,000</td>
</tr>
<tr>
<td>City contribution</td>
<td>$404,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,339,500</strong></td>
</tr>
</tbody>
</table>

**USES***

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit to Escrow Account</td>
<td>$2,945,350</td>
</tr>
<tr>
<td>Deposit to Reserve Account</td>
<td>$293,500</td>
</tr>
<tr>
<td>Estimated costs of issuance, including underwriting</td>
<td>$100,650</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,339,500</strong></td>
</tr>
</tbody>
</table>

*Preliminary: subject 1

1 Net of original issue premiums and discounts.

2 Consists of the moneys currently on deposit in the debt service reserve fund for the Refunded Bonds

3 See "MISCELLANEOUS-Underwriting."
<table>
<thead>
<tr>
<th>Date</th>
<th>Principal</th>
<th>Coupon</th>
<th>Interest</th>
<th>Total P+I</th>
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</thead>
<tbody>
<tr>
<td>8/01/2004</td>
<td>10,000.00</td>
<td>-</td>
<td>75,530.00</td>
<td>75,530.00</td>
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<tr>
<td>12/01/2004</td>
<td>10,000.00</td>
<td>2.50%</td>
<td>81,900.00</td>
<td>91,900.00</td>
</tr>
<tr>
<td>8/01/2005</td>
<td>10,000.00</td>
<td>-</td>
<td>81,775.00</td>
<td>91,775.00</td>
</tr>
<tr>
<td>12/01/2005</td>
<td>10,000.00</td>
<td>3.00%</td>
<td>81,625.00</td>
<td>91,625.00</td>
</tr>
<tr>
<td>6/01/2006</td>
<td>50,000.00</td>
<td>3.25%</td>
<td>81,625.00</td>
<td>131,625.00</td>
</tr>
<tr>
<td>12/01/2006</td>
<td>80,812.50</td>
<td>-</td>
<td>80,812.50</td>
<td>80,812.50</td>
</tr>
<tr>
<td>5/01/2007</td>
<td>55,000.00</td>
<td>3.55%</td>
<td>80,812.50</td>
<td>135,812.50</td>
</tr>
<tr>
<td>6/01/2008</td>
<td>-</td>
<td>79,836.25</td>
<td>79,836.25</td>
<td></td>
</tr>
<tr>
<td>12/01/2008</td>
<td>55,000.00</td>
<td>3.90%</td>
<td>79,836.25</td>
<td>134,836.25</td>
</tr>
<tr>
<td>6/01/2009</td>
<td>-</td>
<td>78,763.75</td>
<td>78,763.75</td>
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<tr>
<td>12/01/2009</td>
<td>55,000.00</td>
<td>4.15%</td>
<td>78,763.75</td>
<td>133,763.75</td>
</tr>
<tr>
<td>6/01/2010</td>
<td>-</td>
<td>77,622.50</td>
<td>77,622.50</td>
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<tr>
<td>12/01/2010</td>
<td>60,000.00</td>
<td>4.40%</td>
<td>77,622.50</td>
<td>137,622.50</td>
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<tr>
<td>6/01/2011</td>
<td>-</td>
<td>76,302.50</td>
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<tr>
<td>12/01/2011</td>
<td>60,000.00</td>
<td>4.85%</td>
<td>76,302.50</td>
<td>136,302.50</td>
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<tr>
<td>6/01/2012</td>
<td>-</td>
<td>74,907.50</td>
<td>74,907.50</td>
<td></td>
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<tr>
<td>12/01/2012</td>
<td>65,000.00</td>
<td>4.85%</td>
<td>74,907.50</td>
<td>139,907.50</td>
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<tr>
<td>6/01/2013</td>
<td>-</td>
<td>73,331.25</td>
<td>73,331.25</td>
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<tr>
<td>12/01/2013</td>
<td>70,000.00</td>
<td>5.00%</td>
<td>73,331.25</td>
<td>143,331.25</td>
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<tr>
<td>5/01/2014</td>
<td>-</td>
<td>71,581.25</td>
<td>71,581.25</td>
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</tr>
<tr>
<td>12/01/2014</td>
<td>150,000.00</td>
<td>5.100%</td>
<td>71,581.25</td>
<td>221,581.25</td>
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<tr>
<td>6/01/2015</td>
<td>-</td>
<td>67,756.25</td>
<td>67,756.25</td>
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<tr>
<td>12/01/2015</td>
<td>155,000.00</td>
<td>5.750%</td>
<td>67,756.25</td>
<td>222,756.25</td>
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<tr>
<td>6/01/2016</td>
<td>-</td>
<td>63,300.00</td>
<td>63,300.00</td>
<td></td>
</tr>
<tr>
<td>12/01/2016</td>
<td>165,000.00</td>
<td>5.750%</td>
<td>63,300.00</td>
<td>228,300.00</td>
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<tr>
<td>6/01/2017</td>
<td>-</td>
<td>66,598.25</td>
<td>66,598.25</td>
<td></td>
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<tr>
<td>12/01/2017</td>
<td>175,000.00</td>
<td>5.750%</td>
<td>66,598.25</td>
<td>243,598.25</td>
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<tr>
<td>6/01/2018</td>
<td>-</td>
<td>53,525.00</td>
<td>53,525.00</td>
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<tr>
<td>12/01/2018</td>
<td>185,000.00</td>
<td>5.750%</td>
<td>53,525.00</td>
<td>238,525.00</td>
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<tr>
<td>5/01/2019</td>
<td>-</td>
<td>48,206.25</td>
<td>48,206.25</td>
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<tr>
<td>12/01/2019</td>
<td>195,000.00</td>
<td>5.750%</td>
<td>48,206.25</td>
<td>243,206.25</td>
</tr>
<tr>
<td>6/01/2020</td>
<td>-</td>
<td>42,600.00</td>
<td>42,600.00</td>
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<tr>
<td>12/01/2020</td>
<td>205,000.00</td>
<td>6.000%</td>
<td>42,600.00</td>
<td>247,600.00</td>
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<tr>
<td>5/01/2021</td>
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<td>36,450.00</td>
<td>36,450.00</td>
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<tr>
<td>12/01/2021</td>
<td>220,000.00</td>
<td>6.000%</td>
<td>36,450.00</td>
<td>256,450.00</td>
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<tr>
<td>6/01/2022</td>
<td>-</td>
<td>29,850.00</td>
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<tr>
<td>12/01/2022</td>
<td>235,000.00</td>
<td>6.000%</td>
<td>29,850.00</td>
<td>264,850.00</td>
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<tr>
<td>6/01/2023</td>
<td>-</td>
<td>22,800.00</td>
<td>22,800.00</td>
<td></td>
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<tr>
<td>12/01/2023</td>
<td>245,000.00</td>
<td>6.000%</td>
<td>22,800.00</td>
<td>267,800.00</td>
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<tr>
<td>6/01/2024</td>
<td>-</td>
<td>15,450.00</td>
<td>15,450.00</td>
<td></td>
</tr>
<tr>
<td>12/01/2024</td>
<td>515,000.00</td>
<td>6.000%</td>
<td>15,450.00</td>
<td>530,450.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2,935,000.00</strong></td>
<td>-</td>
<td><strong>2,587,532.50</strong></td>
<td><strong>5,522,532.50</strong></td>
</tr>
</tbody>
</table>
2013 Bond Document Summary

Pages 7 & 8; Official Statement for the 2013 Refunding  (The $2.5M was put into a sinking fund to pay portion of the bonds being refunded from the 2003 issuance at their call date)

Application of Bond Proceeds

The Refunding Plan. The Bonds are being issued for the purpose of refunding a portion of the City’s outstanding Golf Course Enterprise Revenue Refunding Bonds, Series 2003 issued in the original aggregate principal amount of $2,935,000, and currently outstanding in the aggregate principal amount of $2,515,000 (the “Series 2003 Bonds”). The Series 2003 Bonds maturing on and after December 1, 2014 through December 1, 2024 (inclusive), in the aggregate principal amount of $2,445,000 are to be refunded from proceeds of the Bonds (the “Refunded Bonds”). The Refunded Bonds bear interest at rates ranging from 5.100% to 6.000% per annum. The Refunded Bonds are subject to prior redemption on December 1, 2013 (the “Redemption Date”) at a price of 100% of par plus accrued interest to the Redemption Date (the “Redemption Price”). The remainder of the Series 2003 Bonds, comprised of $70,000 in aggregate principal amount of Series 2003 Bonds maturing on December 1, 2013, are not part of the refunding plan but, rather, are to be paid at maturity from legally available funds of the City.

Application of Bond Proceeds. The estimated application of the proceeds of the Bonds, net of the accrued interest, is as follows:

<table>
<thead>
<tr>
<th>SOURCES</th>
<th>Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Par Amount of Bonds</strong></td>
<td>$2,530,000.00</td>
</tr>
<tr>
<td><strong>Original Issue Discount</strong></td>
<td>(2,860.00)</td>
</tr>
<tr>
<td><strong>City Funds</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td>293,500.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,820,640.00</td>
</tr>
<tr>
<td><strong>Deposit to Bond Account for the Refunded Bonds</strong></td>
<td>$2,516,581.25</td>
</tr>
<tr>
<td><strong>Deposit to Reserve Account</strong></td>
<td>215,772.50</td>
</tr>
<tr>
<td><strong>Costs of issuance, including underwriting discount</strong>&lt;sup&gt;2&lt;/sup&gt;, professional fees and printing costs</td>
<td>88,286.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

<sup>1</sup> Includes moneys from the reserve fund and bond fund of the Refunded Bonds.

Page 9; Official Statement for the 2013 Refunding  (The Debt Service Reserve Account below was funded out of proceeds and is being held with a 3<sup>rd</sup> party Trustee)

Reserve Account. The amount credited to the Reserve Account upon the issuance of the Bonds will be $215,772.50. The Reserve Account is to always be maintained in an amount equal to, as of any date on which it is calculated, the least of (i) 10% of the principal amount of the outstanding Bonds, (ii) the maximum annual debt service in any calendar year on the outstanding Bonds or (iii) 125% of the average annual debt service on the outstanding Bonds; provided, however, that such amount may be reduced if, in the opinion of Bond Counsel, the funding or maintenance of it at the level otherwise determined pursuant to this definition will cause the Reserve Account to exceed the amount permitted by the Code to be invested in higher yielding investments as a reasonably required reserve amount and replacement fund (the "Required Reserve Amount"); therefore, the amount credited to the Reserve Account may decrease upon
the early payment or defeasance of a portion of the Bonds. Moneys in the Reserve Account is to be used, if necessary, only to prevent a default in the payment of the principal or interest on the Bonds.

FROM CERTIFIED COPY OF DEBT SERVICE SCHEDULE

<table>
<thead>
<tr>
<th>Period Ending</th>
<th>Principal</th>
<th>Coupon</th>
<th>Interest</th>
<th>Debt Service</th>
<th>Annual Debt Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/19/2013</td>
<td>15,000</td>
<td>2.00%</td>
<td>24,783.25</td>
<td>39,773.25</td>
<td>39,773.25</td>
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<tr>
<td>06/01/2014</td>
<td>85,000</td>
<td>2.00%</td>
<td>61,783.13</td>
<td>146,783.13</td>
<td>208,666.26</td>
</tr>
<tr>
<td>06/01/2015</td>
<td>85,000</td>
<td>2.00%</td>
<td>60,933.13</td>
<td>145,933.13</td>
<td>206,866.26</td>
</tr>
<tr>
<td>06/01/2016</td>
<td>90,000</td>
<td>2.25%</td>
<td>60,083.13</td>
<td>150,083.13</td>
<td>210,166.26</td>
</tr>
<tr>
<td>06/01/2017</td>
<td>90,000</td>
<td>2.75%</td>
<td>59,070.63</td>
<td>149,070.63</td>
<td>208,141.26</td>
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<tr>
<td>06/01/2018</td>
<td>95,000</td>
<td>3.25%</td>
<td>57,833.13</td>
<td>152,833.13</td>
<td>210,666.26</td>
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<tr>
<td>06/01/2019</td>
<td>95,000</td>
<td>3.75%</td>
<td>56,289.38</td>
<td>151,289.38</td>
<td>207,578.76</td>
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<tr>
<td>06/01/2020</td>
<td>100,000</td>
<td>4.00%</td>
<td>54,508.13</td>
<td>154,508.13</td>
<td>209,016.26</td>
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<tr>
<td>06/01/2021</td>
<td>105,000</td>
<td>4.50%</td>
<td>52,508.13</td>
<td>157,508.13</td>
<td>210,016.26</td>
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<tr>
<td>06/01/2022</td>
<td>110,000</td>
<td>4.75%</td>
<td>50,145.63</td>
<td>160,145.63</td>
<td>210,291.26</td>
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<td>06/01/2023</td>
<td>115,000</td>
<td>5.00%</td>
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<td>162,533.13</td>
<td>210,066.26</td>
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<tr>
<td>06/01/2024</td>
<td>120,000</td>
<td>5.25%</td>
<td>44,658.13</td>
<td>164,658.13</td>
<td>209,166.26</td>
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<td>06/01/2025</td>
<td>125,000</td>
<td>5.50%</td>
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<td>166,508.13</td>
<td>208,016.26</td>
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<tr>
<td>06/01/2026</td>
<td>125,000</td>
<td>5.625%</td>
<td>38,070.63</td>
<td>163,070.63</td>
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<td>06/01/2027</td>
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<td>5.75%</td>
<td>34,555.00</td>
<td>179,555.00</td>
<td>214,110.00</td>
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<td>06/01/2028</td>
<td>150,000</td>
<td>5.75%</td>
<td>30,386.25</td>
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<td>215,772.50</td>
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<tr>
<td>06/01/2029</td>
<td>155,000</td>
<td>5.80%</td>
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<td>06/01/2030</td>
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<td>5.80%</td>
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<td>6.00%</td>
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<td>06/01/2032</td>
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<tr>
<td>06/01/2033</td>
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<td>6.00%</td>
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<td>200,850.00</td>
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</tr>
<tr>
<td>12/01/2033</td>
<td>2,530,000</td>
<td>6.00%</td>
<td>1,687,034.63</td>
<td>4,217,034.63</td>
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## Golf Course Lease Proceeds

<table>
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<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Original Amount</td>
<td>$4,036,000.00</td>
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<td>4,036,000.00</td>
<td>3,836,000.00</td>
<td>3,486,000.00</td>
<td>4,036,000.00</td>
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<td>Original Amount</td>
<td>650,000.00</td>
<td>650,000.00</td>
<td></td>
<td>3,486,000.00</td>
<td>650,000.00</td>
<td>650,000.00</td>
</tr>
<tr>
<td>Total Sources</td>
<td>4,686,000.00</td>
<td>650,000.00</td>
<td>4,036,000.00</td>
<td>3,836,000.00</td>
<td>3,486,000.00</td>
<td>4,686,000.00</td>
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</table>

### Uses

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<td>Environmental</td>
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<td>Construction Management</td>
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<td>100,000.00</td>
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<td></td>
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<td>100,000.00</td>
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<tr>
<td>Pump House</td>
<td>150,000.00</td>
<td></td>
<td></td>
<td>150,000.00</td>
<td></td>
<td>150,000.00</td>
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<tr>
<td>Fence</td>
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<td></td>
<td>50,000.00</td>
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<td>50,000.00</td>
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<tr>
<td>#9 Expansion</td>
<td>150,000.00</td>
<td></td>
<td>150,000.00</td>
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<td>150,000.00</td>
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<tr>
<td>Contingency</td>
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<td></td>
<td></td>
<td>100,000.00</td>
<td></td>
<td>100,000.00</td>
</tr>
<tr>
<td>Tree Planting</td>
<td>50,000.00</td>
<td></td>
<td></td>
<td>50,000.00</td>
<td></td>
<td>50,000.00</td>
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<tr>
<td>PILT</td>
<td>150,000.00</td>
<td></td>
<td></td>
<td></td>
<td>150,000.00</td>
<td>150,000.00</td>
</tr>
<tr>
<td>Transfer to LATR Fund</td>
<td>1,986,000.00</td>
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<td></td>
<td></td>
<td>1,986,000.00</td>
<td>1,986,000.00</td>
</tr>
<tr>
<td>Total Appropriated</td>
<td>3,186,000.00</td>
<td>650,000.00</td>
<td>200,000.00</td>
<td>350,000.00</td>
<td>1,986,000.00</td>
<td>3,186,000.00</td>
</tr>
</tbody>
</table>

| Amount Remaining  | $1,500,000.00 | $               | $3,836,000.00 | $3,486,000.00 | $1,500,000.00 | $1,500,000.00 |

(To be transferred to General Fund on 1/1/08)
RESOLUTION NO. 87
SERIES OF 2006

A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION TO THE 2006 BUDGET FOR THE ENGLEWOOD GOLF COURSE REDEVELOPMENT PROJECT.

WHEREAS, the City of Englewood is required by City Charter to ensure that expenditures do not exceed legally adopted appropriations; and

WHEREAS, this action appropriates funds for consultants to help manage the Englewood Golf Course redevelopment project;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Budget for the City of Englewood, Colorado, is hereby amended for the year ending 2006, as follows:

PUBLIC IMPROVEMENT FUND:

SOURCE OF FUNDS:
Fund Balance $650,000

USE OF FUNDS:
Consultants (oversight of trash removal, construction, improvements) $650,000

Section 2. The City Manager and the Director of Finance and Administrative Services are hereby authorized to make the above changes to the 2006 Budget for the City of Englewood.

ADOPTED AND APPROVED this 18th of December, 2006.

ATTEST:
Loucrisha A. Ellis, City Clerk

[Signature]

[Signature]
Olga Wolora, Mayor

I, Loucrisha A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. 87 Series of 2006.

[Signature]
Loucrisha A. Ellis, City Clerk
RESOLUTION NO. __________________
SERIES OF 2007

A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION TO THE 2007 BUDGET FOR THE PUBLIC IMPROVEMENT FUND AND THE OPEN SPACE FUND.

WHEREAS, the City of Englewood is required by City Charter to ensure that expenditures do not exceed legally adopted appropriations; and

WHEREAS, this supplemental appropriation to the 2007 Budget to the Public Works Fund is a result of unexpected expenditures incurred during land preparation activities at the Sheridan Riverpark Project which were not included in the 2007 Budget; and

WHEREAS, this supplemental appropriation to the 2007 Budget to the Open Space Fund for the City of Englewood's portion for the purchase of the Oxbow property;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Budget for the City of Englewood, Colorado, is hereby amended for the year ending 2007, as follows:

PUBLIC IMPROVEMENT FUND

SOURCE OF FUNDS: Golf Course Redevelopment Oversight Expenditures $200,000

USE OF FUNDS: Golf Course Redevelopment Funds $200,000

OPEN SPACE FUND

SOURCE OF FUNDS: Reserved Fund Balance $62,500

USE OF FUNDS: Oxbow Property Purchase Project $62,500

Section 2. The City Manager and the Director of Finance and Administrative Services are hereby authorized to make the above changes to the 2007 Budget for the City of Englewood.

ADOPTED AND APPROVED this 4th of June, 2007.

ATTEST: ____________________________
Leuressa A. Ellis, City Clerk

______________________________
Ogie Velasquez, Mayor
RESOLUTION NO. 179
SERIES OF 2007

A RESOLUTION APPROVING A SUPPLEMENTAL APPROPRIATION TO THE 2007 BUDGET IN THE PUBLIC IMPROVEMENT FUND FOR EXPENDITURES INCURRED TO ENHANCE AND IMPROVE THE CITY'S GOLF COURSE.

WHEREAS, the City of Englewood is required by City Charter to ensure that expenditures do not exceed legally adopted appropriations; and

WHEREAS, the Englewood City Council approved Resolution 49, Series 2007 which approved an additional $200,000 for additional environmental oversight during the construction of the Englewood Golf Course; and

WHEREAS, this supplemental appropriation to the 2007 Budget for the Public Improvement Fund is required for additional enhancements to the Englewood Golf Course;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Budget for the City of Englewood, Colorado, is hereby amended for the year ending 2007, as follows:

2007 SUPPLEMENTAL APPROPRIATION

PUBLIC IMPROVEMENT FUND

SOURCE OF FUNDS:

| Proceeds from Golf Course Lease | $350,000 |

USE OF FUNDS:

| Pump House          | $150,000 |
| Fence              | $50,000  |
| Contingency         | $100,000 |
| Tree Planting       | $50,000  |

Total: $350,000

Section 2. The City Manager and the Director of Finance and Administrative Services are hereby authorized to make the above changes to the 2007 Budget for the City of Englewood.

ADOPTED AND APPROVED this 6th of August, 2007.

ATTERTY
Louise A. Ellis, City Clerk

Olga Woeljen, Mayor
RESOLUTION NO. 91
SERIES OF 2007

A RESOLUTION TRANSFERRING FUNDS FROM THE GOLF COURSE LEASE TO THE LONG TERM ASSET RESERVE FUND (LTAR).

WHEREAS, the City Council of the City of Englewood, Colorado has determined that funds from the sale, lease, or earnings from long-term assets should be used in a careful, judicious and strategic manner and reserved in an account known as the Long Term Asset Reserve (LTAR); and

WHEREAS, the funds in this restricted account can only be expended if the funds are specifically appropriated in the annual budget or by supplemental appropriation; and

WHEREAS, the remaining funds from the Golf Course lease (net of the $1.5 million in “bridge funds” approved for transfer to the General Fund as part of the 2008 annual budget) will be transferred to the LTAR restricted fund; and

WHEREAS, any funds generated from the McNeill Reservoir property and transferred from the Englewood McNeill Reservoir Foundation (EMRF) to the City will be restricted to this account until subsequent appropriation by City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ENGLEWOOD, COLORADO, AS FOLLOWS:

Section 1. The Budget for the City of Englewood, Colorado, is hereby amended for the year ending 2007, as follows:

PUBLIC IMPROVEMENT FUND

SOURCE OF FUNDS:
Fund Balance $1,986,000

USE OF FUNDS:
Transfer Out to General Fund $1,986,000

GENERAL FUND

SOURCE OF FUNDS:
Transfer in from the Public Improvement Fund $1,986,000

USE OF FUNDS:
Long Term Asset Reserve $1,986,000
Section 2. The City Manager and the Director of Finance and Administrative Services are hereby authorized to make the above changes to the 2007 Budget for the City of Englewood.

ADOPTED AND APPROVED this 15th day of October, 2007.

ATTEST:

James K. Woodward, Mayor Pro Tem

Loucrisha A. Ellis, City Clerk

I, Loucrisha A. Ellis, City Clerk for the City of Englewood, Colorado, hereby certify the above is a true copy of Resolution No. 97 Series of 2007.

Loucrisha A. Ellis, City Clerk
Broken Tee Golf Course
Management Analysis
Question before Council:

How do we ensure a sustainable, high-quality, and affordable golf facility for the Englewood community?
Broken Tee is a community asset

Broken Tee won awards from Colorado Avid Golfer magazine this year:

- Best Practice Facility
- Best Course for Families
- Best Course for Seniors
Golf Industry Trends

• In 2016, the number of golfers nationwide declined by 1.2%

• An estimated 8% of the U.S. population played golf in 2016

• Over 80 public and private courses in the Denver Metro Area
Revenue and Expenses are stable
We are not dealing with a crisis.

We are planning for the future.

Our budget process highlighted the need to consider new structural solutions to funding constraints.
What problems are we trying to solve?

- Inadequate funding for capital improvements
- Little to no revenue returned to the City
- Increasing expense and risk for the City
Challenge: Capital Investment

- Estimated capital needs within 5 years could exceed $1.5MM

- No capacity to borrow short term funds for purchases or emergencies

- Bonds mature in 2033
Challenge: How to increase revenue

• Fees are already competitive in the market

• Marketing efforts help to maintain but have not significantly increased usage

• Revenue is weather dependent
Challenge: Expense and risk reduction

• The City bears the annual administrative burden of approximately $95,000

• Debt service is $210,000 annually

• Pension obligations are $75,000 annually

• Minimum wage increases drive labor costs
Could a long-term management lease address these challenges?
How could a lease support the community golf experience?

• Require any management partner to provide a high-quality, affordable community service. Oversight and accountability are top priorities.

• Honor all current commitments, including passes, clubs, gift certificates, and community programs, including the youth golf program
How could a lease sustain the value of our assets?

- Requires a detailed plan to build a capital reserve sufficient to meet both current demands and long-term improvements

- Requires maintenance of the property, infrastructure and facilities to current standards throughout the length of the lease
How could a lease increase revenue?

• A private entity may be able to realize economies of scale and additional expertise to raise operating revenues and limit expenses

• The City may be able to participate in any revenue increase
How could a lease limit expenses and reduce risk?

• Any lease will pay *at a minimum* $250,000 annually to cover debt service and related expenses

• A lease would eliminate the current overhead cost to the City

• Any emergency repairs or capital improvement costs would be born by the operator
Requirements for Management Partner

• Provide a detailed business plan outlining payments and capital improvement plans

• Meet high standards for experience and professional qualifications

• Provide evidence of solid financial and legal status

• Provide accurate reports and ongoing cooperation with the City to ensure accountability
If Council decides to issue an RFP, what are next steps?

• Approve a motion to issue the RFP

• Share information and gather feedback from the community

• Review Committee selects best proposal

• Council votes to approve or reject a contract
Ensuring community input

- Online survey to golf course users
- Focus Groups
- Community Information Outreach
- Information gleaned will be provided to all bidders before proposals are finalized
- Presentations to the Review Committee will be open to the public
Review Committee

• City Council member
• Two members of the Parks and Recreation Commission
• One member of the Budget Advisory Commission
• One Local industry expert

• Staff facilitator (non-voting)
Proposal Review Criteria

• Price offered, including capital improvement plan
• Compliance with required qualifications
• Completeness of the proposal
• Financial strength and capacity of the applicant
• Demonstrated understanding of local conditions and markets
• Alignment with the overall goals of the City to provide affordable, high quality recreational experiences
• Any additional factors deemed reasonable and in the City’s best interest
Contract Consideration

- If the Review Committee recommends a proposal, Council will vote to approve or reject a contract

- Successful management firm would have 90 days to begin implementation if contract is approved

- An Oversight Committee will ensure ongoing compliance and open communication with the management entity

- Continue to solicit public feedback

- Require and make available to the public quarterly reviews and annual financial statements
Conclusion

Goals:
• Provide high-quality community golf experience
• Maintain value of underlying assets
• Participate in possible revenue increases
• Reduce expenses and minimize risk

Recommended option:
• Council considers a motion to approve issuance of a Request for Proposal to explore options for a management lease of the golf course
To: Mayor Jefferson and City Council  
Thru: Dave Henderson, Director of Public Works  
Date: November 6, 2017  
Subject: Police Building – Updates and Clarification

**LEED Certification**

At the September 5, 2017, City Council meeting, Mayor Jefferson inquired about pursuing LEED Certification for the Englewood Police Headquarters Building. The attached scorecard illustrates the criteria for LEED certification and is for reference only. Without attempting the LEED Certification, the project would have earned 18 points with the ability to attain another 50 points if the decision to achieve certification was provided. The cost would have been over $400,000 to earn the required points for LEED Certification.

**Parking on Elati Street**

The attached copy of a portion the Improvement Survey Plat contains information regarding the potential impact the one-way designation on Elati. Current parallel standards provide 18-20 spaces unmarked and the revised plan has 20 spaces striped on a diagonal layout.

**Budget Clarification**

In the September Council update there was confusion on the project being over budgets by $400,000. This number was intended to be a construction estimate only. The project has always been within the overall budget based on the project contingency funds available. Based on the current Guaranteed Maximum Price, contingency funds will not be needed for the construction.
### LEED v4 for BD+C: New Construction and Major Renovation

#### Project Checklist

**Location and Transportation (p55)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>
| 1      | Y | N | Integrative Process (p43-54)

**Sustainable Sites (p50)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
</tr>
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</table>
| 4      | Y | N | Construction Activity Pollution Prevention (p139-146) Required
| 5      | N | N | Site Development - Protect or Restore Habitat (p163-176) Required
| 1      | Y | N | Open Space (p177-182) Required
| 2      | Y | N | Rainwater Management (p183-195) Required
| 1      | Y | N | Heat Island Reduction (p197-206) Required
| 1      | Y | N | Light Pollution Reduction (p207-224) Required

**Water Efficiency (p51)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
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</thead>
</table>
| 1      | Y | N | Outdoor Water Use Reduction (30%) (p259-266) Required
| 3      | Y | N | Indoor Water Use Reduction (20%) (p267-282) Required
| 1      | Y | N | Building-Level Water Metering (p287-296) Required
| 1      | Y | N | Outdoor Water Use Reduction (50%) (p287-296) Required
| 3      | Y | N | Cooling Tower Water Use Required
| 1      | Y | N | Water Metering (p311-317) Required

**Energy and Atmosphere (p53)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
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</thead>
</table>
| 0      | Y | N | Fundamental Commissioning and Verification (p321-334) Required
| 1      | N | N | Minimum Energy Performance (Energy Modeling) (p335-374) Required
| 0      | N | N | Building-Level Energy Metering (p375-380) Required
| 1      | Y | N | Fundamental Refrigerant Management (p381-386) Required

**Materials and Resources (p54)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>
| 0      | Y | N | Storage and Collection of Recyclables (p471-476) Required
| 0      | Y | N | Construction and Demolition Waste Management Planning (p477-482) Required
| 3      | Y | N | Building Life-Cycle Impact Reduction (p493-510) Required
| 0      | Y | N | Building Product Disclosure and Optimization - Environmental Product Declarations
| 0      | Y | N | Building Product Disclosure and Optimization - Sourcing of Raw Materials
| 0      | Y | N | Building Product Disclosure and Optimization - Material Ingredients

**Indoor Environmental Quality (p52)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
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</table>
| 5      | Y | N | Minimum Indoor Air Quality Performance (p563-620) Required
| 1      | Y | N | Enhanced Indoor Air Quality Strategies (p581-654)
| 2      | Y | N | Low-Emitting Materials (p655-674)
| 2      | Y | N | Construction Indoor Air Quality Management Plan (p675-682)
| 3      | Y | N | Indoor Air Quality Assessment (p683-692)
| 2      | Y | N | Thermal Comfort (p693-708)
| 2      | Y | N | Interior Lighting (p709-720)
| 3      | Y | N | Daylight (Modeling) (p721-736)

**Innovation (p53)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>
| 1      | Y | N | Innovation
| 1      | Y | N | LEED Accredited Professional

**Regional Priority (p54)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
</table>
| 0      | N | N | Regional Priority: Optimize Energy Performance
| 0      | N | N | Regional Priority: Indoor Water Use Reduction
| 0      | N | N | Potential Pilot Credits: Ergonomic Strategy
| 0      | N | N | Potential Pilot Credits: Design for Active Occupants

**TOTALS (p55)**

<table>
<thead>
<tr>
<th>Credit</th>
<th>Y</th>
<th>N</th>
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</table>
| 0      | N | N | Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110

**Project Name:** Englewood PD  
**Date:** 10-18-2017
In November, 2016, Englewood voters approved a ballot issue to construct a new Police Headquarters facility, to address the following issues:

- Replace the current police station with a modern facility meeting the up-to-date policing needs.
- Provide additional tools for policing, including more holding cells to safely handle those arrested and to protect the public safety.
- Provide secured parking to protect officers and their families.
- Preserve records and DNA evidence from cold case files to meet national certification standards.
- Provide secured areas for victims to give statements about a crime not in close proximity to those arrested for committing the crime.
- To the extent funds are available, address other safety services needs.

Building Facts

- The new facility will be 2 stories and 50,000 sf. It will replace and modernize the existing police headquarters.
- An expanded lobby will provide better support services to the community, and greater public safety.
  - A 2-story lobby will have public services on the first floor, and secured private support services on the second floor.
  - Staff will have better visibility of the entire lobby for improved public safety.
  - The Records counter is increased in size to better serve visitors.
  - There will be secure and discreet interview rooms for filing complaints and/or meeting with police staff.
  - A victim assistance suite with dedicated interview rooms and support for victims with small children is located on the second floor lobby with secured access.
  - Waiting/seating areas are provided on each level.
  - Community meeting room will be accessed from the main lobby.
  - The lobby is designed with daylighting and views to the park.
- A public plaza between the building and street can facilitate community events.
- The new facility will have state of the art technology systems to support police activities, including:
  - Multi-purpose training room that can also service as a City Emergency Operations Center.
  - Modern communications infrastructure to support data, voice, and other communications systems and applications.
  - Modern security systems for improved safety to all building occupants, including visitors, police staff, and individuals arrested for crimes.
  - Distributed antenna systems for 2-way radio and enhanced cellular service.
  - Modern audio visual systems in conference rooms.
- Support functions for improved officer and civilian staff wellness, include:
  - Centralized staff break room
  - Locker rooms with appropriately sized lockers and showers.
  - Gear bag lockers and equipment storage rooms near the exit door to the secured parking area for improved efficiency.
  - Modern restrooms.
Fact Sheet
Englewood Police Headquarters

- Physical fitness gym with a defensive tactics area.
- Daylighting for improved office work environment.
- A modern booking and holding area will be more secure and safe for officers and prisoners.
- Evidence processing and storage will include a drive through sally port, temporary cold storage for DNA evidence, and long term storage for DNA related to old cases. A small crime lab is part of the facility. Evidence storage and processing will meet standards for maintaining the chain of custody necessary to better prosecute crimes within the community.
- Secure parking for fleet and staff vehicles is provided.
- Visitor parking is provided.
- The new facility will be energy efficient, and will incorporate many 21st century best practices for reduced energy consumption.
- The new facility will utilize durable materials and systems consistent with a building intended to serve the public for 50 years or more.
- Other public safety features include:
  - Improved site lighting.
  - Improved visibility around the building perimeter.
  - Separation of public areas from prisoner areas and prisoner release.
  - Separation of public functions serving the community with private functions serving the community. All interactions with the staff related to filing reports, obtaining crime assistance, fingerprinting, and registrations will be performed in private outside of the main public lobby.
July 12, 2017

Jim Mallory, PE
Principal Engineer
Metro Wastewater Reclamation District (Owner)
6450 York Street,
Denver, Colorado 80229

Dear Jim,

Congratulations! The project you submitted, Metro Wastewater Reclamation District Northern Treatment Plant Facilities Project, has won a National Award of Merit in the Water/Wastewater category from the Design-Build Institute of America! As a result of this honor, the project is automatically a nominee for the National Award of Excellence in the Water/Wastewater category, the highest honor within each category. In addition to announcing the Merit winners, the category excellence winners will also be announced during the awards program taking place at the Design-Build Conference & Expo on November 9th in Philadelphia.

You and the project team should be proud of your accomplishment! It showcases not only an extraordinary project, but also how the project team went above and beyond achieving cost, schedule and quality goals, demonstrating unique applications of design-build best practices to raise the bar. We look forward to showcasing your winning project during the awards program, and throughout the remainder of the year. Please be sure to share this great news with the rest of your project team members, including the Owner!

- **Award Winner Acknowledgment Form**: Please fill out and return this online acknowledgment form by August 25th, 2017: [https://tinyurl.com/dbiaawards](https://tinyurl.com/dbiaawards)

- **Reserve a “Team Table” at the Awards Program**: Celebrate your project success with the whole team by reserving a table of ten (10) during the Awards Dinner. Visit [https://tinyurl.com/dbiatable](https://tinyurl.com/dbiatable) to reserve your table. Reserve early to ensure availability.

- **Design-Build Conference & Expo Registration**: To register to attend this year’s conference where the awards program will take place, please visit the conference section of DBIA’s website at [www.dbia.org](http://www.dbia.org).

Again, congratulations! We hope to see you and your team at the awards program in Philadelphia. A similar notification will be sent to the marketing contact listed in your submission. However, as noted above, we encourage you to share this information with your team, as well. If you have any questions, please do not hesitate to contact DBIA at awards@dbia.org.

Sincerely,

Lisa Washington, CAE
Executive Director/CEO
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Mon., Nov. 6</td>
<td>2:00 p.m.</td>
<td>Malley Center Trust Fund, Malley Recreation Center</td>
</tr>
<tr>
<td></td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<tr>
<td></td>
<td>7:00 p.m.</td>
<td>City Council Regular Meeting, Council Chambers</td>
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<tr>
<td>Tues., Nov. 7</td>
<td>6:30 p.m.</td>
<td>Keep Englewood Beautiful, City Council Conference Room</td>
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<tr>
<td></td>
<td>7:00 p.m.</td>
<td>Planning and Zoning Commission, City Council Conference Room</td>
</tr>
<tr>
<td>Wed., Nov. 8</td>
<td>6:30 p.m.</td>
<td>Englewood Urban Renewal Authority, City Council Conference Room</td>
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<tr>
<td></td>
<td>7:00 p.m.</td>
<td>Board of Adjustment and Appeals, Council Chambers</td>
</tr>
<tr>
<td>Thur., Nov. 9</td>
<td>CANCELLED</td>
<td>Police Officers Pension Board, Public Works Conference Room</td>
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<td></td>
<td>CANCELLED</td>
<td>Firefighters Pension Board, Public Works Conference Room</td>
</tr>
<tr>
<td></td>
<td>5:30 p.m.</td>
<td>Parks and Recreation Center, Broken Tee Golf Course, 2101 W. Oxford Ave.</td>
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<tr>
<td></td>
<td>6:00 p.m.</td>
<td>Transportation Advisory Committee, City Council Conference Room</td>
</tr>
<tr>
<td>Mon., Nov. 13</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
</tr>
<tr>
<td>Tues., Nov. 14</td>
<td>3:30 p.m.</td>
<td>NonEmergency Employees Retirement Board, Public Works Conference Room</td>
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<td></td>
<td>5:30 – 8:30 p.m.</td>
<td>Accessory Dwelling Unit Open House, Community Room</td>
</tr>
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<td>7:00 p.m.</td>
<td>Public Library Board, Library Board Room</td>
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<tr>
<td>Wed., Nov. 15</td>
<td>6:30 p.m.</td>
<td>Historic Preservation Commission, Community Development Conference Room</td>
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<tr>
<td></td>
<td>7:00 p.m.</td>
<td>Englewood Liquor, Retail and Medical Marijuana Licensing Authority, Council Chambers</td>
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<tr>
<td>Mon., Nov. 20</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<td></td>
<td>7:00 p.m.</td>
<td>City Council Regular Meeting, Council Chambers</td>
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<tr>
<td>Tue., Nov. 21</td>
<td>7:00 p.m.</td>
<td>Planning and Zoning Commission, City Council Conference Room/Council Chambers</td>
</tr>
<tr>
<td>Mon., Nov. 27</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<tr>
<td>Tues., Nov. 28</td>
<td>5:15 p.m.</td>
<td>Budget Advisory Committee, City Council Conference Room</td>
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<tr>
<td>Mon., Dec. 4</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<td></td>
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<td>City Council Regular Meeting, Council Chambers</td>
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<tr>
<td>Tue., Dec. 5</td>
<td>7:00 p.m.</td>
<td>Planning and Zoning Commission, City Council Conference Room/Council Chambers</td>
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<tr>
<td>Wed., Dec. 6</td>
<td>11:30 a.m.</td>
<td>Alliance for Commerce in Englewood, City Council Conference Room</td>
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<tr>
<td></td>
<td>5:45 p.m.</td>
<td>Cultural Arts Commission, City Council Conference Room</td>
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<td>7:00 p.m.</td>
<td>Englewood Liquor, Retail and Medical Marijuana Licensing Authority, Council Chambers</td>
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<tr>
<td>Mon., Dec. 11</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<tr>
<td>Tues., Dec. 12</td>
<td>6:30 p.m.</td>
<td>Keep Englewood Beautiful – Judging of Holiday Lighting Entries</td>
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<td></td>
<td>7:00 p.m.</td>
<td>Public Library Board, Library Board Room</td>
</tr>
<tr>
<td>Wed., Dec. 13</td>
<td>6:30 p.m.</td>
<td>Englewood Urban Renewal Authority, City Council Conference Room</td>
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<tr>
<td></td>
<td>7:00 p.m.</td>
<td>Board of Adjustment and Appeals, Council Chambers</td>
</tr>
<tr>
<td>Thurs., Dec. 14</td>
<td>5:30 p.m.</td>
<td>Parks and Recreation Commission, Broken Tee Golf Course Maintenance Facility, 4000 S. Clay St.</td>
</tr>
<tr>
<td>Mon., Dec. 18</td>
<td>6:00 p.m.</td>
<td>City Council Study Session, Community Room</td>
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<td>7:00 p.m.</td>
<td>City Council Regular Meeting, Council Chambers</td>
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<tr>
<td>Tue., Dec. 19</td>
<td>7:00 p.m.</td>
<td>Planning and Zoning Commission, City Council Conference Room/Council Chambers</td>
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<tr>
<td>Wed., Dec. 20</td>
<td>6:30 p.m.</td>
<td>Historic Preservation Commission, Community Development Conference Room</td>
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<td></td>
<td>7:00 p.m.</td>
<td>Englewood Liquor, Retail and Medical Marijuana Licensing Authority, Council Chambers</td>
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Christmas Holidays

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<thead>
<tr>
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<tbody>
<tr>
<td>Wed., Jan. 3</td>
<td>7:00 p.m.</td>
<td>Planning and Zoning Commission, City Council Conference Room/Council Chambers</td>
</tr>
<tr>
<td>Wed., Jan 3</td>
<td>11:30 a.m.</td>
<td>Alliance for Commerce in Englewood, City Council Conference Room</td>
</tr>
<tr>
<td>Tues., Jan. 9</td>
<td>5:30 p.m.</td>
<td>Keep Englewood Beautiful, City Council Conference Room</td>
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CITY OF ENGLEWOOD

2018 CALENDAR OF EVENTS

<table>
<thead>
<tr>
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<th>Time</th>
<th>Event</th>
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<tr>
<td>Wed., Jan. 10</td>
<td>6:30 p.m.</td>
<td>Englewood Urban Renewal Authority, Council Conference Room</td>
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<tr>
<td>Wed., Jan. 10</td>
<td>7:00 p.m.</td>
<td>Board of Adjustment and Appeals, Council Chambers</td>
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TENTATIVE
STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL

Nov 6  Study Session
   Discussion of Police Building Bond Premium
   Broadway Improvement Project Update

Nov 6  Regular Meeting

Nov 13 New Council Member Orientation Day (Proposed No Study Session)

Nov 20 Study Session
   Drone Ordinance Discussion

Nov 20 Regular Meeting

Nov 27 Study Session
   B&C Reappointment Discussion
   Immigration Policy Discussion
   ADU Follow Up
   Monthly Financial Review

Dec 4  Regular Meeting

Dec 11 Study Session
   2018 Community Events Plan Discussion
   Comprehensive Plan Check in
   BAC Joint Meeting with Council
   Navpoint Presentation on EMRF Leasing Activity

Dec 18 Regular Meeting (Potential Council Strategic Plan Retreat Date)

Christmas Holidays

Jan 2  Regular Meeting

Jan 8  Study Session

Jan 15 Regular Meeting

Jan 22 Study Session

Jan 29 5th Monday – No Meeting scheduled

Feb 5  Regular Meeting
FUTURE STUDY SESSION TOPICS

Board & Commission Presentations
Reduction of Speed Limit from 30 to 25 Throughout the Community
Englewood Arts Hampden Hall Agreement Update
Small Cell Technology Discussion
Youth Commission Discussion
Building Use Tax Discussion

Boards and Commissions
Board and Commission Interviews (January and June)
Alliance for Commerce in Englewood Committee
Board of Adjustment and Appeals
Budget Advisory Committee
Code Enforcement Advisory Board (May)
Cultural Arts Commission
Election Commission
Englewood Housing Authority (February)
Keep Englewood Beautiful Commission (May)
Liquor Licensing Authority
Fire Pension, Police Pension and Retirement Board
Parks and Recreation Commission
Planning and Zoning Commission (February)
Public Library Board (June)
Transportation Advisory Committee
Urban Renewal Authority
Water and Sewer Board
NO:

1. Call to Order
2. Roll Call
3. Approval of Minutes
   a. August 2, 2017

   Moved by Member Dana Foulks
   Seconded by Member David Carroll

   TO ACCEPT THE MINUTES AS WRITTEN.

Motion CARRIED.

4. Review of Agenda
5. Scheduled Public Comment (presentation limited to 10 minutes)
6. Unscheduled Public Comment (presentation limited to 5 minutes)
7. Old Business
a. Strategic Plan Update (Progress on Initiatives)

Members provided updates on the Cultural Arts Commission Strategic Plan's seven initiatives. Beginning with Initiative #7, 3400 block of South Broadway, Paul Weller and Elysa Loewen with the City of Englewood’s Public Works Department was present to give an update on the project. Commission members discussed details for a chalk art project at the City’s Block Party on Saturday, October 14th.

Moved by Member David Carroll
Seconded by Member Dana Foulks

TO APPROVE THE EXPENDITURE OF $250 FOR TWO CHALK ARTISTS TO CREATE WORK AT THE CITY’S BLOCK PARTY ON SATURDAY, OCTOBER 14TH. POHL, FOULKS AND LAURIE-BETANCOURT WILL SERVE AS THE SELECTION COMMITTEE FOR THE TWO ARTISTS.

Motion CARRIED

b. In regard to Initiative #5 - Place Making, Celebration of Englewood Parks, the Commission selected Jason Park as the site for a piece of art. Commission members continued with updates on the other initiatives.

8. New Business
a. Art Displays in Library

Solomon outlined the Library's plans to do a regular rotating display of art in the Library. Library staff is beginning to develop guidelines for the program. Wink and Laurie-Betancourt will share in the responsibility of serving on the subcommittee to select the art.

b. Development of Commission Norms

Discussion followed on the onboarding process when a new member comes on to the Commission.

9. Committee Reports

10. Upcoming Events

11. Staff's Choice
a. Discussion turned to the music camp scholarship that the Commission has provided, in collaboration with Englewood Education Foundation, the past three years. The item will be put on next month's agenda for the Commission to discuss whether it wishes to continue providing the scholarship.

Hargrove spoke in regard to the City's plans to rebrand the art bus.
12. Commissioner's Choice

13. Adjournment
   a. The meeting was adjourned at 7:54pm.

   /ds/
   D. Severa, Recording Secretary
MINUTES
Parks and Recreation Commission Meeting
Thursday, September 14, 2017
1155 W Oxford Ave - Englewood Recreation Center 5:30 PM

PRESENT:
Christine Adams (arrived at 6:06pm)
Maria Alsubhi (arrived at 6:03pm)
Kathy Christie
Douglas Garrett
Maryah Hoeft (left at 6:08pm)
Mark Husbands
Karen Miller
Allie Moore (arrived at 5:33pm)
Jim Woodward
Linda Olson (arrived at 5:42pm)

ABSENT:

STAFF PRESENT:
Dorothy Hargrove
Dave Lee
Joe Sack
Jeff Jones
Rod Reish
Debby Severa

1. Call to Order
   a. Meeting was called to order at 5:30pm.

2. Roll Call

3. Approval of Minutes
   a. August 10, 2017

   Moved by Member Karen Miller
   Seconded by Member Jim Woodward

   Adams, Alsubhi, Hoeft, Husbands and Miller were shown as being present when they were not.

   Motion made to approve the minutes as amended.

   Motion MOTION CARRIED.
4. Scheduled Public Comment (presentation limited to 10 minutes)

5. Unscheduled Public Comment (presentation limited to 5 minutes)

6. New Business
   a. Englewood Recreation Center Hours

      A proposal to change the operating hours of the Englewood Recreation Center was presented. The new hours would be Saturday and Sunday 8am to 5pm with the Center being open Sunday mornings year-round. Discussion followed. The new hours would go into effect October 1, 2017. The Commission was in support of the new hours.

   b. Tennis Courts

      Commission members were informed that due to the bidding process taking longer than anticipated, resurfacing of the tennis courts would be postponed to spring of next year. It was also noted that only one bid was received that was substantially more for the Romans Park tennis courts that would have limited other courts from being resurfaced.

7. Old Business
   a. Recreation Reorganization Review

      Discussion followed regarding the recent reorganization of the Recreation Division. Sack stated that patrons should start to see new trends in programming as staff settle into their new roles.

8. Parks and Recreation Division Updates
   a. Jeff Jones, Facility Supervisor

      Jones spoke of his role as Facility Supervisor of the Englewood Recreation Center and now the Malley Recreation Center. Discussion followed in regard to the work that was done during the Englewood Recreation Center's maintenance closure week.

   b. Rod Reish, Parks Specialist

      Reish talked about the wide range of responsibilities for the Parks Division. The more recent high profile projects for the Parks Division include demolition of the Belleview #3 pavilion and a substantial number of memorial benches.

9. Staff's Choice
   a. Commission Members were informed of the Cultural Arts Commission's initiative to put a piece of art in Jason Park. Discussion followed. Husbands, Alsubhi and Hoeft volunteered to serve as representatives of the Parks and Recreation Commission on the selection committee. Discussion on drones is
tentatively scheduled for a Study Session in November. Details on the online auction for the wooden park signs will be available in the next Englewood Citizen.

b. Sack and Lee reported on projects for their divisions.

10. Commissioner's Choice
a. Olson updated the Commission on Council happenings. Moore commented that the Board and Commission Appreciation Night was well attended.

   Alsubhi talked about doing movies in the park that would raise money for the parks.

11. Adjournment
a. The meeting was adjourned at 6:20pm.