AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
STUDY SESSION
MONDAY, APRIL 8, 2013

I. Executive Session
At 6:00 p.m. in the City Council Conference Room, City Council will discuss a real estate matter (Depot) pursuant to C.R.S. 24-6-402(a).

II. Humane Society of South Platte Valley
At 6:30 p.m. in the Community Room, Humane Society of South Platte Valley Board President Margie Munoz and Shelter Operations Manager Leslie Maissoneuve will provide an update for the Humane Society of South Platte Valley.

III. Englewood Depot
City Council will discuss the proposal review process for the Englewood Depot.

IV. Budget Advisory Committee
City Council will discuss the Budget Advisory Committee.

V. City Manager’s Choice.
A. St. Louis Parish Temporary Use Permit

VI. City Attorney’s Choice.

VII. Council Member’s Choice.

Please Note: If you have a disability and need auxiliary aids or services, please notify the City of Englewood, 303-762-2407, at least 48 hours in advance of when services are needed. Thank you.
Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Gary Sears, City Manager

FROM: Michael Flaherty, Deputy City Manager

DATE: April 3, 2013

SUBJECT: Humane Society of the South Platte Valley Organizational Update

Representatives of the Humane Society of the South Platte Valley (HSSPV) will be present at the City Council Study Session on April 8, 2013 to update Council on their current financial status and future plans, including proposed funding requests of their current participating governmental clients.

Leslie Maisonneuve, HSSPV Shelter Director, has provided the attached letter and attachments as the basis for the discussion with City Council. Leslie will be joined at the meeting by Margie Munoz, HSSPV Board of Directors President.
March 27, 2013

City of Englewood
Michael Flaherty
1000 Englewood Parkway
Englewood, CO 80110

Dear Michael,

I want to thank you for giving us the opportunity to provide hope to so many animals and people in our community. I am so grateful that Englewood and Littleton embraced a partnership with the Humane Society to create an animal shelter dedicated to making sure that animals in our community have the best chances of returning home or finding a new home. We realize that we are just a small part of your overall budgetary concerns but we are so happy to know that you’ve invested in us and in this great program for our community. Since we opened we’ve maintained a live release rate between 95% and 96%, which is very impressive for an open admission shelter. It is so rewarding to know: because of help from Englewood and Littleton; we were able to build this safe haven for animals in need.

Every day, I talk with folks from our community and I know that they are grateful that their city officials decided to partner with a Humane Society. All of our Board Members, business leaders within the immediate and surrounding communities, became involved with the Humane Society because of their ties within our community and because they support what we are working towards and that is to save as many innocent lives as our capacity will allow. A noble cause that brings us together and reminds us of the kindness and compassion of animals and humans. The greatness of a nation and its moral progress can be judged by the way its animals are treated — Gandhi.

Again, thank you for helping us bring happiness to so many animals and families. We look forward to helping the animals and people in our community for years to come.

We acknowledge that, as with many new businesses, the initial years of operation can be challenging. Not only does an organization have to develop internally and determine the most effective ways to operate, it also has to develop externally, building awareness, and of course, revenue streams. It is very encouraging, that even though HSSPV went through some financial struggles, our core belief about the animals has always remained true. When we made strategic changes in October of 2012, this became evident to us as we reached out to our community and asked for their help to get the shelter back on
track, financially. Our community stepped up and said, "We believe in what you are doing and we want to help!"

If it wasn't for this vote of confidence from our community and the amazing commitment of our Board of Directors, staff and volunteers, I most likely would not have gotten involved again. The financial picture we uncovered was not very pretty. I'm a CPA by trade, and I've seen a lot of financial statements; HSSPV was bordering on the brink of bankruptcy, at the beginning of December 2012, the ratio of current assets to current liabilities was a dismal 13% (at the end of February 2013 the ratio has improved dramatically to 98%). In order to recover, we had to make some pretty drastic changes. Without going into a lengthy discussion of the numerous problems we discovered, it seems more proactive and effective to discuss what we are doing to move the organization forward in a positive and sustainable fashion.

The first step in moving forward is understanding why we are here. We primarily came in to being for the cities of Englewood and Littleton. As I stated above, we are so grateful for the opportunity we were given, especially the support we had to run the shelter the way we knew would be best for the animals. That opportunity was what attracted all the founding members, staff and Board, alike, to become involved. We all looked forward to working closely with the cities to build an intimate shelter environment where visitors were always welcome and could easily interact with the animals. We believe this is great for people and animals. As we’ve grown we’ve built a true family atmosphere with our staff, our Board, our volunteers and our community. We’re small enough that our staff and volunteers become personally devoted to each animal, this positive focus brings people together and helps more animals find homes. Our donors and volunteers love the fact that their efforts and donations have such a huge impact at our small shelter (based on the 2013 budget, 97 cents of each dollar will go directly to caring for the animals).

We would be devastated if we knew the animals from our community were going to be taken to another organization. We are devoted to the people and animals in our community.

Now that we’ve had a chance to build a clearer understanding of our purpose within the community, we are able to refocus our attention on the most effective way that we, as an organization, can be sustainable and continue to fulfill our commitment to the animals and community that we care so much about. The most important change we’ve made, so far, is refocusing our attention to the actual flow of the shelter. In just a few short months we’ve seen some dramatic results:

We’ve increased our adoption rate. From December 1, 2012 through February 28, 2013 we adopted 298 animals. For the same period last year, we adopted 251 animals. This is an amazing 19% increase. This is a very important indicator for our particular business. If we can increase our adoption rate, we can handle a higher volume of animals. This results in more lives saved and a lower per animal cost. It’s important to keep in mind that we have a basic infrastructure that must be in place regardless of the number of animals we handle. We are currently at our basic infrastructure, so any increases in animals handled will have a direct impact on the average cost per animal. Our partnership with Ralph Schomp Honda, and their generous donation of an adoption vehicle, will also have a huge impact on our
ability to adopt more animals and because the vehicle will be wrapped we'll get some really amazing exposure!

We've become more aggressive in managing the length of time animals stay at our shelter. When I came back in October of 2012 we had 10 dogs in the kennels that had been at the shelter for over 90 days. At this point in time we have 2 dogs that are at 90 days. This is a long time for a dog to be in a kennel and the longer the dog is in a kennel the more its behavior, and in turn, its chances of being adopted deteriorate. To combat this we're reaching out to other animal welfare organizations to help with placement and we've just recently hired a trainer to work with behaviorally challenged dogs. We believe this will help get these dogs adopted at a faster rate. Obviously, from a financial and flow perspective, movement is the key in our business.

We've addressed numerous repair and maintenance issues that were impacting our flow. We cleaned up the outdoor yards and the community room which helped to resolve the rodent issue we experienced. Once we cleaned the community room we were able to market a sponsorship opportunity to Schomp Honda, helping us offset the cost of the facility expansion ($15,000 sponsorship for community lecture series). We will also be able to use the community room for public dog training classes which we're hoping to start this summer (also helping to offset the cost of the space).

Our community, Board and staff really stepped up at the end of last year and contributed generously. We received an amazing amount of donations, our appeal was very successful and we also had great success on Colorado Gives Day. Because of this support, we were able to pull ourselves out of the serious cash flow crisis and reduce our outstanding payable balance nearly $20,000. The cash flow crisis was contributing to our flow issues. We were on credit holds with several vendors. As of today, all of our vendors are current except for a few that have agreed to let us pay them over time.

We've restructured our spay/neuter clinic and we're starting to see an increase in our public spay/neuter traffic. Increasing this portion of our business not only helps us combat pet overpopulation concerns in our community, it also helps us cover the cost of the facility expansion.

Over the past few months we've experienced a dramatic increase in customer traffic at the shelter. We believe this positive trend is related to several factors. First of all, we have the correct staffing level. At this level, the shelter can be cleaned appropriately, the animals are receiving great care and our staff is not too busy to help customers. The energy level is really good; right now. Our staff has the time to help customers make good adoption decisions. By adopting and transferring out the longer term dog residents, the dog frustration level in the kennels has decreased dramatically. When you visit the dogs, now, they seem much calmer, making it a more pleasant experience for guests.

Our volunteer, that manages our Facebook page and Google Ads, is having great success increasing awareness for our shelter; as a result, traffic to our website has increased dramatically as have our "Likes" on Facebook. One of our great donors is also sponsoring a Facebook ad for us; this has also contributed to the tremendous growth we've seen in a very short period. One of our board members owns a marketing company that has helped us immensely. She and her organization have been responsible for developing the Ralph Schomp Honda partnership, building a new website, catering
and sponsoring our Colorado Gives Day Celebration, developing a marketing plan, helping with the upcoming Woof & Wine event and developing new corporate relationships. Our board president has also been incredibly involved in helping to develop corporate relationships. With her help, we were able to develop a new relationship with a local cleaning supply vendor that should save us a great deal on cleaning supplies. This vendor is also personally supportive of the shelter. Our president also found another local organization that will donate trash removal services, saving us thousands of dollars. She’s been incredibly successful at recruiting other community leaders to become involved with the shelter. Another board member was able to secure a free ad for us in American Dog Magazine. She’s also working on a promotional project with Pentax. One of our donors was also able to obtain a free full page ad for us in Dogs and Cats Colorado Style. Another supporter ran a free ad for us in Your Neighborhood Magazine. We’ve also received local media exposure through press releases about the Kitten Hoarding Situation and the Schomp Honda Partnership Release.

We’re currently in the process of planning our 2013 Woof & Wine event that will be held in the Ralph Schomp BMW Galleria on May 5th. We’ve already seen a great deal of local support for the event through sponsorships, silent auction and organizational participation. The Schomp Honda partnership is super helpful in generating this interest. We’re also hopeful that we will be able to unveil the adoption vehicle at the event. The wrapped vehicle, out in the community, will have tremendous awareness impact.

We have also redesigned our volunteer program. We’ve added some structure and have scheduled regular volunteer orientations for 2 times per month. This will definitely help us become even more connected with our local community.

I really feel like I’ve given you quite a bit of information to digest, but I have to tell you, I’m so incredibly proud of our Board, our staff, our volunteers and our community for their amazing accomplishments in such a short period of time! This tells me that the Humane Society of the South Platte Valley will be here for many years to come.

I also acknowledge that the primary purpose of our meeting with you is to reestablish the level of trust you had in us and that we have regained the trust of the community. We have to rebuild your confidence in our ability to operate within a sustainable business model. The cost of our services, although relatively insignificant to your overall budget, need to be reasonable and relatively predictable. Over the last few months, I’ve heard a lot of discussion regarding the equity of the cost per animal analysis given to the cities in the past (total expenses divided by total animals). In theory, this is not a poor analysis when you look at it from our perspective. We, as a Humane Society, feel that all of our costs relate directly to saving an animal’s life. In other words, our relationship with the animal continues until we find the animal a home. In analyzing the situation from your perspective, your relationship with the animal should end when it’s off of its stray hold. I agree that this is a valid perspective. There have also been discussions about coming up with an analysis that is based more on actual costs attributed to a particular animal. We don’t have a mechanism in place to assign specific costs to each animal, nor would we want to make a business decision to add a person to do such analysis that would still have to
be based primarily on allocation (as discussed above, there is a basic level of infrastructure we need just to operate and be open to public and meet the requirements of the governmental contracts).

Given these constraints, we have tried to come up with an analysis that removes adoption and marketing related costs from overall costs and then allocates the adjusted costs between animals that come into the shelter from each community as stray (from animal control officers and Good Samaritans that find stray animals in each community) and those that come in from individuals and other organizations (surrenders, transfers, returns, other). We've attached an analysis for your review. The interesting thing to note is that the more animals we handle, the cost to the governments begins to decrease. We would definitely be amenable to preparing an analysis to evaluate this relationship on an annual basis. In addition, we have included a provision in our projections for an annual external audit. This would give the governments comfort that our expense information is accurate. We're hopeful that this analysis will help us come to an arrangement that is equitable to all parties.

In addition to the Expenses Allocation Analysis we've also included:

- 2012 Financial Statements
- February 2013 YTD Financial Statements
- A 5 Year Income Statement Projection (including our 2012 Income Statement and our Board approved 2013 Budget)
- The Ralph Schömp Press Release
- 2013 Woof & Wine – “Save the Date” flyer

Thank you for taking the time to review the information we've provided. We look forward to discussing all of your questions at the meeting on April 8th. Until we can come to the most equitable arrangement for all parties, we are hopeful that the City will approve funding the additional $41,000 for 2013 animal sheltering services, affording us the opportunity to continue our positive momentum.

Sincerely,

Leslie Maisonette
Shelter Director
Humane Society of the South Platte Valley
303-548-7232
Humane Society of the South Platte Valley
Discussion of Expense Allocation to Governmental Agencies

Basic Assumptions

1) Costs to be allocated between shelter activities and governmental agencies:

   A) The analysis uses operating costs (excludes event and appeal expenses). These costs are further reduced by removing the following expenses:
      a. Advertising
      b. Spay/Neuter Staff
      c. Spay/Neuter Supplies
      d. Microchip
      e. A portion of the Emergency Vet expenses
      f. Depreciation
      g. Development/Volunteer Manager
      h. A portion of Animal Behavior
      i. Additional Adoption Staff in 2017
      j. Occupancy Expenses for the B Unit 2652 sq. ft./9152 sq. ft.

   B) The analysis uses incoming live animal statistics to develop the percentage of incoming animals attributed to the governmental agencies (strays brought in by animal control and residents) as opposed to the animals coming in through other shelter activities (surrenders, transfers, returns, other). The following table summarizes the trend:

<table>
<thead>
<tr>
<th></th>
<th>Governmental Stray Animals Received from ACOs and Residents</th>
<th>Shelter Owner/Surrender, Transfer in, Returns, Other</th>
<th>Total Incoming Live Animals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number</td>
<td>Percent</td>
<td>Number</td>
</tr>
<tr>
<td>2010</td>
<td>801</td>
<td>43%</td>
<td>1159</td>
</tr>
<tr>
<td>2011</td>
<td>860</td>
<td>51%</td>
<td>819</td>
</tr>
<tr>
<td>2012 (extrapolated)</td>
<td>793</td>
<td>53%</td>
<td>693</td>
</tr>
<tr>
<td>Average</td>
<td>818</td>
<td>48%</td>
<td>890</td>
</tr>
<tr>
<td>&quot;2014 Projected&quot;</td>
<td>723</td>
<td>37%</td>
<td>1250</td>
</tr>
<tr>
<td>&quot;2017 Projected&quot;</td>
<td>723</td>
<td>32%</td>
<td>1550</td>
</tr>
</tbody>
</table>

Although, the historical and extrapolated data indicates that the governmental allocation should be approximately 48%, we believe that with a focus on “flow-management”, the shelter will be able to bring in more animals and absorb a higher percentage of the costs, and have therefore chosen 37% as a more appropriate percentage to allocate to governmental activities beginning in 2014.
C) The final step is to allocate the governmental portion to the various agencies. In the projected expense allocation analysis for 2014 and 2017, for illustrative purposes, we used a combination of average and actual incoming stray numbers from 2012.

* Please note that the number of animals projected as incoming Governmental Strays is lower than the historical average due to the removal of Sheridan, Lone Tree and Parker from the analysis.
## Projected Government Cost Allocation 2014

### Projected:

<table>
<thead>
<tr>
<th>Expense</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter Expenses</td>
<td>136,900</td>
</tr>
<tr>
<td>Payroll Expenses</td>
<td>322,465</td>
</tr>
<tr>
<td>Occupancy</td>
<td>138,500</td>
</tr>
<tr>
<td>Office Expense</td>
<td>28,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>62,174</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>7,500</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>595,539</td>
</tr>
</tbody>
</table>

### Remove Adoption Related

<table>
<thead>
<tr>
<th>Expense</th>
<th>2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spay/Neuter Staff</td>
<td>(54,900)</td>
</tr>
<tr>
<td>Spay/Neuter Supplies</td>
<td>(25,000)</td>
</tr>
<tr>
<td>Microchip</td>
<td>(14,500)</td>
</tr>
<tr>
<td>Emergency Vet (portion)</td>
<td>(10,000)</td>
</tr>
<tr>
<td>Development/Volunteer Manager</td>
<td>(18,750)</td>
</tr>
<tr>
<td>Animal Behavior (portion)</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Offsite Adoption</td>
<td>(8,500)</td>
</tr>
<tr>
<td>Advertising</td>
<td>(6,000)</td>
</tr>
<tr>
<td>Unit B</td>
<td>(40,124)</td>
</tr>
</tbody>
</table>

**Net Amount to be allocated**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governments</td>
<td>185,332</td>
</tr>
<tr>
<td>Other</td>
<td>320,433</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>505,755</td>
</tr>
</tbody>
</table>

| Strays received from ACOs and Residents | 723     |
| Other (surrenders, returns, transfers, other) | 1,250   |
| **Total Live Animals**                | 1,973   |

**Government Allocation Based on Actual/Estimated Incoming strays from animal control and residents:**

<table>
<thead>
<tr>
<th>Location</th>
<th>Projected Annual Cost</th>
<th>Strays incoming from ACOs and Residents</th>
<th>Cost per Animal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Littleton</td>
<td>$ 59,083</td>
<td>32.37%</td>
<td>$ 234</td>
</tr>
<tr>
<td>Englewood</td>
<td>$ 84,845</td>
<td>45.78%</td>
<td>$ 331</td>
</tr>
<tr>
<td>Cherry Hills</td>
<td>$ 3,078</td>
<td>1.66%</td>
<td>$ 12</td>
</tr>
<tr>
<td>Columbine Valley</td>
<td>$ 1,518</td>
<td>0.83%</td>
<td>$ 6</td>
</tr>
<tr>
<td>Arapahoe County</td>
<td>$ 35,887</td>
<td>19.35%</td>
<td>$ 140</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 185,332</td>
<td>100.00%</td>
<td>$ 723</td>
</tr>
</tbody>
</table>

*Cost per Animal: ACOs - 119 + Resident Strays - 115
ACO - 243 + Resident Strays - 88
ACO - 12
ACO - 6
Estimate - primarily ACOs*
**Projected Government Cost Allocation 2017**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Projected 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelter Expense</td>
<td>$198,500</td>
</tr>
<tr>
<td>Payroll Expenses</td>
<td>$397,050</td>
</tr>
<tr>
<td>Occupancy</td>
<td>$152,800</td>
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<tr>
<td>Office Expense</td>
<td>$32,000</td>
</tr>
<tr>
<td>Insurance</td>
<td>$69,708</td>
</tr>
<tr>
<td>Professional Fees</td>
<td>$6,000</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$566,068</strong></td>
</tr>
</tbody>
</table>

**Remove Adoption Related**

- Spay/Neuter Staff: $65,500
- Spay/Neuter Supplies: $30,000
- Microchip: $17,500
- Emergency Vet (portion): $31,500
- Development/Volunteer Manager: $30,000
- Animal Behavior (portion): $30,000
- Adoption Staff: $31,000
- Adoption Staff Insurance: $4,800
- Advertising: $140,000
- Unit B: $44,277

**Net Amount to be allocated**: $502,581

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governments</td>
<td>378,947</td>
<td>31.8%</td>
</tr>
<tr>
<td>Other</td>
<td>123,634</td>
<td>68.2%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>502,581</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

**Strays received from ACOs and Residents**: 723

**Other (surrenders, returns, transfers, others)**: 1,550

**Total Live Animals**: 2,273

**Government Allocation based on Actual/Estimated incoming strays from animal control and residents**:

<table>
<thead>
<tr>
<th></th>
<th>Projected Annual Cost</th>
<th>Strays incoming from ACOs and Residents</th>
<th>Cost per Animal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Litteton</td>
<td>$57,016</td>
<td>$334</td>
<td>$247.51</td>
</tr>
<tr>
<td>Englewood</td>
<td>$81,924</td>
<td>$321</td>
<td>$247.81</td>
</tr>
<tr>
<td>Cherry Hills</td>
<td>$2,370</td>
<td>$12</td>
<td>$247.51</td>
</tr>
<tr>
<td>Columbine Valley</td>
<td>$2,385</td>
<td>$6</td>
<td>$247.81</td>
</tr>
<tr>
<td>Arapahoe County</td>
<td>$34,651</td>
<td>$140</td>
<td>$247.51</td>
</tr>
</tbody>
</table>

**Total**: $178,047

**100.0%** (Based on annual averages and 2012 actual incoming for the governments below)
Humane Society of the South Platte Valley
Balance Sheet
As of December 31, 2012

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Dec-31, 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets</td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>Citywide Bank</td>
<td>29,203.53</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>100.00</td>
</tr>
<tr>
<td>Total Checking/Savings</td>
<td>29,303.53</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5,626.52</td>
</tr>
<tr>
<td>Total Accounts Receivable</td>
<td>5,626.52</td>
</tr>
<tr>
<td>Other Current Assets</td>
<td></td>
</tr>
<tr>
<td>Prepaids</td>
<td>720.91</td>
</tr>
<tr>
<td>Total Other Current Assets</td>
<td>720.91</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>35,950.96</td>
</tr>
<tr>
<td>Fixed Assets</td>
<td></td>
</tr>
<tr>
<td>Property and Equipment</td>
<td>169,441.70</td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>-70,489.00</td>
</tr>
<tr>
<td>Total Fixed Assets</td>
<td>118,952.70</td>
</tr>
<tr>
<td>Other Assets</td>
<td></td>
</tr>
<tr>
<td>Deposits</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Total Other Assets</td>
<td>5,000.00</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>159,903.86</td>
</tr>
</tbody>
</table>

<p>| LIABILITIES &amp; EQUITY   |            |
| Liabilities            |            |
| Current Liabilities    |            |
| Accounts Payable       | 36,703.94  |
| Total Accounts Payable | 36,703.94  |
| Other Current Liabilities|          |
| Accrued Liabilities    | 51,470.15  |
| Customer Deposits      | 28,600.00  |
| Deferred Income        | 0.00       |
| Loans                  | 0.00       |
| Total Other Current Liabilities| 74,270.15|
| Total Current Liabilities| 113,424.09|
| Total Liabilities      | 113,424.09 |
| Equity                 |            |
| Retained Earnings      | 41,269.43  |
| Net Income             | 3,210.14   |
| Total Equity           | 45,479.57  |
| TOTAL LIABILITIES &amp; EQUITY | 159,903.86 |</p>
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Dec 12</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>Jan - Dec 12</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
<th>Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contributions and Grants</td>
<td>58,392.13</td>
<td>21,000.00</td>
<td>77,392.13</td>
<td>276,402.84</td>
<td>314,500.00</td>
<td>61,602.16</td>
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Humane Society of the South Platte Valley
YTD Budget vs. Actual Narrative
February 2013

Net Income

Net income is $43K higher than originally anticipated and primarily related to a temporary variance of $15K (the Schomp Sponsorship was billed in January but originally budgeted for March). The remaining positive variance is primarily related to higher than anticipated donations (approximately $18,000), higher than anticipated program service revenue (approximately $5000) and lower than anticipated expenses (approximately $5000).

Income

Contributions and Grants—this includes contributions, appeals, events and grants.

The following table summarizes the various elements of this line item:

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<th>Budget</th>
<th>Actual</th>
<th>Variance</th>
<th>Notes</th>
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<td>17,752</td>
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<tr>
<td>Grants</td>
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<td>9,500</td>
<td>(500)</td>
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<td>Appeals</td>
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<td>315</td>
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<td>Total</td>
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<td>54,567</td>
<td>32,567</td>
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</table>

As shown above, contributions are above budget by $17,752. Some of the items that helped create this positive variance include a $5000 donation from the Elway Foundation, over $6000 from the Petco Giving Tree promotion, over $6,000 to help care for the cats and kittens rescued from the hoarding situation, approximately $2500 to help with the surgeries for Tator Tot and Bruce Wayne and Aspen Grove sponsored a Valentine's promotion on Facebook and donated $1000 to HSSPV (Thank You!). As mentioned above, the Schomp Sponsorship was billed earlier than originally anticipated in the budget.

Government Contracts—are slightly below budget.

Program Service Revenue—this represents fees for adoptions, redemptions, daily care, etc. Program revenues are above budget mainly due to higher than anticipated adoption, surrender and spay neuter revenues.
Cost of Sales

Event and Merchandise — reflects the cost of the Woof & Wine and Woof & Wag Events and merchandise purchased for resale. No activity in this account yet.

Expenses

Shelter Expenses — includes all animal care costs and are slightly above budget.

Payroll Expenses — are slightly below the budget.

Occupancy — costs are slightly below the budget, this is a timing variance related to repairs and maintenance.

Office Expense — office expenses are consistent with the budget.

Insurance — insurance expenses are below budget due to the timing of the provision for auto insurance for the new adoption vehicle (budgeted in February — vehicle not yet received).

Professional Fees — professional fees are consistent with the budget.
Humane Society of the South Platte Valley
Balance Sheet
As of February 28, 2013
Feb 28, 13

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<p>| LIABILITIES &amp; EQUITY         |       |
| Liabilities                  |       |
| Current Liabilities          |       |
| Accounts Payable             | 34815.49 |
| Total Accounts Payable       | 34815.49 |
| Other Current Liabilities    |       |
| Accrued Liabilities          | 23720.01 |
| Customer Deposits            | -4026.00 |
| Loans                        | 10000.00 |
| Total Other Current Liabilities | 37745.01 |
| Total Current Liabilities    | 72360.50 |
| Total Liabilities            | 72360.50 |
| Equity                       |       |
| Retained Earnings            | -46479.97 |
| Net Income                   | 76222.37 |
| Total Equity                 | 122701.94 |
| TOTAL LIABILITIES &amp; EQUITY   | 185062.44 |</p>
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<th>Jan-Feb 13</th>
<th>YTD Budget</th>
<th>$ Over Budget</th>
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<tr>
<td><strong>Total Office Expense</strong></td>
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<td><strong>Total Utilities</strong></td>
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<td><strong>Depreciation Expense</strong></td>
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<td><strong>Total Expense</strong></td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
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<tr>
<td><strong>Net Other Income</strong></td>
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<td></td>
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<tr>
<td><strong>Net Income</strong></td>
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HSSPV 5 Year Income Statement Projections

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<tbody>
<tr>
<td>Income</td>
<td>276,493</td>
<td>241,000</td>
<td>280,000</td>
<td>320,000</td>
<td>365,000</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
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<tr>
<td>COGS</td>
<td>201,000</td>
<td>244,000</td>
<td>270,000</td>
<td>306,000</td>
<td>340,000</td>
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<tr>
<td>Gross Profit</td>
<td>70,493</td>
<td>37,000</td>
<td>3,000</td>
<td>7,000</td>
<td>10,000</td>
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<tr>
<td>Net Income</td>
<td>17,000</td>
<td>6,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Net Other Income</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Net Income</td>
<td>17,000</td>
<td>6,000</td>
<td>0</td>
<td>0</td>
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Humane Society of the South Platte Valley and Ralph Schomp Honda Form Community Partnership

LITTLETON, CO (March 12, 2013) - “The Humane Society of the South Platte Valley and Ralph Schomp Honda are thrilled to announce their new Community Partnership,” says Margie Munoz, Board President, HSSPV.

“We are really looking forward to the partnership, says Jay Andre, General Manager, Ralph Schomp Honda. “This is a very unique opportunity that fits in well with our commitment to give back to our community. I have to say, I’m really excited about building the adopt vehicle, it will be a fun project for us and we really believe that it will help the humane society find homes for so many more wayward animals.”

“This is such an exciting opportunity for the Humane Society of the South Platte Valley! The partnership will help us to reach out to even more folks in our community, and in turn, allow us to find more homes for animals in need! Ralph Schomp Honda has granted us $15,000 to help sponsor all of the great activities we have planned for our Community Room. We’ll be offering an animal welfare lecture series to the community as well as public dog behavior and training classes,” says Leslie Maisonneuve, Facilities Coordinator. “Here’s the really amazing part of the partnership... Ralph Schomp Honda is going to build and donate an Adoption Vehicle to our shelter! As you can only imagine, we were just overwhelmed by their generosity and passion for helping the animals in our community!”

“We have worked with Ralph Schomp Automotive for years,” explains Pam Camello, President of Creatively Affordable Marketing and Printing. “They have always been a generous supporter of our community and they really felt that this partnership with HSSPV would be a rewarding way for them to continue to help.”
ABOUT THE HUMANE SOCIETY OF THE SOUTH PLATTE VALLEY
The Humane Society of the South Platte Valley provides a caring shelter environment for lost and abandoned animals. We believe every animal deserves to have a great life. We strive to meet each animal’s unique medical or behavioral needs so they have a chance to find a family that will love them forever. For more information, visit www.HSSPV.org or www.facebook.com/hsspv or call 303-703-2938.

ABOUT RALPH SCHOMP HONDA
Ralph Schomp Automotive remains a leader in automotive sales in the Rocky Mountain region, with a proud family-heritage dating back 72 years. Aaron Wallace, a fourth generation owner and son of Lisa Schomp, an automotive icon, leads the three dealerships to their continued success with the One-Price sales philosophy. Schomp BMW and Ralph Schomp Honda are proud to be the Number 1 volume franchises in the region with Schomp MINI being the first MINI dealership in Colorado. Fay Myers Motorcycle World in Greenwood Village is also now owned by Schomp. You can be sure that your car or motorcycle buying experience at any of the Schomp dealerships will be second to none. The company is dedicated to many philanthropic endeavors such as The Humane Society of the South Platte Valley and is deeply committed to the communities it serves.

---END---

Pictured left to right: Jay Andre, General Manager Ralph Schomp Honda, Margie Munoz, General Manager Aspen Grove and Board President HSSPV, Leslie Maisonneuve, Facilities Coordinator HSSPV, Pam Camello, President Creatively Affordable Marketing and Printing and Board Member HSSPV and Panda, a recent alumni of HSSPV.
Save the Date!

Don't miss our 2nd Annual Woof & Wine
benefiting the animals of the

HUMANE SOCIETY
OF THE SOUTH PLATTE VALLEY

Thursday, May 9, 2013
6-9pm

at the
Ralph Schomp BMW Galleria
1190 Plum Valley Lane
Highlands Ranch, CO

Join us for a delightful evening of wine
and food sampling, live entertainment
and silent-auction fun!

Thanks to our Sponsor

RALPH SCHOMP
HONDA

Loved by everyone... except the competition
Englewood 2012 Animal Statistics

Incoming from ACOs (Live Animals)

<table>
<thead>
<tr>
<th></th>
<th>Dogs</th>
<th>Cats</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs</td>
<td>158</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cats</td>
<td>52</td>
<td></td>
<td></td>
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<tr>
<td>Misc.</td>
<td>5</td>
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<tr>
<td>Total</td>
<td>215</td>
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</table>

Englewood strays brought in by citizens (Live Animals)

<table>
<thead>
<tr>
<th></th>
<th>Dogs</th>
<th>Cats</th>
<th>Misc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs</td>
<td>49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cats</td>
<td>39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc.</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>88</td>
<td></td>
<td></td>
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</table>

Dispositions (Animals brought in by ACOs - only)

<table>
<thead>
<tr>
<th></th>
<th>Dogs</th>
<th>Cats</th>
<th>Misc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adoptions</td>
<td>52</td>
<td>37</td>
<td>4</td>
<td>93</td>
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<tr>
<td>Redemptions</td>
<td>109</td>
<td>8</td>
<td></td>
<td>117</td>
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<tr>
<td>Transfers</td>
<td>2</td>
<td>-</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Euthanized</td>
<td>5</td>
<td>9</td>
<td>1</td>
<td>14</td>
</tr>
<tr>
<td>DOAs</td>
<td>7</td>
<td>17</td>
<td>7</td>
<td>31</td>
</tr>
<tr>
<td>Other</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>175</td>
<td>72</td>
<td>12</td>
<td>259</td>
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Memorandum
City Manager’s Office

TO: Mayor Penn and Members of City Council
THROUGH: Gary Sears, City Manager
FROM: Michael Flaherty, Deputy City Manager
DATE: April 3, 2013
SUBJECT: Selection Process Options for Sale of the Historic Englewood Depot

During the City Council Executive Session of March 21, I presented copies of the three proposals and a summary (copy attached) of each of the proposals submitted in response to the City’s Request for Proposal for sale of the Historic Englewood Depot. During discussion of the proposals, Council requested staff to formulate options for a selection process. The options offered are as follows:

1. Council may recommend one of the proposals to staff for negotiation of a sales contract.

2. Council may request that two or all three proposers present their prospective proposals to City Council at a future Study Session, after which Council would recommend one proposal to staff for negotiation of a sales contract.

3. Council may recommend that two or all three proposers be provided additional opportunity to present their respective proposals and answer questions before a selection committee composed of outside individuals with appropriate expertise. The selection committee would evaluate the proposals and make a recommendation to Council and for staff negotiation of a sales contract.

4. Council may recommend that all proposals be rejected.

In the event that Council is requests presentation by proposer to either City Council or a selection committee, I have provided and attached “Comments & Questions” on each of the proposals that Council or a selection committee may utilize in their interviews with each of the proposer. Members of Council may wish to add other comments and questions to discuss with each of the proposers.

Members of City Council also asked that staff provide suggestion for the composition of a selection committee, in the event Council chose that approach. Initial suggestions include:
1. One of more representatives of historic preservation organizations, e.g. History Colorado, the Colorado Historical Fund, Colorado Preservation, Inc. or Historic Denver.

2. A representative of the Colorado Non-Profit Association (CANPO).

3. A representative of a lending institution familiar with historic preservation.

4. A historic preservation architect.

Members of City Council may wish to suggest other or alternative selection committee members, in the event the committee approach is favored.

Subject to Council’s direction, staff will initiate necessary steps to move the selection process forward.
<table>
<thead>
<tr>
<th><strong>Proposer</strong></th>
<th><strong>Englewood Historic Preservation Society (EHPS)</strong></th>
<th><strong>Englewood Urban Farm (EUF)</strong></th>
<th><strong>Tom and Patti Parson (Parson)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Legal Structure</strong></td>
<td>S01(c) (3) not for profit organization</td>
<td>S01(c) (3) or CO/OP (TBD)</td>
<td>Limited Liability Corporation and future non-profit organization.</td>
</tr>
</tbody>
</table>
| **Proposed Use** | Establish a community history museum.  
"To create a public space to tell the story of Englewood and the surrounding community." | Establish an urban farm community center.  
"To create a fully self-sustaining community center that grows organically, uses best renewable resource technology and sets an example for others." | A living museum of letterpress printing.  
"The ultimate goal is to establish an enduring museum with space for exhibits, workshops, events and meetings, as well as typographic research and printing projects-to be a resource for the community." |
| **Program Elements** | - Educational programming, event production and sales.  
- Display of local history artifacts.  
- Operation of an HO model railroad club.  
- Southern Pacific dinner car restaurant.  
- Gift shop operation. | - Daily service of coffee, tea and juice, organic foods in dining car and caboose.  
- Urban farming and gardening.  
- Youth and adult educational programming.  
- Event and wedding rentals.  
- Artisans' and Farmers' market  
- Cooking demonstrations and catering sales.  
- Yoga and fitness classes.  
- Historical murals and display of artifacts  
- Proposed purchase of 3061 S. Fox lot. | - Study of typographic design and history.  
- Art Nouveau era print design collection.  
- Letterpress printing collection.  
- Library of typography, printing, design and art.  
- Archive of amateur hobby printing journals.  
- Personal library of 10,000 poetry books.  
- Wood type poster collection.  
- College art and design internship opportunities.  
- Indoor venue for readings and exhibits. |
| **Commitment to Historical Preservation** | Restore exterior and interior to as historically accurate a representation as possible of the 1915 depot, based on original Chicago AT&SF building plans.  
EHPS estimates depot restoration cost at $250,000+. | EUF has secured the services of a construction management and design engineer and a sustainability consultant and industrial designer to manage the restoration.  
EUF estimates total project costs, including depot, adjacent lot, railcars and two greenhouses at $1.6 million. | Parson agrees to secure a preservation easement to insure protection of the historical interior and exterior, with the exception of any required ADA adjustments with oversight of preservation consultants.  
Parson states that the necessary renovations and construction will require several hundred thousand dollars. |
| **Financial Capability** | Project funding is based on grants, operating income, and in-kind contributions.  
EHPS is seeking grant funding in excess of $162,000 from seven foundations, and individuals have pledged in-kind donations totaling $31,950 for restoration of the depot.  
EHPS has secured the services of a professional grant writer to assist in their efforts.  
Legal services are being provided on a pro-bono basis. | Project funding is based on grants, operating income and in-kind contributions.  
EUF has secured $7,500 in seed money for consultation and grant writing purposes. EUF has developed a marketing plan that has identified 12 corporations and two industry groups on which to target funding requests with a target of $500,000 within 12 months. If that target is not met, the property will be returned to the City. | Parson proposes to fund the project from current personal assets and earning from his printshop operations.  
In addition, Parson will seek grant and/or loan funding from historical preservation sources and state and federal tax credits. Parson included a personal financial statement and tax returns (proprietary information.) |
<table>
<thead>
<tr>
<th>Proposer</th>
<th>Englewood Historic Preservation Society (EHPS)</th>
<th>Englewood Urban Farm (EUF)</th>
<th>Tom and Patti Parson (Parson)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Capability</strong> (continued)</td>
<td>A donation of a Southern Pacific dining car, valued at $150,000 (after restoration) is proposed. Annual operating revenues from event and facility rental, artisans' and farmers' market sales, food and beverage sales, catering and educational classes are estimated at $72,000 and expenses at $20,000 per month.</td>
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<td></td>
<td>Annual operating revenues from admission sales, event sales, gift shop sales, rentals, and dining car food are estimated at $65,000 in year one. EHPS lists physical assets valued at approximately $175,000, and various donations valued at approximately $6,000.</td>
<td></td>
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<tr>
<td><strong>Proposed Purchase Price</strong></td>
<td>EHPS proposes that the City sell the depot for $1 and to lease the land on a long-term basis (25 years with a 15 year option) in exchange for 10% of gross revenues generated by EHPS, estimated at $6,500 in year one, increasing to an average of $10,000/year within five years. EHPS proposes that the City waive all permit, water, and sewer tap fees.</td>
<td>EUF proposes a lease-to-purchase agreement for the depot at $50,000 per year for three years, beginning on the initiation of construction.</td>
<td>Parson proposes to pay $30,000 (cash) for the purchase of the depot, &quot;with recognition that we bring a collection of printing materials and books to the project valued at several hundred thousand dollars.&quot;</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>A rezoning would be required to allow for the proposed dining car restaurant use.</td>
<td>A rezoning would be required to allow for the proposed railroad cars, greenhouses and inclusion of 3061 S. Fox in the development.</td>
<td>Parson acknowledges that a rezoning will be required and proposes to utilize the UDC provision for Adaptive Reuse of Designated Historic Structure (EMC Section 16-5-3.)</td>
</tr>
<tr>
<td>Proposer</td>
<td>Englewood Historical Preservation Society (EHPS)</td>
<td>Comments &amp; Questions</td>
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<tr>
<td>Legal Structure</td>
<td>501(c) (3) not for profit organization</td>
<td>No comments/questions</td>
<td></td>
</tr>
<tr>
<td>Proposed Use</td>
<td>Establish a community history museum. &quot;To create a public space to tell the story of Englewood and the surrounding community.&quot;</td>
<td>No comments/questions</td>
<td></td>
</tr>
<tr>
<td>Program Elements</td>
<td>Educational programming, event production Display of local history artifacts. Operation of an HO model railroad club. Southern Pacific dining car restaurant. Gift shop operation.</td>
<td>Questions on railroad club-see below Questions on dining car - see below</td>
<td></td>
</tr>
<tr>
<td>Commitment to Historical Preservation</td>
<td>Restore exterior and interior to as historically accurate representation as possible of the 1915 depot, based on original Chicago AT&amp;SF building plans.</td>
<td>What resources, professional or otherwise, does the EHPS propose to utilize to insure appropriate historical preservation? The proposal is silent on the RFP requirement for securing a preservation easement.</td>
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<tr>
<td></td>
<td>EHPS estimates depot restoration cost at $250,000+.</td>
<td>What is the basis for the cost estimate? Have ADA accessibility costs been included? Please provide a breakdown of costs.</td>
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</tr>
<tr>
<td>Financial Capability</td>
<td>Project funding is based on grants, operating income and in-kind contributions. EHPS is seeking grant funding in excess of $162,000 from 7 foundations and organizations and individuals have pledged in-kind donations of approximately $32,000 for restoration of the depot. EHPS has secured the services of a professional grant writer and legal services are being provided on a pro-bono basis.</td>
<td>Grant funding is estimated at $162,000. What is the basis for the assumption of grant funding? What alternatives to grant funding are proposed, given that the stated estimate of depot restoration is $250,000? Will grant funding be available for the non-historic elements of the project, e.g., mechanical, electrical, water/sewer, and the build-out of the 1994 foundation/lower level area. Are the proposed in-kind donations confirmed?</td>
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<tr>
<td></td>
<td>A donation of a Southern Pacific dining car, valued at $150,000 (after restoration) is proposed.</td>
<td>Costs related to the restoration of the dining car are not addressed. What is the estimated cost of the restoration, transportation and placement of the rail car on the site? And what are the sources of funding?</td>
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</tr>
<tr>
<td><strong>Financial Capability continued</strong></td>
<td>Annual operating revenues from admission sales, event sales, gift shop sales, rentals and dining car food are estimated at $65,000 in year one.</td>
<td>Annual revenues are stated as gross revenues and based on what are described as similar operations at other locations. No estimate of rental payments from the model railroad club were included. Annual expenses were not listed in the initial proposal. What are the proposed expenses?</td>
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<tr>
<td></td>
<td>EHPS lists physical assets valued at approximately $212,000.</td>
<td>Assets include a rail dining car, semaphore signal, waiting room bench, baggage cart and water pump house. Cost of restoration and relocation of the dining car and water pump house are not included. What are these costs?</td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Purchase Price</strong></td>
<td>EHPS proposes that the City sell the depot for $1 and to lease the land on a long-term basis (25 years with a 15 year option) in exchange for 10% of gross revenues generated by EHPS, estimated at $6,500 in year one, increasing to an average of $10,000/year within five years.</td>
<td>Is the sale of the building and lease of the ground an acceptable arrangement for the City? The proposed annual rental is based on a percentage of gross revenues. A minimum guaranteed amount may be advisable.</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>EHPS proposes that the City waive all permit, water and sewer tap fees.</td>
<td>Cost to the City for waiver of water and sewer tap fees is $6,065, based on a 3/4&quot; water line. Cost of permit fees and Building Use Tax is estimated at approximately $6000.</td>
<td></td>
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<tr>
<td></td>
<td>A rezoning would be required to allow for the proposed dining car restaurant use. Other requirements, e.g., set-backs and lot usage may impact the proposed placement of the rail dining car and/or water tower.</td>
<td>The Historic Structure adaptive reuse provisions of the UDC relate only to the existing depot building. The proposed restaurant use of the rail dining car is not permitted in the MU-R3-A district. The City, as owner of the property, as provided under the EHPS proposal, would have to initiate any zone change request. The placement of rail dining car and water tower have not been reviewed for compliance with zoning standards.</td>
<td></td>
</tr>
<tr>
<td>Proposer</td>
<td>Englewood Urban Farm (EUF)</td>
<td></td>
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<tr>
<td>----------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Legal Structure</strong></td>
<td>501(c) (3) or CO/OP (TBD)</td>
<td>Under what legal entity would EUF take ownership, if selected?</td>
<td></td>
</tr>
<tr>
<td><strong>Proposed Use</strong></td>
<td>Establish an urban farm community center.</td>
<td>Provide a thorough description of the urban community center concept.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&quot;To create a fully self sustaining community center that grows organically, uses best renewable resource technology and sets an example of others.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Program Elements</strong></td>
<td>Daily service of coffee, tea and juice, organic foods in dining car and caboose. Urban farming and gardening.</td>
<td>Questions on railroad dining car and caboose-see below. Does the urban farm and/or garden impact the Community Garden? What animals are proposed for the project? Provide a site plan for the project with all project elements including gardens, animal enclosures, dining car, caboose, green house(s) and any other structures. Would the educational programs be internally operated? Would the markets be operated internally by EUF? Is a kitchen proposed for the depot? Provide a description of the proposed use of 3061 S. Fox.</td>
<td></td>
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<tr>
<td></td>
<td>Youth and adult educational programming. Event and wedding rentals. Artisans' and Farmers' market Cooking demonstrations and catering sales. Yoga and fitness classes. Historical murals and display of artifacts Proposed purchase of 3061 S. Fox lot.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Commitment to Historical Preservation</strong></td>
<td>EUF has secured the services of a construction management and design engineer and a sustainability consultant and industrial designer to manage the restoration.</td>
<td>What resources, professional or otherwise, does EUF propose to utilize to insure appropriate historical preservation of the depot? The proposal is silent on the RFP requirement for securing a preservation easement.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EUF estimates total project costs, including depot, adjacent lot, railcars and two greenhouses at $1.6 million.</td>
<td>Provide a detailed breakdown of the proposed project, including all elements, i.e., depot, dining car, caboose, greenhouses and land purchase/development of 3061 S. Fox. The proposal is silent on ADA accessibility issues.</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Capability</strong></td>
<td>Project funding is based on grants, operating income and in-kind contributions.</td>
<td>What is the basis for the assumption of grant funding? Question on operating income-see below.</td>
<td></td>
</tr>
</tbody>
</table>
| Financial Capability continued | EUF has secured $7,500 in seed money for consultation and grant writing purposes. EUF has developed a marketing plan that has identified 12 corporations and two industry groups on which to target funding requests with a target of $500,000 within 12 months. If that target is not met, the property will be returned to the City.

Annual operating revenues from event and facility rental, artisans' and farmers' market sales, food and beverage sales, catering and educational classes are estimated at $72,000 and expenses at $20,000 per month. | What is the source of the $7,500 in seed money?
Of the grant sources identified, have any committed to funding of the project?
The proposal requests an exit strategy for returning the property to the City if $500,000 is not raised in 12 months. How would costs of ownership of the depot be paid during that 12 month period?

Operating revenues of $72,000/month are projected. Provide a breakdown of revenues and assumptions on which the estimate is based. |
<p>| Proposed Purchase Price | EUF proposes a lease-to-purchase agreement for the depot at $50,000 per year for three years, beginning on the initiation of construction. | When is construction - and the initial payment - proposed? |
| Other | A rezoning would be required to allow for the proposed railroad cars, greenhouses and inclusion of 3061 S. Fox in the development. | The Historic Structure Adaptive Reuse provision of the UCD applies only to the depot building. The other uses proposed are not allowed in the MU-R3-A zone. The likely means of a zone change is the P.U.D. process, which requires a minimum of 1/2 acre. The sale site, as currently subdivided is not 1/2 acre. The purchase of 3061 S. Fox could possibly allow for a P.U.D., however, some of the proposed uses, e.g., keeping of animals, may raise objections. |</p>
<table>
<thead>
<tr>
<th>Legal Structure</th>
<th>Limited Liability Corporation and future non-profit organization.</th>
<th>If selected, would the LCC take initial ownership? What is the purpose of establishing a non-profit?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Use</td>
<td>A living museum of letterpress printing.</td>
<td>No questions/comments.</td>
</tr>
<tr>
<td>&quot;The ultimate goal is to establish an enduring museum with space for exhibits, workshops, events and meetings, as well as typographic research and printing projects-to be a resource for the community.&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Elements</td>
<td>Study of typographic design and history.</td>
<td>Are all of the proposed uses to be contained in the depot? Provide a floor plan of the depot interior with uses. What is the source funding for annual operating costs?</td>
</tr>
<tr>
<td></td>
<td>Art Nouveau era print design collection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letterpress printing collection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library of typography, printing, design and art.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Archive of amateur hobby printing journals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Personal library of 10,000 poetry books.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wood type poster collection.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>College art and design internship opportunities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indoor venue for readings and exhibits</td>
<td></td>
</tr>
<tr>
<td>Commitment to Historical Preservation</td>
<td>Parson agrees to secure a preservation easement to insure protection of the historical interior and exterior, with the exception of any required ADA adjustments with oversight of preservation consultants. Parson states that the necessary renovations and construction will require several hundred thousand dollars.</td>
<td>Confirm that the preservation easement is proposed-although not required by the RFP-for the interior as well as the exterior facade. Provide a detailed breakdown of estimated cost related to the rehabilitation of the depot.</td>
</tr>
<tr>
<td>Financial Capability</td>
<td>Parson proposes to fund the project from current personal assets and earning from his printshop operations. In addition, Parson will seek grant and/or loan funding from historical preservation sources and state and federal tax credits. Parson is Parson included a personal financial statement and tax returns (proprietary information.)</td>
<td>What portion of the total project cost will require financing through loans or grants? If loans or grants are required, what are the specific proposed sources?</td>
</tr>
<tr>
<td>Proposed Purchase</td>
<td>Price</td>
<td>Other</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>Parson proposes to pay $30,000 (cash) for the purchase of the depot, &quot;with recognition that we bring a collection of printing materials and books to the project valued at several hundred thousand dollars.&quot;</td>
<td>If selected, will payment will be guaranteed upon closing? Is the collection to become a permanent asset of the museum?</td>
<td></td>
</tr>
<tr>
<td>Parson acknowledges that a rezoning will be required and proposes to utilize the UDC provision for Adaptive Reuse of Designated Historic Structure (EMC Section 16-5-3.)</td>
<td>No questions/comments.</td>
<td></td>
</tr>
</tbody>
</table>
Memorandum
City Council Office

TO: Mayor Penn and Members of City Council
FROM: City Manager Gary Sears
DATE: April 4, 2013
SUBJECT: Budget Advisory Committee

Dear Mayor and Members of the City Council,

Attached you will find a summary of information regarding a possible budget advisory committee from several other communities in the Denver Metropolitan Area from Manager of Revenue and Budget Jenny Nolan and Finance and Administrative Services Director Frank Gryglewicz.

As you will note, budget committees have a variety of different focuses and responsibilities that may include meeting with individual department directors and employees, to the development of broad or specific recommendations to the City Manager, staff and City Council. The gathering of information about City revenues, expenditures, reserves and debt policies will require many meetings with staff and perhaps Council in the development or refocus of the City’s resources to accomplish the objectives of the City.

The makeup and responsibilities of the budget committee will require a set of guidelines about the function of the committee, staffing requirements, interface with department directors and employees and responsibilities regarding communications with the City Council.

Because of the complexity of the City’s finances, it may be beneficial to establish such a committee with the task of understanding the City’s finances and budgeting requirements for at least a year before such a group would be in a position of making recommendations on the budget. Budgeting, A Budgeting Guide for Local Governments, by Robert L. Bland, published by the ICMA Press discusses the pros and cons of these types of committees “Budgeting at the local level is distinguished by citizen involvement through public hearings, focus groups, and citizen surveys. Some councils prefer to work through committees, some of which may be mandated by state or local law. The executive budget may go to a budget and finance committee that first reviews the spending plan and the accompanying proposed revenue requirements needed to fund it. Other councils and governing boards work as a committee of the whole, and all members of the legislative
body participate in all aspects of the adoption process. Local governments have experimented with citizen budget advisory committees with varying degrees of success.”

We have also included background information previously provided to City Council from several metropolitan communities regarding budget committees.

In addition, per the last Council discussion on this topic the City Attorney has prepared a proposed ordinance, based upon the Golden model. I believe, after talking to Golden’s City Manager about their budget committee, that an effective program will require a great deal of interaction between the committee and departments, which will require extensive scheduling for both committee members and departmental staff. Such a committee could also include the appointment of Council liaisons, which would be in a position of obtaining more information about departmental budgeting practices than other members of Council.

Also attached is a list of suggestions, recommendations and questions from our auditors, Holscher, Mayberry & Company, LLC, regarding the establishment of a budget advisory committee.

In any event, Frank, Jenny, Mike and I will be at the upcoming Study Session if you have any questions.
City of Englewood, Colorado
Council Request: Citizen Budget Advisory Committee Information

Below is a list of local jurisdictions that provide various advisory groups:

**Arapahoe County - Citizen Budget Committee**
The Citizen Budget Committee is responsible for reviewing the annual proposed Arapahoe County Budget. The Committee reviews proposals that have significant fiscal and operational impacts and performs other duties as assigned by the Board of County Commissioners. When directed by the Board, the Committee gathers information and makes recommendations regarding County financial decisions.

- website address: http://www.co.arapahoe.co.us/Apps/Boards/BoardsAll.aspx
- on-line application website address: http://www.co.arapahoe.co.us/Apps/Boards/OnlineApp.aspx?board=15
- Copy of Citizen Budget Committee Resolution to establish terms for members
- Copy of Citizen Budget Committee By Laws

**City of Aurora – Citizen’s Advisory Budget Committee**
**Purpose:** The Committee studies all phases of the City’s budget and makes recommendations to City Council.
**Qualifications:** Must be a registered elector in the City.
**Membership:** Number of members: 22
**Term:** Same 4-year term as Mayor or City Council Member that appointed the Member.

- website address:
  https://www.auroragov.org/CityHall/BoardsandCommissions/CitizensAdvisoryBudgetCommittee/index.htm
- Copy of Citizen’s Advisory Budget Committee code reference
- Copy of Citizen’s Advisory Budget Committee Mission Statement and Rules and Regulations

**City of Boulder – Revenue Stabilization/Blue Ribbon Commission**
The City of Boulder is heavily dependent upon sales and use tax to fund its many programs and services. Beginning in 2001, the City of Boulder experienced significant sales and use tax revenue decreases. This resulted in large budgetary cuts over the next four years. Additionally, one third of the sales tax rate is set to expire over an eight year period beginning to 2011.

At the 2006 City Council Retreat, an initiative was put forward to appoint a blue ribbon commission (BRC) to study the revenue policy issues confronting the city. This committee was to consist of technical experts in governmental tax policy as well as distinguished community members who understood the history of Boulder sales tax initiatives and could evaluate the political receptiveness of future tax initiatives.

**Appointed by City Council this Commission has been asked to:**
Establish a long-term, balanced and stable revenue stream for the city of Boulder that accomplishes public priorities while allowing flexibility to meet the varied and dynamic needs of the municipal corporation in the next twenty years.

- website address:
  http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=5925&Itemid=2421
City of Englewood, Colorado
Council Request: Citizen Budget Advisory Committee Information

City of Centennial – Finance Committees (Budget Committee, Audit Committee and Investment Committee) have citizen participation

- website address: http://www.centennialcolorado.com/
- Copy of Finance Committees (Budget, Audit and Investment) Bylaws

1. Budget Committee - During 2009, in accordance with Section 11.16(c) of the City of Centennial’s Home Rule Charter, City Council passed Ordinance No. 2009-0-3, creating the Centennial Budget Committee. This committee consists of the Mayor, one councilmember, three citizen representatives, the City Manager and the Finance Director. The purpose of this committee is to promote citizen involvement in the budgeting decisions of the City by having the committee study all phases of the budget and by having the committee make recommendations and reports to City Council about those studies.
- Copy of Budget Committee Ordinance

2. Audit Committee - The Audit Committee is described in section 11.16 of the City’s Charter (adopted June 2008): There shall be created an audit committee which shall be comprised of the Mayor, a Councilmember appointed by the City Council, the City Manager, the Finance Director, a staff member appointed by the Finance Director, the City Attorney and two City residents with relevant business experience appointed by the City Council. The audit committee shall:
   a. periodically review recommendations of staff based on the City’s process for requesting proposals and interview to select an auditor or auditing firm to perform the annual audit required by this Charter or other audit(s) that the City Council may request pursuant to the authority in this Charter;
   b. receive and review the findings and reports of such auditor(s); and
   c. present the annual or other audit report(s) to the City Council.
- Copy of Audit Committee Ordinance

3. Investment Committee - The Investment Committee is described in section 11.16 of the City's Charter (adopted June 2008): There shall be created an investment committee that shall be comprised of the Mayor, a Councilmember appointed by City Council, the City Manager, the Finance Director, a staff member appointed by the Finance Director and two City residents with relevant business experience appointed by the City Council. The investment committee shall:
   a. recommend to the City Council for adoption an investment policy of the City to ensure that City funds will be invested in accordance with Part 6 of Article 75 of Title 24, C.R.S., as may be amended from time to time, and to set policy for management of City funds to attain stated investment goals;
   b. routinely review the investment policy and make recommendations to City Council for revisions when deemed necessary;
   c. receive reports from the City Finance Director on the performance of the City’s investments as measured against the investment policy; and
   d. periodically report to the City Council on the performance of the City’s investments, which reports shall be publicized in accordance with an Ordinance adopted by the City Council.
- Copy of Audit Committee Ordinance

City of Denver - Structural Financial Taskforce
The task force has been charged with achieving the following goals:
- Learn about the City’s revenues, expenditures and tax burden.
- Challenge and validate Denver’s thirty year expenditure and revenue forecasts identifying a structural budget gap.
City of Englewood, Colorado
Council Request: Citizen Budget Advisory Committee Information

- Generate and vet expenditure and revenue ideas that could solve the structural gap.
- Recommend to the City a package of options that will solve the structural gap.

**City of Golden - Citizens Budget Advisory Committee**
The Citizens Budget Advisory Committee (CBAC) was created by the City Manager to advise City staff on the development, implementation, and evaluation of the annual City budget. Participation in CBAC is an opportunity not only to advise on the prioritization of how City tax dollars are spent, but also to advise our policymakers in their decision-making process.

Members review and discuss the quarterly financial reports and the current year's revenue and expenditure projections. Many discussions involve philosophical and strategic issues which impact the budget. It is the role of CBAC members to take information learned in the meetings back into the community and to bring questions/concerns back for discussion.

- Copy of Citizens Budget Advisory Committee By Laws
- Copy of CBAC 2011 Budget Summary Delivering Services to Our Citizens Report
- Copy of CBAC Calendar 2011 Calendar and Agenda
CITY OF CENTENNIAL, 
COLORADO

ORDINANCE NO. 2009-O-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, ESTABLISHING AN AUDIT COMMITTEE WITH ITS POWERS, DUTIES, TERMS AND QUALIFICATIONS AND SETTING FORTH THE REQUIREMENTS FOR PUBLICIZING AUDIT REPORTS

WHEREAS, on June 10, 2008, the voters of the City of Centennial ("City") at a special election adopted a home rule charter ("Charter"), changing the City from a statutory city to a home rule city pursuant to the authority set forth in Article XX of the Colorado Constitution and the Municipal Home Rule Act of 1971; and

WHEREAS, Section 11.16(a) of the Charter requires the City Council to establish an audit committee and sets forth the membership and duties of such committee; and

WHEREAS, an audit committee is desirable to satisfy the Charter requirement, and to ensure that citizens remain involved in the oversight of the public funds and operations fostering transparency and accountability in City government; and

WHEREAS, Section 11.17 of the Charter requires the City Council to adopt an ordinance setting forth the method by which reports of audits of any accounts of the city shall be publicized.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, ORDAINS:

Section 1. Chapter 4 of the City of Centennial Municipal Code is hereby amended to add a new Article 6 entitled "Audit Committee and Publicizing Audits", which shall read as follows in its entirety:

ARTICLE 6
Audit Committee and Publicizing Audits

Sec. 4-6-10. Audit committee established.

Pursuant to the authority set forth in Section 11.16(a) of the Charter of the City, there is hereby established an audit committee.

Sec. 4-6-20. Audit committee composition and appointments.

(a) The audit committee shall consist of eight (8) members as follows:
(1) The Mayor;

(2) A City Councilmember appointed by City Council;

(3) The City Manager;

(4) The Finance Director;

(5) A staff member appointed by the Finance Director;

(6) The City Attorney; and

(7) Two City residents with relevant business or finance experience appointed by the City Council.

(b) The City residents shall be appointed in accordance with the procedures set forth in Section 2-4-40 through 2-4-70 of this Code, each to serve for a three (3) year term and applicants with a basic understanding of governmental financial reporting and auditing shall be given preference for appointment. There are no limits on the number of terms a member may serve. Initially, the City Treasurer may be appointed to serve as a member of the audit committee until the termination of the elected office of Treasurer in accordance with the Charter of the City. Upon termination of such office, a resident shall be appointed to complete the remainder of the three (3) year term initially filled by the Treasurer.

(c) All members appointed by City Council shall serve at the pleasure of the City Council and may be removed with or without cause and with or without notice and hearing, at the sole discretion of the City Council; provided, however, that removal shall be mandatory in the event of any of the following:

(1) Refusal to comply with applicable statutes, ordinances, resolutions, or laws.

(2) Continuing obstructive, offensive, harassing, argumentative, or disrespectful behavior that diminishes the effectiveness of the audit committee's ability to perform its duties as set forth herein.

(3) Absence without approved excuse by a majority of the committee for twenty-five percent (25%), or absence with or without excuse for fifty percent (50%), or more of the meetings of the committee in any twelve (12) month period.

(4) Disclosure of any confidential information of the committee, to include preliminary drafts of reports and work product, as defined in the Colorado Open Records Act, as may be amended from time to time.
(d) Where a vacancy in a resident member position on the election commission occurs due to removal, resignation, or any other reason, the vacancy shall be filled in accordance with Section 2-4-60 of this Code. Any member removed from an appointed position on the committee under subsection (c) of this section shall be ineligible to apply for any further appointment to the committee.

Sec. 4-6-30. Audit committee duties.

(a) The audit committee shall meet at least twice annually at a date and time to be determined by the chairperson or by the rules or bylaws adopted by such committee and on an as-needed basis.

(b) The audit committee shall have the following duties and responsibilities:

(1) Periodically review recommendations of staff based on the City's process for requesting proposals and interview to select an auditor or auditing firm to perform the annual audit required by the Charter or other audit(s) that the City Council may request pursuant to the authority in the Charter.

(2) Receive and review the findings and reports of such auditor(s).

(3) In coordination with the auditor, present the annual or other audit report(s) to the City Council.

(4) Review City finance reporting processes and internal controls.

(5) Establish and periodically review City financial reporting policies.

(6) Ensure City compliance with the provisions of Section 11.17 of the Charter governing independent audits.

Sec. 4-6-40. Organization.

(a) The audit committee shall promulgate rules or bylaws governing the conduct of its business, which shall become effective upon approval by the City Council. City Council shall have the right to establish, amend, alter or modify the committee's bylaws or rules.

(b) The frequency and timing of meetings and the election of officers, including a chairperson, vice-chairperson and recording secretary, will be held in accordance with such rules or bylaws, consistent with the provisions of this Article. Should any officer either resign or be unable to carry out his or her duties, an election shall be held in accordance with the rules or bylaws. The bylaws shall address the issue of conflicts of interest for members of the committee and provide a process for identifying and redressing any such conflicts.
Sec. 4-6-50. Assistance from City Manager.

The City Manager shall provide such records, information, supplies, clerical help, budget data, meeting space and other general assistance as is requested by the chairperson of the audit committee, provided such request shall be reasonable both as to extent and content so as not to place an undue burden upon the administration of the City.

Sec. 4-6-60. Publicizing audit reports.

Following the presentation to City Council of any annual audit or other audit report, such audit report shall be made available for public inspection or review in the office of the City Clerk and publicized by posting such report on the City's web site within five (5) days of the date of presentation of such report to the City Council, to remain posted for a period of not less than six (6) months from the date first posted.

Section 2. Severability. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or applications of this Ordinance are not determined by the court to be inoperable. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, despite the fact that any one or more section, subsection, sentence, clause, phrase, or portion would be declared invalid or unconstitutional.

Section 3. No Existing Violation Affected. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any ordinance hereby repealed by this Ordinance, nor shall any just or legal right or remedy of any character be impaired or affected by this Ordinance.

INTRODUCED, READ, AND ORDERED PUBLISHED BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD ON THE 2ND DAY OF FEBRUARY, 2009.

Randolph E. Pye, Mayor

Approved as to Form:

For City Attorney's Office

X/Ordinances/2009 Ordinances/2009-0-02 Audit Committee.doc
I hereby certify that the above Ordinance was introduced to the City Council of the City of Centennial at its meeting of February 2, 2009, and ordered published one time by title only in *The Villager* newspaper on February 5, 2009, and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

**ATTEST.**

SEAL

By: City Clerk or Deputy City Clerk

FINALLY ADOPTED, PASSED, Approved and ORDERED PUBLISHED BY TITLE AND WITH ANY AMENDMENTS IN *THE VILLAGER* NEWSPAPER, AND IN FULL ON THE CITY WEB SITE IN ACCORDANCE WITH SECTION 2-1-110 OF THE MUNICIPAL CODE, BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS MEETING HELD ON THE 9TH DAY OF FEBRUARY, 2009, BY A VOTE OF 9 IN FAVOR AND 0 AGAINST.

**CITY OF CENTENNIAL**

By: Randolph E. Pye, Mayor

I hereby certify that the above Ordinance was finally adopted by the City Council of the City of Centennial at its meeting of February 9, 2009, and ordered published by title only, with amendments if any, one time by *The Villager* newspaper on February 12, 2009 and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

**ATTEST.**

SEAL

By: City Clerk or Deputy City Clerk
CITY OF CENTENNIAL,
COLORADO

ORDINANCE NO. 2009-O-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CENTENNIAL, COLORADO, ESTABLISHING A BUDGET
COMMITTEE WITH ITS POWERS, DUTIES, TERMS AND
QUALIFICATIONS

WHEREAS, on June 10, 2008, the voters of the City of Centennial ("City") at a
special election adopted a home rule charter ("Charter"), changing the City from a
statutory city to a home rule city pursuant to the authority set forth in Article XX of the
Colorado Constitution and the Municipal Home Rule Act of 1971; and

WHEREAS, Section 11.16(c) of the Charter authorizes the City Council to
establish a budget committee and to set forth the powers, duties, terms and qualifications
of such committee by ordinance; and

WHEREAS, a budget committee is desirable to satisfy the Charter requirement,
and to encourage citizen involvement in the budgeting decisions of the City as they relate
to taxpayer funds.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
CENTENNIAL, COLORADO, ORDAINS:

Section 1. Chapter 4 of the City of Centennial Municipal Code is hereby
amended to add a new Article 7 entitled “Budget Committee”, which shall read as
follows in its entirety:

ARTICLE 7
Budget Committee

Sec. 4-7-10. Budget committee established.

Pursuant to the authority set forth in Section 11.16(c) of the Charter of the City,
there is hereby established a budget committee.

Sec. 4-7-20. Composition and appointments.

(a) The budget committee shall consist of seven (7) members as follows:

(1) The Mayor;

(2) A City Councilmember appointed by City Council;
(3) The City Manager or his or her designee;

(4) The Finance Director; and

(5) Three (3) City residents appointed by City Council.

(b) The City residents shall be appointed in accordance with the procedures set forth in Section 2-4-40 through 2-4-70 of this Code, each to serve for a three (3) year term except that, at the initial appointments upon formation of the committee, in order that the terms of resident members shall be staggered, one (1) member shall be appointed to a three (3) year term, one (1) member shall be appointed to a two (2) year term, and the elected City Treasurer shall be appointed as a resident member for a one (1) year term. There are no limits on the number of terms a member may serve.

(c) All members appointed by City Council shall serve at the pleasure of the City Council and may be removed with or without cause and with or without notice and hearing, at the sole discretion of the City Council; provided, however, that removal shall be mandatory in the event of any of the following:

(1) Refusal to comply with applicable statutes, ordinances, resolutions, or laws.

(2) Continuing obstructive, offensive, harassing, argumentative, or disrespectful behavior that diminishes the budget committee’s ability to effectively perform its duties as set forth herein.

(3) Absence without approved excuse by a majority of the committee for twenty-five percent (25%), or absence with or without excuse for fifty percent (50%), or more of the meetings of the committee in any twelve (12) month period.

(4) Disclosure of any confidential information of the committee, to include preliminary drafts of reports and work product, as defined in the Colorado Open Records Act, as may be amended from time to time.

(d) Where a vacancy in a resident member position on the election commission occurs due to removal, resignation, or any other reason, the vacancy shall be filled in accordance with Section 2-4-60 of this Code. Any member removed from an appointed position on the committee under subsection (c) of this section shall be ineligible to apply for any further appointment to the committee.

Sec. 4-7-30. Duties.

(a) The budget committee shall make studies of all phases of the budget of the City and make recommendations and reports to the City Council, in connection with any phase of the budget which has received the consideration of the budget committee.
(b) The budget committee shall issue a formal report for each budget cycle to coincide with the City Council's schedule for approval of that budget. Other reports to the City Council shall be made as are requested of them from time to time by a majority of the council. Upon a majority vote of the entire committee, the committee shall be authorized to prepare and issue an unsolicited report to the City Council.

(c) All reports or recommendations made by the budget committee shall be advisory only to the City Council and shall be presented by the chairperson of the committee and shall consist of a majority report. Whenever the report is approved by less than two-thirds of the members of the committee, a minority report may also be submitted.

Sec. 4-7-40. Organization.

(a) The budget committee shall promulgate rules or bylaws governing the conduct of its business, which shall become effective upon approval by the City Council. City Council shall have the right to establish, amend, alter or modify the committee's bylaws or rules.

(b) Unless otherwise determined by unanimous vote of the committee, the City Finance Director shall be the chair of the budget committee. The frequency and timing of meetings and the election of officers, including a vice-chairperson and recording secretary, will be held in accordance with such rules or bylaws. Should any officer either resign or be unable to carry out his or her duties, an election shall be held in accordance with the rules or bylaws. The rules or bylaws shall also address the issue of conflicts of interest for members of the committee and provide a process for identifying and redressing any such conflicts.

Sec. 4-7-50. Assistance from City Manager.

The City Manager shall provide such records, information, supplies, clerical help, budget data, meeting space and other general assistance as is requested by the chairperson of the budget committee, provided such request shall be reasonable both as to extent and content so as not to place an undue burden upon the administration of the City.

Section 2. Severability. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or applications of this Ordinance are not determined by the court to be inoperable. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, despite the fact that any one or more section, subsection, sentence, clause, phrase, or portion would be declared invalid or unconstitutional.
Section 3. No Existing Violation Affected. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any ordinance hereby repealed by this Ordinance, nor shall any just or legal right or remedy of any character be impaired or affected by this Ordinance.

INTRODUCED, READ, AND ORDERED PUBLISHED BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD ON THE 2ND DAY OF FEBRUARY, 2009.

CITY OF CENTENNIAL

By
Randolph E. Pye, Mayor

Approved as to Form:

For City Attorney's Office

I hereby certify that the above Ordinance was introduced to the City Council of the City of Centennial at its meeting of February 2, 2009, and ordered published one time by title only in The Villager newspaper on February 5, 2009, and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

ATTEST:

SEAL

By:
City Clerk or Deputy City Clerk

FINALLY ADOPTED, PASSED, APPROVED AND ORDERED PUBLISHED BY TITLE AND WITH ANY AMENDMENTS IN THE VILLAGER NEWSPAPER, AND IN FULL ON THE CITY WEB SITE IN ACCORDANCE WITH SECTION 2-1-110 OF THE MUNICIPAL CODE, BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS MEETING HELD ON THE 2ND DAY OF FEBRUARY, 2009, BY A VOTE OF _ in favor and _ against.

CITY OF CENTENNIAL

By
Randolph E. Pye, Mayor
I hereby certify that the above Ordinance was finally adopted by the City Council of the City of Centennial at its meeting on February 9, 2009, and ordered published by title only, with amendments if any, one time by The Villager newspaper on February 23, 2009 and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

ATTEST:

By _____________________________
City Clerk or Deputy City Clerk
CITY OF CENTENNIAL, COLORADO

ORDINANCE NO. 2009-O-04

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, ESTABLISHING AN INVESTMENT COMMITTEE WITH ITS POWERS, DUTIES, TERMS AND QUALIFICATIONS, AND SETTING FORTH THE REQUIREMENTS FOR PUBLICIZING INVESTMENT COMMITTEE REPORTS

WHEREAS, on June 10, 2008, the voters of the City of Centennial ("City") at a special election adopted a home rule charter ("Charter"), changing the City from a statutory city to a home rule city pursuant to the authority set forth in Article XX of the Colorado Constitution and the Municipal Home Rule Act of 1971; and

WHEREAS, Section 11.16(b) of the Charter requires the City Council to establish an investment committee and sets forth the membership and duties of such committee; and

WHEREAS, an investment committee is desirable (a) to satisfy the Charter requirement, (b) to ensure that citizens remain involved in the investment decisions of the City as they relate to taxpayer funds, and (c) to ensure compliance with the requirements of state law that relate to the investment of public funds; and

WHEREAS, Section 11.16(b)(4) of the Charter requires City Council to adopt an ordinance setting forth the method by which reports of performance of the City's investments provided to City Council by the investment committee shall be publicized.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, ORDAINS:

Section 1. Chapter 4 of the City of Centennial Municipal Code is hereby amended to add a new Article 5 entitled "Investment Committee and Publicizing Investment Reports", which shall read as follows in its entirety:

ARTICLE 5
Investment Committee and Publicizing Investment Reports

Sec. 4-5-10. Investment committee established.

Pursuant to the authority set forth in Section 11.16(b) of the Charter of the City, there is hereby established an investment committee.
Sec. 4-5-20. Composition and appointments.

(a) The investment committee shall consist of seven (7) members as follows:

(1) The Mayor;

(2) A City Councilmember appointed by City Council;

(3) The City Manager;

(4) The Finance Director;

(5) A staff member appointed by the Finance Director; and

(6) Two City residents with relevant business and finance experience appointed by the City Council.

(b) The City residents shall be appointed in accordance with the procedures set forth in Section 2-4-40 through 2-4-70 of this Code, each to serve for a three (3) year term. There are no limits on the number of terms a member may serve. Initially, the City Treasurer may be appointed to serve as a member of the investment committee until the termination of the elected office of Treasurer in accordance with the Charter of the City. Upon termination of such office, a resident shall be appointed to complete the remainder of the three (3) year term initially filled by the Treasurer.

(c) All members appointed by City Council shall serve at the pleasure of the City Council and may be removed with or without cause and with or without notice and hearing, at the sole discretion of the City Council; provided, however, that removal shall be mandatory in the event of any of the following:

(1) Refusal to comply with applicable statutes, ordinances, resolutions, or laws.

(2) Continuing obstructive, offensive, harassing, argumentative, or disrespectful behavior that diminishes the effectiveness of the investment committee’s ability to perform its duties as set forth herein.

(3) Absence without approved excuse by a majority of the committee for twenty-five percent (25%), or absence with or without excuse for fifty percent (50%), or more of the meetings of the committee in any twelve (12) month period.

(4) Disclosure of any confidential information of the committee, to include preliminary drafts of reports and work product, as defined in the Colorado open Records Act, as may be amended from time to time.
(d) Where a vacancy in a resident member position on the election commission occurs due to removal, resignation, or any other reason, the vacancy shall be filled in accordance with Section 2-4-60 of this Code. Any member removed from an appointed position on the committee under subsection (e) of this section shall be ineligible to apply for any further appointment to the committee.

Sec. 4-5-30. Duties.

The investment committee shall meet at least twice annually at a date and time to be determined by the Chair or by the rules or bylaws adopted by such committee and on an as-needed basis and have the following duties and responsibilities:

(a) Recommend to the City Council for adoption an investment policy of the City to ensure that City funds will be invested in accordance with Part 6 of Article 75 of Title 24, C.R.S., as may be amended from time to time, and to set policy for management of City funds to attain stated investment goals, including reviewing and recommending potential investment vehicles for the City;

(b) Routinely review the investment policy and make recommendations to City Council for revisions when deemed necessary;

(c) Assist in selection and performance review of any external investment advisors or managers used by the City;

(d) Receive reports from the City Finance Director on the performance of the City’s investments as measured against the investment policy; and

(e) At least two (2) times per year, report to the City Council on the performance of the City’s investments, which reports shall be publicized in accordance with this Article. As applicable, reports shall include:

(1) A list of all City investments;

(2) Summary information including total face and book values of investments;

(3) Weighted average maturity and yield;

(4) Benchmark yield;

(5) Realized and unrealized gain or loss;

(6) Percentage of total face value invested in each security type compared to limits established in the City’s investment policy; and
(7) A summary discussion of recent market conditions and investment strategy

Sec. 4-5-40. Organization.

(a) The investment committee shall promulgate rules or bylaws governing the conduct of its business, which shall become effective upon approval by the City Council. City Council shall have the right to establish, amend, alter or modify the committee's bylaws or rules.

(b) The frequency and timing of meetings and the election of chairperson, vice-chairperson and recording secretary, will be held in accordance with such rules or bylaws. Should any officer either resign or be unable to carry out his or her duties, an election shall be held in accordance with the rules or bylaws. The bylaws shall address the issue of conflicts of interest for members of the committee and provide a process for identifying and redressing any such conflicts.

Sec. 4-5-50. Publicizing investment committee reports.

Following presentation to City Council of any report by the investment committee on the performance of the city's investments, such report shall be made available for public inspection or review in the office of the City Clerk and publicized by posting such report on the City's web site within five (5) days of the date of presentation of such report to the City Council, to remain posted for a period of not less than six (6) months from the date first posted.

Sec. 4-5-60. Assistance from City Manager.

The City Manager shall provide such records, information, supplies, clerical help, budget data, meeting space and other general assistance as is requested by the chairperson of the investment committee, provided such request shall be reasonable both as to extent and content so as not to place an undue burden upon the administration of the City.

Section 2. Severability. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or applications of this Ordinance are not determined by the court to be inoperable. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, despite the fact that any one or more section, subsection, sentence, clause, phrase, or portion would be declared invalid or unconstitutional.

Section 3. No Existing Violation Affected. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any
ordinance hereby repealed by this Ordinance, nor shall any just or legal right or remedy of any character be impaired or affected by this Ordinance.

INTRODUCED, READ, AND ORDERED PUBLISHED BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD ON THE 2ND DAY OF FEBRUARY, 2009.

CITY OF CENTENNIAL.

Randolph E. Pye, Mayor

Approved as to Form:

For City Attorney’s Office

I hereby certify that the above Ordinance was introduced to the City Council of the City of Centennial at its meeting of February 2, 2009, and ordered published one time by title only in The Villager newspaper on February 5, 2009, and in full on the City website in accordance with Section 2-1-110 of the Municipal Code.

ATTEST:

SEAL

By:
City Clerk or Deputy City Clerk

FINALLY ADOPTED, PASSED, APPROVED AND ORDERED PUBLISHED BY TITLE AND WITH ANY AMENDMENTS IN THE VILLAGER NEWSPAPER, AND IN FULL ON THE CITY WEB SITE IN ACCORDANCE WITH SECTION 2-1-110 OF THE MUNICIPAL CODE, BY THE CITY COUNCIL OF THE CITY OF CENTENNIAL, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS MEETING HELD ON THE 2ND DAY OF FEBRUARY, 2009, BY A VOTE OF 9 IN FAVOR AND 0 AGAINST.

CITY OF CENTENNIAL

E
Randolph E. Pye, Mayor

I hereby certify that the above Ordinance was finally adopted by the City Council of the City of Centennial at its meeting of FEBRUARY 9, 2009, and ordered
published by title only, with amendments if any, one time by *The Villager* newspaper on February 12, 2009 and in full on the City web site in accordance with Section 2-1-110 of the Municipal Code.

ATTEST:

SEAL

By:
City Clerk or Deputy City Clerk
CITY OF CENTENNIAL, COLORADO

RESOLUTION NO. 2010-R-22

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF CENTENNIAL, COLORADO APPROVING THE BYLAWS OF THE BUDGET COMMITTEE, INVESTMENT COMMITTEE, AND AUDIT COMMITTEE

Whereas, the City Council enacted ordinances to create a Budget Committee, an Investment Committee, and an Audit Committee to implement provisions of the Centennial Home Rule Charter (the “Committees”); and

Whereas, the applicable ordinances provide that each Committee shall promulgate rules or bylaws governing the conduct of the Committee’s business, which bylaws shall become effective upon approval by the City Council; and

Whereas, the Committees have each voted to approve their bylaws and the Committees request approval of their respective bylaws by the City Council; and

Whereas, copies of the Committees’ bylaws are attached to this Resolution,

Now, Therefore, be it resolved by the City Council of the City of Centennial, as follows:

Section 1. The City of Centennial Budget Committee Bylaws are hereby approved by the City Council.

Section 2. The City of Centennial Investment Committee Bylaws are hereby approved by the City Council.

Section 3. The City of Centennial Audit Committee Bylaws are hereby approved by the City Council.

Section 4. This Resolution shall have immediate effect upon adoption by the City Council.

Adopted by a vote of in favor and against this 8th day of March, 2010.

By:

[Signature]

[Name]
City of Centennial
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Page 2

ATTEST:

By:
City Clerk or Deputy City Clerk

APPROVED AS TO FORM:

For the City Attorney’s Office
Attachment 1
Budget Committee Bylaws
City of Centennial
Resolution No. 2010-R-22
Page 4

CENTENNIAL BUDGET COMMITTEE
MISSION AND DUTIES

The Centennial Budget Committee was formed in accordance with Ordinance No. 2009-O-03 specifically because:

"...a budget committee is desirable to encourage citizen involvement in the budgeting decisions of the City as they relate to taxpayer funds."

The duties of the Budget Committee as enumerated in the ordinance are as follows:

(a) "The budget committee shall make studies of all phases of the budget of the City and make recommendations and reports to the City Council, in connection with any phase of the budget which has received the consideration of the budget committee.

(b) The budget committee shall issue a formal report for each budget cycle to coincide with the City Council's schedule for approval of that budget. Other reports to the City Council shall be made as requested of them from time to time by a majority of the council. Upon a majority vote of the entire committee, the committee shall be authorized to prepare and issue an unsolicited report to the City Council.

(c) All reports or recommendations made by the budget committee shall be advisory only to the City Council and shall be presented by the chairperson of the committee and consist of a majority report. Whenever the report is approved by less than two-thirds of the members of the committee, a minority report may also be submitted."
CENTENNIAL BUDGET COMMITTEE
RULES AND REGULATIONS

1. Section 4-7-40 of the Budget Committee ordinance authorizes the committee to promulgate its own rules or bylaws, or periodic changes to the rules or bylaws, "which shall be effective upon approval by the City Council."

2. Section 4-7-40 of the ordinance also indicates that, "Unless otherwise determined by a unanimous vote of the committee, the City Finance Director shall be the chair of the Budget Committee." Election of other officers shall occur as established in these by-laws.

   (a) Election of a Vice-Chair and Recording Secretary shall be carried out by a process of nomination and approval by a majority of the members present at the first meeting of the Budget Committee each calendar year. Should any officer resign or be unable to carry out his/her duties, an election shall be held at the next scheduled meeting for purposes of filling the vacancy. If the position of Chair is vacant, the Vice-Chair will be the temporary Chair until an election for Chair can be held.

   (b) The Chair will conduct meetings of the committee, the Vice Chair will serve as Chair in the absence of the Chair, and the Recording Secretary will take the roll and keep the minutes. These three members will conduct the regular business meetings and set the agendas for all meetings.

3. The Committee may adopt a policy to govern telephonic participation at meetings of the Committee.

4. Rules of Order - The Committee shall conduct and discuss business in a relaxed, respectful, and open manner but shall employ a formal procedure for decision-making to best memorialize the Committee’s actions. Toward this end, the following simplified Rules of Order shall govern the Committee’s actions unless otherwise directed by the Chairperson with the concurrence or acquiescence of the Committee.

   **Chairperson as Parliamentarian**

   The Chairperson shall serve as the Committee’s parliamentarian. The Chairperson shall be authorized to render direction and decision on any procedure unless the direction or decision is opposed by a majority of the Committee members.

   The Chairperson shall clarify and restate motions prior to vote.
The Chairperson shall seek the assistance of the City Attorney or legal counsel for direction on legal issues and matters such as motions for executive session. In the event that the Chairperson believes that an executive session is necessary, and the City Attorney is not in attendance, the Chairperson may recess a meeting to seek legal advice via telephone.

Order Generally
No formal motion is required in order for any matter to be discussed by the Committee.

Unless otherwise instructed by the Chairperson in order to manage debate and ensure fairness in discussion, Committee members need not obtain the approval to speak from the Chairperson provided that members shall not interrupt other members.

All motions shall require a second. Failure to obtain a second shall remove the motion from the Committee's consideration.

An affirmative vote of a majority of the quorum present shall be required for approval of any motion unless a different voting requirement is provided by another rule or law (e.g., a motion to conduct an executive session requires two-thirds vote in accordance with state law).

Amendments to Main Motions
Amendments to a main motion may be offered informally (a "Friendly Amendment") or formally (a "Motion to Amend").

During any time that a Friendly Amendment is considered or a formal Motion to Amend is pending, no other motion is permitted.

A Friendly Amendment may be offered on any pending main motion. A Friendly Amendment does not require a second but must be affirmatively accepted by the member offering the main motion in order to amend the main motion. Once accepted, the amended main motion shall require a re-second to proceed to Committee consideration.

Formal Motions to Amend may be offered on any pending main motion and shall take precedence over the main motion and be resolved before the main motion is put to vote.

Other Motions/Actions
Call the Question. A member may move to "call the question" at any time in order to end discussion and debate on any seconded and pending motion and to cause the pending motion to be put to immediate vote. A motion to call the question shall require a second and, once
seconded, shall not be debated and shall be immediately put to vote without deliberation. An approved motion to call the question shall result in the immediate vote on the pending motion without further debate, deliberation, or discussion of the pending motion.

Motion to Reconsider. A Motion to Reconsider shall be permitted on any finally approved main motion and is timely only at the same meeting at which the matter to be reconsidered was affirmatively decided by vote. A Motion to Reconsider is proper only when made by a member who voted on the prevailing side of the motion which is proposed for reconsideration. Any member may second a Motion to Reconsider. Once approved, a Motion to Reconsider shall cause the motion previously decided to be voided and reopened for discussion, debate, amendment, or other action.

Point of Order/Information. A member may raise a Point of Order or Point of Information at anytime without second to identify a need to obtain information or raise an infraction of the rules or improper decorum.

5. A majority of the members appointed to the Committee and at least two citizen members shall constitute a quorum. A quorum established at the beginning of the meeting constitutes a quorum for the duration of the meeting. A quorum is required for any items to be put to a vote at a regular meeting.

6. The schedule for meetings shall be established and approved by the Committee each year in consultation with City staff. Members will be notified of any meetings by email unless a member requests notification by letter, with special notice of any changes in time, date, or location of any meetings provided, as soon as is possible, by the Chair.

7. As outlined in Section 4-7-30 of the Budget Committee ordinance, the Chair shall present Committee reports to Council. The Chair may elect to request the assistance of other Committee members in preparing and delivering such reports.

8. Arrangements for meetings, space, clerical help, records, and other general assistance will be made with the City Manager, as set forth in Section 4-7-50 of the Budget Committee ordinance.

9. Any information is to be released by the Chair, as approved by a majority of the committee members in attendance, with informational copies to the Council. All requests for statements of policy or activities of the Committee are to be referred to the Chair.

10. Section 4-7-20 of the Budget Ordinance requires removal of a Committee member if that individual misses more than 25% of all meetings without an excuse approved by a majority of the committee or if the individual misses more than 50% of all meetings with or without an excuse. Removal of a Committee member for this or any other reason outlined in the Budget Ordinance is done at the sole direction of City Council.
11. Any Committee member shall disclose a personal or financial conflict of interest in accordance with Colorado Revised Statutes, Section 24-18-101 et. seq., as amended. As a general matter, Committee members shall not disclose or use confidential information acquired in their official duties to further substantially their financial interests or accept gifts of substantial value which would tend to influence a reasonable person from departing from faithful and impartial discharge of his or her public duties, or which is offered for the purpose of rewarding the member for an official action. Committee members shall not perform official acts which may have a direct economic benefit on a business or other undertaking in which they have a direct or substantial financial interest.

12. Committee members who have a personal or private (e.g. financial) interest in a matter pending before the Committee shall disclose such interest to the Committee, shall not vote on the matter, and shall not attempt to influence the decision of the Committee members. Committee members may request legal advice from the City Attorney in determining whether a personal or private interest would prevent the Committee member from voting on a matter.

13. All meetings of the Committee shall be open to the public as required by the Colorado Open Meetings Law. Notice of the meeting shall be posted at least 24 hours in advance of the meeting at the following location.

City of Centennial
Civic Center
13133 E. Arapahoe Road
Centennial, CO 80112
Attachment 2
Investment Committee Bylaws
The Centennial Investment Committee was formed in accordance with Ordinance No. 2009-O-04 specifically because:

"...an investment committee is desirable to ... ensure that citizens remain involved in the investment decisions of the City as they relate to taxpayer funds ... and to ensure compliance with the requirements of state law that relate to the investment of public funds...

The duties of the investment Committee as enumerated in the ordinance are as follows:

"The investment committee shall meet at least twice annually at a date and time to be determined by the Chair or by the rules or bylaws adopted by such committee and on an as-needed basis and have the following duties and responsibilities:

(a) Recommend to the City Council for adoption an investment policy of the City to ensure that City funds will be invested in accordance with Part 6 of Article 75 of Title 24, C.R.S., as may be amended from time to time, and to set policy for management of City funds to attain stated investment goals, including reviewing and recommending potential investment vehicles for the City;

(b) Routinely review the investment policy and make recommendations to City Council for revisions when deemed necessary;

(c) Assist in selection and performance review of any external investment advisors or managers used by the City;

(d) Receive reports from the City Finance Director on the performance of the City's investments as measured against the investment policy; and

(e) At least two (2) times per year, report to the City Council on the performance of the City's investments, which reports shall be publicized in accordance with the Article. As applicable, reports shall include:

(1) A list of all City investments;

(2) Summary information including total face and book values of investments;
(3) Weighted average maturity and yield;

(4) Benchmark yield;

(5) Realized and unrealized gain or loss;

(6) Percentage of total face value investment in each security type compared to limits established in the City’s investment policy; and

(7) A summary discussion of recent market conditions and investment strategy.”

CENTENNIAL INVESTMENT COMMITTEE
RULES AND REGULATIONS

1. Section 4-5-40 of the Investment Committee ordinance authorizes the committee to promulgate its own rules or bylaws, “which shall become effective upon approval by the City Council.”

2. Section 4-5-40 of the ordinance also indicates that the election of the chairperson, vice-chairperson and recording secretary shall occur as established in these by-laws.

   (a) Election of a Chair, Vice-Chair and Recording Secretary shall be carried out by a process of nomination and approval by a majority of the members present at the designated meeting of the Investment Committee each calendar year. Should any officer resign or be unable to carry out his/her duties, an election shall be held at the next scheduled meeting for purposes of filling the vacancy. If the position of Chair is vacant, the Vice-Chair will be the temporary Chair until an election for Chair can be held.

   (b) The Chair will conduct meetings of the Committee, the Vice Chair will serve as Chair in the absence of the Chair, and the Recording Secretary will take the roll and keep the minutes. These three members will conduct the regular business meetings and set the agendas for all meetings.

3. The Committee may adopt a policy to govern telephonic participation at meetings of the Committee.

4. Rules of Order - The Committee shall conduct and discuss business in a relaxed, respectful, and open manner but shall employ a formal procedure for decision-making to best memorialize the Committee’s actions. Toward this end, the following simplified Rules of Order shall govern the Committee’s actions unless otherwise directed by the Chairperson with the concurrence or acquiescence of the Committee.
City of Centennial

Chairperson as Parliamentarian

The Chairperson shall serve as the Committee’s parliamentarian. The Chairperson shall be authorized to render direction and decision on any procedure unless the direction or decision is opposed by a majority of the Committee members.

The Chairperson shall clarify and restate motions prior to vote.

The Chairperson shall seek the assistance of the City Attorney or legal counsel for direction on legal issues and matters such as motions for executive session. In the event that the Chairperson believes that an executive session is necessary, and the City Attorney is not in attendance, the Chairperson may recess a meeting to seek legal advice via telephone.

Order Generally

No formal motion is required in order for any matter to be discussed by the Committee.

Unless otherwise instructed by the Chairperson in order to manage debate and ensure fairness in discussion, Committee members need not obtain the approval to speak from the Chairperson provided that members shall not interrupt other members.

All motions shall require a second. Failure to obtain a second shall remove the motion from the Committee’s consideration.

An affirmative vote of a majority of the quorum present shall be required for approval of any motion unless a different voting requirement is provided by another rule or law (e.g., a motion to conduct an executive session requires two-thirds vote in accordance with state law).

Amendments to Main Motions

Amendments to a main motion may be offered informally (a “Friendly Amendment”) or formally (a "Motion to Amend").

During any time that a Friendly Amendment is considered or a formal Motion to Amend is pending, no other motion is permitted.

A Friendly Amendment may be offered on any pending main motion. A Friendly Amendment does not require a second but must be affirmatively accepted by the member offering the main motion in order to amend the main motion. Once accepted, the amended main motion shall require a re-second to proceed to Committee consideration.
Formal Motions to Amend may be offered on any pending main motion and shall take precedent over the main motion and be resolved before the main motion is put to vote.

Other Motions/Actions

Call the Question. A member may move to "call the question" at any time in order to end discussion and debate on any seconded and pending motion and to cause the pending motion to be put to immediate vote. A motion to call the question shall require a second and, once seconded, shall not be debated and shall be immediately put to vote without deliberation. An approved motion to call the question shall result in the immediate vote on the pending motion without further debate, deliberation, or discussion of the pending motion.

Motion to Reconsider. A Motion to Reconsider shall be permitted on any finally approved main motion and is timely only at the same meeting at which the matter to be reconsidered was affirmatively decided by vote. A Motion to Reconsider is proper only when made by a member who voted on the prevailing side of the motion which is proposed for reconsideration. Any member may second a Motion to Reconsider. Once approved, a Motion to Reconsider shall cause the motion previously decided to be voided and reopened for discussion, debate, amendment, or other action.

Point of Order/Information. A member may raise a Point of Order or Point of Information at anytime without second to identify a need to obtain information or raise an infraction of the rules or improper decorum.

5. A majority of the members appointed to the Committee and at least one citizen member shall constitute a quorum. A quorum established at the beginning of the meeting constitutes a quorum for the duration of the meeting. A quorum is required for any items to be put to a vote at a regular meeting.

6. The schedule for meetings shall be established and approved by the Committee each year in consultation with City staff. Members will be notified of any meetings by email unless a member requests notification by letter, with special notice of any changes in time, date, or location of any meetings provided, as soon as is possible, by the Chair.

7. As outlined in Section 4-5-30 of the Investment Committee ordinance, the Committee shall report to the City Council on the performance of the City's investments at least two (2) times per year. The Chair of the Committee will make such presentations to the City Council; however the Chair may elect to request the assistance of other Committee members in preparing and delivering such reports.

8. Section 4-5-50 of the Investment Committee Ordinance requires any report by the Committee to the City Council on the performance of the City's investments be made available for public inspection or
review in the office of the City Clerk and publicized by posting such report on the City's web site within five (5) days of the date of presentation of such report to the City Council.

9. Arrangements for meetings, space, clerical help, records, and other general assistance will be made with the City Manager, as set forth in Section 4-5-60 of the Investment Committee ordinance.

10. Any information is to be released by the Chair, as approved by a majority of those Committee members in attendance, with informational copies to the Council. All requests for statements of policy or activities of the Committee are to be referred to the Chair.

11. Section 4-5-20 of the Investment Committee Ordinance requires removal of a Committee member if that individual misses more than 25% of all meetings without an excuse approved by a majority of the committee, or if the individual misses more than 50% of all meetings with or without an excuse, in any twelve (12) month period. Removal of a Committee member for this or any other reason outlined in the Investment Committee Ordinance is done at the sole direction of City Council.

12. Any Committee member shall disclose a personal or financial conflict of interest in accordance with Colorado Revised Statutes, Section 24-18-101 et. seq., as amended. As a general matter, Committee members shall not disclose or use confidential information acquired in their official duties to further substantially their financial interests or accept gifts of substantial value which would tend to influence a reasonable person from departing from faithful and impartial discharge of his or her public duties, or which is offered for the purpose of rewarding the member for an official action. Committee members shall not perform official acts which may have a direct economic benefit on a business or other undertaking in which they have a direct or substantial financial interest.

13. Committee members who have a personal or private (e.g. financial) interest in a matter pending before the Committee shall disclose such interest to the Committee, shall not vote on the matter, and shall not attempt to influence the decision of the Committee members. Committee members may request legal advice from the City Attorney in determining whether a personal or private interest would prevent the Committee member from voting on a matter.

14. All meetings of the Committee shall be open to the public as required by the Colorado Open Meetings Law. Notice of the meeting shall be posted at least 24 hours in advance of the meeting at the following location.

City of Centennial
Civic Center
13133 E. Arapahoe Road
Centennial, CO 80112
Attachment 3
Audit Committee Bylaws
The Centennial Audit Committee was formed in accordance with Ordinance No. 2009-O-02 specifically because:

"...an audit committee is desirable to ... ensure that citizens remain involved in the oversight of the public funds and operations fostering transparency and accountability in City government..."

The duties of the Audit Committee as enumerated in the ordinance are as follows:

(a) "The audit committee shall meet at least twice annually at a date and time to be determined by the chairperson or by the rules or bylaws adopted by such committee and on an as-needed basis.

(b) The audit committee shall have the following duties and responsibilities:

(1) Periodically review recommendations of staff based on the City's process for requesting proposals and interview to select an auditor or auditing firm to perform the annual audit required by the Charter or other audit(s) that the City Council may request pursuant to the authority in the Charter.

(2) Receive and review the findings and reports of such auditor(s).

(3) In coordination with the auditor, present the annual and other audit report(s) to the City Council.

(4) Review City finance reporting processes and internal controls.

(5) Establish and periodically review City financial reporting policies.

(6) Ensure City compliance with the provisions of Section 11:17 of the Charter governing independent audits."

In addition to the duties as outlined in the ordinance, the Audit Committee shall:

(1) Review recommendations of staff to re-bid audit services at least every five (5) years.
(2) Make inquires of the independent audit firm regarding significant risks of exposure facing the City; assess the steps management has taken or proposes to take to minimize such risks to the City; periodically review compliance with such steps.

(3) Review with the auditor any regulatory and/or accounting initiatives, and the effect of such initiatives to the City.

(4) Review with the independent auditor at least annually, the following:

   a. Significant findings during the audit and management’s response to those findings.

   b. Any difficulties the audit team encountered in the course of their audits, including any restrictions on the scope of their work or access to required information, or serious difficulties or disputes with management encountered during the audit.

   c. Any changes required in the scope of the audit.

   d. Alternative treatments of financial information with generally accepted accounting principles that have been discussed with management, the ramifications of each alternative, and the treatment preferred by the City.

   e. All significant written communications between the independent auditors and management, such as any management letter or schedule of unadjusted differences.

   f. The annual financial statements, related footnotes, and management’s discussion and analysis.

   g. The auditor’s report on the City’s financial statements, in addition to the auditor’s judgment regarding the quality of the City’s accounting principles as applied to the financial statements.

   h. The auditor’s single audit of federal awards administered by the City, and the report of the audit.

(5) Review the fiscal health of the City, including comparisons to budget.

(6) Review with the City Attorney any legal and regulatory matters that may have a material impact on the financial statements and compliance with federal, state, and local laws and regulations.
City of Centennial

Centennial Audit Committee

By-Laws

(7) Review procedures for the handling of complaints, concerns, or questions received by the City regarding any accounting, internal control, or suspected fraud issues that may be submitted by any party internal or external to the City.

(8) Review any complaints, concerns, or questions received by the City regarding any accounting, internal control, or suspected fraud issues that have been submitted by any party to the City, including the current status and resolution if one has been reached.

CENTENNIAL AUDIT COMMITTEE
RULES AND REGULATIONS

1. Section 4-6-40 of the Audit Committee ordinance authorizes the committee to promulgate its own rules or bylaws, "which shall become effective upon approval by the City Council."

2. Section 4-6-40 of the ordinance also indicates that the election of the chairperson, vice-chairperson and recording secretary shall occur as established in these by-laws.

   (a) Election of a Chair, Vice-Chair and Recording Secretary shall be carried out by a process of nomination and approval by a majority of the members present at the designated meeting of the Audit Committee each calendar year. Should any officer resign or be unable to carry out his/her duties, an election shall be held at the next scheduled meeting for purposes of filling the vacancy. If the position of Chair is vacant, the Vice-Chair will be the temporary Chair until an election for Chair can be held.

   (b) The Chair will conduct meetings of the Committee, the Vice Chair will serve as Chair in the absence of the Chair, and the Recording Secretary will take the roll and keep the minutes. These three members will conduct the regular business meetings and set the agendas for all meetings.

3. The Committee may adopt a policy to govern telephonic participation at meetings of the Committee.

4. Rules of Order - The Committee shall conduct and discuss business in a relaxed, respectful, and open manner but shall employ a formal procedure for decision-making to best memorialize the Committee's actions. Toward this end, the following simplified Rules of Order shall govern the Committee's actions unless otherwise directed by the Chairperson with the concurrence or acquiescence of the Committee.
City of Centennial

Chairperson as Parliamentarian

The Chairperson shall serve as the Committee's parliamentarian. The Chairperson shall be authorized to render direction and decision on any procedure unless the direction or decision is opposed by a majority of the Committee members.

The Chairperson shall clarify and restate motions prior to vote.

The Chairperson shall seek the assistance of the City Attorney or legal counsel for direction on legal issues and matters such as motions for executive session. In the event that the Chairperson believes that an executive session is necessary, and the City Attorney is not in attendance, the Chairperson may recess a meeting to seek legal advice via telephone.

Order Generally

No formal motion is required in order for any matter to be discussed by the Committee.

Unless otherwise instructed by the Chairperson in order to manage debate and ensure fairness in discussion, Committee members need not obtain the approval to speak from the Chairperson provided that members shall not interrupt other members.

All motions shall require a second. Failure to obtain a second shall remove the motion from the Committee's consideration.

An affirmative vote of a majority of the quorum present shall be required for approval of any motion unless a different voting requirement is provided by another rule or law (e.g., a motion to conduct an executive session requires two-thirds vote in accordance with state law).

Amendments to Main Motions

Amendments to a main motion may be offered informally (a "Friendly Amendment") or formally (a "Motion to Amend").

During any time that a Friendly Amendment is considered or a formal Motion to Amend is pending, no other motion is permitted.

A Friendly Amendment may be offered on any pending main motion. A Friendly Amendment does not require a second but must be affirmatively accepted by the member offering the main motion in order to amend the main motion. Once accepted, the amended main motion shall require a re-second to proceed to Committee consideration.
Formal Motions to Amend may be offered on any pending main motion and shall take precedent over the main motion and be resolved before the main motion is put to vote.

**Other Motions/Actions**

**Call the Question.** A member may move to “call the question” at any time in order to end discussion and debate on any seconded and pending motion and to cause the pending motion to be put to immediate vote. A motion to call the question shall require a second and, once seconded, shall not be debated and shall be immediately put to vote without deliberation. An approved motion to call the question shall result in the immediate vote on the pending motion without further debate, deliberation, or discussion of the pending motion.

**Motion to Reconsider.** A Motion to Reconsider shall be permitted on any finally approved main motion and is timely only at the same meeting at which the matter to be reconsidered was affirmatively decided by vote. A Motion to Reconsider is proper only when made by a member who voted on the prevailing side of the motion which is proposed for reconsideration. Any member may second a Motion to Reconsider. Once approved, a Motion to Reconsider shall cause the motion previously decided to be voided and reopened for discussion, debate, amendment, or other action.

**Point of Order/Information.** A member may raise a Point of Order or Point of Information at anytime without second to identify a need to obtain information or raise an infraction of the rules or improper decorum.

5. A majority of the members appointed to the Committee and at least one citizen member shall constitute a quorum. A quorum established at the beginning of the meeting constitutes a quorum for the duration of the meeting. A quorum is required for any items to be put to a vote at a regular meeting.

6. The schedule for meetings shall be established and approved by the Committee each year in consultation with City staff. Members will be notified of any meetings by email unless a member requests notification by letter, with special notice of any changes in time, date, or location of any meetings provided, as soon as is possible, by the Chair.

7. As outlined in Section 4-6-30 of the Audit Committee ordinance, the Committee, in coordination with the auditor, shall present to the City Council the annual or other audit report(s). The Chair of the Committee will make such presentations to the City Council; however the Chair may elect to request the assistance of other Committee members in preparing and delivering such reports.

8. Section 4-6-60 of the Audit Committee Ordinance requires any report by the Committee to the City Council of any annual audit or other audit report be made available for public inspection or review.
in the office of the City Clerk and publicized by posting such report on the City's web site within five (5) days of the date of presentation of such report to the City Council.

9. Arrangements for meetings, space, clerical help, records, and other general assistance will be made with the City Manager, as set forth in Section 4-6:50 of the Audit Committee ordinance.

10. Any information is to be released by the Chair, as approved by a majority of those Committee members in attendance, with informational copies to the Council. All requests for statements of policy or activities of the Committee are to be referred to the Chair.

11. Section 4-6:20 of the Audit Committee Ordinance requires removal of a Committee member if that individual misses more than 25% of all meetings without an excuse approved by a majority of the committee, or if the individual misses more than 50% of all meetings with or without an excuse, in any twelve (12) month period. Removal of a Committee member for this or any other reason outlined in the Audit Committee Ordinance is done at the sole direction of City Council.

12. Any Committee member shall disclose a personal or financial conflict of interest in accordance with Colorado Revised Statutes, Section 24-18-101 et. seq., as amended. As a general matter, Committee members shall not disclose or use confidential information acquired in their official duties to further substantially their financial interests or accept gifts of substantial value which would tend to influence a reasonable person from departing from faithful and impartial discharge of his or her public duties, or which is offered for the purpose of rewarding the member for an official action. Committee members shall not perform official acts which may have a direct economic benefit on a business or other undertaking in which they have a direct or substantial financial interest.

13. Committee members who have a personal or private (e.g. financial) interest in a matter pending before the Committee shall disclose such interest to the Committee, shall not vote on the matter, and shall not attempt to influence the decision of the Committee members. Committee members may request legal advice from the City Attorney in determining whether a personal or private interest would prevent the Committee member from voting on a matter.

14. All meetings of the Committee shall be open to the public as required by the Colorado Open Meetings Law. Notice of the meeting shall be posted at least 24 hours in advance of the meeting at the following location.

City of Centennial
Civic Center
13133 E. Arapahoe Road
Centennial, CO 80112
To: City Council; Gary Sears, City Manager; Mike Flaherty, Deputy City Manager; Frank Gryglewicz, Director of Finance; Jennifer Nolan, Revenue and Budget Manager

From: Tim Mayberry, Principal

Date: April 2, 2013

RE: Citizen’s Budget Committee Recommendations

We were asked to review information obtained by City staff related to the creation of a Citizen’s Budget Committee and provide suggestions as to items to include in potential creation documents based on our review and general knowledge of the governmental budget process. These recommendations will primarily be geared towards questions to be asked as part of the committee development process and related comments based on potential answers to those questions.

1) What type of committee is desired?
   a. Supplement to internal budget development process
      i. Citizens only
      ii. Appointed by entire council or each member has right to appoint their own members
         1. If appointed by individual members – terms correspond to the Councilperson
         2. If appointed by full council, determine term length and limits
      iii. Include Council Member(s) as non-voting member(s) similar to existing committees or have committee report to Council to avoid appearance of influence?
      iv. Appoint finance staff member as facilitator to assist with providing information, insuring minutes are maintained, prepare agenda based on committees input, etc.?
   b. The committee responsible for budget discussions
      i. Would include members of council, city manager, finance, citizens and business owners.
      ii. Citizen/business owners appointed by full council
   c. Do selection guidelines outline suggested expertise/areas of focus to balance committee?
   d. Do you want a large committee with separate review of subareas or smaller tasked with review of entire budget but at less detail?

2) What is the committee’s charge?
   a. Review of ongoing financial activity – budget and finance committee?
      i. Current finances would need to be reviewed regardless, but how formal?
   b. Part of budget development process with report submitted as part of budget packet to council?
   c. Tasked only as requested by council, they address specific topics as they come up?

3) What latitude does the committee/do members have?
   a. Does Council/City Manager/Finance Department control committee agenda?
   b. Can committee take on topics not tasked to them?
   c. Does majority rule, at what point are minority views allowed to be communicated?
      i. Standard appears to be 2/3 majority rules, under 2/3 and opposing views can be included.
   d. Can an individual council member task the committee, or does it take the full council.
e. Can the committee refuse, by majority vote, to not accept tasks they deem unreasonable and/or outside the scope of their charge?

4) How do you insure that you have informed members making recommendations?
   a. Education process?
      i. One policy includes provision that members cannot vote until they have attended at least five meetings
      ii. Another policy includes provision that Chair and Vice Chair must have served at least one year prior to election.
      iii. Do you suggest and/or pay for outside training opportunities?
      iv. Training in overall scope and interrelationships is key to making informed recommendations
   b. What are the meeting attendance requirements?
      i. Excused versus unexcused absences
      ii. Some policies allow for up to 50% excused
      iii. Another limits unexcused to two consecutive meetings
   c. How do you train them to incorporate and deal with individual citizens comments and concerns yet still maintain a “what is best for the city as a whole” perspective?

5) How open do you want the committee to outside feedback and/or internal discussions
   a. Tasked with soliciting community input?
      i. Open meeting requesting community involvement
      ii. Meeting times conducive to outside involvement
      iii. Does meeting time limit prospective membership?
   b. Key arm of the internal process?
      i. Part of sensitive discussions?
      ii. Confidentiality related to items tasked for feedback; assistance in selecting between options, discussion of staffing issues
      iii. What discussions are they allowed to participate in?
   c. Do you try and balance the two or focus towards one direction or the other?

6) Other suggestions/comments
   a. Repercussions for disruptive or unprofessional behavior?
   b. How are ground rules established and are they updated?
   c. Does staff maintain minutes even with citizen committee?
   d. Chairperson is designated spokesman
   e. Require disclosure of individuals views that they are such unless formal committee vote?
   f. Include conflict of interest clause?
BY AUTHORITY

ORDINANCE NO. ______ SERIES OF 2013
COUNCIL BILL NO. ______
INTRODUCED BY COUNCIL MEMBER ________

A BILL FOR

AN ORDINANCE AMENDING TITLE 2, OF THE ENGLEWOOD MUNICIPAL CODE 2000
BY THE ADDITION OF A NEW CHAPTER 14, ESTABLISHING A BUDGET ADVISORY
COMMITTEE FOR THE CITY OF ENGLEWOOD, COLORADO.

WHEREAS, The City's finances and budget activities are important to the very essence of the
City of Englewood’s community; and

WHEREAS, the City Council recognizes the importance of citizen involvement in setting the
scope of the Budget activities in the city;

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

Section 1. The City Council of the City of Englewood hereby approves amending Title 2, of
the Englewood Municipal Code 2000, by adding a new Chapter 14, establishing the Budget
Advisory Committee, which shall read as follows:

2-14: BUDGET ADVISORY COMMITTEE:

20-14-1: PURPOSE: THE BUDGET ADVISORY COMMITTEE (BAC) WAS CREATED BY
COUNCIL AND THE CITY MANAGER TO ADVISE THE CITY ON THE DEVELOPMENT,
IMPLEMENTATION, AND EVALUATION OF THE ANNUAL CITY BUDGET.
PARTICIPATION IN BAC IS AN OPPORTUNITY NOT ONLY TO ADVISE ON THE
PRIORITIZATION OF HOW CITY TAX DOLLARS ARE SPENT, BUT ALSO TO ADVISE
POLICYMAKERS IN THEIR DECISION-MAKING PROCESS IN AN OPEN AND
TRANSPARENT PROCESS.

2-14-2: COMPOSITION AND MEMBERSHIP: THE COMMITTEE WILL BE
COMPRISED OF SEVEN (7) MEMBERS APPOINTED BY CITY COUNCIL AND A NON-
VOTING COUNCIL LIAISON.

2-14-3: TERMS OF MEMBERS: MEMBERS WILL BE APPOINTED TO OVERLAPPING
TERMS OF TWO (2) YEARS. THE CITY COUNCIL SHALL MAKE APPOINTMENTS TO
FILL VACANCIES FOR UNEXPIRED TERMS.
2-14-4: COMPENSATION:

A. THE MEMBERS OF THE COMMITTEE SHALL SERVE WITHOUT COMPENSATION.

B. REASONABLE EXPENSES DIRECTLY RELATED TO PERFORMING THE DUTIES OF THE COMMITTEE SHALL BE ALLOWED.

2-14-5: POWERS AND DUTIES:

THE BUDGET ADVISORY COMMITTEE SHALL HAVE THE FOLLOWING POWERS AND DUTIES:

A. AT THE START OF EACH BUDGET YEAR THE CITY MANAGER SHALL MEET WITH THE BUDGET ADVISORY COMMITTEE AND SHALL REVIEW PROJECTIONS OF MAJOR REVENUE SOURCES.

B. THE CITY MANAGER SHALL WORK WITH THE BUDGET ADVISORY COMMITTEE TO ESTABLISH BUDGET GUIDELINES FOR THE COMING YEAR.


D. ANNUAL CAPITAL IMPROVEMENT RECOMMENDATIONS SHALL BE MADE ONLY BY THE PLANNING AND ZONING COMMISSION AS REQUIRED BY THE ENGLEWOOD HOME RULE CHARTER NOT THE BAC.

E. ONCE THE BUDGETS HAVE BEEN REVIEWED AND HAVE INCORPORATED CHANGES FOR NEW PROGRAMS AND/OR PERSONNEL AUTHORIZED BY THE CITY MANAGER, THE BUDGET ADVISORY COMMITTEE SHALL SUBMIT A WRITTEN REPORT OF ITS FINDINGS AND RECOMMENDATIONS (BAC REPORT). THE BAC REPORT SHALL BE DELIVERED TO COUNCIL PRIOR TO THE PUBLIC HEARING REGARDING THE BUDGET.

F. DURING THE YEAR, REQUESTS FOR ADDITIONAL FUNDING MAY BE INITIATED BY A DEPARTMENT DIRECTOR THROUGH THE CITY MANAGER’S OFFICE. THE CITY MANAGER SHALL CONSULT WITH THE BUDGET ADVISORY COMMITTEE PRIOR TO SUBMITTING SUPPLEMENTAL REQUESTS BY RESOLUTION.
2-14-6: APPOINTMENT OF OFFICERS AND ADOPTION OF RULES:

A. THE COMMITTEE SHALL ORGANIZE, ADOPT ADMINISTRATIVE RULES AND PROCEDURES AND ELECT FROM ITS MEMBERS SUCH OFFICERS AS IT SHALL DEEM NECESSARY TO ACCOMPLISH ITS PURPOSES. OFFICERS OF THE COMMITTEE SHALL BE ELECTED FOR ONE-YEAR (1) TERMS. NO OFFICER SHALL SERVE IN THE SAME CAPACITY FOR MORE THAN TWO (2) CONSECUTIVE TERMS.

B. THE CHAIRPERSON MAY APPOINT SUCH STANDING OR SPECIAL SUB-COMMITTEES FROM THE MEMBERSHIP OF THE COMMITTEE AS THE COMMITTEE SHALL DETERMINE NECESSARY OR USEFUL IN CARRYING OUT ITS PURPOSES AND POWERS. THE PURPOSE, TERM AND MEMBERS OF EACH SUB-COMMITTEE SHALL BE DETERMINED BY THE CHAIRPERSON.

2-14-7: SUNSET PROVISION: THE BUDGET ADVISORY COMMITTEE AND THE PROVISIONS OF TITLE 2, CHAPTER 14, SHALL TERMINATE IN THREE (3) YEARS UNLESS THE COMMITTEE AND THE PROVISIONS OF TITLE 2, CHAPTER 14, ARE RENEWED BY COUNCIL ORDINANCE.

Section 2. Safety Clauses. The City Council, hereby finds, determines, and declares that this Ordinance is promulgated under the general police power of the City of Englewood, that it is promulgated for the health, safety, and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The City Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

Section 3. Severability. If any clause, sentence, paragraph, or part of this Ordinance or the application thereof to any person or circumstances shall for any reason be adjudged by a court of competent jurisdiction invalid, such judgment shall not affect impair or invalidate the remainder of this Ordinance or its application to other persons or circumstances.

Section 4. Inconsistent Ordinances. All other Ordinances or portions thereof inconsistent or conflicting with this Ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 5. Effect of repeal or modification. The repeal or modification of any provision of the Code of the City of Englewood by this Ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purposes of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Introduced, read in full, and passed on first reading on the ___ day of _______, 2013.
Published by Title as a Bill for an Ordinance in the City’s official newspaper on the ______ day of ____________, 2013.

Published as a Bill for an Ordinance on the City’s official website beginning on the ___ day of ____________, 2013 for thirty (30) days.

ATTEST:

Randy P. Penn, Mayor

Loucrishia A. Ellis, City Clerk

I, Loucrishia A. Ellis, City Clerk of the City of Englewood, Colorado, hereby certify that the above and foregoing is a true copy of a Bill for an Ordinance, introduced, read in full, and passed on first reading on the ___ day of ____________, 2013.

Loucrishia A. Ellis
TO: Mayor Penn and City Council
THROUGH: Gary Sears, City Manager
FROM: Brook Bell, Planner II
DATE: April 4, 2013
SUBJECT: St. Louis Parish Request to Use City Property at 3415 S. Broadway

On April 2, 2013 St. Louis Parish submitted a Temporary Use Permit application to conduct a church event on City owned property at 3415 S. Broadway (southwest corner of S. Broadway and Englewood Parkway). The event request is for five consecutive Sundays beginning on April 7, 2013 and ending on May 5, 2013. The event would be from 2pm to 4pm each Sunday with an estimated attendance of 75 to 100 people.

In the past, requests to use City owned property for a special event have been considered by City Council through a formal Motion at a regular meeting. Due to the late timing of the application, the Parish is asking for Council's consideration of the request at the April 8th Study Session. The Parish is aware that the first event date (Sunday, April 7th) must be held at another location. If Council prefers to consider the request at the April 15th regular meeting, then the Parish is also prepared to hold the second event date (April 14th) elsewhere.

The request is being reviewed by staff and the Parish will need to meet the same requirements as previous Greater Englewood Chamber of Commerce events held on City Property.

Attachments:
St. Louis Parish Letter Requesting Use of City Property
Sample Event Flyer
Site Plan for Event
Ladies and Gentlemen:

I am writing to ask your approval for a Temporary Use Permit for a parish mission we'd like to conduct on the city lot at 3415 S. Broadway for 5 consecutive Sundays, beginning Sunday, April 7.

In the Catholic Church worldwide, we are celebrating this year as a "Year of Faith." As part of this worldwide initiative, a group from our parish will pray and preach for 5 Sundays in a public place in Englewood. I'm attaching a sample flyer which describes the program.

Logistically, this will have little impact on the site. We plan to gather on the lot at 2pm, begin with some prayers and songs, then preach a catechesis each Sunday. Start to finish, we anticipate the whole meeting would last 2 hours. We will use one small platform (6 feet by 6 feet by 15 inches high) with a lectern and a portable PA system, which will have its own battery power. We'll use acoustic guitars without amplification for the music. Most of the people attending will be walking to the site from the parish, about 3 blocks away. We estimate that we'll have between 75 and 100 people in attendance.

We believe this initiative will be a benefit not only for our parishioners, but for the larger community of Englewood, as well. Thank you very much for your consideration. Please contact me or Jim Major at 303-550-9073 with any questions or concerns.

Sincerely,

Rev. Robert Kreyraft, Pastor
Great Mission Year of Faith in the public squares

5 meetings during the Sundays of Easter, to help our faith.

Saint Paul Says:
"God wanted to save the world through the foolishness of the preaching (Kerygma)"
What is the Kerygma?
Your life will change, you will be happier.
Christ loves you, He loves you even though you may be a sinner.
He gave his life for us who are sinners to save us from hell and death.
Who is God for you? do you believe in God, why? have you experienced in your life that God exists? Have you felt his help?

Who are you? What do you live for? What is the meaning of your life? Are you happy?

Announcement of the KERYGMA: the news of your salvation, if you hear it and believe it, you will be saved.

KERYGMA, announcement of the Gospel and call to conversion

What is the Church? What is your experience of the Church? Do you want to be helped by a Christian community?

Program for the Meetings in the public squares:

1st Meeting
7th of April

2nd Meeting
14th of April

3rd Meeting
21st of April

4th Meeting
28th of April

5th Meeting
5th of May

Great Mission
3405 S Broadway

Platform with lectern
(Platform is 15 inches high)