
Council Newsletter



CITY MANAGER'S NOTES January 16, 2014

Upcoming Council Meetings

City facilities will be closed on **Monday, January 20, 2014** for Martin Luther King holiday.

City Council will meet on Tuesday, **January 21, 2014**. An Executive Session will begin at 5:30 p.m. in the City Council Conference Room. The Study Session will begin at 6:00 p.m. in the Community Room. The Regular Meeting will begin at 7:30 p.m. in Council Chambers. The agendas are attached. Sandwiches will be available.

The next City Council meeting will be **Monday, January 27, 2014**.

Informative Memoranda

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

1. Article concerning Trompeau Bakery.
2. Agenda for the January 22, 2014 meeting with Representative DeGette.
3. Agenda for the January 24, 2014 Tri-Cities meeting.
4. Memorandum concerning Project Update.
5. Englewood Municipal Court 4th Quarter Statistics, 2013.
6. Calendar of Events.
7. Tentative Study Session Topics.
8. Minutes from the Parks and Recreation Commission meeting of November 14 and a December 12, 2013 meeting cancellation notice.
9. Minutes from the Cultural Arts Commission meeting of December 4, 2013.



Parks and Recreation Department

Biggest Winner Kick-Off Recap

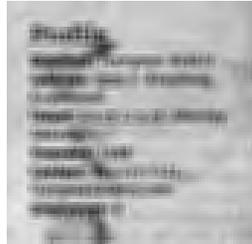
On Saturday, January 11 more than 100 people attended the Biggest Winner Weight Loss Challenge Kick-off event at the Englewood Recreation Center. Swedish Medical Center, Fit to Smile, Elevation Health, and Sprouts Marketplace all featured booths with nutrition information, fitness inspiration and guidance. The challenge continues now until May.

Business Focus

» **NOMINATIONS:** Have a business or business person you would like to see profiled? Let us know at

Trompeau Bakery, Englewood

EVERYTHING MADE FROM SCRATCH



Interview with Pascal Trompeau, baker and owner

Q: How did you get involved in this business?

A: My grandfather, and then my father, owned and operated the bakery in my hometown in France. I then followed the profession by attending the Francé National Institute of Baking in Rouen. After baking for other companies, I was a baking instructor at L'école de Boulangerie et Pâtisserie de Paris for two years. I then bought my first bakery in Vierzion, France.

Q: What distinguishes you from other businesses in your category?

A: We make everything from scratch, from start to finish, six days a week. All of our bakers and pastry chefs were professionally trained. When people come to our bakery, they can see everything being made.

Q: What do you like best about your line of work?

A: I enjoy seeing how much joy and satisfaction all of our customers receive from eating our baked goods.

Q: What is your business' biggest challenge?

A: Food costs, avoiding too much loss, but yet trying to have enough for the demand that



Above: Carly Trompeau helps customers at the front counter Jan. 11 at Trompeau Bakery in Englewood. Left: Pascal Trompeau places rolls on a rack to be sold while working in the kitchen. Trompeau Bakery offers traditional French pastries as well as breads, croissants, quiches and cookies.

Seth McConnell, YourHub

day. Every day is different.

Q: Something people might be

surprised to learn about you or your business?

A: My wife and partner, Barbara,

was actually born and raised in Littleton. Many first-timers think she is French.



**Agenda for the
Englewood City Council Meeting with
Representative Diana DeGette
Wednesday, January 22, 2014
Community Room
Noon**

- **Introductions**
- **Introductions by Mayor Randy Penn**
- **Opening Comments by Representative DeGette**
- **Review of City Issues by City Manager Gary Sears**
 - Federal Budgets
 - Grant Programs (CDBG, COPS, etc.)
 - Affordable Health Care
 - Municipal Bonds
 - Other issues

Adjourn - 1:30 p.m.



Agenda for the
Tri-Cities Breakfast Meeting
Cities of Englewood,
Littleton and Sheridan

Friday, January 24, 2014
7:30 - 9:00 a.m.
Broken Tee Grill
4100 West Oxford Avenue

- 7:30 a.m. Breakfast Served
- 8:00 a.m. Englewood Mayor Penn – Welcome and introductions
- 8:10 a.m. South Platte Working Group Presentation
 - Laura Kroger, Asst. Manager, Design, Construction & Maintenance for Urban Drainage & Flood Control District
 - The Mayors/City Managers from each municipality will speak about the value of the projects as it relates to their community
 - Questions and Answers
- 8:45 a.m. Open Discussion
- 9:00 a.m. Adjournment

MEMORANDUM



TO: Gary Sears, City Manager

THROUGH: Rick Kahm, Director of Public Works ✓

FROM: David Henderson, Deputy Public Works Director ✓

DATE: January 15, 2014

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

LIBRARY REMODEL

Public Works staff is coordinating a remodeling project in the library. The project is being funded from a donation and will be done in three phases:

- Phase I New computer use area in current display alcove, east side - **complete**
- Phase II Remove some shelving and relocate four computers in adult area - **complete**
- Phase III New carpeting, pillars, paint, and furniture in children's areas – **will start on February 17th.**

LITTLE DRY CREEK PLAZA REPAIRS

City Council approved a contract for repairs and upgrades to the Little Dry Creek Plaza (at Englewood Marketplace). The contract includes bringing the existing ramp up to current ADA standards, removing and replacing broken/displaced concrete flatwork, and caulking around the plaza. **Nordstrom Commercial Builders (NCB) completed punch list items this week.** Landscaping improvements will follow in the spring of 2014.

REDEVELOPMENT - 5001 S. BROADWAY

The Advance Auto store opened for business on December 21st. **Colorado Structures Inc. continued construction of the Sprouts store.** Sprouts is expected to open in June, 2014. Site work (completion of the traffic signal, sidewalk warranty work) will be completed this spring, prior to Sprouts opening.

FLOOD MIDDLE SCHOOL REDEVELOPMENT

Demolition is complete and Wood Partners now owns the site. **Wood Partners' contractor continued grading the site and excavating for the parking garage.** **Undergrounding of overhead utilities (power lines, phone lines, cable, and traffic) continued.**

SECURITY CAMERA PROJECT

Final plans and specifications are complete and the Request for Proposals (RFP) has been advertised. A vendor walk-through was conducted on October 8th. Five proposals were submitted on October 29th. Vendor interviews were conducted on November 15th. **Staff will update City Council at the January 21st Study Session.**

SERVICENTER STORMWATER IMPROVEMENTS

To assure compliance with state and federal requirements for stormwater runoff, Street Division staff is constructing an area to wash trucks, fire equipment, and street sweepers. The area will be isolated from the storm sewer system that goes to the Platte River. This is a short term solution until we can construct a new addition to the Servicenter that incorporates a truck washing station meeting all applicable standards. The Servicenter has included \$550,000 in the 2014 budget to accomplish this required improvement. **Staff will attend the February 3rd Study Session to discuss this proposed project.**

THE ENGLEWOOD CAMPUS

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

CRAIG HOSPITAL EXPANSION

Construction of the new campus continued.

XCEL ENERGY PROJECTS

Gas Line Replacement Projects

Xcel completed gas line replacement work in the 2900 and 3000 blocks of S. Downing Street and the 3900 – 4000 blocks of S. Grant Street. **Pavement restoration will be completed as weather and schedule allow. Gas line replacement in the 1000 – 1100 blocks of E. Bates Parkway continues as weather allows. Gas line replacement in the 4400 block of S. Delaware Street continued, and is expected to be complete in early March.**

Staff continued reviewing additional Xcel permit requests including S. Broadway between Rafferty Gardens and Centennial.

Xcel notified Public Works of a major upcoming gas main replacement project. The project is expected to replace 78,000 feet of gas main in Englewood over the next four years. **Staff will be meeting with Xcel on January 23rd to discuss the proposed project.**

KENT PLACE

The contractor continued work on the residential apartments.

CITYCENTER SITE DEVELOPMENT

Alexan East and West Parcels

438 residential units. Alexan's occupancy level for October, 2013 is 95%. Commercial uses: Let It Bead, Liquor Store, State Farm, Lifetime Family Practice, Cuttin' It Loose, CityCenter Community, Nixon's Coffee House, and King Liquor Store.

Parkway Retail / Office Buildings

Commercial uses: The International House of Pancakes (IHOP), Qdoba, GNC, Supercuts, Nails Center, CityCenter Dental Group, Tableaux Interior Design, Englewood Eyecare, Collective Licensing Int'l, Inc., Quizno's, "Insurance Company of the West", Fred Astaire Dance Studio, Wellness Treatment Center, SB Clark Companies, Unifocus, Bartertown Comics, and XL Edge.

Bally's Building

Tenants include Bally's, "Blondies Fire House Pub and Restaurant", and MaxFour.

Retail South of the Parkway

Tenants: Petco, Ross, Coldstone Creamery, Noodles, Office Depot, and Einstein Bagels.

Gold Mine Pad

Tenants include: Jamba Juice, Tokyo Joe's, and Doctors Express.

CityCenter Site

EEFI continues project management of all infrastructure on the site. Staff is monitoring the security, sweeping, snow removal, and day porter services performed under the Common Area Maintenance. **New signs regarding prohibited activities at CityCenter are being installed. Weingarten Realty, Alexan, RTD, and EEFI support the installation of new signage. The new signage will help with enforcement of unwanted activities.**

ENGLEWOOD MCLELLAN RESERVOIR FOUNDATION (EMRF)

PA-84 West

The Mike Ward Infiniti dealership opened on Monday, August 29, 2011.

The Larry Miller Nissan Dealership opened on February 11.

PA-85 (RTD site)

RTD paid the final billing in the amount of \$591,836.86. Finance has deposited this money in the LTAR fund.

PA-85 (Benjamin Franklin Charter School)

The Benjamin Franklin Charter School is open.

AIR QUALITY/ENERGY SAVING PROJECTS

Flex Fuel Program

Currently, 39 of our fleet vehicles are running on E-85 ethanol fuel. All new replacement vehicles (less than ¾ ton) will be compatible with E-85. Approximately 50 Flex Fuel vehicles will be in our fleet within two years. Currently, the cost of E-85 fuel is approximately \$0.40 per gallon less than regular unleaded gasoline. Ten of our fleet vehicles run on Compressed Natural Gas (CNG). 39 on-road vehicles and 23 off-road (construction equipment) run on biodiesel fuel.

Hybrid Vehicle Purchase

Two hybrid vehicles are in service, one in the Fire Department and one in the Building Division.

"Green" Programs

We continue to work with our vendors to expand the Green product line as it becomes available. 90% of our custodial paper supplies are from recycled sources. The Servicer is now "single-streaming" waste at the Servicer and a dumpster has been supplied for *cardboard only* recycling.

Energy Saving Projects

In 2001, the Public Works Traffic Division began an ongoing program to convert traffic signals from incandescent lamps to Light-Emitting-Diode (LED) bulbs. To date, 80% of our City maintained signals have been converted. LED traffic signals use 90% less energy than incandescent lamps, last five times longer, and provide better visibility.

GPS IN VEHICLES

The City received a grant, through RAQC (Regional Air Quality), to install 37 GPS units in some of our fleet vehicles. The GPS units have been installed in Police patrol vehicles, Public Works vehicles, Fire Department equipment, and some Wastewater Treatment Plant vehicles. Police and Fire have gone live with the system and are now able to track emergency vehicle locations 24/7. The system will allow us to track locations, easily obtain information regarding quantities of ice slicer dispensed, monitor idle times, and allow the public to track where plow trucks have been.

/lt

Englewood Municipal Court 4th Quarter Statistics

	4th Qtr 2012	4th Qtr 2013	Difference	% Change	YTD 2012	YTD 2013	Difference	% Change
FILINGS								
Criminal	432	326	-106	-25%	2162	1657	-505	-23%
(Domestic Viol)*	(32)	(15)	-17	-53%	(146)	(118)	-28	-19%
Traffic Infractions	2274	1740	-534	-23%	8819	7833	-986	-11%
Traffic Offenses	431	464	33	8%	1746	1805	59	3%
Parking	1275	1684	409	32%	5980	5907	-73	-1%
TOTAL	4412	4214	-198	-4%	18707	17202	-1505	-8%
HEARINGS								
Video Arrn's	124	113	-11	-9%	522	533	11	2%
Juv Arrn's	53	27	-26	-49%	359	231	-128	-36%
Other Arrn's	622	573	-49	-8%	2671	2249	-422	-16%
Court Pre Trials	745	620	-125	-17%	3019	2596	-423	-14%
Jury Pre Trials	38	18	-20	-53%	165	105	-60	-36%
Court Trials Set	28	6	-22	-79%	105	65	-40	-38%
Jury Trials Set	3	9	6	200%	13	28	15	115%
Probation	46	35	-11	-24%	215	188	-27	-13%
Deferred Pros	46	39	-7	-15%	141	143	2	1%
Def Judgment	99	109	10	10%	548	495	-53	-10%
Conditional Stay	191	210	19	10%	818	842	24	3%
Stays	209	244	35	17%	1133	958	-175	-15%
All Other Hearings	424	530	106	25%	1681	1914	233	14%
TOTAL	2628	2533	-95	-4%	11390	10347	-1043	-9%
WARRANTS / DEFAULTS								
Bench	235	232	-3	-1%	971	950	-21	-2%
Execution	63	68	5	8%	293	302	9	3%
Default Judgments	349	276	-73	-21%	1347	1152	-195	-14%
TOTAL	647	576	-71	-11%	2611	2404	-207	-8%
REVENUES								
VBLC	\$875.00	\$880.00	\$5.00	1%	\$5,080.00	\$4,320.00	-\$760.00	-15%
Ct. Fines	\$47,912.00	\$53,121.00	\$5,209.00	11%	\$252,884.33	\$233,220.71	-\$19,663.62	-8%
Parking	\$24,824.87	\$29,195.00	\$4,370.13	18%	\$108,244.87	\$103,759.00	-\$4,485.87	-4%
VB Fines	\$237,750.00	\$214,235.00	-\$23,515.00	-10%	\$955,546.00	\$917,877.00	-\$37,669.00	-4%
Costs	\$24,066.00	\$24,729.85	\$663.85	3%	\$108,279.88	\$105,837.20	-\$2,442.68	-2%
Prob, DJH, DP	\$8,146.00	\$6,544.00	-\$1,602.00	-20%	\$38,245.00	\$30,655.00	-\$7,590.00	-20%
Witness	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$10.00	\$10.00	1000%
Bond Forfeitures	\$625.00	\$0.00	-\$625.00	-100%	\$1,740.00	\$900.00	-\$840.00	-48%
OJWC	\$4,430.00	\$4,065.00	-\$365.00	-8%	\$19,055.00	\$18,715.00	-\$340.00	-2%
Jury	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%
Success	\$135.00	\$120.00	-\$15.00	-11%	\$655.00	\$583.00	-\$72.00	-11%
Community Service	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%
DUI's	\$11,093.39	\$10,973.37	-\$120.02	-1%	\$39,371.95	\$44,301.33	\$4,929.38	13%
TOTAL	\$359,857.26	\$343,863.22	-\$15,994.04	-4%	\$1,529,102.03	\$1,460,178.24	-\$68,923.79	-5%

**CITY OF ENGLEWOOD
2014 CALENDAR OF EVENTS**



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

Wed. Feb. 19	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
	7:00 p.m.	Planning and Zoning, Community Development Conference Room/Council Chambers
Mon., Feb. 24	6:00 p.m.	Study Session, Community Room
Mon., March 3	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., March 4	7:00 p.m.	Planning and Zoning, Community Development Conference Room/Council Chambers
Wed., Mar. 5	3:00 p.m.	Firefighters Pension Board, Public Works Conf. Rm.
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers
Mon., March 10	6:00 p.m.	Study Session, Community Room
Tues., March 11	5:00 p.m.	Water and Sewer Board, Community Development Conference Room
	6:30 p.m.	Keep Englewood Beautiful, City Council Conf. Rm.
Wed., March 12	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	6:30 p.m.	Englewood Urban Renewal Authority, City Council Conference Room
Thurs., March 13	11:00 a.m.	Alliance for Commerce in Englewood, City Council Conference Room
	6:30 p.m.	Transportation Advisory Board, City Council Conf. Room
Mon., March 17	6:00 p.m.	Study Session, Community Room
	7:30 p.m.	Council Meeting, Council Chambers
Tues., March 18	4:30 p.m.	Budget Advisory Committee, City Council Conf. Room
	7:00 p.m.	Planning and Zoning Community Development Conf. Room/Council Chambers
Wed., March 19	6:30 p.m.	Code Enforcement Advisory Committee, City Council Conf. Room
	7:00 p.m.	Local Liquor and Medical Marijuana Licensing Authority, City Council Chambers

TENTATIVE

**STUDY SESSIONS TOPICS
FOR ENGLEWOOD CITY COUNCIL**



- January 27 Study Session
 City Council and City goals
 Comprehensive Plan
 Financial Report – November & December, 2013
 PIF/CIP Update
 Fire Training Center Update
 Board and Commission Appreciation Celebration Discussion
 Board and Commission Reports
 Acoma Property letter of support
- February 3 Study Session & Regular Meeting
 Federal, State & County Legislators
 RTD Representative
 Kent Place right-of-way and easement dedications
 ServiCenter oil room and equipment wash bay
- February 10 Study Session
 2014 Citizen Survey
 Citizen Engagement/Mindmixer/
 Webstreaming/Nextdoor Network
 WWTP Farm Lease /WWTP 5 Year Plan
- February 18 Study Session & Regular Meeting – Tuesday
 Englewood Chamber In-Kind Funding
- February 24 Study Session
 City Council Goal Setting – Mid-February
 Board and Commission Reports
- March 3 Study Session & Regular Meeting
 CO State Dept. of Ag./Emerald Ash Borer
- March 10 Study Session
 NLC Conference in Washington, D. C. – 3/8 to 3/10/14
- March 17 Study Session & Regular Meeting

March 20	Joint meeting with Littleton @ WWTP
March 24	Study Session Board and Commission Reports
March 31	No meeting scheduled – 5 th Monday
April 7	Study Session & Regular Meeting
April 14	Study Session
April 21	Study Session & Regular Meeting
April 28	Study Session Board and Commission Members Reappointment Discussion Board and Commission Reports
May 5	Study Session & Regular Meeting
May 12	Citizen of the Year Celebration
May 19	Study Session & Regular Meeting Board and Commission Reports
May 26	Memorial Day Holiday – No meeting scheduled
June 2	Study Session & Regular Meeting
June 9	Study Session Board and Commission Interviews

FUTURE STUDY SESSION TOPICS

Public Comment Process
Motel Calls for Service
US Legislators
City Council Technical Allowance
Fire Study Presentation
Emerald Ash Borer Program Update

City of Englewood
PARKS AND RECREATION COMMISSION
Minutes of November 14, 2013

I. Call to Order

The regular monthly meeting of the Englewood Parks and Recreation Commission was called to order at 5:28 p.m. by Chairperson Gomes at Broken Tee Englewood Golf Course, 2101 W. Oxford Avenue.

Present: Austin Gomes, Chairperson
Mitch Waldman, Vice Chairperson
Mark Husbands, Commission Member
Bob McCaslin, City Council Liaison
Miller, Commission Member
Donna Schnitzer, Cultural Arts Commission Liaison
Vicki Howard, Englewood Schools Liaison
Duane Tucker, Englewood Schools
Jerrell Black, ex officio

Absent: Douglas Garrett, Commission Member

Also Present: Joe Sack, Recreation Manager
Dave Lee, Open Space Manager
Bob Spada, Golf Manager
Shannon Buccio, Recreation Program Administrator
Wayne Niles, Golf Course Superintendent

Englewood Schools Liaison Duane Tucker introduced Vicki Howard and informed the Board that the new school board members were sworn in last night and part of the reorganization is assignment of Boards. Tucker went on to say that Ms. Howard is now the School Board Liaison to the Parks and Recreation Commission and that she is as passionate about Parks and Recreation as he is. Tucker thanked the board members and stated that he has enjoyed being a part of this. Board members passed on their appreciation to Tucker. Black informed board members that due to term limitations, January will be the last meeting for Chairperson Gomes and Vice Chairperson Waldman. Black stated that the Board will be recognizing Gomes and Waldman in January and would invited Tucker to the January meeting so that he can also be recognized. Board members introduced themselves to Howard.

II. Approval of Minutes

Gomes asked if there were any changes or corrections to the minutes of October 10, 2013. There were none. The minutes were approved as presented.

III. Scheduled Public Comment

There were no scheduled guests.

IV. Unscheduled Public Comment

There were no unscheduled guests.

V. Duncan Park Update

Lee gave an update on the Duncan Park project. Lee reported that ten bids were received for the reconstruction of Duncan Park. The Board was told that the low bid was by Symmetry Builders out of Boulder who submitted a bid of \$1.3 million. Lee stated that the bids ranged from \$1.3 million to a maximum of \$1.7 million and the budget for the project is \$1.2 million. Howard asked in regard to the project. Lee explained that the project will include a pavilion, a playground for ages 2-5 and 5-12, a restroom, basketball court and an athletic field. Black also noted that Duncan Park is one of the four off-leash dog parks in the City of Englewood. Lee went on to explain that it is staff's hope that construction will begin sometime in early spring and once it is started it will last about six months.

VI. Emerson Park Trail Connection

In regard to last month's discussion regarding the trail connection being planned at Emerson Park and concerns of the neighbors on the location and design, Lee reported that design changes have been made which have increased the cost of the project to \$30,000. Board members were reminded that the project is being paid for by the Wastewater Treatment Plant who was fined by the EPA for discharges into the South Platte River and was given the option of doing a SEP (Supplemental Environmental Project) instead of paying the fine.

VII. Youth Sports Update

Joe Sack, Recreation Manager, updated board members on budget outcomes for 2014. As the Board has previously been informed, Sack reported that the Youth Sports Program Administrator position will be eliminated effective 2014. Sack explained that the position has been vacant for the 2013 year. Board members were informed that staff will be working with local sports associations, Englewood Schools and other parties to discuss how to effectively transition youth sports. Sack explained that the Department will continue to manage its youth sports programs through fall of 2014.

VIII. Malley Senior Recreation Center Fees

Board members were informed that the Malley Recreation Center is looking at the possibility of charging either a membership fee or an admission fee. Sack explained that the admission fee is more like what they have at the Englewood Recreation Center and the membership fee is like joining a club. Sack reported that the reason for the fee is to increase revenue to offset the budget. The Board was told that more information would be available the beginning of 2014.

In regard to the elimination of the youth sports position, Howard stated that she just became aware of it and asked why the Department is doing it. Sack explained that it is due to budget and looking at other Parks and Recreation departments in the State, Englewood is one of the few departments that still manage its own youth sports. Sack explained that it will be a community wide partnership between the City and volunteer organizations. Englewood City Council Liaison Bob McCaslin asked what if the group that comes in is not the right type in regard to its volunteers or an issue collecting money, etc. Black stated that Englewood is fortunate to have Englewood Youth Sports Association and Englewood Soccer Association where there is a lot of trust from the City in working with these groups for so many years and know that these are top notch organizations. In regard to organizations outside of the City, Black stated that the City does not have a lot of control over those. Black stated that the Department is committed to doing everything possible to transition its' participants to other programs that will not only benefit the kids but the organizations too. Black went on to say that he has had informal discussions with EYSA who has requested some information from the City that is currently being put together. Board members were told that it is the intent

City of Englewood
PARKS AND RECREATION COMMISSION
Minutes of December 12, 2013

Parks and Recreation Commission members were polled. The regular monthly meeting of the Englewood Parks and Recreation Commission was cancelled due to there being no agenda items.

/s/ D. Severa
Recording Secretary

**City of Englewood
CULTURAL ARTS COMMISSION
Minutes of December 4, 2013**

I. Call to Order

The regular monthly meeting of the City of Englewood Cultural Arts Commission was called to order at 5:50pm by Chairperson Amy Martinez at the City Council Conference Room at the Civic Center building, 1000 Englewood Parkway.

Present: Amy Martinez, Chairperson
Martha Kirkpatrick, Vice Chairperson
Donna Schnitzer, Commission Member
Tamara Emmanuel, Commission Member
Maggie Stewart, Commission
Jill Wilson, City Council Liaison
Jerrell Black, ex officio

Absent: Karen Kenney, Commission Member
Kaylene McCrum, Commission Member
Jared Munn, Youth Member

Also Present: Joe Sack, Recreation Manager

II. Review of Agenda

There were no changes to the agenda.

III. Approval of Minutes

Martinez asked if there were any changes, additions or deletions to the minutes of September 4, 2013, October 2, 2013, and November 6, 2013. There were none. A motion was made to approve the minutes as presented.

**Ayes: Martinez, Kirkpatrick, Schnitzer, Emmanuel, Stewart
Nays: None**

Motion passed.

IV. Scheduled Visitors

There were no scheduled visitors

V. Unscheduled Visitors

VI. New Business

Ex-officio Jerrell Black stated that the Commission has not had a quorum for the last three meetings and therefore, the minutes from those meetings have not been approved. Black explained that once the minutes have been approved, they are sent to the City Manager's office and then to City Council. Black said that he spoke with the City Attorney and was told that in the future, if there is not a quorum at the Commission meetings, the minutes can be e-mailed, the Commission Members can approve the minutes via an e-mail response or a phone call. This method will allow minutes to be approved and sent to City Council in a timelier manner. Black asked for a motion.

A motion was made by Commission Member Maggie Steward and seconded by Vice-Chair Martha Kirkpatrick for the approval of minutes by e-mail or telephone if there is not a quorum at future Commission meetings.

**Ayes: Martinez, Kirkpatrick, Emmanuel, Schnitzer, Stewart
Nays: none**

The motion carried.

VII. Old Business

Commission Member Donna Schnitzer thanked the board for examples of templates being used by another art committee from the City and County of Denver. Schnitzer stated that while they are good references, she doesn't think the Commission needs to go into that much detail in their templates, but that it would be good to keep in the Commission binder to have as a resource.

Schnitzer said that she had sent Debby Severa guidelines to be used in the templates. Vice-Chair Kirkpatrick asked if the Commission were to change the document, would it change the legality of it. Ex-officio Black replied that as long as they are being used for guidelines, the document can be changed. Schnitzer repeated that she didn't want to go into that much detail and suggested that the guidelines for purchasing art that she sent to Debby be included in the January packet and reviewed.

Discussion turned to the community garden benches. One of the benches is in need of repair or replacement. Schnitzer asked Recreation Manager Joe Sack if it would be possible to enlist the help of an Eagle Scout to build a new one since a Scout had built the original bench. Sack replied that unfortunately, he didn't think it would be a possibility because the Department has not had inquiries from Scouts at this time.

Schnitzer told the Commission that she would like to see a new bench built that reflects the art pieces by Bill Gian that are in the garden. Council Liaison Jill Wilson asked what happened to the bench. Schnitzer answered that it was not well made to start with and it would be prudent to make a new, better quality bench than try to repair the current one. Schnitzer added that she had talked to Joe Fleenor about building a new bench and he said he could do it for \$40. Schnitzer

feels that it would be worth the cost. Sack asked if the new bench would need to be painted, because this would lead to more maintenance down the line. Commission Member Stewart suggested using Trex material for the new bench or purchasing one of the benches used in the parks from the Parks and Recreation Department. Sack replied that it would be much more affordable to have one built than to buy one. Schnitzer said she would ask Fleenor if he could build one from Trex, as she is unsure of how Trex material works. Stewart said that it cuts just like wood. Kirkpatrick added that Home Depot makes their own version of Trex which is cheaper and comes in 5 or 6 different colors.

Commission Member Tamara Emmanuel asked if there was an option of putting something in the local newspapers asking for a donation for a bench in the garden. Black said that the Commission would need to be prepared to receive donations that aren't what they are looking for. Emmanuel replied that the request would have to be detailed as to what specifications the Commission is looking for. She added that perhaps there could be a plaque added to bench with the name of the donator on it. Sack cautioned the Commission that naming donations could set a precedent for the future.

Commission Member Stewart asked how the donation process would work. Would the Commission ask for money and then purchase a bench? Black replied that there would need to be a plan for bench design and costs. Sack mentioned that although the purchase of a new bench for the community garden isn't an art purchase, it would be a good opportunity to use the new template process (proposal, costs, etc.) and see how it works. The Commission agreed. Black suggested the formation of a committee to oversee the bench purchase process so that one Commission member doesn't end up doing all of the work.

Schnitzer suggested that everyone come up with designs they would like to see for the new bench, keeping in mind the Gian artwork in the garden, and bring in sketches/designs to the January meeting and go from there.

VIII. Committee Reports

Commission Member Stewart told the Commission that she had taken pictures of some of the artwork in the City for cataloguing purposes. She stated that for cataloguing the sizes of the artwork, the Commission will have to approximate the sizes unless there is a record them somewhere.

Chair Amy Martinez said that she had tried to contact Jessica Brack from MOA to look at the signage used by MOA on their art pieces, but her e-mails to her kept bouncing back. Martinez said she would try to get pictures of the name plates the MOA uses from Jessica.

Discussion ensued regarding adding name plates to artwork as a part of the cataloguing process. Stewart stated that she knew someone who does custom name plates in any size in bronze, which looks nice and holds up in the weather.

Stewart brought up the Art Bus pieces and whether the Commission is under obligation to let the artist know that they can take back their artwork. Discussion followed regarding the art work along the Art Bus route and name plating those pieces. Sack suggested that the artwork the City owns should be a priority when cataloguing the art. Schnitzer disagreed and felt the Art Bus pieces need to be labeled. Stewart explained that the pieces were not labeled originally because the plan was to rotate the art throughout the City. Stewart then suggested that the Committee start out with labeling the Gian pieces in the community garden. The Commission agreed.

Commission Member Schnitzer gave an update on the November Parks and Recreation Commission Meeting.

IX. Upcoming Events

Commission Member Schnitzer told the Commission that she is aware that there are plans to have artwork in the new Duncan Park. She asked ex-officio Black if it would be helpful to start a file with local artists and artwork to have on hand. She asked how the artwork would be selected or petitioned. Black stated that the project is not at that stage in the process yet. Black stated that after the first of the year, most likely in February, he would have more information. Commission Member Stewart suggested that the Commission consider utilizing functional artwork at Duncan Park, like that at DIA.

Recreation Manager Joe Sack announced to the group that along with the sculpture at Duncan Park, there will be another opportunity for art with the River Run Project that is coming up in 2014. There have been talks about having artwork along the Platte River, but more information will be become available in 2014.

Black also announced that Community Development had asked for \$60,000 in their budget in order to continue funding for the sculpture program with the Art Bus Shuttle, but it was not approved. Black told the Commission that they need further discussion on this issue. Stewart asked if the Commission wants the Art Bus Art Program to continue, would the Cultural Arts Commission have to pay for it. Black answered yes. Discussion ensued regarding the employment of "Designs and Build" which commissions artwork from students in an organized class to fill the empty pads along the Art Bus route.

X. Director's Choice

There were no items for Directors Choice.

XI. Commission Member's Choice

Vice Chair Martha Kirkpatrick announced to the Commission that she set up her Little Free Library in her front yard and received a charter number from the organization and was awarded "library distinction". She told the group about 20 people stopped by on Thanksgiving to take or donate a book. She is going to

contact the Library and the City to see if they can post her pictures of her library and information about the Little Free Library on Facebook.

Chair Amy Martinez encouraged the Commission Members to take a calendar featuring artwork from Englewood students. She also informed the group that applications are being accepted for other boards and commissions and encouraged everyone to spread the word about the opening to family and friends.

Council Liaison Jill Wilson told the Commission that at Monday night's City Council meeting, the student artists whose artwork was featured in the 2014 calendar were acknowledged and presented with a framed copy of their art. The kids were very excited. She added that front desk staff and lifeguards from the Recreation Center were recognized for saving a pool patron's life. She said it is heartwarming to see people come together to in order to save someone's life. Wilson informed everyone that she recently went on a tour of the new high school. She said it looks great and will add a sense of pride to the students and the City. Wilson also told everyone that she is the new Council Liaison to the Malley Center Trust Fund.

Commission Member Stewart informed the Commission that she judges portfolios for college entries. She was happy to see that one of the applicants for Regis University included their artwork from when they were featured in the Englewood student artwork calendar years ago.

Recreation Manager Sack explained that there is quite a bit of scrap paper left over from the production of the calendars. The Department of Parks and Recreation's new Marketing and Communications Administrator, Meghan Dwyer has used the scrap paper and created a business-like card that lets people know about the Department's social media sites. Sack distributed the cards to the Commission and told everyone that for the next few months, these cards will be given out to patrons and the Department hopes to see a jump in the amount of "likes" the Department has on Facebook and "followers" on Twitter.

Sack reminded the Commission that Breakfast with Santa is taking place on Saturday, December 14 at the Malley Center.

Discussion ensued regarding a letter of support for an Arapahoe County Open Space grant that the Department is applying for. The grant will be for a mixed-use athletic field at the high school.

XII. Adjournment

The meeting was adjourned at 6:55pm.

/s/ K. Fowler
Recording Secretary