

## Council Request Update

February 4, 2016

### **Council Request 16-036 (Discontinuation of Preschool Program)**

**Requested by:** Mayor Jefferson

**Assigned to:** Parks, Recreation, and Library

**Request:** Request for background information (and a Study Session if necessary) on the decision to discontinue the preschool program at the Englewood Recreation Center.

**Response:** The attached memo from Dorothy Hargrove, Director of Parks, Recreation, and Library, provides details on the factors that resulted in the decision to discontinue the program.

### **Council Request 16-037 (Study Session – Recreational Marijuana)**

**Requested by:** Council Member Martinez

**Assigned to:** City Manager's Office

**Request:** Request for a Study Session discussion regarding recreational marijuana.

**Response:** The subject of recreational marijuana has been added to the list of pending Study Session topics.

### **Council Request 16-038 (Study Session – Council Policies/Rules of Conduct)**

**Requested by:** Mayor Pro Tem Gillit

**Assigned to:** City Manager's Office

**Request:** Request for a Study Session discussion regarding City Council Policies and Rules of Conduct.

**Response:** This matter has been added to the list of pending Study Session topics.

### **Council Request 16-040 (Study Session – Green Vehicle Policy Review)**

**Requested by:** Council Member Olson

**Assigned to:** City Manager's Office/Public Works

**Request:** Request for a Study Session to review the City's green vehicle policy.

**Response:** The subject of green vehicles has been added to the list of pending Study Session topics.

### **Council Request 16-041 (Background – Public Intoxication Ordinance)**

**Requested by:** Council Member Yates

**Assigned to:** Police Department

**Request:** Request for background (and a Study Session if necessary) on the feasibility of establishing a public intoxication ordinance.

**Response:** The attached memo from Chief Collins notes that the Colorado Revised Statutes would prohibit such regulations at the municipal level.

### **Council Request 16-042 (Sewer issue – 3400 block South Broadway)**

**Requested by:** Council Member Russell

**Assigned to:** Community Development – Building Division

**Request:** Request for follow-up on the sewer line issue in the 3400 block of South Broadway (Sam Hill's Barber Shop/former Breakfast Queen property).

**Response:** The attached memo from Chief Building Official Lance Smith provides background on this issue and the actions that have been taken to date.

### **Council Request 16-043 (Business Notification of Regulation Changes)**

**Requested by:** Mayor Jefferson

**Assigned to:** City Manager's Office/All Departments

**Request:** Request for advance notification to local business owners of any upcoming regulations that will impact their businesses.

**Response:** This matter was recently discussed with all Department Directors, who were advised to keep this request in mind when bringing matters forward that may impact businesses.

**Council Request 16-047 (Citizen of the Century Selection Information)**

**Requested by:** City Council

**Assigned to:** City Manager's Office

**Request:** City Council requested information on the selection process for the Citizen of the Century.

**Response:** The requested information is attached.

**Council Request 16-048 (Englewood Depot Snow Removal Inquiry)**

**Requested by:** Mayor Jefferson

**Assigned to:** Parks, Recreation, and Library

**Request:** Inquiry regarding whether Englewood's Parks crews plow snow at the Englewood Depot.

**Response:** Open Space Manager Dave Lee provides the following response:

The Parks Division is responsible for snow removal on all park perimeter and interior sidewalks. Staff uses ATVs with a plow attachment to remove the snow from these sidewalks. As snow is removed from the Depot Park area, staff starts on the perimeter sidewalk along Fox Street, continuing down along Dartmouth Avenue. Technically staff should end their snow removal activities at the property line on Dartmouth between the community garden and the Depot private property. It is easier for the snow plow operators to leave their snow plows down and continue on to the curb cut at the intersection. The Parks Department has several of these situations throughout the City where it is safer and easier to leave the snow plow down and continue on to the next intersection. This adds a benefit to several property owners, however it is not our intent to remove snow from private property.

The image below shows the sidewalks that are plowed by the Parks Division.



# 2016 COUNCIL REQUESTS

Number	Request Date	Request Type	Requested by	Request	Assigned To	Due Date	Follow-up Date	Date Completed
16-016	1/11/2016	S	Yates	Meeting Audio Solution	CMO	1/13/2016	1/27/2016	1/28/2016
16-017	1/12/2016	I	Jefferson	Acoma 4-Way Stop Feasibility	PW	1/14/2016		1/20/2016
16-018	1/14/2016	S	Yates	Board & Commission Mission Statements - Web	CMO etc.	1/19/2016		1/15/2016
16-019	1/14/2016	I	Barrentine	EHA Agreement - SW Development (The Foundry)	CMO	1/19/2016		1/18/2016
16-020	1/14/2016	I	Barrentine	EHA Meeting Recordings	CMO	1/19/2016		
16-021	1/14/2016	I	Barrentine	Planning & Zoning/EURA Membership Inquiry	CAO	1/19/2016		1/8/2016
16-022	1/14/2016	I	Barrentine	Establishing Ordinance - EURA	CD/CAO	1/19/2016		1/15/2016
16-023	1/14/2016	I	Barrentine	URA Trolley Square Project Plans	CD	1/19/2016		1/19/2016
16-024	1/14/2016	I	Barrentine	Board & Commissions - Council Liaison Roles/Duties	CMO/CAO	1/19/2016		
16-025	1/19/2016	I	Olson	Flood Hazard Area Study Addresses	PW	1/22/2016		
16-026	1/19/2016	I	Olson	Study Session: Flood Hazard Area Study	PW/CMO	1/22/2016		1/20/2016
16-027	1/19/2016	I	Barrentine	Local Government Historic Preservation Info	CMO	1/22/2016		1/21/2016
16-028	1/19/2016	I	Olson	Study Session - Historic Colorado	CMO	1/22/2016		1/20/2016
16-029	1/19/2016	I	Barrentine	Inquiry re: Tom Burns' Water Board Term	CAO/CMO	1/22/2016		
16-030	1/19/2016	I	Martinez	Annual Council Meetings w/ Boards & Commissions	CMO	1/22/2016		1/18/2016
16-031	1/19/2016	I	Barrentine	Legal Opinion - EURA Council Representative	CAO	1/22/2016		
16-032	1/12/2016	I	Russell	City Ditch - Oxford Repairs	PW	1/14/2016		1/21/2016
16-033	1/25/2016	I	Barrentine	EEF/EMRF Funds and By-Laws	EEF/EMRF	1/29/2016		
16-034	1/25/2016	I	Barrentine	Board & Commission Eligibility Study Session	CMO	1/29/2016		1/27/2016
16-035	1/25/2016	I	Olson	StrengthsFinder/Birkman Assessment Costs	CMO	1/29/2016		
16-036	2/1/2016	I	Jefferson	Background: ERC Preschool Discontinuation	PRL	2/4/2016		2/3/2016
16-037	2/1/2016	I	Martinez	Study Session: Recreational Marijuana	CMO	2/4/2016		2/3/2016
16-038	2/1/2016	I	Gillit	Study Session: Council policies/conduct	CMO	2/4/2016		2/3/2016
16-039	2/1/2016	I	Barrentine	Charter Review - Council Voting/Abstentions	CAO	2/4/2016		
16-040	2/1/2016	I	Olson	Study Session: Green Vehicle Policy Review	CMO/PW	2/4/2016		2/3/2016
16-041	2/1/2016	I	Yates	Background: Public Intoxication Ordinance	PD	2/4/2016		2/2/2016
16-042	2/1/2016	I	Russell	Sewer Issue - 3400 block South Broadway	CD	2/4/2016		2/3/2016
16-043	2/1/2016	I	Jefferson	Business Notification of Regulation Changes	CMO/ALL	2/4/2016		2/3/2016
16-044	2/1/2016	I	Martinez	Service Line Warranty Cancellation Letter	CMO	2/4/2016		
16-045	2/1/2016	I	Martinez	Clayton Elementary Street Conditions (snow)	PW	2/4/2016		
16-046	2/1/2016	I	Martinez	CityCenter Evening Meeting Security	PD/EEF	2/4/2016		
16-047	2/1/2016	I	Council	Citizen of the Century Selection Information	CMO	2/4/2016		2/3/2016
16-048	2/3/2016	I	Jefferson	Englewood Depot Snow Removal Inquiry	PR	2/5/2016		3/4/2016

**S = Service**  
**I = Information**

CA - City Attorney; CMO - City Manager's Office; CD - Community Development; EEF - Englewood Environmental Foundation  
FAS - Finance and Administrative Services; PRL - Parks, Recreation Library; MC - Municipal Court; PW - Public Works; PD - Police Department; UT-  
Utilities; WW - Wastewater Treatment Plant



**TO:** Mayor Jefferson and Members of City Council

**FROM:** Dorothy Hargrove, Director  
Parks, Recreation and Library Department

**THROUGH:** Eric Keck, City Manager

**DATE:** February 3, 2016

**SUBJECT:** Discontinuation of Englewood Recreation Center Preschool Program  
Council Request #16-036

The difficult decision to discontinue the preschool program at the Englewood Recreation Center reflects the changing demand for this service in our community as well as the challenges of complying with new regulatory requirements.

The current enrollment for the 2015-2016 school year is 16 children. Enrollment has been steadily declining for the past several years. Although we raised the price slightly this year, we estimate a loss of approximately \$18,000. Even at full capacity of 24 children we would still not break even on expenses.

Our goal, of course, is not necessarily to make money on the preschool but to use resources wisely to meet the needs of families and children in the community. Because the majority of families today have two working parents, there are simply fewer people able to take advantage of a preschool that meets for just 3 hours on weekday mornings. As part of the decision process, staff gathered information on other community and recreation center preschools. We discovered that while our tuition is at the low end of the market range we couldn't expect to raise prices sufficiently to cover our costs. We also discovered that smaller recreation departments have or are considering discontinuing the service due to low demand and increasing State regulations. Only the larger recreation districts, such as South Suburban or Foothills, plan to continue their preschools, although they report declining enrollment as well.

Changes in regulation have also driven the necessity to consider changing our service model. About 5 years ago, we were informed that the preschool program would need to meet requirements for educational preschools throughout the State of Colorado. Before that time, the ERC program was not officially regulated as a preschool program but was simply an extension of family and child recreation activities.

Several of the regulations were fairly easy and inexpensive to incorporate into our existing program. Let me be quick to state that the health and safety of our children have never been in question. The difficulty has come with the need to hire more highly qualified staff and meet changing curriculum guidelines. We have experienced significant staff turnover. It is difficult to

recruit and retain qualified teachers who are willing to work the limited number of hours at an affordable salary. We are actually paying tuition and costs for a current teacher to take early childhood education courses she needs to stay in compliance with State requirements. Our continued discussions with the regulators have made it clear that even more stringent requirements are being considered to improve the educational rigor of preschools. The traditional activity-based preschool program that is consistent with the goals and the resources of the recreation center is no longer an option.

We gave the attached letter to families last week in order to give them ample time to find alternate preschools before we discontinued the program for the summer. The families have been aware that staff has been struggling to keep the program alive and we sincerely regret disappointing them, and our dedicated teachers, with the necessity of this change.

The Englewood Recreation Center is still committed to serving families and young children but the type of program that we can most effectively deliver is changing. We have just hired a dynamic new Youth Program Administrator to help us develop new services that better reflect the changed realities of our environment and community. We are exploring, for instance, the possibility of providing evening and weekend drop-in day care to better serve the needs of working parents. Our summer camp programs are popular and successful. We will continue to work with the community to find programs that are sustainable and successful.

We would be happy to provide more information or to answer any questions.

Attachment (1)

January 28, 2016

Dear Friends and Parents,

I am writing you today with some difficult news. With regret, Englewood Parks and Recreation has decided that the All Aboard Preschool program will close in May of 2016. Discontinuing this program was not an easy decision. Staff spent the past two years reviewing state licensing demands, enrollment trends and ultimately assessing the community's needs and came to the conclusion that we can no longer operate a licensed preschool program. This program will continue through the remainder of the school year with a strong dedication to education, culminating in a graduation in May.

Whether this is the first school year with us or your family has been a part of our preschool program for many years, we are grateful that you have chosen to enroll your child(ren) in our program. I also want to extend my gratitude to Mrs. Hanks and Mrs. Valdez. for their hard work and perseverance.

While we can no longer provide a separate preschool program we will continue to offer special classes and events for young children. We look forward to serving you and your children again in the future.

Included is a collection of licensed preschool programs in the area to assist you and your family in the transition for next school year. Please contact me if you have any questions. Thank you in advance for your support and understanding.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Jones", written in a cursive style.

Jeff Jones

Program and Facility Supervisor

Englewood Recreation Center

303 762.2692 [jjones@englewoodgov.org](mailto:jjones@englewoodgov.org)

## Local Preschool Information Contacts

As of 1/19/2016

### Local Preschools

Name	Address	Contact #	Notes	Director
Eng. ECE / Maddox	700 W Mansfield	303 781.7585	M-F Full Day + M-TH 1/2	Marnie Yanacheak
First Plymouth Learning Center	3501 S Colorado Blvd	303 762.9355	MWF 9a-2:30p	Karrie Gleason
St Mary's	4545 S University Blvd	303 762.8300	Jr. Kindergarten 4yr	Mary Heffernan/Ceely - Admissions
Children's Preschool	3885 S Broadway	303 781.3216	6wk - 5yr / 3.5 -5 M-F 7:30a-12:30p or Full Day	Amanda Wheeler
St James	3601 W Belleview	303 798.7844		
All Souls	4951 S Pennsylvania	303 783.9099	3-5 Early Learning Center/Full day + options	Sally Wallace
Bethany Early Childhood Center	4500 E Hampden	303 758.0266	Many options	Carrie Lapham
Stepping Stones Academy & Family Center	451 Englewood Pkwy	303 781.900	Montessori full day	Kaela Chaffin
Emmanuel Methodist	2700 S Downing	303 758.1697		Jeanne Johnson
Little Learners	4343 S Elati	web only		Cheryl Radosovich

### Recreation Agencies

Location				
South Suburban	Goodson / Lone Tree	303 483.7075	MWF, MW, TTH & F 11:30 2p	Cindy Stogsdill
Foothills		303 409.2127	MWF, TTH 9a-12n or 1p Full Day Day Care 6:45a - 6p	Amber Stowe



# Memorandum

To: Eric Keck, City Manager

CC:

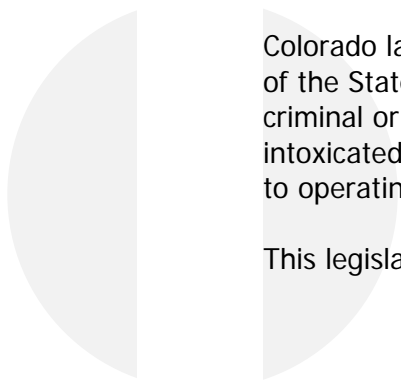
From: John M. Collins, Chief of Police

Date: February 2, 2016

Re: Council Request 16-041

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Request for background (and a Study Session if necessary) on the feasibility of establishing a public intoxication ordinance.



Colorado law prohibits, counties, municipalities and any other political subdivisions of the State from passing local laws, ordinances, resolutions or rules that impose criminal or civil penalties and have drinking, being a drunkard, or being found in an intoxicated condition as an element of the offense. This prohibition does not apply to operating a car, boat, aircraft or machine. This legislation was enacted in 1973.

This legislation is covered in 27-81-101. Legislative declaration. See attachment





shall make the rules available to the public on its web site.

(2) The department shall promulgate rules, in accordance with article 4 of title 24, C.R.S., for research programs and for the conduct of detoxification treatment, maintenance treatment, and withdrawal treatment programs for controlled substance addiction.

**27-80-214. Defenses.** The common law defense known as the "procuring agent defense" is not a defense to any crime in this part 2 or in title 18, C.R.S.

## ARTICLE 81

### Alcohol Abuse, Education, Prevention, and Treatment

**27-81-101. Legislative declaration.** (1) It is the policy of this state that alcoholics and intoxicated persons may not be subjected to criminal prosecution because of their consumption of alcoholic beverages but rather should be afforded a continuum of treatment in order that they may lead normal lives as productive members of society. The general assembly hereby finds and declares that alcoholism and intoxication are matters of statewide concern.

(2) With the passage of this article at its first regular session in 1973, the forty-ninth general assembly has recognized the character and pervasiveness of alcohol abuse and alcoholism and that public intoxication and alcoholism are health problems that should be handled by public health rather than criminal procedures. The general assembly further finds and declares that no other health problem has been so seriously neglected and that, while the costs of dealing with the problem are burdensome, the social and economic costs and the waste of human resources caused by alcohol abuse and alcoholism are massive, tragic, and no longer acceptable. The general assembly believes that the best interests of this state demand an across-the-board locally oriented attack on the massive alcohol abuse and alcoholism problem and that this article will provide a base from which to launch the attack and reduce the tragic human loss, but only if adequately funded. Therefore, in response to the needs as determined by an ad hoc committee and to assist in the implementation of this article at both the local and state level, the general assembly hereby appropriates moneys for: Receiving and screening centers and their staffs; medical detoxification; intensive treatment; halfway house care; outpatient rehabilitative therapy; orientation, education, and in-service training; staff for the administration, monitoring, and evaluation of the program; and operating costs for patient transportation.

**27-81-102. Definitions.** As used in this article, unless the context otherwise requires:

(1) "Alcoholic" means a person who habitually lacks self-control as to the use of alcoholic beverages or uses alcoholic beverages to the extent that his or her health is substantially



**TO:** Mike Flaherty, Acting Director Community Development  
**FROM:** Lance Smith, Chief Building Official  
**DATE:** February 3, 2016  
**SUBJECT:** CR #16-042 - The Old Breakfast Queen

16-042 (Sewer Issue – 3400 block South Broadway)

Request for follow-up and possible action on the sewer line issue in the 3400 block of South Broadway (Sam Hill's Barber Shop/former Breakfast Queen Property).

On December 9, 2015 a Stop Work Order was issued to the contractor of the BQ for failure to reconnect the existing sewer line for the SHBS that was disconnected during the replacement of the underground plumbing for the former BQ.

Although current codes require each property have a separate connection to the sewer system there are provisions in the Englewood Municipal Code allowing existing shared sewer services to remain. Staff has had several conversations with both parties to attempt to resolve the issue but unfortunately the owner of the BQ refuses to comply and has sent a demand letter to SHBS remove their sewer line from their property.

This latest action, by the owner of the BQ, has resulted in a summons being issued for failure to comply with an order to reconnect sewer service to the SHBS as allowed in EMC 12-2-4:A

Attachments:  
Stop Work Order  
EMC 12-2-4:A

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## Englewood Municipal Code

### 12-2-4: - Private Sewers, Connections and Repairs.

- A. Buildings to Have Separate Connections. Each premises, property or building(s) situated on a premises or property in a manner which would allow the premises or property to be subdivided and the building(s) sold separately shall be served by a separate service connection directly to the nearest main without crossing other adjoining premises or properties, and no connection shall be made by extending the service from one property, premises or building to another property, premises or building. Each separate building in a planned unit development shall have a separate sewer service line. Exceptions to this requirement may be granted by the City Manager or designee with the concurrence of the Water and Sewer Board upon a review of a written request of the property owner, in which the property owner illustrates with both written and graphic descriptions, why the exception should be granted. Existing premises, properties or buildings which do not conform to this requirement may maintain their service connection configurations unless and until such time, in the opinion of the City Manager or designee with the concurrence of the Water and Sewer Board, the service must be separated.



SGN 2016-00001



NOTICE TO  
**STOP WORK**

AT

JOB ADDRESS: 3154 S Broadway

TYPE OF WORK INVOLVED: Underground Plumbing

THE ABOVE-INDICATED WORK HAS BEEN INSPECTED AND IS DETERMINED TO BE IN VIOLATION OF CERTAIN PROVISIONS OF ENGLEWOOD'S ADOPTED CONSTRUCTION CODES; TO WIT:

Failure to Reconnect existing Sewer

ALL WORK MUST CEASE IMMEDIATELY UNTIL AUTHORIZATION TO PROCEED IS OBTAINED FROM THE DIVISION OF BUILDING AND SAFETY.

**DO NOT REMOVE THIS NOTICE**

VIOLATION OF A STOP WORK ORDER IS PUNISHABLE BY A \$300.00 FINE, 90 DAYS IN JAIL, OR BOTH.

DATE OF NOTICE: 12-9-15

SERVED: (NAME) \_\_\_\_\_

POSTED ON PROPERTY

SCB

POSTED BY

P/M Inspector

TITLE



## CITIZEN OF THE CENTURY SELECTION PROCESS

### **OBJECTIVE**

The Englewood Jubilee II Coordinating Committee will review the "Citizen of the Century" nominees and ultimately select a Citizen(s) of the Century.

### **ANNOUNCEMENT OF NOMINEES**

The official announcement of nominees for "Citizen of the Century" will take place at the first City Council Meeting of 2003, on January 6. At this first meeting of the centennial year, the City Council will formally proclaim 2003 as the year of the City's Englewood Jubilee II. The list of nominees will then be shared.

### **COMMITTEE JUDGING BODY**

- ◆ Some committee members have been nominated for "Citizen of the Century." Those individuals who have been nominated for the honor will abstain from the judging and selection process.
- ◆ The five City staff members who serve on the committee (Mike Flaherty, Ginny Steele, Hank Long, Pauletta Puncerelli, and Amy Doe-Torres) will also abstain from judging and selection of a winner(s), but will provide guidance and assistance through the selection process.
- ◆ All other committee members will serve as the judging body.

### **SELECTION PROCESS**

- ◆ The Englewood Jubilee II Coordinating Committee will gather for an initial selection work session. Each judging member will receive nomination packets on all the nominees.
- ◆ Time will be allotted at the first work session for members to review each packet.
- ◆ City staff will be available to answer questions or clarify issues regarding a nominee, or his or her service to Englewood.
- ◆ The committee will complete a first round of judging, narrowing the field of candidates.
- ◆ At a subsequent work session, the committee judges will engage in open discussion of the remaining group of nominees in an effort to begin building a selection consensus. If the judges agree on a clear front runner, a final selection can be decided at this meeting.
- ◆ If the judges are unable to select a winner at this second work session, a third session may be scheduled.
- ◆ The final vote will be conducted by private ballot.
- ◆ The judging body will aim to reach overwhelming consensus on the "Citizen of the Century."

## CRITERIA AND SELECTION PROCESS FOR THE "CITIZEN OF THE CENTURY"

### CRITERIA

#### 1. Significance of the nominee's contribution to the Englewood community:

- Do/did he/she leave a "legacy" or make a difference in peoples' lives?
- What is his/her "story"?

#### 2. Impact of this nominee's service or contribution to the community:

- Do/did the nominee's contribution(s) affect the development of the community?
- Are (were) the nominee's contribution(s) widespread in the community, or beyond?
- Do/Did the nominee's contribution(s) impact the City's infrastructure?
- Is (was) there an on-going or continuing impact as a result of the nominee's service or contribution(s) to the community?

#### 3. Duration of service or contributions:

- Did the nominee contribute to the community over much of his/her life?

#### 4. Nominee's service or contribution as part of his/her job duties or as a volunteer effort:

- Was the contribution/service made as a function of employment, while on the job, or was the contribution/service performed on his/her "own time."

Each criterion will be rated on a scale of 1-10, with 10 being a "perfect" score. The committee will determine whether each of the criteria will be weighted equally or whether the criteria will differ in terms of greater or lesser values.

### PROCESS

Prior to the January meeting, staff will provide the committee with general background information on each of the nominees. The committee will review and finalize selection criteria and process and have a general discussion about the nominees. Committee members who have been nominated will be excused following the general business portion of the meeting and from and the remaining meetings at which the selection is being considered. All committee members involved in the selection process must attend all meetings during which the selection is discussed in order to have input in the final selection.

During the February and March meetings, the committee will discuss the nominees' attributes and qualifications in open forum. Staff will provide a comparative matrix sheet of each nominee's attributes to all of the selection criteria. Following the completion of that discussion in the March meeting, the committee members will rank the nominees first through fifth (or more, if the committee so decides). During or following the March meeting, the ranking from all committee members will be tabulated by staff, based on a 5-point scale with a #1 ranking equal to 5 points, #2 ranking equal to 4 points, etc.

At the April meeting, the committee will review the overall rankings and discuss the results. The committee will make a determination, hopefully by consensus, on the Citizen of the Century. The committee may, if members feel it is appropriate, choose more than one person for the honor.