

## **Council Newsletter**

### CITY MANAGER'S NOTES January 14, 2021

#### **Upcoming Council Meetings**

**January 19, 2021 (Tuesday)** The City Council Study Session will begin at 6:00pm. The

Special Regular Meeting will begin at 7:00pm. These

meetings will be held by teleconference.

**January 23, 2021** The City Council Retreat will begin at 10:00am. The

Retreat will be held by teleconference.

**January 25, 2021** This meeting has been CANCELED.

January 28, 2021 The Joint Council Meeting will begin at 6:00pm. This

meeting will be held by teleconference.

#### Informational Items

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

- 1. Calendar of Events
- 2. Tentative Regular and Study Session Topics

# CITY OF ENGLEWOOD 2021 CALENDAR OF EVENTS

Tues., Jan. 19	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Wed., Jan. 20	8:30 a.m.	Mayor Manager Meeting, Teleconference
	6:30 p.m.	Englewood Urban Renewal Authority, Teleconference
	6:30 p.m.	Historic Preservation Commission, Teleconference
	7:00 p.m.	Planning and Zoning Commission, Teleconference
Thurs., Jan. 21	6:00 p.m.	Code Enforcement Advisory Committee, Teleconference
Sat., Jan. 23	10:00 a.m.	City Council Retreat, Teleconference
Mon., Jan. 25	Canceled	City Council Study Session, Teleconference
Tues., Jan. 26	8:30 a.m.	Mayor Manager Meeting, Teleconference
	5:15 p.m.	Transportation Advisory Committee, Teleconference
	5:15 p.m.	Budget Advisory Committee, Teleconference
Thurs., Jan. 28	6:00 p.m.	Joint Council Meeting, Teleconference
Mon,, Feb. 1	2:00 p.m.	Malley Trust Fund Meeting, Teleconference
	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Feb. 2	8:30 a.m.	Mayor Manager Meeting, Teleconference
	7:00 p.m.	Planning and Zoning Commission
Wed., Feb 3	11:00 a.m.	Liquor and Marijuana Licensing Authority
	5:45 p.m.	Cultural Arts Commission, Teleconference
Mon., Feb. 8	6:00 p.m.	City Council Study Session, Teleconference
Tues., Feb. 9	8:30 a.m.	Mayor Manager Meeting, Teleconference
	5:00 p.m.	Water and Sewer Board, Teleconference
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board
Wed., Feb 10	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals

Consent	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	19 Jan 2021	Discussion: 15 minutes	Study Session Memo	Area Agency on Aging - Data and Trends regarding aging in Englewood	Jayla Sanchez-Warren from Area Agency on Aging will present data specific to Englewood. Allison Boyd, Recreation Manager and Cheryl Adamson, Recreation Supervisor will be available to answer questions specific to programs Englewood is currently offering.	Shawn Lewis, Tim Dodd	City Manager's Office
		Presentation: 10 minutes Discussion: It could be moved earlier, but not later because the public rollout starts January 20 PowerPoint Tom Henley-tom.henley@xcelenergy.com Charles Hutchinson- charles.hutchinson@powereng.com Larry Claston—Larry, Claston@xCEENERGY.COM Presentation: 15 minutes	Study Session Memo	Xcel Energy Update on Transmission Line Upgrade in South Englewood	Representatives of Xcel Energy will brief City Council on the timing and process for replacing and upgrading the transmission line that runs from Denver, through Sheridan, Englewood, Uttleton, Centennial and terminates in Greenwood Village.	Shawn Lewis	City Manager's Office
		Discussion: 30 minutes Not Flexible. representative from Lodging Revs. PowerPoint Presentation: 10 minutes		Status Update / Short-Term Rental Ordinance  Monthly Financial Update	Provide City Council with an update on the short-term rental process. A representative from LodgingRevs will attend to answer questions.  Recurring agenda item to provide Council with a monthly update on the city's	Erik Sampson, Wade Burkholder Tim Dodd	Community Development Finance
		Discussion: Judge Sprecace's current appointment ends on January 22, 2021 but we could do the appointment on February 1st if	Resolution	Re-appointment of Associate Judge David A.	financials  Presiding Judge Joe Jefferson would request re-appointment of David A. Sprecace as	Tamara Wolfe	
TES .		necessary and work around that time gap.  Not Flexible		Sprecace	an associate municipal judge.	Janet Lundquist, Steve	Municipal Court
Yes		Steve Ortega, Janet Lundquist		2021 Bulk Fuel/Fluids Purchase Handbook for Boards, Commissions and	Approval of 2021 Bulk Fuel & Fluids Purchase with Hill Petroleum  CB 04 - Updates to Title 2 and Handbook for Boards. Commissions and Committees	Ortega Stephanie Carlile	Public Works  City Clerk's Office
Yes		Moved from Jan 4?		Committees Award of Contract to Elite Surface Infrastructure for Construction of the Englewood ServiCenter Drainage and Parking	Award of Contract to Elite Surface Infrastructure for Construction of the Englewood ServiCenter Drainage and Parking Lot Improvements.	Devin Keener, Tim Hoos	Public Works
Yes		Can be earlier but not later. Form is due to CDOT by 2/1/21.	Motion	Lot Improvements  Approval Authorization of the Annual Highway User Tax Fund (HUTF) Report	An annual certification of the city's mileage is required to be submitted to CDOT in order to calculate and receive the city's annual disbursement of Highway User Tax Funds	Maria D'Andrea	Public Works
Yes		Not Flexible	Motion	Award of Contract to HDR Engineering, Inc. for Engineering Design Services for the South Englewood Storm Sewer Outfall Project	Award of Contract to HDR Engineering, Inc. for Engineering Design Services for the South Englewood Storm Sewer Outfall Project	Maria D'Andrea, Tim Hoos	Public Works
Yes		The Englewood Municipal Code currently provides very limited information associated with addressing emergency management with the City.	Bill for an Ordinance – 2nd Reading	Title 7, Chapter 7. Public Aid, Mutual Aid and Emergency Response.	CB 01 - Update to Title 7, Chapter 7 regarding Public Aid, Mutual Aid and Emergency Response	Alison McKenney Brown	City Attorney's Office
Yes		Flexible	Bill for an Ordinance – 2nd Reading	Code of Ethics for the City of Englewood.	CB 02 - Council Rules and Policies updates: Ethics, Recusal and Financial Conflicts of Interest	Alison McKenney Brown	City Attorney's Office
No	_	Presentation time 10 minutes - Jennifer Walker (Finance) date not flexible	Motion	Motion to approve utility billing software contract with Cogsdale.	Motion to approve utility billing software contract with Cogsdale.	Jennifer Walker, Tim Dodd	Finance
No		Not Flexible	Motion	OpenGov Renewal Agreement #1 Approval Request - Budgeting and Planning Suite	Renewal Agreement #1 Approval Request - OpenGov Capital Budgeting & Planning Suite  8.02 South Platte Resour (SDR) is beinging forth changes to the governing and	Tim Dodd	Finance
No		Not Flexible Matt Montgomery- matthewmontgomery@hillandrobbins.com	Bill for an Ordinance – 1st Reading	TENORM Ordinance Changes	CB 03 - South Platte Renew (SPR) is bringing forth changes to the municipal code related to technologically enhanced naturally occurring radioactive material (TENDRM). These changes prohibit the discharge or deposit of any non-exempt amounts of TENDRM into the wastewater treatment system.	Blair Corning, Pieter Van Ry	SPR
	23-Jan-21	City Council Retreat (25th Cancled)					
	28-Jan-21	Joint Council Meeting	2+ hours				
	01 Feb 2021	2/1 Requested Date - Could go 2/8 Presentation: 15 minutes with powerpoint Discussion: Information/Direction Presentation: 15 minutes	Study Session Memo	Citizen of the Year	Staff is looking for direction as to whether Council wants to move forward with the nomination process for Citizen of the Year.	Chris Harguth, Madeline Hinkfuss	Communications
		Discussion: Flexible External: Lisa Clay, Ashley Cappel, Nate Fogg; Internal: John Collins, Shawn Lewis	Study Session Memo	Review and Discuss Draft Englewood Emergency Operations Plan	Review and Discuss Draft Englewood Emergency Operations Plan	John Collins, Shawn Lewis	City Manager's Office, Police
		Presentation: 20 minutes Discussion: Flexibe Not Flexible		Green Building Code Discussion Fleet 2020 Purchase Amount with John Elway	Discussion of Green Building Code	Karen Montanez	Community Development
Consent?		Not Flexible Bryan Thompson - Fleet Manager	MOLION	Chevrolet	Motion to approve 2020 Purchase Amount with John Elway Chevrolet	Steve Ortega Aaron Davis, Stephanie	Public Works
Consent? Yes			Motion  Bill for an Ordinance	RIM System RFP Approval Handbook for Boards, Commissions and	RIM System RFP Approval	Carlile Stephanie Carlile	City Clerk's Office
Consent?		Not Flexible Matt Montgomery- matthewmontgomery@hillandrobbins.com	– 1st Reading Ordinance – 2nd Reading	Committees TENORM Ordinance Changes	CB 04 - Updates to Title 2 and Handbook for Boards, Commissions and Committees CB 03 - South Platte Renew (SPR) is bringing forth changes to the municipal code related to technologically enhanced naturally occurring radioactive material (TENORM). These changes prohibit the discharge or deposit of any non-exempt	Blair Corning, Pieter Van Ry	SPR SPR
No		Flexible	Resolution	2021 Police Department Budget and Appropriation Amendment #2	amounts of TENORM into the wastewater treatment system.  Restore funding of a vacant Police Officer position previously used to finance recommendations by the Police Reform Task Force	John Collins, Tim Dodd	Finance, Police
		Not Flexible	Motion	Approval to Pay Envirotech Services for Ice Removal Materials for 2020	Approval to pay Envirotech invoices above the approved 2020 purchase order amount of \$99,000	Janet Lundquist, Steve Ortega	Public Works
		Executive Session Discussion: 30 minutes	Update	Executive Session for Legal Advice under C.R.S. Section 24-6-402(4)(b).	Executive Session for Legal Advice	Alex Dorotik	City Attorney's Office
	08 Feb 2021	Presentation: 10 minutes Discussion: 20 minutes Information/Direction Presentations: 40 minutes	Study Session Memo	Resident Safety	Discussion of law enforcement strategies to enhance safety within the community.	John Collins	Police
		Discussion: Not flexible. staff from Logan Simpson. Powerpoint			Staff and consultant will update City Council on UDC Assessment findings and process.		Community Development
		Charter Amendment for Election of the Mayor Not Flexible, I/D, PowerPoint Presentation: 30 Minutes Discussion:		Charter Amendment for Election of the Mayor Enterprise Fleet Management Recommendation	Charter Amendment for Election of the Mayor  Recommendation to approve a contract with Enterprise Leasing to replace 21 city vehicles due or past due for replacement.	Stephanie Carlile Janet Lundquist, Steve Ortega	City Clerk's Office Public Works
	16 Feb 2021	Erik S, Wade B, and others TBD 2 hrs.	Public Hearing	Winslow Crane Planned Unit Development	Public hearing on a Planned Unit Development for Winslow Crane - 3002 S Huron St	Erik Sampson, Wade Burkholder	Community Development
No		Flexible Erik Sampson, Wade Burkholder	Public Hearing	Vacation of a Portion of South Huron Street Right-of-Way	Vacation of a portion of South Huron - Winslow Crane Planned Unit Development	Erik Sampson, Wade Burkholder	Community Development
No		(est. 20 minutes)  Erik S, Wade B, and others TBD  (est. 20 minutes)	Public Hearing	Vacation of a portion of West Cornell Street Right-of-Way and a Portion of the Associated Alley	Vacation of a portion of West Cornell Street right-of-way and a portion of the associated alley - Winslow Crane PUD	Erik Sampson, Wade Burkholder	Community Development
Consent?		Not Flexible  Not Flexible. We will need to fill this position with the next	Resolution Motion	Enterprise Fleet Management Recommendation Removal of Transportation Advisory Committee	Recommendation to approve a contract with Enterprise Leasing to replace 21 city vehicles due or past due for replacement.  Removal of Transportation Advisory Committee (ETAC) Alternate Member	Janet Lundquist, Steve Ortega Jackie McKinnon	Public Works  City Clerk's Office
	22 Feb 2021	round of vacancies in March.  10 minutes, set aside at one meeting per month for this	Study Session Memo	(ETAC) Alternate Member  Monthly Financial Update	Finance Update	Tim Dodd	City Manager's Office,
		recurring update  Flexible. Direction. The Architerra Group  Presentation: 15 minutes		Wayfinding and Placemaking Master Plan	Staff is asking City Council to adopt "Wooded Nook" as the design concept for the	Chris Harguth	Communications
		Discussion: Erik S, Wade B, and others TBD	Bill for an Ordinance		master plan.  Public hearing on a Planned Unit Development for Winslow Crane - 3002 S Huron St	Erik Sampson, Wade	
No		2 hrs.  Erik Sampson, Wade Burkholder Outside presenters: Flexible	– 1st Reading  Bill for an Ordinance – 1st Reading	Winslow Crane Planned Unit Development  First Reading - Vacation of a portion of West  Cornell Street and a portion of the associated	Public hearing on a Planned Unit Development for Winslow Crane - 3002 S Huron St  First Reading on Vacation Ordinance - West Cornell Avenue	Burkholder Erik Sampson, Wade Burkholder	Community Development  Community Development
No		Sampson, Burkholder Guest presenter Flexible	Bill for an Ordinance  – 1st Reading	alley First Reading - Vacation of a portion of South Huron right-of-way	First Reading on vacation of South Huron Street right-of-way	Erik Sampson, Wade Burkholder	Community Development
	08 Mar 2021	Presentation: 20 minutes Discussion: Somewhat flexible, needs to be presented within first Quarter of 2021. Carol Malesky, Stantec. Powerpoint	Study Session Memo	City of Englewood's Sewer Connector Districts Rate Analysis	Rates vary based on location inside or outside the City of Englewood, as well as level of service. This analysis develops a defensible outside-City rate structure that recovers the City's costs of service more transparently and equitably.	Pieter Van Ry	Utilities
	FUTURE						
	Study Session Topics			DRCOG Demography			
				Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
				Tri-County Health Covid Response/vaccination Public Comment at Public Meetings	Dr. Douglas Tabled to in person		
	Upcoming Agenda Item	Until we have better information from the developer, please	Public Hearing	Public hearing for Adriatic Townhomes Planned	Public hearing for Adriatic Townhomes Planned Unit Development - Public hearing for	Will Charles	

FUTURE					
Recognition & Awards		Police Citizens Academy Graduates Recognition (Moved from May 4 to November 2nd)			
Postponed Items		Award Presentation - HR Best in Class Award	Shawn Lewis	On Hold indefinitely	
		4th of Jan. Recognition of Council of New BandC Apps			
		Recognition - Emerging Leaders Program by The Small Business Administration	Darren Hollingsworth	On Hold	
		Recognition - Citizens Planning School Graduates	Wade Burkholder	On Hold indefinitely	
		Charter Review (I/D) 15 min	Alison McKenney Brown	On Hold indefinitely	
		Tentative Joint Session with Planning and Zoning Commission (40min I)	Wade Burkholder		