

## **Council Newsletter**

## CITY MANAGER'S NOTES February 11, 2021

**Upcoming Council Meetings** 

February 16, 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.

**February 22, 2021** The City Council Study Session 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

Thurs., Feb 11	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Mon., Feb. 15		Observed Holiday: President's Day
Tues., Feb. 16	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Wed., Feb. 17	8:30 a.m.	Mayor Manager Meeting, Teleconference
	6:30 p.m.	Historic Preservation Commission
	7:00 p.m.	Planning and Zoning Commission
Mon., Feb. 22	6:00 p.m.	City Council Study Session, Teleconference
Tues., Feb 23	5:15 p.m.	Budget Advisory Committee, Teleconference
Mon., Mar. 1	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Mar. 2	7:00 p.m.	Planning and Zoning Commission
Wed., Mar 3	11:00 a.m.	Liquor and Marijuana Licensing Authority
	5:45 p.m.	Cultural Arts Commission
Mon., Mar. 8	6:00 p.m.	City Council Study Session, Teleconference
Tues., Mar. 9	5:00 p.m.	Water and Sewer Board, Teleconference
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board
Wed., Mar. 10	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals
Thurs., Mar. 11	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Mon., Mar. 15	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Mar. 16	7:00 p.m.	Planning and Zoning Commission
Mon., Mar. 22	6:00 p.m.	City Council Study Session, Teleconference

Consent	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	16 Feb 2021	Flexible Erik Sampson, Wade Burkholder	Public Hearing	Vacation of a portion of South Huron Street right-of- way to accommodate the Winslow Crane WH Site	Vacation of a portion of South Huron St - Winslow Crane Planned Unit	Erik Sampson, Wade	Community Development
NO	16 Feb 2021	(est. 20 minutes)	rubiic nearing	Development Plan apartment development.	Development	Burkholder	community bevelopment
		Erik S, Wade B, and others TBD 2 hrs.	Public Hearing	Public Hearing on WH PUD Site Development Plan for Winslow Crane, 3002 S Huron Street	Public Hearing on WH PUD Site Development Plan for Winslow Crane, 3002 S Huron Street	Erik Sampson, Wade Burkholder	Community Development
No		Erik S, Wade B, and others TBD	Public Hearing	Vacation of a portion of West Cornell Ave right-of-way and a portion of the associated public alley for the WH	Vacation of a portion of West Cornell Ave right-of-way and a portion of the	Erik Sampson, Wade	Community Development
		(est. 20 minutes)  Not Flexible. We will need to fill this	-	PUD Site Development Plan	associated alley - Winslow Crane PUD	Burkholder	
Consent?		position with the next round of vacancies in March.	Motion	Removal of Transportation Advisory Committee (ETAC) Alternate Member	Removal of Transportation Advisory Committee (ETAC) Alternate Member	Jackie McKinnon	City Clerk's Office
		Neil Sarno					
No		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
Consent?		Not Flexible	Motion	Renewal of 2020 Concrete Trip Hazard Elimination Contract	Renewal of 2020 Concrete Trip Hazard Elimination contract	Sara Siggue, Tim Hoos	Public Works
12		Not flexible		Allen Water Treatment Plant Granular Activated	Utilities staff recommends Council approve a Contract for Services (CFS) agreement, in the amount of \$398,932.00, with Calgon Carbon Corporation		Utilities
Consent?		5-7 min powerpoint	Motion	Carbon Removal and Replacement	to remove and install virgin Granular Activated Carbon (GAC) filter media at the Allen Water Treatment Plant (AWTP).	Angela Goodman	Utilities
Yes			Bill for an Ordinance – 2nd Reading	Updates to Title 2 Boards and Commissions	CB 04 - Amendment to Title 2 Boards and Commissions	Alex Dorotik	City Attorney's Office, City Clerk's Office
		40	recomb				
	22 Feb 2021	10 minutes, set aside at one meeting per month for this recurring update	Study Session Memo	Monthly Financial Update	Finance Update	Tim Dodd	City Manager's Office, Finance
		Flexible Information	Study Session Memo	Storm Water Utility Program Update	Update on the various initiatives occurring within the Storm Water Utility	Maria D'Andrea	Public Works
		Presentation: 15 minutes Discussion:	Study Session Memo	Storm Water Starty Flogram Spatie	programs & projects	Willia D Allarea	Table Works
		Flexible - Information Presentation: 15 minutes	Study Session Memo	Budget Advisory Committee Issue Brief Review	Budget Advisory Committee City Reserves and Fund Policy Issue Brief	Chelsea Nunnenkamp	Budget Advisory Committee
		Discussion: 30 minutes Presentation: 10 minutes	·		On November 22, Council discussed the development of a plan to create a		
		Discussion: Information and Direction	Study Session Memo	Update on Sustainability Plan and Program	sustainability plan and program. This study session will provide a brief update on the progress of the plan.	Tim Dodd	City Manager's Office
No		Charter Amendment for Election of the	Study Session Memo	Charter Amendment for direct Election of the Mayor	Charter Amendment for Election of the Mayor	Stephanie Carlile	City Clerk's Office
		Mayor Presentation: 5 minutes			·		er. 111 / - 12
No		Discussion: 15 minutes Information	Study Session Memo	General decorum in meetings - refresher	General decorum in meetings	Alex Dorotik	City Attorney's Office
		Somewhat Flexible					
		Information Presentation: 20 minutes					
	01 Mar 2021	Discussion: Maria D'Andrea Kevin Engels Tim Dodd	Study Session Memo	Storm Water Bond Issuance	Provide an overview of the impending process to issue \$10M in stormwater bonding	Kevin Engles, Maria D'Andrea, Tim Dodd	Finance, Public Works
		Jackie Loh Guest Presenters: Andrew Wheeler, Stifel & Assoc. Bryan Stelmack.			bonung	D Aliarea, Illii Doda	
		Stifel & Assoc. Tom Peltz, Kutak Rock					
		Flexible. Direction. The Architerra Group Presentation: 15 minutes	Study Session Memo	Wayfinding and Placemaking Master Plan	Staff is asking City Council to adopt "Wooded Nook" as the design concept	Chris Harguth	Communications
		Discussion:	Study Session Wellio	wayinung and riacemaking waster rian	for the master plan.	Cilis Haiguti	Communications
		Flexible Information Presentation: 15 minutes with		Budget Basics, Funds Overview and 2022 Budget Cycle			_
		PowerPoint Discussion:	Study Session Memo	Preview	Budget Basics, Funds Overview and 2022 Budget Cycle Preview	Jackie Loh	Finance
		Flexible					
		Presentation: 10 minutes w/ PowerPoint	Study Session Memo	Malley Trust Fund Recomendations	The Malley Trust Fund is recommending projects for Council to review.	Allison Boyd, Christina	Parks, Recreation & Library
1		Discussion:	Study Session Wellio	water trast rand necontendations	The Mailey Trust Fund is recommending projects for Council to review.	lUnderhill	
		Discussion: Direction	Study Session Memo	multy materials recommendations		Underhill	
Consent?			Resolution	Enterprise Fleet Management Recommendation	Recommendation to approve a contract with Enterprise Leasing to replace 21 city vehicles due or past due for replacement.	Underhill  Janet Lundquist, Steve Ortega	Public Works
Consent?		Direction		Enterprise Fleet Management Recommendation Electronic Records and Information Management	Recommendation to approve a contract with Enterprise Leasing to replace	Janet Lundquist, Steve	Public Works City Clerk's Office
Consent?		Direction  Not Flexible  Not Flexible	Resolution Motion	Enterprise Fleet Management Recommendation Electronic Records and Information Management System RFP Approval	Recommendation to approve a contract with Enterprise Leasing to replace 21 city vehicles due or past due for replacement. Record and Information Management System RFP Approval	Janet Lundquist, Steve Ortega Aaron Davis, Stephanie Carlile	City Clerk's Office
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Consent? Consent? Consent? No No No		Direction  Not Flexible  Not Flexible  Facilities Project Manager John Donakowski  Not Flexible  Facilities Project Manager John Donakowski  Not Flexible  Sampson, Wade Burkholder Outside presenters: Flexible  Erik Sampson, Burkholder Guest presenter Flexible  Erik Sampson, Burkholder Guest presenter Flexible  Till Sampson, Wade Burkholder Outside presenters: Flexible  10 min per interview Applications due Feb. 16  Presentation: 20 minutes Discussion: Somewhat flexible, needs to be presented within first Quarter of 2021. Carol Malesky, Stanter. Powerpoint Presentation: 40 minutes	Resolution  Motion  Motion  Resolution  Bill for an Ordinance – 1st Reading  Bill for an Ordinance – 1st Reading  Study Session Memo	Enterprise Fleet Management Recommendation  Electronic Records and Information Management System RFP Approval  Change Order - Keesen Enterprises, Inc.  Approval of RTD Elevator Modernization Proposal  First Reading - Vacation of a portion of West Cornell  Street and a portion of the associated alley  First Reading - Vacation of a portion of South Huron right of way  First Reading - Public Hearing on a Site Development Plan for Winslow Crane, 3002 S Huron Street  DDA Interviews  City of Englewood's Sewer Connector Districts Rate	Recommendation to approve a contract with Enterprise Leasing to replace 2 city vehicles due or past due for replacement.  Record and information Management System RFP Approval  EEF Snow Removal  Modernization of RTD elevator at the Englewood Station in the amount of 5133,236.  First Reading on Vacation Ordinance - West Cornell Avenue  First Reading on vacation of South Huron Street right-of-way  First Reading on Vacation Ordinance  DDA Interviews  Rates vary based on location inside or outside the City of Englewood, as well as releved of service. This analysis develops a defensible outside-City rate structure that recovers the City's costs of service more transparently and equitably.	Janet Lundquist, Steve Ortega Aaron Davis, Stephanie Carilie John Donakowski John Donakowski John Donakowski Erik Sampson, Wade Burkholder Erik Sampson, Wade Burkholder Erik Sampson, Wade Burkholder Jackie McKinnon	City Clerk's Office Public Works Public Works Community Development Community Development Community Development Community Development Community Development
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Consent? Consent? Consent? No No No		Direction  Not Flexible  Not Flexible  Not Flexible  Facilities Project Manager John Donakowski  Not Flexible  Erik Sampson, Wade Burkholder Outside presenters: Flexible  Sampson, Burkholder Guest presenter Flexible  Erik Sampson, Wade Burkholder Outside presenters: Flexible  10 min per interview Applications due Feb. 16  Presentation: 20 minutes Discussion: Somewhat flexible, needs to be presented within first Quarter of 2021. Carol Malesky, Santee. Powerpoint Presentations: 40 minutes Discussion: Not flexible staff from Logan Simpson. Powerpoint  Presentation: 15 minutes - PowerPoint Discussion:  Presentation: 15 minutes - PowerPoint Discussion:  Fresentation: 15 minutes - PowerPoint Discussion:  Fresentation: 15 minutes - PowerPoint Discussion:  Fresentation: 15 minutes - PowerPoint Discussion:	Resolution  Motion  Motion  Resolution  Bill for an Ordinance – 1st Reading  Bill for an Ordinance – 1st Reading  Study Session Memo  Study Session Memo	Enterprise Fleet Management Recommendation Electronic Records and Information Management System RPP Approval  Change Order - Keesen Enterprises, Inc.  Approval of RTD Elevator Modernization Proposal First Reading - Vacation of a portion of West Cornell Street and a portion of the associated alley First Reading - Vacation of a portion of South Huron right of-way First Reading - Public Hearing on a Site Development Plan for Winslow Crane, 3002 S Huron Street  DDA Interviews  City of Englewood's Sewer Connector Districts Rate Analysis  Unified Development Code Assessment Update  Organized Garbage & Recycling Collection - Request for	Recommendation to approve a contract with Enterprise Leasing to replace 22 city vehicles due or past due for replacement.  Record and information Management System RFP Approval  EEF Snow Removal  Modernization of RTD elevator at the Englewood Station in the amount of \$133,236.  First Reading on Vacation Ordinance - West Cornell Avenue  First Reading on vacation of South Huron Street right-of-way  First Reading on Vacation Ordinance  DDA Interviews  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.  Staff and consultant will update City Council on UDC Assessment findings and process.  The Citizen's Committee has established various items & options in the revised Request for Proposals to solicit proposals from trash haulers. Staff will review these terms with Council and seek concurrence before finalizing and issuing the RFP.	Janet Lundquist, Steve Ortega Aaron Davis, Stephanie Carilie John Donakowski John Donakowski John Donakowski Erik Sampson, Wade Burkholder Erik Sampson, Wade Burkholder Lackie McKinnon Pieter Van Ry  Wade Burkholder  Maria D'Andrea	City Clerk's Office Public Works Public Works Community Development Community Development Community Development City Clerk's Office Utilities Community Development
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Consent? Consent? No No No No No	15 Mar 2021	Direction  Not Flexible  Not Flexible Facilities Project Manager John Donakowski  Not Flexible  Erik Sampson, Wade Burkholder Outside presenters: Flexible  Flexible Sampson, Burkholder Guest presenter Flexible  Tomin per interview Applications due Feb. 16  Presentation: 20 minutes Discussion: Somewhat flexible, needs to be presented within first Quarter of 2021. Carol Malesky, Santee. Powerpoint Presentations: 40 minutes Discussion: Not flexible staff from Logan Simpson. Powerpoint Presentation: 15 minutes - PowerPoint Discussion: Flexible - 15-20 minutes Wade Burkholder, Brook Bell, Outside Presentation: 15 minutes Powerpoint Flexible - 15-20 minutes Flexible -	Resolution  Motion  Motion  Resolution  Bill for an Ordinance – 1st Reading  Bill for an Ordinance – 1st Reading  Study Session Memo  Study Session Memo  Study Session Memo  Study Session Memo  Description of the service of the ser	Enterprise Fleet Management Recommendation  Electronic Records and Information Management System RFP Approval  Change Order - Keesen Enterprises, Inc.  Approval of RTD Elevator Modernization Proposal  First Reading - Vacation of a portion of West Cornell  Street and a portion of the associated alley  First Reading - Vacation of a portion of South Huron right of way  First Reading - Vacation of a portion of South Huron right of way  City of Englewood's Sewer Connector Districts Rate  Analysis  Unified Development Code Assessment Update  Organized Garbage & Recycling Collection - Request for Proposals Content Review  Vacation of Right-of-Way - Alpine Englewood  First Reading - Ordinance for Stormwater Bond Issuance  2021 Arbor Day Proclamation  Site Development Plan for Winslow Crane, 3002 S  Huron Street  Vacation of a portion of West Cornell Street and a portion of the associated alley  Vacation of a portion of South Huron right-of-way	Recommendation to approve a contract with Enterprise Leasing to replace 2 city vehicles due or past due for replacement.  Record and information Management System RFP Approval  EEF Snow Removal  Modernization of RTD elevator at the Englewood Station in the amount of 5133,236.  First Reading on Vacation Ordinance - West Cornell Avenue  First Reading on vacation Ordinance - West Cornell Avenue  First Reading on Vacation Ordinance  DDA Interviews  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.  Staff and consultant will update City Council on UDC Assessment findings and process.  The Citizen's Committee has established various items & options in the revised Request for Proposals to solicity proposals from trash haulers, Staff will review these terms with Council and seek concurrence before finalizing and issuing the RFP.  Request to vacate approximately 1,598.40 square feet of alley right-of-way for a 118-unit multi-family, use-by-right redevelopment project at 1375 E Hampden Avenue (Former site of Bullock Mortuary and 2 single-family homes)  First Reading on Vacation Ordinance	Janet Lundquist, Steve Ortega Aaron Davis, Stephanie Carille John Donakowski John Donakowski Erik Sampson, Wade Burkholder Erik Sampson, Wade Burkholder Burkholder Jackie McKinnon  Wade Burkholder  Brook Bell, Wade Burkholder  Maria D'Andrea  Brook Bell, Wade Burkholder  Maria D'Andrea  Brook Bell, Wade Burkholder  Fik Sampson, Wade Burkholder  Erik Sampson, Wade Burkholder	City Clerk's Office Public Works Public Works Community Development Community Development City Clerk's Office  Utilities  Community Development Public Works  Community Development
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	12 Apr 2021	Flexible Presentation: 10 minutes w/PPT Discussion: Direction	Study Session Memo	Citizen of the Year Nomination and Selection	Council will review 2021 Citizen of the Year nominations and pick the 2021 Citizen of the Year.	Chris Harguth, Madeline Hinkfuss	Communications
	17-May-21	Flexible 10 minutes w/PPT	Update	Citizen of the Year Recognition	Council will recognize and honor the 2021 Citizen of the Year.	Chris Harguth, Madeline Hinkfuss	Communications
	24 May 2021	March 22, 2021, Post Vacancies – April 19, 2021, Application Deadline No other Study Session Topics if Possible	Study Session Memo	Board and Commission Interviews/Discussion-	Board and Commission Interviews/Discussion-	Jackie McKinnon	City Clerk's Office
Consent?	07 Jun 2021	Not Flexible unless Interviews Move	Resolution	New B&C Appointments approved by City Council - Resolution	New B&C Appointments approved by City Council - Resolution	Jackie McKinnon	City Clerk's Office
	FUTURE						
	Study Session						
	Topics						
	Topics			DRCOG Demography			
				Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
				Tri-County Health Covid Response/vaccination	Dr. Douglas		
				Public Comment at Public Meetings	Tabled to in person		
	Upcoming Agenda Item Topics	Until we have better information from the developer, please move the below public hearing to "upcoming items"	Public Hearing	Public hearing for Adriatic Townhomes Planned Unit Development	Public hearing for Adriatic Townhomes Planned Unit Development - Public hearing for a planned unit development - Adriatic Townhomes, 2140 S Zuni - 2+hours	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		