

Council Newsletter

CITY MANAGER'S NOTES March 4, 2021

Upcoming Council Meetings

March 8, 2021 The City Council Special Meeting will begin at 5:30pm.

This meeting will be held by teleconference.

March 15, 2021 The City Council Study Session will begin at 5:30pm. 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

Mon., Mar. 8	5:30 p.m.	City Council Special Meeting, Teleconference
	6:00 p.m.	Organized Residential Waste & Recycling Collection Citizen's Committee, Teleconference
Tues., Mar. 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, Teleconference
	7:00 p.m.	Library Board, Teleconference
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	5:30 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
Tues., Mar. 23	5:15 p.m.	Budget Advisory Committee
Wed., Mar. 17	6:30 p.m.	Historic Preservation Commission
Mon., Apr. 5	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Apr. 6	7:00 p.m.	Planning and Zoning Commission
Wed., Apr. 7	11:00 a.m.	Liquor and Marijuana Licensing Authority
	4:00 p.m.	Englewood Housing Authority, Teleconference
	5:45 p.m.	Cultural Arts Commission
Thurs., Apr. 8	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Mon., Apr. 12	6:00 p.m.	City Council Study Session, Teleconference
Tues., Apr. 13	5:00 p.m.	Water and Sewer Board, Teleconference

	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
Start at 5:30 p.m.	08 Mar 2021		Study Session Memo	Downtown Development Authority Interviews	Downtown Development Authority Interviews	Jackie McKinnon	City Clerk's Office
			Study Session Memo	City Council At-Large Vacancy.	Discussion of At-Large Vacancy on City Council	Alex Dorotik, Stephanie Carlile	City Attorney's Office, City Clerk's Office
Start at 5:30 p.m.	15 Mar 2021	30 minutes for Council to discuss	Study Session Memo	Discussion of the Downtown Development Authority Appointments	Downtown Development Authority Discussion	Jackie McKinnon	City Clerk's Office
		Flexible Information Presentation: 15 minutes with PowerPoint		Budget Basics, Funds Overview and 2022 Budget Cycle Preview	Budget Basics, Funds Overview and 2022 Budget Cycle Preview	Jackie Loh	Finance
		Discussion: Flexible - 15-20 minutes Wade Burkholder, Brook Bell, Outside Presenters		Public Hearing on Vacation of Public Right-of- Way - Alpine Englewood	Alpine Englewood Opportunity Business LLC is requesting the vacation of approximately 1,600 square feet of alley right-of-way located between S. Marion St. and S. Läfayette St. just north of E. Hampden Ave. The vacation request is to facilitate the construction of a 118-unit apartment building with structured parking.	Brook Bell, Wade Burkholder	Community Development
No		Flexible	Motion	Appointment of EEF & EMRF Board Members	Official appointment of Board members to the EEF & EMRF Boards	Maria D'Andrea, Pieter Van Ry	Public Works, Utilities
No		Not Flexible	Resolution	Enterprise Fleet Management Recommendation	Recommendation to approve a resolution authorizing a contract with Enterprise Leasing to replace six city vehicles due or past due for replacement.	Janet Lundquist, Steve Ortega	Public Works
Yes		Not flexible	Resolution	2021 Sodium Hypochlorite Bulk Chemical Purchase for Allen Water Treatment Plant	2021 Sodium Hypochlorite Bulk Chemical Purchase for Allen Water Treatment Plant	Angela Goodman	Utilities
Yes		Not flexible	Resolution	2021 Aluminum Sulfate Bulk Chemical Purchase for Allen Water Treatment Plant	2021 Aluminum Sulfate Bulk Chemical Purchase for Allen Water Treatment Plant	Angela Goodman	Utilities
No		PowerPoint - 10 minutes?	Bill for an Ordinance – 1st Reading	First Reading - Ordinance for Stormwater Bond Issuance	First reading of an ordinance to allow issuance of \$10M in stormwater bonding	Maria D'Andrea	Public Works
No		Flexible Erik Sampson, Wade Burkholder (est. 20 minutes)		CB 05 - Vacation of a portion of South Huron Street right-of-way to accommodate the WH PUD Site Development Plan apartment development.	CB 05 - Vacation of a portion of South Huron St - WH PUD Site Development Plan	Erik Sampson, Wade Burkholder	Community Development
No		Erik S, Wade Burkholder, and others TBD (est. 20 minutes)		CB 06 - Vacation of a portion of West Cornell Ave right-of-way and a portion of the associated public alley for the WH PUD Site Development Plan	CB 06 - Vacation of a portion of West Cornell Ave right-of-way and a portion of the associated alley - WH PUD Site Development Plan	Erik Sampson, Wade Burkholder	Community Development
Yes		These amendments are meant to address concerns of the CEAC and Code enforcement concerning impoundment of animals additional to just dogs and cats	Bill for an Ordinance – 2nd Reading	Amendment to Title 7, Chapter 1A - CARE OF ANIMALS	CB 07 - Amendment to Title 7, Chapter 1A - CARE OF ANIMALS	Alex Dorotik	City Attorney's Office
No		Erik S, Wade Burkholder, and others TBD 2 hrs.	Bill for an Ordinance – 2nd Reading	CB 08 - WH PUD Site Development Plan for Winslow Crane, 3001 South Galapago Street	CB 08 - WH PUD Site Development Plan for Winslow Crane, 3001 S. Galapago Street	Erik Sampson, Wade Burkholder	Community Development
		Discussion: 20 minutes	Update	Executive Session Regarding Acquisition of Property	Executive Session Regarding Acquisition of Property	Alex Dorotik, Maria D'Andrea	City Attorney's Office, Public Works
	22 Mar 2021	Presentation: 5 minutes Discussion: 5 minutes	Study Session Memo	Monthly Financial Update	Monthly Financial Update	Jackie Loh	Finance
		Information Presentations: 40 minutes Discussion: Not flexible. staff from Logan Simpson. Powerpoint		Unified Development Code Assessment Update	Staff and consultant will update City Council on UDC Assessment findings and process.	Wade Burkholder	Community Development
		Presentation: 20 minutes Discussion: Not flexible, needs to be presented within first Quarter of 2021. Carol Malesky, Stantec. Powerpoint		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
		Presentation:10 min Discussion: Stantec Reps Carol Mulestki and Van Ry Information and Direction	Study Session Memo	Customer Assistance Program Report	CAP overview of findings	Pieter Van Ry	Utilities
		Presentation:10 min Discussion: Information	Study Session Memo	Utility Monthly Billing Update	Utility Monthly Billing	Jennifer Walker, Pieter Van Ry	Utilities
		Flexible Presentation: 10 minutes w/ PowerPoint Discussion: Direction		Malley Trust Fund Expenditure Recommendations	The Malley Trust Fund is recommending projects for Council to review.	Allison Boyd, Christina Underhill	Parks, Recreation & Library
		Somewhat Flexible Information and Direction Presentation: 15 minutes with PowerPoint Discussion:	Study Session Memo	Discussion regarding potential sale of city properties	Staff will present information to Council to discuss whether or not they wish to pursue the potential sale of two city properties and, if so, next steps in the process	Alex Dorotik, Maria D'Andrea	City Manager's Office, Public Works
		Interview Potential Appointments					
		March 31st for Appointment					
	05 Apr 2021	Flexible Presentation: Discussion:	Study Session Memo	Historic Preservation Commission	Historic Preservation Commission	Erik Sampson	Community Development
		Tim and Adrian will give a brief talk on our Annual Arbor Day Tree Sale and our tree climbing presentation with Englewood Schools.	Motion	2021 Arbor Day Proclamation	2021 Arbor Day Proclamation	Adrian Torres	Parks, Recreation & Library
			Motion	Jason Park Amenity Improvements Grant	The City of Englewood Parks, Recreation, Library & Golf Department is applying for a grant through Araphoe County Open Space for \$350,000 for Jason Park Amenity Improvements. This includes a new ADA accessible restroom, payilion, and concrete basketball Court and will complete the renovation of Jason Park that began with the new playground in 2018. On November 22 C2002 staff provided a proposal for a process to develop a	Dave Lee, Lindsay Peterson	Parks, Recreation & Library
Consent?		Not Flexible	Motion	Approval of 2021-2022 Sustainability Plan	sustainability plan. On February 21, 2021, staff presented a draft plan to Council for their feedback.	Tim Dodd	City Manager's Office
Consent?		Deadline to apply is April 14.	Motion	Jason Park Amenity Improvements Grant	The City of Englewood Parks, Recreation, Library & Golf Department is applying for a grant through Araphoe County Open Space for \$530,000 for Jason Park Amenity improvements. This includes a new ADA accessible restroom, pavilion, and concrete basketball court and will complete the renovation of Jason Park that began with the new playground in 2018.	Dave Lee, Lindsay Peterson	Parks, Recreation & Library
Consent?		Not Flexible. Contract expires April 12.	Motion	Renewal of AEC West Contract	AEC West provides building plan review and inspection services to supplement city staff plan review and inspection services.	Karen Montanez	Community Development
No			Motion	Electronic Records and Information Management System RFP Approval	Record and Information Management System RFP Approval Resolution to appoint member to the DDA	Aaron Davis, Stephanie Carlile	City Clerk's Office
No Consent?		We need to have the resolution signed by April 12th at the latest.			PRLG was one of ten agencies in Colorado awarded with the National Fitness Campaign Fitness Court Grants in the amount of \$25,000. The courts is slated to be installed at Cushing Park where the current skate park is located. The cost of the court is \$130,000. The grant is for \$25,000 leaving the final cost to the city at	Jackie McKinnon Christina Underhill	City Clerk's Office Parks, Recreation & Library
Consent?		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible		Deere and Company Purchase - \$122,798.99 for Four CERF Replacement Units	\$105,000. This will project will be part of the park renovations happening in 2021. Requesting Council approval of a resolution to purchase two (2) tractors and two (2) utility vehicles that are due or past due for replacement as part of the Capital Equipment Replacement Fund (CERF)	Janet Lundquist, Steve Ortega	Public Works
Consent?		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible		CERF Vehicle Replacement Purchase - Two (2) Units through Transwest Truck Trailer	Council approval of resolution to purchase two dump trucks due or past due for replacement at a total cost of \$232,171.00 through Transwest Truck Trailer RV per the Capital Equipment Replacement Fund (CERF)	Janet Lundquist, Steve Ortega	Public Works
Consent?		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Purchase of Six (6) Units Due for Replacement through Daniels Long Chevrolet at a total cost of \$112,609.00	Requesting Council approval of a resolution to purchase Five (\$) SUV's and One (1) Sedan due or past due for replacement through Daniels Long Chevrolet at a total cost of \$112,609.00 per the Capital Equipment Replacement Fund (CERF)	Janet Lundquist, Steve Ortega	Public Works
Consent?		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible		CERF Replacement Vehicle Purchase - Ten (10) Light-Duty Pick-Up Trucks through John Elway Chevrolet for \$384,381.00.	Council approval of a resolution to purchase Ten (10) Light-Duty Pick-Up Trucks that are due or past due for replacement through John Elway Chevrolet at a total cost of 5384,381.00 per the Capital Equipment Replacement Fund (CERF).	Janet Lundquist, Steve Ortega	Public Works
No Concont?		Only if PH date moves Wade Burkholder, Brook Bell, Outside Presenters	Reading	First Reading - Vacation of Right-of-Way - Alpine Englewood	First Reading - Vacation of Right-of-Way - Alpine Englewood: Request to vacate alley right-of-way for a 118-unit, multi-family, use-by-right redevelopment project	Brook Bell, Wade Burkholder	Community Development
Consent?		Executive Session for acquisition or sale of property.	Ordinance – 2nd Reading Update	Ordinance for Stormwater Bond Issuance Executive Session for acquisition or sale of property.	an ordinance to allow issuance of \$10M in stormwater bonding Executive Session for acquisition or sale of property.	Maria D'Andrea Alex Dorotik, Maria D'Andrea	Public Works City Attorney's Office, Public Works
	12 Apr 2021	City Attorney Interviews	Study Session Memo	City Attorney Interviews	City Attorney Interviews	Ronda Henger	Human Resources
	13-Apr-21	Addtional Day for City Attorney interviews					

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19 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
	Presentation: 15 minutes - PowerPoint Discussion: Information/Direction	Study Session Memo	Organized Garbage & Recycling Collection - Request for Proposals Content Review	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 items with Council and seek concurrence before finalizing and issuing the RFP.	Maria D'Andrea	Public Works
26 Apr 2021	Presentation: 5 minutes Discussion: 5 minutes Information	Study Session Memo	Monthly Financial Update	Monthly Financial Update	Jackie Loh	Finance
03 May 2021	Not Flexible David Carroll; Darren Hollingsworth; Marcia McGilley	Update	Proclamation - Small Business Resource Expo	Proclamation - Small Business Resource Expo	Darren Hollingsworth	Community Development
17 May 2021	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
FUTURE						
Study Session Topics						
			DRCOG Demography Youth Vaping and Tobacco/Nicotine Use in Our	Ordinance/Tobacco free parks		
			Communities Tri-County Health Covid Response/vaccination			
			Public Comment at Public Meetings	Tabled to in person		
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Upcoming Agenda Item Topics	Until we have better information from the developer, please move the below public hearing to "upcoming items"		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		