



Council Newsletter

CITY MANAGER'S NOTES March 11, 2021

Upcoming Council Meetings

March 15, 2021

The City Council Regular Meeting will begin at 5:30pm. This meeting will be held by teleconference.

March 22, 2021

The City Council Study Session will begin at 6:00 pm. 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. 15	5:30 p.m.	City Council Regular Meeting, Teleconference
Tues., Mar. 16	8:30 a.m.	Mayor Manager Meeting, Teleconference
Wed., Mar. 17	6:00 p.m.	Code Enforcement Advisory Committee, Teleconference
	6:30 p.m.	Historic Preservation Commission, Teleconference
Mon., Mar. 22	6:00 p.m.	City Council Study Session, Teleconference
Tues., Mar. 23	8:30 a.m.	Mayor Manager Meeting, Teleconference
	5:15 p.m.	Budget Advisory Committee, Teleconference
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, Teleconference
Wed., Apr. 7	11:00 a.m.	Liquor and Marijuana Licensing Authority, Teleconference
	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
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board
Wed., Apr 14	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals
Mon., Apr. 19	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Apr. 20	7:00 p.m.	Planning and Zoning Commission
Wed., Apr. 21	6:30 p.m.	Historic Preservation Commission
Mon., Apr. 26	6:00 p.m.	City Council Study Session, Teleconference
Tues., Apr. 27	5:15 p.m.	Budget Advisory Committee

Consent	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
Start at 5:30 pm	15 Mar 2021	Flexible Information Presentation: 15 minutes with PowerPoint Discussion.	Study Session Memo	Funds Overview and 2022 Budget Cycle Preview	Funds Overview and 2022 Budget Cycle Preview	Jackie Loh	Finance
No			Study Session Memo	Overview draft capital and one-time supplemental budget expenditure list	Council will review capital and one-time supplemental budget expenditures based on new and existing revenue from 2020 CARES Act Reimbursements, 2020 carryover funds, LTAR, and the Unassigned Fund Balance	Shawn Lewis	City Manager's Office
		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 - 15-20 minutes Brook Bell, Outside Presenters	Public Hearing	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. Lafayette 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	Community Development
Consent?		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
No		PowerPoint - 10 minutes?	Bill for an Ordinance - 1st Reading	CB 09 - First Reading - Ordinance for Stormwater Bond Issuance	CB 09 - First reading of an ordinance to allow issuance of Stormwater Enterprise Revenue Bonds	Jackie Loh, Maria D'Andrea	Finance, Public Works
No		Flexible Erik Sampson, Wade Burkholder (est. 20 minutes)	Bill for an Ordinance - 2nd Reading	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)	Bill for an Ordinance - 2nd Reading	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
Yes			Motion	Approval of modifications to the strategic plan	At the Council Retreat on January 22, Council Members provided suggested modifications to the strategic plan which they originally adopted in the summer of 2020. Staff requests that Council approve a motion to accept these changes.	Tim Dodd	City Manager's Office
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
		Discussion: 20 minutes	Update	Executive Session	Executive Session	Alex Dorotik, Maria D'Andrea	City Attorney's Office, Public Works
	22 Mar 2021	Presentation: 5 minutes Discussion: 5 minutes Information	Study Session Memo	Monthly Financial Update	Monthly Financial Update	Jackie Loh	Finance
		Presentation: 5 min Discussion: 20 min 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: 15 min Discussion: 30 min Not 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
		Presentation: 5 min Discussion: 10 min Information	Study Session Memo	Utility Monthly Billing Update	Utility Monthly Billing	Jennifer Walker, Pieter Van Ry	Utilities
			Study Session Memo	Overview draft capital and one-time supplemental budget expenditure list	Council will review capital and one-time supplemental budget expenditures based on new and existing revenue from 2020 CARES Act Reimbursements, 2020 carryover funds, LTAR, and the Unassigned Fund Balance	Shawn Lewis	City Manager's Office
		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
		Presentations: 40 minutes Discussion: Not flexible: staff from Logan Simpson. Powerpoint	Study Session Memo	Unified Development Code (UDC) Assessment Report Presentation	Presentation of UDC Assessment Report	Wade Burkholder	Community Development
		Flexible Presentation: 10 minutes w/ PowerPoint Direction	Study Session Memo	Malley Trust Fund Expenditure Recommendations	The Malley Trust Fund Trustees and staff are recommending items to purchase utilizing Malley Trust Funds.	Allison Boyd, Christina Underhill	Parks, Recreation & Library
	05 Apr 2021	Presentation: 15 min with pp Discussion: Info and direction	Study Session Memo	Preliminary 2022 Revenue and Expenditure Forecast Assumptions Review	Finance Director Jackie Loh to review with City Council the preliminary 2022 revenue and expenditures forecast assumptions.	Jackie Loh	Finance
		Tim and Adrian will give a brief talk on our Annual Arbor Day Tree Sale and our tree climbing presentation with Englewood Schools.	Motion/Proclamation	2021 Arbor Day Proclamation	2021 Arbor Day Proclamation	Adrian Torres	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	Aaron Davis, Stephanie Cartlie	City Clerk's Office
No			Resolution	Resolution appointing members to the Englewood Downtown Development Authority	Resolution appointing members to the Downtown Development Authority.	Jackie McKinnon	City Clerk's Office
Consent?		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
Consent?		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
Consent?		We need to have the resolution signed by April 12th at the latest.	Resolution	National Fitness Campaign Fitness Court Grant	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 \$105,000. This will project will be part of the park renovations occurring in 2021.	Christina Underhill	Parks, Recreation & Library
Consent?		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Deere and Company Purchase - \$122,798.99 for Four CERF Replacement Units	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	Resolution	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 (5) 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	Resolution	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 \$384,381.00 per the Capital Equipment Replacement Fund (CERF).	Janet Lundquist, Steve Ortega	Public Works
Yes			Resolution	Jason Park Amenity Improvements Grant	The City of Englewood Parks, Recreation, Library & Golf Department is applying for a grant through Arapahoe County Open Space for \$350,000 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?		AllHealth Network	Motion	AllHealth Network	AllHealth Network	John Collins	Police
Consent?		Not Flexible	Motion	Approval of 2021-2022 Sustainability Plan	On November 22, 2020, staff provided a proposal for a process to develop a sustainability plan. On February 21, 2021, staff presented a draft plan to Council for their feedback.	Tim Dodd	City Manager's Office
No		Only if PH date moves Wade Burkholder, Brook Bell, Outside Presenters	Bill for an Ordinance - 1st 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?			Ordinance - 2nd Reading	Ordinance for Stormwater Bond Issuance	an ordinance to allow issuance of \$10M in stormwater bonding	Maria D'Andrea	Public Works
		Executive Session for acquisition or sale of property.	Update	Executive Session for acquisition or sale of property.	Executive Session for acquisition or sale of property.	Alex Dorotik, Maria D'Andrea	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	Additional Day for City Attorney interviews					
	19 Apr 2021	Flexible Presentation: 10 minutes w/PPP 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

