



## Council Newsletter

---

### CITY MANAGER'S NOTES March 19, 2021

#### Upcoming Council Meetings

**March 22, 2021**

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

**April 5, 2021**

The City Council Regular 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**

Mon., Mar. 22	5:30 p.m.	City Council Special Meeting, Teleconference
	6:00 p.m.	Organized Residential Waste & Recycling Collection Citizen's Committee, Teleconference
Tues., Mar. 23	8:30 a.m.	Mayor Manager Meeting, Teleconference
	5:15 p.m.	Budget Advisory Committee, Teleconference
	6:00 p.m.	Planning & Zoning Commission, 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
Mon., May 3	2:00 p.m.	Malley Trust Fund Meeting

Consent	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	22 Mar 2021	Presentation: 5 minutes Discussion: 5 minutes Information	Study Session Memo	2021 January Financial Update	Monthly Financial Update	Jackie Loh	Finance
Yes		We would like to be in front of the Council ASAP. Toni Arnoldy, Events Supervisor, and Christina Underhill PRLG Director. Possibly a guest from The Tri-County Health COVID Recovery Team. Presentation: 10 minutes Discussion:	Study Session Memo	2021 Fourth of July Celebration	Staff will provide an update on the status of the traditional 4th of July event with the current COVID restrictions and guidelines. Alternative option for the 2021 Independence Day celebration will be provided. Staff from Tri-County Health will be present to provide the most current recommendations from the Health Department. Staff is seeking council's direction on how to proceed with the 4th of July event.	Christina Underhill	Parks, Recreation & Library
		Presentation: 5 min Discussion: 20 min Utilities Director Pieter Van Ry and Stantec Consultant Carol Malesky will provide information and direction	Study Session Memo	City of Englewood's Customer Assistance Program (CAP) Discussion	Director of Utilities, Pieter Van Ry, and Stantec Consultant, Carol Malesky, will be present to discuss the near-term and long-term Utility Customer Assistance Program (CAP) options for Council consideration.	Pieter Van Ry	Utilities
		Presentation: 5 min Discussion: 10 min Information	Study Session Memo	Utility Monthly Billing Update	Director of Utilities, Pieter Van Ry, and Utilities Manager of Administration, Jennifer Walker, will discuss the conversion from quarterly to monthly utility billing.	Jennifer Walker, 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	The City of Englewood's sewer rates vary for customers based on location inside or outside the City of Englewood, and based on the type of sewer service received, treatment only or treatment and collection. City staff is seeking Council feedback regarding adjustments to the rate structure for Connector Districts outside of City limits that equitably and accurately recovers the City's costs of service to these customers. These Connector Districts rely on City Infrastructure for treatment through South Platte Renew.	Pieter Van Ry	Utilities
		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
		Somewhat Flexible Information and Direction Presentation: 15 minutes with PowerPoint Discussion:	Study Session Memo	Discussion regarding the Potential Sale of Two 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
		Asking Council to approve by motion	Motion	Legal Assistance Options	Staff will present options for Council to consider for legal help for the next 3 to 5 months.	Shawn Lewis	City Manager's Office
	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
No		Presentation: 10 min Discussion: 10 min Information	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
		Flexible Presentation: 10 minutes w/ PowerPoint Discussion: 10 minutes Direction Tim and Adrian will give a brief talk on our Annual Arbor Day Tree Sale and our tree climbing presentation with Englewood Schools.	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
			Motion	2021 Arbor Day Proclamation	2021 Arbor Day Proclamation	Adrian Torres	Parks, Recreation & Library
Yes		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
Yes		AllHealth Network	Motion	AllHealth Network	AllHealth Network	John Collins	Police
Yes		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
Yes			Resolution	Resolution to appoint Member Ward by Resolution for the URA.	Resolution to appoint Member Ward by Resolution for the Urban Renewal Authority.	Jackie McKinnon	City Clerk's Office
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	Parks, Recreation & Library
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
Yes		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
Yes		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Deere and Company - Purchase of Four (4) Units Due for Replacement at a total cost of \$122,798.99	John Deere Equipment Purchase: Four units for Parks, Recreation Library and Golf for the total cost of \$122,798.99 per the Capital Equipment Replacement Fund (CERF).	Janet Lundquist, Steve Ortega	Public Works
Yes		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Transwest Truck Trailer Purchase two (2) Dump Trucks for the Utilities Department	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
Yes		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Daniels Long Chevrolet - Purchase of Six (6) Units Due for Replacement at a total cost of \$112,609.	Vehicle Purchase: Six (6) total units from Daniels Long Chevrolet; at a total cost of \$112,609 per the Capital Equipment Replacement Fund (CERF)	Janet Lundquist, Steve Ortega	Public Works
Yes		Janet Lundquist, PW Deputy Director of O & M, Steve Ortega, PW Maint. & Operations Manager, Bryan Thompson, Fleet Supervisor Flexible	Resolution	Vehicle Purchase: Purchase Twenty-Four (24) Units from John Elway Chevrolet at a total cost of \$812,555.	Council approval of a resolution to purchase Twenty-four (24) Vehicles that are due or past due for replacement through John Elway Chevrolet at a total cost of \$812,555.00 per the Capital Equipment Replacement Fund (CERF).	Janet Lundquist, Steve Ortega	Public Works
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
No		Flexible - 15-20 minutes Brook Bell, Outside Presenters	Bill for an Ordinance - 1st Reading	First Reading 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
Yes		PowerPoint - 10 minutes?	Bill for an Ordinance - 2nd Reading	CB 09 - Ordinance for Stormwater Bond Issuance	CB 09 - an ordinance to allow issuance of Stormwater Enterprise Revenue Bonds	Jackie Loh, Maria D'Andrea	Finance, 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/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
Yes			Motion	Q1 2021 Strategic Plan Dashboard and Progress Update	This is a consent calendar item, requesting that City Council make quarterly modifications to the strategic plan and accept the strategic plan progress report/dashboard	Tim Dodd	City Manager's Office
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			Motion	Electronic Records and Information Management System RFP Approval	Record and Information Management System RFP Approval	Aaron Davis, Stephanie Carlile	City Clerk's Office
No		Motion for approval - Needs to be edited from Study Session	Motion	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
Consent?		Not Flexible Brad Power There will be 1-2 outside the organizations. Will provide closer to meeting.	Bill for an Ordinance - 1st Reading	Subgrantee Agreement with Arapahoe County to Receive CDBG Funds	This is the annual agreement with Arapahoe County to receive the City's allocation for Community Development Block Grant Funds for the Energy Efficient Englewood (E3) program. This agreement is for the 2020/2021 funding cycle.	Brad Power	Community Development
Yes		No. The IGA will be retroactively effective to January 2021. It is coming to Council late due to RTD's staff and legal counsel having multiple contracts and IGA's to create. City staff provided all information to RTD in September in a proactive attempt to have IGA by end of 2020.	Bill for an Ordinance - 1st Reading	Intergovernmental Agreement with RTD for Funding of Englewood Trolley	Annual IGA with RTD for Englewood Trolley Funding	Wade Burkholder	Community Development
	26 Apr 2021	Presentation: 5 minutes Discussion: 5 minutes Information	Study Session Memo	Monthly Financial Update	Monthly Financial Update	Jackie Loh	Finance

		flexible. Polco would like to present April 26th on to give time for a complete analysis of the survey data. Laurie Urban laurie@polco.us Christina Underhill Presentation: 20 minutes Discussion: Information and Direction	Study Session Memo	Polco Off-Leash Survey Update	Polco will present the survey data from the Englewood Parks Survey		
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
10 May 2021	Direction	2 hours depending on Applicants	Update	Interview Unified Development Code Steering Committee Applicants	A steering committee is being established for the Unified Development Code Rewrite. Similar to the Trash/Recycling Committee, applications will be accepted and Council will interview. Appointments in June.	Wade Burkholder	Community Development
17 May 2021	Flexible Information and Direction Presentation:	Discussion:	Study Session Memo	Historic Preservation Commission	Historic Preservation Commission has been working on developing a Landmark application process to allow homeowners the opportunity to designate their property as a historic Englewood Landmark. Prior to accepting Landmark applications, the HPC feels that there should be some established protections for homes that have been granted landmark status.	Erik Sampson	Community Development
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
	<b>FUTURE</b>						
	<b>Study Session Topics</b>						
				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		
	<b>Upcoming Agenda Item</b>	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	
	<b>FUTURE</b>						
	<b>Recognition &amp; Awards</b>			Police Citizens Academy Graduates Recognition (Moved from May 4 to November 2nd)			
	<b>Postponed Items</b>			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	Allison McKenney Brown	On Hold indefinitely	
				Tentative Joint Session with Planning and Zoning Commission (40min I)	Wade Burkholder		