



## Council Newsletter

---

### CITY MANAGER'S NOTES March 30, 2021

#### Upcoming Council Meetings

**April 5, 2021**

The City Council Regular Meeting will begin at 6:00pm. This meeting will be held by teleconference.

**April 12, 2021**

The City Attorney Interviews will begin at 6:00pm. This event 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., Apr. 5	6:00 p.m.	City Council Special Meeting, Teleconference
	6:00 p.m.	Organized Residential Waste & Recycling Collection Citizen's Committee, Teleconference
Tues., Apr. 6	8:30 a.m.	Mayor Manager Meeting, Teleconference
	7:00 p.m.	Planning and Zoning Commission, Teleconference
Wed., Apr. 7	5:45 p.m.	Cultural Arts Commission, Teleconference
Thurs., Apr. 8	5:30 p.m.	Parks and Recreation Commission, Teleconference
	6:00 p.m.	Transportation Advisory Committee, Teleconference
Mon., Apr. 12	6:00 p.m.	City Attorney Interviews, Teleconference
Tues., Apr. 13	5:00 p.m.	Water and Sewer Board, Teleconference
	6:00 p.m.	City Attorney Interviews (2 <sup>nd</sup> Night), Teleconference
	6:30 p.m.	Keep Englewood Beautiful, Teleconference
	7:00 p.m.	Library Board, Teleconference
Wed., Apr 14	3:30 p.m.	Alliance for Commerce in Englewood, Teleconference
	7:00 p.m.	Board of Adjustment and Appeals, Teleconference
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, Teleconference
Wed., Apr. 21	6:30 p.m.	Historic Preservation Commission, Teleconference
Mon., Apr. 26	6:00 p.m.	City Council Study Session, Teleconference
Tues., Apr. 27	5:15 p.m.	Budget Advisory Committee, Teleconference
Mon., May 3	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., May 4	7:00 p.m.	Planning and Zoning Commission, Teleconference
Wed., May 5	11:00 a.m.	Liquor and Marijuana Licensing Authority , Teleconference
	4:00 p.m.	Englewood Housing Authority, Teleconference

Consent	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	05 Apr 2021	Flexible Presentation: 10 minutes w/ PowerPoint Discussion: 10 minutes 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
		Presentation: 10 min with pp Discussion: 10 minutes 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
		Attorney Selection Process Discussion Presentation: Discussion: 30 minutes	Study Session Memo	Attorney Selection Process Discussion	Attorney Selection Process Discussion/ Review sample Questions		
		Presentation: 5 minutes Discussion: 25 minutes	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
		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
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
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
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		Not flexible	Resolution	2021 Allen Water Treatment Plant Bulk Chemical Purchases for Sodium Hypochlorite 10% and Sodium Hydroxide 50% from DPC Industries, Inc.	2021 Allen Water Treatment Plant Bulk Chemical Purchases for Sodium Hypochlorite 10% and Sodium Hydroxide 50% from DPC Industries, Inc.	Angela Goodman	Utilities
Yes		Not flexible	Resolution	2021 Allen Water Treatment Plant Bulk Chemical Purchase of Aluminum Sulfate from Chemtrade Chemicals US, LLC.	2021 Allen Water Treatment Plant Bulk Chemical Purchase of Aluminum Sulfate from Chemtrade Chemicals US, LLC.	Angela Goodman	Utilities
Yes		We need to have the resolution signed by April 12th at the latest.	Resolution	National Fitness Campaign Fitness Court Grant	Englewood Parks and Recreation was one of ten agencies in Colorado awarded with the National Fitness Campaign Fitness Court grants in the amount of \$25,000. The court 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 RV Purchase of two (2) Dump Trucks for the Utilities Department	Purchase of two (2) dump trucks past due for replacement at a total cost of \$231,864.00 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 \$112,609.00.	Vehicle Purchase: Six (6) total units from Daniels Long Chevrolet at a total cost of \$112,609.00 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	John Elway Chevrolet - Purchase of Twenty-Four (24) Units Due for Replacement at a total cost of \$812,555.00	Purchase of 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
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, walkways, picnic 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
Yes		AllHealth Network	Motion	AllHealth Network	AllHealth Network	John Collins	Police
Yes			Resolution	Resolution to appoint City Council Member Ward by Resolution to the Urban Renewal Authority.	Resolution to appoint Member Ward by Resolution for the Urban Renewal Authority.	Jackie McKinnon	City Clerk's Office
Yes			Bill for an Ordinance – 1st Reading	CB 11 - Amendment to Englewood Municipal Code 1-5-2-9 - Addressing the Council	CB #11 - Amendment to Englewood Municipal Code 1-5-2-9 - Addressing the Council	Dugan Comer	City Attorney's Office
No		Flexible - 15-20 minutes Brook Bell, Outside Presenters	Bill for an Ordinance – 1st Reading	CB 12 - Vacation of Public Right-of-Way - Alpine Englewood	CB 12 - Alpine Englewood Opportunity Business LLC has submitted an application requesting the vacation of alley right-of-way to facilitate construction of a 118-unit apartment building with structured parking.	Brook Bell	Community Development
Yes		PowerPoint - 10 minutes? Back in person - Mayor's Choice	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
5:30 Start?	12 Apr 2021	City Attorney Interviews -	Study Session Memo	City Attorney Interviews	City Attorney Interviews	Ronda Henger	Human Resources
5:30 Start?	13-Apr-21	Additional Day for City Attorney interviews					
	19 Apr 2021	Presentation: 45-60 min? Depending on how many CIPs the PRLG, PW, Utilities and SPR have. Will have Shawn make the final decision Discussion: Flexible - Information and direction	Study Session Memo	Review Preliminary 2022-2026 (5-Year) Capital Improvement Plan Project Requests	Review Preliminary 2022-2026 (5-Year) Capital Improvement Plan Project Requests	Jackie Loh	Finance
		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
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
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 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
Yes			Motion	Approval of modifications to the strategic plan	Approval of modifications to the strategic plan	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
Yes		Lisa Clay	Motion	Emergency Operations Plan	Emergency Operations Plan approval	Tim Dodd	City Manager's Office
No		Not Flexible	Resolution	Resolution approving the First Amendment to the Preliminary Development Agreement with SKB.	Extending the Pre-Development Agreement due to the overall impacts of the pandemic on the commercial real estate market and the need to obtain approval of the DDA debt authorization as a condition of SKB moving forward with the Master Development Agreement.	Dan Poremba	Community Development
No			Bill for an Ordinance – 1st Reading	Approval of Intergovernmental Agreement with CDOT for the Design and Reconstruction of Dartmouth Traffic Calming Corridor	Approval of Intergovernmental Agreement with CDOT for the Design and Reconstruction of Dartmouth Traffic Calming Corridor	Sara Sigge, Tim Hoos	Public Works
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	CB 10 - Annual IGA with RTD for Englewood Trolley Funding	Wade Burkholder	Community Development
No		Flexible Maria D'Andrea & Dugan Comer Mike Dell'Orfano, Assistant Chief, Business Services, South Metro Fire Rescue Mike.DellOrfano@southmetro.org	Bill for an Ordinance – 1st Reading	Sale of Municipal Fire Training Center	Sale of property to South Metro Fire	Maria D'Andrea	Public Works
Yes		Not Flexible Will Charles There will be 1-2 outside the organizations. Will provide closer to meeting.	Bill for an Ordinance – 1st Reading	Intergovernmental Subgrant Agreement with Arapahoe County for 2020 CDBG Funds	This is the annual agreement with Arapahoe County to receive the City's allocation of Community Development Block Grant Funds for the Energy Efficient Englewood (E3) program. This agreement is for the 2020/2021 funding cycle.	Will Charles	Community Development
			Bill for an Ordinance – 2nd Reading	CB 11 - Amendment to Englewood Municipal Code 1-5-2-9 - Addressing the Council	CB #11 - Amendment to Englewood Municipal Code 1-5-2-9 - Addressing the Council	Dugan Comer	City Attorney's Office

			Bill for an Ordinance – 2nd Reading	CB 12 - Vacation of Public Right-of-Way - Alpine Englewood	CB 12 - Alpine Englewood Opportunity Business LLC has submitted an application requesting the vacation of alley right-of-way to facilitate construction of a 118-unit apartment building with structured parking.	Brook Bell	Community Development
26 Apr 2021	Flexible Direction Presentation: 10 minutes with PPT Discussion:		Study Session Memo	Consideration of a Local Improvement District for Alley Paving in the 4300 Block of Acoma/Broadway	A property owner in the 4300 block of Broadway wishes to pursue paving of the alley, between Broadway and Acoma at their cost. They have inquired about the possibility of establishing a Local Improvement District which would place the costs on their taxes and be paid back over 10 years.	Maria D'Andrea, Tim Hoos	Public Works
	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	Presentation: 20 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
	Not Flexible David Carroll, Darren Hollingsworth, Marcia McGilley		Update	Proclamation - Small Business Resource Expo	Proclamation - Small Business Resource Expo	Darren Hollingsworth	Community Development
Consent?	We can move it to April 19th; however, we have a heavy agenda for the 19th and need to get the 2020 budget supplemental completed for the year-end audit.		Resolution	2020 and 2021 Budget Supplemental	2020 and 2021 Budget Supplemental	Jackie Loh	Finance
10 May 2021	Direction 2 hours depending on number of 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.	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
June 14?	Possibly Flexible Information Several Hour presentation with powerpoint		Study Session Memo	2022 Budget Workshop	2022 Budget Workshop - Discuss Staff's Preliminary Personnel, Operational and Capital Requests	Jackie Loh	Finance
	<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 Topics</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	Alicon McKenney Brown		On Hold indefinitely
				Tentative Joint Session with Planning and Zoning Commission (40min I)	Wade Burkholder		