



## Council Newsletter

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

#### Upcoming Council Meetings

##### October 4, 2021

The Hybrid City Council Special/Regular Meeting will begin at 6:00pm. The meeting will be held in the Community Room. It will also be held as a teleconference.

##### October 11, 2021

The Hybrid City Council Special/Study Session Meeting will begin at 6:00pm. The meeting will be held in the Community Room. It will also be held as a 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**

**\*\* denotes 2022 Budget Meetings**

**OCTOBER**

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Mon., Oct. 4	6:00 p.m.	City Council Special/Regular Meeting, Virtual/Community Room <b>**2022 Budget Ordinances First Reading**</b>
Tues., Oct. 5	8:30 a.m.	Mayor Manager Meeting, Teleconference
	1:30 p.m.	Englewood Environmental Foundation, Teleconference
	6:00 p.m.	Unified Development Code Steering Committee, Teleconference
Wed., Oct 6	4:00 p.m.	Englewood Housing Authority, Teleconference
	5:45 p.m.	Cultural Arts Commission
Mon., Oct. 11	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues., Oct 12	5:00 p.m.	Water and Sewer Board
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board
Wed., Oct. 13	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals
Thurs., Oct. 14	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Mon., Oct. 18	6:00 p.m.	City Council Regular/Special Meeting, Virtual/Community Room <b>**2022 Budget Ordinances Second Reading**</b>
Tues., Oct. 19	7:00 p.m.	Planning and Zoning Commission
Wed., Oct. 20	6:30 p.m.	Historic Preservation Commission
Mon., Oct. 25	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues., Oct 26	5:15 p.m.	Budget Advisory Committee

**NOVEMBER**

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Mon., Nov 2	2:00 p.m.	Malley Trust Fund Meeting
	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Nov. 2	7:00 p.m.	Planning and Zoning Commission

Wed., Nov 3	11:00 a.m.	Liquor and Marijuana Licensing Authority
	4:00 p.m.	Englewood Housing Authority, Teleconference
	5:45 p.m.	Cultural Arts Commission
Mon., Nov. 8	6:00 p.m.	City Council Study Session, Teleconference
Tues., Nov. 9	5:00 p.m.	Water and Sewer Board
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board
Wed., Nov. 10	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals
Mon., Nov. 15	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Nov. 16	7:00 p.m.	Planning and Zoning Commission
Mon., Nov. 22	6:00 p.m.	City Council Study Session, Teleconference
Tues., Nov. 23	5:15 p.m.	Budget Advisory Committee
Wed., Nov. 17	6:30 p.m.	Historic Preservation Commission

## DECEMBER

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Wed., Dec 1	11:00 a.m.	Liquor and Marijuana Licensing Authority
	4:00 p.m.	Englewood Housing Authority, Teleconference
	5:45 p.m.	Cultural Arts Commission
Mon., Dec. 6	6:00 p.m.	City Council Study Session, Teleconference
	7:00 p.m.	City Council Regular Meeting, Teleconference
Tues., Dec. 7	7:00 p.m.	Planning and Zoning Commission
Wed., Dec. 8	3:30 p.m.	Alliance for Commerce in Englewood
	7:00 p.m.	Board of Adjustment and Appeals
Thurs., Dec. 9	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Mon., Dec. 13	6:00 p.m.	City Council Study Session, Teleconference
Tues., Dec. 14	5:00 p.m.	Water and Sewer Board
	6:30 p.m.	Keep Englewood Beautiful
	7:00 p.m.	Library Board

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
No	***No Study Session Items. Meeting will start right at 6:00 p.m. with the reg meeting	04 Oct 2021	Christina Underhill, Dave Lee, Dave Lewis Presentation: 10 minutes w/ PPT	Resolution	Park Rules and Regulations Regarding Off-Leash Dog Privileges Resolution	A Resolution establishing park rules and regulations regarding off-leash dog privileges.	Christina Underhill	Parks, Recreation & Library
No		04 Oct 2021		Resolution	Resolution to Authorize Application for Innovative Housing Strategy Grant	Resolution to Authorize Application for Innovative Housing Strategy Grant	Brad Power, Wade Burkholder	Community Development
		04 Oct 2021	He starts on the 27th, so I would like to do the introduction to Council as close to his start date as possible	Recognition	Introduction of Shawn Weiske, Director of Human Resources	Introduction of new Human Resources Director Shawn Weiske	Aaron Davis	
Yes		04 Oct 2021	Tim Hoos and Sara Siggue	Motion	Award of contract to Hallmark, Inc. for the construction of the Broadway Bridge over Little Dry Creek Bridge Repair Project	Award of Contract to Hallmark, Inc. for the Construction of Broadway Bridge over Little Dry Creek Bridge Repair Project.	Sara Siggue, Tim Hoos	Public Works
Yes		04 Oct 2021	Maria D'Andrea, Jeff Wenda	Motion	Consideration of Change Order with Regal Facility Management for Janitorial Services at City Facilities	Change Order No. 2 to allow for continuing janitorial services at city facilities until Nov. 1, 2021.	Jeff Wenda, Maria D'Andrea	Public Works
Yes		04 Oct 2021	Not Flexible John Donakowski, Public Works	Motion	Renewal of contract to TerraCare Associates, LLC for EEF Landscaping and Ground Maintenance Services	Extend the Contract with TerraCare Associates, LLC for Englewood Environmental Foundation (EEF) Landscaping and Ground Maintenance Services	John Donakowski	Public Works
Yes		04 Oct 2021	Not Flexible John Donakowski, Public Works	Motion	Renewal of Contract with Keenan Landscape Services, Inc. for Englewood Environmental Foundation (EEF) Snow and Ice Control Services	One-year contract extension with Keenan Landscape Services, Inc. for Englewood Environmental Foundation (EEF) Snow and Ice Control Services	John Donakowski	Public Works
Yes		04 Oct 2021	Not Flexible John Donakowski, Public Works	Motion	Renewal of Contract with Vets Securing America Corporation for Unarmed Security Services	One-year contract extension with Vets Securing America (VSA) for Englewood Environmental Foundation (EEF) Security Services	John Donakowski	Public Works
Yes		04 Oct 2021	Flexible. Most likely would need to push out - can't make it earlier.	Motion	Award of Contract for the US 285 Congestion Mitigation Study	The city has solicited proposals to complete a study of the US 285 corridor from Lowell Blvd. to I-25. This action would award a contract to the selected consultant.	Maria D'Andrea	Public Works
Yes		04 Oct 2021	Not Flexible Dave Lee	Motion	Broken Tee Golf Course Back Nine Irrigation Renovation	Redesign and renovation of the irrigation system on holes 10 through 18 on the Championship Course at Broken Tee.	Marty Savage	Parks, Recreation & Library
Yes		04 Oct 2021	Yes PPT	Bill for an Ordinance -- 2nd Reading	CB #43 - Crossing Agreement and Temporary Construction Easement with Level 3 Communications, LLC, to allow the installation of new fiber lines across City Ditch.	CB #43 - Utilities staff is seeking Council approval authorizing a City Ditch Crossing License Agreement and Temporary Construction Easement with Level 3 Communications, LLC, to allow the installation of three new 1.5-inch fiber conduits under City Ditch.	Steve Simon	Utilities
		04 Oct 2021		Bill for an Ordinance -- 1st Reading	CB #45 - First Reading of 2022 Budget Ordinances 1 of 5	CB #45 - First Reading of 2022 Budget Ordinance-City of Englewood Budget	Jackie Loh	Finance
		04 Oct 2021	Not Flexible Devin Keener, Tim Hoos	Bill for an Ordinance -- 1st Reading	CB 40 - IGA with the Mile High Flood District for the Little Dry Creek MDP & FHAD	CB 40 - The City of Englewood and the Mile High Flood District seek to match funds in order to update a flood study along Little Dry Creek in Englewood.	Devin Keener, Tim Hoos	Public Works
		04 Oct 2021		Bill for an Ordinance -- 1st Reading	CB #44 - First Reading of 2022 Budget Ordinances 2 of 5	CB #44 - First Reading of 2022 Budget Ordinance-City of Englewood Appropriation	Jackie Loh	Finance
		04 Oct 2021		Bill for an Ordinance -- 1st Reading	CB 48 - First Reading of 2022 Budget Ordinances 3 of 5	CB 48 - First Reading of 2022 Budget Ordinance-City of Englewood Property Tax Mill Levies	Jackie Loh	Finance
		04 Oct 2021		Bill for an Ordinance -- 1st Reading	CB 46 - First Reading of 2022 Budget Ordinances 4 of 5	CB 46 - First Reading of 2022 Budget Ordinance-South Platte Renew (SPR) Budget	Jackie Loh	Finance
		04 Oct 2021		Bill for an Ordinance -- 1st Reading	CB 47 - First Reading of 2022 Budget Ordinances 5 of 5	CB 47 - First Reading of 2022 Budget Ordinance-South Platte Renew (SPR) Appropriation	Jackie Loh	Finance
No		04 Oct 2021	Brook Bell, Will Charles, Applicant team: Will provide emails closer to hearing date Presentation: none	Bill for an Ordinance -- 1st Reading	CB 42 - adoption of a Bill for an Ordinance at 1st reading for the approval of the Fifield Englewood Station Planned Unit Development (PUD), ZON2021-001.	CB 42 - ZON2021-001 Field Englewood Station Planned Unit Development at 1070 W Hampden Avenue.	Wade Burkholder	Community Development
	Information	11 Oct 2021	Flexible: Steve Ortega, Nick Armbrust, Maria D'Andrea, Presentation: 15 minutes w/ PPT Discussion: 10 minutes	Study Session Memo	Overview of City's Snowplowing & Ice Removal Program	Staff will present information on 2020-2021 snow event results and review the protocol and policy for snow operations in the city	Steve Ortega	Public Works
	Information	11 Oct 2021	Flexible: Steve Ortega Public Works Operations and Maintenance Manager Nick Armbrust, Streets Supervisor Maria D'Andrea, Director of Public Works Presentation: 10 minutes w/ PPT Discussion: 15 minutes	Study Session Memo	Overview of City's Curb-to-Curb Street Sweeping Program	Staff will present a brief overview of the city's bi-annual curb-to-curb street sweeping program.	Steve Ortega	Public Works
		11 Oct 2021	Are all pertinent contracts and documentation complete or in process? (Have you taken the appropriate steps with City Attorney's Office or Procurement?); Not yet, waiting for results from Connector District Meeting 9/28  Not Flexible Presentation: 20 minutes w/ PPT Pieter Van Ry Sarah Stone Carol Malesky Siyuan Rao	Study Session Memo	Water and Sewer 2022 Rates and Fees	Review the results of the Connector District Rate Methodology Review and present recommended 2022 water and sewer rates and fees  Water rate is resolution and sewer rate is an ordinance.	Aaron Davis, Pieter Van Ry, Sarah Stone	Utilities
	Direction	11 Oct 2021		Study Session Memo	Training for new equipment in Council Chambers and Community Room	One Hour Training	Jeromy King	Information Technology
		11 Oct 2021	Wade Burkholder	Resolution	Proclamation Language Review	: Please place under Mayor's Choice for council to review language and reach consensus on whether or not we can bring to the October 18 regular meeting when planners will be recognized.	Aaron Davis	
	Information	18 Oct 2021	Employees of the City's contractor, The Equity Project, may participate. This is	Study Session Memo	Overview of Diversity, Equity, and Inclusion Plan Development	Presentation on the purpose, background, development, and initial implementation of the City of Englewood Diversity, Equity, and Inclusion Plan.	Tim Dodd	City Manager's Office
Consent?		18 Oct 2021	Not Flexible Dan Poremba/Community Development and Hilarie Portell/EDDA	Resolution	Resolution Approving a Memorandum of Understanding (MOU) between City and EDDA	Advance funding/reimbursement to EDDA for CDDT grant in the amount of \$149,325 and the proposed improvements to City right of way.	Dan Poremba	Community Development
No		18 Oct 2021	Not Flexible	Resolution	Framework Agreement with LNR	Framework Agreement with CityCenter property owner LNR	Dan Poremba	Community Development
		18 Oct 2021	Flexible Will Charles, Erik Sampson, Brad Power, Brook Bell, John Voboril, Wade Burkholder 5 minutes	Recognition	Recognition of Will Charles and Erik Sampson for passing the AICP exam.	A recognition by City Council of Erik Sampson receiving his American Institute Certified Planner certification. Due to COVID, we were unable to recognize Will Charles in 2020 and would like to also recognize him at the same time. All planners in Community Development have now been certified by AICP and will be recognized.	Brad Power	Community Development
		18 Oct 2021	Wade Burkholder, Brad Power, Erik Sampson, Will Charles, John Voboril, Brook Bell	Proclamation	Proclamation - October is Planning Month	All Community Development Planners will be recognized at the October 18 council meeting. All planners have obtained their AICP certification; two planners recently.	Aaron Davis	
Consent?		18 Oct 2021	Not Flexible Maria D'Andrea, Jeff Wenda	Motion	Award of Contract for Custodial Services at City Facilities	Staff has solicited proposals via an RFP for custodial services at city facilities. This would award a contract to the selected contractor.	Maria D'Andrea	Public Works
No		18 Oct 2021	Planned to be in line with the budget adoption. Could push to 10/20, if needed. Presentation: 10 min w/ PPT	Bill for an Ordinance -- 1st Reading	2022 Stormwater Utility Rate Increase Ordinance - 1st Reading	Rate increase for stormwater utility fund, in accordance with 2019 Rate Study	Maria D'Andrea	Public Works
		25 Oct 2021	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	September Monthly Financial Report	September Monthly Financial Report	Jackie Loh	Finance
	Information	01 Nov 2021	Information Presentation: 15 minutes Discussion:	Study Session Memo	CodeNext Update	Update council on Title 16 Amendments and work of the UDC Steering Committee. We will provide quarterly updates to council.	Wade Burkholder	Community Development

	Information and Direction	01 Nov 2021	Maria D'Andrea, Jackie Loh, Kevin Engels Presentation: 15 minutes w/ PPT Discussion: 30 minutes	Study Session Memo	Englewood Environmental Foundation Certificates of Participation (COPs) Redemption & Dissolution Process	Council requested a Study Session discussion on: 1) the payoff of the Certificates of Participation (COPs), and 2) the dissolution process. (Moved to Nov 1st)	Jackie Loh, Maria D'Andrea	Finance, Public Works
		01 Nov 2021	Presentation:	Public Hearing	2022 Budget Supplemental for ARPA Spending Plan - Date TBD	Date TBD	Jackie Loh	Finance
Yes		01 Nov 2021	Not Flexible. Contract expires December 31, 2021.	Motion	Motion to approve a contract with AEC-West for supplemental building plan review and inspection services	Annual contract with AEC-West. The company provides building plan review and inspection services to supplement city staff	Karen Montanez	Community Development
No		01 Nov 2021	Flexible	Bill for an Ordinance – 1st Reading	Ordinance Amending Municipal Code regarding Authorized Public Consumption Areas	After temporarily extending Covid-related public consumption areas, City Council requested presentation of an Ordinance to amend Municipal Code to permanently provide for authorized public areas for public consumption of alcohol	Tamara Niles	City Attorney's Office
		08 Nov 2021	Optional for Former Council?	Study Session Memo	City Council Orientation	City Council Orientation with Departments	Shawn Lewis	City Manager's Office
	Information	15 Nov 2021	John Voboril, Wade Burkholder, Brad Power Outside presenter: Chris Voglesang Information Presentation: 15 minutes Discussion:	Study Session Memo	Walk and Wheel Plan Update	Staff and OV Consulting will provide City Council with information on the update to the Walk and Wheel Plan.	John Voboril	Community Development
		15 Nov 2021		Resolution	Consolidated fee schedule	Proposed date from Finance for the 2021 Resolution	Jackie Loh	Finance
Consent?		15 Nov 2021	Flexible Maria D'Andrea	Resolution	Acceptance of Land Dedication from the Colorado Department of Transportation	CDOT is willing to dedicate a parcel of land on the south side of US 285 to the city for future transportation uses.	Maria D'Andrea	Public Works
		22 Nov 2021	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	October Monthly Financial Report	October Monthly Financial Report	Jackie Loh	Finance
Consent?		06 Dec 2021	Christina Underhill, Dave Lee, Tim Holt. Parks Department	Resolution	Bee City USA	The City of Englewood becoming a Bee City USA member.	Tim Holt	Parks, Recreation & Library
Consent?		06 Dec 2021	Wade Burkholder, Brad Power Not Flexible	Motion	Contract with MV Transportation for 2022 Englewood Trolley Operations	City's contract with MV Transportation expires December 31, 2021. Council approval is needed for the 2022 contract for trolley operations to continue.	Wade Burkholder	Community Development
		20 Dec 2021	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	November Monthly Financial Report	November Monthly Financial Report	Jackie Loh	Finance
					Sales and Use Tax Collection Policy and Enforcement			
	Study Session and				Public Comment at Public Meetings	Tabled to in person		
					Paving Alleys			
	Upcoming Agenda Item Topics				Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
					Study Session Items merged with regular agenda?	Wait till in new council chambers?		
					Council Holiday Dinner?? (followed by 7:00pm meeting?) - 9/21/21			
					Resolution supporting DDA on Ballot? - 9-21-21			