



Council Newsletter

CITY MANAGER'S NOTES November 18, 2021

Upcoming Council Meetings

November 22, 2021

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

December 6, 2021

The hybrid City Council Special/Regular Meeting will begin at 6:00pm. This 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

NOVEMBER

Mon., Nov. 22	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues., Nov. 23	5:15 p.m.	Budget Advisory Committee

DECEMBER

Wed., Dec. 1	4:00 p.m.	Englewood Housing Authority, Virtual
	5:45 p.m.	Cultural Arts Commission, Virtual
Thurs., Dec. 2	3:00 p.m.	Englewood Environmental Foundation, Virtual
Mon., Dec. 6	6:00 p.m.	City Council Regular/Special Meeting, Virtual/Community Room
Tues., Dec. 7	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed., Dec. 8	3:30 p.m.	Alliance for Commerce in Englewood, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs., Dec. 9	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon., Dec. 13	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues., Dec. 14	5:00 p.m.	Water and Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Virtual
	7:00 p.m.	Library Board, Virtual
Wed., Dec. 15	6:30 p.m.	Historic Preservation Commission, Virtual
Mon., Dec. 20	6:00 p.m.	City Council Regular/Special Meeting, Virtual/Community Room
Tues., Dec. 21	7:00 p.m.	Planning and Zoning Commission
Tues., Dec. 28	5:15 p.m.	Budget Advisory Committee

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		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
	Information	22 Nov 2021	John Voboril, Wade Burkholder, Brad Power Outside presenter: Chris Vogelsang Information Presentation: 15 minutes Discussion: 15 minutes	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
No	Information	22 Nov 2021	Added by Shawn Presentation: 10 minutes Discussion:	Study Session Memo	Historic Preservation Ordinance Study Session	Historic Preservation Ordinance Study Session	Erik Sampson, Wade Burkholder	Community Development
No	Information	22 Nov 2021	30 minutes	Study Session Memo	Council Liaison Discussion	Council Liaison Discussion	Jackie McKinnon	City Clerk's Office
	Information and Direction	06 Dec 2021	If needed, this could be done on December 13th, but the 6th is ideal. Presentation: 25 minutes Discussion: 30 minutes	Study Session Memo	City of Englewood Strategic Plan Revamp and Community Engagement Process	In July of 2020, the City Council adopted a strategic plan which is set to expire in December, 2022. In December, 2021, staff will provide Council with an update on strategic plan implementation and propose (1) a new structure for the strategic plan; (2) a public engagement process to set priorities in the strategic plan; and (3) a January, 2022 Council Retreat focused on the strategic plan	Tim Dodd	City Manager's Office
	Information and Direction	06 Dec 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
Yes		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
Yes		06 Dec 2021	Flexible, but this needs to be in effect the first pay period in January 2022.	Resolution	Approve a resolution establishing the annual salary for the City Manager and City Attorney of the City of Englewood, CO.	Approve a resolution establishing the annual salary for the City Manager and City Attorney of the City of Englewood, CO.	Shawn Weiske	Human Resources
		06 Dec 2021	Flexible Presentation: 15 minutes	Recognition	Student Art Contest Top 13 Finalist Recognition	Recognizing the Top 13 finalists for Englewood's Student Art Contest	Chris Harguth	Communications
No		06 Dec 2021	Wade Burkholder, Brad Power	Motion	Motion to Approve a Renewal Agreement to the Transit Shuttle Services Operations Contract with MV Transportation for service year 2022.	City's contract with MV Transportation expires December 31, 2021. Council approval is needed for the 2022 renewal agreement for trolley operations to continue.	Wade Burkholder	Community Development
Consent?		06 Dec 2021	Dave Lee & Lindsay Peterson	Motion	Jason Park Amenity Improvement Construction Contract	Motion to approve a contract with American Civil Constructors to provide construction services to finalize park amenity improvements at Jason Park in the amount of \$624,756.	Dave Lee, Lindsay Peterson	Parks, Recreation & Library
Yes		06 Dec 2021	Not flexible, existing contract expires on December 16th.	Motion	Contract Renewal and Amendment Agreement for On-Call Engineering Services with EST, Inc.	Renewal and amendment of an existing Professional Services Agreement with EST, Inc. for On-Call Engineering Services in the amount of \$200,000.	Tim Hoos	Public Works
Yes		06 Dec 2021	Yes flexible, would prefer December for implementation in beginning of 2022.	Motion	Malley Trust Fund Social Pass expenditure	The Malley Center Trust Fund Trustees approved and recommend that funds be used to pay the fees for Social Passes for those 55 and over seeking an annual pass in 2022. The amount approved is \$20,000. Historically, the annual pass sales for one year are approximately \$12,000. A marketing campaign will launch in January 2022 promoting the benefits of the social pass to current members and also efforts to reach new patrons. A goal of the Trust Fund is to increase usage of the Malley Recreation Center and by offering a free pass this encourages those that may be experiencing financial difficulties or those that aren't familiar with the benefits of the Center to join. Current Social Pass pricing is \$48 for residents and \$60 for non-residents.	Allison Boyd, Christina Underhill	Parks, Recreation & Library
Yes		06 Dec 2021	Flexible yes Presentation 5 minutes	Bill for an Ordinance - 2nd Reading	CB 54 - Sale of Metro Fire Training Center	CB 54 - Approve an ordinance authorizing the sale of the Metro Fire Training Center to South Metro Fire Rescue Protection District.	Maria D'Andrea	Public Works
		13 Dec 2021	Placeholder for Holiday Dinner before Dec. 13 meeting - Details TBD	Update	Placeholder for Holiday Dinner before Dec. 13 meeting - Details TBD	Placeholder for Holiday Dinner before Dec. 13 meeting - Details TBD	Shawn Lewis	City Manager's Office
	Information and Direction	13 Dec 2021	Not Flexible Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on Project to Consider Revisions to City Charter	The City Charter currently provides a detailed framework for operation of City business, which has occasionally proven to be outdated and unwieldy. Pursuant to City Council direction, the City Attorney's Office has initiated a City Charter revision project, with the goal of proposing revisions to the Charter to be considered by the Englewood voters in November 2022.	Tamara Niles	City Attorney's Office
		13 Dec 2021	Dec. 13 for a January 2022 implementation date.	Resolution	A Resolution establishing the annual salary for the presiding Municipal Court Judge of the city of Englewood, Colorado.	A Resolution establishing the annual salary for the presiding Municipal Court Judge of the city of Englewood, Colorado.	Shawn Weiske	Human Resources
Consent?		13 Dec 2021		Resolution	Renewal of Microsoft Enterprise Agreement	The Information Technology department is renewing the Microsoft Enterprise Licensing agreement. This is a 3 year agreement totaling \$883,123.47 which is \$294,374.49 annually.	Brad Creager, Jeremy King	Information Technology
Consent?		13 Dec 2021	Dan Poremba, Brad Power Not Flexible	Motion	Contract Renewal for Kaplan, Kirsch and Rockwell	2022 outside legal services for items related to CityCenter	Brad Power, Dan Poremba	Community Development
Consent?		13 Dec 2021	Shawn Lewis, City Manager Tim Dodd, Assistant City Manager	Motion	City of Englewood Strategic Plan Revamp and Community Engagement Process	In July of 2020, the City Council adopted a strategic plan which is set to expire in December, 2022. In December, 2021, staff will provide Council with an update on strategic plan implementation and propose (1) a new structure for the strategic plan; (2) a public engagement process to set priorities in the strategic plan; and (3) a January, 2022 Council Retreat focused on the strategic plan	Tim Dodd	City Manager's Office
	Direction	04 Jan 2022	Not Flexible. Will have letter for routing Presentation: 10 minutes Discussion:	Study Session Memo	DLG Grant Administrator Change Request	I will present a letter that requires my signature to replace me as the grant manager due to Tamara Wolfe's retirement.	Kenneth Julien	Municipal Court
		04 Jan 2022	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	November Monthly Financial Report	November Monthly Financial Report	Jackie Loh	Finance
		04 Jan 2022	Madeline Hinkfuss, Neighborhood Resources Coordinator Chris Harguth, Communications Presentation: 15 minutes	Recognition	Holiday Lighting Contest Winner Recognition	Council will recognize the Holiday Lighting Contest winners in each of the following categories: Best House, Best Block/Neighborhood, Best Business	Madeline Hinkfuss	Communications
		04 Jan 2022	Flexible only until the meeting and property are posted. Will Charles, Wade Burkholder Will provide applicants' team names closer to hearing. 30 minutes	Public Hearing	Public Hearing for Planned Unit Development, 3690 South Jason Street	Public Hearing for a Planned Unit Development at 3690 S Jason St	Will Charles	Community Development
		10 Jan 2022	November 8, 2021, Post Vacancies - January 4, 2022, 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
		18 Jan 2022	Flexible-We would just like early/mid-January 2022 PowerPoint: Yes if virtual [presentation via teams] in-person slide show. Presentation: 10 minutes Discussion: 20 minutes Add procedure to discussion	Study Session Memo	2022 Events	Inform the council of the planned 2022 events, dates, locations, and times. Answer any questions	Toni Arnoldy	Parks, Recreation & Library
Consent?		18 Jan 2022	Not Flexible unless Interviews Move	Resolution	New B&C Appointments approved by City Council - Resolution	New B&C Appointments approved by City Council - Resolution	Jackie McKinnon	City Clerk's Office
Consent?		18 Jan 2022	Englewood Downtown Development Authority Executive Director Hilarie Portell, and Redevelopment Manager Dan Poremba	Motion	Approval of EDDA 2022 Budget	City Council review and approval of the 2022 EDDA budget	Dan Poremba	Community Development
Consent?		18 Jan 2022	Flexible Only if public hearing is pushed. Will Charles, Wade Burkholder Will provide applicants' team names closer to hearing.	Bill for an Ordinance - 1st Reading	First Reading for Planned Unit Development at 3690 South Jason Street	First Reading for Planned Unit Development at 3690 South Jason Street	Will Charles	Community Development
	Information and Direction	24 Jan 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on City Payment of City Use Tax	City contractors pay City use tax, which is often passed along to the City to be reimbursed. Thus, City departments are required to include in the project budget reimbursement of City taxes. City staff has requested Council reconsider charging a City use tax on projects that are ultimately reimbursed by the City, as it creates larger project budgets with no net increase of revenue to the City. This presentation will describe Englewood Municipal Code on use tax, provide project examples, and gauge City Council's interest in considering an ordinance to exempt City projects from the City's use tax.	Tamara Niles	City Attorney's Office
		24 Jan 2022	Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	City Council policy manual discussion	Review of Council Policy Manual	Tamara Niles	City Attorney's Office
		24 Jan 2022	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	Preliminary December Monthly Financial Report	Preliminary December Monthly Financial Report	Jackie Loh	Finance
	Information	24 Jan 2022	Flexible Presentation: 20 minutes Discussion:	Study Session Memo	Use of City Right of Way by Third Parties	After an incident in which a construction project was initiated in City right of way without proper authorization, citizens brought their concerns to City Council. This presentation describes authorized use of City right of way, applicable law, and City processes/procedures regarding granting authorization for use and City response to unauthorized uses.	Tamara Niles	City Attorney's Office
No		07 Feb 2022	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
	FUTURE				UNR Framework Agreement Item - Not Study Session			
	Study Session Topics and				Sales and Use Tax Collection Policy and Enforcement			
					Public Comment at Public Meetings	Tabled to in person		

		Upcoming Agenda Item Topics		Paving Alleys			
				Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
				Study Session Items merged with regular agenda?	Wait till in new coucil chambers?		
				Xcel Representative meeting???			
				Council Holiday Dinner?? (Followed by 7:00pm meeting?) - 9/21/21			
				Resolution supporting DDA on Ballot? - 9-21-21			