



Council Newsletter

CITY MANAGER'S NOTES

December 2, 2021

Upcoming Council Meetings

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.

December 13, 2021

The City Council Holiday Dinner will begin at 5:30pm. The hybrid City Council Special/Regular Meeting will begin at 7:00pm. 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

DECEMBER

Wed. Dec. 1	4:00 p.m.	Englewood Housing Authority, Virtual
	CANCELED	Cultural Arts Commission
Thurs. Dec. 2	3:00 p.m.	Englewood Environmental Foundation, Virtual
	6:00 p.m.	Organized Residential Waste & Recycling Citizen's Committee
Mon. Dec. 6	6:00 p.m.	City Council Special/Regular Meeting, Virtual/Community Room
Tues. Dec. 7	12:00 p.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. Dec. 8	CANCELED	Board of Adjustment and Appeals, Virtual
Thurs. Dec. 9	CANCELED	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Dec. 13	5:30 p.m.	City Council Holiday Dinner
	7:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Dec. 14	5:00 p.m.	Water and Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Virtual
	CANCELED	Library Board
Wed. Dec. 15	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Dec. 20	CANCELED	City Council Meeting
Tues. Dec. 21	7:00 p.m.	Planning and Zoning Commission
Tues. Dec. 28	5:15 p.m.	Budget Advisory Committee

2022

JANUARY

Tues. Jan. 4	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Mon. Jan. 10	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. Jan. 11	5:00 p.m.	Water and Sewer Board, Virtual
Wed. Jan. 12	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Jan 13	6:00 p.m.	Transportation Advisory Committee, Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	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 payoff of the Certificates of Participation (COPs) and the dissolution process.	Jackie Loh, Maria D'Andrea	Finance, Public Works
	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	06 Dec 2021	This is the date that Utilities would prefer to bring this item forward Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo	City Ditch Piping Project	Utilities staff will present upcoming project development activities for piping the remaining open channel reaches of City Ditch between Chatfield Reservoir and the Allen Water Treatment Plant (AWTP).	Pieter Van Ry, Steve Simon	Utilities
Yes		06 Dec 2021	December 6th or 13th	Resolution	Council Liaison Resolution	Resolution appointing Council members to various boards, committees, and commissions.	Jackie McKinnon	City Clerk's Office
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	City Council will honor the top 13 students whose artwork will be featured in the 2022 student art calendar.	Chris Harguth	Communications
No		06 Dec 2021	Wade Burkholder, Brad Power	Motion	Motion to Approve a Renewal Agreement to the Transit Shuttle Services Operators 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
No		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
Yes		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
Yes		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
No		13 Dec 2021	Not Flexible Presentation: 10 minutes Discussion	Resolution	Presentation on Project to Consider Revisions to City Charter, Consideration of Resolution Creating Charter Advisory Committee	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. Should Council wish to move forward, the City Attorney's Office has drafted a proposed resolution establishing a City Charter advisory committee.	Tamara Niles	City Attorney's Office
No		13 Dec 2021		Resolution	Federal Emergency Management Agency Grant Application Resolution	Resolution authorizing submittal of a grant application in the amount of \$22,750,000 to the Federal Emergency Management Agency (FEMA) for funding of the South Englewood Flood Reduction Project (stormwater Master Plan Projects S1 and S2).	Carrie Evenson	Public Works
Yes		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
No		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
No		13 Dec 2021	Flexible	Bill for an Ordinance – 1st Reading	CB 53 - Ordinance Amending Municipal Code regarding Authorized Public Consumption Areas	CB 53 - 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
		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
	Direction	04 Jan 2022	Not Flexible. Will have letter for routing Presentation: 10 minutes Discussion:	Study Session Memo	DLG Grant Administrator Change Request	CO Department of Local Affairs' (DOLA) - Division of Local Government (DLG) The Defense Counsel First Appearance Grant Program is for the purpose of reimbursing costs associated with the provision of defense counsel to defendants at their first appearance in municipal courts.	Kennetha Julien	Municipal Court
		04 Jan 2022	Mayor Pro Tem Ward requested this study session prior to 1/18 EDDA items coming forward. Discussion:	Study Session Memo	EDDA tax revenue share discussion	Discussion regarding EDDA tax revenue sharing to be held prior to the 1/18 approvals	Dan Poremba	Community Development
Consent?		04 Jan 2022	Not Flexible	Resolution	2022 Allen Water Treatment Plant Bulk Chemical Purchase of Aluminum Sulfate from Chemtrade Chemicals US, LLC.	The Allen Water Treatment Plant (AWTP) uses aluminum sulfate as a primary coagulant to remove sediment from its drinking water supply.	Angela Goodman	Utilities
Consent?		04 Jan 2022	Not Flexible	Resolution	2022 Allen Water Treatment Plant Bulk Chemical Purchases for Sodium Hypochlorite 10% and Sodium Hydroxide 50% from DPC Industries, Inc.	The Allen Water Treatment Plant (AWTP) utilizes sodium hypochlorite for disinfection in the water treatment process, as mandated by the Colorado Department of Public Health and Environment (CDPHE) to process drinking water for public consumption.	Angela Goodman	Utilities
Yes		04 Jan 2022	Not Flexible	Resolution	Designation of the Official Posting Place for Legal Notices	Designation of the Official Posting Place for Legal Notices	Stephanie Carlie	City Clerk's Office
		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
Consent?		04 Jan 2022	Not flexible. Delaying execution of this agreement is likely to hold up CDOT's approval to advertise the project for construction.	Bill for an Ordinance – 1st Reading	Intergovernmental Agreement with CDOT for Maintenance of US-285 & S. Broadway Interchange	This is an intergovernmental agreement that stipulates maintenance obligations for the City and CDOT within the US-285 & S Broadway project area. US-285 falls under the jurisdiction of CDOT, while S. Broadway is under the jurisdiction of the City. Therefore, it is necessary to come to an agreement on who will maintain the infrastructure built as part of the project.	Jacob Warren	Public Works
		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
		18 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
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	PowerPoint - 5 minutes	Bill for an Ordinance – 1st Reading	Approval of Loan Agreement between City and EDDA	Loan Agreement between City and EDDA	Dan Poremba	Community Development

	Information and Direction	24 Jan 2022	This date is idea, but the 18th could also work. Presentation: 5 minutes Discussion:	Study Session Memo	Reserving Parking Spaces for Veterans	On Monday, November 15th, Council Member Wink requested a study session on dedicating parking spaces throughout the City for veterans. This study session will provide an overview of the logistics of implementing this program.	Tim Dodd	City Manager's Office
	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
		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 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
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
Consent?		07 Feb 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	14 Feb 2022	Very Flexible Presentation: 5 minutes Discussion:	Study Session Memo	Emergency Management Program Overview	Overview of the City's Emergency Management Program with Michael Durkin, Emergency Management Coordinator	Tim Dodd	City Manager's Office
			FUTURE		LNR Framework Agreement item - Not Study Session			
			Study Session Topics		Sales and Use Tax Collection Policy and Enforcement			
			and		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 council chambers?		
					Xcel Representative meeting???			
					Council Holiday Dinner?? (followed by 7:00pm meeting?) - 9/21/21			
					Resolution supporting DDA on Ballot? - 9-21-21			