



Council Newsletter

CITY MANAGER'S NOTES

December 10, 2021

Upcoming Council Meetings

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.

January 4, 2022

The hybrid City Council Meetings will begin at 6:00pm. The Study Session will be held in the Community Room at 6:00pm. The Regular Meeting is tentatively scheduled to be held in Council Chambers at 7:00pm. This meeting 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

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	12:00 p.m.	Mayor Manager Meeting, Virtual
	5:00 p.m.	Water and Sewer Board, Virtual
	5:00 p.m.	Sustainability Commission, Pikes Peak Conf-Room/Virtual
	CANCELED	Library Board
Wed. Dec. 15	6:00 p.m.	Code Enforcement Advisory Committee, Virtual
Mon. Dec. 20	CANCELED	City Council Meeting
Tues. Dec. 21	CANCELED	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 Study Session, Community Room/Virtual
	7:00 p.m.	City Council Regular Meeting, Council Chambers/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. 5	6:00 p.m.	Unified Development Code Steering Committee, 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
Tues. Jan. 18	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. Jan. 19	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Jan. 24	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. Jan 25	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

FEBRUARY

Mon. Feb. 7	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Feb. 8	5:00 p.m.	Water and Sewer Board, Virtual
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Wed. Feb. 9	7:00 p.m.	Board of Adjustment and Appeals. Virtual
Thurs. Feb 10	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Feb. 14	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. Feb. 16	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Feb. 21	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Feb. 22	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Feb. 23	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Mon. Feb. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

MARCH

Mon. Mar. 7	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Mar. 8	5:00 p.m.	Water and Sewer Board, Virtual
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Wed. Mar 9	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Mar 10	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Mar. 14	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Mar. 21	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Mar. 22	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Mon. Mar. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

APRIL

Mon. Apr. 4	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Tues. Apr. 5	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Mon. Apr. 11	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. April 12	5:00 p.m.	Water and Sewer Board, Virtual

Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
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
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.	Kennetha Julien	Municipal Court
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, Jeromy King	Information Technology
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
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
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
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	Dan Poremba	Community Development
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
04 Jan 2022	Mayor Pro Tem Ward requested this study session prior to 1/18 EDDA items coming forward. Presentation: 15 minutes Discussion: 30 minutes	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

04 Jan 2022	Not Flexible. Will have letter for routing Presentation: 5 minutes Discussion: 5 minutes	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	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
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
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 Carlile	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
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- May potentially need a second night for Charter Committee interviews	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
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
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

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
24 Jan 2022	Flexible Presentation: 20 minutes Discussion: 30 minutes	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	This date is idea, but the 18th could also work. Presentation: 5 minutes Discussion: 15 minutes	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
24 Jan 2022	Flexible Presentation: 10 minutes Discussion: 10 minutes	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
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
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
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	Aaron Davis	
28 Feb 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
07 Mar 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	Englewood Trolley Update and Future Planning	Staff will provide an update on the Englewood Trolley and seek direction on future operations and funding	Wade Burkholder	Community Development
07 Mar 2022	John Voboril, Wade Burkholder, Brad Power Outside presenter: Chris Voglesang	Public Hearing	Walk and Wheel Plan Public Hearing	Staff and OV Consulting will provide City Council with information on the update to the Walk and Wheel Plan.	John Voboril	Community Development
14 Mar 2022	Information Presentation: 15 minutes Discussion:	Study Session Memo	CodeNext Update	Update on CodeNext and the work of the steering committee.	Wade Burkholder	Community Development

21 Mar 2022	John Voboril, Wade Burkholder, Brad Power Outside presenter: Chris Voglesang Flexible	Resolution	Resolution approving Walk and Wheel Plan Update	Resolution is needed to approve the Walk and Wheel Plan Update.	John Voboril	Community Development
25 Apr 2022	Pushed out Indefinitely Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	Estimated Assessment Penalty (EAP) Fee	The Revenue, Tax Audit, and Licensing Division of the Finance Department recommends an increase in the Estimated Assessment Penalty (EAP) fees.	Heather Driscoll, Jackie Loh	Finance
15 Jun 2022	Pushed out indefinitely	Resolution	Framework Agreement with LNR	Framework Agreement with CityCenter property owner LNR	Dan Poremba	Community Development