



Council Newsletter

CITY MANAGER'S NOTES December 16, 2021

Upcoming Council Meetings

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.

January 10, 2022

Board & Commission Interviews will begin at 6:00pm in the Community Room.

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. 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
Wed. Jan 5	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf 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
	7:00 p.m.	Public Library 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	5:30 p.m.	Parks and Recreation Commission, Virtual
	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
	7:00 p.m.	Planning and Zoning Commission – Public Hearing
	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
Sat., Jan. 29	9:00 a.m.	City Council Retreat

FEBRUARY

Wed. Feb. 2	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. Feb. 7	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center

	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
	7:00 p.m.	Planning and Zoning Commission – Public Hearing
	7:00 p.m.	Public Library Board, Virtual
Wed. Feb. 9	7:00 p.m.	Board of Adjustment and Appeals. Virtual
Thurs. Feb 10	5:30 p.m.	Parks and Recreation Commission, Virtual
	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

Wed. Mar. 2	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
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
	7:00 p.m.	Public Library Board, Virtual
Wed. Mar 9	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Mar 10	5:30 p.m.	Parks and Recreation Commission, Virtual
	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

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		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: 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.	Kenneth Julien	Municipal Court
		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
Yes		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
Yes		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 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
Consent?		04 Jan 2022	Not Flexible Presentation: 5 minutes PowerPoint	Motion	Martin and Wood Water Consultants - Change Order	Staff is seeking Council approval to execute a change order with Martin and Wood Water Consultants, in the amount of \$50,608.25, for water resources engineering support.	Pieter Van Ry	Utilities
No		04 Jan 2022	Flexible	Bill for an Ordinance - 2nd 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
Consent?		04 Jan 2022	Not Flexible	Bill for an Ordinance - 1st Reading	CB #xx - Approval of an Intergovernmental Agreement with the Mile High Flood District for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin	Council approval of an Intergovernmental Agreement between Mile High Flood District (MHFD) and the City of Englewood for the design, right-of-way acquisition, and construction of drainage and flood control facilities in the South Englewood Basin in the amount of \$825,000.00 to access matching funds in the amount of \$825,000.00 provided by MHFD.	Carrie Evenson	Public Works
Yes		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
Consent?		04 Jan 2022	Flexible Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Consider an Ordinance amending Municipal Code regarding Trespass, Ejectment, and Exclusion from City Property	Recent case law has called into question the enforceability of the City's former practice in removing persons from City property for rules violations, safety concerns, and legal violations. The proposed ordinance was carefully drafted to modify municipal code to provide a legally-sound, enforceable method to remove and exclude people from City property, while still protecting their due process rights.	Tamara Niles	City Attorney's Office
		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
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 Marie 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
Consent?		18 Jan 2022	Not flexible. Douglas County needs Englewood's approval in order to bid out the Project. Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Authorizing Agreements Necessary to Complete City Ditch Relocation Project	Utilities staff is seeking approval, by Ordinance, to enter into an easement agreement with the USACE and enter into an IGA with Douglas County in order to relocate City Ditch away from the expansion of highway US-85.	Steve Simon	Utilities
	Information	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
	Information and Direction	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
	Information and Direction	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
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	Not Flexible Presentation: Discussion:	Motion	Approval of ARPA Funding List	Staff is requesting (after two study sessions in the summer/fall), that Council approve, by motion, the list of proposed projects utilizing ARPA funding	Tim Dodd	City Manager's Office
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	Aaron Davis	
	Information	28 Feb 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	January 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the Monthly Financial Report	Jackie Loh	Finance
		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
	Information and Direction	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
		07 Mar 2022	Not Flexible Presentation: 15 minutes	Public Hearing	Public Hearing for Planned Unit Development 3600 South Galapago Street	Public hearing for a Planned Unit Development at 3600 South Galapago Street	Will Charles	Community Development
	Information	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
Consent?		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

		21 Mar 2022	Not Flexible, Only if public hearing date is moved Presentation:	Bill for an Ordinance - 1st Reading	First Reading - Planned Unit Development at 3600 South Galapago Street	First reading on Planned Unit Development - 3600 South Galapago Street	Will Charles	Community Development
	Information	28 Mar 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	February 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the Monthly Financial Report	Jackie Loh	Finance
	Information and Direction	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
	Information	25 Apr 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	March 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the Monthly Financial Report	Jackie Loh	Finance
			FUTURE		UNR Framework Agreement Item - Not Study Session			
			Study Session Topics		Sales and Use Tax Collection Policy and Enforcement			
			and Upcoming Agenda Item Topics		Public Comment at Public Meetings	Tabled to in person		
					Paving Alleys			
					Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
					Study Session Items merged with regular agendas?	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			