



## Council Newsletter

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### CITY MANAGER'S NOTES January 6, 2022

#### Upcoming Council Meetings

**January 10, 2022**

Board & Commission Interviews will begin at 5:45pm. Interviews will be held as a virtual teleconference.

**January 11, 2022**

Board & Commission Interviews will begin at 6:00pm. Interviews will be held as a virtual teleconference.

**January 18, 2022**

The City Council Study Session will begin at 6:00 p.m. in the Community Room. The Regular Meeting will follow at 7:00 p.m. in Council Chambers. These meetings will be held as hybrid meetings.

#### 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  
2022 CALENDAR OF EVENTS**

**JANUARY**

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Mon. Jan. 10	5:45 p.m.	City Council Board & Commission Interviews, Virtual
Tues. Jan. 11	5:00 p.m.	Water and Sewer Board, Virtual
	6:00 p.m.	City Council Board & Commission Interviews, Virtual
	6:30 p.m.	Sustainability Commission, Virtual
	7:00 p.m.	Public Library Board, Virtual
Wed. Jan. 12	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Englewood Urban Renewal Authority, Virtual
	Canceled	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 Study Session, Community Room/Virtual
	7:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Jan. 19	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Planning and Zoning Commission – Public Hearing
	6:30 p.m.	Historic Preservation Commission, Virtual
Thurs. Jan. 20	6:00 p.m.	Code Enforcement Advisory Committee, Virtual
Mon. Jan. 24	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Jan 25	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Jan 26	8:30 a.m.	Mayor Manager Meeting, Virtual
Sat., Jan. 29	9:00 a.m.	City Council Retreat

**FEBRUARY**

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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

	6:30 p.m.	Sustainability Commission, 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
Mon. Feb. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

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### **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
	6:30 p.m.	Sustainability Commission, 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
Mon. Mar. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

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### **APRIL**

Mon. Apr. 4	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. Apr. 6	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. Apr. 11	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
		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- January 11th is the second night for Committee interviews	Jackie McKinnon	City Clerk's Office
		11 Jan 2022	Not Flexible Presentation: 10 minutes Discussion:	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	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	Not Flexible Presentation: 5 minute presentation Discussion: Devin Keener, Tim Hoos	Motion	S Acoma Are Drainage Improvements PH2	Approval of a contract to construct the S. Acoma St. Drainage Improvements Phase 2 project in the South Englewood Drainage Basin, Project 53b.	Aaron Davis, Devin Keener, Tim Hoos	Public Works
No		18 Jan 2022	Flexible Presentation: 10 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 01 - Approve an Ordinance amending Municipal Code regarding Trespass, Ejectment, and Exclusion from City Property	CB 01 - 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 bill for an 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
Yes		18 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 – 2nd Reading	CB 02 - Approve an ordinance approving an Intergovernmental Agreement with CDOT for Maintenance of the US-285 & S. Broadway Interchange Reconstruction Project	CB 02 - 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 which entity will maintain the infrastructure built as part of the project.	Jacob Warren	Public Works
Consent?		18 Jan 2022	Not Flexible	Bill for an Ordinance – 2nd Reading	CB 03 – Approval of an ordinance regarding 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	CB 03 - Council approval of a Council Bill regarding 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
Consent?		18 Jan 2022	Not flexible. Douglas County needs Englewood's approval in order to bid out the Project. Presentation: 30 minutes 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 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
	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
		24 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	Informational Update Regarding Englewood Downtown Development Authority (EDDA) Tax Incremental Revenues and Possible Sharing Agreements	Dan Poremba	Community Development
		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
	Information	07 Feb 2022	Information Presentation: 15 minutes Discussion: 30 minutes	Study Session Memo	CodeNext Update	Update on CodeNext and the work of the steering committee.	Wade Burkholder	Community Development
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
No		07 Feb 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
Yes		07 Feb 2022	Flexible Presentation: None	Motion	Quarter 4 2022 Modifications to the City of Englewood Strategic Plan	Request for approval by motion of the Quarter 4 2022 update and proposed modifications to the City of Englewood Strategic Plan	Tim Dodd	City Manager's Office
No		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
Yes		07 Feb 2022	Flexible City council accepts this funding from OEDIT each year. Recommend placing on consent.	Bill for an Ordinance – 1st Reading	Ordinance Accepting South Metro Enterprise Zone – Administrative Grant POGG1,2022-2682	The grant amount for 2022 is \$16,950 and is for local administration of the Arapahoe County Enterprise Zone.	Barren Hollingsworth	Community Development
No		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
No		07 Feb 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	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	
	Direction	14 Feb 2022	Not Flexible Presentation: 15 minutes Discussion:	Study Session Memo	Review of Modifications to the City of Englewood Strategic Plan	Discussion of draft modifications to the City's Strategic Plan which will have been updated from previous study sessions, public input, and the Council retreat	Tim Dodd	City Manager's Office
		22 Feb 2022	Not Flexible Presentation: 15 minutes	Public Hearing	Public Hearing - Planned Unit Development at 3601 South Huron St	Planned Unit Development 3601 South Huron St	Will Charles	Community Development
Consent?		22 Feb 2022	Flexible Yes, starting before 1/11/2022 - contract being negotiated within the next few weeks Presentation: Discussion:	Motion	Utilities Sanitary Sewer CCTV Inspection CFS	Staff is seeking approval of a contract for services (CFS) with Pro-Pipe, Inc., to provide the City with video inspection of pipe interiors in the amount of ~\$400,000.	Steve Simon	Utilities
	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 January 2022 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 Presentation: 10 minutes	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
No		07 Mar 2022	Not Flexible, only if Public Hearing is moved.	Bill for an Ordinance – 1st Reading	Planned Unit Development 3601 South Huron St	Planned Unit Development 3601 South Huron St	Will Charles	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
Consent?		21 Mar 2022	Not Flexible Presentation: 5 minutes Discussion:	Motion	Approval of updated City of Englewood Strategic Plan	Approval of updates to the City of Englewood Strategic Plan	Tim Dodd	City Manager's Office

		21 Mar 2022	Not Flexible Presentation: 10 min Discussion: PowerPoint: Yes Water and sewer fund have two separate items, but their PPT's will be combined	Bill for an Ordinance – 1st Reading	WIFIA Loan Agreement – Sewer Fund	WIFIA loan agreement with EPA for funding in the Sewer Fund of \$21,584,500.00.	Brenda Varner	Utilities
		21 Mar 2022	Not Flexible Presentation: 10 min Discussion: PowerPoint: Yes Water and sewer fund have two separate items, but their PPT's will be combined	Bill for an Ordinance – 1st Reading	Water Fund	WIFIA loan agreement with EPA for funding in the Water Fund of \$38,416,490.00.	Brenda Varner	Utilities
		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 February 2022 Financial Report	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 March 2022 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
No		02 May 2022	Flexible yes  Presenters Shawn Lewis and Tim Dodd no PowerPoint 10 minutes  Are all pertinent contracts and documentation complete or in process? (Have you taken the appropriate steps with City Attorney's Office or Procurement?); In process	Recognition	Elevate Englewood Graduation	2022 Graduation for Elevate Englewood Leadership Academy	Tim Dodd	City Manager's Office
		02 May 2022	Not Flexible (Last day of Academy 4/27/2022) Presentation: 15 minutes	Recognition	Englewood Police Citizens Academy Graduation	The Englewood Police Citizens Academy will run for 9 weeks with the "graduation" being in front of Council. They participants will receive their certificates and accolades from the Chief.	Toni Arnoldy	Parks, Recreation & Library
	Information	23 May 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	April 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the April 2022 Financial Report	Jackie Loh	Finance
No		15 Jun 2022	Pushed out indefinitely	Resolution	Framework Agreement with LNR	Framework Agreement with CityCenter property owner LNR	Dan Poremba	Community Development
	Information	27 Jun 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	May 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the May 2022 Financial Report	Jackie Loh	Finance
		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 coucil chambers?		
					Xcel Representative meeting???			
					Council Holiday Dinner?? (followed by 7:00pm meeting?) - 9/21/21			
					Resolution supporting DDA on Ballot? - 9-21-21			