



Council Newsletter

CITY MANAGER'S NOTES January 20, 2022

Upcoming Council Meetings

January 24, 2022

The City Council Special Study Session will begin at 6:00 p.m. in the Community Room. This meeting will be held as hybrid meeting.

February 7, 2022

The City Council Regular Meeting will begin at 6:00 p.m. in Council Chambers. This meeting will be held as a hybrid meeting.

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

Thurs. Jan. 20	6:00 p.m.	Code Enforcement Advisory Committee, 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
Wed. Jan 26	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Downtown Development Authority Board
	6:00 p.m.	Organized Residential Waste & Recycling Collection Citizen's Committee, Virtual
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, Council Chambers/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 Study Session, Community Room/Virtual
Wed. Feb. 16	6:30 p.m.	Historic Preservation Commission, Virtual
Thurs. Feb. 17	6:00 p.m.	CodeNext Public Event, Community Room/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

MARCH

Wed. Mar. 2	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Thurs., Mar. 3	6:00 p.m.	CodeNext Public Event, TBD
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
Wed. Mar. 16	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

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
Tues. April 12	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. April 13	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Apr. 14	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Apr. 18	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. Apr. 20	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Apr. 25	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. Apr. 26	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		24 Jan 2022	Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	City Council policy manual	Review of Council Policy Manual	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
	Information and Direction	24 Jan 2022	Somewhat Flexible PowerPoint: Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo	Outreach & Communication Plan for Organized Garbage & Recycling Collection Initiative	Draft Communications Plan and on-line Citizen Survey related to Organized Collection	Maria D'Andrea	Public Works
No		24 Jan 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Motion	Travel for Council Member Woodward	Council Member Jim Woodward would like to attend the NLC Congressional City Conference, March 13-16. According to the City Council Travel Policy, "Each City Council Member shall formally request approval of all City-related travel thirty days prior to attendance."	Christa Graeve	City Manager'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	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 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
Consent?		07 Feb 2022	Not Flexible Presentation: Discussion:	Motion	Parking Garage Lighting Replacement - Contract Approval	McBride Lighting & Electrical Services has been selected to replace the light fixtures in the ground floor level of the parking garage. The contractor shall demo the existing lighting; furnish and install all conduits, wiring, luminaires, material and equipment for a complete and operation system. The contract for these services to be a not-to-exceed amount of \$145,248.00	Melinda Goblirsch	Public Works
Consent?		07 Feb 2022	Not Flexible Presentation: Discussion:	Motion	Library Carpet Replacement	Next Generation Surfaces LLC has been selected to replace the carpeting in the Library. The contractor will remove the existing flooring and base; and install the specified carpet squares, VCT, cove base and ancillary materials needed for a complete and proper installation. The contract for these services to be a not-to-exceed amount of \$132,500.00 allowing for the Library to remain open during a phased installation.	Melinda Goblirsch	Public Works
		07 Feb 2022	Flexible Yes Presentation: no Discussion: Resurface Pirates Cove Leisure Pool and Lazy River, company CEM Sales & Service \$313,978.00 Are all pertinent contracts and documentation complete or in process? (Have you taken the appropriate steps with City Attorney's Office or Procurement?); ITB has been completed through Procurement	Motion	Resurface Pirates Cove Leisure Pool and Lazy River, company CEM Sales & Service \$313,978.00		Brad Anderson	Parks, Recreation & Library
		07 Feb 2022	Not Flexible: No Presentation: No Discussion: Attorneys Office: in the process	Motion	Award of Contract to Hazen and Sawyer for Final Engineering Design Services for the Old Hampden Utilities Improvement Project	Award of Professional Services Contract to Hazen and Sawyer in the amount of \$1,051,345.00 for final engineering and design services for the Old Hampden Utilities Improvement project. (Updated 1/13 JF)	Carrie Evenson	Public Works
		07 Feb 2022	Will Charles, Wade Burkholder Will provide applicants' team names closer to hearing. 30 minutes	Bill for an Ordinance - 1st Reading	CB 06 - Bill for an ordinance for Planned Unit Development, 3690 South Jason Street	CB 06 - Bill for an ordinance for a Planned Unit Development at 3690 South Jason Street	Will Charles	Community Development
Yes		07 Feb 2022	Flexible City council accepts this funding from OEDIT each year. Recommend placing on consent.	Bill for an Ordinance - 1st Reading	CB 07 - Approve a Bill for an Ordinance Accepting South Metro Enterprise Zone - Administrative Grant POSG1.2022-2682	CB 07 - Accepting a \$16,950 grant from Colorado's Office of Economic Development and International Trade (OEDIT) to administer the South Metro Enterprise Zone for 2022.	Darren Hollingsworth	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
		14 Feb 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	Informational Update Regarding Englewood Downtown Development Authority (EDDA) Tax Increment Revenues and Possible Sharing Agreements	Informational Update Regarding Englewood Downtown Development Authority (EDDA) Tax Increment Revenues and Possible Sharing Agreements	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	
	Information	14 Feb 2022	Not Flexible: This is the date that Assistant City Manager Tim Dodd has proposed. Presentation: No Discussion: 20 minutes	Study Session Memo	Update on Arapahoe County Jail Acceptance Criteria	This is an update to Council on the most recent criteria the Arapahoe County Sheriff has imposed on all law enforcement agencies in Arapahoe County as to the acceptance of prisoners due to COVID	Vance Fender	Police
	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
	Information and Direction	14 Feb 2022	Not Flexible PowerPoint: Yes Presentation: 5 minutes Discussion:	Study Session Memo	2022 Proclamations	Annual review and discussion of proclamations for 2022	Tim Dodd	City Manager's Office
		22 Feb 2022	Flexible Presentation: Discussion:	Resolution	Resolution to Provide Staff with Market Adjustments	Resolution to Provide Staff with Market Adjustments	Shawn Weiske	Human Resources
		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
No		22 Feb 2022	Englewood Downtown Development Authority Executive Director Hillary 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?		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
Consent?		22 Feb 2022	Flexible Presentation: 10 minutes no PPT Discussion:	Bill for an Ordinance - 1st Reading	Acceptance of DOLA grant for Housing Assessment	DOLA awarded a \$160,000 (\$80,000 DOLA/\$80,000 city match) grant to the city to complete a housing assessment.	Brad Power	Community Development
	Information	28 Feb 2022	Flexible PowerPoint: Yes 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	28 Feb 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 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

	Information and Direction	07 Mar 2022	Flexible for sometime in February Presentation: 10 minutes Discussion:	Study Session Memo	Festival Permits	Presentation on revision to Colorado law regarding Festival Permits, to determine whether City will issue a local festival permit.	Jackie McKinnon, Tamara Niles	City Attorney's Office, City Clerk's Office
		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
Consent?		07 Mar 2022	Flexible, Douglas County needs Englewood's approval in order to bid out the Project. Presentation: Discussion:	Bill for an Ordinance - 1st Reading	CB 04 - Authorizing Agreements Necessary to Complete City Ditch Relocation Project	CB 04 - Utilities staff is seeking Council approval to enter into an Easement Agreement with the U.S. Army Corps of Engineers (USACE) and an Intergovernmental Agreement (IGA) with Douglas County, in order to relocate City Ditch away from the expansion of highway US-85 (Santa Fe Drive).	Steve Simon	Utilities
		07 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
		07 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
No		07 Mar 2022	Not Flexible, only if Public Hearing is moved.	Bill for an Ordinance - 1st Reading	First Reading - Planned Unit Development 3601 South Huron St	Planned Unit Development 3601 South Huron St	Will Charles	Community Development
	Information and Direction	14 Mar 2022	Flexible: Yes, although we cannot do the presentation on the 21st Presenters: Tamar Niles, City Attorney Tim Dodd, Assistant City Manager Discussion: Time: 15 Minutes	Study Session Memo	Tracking of legislation and weighing in on State of Colorado liquor laws	Following up from the discussion at the January 4th Council meeting, this agenda item will address the tracking of legislation and how Council could weigh in on legislation relative to State of Colorado liquor laws	Tim Dodd	City Manager's Office
		21 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
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, 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 and Direction	28 Mar 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	Reserve Policy	Mayor Pro Tem Ward requested a study session on the reserve policy. The staff will provide an overview of the current reserve policy of 16.7% of revenue and revisit the ratcheting and sliding policy the BAC recommended last year, seeking Council's direction.	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	Tabbed to in person		
		Upcoming Agenda Item Topics			Paving Alleys			
					Youth Vaping and Tobacco/Nicotine Use in Our Communities	Ordinance/Tobacco free parks		
					Resolution supporting DDA on Ballot? - 9-21-21			
					Not Representative meeting???			