



Council Newsletter

CITY MANAGER'S NOTES January 27, 2022

Upcoming Council Meetings

January 29, 2022

The City Council Retreat will begin at 9:00am. The Retreat will be held in the Police Department's Training Room.

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.

February 14, 2022

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

Sat., Jan. 29 9:00 a.m. City Council Retreat, Englewood Police Station

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 3:30 p.m. NonEmergency Retirement Board, Virtual

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

Tues. Feb. 22 5:15 p.m. Budget Advisory Committee, Pikes Peak Conference Room

6:00 p.m. City Council Special/Regular Meeting, Community Room/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

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

MAY

Mon. May 2	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. May 4	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. May 9	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
	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.	Brad Power, Brook Bell	Community Development
		07 Feb 2022	Flexible Yes, but I would like to do it in early February as it is close to her start date. PPT: No Presentation: Discussion:	Recognition	Introduction of Melanie England, Sustainability Coordinator	Introduction of Melanie England, Sustainability Coordinator This should be handled the way other introductions of new staff at Council are handled. I will briefly introduce her, and she will have 2-3 minutes of talking points.	Tim Dodd	City Manager's Office
No		07 Feb 2022	Flexible Maria D'Andrea	Resolution	Acceptance of Land Dedication from the Colorado Department of Transportation	Devolution of a parcel of land from CDOT to the City for transportation purposes	Maria D'Andrea	Public Works
Consent?		07 Feb 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Consider amendments to Council Policies Manual	A proposed 2022 Council Policies manual contains various revisions pursuant to direction received at the 1-24-22 Study Session.	Tamara Niles	City Attorney's Office
		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?): TB has been completed through Procurement	Motion	Resurface Pirates Cove Leisure Pool and Lazy River, company CEM Sales & Service	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
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, core 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
Yes		07 Feb 2022	Not Flexible PPT: No Presentation: Discussion:	Motion	Approval Authorization of the Annual Highway User Tax Fund (HUTF) Report	Staff recommends authorizing the Mayor to sign the attached Signature Sheet for the Annual HUTF Certification of Condition and Mileage Report to be submitted to the Colorado Department of Transportation (CDOT).	Tim Hoos	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
Yes		07 Feb 2022	Flexible City council accepts this funding from OEDIT each year. Recommendation placing on consent.	Bill for an Ordinance - 1st Reading	CB 07 - Approve a Bill for an Ordinance Accepting South Metro Enterprise Zone - Administrative Grant POGG1,2022-2682	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
		07 Feb 2022	Will Charles, Brook Bell 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
Consent?		07 Feb 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance - 1st Reading	Intergovernmental Agreement for the Provision of Homelessness Coordinator Services	First reading of an IGA with Arapahoe County and the Cities of Littleton and Sheridan to provide homelessness coordinator services	Tim Dodd	City Manager's Office
Consent?		07 Feb 2022	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Ordinance amending code to establish authorized hours of construction in City right-of-way of 7 a.m. to 7 p.m.	Consider an Ordinance amending EMC 11-7-17(C) to establish authorized hours of construction in City right-of-way of 7 a.m. to 7 p.m. Municipal code provides inconsistent authorized hours of construction, in EMC 6-2-5(E) and EMC 11-7-71(C). This ordinance makes the hours consistent, from 7 a.m. to 7 p.m.	Tamara Niles	City Attorney's Office
	Information and Direction	14 Feb 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Ways to Support Veterans	This is a follow up from the study session on January 24, 2022 and will provide Council with ideas on how the city could honor, support, and recognize veterans.	Tim Dodd	City Manager's Office
	Information and Direction	14 Feb 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on Charter Review Project	Presentation to City Council to solicit guidance on a procedure to review City Charter, and consider revisions for presentation to citizens	Tamara Niles	City Attorney'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
	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
		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		
		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
Yes		22 Feb 2022	Not Flexible PPT: No Presentation: Discussion:	Resolution	2022 Bulk Fuel/Fluids Purchase	Approval of 2022 Bulk Fuel and Fluids Purchase of with Hill Petroleum	Chris Edelstein	Public Works
		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
No		22 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
Consent?		22 Feb 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Title VI No-Discrimination Plan	Staff has developed a Title VI Plan for consideration. This Plan needs to be adopted in order to be eligible for federal grant funding.	Maria D'Andrea	Public Works
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
Consent?		22 Feb 2022	Flexible PPT: No Presentation: none Discussion:	Bill for an Ordinance - 1st Reading	Ordinance to Amend Englewood Municipal Code's Marijuana Regulations, to Update Colorado Statutory References	Englewood Municipal Code Title 5 Chapters 3D, 3E, and 3F contain specific references by Title and Article to Colorado statute regarding marijuana regulation. State regulations were repealed and consolidated under the Colorado Marijuana Code, and therefore specific sections of EMC must be amended to reflect the current statutory references. These amendments have no impact on the substance of marijuana regulation within Englewood.	Tamara Niles	City Attorney's Office

	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
		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	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
	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	Brad Power	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
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
		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
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
	Information and Direction	14 Mar 2022	Flexible: Yes, although we cannot do the presentation on the 21st Presentation: PowerPoint Presenters: Tamara 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	Tabled 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			
					Xcel Representative meeting???			