



## Council Newsletter

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### CITY MANAGER'S NOTES February 24, 2022

#### Upcoming Council Meetings

##### February 28, 2022

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

##### March 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

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**FEBRUARY**

Mon. Feb. 28      6:00 p.m.      City Council Special Meeting, Community Room/Virtual

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**MARCH**

Wed. Mar. 2      8:30 a.m.      Mayor Manager Meeting, Virtual  
                          4:00 p.m.      Englewood Housing Authority, Virtual  
                          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 Regular Meeting, Council Chambers/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      8:30 a.m.      Mayor Manager Meeting, Virtual

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 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 Regular Meeting, Council Chambers/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

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**

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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
Tues. May 10	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. May 11	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. May 12	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. May 16	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. May 18	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. May 23	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. May 24	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

## **JUNE**

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Wed. June 1	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. June 6	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual

Consent	Study Session Gu	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		28 Feb 2022	Flexible Information Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	Preliminary December Monthly Financial Report	Preliminary December Monthly Financial Report	Kevin Engles	Finance
	Information	28 Feb 2022	Flexible PowerPoint: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2022 Monthly Financial Report	Finance Manager Kevin Engles to review with City Council the January 2022 Financial Report	Kevin Engles	Finance
	Information and Direction	28 Feb 2022	Flexible for sometime in February Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on newly-created State Festival Permits, and Consideration of a Local Permit	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
		28 Feb 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Proclamation	Approve a proclamation recognizing Black History Month	Black History Month Proclamation	Tim Dodd	City Manager's Office
Yes		07 Mar 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Resolution	Purchase of a Street Sweeper from Equipment Company of the Rockies, LLC	Purchase of a Street Sweeper from Equipment Company of the Rockies, LLC	Steve Ortega	Public Works
Yes		07 Mar 2022	Not Flexible PPT: No Presentation:10 minutes	Resolution	Equipment Purchase From Trans-West, Inc. - Snowplow Trucks and One Service Truck	Approval of purchase of four (4) tandem axle snowplow trucks and one (1) service truck from Trans-West, Inc.	Chris Edelstein, Steve Ortega	Public Works
Yes		07 Mar 2022	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution	Vehicle Purchase from John Elway Chevrolet - Seven Units	Approval of purchase of seven (7) vehicles from John Elway Chevrolet	Steve Ortega	Public Works
		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 PPT: No Yes Presentation: Discussion:	Proclamation	Approve a proclamation recognizing Women's History Month	Women's History Month	Tim Dodd	City Manager's Office
Yes		07 Mar 2022	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Award of Contract to Toole Design for the Floyd Avenue & S Elati Street Intersection Improvements Project	Award of Contract to Toole Design for Engineering Design Services on the Floyd Avenue & S Elati Street Intersection Improvements Project	Jacob Warren, Sara Siggue	Public Works
Yes		07 Mar 2022	Not Flexible, need contractor to begin work as soon as possible. PPT: Yes Presentation: 5 minutes	Motion	Award of Contract for Services to USIC Locating Services, LLC	Award of Contract for Services (CFS) to USIC Locating Services, LLC (USIC) to provide utility locating and marking services for the Utilities and Public Works departments.	Angela Goodman	Utilities
No		07 Mar 2022	Not Flexible, 2021 invoices need to be reconciled asap. PPT: No Presentation: 5 minutes	Motion	Emergency Change Order No. 2 with Global Underground Corp.	Staff is seeking City Council approval, by Motion, of Change Order No. 2 with Global Underground Corp. (Global) to the 2021 Purchase Order (PO), in the amount of \$12,524.91, for a total PO authorization of \$110,524.91.	Angela Goodman	Utilities
Yes		07 Mar 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 09 - Approve an Ordinance authorizing an Intergovernmental Agreement for the Provision of Homelessness Coordinator Services	CB 09 - Approve an Ordinance authorizing an IGA with Arapahoe County and the Cities of Littleton and Sheridan to provide homelessness coordinator services	Tim Dodd	City Manager's Office
		07 Mar 2022	Not Flexible Presentation: 15 minutes	Bill for an Ordinance – 1st Reading	CB 12 - Approve a Bill for an Ordinance regarding a Planned Unit Development 3601 South Huron St	CB 12 - Approve a Bill for an Ordinance regarding a Planned Unit Development 3601 South Huron St	Will Charles	Community Development
Yes		07 Mar 2022	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 11 - First Reading on Ordinance approving 2022 IGA with RTD for cost share of Englewood Trolley	CB 11 - Approval of IGA with RTD for Englewood Trolley cost share	Brad Power	Community Development
Yes		07 Mar 2022	Flexible Presentation: 10 minutes no PPT Discussion:	Bill for an Ordinance – 1st Reading	CB 13 - Approve a bill for an ordinance accepting the DOLA Innovative Housing Strategies Planning Grant Agreement	CB 13 - DOLA awarded a \$160,000 (\$80,000 DOLA/\$80,000 city match) grant to the city to complete a housing assessment.	John Voboril	Community Development
Yes		07 Mar 2022	Flexible PPT: No Presentation: none Discussion:	Bill for an Ordinance – 1st Reading	CB 10 - A bill for an ordinance to Amend Englewood Municipal Code's Marijuana Regulations, to Update Colorado Statutory References	CB 10 - 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	14 Mar 2022	Not Flexible Comments are due by 3/18/22. PPT: Yes Presentation: 15 Minutes Discussion:	Study Session Memo	Santa Fe PEL - Review of Recommendations & Early Action Plan	Review of draft recommendations & early action plan from the Santa Fe (US 85) Planning and Environmental Linkage Study	Maria D'Andrea	Public Works
No		14 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 THIS WILL BE A SPECIAL MEETING FOR APPROVAL	Bill for an Ordinance – 1st Reading	WIFIA Loan Agreement – Sewer Enterprise Fund	The Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement with the U.S. Environmental Protection Agency (EPA) for funding in the Sewer Enterprise Fund in the amount of \$21,800,000.	Pieter Van Ry, Sarah Stone	Utilities

No		14 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 THIS WILL BE A SPECIAL MEETING FOR APPROVAL	Bill for an Ordinance – 1st Reading	WIFIA Loan Agreement – Water Enterprise Fund	The Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement with the U.S. Environmental Protection Agency (EPA) for funding in the Water Enterprise Fund in the amount of \$38,700,000.	Pieter Van Ry, Sarah Stone	Utilities
	Information and Direction	21 Mar 2022	Not Flexible Yes, but this is the date the City Consultant is available PPT: Yes 20 Minutes Presentation: Discussion: Attending: Tamara Niles Charter Project Consultant Corey Hoffman, Hoffman Parker Wilson & Carberry	Study Session Memo	Presentation on Framework Charter vs. Revisions to Specific Sections in Current Charter	The first step in the Charter Review Project is to provide a detailed presentation on the pros and cons of pursuing a new Framework Charter versus maintaining the current Charter structure and revising it section-by-section. After the presentation and Council is fully informed, we request Council direction on which path the Charter revision project should take.		
Consent?		21 Mar 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Resolution	Resolution Authorizing the Acquisition of Property for the South Englewood Storm Sewer Outfall Project	Acquisition of Property for Purposes of Constructing the South Englewood Storm Sewer Outfall Project	Carrie Evenson, Tim Hoos	Public Works
Consent?		21 Mar 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Resolution	A Resolution Authorizing a Possession and Use Agreement for the South Englewood Storm Sewer Outfall Project	Approval of a Possession and Use Agreement for Acquisition of Property for the South Englewood Storm Sewer Outfall Project	Carrie Evenson, Tim Hoos	Public Works
		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
Consent?		21 Mar 2022	Flexible PPT: No Presentation: Discussion:	Motion	Pirates Cove Play Structure Painting and Wrap	Paint and Wrap the Play Structure at Pirates Cove	Brad Anderson	Parks, Recreation & Library
Yes		21 Mar 2022	Flexible PPT: No Presentation: Discussion:	Motion	Approve Letter of Support Regarding Revision to Colorado Liquor Code	Motion to approve letter of support to revise CRS 44-3-901(1)(j)(VII), to allow cities to regulate alcohol consumption on city-owned right of way	Tamara Niles	City Attorney'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 and Direction	28 Mar 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	Reserve Policy	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
	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
		28 Mar 2022	PPT: Yes Presentation: 20 min Discussion: suggest 30 min?	Study Session Memo	Community Safety Report	Chief Watson and members from the Police Department will provide a community safety presentation	David Leclair, Sam Watson, Vance Fender	Police
Consent?		04 Apr 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
		04 Apr 2022	Flexible Presentation: Discussion: Attorney: Yes Attending: PSA with Root Policy Research in the amount of \$160,000 to complete a housing assessment. \$80,000 of contract will be paid by DOLA; \$80,000 city match from housing fund. Time: 5 min	Motion	Motion to Approve a Professional Services Agreement with Root Policy Research in the amount of \$160,000	Professional Services Agreement with Root Policy Research in the amount of \$160,000	John Voboril	Community Development
	Information	11 Apr 2022	Flexible PPT: No Yes Presentation: 30 minutes Discussion:	Study Session Memo	Preliminary 2023 Revenue and Expenditure Underlying Forecast Assumptions	Preliminary 2023 Revenue and Expenditure Underlying Forecast Assumptions		Finance

	Information and Direction	11 Apr 2022	Flexible Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	Presentation on City Payment of City Use Tax PLACEHOLDER: AWAITING STAFF DIRECTION	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
	Direction	18 Apr 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Consideration for Citizen of the Year	Council will review 2022 Citizen of the Year nominations and select the 2022 Citizen of the Year.	Madeline Hinkfuss	Communications
No		18 Apr 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
No		18 Apr 2022	Somewhat Flexible PPT: Yes Presentation: 25 minutes, significant public testimony may also take place as a result of this action Discussion:	Motion	Consideration of Organized Garbage & Recycling Collection Initiative	Staff has solicited proposals from waste haulers to provide city-wide service for garbage & recycling collection & disposal. Public input has been sought and will be presented to City Council for consideration and determination of next steps	Maria D'Andrea	Public Works
No		18 Apr 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	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
	Information and Direction	25 Apr 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	25 Apr 2022	Flexible PPT: No Yes Presentation: 60 minutes Discussion:	Study Session Memo	Review Preliminary 2023 Capital Projects List with CC and BC&C	Review Preliminary 2023 Capital Projects List with CC and BC&C		Finance
		02 May 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Citizen of the Year Recognition	Council will recognize 2022 Citizen of the Year	Madeline Hinkfuss	Communications
Consent?		02 May 2022	Flexible waiting on 2022 budget appropriation 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	09 May 2022	Flexible PowerPoint: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext Update	Update on CodeNext and the work of the steering committee.	Brad Power, Brook Bell	Community Development
No		16 May 2022	Flexible-should be done prior to June 6, 2022 PPT: No Presentation: Discussion:	Executive Session	Executive Session-City Attorney	Executive Session	Tamara Niles	City Attorney's Office
	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
		13 Jun 2022	Not Flexible: NO Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interviews	Jackie McKinnon	City Clerk's Office
	Information	13 Jun 2022	Flexible PPT: No Yes Presentation: 60 minutes Discussion:	Study Session Memo	Review Preliminary 2023 Operating & Staff Prioritized Capital Requests	Review Preliminary 2023 Operating & Staff Prioritized Capital Requests		Finance

		14 Jun 2022	Not Flexible: NO Presentation: Discussion:	Study Session Memo		Board and Commission Interviews- only if a second night is needed.	Jackie McKinnon	City Clerk's Office
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
	Information	25 Jul 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	June 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the June 2022 Financial Report	Jackie Loh	Finance
	Information	22 Aug 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	July 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the July 2022 Financial Report	Jackie Loh	Finance
	Information	26 Sep 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	August 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the August 2022 Financial Report	Jackie Loh	Finance
	Information	24 Oct 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	September 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the September 2022 Financial Report	Jackie Loh	Finance
	Information	14 Nov 2022	Flexible PowerPoint: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext Update	Update on CodeNext and the work of the steering committee.	Brad Power, Brook Bell	Community Development
	Information	28 Nov 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	October 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the October 2022 Financial Report	Jackie Loh	Finance
	Information	26 Dec 2022	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	November 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the November 2022 Financial Report	Jackie Loh	Finance
	Information	23 Jan 2023	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	December 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the December 2022 Financial Report	Jackie Loh	Finance