



Council Newsletter

CITY MANAGER'S NOTES April 28, 2022

Upcoming Council Meetings

May 2, 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.

May 9, 2022

The City Council Study Session will begin at 6:00 p.m. in the Community Room. 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**



MAY

Mon. May 2	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. May 3	6:00 p.m.	Planning & Zoning Commission, TBD
Wed. May 4	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:00 p.m.	Englewood Housing Authority, Innovative Housing Concepts
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf-Room/Hybrid
Mon. May 9	6:00 p.m.	City Council Study Session, Community Room/Hybrid
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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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

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
Thur. June 9	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Wed. June 8	7:00 p.m.	Board of Adjustment and Appeals, Virtual

Mon. June 13	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. June 14	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. June 15	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. June 20	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Mon. June 27	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. June 28	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

JULY

Tues. July 5	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. July 6	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. July 11	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. July 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
	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. July 14	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. July 18	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. July 20	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. July 25	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. July 26	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

AUGUST

Mon. Aug. 1	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. Aug. 3	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. Aug. 8	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Tues. Aug. 9	5:00 p.m.	Water and Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	02 May 2022	Not Flexible Comments are due shortly after this meeting. PPT: Yes Presentation: 15 minutes Discussion: 20 minutes	Study Session Memo	Santa Fe Planning and Environmental Linkage (PEL) Study - Review of Recommendations	Review of draft recommendations & early action plan from the Santa Fe (US 85) Planning and Environmental Linkage Study	Maria D'Andrea	Public Works
	Information and Direction	02 May 2022	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 30 minutes	Study Session Memo	Discussion of Possible Ballot Question Regarding Revenue Needs	Discussion to determine Council's interest in potential ballot questions related to taxation	Maria D'Andrea, Sam Watson, Shawn Lewis	City Manager's Office
	Direction	02 May 2022	Not Flexible PPT: No Yes Presentation: 0 Discussion: 15 minutes	Study Session Memo	Tentative study session to get direction from Council regarding the Organized Garbage & Recycling Collection Initiative	Evaluation of Organized Garbage & Recycling Collection Initiative	Maria D'Andrea	Public Works
No		02 May 2022	Not Flexible PPT: No	Resolution	2022 Budget Supplemental Resolution #2	2022 Budget Supplemental Resolution #2	Jackie Loh	Finance
		02 May 2022	Flexible PPT: No Yes Presentation: Discussion	Recognition	Introduce Transportation Solutions Arapahoe County	John Voboril will introduce a non-profit transportation planning organization - Transportation Solutions Arapahoe County - that focuses on the needs of seniors, the disabled, and low-income residents.	John Voboril	Community Development
		02 May 2022	Not Flexible PPT: No Yes Presentation: Discussion	Recognition	Recognition to Brad Power, Darren Hollingsworth, and Nancy Fenton for receiving the 2022 Governor's Award Winner - "The Road to Recovery: The City of Englewood's Economic Recovery Response to COVID-19."	Recognition 2022 Governor's Award		Community Development
		02 May 2022	Flexible PPT: No Presentation: 3 minutes	Recognition	Introduce Bryan Itham, Planning Manager	Introduce the city council to the new planning manager, Bryan Itham.	Brad Power	Community Development
		02 May 2022	Not Flexible PPT: No Yes Presentation: Discussion	Proclamation	Proclamation declaring Asian American and Pacific Islander Heritage Month		Tim Dodd	City Manager's Office
		02 May 2022	Not Flexible PPT: No	Proclamation	Public Service Week Proclamation	Public Service Week Proclamation	Christa Graev, Tim Dodd	City Manager's Office
Yes		02 May 2022	Not Flexible	Motion	Supplemental Agreement #2 of 2020 Concrete Trip Hazard Mitigation Contract	Supplemental Agreement #2 of the 2020 Concrete Trip Hazard Mitigation contract with Precision Concrete Contract for Pavement Maintenance Work 4 work in the amount of \$100,000.	Jacob Warren, Sara Sigge	Public Works
Yes		02 May 2022	Not Flexible Douglas County needs Englewood's approval in order to bid out the Project. Presentation: 5 min. Discussion:	Bill for an Ordinance - 2nd Reading	CB 04 - Authorize Agreements to relocate City Ditch at C-470 and US-85	CB 04 - Utilities staff is seeking Council approval to enter into an Intergovernmental Agreement (IGA) with Douglas County and an Easement Agreement with the U.S. Army Corps of Engineers (USACE) to relocate a portion of City Ditch outside an expansion of the I-68 and C-470 interchange.	Pieter Van Ry, Steve Simon	Utilities
Yes		02 May 2022	Not Flexible PPT: Yes Presentation: No Discussion: No	Bill for an Ordinance - 2nd Reading	CB 22 - Approve an ordinance amending Section 15-6-1 of Englewood Municipal Code regarding growing weeds;	CB 22 - Englewood Municipal Code ("EMC") Section 15-6-1, on its face, currently only requires removal of "growing" weeds in excess of six inches. EMC requires amendment to clarify the weed height limitation applies whether or not it is the growing season.	Tamara Niles	City Attorney's Office
Yes		02 May 2022	Not Flexible PPT: Yes Presentation: No Discussion: No	Bill for an Ordinance - 2nd Reading	CB 23 - Repealing Section 5-30-7 regarding Medical Marijuana License Bond	CB 23 - Approve an Ordinance Repealing Section 5-30-7 Regarding Medical Marijuana License Bond, to Reflect Elimination of Bond Under State Law	Jackie McKinnon	City Clerk's Office
Yes		02 May 2022	Not Flexible PPT: Yes Presentation: 5 min Discussion: 5 min I will notify COY that I will route the agreement through COE to the Mayor and the City Clerk.	Bill for an Ordinance - 2nd Reading	CB 24 - Approve an ordinance authorizing an Intergovernmental Agreement (IGA) Amendment to increase funding for the US-285 & S. Broadway Interchange Project #ST0285-L46 (2355)	CB 24 - Staff requests Council approval of an amendment to the IGA with COOT for the US-285 & S. Broadway Interchange Project. This amendment increases the amount of Federal and State funds budgeted for the project.	Jacob Warren	Public Works
No		02 May 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance - 2nd Reading	CB 25 - Approve an Ordinance authorizing a Memorandum of Understanding (MOU) between the City of Englewood and the Colorado Energy Office to provide contract services for its Energy Performance Contracting Program	CB 25 - An Ordinance approving a Memorandum of Understanding between the Colorado Energy Office and the City of Englewood to provide contract services for its Energy Contracting Program	John Donalowski, Melinda Gofirsch	Public Works
No		02 May 2022	Not Flexible PPT: No	Bill for an Ordinance - 1st Reading	CB 27 - Approve a Bill for an Ordinance Authorizing 2023 Intergovernmental Agreement with Arapahoe County Concerning Open Space Shareback Funds	Approval of an IGA with Arapahoe County for shareback funds as required by the 2021 voter approved election to make the Arapahoe County Open Space permanent.	Dave Lee	Parks, Recreation & Library
	Information and Direction	09 May 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo	Mission, Vision, and Values	Update on the process to develop Mission, Vision, and Values statements for the City of Englewood	Tim Dodd	City Manager's Office
	Information	09 May 2022	Somewhat Flexible PPT: Yes Presentation: 10 minutes Discussion: 30 Minutes	Study Session Memo	Utilities 2022 Customer Survey & Taste and Odor Study	Utilities staff will present the results from a 2022 Customer Survey on drinking water quality and the key findings from the Taste and Odor Study.	Pieter Van Ry, Sarah Stone, Steve Simon	Utilities
	Information and Direction	09 May 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion: 10 minutes	Study Session Memo	Present Proposed Intergovernmental Agreement to Create Arapahoe County Region for Open Settlement Funds	In order to receive apical settlement funds, the Arapahoe County Region must create the region through an IGA to govern regional membership, voting, and other various matters. This presentation will describe the proposed IGA for discussion and consideration by Council.	Tamara Niles	City Attorney's Office
	Information	09 May 2022	Yes, Flexible but preferably in May PPT: Yes Presentation: 15 Minutes Discussion: 20 Minutes	Study Session Memo	Update on Economic Development Strategy	Staff and consultant will provide an overview and update on the Economic Development Strategy	Darren Hollingsworth	Community Development
	Information	09 May 2022	Flexible PowerPoint: Yes Presentation: 20 minutes Discussion: 20 minutes	Study Session Memo	CodeNext Update	Update on CodeNext and the work of the steering committee.	Brad Power, Brock Bell	Community Development
	Information and Direction	16 May 2022	Not Flexible PPT: Yes Presentation: 20 Minutes Discussion:	Study Session Memo	Presentation on Proposed Administrative Revisions to City Charter	The City's outside counsel legal expert will present on proposed administrative revisions to the City Charter, for potential inclusion on the November ballot	Tamara Niles	City Attorney's Office
	Direction	16 May 2022	Flexible PPT: No Presentation: 15 minutes Discussion:	Study Session Memo	National Citizens Survey	We need to discuss council's preference for custom questions to be included in the National Citizen Survey.	Chris Harguth	Communications
Consent?		16 May 2022	Flexible PPT: No	Resolution	Resolution designating City Attorney's Claims Settlement Authority	City Charter Section 65 declares City Council "may authorize the City Attorney to settle claims against the City." This Resolution authorizes the City Attorney to settle claims up to \$10,000, without specific authority by City Council.	Tamara Niles	City Attorney's Office
No		16 May 2022	Not Flexible PPT: Yes Presentation: 5 minutes	Resolution	Equipment Lease-Purchase through Komatsu Financial	Resolution lease-purchase one (1) Komatsu WA200-8 Wheel Loader utilizing a Municipal Equipment Lease-Purchase Agreement through Komatsu Financial	Steve Ortega	Public Works
No		16 May 2022	Not Flexible PPT: No Originally submitted as Equipment Purchase through Wagner Equipment Presentation - approx. 10 minutes	Resolution	Equipment Lease-Purchase Through Caterpillar Financial Services Corporation - Two 2022 Backhoe Loaders	Resolution for Lease-Purchase two (2) 2022 Backhoe Loaders from Caterpillar Financial Services Corporation	Steve Ortega	Public Works
Yes		16 May 2022	If the budget supplemental is approved on May 2, we would like the amended contract to be approved as soon as possible. PPT: No	Motion	Professional Services Agreement Amendment #1 with AEC-Webb for a \$300,000 increase, for a total contract amount of \$430,000.	Increase current AEC-Webb contract by \$300,000, for a total of \$430,000. The increase is due to a number of large construction projects being submitted, which were not participated during the 2022 budget process. <u>This requires plan review by AEC-Webb.</u>	Karin Montanez	Community Development
Consent?		16 May 2022	Flexible PPT: No	Motion	Consider Revisions to City Council Policies regarding Public Comment, Proclamations	At its April 25, 2022 meeting, City Council discussed potential revisions to its Council policies, to respond to concerns of public speaker intimidation, and clarity as to when public comment is appropriate. Staff also identified a lack of clarity regarding pre-approved proclamations procedures, and the proposed amendments provide clarity for that issue as well.	Tamara Niles	City Attorney's Office
No		16 May 2022	Not Flexible PowerPoint: Yes	Bill for an Ordinance - 1st Reading	Amending Ordinance 15 for the Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement for the Water Fund	Amending Ordinance 15 for the Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement for the Water Fund	Pieter Van Ry, Sarah Stone	Utilities
No		16 May 2022	Not Flexible Need to complete before fees raise the interest rate. PPT: Yes Presentation: 10 Minutes	Bill for an Ordinance - 1st Reading	Loan Agreement with the Colorado Water Resources and Power Development Authority for Stormwater Improvements	Loan Agreement with the Colorado Water Resources and Power Development Authority for Stormwater Improvements	Jackie Loh, Maria D'Andrea	Finance, Public Works
No		16 May 2022	PowerPoint: Yes Flexible: No - Ordinance must be passed to obtain SRF funding for stormwater capital projects.	Bill for an Ordinance - 1st Reading	CB 28 - Approve a bill for an ordinance authorizing the 2023 Stormwater Utility Rate Increase.	CB 28 - Approve a bill for an ordinance for the proposed rate increase for the Stormwater Utility Fund	Tim Hoos	Public Works
	Information	23 May 2022	Flexible Presentation: 10 minutes	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
	Information and Direction	06 Jun 2022	Yes, Flexible but only to be earlier, not later PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	Final study session presentation on proposed revisions to the City Charter for the November 2022 ballot, if required	This will be the final presentation of proposed routine, non-controversial revisions to the City Charter for the November 2022 ballot. If needed, to determine if Council has any additional revisions or concerns prior to formal consideration of an Ordinance setting the ballot question.	Tamara Niles	City Attorney's Office
	Information	06 Jun 2022	Somewhat Flexible but must be completed and filed with regulators by June 30th. This item could be moved to 06/20/2022 if needed. PPT: No Presentation: 10 minutes Discussion:	Study Session Memo	Presentation of the 2021 Annual Comprehensive Financial Report and audit results.	Presentation of the 2021 audited annual report.	Jackie Loh, Kevin Engles	Finance
		06 Jun 2022	Not Flexible PPT: No Members of the City's DEI Committee will be present	Proclamation	Pride Month Proclamation	Pride Month Proclamation	Tim Dodd	City Manager's Office
		06 Jun 2022	Not Flexible PPT: No Members of the City's DEI Committee will be present	Proclamation	Juneteenth Proclamation	Juneteenth Proclamation	Tim Dodd	City Manager's Office
Consent?		06 Jun 2022	Not Flexible PPT: No	Motion	ERC/Mechanical Equipment Upgrade - Approval of Purchase Order to Purchase the Equipment	Approval of a Purchase Order to Purchase the Equipment for the Engineered Recreation Center (ERC) Mechanical Equipment Upgrade. Contract is an "Order for Purchase of Goods and Materials" (OGM) for a Not To Exceed amount of \$139,428.00.	John Donalowski, Melinda Gofirsch	Public Works
		06 Jun 2022	Flexible?	Executive Session	Executive Session	Utilities Water Resources MP Findings	Pieter Van Ry, Sarah Stone	Utilities
		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
		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
	Information and Direction	20 Jun 2022	Yes, Flexible but only to be earlier, not later PPT: Yes Presentation: 20 minutes	Study Session Memo	First reading of an Ordinance Establishing a Ballot Question for Proposed Routine City Charter Revisions	City Council has begun a City Charter review project in two steps. This is the first step, to approve an Ordinance setting a ballot question for non-controversial, necessary revisions to the City Charter.	Tamara Niles	City Attorney's Office
	Information	20 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
Consent?		20 Jun 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.	Pieter Van Ry, Steve Simon	Utilities
		20 Jun 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Appointment	Recognition of termed out board and commission members (3)		Jackie McKinnon	City Clerk's Office
		29 Jun 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Citizen of the Year Recognition - PLACEHOLDER actual date will be selected after COY is selected based on their availability	I would recommend not replacing a study session for this celebration due to other council deadlines.	Madeline Hefhaus	Communications
	Information	18 Jul 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
Consent?		18 Jul 2022	Not Flexible PPT: No	Resolution	Financial Policies Update	Financial Policies Update to include a "hatcheting and sliding" range for the General Fund's Fund Balance Unrestricted Reserve Amount	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