



Council Newsletter

CITY MANAGER'S NOTES May 5, 2022

Upcoming Council Meetings

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.

May 16, 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

MAY

Mon. May 9	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. May 10	Cancelled	Police Officers Pension Board
	4:00 p.m.	NonEmergency Retirement Board Meeting, Virtual
	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	Cancelled	Firefighters Pension Board
	5:30 p.m.	Parks and Recreation Commission, Virtual
Mon. May 16	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
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
	7:00 p.m.	Public Library Board, Virtual
Wed. Aug 10	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Aug 11	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information	09 May 2022	Flexible PowerPoint: Yes Presentation: 20 minutes Discussion: 20 minutes	Study Session Memo	Lockdown Update	Update on COVID-19 and the work of the steering committee.	Brad Power, Brock Bell	Community Development
	Information	09 May 2022	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 Hollingworth	Community Development
	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
	Direction	09 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
	Direction	16 May 2022	Flexible PPT: No Presentation: 15 minutes Discussion: 10 minutes	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
	Information and Direction	16 May 2022	Not Flexible, this is the date consultant is available PPT: Yes Presentation: 15 Minutes Discussion: 15 Minutes	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
No		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 Originally submitted as Equipment Purchase through Wagner Equipment Presentation - approx. 10 minutes Discussion:	Resolution	Equipment Purchase From Wagner Equipment - One 2022 Backhoe Loader	Approval of a resolution to purchase one (1) 2022 Caterpillar 420 Backhoe Loader from Wagner Equipment	Steve Ortega	Public Works
Yes		16 May 2022	Flexible PPT: No 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-West for a \$300,000 increase, for a total contract amount of \$430,000.	Increase current AEC-West 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 anticipated during the 2022 budget process, that require plan review by AEC-West.	Karen Montanez	Community Development
No		16 May 2022	Flexible PPT: Yes	Motion	Consider Revisions to City Council Policies regarding Public Comment, Proclamations	Consider revisions to City Council policies, regarding public comment, proclamations.	Tamara Niles	City Attorney's Office
Yes		16 May 2022	Flexible PPT: Yes Presentation: 5 minutes Please put the CFS with BioVelocity first and CFS for Radiation Pros second.	Motion	Award of Contract for Services (CFS) with Radiation Pros, LLC for the Allen Water Treatment Plant Residuals Removal, Hauling and Disposal Services.	Seeking City Council approval to enter into a Contract for Services (CFS) with Radiation Pros, LLC to remove, haul, and dispose to landfill settled solids generated from the Allen Water Treatment Plant, in the amount of \$188,250 with an additional 10% self-managed contingency of \$18,825, for a total project authorization of \$207,075.	Peter Van Ry, Steve Simon	Utilities
Yes		16 May 2022	Flexible PPT: Yes Presentation: 5 minutes Please put the CFS with BioVelocity first and CFS for Radiation Pros second.	Motion	Award of CFS with BioVelocity, LLC, for the Allen Water Treatment Plant South Reservoir Dredging Project.	Seeking City Council approval to enter into a Contract for Services (CFS) with BioVelocity, LLC to remove settled solids in the South Reservoir at the Allen Water Treatment Plant, in the amount of \$200,000 with an additional 10% self-managed contingency of \$20,000, for a total project authorization of \$220,000.	Peter Van Ry, Steve Simon	Utilities
Yes		16 May 2022	Not Flexible PPT: No	Bill for an Ordinance - 2nd Reading	CB 27 - Approve an Ordinance Authorizing 2022 Intergovernmental Agreement with Arapahoe County Concerning Open Space Shareback Funds	CB 27 - 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
No		16 May 2022	Not Flexible PowerPoint: Yes	Bill for an Ordinance - 1st Reading	CB 30 - Approve a bill for an ordinance amending Ordinance 15 for the Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement for the Water Fund	CB 30 - Approve a bill for an ordinance amending Ordinance 15 for the Water Infrastructure and Financing Innovation Act (WIFIA) loan agreement for the Water Fund	Peter Van Ry, Sarah Stone	Utilities
No		16 May 2022	Not Flexible Need to complete before feds raise the interest rate. PPT: Yes Presentation: 10 Minutes	Bill for an Ordinance - 1st Reading	CB 29 - Approve a bill for an ordinance authorizing a loan agreement with the Colorado Water Resources and Power Development Authority for Storm Water Improvements	CB 29 - Approve a bill for an ordinance authorizing a loan agreement with the Colorado Water Resources and Power Development Authority for Storm Water Improvements	Jackie Loh, Maria D'Andrea	Finance, Public Works
No		16 May 2022	PowerPoint: Yes Flexible - No - Ordinance must be passed to obtain SFH 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 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
	Information	23 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.	Peter Van Ry, Sarah Stone, Steve Simon	Utilities
	Information	06 Jun 2022	Somewhat Flexible but must be completed and filed with regulators by June 30th. This item could be moved to 06/29/2022 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
	Information and Direction	06 Jun 2022	Yes, Flexible but only to be earlier, not later PPT: Yes Presentation: 10 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
		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	June/teenth Proclamation	June/teenth 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 Englewood Recreation Center (ERC) Mechanical Equipment Upgrade. Contract is an "Order for Purchase of Goods and Materials" (ODGM) for a Not-To-Exceed amount of \$139,128.00.	John Donakowski, Melinda Golsirich	Public Works
		06 Jun 2022	Flexible?	Executive Session	Executive Session	Utilities Water Resources SP Findings	Peter Van Ry, Sarah Stone	Utilities
Yes		06 Jun 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion: 10 minutes	Bill for an Ordinance - 1st Reading	Consider Intergovernmental Agreement to Create Arapahoe County Region for Opioid Settlement Funds	In order to receive opioid settlement funds, the Arapahoe County Region must create the region through an IGA to govern regional membership, voting, and other various matters.	Tamara Niles	City Attorney's Office
		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	Board and Commission Interviews only if a second night is needed.	Jackie McKinnon	City Clerk'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
	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
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.	Peter Van Ry, Steve Simon	Utilities
		20 Jun 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Appointment		Recognition of termed out board and commission members (1)	Jackie McKinnon	City Clerk's Office
		29 Jun 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Citizen of the Year Recognition - PLACEHOLDER	I would recommend not replacing a study session for this celebration due to other council deadlines.	Madeline Hinkfuss	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 "Ratcheting 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
	Information	01 Aug 2022	Flexible PPT: No Yes Presentation: 15 minutes Discussion:	Study Session Memo	Advisory Committee Annual Report Review	Budget Advisory Committee Annual Report Review	Jennifer Nelson	Finance
	Information	08 Aug 2022	Not Flexible PPT: No Yes Presentation: 45 minutes Discussion:	Study Session Memo	Draft Proposed 2023 Operating & Capital Budget	Draft Proposed 2023 Operating & Capital Budget	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