



## Council Newsletter

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### CITY MANAGER'S NOTES July 14, 2022

#### Upcoming Council Meetings

**July 18, 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.

**July 25, 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

**JULY**

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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 Regular Meeting, Council Chambers/Hybrid
Tues. July 19	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Wed. July 20	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Code Enforcement Advisory Committee, Englewood Police Dept.
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. July 25	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. July 26	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

**AUGUST**

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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	4:00 p.m.	Non-Emergency Retirement Board, 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. 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
Mon. Aug. 15	6:00 p.m.	City Council Special/Regular Meeting, Community Room/Virtual
Wed. Aug. 17	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Aug. 22	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

Tues. Aug. 23            5:15 p.m.            Budget Advisory Committee, Pikes Peak Conference Room

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**SEPTEMBER**

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

Wed. Sept. 7            5:45 p.m.            Cultural Arts Commission, Red Rocks Conf Room/Virtual

Thurs. Sept. 8            5:30 p.m.            Parks and Recreation Commission, Virtual

                                  6:00 p.m.            Transportation Advisory Committee, Virtual

Mon. Sept. 12            6:00 p.m.            City Council Special/Study Session, Community Room/Virtual

Tues. Sept. 13            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. Sept. 14            7:00 p.m.            Board of Adjustment and Appeals, Virtual

Mon. Sept. 19            6:00 p.m.            City Council Special/Regular Meeting, Community Room/Virtual

Wed. Sept. 21            6:30 p.m.            Historic Preservation Commission, Virtual

Mon. Sept. 26            6:00 p.m.            City Council Special/Study Session, Community Room/Virtual

Tues. Sept. 27            5:15 p.m.            Budget Advisory Committee, Pikes Peak Conference Room

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**OCTOBER**

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Mon. Oct. 3            6:00 p.m.            City Council Special/Regular Meeting, Community Room/Virtual

Wed. Oct. 5            5:45 p.m.            Cultural Arts Commission, Red Rocks Conf Room/Virtual

Mon. Oct. 10            6:00 p.m.            City Council Special/Study Session, Community Room/Virtual

Tues. Oct. 11            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. Oct. 12            7:00 p.m.            Board of Adjustment and Appeals, Virtual

Thurs. Oct. 13            5:30 p.m.            Parks and Recreation Commission, Virtual

                                  6:00 p.m.            Transportation Advisory Committee, Virtual

Mon. Oct. 17            6:00 p.m.            City Council Special/Regular Meeting, Community Room/Virtual

Wed. Oct. 19            6:30 p.m.            Historic Preservation Commission, Virtual

Mon. Oct. 24            6:00 p.m.            City Council Special/Study Session, Community Room/Virtual

Tues. Oct 25            5:15 p.m.            Budget Advisory Committee, Pikes Peak Conference Room

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
Consent	Study Session Guid	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information	18 Jul 2022	Flexible Presentation: 10 minutes Discussion: 5 minutes	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 and Direction	18 Jul 2022	Flexible PPT: Yes Information and Direction Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	Assistant City Manager Tim Dodd, City Clerk Stephanie Carille, and City Manager's Office Intern Elena Hernandez will be present to discuss formal ways to engage youth.	Discussion of Formal Ways to Engage Youth	Elena Hernandez, Stephanie Carille, Tim Dodd	City Manager's Office
	Information	18 Jul 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	Sustainability Commission Annual Report	Annual report of the Sustainability Commission to the City Council	Melissa Englund	City Manager's Office
Yes		18 Jul 2022	Not Flexible PPT: No Yes	Resolution	Vehicle Purchase - One Starcraft Bus at the cost of \$111,837 from Creative Bus Sales, Inc. for the P, G and L Department	Approval of a resolution to purchase one (1) 2022 StarCraft Alistar (12&2) bus for \$111,837 from Creative Bus Sales, Inc. for the Parks, Recreation, Golf and Library Department	Steve Ortega	Public Works
Yes		18 Jul 2022	Not Flexible PPT: Yes	Resolution	Vehicle Purchase - One Bucket Truck for the cost of \$200,312 from Altec Industries, Inc. for the Public Works Department, Traffic Division	Approval of a resolution to purchase one (1) 2023 Dodge Ram Bucket Truck for \$200,312 from Altec Industries, Inc. for the Public Works Department, Traffic Division.	Steve Ortega	Public Works
No		18 Jul 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Award of Contract to Apex Design for Engineering Design Services on the Dartmouth Traffic Calming Corridor project.	Award of Contract to Apex Design for design and environmental services on the Dartmouth Traffic Calming Corridor Project	Sara Siggue	Public Works
Yes		18 Jul 2022	Flexible if necessary PPT: No Presentation: Discussion: CAD has indicated this item can be approved by motion on the consent agenda	Motion	An Agreement Authorizing Brundage Bone Concrete Pumping to remove a surplus fuel tank from the property located at 4390 South Windermere St.	Consideration of an Agreement Authorizing Brundage Bone Concrete Pumping to remove a surplus fuel tank from the property located at 4390 South Windermere St.	Tim Hoos	Public Works
		18 Jul 2022	Not Flexible-Budget considerations require the contracts be adopted sooner rather than later. PPT: Yes Presentation: 5 Minutes Discussion:	Motion	Approval of Englewood Employees Association (EEA) Contract	Approval of Englewood Employees Association (EEA) Contract	Shawn Weiske	Human Resources
Yes		18 Jul 2022	Date is Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	CB 33 - Approve an ordinance amending EMC 5-1-5, 4-1-1 to comply with new state law exempting non-local retailers from sales, use tax license	CB 33 - Approve an ordinance amending EMC 5-1-5, 4-1-1 to comply with new state law exempting non-local retailers from sales, use tax license	Tamara Niles	City Attorney's Office
Yes	Information and Direction	18 Jul 2022	Not Flexible PPT: Yes Presentation: 10 minutes	Bill for an Ordinance - 2nd Reading	CB 34 - Approve an ordinance authorizing ballot questions for revisions to City of Englewood's Charter	CB 34 - Pursuant to direction received from City Council on June 6, 2022, the proposed bill for an ordinance establishes ballot questions for consideration by Englewood's registered electors to amend the City Charter.	Tamara Niles	City Attorney's Office
No		18 Jul 2022	Not Flexible PPT: No Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance - 2nd Reading	CB 35 - Approval of an ordinance to place two taxation-related questions on the November, 2022 ballot	CB 35 - Approval of an ordinance to place two taxation-related questions on the November, 2022 ballot	Tim Dodd	City Manager's Office
No		18 Jul 2022	Not Flexible PPT: No Presentation: 5 minutes Discussion:	Bill for an Ordinance - 1st Reading	CB 38 - Approve a bill for an ordinance regarding a Cooperative Agreement - Englewood Schools, City, DDA	CB 38 - Approve a bill for an ordinance approving the Cooperative Agreement Regarding Pass-Through Revenue for School Finance Act Compliance with Englewood Schools (Cooperative Agreement)	Dan Poremba	Community Development
		25 Jul 2022	Information and Direction  This date is flexible and could be pushed to August if needed. PPT: Yes Presentation: 5 Minutes Discussion: followed by questions from the council (est. 15 minutes)  Presenters: Christina Underhill Adrian Torres Dave Lewis Dave Lee (if before July 29th)	Update	Jason Park Off-Leash Area / Multiuse Field Fence	The temporary fence has been vandalized multiple times at Jason Park's off-leash area. Staff would like to discuss alternative options with council to implement at Jason Park.  *If council would like an overall update of the off-leash program at the same time the presentation would need to be extended to 10 minutes. Otherwise, Parks and Code were planning on giving an update in early December to go over the last year statistics.	Christina Underhill	Parks, Recreation & Library
No	Information	25 Jul 2022	Flexible 18th or 25th PPT: No Presentation: Discussion: 30 minutes	Study Session Memo	CIP Discussion	Answering any clarifying questions from City Council and recording their prioritized 2023 capital projects list.	Jackie Loh	Finance
	Information	25 Jul 2022	Flexible Presentation: 5 minutes Discussion: 5 minutes	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
		25 Jul 2022	Flexible PPT: No Presentation: Discussion:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
Consent?	Information and Direction	25 Jul 2022	Not Flexible, work must commence in August to be complete by end of summer season PPT: No Presentation: 5 minutes Discussion:	Motion	Award of Contract to Martin Marietta Materials, Inc. for Construction of the 2022 Mill and Overlay Project	Consideration of award of contract to Martin Marietta Materials, Inc. in the amount of \$1,576,098.92 for the construction of the 2022 Mill and Overlay Project.	Phil Neal, Tim Hoos	Public Works
		25 Jul 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Professional Services Agreement (PSA) with Eidos Architects, PC (Eidos)	Utilities staff is seeking City Council approval, by Motion, of a Professional Services Agreement (PSA) with Eidos Architects, PC (Eidos) to provide architectural and engineering services for additional office space for the Allen Water Treatment Plant (WTP) in the amount of \$199,670, including approval to execute any change order(s), if necessary, to expend a 10% staff-managed contingency amount of \$19,967 for a total project authorization of \$219,637.	Pieter Van Ry, Sarah Stone	Utilities
		25 Jul 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Contract for Services with Blackeagle Energy Services for Water Main Replacement Construction	Utilities Staff is seeking City Council approval, by Motion, of a Contract for Services (CFS) with Blackeagle Energy Services (Blackeagle) for water main replacement construction in the amount of \$1,112,000, including approval to execute any change order(s) if necessary to expend a 10% staff-managed contingency amount of \$111,200 for a total project authorization of \$1,223,200.	Pieter Van Ry, Sarah Stone	Utilities
		25 Jul 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Quarter Two Updates and Modifications to the City of Englewood Strategic Plan	Approval of 2022, Quarter Two Updates and Modifications to the City of Englewood Strategic Plan.	Tim Dodd	City Manager's Office
		25 Jul 2022	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Award of Contract to Atkins North America	Award of Contract to Atkins North America, Inc. for Engineering Design Services on the W Dartmouth Multi-modal Safety Improvements Project in the amount of \$385,183.50	Jacob Warren, Sara Siggue	Public Works
Yes		25 Jul 2022	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 1st Reading	CB 36 - Approve a bill for an ordinance amending Certain Public Offense Code Sections Of Englewood Municipal Code To Mirror State Statute And Ensure Compliance With Applicable Law.	CB 36 - The ordinance amends EMC sections 6-1-10, 7-6A-1, 7-6A-2, 7-6A-3, 7-6A-4, 7-6A-5, 7-6B-1, 7-6F-4, 7-6F-5, and 7-6F-9, and repeals sections 7-6F-8 and 7-7-1, in order to mirror Colorado statute and provide clarity of offenses for filing in Englewood Municipal Court.	Tamara Niles	City Attorney's Office
	Information and Direction	01 Aug 2022	Flexible PPT: Yes Presentation: 15 minute Discussion:	Study Session Memo	Financial Policies Update	Financial policies update	Jackie Loh	Finance
	Information	01 Aug 2022	Flexible PPT: No Yes Presentation: 15 minutes Discussion:	Study Session Memo	Budget Advisory Committee Annual Report Review	Budget Advisory Committee Annual Report Review	Jennifer Nolan	Finance
Consent?	Information and Direction	01 Aug 2022	Flexible PPT: No  I have forwarded a draft to City department heads. Based on their responses to my comments, this may require more than one ordinance if we make substantive revisions, such as implementing new City fees.	Bill for an Ordinance - 1st Reading	Consider ordinance amending municipal code sections regarding quarterly billing cycles for utility billings	Multiple municipal code sections refer to quarterly utility billing, when the City now uses a monthly billing cycle. The ordinance amends those provisions, and revises code sections further to omit unnecessary and duplicative provisions, and utility clarity and succinct language.	Tamara Niles	City Attorney's Office

Consent?		01 Aug 2022	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 40 - Approve a bill for an ordinance to allow Court and Prosecution staff to hand documents to defendants and witnesses, and to authorize Court to withdraw bench warrant and instead serve summons to defendants in lieu of arrest.	CB 40 - Current municipal code authorizes only police officers to serve summons and subpoenas, and to serve warrants without converting to a summons, which requires the person to wait while an officer is summoned and appears at Court to hand documents to them. This amendment will allow Court and Prosecution staff to hand documents to defendants and witnesses, so they aren't required to wait on an officer to arrive.	Tamara Niles	City Attorney's Office
Yes		01 Aug 2022	Not Flexible PPT: No Presentation: 5 Min Discussion:	Bill for an Ordinance – 1st Reading	A Bill for an Ordinance for an Intergovernmental Agreement between the City of Englewood and Arapahoe County for the November 8, 2022 Coordinated Special Election	Staff recommends Council approve a Bill for an Ordinance for an Intergovernmental Agreement between the City of Englewood and Arapahoe County for the November 8, 2022 Coordinated Special Election	Stephanie Carille	City Clerk's Office
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
Consent?		15 Aug 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	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
		15 Aug 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Resolution	2022 Budget Supplemental #3	2022 Budget Supplemental #3	Jackie Loh, Jennifer Nolan	Finance
		15 Aug 2022	Not Flexible-Budget considerations require this item be adopted sooner rather than later. PPT: Yes Presentation: 5 minutes Discussion:	Motion	Approval of Englewood Police Benefit Association (EPBA) Contract	Approval of Englewood Police Benefit Association (EPBA) Contract	Shawn Weiske	Human Resources
No		15 Aug 2022		Executive Session	Executive session for annual performance reviews of City Manager, City Attorney	Executive Session for annual review of City Attorney, City Manager	Tamara Niles	City Attorney's Office
Consent?		15 Aug 2022	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 37 - Approve a bill for an ordinance amending Title 11, Chapter 1b, Sections 11-1b-1 And 11-1b-2 Of Englewood Municipal Code Regarding Traffic Procedures, Definitions.	CB 37 - Englewood Municipal Code §§ 11-1b-1 and 11-1b-2 contain provisions that are largely duplicative of state rules of traffic violation procedures and definitions of misdemeanor traffic offenses. The proposed ordinance removes duplication, incorporates state procedure and model traffic code by reference, and amends those to reflect current City best practices.	Tamara Niles	City Attorney's Office
Consent?		15 Aug 2022	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 39 - Approve a bill for an Ordinance Amending Title 7, Chapter 1A, Section 7-1A-5 Of Englewood Municipal Code Regarding Animal Impoundment.	CB 39 - City staff requested an ordinance amending 7-1A-5 to resolve ambiguity in prior language, and to mirror state law provisions for animal impoundment to ensure compliance.	Tamara Niles	City Attorney's Office
Information and Direction		22 Aug 2022	Flexible PPT: Yes Presentation: 10-15 min Discussion:	Study Session Memo	GoEV presentation regarding sustainability	GoEV presentation to Council regarding sustainability	Melissa Englund	City Manager's Office
Information and Direction		22 Aug 2022	Not Flexible PPT: Yes Presentation: 20-30 minutes Discussion:	Study Session Memo	Historic preservation study by Pinyon Environmental	Pinyon Environmental will present an overview of the historic preservation survey	Erik Sampson	Community Development
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
		06 Sep 2022	Not Flexible PPT: No Members of the Community may attend	Proclamation	Workforce Development Month Proclamation	Approval of a proclamation recognizing September as Workforce Development Month	Darren Hollingsworth	Community Development
		06 Sep 2022	Not Flexible PPT: No Members of the City's DEI Committee will be present	Proclamation	National Hispanic Heritage Month Proclamation	Proclamation acknowledging September 15–October 15 as National Hispanic Heritage Month	Tim Dodd	City Manager's Office
		06 Sep 2022	Not Flexible PPT: No Yes Presentation: Discussion:	Motion	Approve a contract with Bridge House, contingent on the appropriation on the 15th?	Approve a contract with Bridge House, contingent on the appropriation on the 15th?	Tim Dodd	City Manager's Office
		06 Sep 2022	Flexible?	Executive Session	Executive Session	Utilities Water Resources MP findings	Pieter Van Ry, Sarah Stone	Utilities
Consent?		06 Sep 2022	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 41 - Approve a bill for an ordinance to repeal Englewood Municipal Code Title 12 Chapter 6 Cable TV Customer Standards (and instead, provide for them by franchise agreement)	CB 41 - Englewood Municipal Code Title 12 Chapter 6, adopted in 2004, provides policies, definitions, customer service requirements, and complaint procedures for cable TV services within the City. Instead of contained within Municipal Code, these should be contained within the franchise agreements to respond to evolving city and customer needs.	Tamara Niles	City Attorney's Office
Consent?		06 Sep 2022	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 1st Reading	Ordinance Approving Comcast Cable TV Franchise agreement	The City entered into a 2002 agreement with Comcast for a cable tv franchise, and in 2019, approved an extension of that agreement on a month-to-month basis. This ordinance approves a new, permanent franchise agreement.	Tamara Niles	City Attorney's Office
Information		12 Sep 2022	Flexible PPT: Yes Presentation: 15 Minutes Discussion: Attending: Bryan Isham, Planning Manager, Community Development Brad Power, Director, Community Development Consultant	Study Session Memo	Housing Assessment Update	Housing Assessment Update	Bryan Isham	Community Development
Information		19 Sep 2022	Flexible PPT: Yes Presentation: Discussion:	Study Session Memo	Innovative Housing Concepts update to Council	Innovative Housing Concepts update	Lindsay Gorzalski Hocking	
No		19 Sep 2022	Not Flexible PPT: No Yes Presentation: 45 minutes Discussion:	Public Hearing	Proposed 2023 Budget Public Hearing	Proposed 2023 Budget Public Hearing	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
No		26 Sep 2022	Flexible PPT: No Yes Presentation: 20 minutes Discussion:	Public Hearing	Budget Workshop to finalize 2023 Budget (Placeholder)	Budget Workshop to finalize 2023 Budget (Placeholder)	Jackie Loh	Finance