



Council Newsletter

CITY MANAGER'S NOTES September 22, 2022

Upcoming Council Meetings

September 26, 2022

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

October 3, 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

SEPTEMBER

Mon. Sept. 26	6:00 p.m.	City Council Special Meeting, Council Chambers/Hybrid
Tues. Sept. 27	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Sept. 28	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority Board

OCTOBER

Mon. Oct. 3	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Wed. Oct. 5	8:30 a.m.	Mayor Manager Meeting, Virtual
	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. Oct. 10	6:00 p.m.	City Council Study Session, Community Room/Hybrid
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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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 Regular Meeting, Council Chambers/Hybrid
Wed. Oct. 19	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Oct. 24	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. Oct. 25	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Oct. 26	8:30 a.m.	Mayor Manager Meeting, Virtual

NOVEMBER

Wed. Nov. 2	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Mon. Nov. 7	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. Nov. 8	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. Nov. 9	11:00 a.m.	Liquor and Marijuana Licensing Authority
	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Thurs. Nov. 10	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Nov. 14	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Nov. 15	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Nov. 16	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Nov. 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. Nov. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual

DECEMBER

Mon. Dec. 5	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Dec. 7	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Thurs. Dec. 8	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Dec. 12	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Dec. 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. Dec. 14	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Mon. Dec. 19	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual

Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible
Information	26 Sep 2022	Flexible Presentation: 5 minutes	Study Session Memo	August 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the August 2022 Financial Report	Jackie Loh
Information and Direction	26 Sep 2022	PPT: Yes If Kathryn can attend executive session, we would request this be scheduled last. I will let Clerks know regarding her availability	Study Session Memo	Budget Workshop to finalize 2023 Budget	Budget Workshop to finalize 2023 Budget	Jackie Loh
Information and Direction	26 Sep 2022	PPT: Yes	Study Session Memo	Presentation 2, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions	Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration.	Tamara Niles
Information and Direction	26 Sep 2022	PPT: Yes	Study Session Memo	Public Rights of Way Discussion	Discussion of public rights of way	Tim Dodd, Tim Hoos
Information and Direction	26 Sep 2022	Not Flexible	Study Session Memo	EDDA 2023 Budget Presentation	EDDA 2023 Budget Presentation	Hilarie Portell
Information	26 Sep 2022	Not Flexible-Pieter Van Ry is only available on this date and the 3 contracts are going	Study Session Memo	Contracting for Emergency On-Call Water Line Repair Services	On-call contracts used for emergency water line repairs on the City's Water Distribution System.	Josh Roach, Pieter Van Ry
	26 Sep 2022	Not Flexible	Executive Session	Executive Session to discuss (a) a personnel matter regarding an employment contract negotiation matter, and (b) a matter of attorney-client privilege regarding litigation, eminent domain regarding real property.	Executive Session to discuss (a) a personnel matter regarding an employment contract negotiation matter, and (b) a matter of attorney-client privilege regarding litigation, eminent domain regarding real property.	Tamara Niles
Information	03 Oct 2022	Flexible: No PPT: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo	National Citizen Survey Report Out	Presentation of the results of the National Citizen Survey for 2022	Tim Dodd
Information and Direction	03 Oct 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo	Youth Advisory Board Discussion	Discuss options for the formation of a Youth Advisory Board	Stephanie Carlile, Tim Dodd
	03 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Proclamation	Emergency Management Month Proclamation	Emergency Management Month Proclamation	
	03 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Proclamation	Conflict Resolution Month Proclamation	Conflict Resolution Month	
	03 Oct 2022	Not Flexible PPT: No Members of the City's DEI Committee will be present	Proclamation	Indigenous Peoples' Day Proclamation	Approval of a proclamation recognizing Monday, October 10 as Indigenous Peoples' Day	Tim Dodd
	03 Oct 2022	Not Flexible PPT: No Sam Watson, City Manager's Office, and Code Enforcement Team will be present	Proclamation	Code Enforcement Month Proclamation	Approval of a proclamation acknowledging October, 2022 as Code Enforcement Month	Sam Watson
	03 Oct 2022	Not Flexible PPT: No	Resolution	Approve Renewal of contract with Hill Petroleum for 2022 Bulk Fuel/Fluids Purchase	Approve Renewal of contract with Hill Petroleum for 2022 Bulk Fuel/Fluids Purchase	Catherine Denney, Chris Edelstein, Linda Trujillo, Steve Ortega
	03 Oct 2022	Not flexible, the only date that works for the Director and necessary to have contracts in place before water line break season begins. PPT: Yes Presentation: 10 minutes Discussion:	Motion	Three on-call Contracts for Services with three contractors, Global Underground Corp., Brannan Construction Company, and C&L Water Solutions, Inc.	Utilities staff is seeking City Council approval of three on-call Contracts for Services with three contractors, Global Underground Corp., Brannan Construction Company, and C&L Water Solutions, Inc., in the amount of \$200,000 each, for urgent water line repair for the City's Water Distribution System.	Josh Roach, Pieter Van Ry
	03 Oct 2022	Not Flexible PPT: Possibly Presentation: 5 minutes Discussion:	Motion	Approval of 2023 Insurance Letter Agreement	Approval of a letter agreement between the City and healthcare plans, agreeing to incorporate the agreement's provisions into group agreements for health insurance for employees	Tim Dodd
	03 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 1st Reading	2023 Budget Ordinances First Reading 1 of 5	2023 Budget Ordinances First Reading 1 of 5	Jackie Loh
	03 Oct 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, Sections 7-1A-5, 7-1A-9 and 7-1A-16 Of Englewood Municipal Code Regarding Animal Impoundment.	CB 39 - City staff requested an ordinance amending Sections 7-1A-5, 7-1A-9 and 7-1A-16 to resolve ambiguity in prior language, to mirror state law provisions for animal impoundment, and to provide a single, consistent section of Municipal Code regarding animal impoundment.	Tamara Niles
	03 Oct 2022	PPT: Yes	Bill for an Ordinance – 1st Reading	Malley Senior Recreation Center Pedestrian Improvements	Staff are requesting Council Approval to enter an Intergovernmental Agreement with DRCOG in order to receive grant funds for making sidewalk and crosswalk improvements near the Malley Senior Recreation Center.	Jacob Warren
	03 Oct 2022	Flexible PPT: Yes Outside counsel Colleen McCroskey	Bill for an Ordinance – 1st Reading	Council Bill amending Municipal Code regarding Telecommunications in Rights of Way	At its August 8 Study Session, City Council received a presentation on state and federal limitations on the City's ability to regulate telecommunications in its rights-of-way. This Council Bill proposes revisions to Englewood Municipal Code arising out of the August 8 study session discussion.	Tamara Niles
	03 Oct 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
	03 Oct 2022	Not Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	Approval of an IGA with the City of Cherry Hills Village for Vehicle Maintenance and Repair	Approve a bill for an ordinance authorizing an Intergovernmental Agreement (IGA) with the City of Cherry Hills Village for vehicle maintenance and repair.	Catherine Denney, Chris Edelstein, Linda Trujillo, Steve Ortega
	03 Oct 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
	03 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 1st Reading	2023 Budget Ordinances First Reading 2 of 5	2023 Budget Ordinances First Reading 2 of 5	Jackie Loh
	03 Oct 2022	Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 53 - Approve an ordinance amending Englewood Municipal Code to add public offenses reclassified as misdemeanors under Colorado law	CB 53 - Colorado statute was amended to re-classify several offenses as misdemeanors. This ordinance amends Municipal Code so that those misdemeanors can be filed and prosecuted in Englewood Municipal Court.	Tamara Niles
	03 Oct 2022	PPT: No	Bill for an Ordinance – 2nd Reading	CB 50 - Approve an ordinance Adding Englewood Municipal Code Section 11-4-6, designating park properties within the City	CB 50 - As directed by Citizen Ballot Initiative 300 adopted in 2013, add section of municipal code specifically designating City park properties	Tamara Niles
	03 Oct 2022	PPT: No	Bill for an Ordinance – 2nd Reading	CB 51 - Approve an ordinance amending Englewood Municipal Code Title 8 Chapter 2 Section 8-2-A(B)(9) to amend temporary emergency winter weather sheltering regulations.	CB 51 - Amendment to Fire Code to expand authorized usage of temporary emergency shelters during severe weather.	Tamara Niles
	03 Oct 2022	PPT: No	Bill for an Ordinance – 2nd Reading	CB 52 - Approve an ordinance authorizing Englewood Schools Intergovernmental Agreement (IGA) regarding jointly-used property	CB 52 - IGA replaces November 2020 agreement that did not include joint responsibilities for Hosanna Complex	Tamara Niles
	03 Oct 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 49 - Amending EMC 7-6B-6 regarding solicitation from vehicles, sidewalk obstructions	CB 49 - This ordinance proposes amendments to City Code regarding solicitation from vehicles and obstructions on streets and sidewalks.	Tamara Niles
Information and Direction	10 Oct 2022	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo	Historic preservation study by Pinyon Environmental	Pinyon Environmental will present an overview of the historic preservation survey	Erik Sampson
Information and Direction	10 Oct 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	Draft Economic Development Strategic Plan	Presentation of the draft Economic Development Strategic Plan	Darren Hollingsworth
Information	10 Oct 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Strategic Plan Performance Dashboard	Presentation of a soon to go live dashboard for the public to view our progress on strategic plan performance metrics.	Tim Dodd
	17 Oct 2022	Not Flexible PPT: No	Recognition	Recognition of Citizens Planning School graduates	Recognition of graduates of the 2022 Citizens Planning School	Bryan Isham

	17 Oct 2022	Not Flexible PPT: No Attendees: Christina Underhill Potentially six staff (or more) from MDA: Cynthia Madden Leitner, Schuyler Madden, Jessica Brack, Tatum Hays, Tim Vacca and Kelly Jones.	Proclamation	Recognition of the Museum of Outdoor Arts	Recognition of Museum of Outdoor Arts partnership with the City of Englewood.	Christina Underhill
	17 Oct 2022	Not Flexible PPT: No Presentation: 10 minutes Discussion:	Resolution	Civic Center Storage SAN	Purchase hardware to replace an end of life network storage device and installation professional services for the primary production environment from Peak Resources in the amount of \$157,611.09	Brad Creager, Jeremy King
	17 Oct 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	Comcast Dark Fiber Agreement	To enter into a 10 year agreement for use of Comcast Dark Fiber. The full amount of the agreement is \$660,000 or \$5,500 a month.	Brad Creager, Jeremy King
	17 Oct 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
	17 Oct 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
Information	24 Oct 2022	Flexible-Prefer not to delay this request. The earlier we notify the council of the charges, the earlier we can finalize the 2023 operating budgets. PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo	Administrative Study Results for Charges to the Enterprise Funds and Component Units	Administrative Study Result for Charges to Enterprise Funds and Component Units	Jackie Loh, Kevin Engles
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
Information and Direction	24 Oct 2022	Flexible-Yes, but we would like to have these presentations on the 4th Monday of each month PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo	Presentation 3, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions	Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda at 6 p.m. Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration.	Tamara Niles
Information and Direction	07 Nov 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext: Technical Provisions	CodeNext update on technical provisions within Title 16	Bryan Isham
	07 Nov 2022	Flexible-Yes, as long as it has time for first and second reading before the end of 2022. PPT: No Presentation: 5 minutes Discussion:	Bill for an Ordinance – 1st Reading	3-year IGA with the Aurora-South Metro Small Business Development Center	Approval of 3-year IGA with the Aurora-South Metro Small Business Development Center	Darren Hollingsworth
Information and Direction	14 Nov 2022	Not Flexible PPT: No Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext: Mobility, Access and Public Realm Design Provisions	Update on CodeNext related to mobility, access, and public realm design	Bryan Isham
	21 Nov 2022	Not Flexible PPT: No Darren Hollingsworth, Community Development Department, and Members of the City's business community will be present	Proclamation	Small Business Saturday	Approval of a proclamation recognizing Small Business Saturday	Darren Hollingsworth
Information and Direction	28 Nov 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext: Sustainability Provisions	CodeNext update regarding sustainability	Bryan Isham
Information and Direction	28 Nov 2022	Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo	Presentation 4, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions	Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda at 6 p.m. Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration.	Tamara Niles
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
Information and Direction	05 Dec 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext: Housing and Neighborhoods	CodeNext Update on Housing and Neighborhoods	Bryan Isham
Information	12 Dec 2022	Flexible PPT: Yes Presentation: Discussion:	Study Session Memo	Monthly Financial Report	Finance Director Jackie Loh to review with City Council the Monthly Financial Report	Jackie Loh