



Council Newsletter

CITY MANAGER'S NOTES October 13, 2022

Upcoming Council Meetings

October 17, 2022

The City Council Regular Meeting will begin at 7:00 p.m. in Council Chambers. This meeting will be held as a hybrid meeting.

October 24, 2022

The City 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

OCTOBER

Fri. Oct. 14	2:00 p.m.	Englewood Environmental Foundation, Virtual
Mon. Oct. 17	7:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. Oct. 18	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	Cancelled	Planning and Zoning Commission
Wed. Oct. 19	8:00 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
	4:30 p.m.	Englewood Downtown Development Authority Board, TBD
	6:00 p.m.	Code Enforcement Advisory Committee
Fri. Oct. 28	TBD	Englewood McLellan Reservoir Foundation Meeting

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
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
	7:00 p.m.	Public Library Board, Virtual
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 Regular Meeting, Council Chambers/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
Tues. Dec. 20	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
Yes		17 Oct 2022	Not Flexible PPT: No	Resolution	Resolution to Approve Amendment No. 1 to City Attorney Employment Agreement	Amendment No. 1 to City Attorney Employment Agreement provides for the same base salary and several benefits as that of the City Manager, including base salary of \$183,001.03	Tamara Niles	City Attorney's Office
No		17 Oct 2022	Not Flexible PPT: No Presentation: 5 minutes Discussion: 10 minutes	Resolution	Resolution of Support in Favor of Sales Tax Ballot Issues	Englewood citizens will vote on two sales tax ballot questions, to increase City sales to fund street improvements and alternate policing services.	Tamara Niles	City Attorney's Office
		17 Oct 2022	Not Flexible PPT: No Attendees: Christina Underhill Potentially six staff (or more) from MOA: Cynthia Madden Leitner, Schuyler Madden, Jessica Brack, Tatum Hays, Tim Vacca and Kelly Jones.	Recognition	Recognition of the Museum of Outdoor Arts	Recognition of Museum of Outdoor Arts partnership with the City of Englewood.	Christina Underhill	Parks, Recreation & Library
		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	Community Development
Yes		17 Oct 2022	Flexible: Requested 10/3 but open to 10/17. Moved to 10/17 due to heavy 10/3 agenda PPT: No	Motion	Approval of a Change Order with Stanley Consultants for On-call Engineering Services	Approval of Change Order with Stanley Consultants for On-call Engineering Services in the amount of \$48,318.00	Tim Hoos	Public Works
Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Motion	Short Term Security - Additional Funding	The City / Englewood Environment Fund (EEF) entered into a Short-Term Security contract with Twin City Security in the amount of \$99,000. This contract was to cover the anticipated time between terminating one security contractor for breach of contract and procuring a one-year contract with a new security company. The new security company will begin service on October 15, 2022. Additional funding is needed to pay for the short-term security to provide service until the transition occurs.	Chris Edelstein, Melinda Goblirsch	Public Works
Yes		17 Oct 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Motion	Renewal of Contract with Regal Facility Management for Custodial Services	Renew Contract with Regal Facility Management for Custodial Services at Various City Facilities. Total cost is \$340,780.00	Chris Edelstein, Jeff Wenda, Tim Dodd	Public Works
No		17 Oct 2022	Not Flexible PPT: Yes Presentation: 7 minutes	Motion	Award of Professional Services Agreement with Jacobs Engineering Group, Inc for City Ditch Piping Project Phase I	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) with Jacobs Engineering Group, Inc (Jacobs) to support Phase I project development activities for the City Ditch Piping Project.	Pieter Van Ry, Sarah Stone	Utilities
No		17 Oct 2022	Flexible PPT: No Presentation: 5 minutes	Motion	EDDA 2023 Budget Approval by Motion	EDDA 2023 Budget Approval by Motion	Hilarie Portell	Downtown Development Authority
No		17 Oct 2022	Flexible PPT: No	Motion	Approval of a contract amendment for funding for CrossPurpose	Contract amendment to provide additional funding, on Council's approved ARPA expenditure list, for CrossPurpose, a job training program.	Tim Dodd	City Manager's Office
Yes		17 Oct 2022	Not Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 60 - Approve an ordinance authorizing an Intergovernmental Agreement (IGA) for Voter Service/ Polling Center use and ballot drop box	CB 60 - IGA regarding VSPC and ballot drop box	Stephanie Carlile	City Clerk's Office
Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 54 - Approve 2023 Budget Ordinance - City of Englewood Budget.	CB 54 - 2023 Budget Ordinances 1 of 5-City of Englewood Budget	Jackie Loh	Finance
Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 55 - Approve 2023 Budget Ordinance-City of Englewood Appropriation	CB 55 - 2023 Budget Ordinances 2 of 5-City of Englewood Appropriation	Jackie Loh	Finance
Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 56 - Approve 2023 Budget Ordinance-City of Englewood Property Tax Mill Levies	CB 56 - 2023 Budget Ordinances 3 of 5-City of Englewood Property Tax Mill Levies	Jackie Loh	Finance

Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 57 - Approve 2023 Budget Ordinance-South Platte Renew (SPR) Budget	CB 57 - 2023 Budget Ordinances 4 of 5-South Platte Renew (SPR) Budget	Jackie Loh	Finance
Yes		17 Oct 2022	Not Flexible PPT: No Presentation: 15 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 58 - Approve 2023 Budget Ordinance-South Platte Renew (SPR) Appropriation	CB 58 - 2023 Budget Ordinances 5 of 5-South Platte Renew (SPR) Appropriation	Jackie Loh	Finance
Yes		17 Oct 2022	Not Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	CB 59 - Approve an ordinance authorizing an IGA with the City of Cherry Hills Village for Vehicle Maintenance and Repair	CB 59 - Approve an ordinance authorizing an Intergovernmental Agreement (IGA) with the City of Cherry Hills Village for vehicle maintenance and repair.	Chris Edelstein, Steve Ortega	Public Works
Yes		17 Oct 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 65 - Approve a bill for an ordinance amending Title 11 Chapter 5 of Englewood Municipal Code regarding Trees and Shrubs	CB 65 - The Englewood Code Enforcement Advisory Committee requested an ordinance amending municipal code on trees and shrubs. The proposed council bill incorporates Tree City USA standards, and provides provisions requested by CEAC.	Tamara Niles	City Attorney's Office
Yes		17 Oct 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 61 - Amending EMC 7-6C-6 to reflect provisions of Colorado Vote Without Fear Act.	CB 61 - To mirror provisions of the new Colorado Vote Without Fear Act, Englewood Municipal Code § 7-6C-6 must be revised to prohibit the open carry of firearms near ballot boxes and polling locations.	Tamara Niles	City Attorney's Office
Yes		17 Oct 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 62 - Approve a bill for an ordinance amending EMC 5-15-1 regarding definition of pawnbroker	CB 62 - Ordinance amending EMC 5-15-1 regarding definition of pawnbroker, to reflect changes in caselaw and to mirror statutory revision of CRS § 29-11.9-101 as made by HB22-1324	Tamara Niles	City Attorney's Office
Yes		17 Oct 2022	PPT: Yes	Bill for an Ordinance – 1st Reading	CB 66 - Approve a bill for an ordinance regarding Malley Senior Recreation Center Pedestrian Improvements	CB 66 - Council approval is requested to enter into an Intergovernmental Agreement with Denver Regional Council of Governments (DRCOG) in order to receive grant funds for making sidewalk and crosswalk improvements near the Malley Senior Recreation Center.	Tim Hoos	Public Works
	Information and Direction	24 Oct 2022	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo	Dartmouth Ave Traffic Calming Project Update	Dartmouth Ave Traffic Calming project update	Jacob Warren, Sara Siggue	Public Works
	Information	24 Oct 2022	Flexible Presentation: 10 minutes Discussion: 5 minutes	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 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: 20 minutes	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	City Attorney's Office
	Information and Direction	24 Oct 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion: 30 minutes	Study Session Memo	Pedestrian Safety Month Project Overview and Discussion	Overview of pedestrian safety projects and initiatives in recognition of Pedestrian Safety Month	Tim Dodd	City Manager's Office
	Information and Direction	07 Nov 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion: 30 minutes	Study Session Memo	CodeNext: Technical Provisions	CodeNext update on technical provisions within Title 16	Bryan Isham	Community Development
No		07 Nov 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	Information Technology
		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion:	Resolution	2023 Fees and Rates Schedule	2023 Fees and Rates Schedule	Jackie Loh	Finance

		07 Nov 2022	Flexible (needs to be approved by Jan 1, 20223) PPT: No	Motion	Motion to Approve Economic Partnership Agreement with the Greater Englewood Chamber of Commerce	Economic Partnership Agreement with the Englewood Chamber in the amount of \$20,000	Darren Hollingsworth	Community Development
No		07 Nov 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	City Attorney's Office
Consent?		07 Nov 2022	Flexible PPT: Yes Presentation: 10 minutes *Vicky will be presenting and she will be covering this meeting Outside Presenters: McDermott	Bill for an Ordinance – 1st Reading	Ordinance creating Englewood Municipal Code establishing standard provisions for City contracts	The City Attorney's Office independently negotiates each contract, often advocating for the same provisions each time. The proposed ordinance establishes these provisions as part of Municipal Code, that can be incorporated by reference in contracts rather than requiring an independent negotiation	Tamara Niles	City Attorney's Office
Yes		07 Nov 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	Council Bill amending various sections of the public offense code to mirror changes in state law and ensure compliance	The City Attorney's Office compared the City public offense code to changes in state law through statutes and case law, and concluded revisions to multiple sections were necessary. These revisions mirror state law, and modify code language for clarity and consistency.	Tamara Niles	City Attorney's Office
No		07 Nov 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 64 - Approve a bill for an ordinance authorizing execution of a Comcast Dark Fiber Agreement	CB 64 - Approve a bill for an ordinance 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	Information Technology
		07 Nov 2022	Flexible: No 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	Community Development
	Information and Direction	14 Nov 2022	Not Flexible PPT: No Yes 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	Community Development
	Information and Direction	14 Nov 2022	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Building Code Update	Update on Building Code Amendments	Karen Montanez	Community Development
	Information and Direction	21 Nov 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	CodeNext: Sustainability Provisions	CodeNext update regarding sustainability	Bryan Isham	Community Development
		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	Community Development
Yes		21 Nov 2022	Not Flexible PPT: Yes Presentation: 5 minutes	Motion	Award of two Professional Services Agreements with Berg Hill Greenleaf Ruscitti, LLP and Martin and Wood Water Consultants, Inc	Utilities staff is seeking City Council approval of two Professional Services Agreements (PSAs), one with Berg Hill Greenleaf Ruscitti, LLP (BHGR) for water rights legal support, in the amount of \$450,000; and one with Martin and Wood Water Consultants, Inc (MWWC) for water resources engineering, in the amount of \$400,000.	Pieter Van Ry, Sarah Stone	Utilities
Yes		21 Nov 2022	Not Flexible PPT: No Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 1st Reading	CB 63 - Approve a bill for an ordinance authorizing an Intergovernmental Agreement Between the City of Littleton and the City of Englewood Regarding Cost-Sharing for Revising Sewer Connector District Agreements	CB 63 - Approve a bill for an ordinance authorizing an Intergovernmental Agreement Between the City of Littleton and the City of Englewood Regarding Cost-Sharing for Revising Sewer Connector District Agreements	Pieter Van Ry, Sarah Stone	Utilities

Yes		21 Nov 2022	Flexible PPT: No	Bill for an Ordinance – 1st Reading	Ordinance creating EMC 1-4-4 regarding collection of debts owed to the City	Ordinance creating EMC 1-4-4 authorizing City to recover costs of collection for unpaid debts, and removing other code references with conflicting procedures	Tamara Niles	City Attorney's Office
Consent?		21 Nov 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?		21 Nov 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
Yes		21 Nov 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
Yes		21 Nov 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
	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 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	City Attorney's Office
	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	Community Development
		05 Dec 2022	Flexible PPT: Yes Presentation: 10 minutes	Recognition	Student Art Calendar Artist Recognition	Student Art Calendar Artist Recognition	Chris Harguth	Communications
Consent?		05 Dec 2022	Not Flexible PPT: No Presentation: 5 minutes Discussion Annual contract. Consent?	Motion	Renewal contract with MV Transportation	Motion to approve Renewal Agreement #2 to Transit Shuttle Services Operation Contract with MV Transportation in the amount of \$462,794.40 for 2023 operations of the Englewood Trolley.	Bryan Isham	Community Development

		12 Dec 2022		Update	City Council Annual Holiday Dinner	City Council will meet for an Annual Holiday Dinner at from 5:30 to 6:30 p.m. This meeting will begin at 7:00 p.m.		City Council
	Information	12 Dec 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	Finance