



## Council Newsletter

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### CITY MANAGER'S NOTES October 20, 2022

#### Upcoming Council Meetings

**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.

**November 7, 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




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**OCTOBER**

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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

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**NOVEMBER**

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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	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

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**DECEMBER**

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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
Thurs. Dec. 8	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Dec. 12	5:30 p.m.	City Council Holiday Dinner
	7:00 p.m.	City Council Regular Meeting, Council Chambers
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

## 2023 CALENDAR OF EVENTS

### JANUARY

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Wed. Jan. 4	5:45 p.m.	Cultural Arts Commission
	7:00 p.m.	Liquor Authority Meeting
Mon. Jan. 9	6:00 p.m.	City Council Board & Commission Interviews
Tues. Jan. 10	5:00 p.m.	Water and Sewer Board
	6:00 p.m.	City Council Board & Commission Interviews (2 <sup>nd</sup> night if needed)
	7:00 p.m.	Library Board
Wed. Jan. 11	7:00 p.m.	Board of Adjustment and Appeals
Thurs. Jan. 12	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Tues., Jan. 17	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Jan. 18	6:00 p.m.	Code Enforcement Advisory Committee
	6:30 p.m.	Historic Preservation Commission
Sat. Jan. 21	9:00am	City Council Annual Retreat, TBD
Mon. Jan 23	6:00 p.m.	City Council Study Session, Community Room/Virtual

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	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	City Charter Review Project	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: 15 minutes Discussion: 15 minutes	Study Session Memo	Dartmouth Ave Traffic Calming Project Update	Dartmouth Ave Traffic Calming project update	Sara Sigge, Tim Hoos	Public Works
	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
	Information	07 Nov 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
		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	Resolution	2023 Fees and Rates Schedule	2023 Fees and Rates Schedule	Jackie Loh	Finance
		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	Resolution	Resolution adopting the Economic Development Strategic Plan	Resolution adopting the Economic Development Strategic Plan	Darren Hollingsworth	Community Development
No		07 Nov 2022	Not Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	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, Jeromy King	Information Technology
Yes		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	Bill for an Ordinance - 2nd Reading	CB 62 - Amending the Englewood Municipal Code 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		07 Nov 2022	PPT: Yes Presentation: 10 minutes Discussion: 10 minutes	Bill for an Ordinance - 2nd Reading	CB 66 - Approve 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
Yes		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	Bill for an Ordinance - 2nd Reading	CB 65 - 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
No		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	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
Yes		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion: 10 minutes	Bill for an Ordinance - 1st Reading	Ordinance creating Englewood Municipal Code establishing standard provisions for City contracts	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
Consent?		07 Nov 2022	Flexible PPT: Yes Presentation: 10 minutes *Vicky will be presenting and she will be covering this meeting	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
No		07 Nov 2022	Outside Presenters: McDermott Flexible PPT: No Presentation: 5 minutes Discussion: 5 minutes	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, Jeromy King	Information Technology
		07 Nov 2022	Flexible: No PPT: No Presentation: 5 minutes Discussion: 5 minutes	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 Presentation: 20 minutes Discussion: 20 minutes	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: 10 minutes	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: 20 minutes	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 Presentation: 5 minutes Discussion: 5 minutes	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 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: 5 minutes Discussion: 5 minutes	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?		21 Nov 2022	Flexible PPT: No Presentation: 5 minutes Discussion: 5 minutes	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: 5 minutes	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 Presentation: 5 minutes Discussion: 5 minutes	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
		21 Nov 2022	Flexible PPT: No Presentation: 5 minutes Discussion: 5 minutes	Bill for an Ordinance - 1st Reading	Repeal of Shoplifting and Price Switching Ordinances from Offenses Code	Repeal of shoplifting and price switching ordinances due to adoption of ordinance 36.	Tamara Niles	City Attorney's Office
	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: 20 minutes	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	28 Nov 2022	Flexible Presentation: 10 minutes Discussion: 10 minutes	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

