



Council Newsletter

CITY MANAGER'S NOTES October 27, 2022

Upcoming Council Meetings

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.

November 14, 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. 28	9:00am	Englewood McLellan Reservoir Foundation Meeting, Virtual
--------------	--------	--

NOVEMBER

Wed. Nov. 2	Cancelled	Mayor Manager Meeting
	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Fri. Nov. 4	TBD	Englewood Environmental Foundation
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.	Planning and Zoning Commission
Wed. Nov. 9	8:30 a.m.	Mayor Manager Meeting, Virtual
	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	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Virtual
Mon. Nov. 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Nov. 23	8:30 a.m.	Mayor Manager Meeting, virtual
Mon. Nov. 28	6:00 p.m.	City Council Special/Study Session, Community Room/Virtual
Wed. Nov. 30	8:30 a.m.	Mayor Manager Meeting, Virtual

DECEMBER

Mon. Dec. 5	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Dec. 7	8:30 a.m.	Mayor Manager Meeting, Virtual
	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

Wed. Jan. 4	8:30 a.m.	Mayor Manager Meeting, Virtual
	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 nd night if needed)
	7:00 p.m.	Library Board
Wed. Jan. 11	8:30 a.m.	Mayor Manager Meeting, Virtual
	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

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	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
	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, Jeromy 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
Yes		07 Nov 2022	Flexible PPT: No Presentation: 10 minutes Discussion:	Resolution	Resolution adopting the Economic Development Strategic Plan	Resolution adopting the Economic Development Strategic Plan	Darren Hollingsworth	Community Development
		07 Nov 2022	Not Flexible PPT: No Presentation: Discussion:	Recognition	Recognition of Code Enforcement	Code Enforcement recently won some national awards and we would like to recognize them for this.	Vance Fender	Police
Yes		07 Nov 2022	Flexible PPT: No	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	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	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	Bill for an Ordinance – 1st Reading	CB 67 - Approve a bill for an ordinance to increase the Waste Transfer Surcharge from \$.50 per cubic yard to \$.63 per cubic yard effective January 1, 2023	CB 67 - Approve a bill for an ordinance to increase the Waste Transfer Surcharge from \$.50 per cubic yard to \$.63 per cubic yard effective January 1, 2023	Jackie Loh	Finance
Yes		07 Nov 2022	Flexible PPT: No Presentation: Discussion:	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
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, Jeromy King	Information Technology
		07 Nov 2022	Not Flexible PPT: No	Bill for an Ordinance – 1st Reading	Bill for an Ordinance amending EMC 7-6C-6 to update for current City property ownership	This council bill proposes amendments to municipal code's open firearm prohibition on City facilities, to reflect current city facilities and for clarity regarding firearms definition and exceptions.	Tamara Niles	City Attorney's Office
No		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: 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 Presentation: 20 minutes Discussion: 30 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: 30 minutes	Study Session Memo	Building Code Update	Update on Building Code Amendments	Karen Montanez	Community Development
	Information	14 Nov 2022	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 30 minutes	Study Session Memo	South Platte Renew Ownership Model	Presentation about the South Platte Renew Ownership Model	Pieter Van Ry	SPR

	Information	14 Nov 2022	Flexible (need to complete by end of 2022) PPT: Yes Presentation: 5 minutes Discussion: 10 minutes	Study Session Memo	Utilities Customer Assistance Program Update	Utilities Customer Assistance Program Update	Pieter Van Ry, Sarah Stone	Utilities
	Information and Direction	21 Nov 2022	Not Flexible PPT: Yes Presentation: 20 minutes Discussion: 30 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
		21 Nov 2022	Flexible PPT: Yes Presentation: 15 minutes Discussion:	Motion	2022 Quarter 3 Strategic Plan Update	Staff will provide an update and suggested modifications to the City of Englewood Strategic Plan for Council consideration.	Tim Dodd	City Manager's Office
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
Yes		21 Nov 2022	Not Flexible PPT: No 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
No		21 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
Yes		21 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
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.	Nancy Fenton	Community Development
		05 Dec 2022	Flexible (needs to be approved by Jan 1, 2023) 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
Consent?		05 Dec 2022	Not Flexible PPT: No Presentation: 5 minutes Discussion:	Motion	Renewal of AEC-West Contract for 2023	Renewal of the annual AEC-West contract for supplemental building review and inspections. Annual contract. Consent?	Karen Montanez	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
Consent?		19 Dec 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?		19 Dec 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
		09 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Interview New Applicants with City Council and Discussion	Interview New Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
		10 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	2nd night if needed- Interview New Applicants with City Council and Discussion	2nd night if needed - Interview New Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
	Information	17 Jan 2023	Flexible PPT: Yes Presentation: Discussion:	Study Session Memo	November Monthly Financial Report	Finance Director Jackie Loh to review with City Council the November Monthly Financial Report	Jackie Loh	Finance
		17 Jan 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Public Hearing	Public hearing for a planned unit development at 1314 West Oxford Avenue	Public hearing for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property)	Bryan Isham, Erik Sampson	Community Development
		17 Jan 2023	Not Flexible PPT: Yes Presentation: 5 minutes The PUD public hearing should be scheduled first, and this item should be immediately following the PUD.	Public Hearing	Public hearing for a major subdivision	Public hearing for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
	Information and Direction	23 Jan 2023	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 5, 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

		06 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance – 1st Reading	First Reading for PUD - Sam's Automotive Redevelopment	First reading on a PUD at 1314 West Oxford Avenue - Sam's Automotive Redevelopment	Erik Sampson	Community Development
		06 Feb 2023	Not Flexible PPT: No Yes This item should be scheduled immediately following the first reading on the PUD.	Bill for an Ordinance – 1st Reading	First Reading for a major subdivision for 1314 West Oxford Avenue - Sam's Automotive Redevelopment	First Reading for a major subdivision for 1314 West Oxford Avenue - Sam's Automotive Redevelopment	Bryan Isham, Erik Sampson	Community Development
	Information and Direction	27 Feb 2023	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 6, 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	27 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2023 Monthly Financial Report	January 2023 Monthly Financial Report	Jackie Loh	Finance