



Council Newsletter

CITY MANAGER'S NOTES December 8, 2022

Upcoming Council Meetings

December 12, 2022

The City Council Holiday Dinner will begin at 5:30 p.m. The City Council Regular Meeting will begin at 7:00 p.m. in Council Chambers. This meeting will be held as a hybrid meeting. A City Council Social will occur following the meeting.

January 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

DECEMBER

Thurs. Dec. 8	4:30 p.m.	Englewood Environmental Foundation, Virtual
	5:30 p.m.	Parks and Recreation Commission, 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
	6:00 p.m.	Sustainability Commission, Virtual
	7:00 p.m.	Public Library Board, Virtual
Wed. Dec. 14	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman St. #203
	4:30 p.m.	Englewood Downtown Development Authority
	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Tues. Dec. 20	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room
Wed. Dec. 21	CANCELLED	Code Enforcement Advisory Committee

2023 CALENDAR OF EVENTS

JANUARY

Tues. Jan. 3	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
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
Wed. Jan. 18	8:30 a.m.	Mayor Manager Meeting, Virtual
	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
Tues. Jan. 24	5:15 p.m.	Budget Advisory Committee
Wed. Jan. 25	8:30 a.m.	Mayor Manager Meeting, Virtual

February

Mon. Feb. 6	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Sat. Feb. 11	9:00 a.m.	City Council Joint Planning Session with EDDA Board
Mon. Feb 13	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Feb. 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. Feb. 28	6:00 p.m.	City Council Study Session, Community Room /Virtual

March

Mon. March 6	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. March 13	6:00 p.m.	City Council Study Session, Community Room/Virtual
Mon. March 20	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. March 27	6:00 p.m.	City Council Study Session, Community Room/Virtual

April

Mon. April 3	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. April 10	6:00 p.m.	City Council Study Session, Community Room/Virtual
Mon. April 17	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. April 24	6:00 p.m.	City Council Study Session, Community Room/Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		12 Dec 2022		Update	City Council Annual Holiday Dinner	City Council will meet for an Annual Holiday Dinner at 5:30 to 6:30 p.m. This meeting will begin at 7:00 p.m.		City Council
		12 Dec 2022		Update	Council Social	Social after the meeting	Sara Harkness	City Council
Yes		12 Dec 2022	Not Flexible PPT: Yes	Motion	Un Call Contracts for Storm Water Maintenance and Repair	Four (4) on-call storm water contractors selected for \$200K individual contracts	Devin Keener, Tim Hoos	Public Works
Yes		12 Dec 2022	Not Flexible PPT: No	Motion	Contract Amendment Agreement for On-Call Engineering Services with EST, Inc.	Contract Amendment Agreement for On-Call Engineering Services with EST, Inc.	Tim Hoos	Public Works
No		12 Dec 2022	Not 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
		12 Dec 2022	Not Flexible PPT: Yes	Motion	North Englewood Storm Sewer Inventory and Condition Assessment Contract Award	To award contract to Surveying and Mapping, LLC (SAM) in the amount of \$116,989.00 for professional services. Services include surveying, inventory, condition assessment and delivery of storm sewer system data that is compatible with the City's existing asset management system.	Rachel Grafman, Tim Hoos	Public Works
No		12 Dec 2022	Not Flexible PPT: No	Motion	Motion to designate City committees to review 2022 voter-approved sales tax expenditures	City Council motion designating the two citizen committees to review expenditures from new sales tax revenue for alternative policing, and streets.	Tamara Niles	City Attorney's Office
		12 Dec 2022	Not Flexible	Executive Session	Executive Session - Legal Guidance on the Water Utility	Executive Session - Legal Guidance on the Water Utility	Pieter Van Ry, Sarah Stone	Utilities
No		12 Dec 2022	Not Flexible PPT: No	Bill for an Ordinance	CB 74 - Approve a bill for an ordinance authorizing a South Englewood Flood Reduction Project	CB 74 - Approve an Easement Agreement with CRJ (AZ-CO) QRS 16-4 Inc. for property easement necessary to construct the South Englewood Flood Reduction Project	Tim Hoos	Public Works
Yes		12 Dec 2022	Not Flexible PPT: No	Bill for an Ordinance	CB 70 - Approve a bill for an ordinance amending EMC 7-6C-6 to update municipal code to reflect current City property ownership.	CB 70 - 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
Yes		12 Dec 2022	Not Flexible PPT: No	Bill for an Ordinance	CB 75 - Approve a bill for an ordinance authorizing an Intergovernmental Agreement (IGA) for the Dry Gulch	CB 75 - IGA with MHFD for the design of improvements to Dry Gulch	Devin Keener, Tim Hoos	Public Works
No		12 Dec 2022	Not Flexible PPT: No	Bill for an Ordinance	CB 76 - Approve a bill for an ordinance authorizing an amendment to the Intergovernmental Agreement with the Mile High Flood District for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin	CB 76 - This is an amendment to the original IGA with MHFD for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin.	Tim Hoos	Public Works
	Information and Direction		Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Library Staffing	A presentation to council on potential changes to staffing levels and/or hours of the library to address challenges the library has faced over this last year.	Bethany Lafferty, Christina Underhill	Parks, Recreation & Library
Yes		03 Jan 2023	Not Flexible PPT: No	Resolution	Designation of the Official Posting Place for Legal Notices	Designation of the Official Posting Place for Legal Notices	Stephanie Cantlie	City Clerk's Office
Yes		03 Jan 2023	Not Flexible PPT: Yes Presentation: Discussion:	Resolution	2023 Bulk Chemical Purchases	2023 bulk chemical purchases, sodium hypochlorite, sodium hydroxide and aluminum sulfate for the Allen Water Treatment Plant.	Josh Roach, Pieter Van Ry	Utilities
Yes		03 Jan 2023	Not Flexible PPT: No	Motion	Motion to approve revisions to City of Englewood Charter, as approved by voters in the November election	Voters approved 8 revisions to the City Charter in November 2022, but the ballot language did not provide voter ballot revisions for all matters. By Motion, City Council will confirm the revisions made conform to the voter approved Charter revisions.	Tamara Niles	City Attorney's Office
No		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance	CB 64 - Approve a bill for an ordinance authorizing execution of a Comcast Dark Fiber Agreement	CB 64 - Approve an ordinance to enter into a 10 year agreement for use of Comcast Dark Fiber. The full amount of the agreement is \$460,000 or \$5,500 a month.	Brad Cragger, Jeremy King	Information Technology
Yes		03 Jan 2023	Not Flexible PPT: Yes	Bill for an Ordinance	CB 72 - Approve a bill for an ordinance amending various sections of the public offense code to mirror changes in state law and ensure compliance	CB 72 - 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		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance	Ordinance Amending Englewood Municipal Code 1-4-7, Restitution to Victims of Ordinance Violations	Amendment to Ordinance 1-4-7, restitution to victims of ordinance violations.	Tamara Niles	City Attorney's Office
Yes		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance	CB 01 - Approve a bill for an ordinance amending municipal code sections regarding quarterly billing cycles for utility bills, utility code updates	CB 01 - 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
			Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Interview New Board and Commission Applicants with City Council and Discussion	Interview New Board and Commission Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
		09 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	2nd night if needed- Interview New Board and Commission Applicants with City Council and Discussion	2nd night if needed- Interview New Board and Commission 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 Board and Commission Applicants with City Council and Discussion	2nd night if needed- Interview New Board and Commission Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
		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	Public Hearing	Public hearing for a major subdivision	Public hearing for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
		17 Jan 2023	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		Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Off-Leash Dog Update	Code Manager Lewis and Director of PRLG Christina Underhill will provide an update of the off-leash program. The option for pet registration will also be presented	Christina Underhill, Dave Lewis, Jr.	Parks, Recreation & Library
	Information and Direction		Not Flexible PPT: Yes Presentation: 10 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.	Tamara Niles	City Attorney's Office
	Information and Direction		Not Flexible PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo	Large Utility Designation	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.		
	Information and Direction		Not Flexible PPT: No Presentation: 5-10 minutes Discussion:	Study Session Memo	Large Utility Designation	Large Utility Designation	Pieter Van Ry, Sarah Stone	Utilities
		23 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Resolution	Resolution appointing members to various boards, commissions, and committees.	Resolution appointing members to various boards, commissions, and committees.	Jackie McKinnon	City Clerk's Office
	Information		Not 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
		06 Feb 2023	Not Flexible PPT: Yes Presentation: Discussion:	Resolution	2023 Budget Supplemental	2023 Budget Supplemental due to passage of 2022 Sales and Use Tax Bailout Measures and allocation of AARP Funds to Capital Projects.	Jackie Loh	Finance
Yes		06 Feb 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	2023 AllHealth Network contract for Mental Health Co-responders	Contract between the City of Englewood and AllHealth Network for Mental Health Co-responders services. \$164,408.00	Vance Fender	Police
Consent?		06 Feb 2023	Not Flexible PPT: No Presentation: 5 minutes Discussion:	Bill for an Ordinance	First Reading to approve annual agreement with Arapahoe County to receive the city's allocation of Community Development Block Grant funds for the Energy Efficiency Englewood (E3) program.	Annual agreement with Arapahoe County to receive the city's allocation of Community Development Block Grant funds for the Energy Efficiency Englewood (E3) program. This agreement is for the 2022/2023 funding cycle.	Brad Fower, Nancy Fontenot	Community Development
		06 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance	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 Presentation: Discussion:	Bill for an Ordinance	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
Consent?		06 Feb 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance	CB 02 - 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 02 - 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 Feb 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance	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 and Direction		Not Flexible PPT: No Presentation: Discussion:	Update	City Council EDDA Board Workshop to discuss City Center Redevelopment	A workshop with city council and the EDDA board will be held on Saturday, February 11, 9 am - 4 pm in the community room to discuss the CityCenter redevelopment.	Dan Poremba	Community Development
	Information and Direction		Not Flexible PPT: No Presentation: 10 minutes Discussion:	Study Session Memo	Englewood McLeilan Reservoir Foundation Properties	Englewood McLeilan Reservoir Foundation Properties	Brad Power, Jackie Loh, Pieter Van Ry, Sarah Stone, Shawn Lewis, Tim Dodd	Utilities
	Information		Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	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
	Information		Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2023 Monthly Financial Report	January 2023 Monthly Financial Report	Jackie Loh	Finance