



Council Newsletter

CITY MANAGER'S NOTES May 5, 2023

Upcoming Council Meetings

May 8, 2023

The City Council Study Session will begin at 6:00pm in the Community Room. The meeting will be held as a hybrid meeting.

May 15, 2023

The City Council Regular Meeting will begin at 6:00pm 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

May

Mon. May 8	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues, May 9	5:00 p.m.	Water & Sewer Board, Virtual
	6:00 p.m.	Planning and Zoning Commission, Council Chambers/Virtual (Hybrid)
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. May 10	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Mon. May 15	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. May 17	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Code Enforcement Advisory Committee
Thurs., May 18	6:00 p.m.	Community Meeting, Englewood Station Multimodal Corridor Study, Virtual
Mon. May 22	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. May 23	5:15 p.m.	Budget Advisory Committee
Wed. May 24	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority
	6:30 p.m.	Historic Preservation Commission/Virtual

June

Mon. June 5	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. June 6	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. June 7	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Thurs. June 8	6:00 p.m.	Transportation Advisory Committee
Mon. June 12	6:00 p.m.	City Council Study Session, Community Room/Virtual

Tues, June 13	5:00 p.m.	Water & Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. June 14	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon. June 19	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. June 20	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. June 21	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Mon. June 26	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. June 27	5:15 p.m.	Budget Advisory Committee

July

Wed. July 5	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Tues, July 11	5:00 p.m.	Water & Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. July 12	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon, July 17	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. July 18	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. July 19	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Mon, July 24	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
		08 May 2023	Flexible PPT: No Discussion: 45 minutes There will not be a staff presentation. Time will be council/committee discussion only. ****This item should go right before the CodeNext item.	Update	Joint Session with UDC Steering Committee and City Council	Council requested a joint session with the UDC Steering Committee to discuss CodeNext process	Brad Power, Brook Bell, Bryan Isham	Community Development
	Information and Direction	08 May 2023	Flexible: We could move this to May 15th as we have 30 minutes available for a Study Session item on the 15th PPT: Probably Presentation: 10 minutes Discussion: 30 minutes	Study Session Memo	Affordable Housing Task Force	Study Session to discuss the possible formation, purpose, and membership of an Affordable Housing Task Force	Shawn Lewis	City Manager's Office
	Direction	08 May 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion: 50 minutes	Study Session Memo	CodeNext - Housing Follow up	Follow-up to March 13 study session on housing as it pertains to CodeNext	Bryan Isham	Community Development
	Information	08 May 2023	Flexible as long as it is after May 8th PPT: Yes Presentation: 30 minutes Discussion: 30 minutes	Study Session Memo	Court Presentation	Court Presentation by Judge Joe Jefferson	Kennetha Julien	Municipal Court
	Information and Direction	15 May 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo	Victim's Compensation Funds: victim compensation mechanisms for consideration in Englewood	City Council requested information on a possible uncompensated victims fund in Englewood, to provide financial assistance to victims of crime in our community. This study session describes various victim compensation mechanisms in other jurisdictions.	Ian Griffin	City Attorney's Office
No		15 May 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Motion	Approval of a contract with Englewood Arts for use of a portion of the Englewood Civic Center	Approval of a contract with Englewood Arts for use of a portion of the Englewood Civic Center	Shawn Lewis, Tim Dodd	City Manager's Office
No		15 May 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Motion	Approval of contract with Historic Englewood for use of a portion of the Englewood Civic Center	Approval of contract with Historic Englewood for use of a portion of the Englewood Civic Center	Shawn Lewis, Tim Dodd	City Manager's Office
Yes		15 May 2023	Not Flexible PPT: Yes *This item has two CFS on it.	Motion	Two Contract for Services Renewals for Dredging and Hauling Services at the Allen Water Treatment Plant	Utilities staff is seeking City Council approval to renew two Contract for Services (CFS) with BioVeotech, LLC (BioVeotech) and Radiation Pros, LLC (Rad Pros) for the Allen Water Treatment Plant (WTP) South Reservoir Dredging and Hauling Projects in the amount not to exceed \$400,000, and not to exceed \$175,000, respectively..	Josh Roach, Pieter Van Ry	Utilities
Yes		15 May 2023	Not Flexible PPT: Yes Presentation:	Motion	Allied Universal Security - Change Order for Additional Services	Approval of a Change Order for cost associated with an increase in security guard coverage for the Civic Center.	Chris Edelstein, Melinda Goblirsch	Public Works
Yes		15 May 2023	Not Flexible PPT: Yes Presentation:	Motion	Jefferson Fire Station Locker Room Renovation	Sealing approval for SCS, inc to provide construction services for a complete renovation of the Jefferson Fire Station Locker Room.	Melinda Goblirsch	Public Works
Yes		15 May 2023	Not Flexible PPT: Yes Presentation:	Motion	Optimal Source Professional Services Agreement Renewal for 2023 Utility Bill Data Processing, Printing and Mailing Services	Optimal Source Professional Services Agreement Renewal for 2023 Utility Bill Data Processing, Printing and Mailing Services with InfoSend, Inc in the amount not to exceed \$150,000.	Pieter Van Ry, Sarah Stone	Utilities
No		15 May 2023	Not Flexible PPT: Yes Presentation:	Motion	Renewal of Professional Services Agreement with Jacobs Engineering Group, Inc. for City Ditch Piping Project Phase II Services	Renewal of Professional Services Agreement with Jacobs Engineering Group, Inc. for City Ditch Piping Project Phase II Services in the amount of \$1,215,608, including approval to execute any change order(s) to expend a 10% staff-managed contingency of \$121,561, for a total project authorization of \$1,377,169.	Pieter Van Ry, Sarah Stone	Utilities
Yes		15 May 2023	Somewhat Flexible PPT: Yes Presentation:	Motion	Award of a Contract for Services with Iron Woman Construction and Environmental Services, LLC for On-call General Construction Services	Utilities staff is seeking City Council approval of a Contract for Services (CFS) with Iron Woman Construction and Environmental Services, LLC (Iron Woman) for on-call general construction services in an amount not to exceed \$250,000.	Josh Roach, Pieter Van Ry	Utilities
No		15 May 2023	Not Flexible PPT: Yes Presentation:	Motion	Award of a construction contract to Jalisco International for the Floyd Avenue and South Elati Street Intersection Improvements Project	Motion to approve the award of a construction contract to Jalisco International for the Floyd Avenue and South Elati Street Intersection Improvements Project	Josh Keith, Kyle Branham, Tim Hoos	Public Works
No		15 May 2023	Not Flexible PPT: Yes Presentation:	Bill for an Ordinance – 2nd Reading	Second Reading of Code Adoption for Building and Fire	Second Reading of Code Adoption for Building and Fire	Karen Montanez, Mike Smith	Community Development, Fire Marshal's Office
Yes		15 May 2023	Flexible PPT: No Presentation:	Bill for an Ordinance – 1st Reading	Massage Business License	This is an ordinance to require massage businesses to have a license through the City of Englewood. The City previously licensed massage therapists, but now this license is issued by the state.	Vance Fender	Police
Yes		15 May 2023	Flexible PPT: No Presentation:	Bill for an Ordinance – 1st Reading	Consider a bill authorizing Englewood Police Department to recover fees for specific services that Sheriff's Department is authorized to recover under state statute	This ordinance mirrors state law, to authorize Englewood Police Department to recover specific fees for services that county Sheriff's Departments are authorized to recover under state statute	Vance Fender	Police
Yes		15 May 2023	Flexible PPT: Yes Presentation:	Bill for an Ordinance – 1st Reading	Old Hampden Complete Streets IGA	Intergovernmental agreement with CDOT to facilitate DRCOG grant for complete streets project.	Rachel Grafman, Tim Hoos	Public Works
	Information and Direction	22 May 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	2022-2023 Snow Season Recap and Snow Plan Overview	A review of the 2022-2023 snow season and the City's existing snow plan	Phil Neal, Tim Hoos, Victor Rachael	Public Works
	Information	22 May 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	April 2023 Monthly Financial Report	April 2023 Monthly Financial Report	Jackie Loh	Finance
		22 May 2023	Not Flexible PPT: No Presentation:	Executive Session	CityCenter Redevelopment negotiation regarding property transaction	Framework Agreement negotiations with LNR Partners which involves property transactions	Dan Poremba	Community Development
	Information	05 Jun 2023	Not Flexible PPT: No Discussion: 60 minutes	Study Session Memo	Aragahoe County Commissioners meeting with City Council	The County Commissioners and City Council will provide updates and discuss shared topics of interest.	Christa Graeve	City Manager's Office
Consent?		05 Jun 2023	Not Flexible PPT: Yes Presentation:	Resolution	2022 year-end budget supplemental	We need the council's approval for additional appropriations for several funds and departments based on the unaudited financials. In addition, as one of the council members requested, we will review the unused funding returned to the Unassigned Fund Balance by departments.	Jackie Loh	Finance
		05 Jun 2023	Not Flexible PPT: No Presentation:	Proclamation	Pollinator Month Proclamation	Pollinator Month Proclamation	Tim Dodd	City Manager's Office
		05 Jun 2023	Not Flexible PPT: No Presentation:	Proclamation	Juneteenth Proclamation	Juneteenth Proclamation	Tim Dodd	City Manager's Office

		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Pride Month Proclamation	Pride Month Proclamation	Tim Dodd	City Manager's Office
Consent?		05 Jun 2023	Flexible PPT: No Presentation: Discussion: City council accepts this funding from OEDIT each year. Recommend placing on consent.	Bill for an Ordinance – 1st Reading	A Bill for an Ordinance Accepting South Metro Enterprise Zone – Administrative Grant POGG1 2023-3551	A Bill for Ordinance to accept a \$18,423 grant from Colorado's Office of Economic Development and International Trade (OEDIT) to administer the South Metro Enterprise Zone for 2023.	Darren Hollingsworth	Community Development
		12 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interviews	Jackie McKinnon	City Clerk's Office
		13 Jun 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interview – 2nd night only if needed.	Jackie McKinnon	City Clerk's Office
	Information	19 Jun 2023	Not Flexible PPT: 10 minutes Presentation: Discussion:	Study Session Memo	December 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the December 2022 Financial Report	Jackie Loh	Finance
	Information and Direction	19 Jun 2023	Flexible PPT: No Yes Presentation: 15 minutes Discussion:	Study Session Memo	Street Plan Overview	Overview of the street plan to proactively address the maintenance and management of City streets	Phil Neal, Tim Hoos, Victor Rachael	Public Works
		19 Jun 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
		19 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Parks and Recreation Month Proclamation	Parks and Recreation Month Proclamation	Tim Dodd	City Manager's Office
		19 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Liberty Day (July 4th) Proclamation	Liberty Day (July 4th) Proclamation	Tim Dodd	City Manager's Office
		19 Jun 2023	Flexible - Yes, but first reading of a ballot question ordinance needs to comply with the schedule for ballot questions. This date was chosen based on the assumption that City Council would again cancel the first two meetings in July. PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First reading of Ordinance establishing ballot questions to revise City Charter, pursuant to Phase II of the Charter Review Project	After 6 presentations reviewing City Charter from beginning to end, this ordinance creates ballot questions for voters to consider in making substantive changes to the City Charter Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda	Tamara Niles	City Attorney's Office
	Information and Direction	26 Jun 2023	Not Flexible PPT: Yes Presentation: 1.5 hours Discussion:	Study Session Memo	Review Preliminary 2024 Operating & Staff Prioritized Capital Requests	Review Preliminary 2024 Operating & Staff Prioritized Capital Requests	Jackie Loh	Finance
	Information	26 Jun 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	May 2023 Monthly Financial Report	May 2023 Monthly Financial Report	Jackie Loh	Finance
		17 Jul 2023	Not Flexible PPT: Yes Presentation: Discussion:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
		17 Jul 2023	Flexible PPT: No Presentation: Discussion:	Recognition	Recognition of Summer Interns	This is towards the end of the summer and the interns are wrapping up, we would like to recognize and thank them for their hard work and contributions to the City.	Tim Dodd	City Manager's Office
	Information	24 Jul 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	June 2023 Monthly Financial Report	June 2023 Monthly Financial Report	Jackie Loh	Finance
Consent?		07 Aug 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 04 - 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 04 - 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
No		07 Aug 2023	Flexible PPT: 5 minutes Presentation: 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
	Information and Direction	14 Aug 2023	Not Flexible PPT: Yes Presentation: 1.5 hours Discussion:	Study Session Memo	Draft Proposed 2024 Operating & Capital Budget	Draft Proposed 2024 Operating & Capital Budget	Jackie Loh	Finance
	Information	28 Aug 2023	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
	Information	28 Aug 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	July 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance