



Council Newsletter

CITY MANAGER'S NOTES May 26, 2023

Upcoming Council Meetings

June 5, 2023

The City Council Regular Meeting will begin at 6:00pm in Council Chambers. This meeting will be held as a hybrid meeting.

June 12, 2023

The City Council Board & Commission Interviews will begin at 6:00 p.m. The meeting will be held as a virtual 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

Wed. May 31 8:30 a.m. Mayor Manager Meeting, 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

5:45 p.m. Cultural Arts Commission

Thurs. June 8 5:30 p.m. Parks & Recreation Commission,

6:00 p.m. Transportation Advisory Committee

Mon. June 12 6:00 p.m. City Council Workshop Board & Commission Interviews

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

CANCELLED Board of Adjustment and Appeals/Virtual

Thurs., June 15 6:00 p.m. CodeNext Informational Meeting, Belleview Park Pavilion

Tues. June 20 6:00 p.m. City Council Regular Meeting, Council Chambers/Virtual

Wed. June 21 8:30 a.m. Mayor Manager Meeting, Virtual

6:00 p.m. Planning and Zoning Commission, Council Chambers/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
	Cancelled	Planning and Zoning Commission – no quorum
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
Tues. July 25	5:15 p.m.	Budget Advisory Committee

August

Wed. August 2	11:00 a.m.	Liquor and Marijuana Licensing Authority
Tues, August 8	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
Mon, August 7	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Wed. August 9	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon, August 14	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. August 15	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. August 16	6:30 p.m.	Historic Preservation Commission/Virtual
Mon, August 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. August 22	5:15 p.m.	Budget Advisory Committee
Mon, August 28	6:00 p.m.	City Council Study Session, Community Room/Hybrid

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information	05 Jun 2023	Not Flexible PPT: No Yes Discussion: 60 minutes	Study Session Memo	Arapahoe 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
No		05 Jun 2023	Not Flexible PPT: Yes Presentation: Discussion:	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	Flexible PPT: NA Presentation: Discussion:	Recognition	Presentation of Downtown Colorado, Inc. Governor's Award for Excellence for Best Economic Development Plan	Mayor will present the Downtown Colorado, Inc. Governor's Award for Excellence to Economic Development Manager Darren Hollingsworth and Community Development Director Brad Power	Brad Power	Community Development
		05 Jun 2023	Flexible PPT: No	Recognition	Recognition of Tim Dodd for Completion of the International City Management Association Emerging Leaders Development Program.	Tim Dodd has completed the International City Management Association Emerging Leaders Development Program	Shawn Lewis	City Manager's Office
		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Pollinator Month Proclamation	Pollinator Month Proclamation	Tim Dodd	City Manager's Office
		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	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
		05 Jun 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	2023 Mill and Overlay	Motion to approve a contract with Elts Surface Infrastructure for the 2023 Mill and Overlay Project in Pavement Zone 5.	Devin Keener	Public Works
No		05 Jun 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		05 Jun 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		05 Jun 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-22 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
No		05 Jun 2023	Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-25 Old Hampden Complete Streets IGA	Intergovernmental agreement with CDOT to facilitate DRCOG grant for complete streets project.	Rachel Grafman, Tim Hoos	Public Works
Yes		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
Yes		05 Jun 2023	Flexible-Yes - But is a priority PPT: No Presentation: 1 minute Discussion:	Bill for an Ordinance – 1st Reading	CB-27 MOU between Englewood Schools and the Englewood Police Department	This is an MOU between Englewood Schools and the Police Department regarding community partnerships. It states that the P.D. will provide a common mutual aid radio channel, as well as serving as a resource in updating emergency response plans.	Vance Fender	Police
		12 Jun 2023	Virtual Not Flexible PPT: No	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	20 Jun 2023	Not Flexible Presentation: 10 minutes 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	20 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
		20 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
		20 Jun 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Recognition of Stephanie Carille for Service as President of the Colorado Clerks Association	City Clerk Stephanie Carille was elected president of the Colorado Clerks Association in 2022 and will be finishing her tenure soon. This recognition is to express thanks for her service to her professional association and for representing Englewood well.	Shawn Lewis	City Manager's Office

		20 Jun 2023	Flexible PPT: No Presentation: Discussion:	Recognition	Recognition of the National Association of Government Communicator Award of Excellence for a Public Engagement Campaign of less than \$1,000 for the Flow it Forward Campaign	The Flow it Forward campaign engaged and informed residents on the benefits of water, wastewater and storm water improvements for the next ten years. The campaign has won this prestigious award from NAGC.	Sergio Renteria	City Manager's Office
		20 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
		20 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
Consent?		20 Jun 2023	Not Flexible PPT: No	Motion	Consideration of an Agreement Authorizing Lions Granite Company to remove a surplus building from the property located at 4390 South Windermere Street	Consideration of an Agreement Authorizing Lions Granite Company to remove a surplus building from the property located at 4390 South Windermere Street	Tim Hoos	Public Works
		20 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	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
	Information and Direction	26 Jun 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 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 and Direction	26 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Youth Advisory Board Interviews	Youth Advisory Board	Sara Harkness, Tim Dodd	City Manager's Office
No		26 Jun 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on proposed CB-23 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
		17 Jul 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution	2024 Budget Supplemental #3	Q2 2023 Budget Supplemental Request Resolution	Jackie Loh	Finance
		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
		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
	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: 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
	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

		21 Aug 2023	Flexible but not sooner due to PZ public hearing, meeting to approve Findings, and public hearing posting dates PPT: Yes Presentation: Discussion:	Public Hearing	Public Hearing - Title 16 Amendments	Public Hearing for Title 16 (CodeNext) Regulations	Bryan Isham	Community Development
	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
		04 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Workforce Development Month Proclamation	Workforce Development Month Proclamation	Tim Dodd	City Manager's Office
		04 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	National Hispanic Heritage Month Proclamation	National Hispanic Heritage Month Proclamation	Tim Dodd	City Manager's Office
		04 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Constitution Week Proclamation	Constitution Week Proclamation	Tim Dodd	City Manager's Office
No		18 Sep 2023	Not Flexible PPT: Yes Presentation: 30 minutes Discussion:	Public Hearing	2024 Budget Public Hearing	Proposed 2024 Budget Public Hearing	Jackie Loh	Finance
	Information and Direction	25 Sep 2023	Not Flexible PPT: Yes Presentation: 45 minutes to 1 hour Discussion:	Study Session Memo	Budget Workshop to finalize 2024 Budget (Placeholder)	Budget Workshop to finalize 2024 Budget (Placeholder)	Jackie Loh	Finance
	Information	25 Sep 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	August 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance