



Council Newsletter

CITY MANAGER'S NOTES July 7, 2023

Upcoming Council Meetings

July 17, 2023

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

July 24, 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

June

Fri. June 30 8:30 a.m. Englewood Environmental Foundation, Virtual

July

Wed. July 5 Cancelled 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. Planning and Zoning Commission Special Meeting, Council Chambers

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, Council Chambers

Mon, July 17 6:00 p.m. City Council Regular Meeting, Council Chambers/

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

6:30 p.m. Planning and Zoning Commission Special Meeting, Council Chambers

August

Wed. August 2 8:30 a.m. Mayor Manager Meeting,

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	8:30 a.m.	Mayor Manager Meeting,
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Mon, August 14	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. August 15 Chambers	6:30 p.m.	Planning and Zoning Commission Special Meeting, Council
Wed. August 16	8:30 a.m.	Mayor Manager Meeting,
	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
Wed. August 23	8:30 a.m.	Mayor Manager Meeting, Virtual
Mon, August 28	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. August 29	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. August 30	8:30 a.m.	Mayor Manager Meeting,

September

Mon, September 4	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Wed. September 6	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Mon, September 11	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, September 12	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. September 13	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. September 14	6:00 p.m.	Transportation Advisory Committee
Mon, September 18	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. September 19	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. September 20	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Mon, September 25	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 and Direction	17 Jul 2023	Not Flexible PPT: No Yes Presentation: 15 minutes Discussion: 10 minutes	Study Session Memo	Street Plan Overview	Overview of the street plan to proactively address the maintenance and management of City streets	Phil Reed, Tim Hoot, Victor Rachael	Public Works
	Information	17 Jul 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Lead & Copper City Municipal Code Changes	Lead & Copper City Municipal Code Changes	Peter Van Ry	Utilities
Consent?		17 Jul 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution	Resolution approving agreement with EEF to Transfer Assets to City	In order for EEF to be dissolved, the City and EEF must enter into a contract whereby EEF conveys its assets to the City. This Resolution authorizes that contract and acceptance of title and assets.	Tamara Niles	City Attorney's Office
		17 Jul 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution	2023 Budget Supplemental #3	Q3 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	Flexible PPT: No Yes Presentation: Discussion:	Recognition	Englewood Library Recognition	The library received the 2022 Chamber of Commerce award for innovation and sustainability.	Christina Underhill	Parks, Recreation & Library
		17 Jul 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Recognition of Dave Chapman	Recognition of Dave Chapman for his many years of service	Tim Dodd	City Manager's Office
Consent?		17 Jul 2023	Flexible PPT: Yes Presentation: Discussion:	Motion	2023 Signal Replacement Project	Request to award bid for 7 traffic signal pole replacements spread across 4 intersections to Morton Electric. Poles were reported to be in very poor condition in 2020-2021 inspection reports and pose increased safety threats.	Nadia Naji	Public Works
Consent?		17 Jul 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Award of an optimal source Contract for Services with Colorado Analytical Laboratories for regulatory compliance and laboratory analysis	Utilities Staff is seeking Water and Sewer Board recommendation for City Council to approve an optimal source Contract for Services (CFS) with Colorado Analytical Laboratories (CAL) for regulatory compliance and laboratory analysis, in the amount of \$180,000.	Peter Van Ry	Utilities
Consent?		17 Jul 2023	Not Flexible PPT: No Presentation: Discussion:	Motion	Award of Design Contract to Peters and Yaffee in the amount of \$137,755.79	This is a contract to have a consultant design the HAWK signal beacon to be constructed at the 3400 Block of South Broadway.	Devin Keener, Tim Hoot	
Yes		17 Jul 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	CB-22 Consider an Ordinance 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		17 Jul 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Agreements with ToP Southwest, LLC for City Ditch Relocation and McLellan Pump Station Land Dedication	Agreements with ToP Southwest, LLC (ToP) for City Ditch Relocation and McLellan Pump Station Land Dedication.	Peter Van Ry	Utilities
No		17 Jul 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Recall Special Election	Recall Special Election	Stephanie Carlisle	City Clerk's Office
Yes		17 Jul 2023		Bill for an Ordinance - 1st Reading	IGA with Arapahoe County for Coordinated Election Services	CB ____ - IGA with Arapahoe County for Coordinated Election Services	Stephanie Carlisle	City Clerk's Office
Consent?		17 Jul 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance - 1st Reading	First Reading to Assign Englewood's 2023 Private Activity Bond Allocation to Colorado Housing and Finance Authority	The Colorado Housing and Finance Authority (CHFA) has requested the city to assign its 2023 Private Activity Bond (PAB) allocation to their organization. In previous years, the city has allowed its PAB to revert back to the statewide pool.	Darren Hollingsworth	Community Development
No		17 Jul 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 1 of the Charter Review Project	After 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	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
	Information and Direction	24 Jul 2023	Not Flexible PPT: Yes Presentation: 20 minutes Discussion: This item needs to be first on the agenda.	Study Session Memo	Tri-Cities Homelessness Plan of Action Update	Mike Sandgren, Tri-Cities Homelessness Coordinator, will present an update on progress towards achieving goals in the Tri-Cities Homelessness Plan of Action	Shawn Lewis, Tim Dodd	City Manager's Office
	Information and Direction	24 Jul 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: This item should be second on the agenda.	Study Session Memo	Safe Parking Pilot Program	Overview of a Safe Parking Pilot Program, which is included in the Tri-Cities Plan of Action	Shawn Lewis, Tim Dodd	City Manager's Office
		24 Jul 2023	Not Flexible PPT: Yes Presentation: Discussion:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKannon	City Clerk's Office
Consent?		24 Jul 2023	Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Ordinance banning live dog and cat sales at retail	At citizen request, the City Attorney's Office engaged stakeholders and drafted legislation banning dog and cat sales at retail.	Tamara Niles	City Attorney's Office
	Information and Direction	07 Aug 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Discussion of proposed Council policies, public comment amendments	Staff reviews the Council policies manual and identifies potential revisions for Council discussion and consideration	Tamara Niles	City Attorney's Office
No		07 Aug 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on proposed Ordinance for Massage Business License	Consider 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.	Tamara Niles	City Attorney's Office
Consent?		07 Aug 2023	Flexible PPT: Yes Presentation: Discussion:	Motion	2023 Quarter Two Strategic Plan Update	Overview of the 2023 Quarter Two Strategic Plan Updates	Tim Dodd	City Manager's Office
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 2015, 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 and Direction	14 Aug 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	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 Reed, Tim Hoot, Victor Rachael	Public Works
	Information and Direction	21 Aug 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Study Session Memo	Big Dry Creek Update	Big Dry Creek Update	Peter Van Ry	Utilities
		21 Aug 2023	Flexible but not sooner due to P2 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
Consent?		21 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Denver Water Interconnect Intergovernmental Agreement	Denver Water Interconnect Intergovernmental Agreement	Peter Van Ry	Utilities
	Information and Direction	28 Aug 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Affordable Housing Task Force Interviews	Placeholder for Affordable Housing Task Force Interviews	Shawn Lewis	City Manager's Office
	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 Results for Charges to Enterprise Funds and Component Units	Jackie Loh, Kevin Engles	Finance
	Information and Direction	28 Aug 2023	Not Flexible PPT: No Yes Presentation: 45 minutes Discussion:	Study Session Memo	Youth Advisory Board Interviews	A discussion regarding Youth Advisory Board selection	Sara Harkness, Tim Dodd	City Manager's Office
	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

	Information and Direction	Not Flexible ppt: no Presentation: 10 minutes Discussion:	Study Session Memo	EDDA Proposed 2024 Budget	EDDA Proposed 2024 Budget presentation	Estelie Portell	Downtown Development Authority
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