



Council Newsletter

CITY MANAGER'S NOTES July 13, 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

July

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| Mon, July 17 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/ |
| Wed. July 19 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 6:00 p.m. | Code Enforcement Advisory Committee, Police Department |
| | 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 |
| Wed. July 26 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 4:30 p.m. | Englewood Downtown Development Authority |

August

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| 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 Chambers |
| 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 |

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| 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

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| 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 |
| Tues. September 26 | 5:15 p.m. | Budget Advisory Committee |
| Wed. September 27 | 8:30 a.m. | Mayor Manager Meeting, Virtual |

October

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| Mon, August 28 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Hybrid |
| Tues. October 3 | 6:30 p.m. | Planning and Zoning Commission, Council Chambers |
| Wed. October 4 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 11:00 a.m. | Liquor and Marijuana Licensing Authority |

| 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 Neal, Tim Hoos, Victor Rachael | Public Works |
| | Information | 17 Jul 2023 | Not Flexible. PPT: Yes Presentation: 10 minutes Discussion: 10 minutes | Study Session Memo | City Municipal Code Changes – Lead Reduction Program | Consideration of a Council Bill to amend Englewood Municipal Code to address the City of Englewood's (City) right to access property. | Pieter Van Ry, Sarah Stone | Utilities |
| No | | 17 Jul 2023 | somewhat flexible but this date is preferred. Should not be on consent and should go last as it may lead to an Executive Session. PPT: Yes | Resolution | Resolution approving agreement with Englewood Depot, Inc. regarding Depot Museum, with potential executive session for attorney-client privilege | Resolution approving agreement with Englewood Depot, Inc. regarding Depot Museum | Tamara Niles | City Attorney's Office |
| | | 17 Jul 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Resolution | 2023 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 | 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 |
| No | | 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 Najj, Tim Hoos | Public Works |
| No | | 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 City Council approval of an optimal source Contract for Services (CFS) with Colorado Analytical Laboratories (CAL) for regulatory compliance and laboratory analysis, in the amount not to exceed \$130,000. | Josh Roach, Pieter Van Ry | Utilities |
| No | | 17 Jul 2023 | Not Flexible PPT: Yes Presentation: Discussion: | Motion | Award of a Professional Services Agreement with Hazen and Sawyer for the Solids Handling Improvements Project | Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) with Hazen and Sawyer (Sawyer) for consulting services for the Solids Handling Improvements Project in the amount of \$238,720, including approval to execute any change order(s) to expend a 10% staff-managed contingency of \$23,872, for a total project authorization of \$262,592. | Pieter Van Ry | Utilities |
| No | | 17 Jul 2023 | Not Flexible PPT: No Presentation: Discussion: | Motion | Award of Design Contract to Peters and Yaffee, Inc. 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 | Public Works |
| 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 | CB 29 Agreements with Toll Southwest, LLC for City Ditch Relocation and McLellan Pump Station Land Dedication | Agreements with Toll Southwest, LLC (Toll) for City Ditch Relocation and McLellan Pump Station Land Dedication. | Pieter Van Ry | Utilities |
| No | | 17 Jul 2023 | Not Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | CB-33 Recall Special Election | Recall Special Election | Stephanie Carlile | City Clerk's Office |
| Yes | | 17 Jul 2023 | Bill for an Ordinance – 1st Reading | IGA with Arapahoe County for Coordinated Election Services | CB 36 - IGA with Arapahoe County for Coordinated Election Services | | Stephanie Carlile | City Clerk's Office |
| Yes | | 17 Jul 2023 | Somewhat Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 1st Reading | EPA WaterSense Program Partnership | Utilities staff is seeking City Council approval of the City of Englewood (City) Utilities Department's partnership in the Environmental Protection Agency's (EPA) WaterSense Program. | Pieter Van Ry, Sarah Stone | Utilities |
| No | | 17 Jul 2023 | Not Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | CB-30 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 | Not Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 1st Reading | CB-31 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 | Tamara Niles | City Attorney's Office |
| | Information | 24 Jul 2023 | Not Flexible PPT: Yes Presentation: 5 minutes Discussion: 5 minutes | 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: 15 minutes 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: 15 minutes 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 McKinnon | City Clerk's Office |
| Yes | | 24 Jul 2023 | Flexible-Yes, but the equipment must be purchased and installed by end of year. PPT: No Presentation: 5 minutes Discussion: | Motion | The Police Department is requesting permission to purchase emergency radio equipment. | The Police Department is requesting permission to purchase emergency 911 radio equipment. These are two purchases from Motorola Solutions totaling \$275,986. The entirety of this purchase will be reimbursed by the Arapahoe County E911 Authority. | Vance Fender | Police |
| Yes | | 24 Jul 2023 | Not Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | MOU between the City of Englewood, and the Bureau of Alcohol, Tobacco, Firearms and Explosives. | This is a bill for an ordinance for an MOU between the COE and the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives approving the Englewood Police Department assigning an investigator to the Regional Anti-Violence Enforcement Network (RAVEN) Task Force. | Vance Fender | Police |
| No | | 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: 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 |
| 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 |
| | | 07 Aug 2023 | Not Flexible PPT: Yes Presentation: 5 min Discussion: | Motion | Approval of Change order to CFC #23-083, 2023 Mill and Overlay | Change Order to existing construction contract | Devin Keener, Tim Hoos | |
| | | 07 Aug 2023 | Not Flexible. PPT: Yes Presentation: 10 minutes Discussion: | Bill for an Ordinance – 1st Reading | City Municipal Code Changes – Lead Reduction Program | Consideration of a Council Bill to amend Englewood Municipal Code to address the City of Englewood's (City) right to access property. | Pieter Van Ry, Sarah Stone | Utilities |
| 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 |

