

# **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

## CITY OF ENGLEWOOD 2023 CALENDAR OF EVENTS



		July
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
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, Counci 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, Counci 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
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		Not Flexible PPT: No Yes Presentation: 15 minutes Discussion: 10 minutes		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		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
0		!   	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 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	Resolution	2023 Budget Supplemental #3	Q2 2023 Budget Supplemental Request Resolution	Jackie Loh	Finance
		17 Jul 2023		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
			Flexible	Recognition	Englewood Library Recognition	The library received the 2022 Chamber of Commerce award for	Christina Underhill	Parks, Recreation & Library
		17 Jul 2023	PPT: No Yes Presentation: Discussion: Not Flexible PPT: No Yes	Recognition	Recognition of Dave Chapman	Innovation and Sustainability.  Recognition of Dave Chapman for his many years of service	Tim Dodd	City Manager's Office
0		17 Jul 2023	Presentation:	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	Nadia Naji, Tim Hoos	Public Works
0		17 Jul 2023	Presentation:		Award of an Optimal Source Contract for Services with Colorado Analytical Laboratories for Regulatory Compliance	condition in 2020-2021 inspection reports and pose increased safety threats.  Utilities staff is seeking City Council approval of an optimal source Contract for Services (CFS) with Colorado Analytical Laboratories (CAL) for	Josh Roach, Pieter Van Ry	Utilities
)		17 Jul 2023	Presentation:	Motion	and Laboratory Analysis  Award of a Professional Services Agreement with Hazen and Sawyer for the Solids Handling Improvements Project	regulatory compliance and laboratory analysis, in the amount not to exceed \$130,000.	Pieter Van Ry	Utilities
			Presentation: Discussion:		Sawyer for the Solids Hariding Improvements Project	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.		
0			Not Flexible PPT: No Presentation: Discussion:		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
es		17 Jul 2023	Flexible PPT: No Presentation: Discussion:	Reading	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		Police
es		17 Jul 2023		Reading	CB 29 Agreements with Toll Southwest, LLC for City Ditch Relocation and McLellan Pump Station Land Dedication	McLellan Pump Station Land Dedication.	Pieter Van Ry	Utilities
O 2S		17 Jul 2023	Not Flexible PPT: No	Reading	CB-33 Recall Special Election  IGA with Aranahoe County for Coordinated Election Services	Recall Special Election  CB 36 - IGA with Arapahoe County for Coordinated Election Services	·	City Clerk's Office  City Clerk's Office
25		I	Somewhat Flexible PPT: Yes Presentation:	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
)			Not Flexible PPT: No Presentation:	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	-	Community Development
0		I	Not flexible PPT: Yes Presentation:	Reading	CB-31 First reading of Ordinance establishing ballot questions to revise City Charter, pursuant to Phase II of the Charter Review Project	to the statewide pool.  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		Not Flexible PPT: Yes Presentation: 5 minutes	Study Session Memo	June 2023 Monthly Financial Report	June 2023 Monthly Financial Report	Jackie Loh	Finance
	Information and Direction		Discussion: 5 minutes  Not Flexible  PPT: Yes  Presentation: 20 minutes  Discussion: 15 minutes	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 1	This item needs to be first on the agenda.  Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes  This item should be second	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	on the agenda.  Not Flexible  PPT:Yes  Presentation:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
rs		24 Jul 2023		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
es					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
0		I	PPT: Yes Presentation:	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		Flexible PPT: Yes Presentation: 10 minutes	· ·	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
)		1	Flexible PPT: Yes Presentation: 10 minutes	· ·	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
onsent?		I	Flexible PPT: Yes Presentation: 10 minutes		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
onsent?			Flexible PPT: Yes Presentation:	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:		Approval of Change order to CFC #23-083, 2023 Mill and Overlay		Devin Keener, Tim Hoos	
		07 Aug 2023	Not Flexible. PPT: Yes Presentation: 10 minutes Discussion:	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  City Attornoyla Office
Consent?			Flexible PPT: No Presentation:	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	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	Tamara Niles	City Attorney's Office

No		Flexible PPT: Yes Presentation: 5 minutes 07 Aug 2023 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 to 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: Yes Presentation:1.5 hours	Study Session Memo	Draft Proposed 2024 Operating & Capital Budget	Draft Proposed 2024 Operating & Capital Budget	Jackie Loh	Finance
	Information and Direction	14 Aug 2023 Discussion:  Not Flexible PPT: Yes Presentation: 15 minutes 14 Aug 2023 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 Neal, Tim Hoos, Victor Rachael	Public Works
	Information and Direction	Not Flexible PPT: Yes	Study Session Memo	Big Dry Creek Update	Big Dry Creek Update	Pieter Van Ry	Utilities
		Presentation: 5 minutes  21 Aug 2023 Discussion:  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	Public Hearing for Title 16 (CodeNext) Regulations	Bryan Isham	Community Development
Consent?		21 Aug 2023  Not Flexible  PPT: Yes  Presentation:  21 Aug 2023 Discussion:	Bill for an Ordinance – 1st Reading	Denver Water Interconnect Intergovernmental Agreement	Denver Water Interconnect Intergovernmental Agreement	Pieter Van Ry	Utilities
	Information and Direction	Not Flexible PPT: No Yes Presentation: 28 Aug 2023 Discussion:	Study Session Memo	Affordable Housing Task Force Interviews	Placeholder for Affordable Housing Task Force interviews	Shawn Lewis	City Manager's Office
	Information	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	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 and Direction	28 Aug 2023 Discussion: 5 minutes  Not Flexible  PPT: No Yes	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 45 minutes  Not Flexible PPT: Yes Presentation: 10 minutes 28 Aug 2023 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
		Not Flexible PPT: No Presentation:	Proclamation	Workforce Development Month Proclamation	Workforce Development Month Proclamation	Tim Dodd	City Manager's Office
		05 Sep 2023 Discussion:  Not Flexible  PPT: No  Presentation:	Proclamation	National Hispanic Heritage Month Proclamation	National Hispanic Heritage Month Proclamation	Tim Dodd	City Manager's Office
		05 Sep 2023 Discussion:  Not Flexible PPT: No Presentation: 05 Sep 2023 Discussion:	Proclamation	Constitution Week Proclamation	Constitution Week Proclamation	Tim Dodd	City Manager's Office
No		Not Flexible PPT: Yes Presentation: 30 minutes	Public Hearing	2024 Budget Public Hearing	Proposed 2024 Budget Public Hearing	Jackie Loh	Finance
	Information and Direction	18 Sep 2023 Discussion:  Not Flexible PPT: Yes Presentation: 45 minutes to 1	Study Session Memo	Budget Workshop to finalize 2024 Budget (Placeholder)	Budget Workshop to finalize 2024 Budget (Placeholder)	Jackie Loh	Finance
	Information	hour 25 Sep 2023 Discussion:  Not Flexible PPT: Yes Presentation: 10 minutes	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	25 Sep 2023 Discussion:  Not Flexible PPT: Yes Presentation: 10 minutes 25 Sep 2023 Discussion:	Study Session Memo	EDDA Proposed 2024 Budget	EDDA Proposed 2024 Budget presentation	Hilarie Portell	Downtown Development Authority
		Not Flexible PPT: No Presentation:	Proclamation	Code Enforcement Month	Code Enforcement Month	Tim Dodd	City Manager's Office
		02 Oct 2023 Discussion:  Not Flexible  PPT: No  Presentation:	Proclamation	Indigenous Peoples Day Proclamation	Indigenous Peoples Day Proclamation	Tim Dodd	City Manager's Office
		02 Oct 2023 Discussion:  Not Flexible  PPT: No  Presentation:	Proclamation	Breast Cancer Awareness Month Proclamation	Breast Cancer Awareness Month Proclamation	Tim Dodd	City Manager's Office
No		02 Oct 2023 Discussion:  Not Flexible PPT: No Yes Presentation: 02 Oct 2023 Discussion:	Motion	EDDA Proposed 2024 Budget Approval	EDDA Proposed 2024 Budget Approval by Motion	Hilarie Portell	Downtown Development Authority
		Not Flexible 02 Oct 2023 PPT: Yes	Bill for an Ordinance – 1st Reading	2024 Budget Ordinances First Reading	2024 Budget Ordinances First Reading	Jackie Loh	Finance
		Not Flexible PPT: Yes Presentation: 10 minutes 16 Oct 2023 Discussion:	Resolution	Budget Supplemental #4	Q3 2023 Budget Supplemental Request Resolution	Jackie Loh	Finance
		Not Flexible PPT: Yes Presentation: 16 Oct 2023 Discussion:	Bill for an Ordinance – 2nd Reading	2024 Budget Ordinances Second Reading	2024 Budget Ordinances Second Reading	Jackie Loh	Finance
	Information	Not Flexible PPT: Yes Presentation: 10 minutes 23 Oct 2023 Discussion:	Study Session Memo	September 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance
		Not Flexible PPT: No Presentation: 06 Nov 2023 Discussion:	Proclamation	Small Business Week Proclamation	Small Business Week Proclamation	Tim Dodd	City Manager's Office
		Not Flexible PPT: No Presentation: 06 Nov 2023 Discussion:	Proclamation	Diabetes Month Proclamation	Diabetes Month Proclamation	Tim Dodd	City Manager's Office
	Information and Direction	Not Flexible PPT: Yes Presentation: 10 minutes 27 Nov 2023 Discussion:	Study Session Memo	October 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance