



Council Newsletter

CITY MANAGER'S NOTES August 3, 2023

Upcoming Council Meetings

August 7, 2023

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

August 9, 2023

The City Council Workshop to interview Council Vacancy Applicants will begin at 6:00pm in the Community Room.

August 14, 2023

The City Council Study Session will begin at 6:00pm in the Community Room. 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

August

Mon, August 7	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	5:00 p.m.	Election Commission. Pikes Peak Conf-Room
	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues, August 8	3:30 p.m.	NonEmergency Retirement Board, Mesa Verde Conf-Room
	5:00 p.m.	Water & Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Charles Allen Water Treatment Plant Planning & Zoning Commission, Council Chambers
	7:00 p.m.	Library Board, Anderson Room
Wed. August 9	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	City Council Workshop, Community Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. August 10	5:30 p.m.	Parks and Recreation Commission, River Run Pavilion
Mon, August 14	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Wed. August 16	8:30 a.m.	Mayor Manager Meeting, Virtual
	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
	6:30 p.m.	Planning and Zoning Commission, Council Chambers/Hybrid
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
Wed. August 30	8:30 a.m.	Mayor Manager Meeting, Virtual

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	5:30 p.m.	Parks and Recreation Commission, Centennial Park
	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, October 2	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
Mon, October 9	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, October 10	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. October 11	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. October 12	5:30 p.m.	Parks and Recreation Commission, Englewood Rec Center

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	07 Aug 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion: 10 minutes	Study Session Memo	Discussion of proposed Council policies, public comment amendments	Staff annually reviews the Council policies manual and identifies potential revisions for Council discussion and consideration. This agenda item provides that annual review for Council consideration.	Tamara Niles	City Attorney's Office
	Information	07 Aug 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
No		07 Aug 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		07 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Award of Contract to West Fork Construction for the 2023 Alley Grading & Stabilization Project in the amount of \$491,612.50	Award of Contract to West Fork Construction for the 2023 Alley Grading & Stabilization Project in the amount of \$491,612.50	Devin Keener, Tim Hoos	Public Works
Yes		07 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Construction Contract for Englewood Recreation Center (ERC) Front Desk, Offices and Restroom Renovation	Construction Contract for Englewood Recreation Center (ERC) Front Desk, Offices and Restroom Renovation	Melinda Goblirsch	Public Works
No		07 Aug 2023	Not Flexible PPT: Yes Presentation: 5 min Discussion:	Motion	Approval of Change order to CFC #23-083, 2023 Mill and Overlay	Approval of Change order to CFC #23-083, 2023 Mill and Overlay	Devin Keener, Tim Hoos	Public Works
		07 Aug 2023	Not Flexible	Executive Session	Executive Session for Attorney-Client Privilege discussion of pending litigation	Executive Session	Tamara Niles	City Attorney's Office
Yes		07 Aug 2023	Somewhat Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 35 - 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
Yes		07 Aug 2023		Bill for an Ordinance – 2nd Reading	CB-36 IGA with Arapahoe County for Coordinated Election Services	CB 36 - IGA with Arapahoe County for Coordinated Election Services	Stephanie Carlile	City Clerk's Office
No		07 Aug 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Second Reading of Ordinance 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		07 Aug 2023	Not flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Second 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
Yes		07 Aug 2023	Not Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB-33 Recall Special Election	Recall Special Election	Stephanie Carlile	City Clerk's Office
No		07 Aug 2023	Not Flexible. PPT: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance – 1st Reading	CB-37 City Municipal Code Changes – Lead Reduction Program	Consideration of a Council Bill to amend Englewood Municipal Code to give the City the right to access customer properties for the purpose of verifying water service line material for the City's Lead Reduction Program.	Pieter Van Ry, Sarah Stone	Utilities
No		07 Aug 2023	Not Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB-38 District 3 Recall Special Election Certification	Recall Special Election	Stephanie Carlile	City Clerk's Office
Yes		07 Aug 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
	Information and Direction	09 Aug 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	City Council Vacancy Application Interviews	Placeholder for City Council Vacancy Interviews	Sara Harkness	City Clerk's Office
	Information	14 Aug 2023	Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Development and Infrastructure Placeholder	for the 2024 City of Englewood Fee and Rate Schedule	Pieter Van Ry, Victor Rachael	Community Development, Public Works, Utilities
	Information	14 Aug 2023	Not Flexible PPT: No Presentation: 15 minutes Discussion: BAC Members will attend	Study Session Memo	Review Budget Advisory Committee Annual Report	Provide information and seek direction for Annual Report topics	Jennifer Nolan	Finance
	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 Neal, Tim Hoos, Victor Rachael	Public Works
		21 Aug 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion: 10 minutes	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
	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	Pieter Van Ry	Utilities
No		21 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
		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	Public Hearing for Title 16 (CodeNext) Regulations	Bryan Isham	Community Development

Yes		21 Aug 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
No		21 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?		21 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Electrical, Instrumentation and Control Contract Renewals	Utilities staff is seeking City Council approval of a series of contracts with contractors in three distinct fields for Programming, Electrical, and Instrumentation, and Control improvements at the City of Englewood's (City) Water System Facilities, including the Allen Water Treatment Plant (WTP) and remote sites.	Pieter Van Ry, Sarah Stone	Utilities
Consent?		21 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Amendment to Professional Services Agreement with Eidos Architects	Amendment to Professional Services Agreement with Eidos Architects	Pieter Van Ry, Sarah Stone	Utilities
Consent?		21 Aug 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	IGA with Arapahoe County accepting the grant from ACOS for Bates Logan Phase 2	The Parks Department applied for a grant from Arapahoe County Open Space (ACOS) for replacement of the playground and site improvements at Bates Logan Park. Parks was awarded the full amount of \$600,000 on July 25, 2023. Council ordinance to accept an Intergovernmental Agreement (IGA) with Arapahoe County for the grant.	Adrian Torres, Brad Anderson, Christina Underhill	Parks, Recreation & Library
Consent?		21 Aug 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading - Ordinance to Adopt 2023 National Electric Code	First reading on an Ordinance to adopt the 2023 National Electric Code	Karen Montanez	Community Development
		21 Aug 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	MOU between the Englewood Police department and Arapahoe County Human Services, Child Protection Services	This is an M.O.U., cooperative agreement, between the Englewood Police department and Arapahoe County Human Services, Child Protection Services. This M.O.U. is an agreement regarding the cooperative investigation of child abuse and neglect investigations.	Vance Fender	Police
No		21 Aug 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Intergovernmental Agreement (IGA) for a Tri-Cities Homelessness Navigation Center	Approval of an IGA with the Cities of Littleton and Sheridan for the development of a Tri-Cities Homelessness Plan of Action	Tim Dodd	City Manager's Office
	Information and Direction	28 Aug 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Presentation on potential Emergency Ordinance to operate without a City Council quorum	The City has a recall election for three sitting Council Members. Should all three be recalled, City Council will lack a quorum and City staff requires authority to operate the City.	Tamara Niles	City Attorney's Office
	Information and Direction	28 Aug 2023	Not Flexible PPT: No Yes Discussion: 3 hours	Study Session Memo	Affordable Housing Task Force Interviews	Affordable Housing Task Force interviews/ 16 applicants	Shawn Lewis	City Manager's Office
	Information and Direction	28 Aug 2023	Not Flexible PPT: No	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	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: 5 minutes	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
		05 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Workforce Development Month Proclamation	Workforce Development Month Proclamation	Tim Dodd	City Manager's Office
		05 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
		05 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Constitution Week Proclamation	Constitution Week Proclamation	Tim Dodd	City Manager's Office
Consent?		05 Sep 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		05 Sep 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
Consent?		05 Sep 2023	Flexible but must be after the Public Hearing PPT: No Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading - Title 16 / CodeNext	First reading on the Ordinance repealing and replacing Title 16.	Brad Power, Bryan Isham	Community Development
Consent?		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading - Intergovernmental Agreement between the City of Englewood and Arapahoe County Board of Commissioners	IGA between the City and Arapahoe County for the Countywide Transit and Micromobility Study	John Voboril	Community Development
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

		18 Sep 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Construction Manager / General Contractor Agreement for Utilities Office Improvements	Construction Manager / General Contractor Agreement for Utilities Office Improvements	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Denver Water Interconnect Intergovernmental Agreement	Denver Water Interconnect Intergovernmental Agreement	Pieter Van Ry	Utilities
	Information and Direction	25 Sep 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	EDDA Proposed 2024 Budget	EDDA Proposed 2024 Budget presentation	Hilarie Portell	Downtown Development Authority
	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
		02 Oct 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Code Enforcement Month	Code Enforcement Month	Tim Dodd	City Manager's Office
		02 Oct 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Indigenous Peoples Day Proclamation	Indigenous Peoples Day Proclamation	Tim Dodd	City Manager's Office
		02 Oct 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Breast Cancer Awareness Month Proclamation	Breast Cancer Awareness Month Proclamation	Tim Dodd	City Manager's Office
No		02 Oct 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Motion	EDDA Proposed 2024 Budget Approval	EDDA Proposed 2024 Budget Approval by Motion	Hilarie Portell	Downtown Development Authority
		02 Oct 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	2024 Budget Ordinances First Reading	2024 Budget Ordinances First Reading	Jackie Loh	Finance
		16 Oct 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution	Budget Supplemental #4	Q3 2023 Budget Supplemental Request Resolution	Jackie Loh	Finance
Consent?		16 Oct 2023	Flexible PPT: Yes Presentation: Discussion:	Resolution	Resolution for the 2024 City of Englewood Fee and Rate Schedule	To review changes to the 2024 City of Englewood Fee and Rate Schedule	Jackie Loh	Finance
		16 Oct 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	2024 Budget Ordinances Second Reading	2024 Budget Ordinances Second Reading	Jackie Loh	Finance
	Information	23 Oct 2023	Not Flexible PPT: Yes Presentation: 10 minutes 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