



Council Newsletter

CITY MANAGER'S NOTES

August 31, 2023

Upcoming Council Meetings

September 5, 2023

The City Council Regular Meeting will begin at 7:00pm in Council Chambers. This meeting will be held as a hybrid meeting.

September 11, 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

September

Tues, September 5	5:30 p.m.	Election Commission Meeting, Pikes Peak Conf-Room
	7:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Wed. September 6	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman #203
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf-Room
	6:30 p.m.	Planning & Zoning Commission, Council Chambers/Hybrid
Mon, September 11	6:00 p.m.	City Council Special Meeting
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
Mon, October 16	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. October 17	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. October 18	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Mon, October 23	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues. October 24	5:15 p.m.	Budget Advisory Committee
Wed. October 25	8:30 a.m.	Mayor Manager Meeting, Virtual

November

Wed. November 1	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Mon. November 6	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers/Hybrid
Tues. November 7	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. November 8	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. November 9	5:30 p.m.	Parks and Recreation Commission, Broken Tee Golf Course
	6:00 p.m.	Transportation Advisory Committee
Mon, November 13	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, November 14	5:00 p.m.	Water & Sewer Board, Virtual

Study Session								
Consent	Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
Yes		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Resolution	Resolution appointing City Hearing officers	Resolution appointing City Hearing officers	Tamara Niles	City Attorney's Office
		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
No		05 Sep 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
Yes		05 Sep 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Motion	Civic Center & Englewood Environmental Foundation (EEF) Security Services	Approval of 2023-2024 security services renewal contract for Civic Center & Englewood Environmental Foundation (EEF)	John Peavler, Victor Rachael	Public Works
Yes		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 40 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		05 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-44 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
Yes		05 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-39 Ordinance to Adopt 2023 National Electric Code	Ordinance to adopt the 2023 National Electric Code	Karen Montanez	Community Development
Yes		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-45 Amending EMC regarding departments	CB #45 - Amending Code re City Clerk department	Tim Dodd	City Manager's Office
Yes		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 04 - Approve 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
Yes		05 Sep 2023	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB-42 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
		05 Sep 2023	PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading for Case 2020-09, Unified Development Code	First Reading for Case 2020-09, Unified Development Code	Bryan Isham	Community Development
No		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Amending Englewood Municipal Code to reflect new statewide minimum age for firearm purchase	Colorado SB23-169 modified state law raising the minimum age to purchase firearms to 21. EMC mirrors this state law, and to be legally compliant, must be amended.	Tamara Niles	City Attorney's Office
Yes		05 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Amending Englewood Municipal Code to reflect new state definition of serious bodily injury	State law amended the definition of serious bodily injury, and the proposed ordinance amends various sections of municipal code to reflect this new definition.	Tamara Niles	City Attorney's Office
No		05 Sep 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 1st Reading	Council Bill designating City Manager's contracting authority in the event City Council lacks a quorum	This ordinance provides a mechanism whereby City contracts that cannot be delayed can be approved by City staff with council member oversight, in the event the October 3 recall elections recall 3 council members.	Tamara Niles	City Attorney's Office
No		05 Sep 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
Yes		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	Intergovernmental Agreement (IGA) between the City of Englewood and Arapahoe County for the Arapahoe Countywide Transit and Micromobility Study	John Voboril	Community Development
	Direction	11 Sep 2023	Flexible PPT: Presentation: 1 hour total	Study Session Memo	Selection of Facilitator for Affordable Housing Task Force meetings	Selection of facilitator for Affordable Housing Task Force meetings	Tim Dodd	City Manager's Office, Community Development
	Direction	11 Sep 2023	Not Flexible PPT: Yes Presentation: 20 minutes Discussion: 10 minutes	Study Session Memo	Bronco Funds- Youth Program Proposal	The Parks and Recreation Department has analyzed a variety of programming opportunities to use the funds from the sale of the Broncos.	Brad Anderson, Christina Underhill	Parks, Recreation & Library
No		11 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	18 Sep 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Study Session Memo	Big Dry Creek Update	Big Dry Creek Update	Pieter Van Ry	Utilities
		18 Sep 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	18 Sep 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	CIP Prioritization Process Recommendations	Staff and Stantec (contractor) will provide Council with an update of the review of the CIP prioritization process and recommendations for modifications	Jackie Loh, Tim Dodd	City Manager's Office, Finance
		18 Sep 2023	Flexible PPT: No Presentation: Discussion:	Proclamation	Library Card Sign Up Month Proclamation	Library Card Sign Up Month Proclamation	Bethany Lafferty, Christina Underhill	Parks, Recreation & Library
Consent?		18 Sep 2023	Not Flexible PPT: No Presentation: Discussion:	Motion	Lead Reduction Program – Potholing Contract	Lead Reduction Program – Potholing Contract	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Flexible PPT: Yes Presentation: Discussion:	Motion	Purchase of a new Bellevue Train	The Parks and Recreation Department has analyzed the replacement of the Bellevue train and request by motion, the purchase of a new train at a cost of \$492,550	Brad Anderson, Christina Underhill	

Consent?		18 Sep 2023	Somewhat Flexible PPT: Yes Presentation: Discussion:	Motion	Professional Services Agreement Renewal for Development Review Support	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) renewal with Johnson, Mirmiran & Thompson (JMT) for as-needed development review support for the Utilities Department, in the amount of \$150,000.	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Not Flexible PPT: Yes Presentation: Discussion:	Motion	On-Call Water Distribution System Support Services Contract Renewal	Utilities staff is seeking City Council approval of an On-Call Contract for Services renewal with C&L Solutions for water distribution system support services in the amount not to exceed \$1,000,000.	Josh Roach, Pieter Van Ry	Utilities
Consent?		18 Sep 2023	PPT: No Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Second Reading - Title 16 / CodeNext	Second reading on the Ordinance repealing and replacing Title 16.	Brad Power, Bryan Isham	Community Development
		18 Sep 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	2024 Budget Ordinances First Reading	2024 Budget Ordinances First Reading	Jackie Loh	Finance
Consent?		18 Sep 2023	Somewhat Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	McBroom Ditch Crossing – License Agreement and Temporary Construction Easement	McBroom Ditch Crossing – License Agreement and Temporary Construction Easement	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	City Ditch Crossing Agreements with Littleton	City Ditch Crossing Agreements with Littleton	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	WIFIA Water Loan Agreement Amendment	WIFIA Water Loan Agreement Amendment	Pieter Van Ry, Sarah Stone	Utilities
Consent?		18 Sep 2023	Flexible PPT: No Presentation: 2 minutes Discussion:	Bill for an Ordinance – 1st Reading	MOU with Englewood Downtown Development Authority to Authorize Acceptance of EDDA funds for City Community Improvement Projects	EDDA desires to contribute funds for known and future anticipated City community improvement projects. In order to accept these funds, staff recommends a MOU with EDDA to ensure mutual understanding by the parties regarding the arrangement.	Tamara Niles	City Attorney's Office
No		18 Sep 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
Consent?		18 Sep 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Amending Englewood Municipal Code to reflect new state name for art gallery permit, update state law references	Colorado law changed the state art gallery permit to a retail establishment permit, and this ordinance corrects that reference along with updating references to 2018 state law.	Tamara Niles	City Attorney's Office
	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	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
Consent?		02 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
		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 – 2nd Reading	2024 Budget Ordinances Second Reading	2024 Budget Ordinances Second 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
		16 Oct 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?		16 Oct 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	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
		06 Nov 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Recognition of Craig Hospital for being selected as a 2023 Forbes Small Employer of the Year	Recognition of Craig Hospital for being selected as a 2023 Forbes Small Employer of the Year	Tim Dodd	City Manager's Office
		06 Nov 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Small Business Week Proclamation	Small Business Week Proclamation	Tim Dodd	City Manager's Office
		06 Nov 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Diabetes Month Proclamation	Diabetes Month Proclamation	Tim Dodd	City Manager's Office
	Information and Direction	13 Nov 2023	Flexible but must go after new Council members are sworn in PPT: Yes Presentation: Discussion:	Study Session Memo	Review and discussion of proposed City Attorney Ethics Manual	The City Attorney's Office drafted an ethics manual, to ensure compliance with attorney ethics rules and applicable law. The City Attorney will review proposed provisions with City Council and requests feedback.	Tamara Niles	City Attorney's Office
Consent?		20 Nov 2023	Not Flexible PPT: Yes Presentation: Discussion:	Resolution	2023 Budget Supplemental #4	Allocation of the 2023 Classification and Compensation Study Results from the General Fund Contingency to the General Fund Departments	Jackie Loh	Finance, Human Resources
	Information and Direction	27 Nov 2023	Not Flexible PPT: Yes Presentation: 10 minutes 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

		04 Dec 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition	Student Art Calendar Artist Recognition	City Council will honor the top 13 students whose artwork will be featured in the 2024 student art calendar.	Madeline Hinkfuss	
		04 Dec 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Bill of Rights Day Proclamation	Bill of Rights Day Proclamation	Tim Dodd	City Manager's Office
No		18 Dec 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion: 10 minutes	Motion	Motion to approve amendments to Council policies	City Council annually refers and considers updates to its City Council policies. This agenda item will approve updates.	Tamara Niles	City Attorney's Office
	Information and Direction	08 Jan 2024	Flexible: Needs to be on a Study Session date after 12-25 PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	November 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance
		08 Jan 2024	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interviews	Sara Harkness	
		09 Jan 2024	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interviews- only if a 2nd night is needed.	Sara Harkness	City Clerk's Office
	Information and Direction	22 Jan 2024	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	December 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance
No		03 Jun 2024	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Parks and Recreation Bond Decision for November Election	Approval of an ordinance to place one or more questions for the park and recreation General Obligation Bond on the November 2023 ballot	Brad Anderson, Christina Underhill	Parks, Recreation & Library