



Council Newsletter

CITY MANAGER'S NOTES September 14, 2023

Upcoming Council Meetings

September 18, 2023

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

September 25, 2023

The City Council Special Meeting will begin at 6:00pm in the Community Room.

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

Thurs. September 14	5:30 p.m.	Parks and Recreation Commission, 3800 South Lincoln Street
	6:00 p.m.	Transportation Advisory Committee, Mesa Verde Conf-Room/Hybrid
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
	6:00 p.m.	Code Enforcement Advisory Committee, 3615 S. Elati Street
	6:30 p.m.	Historic Preservation Commission, Red Rock Conf-Room/Hybrid
Mon, September 25	6:00 p.m.	City Council Special Meeting, Community Room
		Sustainability Sub-Committee, Virtual
Tues. September 26	5:15 p.m.	Budget Advisory Committee
Wed. September 27	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Youth Advisory Board, TBD

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
	5:45 p.m.	Cultural Arts Commission
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
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. November 15	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission/Virtual
Tues. November 21	5:15 p.m.	Budget Advisory Committee *changed to 3 rd Tues. of month
	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Mon, November 27	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Wed. November 29	8:30 a.m.	Mayor Manager Meeting, Virtual

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
18 Sep 2023		Not Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Consideration of a Resolution Assuming Maintenance Responsibilities Along a Portion of Bellevue Avenue	Consideration of a Resolution Assuming Maintenance Responsibilities Along a Portion of Bellevue Avenue	Shawn Lewis	City Manager's Office
18 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
18 Sep 2023		Not Flexible PPT: No Presentation: Discussion:	Proclamation		Constitution Week Proclamation	Constitution Week Proclamation	Tim Dodd	City Manager's Office
18 Sep 2023		Not Flexible PPT: Yes Presentation: Pieter Van Ry Discussion: 5 min	Motion	Yes	Task Order No. 1 on On-Call Contract for Services with M. Gilmore, LLC	Utilities staff is seeking City Council approval of a Task Order on the On-Call Contract for Services (CFS) with M. Gilmore Electric, LLC (Gilmore) to furnish and install a new Allen Bradley Variable Frequency Drive (VFD) at the Allen Water Treatment Plant (WTP).	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Flexible PPT: Yes Presentation: Discussion:	Motion	No	2023 Quarter Two Strategic Plan Update	Overview of the 2023 Quarter Two Strategic Plan Updates	Tim Dodd	City Manager's Office
18 Sep 2023		Flexible PPT:	Motion	No	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
18 Sep 2023		Not Flexible PPT: No Presentation: Discussion:	Motion	Yes	Award of Contract for Services with Global Underground Corp for Potholing Services	Contract for Services (CFS) with Global Underground Corp (Global) for Potholing Services.	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Somewhat Flexible PPT: Yes Presentation: Discussion:	Motion	Yes	Professional Services Agreement Renewal for Development Review Support	Professional Services Agreement (PSA) renewal with Johnson, Mirmiran & Thompson (JMT) for as-needed development review support.	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Yes	On-Call Water Distribution System Support Services Contract Renewal	Utilities staff is seeking City Council approval of a Contract for Services (CFS) renewal with C&L Water Solutions, Inc. (C&L).	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	Yes	CB-48 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
18 Sep 2023		Somewhat Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	Agreements and Temporary Construction Easement for McBroom Ditch Crossing	Easement and Agreements with Developer, Sanitary Sewer Connector Districts and McBroom Ditch Company for the Installation of Water and Sanitary Sewer Services.	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	Yes	Ordinance Approving City Ditch Crossing Agreements with Littleton	City Ditch Crossing License Agreement and Temporary Construction Easement for Replacement of a Sanitary Sewer Main.	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	Amendment to Water Infrastructure Financing and Innovation Act Water Loan	Ordinance to approve amendment to Water Infrastructure Financing and Innovation Act Water Loan.	Pieter Van Ry, Sarah Stone	Utilities
18 Sep 2023		Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	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
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	2024 Budget Ordinances First Reading (City of Englewood 2024 Budget)	2024 Budget Ordinances First Reading (1 of 5)	Jackie Loh	Finance
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	CB-52 First Reading for Case 2020-09, Unified Development Code	First Reading for Case 2020-09, Unified Development Code	Bryan Isham	Community Development
18 Sep 2023		Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance -- 1st Reading	No	CB-53 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
18 Sep 2023		Flexible PPT: No Presentation: 2 minutes Discussion:	Bill for an Ordinance -- 1st Reading	No	CB-55 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
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	2024 Budget Ordinances First Reading (South Platte Renew 2024 Appropriation)	2024 Budget Ordinances First Reading (5 of 5)	Jackie Loh	Finance
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	2024 Budget Ordinances First Reading (City of Englewood 2024 Appropriation)	2024 Budget Ordinances First Reading (2 of 5)	Jackie Loh	Finance
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	2024 Budget Ordinances First Reading (City of Englewood 2024 Property Tax Mill Levies)	2024 Budget Ordinances First Reading (3 of 5)	Jackie Loh	Finance
18 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	No	2024 Budget Ordinances First Reading (South Platte Renew 2024 Budget)	2024 Budget Ordinances First Reading (4 of 5)	Jackie Loh	Finance
18 Sep 2023		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	Yes	CB-54 M.O.U. between Englewood Police and Douglas County Sheriff regarding use of an armored critical incident vehicle	This is an ordinance authorizing an Intergovernmental Agreement between the City of Englewood and the Douglas County Sheriff's Office regarding the use of a UASI federal resource in "The Rook" armored critical incident rescue vehicle.	Vance Fender	Police
25 Sep 2023	Direction	Not Flexible PPT: No 1.5 - 2 hours total time needed	Study Session Memo		Interviews for Affordable Housing Task Force - Round 2	Interviews for Affordable Housing Task Force - Round 2	Nancy Fenton, Tim Dodd	City Manager's Office, Community Development
25 Sep 2023	Information and Direction	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Englewood Downtown Development Authority (EDDA) Proposed 2024 Budget	Englewood Downtown Development Authority (EDDA) Proposed 2024 Budget Presentation	Hilarie Portell	Downtown Development Authority
25 Sep 2023	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 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
25 Sep 2023	Information and Direction	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
25 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
25 Sep 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 2nd Reading	Yes	CB-41 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
25 Sep 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance -- 2nd Reading	Yes	CB-51 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
25 Sep 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance -- 2nd Reading	Yes	CB-50 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
02 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	Resolution to approve a contract with Insituform Technologies for the South Englewood Flood Reduction Site A project	Insituform Technologies was the low bidder of two (2) bids for the Invitation to Bid 23-029. Their bid was \$3,484,022.00.	Rachel Grafman, Tim Hoos	Public Works
02 Oct 2023		Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	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
02 Oct 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Motion	No	EDDA Proposed 2024 Budget Approval	EDDA Proposed 2024 Budget Approval by Motion	Hilarie Portell	Downtown Development Authority
02 Oct 2023		Flexible: This item may go forward on 9/25 or 10/2 PPT: Yes Presentation: Discussion:	Motion	Consent?	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	
02 Oct 2023		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Letter of Agreement between City of Englewood (Group #47057) and Kaiser Foundation Health Plan of Colorado	Approve the Letter of Agreement between City of Englewood (Group #47057) and Kaiser Foundation Health Plan of Colorado	Shawn Weiske	Human Resources
02 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Resolution to approve a contract with American Civil Constructors for the South Englewood Flood Reduction Site B project	American Civil Constructors was the low bidder of three (3) bids for the Invitation to Bid 23-024. Their bid was \$18,255,337.66.	Rachel Grafman, Tim Hoos	Public Works
02 Oct 2023		PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 2nd Reading	No	CB-52 Second Reading for Case 2020-09, Unified Development Code	Second Reading for Case 2020-09, Unified Development Code	Bryan Isham	Community Development
02 Oct 2023		Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance -- 2nd Reading	Consent?	CB-53 Ordinance 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
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	Information and Direction	Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Study Session Memo		Big Dry Creek Diversion Project Updates	Big Dry Creek Diversion Project Updates.	Pieter Van Ry	Utilities
16 Oct 2023		Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Resolution		Budget Supplemental #5	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
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance -- 1st Reading	Consent?	Denver Water Interconnect Intergovernmental Agreement	Denver Water Interconnect Intergovernmental Agreement	Pieter Van Ry	Utilities
23 Oct 2023	Information	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
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	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
27 Nov 2023	Information and Direction	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