



Council Newsletter

CITY MANAGER'S NOTES September 22, 2023

Upcoming Council Meetings

September 25, 2023

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

October 2, 2023

The City Council Regular Meeting will begin at 6:00pm in Council Chambers.

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

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| 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, Pikes Peak Conf-Room |
| Wed. September 27 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 4:30 p.m. | Downtown Development Authority, Malley Recreation Center |
| | 6:00 p.m. | Youth Advisory Board, Council Chambers |

October

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| 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 |
| Thurs, October 5 | TBD | Englewood Environmental Foundation |
| 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 |

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| Tues. October 24 | 5:15 p.m. | Budget Advisory Committee |
| Wed. October 25 | 8:30 a.m. | Mayor Manager Meeting, Virtual |

November

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| 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 |

December

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| Mon, December 4 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Hybrid |
| Wed. December 6 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | 11:00 a.m. | Liquor and Marijuana Licensing Authority |
| Mon, December 11 | 6:00 p.m. | City Council Study Session, Community Room/Hybrid |
| Tues, December 12 | 5:00 p.m. | Water & Sewer Board, Virtual |

| Meeting Date | Study Session Guidance | Notes | Item Type | Consent | Report Title | Description | Staff Responsible | Department/Group |
|--------------|---------------------------|--|-------------------------------------|---------|--|--|---|--|
| 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: 10 minutes Discussion: 20 minutes | Study Session Memo | | EDDA Proposed 2024 Budget | Englewood Downtown Development Authority (EDDA) Proposed 2024 Budget Presentation | Hilarie Portell | Downtown Development Authority |
| 25 Sep 2023 | Information and Direction | Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 minutes | 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 | Direction | Not Flexible PPT: No 1.5 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 | | Flexible PPT: No Yes 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 | | PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | No | Second Reading for Case 2020-09, Unified Development Code | Second Reading for Case 2020-09, Unified Development Code | Bryan Isham | 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 |
| 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 |
| 02 Oct 2023 | | Not Flexible PPT: Yes Presentation: Discussion: | Resolution | No | Resolution to approve a contract with Insituform Technologies for the South Englewood Flood Reduction Site A project. | 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 | No | 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 | | | Recognition | | Recognition of the Englewood Police Department for taking the One Mind Campaign Pledge, sponsored by the International Association of Chiefs of Police | Recognition of the Englewood Police Department for taking the One Mind Campaign Pledge, sponsored by the International Association of Chiefs of Police | Sam Watson | Police |
| 02 Oct 2023 | | | Recognition | | Recognition of the Englewood Police Department for receiving Accreditation by the Colorado Association of Chiefs of Police | Recognition of the Englewood Police Department for receiving Accreditation by the Colorado Association of Chiefs of Police | Sam Watson | Police |
| 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 | Yes | Award of contract for purchase of a new electric train | Contract to purchase a new electric train from Chance Rides LLC | Brad Anderson, Christina Underhill | |
| 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 | 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 | | Not Flexible PPT: No Presentation: Discussion: | Motion | Yes | 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: 5 minutes Discussion: | Bill for an Ordinance – 2nd Reading | No | 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 | Bill for an Ordinance – 2nd Reading | Yes | CB-65 2024 Budget Ordinances Second Reading (South Platte Renew 2024 Budget) | 2024 Budget Ordinances First Reading (4 of 5) | Jackie Loh | Finance |
| 02 Oct 2023 | | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 2nd 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 |

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| 02 Oct 2023 | | Not Flexible PPT: No | Bill for an Ordinance – 2nd 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 |
| 02 Oct 2023 | | Somewhat Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | Yes | CB-59 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 |
| 02 Oct 2023 | | Not Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | Yes | CB-58 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 |
| 02 Oct 2023 | | Not Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | Yes | CB-57 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 |
| 02 Oct 2023 | | Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | No | CB-32 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 |
| 02 Oct 2023 | | Flexible PPT: No Presentation: 2 minutes Discussion: | Bill for an Ordinance – 2nd Reading | Yes | 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 |
| 02 Oct 2023 | | Not Flexible PPT: Yes | Bill for an Ordinance – 2nd Reading | Yes | CB-64 2024 Budget Ordinances First Reading (South Platte Renew 2024 Appropriation) | 2024 Budget Ordinances First Reading (5 of 5) | Jackie Loh | Finance |
| 02 Oct 2023 | | Not Flexible PPT: Yes | Bill for an Ordinance – 2nd Reading | Consent? | CB-62 2024 Budget Ordinances First Reading (City of Englewood 2024 Appropriation) | 2024 Budget Ordinances First Reading (2 of 5) | Jackie Loh | Finance |
| 02 Oct 2023 | | Not Flexible PPT: Yes | Bill for an Ordinance – 2nd Reading | Yes | CB-63 2024 Budget Ordinances First Reading (City of Englewood 2024 Property Tax Mill Levies) | 2024 Budget Ordinances First Reading (3 of 5) | Jackie Loh | Finance |
| 02 Oct 2023 | | Not Flexible PPT: Yes | Bill for an Ordinance – 2nd Reading | Yes | CB-61 2024 Budget Ordinances First Reading (City of Englewood 2024 Budget) | 2024 Budget Ordinances First Reading (1 of 5) | Jackie Loh | Finance |
| 02 Oct 2023 | | Not Flexible PPT: Yes Presentation: Discussion: | Bill for an Ordinance – 1st Reading | Consent? | CB – 65 Easement and Temporary Construction Easement (Staging Yard) both covering a portion of Section 34, Township 4 South, Range 68 West, Arapahoe County, State of Colorado | Public Service Company (Xcel Energy) is requesting permission to rebuild the natural gas regulator station at Bates Logan Park. | Adrian Torres, Andrea Weaver | Parks, Recreation & Library |
| 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 | | Flexible if it is moved back. PPT: Yes Presentation: 10 minutes Discussion: | Motion | Consent? | Quarter Three 2023 Strategic Plan Update | Staff will present a progress update to Council on quarter three, 2023 of the City of Englewood Strategic Plan | Tim Dodd | City Manager's Office |
| 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 |
| 23 Oct 2023 | | Not Flexible PPT: No Yes Presentation: Discussion: | Recognition | | : Recognition of the Finance Department for receiving a certificate of achievement for the Annual Comprehensive Financial Report | : Recognition of the Finance Department for receiving a certificate of achievement for the Annual Comprehensive 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 |