



Council Newsletter

CITY MANAGER'S NOTES October 12, 2023

Upcoming Council Meetings

October 16, 2023

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

October 23, 2023

The City Council Study Session 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

October

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	Cancelled	Planning and Zoning Commission, Council Chambers
Wed. October 18	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Code Enforcement Advisory Committee, 3615 S. Elati
	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
	4:30 p.m.	Englewood Downtown Development Authority Board, Malley Center

November

Wed. November 1	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Thurs. November 2	5:30 p.m.	Affordable Housing Task Force, Community Room
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

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
Thurs. December 7	5:30 p.m.	Affordable Housing Task Force, Community Room
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
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
Wed. December 13	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Mon, December 18	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. December 19	5:15 p.m.	Budget Advisory Committee *changed to 3 rd Tues. of month
Wed. December 20	6:30 p.m.	Historic Preservation Commission/Virtual

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
16 Oct 2023	Information and Direction	Not Flexible PPT: Yes Presentation: 30 minutes Discussion: 30 minutes	Study Session Memo		Big Dry Creek Diversion Project Updates	Big Dry Creek Diversion Project Updates.	Pieter Van Ry, Sarah Stone	Utilities
16 Oct 2023		Not Flexible PPT: No Presentation: 5 min. Discussion:	Resolution	Yes	Resolution to Support the City's Filed Proposition 123 Commitment	Resolution to Support the City's Filed Proposition 123 Commitment	Brad Power	Community Development
16 Oct 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Recognition of South Platte Renew for receiving five awards for the department's commitment to industry leadership, excellence, and innovation	Recognition of South Platte Renew for receiving five awards for the department's commitment to industry leadership, excellence, and innovation		
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Optimal Source Master Services Agreement Renewal for Gateway Processing Services	Utilities staff is seeking City Council approval of an optimal source Master Services Agreement (MSA) renewal with Paymentus Corporation (Paymentus) for gateway processing services in the estimated amount of \$180,000.	Pieter Van Ry, Sarah Stone	Utilities
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Yes	Change Order No. 1 with Berg Hill Greenleaf Ruscitti, LLP for Outside Legal Representation	Utilities staff is seeking City Council approval of a change order on Purchase Order (PO) # 2023-0000007 and Professional Services Agreement (PSA)-22-117 with Berg Hill Greenleaf Ruscitti, LLP (BHGR) to provide outside legal representation for water rights support in the amount of \$50,000, for a total authorization of \$500,000.	Pieter Van Ry, Sarah Stone	Utilities
16 Oct 2023		Flexible if it is moved back. PPT: Yes Presentation: 10 minutes Discussion:	Motion	No	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:	Motion	No	Award Construction Contract for Sidewalk and Ramp Gap Construction project	Request to award contract for construction to Greatland Concrete & Landscaping for Sidewalk and Ramp Gap Construction project	Nadia Naji, Tim Hoos	Public Works
16 Oct 2023		Not Flexible PPT: No Presentation: Discussion:	Motion	Yes	Removal of a Code Enforcement Advisory Committee Alternate Member	Removal of a Code Enforcement Advisory Committee Alternate Member	Sara Harkness	City Clerk's Office
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Construction Manager / General Contractor Agreement for Utilities Space Improvements Project	Construction Manager / General Contractor (CMGC) agreement with PCL Construction, Inc. (PCL) for the Allen Water Treatment Plant (WTP) Space Improvements Project.	Pieter Van Ry, Sarah Stone	Utilities
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Yes	CB - 66 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	CB-66 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		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	No	CB - 67 2024 Stormwater Utility Rate Increase Ordinance	CB-67 Proposed rate increase for the Stormwater Utility Fund	Tim Hoos	Public Works
16 Oct 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	Intergovernmental Agreements for Per- and Polyfluoroalkyl Substances Sampling and Infrastructure Pilot Projects	Utilities staff is seeking City Council approval of two Intergovernmental Agreements (IGA) with the Colorado Department of Public Health and Environment (CDPHE) for an expanded sampling and an infrastructure pilot project for Per- and polyfluoroalkyl substances (PFAS).	Pieter Van Ry, Sarah Stone	Utilities
06 Nov 2023	Information and Direction	Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo		Development Impact Fees Study Session	Study Session on an analysis of the City's existing development impact fee structure and rates and recommendations for modifications		City Manager's Office
06 Nov 2023	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	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			Recognition		Finance Department for receiving the Government Finance Officers' Association's Distinguished Budget Presentation Award for the 2023 budget.	Finance Department for receiving the Government Finance Officers' Association's Distinguished Budget Presentation Award for the 2023 budget	Tim Dodd	City Manager's Office
06 Nov 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 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
06 Nov 2023		Flexible PPT: Yes Presentation: 10 minutes Discussion: 10 minutes	Motion	Consent?	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
06 Nov 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Amending Englewood Municipal Code to provide consistency in Council fee-setting mechanisms	Various sections of municipal code provide for varying mechanisms for City Council to establish City fees. In practice, City Council adopts the annual fee schedule by resolution, but generally authorizes and sets fees for the first time by ordinance. This ordinance amends municipal code to provide consistency in the method by which City Council adopts its fees, so that it clearly may do so by a single annual resolution.	Tamara Niles	City Attorney's Office
06 Nov 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Amendment to Englewood Municipal Code regarding Usage Fees	ORDINANCE AMENDING ENGLEWOOD MUNICIPAL CODE TO ESTABLISH CLEAR AUTHORITY FOR CITY'S CURRENT FEES FOR USAGE OF CITY PROPERTY, FACILITIES, SERVICES.	Tamara Niles	City Attorney'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
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	2024 Allen Water Treatment Plant Bulk Chemical Purchases	2024 Allen Water Treatment Plant Bulk Chemical Purchases	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Recognition of Kimberly Power for receiving an achievement award for the Colorado Libraries for Early Literacy	Recognition of Kimberly Power for receiving an achievement award for the Colorado Libraries for Early Literacy		
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	McBroom Ditch Bylaw Revisions	McBroom Ditch Bylaw Revisions	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Flexible PPT: No Y Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	An Ordinance amending sections of Englewood Municipal Code to correct and clarify the city's authority to collect fees in accordance with the city's fee schedule.	An ordinance to revise the Englewood Municipal Code to reflect changes made through the fee and rate schedule resolutions.	Jackie Loh	Finance
20 Nov 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, Sarah Stone	Utilities
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