



Council Newsletter

CITY MANAGER'S NOTES

November 3, 2023

Upcoming Council Meetings

November 6, 2023

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

November 13, 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

November

Mon. November 6	2:00 p.m.	Malley Center Trust Fund, Malley Recreation Center
	4:00 p.m.	Englewood Environmental Foundation, Virtual
	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
Mon, November 13	6:00 p.m.	City Council Study Session, Community Room/Hybrid
Tues, November 14	3:30 p.m.	NonEmergency Retirement Board
	5:00 p.m.	Water & Sewer Board, Virtual
	5:15 p.m.	Budget Advisory Committee, Pikes Peak
	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
Mon. November 20	6:00 p.m.	City Council Regular Meeting, Council Chambers
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 Information	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
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	Information and Direction	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 minutes	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	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		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	No	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 - possibly to the 20th could work PPT: No Yes	Motion	Yes	Amendment to the Contract between the City and Historic Englewood	Approval of an amendment to the contract between the City and Historic Englewood	Tim Dodd	City Manager's Office
06 Nov 2023		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	An Ordinance repealing Englewood Municipal Code 15-3-5, Administrative Appeal Procedure.	An Ordinance repealing Englewood Municipal Code 15-3-5, Administrative Appeal Procedure.	Shawn Lewis	City Manager's Office
06 Nov 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	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 legislative act.	Tamara Niles	City Attorney's Office
06 Nov 2023		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	Amendment to Englewood Municipal Code providing clear authority for City Council to establish fees to reimburse the City for facility usage, requested services to individuals	Amending Englewood Municipal Code to establish clear authority for the City's current fees for usage of City property, facilities and services.	Tamara Niles	City Attorney's Office
13 Nov 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Executive Session		Executive Session for PFAS Settlement	Executive Session for PFAS Settlement	Chris Edelstein, Pieter Van Ry	Utilities
20 Nov 2023	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Study Session on Contract Approval Thresholds	Study Session on Contract Approval Thresholds	Tim Dodd	City Manager's Office
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	PFAS Settlement	PFAS Settlement	Chris Edelstein, Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Yes	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: 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: 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
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:	Motion	Yes	Optimal Source Professional Services Agreements for Per- and Polyfluoroalkyl Substances Sampling and Infrastructure Pilot Projects	Optimal Source Professional Services Agreements for Per- and Polyfluoroalkyl Substances Sampling and Infrastructure Pilot Projects	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Professional Service Agreement Renewals for On-Call Engineering Services	Utilities staff is seeking City Council approval of four (4) Professional Services Agreements (PSAs) for on-call engineering services with Carollo Engineers, Inc, Hazen and Sawyer, HDR, Inc, and Jacobs Engineering Group, Inc. up to an amount of \$200,000 per renewal agreement. This one item has 4 agreements for approval attached to it.	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes There are two PSA renewals on this one item	Motion	Consent?	Water Resources Support Agreement Renewals	Renewal of a Professional Services Agreement with Berg Hill Greenleaf Russett, LLP for water rights legal support in the amount of \$510,000 and renewal of a Professional Services Agreement with Martin and Wood Water Consultants Inc. for water resources engineering services, in the amount of \$400,000.	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Professional Services Agreement with Jacobs Engineering Group Inc. for Final Design of Denver Water Interconnections	Professional Services Agreement with Jacobs Engineering Group Inc. for Final Design of Denver Water Interconnections	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes There are two agreements on this one item	Motion	Consent?	McLellan Reservoir Drain Line Design Agreements	Award of a Professional Services Agreement with Hazen and Sawyer for engineering design of the McLellan Reservoir drain line relocation in the amount of \$139,020, including approval to execute change order(s) to expand a 10% staff-managed contingency of \$13,902, for a total project authorization of \$152,922 and a Cost Reimbursement Agreement with Toll Southwest, LLC for the engineering design of the relocation of the McLellan Reservoir drain line.	Pieter Van Ry, Sarah Stone	Utilities
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Yes	CB 46 Intergovernmental Agreements for Per- and Polyfluoroalkyl Substances Sampling and Infrastructure Pilot Projects	CB-46 Utilities staff is seeking City Council approval of two Intergovernmental Agreements (IGAs) 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
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		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
20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Dry Gulch IGA Amendment	Dry Gulch IGA Amendment	Devin Keener, Tim Hoos	Public Works

20 Nov 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	South Englewood Basin 2nd IGA amendment	South Englewood Basin IGA amendment	Devin Keener, Tim Hoos	Public Works
27 Nov 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Update		Council Orientation	New Council Orientation Placeholder	Sara Harkness	City Manager's Office
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
04 Dec 2023		Flexible PPT: No	Resolution	No	Resolution establishing City Council holiday meeting schedule	Establishing City Council meeting dates in December 2023 and January 2024	Tamara Niles	City Attorney's Office
04 Dec 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Recognition of City Attorney Tamara Niles for receiving the designation of Local Government Fellow by the International Municipal Lawyers Association	Recognition of City Attorney Tamara Niles for receiving the designation of Local Government Fellow by the International Municipal Lawyers Association		
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
04 Dec 2023		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Motion to Approve Contract with AEC-West	Annual contract with AEC-West for supplemental plan review and inspections	Karen Montanez	Community Development
11 Dec 2023	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Study Session to review the City's existing social media policies	Study Session to review the City's existing social media policies	Chris Harguth	City Manager's Office
11 Dec 2023	Information	Flexible PPT: Yes Presentation: 5 minutes Discussion:	Study Session Memo		Tree Protection Ordinance Study Session	During a May City Council meeting, Englewood City Council requested the Sustainability Commission (Commission) to assess what a potential tree protection ordinance could look like in the City of Englewood (City). This memo is the Commission's suggestions to City Council	Melissa Englund	City Manager's Office
11 Dec 2023	Information and Direction	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
18 Dec 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Resolution	Consent?	Presiding Judge's Salary	Resolution regarding the presiding Judge's salary.	Kennetha Julien	Municipal Court
18 Dec 2023		Not Flexible PPT: No Presentation: Discussion:	Resolution	Consent?	Associate Judge Reappointment	Resolution to Reappoint the Associate Judge	Kennetha Julien	Municipal Court
08 Jan 2024	Information and Direction	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: Yes Presentation: 10 minutes Discussion:	Resolution		Budget Supplemental #1	2024 Budget Supplemental #1 Request Resolution	Jackie Loh	Finance
08 Jan 2024		Not Flexible PPT: No	Resolution	Yes	Designation of the Official Posting Place for Legal Notices	Designation of the Official Posting Place for Legal Notices	Stephanie Carille	City Clerk's Office
15 Jan 2024	Information and Direction	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
16 Jan 2024		Flexible (can't occur before 1-16-2023) PPT: Yes Presentation: Discussion:	Public Hearing		Public Hearing for ZON2023-002, Amendment to Planned Unit Development	Public hearing for an amendment to a planned unit development, 2400 W Union, Waste Management Denver South Transfer Station	Brook Bell	Community Development
22 Jan 2024		Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo		Board and Commission Interviews	Board and Commission Interviews	Sara Harkness	
23 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