



Council Newsletter

CITY MANAGER'S NOTES

November 8, 2023

Upcoming Council Meetings

November 13, 2023

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

November 20, 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

November

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| Thurs. November 9 | 5:30 p.m. | Parks and Recreation Commission, Broken Tee Golf Course |
| | 6:00 p.m. | Transportation Advisory Committee, Mesa Verde Conf-Room |
| Mon, November 13 | 6:00 p.m. | City Council Special Meeting, Community Room |
| 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 |
| | 6:00 p.m. | Code Enforcement Advisory Committee, Police Community Room |
| | 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

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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 |
| 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 |

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| | 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 |
|--------------|---------------------------|---|-------------------------------------|---------|--|---|---|--------------------------|
| 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 |
| 13 Nov 2023 | | Not Flexible PPT: No Yes Presentation: Discussion: | Executive Session | | Executive Session - Classification and Compensation for City Manager and City Attorney | Exec session placeholder | | |
| 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 | No | 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 | No | 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 | Yes | 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 | Yes | Water Resources Support Agreement Renewals | Renewal of a Professional Services Agreement with Berg Hill Greenleaf Ruscitti, 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 | No | 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 | Yes | 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 expend a 100% 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: 10 minutes Discussion: | Motion | No | Contract Renewal - Snow & Ice Removal | Renew Contract for Snow & Ice Removal Services with Keesen Landscape Management, Inc. | Melinda Goblirsch, Tre Blake | Public Works |
| 20 Nov 2023 | | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Motion | No | Contract Renewal - Landscaping / Ground Maintenance | Renew Contract for Landscaping / Ground Maintenance Service with Arrowhead Landscape Services | Melinda Goblirsch, Tre Blake | Public Works |
| 20 Nov 2023 | | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | Yes | CB-47 Amending Englewood Municipal Code providing clear authority for City Council to establish fees to reimburse the City for facility usage, requested services to individuals | CB-47 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 |
| 20 Nov 2023 | | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 2nd Reading | Yes | CB-69 Amending Englewood Municipal Code to provide consistency in Council fee-setting mechanisms | CB-69 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 |
| 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 |
| 27 Nov 2023 | | Not Flexible PPT: No Yes Presentation: Discussion: | Update | | Council Orientation | New Council Orientation Placeholder | Sara Harkness | City Manager's Office |

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| | 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 | | 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 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 | | Swearing in of new Council Members and Reception placeholder | Swearing in of new Council Members and Reception placeholder | | |
| 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 |
| 04 Dec 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 |
| 04 Dec 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 |
| 04 Dec 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 |
| 04 Dec 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 |
| 04 Dec 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 |
| 11 Dec 2023 | | Not Flexible PPT: No Yes Presentation: Discussion: | Update | | Council Liaison for Boards and Commissions Selection | Council Liaison for Boards and Commissions Selection | | |
| 11 Dec 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 |
| 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 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 |
| 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 |
| 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 Carlie | City Clerk's Office |
| 16 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 |