



Council Newsletter

CITY MANAGER'S NOTES December 7, 2023

Upcoming Council Meetings

December 11, 2023

The City Council Study Session will begin at 6:00pm in the Community Room.

December 13, 2023

The Tri-Cities Joint City Council Study Session on Homelessness will begin at 6:00pm in the Community Room.

December 18, 2023

The City Council Holiday Dinner will begin at 5:00pm. The City Council Regular Meeting will begin at 6:00pm in Council Chambers.

December 21, 2023

The City Council Workshop with Senator Jeff Bridges and Representative Meg Froelich will begin at 12:30pm. This workshop will be virtual.

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

**CITY OF ENGLEWOOD
2023 CALENDAR OF EVENTS**



December

Mon, December 11	6:00 p.m.	City Council Study Session, Community Room
Tues, December 12	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, Anderson Room
Wed. December 13	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Downtown Development Authority Board
	6:00 p.m.	Tri Cities Study Session on Homelessness, Community Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Mon, December 18	5:00 p.m.	City Council Holiday Dinner
	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	Canceled	Code Enforcement Advisory Committee

2024 CALENDAR OF EVENTS

January

Wed. January 3	6:30 p.m.	Planning & Zoning Commission, Council Chambers
Thurs. January 4	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon, January 8	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. January 9	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. January 10	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room
	6:30 p.m.	Englewood Urban Renewal Authority, Pikes Peak Conf. Room
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers

Thurs. January 11	5:30 p.m.	Parks & Recreation Commission, Red Rocks Conf. Room
Mon. January 15	MLK	City Offices Closed
Tues. January 16	6:00 p.m.	City Council Study Session, Community Room
Wed. January 17	6:30 p.m. 6:30 p.m.	Planning & Zoning Commission, Council Chambers Historic Preservation Commission. Red Rocks Conf Room
Thurs. January 18	6:00 p.m.	Library Board Meeting, Anderson Room
Mon, January 22	6:00 p.m.	Board and Commission Interviews
Tues. January 23	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
Mon. January 29	6:00 p.m.	City Council Study Session, Council Chambers

February

Thurs. February 1	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. February 5	2:00 p.m. 6:00 p.m.	Malley Trust Fund Meeting, Malley Rec Center Liquor and Marijuana Licensing Authority, Council Chambers
Tues. February 6	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. February 7	11:00 a.m.	Liquor and Marijuana Licensing Authority
Wed. February 7	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Thurs. February 8	5:30 p.m.	Parks & Recreation Commission, Red Rocks Conf Room
Mon, February 12	6:00 p.m.	City Council Study Session, Community Room
Tues. February 13	5:00 p.m. 6:30 p.m.	Water & Sewer Board, Red Rocks Conf-Room Sustainability Commission, Pikes Peak Conf-Room
Wed. February 14	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. February 15	6:00 p.m.	Library Board Meeting, Anderson Room
Mon. February 19	6:00 p.m.	City Council Regular Meeting, Council Chambers
Wed. February 21	6:30 p.m. 6:30 p.m.	Historic Preservation Commission. Red Rocks Conf Room Planning and Zoning Commission, Council Chambers
Mon, February 26	6:00 p.m.	City Council Study Session, Community Room
Tues. February 27	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room

March

Mon, March 4	6:00 p.m.	City Council Regular Meeting, Council Chambers
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Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
11 Dec 2023	Information and Direction	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		October 2023 Monthly Financial Report	Finance Manager Kevin Engels will be present to discuss the October 2023 General Fund Monthly Financial Report.	Kevin Engels	Finance
11 Dec 2023	Information	Flexible PPT: Yes Presentation: 5 minutes Discussion: 20 minutes	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	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	Direction	Not Flexible PPT: No Yes Presentation: 2 minutes Discussion: 8 minutes	Study Session Memo		Council Liaison Selection for Boards and Commissions	Council Liaison Selection for Boards and Commissions	Sara Harkness, Tim Dodd	City Clerk's Office, City Manager's Office
11 Dec 2023		Flexible - should be done in December or early January PPT: Yes Presentation: 5 minutes Discussion: 5 minutes	Study Session Memo		2024 Proclamation Review	2024 Proclamation Review	Tim Dodd	City Manager's Office
13 Dec 2023	Information	Not Flexible PPT: Yes 3.5 hours	Study Session Memo		Tri Cities Joint Study Session on Homelessness	Englewood, Sheridan, and Littleton City Councils will meet. A presentation will be provided by the Tri Cities Homelessness Policy Group.	Shawn Lewis	City Manager's Office
18 Dec 2023			Update		Council Holiday Dinner - Undici	Council Holiday Dinner - Undici		
18 Dec 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Resolution	Yes	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	Yes	Associate Judge Reappointment	Resolution to Reappoint the Associate Judge	Kennetha Julien	Municipal Court
18 Dec 2023		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Introduction of Elizabeth (Liz) Ramsey, Management Fellow	Introduction of Elizabeth (Liz) Ramsey, Management Fellow	Tim Dodd	City Manager's Office
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Award of a Contract for Services with Centrisys/CNP for the Purchase, Installation Support and Startup Services of a Dewatering Centrifuge	Utilities staff is seeking City Council approval of a Contract for Services (CFS) with Centrisys/CNP (Centrisys) for the purchase, installation support and startup services of a dewatering centrifuge in the amount of \$680,000, including approval to execute any change order(s) to expend a 10% staff-managed contingency of \$68,000, for a total project authorization of \$748,000.	Pieter Van Ry, Sarah Stone	Utilities
18 Dec 2023		Not Flexible PPT: Yes	Motion	No	Award of Contract to HDR Inc for the design of the S. Broadway Complete Streets Project	Design Contract Award to HDR Inc. for the design of the S.,Broadway Complete Streets Project	Devin Keener, Tim Hoos	Public Works
18 Dec 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
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Award of Contract to FHU for the design of the Old Hampden Complete Streets Project	Staff recommends City Council approve, by Motion, Award of Contract to FHU for the design of the Old Hampden Complete Streets Project.	Rachel Grafman, Tim Hoos	Public Works
18 Dec 2023		Flexible 1 hour estimated	Executive Session		Executive Session - City Center Redevelopment	Executive Session - City Center Redevelopment	Dan Poremba	Community Development
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Yes	Dry Gulch IGA Amendment	Dry Gulch IGA Amendment	Devin Keener, Tim Hoos	Public Works
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Yes	South Englewood Basin 2nd IGA amendment	South Englewood Basin IGA amendment	Devin Keener, Tim Hoos	Public Works
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Little Dry Creek MDP and FHAD IGA Amendment #1	Approval of an amendment to an IGA with MHFD	Devin Keener, Tim Hoos	Public Works

18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Amendments to The McBroom Ditch Company By-laws	Amendments to Section 8 of Article I of the By-laws of The McBroom Ditch Company regarding the duties of the President and naming the President's Designee.	Pieter Van Ry, Sarah Stone	Utilities
18 Dec 2023		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Intergovernmental Agreement with Denver Water for Emergency Interconnects	Intergovernmental Agreement (IGA) with Denver Water for Emergency Interconnects	Pieter Van Ry, Sarah Stone	Utilities
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	Information and Direction	Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo		Library staffing and hours discussion	The library continues to face challenges with being fully staffed covering the hours of operations while continuing to offer programs and services. This will be a discussion for information and direction with city council.	Bethany Lafferty, Christina Underhill	Parks, Recreation & Library
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
08 Jan 2024		Flexible PPT: Yes	Motion	Consent?	Update to Parks, Recreation, Library and Golf fees.	PRLG would like to update the rates and fees originally presented as the 2024 budget. Due to increasing staff cost rates and fees need to be updated for the 2024 season	Brad Anderson, Christina Underhill	Parks, Recreation & Library
08 Jan 2024		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
08 Jan 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Amended 2024 Rate and Fee Schedule	Modify PRLG Fees Ranges to provide flexibility to dynamic pricing based on demand usage.	Jackie Loh	Finance
08 Jan 2024		Flexible PPT: Yes	Motion	Consent?	Transfer of Opioid Litigation Settlement Funds to Arapahoe County Region	City Council previously accepted its opioid settlement funds rather than transferring to the Regional efforts, to determine how the Region intended to expend the funds. Because the opioid crises is a regional issue, and the Arapahoe County region's plan will benefit the citizens of Englewood, City Council must consider whether to transfer the City's settlement funds for use in region-wide opioid efforts.	Tamara Niles	City Attorney's Office
08 Jan 2024		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	2024 Mill Levy Amendment Ordinance	2024 Mill Levy Amendment Ordinance	Jennifer Nolan	Finance
09 Jan 2024		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Consent?	2024 Mill Levy Amendment Ordinance	2024 Mill Levy Amendment Ordinance	Jennifer Nolan	Finance
16 Jan 2024	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Proposed Methodology for Capital Costs to City Ditch Contract Users	Proposed Methodology for Capital Costs to City Ditch Contract Users	Pieter Van Ry, Sarah Stone	Utilities
16 Jan 2024	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
16 Jan 2024	Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Study Session on recommended modifications to the contract approval process	Study Session requested by Council to provide staff recommendations on proposed modifications to the City's existing contract processes	Tim Dodd	City Manager'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	City Clerk's Office

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
05 Feb 2024		Flexible. but must occur after the Public Hearing PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	First Reading for an Ordinance - ZON2023-002, Amendment to a Planned Unit Development	First Reading for ZON2023-002, Amendment to a Planned Unit Development, 2400 W Union, Waste Management Denver South Transfer Station	Brook Bell	Community Development
12 Feb 2024	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