



# Council Newsletter

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## CITY MANAGER'S NOTES

January 26, 2024

### Upcoming Council Meetings

#### January 27, 2024

The City Council Retreat will begin at 9:00am at the Broken Tee Golf Course.

#### February 5, 2024

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

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**January**

Sat. January 27	9:00 a.m.	City Council Retreat, Broken Tee Golf Course
Wed, January 31	8:30 a.m.	Mayor Manager Meeting, Virtual

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**February**

Thurs. February 1	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. February 5	2:00 p.m.	Malley Trust Fund Meeting, Malley Rec Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. February 6	CANCELED	Planning and Zoning Commission, Council Chambers
Wed. February 7	8:30 a.m.	Mayor Manager Meeting, Virtual
	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.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. February 14	8:30 a.m.	Mayor Manager Meeting, Virtual
	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	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission. Red Rocks Conf Room
	6:30 p.m.	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
Wed. February 28	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Youth Advisory Board Meeting

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## March

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Mon, March 4	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. March 5	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. March 6	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Thurs. March 7	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. March 11	6:00 p.m.	City Council Study Session, Community Room
Tues. March 12	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. March 13	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. March 14	5:30 p.m.	Parks & Recreation Commission, Golf Maint. Conf Room
Mon, March 18	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. March 19	5:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. March 20	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Red Rocks Conf Room
Thurs. March 21	6:00 p.m.	Library Board Meeting, Anderson Room
Mon. March 25	6:00 p.m.	City Council Study Session, Community Room
Tues. March 26	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
We. March 27	6:00 p.m.	Youth Advisory Board Meeting

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## April

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Mon. April 1	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. April 2	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. April 3	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Thurs. April 4	5:30 p.m.	Affordable Housing Task Force, Community Room

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
27 Jan 2024		Not Flexible PPT: No Yes Presentation: Discussion:	Update		2024 Council Retreat - Workshop at Broken Tee	Council Retreat	Shawn Lewis, Tim Dodd	City Manager's Office
05 Feb 2024	Information and Direction	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 minutes	Study Session Memo		Overview of proposed revisions to the CIP prioritization process for the 2025 budget cycle	Overview of proposed revisions to the CIP prioritization process for the 2025 budget cycle	Tim Dodd	City Manager's Office
05 Feb 2024		Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Contract approval Motorola Solutions	The Police Department is requesting permission to purchase replacement portable radios. This purchase is from Motorola Solutions totaling \$311,175.79. The entirety of this purchase will be reimbursed by the Arapahoe County E911 Authority.	Vance Fender	Police
05 Feb 2024		Not Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Approve a Temporary Construction Easement Agreement with Platte River Warehouse, LLC for property easement necessary to construct the Dartmouth Bridge Widening Project	Approve a Temporary Construction Easement Agreement with Platte River Warehouse, LLC for property easement necessary to construct the Dartmouth Bridge Widening Project	Tim Hoos	Public Works
05 Feb 2024		Not Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Approve a Temporary Construction Easement Agreement with 1500 West Dartmouth, LLC for property easement necessary to construct the Dartmouth Bridge Widening Project	Approve a Temporary Construction Easement Agreement with 1500 West Dartmouth, LLC for property easement necessary to construct the Dartmouth Bridge Widening Project	Tim Hoos	Public Works
05 Feb 2024		Not Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Approve a Temporary Construction Easement Agreement with General Shale Brick, Inc. for property easement necessary to construct the Dartmouth Bridge Widening Project	Approve a Temporary Construction Easement Agreement with General Shale Brick, Inc. for property easement necessary to construct the Dartmouth Bridge Widening Project	Tim Hoos	Public Works
05 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Yes	2024 Bulk Fuel & Fluid Synergy Petroleum	Approval of 2024 purchase of bulk fuel & fluids through Synergy Petroleum.	Richard Scharnell	Public Works
05 Feb 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Approval to apply for Charge Ahead Colorado grant	City staff is seeking approval from City Council to apply for the state's Charge Ahead Colorado grant.	Melissa Englund	City Manager's Office
05 Feb 2024		Flexible PPT: No Presentation: Discussion:	Motion	Yes	2024 AllHealth Network Contract for Mental Health Co-Responders	This is the 2024 AllHealth Network contract for Co-Responder services for the Police Department. The contract is in the amount of \$147,001.	Vance Fender	Police
05 Feb 2024		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	No	CB-1 Reimbursement of recall election expenditures	Reimbursement of recall election expenditures by Mayor Othoniel Sierra, pursuant to C.R.S. 31-4-504.5	Tamara Niles	City Attorney's Office
05 Feb 2024		Flexible: No PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading		First Reading for ZON2023-002, Amendment to Planned Unit Development	First reading for an amendment to a planned unit development, 2400 West Union Avenue, Waste Management Denver South Transfer Station	Brook Bell	Community Development
05 Feb 2024		Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Waste Characterization Study Memorandum of Understanding	Ordinance authorizing an intergovernmental agreement between the City of Englewood and Resource Recycling Systems, Inc., the City of Centennial, the City of Sheridan, and the City of Littleton for Front Range Waste Diversion Board Technical Assistance Service provider memorandum of understanding.	Melissa Englund	City Manager's Office
05 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Approval of an Amendment to an Intergovernmental Agreement with the Colorado Department of Transportation (CDOT) for the Design and Construction of Dartmouth Traffic Calming Corridor	Approval of an Amendment to an Intergovernmental Agreement with the Colorado Department of Transportation (CDOT) for the Design and Construction of Dartmouth Traffic Calming Corridor	Josh Keith, Tim Hoos	Public Works
05 Feb 2024		Not Flexible PPT: No Presentation: Discussion:	Appointment		Resolution appointing members to various boards, commissions, and committees	Resolution appointing members to various boards, commissions, and committees	Jackie McKinnon	City Clerk's Office
12 Feb 2024	Information	Flexible PPT: Yes Presentation: 20 minutes Discussion: 40 minutes	Study Session Memo		Stormwater Overview	Public Works will provide an overview of the City's Stormwater past and current projects	Tim Hoos, Victor Rachael	Public Works
12 Feb 2024	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion: 20 minutes	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
12 Feb 2024	Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion: 30 minutes	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
12 Feb 2024	Information and Direction	Flexible PPT: Yes Presentation: 20 minutes Discussion: 20 minutes	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
12 Feb 2024	Information	Flexible PPT: Yes Presentation: 30 minutes Discussion: 20 minutes	Study Session Memo		Traffic Calming & Vision Zero Update	Staff will present an update on current traffic calming efforts, as well as the City's Vision Zero program.	Sam Watson, Vance Fender, Victor Rachael	Police, Public Works
19 Feb 2024	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Lead Reduction Program Code Changes – Phase II	Lead Reduction Program Code Changes – Phase II	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024	Information	Not Flexible PPT: Yes Presentation: 7 minutes Discussion:	Study Session Memo		City of Englewood Municipal Code Changes for Sanitary Sewer Mains	City of Englewood Municipal Code Changes for Sanitary Sewer Mains	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	Equipment Purchase Through Joe Johnson Equipment	Council Approval for Purchase of One Truck-Mounted Single Engine Combination Sewer Cleaner	Steve Ortega, Tim Hoos	Public Works
19 Feb 2024		Flexible PPT: No Presentation: Discussion:	Resolution	Consent?	Resolution to Amend Boundary on Neighborhood Map	Resolution to Amend Boundary on Neighborhood Map - Hampden Hills	Erik Sampson	Community Development
19 Feb 2024		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Sara Harkness	City Clerk's Office
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Space Improvements Project – Phase II Design	Space Improvements Project – Phase II Design	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Contract for Services for Programmable Logic Control Replacement Project	Contract for Services for Programmable Logic Control Replacement Project	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Clarkson and Hampden Pump Station Construction Contracts	Clarkson and Hampden Pump Station Construction Contracts	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Award of Contract to SAM for the S Englewood Storm Sewer Inventory & Condition Assessment in the amount of \$131,626.00	To award contract to Surveying and Mapping, LLC (SAM) in the amount of \$131,626.00 for professional services. Services include surveying, inventory, condition assessment and delivery of storm sewer system data that is compatible with the City's existing asset management system.	Devin Keener, Tim Hoos	City Manager's Office
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Award of Contract to Pro-Pipe for the S Englewood Storm Sewer Inventory & Condition Assessment: Clean, Camera, and Manhole Adjustments in the amount of \$300,000.00	This contract will supplement the Storm Sewer inventory project by cleaning the storm water system, obtaining footage of existing pipes for condition assessment, and the adjustment of buried manholes	Devin Keener, Tim Hoos	Public Works
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	USIC Contract for Services Renewal	USIC Contract for Services Renewal	Pieter Van Ry, Sarah Stone	Utilities

19 Feb 2024		Not Flexible PPT: Yes	Motion	Consent?	Award of a Contract for Services with Iron Woman Construction and Environmental Services, LLC for the Purchase and Installation of an Ozone Trailer Unit	Utilities staff is seeking City Council approval of a Contract for Services (CFS) with Iron Woman Construction and Environmental Services, LLC (Iron Woman) for the purchase and installation of an ozone trailer in the amount of \$334,925, including approval to execute change order(s) to expand a 10% staff-managed contingency of \$33,492, for a total project authorization of \$368,417.	Pieter Van Ry, Sarah Stone	Utilities
19 Feb 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Award of a Contract for Services with Core & Main Inc. for Advanced Metering Infrastructure Project	Utilities staff is seeking City Council approval of a Contract for Services (CFS) with Core & Main Inc. (Core & Main) for the Advanced Metering Infrastructure (AMI) Project in the amount of \$3,614,707.	Pieter Van Ry, Sarah Stone	Utilities
26 Feb 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
26 Feb 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		January 2024 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance
26 Feb 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		Preliminary December 2023 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance
26 Feb 2024	Information and Direction	Flexible PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo		Report on Public Comment Procedures among various Colorado cities	Presentation on public comment procedures of Colorado cities	Sergio Renteria	City Attorney's Office
26 Feb 2024	Information and Direction	Flexible PPT: No Yes Presentation: 30 minutes Discussion:	Study Session Memo		Energy Performance Contract Project Update	Company Yearout Energy will present to City Council on a project update on the Energy Performance Contract	Melissa Englund	City Manager's Office
04 Mar 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Lead Reduction Program Code Changes – Phase II	Lead Reduction Program Code Changes – Phase II	Sarah Stone	Utilities
04 Mar 2024		Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	An Ordinance amending Englewood Municipal Code 15-3-5, Administrative Appeal Procedure.	An Ordinance amending Englewood Municipal Code 15-3-5, Administrative Appeal Procedure.	Shawn Lewis	City Manager's Office
18 Mar 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
23 Mar 2024	Information	Flexible Yes Presentation: 10 minutes Discussion:	Study Session Memo		February 2024 Monthly Financial Report	Director of Finance Jackie Loh will be present to review the Monthly Financial Report	Jackie Loh	Finance