



# Council Newsletter

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## CITY MANAGER'S NOTES

March 21, 2024

### Upcoming Council Meetings

#### **March 25, 2024**

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

#### **April 1, 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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**March**

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Thurs. March 21	Canceled	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
Wed. March 27	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority, Malley Center
	6:00 p.m.	Youth Advisory Board Meeting, Pikes Peak

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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	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman St.
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Thurs. April 4	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. April 8	6:00 p.m.	City Council Study Session, Community Room
Tues. April 9	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. April 10	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs. April 11	5:30 p.m.	Parks & Recreation Commission, Malley Recreation Center
Mon. April 15	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. April 16	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. April 17	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Red Rocks Conf Room

Thurs. April 18	6:00 p.m.	Library Board Meeting, Anderson Room
Mon. April 22	6:00 p.m.	City Council Study Session, Community Room
Tues. April 23	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
Wed. April 24	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Youth Advisory Board Meeting

## **May**

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Wed. May 1	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. May 2	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. May 6	2:00 p.m.	Malley Trust Fund Meeting, Malley Rec Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. May 7	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. May 8	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
Thurs., May 9	5:30 p.m.	Parks & Recreation Center, Englewood Recreation Center
Mon. May 13	6:00 p.m.	City Council Study Session, Community Room
Tues. May 14	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. May 15	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Red Rocks Conf Room
Thurs. May 16	6:00 p.m.	Library Board Meeting, Anderson Room
Mon, May 20	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. May 21	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. May 22	8:30 a.m.	Mayor Manager Meeting, Virtual
Mon. May 27	Memorial Day	City Offices Closed
Tues. May 28	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
Wed. May 29	8:30 a.m.	Mayor Manager Meeting, Virtual

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
25 Mar 2024	Information	Flexible Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		February 2024 General Fund Monthly Financial Report Review	Director of Finance Kevin Engels will be present to review the Monthly Financial Report	Kevin Engels	Finance
25 Mar 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		Preliminary December 2023 General Fund Monthly Financial Report	Director of Finance Kevin Engels will be present to review the Monthly Financial Report	Kevin Engels	Finance
25 Mar 2024	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 30	Study Session Memo		Lead Reduction Program Code Amendments – Phase II	Draft Amendments to the City of Englewood Municipal Code to support Lead Service Line Replacements through the Lead Reduction Program.	Pieter Van Ry, Sarah Stone	Utilities
25 Mar 2024	Information	Not Flexible PPT: No Presentation: 5 minutes Discussion: 15 minutes	Study Session Memo		Water Meter Code Changes	Draft Amendments to the City of Englewood Municipal Code to support Water Meter Code changes.	Pieter Van Ry, Sarah Stone	Utilities
01 Apr 2024		Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo		Low-Income Energy Efficiency Outreach Plan Review	Low-Income Energy Efficiency Outreach Plan has been completed and ready to be reviewed by City Council.	Melissa Englund	City Manager's Office
01 Apr 2024			Recognition		Recognition of Brewability for being named the #5 Independent Pizzeria in the United States by OnDeck's Highest-Rated Independent Restaurant List	Recognition of Brewability for being named the #5 Independent Pizzeria in the United States by OnDeck's Highest-Rated Independent Restaurant List		
01 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Pirates Cove Food Vendor	Motion to approve Shamrock Foods as the Pirates Cove Concession Food Vendor	Kris Davison	Parks, Recreation & Library
01 Apr 2024		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	No	Intergovernmental Agreement with Adams County Health Department for the Colorado Local Entry Air Network (CLEAN) Program	Intergovernmental Agreement with Adams County Health Department for the Colorado Local Entry Air Network (CLEAN) Program	Melissa Englund	City Manager's Office
01 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Water Meter Code Changes	Water Meter Code Changes	Pieter Van Ry, Sarah Stone	Utilities
01 Apr 2024		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	IGA between the City of Englewood and City of Littleton	IGA between Englewood and Littleton for the South Metro Enterprise Zone. The IGA would allow the City of Littleton to function as a Subzone Administrator and to administer their local enterprise zone projects and contribution projects in its jurisdiction.	Brad Power, Darren Hollingsworth	Community Development
01 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Lead Reduction Program Code Changes – Phase II	Lead Reduction Program Code Changes – Phase II	Pieter Van Ry, Sarah Stone	Utilities
08 Apr 2024	Information and Direction	Not Flexible PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo		Review of ordinances, policies and fees related to the release of police records, including body camera footage, as those relate to Colorado law	This will be a review of the applicable city ordinances, policies and the associated fees charged for the release of police records and body worn and in car camera footage. This discussion will also include applicable state laws.	Vance Fender	Police
08 Apr 2024	Direction	Not Flexible PPT: No Presentation: 5 minutes Discussion:	Study Session Memo		Deputy City Manager Tim Dodd, Director of Parks, Recreation and Library Christina Underhill, and HR Business Partner Hailey Flester will be present to lead a Council discussion of diversity, equity, and inclusion concepts and projects	Requested by Council Members to discuss and make decisions around diversity, equity, and inclusion programs and concepts in the City of Englewood	Christina Underhill, Hailey Flester, Tim Dodd	City Manager's Office
08 Apr 2024	Information and Direction	Not Flexible PPT: Yes Presentation: 30 minutes Discussion: 10 minutes	Study Session Memo		Preliminary 2025 Revenue and Expenditure Underlying Forecast Assumptions	Preliminary 2025 Revenue and Expenditure Underlying Forecast Assumptions	Jennifer Nolan, Kevin Engels	Finance
08 Apr 2024		Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Discussion of City Ethics Code, to Obtain direction to resolve ambiguity	Discussion of City Ethics Code, to Obtain direction to resolve ambiguity	Tamara Niles	City Attorney's Office
15 Apr 2024	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo		Mitigation Strategy for Out-of-Code Sanitary Sewer Mains	Mitigation Strategy for Out-of-Code Sanitary Sewer Mains	Pieter Van Ry, Sarah Stone	Utilities
15 Apr 2024	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		City Ditch Cost Recovery Methodology	Proposed City Ditch Cost Recovery Methodology	Pieter Van Ry, Sarah Stone	Utilities
15 Apr 2024		Flexible PPT: No Presentation: Discussion:	Resolution	Consent?	Contract for services in the amount of no more than \$123,840 to establish a new City-wide Risk Management program.	contractual services in the amount of no more than \$123,840 to establish a new City-wide Risk Management program.	Shawn Weiske	Human Resources
15 Apr 2024		Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Resolution		Bates Logan Park Renovations Grant Phase 3	Seeking Council approval to submit a grant application to Arapahoe County Open Spaces (ACOS) in the amount of \$600,00 for addition of two bicycle course, two bocce ball courts, and turf conversion. Presenters: Christina Underhill, Director, Brad Anderson Deputy Director, and Adrian Torres, Open Space Manager.	Adrian Torres, Brad Anderson, Christina Underhill	Parks, Recreation & Library
15 Apr 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
15 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Discussion and Approval of Quarter One, 2024 Strategic Plan Revisions and Updates	Discussion and Approval of Quarter One, 2024 Strategic Plan Revisions and Updates	Elizabeth Ramsey, Tim Dodd	City Manager's Office
15 Apr 2024		Yes Flexible PPT: May be Presentation: 10 minutes Discussion:	Bill for an Ordinance – 1st Reading		Ordinance to Modify Contract Processes	Per discussion at a recent Council Study Session, staff is bringing forward an ordinance for Council consideration to modify contract processes	Tim Dodd	City Manager's Office
22 Apr 2024	Information and Direction	Not Flexible PPT: No Presentation: 30 minutes Discussion: 60 minutes	Study Session Memo		Review Preliminary 2025-2028 Capital Projects List with City Council, Planning and Zoning Commission and Budget Advisory Committee	Review Preliminary 2025-2028 Capital Projects List with City Council, Planning and Zoning Commission and Budget Advisory Committee	Jennifer Nolan, Kevin Engels	Finance
22 Apr 2024		Not Flexible PPT: No Presentation: 20 minutes Discussion:	Study Session Memo		Impact Fee Discussion Placeholder	Impact Fee Study Session with Carson Bise		
22 Apr 2024	Information and Direction	Not Flexible PPT: No Presentation: 20 minutes Discussion:	Study Session Memo		Youth Advisory Board Update	Youth Advisory Board Facilitator Dylan Lindsey will be present to provide an update on the Youth Advisory Board.	Elizabeth Ramsey, Sara Harkness	City Clerk's Office
22 Apr 2024	Direction	Flexible PPT: No Presentation: 15 minutes Discussion:	Study Session Memo		Consideration for the 2024 Citizen of the Year	Council will review 2024 Citizen of the Year nominations and select the 2024 Citizen of the Year.	Madeline Hink-fuss	Communications
22 Apr 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		March 2024 Monthly Financial Report	Director of Finance will be present to review the Monthly Financial Report	Kevin Engels	Finance
06 May 2024	Information and Direction	Flexible but must go after new Council members are sworn in PPT: Yes Presentation: 15 minutes Discussion: 20 minutes	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
06 May 2024		Flexible PPT: No	Bill for an Ordinance – 1st Reading	Consent?	2024 Intergovernmental Agreement for RTD Funding of the Englewood Trolley	Annual Agreement: IGA between RTD and the city for RTD's funding of the trolley for 2024.	Dan Poremba	Community Development
13 May 2024	Information and Direction	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		City Holiday Calendar	Council discussion of the City's past holidays and how decisions are made.	Tim Dodd	City Manager's Office
22 May 2024	Information	Flexible PPT: Yes Presentation: Discussion: 10 minutes	Study Session Memo		April 2024 Monthly Financial Report	Director of Finance will be present to review the Monthly Financial Report	Kevin Engels	Finance