



Council Newsletter

CITY MANAGER'S NOTES

March 28, 2024

Upcoming Council Meetings

April 1, 2024

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

April 8, 2024

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

April

Mon. April 1	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. April 2	CANCELLED	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 Special Meeting, 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

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

June

Mon, June 3	6:00 p.m.	City Council Regular Meeting, Council Chambers
Wed. June 5	8:30 a.m.	Mayor Manager Meeting, Virtual
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Tues. June 4	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. June 5	8:30 a.m.	Mayor Manager Meeting, Virtual
Thurs. June 6	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. June 10	6:00 p.m.	City Council Study Session, Community Room
Tues. June 11	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
01 Apr 2024		Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	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	Direction	Not Flexible PPT: No Presentation: 5 minutes Discussion: 25 minutes	Study Session Memo		Deputy City Manager Tim Dodd, Director of Parks, Recreation and Library Christina Underhill, and HR Business Partner Haley Frazier 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, Haley Frazier, Shawn Lewis, Tim Dodd	City Manager's Office
01 Apr 2024			Recognition		Recognition of Breadwinners for being named the #1 Independent Pizzeria in the United States by OnDeck's Highest-Rated Independent Restaurant List	Recognition of Breadwinners for being named the #1 Independent Pizzeria in the United States by OnDeck's Highest-Rated Independent Restaurant List		
01 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Yes	Prates Cove Food Vendor	Motion to approve a contract renewal for Shamrock Foods as the Prates Cove Concession Food Vendor	Brad Anderson, Kris Davison	Parks, Recreation & Library
01 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	No	Approval to apply for the Public Building Electrification grant	Staff is looking for approval from City Council to apply for the Public Building Electrification grant through the Colorado Energy Office	Melissa Englund	City Manager's Office
01 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Yes	Council Member travel to the Strong Towns National Gathering	Mayor Pro Tem Anderson wishes to attend the Strong Towns National Gathering in Cincinnati, OH, May 14-15.	Christa Graeve	City Manager's Office
01 Apr 2024		Not Flexible PPT: No Presentation: Discussion:	Motion	Yes	Council Member Travel to 2024 CML Annual Conference	Council Member Ward wishes to attend the CML Conference in Loveland, June 18-21.	Christa Graeve	City Manager's Office
01 Apr 2024		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	No	CB 7: 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		Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	IGA between the City of Englewood and City of Littleton Regarding the South Metro Enterprise Zone	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 Paves, Darren Hollingsworth	Community Development
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	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
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		Not Flexible PPT: Yes Presentation: 5 minutes Discussion:	Resolution	No	Bates Logan Park Renovations Grant Phase 3	Seeking Council approval to submit a grant application to Atsaphoe County Open Spaces (ACOS) in the amount of \$600.00 for addition of two bicycle courts, 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
08 Apr 2024		Flexible PPT: Yes Presentation: Discussion:	Resolution	Consent?	Yearend Budget Supplemental for 2023	Yearend Budget Supplemental for 2023	Kevin Engels	Finance
08 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	No	Consider Revisions to Council Policies regarding Public Comment	Amendments to Council Policies, as directed by City Council at its March 11 study session	Tamara Niles	City Attorney's Office
08 Apr 2024		Not Flexible PPT: No Presentation: 1 minute, if any Discussion:	Bill for an Ordinance – 1st Reading	No	Ordinance Revising EMC 1-5-2-5, Addressing the Council	Revision to Municipal Code regarding addressing the council, to reflect current law and Council direction as to who may speak during public comment	Tamara Niles	City Attorney's Office
08 Apr 2024		Yes Flexible PPT: Maybe Presentation: 10 minutes Discussion:	Bill for an Ordinance – 1st Reading	Consent?	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	Kevin Engels, Tim Dodd, Trudi Pevogras	City Manager's Office
15 Apr 2024	Direction	Flexible PPT: No Yes Presentation: 10 minutes Discussion:	Study Session Memo		Council Chambers Lighottery Selection	Council Chambers Lighottery Selection	Shawn Lewis	City Manager'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		Not Flexible PPT: No Presentation: Discussion:	Recognition		2024 Elevate Englewood Graduation	2024 Graduation for Elevate Englewood Leadership Academy.	Christa Graeve	City Manager's Office
15 Apr 2024		Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Recognition of Danny Combs for receiving the Congressional Medal of Honor Society Civitan Service Act Award	Recognition of Danny Combs for receiving the Congressional Medal of Honor Society Civitan Service Act Award	Elizabeth Ramsey	City Manager's Office
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Order of Goods and Materials Purchase Order Agreement with Huffman Engineering, Inc. for the Procurement of Chemical Feed Pumps and Hardware	Utilities staff is seeking City Council approval of an Order of Goods and Materials (OGM) Purchase Order Agreement with Huffman Engineering, Inc. \$610 to purchase chemical feed pumps and hardware for the Allen Water Treatment Plant (WTP) in the amount not to exceed \$162,000.	Josh Roach, Pieter Van Ry	Utilities
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	First Amendment to the Water Tower Lease Agreement with New Circular Wireless	First Amendment to the Water Tower Lease Agreement with New Circular Wireless	Pieter Van Ry, Sarah Stone	Utilities
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	Award Custodial Contract for City Facilities	Award Custodial Contract for City Facilities	Jeff Soaker, Ron Thornton	Utilities
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 Yes 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		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
15 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
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	State Revolving Fund Loan Agreements for the Lead Reduction Program	State Revolving Fund Loan Agreements for the Lead Reduction Program	Pieter Van Ry, Sarah Stone	Utilities
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	Agreements with Toll Southwest, LLC and TB Angeline LLC for the McLean Reservoir Drain Line Relocation	Agreements with Toll Southwest, LLC and TB Angeline LLC for the McLean Reservoir Drain Line Relocation	Pieter Van Ry, Sarah Stone	Utilities
15 Apr 2024		Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	City Ditch Crossing Agreements with Xcel Energy	City Ditch Crossing Agreements with Xcel Energy	Pieter Van Ry, Sarah Stone	Utilities
22 Apr 2024		Not Flexible PPT: No Yes Presentation: 20 minutes Discussion:	Study Session Memo		Impact Fee Discussion	Impact Fee Study Session with Canon Blue		
22 Apr 2024	Information and Direction	Not Flexible PPT: No Yes 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	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.	Madelaine Hindfus	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
22 Apr 2024		Not Flexible PPT: No Yes Presentation: Discussion:	Bill for an Ordinance – 2nd Reading		Poozholder for Second Reading for the Lead Reduction Program - Emergency Ordinance	Emergency Ordinance, Second Reading.	Pieter Van Ry	Utilities
22 Apr 2024	Information and Direction	Flexible but must go after new Council member 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 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
06 May 2024		Not Flexible PPT: No Yes: This contract replaces the existing contract which was January-March 2024 and then month to month thereafter. This contract also covers the existing trolley service of Monday - Friday, 6:30 am - 6:30 pm. It does not cover any extended hours or trolley improvements. Those items will come forward later in the year in a different contract since they are funded by the RTD Partnership grant.	Motion	Consent?	Contract with MV Transportation for 2024 Trolley Services	Current contract with MV Transportation is on a month/month basis. This contract is for the remainder of 2024 (May - December) for the existing trolley service.	Dan Poremba	Community Development
06 May 2024		Flexible (S/20 could also work) PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Consent?	First Reading of an Amendment of an Intergovernmental Agreement (IGA) between the Cities of Englewood and Sheridan for Sustainability Services	Consideration of approval of an amendment to the existing IGA between the Cities of Englewood and Sheridan for sustainability services	Tim Dodd	City Manager's Office
06 May 2024		Flexible PPT: No Presentation: Discussion:	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

	Information	Flexible PPT: Yes Presentation: 20 minutes Discussion: 30 minutes	Study Session Memo		Home Occupations	Study Session on Home Occupations	Bryan Isham, Will Charles	Community Development
13 May 2024	Information and Direction	Not Flexible PPT: No Yes 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
13 May 2024	Information and Direction	Not Flexible PPT: No Yes Presentation: 20 minutes Discussion: 30 minutes *Can cut back to total of 30 minutes if needed.	Study Session Memo		Arapahoe County Health Placeholder	Arapahoe County Health Placeholder	Shawn Lewis	City Manager's Office
28 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
08 Jun 2024	Information and Direction	Flexible PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo		Parks and Recreation General Obligation Bond	Park and Recreation staff will present City Council with the proposed projects for the potential 2024 bond.	Brad Anderson, Christina Underhill	Parks, Recreation & Library
08 Jun 2024	Information	Not Flexible PPT: No Yes Presentation: Discussion:	Recognition		Recognition of Citizens Planning School Graduates	Recognition of Citizens Planning School Graduates		Community Development
08 Jun 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo		Board and Commission Interviews	Board and Commission Interviews	Sara Harkness	City Clerk's Office
10 Jun 2024	Information	Somewhat Flexible (most occur before 6/30/2024) PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo		Presentation of the 2023 Annual Comprehensive Financial Report and Audit Results	Director of Finance Kevin Engels will present the 2023 Annual Comprehensive Financial Report and audit results.	Kevin Engels	Finance
10 Jun 2024	Information	Not Flexible PPT: No Yes Presentation: Discussion:	Study Session Memo		Board and Commission Interviews	Board and Commission Interviews-if needed	Sara Harkness	City Clerk's Office
11 Jun 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
17 Jun 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Parks and Recreation Bond Decision for November Election	Approval of an ordinance to place one or more questions for the park and recreation General Obligation Bond on the November 2023 ballot	Brad Anderson, Christina Underhill	Parks, Recreation & Library
17 Jun 2024	Information and Direction	Not Flexible PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo		Review Preliminary 2025 Operating & Staff Prioritized Capital Requests	Review Preliminary 2025 Operating & Staff Prioritized Capital Requests	Jennifer Nolan, Kevin Engels	Finance
24 Jun 2024	Information	Flexible PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo		South Broadway Public Realm Action Plan	South Broadway Public Realm Action Plan Project (present the scope, engagement and planning to date)	Hilarie Portell	Downtown Development Authority
24 Jun 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		May 2024 Monthly Financial Report	Director of Finance will be present to review the Monthly Financial Report	Kevin Engels	Finance
24 Jun 2024	Information	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		May 2024 Monthly Financial Report	Director of Finance will be present to review the Monthly Financial Report	Kevin Engels	Finance