



Council Newsletter

CITY MANAGER'S NOTES

May 3, 2024

Upcoming Council Meetings

May 6, 2024

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

May 13, 2024

The City Council Study Session 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

May

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, Community Room
Wed. May 8	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Englewood Liquor and Marijuana Licensing Authority, Council Chambers
	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
	6:00 p.m.	Code Enforcement Advisory Committee, Pikes Peak
	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, Community Room
Wed. May 22	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority, Malley Center
Mon. May 27	Memorial Day	City Offices Closed
Tues. May 28	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
	6:00 p.m.	City Council Study Session, Community 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
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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
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. June 12	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers
	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
Thurs., June 13	5:30 p.m.	Parks & Recreation Commission, Bates/Logan Park
Mon, June 17	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. June 18	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. June 19	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:30 p.m.	Historic Preservation Commission, Red Rocks Conf Room
Thurs. June 20	6:00 p.m.	Library Board Meeting, Anderson Room
Mon. June 24	6:00 p.m.	City Council Study Session Community Room
Tues. June 25	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
Wed. June 26	8:30 a.m.	Mayor Manager Meeting, Virtual

July

Mon, July 1	TBD	City Council Regular Meeting, Council Chambers
Tues. July 2	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. July 3	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Mon. July 8	TBD	City Council Study Session, Community Room
Tues. July 9	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
Wed. July 10	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
	7:00 p.m.	Board of Adjustment and Appeals, Council Chambers

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
06 May 2024	Information	History 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	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo		Mitigation Strategy for Out-of-Code Sanitary Sewer Mains	Review mitigation strategy for out-of-code sanitary sewer mains.	Josh Roach, Peter Van Ry, Sarah Stone	Utilities
06 May 2024	Information	Not Flexible PPT: No	Resolution	No	Resolution to set council holiday schedule for the remainder of 2024	Resolution to set council holiday schedule for the remainder of 2024	Tamara Niles	City Attorney's Office
06 May 2024	Information	Not Flexible PPT: Yes	Resolution	Yes	Equipment Purchase Through Model 1 dba Creative Bus Solutions Inc.	Council Approval for Purchase of One 2024 Starcraft Altstar (1282) Bus from Model 1 dba Creative Bus Sales Inc.	Steve Ortega, Tim Hoos	Public Works
06 May 2024	Information	Not Flexible PPT: Yes	Resolution	Yes	Equipment Purchase Through Polesco Brothers	Council Approval to purchase two John Deere 850DA E-Cut Hybrid Fairway Mowers.	Steve Ortega, Tim Hoos	Public Works
06 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Yes	2024 Concrete Utility and Pirate's Cove Drainage Improvements Project	Motion to approve contract with Silva Construction, Inc. for the construction of the 2024 Concrete Utility project and Pirate's Cove Drainage Improvements Project.	Michael Wilson, Tim Hoos	Public Works
06 May 2024	Information	Not Flexible PPT: Yes	Motion	Yes	Motion to approve a contract with Maintenance Resources Inc. to provide custodial services for city facilities.	Motion to approve a contract with Maintenance Resources Inc. to provide custodial services for city facilities.	Jeff Stoker, Ron Thomsen	Public Works
06 May 2024	Information	Not Flexible PPT: No 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	Yes	Motion to Approve the 2024 Transit Shuttle Services Contract with MV Transportation, Inc. (MV) for the Englewood Trolley for a total 2024 not-to-exceed amount of \$638,785.	Current contract with MV Transportation is on a month/month basis. This contract for the remainder of 2024 (May - December) for the existing Trolley service.	Dan Poremba	Community Development
06 May 2024	Information	Not Flexible PPT: Yes	Motion	Yes	Joe Johnson Equipment Purchase	Council Approval for Purchase of One Elgin Pelican Three-Wheel Mechanical Sweeper from Joe Johnson Equipment	Steve Ortega, Tim Hoos	Public Works
06 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Yes	CB-15 Agreements with Toll Southwest, LLC, TB Angeline LLC and Centennial Water and Sanitation District for the McEllan Reservoir Drain Line Relocation	Utilities staff is seeking City Council approval of several agreements with Toll Southwest, LLC, TB Angeline LLC and Centennial Water and Sanitation District for the relocation and piping of a portion of the McEllan Reservoir Drain Line.	Peter Van Ry, Sarah Stone	Utilities
06 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Yes	CB-12 Lead Reduction Program Code Amendments - Phase II	Amendments to the City of Englewood Municipal Code to support Lead Service Line Replacements through the Lead Reduction Program.	Peter Van Ry, Sarah Stone	Utilities
06 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Yes	CB-13 City Ditch Crossing Agreements with the Public Service Company of Colorado	Utilities staff is seeking City Council approval of two agreements with Public Service Company of Colorado (Xcel Energy) to install a new 6-inch gas main under City Ditch.	Peter Van Ry, Sarah Stone	Utilities
06 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Yes	CB-14 Water Meter Code Changes	Amendments to the City of Englewood Municipal Code to support Water Meter Code changes.	Peter Van Ry, Sarah Stone	Utilities
06 May 2024	Information	Not Flexible PPT: Maybe Presentation: Discussion:	Bill for an Ordinance - 2nd Reading	Yes	CB-10 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 Peepgrass	City Manager's Office
06 May 2024	Information	Not Flexible PPT: No Presentation: 1 minute, if any Discussion:	Bill for an Ordinance - 2nd Reading	No	CB-8 Ordinance Revising EMC 1-5-2-9, 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
06 May 2024	Information	Flexible (1/20 could also work) PPT: No Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Yes	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	Information	Not Flexible PPT: No	Bill for an Ordinance - 1st Reading	Yes	2024 Intergovernmental Agreement for RTD Funding of the Englewood Trolley	Approve a bill for an ordinance for the 2024 Intergovernmental Agreement with RTD for 2024 funding of the Englewood Trolley services.	Dan Poremba	Community Development
13 May 2024	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 Presentation: 20 minutes Discussion:	Study Session Memo		Youth Advisory Board Update	Youth Advisory Board Facilitator Dylan Lindsay 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	Flexible PPT: No Presentation: 15 minutes Discussion:	Study Session Memo		Englewood Trolley Rebranding	Communications staff will present the various options for rebranding the Englewood Trolley and the results of citizens input.	Chris Harguth	Communications, Community Development
20 May 2024	Information and Direction	Not Flexible PPT: No Presentation: 20 minutes Discussion: 20 minutes Can cut back to 30 minutes total time if needed.	Study Session Memo		Arapahoe County Health	Arapahoe County Health	Shawn Lewis	City Manager's Office
20 May 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Resolution	Yes	Contract for services in the amount of no more than \$123,840 to establish a new Risk Management program.	contractual services in the amount of no more than \$123,840 to establish a new Risk Management program.	Shawn Weske	Human Resources
20 May 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Resolution	No	Revision of 2024 City of Englewood Rate and Fee Schedule	Update to the 2024 City of Englewood Rate and Fee Schedule to add a Community Development Building Division Fee for after-hour inspections.	Brad Pover, Kevin Engels	Community Development, Finance
20 May 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Contract for Construction for 2024 Lead Service Line Replacements	Contract for Construction for 2024 Lead Service Line Replacements	Peter Van Ry, Sarah Stone	Utilities
20 May 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Solids Handling Improvement Project Final Design	Solids Handling Improvement Project Final Design	Peter Van Ry, Sarah Stone	Utilities
20 May 2024	Information	Flexible PPT: No Presentation: 5 min. Discussion:	Motion	No	2024 Citizen of the Year	Council will select the 2024 citizen of the year	Madeline Hinkfuss	Communications
20 May 2024	Information	Flexible PPT: No Presentation: Discussion:	Motion	Consent?	Motion to waive building fees for nonprofits serving people experiencing homelessness	Motion to waive building fees for nonprofits serving people experiencing homelessness	Tim Dodd	City Manager's Office
20 May 2024	Information	Not Flexible PPT: Yes Presentation: Discussion:	Motion	Consent?	First Amendment to the Water Tower Lease Agreement with New Cingular Wireless	First Amendment to the Water Tower Lease Agreement with New Cingular Wireless	Peter Van Ry, Sarah Stone	Utilities
20 May 2024	Information	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	Peter Van Ry, Sarah Stone	Utilities
20 May 2024	Information	Possibly Flexible PPT: possibly Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Consent?	Amendment to the intergovernmental agreement (IGA) with Arapahoe County for Emergency Management Services	Amendment to the intergovernmental agreement (IGA) with Arapahoe County for Emergency Management Services	Tim Dodd	City Manager's Office
28 May 2024	Information	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo		Lead Reduction Program Customer Outreach	Lead Reduction Program Customer Outreach	Peter Van Ry, Sarah Stone	Utilities
28 May 2024	Information and Direction	Flexible PPT: Yes Presentation: 45 minutes Discussion:	Study Session Memo		Presentation on 2023 Bob's Rules of Order, a procedural guide for Colorado local government meetings.	Colorado Municipal League has published an updated Bob's Rules of Order, providing rules of procedure for Colorado cities. This presentation discusses the updated manual, to determine if Council wishes to adopt it by reference in Municipal Code for use in Englewood.	Tamara Niles	City Attorney'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
03 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
23 Jun 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Recognition		Recognition of Citizens Planning School Graduates	Recognition of Citizens Planning School Graduates		Community Development
23 Jun 2024	Information	Not Flexible PPT: No	Bill for an Ordinance - 1st Reading	Consent?	Ordinance Authorizing Acceptance of a Grant in the amount of \$18,423 from the State of Colorado, Office of Economic Development to Fund Administration Activities for the South Metro Enterprise Zone	Annual ordinance approving acceptance of an administrative grant in the amount of \$18,423 for the South Metro Enterprise Zone	Darren Hollingsworth	Community Development
10 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
11 Jun 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo		Board and Commission Interviews	Board and Commission Interviews if needed	Sara Harkness	City Clerk's Office
17 Jun 2024	Information	Not Flexible 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
17 Jun 2024	Information	Not Flexible PPT: No Presentation: Discussion:	Recognition		Citizen of the Year Recognition Placeholder	COY Recognition		
17 Jun 2024	Information	Somewhat Flexible PPT: Probably not Presentation: Discussion:	Bill for an Ordinance - 1st Reading	Consent?	Ordinance to set new development impact fees	Ordinance to set updated development impact fees	Tim Dodd	City Manager's Office
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
24 Jun 2024	Information and Direction	Not Flexible PPT: Yes Presentation: 90 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	Feasible 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)	Stéphanie Portell	Downtown Development Authority
24 Jun 2024	Information	Feasible 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	Keelin Engels	Finance