



## Council Newsletter

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### CITY MANAGER'S NOTES

May 17, 2024

#### Upcoming Council Meetings

##### **May 20, 2024**

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

##### **June 3, 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

**CITY OF ENGLEWOOD  
2024 CALENDAR OF EVENTS**



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**May**

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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	Canceled	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority, Malley Center
Mon. May 27		Memorial Day Observed, City Offices Closed
Tues. May 28	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room
	Canceled	City Council Study Session, Community Room
Wed. May 29	8:30 a.m.	Mayor Manager Meeting, Virtual

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**June**

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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
	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

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## July

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
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
Thurs. July 11	5:30 p.m.	Parks & Recreation Commission, River Run Pavilion
Mon, July 15	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. July 16	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. July 17	6:30 p.m.	Historic Preservation Commission, Red Rocks Conf Room
Thurs. July 18	6:00 p.m.	Library Board Meeting, Anderson Room
Mon. July 22	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. July 23	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf Room

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## August

Thurs. August 1	5:30 p.m.	Affordable Housing Task Force, Community Room
Mon. August 5	2:00 p.m.	Malley Trust Fund Meeting, Malley Rec Center
	6:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. August 6	6:30 p.m.	Planning and Zoning Commission, Council Chambers
Wed. August 7	11:00 a.m.	Liquor and Marijuana Licensing Authority, Council Chambers
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf Room
Thurs. August 8	5:30 p.m.	Parks & Recreation Commission, Centennial Park
Mon. August 12	6:00 p.m.	City Council Study Session, Community Room

Meeting Date	Study Session Guidance	Notes	Item Type	Consent	Report Title	Description	Staff Responsible	Department/Group
20 May 2024	Information and Direction	Not Flexible PPP: No Yes Presentation: 15 minutes Discussion: 15 minutes	Study Session Memo		Asapahoe County Health	Asapahoe County Health Department Update	Shawn Lewis	City Manager's Office
20 May 2024	Information	Not Flexible PPP: Yes Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo		Lead Reduction Program Funding and Communications Strategy	Review the Lead Reduction Program (LRP) funding and communications strategy.	Pieter Van Ry, Sarah Stone	Utilities
20 May 2024		Not Flexible PPP: 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 Design Fee for after-hour inspections.	Brad Power, Kevin Engels	Community Development, Finance
20 May 2024		Not Flexible PPP: No Presentation: Discussion	Motion	No	Contract for Services for 2024 Lead Service Line Replacements	Contract for Services (CFS) with AGL Construction Company (AGL) service line material verification and replacement services.	Pieter Van Ry, Sarah Stone	Utilities
20 May 2024		Not Flexible PPP: Yes Presentation: Discussion	Motion	Yes	Contract for Services for Programmable Logic Control Replacement Project	Contract for Services (CFS) with Huffman Engineering Inc. (HEI) for Allen Water Treatment Plant (WTP) control panel and programmable logic controller upgrades.	Pieter Van Ry, Sarah Stone	Utilities
20 May 2024		Not Flexible PPP: Yes Presentation: Discussion	Motion	Yes	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
20 May 2024		Flexible PPP: No Presentation: 5 min. Discussion:	Motion	No	2024 Citizen of the Year	Council will select the 2024 Citizen of the Year	Madeline Hinkfus	Communications
20 May 2024		Not Flexible PPP: Yes	Motion	Yes	Professional Services Agreement Renewal for Utility Bill Data Processing, Printing and Mailing Services	Optimal source Professional Services Agreement (PSA) renewal for utility bill data processing, printing and mailing services.	Pieter Van Ry, Sarah Stone	Utilities
20 May 2024		Flexible (5/20 could also work) PPP: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	Yes	CG-06 Second Reading of an Ordinance amending 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
20 May 2024		Not Flexible PPP: No	Bill for an Ordinance – 2nd Reading	Yes	CG-16 2024 Intergovernmental Agreement for RTD Funding of the Englewood Trolley Services	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
08 Jun 2024	Information	Flexible PPP: 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 PPP: 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		Not Flexible PPP: No	Resolution	No	Presiding Judge's Salary	Resolution regarding the presiding judge's salary.	Kennetha Julien	Municipal Court
08 Jun 2024		Not Flexible PPP: No Yes Presentation: Discussion:	Recognition		Recognition of Citizens/Planning School Graduates	Recognition of Citizens/Planning School Graduates		Community Development
08 Jun 2024		Not Flexible PPP: No	Motion	Yes	Motion to approve staff applying for Community Development Block Grant funds in the amount of \$150,000.	The annual CDBG application for Energy Efficiency Englewood (EE3) is due to Asapahoe County by June 7. Per council policy, council needs to approve staff applying for the grant. We are requesting \$200,000 to fund the EE grant program.	Nancy Fenton	Community Development
08 Jun 2024		Not Flexible PPP: No Presentation: Discussion:	Motion	No	Revisions to Council Policies regarding Public Comment, Other Matters	Amendments to Council Policies, as directed by City Council at its March 11 study session	Tamara Niles	City Attorney's Office
08 Jun 2024		Not Flexible PPP: Yes	Motion	Yes	Englewood Rail Trail	Award of a design contract to Otak Inc. for the Englewood Rail Trail 30% Design Study Project	Aram Mahmood, Kyle Branham, Tim Hoos	Public Works
08 Jun 2024		Possibly Flexible PPP: No Presentation: Discussion:	Motion	Yes	Motion to approve settlement agreement with American Sealing, Harvey Construction, Inc.	The City has been in negotiations with Harvey Construction for recovery of costs for oil discharge on City property. This agreement accepts their offer to settle the City's claim for environmental testing.	Tamara Niles	City Attorney's Office
08 Jun 2024		Flexible PPP: Yes	Bill for an Ordinance – 1st Reading	No	Ordinance providing for forfeiture of vehicles used in organized drag racing events	The City of Englewood has experienced multiple organized drag races, posing a public safety hazard. While this already violates Municipal Code, in an attempt to discourage future events, this proposed ordinance authorizes forfeiture of vehicles used in such events.	Tamara Niles	City Attorney's Office
08 Jun 2024		Flexible PPP: No	Bill for an Ordinance – 1st Reading	Yes	Amendment to Municipal Code regarding maximum penalties to align with state law	For matters of concurrent jurisdiction, state court and municipal court penalties and sentences may vary. This ordinance adds a phrase to Municipal Code that maximum penalties and sentences won't exceed those in District Court for the same offense.	Tamara Niles	City Attorney's Office
08 Jun 2024		Not Flexible PPP: No	Bill for an Ordinance – 1st Reading	Yes	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 Hollingworth	Community Development
10 Jun 2024		Not Flexible PPP: No Presentation: Discussion:	Study Session Memo		Board and Commission Interviews	Board and Commission Interviews	Sara Harkness	City Clerk's Office
11 Jun 2024		Not Flexible PPP: No Yes 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 PPP: No 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 and Direction	Flexible PPP: 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
17 Jun 2024		Not Flexible PPP: No Yes Presentation: Discussion:	Motion	No	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
17 Jun 2024		Not Flexible PPP: No Yes Presentation: Discussion:	Motion	Yes	Solids Handling Improvement Project Final Design	Solids Handling Improvement Project Final Design	Pieter Van Ry, Sarah Stone	Utilities
17 Jun 2024		Somewhat Flexible PPP: Probably not Presentation: Discussion:	Bill for an Ordinance – 1st Reading	No	Ordinance to set new development impact fees	Ordinance to set updated development impact fees	Tim Dodd	City Manager's Office
17 Jun 2024		Possibly Flexible PPP: Possibly Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Yes	Amendment to the intergovernmental agreement (IGA) with Asapahoe County for Emergency Management Services	Amendment to the intergovernmental agreement (IGA) with Asapahoe County for Emergency Management Services	Tim Dodd	City Manager's Office
17 Jun 2024		Not Flexible PPP: No 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		Flexible PPP: Yes	Bill for an Ordinance – 1st Reading	Yes	2024 Model Traffic Code adoption	Englewood Municipal Code 11.1.1 adopts by reference the Colorado Department of Transportation Model Traffic Code, to serve as the City's traffic laws. This ordinance adopts by reference the newly-published 2024 code.	Sergio Renteria	City Attorney's Office
17 Jun 2024		Flexible PPP: Yes	Bill for an Ordinance – 1st Reading	No	Creation of a Hooshah business license	On May 6, 2024, Mayor Serra requested City Council consider a Hooshah business license, for Hooshah consumption on the premises. This ordinance creates the license within Municipal Code.	Tamara Niles	City Attorney's Office
24 Jun 2024	Information and Direction	Not Flexible PPP: Yes Presentation: 20 minutes Discussion:	Study Session Memo		Review of City right of way code, potential provisions to protect citizens, drivers	At Council's May 6, 2024 meeting, Council Member Ward requested a study session on the City's right of way code, and specifically requested proposals to provide further protection for citizens and drivers from right of way obstructions. This study session provides the requested information.	Tamara Niles, Victor Rachael	City Attorney's Office, Public Works
24 Jun 2024	Information	Flexible PPP: No 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 PPP: 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)	Hilare Portell	Downtown Development Authority
24 Jun 2024	Information and Direction	Not Flexible PPP: 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
15 Jul 2024	Information and Direction	Flexible PPP: 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 Jul 2024		Flexible, later is better than earlier PPP: Yes Presentation: Discussion:	Motion	Consent?	Quarter 2 2024 Strategic Plan Update	Motion to accept strategic plan updates for quarter two, 2024, and to consider modifications to the plan	Elizabeth Ramsey, Tim Dodd	
22 Jul 2024	Information	Flexible PPP: Yes Presentation: 10 minutes Discussion:	Study Session Memo		June 2024 Monthly Financial Report	Director of Finance will be present to review the Monthly Financial Report	Kevin Engels	Finance