

**AGENDA FOR THE
ENGLEWOOD CITY COUNCIL
Study Session
MONDAY, July 27, 2015
COMMUNITY ROOM
6:00 P.M.**

- I. FAS Reception – 6:00 P.M. - 6:30 P.M.**
Reception for the Finance & Administrative Services Director Candidate Finalists

- II. Branding Project Update – 6:30 P.M. – 7:00 P.M.**
Communications Coordinator Leigh Ann Hoffhines and the Slate Communications Team will be present to discuss progress of the Englewood Community Branding and Marketing Project.

- III. Council Communication/Staff Report – 7:00 P.M – 7:30 P.M.**
City Manager Eric Keck and Communications Coordinator Leigh Ann Hoffhines will seek Council’s guidance on Council Communications and Staff Reports for Council Agenda items.

- IV. Council Member’s Choice**

- V. City Manager’s Choice**

- VI. City Attorney’s Choice**



Memorandum:

To: Honorable Mayor and Members of the City Council
From: Eric A. Keck, City Manager
Date: 22 July 2015
Subject: Finance and Administrative Services Director Recruitment

With the retirement of Frank Gryglewicz, the City embarked on a recruitment for his replacement in early June. We were fortunate to have a fairly robust response with applicants and we received over 40 applications for the position.

The Human Resources staff has narrowed the candidates down to two very solid individuals who, interestingly enough, both currently work in the educational finance administration world here in Colorado. The candidates are as follows:

Shelley Becker, MBA. Currently serving as the Chief Financial Officer of the Adams 12 Five Star Schools.

Ron Patera, MBA. Currently serving as the Director of Finance and Support Services for the Elizabeth School District.

The community will be able to meet the candidates at the beginning of the study session on Monday 27 July 2015. We will have a candidate reception where both individuals will have the opportunity to briefly introduce themselves and then mingle with the City Council and other guests.

Interviews for the position will then occur on Tuesday the 28th. We hope to have a finalist selected by the end of the week and the successful candidate on board in early September.

If you should have any questions or comments, please do not hesitate to contact me.



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Eric A. Keck, City Manager
Michael Flaherty, Deputy City Manager

FROM: Leigh Ann Hoffhines, Communications Coordinator

DATE: July 22, 2015

SUBJECT: Branding Project Update

Slate Communications will attend Monday's City Council Study Session to provide a progress report on the City's branding project. The team from Slate has spent the last two months conducting in-depth research on Englewood and meeting with a broad range of stakeholders to help guide the process.

At Monday's Study Session, City Council will hear a recap of the stakeholder input and the themes that arose as a result. In addition, you will get a sneak peek at recommended brand platform and three possible logo options before they go to stakeholders for feedback.

Following the session with Council, the team is scheduled to circle back with all the boards and commissions they had met with previously to provide an update and to gather additional feedback on the recommendations presented. In addition, they will be attending community events during August to gather feedback from the community at large.

We look forward to providing this update on our branding initiative. If you have any questions in the meantime, feel free to contact me.



Memorandum

City Manager's Office

TO: Mayor Penn and Members of City Council

THROUGH: Eric A. Keck, City Manager
Michael Flaherty, Deputy City Manager

FROM: Leigh Ann Hoffhines, Communications Coordinator

DATE: July 22, 2015

SUBJECT: Council Communications/Staff Reports for Council Agenda Items

The current Council Communication format has been used for many years to convey staff's recommendations pertaining to items on the regular City Council meeting agendas. We want to make sure this format is serving your needs. During the Study Session on Monday, July 27, City Manager Keck and I will seek Council's guidance on the types of information that may be helpful to you as you review agenda items under consideration.

We believe it is important to have consistency in conveying staff's recommendations on agenda materials and we want to make sure the information we provide is what you need to help in the decision-making process.

Attached are samples used by other jurisdictions that may provide ideas and help spur discussion.

We look forward to your feedback at Monday's Study Session.

Attachments: Current City of Englewood Council Communication
City of Littleton Staff Communication Example
City of Centennial Staff Report Example
City of Thornton Council Communication Example
City of Wheat Ridge Request for Council Action Example

COUNCIL COMMUNICATION

Date:	Agenda Item:	Subject:
Initiated By:		Staff Source:

COUNCIL GOAL AND PREVIOUS COUNCIL ACTION

RECOMMENDED ACTION

BACKGROUND, ANALYSIS, AND ALTERNATIVES IDENTIFIED

FINANCIAL IMPACT

LIST OF ATTACHMENTS

**City of Littleton
Staff Communication**

Agenda Date: 07/21/2015

Subject: An ordinance of the City of Littleton, Colorado submitting a ballot question to the registered electors of the city at the November 3, 2015 regular election, to amend gender and other references in the city charter.

Presented By: Michael Penny, City Manager

POLICY QUESTION:

Does city council support amending the charter regarding gender and other outdated references?

BACKGROUND:

City council passed Resolution 28-2013 creating the 2013 Littleton Charter Review Committee (LCRC) and directed the committee to review the charter and make recommendations to the council for amendments to address the current and future needs of the city. The LCRC met between 9/9/13 and 5/28/14 to review and discuss the charter, and on 8/5/14 made recommendations to council. On 5/26/2015, council requested staff bring forward the ordinances for the charter amendment ballot questions.

STAFF ANALYSIS:

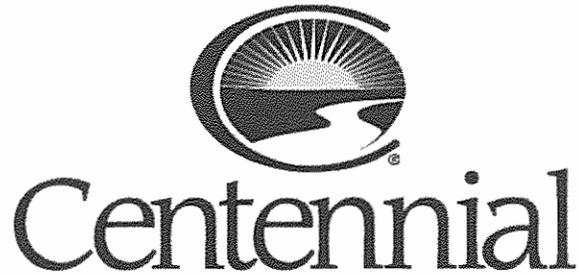
Currently in the charter, the mayor is referred to as the president of the council; the mayor pro tem is referred to as the president of the council pro tem; the council is inconsistently referred to as council or city council; and the finance director is referred to as the city treasurer. This ballot question would amend language in the charter regarding these titles in order to reflect current practice. This question would also make capitalization of titles (such as city clerk and city attorney) standard throughout the charter and make the charter gender neutral. This includes changing references from "councilman," "councilperson," or "councilmen" to "council member" or "council members" and changing references from "he" and "him" to "he or she" and "him or her."

STAFF RECOMMENDATION:

Staff recommends approval of the ordinance.

PROPOSED MOTION:

I move to approve the ordinance on first reading submitting a ballot question to the registered electors of the city at the November 3, 2015 regular election to amend gender and other references in the city charter and to schedule a public hearing on August 4, 2015 at 8:00 p.m. in the council chamber.



Staff Report

TO: Honorable Mayor Noon and Members of City Council

THROUGH: Robert Widner, City Attorney

FROM: Jill Hassman, Assistant City Attorney

DATE OF MEETING: July 13, 2015

DATE OF SUBMITTAL: July 2, 2015

SUBJECT: Proposed Ordinance No. 2015-O-21 Concerning Boards and Commissions Amendment to Prohibit Employees and Current City Contractors from Serving on the City's Boards and Commissions Unless Otherwise Provided by Charter or Local Law

1) **Executive Summary:**

Proposed Ordinance No. 2015-O-21 amends Section 2-4-30 of Article 4 of Chapter 2 of the Centennial Municipal Code ("CMC") by the addition of a new provision to prohibit or preclude employees and current employees of City contractors from serving on the City's boards, commissions or committees unless otherwise expressly provided by Charter or local law.

The rationale for this provision is the inherent conflict that may stem from dual service as either an employee/City contractor as well as an appointed member of a City board, commission, or committee. It is important to note that the CMC amendment proposed by Ordinance No. 2015-O-21 would not impact membership on those certain boards or commissions in the City which, by Charter or local law, require membership on the board or commission of a City staff person or current City contractor.

2) **Discussion:**

Article 4 of Chapter 2 of the CMC governs boards, commissions and committees in the City of Centennial. Currently, the CMC is generally silent as to whether City employees or City contractors may serve as appointed members of the City's boards, commissions and committees.

As drafted, proposed Ordinance No. 2015-O-21 clarifies that as a general rule, City employees and current employees of City contractors are not eligible for membership on City boards and commissions:

Thornton

COUNCIL COMMUNICATION

Meeting Date: May 12, 2015	Agenda Item: 6A-1	Agenda Location: Presentation	Work Plan #	Legal Review: N/A	<input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading
Subject: A resolution recognizing Roger D. Sampsel, Fire Lieutenant, for 35 years of employment with the City of Thornton. [580-GE]					
Recommended by: Gordon Olson <i>GO</i>		Approved by: <i>[Signature]</i> Jack Ethredge		Ordinance previously introduced by:	
Presenter(s): City Council				_____	

SYNOPSIS:

The City of Thornton recognizes employees who have achieved milestones of 20 years and above. Roger Sampsel has been employed as a regular full-time employee for 35 years, and the City wishes to convey its appreciation to Roger.

RECOMMENDATION:

Staff recommends approval of the resolution.

BUDGET/STAFF IMPLICATIONS:

The monetary awards are included in the 2015 budget.

BACKGROUND (ANALYSIS/NEXT STEPS/HISTORY): (includes previous City Council action)

Roger Sampsel began employment on January 15, 1980 as a Firefighter IV and progressed through the ranks to his current position of Fire Lieutenant. Other achievements include:

- a) Received recognition in September 1984 for his off-duty assistance in administering CPR to a collapsed woman for 75 minutes until the Flight for Life helicopter could arrive, thereby saving her life;
- b) In January 1991, received the Thornton Fire Department Training Division's Certificate of Appreciation for his outstanding efforts and support in the 1990-91 North Metro Fire Academy;
- c) In October 1992, received a Thornton Fire Department Distinguished Fire Service Award for wiring emergency and interior lights in preparing Unit 507 for service, resulting in substantial cost savings to the City;
- d) Received a Commendable Fire Service Award in August 1993 for implementing the Thornton Fire Department's Medical Assistance Program and obtaining student booklets for the course at no cost to the Department;
- e) In April 1998, received a letter of appreciation for his assistance in the 7-hour rescue of a citizen's dog from a sinkhole;
- f) Received a Team Distinguished Service Award in February 2006 for teamwork in saving the life of a 9-month-old child that was choking on a plastic bottle top;
- g) Received Lifesaving Award for actions taken on December 11, 2011, when responding to a 31-year-old in cardiac arrest. Paramedic Weissinger, Paramedic Abke, Engineer Humann and Lieutenant Sampsel successfully resuscitated the patient who made a complete and full recovery with little to no detrimental effects; and

REQUEST FOR CITY COUNCIL ACTION



TITLE: MOTION TO AWARD ITB-15-14, 2015 SLURRY SEAL PROJECT, TO A-1 CHIPSEAL COMPANY, DENVER, CO IN THE CONTRACT AMOUNT OF \$291,395.60 AND TO APPROVE A CONTINGENCY AMOUNT OF \$14,570

- | | |
|--|---|
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCES FOR 1 ST READING |
| <input checked="" type="checkbox"/> BIDS/MOTIONS | <input type="checkbox"/> ORDINANCES FOR 2 ND READING |
| <input type="checkbox"/> RESOLUTIONS | |

QUASI-JUDICIAL: YES NO

Public Works Director

City Manager

ISSUE:

The 2015 Slurry Seal Project will provide needed maintenance treatment to various local streets throughout the City. The slurry seal treatment will rejuvenate the wearing course and reduce water infiltration under pavements. The treatment will also extend the pavement life of these streets as part of the ongoing maintenance program. This project is the last of three preventive maintenance projects that the City will implement this year. The apparent low, responsible and responsive bidder is A-1 Chipseal Company, Denver, Colorado, in the total amount of \$291,395.60.

PRIOR ACTION:

None

FINANCIAL IMPACT:

Funding for 2015 Slurry Seal Project was approved in the Preventive Maintenance Projects line item of the 2015 Capital Investment Program budget. All costs associated with this contract will be paid from account number 30-303-800-884.

BACKGROUND:

Two bids were received as a result of the formal solicitation, ITB-15-14. The bid is for slurry sealing to streets throughout the City by priority. Bids for the 2015 Slurry Seal Project, #S-PM-03-15, were opened on June 23, 2015. The proposals ranged from \$291,395.60 to \$345,826.40.