



Council Newsletter

CITY MANAGER'S NOTES December 1, 2022

Upcoming Council Meetings

December 5, 2022

The City Council Regular Meeting will begin at 6:00 p.m. in Council Chambers. This meeting will be held as a hybrid meeting.

December 12, 2022

The City Council Holiday Dinner will begin at 5:30 p.m. The City Council Regular Meeting will begin at 7:00 p.m. in Council Chambers. This meeting will be held as a hybrid meeting.

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
2022 CALENDAR OF EVENTS**



DECEMBER

Mon. Dec. 5	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. Dec. 6	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. Dec. 7	8:30 a.m.	Mayor Manager Meeting, Virtual
	Cancelled	Liquor and Marijuana Licensing Authority Meeting
	5:45 p.m.	Cultural Arts Commission, Red Rocks Conf Room/Virtual
Thurs. Dec. 8	5:30 p.m.	Parks and Recreation Commission, Virtual
	6:00 p.m.	Transportation Advisory Committee, Virtual
Mon. Dec. 12	5:30 p.m.	City Council Holiday Dinner
	7:00 p.m.	City Council Regular Meeting, Council Chambers
Tues. Dec. 13	5:00 p.m.	Water and Sewer Board, Virtual
	6:30 p.m.	Sustainability Commission, Virtual
	7:00 p.m.	Public Library Board, Virtual
Wed. Dec. 14	7:00 p.m.	Board of Adjustment and Appeals, Virtual
Tues. Dec. 20	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conference Room

2023 CALENDAR OF EVENTS

JANUARY

Wed. Jan. 4	8:30 a.m.	Mayor Manager Meeting, Virtual
	5:45 p.m.	Cultural Arts Commission
	7:00 p.m.	Liquor Authority Meeting
Mon. Jan. 9	6:00 p.m.	City Council Board & Commission Interviews
Tues. Jan. 10	5:00 p.m.	Water and Sewer Board
	6:00 p.m.	City Council Board & Commission Interviews (2 nd night if needed)

	7:00 p.m.	Library Board
Wed. Jan. 11	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals
Thurs. Jan. 12	5:30 p.m.	Parks and Recreation Commission
	6:00 p.m.	Transportation Advisory Committee
Tues., Jan. 17	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Jan. 18	8:30 a.m.	Mayor Manager Meeting, Virtual
	6:00 p.m.	Code Enforcement Advisory Committee
	6:30 p.m.	Historic Preservation Commission
Sat. Jan. 21	9:00am	City Council Annual Retreat, TBD
Mon. Jan 23	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Jan. 24	5:15 p.m.	Budget Advisory Committee
Wed. Jan. 25	8:30 a.m.	Mayor Manager Meeting, Virtual

February

Mon. Feb. 6	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Sat. Feb. 11	9:00 a.m.	City Council Joint Planning Session with EDDA Board
Mon. Feb 13	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Feb. 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. Feb. 28	6:00 p.m.	City Council Study Session, Community Room /Virtual

March

Mon. March 6	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. March 13	6:00 p.m.	City Council Study Session, Community Room/Virtual
Mon. March 20	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Mon. March 27	6:00 p.m.	City Council Study Session, Community Room/Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	25 Dec 2022	Not Flexible PPF: Yes Presentation: 10 minutes Discussion: 15 minutes	Study Session Memo	HB22-1151 Turf Replacement Program Research: Programs and Policies	Revisions in the updated Sustainability Plan is the project to "help with education and financing for turf replacement with low-water landscaping, in alignment with the introduced bill HB22-1151 around a turf replacement program."	Melissa Englund	City Manager's Office
	Information and Direction	25 Dec 2022	Flexible PPF: No Presentation: 10 minutes Discussion: 25 minutes	Study Session Memo	Overview of proposed short-term rental ordinance revisions	Staff is proposing revisions to the short-term rental ordinance as it pertains to Title 5.	Bryan Isham, Erik Sampson	Community Development
No		25 Dec 2022	Not Flexible PPF: No Presentation: 10 minutes Discussion:	Resolution	Approve a resolution for Civic Center Storage Area Network (SAN) end of life replacement.	Approve a resolution to purchase hardware to replace an end of life network storage device and installation professional services for the primary production environment from Peak Resources in the amount of \$157,667.89	Brad Craeger, Jeremy King	Information Technology
No		25 Dec 2022	Flexible but must be done on this date or 12-12-2022 PPF: Yes	Resolution	Approve a resolution authorizing the purchase of two (2) Utility Bed Trucks from Brandon Dodge	Approve a resolution authorizing the purchase of two (2) Utility Bed Trucks from Brandon Dodge on Broadway	Chris Edelstein, Richard Schannel, Steve Ortega	Public Works
		25 Dec 2022	Flexible PPF: Yes Presentation: 10 minutes	Recognition	Student Art Calendar/Artist Recognition	City Council will honor the top 13 students whose artwork will be featured in the 2023 student art calendar.	Chris Harguth	Communications
Yes		25 Dec 2022	Not Flexible PPF: No Presentation: 5 minutes Discussion: Annual contract. Consent?	Motion	Renewal Agreement #2 with MV Transportation for the 2023 operations of the Englewood trolley.	Motion to approve Renewal Agreement #2 to Transit Shuttle Services Operation Contract with MV Transportation in the amount of \$462,794.40 for 2023 operations of the Englewood trolley.	Nancy Fenton	Community Development
Yes		25 Dec 2022	Not Flexible PPF: No Presentation: 5 minutes Discussion: Annual contract. Consent?	Motion	Renewal of AEC-West Contract for 2023	Renewal of the annual AEC-West contract for supplemental building review and inspections.	Karen Montanez	Community Development
No		25 Dec 2022	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Motion	EEF - Contract Renewal for Landscaping / Ground Maintenance Services	Approve to renew the Contract with Terracare Associates, Inc. to provide continued Landscaping / Ground Maintenance Services for the EEF (Englewood Environmental Foundation) properties in the not-to-exceed amount of \$250,000	Chris Edelstein, Melinda Goblirsch	Public Works
No		25 Dec 2022	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Motion	EEF - Contract Renewal for Snow & Ice Removal Services	Approve to renew the Contract with Rezen Landscapes Management, Inc. to provide continued Snow and Ice Removal Services for the EEF (Englewood Environmental Foundation) properties in the not-to-exceed amount of \$550,000	Chris Edelstein, Melinda Goblirsch	Public Works
Yes		25 Dec 2022	Not Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 97 - Approve an ordinance amending Title 11, Chapter 1b, Sections 11-1b-1 and 11-1b-2 of Englewood Municipal Code Regarding Traffic Procedures, Definitions.	CB 97 - Englewood Municipal Code §§ 11-1b-1 and 11-1b-2 contain provisions that are largely duplicative of state rules of traffic violation procedures and definitions of misdemeanor traffic offenses. The proposed ordinance removes duplication, incorporates state procedure and model traffic code by reference, and amends those to reflect current City best practices.	Tamara Niles	City Attorney's Office
Yes		25 Dec 2022	Not Flexible PPF: No Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 2nd Reading	CB 63 - Approve a Bill for an Ordinance Authorizing an Intergovernmental Agreement Between the City of Littleton and the City of Englewood Regarding Cost Sharing for Reviewing and Evaluating Sewer Connector District Agreements	To 63 - Approve an ordinance authorizing an Intergovernmental Agreement (IGA) between the City of Littleton (Littleton) and the City of Englewood (Englewood) for a cost share to review and evaluate the sewer connector district agreements.	Peter Van Ry	Utilities
Yes		25 Dec 2022	Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 73 - Approve an ordinance creating EMC 1-4-4 regarding collection of debts owed to the City	CB 73 - Approve an ordinance creating EMC 1-4-4 authorizing the City to recover costs of collection for unpaid debts.	Tamara Niles	City Attorney's Office
Yes		25 Dec 2022	Not Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 70 - Approve an ordinance amending EMC 7-6C-6 to update municipal code to reflect current City property ownership.	CB 70 - This council bill proposes amendments to municipal code's open fire prohibition on City facilities, to reflect current city facilities and for clarity regarding firearm definition and exceptions.	Tamara Niles	City Attorney's Office
Yes		25 Dec 2022	Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 59 - Approve an ordinance amending Title 7, Chapter 1A, Sections 7-1A-2, 7-1A-3 and 7-1A-16 of Englewood Municipal Code Regarding Animal Impoundment.	CB 59 - City staff requested an ordinance amending Sections 7-1A-2, 7-1A-3 and 7-1A-16 to resolve ambiguity in prior language, to mirror state law provisions for animal impoundment, and to provide a single, consistent section of Municipal Code regarding animal impoundment.	Tamara Niles	City Attorney's Office
No		25 Dec 2022	Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 64 - Approve a bill for an ordinance authorizing execution of a Comcast Dark Fiber Agreement	CB 64 - Approve a bill for an ordinance to enter into a 10 year agreement for use of Comcast Dark Fiber. The full amount of the agreement is \$660,000 or \$5,500 a month.	Brad Craeger, Jeremy King	Information Technology
		12 Dec 2022		Update	City Council Annual Holiday Dinner	City Council will meet for an Annual Holiday Dinner at from 5:30 to 6:30 p.m. This meeting will begin at 7:00 p.m. Social after the meeting.	Sara Harkness	City Council
Yes		12 Dec 2022	Not Flexible PPF: Yes Presentation: Discussion:	Motion	On-Call Contracts for Storm Water Maintenance and Repair	Four (4) on-call storm water contractors selected for 200K individual contracts	Devin Keener, Tim Hoos	Public Works
Consent?		12 Dec 2022	Not Flexible PPF: No Presentation: Discussion:	Motion	Contract Amendment Agreement for On-Call Engineering Services with EST, Inc.	Contract Amendment Agreement for On-Call Engineering Services with EST, Inc.	Tim Hoos	Public Works
Consent?		12 Dec 2022	Flexible PPF: No Presentation: Discussion:	Motion	Motion to designate City committees to review 2022 voter-approved sales tax expenditures	City Council motion designating the two citizen committees to review expenditures from new sales tax revenues for alternative parking, and streets.	Tamara Niles	City Attorney's Office
No		12 Dec 2022	Flexible PPF: Yes Presentation: 15 minutes Discussion:	Motion	2022 Quarter 3 Strategic Plan Update	Staff will provide an update and suggested modifications to the City of Englewood Strategic Plan for Council consideration.	Tim Dodd	City Manager's Office
No		12 Dec 2022	Flexible PPF: Yes	Motion	North Englewood Storm Sewer Inventory and Condition Assessment Contract Award	To award contract to Surveying and Mapping, LLC (SAM) in the amount of \$116,989.00 for professional services. Services include surveying, inventory, condition assessment and delivery of storm sewer system data that is compatible with the City's existing asset management system.	Rachel Grafman, Tim Hoos	Public Works
		12 Dec 2022	Not Flexible PPF: NO	Executive Session	Executive Session - Legal Guidance on the Water Utility	Executive Session - Legal Guidance on the Water Utility	Peter Van Ry, Sarah Stone	Utilities
Yes		12 Dec 2022	Not Flexible PPF: NO	Bill for an Ordinance – 1st Reading	Dry Gulch IGA with MHRD	IGA with MHRD for the design of improvements to Dry Gulch	Devin Keener, Tim Hoos	Public Works
		12 Dec 2022	Not Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Approval of an ordinance authorizing an amendment to the Intergovernmental Agreement with the Mile High Flood District for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin	This is an amendment to the original IGA with MHRD for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin.	Tim Hoos	Public Works
		12 Dec 2022	Not Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	South Englewood Flood Reduction Project Easement Acquisition	Approve an Easement Agreement with CRJ (AZ-CC) QRS 16-4, Inc. for property easement necessary to construct the South Englewood Flood Reduction Project	Tim Hoos	Public Works
No		12 Dec 2022	Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	Ordinance Amending Englewood Municipal Code 1-4-7, Restitution to Victims of Ordinance Violations	Amendment to Ordinance 1-4-7, restitution to victims of ordinance violations.	Tamara Niles	City Attorney's Office
	Information and Direction	23 Jan 2023	Not Flexible PPF: No Yes Presentation: Discussion:	Study Session Memo	PLACEHOLDER: Study session regarding library challenges and staffing, requested by CM Nunnenkamp	This is just a placeholder for this item and will be removed once we have a formal Council Communication request form PRIG.	Christina Underhill	Parks, Recreation & Library
Yes		23 Jan 2023	Not Flexible PPF: No Yes Presentation: Discussion:	Resolution	Designation of the Official Posting Place for Legal Notices	This placeholder was requested by the mayor at the 11-23 Mayor Manager Meeting. As per Director Underhill, this is the date they want for this item.	Stephanie Cantle	City Clerk's Office
Yes		23 Jan 2023	Not Flexible PPF: Yes Presentation: Discussion:	Resolution	2023 Bulk Chemical Purchases	2023 Bulk Chemical Purchases: Sodium Hypochlorite, Sodium Hydroxide and Aluminum Sulfate for the Allen Water Treatment Plant	Peter Van Ry, Sarah Stone	Utilities
		23 Jan 2023	Flexible PPF: No Presentation: Discussion:	Motion	Motion to approve revisions to City of Englewood Charter, as approved by voters in the November election	Voters approved 8 revisions to the City Charter in November 2022, but the ballot language did not provide for ballot revisions for all matters. By Motion, City Council will confirm the revisions made conform to the voter approved Charter revisions.	Tamara Niles	City Attorney's Office
Yes		23 Jan 2023	Flexible PPF: Yes	Bill for an Ordinance – 1st Reading	CB 72 - Approve a bill for an ordinance amending various sections of the public utility code to mirror changes in state law and ensure compliance	CB 72 - The City Attorney's Office compared the City public utility code to changes in state law through statutes and case law, and concluded revisions to multiple sections were necessary. These revisions mirror state law, and modify code language for clarity and consistency.	Tamara Niles	City Attorney's Office
Yes		23 Jan 2023	Flexible PPF: No I have forwarded a draft to City department heads. Based on their responses to my comments, this may require more than one ordinance if we make substantive revisions, such as implementing new City fees.	Bill for an Ordinance – 1st Reading	Consider ordinance amending municipal code sections regarding quarterly billing cycles for utility billings	Multiple municipal code sections refer to quarterly utility billings, when the City now uses a monthly billing cycle. The ordinance amends those provisions, and revises code sections further to omit unnecessary and duplicative provisions, and utility clarity and succinct language.	Tamara Niles	City Attorney's Office
Consent?		23 Jan 2023	Flexible PPF: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 41 - Approve a bill for an ordinance to repeal Englewood Municipal Code Title 12 Chapter 6 Cable TV Customer Standards (and instead, provide for them by franchise agreement)	CB 41 - Englewood Municipal Code Title 12 Chapter 6, adopted in 2004, provides policies, definitions, customer service requirements, and complaint procedures for cable TV services within the City. Instead of contained within Municipal Code, these should be contained within the franchise agreements to respond to evolving city and customer needs.	Tamara Niles	City Attorney's Office
Consent?		23 Jan 2023	Flexible PPF: Yes Presentation: 5 minutes Discussion:	Bill for an Ordinance – 1st Reading	Ordinance Approving Comcast Cable TV Franchise agreement	The City entered into a 2002 agreement with Comcast for a cable franchise, and in 2019, approved an extension of that agreement on a month-to-month basis. This ordinance approves a new, permanent franchise agreement.	Tamara Niles	City Attorney's Office
		23 Jan 2023	Not Flexible PPF: No Presentation: Discussion:	Study Session Memo	Interview New Board and Commission Applicants with City Council and Discussion	Interview New Board and Commission Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
	Information and Direction	23 Jan 2023	Not Flexible PPF: No Yes Presentation: 5-10 minutes Discussion:	Study Session Memo	Large Utility Designation	Large Utility Designation	Peter Van Ry, Sarah Stone	Utilities
		10 Jan 2023	Not Flexible PPF: No Presentation: Discussion:	Study Session Memo	2nd night if needed- Interview New Board and Commission Applicants with City Council and Discussion	2nd night if needed- Interview New Board and Commission Applicants with City Council and Discussion	Jackie McKinnon	City Clerk's Office
		17 Jan 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Public Hearing	Public hearing for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property)	Public hearing for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property)	Bryan Isham, Erik Sampson	Community Development
		17 Jan 2023	Not Flexible PPF: Yes Presentation: 5 minutes Discussion:	Public Hearing	Public hearing for a major subdivision	Public hearing for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
		17 Jan 2023	The PUD public hearing should be scheduled first, and this item should be immediately following the PUD.					
	Information and Direction	23 Jan 2023	Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPF: Yes Presentation: 30 minutes Discussion:	Study Session Memo	Presentation 5, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions	Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda at 6 p.m.	Tamara Niles	City Attorney's Office
	Information and Direction	23 Jan 2023	Flexible PPF: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Off-Leash Dog Update	Kathryn Sellers, outside legal consultant from Hoffmann, Parker, will be present to review a section of City Charter to determine if Council wishes to propose revisions for voter consideration.	Christina Underhill, Dave Lewis, Jr.	Parks, Recreation & Library
	Information	26 Feb 2023	Flexible PPF: Yes Presentation: Discussion:	Study Session Memo	November Monthly Financial Report	Finance Director Jackie Loh to review with City Council the November Monthly Financial Report	Jackie Loh	Finance
		28 Feb 2023	Flexible PPF: Yes	Resolution	2023 Budget Supplemental	2023 Budget Supplemental due to passage of 2022 Sales and Use Tax Ballot Measures and allocation of ARPA Funds to Capital Projects.	Jackie Loh	Finance

			Not Flexible PPP: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance – 1st Reading	First Reading for PUD - Sam's Automotive Redevelopment	First reading on a PUD at 1314 West Oxford Avenue - Sam's Automotive Redevelopment	Erik Sampson	Community Development
	06 Feb 2023		Not Flexible PPP: No Yes Discussion: This item should be scheduled immediately following the first reading on the PUD.	Bill for an Ordinance – 1st Reading	First Reading for a major subdivision for 1214 West Oxford Avenue - Sam's Automotive Redevelopment	First Reading for a major subdivision for 1214 West Oxford Avenue - Sam's Automotive Redevelopment	Bryan Inham, Erik Sampson	Community Development
Consent?	06 Feb 2023		Not Flexible PPP: No Presentation: 5 minutes Discussion: Could possibly be placed on consent since it is an annual sub-grantee agreement	Bill for an Ordinance – 1st Reading	First Reading to approve annual agreement with Arapahoe County to receive the city's allocation of Community Development Block Grant funds for the Energy Efficiency Englewood (E3) program.	Annual agreement with Arapahoe County to receive the city's allocation of Community Development Block Grant funds for the Energy Efficiency Englewood (E3) program. This agreement is for the 2022/2023 funding cycle.	Brad Power, Nancy Jentzen	Community Development
	06 Feb 2023							
Information and Direction	11 Feb 2023		Not Flexible PPP: No Yes Presentation: Discussion:	Update	City Council EDDA Board Workshop to discuss City Center Redevelopment	A workshop with city council and the EDDA board will be held on Saturday, February 11, 9 am - 4 pm in the community room to discuss the CityCenter redevelopment. The workshop will be a hybrid to allow members to attend virtually if necessary.	Dan Poremba	Community Development
Information and Direction	27 Feb 2023		Flexible PPP: No Yes Presentation: 10 minutes Discussion:	Study Session Memo	Englewood McLellan Reservoir Foundation Properties	Englewood McLellan Reservoir Foundation Properties	Brad Power, Jackie Loh, Pieter Van Ry, Sarah Stone, Shawn Lewis, Tim Dodd	Utilities
Information	27 Feb 2023		Flexible-Prefer not to delay this request. The earlier we notify the council of the charges, the earlier we can finalize the 2023 operating budgets. PPP: Yes Presentation: 10 minutes Discussion: 5 minutes	Study Session Memo	Administrative Study Results for Charges to the Enterprise Funds and Component Units	Administrative Study Result for Charges to Enterprise Funds and Component Units	Jackie Loh, Kevin Engles	Finance
Information	27 Feb 2023		Not Flexible PPP: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2023 Monthly Financial Report	January 2023 Monthly Financial Report	Jackie Loh	Finance