



## Council Newsletter

---

### CITY MANAGER'S NOTES December 22, 2022

#### Upcoming Council Meetings

**January 3, 2023**

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

**January 9, 2023**

The City Council Board & Commission Interviews will begin at 6:00pm. The interviews will be held virtually.

#### 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

**2023 CALENDAR OF EVENTS**

**JANUARY**

---

Tues. Jan. 3	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. Jan. 4	8:30 a.m.	Mayor Manager Meeting, Virtual
	5:45 p.m.	Cultural Arts Commission
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
Mon. Jan. 9	6:00 p.m.	City Council Board & Commission Interviews, virtual
Tues. Jan. 10	5:00 p.m.	Water and Sewer Board
	6:00 p.m.	City Council Board & Commission Interviews (2 <sup>nd</sup> night if needed)
	6:30 p.m.	Sustainability Commission
	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/Virtual
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/Virtual
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
-------------	-----------	--

	11:00 a.m.	Liquor and Marijuana Licensing Authority
Wed. Feb. 8	7:00 p.m.	Board of Adjustment and Appeals/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
Wed. Feb. 15	6:30 p.m.	Historic Preservation Commission/Virtual
Tues. Feb. 21	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. Feb. 28	5:15 p.m.	Budget Advisory Committee
	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
Wed. March 8	7:00 p.m.	Board of Adjustment and Appeals/Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Thurs. March 9	6:00 p.m.	Traffic Advisory Committee
Mon. March 13	6:00 p.m.	City Council Study Session, Community Room/Virtual
Wed. March 15	6:30 p.m.	Historic Preservation Commission/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
Tues. March 28	5:15 p.m.	Budget Advisory Committee

---

### **April**

Mon. April 3	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. April 5	11:00 a.m.	Liquor and Marijuana Licensing Authority
Mon. April 10	6:00 p.m.	City Council Study Session, Community Room/Virtual
Wed. April 12	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon. April 17	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. April 19	6:30 p.m.	Historic Preservation Commission/Virtual
Mon. April 24	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. April 25	5:15 p.m.	Budget Advisory Committee

---

### **May**

Wed. May 3	11:00 a.m.	Liquor and Marijuana Licensing Authority
------------	------------	--

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	03 Jan 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion: 20 minutes	Study Session Memo	Library Staffing	A presentation to council on proposed changes to staffing levels and/ or Library service hours to address challenges the Library has been facing over the past year.	Bethany Lafferty, Christina Underhill	Parks, Recreation & Library
Yes		03 Jan 2023	Not Flexible PPT: No	Resolution	Designation of the Official Posting Place for Legal Notices	Designation of the Official Posting Place for Legal Notices	Stephanie Carlie	City Clerk's Office
Yes		03 Jan 2023	Not Flexible PPT: 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.	Josh Roach, Pieter Van Ry	Utilities
No		03 Jan 2023	somewhat Flexible PPT: Yes Presentation: 5 min Discussion:	Resolution	Resolution to Support a New Ground Lease Agreement on Englewood McClellan Reservoir Foundation Properties	Approve a Resolution to Support a New Ground Lease Agreement on Englewood McClellan Reservoir Foundation Properties	Pieter Van Ry, Sarah Stone	Utilities
Yes		03 Jan 2023	Flexible PPT: No	Recognition Motion	Recognition of Holiday Decorating Contest Winners Motion to approve revisions to City of Englewood Charter, as approved by voters in the November election	Holiday Decorating Contest Recognition Voters approved 8 revisions to the City Charter in November 2022, but the ballot language did not provide verbatim revisions for all matters. By Motion, City Council will confirm the revisions made conform to the voter approved Charter revisions.	Chris Harguth Tamara Niles	Communications City Attorney's Office
Consent?		03 Jan 2023	Flexible PPT: No	Motion	Malley Trust Fund purchase recommendations 2023	The Malley Trust Fund seeks City Council's approval for 2023 recommended spending in the amount of \$34,150. Funds will be used for enhancements at The Malley Recreation Center. Purchases include tables, Postcard mailing, Promotional materials for Buzz Resource room, Active Aging Expo, Symposium lunches and safety materials and building interior signage.	Allison Boyd	Parks, Recreation & Library
Yes		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 75 - Approve an ordinance authorizing an Intergovernmental Agreement (IGA) for the Dry Gulch with MHPD	CB 75 - IGA with MHPD for the design of improvements to Dry Gulch	Devin Keener, Tim Hoos	Public Works
Yes		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 76 - Approve 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	CB 76 - This is an amendment to the original IGA with MHPD for the Design, Right-of-Way Acquisition, and Construction of Drainage and Flood Control Facilities in the South Englewood Basin.	Tim Hoos	Public Works
Yes		03 Jan 2023	Not Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 74 - Approve an ordinance authorizing a South Englewood Flood Reduction Project Easement Acquisition	CB 74 - Approve an Easement Agreement with CRI (AZ-CO) QR5 14-6 Inc. for property easement necessary to construct the South Englewood Flood Reduction Project	Tim Hoos	Public Works
Yes		03 Jan 2023	Not Flexible PPT: No	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 firearm prohibition on city facilities, to reflect current city facilities and for clarity regarding firearms definition and exceptions.	Tamara Niles	City Attorney's Office
Yes		03 Jan 2023	Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 64 - Approve a bill for an ordinance authorizing execution of a Comcast Dark Fiber Agreement	CB 64 - Approve 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 Creager, Jeremy King	Information Technology
Yes		03 Jan 2023	Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	CB 03 - Approve a bill for an ordinance amending various sections of the public offense code to mirror changes in state law and ensure compliance	CB 03 - The City Attorney's Office compared the City public offense 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
No		03 Jan 2023	Flexible PPT: No	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
Yes		03 Jan 2023	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 01 - Approve a bill for an ordinance amending municipal code sections regarding quarterly billing cycles for utility billings, utility code updates	CB 01 - Multiple municipal code sections refer to quarterly utility billing, when the City now uses a monthly billing cycle. The ordinance amends those provisions, revises code sections further to omit unnecessary and duplicative provisions, and creates new fees/costs to deter certain conduct.	Tamara Niles	City Attorney's Office
Consent?		03 Jan 2023	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 04 - Approve a Bill for an Ordinance amending EMC 4-4-2, 4-4-5-2 regarding City sales and use tax rates	CB 04 - During the November 2022 election, Englewood voters approved two new taxes, increasing the City sales and use tax effective January 1, 2023. Englewood Municipal Code lists the tax rates in two separate sections, and must be amended to reflect the current rates	Tamara Niles	City Attorney's Office
		09 Jan 2023	Not Flexible PPT: 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 Meeting start time 5:45 p.m.	Jackie McKinnon	City Clerk's Office
		17 Jan 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 6pm start time for this Public Hearing	Public Hearing	Public hearing for a planned unit development at 1314 West Oxford Avenue	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 PPT: Yes Presentation: 5 minutes The PUD public hearing should be scheduled first, and this item should be immediately following the PUD.	Public Hearing	Public hearing for a major subdivision	Public hearing for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
	Information and Direction	21 Jan 2023	Not Flexible PPT: Yes Approximately 9am to 3pm	Study Session Memo	2023 City Council Retreat	2023 City Council Retreat	Tim Dodd	City Manager's Office
	Information and Direction	23 Jan 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Land Use Discussion and Typology Follow-Up	Presenting Chapter 4: Zone Districts and Uses and housing typology follow-up items from 12/28/2022 study session.	Bryan Isham	Community Development
	Information and Direction	23 Jan 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Off-Leash Dog Update	Code Manager Lewis and Director of PRLG Christina Underhill will provide an update of the off-leash program. The option for pet registration will also be presented	Christina Underhill, Dave Lewis, Jr.	Parks, Recreation & Library
	Information and Direction	23 Jan 2023	Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPT: 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	Not Flexible PPT: No Yes Presentation: 5-10 minutes Discussion:	Study Session Memo	Large Utility Designation	Large Utility Designation	Pieter Van Ry, Sarah Stone	Utilities
		23 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Resolution	Resolution appointing members to various boards, commissions, and committees.	Resolution appointing members to various boards, commissions, and committees.	Jackie McKinnon	City Clerk's Office
	Information	06 Feb 2023	Flexible PPT: 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
	Information and Direction	06 Feb 2023	Not Flexible PPT: Yes Presentation: 5 mins Discussion:	Study Session Memo	2023 Redistricting	Staff will present options and the Election Commission recommendations for the 2023 redistricting	Stephanie Carlie	City Clerk's Office
Consent?		06 Feb 2023	Flexible PPT: Yes	Resolution	Water Efficiency Plan	Water Efficiency Plan	Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
Yes		06 Feb 2023	Flexible PPT: 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
Consent?		06 Feb 2023	Not Flexible PPT: No Presentation: 5 minutes Could possibly be placed on consent since it is an annual sub-grantee agreement Discussion:	Motion	2023 AllHealth Network contract for Mental Health Co-Responder	Contract between the City of Englewood and AllHealth Network for Mental Health Co-responder services, \$266,498.00	Vance Fender	Police
		06 Feb 2023	Not Flexible PPT: No Presentation: 5 minutes Could possibly be placed on consent since it is an annual sub-grantee agreement Discussion:	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 Fenton	Community Development
		06 Feb 2023	Not Flexible PPT: No 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 PPT: No Yes 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 1314 West Oxford Avenue - Sam's Automotive Redevelopment	First Reading for a major subdivision for 1314 West Oxford Avenue - Sam's Automotive Redevelopment	Bryan Isham, Erik Sampson	Community Development
Consent?		06 Feb 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 02 - 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 02 - 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?		06 Feb 2023	Flexible PPT: 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 tv 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
	Information and Direction	11 Feb 2023	Not Flexible PPT: 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 PPT: 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. PPT: 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 PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2023 Monthly Financial Report	January 2023 Monthly Financial Report	Jackie Loh	Finance
	Information	27 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	February 2023 Monthly Financial Report	February 2023 Monthly Financial Report	Jackie Loh	Finance
	Information and Direction	27 Mar 2023	Flexible – Yes, but we would like to have these presentations on the 4th Monday of each month PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo	6th and Final Presentation, 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.  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.	Tamara Niles	City Attorney's Office
	Information	24 Apr 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	March 2023 Monthly Financial Report	March 2023 Monthly Financial Report	Jackie Loh	Finance