



Council Newsletter

CITY MANAGER'S NOTES January 13, 2023

Upcoming Council Meetings

January 17, 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 18, 2023

The City Council Workshop with Federal and State Legislative Representatives will begin at 1:00pm in the Community Room.

January 21, 2023

The City Council Retreat will begin at 9:00am at CrossPurpose. This meeting will be held as a hybrid meeting.

January 23, 2023

The City Council Special Meeting will begin at 6:00pm in the Community Room. 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

JANUARY

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
	1:00 p.m.	City Council Workshop with Federal and State Legislative Representatives, Community Room
	6:00 p.m.	Code Enforcement Advisory Committee
	6:30 p.m.	Historic Preservation Commission/Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Sat. Jan. 21	9:00 a.m.	City Council Annual Retreat, TBD
Mon. Jan 23	6:00 p.m.	City Council Special Meeting, Council Chambers/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
Tues. Feb. 7	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
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
Wed. Feb. 22	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, 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
Tues. March 7	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, 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
Tues. March 21	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, 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
Tues. April 4	6:00 p.m.	Unified Development Code Steering Committee, 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
Tues. April 18	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, 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

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
No		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	18 Jan 2023	Not Flexible Approximately 1:00pm to 3:00pm	Workshop	City Council Workshop with Federal and State Legislators to discuss legislative priorities	City Council Workshop with Federal and State Legislators to discuss legislative priorities	Christa Graeve	City Manager's Office
	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: 60 minutes	Study Session Memo	Land-Use Discussion and Housing Typology Follow-up	Presenting Chapter 4: Zone Districts and Uses and housing typology follow-up items from 11/28/2022 study session.	Bryan Isham	Community Development
	Information and Direction	23 Jan 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 minutes	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	Not Flexible PPT: No Yes Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	Large Utility Designation	Large Utility Designation	Pieter Van Ry, Sarah Stone	Utilities
	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: 30 minutes	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. 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
Yes		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
Yes		23 Jan 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 05 - Approval of a bill for an ordinance authorizing an Intergovernmental Agreement with the City of Sheridan for sustainability services	CB 05 - Approval of a bill for an ordinance authorizing an intergovernmental agreement for the City of Englewood to provide sustainability services to the City of Sheridan	Tim Dodd	City Manager'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 Carille	City Clerk's Office
No		06 Feb 2023	somewhat Flexible PPT: Yes Presentation: 5 min Discussion:	Resolution	Resolution of Support for a ground lease agreement between Englewood McLellan Reservoir Foundation and Integrity Motors Ltd. for a vacant property near McLellan Reservoir.	The Englewood McLellan Reservoir Foundation (EMRF) Board of Directors is seeking Council support to enter into a 20-year ground lease agreement, with options to extend for an additional 80 years, of a vacant EMRF property. The initial annual base rent is \$197,830, increasing annually by 2.4 percent with provisions for market adjustments to the rental rate every five years.	Pieter Van Ry, Sarah Stone	Utilities
Consent?		06 Feb 2023	Flexible PPT: Yes	Resolution	Water Efficiency Plan	Water Efficiency Plan	Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
Consent?		06 Feb 2023	Not Flexible PPT: Yes	Resolution	2023 Bulk Fuel & Fluid Synergy Petroleum	Approve By Resolution 2023 Purchase of Bulk Fuel & Fluids through Synergy in the amount of \$485,000	Chris Edelstein, Richard Scharnell	Public Works
Consent?		06 Feb 2023	Not Flexible PPT: Yes	Resolution	Purchase of 13 Units From John Elway Chevrolet	Approve by Resolution the purchase of 13 units from John Elway Chevrolet	Chris Edelstein, Richard Scharnell	Public Works
		06 Feb 2023	Flexible PPT: Yes	Resolution	2023 Budget Supplemental #1	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	Flexible PPT: Yes Presentation: Discussion:	Resolution	2023 L.A.W.S	Upfitting for police units	Chris Edelstein, Richard Scharnell	Public Works

Yes		06 Feb 2023	Flexible PPT: No	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 verbatim 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		06 Feb 2023	Flexible PPT: No	Motion	2023 AllHealth Network contract for Mental Health Co-Responders	Contract between the City of Englewood and AllHealth Network for Mental Health Co-responder services. \$264,498.00	Vance Fender	Police
Yes	Direction	06 Feb 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		06 Feb 2023	Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 01 - Approve 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
No		06 Feb 2023	Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	CB 02 - Approve an ordinance amending Englewood Municipal Code 1-4-7, Restitution to Victims of Ordinance Violations	CB 02 - Amendment to Ordinance 1-4-7, restitution to victims of ordinance violations.	Tamara Niles	City Attorney's Office
Yes		06 Feb 2023	Flexible PPT: Yes	Bill for an Ordinance – 2nd 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
Consent?		06 Feb 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	Short Term Rental Ordinance	First Reading on proposed changes to STR Ordinance	Erik Sampson	Community Development
Consent?		06 Feb 2023	Flexible PPT: No	Bill for an Ordinance – 1st Reading	Approve a bill for an ordinance amending EMC 4-4-4-2, 4-4-5-2 regarding City sales and use tax rates	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
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:	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.	Nancy Fenton	Community Development
Consent?		06 Feb 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 04 - 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 04 - 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
		06 Feb 2023	Not Flexible PPT: 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
	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
		06 Mar 2023	Flexible PPT: No Presentation: Discussion:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
	Information	27 Mar 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 and Direction	03 Apr 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Draft Electric Vehicle (EV) Action Plan	Sustainability Coordinator and Xcel Energy present to council a draft version of the Electric Vehicle (EV) Action Plan in order to solicit feedback from council before bringing final plan to them on April 17th.	Melissa Englund	City Manager's Office
Consent?		17 Apr 2023	Flexible PPT: Yes	Motion	Adoption of Electric Vehicle (EV) Action Plan	Electric Vehicle (EV) Action Plan to go in front of council for their vote to adopt plan.	Melissa Englund	City Manager'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