



Council Newsletter

CITY MANAGER'S NOTES January 19, 2023

Upcoming Council Meetings

January 21, 2023

The City Council Retreat will begin at 9:00am at CrossPurpose. The Retreat will be hybrid.

January 23, 2023

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

February 6, 2023

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

JANUARY

Sat. Jan. 21	9:00 a.m.	City Council Annual Retreat, CrossPurpose
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
	4:30 p.m.	Englewood Downtown Development Authority

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	CANCELLED	Unified Development Code Steering Committee, Virtual
	CANCELLED	Planning and Zoning Commission, Virtual
	7:00 p.m.	Library Board, TBD
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
	CANCELLED	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

May

Tues. May 2	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. May 3	11:00 a.m.	Liquor and Marijuana Licensing Authority
Wed. May 10	7:00 p.m.	Board of Adjustment and Appeals/Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	21 Jan 2023	Not Flexible PPF: Yes Approximately 30m	Study Session Memo	2023 City Council Retreat	2023 City Council Retreat	Tim Dodd	City Manager's Office
	Information and Direction	23 Jan 2023	Flexible PPF: 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 PPF: Yes Presentation: 10 minutes Discussion: 30 minutes	Study Session Memo	Presentation 5, Phase II of City Charter review project: Beginning to end review of Charter Provisions.	Bethryn Salter, 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	23 Jan 2023	Not Flexible PPF: Yes Presentation: 15 minutes Discussion: 30 minutes	Study Session Memo	Off Leash Dog Update	Code Manager Lewis and Director of PRIG 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 PPF: Yes Presentation: 10 minutes Discussion: 20 minutes	Study Session Memo	Regulatory Impacts - Large Utility Designation and EPA Interim Health Advisory for PFAS	The Colorado Department of Public Health and Environment (CDPHE) has designated City of Englewood Utilities as a "Large Utility" which is a system that serves a residential and non-transient population of greater than 50,000. The designation has regulatory implications for Utilities sampling frequency and corrosion control treatment. Additionally, CDPHE has notified the City of Englewood (City) that we are required to provide public notification following recent testing for per- and polyfluoroalkyl substances (PFAS), as a result of the Environmental Protection Agency's (EPA) Interim Health Advisory for PFAS.	Peter Van Ry	Utilities
	Information and Direction	23 Jan 2023	Not Flexible PPF: No Presentation: 15 minutes Discussion:	Study Session Memo	Review of proposed short-term rental ordinance revisions	Review and discuss proposed changes to short-term rental ordinance	Bryan Isham, Erik Sampson	Community Development
Yes		23 Jan 2023	Not Flexible PPF: No Presentation: 15 minutes Discussion:	Resolution	Resolution appointing members to 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 PPF: No Presentation: 15 minutes 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 and Direction	06 Feb 2023	Not Flexible PPF: 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
	Information	06 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
No		06 Feb 2023	Consent/Flexible PPF: Yes Presentation: 5 min Discussion:	Resolution	Resolution of Support for a ground lease agreement between Englewood McEllean Reservoir Foundation and Integrity Motors Ltd. for a vacant property near McEllean Reservoir.	The Englewood McEllean 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 \$37,800, increasing annually by 2.4 percent with provisions for market adjustments to the rental rate every five years.	Peter Van Ry, Sarah Stone	Utilities
Consent?		06 Feb 2023	Flexible PPF: Yes	Resolution	2023 Budget Supplemental #1	2023 Budget Supplemental #1 to passage of 2022 Sales and Use Tax Ballot Measures and Allocation of APRR Funds to Capital Projects.	Jackie Loh	Finance
		06 Feb 2023	Flexible PPF: Yes	Resolution	Water Efficiency Plan	Water Efficiency Plan	Peter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
Yes		06 Feb 2023	Not Flexible PPF: Yes	Resolution	2023 Bulk Fuel & Fluid Synergy Petroleum	Approve by Resolution 2023 Purchase of Bulk Fuel & Fluids through Synergy in the amount of \$48,147.	Chris Edlstein, Richard Schanell	Public Works
No		06 Feb 2023	Not Flexible PPF: Yes	Resolution	Purchase of 13 Units from John Elway Chevrolet	Approve by Resolution the purchase of 13 units from John Elway Chevrolet	Chris Edlstein, Richard Schanell	Public Works
No		06 Feb 2023	Flexible PPF: Yes Presentation: Discussion	Resolution	2023 L.A.W.5	Utilization of the cooperative purchasing agreement between Arapahoe County and lighting Accessory & Warning Systems L.L.C. (AAWS) for the softening of police units purchased in 2023 and repairs to graphics and lighting for emergency equipment.	Chris Edlstein, Richard Schanell	Public Works
No		06 Feb 2023	Not Flexible PPF: Yes	Motion	Dartmouth Bridge Widening Project	Award of Construction Contract to Jaisco International, Inc. in the amount of \$7,725,908.24	Devin Keener, Tim Hoos	Public Works
Consent?		06 Feb 2023	Not Flexible PPF: Yes	Motion	EMC Mechanical Equipment Upgrade - Contract Approval for Mechanical Equipment Installation	Approval of a Contract, for Mechanical Equipment Installation, for a Not-To-Exceed amount of \$184,139.00	Melinda Groblich	Public Works
Yes		06 Feb 2023	Flexible PPF: 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 for certain 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 PPF: 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 Feinder	Police
Yes	Direction	06 Feb 2023	Flexible PPF: No	Motion	Malley Trust Fund purchase recommendations 2023	The Malley Trust Fund Series City Council's approval for 2023 recommended spending in the amount of \$24,150. Funds will be used for enhancements at the Malley Recreation Center. Purchases include tables, Postcard mailing, Promotional materials for Boat Resource room, Active Aging Expo, Symposium lunches and safety materials and building interior signage.	Allison Boyd	Parks, Recreation & Library
Yes		06 Feb 2023	Flexible PPF: No	Bill for an Ordinance - 2nd Reading	CB 01 - Approve an ordinance amending municipal code sections regarding quarterly billing cycles for utility billing, 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 sections to better certain conduct.	Tamara Niles	City Attorney's Office
No		06 Feb 2023	Flexible PPF: 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 PPF: 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 multiple in state law through statutes and case law, and concluded revisions to change provisions 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 PPF: 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 PPF: No	Bill for an Ordinance - 1st Reading	Approve a bill for an ordinance amending EMC 4-4-2, 4-4-5-2 regarding City sales and use tax rates	During the November 2022 election, Englewood voters approved two new laws, 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
Yes		06 Feb 2023	Not Flexible PPF: No Presentation: 5 minutes Discussion: 5 minutes	Bill for an Ordinance - 1st Reading	CB 06 - Approve a bill for an ordinance authorizing the annual agreement with Arapahoe County to receive the city's allocation of Community Development Block Grant funds for the Energy Efficiency Englewood (E3) program.	CB 06 - Approve a bill for an ordinance authorizing the 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 Fonton	Community Development
	Information and Direction	11 Feb 2023	Not Flexible PPF: No Presentation: Discussion	Update	City Council EDOA Board Workshop to discuss City Center Redevelopment	A workshop with city council and the EDOA board will be held on Saturday, February 11, 9 am - 4 pm in the community room to discuss the City Center redevelopment. The workshop will be a hybrid to allow members to attend virtually if necessary.	Don Poremba	Community Development
		13 Feb 2023	Reschedule: No meeting	Update	Reschedule: No meeting on the night of February 13th due to Saturday meeting on the 11th	No meeting on this date.	Sara Haskins	City Clerk's Office
		21 Feb 2023	Flexible PPF: No Presentation: Discussion	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
Consent?		21 Feb 2023	Flexible PPF: No Presentation: Discussion	Motion	Approval of a Change Order with HDR Engineering, Inc. for South Englewood Storm Sewer Outfall Project Engineering Design Services	Approval of a Change Order with HDR Engineering, Inc. for South Englewood Storm Sewer Outfall Project Engineering Design Services in the amount of \$63,800	Tim Hoos	Public Works
	Information and Direction	27 Feb 2023	Flexible PPF: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Review and discussion of remaining Unified Development Code revisions.	Review and discussion of remaining Unified Development Code revisions.	Bryan Isham	Community Development
	Information and Direction	27 Feb 2023	Flexible PPF: No Yes Presentation: 10 minutes Discussion:	Study Session Memo	Englewood McEllean Reservoir Foundation Properties	Englewood McEllean Reservoir Foundation Properties	Brad Pomeroy, Jackie Loh, Peter Van Ry, Sarah Stone, Shawn Lewis, Tim Dodd	Utilities
	Information	27 Feb 2023	Not Flexible PPF: 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	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.	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
No		06 Mar 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion: Sign 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
		06 Mar 2023	Not Flexible PPF: Yes Presentation: 5 minutes	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	13 Mar 2023	Not Flexible PPF: Yes Presentation: 10 minute Discussion:	Study Session Memo	Utilities Construction Manager / General Contractor Contracting Process and Approach	Utilities Construction Manager / General Contractor Contracting Process and Approach	Adam Marquez, Peter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
		20 Mar 2023	Not Flexible PPF: Yes Presentation: 7 minutes Discussion:	Motion	Big Dry Creek Diversion Project Construction Manager / General Contractor	Big Dry Creek Diversion Project Construction Manager / General Contractor	Adam Marquez, Peter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
		20 Mar 2023	Not Flexible PPF: Yes Presentation: 7 minutes Discussion:	Motion	City Ditch Piping Project Construction Manager / General Contractor	City Ditch Piping Project Construction Manager / General Contractor	Peter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
		20 Mar 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Bill for an Ordinance - 1st Reading	First Reading for PUD - Sam's Automotive Redevelopment	First reading on a PUD - Sam's Automotive Redevelopment	Erik Sampson	Community Development
		20 Mar 2023	Not Flexible PPF: No Yes Presentation: 10 minutes 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 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	27 Mar 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Study Session Memo	February 2023 Monthly Financial Report	February 2023 Monthly Financial Report	Jackie Loh	Finance

	Information and Direction		Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PFI: Yes Presentation: 30 minutes Discussion:	Study Session Memo	5th 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
		27 Mar 2023						
	Information and Direction		Flexible PFI: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Draft Electric Vehicle (EV) Action Plan	Sustainability Coordinator and Keel 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 27th.	Melissa England	City Manager's Office
		03 Apr 2023						
Consent?			Flexible PFI: 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 2022, 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
		09 Apr 2023						
Consent?			Flexible PFI: 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 England	City Manager's Office
		17 Apr 2023						
	Information		Not Flexible PFI: Yes Presentation: 10 minutes Discussion:	Study Session Memo	March 2023 Monthly Financial Report	March 2023 Monthly Financial Report	Jackie Loh	Finance
		24 Apr 2023						