



Council Newsletter

CITY MANAGER'S NOTES January 26, 2023

Upcoming Council Meetings

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.

February 11, 2023

The City Council/EDDA Board Workshop will begin at 9:00am in the Community Room.

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

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	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Sat. Feb. 11	9:00 a.m.	City Council Workshop with EDDA Board, Community Room
Mon. Feb 13	CANCELLED	City Council Study Session, Community Room/Virtual
Wed. Feb. 15	8:30 a.m.	Mayor Manager Meeting, Virtual
	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
Mon. Feb. 27	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. Feb. 28	5:15 p.m.	Budget Advisory Committee

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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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
Wed. March 22	8:30 a.m.	Mayor Manager Meeting, 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
Wed. March 29	8:30 a.m.	Mayor Manager Meeting, Virtual

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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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	8:30 a.m.	Mayor Manager Meeting, Virtual
	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
Wed. April 26	8:30 a.m.	Mayor Manager Meeting, Virtual

May

Mon. May 1	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
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Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information	06 Feb 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	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: 20 minutes	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	Flexible PPT: Yes Presentation: Discussion:	Resolution	2023 L.A.W.S	Utilization of the cooperative purchasing agreement between Arapahoe County and Lighting Accessory & Warning Systems L.L.C. (LAWS) for the upfitting of Police units purchased in 2023 and repairs to graphics and lighting for emergency equipment.	Chris Edelstein, Richard Scharnell	Public Works
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
No		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
No		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	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 \$481,147.	Chris Edelstein, Richard Scharnell	Public Works
No		06 Feb 2023	Not Flexible PPT: Yes	Resolution	Purchase of 13 Units From Sill-TerHar Motors	Purchase thirteen (13) total units from Sill-TerHar Motors, Inc. All thirteen (13) units will be assigned to the Police Department as pursuit type vehicles.	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		06 Feb 2023	Not Flexible PPT: Yes	Motion	ERC Mechanical Equipment Upgrade - Contract Approval for Mechanical Equipment Installation	Approval of a Contract, for Mechanical Equipment Installation, for a Not-To-Exceed amount of \$184,339.00	Melinda Gobirsch	Public Works
No		06 Feb 2023	Not Flexible PPT: Yes	Motion	Award of Contract to Jalisco International, Inc. for Construction of the Dartmouth Bridge Widening Project	Award of Construction Contract to Jalisco International, Inc. in the amount of \$7,725,908.24	Devin Keener, Tim Hoos	Public Works
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	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB 05 - Approval of an ordinance authorizing an Intergovernmental Agreement with the City of Sheridan for sustainability services	CB 05 - Approval of 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
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
No		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
Yes		06 Feb 2023	Not Flexible PPT: No Presentation: 5 minutes Discussion: Discussion:	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 2022/2023 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 Fenton	Community Development
Yes		06 Feb 2023	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 07 - Approve a bill for an ordinance amending various sections of Municipal Code to describe City sales and use tax rates as of January 1, 2023	CB 07 - 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 multiple sections, and must be amended to reflect the current rates	Tamara Niles	City Attorney's Office
	Information and Direction	11 Feb 2023	Not Flexible PPT: No 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.	Dan Poremba	Community Development
		13 Feb 2023	Placeholder. No meeting	Update	Placeholder. No meeting on the night of February 13th due to Saturday meeting on the 11th	No meeting on this date.	Sara Harkness	City Clerk's Office
		21 Feb 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
Consent?		21 Feb 2023	Flexible: Requested February 6th, was open to the 21st. PPT: 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
Consent?		21 Feb 2023	Flexible PPT: Yes	Motion	: 2023 Strategic Plan Updates	Approval by motion of 2023 updates to the City of Englewood Strategic Plan	Tim Dodd	City Manager's Office

Consent?		21 Feb 2023	Flexible PPT: Yes	Motion	Bates/Logan Enhancements	Motion to approve a contract with Elite Industries to provide construction services to improve park amenity at Bates Logan in the amount of \$703,339.36.	Adrian Torres, Brad Anderson	Parks, Recreation & Library
		21 Feb 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	South Broadway HAWK Signal	IGA with CDOT in the amount of \$394,394.00	Devin Keener	Public Works
	Information	27 Feb 2023	Flexible (available any study session end of February or anytime in March PPT: Yes Presentation: 30 minutes Discussion:	Study Session Memo	Media Procedures - Communications / Police	The media relations process as it relates to the release of information by the communications and Police departments	Chris Harguth, David Leclair	Police
	Information and Direction	27 Feb 2023	Flexible PPT: 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 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	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	January 2023 Monthly Financial Report	January 2023 Monthly Financial Report	Jackie Loh	Finance
No		06 Mar 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
		06 Mar 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	13 Mar 2023	Not Flexible PPT: 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, Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
	Information and Direction	13 Mar 2023	Flexible PPT: Yes Presentation: 20 minutes Discussion:	Study Session Memo	Housing Discussion	Discussion on Housing Strategies	Bryan Isham	Community Development
		20 Mar 2023	Not Flexible PPT: 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, Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
		20 Mar 2023	Not Flexible PPT: Yes Presentation: 7 minutes Discussion:	Motion	City Ditch Piping Project Construction Manager / General Contractor	City Ditch Piping Project Construction Manager / General Contractor	Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
		20 Mar 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
		20 Mar 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	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: 30 minutes	Study Session Memo	Presentation 5, Phase II of City Charter review project: Beginning-to-end review of Charter Provisions	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?		03 Apr 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
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	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 and Direction	24 Apr 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
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