



Council Newsletter

CITY MANAGER'S NOTES February 2, 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

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| Mon. Feb. 6 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| | 2:00 p.m. | Malley Center Trust Fund Board, Malley Recreation Center |
| Tues. Feb. 7 | CANCELLED | Unified Development Code Steering Committee, Virtual |
| | CANCELLED | Planning and Zoning Commission, Virtual |
| | 7:00 p.m. | Library Board, Pikes Peak/Hybrid |
| Wed. Feb. 8 | 8:30 a.m. | Mayor Manager Meeting, Virtual |
| | CANCELLED | Board of Adjustment and Appeals/Virtual |
| Thurs. Feb 9 | 5:30 pm. | Parks and Recreation Commission, Englewood Rec Center |
| 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 |
| Tues. Feb 14 | 5:00 p.m. | Water & Sewer Board, Red Rock’s Conf-Room |
| | 6:30 p.m. | Sustainability Commission, Pikes Peak Conf-Room |
| 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

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| 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 |

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| | 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

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| 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 |

| 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 | 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 |
| Yes | | 06 Feb 2023 | Not Flexible PPT: Yes | Resolution | 2023 Bulk Fuel & Fluid Energy Petroleum | 2023 purchase of bulk fuel & fluids through Senergy Petroleum 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 vote 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-Responder services. \$254,498.00 | Contract between the City of Englewood and AllHealth Network for Mental Health Co-responder services. \$254,498.00 | 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 |
| 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 | | 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 Goblirsch | Public Works |
| 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 Attorney'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 |
| Yes | | 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 | 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 measures, 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 |
| No | | 06 Feb 2023 | Flexible PPT: Yes | Bill for an Ordinance - 1st Reading | CB 08 - Approve a bill for an ordinance authorizing the City of Englewood's (City) Updated Water Efficiency Plan | CB 08 - Approve a bill for an ordinance authorizing the City of Englewood's (City) Updated Water Efficiency Plan (WEP). | Sarah Stone | Utilities |
| | Information and Direction | 11 Feb 2023 | Not Flexible PPT: No Yes Presentation: Discussion: | Study Session Memo | Joint Planning Session with Englewood City Council Members, Downtown Development Authority Board Members and LNR Partners Representatives | Joint Planning Session with Englewood City Council Members, Downtown Development Authority Board Members and LNR Partners Representatives | 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 |
| No | | 21 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 |
| | | 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 |
| Yes | | 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 |
| Consent? | | 21 Feb 2023 | Not Flexible PPT: Yes | Motion | Renewal of Contract for Services with USIC Locating Services, LLC | Utilities staff is seeking Water and Sewer Board recommendation for City Council to approve, by Motion, the renewal of the Contract for Services (CFS) with USIC Locating Services, LLC (USIC) to perform utility locating and marking services for underground water, wastewater, city ditch, and storm sewer pipelines in the amount of \$150,100, including approval to execute any change order(s) to expend a 10% staff-managed contingency in the amount of \$15,910, for a total project authorization of \$175,010. | Josh Roach, Pieter Van Ry, Sarah Stone | Utilities |
| Consent? | | 21 Feb 2023 | Flexible PPT: Yes | Motion | Contract for Services with C&L Water Solutions for 2023 Valve Replacement Project | Utilities staff is seeking Water and Sewer Board recommendation for City Council to approve a Contract for Services (CFS) with C&L Water Solutions (C&L) for the 2023 Valve Replacement Project in the amount of \$1,159,000, including approval to execute any change order(s) to expend a 20% staff-managed contingency amount of \$231,800, for a total project authorization of \$1,390,800. | Josh Roach, Pieter Van Ry, Sarah Stone | Utilities |
| | | 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 |
| No | | 21 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 |
| | 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 |
| | 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 |

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| | Information | | 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 |
| | | 27 Feb 2023 | | | | | | |
| No | | | 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 |
| | | 06 Mar 2023 | | | | | | |
| | Information | | 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 |
| | | 13 Mar 2023 | | | | | | |
| | Information and Direction | | Flexible PPT: Yes Presentation: 20 minutes Discussion: | Study Session Memo | Housing Discussion | Discussion on Housing Strategies | Bryan Isham | Community Development |
| | | 13 Mar 2023 | | | | | | |
| | Information | | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | City Ditch Piping Project Update | City Ditch Piping Project Update | Pieter Van Ry, Sarah Stone, Stephanie Ellis | Utilities |
| | | 13 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 |
| | | 20 Mar 2023 | | | | | | |
| | Information | | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | February 2023 Monthly Financial Report | February 2023 Monthly Financial Report | Jackie Loh | Finance |
| | | 27 Mar 2023 | | | | | | |
| | Information and Direction | | 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 |
| | | 27 Mar 2023 | | | | | | |
| | Information and Direction | | 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 |
| | | 03 Apr 2023 | | | | | | |
| Consent? | | | 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 |
| | | 03 Apr 2023 | | | | | | |
| Consent? | | | 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 |
| | | 17 Apr 2023 | | | | | | |
| | Information | | 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 |
| | | 24 Apr 2023 | | | | | | |
| | Information and Direction | | 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 |
| | | 24 Apr 2023 | | | | | | |
| | Information | | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | March 2023 Monthly Financial Report | March 2023 Monthly Financial Report | Jackie Loh | Finance |
| | | 24 Apr 2023 | | | | | | |