



Council Newsletter

CITY MANAGER'S NOTES February 9, 2023

Upcoming Council Meetings

February 11, 2023

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

February 21, 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

February

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| 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 | 3:30 p.m. | NonEmergency Retirement Board, Virtual |
| | 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 |
| | 6:00 p.m. | Code Enforcement Advisory Committee |
| | 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 |
| 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 |
| | 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 |

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| 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 |

May

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| Mon. May 1 | 6:00 p.m. | City Council Regular Meeting, Council Chambers/Virtual |
| Tues. May 2 | 6:00 p.m. | Unified Development Code Steering Committee, Virtual |
| | 7:00 p.m. | Planning and Zoning Commission, Virtual |

| Consent | Study Session Guidance | Meeting Date | Notes | Item Type | Report Title | Description | Staff Responsible | Department/Group |
|----------|---------------------------|--------------|---|-------------------------------------|---|---|---|-----------------------------|
| | 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 |
| | Information and Direction | 21 Feb 2023 | Flexible but prefers to do this in February PPT: Yes Presentation: 10 minutes Discussion: 15 minutes | Study Session Memo | Annual Proclamation Discussion | Per Council's proclamation policy, staff requests Council consideration of prioritized proclamations for 2023 | Tim Dodd | City Manager's Office |
| | Information and Direction | 21 Feb 2023 | Not Flexible PPT: Yes Presentation: 10 minutes Discussion: | Study Session Memo | Sustainability in the Strategic Plan | Overview of proposed changes to the sustainability section of the strategic plan as made by the Sustainability Commission | Melissa Englund | City Manager's Office |
| | Information and Direction | 21 Feb 2023 | Flexible, this date is preferred PPT: Yes Presentation: 5 minutes Discussion: | Study Session Memo | July, December City Council meeting schedule | Discussion of 2023 July and December meeting dates to determine if City Council will hold study sessions in those months. City Council cancelled study sessions in July, December 2022. | Tamara Niles | City Attorney's Office |
| No | Somewhat Flexible | 21 Feb 2023 | 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 |
| 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 |
| Yes | | 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 \$159,100, 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 |
| No | | 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 Service (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 |
| Yes | | 21 Feb 2023 | Flexible PPT: No | Bill for an Ordinance – 1st Reading | Electric Grounding Facilities Easement at Bellevue Park | Public Service Company has upgraded the electric transmission line that runs through Bellevue Park, and due to the upgrade, finds it necessary to install mitigation facilities around the ball field to protect against potential interaction between the fence and the transmission line | Adrian Torres | Parks, Recreation & Library |
| No | | 21 Feb 2023 | Not Flexible PPT: Yes | Bill for an Ordinance – 1st Reading | South Broadway HAWK Signal IGA | IGA with CDOT in the amount of \$394,394.00 | Devin Keener | Public Works |
| Consent? | | 21 Feb 2023 | Flexible PPT: No | Bill for an Ordinance – 1st Reading | Amend scope of intergovernmental agreement with Arapahoe County and the Cities of Littleton and Sheridan for implementation of the Tri-Cities Homelessness Plan of Action | Consideration of modifications to the existing intergovernmental agreement with Arapahoe County and the Cities of Littleton and Sheridan for implementation of the Tri-Cities Homelessness Plan of Action | Tim Dodd | City Manager's Office |
| 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: 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 | 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 | 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: 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 |
| 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 |
| Consent? | | 06 Mar 2023 | Not Flexible PPT: No Presentation: Discussion: | Motion | 2024 Broken Tee Golf Cart Fleet | The City of Englewood Parks, recreation, Library, and golf is looking for a motion to approve the procurement of 70 new Club Car golf carts in 2024 from Colorado Golf and Turf by entering into a 5 year lease agreement through 2028 for a total contract amount of \$357,194 | Jeremiah Stumpf | Parks, Recreation & Library |
| | Information | 13 Mar 2023 | Not Flexible but this is tentative and not yet confirmed. PPT: No Presentation and Discussion: 1 hour | Study Session Memo | Congressman Crow discussion with City Council | Congressman Crow and City Council will discuss legislative priorities. | Christi Graeve | City Manager's Office |
| | 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 |
| | Information | 13 Mar 2023 | 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 |
| | 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 |
| | | 20 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 |
| | | 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 |

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| | | 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 |
| Yes | | 20 Mar 2023 | Flexible but this date is preferred PPT: No | Bill for an Ordinance – 1st Reading | IGA with City of Littleton for dispatch All Health Mobile Response Unit | This is an IGA between the City of Englewood and the City of Littleton to provide dispatching services for the AllHealth Mobile Response Unit to calls into Littleton. | Vance Fender | Police |
| Yes | | 20 Mar 2023 | Flexible PPT: No Presentation: Discussion: | Bill for an Ordinance – 1st Reading | | Code clean up adding wine to the fermented malt beverage license. | Jackie McKinnon | City Clerk's Office |
| | Information | 27 Mar 2023 | Possibly Flexible but this date was requested by speaker PPT: Probably Presentation: 20 minutes Discussion: | Study Session Memo | Presentation by Arapahoe County Representatives regarding Arapahoe County Regional Opioid Council | Michelle Halstead, Director Arapahoe County Commissioners' Office, requested a study session to present to City Council on the Arapahoe County (Region 9) Opioid Council. | Tamara Niles | City Attorney's Office |
| | 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 | 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 | 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 | 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? | | 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 |
| | Information and Direction | 10 Apr 2023 | Flexible PPT: Yes Presentation: 15 minutes Discussion: | Study Session Memo | Victim's Compensation Funds: victim compensation mechanisms for consideration in Englewood | On multiple occasions, City Council members have requested information on a possible uncompensated victims fund in Englewood, to provide financial assistance to victims of crime in our community. This study session describes various victim compensation mechanisms in other jurisdictions. | Ian Griffin | City Attorney's Office |
| | | 17 Apr 2023 | Flexible PPT: No Presentation: 15 minutes Discussion: | Recognition | Elevate Englewood Graduation | Participants from the 2023 Elevate Englewood Leadership Academy will be awarded certificates. A brief reception may occur before the meeting. | Shawn Lewis | 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 | 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 |