



Council Newsletter

CITY MANAGER'S NOTES February 24, 2023

Upcoming Council Meetings

February 27, 2023

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

March 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

February

Mon. Feb. 27	6:00 p.m.	City Council Special Meeting, Council Chambers/Virtual
Tues. Feb. 28	5:15 p.m.	Budget Advisory Committee

March

Wed. March 1	8:30 a.m.	Mayor Manager Meeting, Virtual
	5:45 p.m.	Cultural Arts Commission, Hybrid
Mon. March 6	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Wed. March 8	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Thurs. March 9	5:30 p.m.	Parks and Recreation Commission, TBD
	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
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	8:30 a.m.	Mayor Manager Meeting, Virtual
	11:00 a.m.	Liquor and Marijuana Licensing Authority
Mon. May 8	6:00 p.m.	City Council Study Session, Community Room/Virtual
Wed. May 10	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon. May 15	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. May 16	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. May 17	8:30 a.m.	Mayor Manager Meeting, Virtual
Mon. May 22	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. May 23	5:15 p.m.	Budget Advisory Committee
Wed. May 24	8:30 a.m.	Mayor Manager Meeting, Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
	Information	27 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 5 minutes	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: 45 minutes	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	Flexible (available any study session end of February or anytime in March) PPT: Yes Presentation: 15 minutes Discussion: 15 minutes	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	27 Feb 2023	Flexible PPT: Yes Presentation: 5 minutes Discussion: 10 minutes	Study Session Memo	2023 Events Update	Event staff will present the 2023 events schedule.	Christina Underhill, Toni Arnoldy	Parks, Recreation & Library
	Information and Direction	27 Feb 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 25 minutes	Study Session Memo	Security Enhancements of Civic Center	Security Enhancements of Civic Center	Chris Edelstein, Christina Underhill, Victor Rachael	Public Works
Yes		27 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
No		27 Feb 2023	Flexible PPT: Yes	Motion	Contract for Services with C&L Water Solutions for 2023 Valve Replacement Project	Award of a Contract for Services (CFS) with C&L Water Solutions, Inc., (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 of \$231,800, for a total project authorization of \$1,390,800.	Pieter Van Ry	Utilities
No		27 Feb 2023	Not Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 12 - Approve a bill for an ordinance to approve the purchase of 70 new golf carts.	CB 12 - 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 Stampff	Parks, Recreation & Library
		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
		06 Mar 2023	Not Flexible PPT: No	Proclamation	Women's History Month	Proclamation celebrating Women's History Month in March	Tim Dodd	City Manager's Office
No		06 Mar 2023	Flexible PPT: No	Bill for an Ordinance – 2nd Reading	CB 10 - Approve an ordinance amending the scope of an intergovernmental agreement with Arapahoe County and the Cities of Littleton and Sheridan for implementation of the Tri-Cities Homelessness Plan of Action	CB 10 - Approve an ordinance approving 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
Yes		06 Mar 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	CB 11 - Approve an ordinance amending Englewood Municipal Code Title 5, Chapter 30 regarding licensure of hotels, bed and breakfasts	CB 11 - City Attorney and Community Development staff have worked closely to propose significant revisions to the City's short term rental regulatory mechanisms and discovered some internal inconsistencies and ambiguities. The first step to amend the STR code is to address the ambiguity regarding bed and breakfast licensures.	Tamara Niles	City Attorney's Office
	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 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.	Christa 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: 20 minutes Discussion:	Study Session Memo	2020-2023 Utilities Accomplishments and Upcoming Construction Manager / General Contractor Contracting Process and Approach	2020-2023 Utilities Accomplishments and Upcoming Construction Manager / General Contractor Contracting Process and Approach	Adam Marquez, Pieter Van Ry, Sarah Stone, Stephanie Ellis	Utilities
	Information and Direction	20 Mar 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	City Center Redevelopment Concept Plans	Present and discuss City Center Re-development Concept Plans	Brad Power, Dan Poremba	Community Development
Consent?		20 Mar 2023	Flexible PPT: No	Resolution	Resolution establishing City Council meeting dates in July, 2023	Establishing City Council meeting dates in July 2023, on July 17 and July 24, per City Council direction during its February 21, 2023 study session.	Tamara Niles	City Attorney's Office
		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
Yes		20 Mar 2023	Not Flexible PPT: No Consent Agenda	Motion	Approve participation agreements for opioid settlements with Teva Pharmaceutical Industries Ltd. and Allergan Finance, LLC/Allergan Limited, as well as with Walmart Inc., CVS Health Corporation/ CVS Pharmacy, Inc., and Walgreen Co.	Colorado has reached settlement agreements with five additional opioid companies in nation-wide opioid litigation. In order to receive settlement funds under the Colorado MOU previously approved, City Council must approve participation agreements for each settling party.	Tamara Niles	City Attorney's Office
Consent?		20 Mar 2023	Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	Broadway Complete Streets IGA	IGA with CDOT in the amount of \$7,540,000 for the design and construction of the Broadway Complete Streets Project	Devin Keener	Public Works
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	Amending Englewood Municipal Code sections regarding Fermented Malt Beverage and Wine Retailers	Code clean up adding wine to the fermented malt beverage license.	Jackie McKinnon	City Clerk's Office
Yes		20 Mar 2023	Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB 09 - Approve a bill for an ordinance - Electric Grounding Facilities Easement at Bellevue Park	CB 09 - Approve a bill for an ordinance - 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		20 Mar 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

		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 Itham, Erik Sampson	Community Development
Consent?		20 Mar 2023	Not Flexible PPT: No Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading for 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley	First Reading for IGA with RTD for 2023 funding of trolley	Brad Power, Nancy Fenton	Community Development
	Information and Direction	27 Mar 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	Discussion of proposed revisions to the City's Short Term Rental regulations	Review of additional proposals to revise short term rental regulations, in response to prior direction received from City Council	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	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	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	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
	Information	03 Apr 2023	Flexible, following Monday could work. PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Annual report of the City of Englewood's contracted (through Arapahoe County) Emergency Management Coordinator	Annual report of the City of Englewood's contracted (through Arapahoe County) Emergency Management Coordinator	Tim Dodd	City Manager's Office
		03 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Arbor Day Proclamation	Arbor Day Proclamation	Tim Dodd	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 2003 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
	Information and Direction	17 Apr 2023	Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	Non-Enterprise Fund Capital Project Prioritization	As requested and discussed at a Council meeting, the City Manager's Office, Finance Department, Public Works Department, and Parks, Recreation, Library, and Golf staff will be present to discuss non-enterprise fund capital project prioritization and potential use of the unassigned fund balance for capital needs	Christina Underhill, Jackie Loh, Tim Dodd, Victor Rachael	City Manager'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
		17 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Earth Day Proclamation	Earth Day Proclamation	Tim Dodd	City Manager's Office
		17 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Small Business Week Proclamation	Small Business Week Proclamation	Tim Dodd	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
No		17 Apr 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 1st Reading	Council Bill revising Short Term Rental Regulations	First Reading on proposed changes to STR Ordinance	Erik Sampson	Community Development
	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