



Council Newsletter

CITY MANAGER'S NOTES March 17, 2023

Upcoming Council Meetings

March 20, 2023

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

March 27, 2023

The City Council Study Session will begin at 6:00pm in the Community Room. The 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

March

Mon. March 20	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual
Tues. March 21	4:30 p.m.	Englewood McLellan Reservoir Foundation, Red Rock Conf-Room
	6:00 p.m.	Unified Development Code Steering Committee, Virtual
	CANCELLED	Planning and Zoning Commission, Virtual
Wed. March 22	8:30 a.m.	Mayor Manager Meeting, Virtual
	4:30 p.m.	Englewood Downtown Development Authority Board, Malley Recreation Center
Thurs. March 23	4:00 p.m.	Englewood McLellan Reservoir Foundation
Sat. March 25	1:00 p.m.	Town Hall, Community Room
Mon. March 27	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues. March 28	5:15 p.m.	Budget Advisory Committee, Pikes Peak Conf-Room
Wed. March 29	8:30 a.m.	Mayor Manager Meeting, Virtual
Thurs. March 30	3:30 p.m.	Englewood Environmental Foundation, 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
	7:00 p.m.	Planning and Zoning Commission, Virtual
Wed. April 5	8:30 a.m.	Mayor Manager Meeting, Virtual
Mon. April 10	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues, April 11	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
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
Tues, May 9	5:00 p.m.	Water & Sewer Board, Red Rocks Conf-Room
	6:30 p.m.	Sustainability Commission, Pikes Peak Conf-Room
	7:00 p.m.	Library Board, TBD
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
	6:30 p.m.	Historic Preservation Commission/Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information and Direction	20 Mar 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 50 minutes	Study Session Memo	Information Update on the CityCenter Core Area redevelopment concept plans resulting to the February 11, 2023 joint planning session	Informational update regarding the two CityCenter Core Area redevelopment concept plans resulting from the February 11, 2023 joint planning session of the city council, the Englewood Downtown Development Authority (EDDA) board and representatives of LNR Partners (LNR is the special servicing firm which represents the bondholders that foreclosed on the former Weingarten property in 2018).	Brad Power, Dan Poremba	Community Development
Yes		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
No		20 Mar 2023	Not Flexible. This item must stay on the 20th due to the follow up EMRF Meeting Scheduled on the 21st. PPT: Yes Presentation: 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 City 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 \$154,000, increasing annually by 2.4 percent with provisions for market adjustments to the rental rate every five (5) years.	Pieter Van Ry	Utilities
		20 Mar 2023	Not Flexible PPT: No Presentation: Discussion:	Recognition	Board and Commission Member Appointment Recognition	Board and Commission Member Appointment Recognition	Jackie McKinnon	City Clerk's Office
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
No		20 Mar 2023	Not Flexible PPT: Yes Presentation: 7 minutes Discussion:	Motion	Award of a Professional Services Agreement with Reynolds Construction, LLC for City Ditch Piping Project Pre-Construction Services	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) with Reynolds Construction, LLC (Reynolds) for City Ditch Piping Project pre-construction services in the amount of \$207,080, including approval to execute change order(s) to expend a 10% staff-managed contingency of \$20,708, for a total project authorization of \$227,788.	Pieter Van Ry	Utilities
No		20 Mar 2023	Not Flexible PPT: Yes Presentation: 7 minutes Discussion:	Motion	Award of a Professional Services Agreement with SEMA Construction Inc for Big Dry Creek Diversion Project Pre-Construction Services	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) with SEMA Construction Inc (SEMA) for Big Dry Creek Diversion Project pre-construction services in the amount of \$119,463, including approval to execute change order(s) to expend a 10% staff-managed contingency of \$11,946, for a total project authorization of \$131,409.	Pieter Van Ry	Utilities
No		20 Mar 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Motion	Award of a Professional Services Agreement with Hazen and Sawyer for Lead and Copper Reduction Program Management Services	Utilities staff is seeking City Council approval of a Professional Services Agreement (PSA) with Hazen and Sawyer (Hazen) for the Lead and Copper Reduction Program management services in the amount of \$1,631,872.	Pieter Van Ry	Utilities
Yes		20 Mar 2023	Not flexible	Bill for an Ordinance – 2nd Reading	CB 12 - Approve 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 cars 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
No		20 Mar 2023	Not 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		20 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

		20 Mar 2023	Not Flexible PPT: Yes Presentation: 5 minutes The PUD should be scheduled first, and this item should be immediately following the PUD.	Bill for an Ordinance – 1st Reading	First Reading for a major subdivision	First Reading for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
		20 Mar 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 6pm start time for this Public Hearing	Bill for an Ordinance – 1st Reading	First Reading for a planned unit development at 1314 West Oxford Avenue	First Reading for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property)	Bryan Isham	Community Development
Yes		20 Mar 2023	Somewhat Flexible but this date is very much 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	Not Flexible PPT: No Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 13 - Approve a bill for an ordinance for the 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley	CB 13 - Approve a bill for an ordinance for the 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley	Nancy Fenton	Community Development
	Information	27 Mar 2023	*This item could potentially be moved to March 22nd if we have a meeting on that date. Not Flexible after this date. PPT: Yes Presentation: 15 minutes Discussion: 20 minutes	Study Session Memo	Utilities Strategic Execution	Utilities Strategic Execution	Pieter Van Ry	Utilities
	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: 15 minutes	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	27 Mar 2023	Not Flexible PPT: Yes Presentation: 5 minutes Discussion: 5 minutes	Study Session Memo	February 2023 Monthly Financial Report	February 2023 Monthly Financial Report	Jackie Loh	Finance
	Information	27 Mar 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: 15 minutes *Request that this item go before STR Discussion.	Study Session Memo	Overview of Code Adoption for Building and Fire	Overview of Code Adoption for Building and Fire	Karen Montanez, Mike Smith	Community Development, Fire Marshal's Office
	Information and Direction	27 Mar 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 minutes	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	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
	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	Not Flexible PPT: Yes	Resolution	Bates/Logan Park Renovations Grant Phase 2	Seeking Council approval to submit a grant application to Arapahoe County Open Spaces in the amount of \$600,000 for replacement of the Bates Logan Park playground.	Adrian Torres	Parks, Recreation & Library
		03 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Arbor Day Proclamation	Arbor Day Proclamation	Tim Dodd	Parks, Recreation & Library
Consent?		03 Apr 2023	Somewhat Flexible but would like asap PPT: No Presentation: Discussion:	Motion	Approve the Change Order for the Contract between CPS Consulting and the City of Englewood	Approval of the Change Order in the amount of \$36,800, bringing the total contract amount to \$106,800.	Shawn Weiske	Human Resources
Consent?		03 Apr 2023	Not Flexible PPT: Yes	Motion	Dartmouth Bridge Widening Project Construction Management Services	This contract will hire Martin Martin to oversee the construction management and construction documentation of the Dartmouth Bridge Widening Project.	Devin Keener	Public Works
		03 Apr 2023	Not Flexible	Executive Session	Executive Session	executive session on April 3 for the purpose of attorney-client privilege to discuss: (1) legal consequences of Environmental Analysis of EEF properties to consider the advisability of City acquisition, and (2) use of eminent domain to acquire title to Englewood Depot for construction and placement of a museum and community space.	Shawn Lewis, Tamara Niles	City Attorney's Office, City Manager's Office
Yes		03 Apr 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	Approve an ordinance authorizing an Intergovernmental Agreement (IGA) for the South Broadway High Intensity Activated Crosswalk (HAWK) Signal with the Colorado Department of Transportation (CDOT)	IGA with CDOT in the amount of \$394,394.00	Devin Keener	Public Works

Yes		03 Apr 2023	Flexible PPT: No	Bill for an Ordinance – 2nd Reading	Approve an ordinance - Electric Grounding Facilities Easement at Bellevue Park	Approve 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
Yes		03 Apr 2023	Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	Approve an ordinance authorizing an Intergovernmental Agreement (IGA) for the South Broadway Complete Streets Project with the Colorado Department of Transportation (CDOT)	IGA with CDOT in the amount of \$7,540,000.00 for the design and construction of the South Broadway Complete Streets Project	Devin Keener	Public Works
Yes		03 Apr 2023	Not Flexible PPT: No	Bill for an Ordinance – 1st Reading	CB __ - Redistricting	CB __ - Redistricting	Stephanie Carille	City Clerk'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
	Information	10 Apr 2023	Not Flexible PPT: No Presentation: 30 minutes Discussion:	Study Session Memo	Preliminary 2024 Revenue and Expenditure Underlying Forecast Assumptions	Preliminary 2024 Revenue and Expenditure Underlying Forecast Assumptions	Jackie Loh	Finance
	Direction	10 Apr 2023	Flexible PPT: No Presentation: 5 minutes Discussion:	Study Session Memo	Planning and Zoning Commission returning to in-person meetings	City council discussion on whether or not to require Planning and Zoning Commission meetings be held in person	Bryan Isham	Community Development
	Information and Direction	10 Apr 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion: This item needs to go first due to cost of paying outside counsel.	Study Session Memo	Proposed revisions to City Telecommunications Code.	Presentation by outside counsel Colleen McCroskey on proposed revisions to former City Telecommunications Code.	Tamara Niles	City Attorney's Office
	Information and Direction	17 Apr 2023	Somewhat Flexible PPT: No Presentation: Discussion:	Study Session Memo	Consideration for Citizen of the Year	Council will review 2023 Citizen of the Year nominations and select the 2023 Citizen of the Year.	Madeline Hinkfuss	Communications
	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
Consent?		17 Apr 2023	Not Flexible PPT: Yes Presentation: Discussion:	Bill for an Ordinance – 1st Reading	First Reading of Code Adoption for Building and Fire	Reading of Code Adoption for Building and Fire	Karen Montanez, Mike Smith	Community Development, Fire Marshal's Office
	Information and Direction	24 Apr 2023	Not Flexible PPT: Yes Presentation: 1.5 hours Discussion:	Update	Review Preliminary 2024 Capital Projects List with City Council and Boards, Commissions, and Committees	Review Preliminary 2024 Capital Projects List with City Council and Boards, Commissions, and Committees	Jackie Loh	Finance
	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
	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
		01 May 2023	Not Flexible PPT: No	Proclamation	Public Service Week	Public Service Week	Tim Dodd	City Manager's Office

		01 May 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	National Asian American and Pacific Islander Heritage Month Proclamation	National Asian American and Pacific Islander Heritage Month Proclamation	Tim Dodd	City Manager's Office
Consent?		01 May 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 1st Reading	CB 04 - Approve a bill for an ordinance to repeal Englewood Municipal Code Title 12 Chapter 6 Cable TV Customer Standards (and instead, provide for them by franchise agreement)	CB 04 - Englewood Municipal Code Title 12 Chapter 6, adopted in 2004, provides policies, definitions, customer service requirements, and complaint procedures for cable TV services within the City. Instead of contained within Municipal Code, these should be contained within the franchise agreements to respond to evolving city and customer needs.	Tamara Niles	City Attorney's Office
	Direction	08 May 2023	Flexible PPT: Yes Presentation: 15 minutes Discussion:	Study Session Memo	CodeNext - Housing Follow up	Follow-up to March 13 study session on housing as it pertains to CodeNext	Bryan Isham	Community Development
Consent?		15 May 2023	Not Flexible PPT: Yes Presentation: Discussion:	Resolution	2022 year-end budget supplemental	We need the council's approval for additional appropriations for several funds and departments based on the unaudited financials. In addition, as one of the council members requested, we will review the unused funding returned to the Unassigned Fund Balance by departments.	Jackie Loh	Finance
	Information	22 May 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	April 2023 Monthly Financial Report	April 2023 Monthly Financial Report	Jackie Loh	Finance