



Council Newsletter

CITY MANAGER'S NOTES March 23, 2023

Upcoming Council Meetings

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.

April 3, 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

March

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	3:00 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
	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman Street
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

June

Mon. June 5 6:00 p.m. City Council Regular Meeting, Council Chambers/Virtual

Tues. June 6 6:00 p.m. Unified Development Code Steering Committee, Virtual

7:00 p.m. Planning and Zoning Commission, Virtual

Wed. June 7 8:30 a.m. Mayor Manager Meeting, Virtual

11:00 a.m. Liquor and Marijuana Licensing Authority

Thurs. June 8 6:00 p.m. Transportation Advisory Committee

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	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: 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 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	27 Mar 2023	Not Flexible PPT: Yes Presentation: 15 minutes Discussion: 30 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	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
		03 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Arbor Day Proclamation	Arbor Day Proclamation	Tim Dodd	Parks, Recreation & Library
Yes		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
Yes		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	Staff is seeking City Council approval, by Motion, of Change Order No. 2 with CPS Benefits Consulting to the 2022 Purchase Order (PO), in the amount of \$8,800, for a total PO authorization of \$106,800.	Shawn Weiske	Human Resources
Yes		03 Apr 2023	Flexible PPT: Yes Presentation: Discussion:	Motion	2023 Slurry Seal Project	Motion to approve a contract with A-1 Chipseal for the 2023 Slurry Seal Project in Pavement Zone 1.	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: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-13 Approve an ordinance for the 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley	Approve an ordinance for the 2023 Intergovernmental Agreement with RTD for Funding of Englewood Trolley	Nancy Fenton	Community Development
Yes		03 Apr 2023	Somewhat Flexible but this date is very much preferred PPT: No	Bill for an Ordinance – 2nd Reading	CB-14 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
No		03 Apr 2023	Flexible PPT: No Presentation: Discussion:	Bill for an Ordinance – 2nd Reading	CB-19 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
No		03 Apr 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	CB-18 Second Reading for a planned unit development at 1314 West Oxford Avenue	Second Reading for a planned unit development at 1314 West Oxford Avenue (Sam's Automotive Property)	Bryan Isham	Community Development
No		03 Apr 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 – 2nd Reading	CB-17 Second Reading for a major subdivision	Second Reading for a major subdivision for the Sam's Automotive redevelopment	Erik Sampson	Community Development
Yes		03 Apr 2023	Not Flexible PPT: Yes	Bill for an Ordinance – 2nd Reading	CB-16 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	CB-09 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	CB-15 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
	Information	10 Apr 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	South Platte Renew Biogas Update	South Platte Renew Biogas Update	Pieter Van Ry	SPR
	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
	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
		10 Apr 2023	Flexible PPT: No Presentation: Discussion:	Study Session Memo	Council Members Travel to CML Conference, June 25-28	Two Councilmembers wish to attend the CML Conference in Aurora, June 25-28.	Christa Graeve	City Manager'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
	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
	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
No		17 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
		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
Yes		17 Apr 2023	Not Flexible PPT: No Presentation: Discussion:	Motion	Removal of a Parks and Recreation Commission (PRC) Member	Removal of a Parks and Recreation Commission (PRC) Member	Debby Severa	Parks, Recreation & Library
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 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
	Information	24 Apr 2023	***Waiting on confirmation on date from presenter. 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
		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
No		15 May 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	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
		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Pollinator Month Proclamation	Pollinator Month Proclamation	Tim Dodd	City Manager's Office
		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Juneteenth Proclamation	Juneteenth Proclamation	Tim Dodd	City Manager's Office
		05 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Pride Month Proclamation	Pride Month Proclamation	Tim Dodd	City Manager's Office
	Information	12 Jun 2023	Flexible Presentation: 10 minutes Discussion:	Study Session Memo	December 2022 Monthly Financial Report	Finance Director Jackie Loh to review with City Council the December 2022 Financial Report	Jackie Loh	Finance
		12 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interviews	Jackie McKinnon	City Clerk's Office
		13 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Study Session Memo	Board and Commission Interviews	Board and Commission Interview - 2nd night only if needed.	Jackie McKinnon	City Clerk's Office
		19 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Resolution	Resolution appointing members to various boards, commissions, and committees.	Resolution appointing members to various boards, commissions, and committees.	Jackie McKinnon	City Clerk's Office

		19 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Parks and Recreation Month Proclamation	Parks and Recreation Month Proclamation	Tim Dodd	City Manager's Office
		19 Jun 2023	Not Flexible PPT: No Presentation: Discussion:	Proclamation	Liberty Day (July 4th) Proclamation	Liberty Day (July 4th) Proclamation	Tim Dodd	City Manager's Office
		19 Jun 2023	Flexible - Yes, but first reading of a ballot question ordinance needs to comply with the schedule for ballot questions. This date was chosen based on the assumption that City Council would again cancel the first two meetings in July. PPT: Yes Presentation: Discussion:	Bill for an Ordinance - 1st Reading	First reading of Ordinance establishing ballot questions to revise City Charter, pursuant to Phase II of the Charter Review Project	After 6 presentations reviewing City Charter from beginning to end, this ordinance creates ballot questions for voters to consider in making substantive changes to the City Charter Because we are paying outside counsel hourly for this project, we request this item be placed first on the agenda	Tamara Niles	City Attorney's Office
	Information	26 Jun 2023	Not Flexible PPT: Yes Presentation: 10 minutes Discussion:	Study Session Memo	May 2023 Monthly Financial Report	May 2023 Monthly Financial Report	Jackie Loh	Finance
	Information and Direction	26 Jun 2023	Not Flexible PPT: Yes Presentation: 1.5 hours Discussion:	Study Session Memo	Review Preliminary 2024 Operating & Staff Prioritized Capital Requests	Review Preliminary 2024 Operating & Staff Prioritized Capital Requests	Jackie Loh	Finance