



Council Newsletter

CITY MANAGER'S NOTES March 30, 2023

Upcoming Council Meetings

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.

April 10, 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

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
	4:00 p.m.	Englewood Housing Authority, 3460 S. Sherman Street
	5:45 p.m.	Cultural Arts Commission, Pikes Peak Conf-Room
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
Mon. June 12	6:00 p.m.	City Council Study Session, Community Room/Virtual
Tues, June 13	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. June 14	8:30 a.m.	Mayor Manager Meeting, Virtual
	7:00 p.m.	Board of Adjustment and Appeals/Virtual
Mon. June 19	6:00 p.m.	City Council Regular Meeting, Council Chambers/Virtual

Consent	Study Session Guidance	Meeting Date	Notes	Item Type	Report Title	Description	Staff Responsible	Department/Group
	Information	03 Apr 2023	Flexible, following Monday could work. PPF: 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 PPF: 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
No		03 Apr 2023	Not Flexible PPF: 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 PPF: No Presentation: Discussion:	Proclamation	Arbor Day Proclamation	Arbor Day Proclamation	Tim Dodd	Parks, Recreation & Library
Yes		03 Apr 2023	Somewhat Flexible but would like asap PPF: 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 2023 Purchase Order (PO), in the amount of \$40,000, for a total PO authorization of \$138,000.	Shawn Weiske	Human Resources
Yes		03 Apr 2023	Not Flexible PPF: Yes	Motion	Dartmouth Bridge Widening Project Construction Management Services	This contract will be the 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 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, (2) use of eminent domain to acquire title to Englewood Depot for construction and placement of a museum and community space, and (3) a November election ballot question on whether to allow multi-unit housing in single family housing districts, rather than City Council making this land use decision.	Shawn Lewis, Tamara Niles	City Attorney's Office, City Manager's Office
Yes		03 Apr 2023	Not Flexible PPF: 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 PPF: 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 PPF: 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 PPF: 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 PPF: 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 PPF: Yes 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 PPF: 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 PPF: Yes Presentation: 5 minutes	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	The PUD should be scheduled first, and this item should be immediately following the PUD. Not Flexible PPF: No	Bill for an Ordinance – 1st Reading	CB 20 - Redistricting	CB 20 - Redistricting	Stephanie Carile	City Clerk's Office
	Direction	10 Apr 2023	Flexible PPF: 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 PPF: 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 Grave	City Manager's Office
	Information and Direction	10 Apr 2023	Not Flexible PPF: 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	10 Apr 2023	Flexible PPF: 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 PPF: 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	10 Apr 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Study Session Memo	South Platte Renew Biogas Update	South Platte Renew Biogas Update	Pieter Van Ry	SPR
No		17 Apr 2023	Flexible PPF: Yes Presentation: Discussion:	Study Session Memo	Council bill amending 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 and Direction	17 Apr 2023	Flexible PPF: 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 PPF: 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 Hinkaus	Communications
		17 Apr 2023	Flexible PPF: 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 PPF: No Presentation: Discussion:	Proclamation	Earth Day Proclamation	Earth Day Proclamation	Tim Dodd	City Manager's Office
		17 Apr 2023	Not Flexible PPF: No Presentation: Discussion:	Proclamation	Small Business Week Proclamation	Small Business Week Proclamation	Tim Dodd	City Manager's Office
Consent?		17 Apr 2023	Flexible PPF: 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
Yes		17 Apr 2023	Flexible PPF: 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
Yes		17 Apr 2023	Not Flexible PPF: 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
Yes		17 Apr 2023	Not Flexible PPF: No Presentation: Discussion:	Motion	Pirates Cove Food Vendor	The Pirates Cove Concession Food Vendor needs approval due to the anticipated expenditure will be \$102,000	Brad Anderson, Kris Davison	Parks, Recreation & Library
Consent?		17 Apr 2023	Not Flexible PPF: 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, Fee Marshal's Office
No		17 Apr 2023	Not Flexible PPF: 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 and Direction	24 Apr 2023	Not Flexible PPF: 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	***Waiting on confirmation on date from presenter. PPF: Probably Presentation: 20 minutes Discussion: 15 minutes	Study Session Memo	Presentation by Arapahoe County Representatives regarding Arapahoe County Regional Opoid Council	Michelle Halstead, Director Arapahoe County Commissioners' Office, requested a study session to present to City Council on the Arapahoe County (Region 9) Opoid Council.	Tamara Niles	City Attorney's Office
	Information and Direction	24 Apr 2023	Flexible - Yes, but we would like to have these presentations on the 4th Monday of each month PPF: 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.	Tamara Niles	City Attorney's Office
	Information	24 Apr 2023	Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Study Session Memo	March 2023 Monthly Financial Report	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.	Jackie Loh	Finance
Consent?		01 May 2023	Not Flexible PPF: Yes Presentation: 30 minutes Discussion:	Resolution	2023 Budget Supplemental #2 – Personnel Inflationary Adjustment	2023 Budget Supplemental #2 – Personnel Inflationary Adjustment	Jackie Loh, Shawn Lewis, Shawn Weiske, Tim Dodd	City Manager's Office, Finance, Human Resources

			Not Flexible PPF: No	Proclamation	Public Service Week	Public Service Week	Tim Dodd	City Manager's Office
	01 May 2023		Not Flexible PPF: 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
	01 May 2023							
Direction			Flexible PPF: 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
	08 May 2023							
Information			Flexible as long as it is after May 8th PPF: Yes Presentation: 30 minutes Discussion: 30 minutes	Study Session Memo	Court Presentation	Court Presentation by Judge Joe Jefferson including Separation of Powers	Joe Jefferson, Kennetha Julien	Municipal Court
	08 May 2023							
Consent?			Not Flexible PPF: 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
	15 May 2023							
Consent?			Flexible PPF: 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
	15 May 2023							
No			Flexible PPF: 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
	15 May 2023							
Information			Not Flexible PPF: Yes Presentation: 10 minutes Discussion:	Study Session Memo	April 2023 Monthly Financial Report	April 2023 Monthly Financial Report	Jackie Loh	Finance
	22 May 2023							