

# **Sustainability Advisory Board**

## **Agenda**

**January 18, 2023**

**DUE TO EXPECTED INCLEMENT WEATHER, THIS MEETING  
WILL BE HELD FULLY REMOTE**

**6:30 PM**

- You can call in to +1 408 638 0968 or 833 548 0282 (Toll Free)  
Meeting ID #829 8194 5389  
Meeting Password # 741017
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/sustainabilityboard](http://www.louisvilleco.gov/sustainabilityboard).

*The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at [KBetzold@LouisvilleCO.gov](mailto:KBetzold@LouisvilleCO.gov).*

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Approval of Agenda Posting Locations (Required in First Meeting of Year)
  - All boards/commissions will post their agenda in the following locations. Approve locations by resolution or simple voice vote.
    - i. City Hall, 749 Main Street
    - ii. Public Library, 951 Spruce Street
    - iii. Police Department/Court, 992 W. Via Appia Way
    - iv. Recreation Center, 900 Via Appia Way
    - v. Website, [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

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Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or [MeredythM@LouisvilleCO.gov](mailto:MeredythM@LouisvilleCO.gov). A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

- VI. Welcome New Board Member!
- VII. Public Comments on Items Not on the Agenda (3 minutes per comment)
- VIII. Staff Updates
- IX. Discussion Item: 2023 LSAB Officer Election
  - Staff Update and Member Presentation(s)
  - Public Comment (2 minutes per comment)
  - LSAB Discussion and Direction
- X. Discussion Item: US Solar Partnership
  - Staff Update and US Solar Presentation
  - Public Comment (2 minutes per comment)
  - LSAB Discussion and Direction
- XI. Discussion Item: Sustainability Film Series
  - Staff Update
  - Public Comment (2 minutes per comment)
  - LSAB Discussion
- XII. Sub-Committee and Board Member Updates
- XIII. Administrative Tasks
  - Kayla to write February Sustainability Spotlight. Dan to write March Sustainability Spotlight, due Feb. 15
- XIV. Discussion Items for Next Meeting
  - Community Decarbonization Plan introduction (Partners in Energy)
  - Feedback on bag tax funded commercial waste reduction programs
  - Introduction to Spring Cleaning Event and volunteer needs/requirements
- XV. Adjourn

# ***Sustainability Advisory Board***

## ***Meeting Minutes***

**December 14, 2022**

**Louisville Public Library, Second Floor Board Room**

**951 Spruce Street**

**6:30 PM**

**Call to Order** – Chairperson Todd Budin called the meeting to order at 6:33 pm.

**Roll Call** was taken and the following members were present:

Board Members Present: Todd Budin, Megan Ottesen, Seth Adams, Josh Cooperman, Dan Mellish and Lev Szentkiralyi, Tiffany Boyd

Board Members Absent: None

Staff Members Present: Kayla Betzold, Emily Hogan

### **Approval of Agenda –**

Josh moved to approve the agenda; Tiffany seconded the motion. The agenda was approved by all members.

### **Approval of Meeting Minutes –**

Tiffany moved to approve last meeting's minutes; Josh seconded the motion. The minutes from the November 16, 2022 meeting were approved as written.

### **Public Comments –**

None

**Staff Update –**

Josh asked if the Xcel Home Energy Squad discounts were used and Kayla confirmed that they were used.

Todd asked if we could find out which Marshall Fire survivors are utilizing Xcel rebates for all-electric construction. Deb Fahey mentioned that the navigators are able to provide that information. Kayla will include update from CEO and Xcel in next staff update. There will possibly be a tour down the road to showcase the energy saving measures that have been added by Marshall Fire rebuilds. So far, around 50% of people are taking advantage of the incentives.

Northern Water is developing grab and go landscaping templates for Marshall Fire survivors that will be pre-approved from the planning and parks departments. Someone from Northern Water is also participating in the wildfire mitigation workshops series, beginning in January 2023. Northern Water works with municipalities and helps with training and water conservation efforts in the region. <https://www.northernwater.org/about-us>. The City will also be offering commercial Slow the Flow assessments in 2023 and Northern Water will be matching the allocated amount of funds.

Emily stated the Facilitated Learning Analysis on the City Website provides a lot of information on the Marshall Fire Recovery.

Kayla mentioned that PACE is updating many of their programs. Zac Swank was promoted to deputy director at OSCAR and there is a new director at PACE.

They are focusing on commercial landscape electrification equipment, heat pumps, and equipment conversion. PACE will provide a 70% discount of engineering consulting to make sure commercial buildings are getting the correct size heat pump.

**Discussion Item – 2023 LSAB Work Plan**

Kayla provided a foundational summary of the 2023 work plan. For more information, view the December 2022 LSAB packet.

*Public Comment*

John Cowley: Natural gas in the commercial sector is increasing. John would like to see specific goals in the work plan, such as the number of solar systems installed in the City each year. The City should make sure plants approved in the xeriscape designs are not poisonous to dogs.

*LSAB Discussion*

Kayla said that Council will look at the priorities that were brought up in the December meeting. There is still time to advocate for benchmarking and electrification of lawn equipment before the next Council work plan meeting on January 17. Lev wondered about face time with City Council. Emily and Kayla said that it has been brought up by multiple boards and commissions. LSAB can look at the proposed work plan to see how much sustainability is woven into the proposed 2023 work plan. Emily said that staff recommendations and board recommendations were submitted at the same time. Kayla said that Council will be considering commercial energy code updates on December 20, so this would be a good time to bring up benchmarking. Kayla added that if residents have questions about high-performance rebuilding, direct them to EnergySmart. Kayla explained that the Community Decarbonization Plan will be in collaboration with Xcel Energy and will include stakeholder engagement February – June, 2023. Brendle Group will provide staffing, translation, bilingual outreach and interpretation. City of Louisville will provide volunteer incentives, including meals. Todd asked about outreach channels. Kayla said that LSAB has a dedicated meeting for that in April 2023.

Todd mentioned that we should include a volunteer sign up table at sustainability events. Lev wondered if CU Boulder students could be incentivized to volunteer with gift cards. Kayla will look into how the City volunteer lists work and if LSAB can utilize this list and what incentives can be provided to volunteers. The board will discuss volunteer recruitment and incentives in more detail at the February meeting.

Josh asked where PACE incentives fit into the work plan. Kayla said it will fall under the decarbonization plan and the Green Business Program. Kayla is

working on a more collaborative approach with PACE to get information out to the business community.

Megan asked if each volunteer job could be described in more detail – time commitment, time of day, what types of responsibilities, etc.

LSAB Work plan was approved by all members.

**Sub-Committee and Board Member Updates –**

The board would like to schedule a holiday social/Seth going away get together.

Tiffany will reach out to Allison, Mark, Seth and Laura to have a party by mid-January.

**Administrative Tasks –**

Tiffany to write the January Sustainability Spotlight, due December 15.

**Discussion Items for Next Meeting –**

Kayla said that the January meeting will include a new member welcome and discussion of the LSAB 2023 work plan new items.

**Adjourn –**

Dan moved to adjourn the meeting and Tiffany seconded the motion. The meeting was adjourned at 8:02 p.m.

## Memorandum

**To:** Louisville Sustainability Advisory Board  
**From:** Kayla Betzold, Sustainability Coordinator  
**Date:** January 18, 2022  
**Re:** Staff Updates

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### *Commercial Energy Codes*

- The proposed energy codes were adopted on Tuesday, December 20. The new codes apply to new construction only and require EUI targets for specific building types and a restriction on fossil fuel space and water heating equipment for all new commercial construction.

### *Internal Decarbonization Plan*

- The McKinstry/City of Louisville team has met with all City departments and have completed walk through audits on the Recreation Center, Public Library and Police Services.
- Audits for the water and wastewater treatment plants are scheduled in late January.
- The team will be presenting preliminary results to city council on February 21.

### *Louisville/Lafayette E-Bike Pilot Program*

- The City is collaborating with Lafayette on an e-bike rebate pilot program. A variety of local bike retailers are participating in the project. Rebate amounts and project details will be presented for LSAB feedback at the March meeting.

### *Environmental Policy Graduate Class*

- The Colorado School of Public Health: Department of Environmental and Occupational Health, Environmental and Occupational Policy Analysis and Practice class will be researching and evaluating the environmental and social justice implications of a citywide commercial benchmarking and building performance standard program.

*Marshall Fire Recovery*

- Out of 199 rebuilding permits submitted or approved, 60% have opted for IECC 2021 or IECC 2021 + RC Appendix.
- Xcel Energy and the Colorado Energy Office will provide Louisville participation metrics quarterly.
- The City is planning a series of fire resiliency workshops in 2023 – visit [LouisvilleCO.gov/ResilientLouisville](http://LouisvilleCO.gov/ResilientLouisville) for more information.

*Disposable Bag Tax*

- Staff is working to develop commercial waste reduction programs funded through bag tax revenue. These proposed programs will be presented to LSAB for feedback at the February meeting.
- Staff will be presenting these proposed programs to the Economic Vitality and Finance Committee in February and City Council in March.
- Staff is conducting fast food site visits to learn about the drive-thru process and collect feedback to present a summary of challenges related to the bag tax to City leadership in February and March.

*Events and Volunteers*

- Ecotoberfest will be held on Saturday, October 7 from 2-6p at Louisville Community Park.
- The Sustainability Film Series will be held April – July, 2023. More info in slide deck.
- The Spring Cleaning Event will be held on Saturday, April 29. Due to risk management concerns, volunteers cannot drain oil/gas from lawn equipment this year. Staff is working on alternative options for this service and will provide updates at the next meeting.
- Staff is meeting to discuss volunteer requirements and incentives. More information will be provided at a future meeting.



# Louisville Sustainability Advisory Board January 2023

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Kayla Betzold  
Sustainability Coordinator

## LSAB Officer Roles (By Laws)

### Chairperson

- The Chair shall preside at all meetings of the Board and shall hold responsibility for setting the agenda, facilitating discussion of the business of the Board, and keeping the board on time and on task.
- The Chair shall serve to provide continuity of leadership and programming for the year.

### Secretary

- The Secretary shall take notes and prepare the minutes of the meeting to be sent in draft form to the staff liaison within three (3) business days of the meeting for distribution prior to the next meeting and attest to all documents authorized to be executed by the Board.
- The Secretary shall rotate monthly through the membership such that all members have the opportunity to serve as Secretary and no single member shall dominate the position of Secretary.
- Secretary schedule will be released in Feb. meeting pending results of officer election.

## LSAB Officer Election and Absence (By Laws)

### Chairperson Election

- The Chair of the Board shall be elected annually by the Board members at the first meeting of each calendar year and shall assume their duties upon election.
- The Chair shall hold their office for one year or until their successors are selected and qualified.
- If the office of the Chair is vacant, the Board members shall select a successor from its membership to serve for the remainder of the year.

### Chairperson and Secretary Absence

- In the event of the absence of the Chair or the scheduled Secretary from a meeting of the Board, the members present shall designate some other member of the Board to perform the duties of the Chair or the Secretary for that meeting.



## LSAB Chairperson Election

- Members interested in Chairperson role speak for up to three (3) minutes about their interest in the 2023 role.
- Public comment (2 minutes/each)
- LSAB Discussion

### Approve Chairperson –

- Motion
- Seconded motion
- LSAB vote
- Record vote

## 2023 Community Solar Partnerships – LSAB Work Plan Items 3 & 4

3. Partner with US Solar/SunShare, Boulder County/Solar United Neighbors and Partners in Energy to develop a renewable energy portfolio that educates residents and business owners about their renewable energy options. (Jan – April)
  - LSAB Role: Provide recommendations about components of the renewable energy portfolio, provide recommendations about draft renewable energy portfolio
4. Partner with US Solar/SunShare, Boulder County/Solar United Neighbors and Partners in Energy to educate residents and business owners about the renewable energy portfolio and their renewable energy options (April – December)
  - LSAB Role: Provide input for outreach and engagement plan development, outreach and engagement efforts through community events and involvement

# Discussion Item: US Solar Partnership



There are many companies that provide community solar subscriptions in this area. The City was approached by US Solar to partner on a residential community solar project in 2023. SunShare offered to provide community solar subscriptions to residents affected by the Marshall Fire.

US Solar	SunShare
Company based out of Minnesota, offices and programs in 5 states	Company based out of Denver, programs in 2 states
Has won ~40% of Colorado Xcel Energy community solar projects – many subscriptions available	Less capacity awarded from Xcel Energy – usually fill up all CO subscriptions in June/July
Is able to partner with the City on a community-level to recruit residential community solar subscriptions – marketing, event, program management support	Has not partnered with a City on a community-level – typically partners with municipalities, individual residents/businesses
Offers sign on incentive (\$100) and donation to local non-profit organization (\$50 - \$100 to Sr. Carmen Utility Assistance)	Does not offer additional incentives for registration
Does not offer additional incentives for Marshall Fire survivors	Allocating space in their oncoming gardens for Marshall Fire survivors, offering to subsidize additional % of utility bills
Does not offer additional incentives for income-qualified residents	Offers income-qualified programs, covers up to 100% of utility bill costs (limited capacity)
Does not offer commercial community solar subscriptions	Offers commercial community solar subscriptions (limited capacity)

## 2023 Community Solar Proposal

### General Residential Community Solar

- Partner with US Solar, as they provide marketing support, registration landing page, in person event support, donations to local non-profit organizations (more info in presentation).
- Add on marketing materials that residents can view additional Colorado solar garden projects on the Xcel Community Solar website (not exclusively promoting one company).

### Marshall Fire Survivors

- Partner with SunShare, as they have allocated portions of their gardens coming online this year for MF survivors and are willing to cover an additional percentage of utility bills for those affected by the fire.

## 2023 Community Solar Proposal

### **Income-Qualified Residents**

- Partner with SunShare to promote their income-qualified solar subscriptions, which cover up to 100% of utility bills.
- Partner with Energy Outreach Colorado to promote their income-qualified solar subscriptions.

### **Commercial (Small Business) Community Solar**

- Partner with SunShare to promote their commercial solar subscriptions.
- Add on marketing materials that residents can view additional Colorado solar garden projects on the Xcel Community Solar website (not exclusively promoting one company).



US/SOLAR  
**Sunscription**<sup>SM</sup>

Leveraging Your Community  
Solar Partnership to Maximize  
your Environmental Impact

Shift a portion of monthly energy costs away from fossil fuels and toward local renewable energy with a Sunscription from US Solar





# In 2010, The State of Colorado passed the Community Solar Gardens Act

The aim of the legislation was to expand access to renewable energy to far more Colorado residents



**USS Lake Patterson Solar LLC**  
Colonge, MN



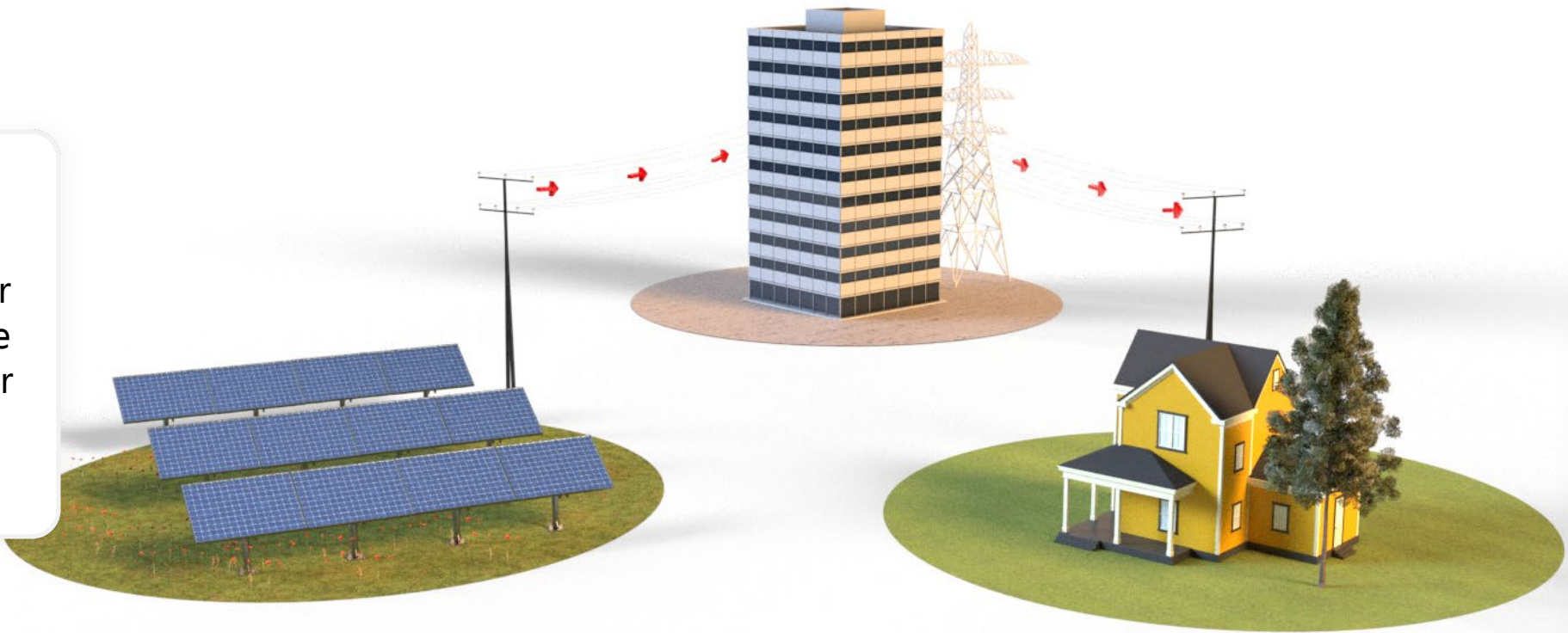
## How does a Sunscription work?

A Sunscription allows electric customers in one place to benefit from a solar project located somewhere else. When homes and businesses have a Sunscription to a Solar Garden, they can save.

1

### Your Solar Garden

We finance, build, and manage a Solar Garden for Sunscription members, like you. It generates clean energy for your utility company.



2

### Your Electric Utility

Your utility continues to supply your electricity but also gives you a Bill Credit every month based on the amount of electricity that the Solar Garden generates.

3

### Your Sunscription

You pay a monthly fee to US Solar for your Sunscription, which helps manage your savings and tracks your local impact.



## Louisville Residential Sunscription Partnership


- Guaranteed 5% Savings Rate on Bill Credit Rate
- No upfront costs at all
- Nothing on your roof or property
- Replace fossil fuels with local renewable energy
- No cancellation fees

+

Sign Up Today

**Receive \$100 Amazon  
e-gift card sign-up bonus!**



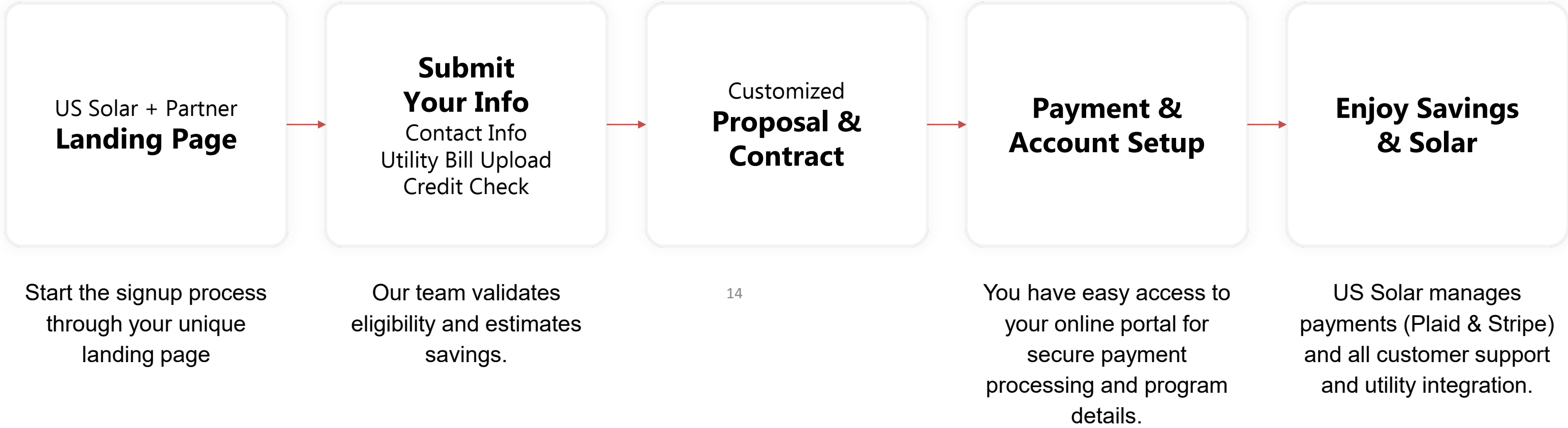


## Louisville Residential Sunscription Partnership

- Help the community support local renewable energy and meet sustainability goals
- Receive total residential environmental impact reporting
- Support local community non-profit organizations with US Solar donations for every enrollment
- Engage Residents as part of the sustainability process



# Enrollment Process



# CUSTOMIZED PROPOSAL

**DEAR {NAME},**

Congratulations, a local Solar Garden has an opening for you! Your Sunsubscription will help you lock in long-term savings, support clean local energy, and track your local impact on your dashboard.

- \$0 Out-of-Pocket Costs and Nothing on Your Roof
- A first year estimated energy cost savings of up to \$145.
- Lifetime estimated energy cost savings up to \$8,234.
- Lock in long term savings for 20 years.
- Your electric utility stays the same.
- Easily move, or cancel with no fees.
- Support clean local energy in your area.
- Track your local impact on your online dashboard.

Sincerely,

Tyler Kashdan

US SOLAR RESIDENTIAL PROGRAM MANAGER  
 TYLER@US-SOLAR.COM  
 1-800-US-SOLAR

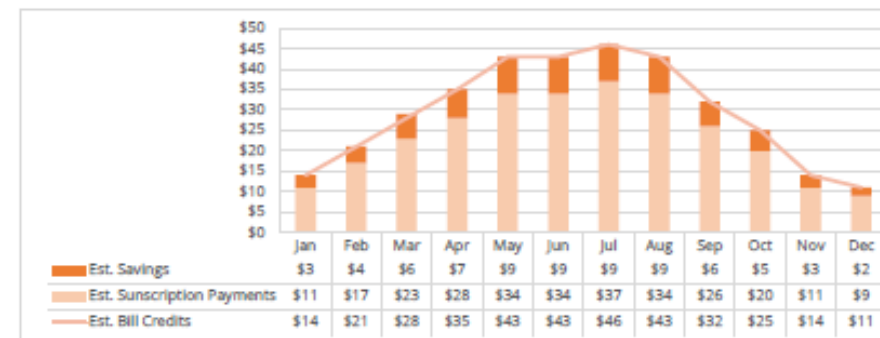
Questions? Our team is always here to help.  
 Call 1-800-US-SOLAR or Email [Community@Us-Solar.com](mailto:Community@Us-Solar.com)

*This is a proposal based on information provided by you about your utility and energy use. Please verify your information accordingly.*

**SUNSCRIPTION OVERVIEW**

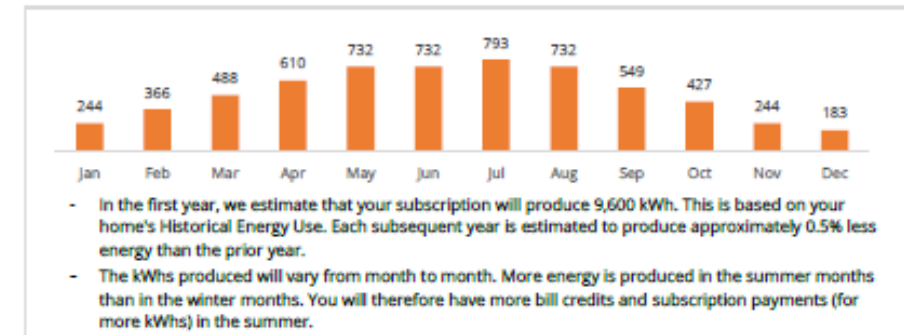
<b>CURRENTLY</b> 1. You pay your Utility based on how much energy you use and at a rate they set.	<b>YOUR SUNSCRIPTION</b> 1. You pay US Solar monthly based on your estimated annual usage. 2. Your Utility will give you Bill Credits on your monthly bill based on the amount of energy your Sunsubscription at the Solar Garden has generated.	
<b>Current Annual Use</b> <b>12,225 kWh</b>	<b>Estimated Year 1 Production</b> <b>12,225 kWh</b> of Clean Local Solar Energy	
<b>Current Bill Credit Rate</b> <b>\$0.1181</b> per kWh Changes Annually	<b>Guaranteed Savings Rate</b> <b>5% Off Bill Credit Rate</b> 5% off when paid by ACH 2% off when paid by Credit Card	<b>Term Length</b> <b>20 Years</b> No Cancellation Fee

**MONTHLY SAVINGS ESTIMATE**



<b>Out-Of-Pocket Cost</b> <b>\$0.00</b>	<b>Year 1 Est. Savings</b> <b>\$145</b>	<b>Total Estimated Savings</b> <b>\$8,125</b>
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**ESTIMATED ANNUAL PRODUCTION** In kWh



**ENERGY EQUIVALENCY** Learn more at epa.gov.


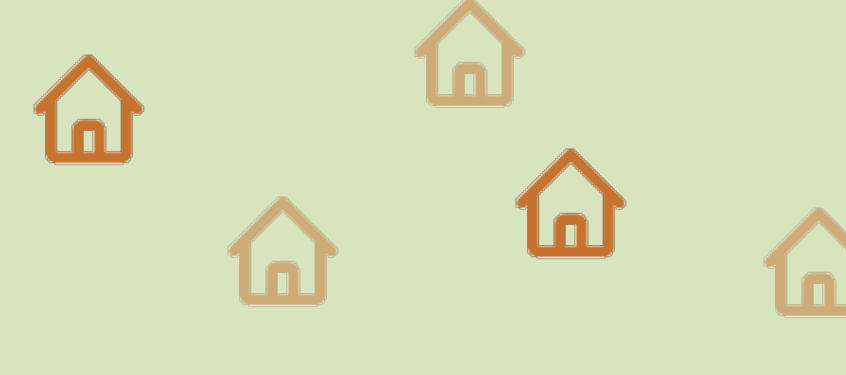
CO2 Emissions from Pounds of Coal Burned at a Power Plant	Greenhouse gas emissions from Miles Driven by an Average Vehicle	Carbon Sequestered by Tree Seedlings Grown for 10 Years
<b>9,576</b>	<b>21,773</b>	<b>143</b>

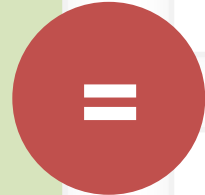
**GETTING STARTED**


- **Today:** Signing this agreement will secure your spot in the Solar Garden.
- **In the Coming Months:**
  - If your Solar Garden is still in the building process, you'll receive regular updates about when you'll start to see the benefits of your Sunsubscription.
  - If your Solar Garden is currently active, you'll start to see the bill credits appear on your utility bill in the next **30-60 days** while paying your monthly Sunsubscription.
- **During Your Sunsubscription:**
  - You will have two bills (Your Utility and Your Sunsubscription) that will fluctuate based on your energy use and the electricity generated by your Solar Garden.
  - Access to your dashboard to track your energy generated, local impact, and savings.


Easy access to our support team by emailing [support@us-solar.com](mailto:support@us-solar.com) or calling 1-800-US-Solar.

# Join the fight against climate change.


  
**Each Home  
Subscribed**  
Avg. 8,000 kWh Per Home for 20 Years  




  
Greenhouse gas emissions from  
**14,000**  
miles driven by an average passenger  
vehicle.

  
CO2 emissions from  
**690,000**  
Number of Smartphones charged.

  
Carbon sequestered by  
**90**  
tree seedlings grown  
for 10 years.

  
CO2 emissions from  
**6,000**  
Pounds of coal burned.

\* RECs are retained by the utility per the program but customer Sunscriptions directly support the development of clean energy on the local grid.



# INSIGHTS & COMMUNITY ENGAGEMENT

## Insight into your Sunsubscription

Each personal Sunsubscription Portal provides convenient access to everything you need, all in one place:

- Monitor monthly energy production
- Review payment history
- Update payment and contact information
- Submit customer service requests

Just like a Sunsubscription, your dashboard requires no management (unless you need to make a change). Through automatic payment processing and the project's offsite location, a Sunsubscription is structured to run on its own.

## COMMUNITY ENGAGEMENT

- On-site events for subscribers to learn about the solar garden
- Regular updates on new initiatives like pollinators and other programs

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The screenshot displays the US/SOLAR Sunsubscription Dashboard for user Lori Smith, who has been a member since July 23, 2020. The dashboard is divided into several sections:

- Navigation:** A sidebar on the left contains a 'Dashboard' button and a 'My Sunsubscription' section with links for 'Smith Household' and 'Smith Cabin'.
- My Sunsubscription:** A line graph shows energy production over the last 12 months, starting from September 25, 2019. Below the graph, it lists 'My Production' for 'This Year' as 556 kWh and 'Total' as 15,556 kWh. It also shows 'CO2 Emission Equivalent' as 433 Pounds of Coal Burned and 'Total' as 1,402,690 Smartphone charges.
- Financial Summary:** Three boxes show 'My Savings' at \$145.56, 'My Bill Credits' at \$556.65, and 'My Statement Balance' at -\$26.35. Each box includes a 'View all' link.
- Recent Statements:** A table lists statements with columns for 'Statement Date', 'Amount', and 'Status'. One entry for April 20, 2021, shows an amount of \$121.25 and a 'Paid' status.
- Recent Updates:** A list of updates includes 'May 14, 2021: Your 2020 Account Overview', 'January 23, 2021: Welcome to your new Sunsubscription!', and 'December 12, 2020: Your Garden is Going Live in 10 Days!'.



# Louisville Residential Sunscription Partnership

- Join your neighbors in supporting local renewable energy by participating in this unique partnership
- Get exclusive partnership benefits by using the partnership sign-up link
- Support your community- donations made by US Solar to local non-profit organization for every resident that enrolls
- Make a difference and have an impact- do your part to reduce carbon emissions



**City** *of*  
**Louisville**



# Discussion Item: US Solar Partnership

- Board questions for US Solar?
- Public comment (2 minutes/each)
- LSAB Discussion and Direction

Support/not support US Solar partnership –

- Motion
- Seconded motion
- LSAB vote
- Record vote

# Discussion Item: 2023 Sustainability Film Series



## Project Overview

This project is a collaboration between Superior, Louisville, Lafayette and Broomfield. Film series will be hosted virtually on the 3<sup>rd</sup> Thursday of each month, starting in April. Louisville will need to choose a film and a speaker for the May film.

- Lafayette – April 20
- **Louisville – May 18**
- Broomfield – June 15
- Superior – July 20

Public comment (2 minutes/each)

LSAB Discussion

- Ideas for films?
- Ideas for experts?



## **City of Louisville/ US Solar Residential Partnership**

### **US Solar Residential Community Solar Subscription**

Help your community support local renewable energy projects, help your town meet sustainability goals, support a local non-profit organization, save money on your electricity bills. Partnering with US Solar allows all of these to be accomplished at the same time. We want to make it as easy as possible.

#### **What's in it for residents?**

- \* Easy to use customized partnership sign-up link.
- \* US Solar will offer virtual and/or in-person enrollment event options
- \* No upfront costs to join
- \* Guaranteed 5% savings on bill credit rate
- \* \$100 sign-up bonus (Amazon e-gift card)
- \* No cancellation fees
- \* No panels on their roof/property
- \* Direct impact on reduction of use of fossil fuels by switching to locally produced clean energy
- \* Support local solar projects

#### **What's in it for the Town?**

- \* Working toward meeting sustainability goals
- \* A partner that will handle all the details
- \* Reporting on aggregated residential carbon impact
- \* Support local non-profit organizations through US Solar donation- decided on by the town
- \* Customized partner marketing materials to promote the program
- \* US Solar participation in local events promoting the partnership/program

US Solar builds and maintains the solar gardens, customizes the sign-up process, provides exclusive benefits and manages your resident's accounts. Residents simply need to subscribe.



# Open Government & Ethics Pamphlet 2023

*City Clerk's Office  
749 Main Street  
Louisville CO 80027  
ClerksOffice@LouisvilleCO.gov  
303.335.4536*

 **City of  
Louisville**  
COLORADO • SINCE 1878

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## Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

### **Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings**

#### *City Council Meetings:*

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

*Meeting Agendas for City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:*

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

*Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:*

- Louisville Public Library Reference Area,
- 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).

Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

### **Communicating Directly with the Mayor and City Council Members**

Contact information for the Mayor and City Councilmembers is available at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov), as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at [CityCouncil@LouisvilleCO.gov](mailto:CityCouncil@LouisvilleCO.gov).

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

### **Mayor or City Council Elections**

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov) or 303.335.4536.



## **Serving as an Appointed Member on a City Board or Commission**

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Council
- Historic Preservation Commission
- Historical Commission
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

Copies of meeting packets containing agenda-related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

## **Planning Commission**

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

## **Open Government Training**

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

## **Open Meetings**

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

### **Regular Meetings**

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted

at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)

### **Study Sessions**

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

## **Executive Sessions**

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

### **Timing and Procedures**

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions,

such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

### **Authorized Topics**

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and

- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

## Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

*Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.*

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

## Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific

rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

### **Conflicts**

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

### **Gifts and Nepotism**

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

### **Other Ethics Rules of Interest**

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or

favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

### **Disclosure, Enforcement, and Advisory Opinions**

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public

inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

## **Other Laws on Citizen Participation in Government**

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

### **Initiative and Referendum**

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

### **Public Hearings**

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

### **Public Records**

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the



time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website ([www.LouisvilleCO.gov](http://www.LouisvilleCO.gov)).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website ([www.LouisvilleCo.gov](http://www.LouisvilleCo.gov)) for information, and to contact the City with any questions regarding City records.

## **Public Involvement Policy**

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

### **Guiding Principles for Public Involvement**

*Inclusive not Exclusive* - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

*Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.

*Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.

*Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.

*Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

*Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.

*Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

*Access to Decision Making* - The process will give participants the opportunity to influence decision making.

*Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.

*Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.

*Evaluation* - The success and results of the process will be measured and evaluated.

### **Roles and Responsibilities - City Council**

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

## **Roles and Responsibilities - City Staff and Advisory Boards**

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;
- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

## **All Participants**

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;

- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

*Updated December 2022*





This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at [www.LouisvilleCO.gov](http://www.LouisvilleCO.gov).

This pamphlet is also provided to every member of a public body (board or commission) at that body's first meeting each year.