

# City Council

## Study Session Agenda

**Tuesday, May 9, 2023**  
**Library Meeting Room**  
**951 Spruce Street**  
**6:00 PM**

*Members of the public are welcome to attend remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.*

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#876 9127 0986**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: [www.louisvilleco.gov/council](http://www.louisvilleco.gov/council)

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

### **1. CALL TO ORDER**

### **2. DISCUSSION – 2024 CITY COUNCIL WORK PLAN**

### **3. ADJOURN**

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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 (303.335.4536 or 303.335.4574) or [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@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 del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email [ClerksOffice@LouisvilleCO.gov](mailto:ClerksOffice@LouisvilleCO.gov).

**SUBJECT: DISCUSSION – 2024 CITY COUNCIL WORK PLAN**

**DATE: MAY 9, 2023**

**PRESENTED BY: JEFF DURBIN, CITY MANAGER  
EMILY HOGAN, ASSISTANT CITY MANAGER  
MEREDYTH MUTH, CITY CLERK**

**SUMMARY:**

The Mayor requested that discussion of the 2024 work plan begin in May this year to better inform the annual budget process. This meeting will be a chance for Council to begin to list the projects and items they would like to be considered for the final 2024 work plan.

To help inform the discussion, a spreadsheet showing the 2023 work plan is attached. The spreadsheet includes a progress update on each item. Following the 2023 list of projects is a list of new of items staff is recommending for consideration as well.

As a reminder, the annual work plan reflects Council's priorities and includes only those items that require City Council involvement such as policy direction, guidance, or approval. The City Council work plan also helps staff prioritize internal work plans and schedule the work that is needed to bring to City Council for engagement.

Finalizing and prioritizing the work plan will take place at a later date. This meeting will be for discussion purposes only.

**FISCAL IMPACT:**

The City Council Work Plan outlines the issues and items Council plans to address throughout the next year and those may impact the budget.

**PROGRAM/SUB-PROGRAM IMPACT:**

One of the objectives of the Governance & Administration Sub-Program is providing governance based on a thorough understanding of the community's diverse interests executed through clear and effective policy direction. The annual City Council Work Plan helps set the agenda for Council policy direction and governance.









**RECOMMENDATION:**

Discussion

**ATTACHMENT(S):**

1. 2023 Work Plan and Suggested Projects for 2024

**STRATEGIC PLAN IMPACT:**

<input checked="" type="checkbox"/>	 <b>Financial Stewardship &amp; Asset Management</b>	<input checked="" type="checkbox"/>	 <b>Reliable Core Services</b>
<input checked="" type="checkbox"/>	 <b>Vibrant Economic Climate</b>	<input checked="" type="checkbox"/>	 <b>Quality Programs &amp; Amenities</b>
<input checked="" type="checkbox"/>	 <b>Engaged Community</b>	<input checked="" type="checkbox"/>	 <b>Healthy Workforce</b>
<input checked="" type="checkbox"/>	 <b>Supportive Technology</b>	<input checked="" type="checkbox"/>	 <b>Collaborative Regional Partner</b>

## 2024 Louisville City Council Work Plan – 1<sup>st</sup> Draft

### 2023 Work Plan Progress

Number <sup>1</sup>	Program Area	Issue	Council Time Estimate (meetings/study sessions)	Estimated Timeline/ Quarter	Status as of May 1, 2023
1	Administration & Support Services, Public Works	City Climate Change/Greenhouse Gas Reduction Initiatives: <ul style="list-style-type: none"> <li>- Complete and begin implementation of internal strategic decarbonization plan for City facilities and operations</li> <li>- Discuss Xcel community decarbonization plan and policy/program opportunities<sup>2</sup></li> </ul>	4 Council meetings	Q1-Q4	In progress – anticipated completion date of July for internal plan and late 2023 for community plan.
2	Community Design	Comprehensive Plan Update 10-Year Update: <ul style="list-style-type: none"> <li>- Include completion of Market/Leakage Study</li> </ul>	4-6 Council meetings	Q1-Q4	In progress, anticipated finish date of late 2024
3	Community Design	Complete Affordable Housing Study and Strategic Plan, and consider desired strategies for implementation/adoption. In addition: <ul style="list-style-type: none"> <li>- Approve inclusionary housing IGA for administration of program (prior to study completion)</li> <li>- Consider ADUs for Marshall Fire rebuilds (prior to study completion)</li> </ul>	4 - 6 Council meetings	Q1-Q4	In progress, anticipated finish date of October, 2023
4	Community Design	Sketch-plan/Concept review process – Revise the planning process to allow for a preliminary review of project concepts. (Complete prior to comp plan process)	2-3 Council meetings	Q2 – Q3	In progress, anticipated finish date of September, 2023

<sup>1</sup> Color-coding=Green-Highest priority, Orange-Medium priority, Yellow-Lower priority (dark to light yellow reflects priority within), White-Recurring items. Numbering is for reference only.

<sup>2</sup> Item may require additional funding that is not currently budgeted.

## 2024 Louisville City Council Work Plan – 1<sup>st</sup> Draft

Number <sup>1</sup>	Program Area	Issue	Council Time Estimate (meetings/study sessions)	Estimated Timeline/Quarter	Status as of May 1, 2023
5	Administration & Support Services/Public Safety & Justice	Equity, Diversity, and Inclusion: <ul style="list-style-type: none"> <li>- Continue implementation of Louisville EDI Task Force and Blueprint recommendations</li> <li>- Update City programs and services with equity approach (Library fines, etc.)</li> </ul>	2 Council meetings	Q2 - Q4	In progress – ongoing.
6	Administration & Support Services	2024 Budget Updates/Adoption <ul style="list-style-type: none"> <li>- Marshall Fire Budget/Financial Impacts</li> </ul>	2 – 3 Council meetings	Q1 – Q4	In Progress
7	Parks, Recreation & Open Space	Parks & Open Space Sales Tax: <ul style="list-style-type: none"> <li>- Sunsets at end of 2023, consideration to be renewed, revised, etc. through a ballot measure</li> <li>- Potential sub-committee to discuss/review options</li> </ul>	3 Council meetings	Q1-Q3	In progress
8	Community Design	Gas Station Moratorium - Consider any ordinance amendment regarding limitations on new gas stations	2 Council meetings	Q1 – Q2	Complete
9	Utilities	Solid Waste/Trash Contract Renewal: <ul style="list-style-type: none"> <li>- Current contract expires in 2024</li> <li>- Customer survey review</li> <li>- RFP review/refinement/issuance and contract award</li> </ul>	3 Council meetings	Q1-Q4	In progress; beginning work on RFP
10	Admin & Support Services	Review of Board and Commissions, appointment process, criteria, and restrictions including: <ul style="list-style-type: none"> <li>- Size of Boards/Commissions</li> <li>- Roles and Responsibilities</li> <li>- Term lengths</li> <li>- Term limits</li> <li>- Application form</li> <li>- Recruitment process</li> <li>- Onboarding process</li> </ul>	1 – 4 Council meetings	Q2 – Q3	In process, anticipated completion date 9/1

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		<ul style="list-style-type: none"> <li>- Equity, Diversity and Inclusion</li> <li>- Opportunities to engage with Council</li> <li>- Remote/in person participation</li> </ul>			
11	Parks/Open Space and Trails	Parks/Streetscapes Maintenance Management Plan: <ul style="list-style-type: none"> <li>- Identify priority investments based on plan (including median renovations)</li> <li>- Address resource needs to implement plan</li> <li>- Create asset management plan<sup>2</sup></li> </ul>	2 Council meeting	Q1 – Q3	In progress
12	Open Space. Administration & Support Services, Public Safety	Community Resilience and Fire Mitigation Strategies on Public Land: <ul style="list-style-type: none"> <li>- Research/data from assessment</li> <li>- Proposed maintenance strategies<sup>2</sup></li> <li>- Community resilience and preparedness planning</li> </ul>	2 Council meetings	Q2 – Q3	In progress
13	Transportation / Community Design/ Economic Prosperity	Transportation Master Plan Development & Implementation: <ul style="list-style-type: none"> <li>- Future 42 plan next steps</li> <li>- Determine interest in partnership with LRC for construction of underpasses in the URA (Main St/SBR, SH 42/South, SH42/SBR)<sup>2</sup></li> </ul>	2 – 3 Council meetings	Q1 – 4	In progress, confirming \$3M DRCOG Grant; partnership with LRC coming to Council for discussion
14	Community Design	Completion of Old Town Overlay update	2 Council meetings	Q1	In progress, anticipated finish date of August, 2023

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15	Community Design	Residential Dark Sky Lighting - Add residential dark lighting standards to the zoning code (Pre-work completed in 2021)	2 Council meetings	Q1-Q2	In progress, anticipated finish date of August, 2023
16	Community Design, Economic Vitality, Admin & Support Services	Prohibit the sale and use of gasoline powered landscape equipment	3 Council meetings	Q3 – Q4	On hold – tracking progress by City of Boulder.
17	Community Design, Admin & Support Services	Comp Plan Municipal Futures – One day (or equivalent hours) City Council workshop to prepare for the Comp plan process, develop principles of the future vision of Louisville, and develop City Council skills at deliberating, negotiating and reaching positive consensus. This would occur prior to launching comprehensive plan. <sup>2</sup>	1 full day equivalent meeting	Q1 – Q2	In progress, anticipated finish date of June, 2023
18	Administration & Support Services	Consider Campaign Finance Rules and Limits	2 – 3 Council meetings	Q2 – Q3	On Hold
19	Community Design	Update Development Impact Fees: Conduct 5-year update to fees, required by ordinance (Requires budget adjustment)	1-2 Council meeting	Q1 – Q3	Will start later this year
20	Transportation	Paving/PCI update: - Including Marshall Fire damaged road improvements	1 Council meeting	Q1	Complete
21	Transportation	NW Rail Station Planning - review of station concept in Louisville	1 Council meeting	Q1 - Q2	In progress

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22	Community Design, Admin & Support Services	Boulder County Super IGA update/renewal	2 Council meetings	Q2 – Q3	Will start later this year
23	Administration & Support Services	Review Council Rules of Procedure regarding Council Electronic/remote participation in meetings	2 Council meetings	Q1 – Q2	Complete
24	Utilities	Water, Sewer and Storm Rates: annual update of utility rates	1 Council Meeting	Q1 - Q2	In process
25	Administration & Support Services	Council Salary Survey: review results of annual City Council salary survey (if changes are needed)	1 Council meeting	Q3	Complete
26	Administration & Support Services	Airport Impact Mitigation Efforts: Participate in Rocky Mountain Metropolitan Airport Community Noise Roundtable	Update memos	Q2 – Q4	In progress – ongoing.
27	Administration & Support Services	Evaluation of all City Council Appointees: City Manager, City Attorney, Judge and Prosecuting Attorney	2 Council meetings/Exec Session	Q3 - Q4	City Manager complete; others will start in August.
28	Administration & Support Services	Council Work Plan Preparation: draft annual Council Work Plan with prioritized items to be addressed in upcoming year	2 Council meetings	Q1 - Q4	In Progress
29	Administration & Support Services	Board & Commission Interviews/Appointments: conduct interviews for boards & commissions and determine appointments	3 Council meetings	Q4	Will do in December

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30	Administration & Support Services	Board & Commission Updates: meetings with boards/commissions to provide updates to Council	Depends on Structure of Meetings	Q1 - Q4	Need Council direction
31	Other	PUDs/Developments Projects Submitted during the Year: once applicant has satisfied all submittal requirements and proposal has been reviewed by the Planning Commission, staff will present to City Council for consideration	Varies	Varies	
32	Other	Regional Partnerships: continue to consider shared service and/or policy opportunities with neighboring municipalities, such as: <ul style="list-style-type: none"> <li>• Marshall Fire Recovery</li> <li>• Transportation, Northwest Rail</li> <li>• Minimum wage</li> <li>• Affordable housing</li> <li>• Residential/Commercial building code cohort</li> </ul>	Varies	Varies	ongoing
33	Other	Consent Items: staff processes small/non-controversial issues by adding to consent agenda for consideration. Council sometimes removes these items from consent agenda and discusses during regular meeting.	Varies	Varies	
34	Other	Municipal Code Updates: staff drafts and presents updates to Municipal Code as part of ongoing efficiency and operational improvement efforts	Varies	Varies	
35	Other	Unanticipated Issues: each year numerous issues arise that cannot be reasonably foreseen that require Council consideration	Varies	Varies	

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## 2024 Louisville City Council Work Plan – 1<sup>st</sup> Draft

### 2024 Work Plan Items for Consideration

Program Area	Issue	Council Time Estimate (meetings/ study sessions)	Estimated Timeline/ Quarter
Administration & Support Services	Citizen Survey – conducted every 4 years (last completed in 2020).	2 Council meetings	Q1-Q2
Administration & Support Services	Comcast Franchise Agreement Renewal – current agreement expires in June 2025.	1 Council meeting	Q4
Administration & Support Services	Climate Action Tax – consideration of ballot measure to establish funding source for municipal and community sustainability efforts.	3 Council meetings	Q1-Q3
Administration & Support Services	Strategic Plan Update – update City Strategic Plan that was updated in 2018 and develop new priority initiatives for 2025/2026.	2 Council meetings	Q2

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