

Historical Commission

Agenda

Wednesday, November 15, 2023
Library Meeting Room
951 Spruce Street
6:30 PM

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

- *You can call in to: +1 386 347 5053 or 888 788 0099 (Toll Free)*
- *Webinar ID Number: 839 6300 6112*
- *You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/historicalmuseumboard.*

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at gyang@louisvilleco.gov.

- I. Call to order
- II. Roll call
- III. Approval of agenda
- IV. Approval of minutes for the July 19, 2023 regular meeting – *see attached draft*
- V. Public comments on Items Not on the Agenda

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. 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. Report from Louisville History Foundation board representative, Jen Henderson (3 minutes)
- VII. Report from Keith Keller, liaison from the Historic Preservation Commission (3 minutes)
- VIII. Updates on Museum – Gigi Yang, Museum Services Supervisor, and Sharon Nemechek, Director of Cultural Services
 - A. Budget updates
 - B. Museum buildings and campus
 - C. Museum Services Supervisor’s written report – *see attached memo*
 - D. Updates on Museum operations & projects
 - E. Approval of Deeds of Gifts from donors
 - F. Advice sought on donations of other artifacts being offered
- IX. Commission’s Work Plan for 2023 – two Museum policy revisions & updates
 - A. Review Pioneer Award procedures (*see attached*)
 - B. Nominations for Pioneer Award
 - C. Review Museum Visitor Policy (*see attached*)
 - D. Review Volunteer Museum Policy (*see two attachments*)
- X. Work plan for 2024
 - A. Steps for developing work plan (*see two attachments*)
 - B. Presentation to City Council on February 27
- XI. Chair’s Report
- XII. Commission comments & discussion items for next meeting (January 17, 2024)
- XIII. Adjourn

Historical Commission Meeting Minutes

**Wednesday, July 19, 2023
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- I. **Call to order:** Commission Chair John Honan called the meeting to order at 6:32 PM
- II. **Roll call:**
Commission Members Present: Jonathan Ferris, John Honan, Scott McElroy, and Joe Teasdale
Commission Members Absent: Shelly Angell, and Paula Elrod
Other Representatives Present:
Gigi Yang, Museum Coordinator
Sharon Nemechek, Director Library & Museum Services
Jen Henderson, History Foundation Board Member
- III. **Approval of agenda:** Members approved the minutes, vote 4 to 0
- IV. **Approval of minutes for the May 17, 2023 regular meeting:** Members approved the minutes, vote 4 to 0
- V. **Public comments on Items Not on the Agenda:** Sherry Sommer introduced herself to the Commission and came to observe the meeting

- VI. **Introduction of Louisville History Foundation board representative, Jen Henderson, and report (3 minutes):** Jen reported that they are working with Gigi on the Vintage Base ball game event, and that the Foundation submitted an eligibility request for SCFD funds. The Museum was found eligible for the SCFD funds and submitted a grant application that should have an answer in September if funds will be awarded to the Museum.
- VII. **Report from Keith Keller, liaison from the Historic Preservation Commission (3 minutes):** No update
- VIII. **Updates on Museum – Gigi and Sharon:**
- A. **Budget updates:** Sharon gave additional details to the SCFD grant application
 - B. **Museum buildings and campus:** The contract for the planning work on the Trott-Downer cabins is moving forward. Peter Stewart Architecture was hired for the job. Also, they are meeting with the Parks Superintendent tomorrow on the landscaping for the Museum campus.
- IX. **Report from Gigi Yang, Museum Services Supervisor:**
- A. **Museum Services Supervisor’s written report:** No additional information
 - B. **Updates on Museum operations & projects:** The last two First Fridays events brought 94 people for the June Dancing days event and 115 people in July for Root beer floats. Also, Gigi reminded the Commission about the upcoming Vintage Base ball game and the Members Only reinterpretation event for the Tomeo House on August 25th.
 - C. **Approval of Deeds of Gifts from donors:**

The Commission members approved the deeds by vote of 4 to 0, for the following donations:

 1. **Joan Hodgson** – Photos and items from the Helburg family that were at the Police Station.
 2. **Monarch High School yearbook** – donated by Monarch High School for the 2022-2023 school year.
 3. **Sherry Hefton Hibbert** – Baptist Church record book.
 4. **Theresa and David Murray** - Centaurus football program from 1995
 5. **Betty Davis Barnes** – spiral-bound copy of a family history, “The Davis and Laferty Families of Louisville, Colorado and Boulder County Colorado”.
 6. **Ellen Fickewirth** – five digital photographs of Louisville in 1962.
 7. **Dean DelPizzo** – Three film reels of Louisville events and photos of Louisville High School and Louisville from 1950s, program from school play, items from First State Bank, photos of Main Street construction, 1959 tax levies.
 8. **Cynthia Martin** - Louisville Pirates Homecoming button from 1971.

9. **John Leary** – items related to Louisville history and coal mining from John Madonna and a Louisville Times newspaper from 1929.

D. **Advice sought on donations of other artifacts being offered:** No Advice sought

X. **Report from Sharon Nemechek, Director of Cultural Services:** The Historical Commission will now be called the Historic Museum Advisory Board. This change will happen by the end of the year. Sharon requested removal of this section be removed. She will give her report in the Museum Updates section in the future.

XI. **Commission's Work Plan for 2023 – two Museum policy revisions & updates:**

A. **Review Pioneer Award procedures:** Commission reviewed the current award procedures. The Commission suggested an addition asking the public for nominations in the Historian, and a change to the subcommittee procedures, Scott McElroy nominated to work on revising the procedures.

B. **The Museum staff will draft revisions of two Museum policies for the Commission to review at future meetings. The Museum Visitor Policy in September and the Volunteer Policy in November.:** No revisions at this time

XII. **Chair's Report:** No report

XIII. **Commission comments & discussion items for next meeting (September 20, 2023) :** Revisions to the Pioneer Award procedures, and possible nominations for the award

XIV. **Adjourn:** The LHC meeting adjourned at 7:10 PM. The next meeting is scheduled for September 20th, 2023



Memorandum

To: Historical Commission
From: Gigi Yang, Museum Services Supervisor
Date: November 15, 2023
Re: Museum Services Supervisor's Report

In September, Jason Hogstad and Viviana Guajardo left the Museum for full-time employment in different fields. We are happy to announce that two new staff members have since joined the Museum staff. Hadley Kluber Seifert started on October 24 as the new Museum Associate for Collections Management. Hadley has expertise in film and photograph preservation and experience working in a variety of archive and museum settings, most recently at the Clifford Still Museum in Denver. Sophia Imperioli started on November 1 as the Museum Associate for Public History and Interpretation. Sophia is working on her Masters Degree in Public History at UC Denver and brings a breadth of experience from her time in the U.S. Army, at Amazon, and at several local history museums in Colorado.

The Museum had a very successful celebration of Louisville History Month in September with the 3rd Annual Vintage Base Ball game at Miner's Field (320 people attended) and a walking tour of Louisville Trees with City Forester, Chris Lichty.

In October and November, Museum staff shared Louisville history with two school groups from Coal Creek Elementary and three classes from Louisville Elementary School. We also had good turnouts for two Halloween events with a First Friday look at historic Halloween traditions (157 attended), and tellings of true Louisville stories by the Spellbinders at *Stories in the Dark* on October 20 (57 attended).

The Museum applied for funding from the Scientific and Cultural Facilities District (SCFD) and in September 2023 was awarded \$33,085 as a Tier III institution. This generous funding will allow the Museum to expand outreach and education efforts and ensure care and access to the historic collections.

We received the first report from Stewart Architecture on the interior finishes of the Trott-Downer cabins with an analysis of the wallpaper, paint, and light fixtures.

This Fall and Winter, the Museum is exploring the food landscape of Louisville through its feature article in the Louisville Historian, "What's for Dinner? A Taste of Louisville History in Four Eras," and our new front window exhibit, "Let's Eat!" which highlights dining in and dining out in Louisville.

Louisville Historical Commission Pioneer Award

*Revised by the Louisville Historical Commission
Sept. 20, 2023*

1. Introduction:

- 1.1 The Louisville Historical Commission presents the Pioneer Award to a person or persons, or to an organization at the annual Chamber of Commerce Banquet to be held each year.
- 1.2 At least one representative from the Historical Commission attends the banquet to make the official presentation.
- 1.3 The presentation speech is typically written so that it may be included in the next issue of *The Louisville Historian*.

2. Qualifications for the Award:

- 2.1 The recipient should be a person or persons or an organization who, through his/her or their business and personal activities, is recognized within the Louisville community as an active or previously active contributor to the ongoing or past successes and welfare of the community.
- 2.2 As the Louisville Historical Museum is committed to collecting, preserving, and sharing a full range and diversity of experiences in our community, these values should be expressed with this award.
- 2.3 The award is given in recognition of the past achievements in spirit and time in promoting the interests and future of the City of Louisville through his/her or their personal service to the community and its residents.
- 2.4 The Pioneer Award may be presented as a posthumous award, in which case it will be presented to the recipient's family.
- 2.5 The Pioneer Award may be presented to a living person.

3. Procedures for the Award:

- 3.1 Anyone may nominate an individual, business, or organization for the Pioneer Award.

- 3.2 Nominations may be made to any Louisville Historical Commission Member or to the Louisville Historical Museum Supervisor for referral to the Commission.
- 3.3 The Louisville Historical Museum Supervisor shall place a notice in the Spring edition of the Louisville Historian seeking nominations for the Pioneer Award.
- 3.4 Nominations should include all relevant information and facts which would support the request.
- 3.5 Nominations should be submitted as early as possible for the Commission to review.
- 3.6 The Commission may ask for guidance from the Louisville Historical Museum Supervisor or anyone from within the community with an interest.
- 3.7 All nominations are confidential and only the final award recipient will be identified.
- 3.8 At the May meeting, the Commission shall make initial recommendations for nominations for the award.
- 3.9 The Commission will consider initial background information for each nomination at the July meeting and seek to narrow the nominations down to two at that meeting.
- 3.10 The Commission or a subcommittee of one or more members may research and provide any additional information for the nominations.
- 3.11 Should there be more than one nomination, the nomination(s) not chosen may be considered for the following year's award.
- 3.12 The Commission shall make the final nomination(s) at the November meeting.
- 3.13 A subcommittee of one or more members shall prepare a draft presentation for the award for consideration at the following January meeting.
- 3.14 After the January meeting, the subcommittee shall revise the draft presentation for the award and forward it along with a photo of the recipient, if available, to the Louisville Historical Museum Services Supervisor for finalization, notification, processing and possible inclusion into *The Louisville Historian*.

Louisville Historical Commission Pioneer Award Past Recipients

1985	J.J. Steinbaugh	2005	Carolyn Conarro
1986	Charles, Iona, & Quentin Thomas	2006	Virginia Caranci
1987	Dr. Lucius Cassidy Sr.	2007	Bill and Betty Buffo
1988	Joe Colacci	2008	David Ferguson
1989	John "Ring" Dionigi	2009	Patricia Seader
1990	Martha Eberharter	2010	Frank Domenico
1991	G.R. Henning	2011	Lawrence Enrietto
1992	Eugene Caranci	2012	George Brown
1993	Susie DiGiacomo	2013	Barbara DiSalle
1994	Lewton McCorkle	2014	Marion Junior
1995	Fr. Benedict Ingenito OSB	2015	Dick DelPizzo
1996	Frank Rizzi	2016	Ted & Carolyn Manzanares
1997	L.C. "Bun" Graves	2017	Anthony "Joe" Madonna
1998	Vera Taylor	2018	Donald William "Donnie" Buffo
1999	Eileen Schmidt	2019	Leon Wurl
2000	Eliseo Jacoe	2020	Keith Helart
2001	Joe Carnival	2021	The Louisville Community
2002	Robert Ross	2022	Debbie Krueger
2003	Glenn Steinbaugh	2023	Janet Russell
2004	Donald Ross		

Louisville Historical Museum Visitor Policy

Adopted by the Louisville Historical Commission
September 20, 2023

The Louisville Historical Museum is an inclusive place that strives to collect and share the story of Louisville through its historic artifacts, programs, and buildings. The Louisville Historical Museum and its collection are owned by the City of Louisville and are supported by the taxes of the citizens of the City of Louisville. We request visitors to the Museum respect and show consideration for the Museum's collections, staff, and other visitors.

In order to provide a safe and welcoming environment for visitors of all ages and abilities, all visitors are expected to:

Respect historic artifacts, historic buildings, and grounds.

- Avoid touching artifacts or other items in the Museum's collection. Museum staff and volunteers may handle items with care and knowledge of preservation methods
- No eating or drinking, other than drinking from covered containers
- Don't take photos of historical photographs. To obtain copies of historical photographs, please refer to the Museum's Photo Reproduction Policy & Agreement
- No running, climbing, or skating, including use of skates, skateboards, and scooters on the Museum campus

Be considerate and respectful of others.

- Don't abuse or harass other visitors or the Museum staff
- Avoid excessive noise that disrupts other Museum visitors
- Wear shoes and shirt
- Don't litter or leave trash on the Museum grounds
- Leave promptly at closing
- No obscene language or hate speech

Act legally and ethically, per Louisville City Codes and Ordinances

- Only service dogs are allowed in the Museum buildings, please refrain from bringing in pets
- No smoking or vaping
- No visible drug or alcohol intoxication
- No abuse, vandalism, or theft of Museum facilities, artifacts, grounds, or equipment
- Louisville City code prohibits possessing a firearm on Museum premises
- No physical, sexual, or verbal abuse, bullying, or harassment of Museum visitors or staff
- No soliciting, electioneering, or petitioning within City buildings
- Do not engage in any unlawful behavior or any other behavior that unreasonably interferes with the safe or reasonable use of the Museum by other visitors or staff

Please supervise all children. Caregivers should stay with vulnerable visitors.

Comply with other policies and direction from Museum Staff.

Visitors who do not comply with the above policies and who are engaging in inappropriate behavior may be asked to leave the Museum premises.

Thank you for your cooperation!

Louisville Historical Museum Volunteers Policy

Adopted by the Louisville Historical Commission,
January 6, 2016

Definitions

A **volunteer** shall be considered as any individual, 13 years or older, who, as a City of Louisville volunteer, assists with work done for the Louisville Historical Museum, without remuneration.

Statement of Purpose

The Louisville Historical Museum shall use the services of volunteers to:

1. Supplement the efforts of paid Museum staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the Museum.

The Museum shall make use of the services of interested volunteers to supplement and not replace the work done by Museum staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Museum can say “thank you” to a volunteer. Individual, informal recognition of volunteers should be ongoing. The Museum offers to its volunteers to receive complimentary annual \$15 memberships with the Louisville History Foundation so that volunteers receive the quarterly *Louisville Historian* in the mail. The City of Louisville sponsors an annual appreciation event to which current City volunteers are invited.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Louisville Historical Museum or City of Louisville. Both the volunteer and the Louisville Historical Museum have the right to terminate the volunteer’s association with the Museum at any time, for any reason, with or without cause.

Neither the City of Louisville nor the Louisville Historical Museum will provide any medical, health, accident or worker’s compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker’s compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a City application form for volunteer work. Volunteers over 18 must undergo a background

investigation. Those younger than 18 shall provide two adult, non-relative references for consideration by the City. Upon approval of the City's Human Resources staff, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include being a tour guide and talking with visitors, or assisting with the Museum's Oral History Program. The Museum Coordinator works with volunteers to find appropriate projects and duties for volunteers' interests. Volunteers consent that the Museum may use photos and recordings of volunteers that are captured during the course of volunteering.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods to meet specific as well as general project needs. Recruitment shall be the responsibility of the Museum Coordinator with the assistance of other Museum staff and the City of Louisville's Human Resources Office.

Hours of volunteer service will be determined by the Museum Coordinator, who is the supervisory staff member, in discussion with the volunteer. Volunteers are expected to arrive at the Museum in time to begin work as scheduled or contact the Museum if they will be absent.

Volunteers will work directly with Museum staff members to receive training and complete projects. Volunteers who are interested are invited to attend training meetings and regular meetings of the Association of Northern Front Range Museums (ANFRM), which take place at different location in the Denver Metro area throughout the year on certain Mondays.

There will be no formal evaluation process for volunteers.

Louisville Historical Museum Volunteer Policy

Adopted by the Historical Museum Advisory Board, November 15, 2023

The Louisville Historical Museum strives to engage the community, collect, preserve and share the history of Louisville, and refine and promote the vision for the future of the Museum campus. Volunteers are integral to the success of the Museum in meeting these goals.

Applicants:

- A volunteer is an individual, 13 years or older, who assists with work done for the Louisville Historical Museum without compensation from the Museum or the City of Louisville.
- Volunteers under 18 years of age must have the consent of their parent or legal guardian.
- Volunteer applicants under the age of 18 will provide two adult, non-relative references.
- The City will conduct criminal background investigations on all Museum volunteers 18 years and older.
- A City volunteer application, references and background investigation will be cleared by Human Resources before a volunteer can begin work at the Museum.

Additional Information:

- The services of volunteers are intended to supplement and support, not replace, the work done by the Museum staff. No volunteer shall perform all of the tasks required of a paid staff position.
- Volunteers will work directly with staff members to receive training. Volunteers will be assigned a primary staff member for training, but any staff member may provide guidance to any volunteer.
- Volunteers may be asked to work on projects that support staff efforts. Examples include being a tour guide and talking with visitors, assisting with the Museum's Oral History Program, or clerical tasks to support daily operations or special projects. Museum staff work with volunteers to find appropriate projects and duties for volunteers' interests.
- There will be no formal evaluation process for volunteers.
- Anything created while performing your duties as a volunteer and under the direction of the Museum staff is owned by the City of Louisville.
- Volunteers consent to the City's use of photos taken of them while at the Museum.
- Neither the City of Louisville nor the Louisville Historical Museum will provide medical, health, accident, or any other type of insurance coverage for volunteers. Volunteers will not be eligible to receive workers compensation benefits for any injuries sustained while volunteering.
- Nothing in this policy shall be deemed to create a contract between the volunteer and the Louisville Historical Museum or the City of Louisville.
- Both the volunteer and the Museum staff have the right to terminate the position at any time, for any reason, with or without cause.
- Volunteers receive complimentary annual membership to the Louisville Historical Museum which includes the quarterly *Louisville Historian* in the mail.



Strategic Planning Framework
2023-2024



Introduction

The purpose of the Strategic Plan is to outline how the City can best serve our residents now and into the future. The Strategic Plan serves as a road map for our organization, to strengthen our organizational culture, and to serve as a communication tool for the community to understand the strategic vision and operating guidelines of the organization.

As an internal, guiding document, the Strategic Plan outlines our operating guidelines for the organization as a whole — our Vision, Mission and Values, as well as our Critical Success Factors — and will help align our organizational culture with the work that we do. In addition, the Strategic Plan includes Priority Initiatives that capture the City’s key priorities for the next one to two years (aligned with the biennial budget process) in each of the Critical Success Factor areas. The City has many initiatives ongoing throughout the year, in addition to the daily operations required to run the City. The Priority Initiatives represent those projects or initiatives occurring in the next one to two years that are above and beyond our daily operations, which represent an increased level of service, have new or additional dedicated resources and funding, and help advance the City’s vision. Together, these elements demonstrate to our residents what we plan to accomplish, and the manner in which we commit to doing our work.

The Strategic Plan serves as a singular, guiding document that aligns with the City’s Comprehensive Plan, program-based budget, Home Rule Charter and other planning documents to reflect one unified vision for the organization. Existing plans are still relevant, and continue to provide direction in key areas of our work.

The City continues to move forward with its program-based budget structure, which includes program areas with specific goals, and sub-programs with detailed objectives. Our progress in meeting these goals and objectives is measured on an annual basis through our Key Performance Indicators (KPIs), and the Strategic Plan reflects how our Priority Initiatives are aligned with these program areas. In essence, the program/sub-program areas reflect all the work of the City that is performed on a day to day basis, the Priority Initiatives reflect those high-priority efforts that represent an increased financial and resource investment over a period of time, and the Strategic Plan reflects how we accomplish our work.

Thank you for reading this document. We hope it is a useful tool that continues to be an integral part of our organizational operations, and which also serves to inform our residents about the work we do.

Vision

The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

Values

Innovation

Leading and embracing change and transformation through creative thinking, diverse perspectives, learning, and continuous improvement.

Collaboration

Proactively engaging colleagues and other stakeholders in developing solutions through open communication. Fostering a culture where every employee feels valued, supported and inspired to achieve both common and individual goals.

Accountability

Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect

Treating people, processes, roles, and property with care and consideration. Celebrating differences and encouraging authenticity.

Excellence

Doing our best work by building on our individual and collective strengths. Exceeding expectations with responsive, efficient, and effective customer service.

Mission

Our commitment is to protect, preserve, and enhance the quality of life in our community.

Critical Success Factors



Financial Stewardship and Asset Management



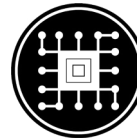
Reliable Core Services



Vibrant Economic Climate



Quality Programs and Amenities



Supportive Technology



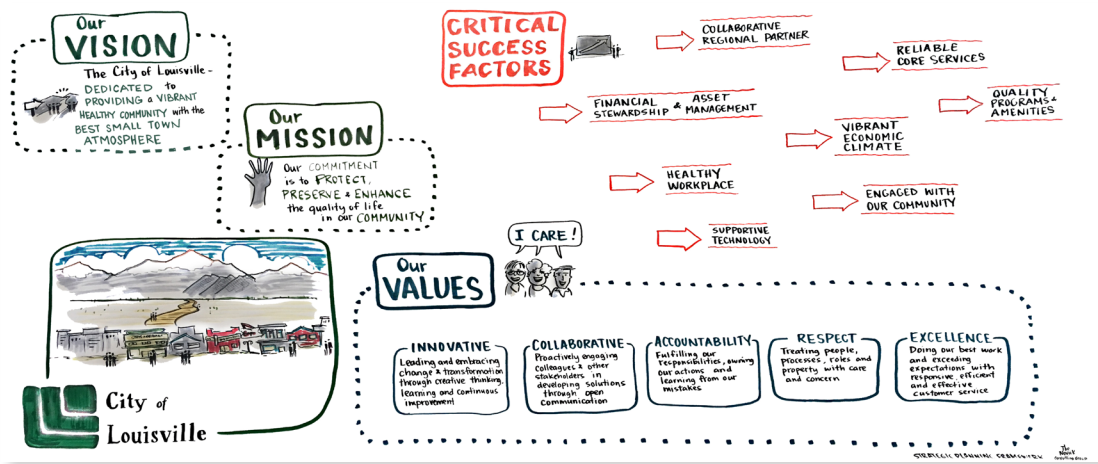
Healthy Workforce



Engaged Community



Collaborative Regional Partner



Critical Success Factors and 2023 – 2024 Priority Initiatives



Financial Stewardship and Asset Management

The City of Louisville has established financial policies and internal controls to ensure financial sustainability and resiliency, and to safeguard the City's assets. The City's recurring revenues are sufficient to support desired service levels and proactively maintain critical infrastructure and facilities. The City practices long-term financial planning through a comprehensive budget process to proactively adjust for changes in financial forecasts. City employees are trusted stewards of the public's money and assets.

2023 – 2024 Priority Initiatives:

- *Adjust finances, fees and budget in response to Marshall Fire related economic impacts. Respond to economic impacts with necessary budgetary and organizational changes. (Administration & Support Services)*



Reliable Core Services

Louisville is a safe community that takes comfort in knowing core services, such as police, roads, water and basic maintenance, are fair, effective, consistent, and reliable. Excellent customer service is provided in the delivery of all City services. The City is prepared for emergencies and offers residents peace of mind knowing basic municipal services are planned for and carried out.

2023 – 2024 Priority Initiatives:

- *Complete all repairs to City infrastructure and property damaged by Marshall Fire, including roads, sidewalks, water meters, fire hydrants, traffic signs/signals, playground equipment, fencing and landscaping. (Parks, Open Space & Trails, Utilities, Transportation)*
- *Conduct Marshall Fire post-disaster planning to reduce future risk, identify opportunities for disaster mitigation and preparedness, and increase community resilience in an effort to support long-term recovery. (Administration & Support Services)*
- *Pursue funding for Colorado 42 corridor improvements and implement Future 42 plan. (Transportation, Administration & Support Services)*
- *Continue installation of transportation infrastructure improvements that foster mobility for all ages and abilities and reduce safety impacts, consistent with the Transportation Master Plan. (Transportation)*
- *Complete and implement Internal De-carbonization Plan for City facilities, fleet and equipment in an effort to support the City's renewable energy and carbon emissions reduction goals and to serve as a*

role model for the community. (Utilities, Administration & Support Services)

- *Continue work on raw water supply projects such as SWSP Capacity Upgrade, Windy Gap Firming and Water Acquisition and complete preventative maintenance for existing infrastructure. (Utilities)*



Vibrant Economic Climate

Louisville promotes a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services. Our unique assets enhance the City's competitive advantage to attract new enterprises, and Louisville is a place people and businesses want to call home.

2023 – 2024 Priority Initiatives:

- *Update and continue implementing the Economic Vitality Strategic Plan. (Economic Prosperity)*
- *Work with the Louisville Revitalization Commission to make lasting investments in the Urban Renewal Areas through URA revenues. (Economic Prosperity)*

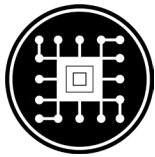


Quality Programs and Amenities

Excellent programs and amenities sustain the unique experience of living in Louisville. The community enjoys quality facilities and public spaces as well as cultural and educational services that reflect our heritage and are accessible for all. Program performance is evaluated on a regular basis. The City and community are focused on protecting the environment and our natural resources. Opportunities exist to support a healthy mind, healthy body, and healthy community.

2023 – 2024 Priority Initiatives:

- *Implement recommendations from the General Maintenance and Management Plan for City parks on maintenance best practices and asset management for Parks and Streetscapes. (Parks)*
- *Continue replacement of playground facilities, including Joe Carnival, Enclave, Meadows Parks and revitalization of Sunflower Park and City medians. (Parks)*
- *Implement recommendations of the 2021 Equity, Diversity & Inclusion (EDI) Task Force and internal EDI blueprint to help employees and residents thrive and improve the health and well-being of the organization and community by closing equity gaps. (Administration & Support Services)*



Supportive Technology

Louisville utilizes stable, proven, and relevant technology to enhance and automate City services and to improve the overall customer experience when possible. The use of technology allows the City to make decisions based on accurate and supportable datasets. Supportive technology fosters a culture of learning and innovation.

2023 – 2024 Priority Initiatives:

- *Continue enhancements to the City's middle mile infrastructure to improve capacity and resilience. (Administration & Support Services)*
- *Continue to increase staff awareness of malware and how to identify and mitigate attacks and protect data in an effort to protect the resources and assets of the City and community. (Administration & Support Services)*



Healthy Workforce

Louisville employees are high-performing public servants characterized as dedicated, diverse, and engaged self-starters who embody established organizational values and excel in their roles and responsibilities. The City is a healthy workplace that provides competitive compensation and benefits and offers professional development and lifelong learning opportunities for its employees. City employees know they are valued, and they are recognized and rewarded for excellence. Louisville is a place where employees can have a voice in decisions, so collective success is ensured through diverse and inclusive perspectives.

2023 – 2024 Priority Initiatives:

- *Continue to grow the Learning and Development program in key areas, including the launch of the City's leadership program and additional training around diversity, inclusion and racial equity. (Administration & Support Services)*
- *Continue to improve employee satisfaction for full and part-time staff and develop proactive strategies to attract and retain quality staff, including reviewing compensation, wages, benefits and other strategies. (Administration & Support Services)*



Engaged Community

Louisville residents are informed, involved, engaged, and inspired to be active in community life. The City provides formal and informal opportunities to participate in civic life and transparently shares information using a variety of inclusive, efficient and accessible approaches.

2023 – 2024 Priority Initiatives:

- *Continue to share critical information with City staff and the community related to Marshall Fire recovery and rebuilding. (Administration & Support Services)*
- *Continue to advance equity, diversity and inclusion measures within the community, as recommended by the 2021 EDI Task Force. (Administration & Support Services)*
- *Complete a housing study that provides strategies for improving policies and investments in affordable housing. (Community Design)*
- *Conduct the 10-year Comprehensive Plan update, including a robust public engagement process that encourages diverse viewpoints and perspectives, directly engages harder to reach segments of the community, and is fully inclusive of all members of our community. (Community Design)*



Collaborative Regional Partner

Louisville is recognized as a regional leader on collaborative issues that cross jurisdictional lines. The City partners with neighboring communities to solve regional problems and to further leverage resources. Louisville cultivates and maintains strong relationships with regional entities and organizations, leads and participates in collective efforts to address issues of mutual interest, and shares ideas and best practices to improve services.

2023 – 2024 Priority Initiatives:

- *Continue to work with Federal, State and local partner agencies to ensure the health, safety and well-being of the individuals impacted by Marshall Fire and secure necessary resources. (Administration & Support Services)*
- *Leverage regional partnerships to support transportation, economic, housing and human services investments and improvements for City residents. (Administration & Support Services)*
- *Engage with the Regional Transportation District and other transportation partners to explore ways to restore and improve transit access in the community. Continue to support and advocate for funding and completion of all RTD FastTracks commitments, including Northwest Rail. (Transportation, Administration & Support Services)*



 **City of
Louisville**

2024 Louisville City Council Work Plan – Final

Number*	Program Area	Issue	Council Time Estimate	Estimated Timeline/ Quarter
High Priority				
1H	Community Design	Comprehensive Plan Update 10-Year Update: Include completion of Market/Leakage Study	4-6 Council meetings	Q1-Q4
2H	Community Design	Strategic Land Use Code Revisions as Needed to Move Forward Other Initiatives	TBD	Q1-Q4
3H	Open Space, Administration & Support Services	Open Space Management <ul style="list-style-type: none"> • Regenerative Agriculture • Maintenance, Restoration • Asset Management • Wildfire Mitigation 	As Needed	Q1-Q4
4H	Transportation/Community Design/Economic Prosperity	Transportation Topics <ul style="list-style-type: none"> • Future 42 plan next steps • Discuss partnership with LRC for construction of underpasses in the URA (Main St/SBR, SH 42/South, SH42/SBR)² • Traffic safety 	2 – 3 Council meetings	Q1 – Q4
5H	Community Development	Economic Vitality <ul style="list-style-type: none"> • Strategic Land Use Changes (see 2H) • Review policies for public private partnerships • Explore additional opportunities with urban renewal authority • Retention and expansion of existing businesses • Attraction of new businesses 	As Needed	Q1-Q4
6H	Community Design	Affordable Housing <ul style="list-style-type: none"> • Complete Housing Study & Strategic Plan, including impact fee development • Could also include Residential Rental Licenses; ADUs; Inclusionary Housing (affordable, senior, accessible); Public/private partnerships; streamlined zoning; building of new housing 	4-6 Council meetings	Q1-Q4

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7H	Administration & Support Services, Public Works	City Climate Change/Greenhouse Gas Reduction Initiatives: Implementation of internal strategic decarbonization plan for City facilities and operations & community decarbonization plan,	3 Council meetings	Q1-Q4
Medium Priority				
1M	Administration & Support Services, PROS, Public Works	Resiliency/Fire Hardening	As Needed	Q1-Q4
2M	Administration & Support Services	Equity, Diversity, and Inclusion	2-3 Council meetings	Q1 - Q4
3M	Administration & Support Services	Sustainability Programs	As Needed	Q1-Q4
4M	Parks, Recreation, & Open Space	Parks, Recreation, and Open Space Departmental Master Plan	1-2 Council meetings	Q4
5M	Parks, Recreation, & Open Space	Recreation Amenities: Tennis/Pickleball Courts; Multiuse Fields	As Needed	
6M	Administration & Support Services	Minimum Wage Adjustments	2-3 Council meetings	Q1-Q4
Low Priority				
1L	Administration & Support Services; Economic Prosperity	Main Street Closure	2-3 Council Meetings	
2L	Administration & Support Services	Campaign Finance Rules and Limits	2 – 3 Council meetings	Q2

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3L	Administration & Support Services	Communications/Marketing Automation Software	As Needed	
4L	Community Design	Completion of Old Town Overlay update	2 Council meetings	Q2
5L	Community Design	Update Development Impact Fees	1-2 Council meeting	Q1 – Q3
Annual/Ongoing Items				
	Administration & Support Services	2025-2026 Budget Updates/Adoption	4-6 Council meetings	Q1 – Q4
	Utilities	Water, Sewer and Storm Rates: annual update of utility rates	1 Council Meeting	Q1 - Q2
	Utilities	Solid Waste/Trash Contract Renewal	3 Council meetings	Q1-Q2
	Administration & Support Services	Comcast Franchise Renewal	2-3 Council Meetings	Q1-Q4
	Administration & Support Services	Citizen Survey	2-3 Council Meetings	Q1-Q2
	Administration & Support Services	Council Salary Survey: review results of annual City Council salary survey (if changes are needed)	1 Council meeting or memo	Q3
	Administration & Support Services	Airport Impact Mitigation Efforts: Participate in Rocky Mountain Metropolitan Airport Community Noise Roundtable	Update memos	Q1 – Q4
	Administration & Support Services	Evaluation of all City Council Appointees: City Manager, City Attorney, Judge and Prosecuting Attorney	2 Council meetings/Exec Session	Q3 - Q4

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	Administration & Support Services	Council Work Plan Preparation: draft annual Council Work Plan with prioritized items to be addressed in upcoming year	3 Council meetings	Q1 - Q4
	Administration & Support Services	Board & Commission Interviews/Appointments: conduct interviews for boards & commissions and determine appointments	3 Council meetings	Q4
	Administration & Support Services	Board & Commission Study Sessions	4-5 Study Sessions	Q1 - Q4
	Administration & Support Services	Organizational Strategic Plan Update	As needed	
	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
	Other	Regional Partnerships: continue to consider shared service and/or policy opportunities with neighboring municipalities, such as: Marshall Fire Recovery; Transportation, Northwest Rail; Minimum wage; Affordable housing; Residential/Commercial building code cohort	Varies	Varies
	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
	Other	Municipal Code Updates: staff drafts and presents updates to Municipal Code as part of ongoing efficiency and operational improvement efforts	Varies	Varies
	Other	Unanticipated Issues: each year numerous issues arise that cannot be reasonably foreseen that require Council consideration	Varies	Varies

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