

# City Council

## Special Meeting Agenda

**Tuesday, January 9, 2024**  
**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)

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

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

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Discussion/Direction

### **3. DISCUSSION/DIRECTION – CITY COUNCIL EXPECTATION SETTING**

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Discussion/Direction

### **4. 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:** 2024 CITY COUNCIL WORK PLAN

**DATE:** JANUARY 9, 2024

**PRESENTED BY:** JEFF DURBIN, CITY MANAGER  
SAMMA FOX, DEPUTY CITY MANAGER

**SUMMARY:**

The City Council met on May 8, 2023 to discuss and create a list of items for consideration for a 2024 Work Plan. On August 8, the Council further discussed and prioritized the items. On September 12, 2023 the 2024 City Council Work Plan was adopted. At Council's request, staff has brought forward the 2024 Work Plan for additional discussion.

The 2024 list includes the items from the 2023 Work Plan that are anticipated to rollover to 2024, items from staff that will require Council time in 2024, and those annual/ongoing items that Council must address.

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.

**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:**

N/A – This is an opportunity for council to discuss the 2024 Work Plan.

**ATTACHMENT(S):**









1. 2024 Work Plan – Adopted September 12, 2023
2. Presentation

**SUBJECT: 2024 ANNUAL WORK PLAN**

**DATE: JANUARY 9, 2024**

**PAGE 2 OF 2**

**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 – Final

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

Color-coding: Pink = Highest Priority; Yellow = Medium Priority; Blue = Lower Priority; Green = Recurring/Ongoing Items.

\* Numbering is not indicative of priority; is only an identifier.

SEPT 2023

## 2024 Louisville City Council Work Plan – Final

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
<b>Medium Priority</b>				
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
<b>Low Priority</b>				
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

Color-coding: Pink = Highest Priority; Yellow = Medium Priority; Blue = Lower Priority; Green = Recurring/Ongoing Items.

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SEPT 2023

## 2024 Louisville City Council Work Plan – Final

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
<b>Annual/Ongoing Items</b>				
	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

Color-coding: Pink = Highest Priority; Yellow = Medium Priority; Blue = Lower Priority; Green = Recurring/Ongoing Items.

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SEPT 2023

## 2024 Louisville City Council Work Plan – Final

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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SEPT 2023



# Council Work Plan

January 9, 2024



## Agenda

- Framing
- Overview of Current Work Plan
- Key Considerations
- Council Input
- Next Steps



01/09/2024



# Vision – Mission - Values

## Vision

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

## Mission

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

## Values

Innovation, Collaboration, Accountability, Respect, Excellence



01/09/2024

# Roles

## Council & Staff Work Flight Analogy



<b>Council Role:</b> Affirm Vision / Purpose	Establish Goals	Establish / Prioritize Action Items	Review / Adopt Budget Conduct Meetings	Authorize Contacts	Engage w/ Community and Staff
<b>Staff Role:</b> Support Vision / Purpose	Align Goals with Resources	Implement Priority Action Items	Prepare Plans and Oversee Functions	Plan and Complete Projects	Carry Out Day-to-Day Responsibilities



01/09/2024

## Current Work Plan - Overview

- Annual Work Plan
- Driven by council priorities
- Used to set the advanced agenda and inform staff priorities
- In 2023 – Timeline changed to set the work plan ahead of the budget

## Current Work Plan - High

- Comprehensive Plan 10-Year Update
- Strategic Land Use Code Revisions
- Open Space Management
- Transportation Topics
- Economic Vitality
- Affordable Housing
- City Climate Change/Greenhouse Gas Reduction Initiatives

## Current Work Plan - Medium

- Resiliency/Fire Hardening
- Equity, Diversity, and Inclusion
- Sustainability Programs
- Parks, Recreation, and Open Space Departmental Master Plan
- Recreation Amenities: Tennis/Pickleball Courts; Multiuse Fields
- Minimum Wage Adjustments

## Current Work Plan – Low

- Main Street Closure
- Campaign Finance Rules and Limits
- Communications/Marketing Automation Software
- Completion of Old Town Overlay Update
- Update Development Impact Fees

## Current Work Plan - Ongoing

- Budget
- Utility Rate Updates
- Solid Waste/Trash Contract Renewals
- Comcast Franchise Renewal
- Resident Survey
- Council Salary Survey
- Airport Mitigation Efforts
- Evaluation of Council Appointees
- Council Work Plan
- Board & Commission Appointments
- Board and Commission Study Sessions
- Organizational Strategic Plan Update
- PUDs/Development Projects
- Regional Partnerships
- Consent Items
- Municipal Code Updates
- Unanticipated Issues

## Key Considerations

- Capacity
  - Community, Council, Staff
  - Ex. Survey and Engagement Fatigue
- Alignment with Vision/Mission/Values
- Emergent Issues – Periodic Reprioritization
- Resident Survey

## Next Steps

- Staff will incorporate council insight and revise the advanced agenda as appropriate
- Council will begin work planning for 2025-2026 in May

**SUBJECT: DISCUSSION/DIRECTION – CITY COUNCIL EXPECTATION SETTING**

**DATE: JANUARY 9, 2024**

**PRESENTED BY: JEFF DURBIN, CITY MANAGER  
SAMMA FOX, DEPUTY CITY MANAGER  
MEREDYTH MUTH, CITY CLERK**

**SUMMARY:**

With many new Councilmembers and as it is the beginning of new Council terms, staff is suggesting the Council adopt a set of guidelines/expectations for how Councilmembers will interact with each other and the public and also addressing how staff and Councilmembers will interact.

The attached draft resolution is a starting place for conversation. Staff anticipates discussion and direction at the meeting on January 9<sup>th</sup> with a final resolution brought back to Council for approval on a consent agenda at a later meeting.







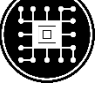

**RECOMMENDATION:**

Discussion/direction

**ATTACHMENT(S):**

1. Draft Expectation Setting Resolution

**STRATEGIC PLAN IMPACT:**

<input type="checkbox"/>	 <b>Financial Stewardship &amp; Asset Management</b>	<input checked="" type="checkbox"/>	 <b>Reliable Core Services</b>
<input type="checkbox"/>	 <b>Vibrant Economic Climate</b>	<input type="checkbox"/>	 <b>Quality Programs &amp; Amenities</b>
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**RESOLUTION NO. \_\_\_  
SERIES 2024**

**A RESOLUTION ADOPTING GUIDELINES AND EXPECTATIONS  
FOR CITY COUNCIL**

**WHEREAS**, City Council has adopted meeting Rules of Procedure, public engagement goals, Board and Commission meeting rules, and other policies. This document is intended to supplement these other documents as Council believes these guidelines and expectations will clarify common understanding among participants.

**NOW THEREFOR BE IT RESOLVED AS FOLLOWS:**

City Council adopts these guidelines and these expectations are applicable to all meeting attendees. The meeting Chair, or Mayor, has primary responsibility to monitor conduct. However, it is expected that any member of Council or staff may raise a concern.

This document outlines Council's expectations of each other, the public, and staff. It is meant to compliment the Louisville City Council Rules of Procedure and in any points of conflict will defer to the Louisville City Council Rules of Procedure.

**Agenda Setting**

The Annual City Council Work Plan provides the primary driver for policy matters being scheduled for an agenda. Items that are more reactionary, such as a subdivision plat, are scheduled when they are ready for Council consideration. All of future agenda matters and tracked on the Advance Agenda, this is updated weekly. The City Manager, Mayor, and City Clerk work together to avoid overloading any particular agenda.

If a Councilmember would like to add a new item to a future agenda, it's appropriate to make that suggestion at the end of a regular meeting under "items for future agendas." If a majority of Council supports the addition, the City Manager and City Clerk will seek an appropriate upcoming agenda to add the item. Note, often this means that another agenda item may need to be delayed or removed.

**Attendance**

Councilmembers will attend all meetings, to the best of their ability, which includes the option of electronic attendance. If a Councilmember cannot attend a meeting, the member will send a communication via text to the Mayor, City Manager, and City Clerk with as much advance notice as possible.

Section 3-6(6) of the City Charter states a Councilmember's seat is considered vacated if a Member misses more than six meetings in any 12 consecutive calendar months.

While in attendance, Councilmembers agree to maintain decorum and civil and professional demeanor, regardless of whether or not there is agreement on a policy matter.

## **Communication**

- Assume positive intent, actively listen to each other and be curious to understand different perspectives.
- There will be open and consistent communication between Councilmembers, the City Manager, City staff, and the City Attorney.
- Councilmembers will not speak on behalf of the Council or the City unless specifically appointed to do so by the Council. The Mayor is expected to be face of Council and represent Council at important events and meeting. At such events, the Mayor will not share policy positions that have not been adopted by Council or make any other representations on behalf of the City without prior discussion and direction from council.
- The City Manager is the point of contact for all City operations. The City Manager will include additional City staff as appropriate.
- The City Manager and appropriate staff will create all memos, marketing, and outreach materials for the Council. Councilmembers shall not use City logos or letterhead without City approval.
- Councilmembers shall not create social media accounts on behalf of the Council or City, or speak on social media on behalf of the Council or City.
- Councilmembers will only contact City Directors through a dedicated City email addresses, office phones, or cell phones (including texting) and will not contact any City staff through their personal emails, social media, or personal cell phones.
- City Council receives many emails from engaged residents and businesses. In order to provide a more responsive approach to addressing these emails, the City Manager's Office, or the City Clerk's Office, or our designee will respond to these emails ONLY if there are clear misunderstandings or facts that may need to be addressed. Staff will not be responding to political or policy issues. However, Councilmembers are encouraged to respond to those and copy the City Clerk and City Manager.
- As a matter of policy, and in the interest of maximizing the value of our employees time on the job, the City Manager does do not ask all city employees to attend all council meetings. Accordingly, Council can help staff by letting the City Clerk or City Manager know in advance of the meeting that there is an item you'd like more information on, or something that you'd like to remove from the Consent Agenda. This ensures the correct staff members are in the room for these moments.



Council agrees to gather for dinner ahead of the first council session of each month. No City business shall be conducted during this meal, this it is not mandatory to attend. This serves as an opportunity to get to know each other and staff. The meal will be catered by local business between 5:30 pm and meeting start at 6:00 pm.

### **Meeting Duration**

Regular and special meetings of the City Council shall end at 9:00 p.m. unless formal action is taken by the council to extend the meeting. If there are remaining agenda items, Council will prioritize and seek staff input about timeliness to these matters.

### **Treatment of Members of the Public**

City Council will strive to ensure that public attendees have adequate facilities with effective sound and video capabilities.

City Council will treat all members of the public with respect and dignity.

### **Council Expectations of the Public**

City Council expects all members of the public to treat each other with dignity and respect, regardless of values or differences of opinion on policy matters. Comments, questions, and all engagement from the public is expected to be civil.

### **Public Expectations of Meetings**

The public can expect that all public meetings in Louisville are properly noticed with an agenda that clearly identifies what will be discussed.

### **Council Expectations of Staff**

Staff members are held to the same civility expectations as Council and the public. Staff is expected to present themselves professionally, clearly, and concisely. Staff are expected to provide professional recommendations to Council and seek to understand and respond to Council questions both in advance of meetings and during Council meetings.

Staff reports will include:

- Professional policy level presentations
- Information necessary to inform policy decisions (are there pre-requisites, what is the level of effort, what are the impacts?)
- Alternatives (what happens if we do not do this, what do other options look like?)
- Discussion of public engagement
- Solid fiscal analysis

Council expects staff to bring fully vetted matters with solid analysis for Council consideration, Council further expects staff will support any Council decisions and implement effectively.

**PASSED AND ADOPTED** this \_\_\_\_ day of January, 2024.

Resolution No. \_\_, Series 2024  
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Christopher M. Leh, Mayor

ATTEST:

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Meredyth Muth, City Clerk

DRAFT