

**City Council
Special Meeting
Tuesday, April 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

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.

1. CALL TO ORDER

2. YOUTH ADVISORY BOARD 2023-2024 ANNUAL REPORT

- Presentation
- Public Comments (Please limit to three minutes each)
- Council Discussion
- Presentation of Certificates

3. DISCUSSION/DIRECTION – WARD MEETING PROCESS

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

4. ADJOURN

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. 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.

SUBJECT: YOUTH ADVISORY BOARD 2023-2024 ANNUAL REPORT

DATE: APRIL 9, 2024

**PRESENTED BY: JESSICA SCHWARTZ, TEEN LIBRARIAN
MANDY PERERA, RECREATION SUPERVISOR**

2023-2024 YOUTH ADVISORY BOARD MEMBERS:

**SAM BECKER – CO-CHAIR
LILY OBERG – CO-CHAIR
SENA WILLIAMS – VICE-CHAIR
LEXI MILLER – SECRETARY
BAILEY BARTICH
RAYMOND CATLOS
SOREN FIRESTINE
BELLA FERGUSON
NATE HART
EVEN HIATT
KIANA PETERSON
ARIHANT SWAIN
VIOLET TRIESCH
HAZEL VAN ZALE
EVERETT WEISS**

HIGHLIGHTS AND SUCCESSES OF THE PAST YEAR FOR THE BOARD:

Volunteer Projects – Sweetheart Dance, Glow Party

Visits from other City Boards and Community Members
Tiffany Boyd, LSAB
Martin Ogle

Annual Project – Eco-Seeker Scavenger Hunt

Pet Mayor Update

ATTACHMENT(S):

None.

RECOMMENDATION:

Discussion and presentation of certificates.

SUBJECT: DISCUSSION/DIRECTION – WARD MEETING PROCESS

DATE: APRIL 9, 2024

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

SUMMARY:

Ward meetings are an opportunity for council to engage with their constituency. In recent years, these meetings have been handled in a variety of ways with irregular frequency. The current City Council has expressed interest in ward meetings and has requested support from staff on a variety of aspects. As a result, staff is proposing standardizing support going forward for both City Sponsored Ward Meetings and any additional ward meetings council members may wish to pursue on their own.

Proposal for City supported Ward Meetings:

- Up to two per year, occurring in quarter one and quarter three
- Scheduled at least two months in advance so that staff can coordinate messaging with other routine publications
- Staff will support with room reservation (at a City facility) and light snacks (such as cookies)
- Staff will support council members with talking points or guidance, if requested, on key and emerging issues
- Staff, such as a communications team member and the Deputy City Manager or City Manager will attend
- Advertised consistently, with the following potential communication support:
 - o Creation of a flyer and social media graphic
 - o On applicable City social media channels
 - o On City website
 - o In monthly/quarterly e-newsletters as applicable
 - o Sent via email to Council Members for distribution to their own lists
 - o Flyer posted at City Hall, Recreation & Senior Center, and Library

Proposal for other Ward Meetings:

- Council may plan, schedule, and host additional ward meetings
- With advanced notice, staff will support by sharing this information on social media, adding to the calendar on the website, and including in an e-newsletter if applicable
- Staff will also support with talking points or guidance, if requested, on key and emerging issues
- Council may use City Facilities to host these ward meetings, and should contact the City Manager or Deputy City Manager if they have any trouble booking a

location (please keep in mind, meeting spaces in the city are in high demand and frequently booked well in advance)

FISCAL IMPACT

Fiscal impacts will vary depending on council’s direction. Potential costs for consideration include:

- Post Cards - ~\$6,000, per mailing
- Staff Support – ~\$500 to \$1500 (in staff time)
- Other (snacks, cards, etc.) - ~\$50 to \$250

PROGRAM/SUB-PROGRAM IMPACT:

The objectives for the Governance and Administration Sub-Program focus on a thorough understanding of the community’s diverse interests and support for informed policy-making. Ward meetings aim to solicit input from the community and determine how well the City’s programs are meeting goals and addressing the needs of residents, furthering the objectives of the Governance and Administration Sub-Program.







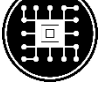

RECOMMENDATION

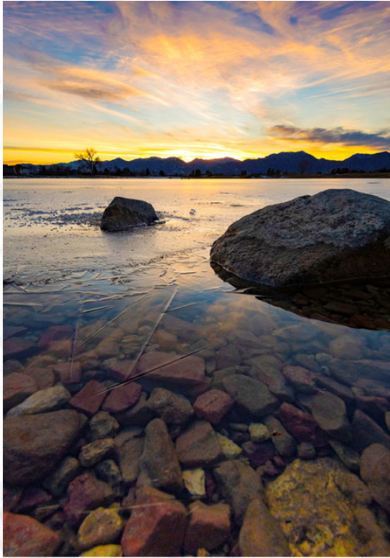
Staff recommends council determine the number of City sponsored ward meetings they would like planned for each ward and provide guidance on the level of staff support desired.

ATTACHMENT(S):

1. Presentation

STRATEGIC PLAN IMPACT:

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



Ward Meetings

April 9, 2024

Jeff Durbin, City Manager
Samma Fox, Deputy City Manager



Purpose

- Ward Meetings are an opportunity to engage with constituencies
- Staff is requesting council guidance on approaches for the future
- Staff are recommending an approach for:
 - Up to two city sponsored Ward Meetings per year
 - Additional Ward Meetings would be the responsibility of and at the discretion of council members



Background

- Variety of approaches in the past
- Renewed and varied interest from council
- Want to be considerate of:
 - Equitable opportunities for ward engagement
 - Council member preferences and needs
 - Fiscal impacts, including budget and staff time

Proposal – City Supported Ward Meetings

- Up to two per year (Q1, Q3)
- Scheduled in advance, to coordinate messaging, etc.
- Staff support room reservation, snacks, and attend the event
- Staff provide communications support
- Staff provide talking points/topic guidance as requested

Proposal – Council Sponsored Ward Meetings

- Council members:
 - Plan, schedule, and host as they see fit
 - May use City facilities to host, if available
- Staff support :
 - With advanced notice, will include in existing communications channels such as the website, social media, and e-newsletters
 - Talking points/topic guidance as requested

Potential Fiscal Impacts

- Depending on council's guidance, there may be fiscal impacts, for example:
 - Post Cards ~\$6,000 (per mailing)
 - Staff Support ~\$500-\$1500 (in staff time)

Discussion/Direction

- Does council support this proposal?
- If not, what would council prefer?

- NEXT STEPS:
 - Staff will pursue implementation of council's direction as appropriate