

# City Council

## Special Meeting Agenda

**Tuesday, July 23, 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)

*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/DIRECTION – 2025 CITY COUNCIL WORK PLAN**
- 3. DISCUSSION/DIRECTION/ACTION – APPOINT TWO COUNCILMEMBERS TO WORK WITH STAFF ON CITY MANAGER RECRUITER REQUEST FOR PROPOSALS**
- 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: DISCUSSION/DIRECTION – 2025 CITY COUNCIL WORK PLAN**

**DATE: JULY 23, 2024**

**PRESENTED BY: SAMMA FOX, INTERIM CITY MANAGER**

**SUMMARY:**

The City Council establishes their work plan annually and most recently revised their 2024 work plan in January of this year. 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.

This is the second of a series of meetings planned to craft and finalize the 2025 Council Work Plan. Currently, work plans are organized by programs and contain a mix of strategic initiatives, programs, and tasks. For 2025, staff proposed taking an opportunity with the unique timing of the first resident survey in four years and the ten-year Comprehensive Plan Revision to build on existing strategic alignment of the work plan. The original approach asked each council member to identify problems and opportunities, and what success looks like for each, which would then be brought together, refined, and prioritized by council during this meeting. A variety of factors have led to a change in this approach. Staff now encourages each council member to come to the meeting having reviewed the most recent [resident survey](#) and the [budget retreat materials](#), and with their top priorities in mind. As a council, staff requests the priorities be narrowed to three to five, which are supported by all of council, and then that council refine by identifying what success looks like for each priority area.

Staff would then have the opportunity to apply programs and tasks to each priority area, in-line with council's expectations for the item, before returning to council for final edits and approval. The work plan will be an annual product driven by council priorities and used to set advanced agenda items and inform staff priorities that are strategically aligned with community values and interests.

Links to Resources:

- [2024 Council Work Plan](#)
- [Programs](#)
- [2024 Resident Survey](#)
- [Comprehensive Plan Update Project](#)
- [June 11 Work Plan Presentation](#)

**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:**

This is an opportunity for council to discuss the 2025 Council Work Plan and come to consensus on the top priorities.

**ATTACHMENT(S):**

- 1. 2024 Work Plan – Adopted September 12, 2023

**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 – July 2024 Update

Number*	Program Area	Issue	Council Time Estimate	Estimated Timeline/ Quarter	June 2024 Update
<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	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Completed first round of public engagement and resident survey, with over 2,000 people engaged.</li> <li>Held public open house, focus groups, and met with 9 city boards and commissions.</li> <li>Completed existing conditions assessment.</li> <li>Finalizing Vision and Values, with expected final review by Council in August.</li> <li>Plan to begin second round of community engagement in September/October, which will focus on policy development, future growth scenarios, and compliance with HB 1313.</li> <li>Complete plan development and adoption process is anticipated in Q1-Q2 2025.</li> </ul>
2H	Community Design	Strategic Land Use Code Revisions as Needed to Move Forward Other Initiatives	TBD	Q1-Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Passed amendments to expedited PUD and Plat review process.</li> </ul>
3H	Open Space, Administration & Support Services	<p>Open Space Management</p> <ul style="list-style-type: none"> <li>Continued implementation of regenerative agriculture; maintenance, restoration; asset management; wildfire mitigation</li> <li>Implementation of 2C ballot question</li> </ul>	1-2 Council meetings	Q1-Q3	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Spring Regen. Ag. Program has concluded with success at Dutch Creek &amp; North Open Space properties. Another round is scheduled for fall.</li> <li>Per 2C ballot language, Parks &amp; Open Space funds have been separated and an acquisition reserve is in the process of being established.</li> <li>Multiple project approvals and staffing increases using 2C funds were approved on 5/7. Recruitments and projects implementation are underway.</li> </ul>

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.

July 2024

## 2024 Louisville City Council Work Plan – July 2024 Update

4H	Transportation / Community Design/ Economic Prosperity	<p>Transportation Topics</p> <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>• Transportation safety (including pedestrian and bicycle)</li> </ul>	2 – 3 Council meetings	Q1 – Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• Future 42 60% Design in Progress. Phase 1 – South Street design in progress. Working on funding sources with LRC, Lafayette, CMO, CDOT.</li> <li>• LRC funding dialogue in progress.</li> <li>• Transportation Safety presentation provided. Multiple transportation safety improvements in progress (Via Appia, Various Raised Crosswalks)</li> </ul>
5H	Community Development	<p>Economic Vitality</p> <ul style="list-style-type: none"> <li>• Strategic Code Changes (land use/commercial building code)</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	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• Downtown Vision Plan for Streetscapes and Public Places is in final stages and anticipate LRC and Council adoption in Q3.</li> <li>• LRC approved of moving forward to bond funds for large-scale projects in the urban renewal area. This could include implementation and funding of the Downtown Vision plan and South Street Underpass. Approval for bonding expected to be presented to Council in Q3.</li> <li>• Passed amendments to expedited PUD and Plat review process.</li> <li>• Developed monthly business outreach forum with EVC.</li> </ul>
6H	Community Design	<p>Affordable Housing</p> <ul style="list-style-type: none"> <li>• Complete Housing Study &amp; Strategic Plan, including impact fee development</li> <li>• Could include Residential Rental Licenses; ADUs; Inclusionary Housing (affordable, senior, accessible); Public/private partnerships; streamlined zoning; building of new housing; transit oriented development</li> </ul>	4-6 Council meetings	Q1-Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• Housing Plan adopted in Q2. Starting implementation process in Q3 and Q4 on the following: <ul style="list-style-type: none"> <li>○ ADU Ordinance</li> <li>○ Updates to Inclusionary Housing Ordinance</li> </ul> </li> <li>• Engagement with CU on Cinnebarre property acquisition planned as part of Comp Plan process. Engagement with City Council expected in Q3 or Q4. CU hosted public meeting scheduled for July 25.</li> <li>• Staff is working on implementation steps for HB 1313 – Transit Oriented Communities. Staff anticipates engaging with Council later this year or early next year when more information is available.</li> </ul>

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July 2024

## 2024 Louisville City Council Work Plan – July 2024 Update

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	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Internal Decarbonization Plan Project implementation is in progress. Improvements estimated 2025/2026 dependent on final adopted budget.</li> <li>Community Decarbonization Plan (CDP) implementation: Staff initially focused on business strategies while concurrently launching the 1-2-3 Electrify workshop series for single-family homeowners. Next, they will engage with mobile home residents through a listening session this fall, followed by engagement with multifamily housing residents.</li> </ul>
8H	Administration & Support Services, PROS, Public Works	<p>Fire Hardening/Emergency Preparedness</p> <ul style="list-style-type: none"> <li>Fire Hardening Code Revisions</li> <li>Emergency Preparedness</li> <li>Cooperation and Partnership (regionally, consortium of cities, emergency notification systems)</li> <li>Include all types of threats</li> <li>Potential policy discussions</li> </ul>	3-5 Council meetings	Q1-Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>Additional buffer strip mowing is occurring on open space properties bordering residential property within higher risk areas as determined by the Wildfire Risk Assessment.</li> <li>Restoration and pilot studies to reduce invasive grasses, respectively, on open space properties are underway.</li> <li>July 30 study Council study session planned to discuss WUI and fire hardening code options. Staff will follow up with code drafting, BCBOA review, and approval hearings in Q3 and Q4 if Council directs a code to be drafted for consideration.</li> </ul>
<b>MEDIUM PRIORITY</b>					

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July 2024

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1M	Administration & Support Services	Equity, Diversity, and Inclusion –Updates from staff on the implementation of the task force recommendations and next steps.	2-3 Council meetings	Q1 - Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• EDI work continues while the position is vacant overlapping with many internal and external initiatives such as regional minimum wage, flag displays, and policy updates.</li> <li>• The City continues to make utility bill inserts and the quarterly Community Update newsletter available in Spanish, and has added machine translation links to all email newsletters. Staff continues to evaluate options to deliver additional communications multilingually.</li> <li>• City staff responsible for programming events continue working to offer events, music, art and other cultural opportunities that reflect diverse communities.</li> </ul>
2M	Administration & Support Services	Sustainability Programs	As Needed	Q1-Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• Five pilot bag-tax funded commercial programs are complete and are being rebranded as the "Commercial Sustainability Grant" with a permanent structure.</li> <li>• A Building Materials Pick-up program has been launched in partnership with Resource Central.</li> <li>• Five waterwise programs with Resource Central are ongoing.</li> <li>• Residential electrification and energy efficiency rebates are going quickly.</li> <li>• Commercial electrification and energy efficiency rebates are launching.</li> <li>• FreshFood Connect communications are ongoing (this program is seasonal).</li> </ul>
3M	Parks, Recreation, & Open Space	Parks, Recreation, and Open Space Departmental Master Plan	1-2 Council meetings	Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>• RFP scope is being crafted. Anticipate going to bid in Q3 and seeking Council contract approval in Q4 or 2025 Q1.</li> </ul>

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July 2024

## 2024 Louisville City Council Work Plan – July 2024 Update

4M	Parks, Recreation, & Open Space	Recreation Amenities: Tennis/Pickleball Courts; Multiuse Fields	As Needed		<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>PPLAB/RAB sub-committee continues to evaluate potential locations and/or community need.</li> <li>Topic will be included in Master Plan RFP scope.</li> <li>Multiple CIP requests to either convert or add these amenities to the PROS system in the future.</li> </ul>
5M	Administration & Support Services	Minimum Wage Adjustments	2-3 Council meetings	Q1-Q4	<p>IN PROGRESS</p> <ul style="list-style-type: none"> <li>A regional minimum wage analysis, conducted in partnership with the cities of Boulder, Longmont, Lafayette, and Erie, will conclude in September of 2024. A professional economic analysis was conducted, along with a robust community engagement process. The results of the analysis and community engagement will be presented to City Council on September 10. Staff awaits further direction.</li> </ul>
6M	Administration & Support Services; Economic Prosperity	Main Street Closure – Consideration of 2024 closure and planning for potential 2025 closure.	3 Council Meetings	Q1-Q3	<p>IN PROGRESS – Downtown stakeholders are interested in a 2025 closure, at least for the summer season. The DBA, Louisville Chamber, and additional business stakeholders are working with City Staff and Staff is intending to bring forward a closure discussion for 2025 to City Council in Q4 2024. Staff intends to gain feedback from all the above stated stakeholders and homeowners.</p>
7M	Administration & Support Services	<p>Board &amp; Commission Engagement</p> <ul style="list-style-type: none"> <li>Q1 meetings with Advisory Boards</li> <li>Q2 staff follow up on additional options for engagement</li> <li>Possible joint meeting with Planning Cmsn re: Comp Plan</li> <li>Possible social/thank you event</li> </ul>	4-5 Study Sessions	Q1 - Q4	<p>IN PROGRESS - Staff gave update at the July 9 Council meeting:</p> <ul style="list-style-type: none"> <li>Resumed board/Council meetings</li> <li>Asked for board budget recommendations</li> <li>Planning volunteer appreciation event</li> <li>Administrative updates</li> </ul>
<b>LOW PRIORITY</b>					
 1L	Administration & Support Services	Campaign Finance Rules and Limits	2 – 3 Council meetings	Q2	<p>COMPLETE - Adopted Ordinance No, 1872, Series 2024 on May 7. New campaign finance regulations are in place for the 2024 election.</p>

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July 2024



## 2024 Louisville City Council Work Plan – July 2024 Update

✓ 2L	Administration & Support Services	Communications/Marketing Automation Software	2-3 Council meetings	Q2	COMPLETE – Council approved in January. This software has been successfully tested and implementation continues.
3L	Community Design	Completion of Old Town Overlay update	2 Council meetings	Q2	ON HOLD – Due to shifting priorities and staff resources.
4L	Community Design	Update Development Impact Fees	1-2 Council meeting	Q1 – Q3	ON HOLD – Due to shifting priorities and staff resources.
Annual/ Ongoing					
	Administration & Support Services	2025-2026 Budget Updates/Adoption	4-6 Council meetings	Q1 – Q4	IN PROGRESS – This is an ongoing item with the council retreat scheduled 7/24/2024
✓	Utilities	Water, Sewer and Storm Rates: annual update of utility rates	1 Council Meeting	Q1 - Q2	COMPLETE - 2024/2025 rate adoption complete. 2025/2026 rate model review to begin in Finance Committee in July.
✓	Utilities	Solid Waste/Trash Contract Renewal	3 Council meetings	Q1-Q2	COMPLETE
	Administration & Support Services	Comcast Franchise Renewal	2-3 Council Meetings	Q1-Q4	IN PROGRESS
✓	Administration & Support Services	Resident Survey	2-3 Council Meetings	Q1-Q2	COMPLETE – Presented to council 7/16/2024
	Administration & Support Services	Council Salary Survey: review results of annual City Council salary survey (if changes are needed)	1 Council meeting or memo	Q3	PLANNED - Staff will bring salary comparisons to Council in Q3. After comparing our salaries with other cities, Council can determine if an adjustment is needed.
	Administration & Support Services	Airport Impact Mitigation Efforts: Participate in Rocky Mountain Metropolitan Airport Community Noise Roundtable (RMMA CNR)	As Needed	Q1 – Q4	OTHER – RMMA CNR ended

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July 2024

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	Administration & Support Services	Evaluation of all City Council Appointees: City Manager, City Attorney, Judge and Prosecuting Attorney	2 Council meetings/Exec Session	Q3 - Q4	PLANNED - At the August 6 meeting Council will appoint two members to do evaluations of the Municipal Judge and Prosecutor. On October 15 Council will have an Executive Session to discuss the annual performance reviews of the City Attorney, Judge, and Prosecutor.
	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	IN PROGRESS – Council has already begun meeting on this item with the next scheduled 7/23/2024
	Administration & Support Services	Board & Commission Interviews/Appointments: conduct interviews for boards & commissions and determine appointments	3 Council meetings	Q4	PLANNED - Staff will begin the recruitment process in October. On October 15 the Council will appoint two members to complete the initial review of applicants and make a recommendation to Council of which applicants to interview. Interviews will be December 9 & 10 and appointments on December 17.
	Administration & Support Services	Organizational Strategic Plan Update	As needed		OTHER – The Comprehensive Plan, Resident Survey, and Council’s work on identifying 2025 priorities are all important components of organizational planning. A more formal plan update should wait until a City Manager is selected.
	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	ONGOING
	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	IN PROGRESS
	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	IN PROGRESS

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	Other	Municipal Code Updates: staff drafts and presents updates to Municipal Code as part of ongoing efficiency and operational improvement efforts <ul style="list-style-type: none"> <li>- Commercial Energy Code</li> </ul>	Varies	Varies	IN PROGRESS <ul style="list-style-type: none"> <li>• Commercial Energy Code amendments scheduled for August 6 City Council hearing.</li> <li>• Council completed discussion/direction on ADU ordinance in Q2. Staff will be conducting further community outreach and drafting a code for Planning Commission and Council consideration in Q3 and Q4</li> </ul>
	Other	Unanticipated Issues: each year numerous issues arise that cannot be reasonably foreseen that require Council consideration	Varies	Varies	IN PROGRESS – 2024 has had many unanticipated issues occur, which adjust priority levels and require staff, council, and community resources.

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July 2024

**SUBJECT:** DISCUSSION/DIRECTION/ACTION – APPOINT TWO COUNCILMEMBERS TO WORK WITH STAFF ON CITY MANAGER RECRUITER REQUEST FOR PROPOSALS

**DATE:** JULY 23, 2024

**PRESENTED BY:** SAMMA FOX, INTERIM CITY MANAGER  
KATHLEEN KELLY, CITY ATTORNEY  
ROBIN BROOKHART, ACTING HUMAN RESOURCES DIRECTOR  
MEREDYTH MUTH, CITY CLERK

**SUMMARY:**

As you are aware, Samma Fox is currently the City’s interim City Manager. The City Council now needs to begin the search for a new manager. The City will want to hire an experienced recruiter to complete a national search for the new City Manager. Staff requests the City Council appoint two members to work with staff on a request for proposals (RFP) for a recruiter. Once the RFP is drafted it will be put on a City Council agenda for approval before it is sent out.

**FISCAL IMPACT:**

There will be a fiscal impact associated with the procurement of a recruiter. Staff will bring back a request for a budget amendment along with the contract for approval.







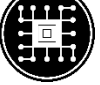

**RECOMMENDATION:**

Appoint two Councilmembers to work with staff on the RFP.

**ATTACHMENT(S):**

None.

**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>
<input type="checkbox"/>	 <b>Engaged Community</b>	<input type="checkbox"/>	 <b>Healthy Workforce</b>
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