

City Council Special Meeting Agenda

**Tuesday, August 27, 2024
Council Chambers
749 Main Street
6:00 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 **+1 719 359 4580 or 877 853 5247 (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 & ROLL CALL

2. PRESENTATION – SAFETY AND SECURITY IN THE BOULDER VALLEY SCHOOL DISTRICT

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

3. DISCUSSION/DIRECTION – TRAFFIC SAFETY: BICYCLES AND E-BIKES UPDATE

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

Citizen Information

If you wish to speak at the City Council meeting in person, please fill out a sign-up card and present it to the City Clerk at the meeting; if you are attending remotely, please use the “raise hand” icon to show you wish to speak in public comments.

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.

4. DISCUSSION/DIRECTION – CITY COUNCIL SALARY SURVEY

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

5. ADJOURN

SUBJECT: BOULDER VALLEY SCHOOL DISTRICT PRESENTATION -
SAFETY AND SECURITY IN THE BVSD

DATE: AUGUST 27, 2024

PRESENTED BY: RAFAEL GUTIERREZ, CITY OF LOUISVILLE CHIEF OF POLICE

BRENDAN SULLIVAN, DIRECTOR OF SAFETY, SECURITY &
EMERGENCY SERVICES-BOULDER VALLEY SCHOOL
DISTRICT

CARISSA JAQUISH, MANAGER OF SAFETY, SECURITY &
EMERGENCY SERVICES-BOULDER VALLEY SCHOOL
DISTRICT

JOHN WILLSON, FIRE CHIEF LOUISVILLE FIRE PROTECTION
DISTRICT

SUMMARY:

The Boulder Valley School District will present its Safety and Security in the BVSD information to City Council and community members to discuss their multi-dimensional approach to Emergency Preparedness and Emergency Operations. The presentation will discuss response coordination between the school district, the City, Fire Protection District, and regional partners. We will discuss the considerations specific to school related events, including the process and factors that are involved when deciding to evacuate a school facility. The presentation will discuss evacuation process, reunification procedures, and provide an overview of the District's Incident Management Structure. The presenters will also highlight a recent incident that acts as a case study for how these processes have been successful during actual situations.

Staff will be available to answer questions related to this topic at the conclusion of the presentation.

FISCAL IMPACT:

None.

RECOMMENDATION:

Discussion of process and provide relevant feedback to staff on any items of concern related to the context of what was presented.

ATTACHMENT(S):

1. Boulder Valley School District Safety and Security Presentation

SUBJECT: BVSD – SAFETY AND SECURITY

DATE: AUGUST 27, 2024

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STRATEGIC PLAN IMPACT:

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

Safety and Security in the Boulder Valley School District

Multidimensional Approach



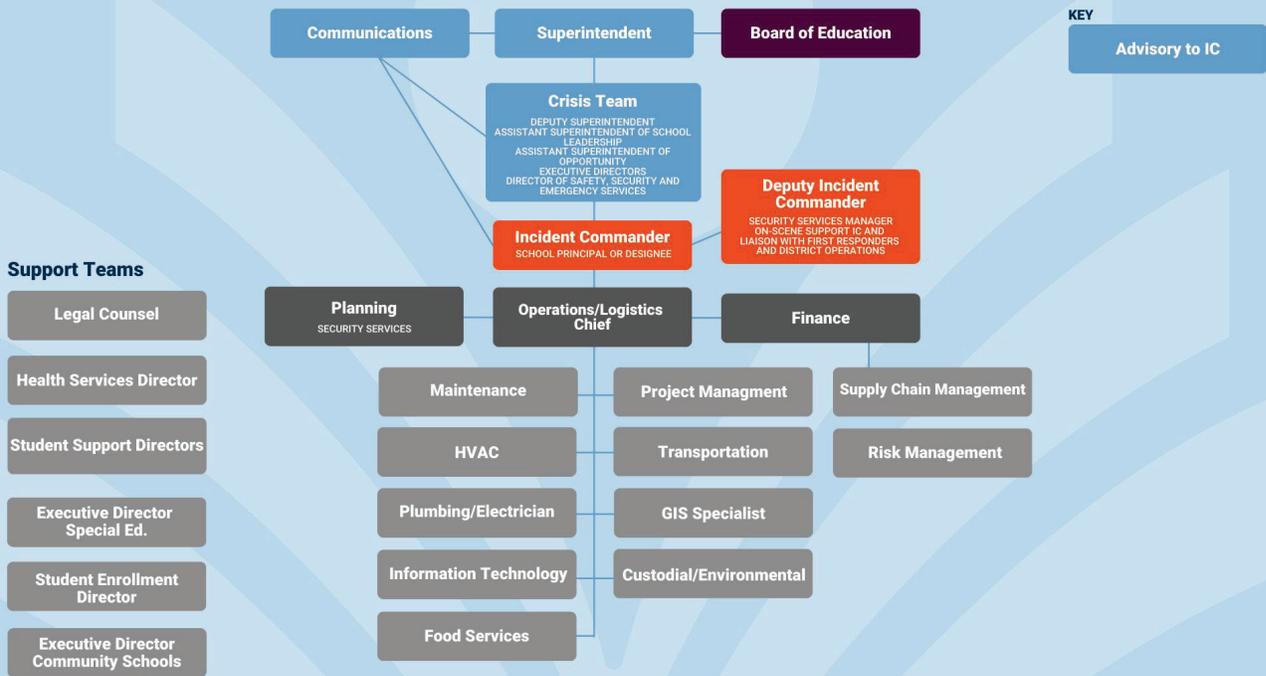
Collaboration with partners

- Training
- Command / Coordination / Communication
 - Unified command
- Interoperability
- Information sharing
- Partner integration
- Facility familiarization
- QR project



Results

BOULDER VALLEY SCHOOL DISTRICT DISTRICT INCIDENT MANAGEMENT STRUCTURE



Fire: School Evacuations

- Red Flag Days
- Early Notification
- SOC: Central hub for all emergency comms, initiation of a District response
- Mobilization of resources
- Communication
- Liaison with public safety agencies
 - Coordination
- Reunification locations ID'd
 - Parent pick up?



Overview

Standard Reunification Method

- iloveyouguys foundation launched in 2009 as a result of an incident at Platte Canyon High School in 2006.
- Based on research best practices and experiences; revised as needed
- The “standard” platform is adaptable to any location.
- These programs are currently practiced in over 45,000 schools, departments, communities, and organizations worldwide.



STANDARD REUNIFICATION METHOD.



Dinosaur Fire Case Study

- Awareness
- Situational Awareness (inventory)
- Continuous Updates
- Communications
- Deployment
- Contact with Incident Command
- Follow Through

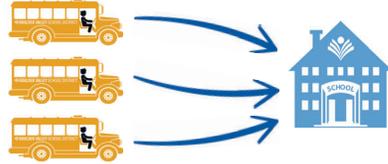
Evacuation Planning: Process & Considerations

Evacuation Process

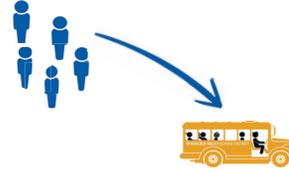
Drivers and buses mobilize.



Drivers travel to school building(s).



Students and staff load onto buses.



Buses travel to reunification location.



Considerations

- Amount of time for prior notice before evacuation
- Time of day
- Day of week
- Traffic management plans and/or impacts
- Size of school
- Distance from the original location of the bus to school
- Needs of students/staff when loading (access and functional needs)
- Distance to reunification center



SUBJECT: TRAFFIC SAFETY: BICYCLES AND E-BIKES UPDATE

DATE: AUGUST 27, 2024

**PRESENTED BY: RAFAEL GUTIERREZ, CHIEF OF POLICE
SCOTT MOORE, CRIME PREVENTION SPECIALIST
BENJAMIN WHITE-PATARINO, SENIOR RANGER NATURALIST**

SUMMARY:

In May 2024, Council received a presentation from staff from Police and Parks, Recreation, & Open Space departments regarding traffic safety specific to bicycles and electric bicycles (E-Bikes). At the conclusion of the presentation, Council requested follow-up action. Staff gathered information related to the questions that arose during the initial meeting including data on those injured in accidents specifically those under the age of 18. Staff also obtained feedback from other jurisdictions about their municipal codes and how they approach enforcement; examined the police department processes for juveniles contacted riding E-bikes in violation of ordinances; community outreach efforts and messaging to businesses and riders; planning of safety events; researched online E-bike sales, registration and helmet requirements; engagement with Boulder Valley School District; and engineering considerations.

FISCAL IMPACT:

Fiscal impacts will vary depending on council's direction. Potential costs would be associated with staff's time, promotional materials, engineering costs, signage, and registration program expenses. Specific fiscal impact remains unknown.

RECOMMENDATION:

Options may include creating new City ordinances related to speed limits on trails, creating helmet provisions, or regulating other aspects of riding/ownership not currently stated in the code. The Council may also consider improving and increasing signage in dismount zones to help riders better understand their responsibilities in areas where pedestrian-bicyclist conflict can occur.

Staff remains open to feedback and receiving additional guidance from council on ways to address the traffic safety concerns that have been raised.

ATTACHMENT(S):

1. Traffic Safety- Bicycle and E-Bike updates document
2. Traffic Safety Updates presentation slides

STRATEGIC PLAN IMPACT:

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

Traffic Safety: Bicycles and E-Bikes Update

August 27, 2024

In response to questions relayed to staff during a previously held special meeting in May 2024, related to traffic safety and bicycles/ E-bikes, the follow up and action item responses are below:

Accident Report Data on age or injury: 1485 traffic accidents that occurred between May 2019 and May 2024 were reviewed. Of the 1485 accidents 41 (2.7%) accidents involved a bicycle and 26 (1.7%) accidents involved a pedestrian. Of those accidents 18 bicyclists were under the age of 18 and 3 pedestrians were under the age of 18. Five of the bicyclists sustained serious bodily injury (1 under the age of 18) and there were no fatalities. Six pedestrians sustained serious bodily injury (1 under the age of 18) and there were two fatalities involving pedestrians (none involving people under age 18).

Seek feedback from other cities about ordinances/approach/licensing/code language: Neighboring police jurisdictions were contacted and asked about E-bike specific municipal ordinances or codes. These cities included Broomfield, Boulder, Erie, and Lafayette. As is done in Louisville, most of these jurisdictions primarily utilize the state model traffic code for how they address E-bikes and bicycles in general. Boulder and Lafayette have some additional provisions in their code that relate to dismount zones and speed limits (with signage) on their paths and trails. In our region we found no additional requirements for helmets or licensing outside of what the state traffic code requires. We also reached out to agencies outside of our region and found Steamboat Springs does have a helmet requirement for anyone 15 years of age or younger operating or riding on a bicycle or E-bike.

Enforcement contact/citation process for juveniles: The police department process already includes notification of parent/guardian when a juvenile is issued a summons for a violation. In the event a verbal warning or educational contact is initiated we are, at minimum, required to provide the person with the officer's business card. This process would continue to be followed during a verbal warning or educational contact with adding a request to have the parent or guardian contact the officer. In addition, we do have the capability of issuing a formal written warning to the juvenile operating the bicycle/ E-bike and can require follow up on the parent's part. As mentioned in the special meeting, priority will be made on education rather than the issuance of a citation in most cases.

Community Outreach to Rider groups: Parks, Recreation, and Open Space have several initiatives already in place. Over the summer, the Rangers completed a total of 13 Trail Etiquette Booths and provided educational materials and stickers to nearly 500 community members. Booths were located near school zones and high volume user areas. Rangers and the Police Department Crime Prevention Specialist, together with local Girl Scouts attended the Touch-a-truck event to support the Girl Scout's bike safety peer contract and provide Trail Etiquette Campaign and E-Bike safety educational materials. The Rangers and PD also participated in the Bike to Work Day event and provided the same safety material. Local bicycle vendors continue to support the City's bicycle and E-bike safety campaign and received Trail Etiquette materials to distribute to their customers. More materials can be provided as needed.

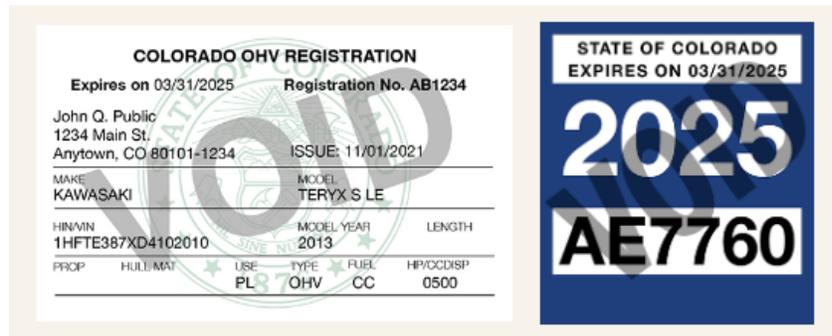
E-bike of Colorado and Louisville Cyclery received E-bike bookmarks (with trail etiquette tips), the E-biker "I share the trail" stickers, and other informational items. They will include those items with the information they provide with each E-bike they sell and have placed these items for customers near the front of the business. Customers have already provided positive feedback about the materials.

Community messaging: Materials have been and continue to be developed to use on social media channels and the City website, City correspondence to residents, and community newsletters.

Bike Safety events: Police and Open Space Rangers will collaborate on bike safety events/bike rodeo event(s). Additional planning to occur with more specific information on when and where. In the past, we have participated in HOA bike safety events in the Coal Creek Ranch subdivision and will be seeking those opportunities again moving forward. We will also engage the schools and the BVSD in planning and supporting events for young riders.

Online Bike Sales: We have learned there are other outlets, such as through online sales, where certain electric powered bikes with capabilities that exceed or fall outside the classifications established by the state for E-bikes, are being purchased. Per the Colorado Revised Statutes definition, these bicycles are not considered E-bikes and have a different classification with additional requirements. They are classified as either low power scooters, off-highway vehicles/bikes (OHV), or motor vehicles depending on capabilities, engine wattage or size. Low power scooters and motor vehicles are allowed on roadways and both have driver's licensing, registration, and insurance requirements. Low Power Scooter registration is required through the State of Colorado and is valid for a 3-year period. OHV registration is required annually. Motorcycles must follow the Colorado Department of Revenue registration regulations to be plated for use on highways or roadways. Violating any of these provisions may result in a summons for offenses ranging from a Traffic Misdemeanor to a Class B Traffic Infraction

See example of State of CO Low Power Scooter and Off-Highway Vehicle registration:



BVSD engagement: Staff met with BVSD Safety and Security personnel and asked to partner with them in distributing safety information to schools in our city to enhance awareness of this issue and to help educate riders, staff, and students about responsible use of E-bikes and other vehicles. City Communications Staff created material that was included in back to school information packets distributed to students. Staff will continue to work with BVSD and other local schools to reinforce safety messaging and look for opportunities to collaborate on events such as bike rodeos and safety events.

Engineering- Protected Bike lanes/signage/lane markings: As with any roadway safety initiative, Engineering plays a large role. Depending on what course of action the City Council deems is appropriate the possibility of installing signage on paths and trails or creating other engineered solutions can be further explored if appropriate.

Council may consider development of municipal codes or ordinances related to wearing of helmets, speed limits, dismount zones, increasing signage, seeking roadway engineering options, or taking no action. Staff seeks additional direction and is also available to clarify or engage in additional research if need be.

Traffic Safety:
Bicycles and E-Bikes Update
Chief of Police Rafael Gutierrez
Crime Prevention Specialist Scott Moore
Senior Ranger Naturalist Benjamin White-Patarino



Traffic Safety Updates

Accident Data

- 1485 accident reports reviewed for period between May 2019 to May 2024
 - 2.7% (41) involved bicycle
 - 1.7% (26) involved pedestrian
- 18 bicyclists under age 18
 - Of 5 total bicyclists involved who sustained serious injury
 - 1 was under age 18
 - All were non-fatal
- 3 pedestrians under age 18
 - Of 6 total pedestrians involved
 - 1 was under the age 18
 - Two fatalities
 - No fatalities to anyone under age 18



Traffic Safety Updates

Other Jurisdictions

Broomfield, Boulder, Lafayette, Erie contacted

- Utilize State Model Traffic Code for bicycle and E-bike regulation
- Boulder and Lafayette:
- Establish speed limits on trails and specifically designated dismount zones with marking and signage
- No local helmet or registration requirement

Steamboat Springs Code (Sec. 16-29):

Helmet ordinance in municipal code requiring any person 15 years of age or younger to wear protective helmet as operator or passenger on any electric assisted bicycle or bicycle.



Traffic Safety Updates

Louisville PD Enforcement Processes

Currently have processes in place for notification of parent or guardian when juvenile issued a summons

- Verbal warning or educational contact requires officers to provide a business card to identify themselves.
 - This process will continue with the request for parent or guardian to contact the officer
- Formal written warning capability in our citation system
 - Can add requirement to have parent or guardian contact officer to confirm they were notified of the warning.
- Processes will need to be cognizant of the time burden required for officer follow-up.
 - Place responsibility on parent or guardian
- Education is preferred over enforcement for initial contacts or minor violations.
- Enforcement always remains an option as needed.



Traffic Safety Updates

Pro-Active Community Outreach

- Community Messaging campaigns
 - Social media channels and website
 - Bulletins published at select times of the year
 - Posters/Flyers/Stickers/Bookmarks distributed to vendors and riders
- Working with student groups such as Girl Scouts and Eagle Scout to promote safe riding practices
- BVSD back to school packets included safety material
- Attendance at various events to reinforce messaging
- Bicycle Safety Events- Bike Rodeo, Bike to work day, touch a truck, and other city sponsored events.
- Point of Purchase
 - Educate consumers in partnership with retailers
 - Safety material provided and displayed in local shops



Trail Etiquette and Safety Campaign Updates

Parks, Recreation & Open Space Department

Trail etiquette booths

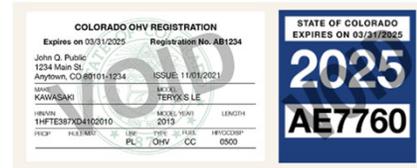
- Thirteen trail etiquette booths held with nearly 500 community members reached
- Will continue outreach to all user groups about trail safety as shared responsibility
 - Pedestrians
 - Runners
 - Cyclists
 - E-bike users
- Locations include areas
 - Known to have more frequent trail use conflicts
 - Adjacent to schools to reach kids with messaging.
- Staff are exploring placing booth materials at key public-facing facilities



Traffic Safety Updates

Online Bike sales and other vehicles

- Concerns when these vehicles exceed or fall outside the State definition of E-Bike depending on engine wattage, motor size, or capabilities,
 - Low Power Scooter (allowed on roadways, not trails)
 - State 3 year registration
 - Driver's license
 - Insurance
 - Motorcycle (allowed on roadways, not trails)
 - Department of Motor Vehicle annual license plate
 - Driver's license
 - Insurance
 - Off Highway Vehicle
 - Not allowed on roadways
 - *unless meeting provisions for motor vehicle or motorcycle
 - State annual OHV registration
- Violation can range from a Traffic Misdemeanor to a Class B Traffic Infraction



5/28/2024

Next Steps

Potential Options:

- Create additional local regulations or provisions in Municipal Code
 - Helmet requirement
 - Speed Limits on trails
 - Registration requirements
 - Potential for adverse impact to visitors- regional users of trail system
 - Managing program- capacity
- Engineering options
 - Protected bike lanes
 - Additional signage
 - Posted dismount zones/ trail speed limit displays-signs
 - Roadway modifications/ construction
- Take no additional action
- Request additional input or information from staff

Questions or Additional Direction from Council?



5/28/2024

SUBJECT: DISCUSSION/DIRECTION – CITY COUNCIL SALARY SURVEY

DATE: AUGUST 27, 2024

PRESENTED BY: MEREDYTH MUTH, INTERIM DEPUTY CITY MANAGER

SUMMARY:

Each year staff collects information for City Council to determine if a change in Council compensation should be considered. Attached for you is Council salary data for 2024 for the Front Range. Based on that information, staff created the comparisons below for Council to consider.

Front Range Comparison			Smaller City Comparison		
	Mayor	Council		Mayor	Council
Louisville	\$13,968	\$11,664	Louisville	\$13,968	\$11,664
Average	\$19,939	\$12,229	Average	\$12,173	\$8,771
Median	\$13,584	\$11,232	Median	\$13,121	\$9,542

**Brighton, Castle Rock, Englewood, Erie, Golden, Lafayette, Louisville, Northglenn, Superior, Wheat Ridge, Windsor*

In previous Council discussions on compensation, members have deliberated about if raising the salary would entice a more diverse pool of residents to run for office; in particular, finding ways to make it easier for lower income residents serve. Additionally, there has been discussion about if the City could offer other help to make meeting attendance easier for new councilmembers such as providing child care or meals. While those issues are not addressed here, they may be points the Council would like to discuss related to compensation.

If Council would like changes to the current compensation level please direct staff to bring back an ordinance for consideration.

Please note Section 3-5 of the City Charter states: “The Mayor and each Councilmember shall receive the salary and benefits prescribed by ordinance. The salary shall not be increased or decreased during the term for which the Mayor or Councilmember has been elected.” Therefore, any changes made now will not affect the sitting Council but will be effective for terms of office which commence on or after the election in November 2024.

FISCAL IMPACT:

To be determined.

RECOMMENDATION:

Discussion/direction.

ATTACHMENT(S):

- 1. Front Range Council Salary Data

STRATEGIC PLAN IMPACT:

<input checked="" 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 type="checkbox"/>	 Engaged Community	<input checked="" type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

7.18.24

Council Pay Data from CML for 2024			
Municipality	Mayor	Mayor Pro Tem	Council
Arvada	\$18,000	\$15,000	\$13,800
Aurora	\$82,400	\$21,166	\$19,055
Boulder			
Brighton	\$16,800	\$14,400	\$12,000
Broomfield	\$21,000	\$13,200	\$14,400
Castle Pines	\$13,200	\$9,000	\$9,000
Castle Rock	\$11,400	\$9,600	\$7,800
Centennial			
Commerce City	\$15,120	\$13,231	\$13,231
Denver			
Englewood	\$10,800	\$7,800	\$7,200
Erie	\$8,400	\$4,800	\$4,800
Evans	\$5,100	\$3,600	\$3,600
Federal Heights	\$14,276	\$12,134	\$10,200
Firestone	\$4,200	\$3,600	\$3,600
Fort Collins	\$59,784	\$47,827	\$39,856
Frederick	\$6,000	\$3,600	\$3,600
Golden	\$22,164	\$17,364	\$16,164
Greeley	\$18,000	\$12,600	\$12,600
Greenwood Village	\$36,000	\$18,000	\$18,000
Johnstown	\$4,800	\$3,000	\$3,000
Lafayette	\$13,121	\$10,138	\$9,542
Lakewood	\$38,800	\$15,456	\$15,456
Littleton			
Lone Tree	\$15,781	\$10,520	\$10,520
Longmont	\$18,000	\$12,000	\$12,000
Loveland	\$36,000	\$9,600	\$24,000
Northglenn	\$14,144	\$11,627	\$10,109
Parker	\$18,801	\$15,041	\$15,041
Superior	\$13,200	\$10,800	\$10,800
Thornton	\$24,000	\$21,000	\$18,000
Wellington	\$3,600	\$1,200	\$1,200
Westminster	\$19,176	\$16,440	\$13,704
Wheat Ridge	\$10,080	\$7,200	\$7,200
Windsor	\$12,000	\$8,000	\$8,000

Annual Average	\$19,105	\$12,224	\$11,854
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Monthly Average	\$1,592	\$1,019	\$988
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