

City Council

Special Meeting Minutes

May 8, 2018
Library Meeting Room
951 Spruce Street
7:00 PM

Call to Order – Mayor Pro Tem Lipton called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle (arrived 7:02 pm)***
 Mayor Pro Tem Jeff Lipton
 Councilmember Jay Keany
 Councilmember Chris Leh (arrived 7:04 pm)
 Councilmember Dennis Maloney
 Councilmember Ashley Stolzmann

Absent: ***Councilmember Susan Loo***

Staff Present: ***Heather Balsler, City Manager***
 Megan Davis, Deputy City Manager
 Emily Hogan, Assistant to the City Manager
 Katie Baum, Sustainability Specialist
 Kathleen Hix, Director of Human Resources
 Meredyth Muth, City Clerk

DISCUSSION/DIRECTION – ENERGY FUTURE PARTNERSHIP WITH XCEL ENERGY

Assistant to the City Manager Hogan stated that in March 2018, Council approved a 2-Year Work Plan for the Sustainability Action Plan (SAP) to measure the City’s progress in achieving the strategies identified in the SAP and establish recommended actions for continuing the City’s progress in achieving the goals of the Small Area Plan. One of the top recommended actions of the 2-Year Work Plan for 2018/2019 is to partner with Xcel Energy to increase the share of alternative energy for our community.

City representatives reached out to Xcel to see what opportunities currently exist to increase the community’s share of alternative energy. Xcel suggested the City consider entering into a Memorandum of Understanding (MOU) for Energy Future Collaboration. The MOU would establish a voluntary partnership between the City and Xcel with the goal of developing a strategy for achievement of a shared vision through collaboration

focused on innovation, clean energy, economic development opportunities, customer choice programs and technology. The process for drafting the MOU begins by establishing mutual values, vision and guiding principles, which can be based on the goals and strategies identified in the SAP and the values listed in the City's Comprehensive Plan. Additionally, staff will work with Xcel to create a work plan with potential short and long-term focus areas.

Xcel is seeking support from the City on House Bill 18-1428, the Colorado Community Energy and Innovation Collaboration Act. The bill aims to build a statewide framework that allows communities to enter into an agreement to achieve the community's energy-related goals, similar to the Energy Future Collaboration, and would streamline processes for new or modified services and programs.

Staff recommends City Council direct staff to begin the process of drafting an MOU for Energy Future Collaboration with Xcel and also requests Council appoint a liaison to work with staff in the development of the MOU. Staff also recommends City Council direct staff to support HB 18-1428 and contact Xcel to be listed as a supporting community and the bill's sponsor to relay the City's support of the bill.

Councilmember Stolzmann stated she and Councilmember Loo met with staff from Xcel to discuss the program and feel this MOU aligns with our sustainability goals. She and Councilmember Loo are also interested in the Renewable Connect program to work on an additional solar garden to move towards being carbon neutral as a City.

City Manager Balser stated staff is ready to begin drafting the MOU but would like to confirm Council is interested and if a Councilmember will be a liaison.

Mayor Pro Tem Lipton asked about the status of the House Bill. Deputy City Manager Davis stated the bill died in the legislature this week.

Mayor Pro Tem Lipton asked if this would be an exclusive agreement. City Manager Balser stated staff has not heard this is exclusive. Mayor Pro Tem Lipton would like to make sure we can still explore other opportunities if they present themselves.

Councilmember Maloney stated his support for the MOU. We are looking for clean energy for the best possible price. He added the Sustainability Board should be included in the conversations.

Mayor Muckle stated his support. He would like some understanding of what we are doing to drive new generation. Councilmember Stolzmann stated most cities in the program want new renewable sources. Each municipality can create an MOU that meets its own needs and priorities.

Members agreed staff should begin work on the MOU and appointed Councilmembers Stolzmann and Loo to serve as the Council liaisons to this project.

DISCUSSION/DIRECTION – 2018 CITIZEN SURVEY

Hogan stated that during the annual review of the City's Programs and Key Performance Indicators (KPIs), staff suggested the Citizen Survey be conducted every two years instead of four years to provide useful trend data. A number of effectiveness measures in the KPIs use the results of the Citizen Survey to determine how well a program is meeting its goals and addressing the needs of residents

Staff suggests a 2018 Citizen Survey focus on resident satisfaction with the City's programs and services as listed in the effectiveness measures of the KPIs, as well as several policy issues (for example, Historical Museum Visitor Center, transportation, trash service for HOAs and commercial properties). The survey can be mailed by June or July and staff can have the results by September or October. The results can provide additional information for Council to use during the 2019/2020 budget process.

Staff recommends City Council direct staff to begin the process for the 2018 Citizen Survey. Staff also requests Council appoint two liaisons to work with staff in the development of the survey.

Mayor Muckle stated a two-year cycle makes sense to help with the KPIs and resident satisfaction.

Councilmember Stolzmann stated there are probably policy questions that should be surveyed more regularly. She stated for the performance indicators she would take a different approach of asking our Boards and Commissions to weigh in on an annual basis on the relevant KPI topics.

Councilmember Maloney suggested using a four-year cycle for general questions and policy questions on an alternating four-year cycle without mixing them. He noted using the general survey for the KPIs may be asking people about programs they don't use.

Councilmember Leh stated policy questions are important and should be asked every two years. Those issues get lost in the general survey and we need those answers more often.

Mayor Muckle stated he was not sure the boards are the best way to get input for some questions; their views may not be consistent with the public at large. He likes the idea of using the boards on the KPIs but there may be some on which we want citizen input. We probably need to expect some policy questions on the general survey every four years to get the answers we need in those budget years.

Councilmember Stolzmann asked how the policy questions will be determined. Balser stated some ideas already related to current topics (trash for HOAs, museum visitor center, transportation options, etc.).

Mayor Muckle asked members to send Balser ideas on policy questions. Balser stated staff would bring a draft of the survey to Council for review.

Members noted they would like more context in the questions to give people more information in the survey including costs and identifying priorities.

Public Comments

John Leary stated board/commission input may reflect different values than the general public. If the plan is to use the information for the KPIs you need to ask specific questions to make it meaningful.

Deb Fahey stated getting specific information for a KPI or a program can be done in a survey; she stated the questions shouldn't be influenced by staff.

Members appointed Mayor Muckle and Councilmember Leh to serve as Council liaisons for the project.

DISCUSSION/DIRECTION – CITY OF LOUISVILLE STRATEGIC PLAN OUTLINE

Deputy City Manager Davis stated the idea of having a strategic plan was discussed as a part of the hiring of the new City Manager. She reviewed an outline for a strategic plan that would focus on the city internally, the operations, and a city work plan. It would create a road map and a guiding document around an established mission, vision and values. This would establish strategic/key priorities the entire organization is working towards. A strategic plan is also a communication tool we can use to let our residents know what we value and what our priorities are.

The process would include looking at existing plans, SWOTs, and environmental scans with the help of a facilitator. Once there is a defined mission, vision, and values we can find strategies to implement the plan and how to keep it up to date.

The City could hire a consultant to help with the project or do some of the work in-house and only hire a facilitator for some of the focus groups and/or SWOTs. Staff hopes to get this completed in the next 4.5 to 5 months.

Councilmember Leh stated he tends to be skeptical of these processes but all of the city manager candidates noted we don't have such a plan. He feels a more in-house approach might be better. He asked Balser what she wants to see out of this.

Balser stated there are a lot of good plans already in the various departments, but we don't have an overall plan. It is about alignment so everyone is working towards the same goals; using the same language, and on the same path. Eventually we want all of this to also align with the budget, the KPIs, and goals.

Mayor Pro Tem Lipton stated the process is important; it is important to get everyone aligned so Council and staff understand our strategic vision, goals, and priorities. Part of that is to get buy-in and involvement in the process. He supports using an outside consultant; staff doesn't have the time. An outsider brings the objectivity needed for the project and it won't be accepted if it is not objective. At the end of the process we can take the final product and relate it to the strategic goals and priorities in the budget.

Councilmember Maloney agreed with Mayor Pro Tem Lipton that we need someone objective to lead this. The process is important and the sooner the better.

Public Comments

John Leary stated he wouldn't spend the money on this, but would spend it on getting the program budgeting process to be better.

Councilmember Stolzmann stated we already have goals and objectives so we shouldn't recreate those; it should relate back to those.

City Manager Balser stated staff is looking for the vision and how does it filter down to the budget and the programs. We have never defined the mission, vision, and values of the organization.

Councilmember Leh stated this should strengthen the organizational structure. It would be nice for the Council to have ways to evaluate ourselves; nice to build that into the process to help us do a better job.

Mayor Muckle that stated when done well, these types of plans can really drive an organization.

City Manager Balser stated staff will bring back a proposal for the project for Council to consider.

Councilmember Stolzmann stated she doesn't want to simply document what we have already; it should also evaluate where changes are needed. This can be a transformational opportunity to change behaviors and things we don't like.

CITY MANAGER'S REPORT & ADVANCED AGENDA

Balser reported there will be an employee recognition event on May 10th.

Members reviewed the advanced agenda.

ADJOURN

Members adjourned at 8:37 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk