

City Council Meeting Minutes

**August 14, 2018
City Hall, Council Chambers
749 Main Street
6:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 6:00 p.m.

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann***

Staff Present: ***Heather Balsler, City Manager
Megan Davis, Deputy City Manager
Emily Hogan, Assistant to the City Manager
Director Rob Zuccaro, Planning & Building Safety Director
Kristin Dean, Principal Planner
Meredyth Muth, City Clerk***

Others Present: ***Sam Light, City Attorney***

EXECUTIVE SESSION

REAL PROPERTY ACQUISITIONS AND DISPOSITIONS

(Louisville Charter, Section 5-2(c) – Authorized Topics – Consideration of real property acquisitions and dispositions, only as to appraisals and other value estimates and strategy, and C.R.S. 24-6-402(4)(a))

City Attorney Light introduced the agenda item and the City Clerk read the statement required by City Code.

Attorney Light stated Section 5-2(c) of the home rule charter authorizes an executive session for the purpose of consideration of real property acquisitions and dispositions, provided such session is limited to consideration of appraisals and other value estimates and strategy for the real property acquisition or disposition. An executive

City of Louisville

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session for this purpose is also authorized by Section 24-6-402(4)(a) of the Colorado Open Meetings Law.

Attorney Light stated the City Manager is requesting City Council convene an executive session for the purpose of consideration of potential real property dispositions concerning properties in Louisville.

Mayor Muckle moved to go into executive session for the purpose of consideration of potential real property dispositions located in Louisville, but only as to appraisals and other value estimates and strategy for same, and that the executive session include the Deputy City Manager, City Attorney, Planning Director, and Principal Planner; Councilmember Loo seconded the motion. Voice vote passed 7-0.

Members went into executive session at 6:04 pm.

Members returned from executive session at 7:13 pm.

REPORT – DISCUSSION/DIRECTION/ACTION – REAL PROPERTY ACQUISITION AND DISPOSITIONS

City Attorney Light reported the executive session was for matters regarding real property disposition and gave staff direction to obtain an appraisal of the property. No action is requested this evening

DISCUSSION/DIRECTION – COMMUNITY ENGAGEMENT STRATEGY

Assistant to the City Manager Hogan stated this is an update from June 5 regarding a strategy to improve community engagement. Based on the direction received by Council, staff proposes the following: improving the City website, increasing transparency, discontinuing use of Engage Louisville, increasing the number of newsletters and e-newsletters, developing a mobile application, and a focus on existing and new social media. She stated there will be requests for additional resources for communications in the 2019/20 budget process to address these items and there will be a request for staff.

Councilmember Keany asked if staff knows what Lafayette pays their Chamber for the advertising work they do. Staff will find out.

Councilmember Maloney stated NextDoor seems to be widely used, he asked if we know why that is used more than others. He noted Lafayette uses it well with good participation. That appears to be an easy entry into social media without a lot of output or cost. It seems to reach broadly in the community.

Councilmember Keany stated the newsletter hits each household and people who may not check social media.

Councilmember Stolzmann stated it is hard to judge how many users actually use social media.

Mayor Muckle stated it appears the newsletter is the best way to reach the most people. It seems we need a mobile app to be a modern place.

Councilmember Loo stated for business promotion the private sector may be more interested in partnering with the Chamber for such work. Councilmember Keany agreed.

Councilmember Maloney stated technology has ongoing costs that can be significant; this can require a great deal of effort for maintenance and other long-term costs.

Councilmember Loo noted the cost of this is \$150-200K annually and that is substantial and will have to be discussed in the full budget conversation. Deputy City Manager Davis stated this will come back for a decision in the budget process.

Hogan stated this is a menu of options to improve service and Council can select any or all of them. Deputy City Manager Davis stated there is limited staff capacity now so if we add more options we will need staff for implementation.

Councilmember Stolzmann stated part of the success of the newsletter is because it is not too frequent. Quarterly might be the right amount, but that is hard to determine. We should use it for short informational pieces and direct people to digital media for the details. She stated she struggles with the comparison of FTE's to other cities; we are already in line with that. Maybe this is the right level and we should be careful of adding additional tasks. It is good to know we can't add these items without additional staff.

Mayor Pro Tem Lipton stated we do need to improve community engagement. We are still behind the curve and our residents want more. He stated he is less inclined to spend money on data reporting tools. We need to find better ways to push out information in a timelier basis; we need to have better marketing of the community; but this can probably be done for a modest investment, maybe one FTE and small costs to push out information, not expensive platforms. He added the expense is in content, not software. We need a person to implement this; it is a mid-range position.

Councilmember Leh noted Louisville doesn't need a Boulder type solution. We need to do better getting out timely information. We need to coordinate better with the business community but not do their work for them. He agreed NextDoor may be worth the investment of some time. He supports improving the web site; thinks a mobile application is essential for things like paying bills, finding out about meetings, learning about projects/budgets, and getting contact information. He would like to see how we get information to and get information from people who can't come to meetings. The newsletter is a tried and true method. We are missing communications on economic development.

Mayor Pro Tem Lipton stated there appears to be agreement that the web site needs to be updated. The goal is to make it contemporary.

Councilmember Maloney stated we need to focus on pushing information, pulling information but we need to define our expectations. We have to decide what is important, what service levels we want. That will allow staff to decide what resources are needed.

Mayor Muckle agreed citizens want a higher level of service and it is mostly being notified of what is happening. It will take some resources but that will have to be prioritized within the rest of the budget. This probably needs a staff person and resources. He agrees the website needs attention and we need more electronic notifications, some of the other items may not be right for us now.

Councilmember Maloney stated the Council needs to establish the service levels we want to reach. Mayor Pro Tem Lipton stated we want to know how good we want to be and how much we are willing to spend.

Councilmember Keany would like to explore options with the Chamber.

Mayor Muckle asked if people have an opinion about using NextDoor and Facebook. Councilmember Stolzmann suggested using it to push information; but not to respond. Perhaps have a disclaimer the City uses it for informational purposes not to engage residents in conversation. Councilmember Leh disagreed; we should respond.

Staff will bring options back for Council consideration through the budget process.

DISCUSSION/DIRECTION – STRATEGIC PLAN PROCESS UPDATE

Deputy City Manager Davis stated the consultant contract was approved last week and a kick off meeting has been set. Staff wants to circle back with Council to what the process will be. This will be an organizational strategic plan to be informed by existing plans and visionary statements to inform the mission, vision, values, and strategic vision. The plan will inform the program and subprogram goals, the Council work plan, staff training and building a strong organizational culture.

The first phase is a review of existing plans and documents as well as employee and citizen survey information. At end of August and into September we will move into the input gathering phase including gathering information from Council. We want to identify emerging issues, what are our organizational priorities and complete a SWOT analysis (strengths, weaknesses, opportunities, and threats). The consultant will gather SWOT information from the management team, supervisors, and some focus groups of people who are not managers or supervisors. There will also be a survey for employees to

complete. We are already working on communicating how staff can participate and why this is important.

All of this will be followed by a workshop with the management team and one with City Council to provide input before finalized.

Councilmember Loo stated the budget document really does shows you what we value. The budget should be used as a guide for this. Councilmember Loo requested the interview questions up front, and to be sure to consider resource constraints in the strategic priorities.

Members were generally happy with the proposed product and schedule.

DISCUSSION/DIRECTION – ANNUAL BOARD AND COMMISSION APPOINTMENT PROCESS

City Clerk Muth stated staff is looking for direction on how the Council would like to handle the board and commission applicant process for the 2019 vacancies. She asked:

- What changes from last year's process would Council like to implement?
- Would Council like to appoint a committee to write and finalize the application questions?
- Would Council like to appoint a committee to review the applications and make recommendations regarding which applicants to interview?

Muckle asked if members wanted any new questions this year.

Councilmember Stolzmann stated that at the end of the process last year she and Councilmember Keany were tasked with updating the Planning Commission questions and they suggest replacing questions #3 and #5 that were used in 2017. They made some suggestions and Council discussed options. The group decided to replace #3 and #5 with:

- 3) What do you think are the most pressing planning issues facing the City as it relates to land use & development?
- 5) How would you react as a Planning Commissioner if you were asked to apply a rule with which you disagree?

For the Library Board Councilmember Stolzmann will finalize the questions after staff gets input from the Board on some recommended questions.

Councilmember Loo asked that each Board get a chance to review the questions we used last year and see if they have suggested changes for this year. Staff will do this.

Members agreed to use a committee again this year to review the applications and make recommendations on who to interview. Mayor Muckle and Councilmember Leh volunteered to serve on the committee. The committee will be formally approved at a later Council meeting.

Muth noted the term of the member serving on the Boulder County Housing Authority Advisory Board (Boulder County Housing and Human Services Advisory Committee) is ending. Members agreed to encourage applications from those living in Housing Authority properties.

ADJOURN

Members adjourned at 8:41 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk