

City Council

Special Meeting Agenda

Tuesday, January 14, 2019

Library Meeting Room

951 Spruce Street

6:00 PM

**Note: The time frames assigned to agenda items are estimates for guidance only.
Agenda items may be heard earlier or later than the listed time slot.**

1. CALL TO ORDER

6:00 – 8:45 PM

**2. DISCUSSION/DIRECTION – 2020 CITY COUNCIL WORK
PLANNING RETREAT**

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

8:45 – 9:00 PM

**3. ADVANCED AGENDA & IDENTIFICATION OF FUTURE
AGENDA ITEMS**

9:00 PM

4. ADJOURN

Citizen Information

If you wish to speak at the City Council meeting, please fill out a sign-up card and present it to the City Clerk.

Persons with disabilities planning to attend the meeting who need sign language interpretation, assisted listening systems, Braille, taped material, or special transportation, should contact the City Manager's Office at 303 335-4533. A forty-eight-hour notice is requested.

City of Louisville

City Council *749 Main Street* *Louisville CO 80027*
303.335.4536 (phone) *303.335.4550 (fax)* *www.LouisvilleCO.gov*

SUBJECT: 2020 CITY COUNCIL WORK PLANNING COMPLETION

DATE: JANUARY 14, 2020

**PRESENTED BY: HEATHER BALSER, CITY MANAGER
EMILY HOGAN, ASSISTANT CITY MANAGER FOR
COMMUNICATIONS AND SPECIAL PROJECTS
MEGAN DAVIS, DEPUTY CITY MANAGER**

SUMMARY:

On December 10, 2019 City Council held its annual work planning retreat to identify those issues and projects they wish to complete as a part of their 2020 work plan. On January 14th City Council will finalize the 2020 work plan, which will reflect their priorities on issues that require City Council policy direction or guidance. The work plan includes issues that City Council plans to address throughout the course of the year, the approximate meeting time Council will devote to each issue, and a rough schedule (by quarter) when Council will consider each issue. In addition, the City Council work plan helps staff prioritize internal work plans and schedule the work that is needed to bring to City Council for engagement.

The second work planning session will be facilitated by Jonathan Bartsch, Principal at CDR Associates. A detailed agenda for the facilitated session is attached. The draft version of the work plan is attached, and includes all the items City Council agreed to include on the 2020 work plan. At this meeting City Council will prioritize the items on the work plan, determine the timing for consideration of the items and how much time must be dedicated to each item. Based on input from City Council and City staff, the draft includes a recommendation for the timing of each item, as well as the priority level. Once completed, staff will use the approved Council work plan to develop the advanced agenda for this year.

Prior to the second work planning retreat staff reviewed each of the items proposed by Council and determined how much staff time would be necessary to complete the project/issue. Staff considered the project/issue in relation to ongoing operations, other CIP projects and plans, as well as in relation to each of the proposed work plan items that relate to their work. An estimate of City Council-required engagement was determined, as well as any involvement of City Boards and Commissions. Attached is a clean copy of the proposed 2020 work plan, incorporating all these changes and additions. A redline version of the December 10th version is also included.

The City Council annual work plan includes all the items that the Council plans to discuss throughout the calendar year. The work plan is limited to what can feasibly be accomplished by staff and Council during the work year. In December, City Council cut the proposed work plan considerably and identified the key, strategic projects that are of

critical importance to them. There are now 27 work plan items proposed, with 6 additional ongoing potential issues/items that Council may need to take up in 2020 in order to fulfill their role and regular duties. In 2019, 40 items were prioritized on the work plan, and at the end of the year 32 have been completed (or advanced to the anticipated level of completion) and 8 removed or in progress.

The Council work plan *includes*:

- Issues that require City Council policy direction.
- Issues that require Council consideration or action, per the charter.
- Routine items that require City Council action (land use items, fees/fines, etc.).
- Items/projects that are already budgeted for in 2020 but that require Council input or action.

The work plan *should not* include:

- Day to day operational items.
- Additional/new budget items for 2020, or 2021/22 budget items.
- Items that require staff or City Council capacity beyond what's feasible within the year.

In addition to the elements agreed to by City Council for inclusion on the work plan, the draft 2020 work plan identifies the budget program area for each item and an icon highlighting the alignment of the work plan item and the Strategic Plan. The icon depicts which Critical Success Factor may be supported by the work plan action (although it's possible more than one CSF would be impacted), and a note indicates whether the work plan item reflects a Strategic Plan Priority Initiative for 2020.

The goal of the second City Council work planning session is to agree on what quarter during 2020 City Council will consider each item, the type of meeting and how many meetings will be required for City Council engagement, and the priority level for each item. This information is important to ensure City Council has adequate time to accomplish their goals for the year, and it also helps staff plan and schedule the work necessary to prepare each item for City Council consideration. The priority level is important as the year goes on, because if high priority items take more time than planned, lower or medium priority projects may be shifted to complete the high priority projects.

During the second work planning session, City Council may discuss the following:

- Staff have provided a more detailed description of each item, including the steps toward completion. Proposed priority level, timing and type of engagement with Council are also provided.
- Does City Council still agree/disagree with the proposed items for the 2020 work plan? Are there items to clarify, add or remove?
- Does City Council agree with the proposed priority level for each item?

- Does City Council agree with the proposed timing for Council consideration?
- Does City Council agree with the proposed type of Council engagement/staff communication proposed?

FISCAL IMPACT:

The City has retained CDR Associates to assist with this process at a cost up to \$5,000 depending on the amount of time required for preparation and facilitation.

PROGRAM/SUB-PROGRAM IMPACT:

The Council work planning process will impact several Program/Sub-Program areas.

RECOMMENDATION:

Staff recommends that Council agree to the remaining elements of the work plan, and finalize the 2020 work plan.

ATTACHMENT(S):

1. Process agenda for finalization of 2020 Work Plan
2. Clean Draft 2020 Work Plan with City Council changes from 12/10/2019
3. Packet from 2020 Work Plan retreat on 12/10/2019
4. Minutes from 12/10/2019 Work Plan retreat

STRATEGIC PLAN IMPACT:

<input checked="" 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

City of Louisville

Finalization of City Council 2020 Work Plan

January 14, 2019 6:00 pm – 8:45 pm

Agenda

Meeting Objective

Council determines the priority level of each work plan item, and the timing and amount of time necessary to address each issue.

Agenda

6:00 pm – 6:10

Welcome
Meeting goals and process

6:10 pm – 8:45

Review and Approval of Proposed Items for 2020 Work Plan

- Consider staff recommendation and discuss the following for each item on the 2020 Work Plan:
 - Review scope of each item
 - Priority level of each item
 - Type and number of meetings, memos, study sessions, etc. required for the item
 - Timing for consideration of the item

Goal: Council finalizes all elements of the work plan.

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

Number ⁱ	Strategic Plan Alignment	Program Area	Issue	Time Allotment (# Regular Meeting, Study Session, Memo, Executive Session)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
1	 Financial Stewardship and Asset Management **Priority Initiative	Transportation	Transportation Master Plan Development & Implementation – discussion of TMP development and implementation, including Transportation Improvement Program (TIP) updates. <ul style="list-style-type: none"> • Set project and program list for 2019 (rollover) and 2020 dedicated funding. • Prioritize projects and programs for 21-26 CIP and 21-22 budget • Explore new funding sources (i.e. County tax, additional fees, property tax, ballot issue, grant funding) 	1 Regular Meeting for 19 and 20 budgeted items 21-26 CIP and 21-22 part of regular budget meetings	High	1 st – 2019 and 2020 budgeted items 3 rd – 4 th 21-26 CIP and 21-22 budgeted items	Requested by City Council
2	 Vibrant Economic Climate **Priority Initiative	Economic Prosperity	Economic Vitality Strategic Plan & Implementation – Develop and agree to Economic Vitality Strategic Plan, including goals and implementation action items.	1 or 2 Regular Meetings	High	1 st Quarter	Requested by City Council Quarterly updates from the EV Committee regarding implementation
3	 Quality Programs and Amenities **Priority Initiative	Administration and Support Services	2021-2022 Budget & CIP – consider new approaches to City budgeting leading to final adoption of 2021-2022 budget and capital improvement program.	5 preparation meetings & 5 Regular Meetings for adoption	High	1 st /2 nd /3 rd /4 th Quarters	Annual item – Biennial budget cycle

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

Number ⁱ	Strategic Plan Alignment	Program Area	Issue	Time Allotment (# Regular Meeting, Study Session, Memo, Executive Session)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
4	 Quality Programs and Amenities	Administration and Support Services	Sustainability Action Plan Update – update of 2016 Louisville Sustainability Action Plan and establishing priorities for implementation, including outreach and communication efforts. <ul style="list-style-type: none"> • LSAB review of priorities, including consideration of standards for shadow protection of solar access. • Council discuss process for SAP update Review proposed SAP update as prepared by LSAB & City staff	2 Regular Meetings	High	1 st /2 nd Quarters	
5	 Collaborative Regional Partner	Administration and Support Services	Ongoing Airport Noise Mitigation Efforts – continued efforts to address noise complaints from Rocky Mountain Metropolitan Airport with neighboring communities. <ul style="list-style-type: none"> • Finalize contract for consultants and discuss next steps. Provide update on progress made in 2020.	2 Regular Meetings	High	1 st /4 th Quarters	Staff to provide bimonthly updates to Council by memo on status of work.
6	 Reliable Core Services	Public Safety & Justice	Vaping, E-Cigarettes & Tobacco –consideration of additional regulation or taxes for vaping, e-cigarettes and tobacco sales.	1 Regular Meeting	High	2 nd Quarter	Requested by City Council
7	 Reliable Core Services	Community Design	Design Guidelines Update – improve ability of existing businesses and property owners to be successful by implementing changes to City’s commercial and industrial design guidelines.	2 Regular Meetings for review of draft adoption	High	1 st and 2 nd Quarters	Carryover from 2019

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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8	 Vibrant Economic Climate	Economic Prosperity	Urban Renewal Authority's Plans/Strategy – Coordinate with LRC to identify and implement urban renewal area eligible infrastructure projects	1 Regular Meeting (annual joint meeting with LRC) and 1 Study Session	High	2 nd Quarter	Requested by City Council
9	 Quality Programs and Amenities	Administration and Support Services	Evaluation of all City Council appointees: City Manager, City Attorney, Judge and Prosecuting Attorney.	1 Memo, 2 Executive Sessions, 2 Regular Meetings	High	1 st and 2 nd Quarters	Annual item
10	 Quality Programs and Amenities	Administration and Support Services	Council Work Plan Preparation – draft annual Council Work Plan of prioritized items to be addressed in upcoming year.	1 Regular Meeting (1 Regular Meeting in 2021)	High	4 th Quarter	Annual item. Additional/follow-up meeting in January 2021 to complete work plan.
11	 Engaged Community	Administration and Support Services	Board & Commission Interviews/Appointments - conduct interviews for boards & commissions and determine appointments.	1 – 2 Regular Meetings	High	4 th Quarter	Annual item
12	 Engaged Community	Administration and Support Services	Board & Commission Updates – annual updates from boards/commissions to Council.	Approximately 7 Special Meetings	High	1 st – 4 th Quarters	Annual item Spread throughout the year. Format is dinner before Council Study Session/Special Meeting. Some

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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							boards/commissions will meet together.
13	 Reliable Core Services	Administration and Support Services	Marijuana Cultivation – implement cultivation regulations and excise tax approved by voters in 2019, and make any necessary code amendments.	2 Regular Meetings	High	1 st Quarter	Required per 2019 ballot issue.
14	 Reliable Core Services	Utilities	Water, Sewer and Storm Rates – annual update of utility rates.	1 Regular Meeting	High	1 st Quarter	Annual item
15	 Quality Programs and Amenities	Parks	Cottonwood Park Master Plan Update – complete update of Cottonwood Park Master Plan.	2 Regular Meetings to approve the task force; 2 Study Sessions (1 update during the process and the final plan update). Potential for memo updates along the way.	Medium	1 st , 2 nd and 3 rd Quarters	2020 Budget/CIP item

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

Number ⁱ	Strategic Plan Alignment	Program Area	Issue	Time Allotment (# Regular Meeting, Study Session, Memo, Executive Session)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
16	 <p>Quality Programs and Amenities **Priority Initiative</p>	Parks, Open Space and Trails	<p>Review of Integrated Weed Management Plan - review of Integrated Weed Management Plan including discussion on use of herbicides in parks and open space.</p> <ul style="list-style-type: none"> • Include review by OSAB, PPLAB and LSAB 	<p>1-2 Study Sessions to review and provide feedback on advisory board and staff recommendation . 1 Regular Meeting to approve the integrated weed mgmt. plan.</p>	Medium	1 st -2 nd Quarters	Requested by City Council
17	 <p>Quality Programs and Amenities</p>	Open Space and Trails	Open Space zoning - final implementation of rezoning of existing parks and open space lands.	<p>1 Council Meeting to approve contract for survey work necessary. 1 Study Session update and 1 Council Meeting to approve the actual zoning. This will also need to go to planning commission.</p>	Medium	2 nd Quarter	Carryover from 2019

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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18	 Quality Programs and Amenities	Cultural Services	Museum Campus Expansion – Review 30% schematic design documents for Historical Museum expansion/visitor center. Consultant will provide preliminary construction plan, estimated budget for final project, annual operations/maintenance cost estimates and next steps.	1 Regular Meeting or Study Session presentation	Medium	3 rd Quarter	2020 Budget/CIP item
19	 Collaborative Regional Partner	Administration and Support Services	Refinement of Performance Measures – refine Key Performance Indicators (KPIs) for 2021-2022 budget. <ul style="list-style-type: none"> • Consultant present recommended changes/improvements to performance measures program. 	1 Regular Meeting	Medium	2 nd	
20	 Quality Programs and Amenities	Parks	Cottonwood Park Master Plan Update – complete update of Cottonwood Park Master Plan.	2 Regular Meetings to approve the task force; 2 Study Sessions (1 update during the process and the final plan update). Potential for memo updates along the way.	Medium	1 st , 2 nd and 3 rd Quarters	2020 Budget/CIP item

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

Number ⁱ	Strategic Plan Alignment	Program Area	Issue	Time Allotment (# Regular Meeting, Study Session, Memo, Executive Session)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
21	 Reliable Core Services	Community Design	PUD Review and Waiver Criteria – consolidate and update criteria.	1 Regular Meeting for adoption – may align with Design Guideline adoption	Medium	2 nd Quarter	Carryover from 2019 Propose with Design Guidelines
22	 Reliable Core Services	Community Design	Old Town Overlay Zone District – Multi-year effort. <ul style="list-style-type: none"> • Define scope of the project with City Council input. (2020) • Conduct a review of Old Town overlay and standards for effectiveness in preserving Old Town neighborhood character, including lot coverage and floor area ratio. (2021) • Initiate amendments to the Old Town Overlay if deemed desirable. (2021) 	1 Regular Meeting in 2020 (2 Regular Meetings in 2021)	Medium	4 th Quarter	Requested by City Council This project will be a multi-year effort and will require 3 rd party consultant services. Start project in 4 th Quarter and roll over to 2021
23	 Reliable Core Services	Administration and Support Services	<ul style="list-style-type: none"> • Potential Tax Questions/Ballot Issues – discussion on potential tax questions/ballot issues for 2020 (i.e. cigarette tax, transportation tax/fee, plastic bag tax/fee, historical museum expansion). 	1 Study Session and 1 or 2 Regular Meetings	Medium	1 st /2 nd Quarters	

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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24	 Engaged Community **Priority Initiative	Administration and Support Services	Communications/Engagement Tools – update on final implementation of new communication/engagement tools and discussion on formal notice process changes (i.e. City-wide legislative zoning notice, increased notification distance). <ul style="list-style-type: none"> • Update on new communications/engagement tools. • Discussion on formal notice process for legislative zoning changes. 	1 Memo providing update on new communication and engagement tools; 1 Study Session to discuss notification process	Medium	1 st /2 nd Quarters	Carryover from 2019 & Requested by City Council
25	 Quality Programs and Amenities	Administration and Support Services	Citizen Survey – discussion on actionable service/policy questions, approval of questions for 4-year survey and presentation of results. <ul style="list-style-type: none"> • Discuss policy questions included on survey. Consultant to present final results of survey.	1 Study Session & 1 Regular Meeting	Medium	1 st /3 rd Quarters	Requested by City Council
26	 Supportive Technology **Priority Initiative	Administration and Support Services	Middle Mile Network – develop plan for completion of City’s middle mile fiber network.	1 Study Session and/or Memo	Medium	3 rd Quarter	Carryover from 2019

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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27	 Reliable Core Services	Administration and Support Services	Council Salary Survey – review results of annual City Council salary survey (if changes are needed).	1 Memo; 1 Regular Meeting (if needed)	Lower	3 rd Quarter	Annual item
28	 Reliable Core Services	Community Design	Height Calculations – amend height calculation requirements to better define baseline grade or pre-construction grade and ensure over lot grading does not result in excessive building heights.	1 Regular Meeting for adoption	Lower	3 rd Quarter	Carryover from 2019
29	 Quality Programs and Amenities	Cultural Services	Funding for Public Art – LCC recommendations for creating revenue stream for public art and other options for expanding public art program. LCC to finalize recommendations prior to Council discussion	1 Study Session and/or Regular Meeting	Lower	2 nd Quarter	Carryover from 2019
	 Reliable Core Services	Other	PUDs/Developments Projects to be Submitted – once applicant has satisfied all submittal requirements and proposal has been reviewed by the Planning Commission, staff will present for consideration.	N/A	N/A		Ongoing
	 Collaborative Regional Partner	Other	Consider Regional Partnerships – continue to consider shared service and/or policy opportunities with neighboring municipalities such as: <ul style="list-style-type: none"> • Multi-purpose fields • Northwest rail 	N/A	N/A		Ongoing

2020 Louisville City Council Work Plan – DRAFT 1/14/2020

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	**Priority Initiative		<ul style="list-style-type: none"> Minimum wage discussion 				
	 Reliable Core Services	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.	N/A	N/A		Ongoing
	 Reliable Core Services	Other	Municipal Code Updates – staff drafts and presents updates to Municipal Code as part of ongoing efficiency efforts.	N/A	N/A		Ongoing
	 Reliable Core Services	Other	Unanticipated Issues - each year numerous issues arise that cannot be reasonably foreseen that require Council consideration.	N/A	N/A		Ongoing

ⁱ Number for reference only. Does not represent priority of item on work plan or within high/medium/lower category.

Projects highlighted in GREEN indicate high priorities of strategic importance to City Council.

City Council

Special Meeting Agenda

Tuesday, December 10, 2019

Library Meeting Room

951 Spruce Street

6:00 PM

**Note: The time frames assigned to agenda items are estimates for guidance only.
Agenda items may be heard earlier or later than the listed time slot.**

1. **CALL TO ORDER**

- 6:00 – 8:45 PM 2. **DISCUSSION/DIRECTION – 2020 CITY COUNCIL WORK PLANNING RETREAT**
 - Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments

- 8:45 – 9:00 PM 3. **DISCUSSION/DIRECTION/ACTION – DECEMBER 16 INTERVIEW PROCESS FOR WARD III CITY COUNCIL VACANCY**
 - Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments

- 9:00 – 9:15 PM 4. **ADVANCED AGENDA & IDENTIFICATION OF FUTURE AGENDA ITEMS**

- 9:15 PM 5. **ADJOURN**

Citizen Information

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**SUBJECT: DISCUSSION/DIRECTION – 2020 CITY COUNCIL WORK
PLANNING RETREAT**

DATE: DECEMBER 10, 2019

**PRESENTED BY: HEATHER BALSER, CITY MANAGER
EMILY HOGAN, ASSISTANT CITY MANAGER FOR
COMMUNICATIONS AND SPECIAL PROJECTS
MEGAN DAVIS, DEPUTY CITY MANAGER**

SUMMARY:

City Council will conduct its annual work planning retreat to establish a realistic work plan for 2020 that reflects Council's priorities on issues that require Council policy direction or guidance. The work plan will include issues that City Council plans to address throughout the course of the year, the approximate meeting time Council will devote to each issue, and a rough schedule (by quarter) when Council will consider each issue. In addition, the Council work plan helps staff prioritize internal work plans and schedule the work that is needed to bring to Council for engagement.

The work planning session will be facilitated by Jonathan Bartsch, Principal at CDR Associates. A detailed agenda for the facilitated session is attached. The December 10th meeting will include the identification of City Council priorities to be included on the 2020 work plan, and on January 14th City Council will prioritize the items on the work plan, determine the timing for consideration of the items and how much time must be dedicated to each item. Once completed, staff will use the approved Council work plan to develop the advanced agenda for the year.

Prior to the work planning retreat staff reviewed the 2019 work plan, identified items from the previous year which may not have been completed or need to be carried over for further discussion and direction, identified items planned through the 2019/20 biennial budget, and any other items that were identified by Council throughout the year. This list has been circulated to City Council for initial input, and Councilmembers had the opportunity to add items in advance of the work planning session. Attached is a clean copy of the proposed 2020 work plan, incorporating all these changes and additions. You may not see the exact verbiage submitted by each Council member, as staff consolidated items that were submitted by multiple members.

The City Council final annual work plan includes all the items that the Council plans to discuss throughout the calendar year. The final work plan is limited to what can feasibly be accomplished by staff and Council during the work year. Currently, the draft includes more items than staff will be able to accomplish over the course of the year, so City Council will need to reduce the draft work plan considerably. The 2019 work plans is attached for review. In 2019, 40 items were prioritized on the work plan, and at the end

of the year 32 have been completed (or advanced to the anticipated level of completion) and 8 incomplete. Not all work plan items require the same level of discussion or time investment on the part of staff and City Council, but this provides a general sense of how much can be completed over the course of a year.

The Council work plan *includes*:

- Issues that require City Council policy direction.
- Issues that require Council consideration or action, per the charter.
- Routine items that require City Council action (land use items, fees/fines, etc.).
- Items/projects that are already budgeted for in 2020 but that require Council input or action.

The work plan *should not* include:

- Day to day operational items.
- Additional/new budget items for 2020, or 2021/22 budget items.
- Items that require staff or City Council capacity beyond what's feasible within the year.

In addition to the elements agreed to by City Council for inclusion on the work plan, the document identifies the budget program area for each item, as well as an icon for the alignment of the work plan item and the Strategic Plan. The icon depicts which Critical Success Factor may be supported by the work plan action (although it's possible more than one CSF would be impacted), and a note indicates whether the work plan item reflects a Strategic Plan Priority Initiative.

The goal of the City Council work planning retreat is for Council to develop an understanding and agreement of the 2020 work plan elements, and establish Council communication norms and standards. During the work planning retreat, City Council will discuss the following:

- Staff and/or City Council will provide a brief description of what each item is, and what completion would entail from a staff and City Council perspective.
- Does City Council agree/disagree with the proposed items for the 2020 work plan?
- Does City Council agree that this is generally the right number of items for Council for this year?
- Discuss how Council will work together in the coming year, and establish norms based on the Rules of Procedure.

As a next step from the work planning retreat, staff will estimate the amount of time necessary and optimal time for consideration of each item in 2020. Staff will also provide a recommendation for prioritization and the type of Council communication or discussion necessary for each item. On January 14, City Council will finalize the 2020 work plan.

FISCAL IMPACT:

The City has retained CDR Associates to assist with this process at a cost up to \$5,000 depending on the amount of time required for preparation and facilitation.

PROGRAM/SUB-PROGRAM IMPACT:

The Council work planning process will impact several Program/Sub-Program areas.

RECOMMENDATION:

Staff recommends that Council agree upon the items for inclusion on the 2020 work plan.

ATTACHMENT(S):

1. Process Agenda for Work Planning Retreat
2. Draft 2020 Work Plan with City Council input
3. 2019 City Council Work Plan
4. 2018 Rules of Procedure for City Council

STRATEGIC PLAN IMPACT:

<input checked="" 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

City of Louisville City Council Work Plan

December 10, 2019 6:00 pm – 8:45 pm

Agenda

Meeting Objective

Council understanding and agreement with the 2020 Work Plan elements and establish Council communication norms and standards.

Agenda

6:00 pm – 6:30 **Introductions, Meeting Purpose and Parameters**

6:30 pm – 8:00 **Review of 2020 Work Plan**

- Purpose Work Plan
- 2019 Work Plan accomplishments
- Address questions and determine what is on the 2020 Work Plan
 - Staff sent the draft 2020 Work Plan to Council for review prior to the meeting and asked that any other topics be emailed to staff.
 - Council comments incorporated into the draft 2020 Work Plan.

Goal: Council understands the Work Plan process and elements and agrees on 2020 Work Plan items.

8:00 pm – 8:30 **Council Discussion:** Facilitated discussion about processes and relationships that enhance the Council’s ability to work together.

- Roles and Responsibilities
- How to make best use of City Council time?
- Decision-making
- How do we disagree on policy matters and continue to work together to meet the needs of Louisville?

Goal: Create common expectations and understanding regarding Council communication and decision making.

8:30 pm – 8:45 **Next Steps**

- January Council Work Plan Meeting Goal - prioritized list of Work Plan items, rough timeline for Council consideration and type of meeting anticipated/required.
- Other action items and follow-up materials?

2020 Louisville City Council Work Plan - DRAFT

Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
1	 Financial Stewardship and Asset Management	Transportation	Transportation Master Plan Development & Implementation – discussion on TMP development and implementation (i.e. last mile solutions, quiet zones, proactive intergovernmental advocacy), including Transportation Improvement Program (TIP) updates and funding priorities (i.e. projects likely to be unfunded through CIP, evaluating options and deciding which projects to build).				Requested by City Council
2	 Reliable Core Services	Utilities	Water, Sewer and Storm Rates – annual update of utility rate model/rate classes.				Annual item
3	 Reliable Core Services	Public Safety & Justice	Vaping, E-Cigarettes & Tobacco – discussion on potential changes for vaping, e-cigarettes and tobacco regulations.				Requested by City Council
4	 Quality Programs and Amenities **Priority Initiative	Parks	Improve Medians/Landscaping – phase II of capital improvement of City’s medians and landscaping infrastructure, including forestry.				Carryover from 2019

2020 Louisville City Council Work Plan - DRAFT

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5	 Quality Programs and Amenities	Parks	Cottonwood Park Master Plan Update – complete update of Cottonwood Park Master Plan.				
6	 Quality Programs and Amenities	Parks, Open Space and Trails	Use of Herbicides in Parks and Open Space – discussion on use of herbicides in parks and open space.				Requested by City Council
7	 Quality Programs and Amenities	Open Space and Trails	Wildlife Management on Open Space and Private Property – discussion on wildlife management on open space and use of chemicals on private property.				Requested by City Council
8	 Quality Programs and Amenities **Priority Initiative	Open Space and Trails	Open Space Management Plan/Vision – bring recommendations back from OSAB for desired level of service to maintain and improve open space now and into the future.				Carryover from 2019

2020 Louisville City Council Work Plan - DRAFT

Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
9	 Quality Programs and Amenities	Open Space and Trails	Open Space zoning - final implementation of rezoning of existing parks and open space lands.				Carryover from 2019
10	 Quality Programs and Amenities	Open Space and Trails	Open Space Zoning – consider annexation of open space and enclaves				Carryover from 2019
11	 Quality Programs and Amenities	Recreation & Cultural Services	Senior Services Update – presentation from Boulder County Area Agency on Aging for aging plan and discussion on gaps in serving senior community/senior services programming and the Senior Center.				Carryover from 2019 & requested by City Council
12	 Quality Programs and Amenities	Cultural Services	Museum Campus Expansion – review 30% design documents for Historical Museum expansion/visitor center. Consultant will provide preliminary construction plan, estimated budget for final project and annual operations/maintenance cost estimates.				

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
13	 Quality Programs and Amenities	Cultural Services	Funding for Public Art – LCC recommendations for creating revenue stream for public art and other options for expanding public art program.				Carryover from 2019
14	 Reliable Core Services	Community Design	Design Guidelines Update – improve ability of existing businesses and property owners to be successful by implementing changes to City’s commercial and industrial design guidelines.				Carryover from 2019
15	 Reliable Core Services	Community Design	Height Calculations – amend height calculation requirements to better define baseline grade or pre-construction grade and ensure over lot grading does not result in excessive building heights.				Carryover from 2019
16	 Quality Programs and Amenities	Community Design	Miners Cabins – complete relocation/restoration of miners’ cabins.				Carryover from 2019
17	 Collaborative Regional Partner	Community Design	Affordable Housing - explore affordable housing funding in collaboration with Boulder County and participation in County-wide affordable housing strategies.				Carryover from 2019 – anticipate discussion around

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
							countywide tax in 2020
18	 Reliable Core Services	Community Design	PUD Review and Waiver Criteria – consolidate and update criteria.				Carryover from 2019
19	 Reliable Core Services	Community Design	Group Home Regulations – consider updating zoning code to adopt group home regulations compliant with state law, which currently does not exist in the City’s code.				
20	 Reliable Core Services	Community Design	City-Initiated Rezoning – explore process for City-initiated rezoning for non-legislative matters.				Requested by City Council
21	 Reliable Core Services	Community Design	Old Town Overlay Zone District – conduct a review of Old Town Overlay and standards for effectiveness in preserving Old Town neighborhood character, including lot coverage and floor area ratio, and initiate amendments to the Old Town Overlay if deemed desirable.				Requested by City Council

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
22	 Reliable Core Services	Community Design	Shadow Protection for Solar Access – consider standards for shadow protection of solar access (i.e. solar access areas, solar fences, solar access permits).				Requested by City Council
23	 Vibrant Economic Climate **Priority Initiative	Economic Prosperity	Economic Vitality Strategic Plan & Implementation – develop strategic plan for economic vitality/sustainability and discuss implementation.				Requested by City Council
24	 Vibrant Economic Climate	Economic Prosperity	Urban Renewal Authority’s Plans/Strategy – in coordination with LRC, review of URA plans/strategy and identification of eligible infrastructure projects that could be assisted through LRC resources.				Requested by City Council
25	 Quality Programs and Amenities	Administration and Support Services	2021-2022 Budget & CIP – consider new approaches to City budgeting leading to final adoption of 2021-2022 budget and capital improvement program.				Annual item & requested by City Council
26	 Engaged Community **Priority Initiative	Administration and Support Services	New Technology/Engagement Tools – update on final implementation of new communication/engagement tools and discussion on improving methods of obtaining input in a timely, frequent and efficient manner from broad group of residents (i.e. persons				Carryover from 2019 & requested by City Council

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
			with mobility restrictions, busy parents) on policy matters.				
27	 Engaged Community	Administration and Support Services	Neighbors on Warning Process – explore Neighbors on Warning (NOW) process improvements, including City-wide/legislative zoning change notification, increased notification distances and improved notice boards.				Requested by City Council
28	 Quality Programs and Amenities	Administration and Support Services	Evaluation of all City Council appointees: City Manager, City Attorney, Judge and Prosecuting Attorney.				Annual item
29	 Quality Programs and Amenities	Administration and Support Services	Council Work Plan Preparation – draft annual Council Work Plan of prioritized items to be addressed in upcoming year.				Annual item

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
30	 Supportive Technology **Priority Initiative	Administration and Support Services	Middle Mile Network – develop plan for completion of City’s middle mile fiber network.				Carryover from 2019
31	 Reliable Core Services	Administration and Support Services	Council Salary Survey – review results of annual City Council salary survey (if changes are needed).				Annual item
32	 Engaged Community	Administration and Support Services	Boards & Commission Structure – discussion on effectiveness of City’s current boards/commission structure, including determination of whether there should be consolidation, elimination or expansion of boards/commissions while improving Council’s process for creating/filling vacancies.				Requested by City Council
33	 Engaged Community	Administration and Support Services	Board & Commission Interviews/Appointments - review process for board/commission appointments and conduct interviews for boards & commissions and determine appointments.				Annual item

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
34	 Engaged Community	Administration and Support Services	Board & Commission Updates – annual updates from boards/commissions to Council.				Annual item
35	 Reliable Core Services	Administration and Support Services	Potential Tax Questions/Ballot Issues – discussion on potential tax questions/ballot issues for 2020 (i.e. cigarette tax, transportation, plastic bag).				
36	 Engaged Community	Administration and Support Services	Citizen Survey – discussion on actionable service/policy questions, approval of questions for 4-year survey and presentation of results.				Requested by City Council
37	 Quality Programs and Amenities	Administration and Support Services	Sustainability Action Plan Update – update of 2016 Louisville Sustainability Action Plan and establishing priorities for implementation, including outreach and communication efforts.				Requested by City Council
38	 Quality Programs and Amenities	Administration and Support Services	Refinement of Performance Measures – refine Key Performance Indicators (KPIs) for 2021-2022 budget.				
39	 Collaborative Regional Partner	Administration and Support Services	Ongoing Airport Noise Mitigation Efforts – continued efforts to address noise complaints from Rocky Mountain Metropolitan Airport with neighboring communities.				

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
40	 Reliable Core Services	Administration and Support Services	Marijuana Cultivation – implement cultivation regulations and excise tax approved by voters in 2019.				
	 Reliable Core Services	Other	PUDs/Developments Projects to be Submitted – once applicant has satisfied all submittal requirements and proposal has been reviewed by the Planning Commission, staff will present for consideration.	N/A	N/A		Ongoing
	 Collaborative Regional Partner **Priority Initiative	Other	Consider Regional Partnerships – continue to consider shared service opportunities with neighboring municipalities (i.e. multi-purpose fields, northwest rail).	N/A	N/A		Ongoing
	 Reliable Core Services	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.	N/A	N/A		Ongoing
	 Reliable Core Services	Other	Municipal Code Updates – staff drafts and presents updates to Municipal Code as part of ongoing efficiency efforts.	N/A	N/A		Ongoing

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter	Notes
	 Reliable Core Services	Other	Unanticipated Issues - each year numerous issues arise that cannot be reasonably foreseen that require Council consideration.	N/A	N/A		Ongoing

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2019 Louisville City Council Work Plan

Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
1.	 Reliable Core Services **Priority Initiative	Transportation	Transportation Master Plan – implement recommendations from TMP and discuss future funding considerations.	3 meetings	High	1 st , 2 nd , 3 rd
2.	 Reliable Core Services	Utilities	Trash Hauler RFP - select contractor for collection of single-family residential trash, recyclables and compostables. Policy discussion about waste diversion and composting and approval of the contract.	2 meetings	High	1 st
3.	 Financial Stewardship and Asset Mgmt **Priority Initiative	Recreation	Recreation/Senior Center Assessment/Fees - review finances, fees and budgets to ensure sound financial structure/fiscal sustainability of Recreation Fund.	2 – 3 meetings	High	2 nd , 3 rd
4.	 Financial Stewardship and Asset Mgmt **Priority Initiative	Recreation	Golf Course Assessment/Fees – review finances, fees, budgets and water policies to ensure sound financial structure/fiscal sustainability of Golf Fund.	2 – 3 meetings	High	2 nd , 3 rd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
5.	 Reliable Core Services	Community Design	Design Guidelines and Sign Code Update – improve ability of existing businesses and property owners to be successful by implementing changes to City’s commercial and industrial design guidelines and sign code.	2 meetings	High	2 nd , 3 rd
6.	 Vibrant Economic Climate **Priority Initiative	Economic Prosperity	Implement Recommendations from McCaslin Redevelopment Study to support redevelopment within area.	3 – 4 meetings	High	1 st , 2 nd , 3 rd , 4 th
7.	 Financial Stewardship and Asset Mgmt **Priority Initiative	Administration and Support Services	Fiscal and Revenue Policies – review and update fiscal policies, including Rec and Senior Center, Golf Course and Open Space acquisition. Review reserve policy for acquisitions.	2 meetings	High	2 nd , 3 rd
8.	 Financial Stewardship and Asset Mgmt	Administration and Support Services	2020 Budget – finalize and adopt 2020 operating and capital budget.	3 meetings	High	2 nd , 3 rd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
9.	 Financial Stewardship and Asset Mgmt	Administration and Support Services	TABOR Revenue Options – explore options for excess sales/use tax collected for operations and maintenance for recreation facilities expansion.	1 meeting	Medium	2 nd
10.	 Reliable Core Services	Transportation	South Boulder Road Connectivity – update on alternatives and approval of design.	1 meeting	Medium	2 nd
11.	 Reliable Core Services	Transportation	Paving Update – review results of updated Pavement Condition Index (PCI) inventory and scores and incorporate specific measurable goals and long-term funding strategies.	1 Study Session, 1 meeting	Medium	1 st , 3 rd
12.	 Reliable Core Services	Utilities	Water, Sewer and Storm Rates – update utility rate model/rate classes.	1 meeting	Medium	2 nd
13.	 Quality Programs and Amenities **Priority Initiative	Parks	Improve Medians/Landscaping – increase efforts to improve the City’s medians and landscaping infrastructure, including forestry.	1 memo, 1 meeting	Medium	2 nd , 3 rd
14.		Open Space and Trails	Open Space/Parks Enforcement – Revisions to Municipal Code for enforcement on open space and parks.	2 meetings	Medium	2 nd , 3 rd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
	Quality Programs and Amenities					
15.	 Quality Programs and Amenities	Open Space and Trails	Coyote Run – Update and implementation of landslide mitigation.	2 meetings	Medium	1 st , 3 rd
16.	 Quality Programs and Amenities	Open Space and Trails	Open Space Management Plan/Vision – Conduct baseline assessment and determine desired level of service to maintain and improve open space now and into the future.	1 Study Session, 1 meeting	Medium	3 rd , 4 th
17.	 Quality Programs and Amenities	Open Space and Trails	Open Space zoning - Rezoning of existing parks and open space lands	2 - 3 meetings	Medium	2 nd , 3 rd
18.	 Reliable Core Services	Community Design	Marijuana Regulations Update – discuss potential changes to current regulations.	1 – 2 meetings	Medium	1 st
19.	 Quality Programs and Amenities	Community Design	Miners Cabins – complete the relocation/restoration of miners’ cabins.	1 meeting	Medium	2 nd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
20.	 Collaborative Regional Partner	Community Design	Affordable Housing funding in collaboration with Boulder County and participation in Countywide affordable housing strategies.	2 meetings/ memo updates	Medium	2 nd , 3 rd (timing based on county conversations)
21.	 Reliable Core Services	Community Design	Height Calculations – amend height calculation requirements. Current regulations are difficult to interpret and enforce.	2 meetings	Medium	3 rd
22.	 Quality Programs and Amenities	Community Design	Historic Preservation Funding – review of Historic Preservation Funding Grant Program.	1 meeting	Medium	2 nd
23.	 Vibrant Economic Climate	Economic Prosperity	Redevelopment of Phillips 66 Property - Staff will develop options/tools to understand the market, the development potential and benefits to the community.	2 – 3 meetings	Medium	3 rd , 4 th
24.	 Vibrant Economic Climate	Economic Prosperity	Review BAP Policies – establish administrative policies for Business Assistance Program and review focus of program.	1 meeting	Medium	3 rd
25.	 Vibrant Economic Climate	Economic Prosperity	LRC Update – update and further collaboration with Louisville Revitalization Commission (i.e. capital projects, opportunities, redevelopment efforts).	1 meeting	Medium	1 st , 2 nd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
26.	 Engaged Community **Priority Initiative	Administration and Support Services	New Technology/Engagement Tools – seek input from City Council on new communication tools (i.e. website redesign, mobile application).	1 Study Session	Medium	2 nd
27.	 Supportive Technology **Priority Initiative	Administration and Support Services	Middle Mile Network – develop plan for completion of City’s middle mile fiber network.	Study Session or meeting	Medium	3 rd
28.	 Financial Stewardship and Asset Mgmt	Administration and Support Services	2021-2022 Budget Process – investigate and proposed changes to City’s budget process for implementation for 2021-2022 biennial fiscal year budget cycles.	1 Study Session, 1 – 2 meetings	Medium	2 nd , 3 rd
29.	 Quality Programs and Amenities	Administration and Support Services	Energy Future Collaboration Update –update on Energy Future Collaboration between City and Xcel and implementation of goals/strategies.	1 meeting	Medium	4 th
30.	 Quality Programs and Amenities	Administration and Support Services	Evaluation of all City Council appointees: City Manager, City Attorney, Judge and Prosecuting Attorney prior to 2020 appointments by Council.	2 meetings	Medium	3 rd , 4 th (CM)

2019 Louisville City Council Work Plan

Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
31.	 Quality Programs and Amenities	Administration and Support Services	Council Work Plan preparation	1 meeting	Medium	4 th
32.	 Quality Programs and Amenities	Recreation	Senior Services Update – update on County-wide aging plan and senior services programming.	Memo and 1 Study Session	Lower	1 st , 4 th
33.	 Quality Programs and Amenities	Cultural Services	Funding for Public Art – LCC recommendations for creating revenue stream for public art and other options for expanding public art program.	1 Study Session	Lower	3 rd
34.	 Reliable Core Services	Community Design	PUD Review and Waiver Criteria – consolidate and update criteria.	1 meeting	Lower	2 nd
35.	 Reliable Core Services	Community Design	Dark Sky Lighting – consider dark sky lighting code changes for residential properties, and further education.	2 meetings	Lower	3 rd , 4 th
36.	 Quality Programs and Amenities	Open Space and Trails	Open Space zoning: Consideration of annexation of open space and enclaves	1 meeting	Lower	3 rd

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
37.	 Healthy Workforce	Administration and Support Services	Strategic Plan Implementation – update on implementation of Strategic Plan	1 Study Session / memos	Lower	2 nd
38.	 Engaged Community	Administration and Support Services	Board & Commission Interviews/Appointments: - Review process for Board & Commission Appointments - Conduct interviews for Boards & Commissions and determine appointments.	2 meetings	Lower	2 nd , 4 th
39.	 Reliable Core Services	Administration and Support Services	Council Salary Survey – review results of biannual City Council salary survey and potentially create a policy structure around the issue.	1 meeting	Lower	3 rd
	 Reliable Core Services	Other	PUDs/Developments Projects to be Submitted – once applicant has satisfied all submittal requirements and proposal has been reviewed by the Planning Commission, staff will present for consideration.	N/A	N/A	N/A
	 Collaborative Regional Partner **Priority Initiative	Other	Consider Regional Partnerships – continue to consider shared service opportunities with neighboring municipalities (i.e. multi-purpose fields, northwest rail).	N/A	N/A	N/A
	 Reliable Core Services	Other	Consent Items – staff processes small/non-controversial issues by adding to consent agenda for consideration. Council sometimes	N/A	N/A	N/A

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Number ⁱ	Critical Success Factor/ Priority Initiative	Program	Issue	Time Allotment (# Regular Meeting, Study Session and/or Memo)	Priority (High, Medium or Lower)	1 st /2 nd /3 rd /4 th Quarter
			removes these items from consent agenda and discusses during regular meeting.			
	 Reliable Core Services	Other	Municipal Code Updates – staff drafts and presents updates to Municipal Code as part of ongoing efficiency efforts.	N/A	N/A	N/A
	 Reliable Core Services	Other	Unanticipated Issues - each year numerous issues arise that cannot be reasonably foreseen that require Council consideration.	N/A	N/A	N/A

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City Council

Meeting Minutes

December 10, 2019
Library Meeting Room
951 Spruce Street
6:00 PM

Call to Order – Mayor Stolzmann called the meeting to order at 6:00 p.m. The following members were present:

City Council: **Mayor Ashley Stolzmann**
 Mayor Pro Tem Dennis Maloney
 Councilmember J. Caleb Dickinson
 Councilmember Deborah Fahey
 Councilmember Chris Leh
 Councilmember Jeff Lipton

Staff Present: **Heather Balsler, City Manager**
 Megan Davis, Deputy City Manager
 Kevin Watson, Finance Director
 Nathan Mosely, Parks, Recreation, & Open Space Director
 Kurt Kowar, Public Works Director
 Rob Zuccaro, Planning & Building Safety Director
 Chris Neves, Information Technology Director
 Sharon Nemechek, Library Director
 Dave Hayes, Police Chief
 Megan Pierce, Economic Vitality Director
 Kathleen Hix, Human Resources Director
 Emily Hogan, Assistant City Manager for Communications
 & Special Projects
 Meredyth Muth, City Clerk

Others Present: **Jonathan Bartsch, Facilitator**

DISCUSSION/DIRECTION – 2020 CITY COUNCIL WORK PLANNING RETREAT

Mayor Stolzmann noted there are a large number of topics on the proposed list and there will not be adequate time or resources to do all of them next year; some items will need to be removed. The Council will need to focus and prioritize the list.

City Manager Balser stated this work planning retreat is to establish a realistic work plan for 2020 that reflects Council's priorities on issues requiring Council policy direction or guidance. The work plan will include issues City Council plans to address throughout the course of the year, the approximate meeting time Council will devote to each issue, and a rough schedule (by quarter) when Council will consider each issue. In addition, the Council work plan helps staff prioritize internal work plans. This process will be completed in two parts; tonight will include a discussion of what should be on the list and the January 14 meeting will include prioritization and timing for the items.

City Manager Balser stated this plan should include issues requiring City Council policy direction; issues requiring Council consideration or action; routine items that require City Council action; and items/projects that are already budgeted for in 2020 but that require Council input or action. The work plan should not include day-to-day operational items; additional/new budget items for 2020, 2021/22 budget items; or items requiring staff or City Council capacity beyond what is feasible within the year.

City Manager Balser noted that of the items on the 2019 work plan, staff completed 32 of 40 of the items.

City Manager Balser introduced Jonathan Bartsch who will be facilitating the conversation. He noted the need for the group to think strategically on the work plan to identify things that are accomplishable. This is key and can set up the Council for success.

Bartsch noted all of the issues are important to someone which is why they are on the list, but some will not be included in the end. Items are removed for any number of reasons. He noted the goal is to maintain good relationships while having the tough conversations. Tonight should also include an understanding of exactly what each item is.

Councilmember Lipton noted the budget will take a large amount of time from both Council and staff. He stated Council should look at 6-8 big things that we want to do. We need to set some clear priorities knowing the other operational items will always be there and take time. He stated the Council should under promise/over deliver.

City Manager Balser stated this list includes everything Councilmembers requested and also noted some of these can be handled quickly.

Mayor Pro Tem Maloney noted there are areas where staff simply won't have the capacity to do all of the items that are the list.

Members discussed each item:

1. Transportation Master Plan Development and Implementation.

Councilmember Lipton stated this is important; we approved the plan and now need to determine how to implement the items and fund them.

Mayor Stolzmann stated it could take several meetings to discuss funding options.

Members agreed both implementation within the current budget and funding for additional projects are a high priority and should be on the list either as one or two items.

2. Water sewer rates

Councilmember Lipton suggested this could be done biennially or in a different manner.

Mayor Pro Tem Maloney noted he would like to see Council review the rate model.

Mayor Stolzmann stated this is a straight forward issue that doesn't take much Council time if all Council is updating the rate schedule based on the work of staff and the Utility Committee.

City Manager Balsler suggested the Utility Committee look at the rate model and if it needs to be changed have the full discussion in 2021. It is probably too much to review the rate model and do the biennial budget this year.

Mayor Stolzmann summarized that Council will update the rates as needed and then also have the Utility Committee look at policies. This will be moved to the section of the workplan that include ongoing/annual items.

3. Vaping/Tobacco

Councilmember Lipton stated we are already raising the age limit; he would also like to also have Council consider putting a tax question for this on the ballot as well.

Councilmember Dickinson stated the Consortium of Cities discussed this and there is interest across the county in raising the age, doing a tax increase, licensing, restricting all flavored products, and expanding areas in which people cannot smoke or vape. There may be a way to do it on the county level.

Mayor Stolzmann stated this is very important but she would like to wait on some of this. It does have a benefit to public health; we should raise the age but wait on the other issues as this may overload our capacity.

Councilmember Leh wondered if the State will be addressing this. Deputy City Manager Davis stated the State may address the 21 age limit, but probably not a tax.

Councilmember Lipton thinks it is important enough to address and doesn't want to be the left behind with the rest of the County. He is more interested in a tax than a licensing program and thinks the citizens would support this.

Mayor Stolzmann noted it will be a not insignificant amount of work.

Mayor Pro Tem Maloney doesn't think we should get ahead of the County on these issues.

Members decided to keep it on the list for now.

4. Improve medians/landscaping.

City Manager Balser stated this can probably be addressed by a memo to Council that includes options on how to address issues and budget impacts. Work is underway and money is budgeted already. Members agreed to remove from the list.

5. Cottonwood Park Master Plan Update

City Manager Balser stated this is a big project and will likely take more than one year to complete. Director Mosley stated it includes Lake Park as well. Members decided to leave it on the list.

6. Use of Herbicides in Parks and Open Space

City Manager Balser stated we have been talking about this for a while and staff can bring more information back with recommendations for possible changes. Mayor Stolzmann said she has gotten a lot of input on this item and she feels the City needs a better policy.

City Manager Balser stated a new policy will also have to address enforcement and other consequences we aren't anticipating. Director Mosley stated it could be complex.

Councilmember Lipton sated this project should build on current policies and determine how it affects specific areas. He suggested maybe tasking the Boards to start the initial work.

Councilmember Fahey stated she feels this should be on the list to determine environmental impacts.

Councilmember Leh stated there is a lot of community sentiment on this. He would like to see it addressed now so it is not a continual discussion.

City Manager Balser stated staff will have the Boards begin work looking at the integrated weed management plan and options for updating the plan, and bring back recommendations to Council.

7. Wildlife Management

City Manager Balser stated this was added due to recent issues. She noted this would require a significant effort by staff with consultants and engaging the public. This would take a lot of staff time and likely take six months to a year if Council wants to have good public engagement.

Mayor Pro Tem Maloney stated there are those passionate about this but he does not think the majority of residents feel this is a priority.

Councilmember Leh stated he doesn't think this has to be so complicated; there may be more simple ways to address this. Perhaps just do a ban on certain chemicals, not complete a huge process.

Deputy City Manager Davis stated the state is looking at repealing the local preemption on this regulation. She suggested maybe waiting to see what the state does.

Councilmember Lipton stated this is a passionate issue for people and there is no way to keep it simple. It would take a huge amount of time. In addition, we would have to address our own practices on open space. He suggested removing it from the list.

Mayor Stolzmann suggested she and Councilmember Leh follow the bill at the state to see where it goes and focus on the herbicide issue this year and do this next year.

Members decided to remove it from the list.

8. Open Space Management Plan/Vision

City Manager Balser stated this will be the recommendations coming from the Open Space Board; it can be handled with memos to Council and possibly some meetings. Mayor Stolzmann stated most of this will be addressed in the budget discussions.

Members agreed to take it off the list.

9. Open Space Zoning

Mayor Stolzmann stated this is required by the charter and should be done. Councilmember Lipton stated staff can work on this in the background and bring it to a Council meeting if needed. It will be a significant conversation when it comes to public hearings.

Members decided to leave it on the list.

10. Open Space Zoning/Annexation of Enclaves.

Mayor Stolzmann stated this is her item and she would like to annex the open spaces and enclaves so we can have the authority to review oil and gas applications or other land use applications in the City. City Manager Balser stated this is a capacity and prioritization issue for staff.

Councilmember Lipton stated we need to see if we have vulnerabilities in this area, but it is not a high priority. Keep working on it.

Members agreed to keep in on for now.

11. Senior Services Update

Deputy City Manager Davis stated this is a carryover item from 2019; we are still waiting on the Boulder County Agency on Area Aging (BCAAA) to finish their report. It will have impacts on multiple areas. She suggested waiting for their findings and see what those impacts are.

Councilmember Fahey would like to include a discussion of reestablishing a senior advisory board.

City Manager Balser stated whether it is on the list or not, staff will bring the report back to Council.

Councilmember Lipton stated that what he wants to see is a gap analysis on what we offer and what is missing. He would like analysis from staff on what is missing rather than hearing from the County. He noted the organizational assessment will give us some information on this.

Members agreed to take it off as we wait for the Boulder County report and the organizational assessment. This may come back in 2021.

12. Museum Campus Expansion

City Manager Balser stated she expects two to three meetings on this for Council to engage in the process after seeing the results of the 30% design and the public engagement. The Council will need to add what the next steps will be in the process once Council has better design information and more firm cost estimates.

Councilmember Fahey stated this information will allow the Council and the Historical Foundation to better understand what it will take to fund this.

Members decided this will just be an update to an existing project so leave it on the list.

13. Funding for Public Art

City Manager Balser stated this is carryover from 2019. The Cultural Council will work on this and bring a recommendation to Council. Members decided to keep it on the list.

14. Design Guidelines Update

Members decided to keep it on the list.

15. Height Calculations

Members decided to keep it on the list.

16. Miners cabins

Director Zuccaro stated that at this point what is left to complete is really operational. Members agreed to remove it from the list.

17. Affordable Housing

City Manager Balser noted staff anticipates some work on this and a likely 2020 ballot issue from the County regarding funding.

Mayor Stolzmann stated we signed on to the County-wide agreement but the next steps are up to the County as they do the heavy lifting to see if a ballot issue brings new funding. She stated this may be more of a 2021 issue.

Members agreed to remove it while waiting to see what happens with possible funding from the County.

18. PUD Review and Waiver Criteria

Director Zuccaro stated the waiver criteria by which we review PUDs are outdated and many of the criteria are not applicable to current developments. Staff wants to update them so they are more relevant to the review process.

Councilmember Lipton noted the Planning staff will have will have two large projects in 2020 and noted there may not be the bandwidth to also do this.

Mayor Stolzmann stated she thinks this could be controversial and there are other things the Planning Department should be working on. She stated if criteria don't apply to current development proposals they can just not be used. She thinks it will take a large amount of time.

Members agreed to keep it on the list and see how it gets prioritized; it may be a low priority item in the end.

19. Group Home Regulations

City Manager Balser stated this has come up a few times and it has been handled administratively. Director Zuccaro noted our code does not match state law and it should be updated; it would require some policy discussion from Council. To date it hasn't been a priority, but staff is getting more requests and it would be good to have it clarified.

Members decided to remove it from the list.

20. City-Initiated Rezoning

Mayor Stolzmann stated she requested this item but would now like to remove it now. Members agreed to remove this from the list.

21. Old Town Overlay Zone District

City Manager Balser stated this project would be a significant effort. Mayor Pro Tem Maloney stated he thinks this is important.

Members agreed to keep it on the list.

22. Shadow Protection for Solar Access

Mayor Stolzmann stated she would like the City to help residents administer voluntary agreements between neighbors for solar protection, but noted it would not be an insignificant task. Director Zuccaro stated staff could create a program to help people do these agreements but it would take some research from staff to see what the options are.

Mayor Stolzmann proposed this as an item for the Sustainability Advisory Board to research and possibly include in their updated sustainability plan.

Members agreed to do that and remove it here.

23. Economic Vitality Strategic Plan

Members all noted this is a big priority and should be kept on the list.

24. Urban Renewal Area Plan/Strategy

Members agreed to keep it on the list.

25. 2021-22 Budget

Members agreed this is a major project and to keep it on the list.

26. New Technology and Engagement Tools

City Manager Balser stated this is both a carryover from 2019 and also includes some new items. Deputy City Manager Davis stated some of this will be coming to Council for discussion in January.

Members agreed to keep it on the list.

27. NOW Proposal for Legislative Changes for Zoning Notices

Mayor Pro Tem Maloney asked if this could be part of 26. City Manager Balser stated the NOW proposal is very specific to zoning changes and would require legislative changes approved by Council.

Councilmember Lipton stated this is one neighborhood's reaction to one issue. He stated we probably don't need legislative changes; just better communication and outreach.

Mayor Stolzmann noted these changes would require significant additional notification and likely it would end up being citywide mailings for many types of legislative items; the question then becomes is this an effective way to engage with residents.

Mayor Stolzmann asked if there was interest in changing the notification distance to 750 feet. Councilmember Lipton stated his constituents are not asking for this and he doesn't want it on the list.

Members agreed to keep it on the list for now, but may revisit that at the prioritization discussion in January.

28. Evaluation of City Council Appointees

Members decided to keep this on the list.

29. Council Work Plan Preparation

Members decided to keep this on the list.

30. Middle Mile Network

City Manager Balser stated staff will have to come back for a discussion of budget implications but not much else. That update can be done by memo and staff will bring this back to Council as needed. Members agreed to keep it on the list.

31. City Council Salary Survey

This is a small item that will take little time, members agreed to keep it on the list.

32. Board and Commission Structure

Mayor Stolzmann stated the Council should only take this on if they are really willing to have the hard conversations and make changes. People will be upset regardless of what we do.

Members agreed to remove the item; maybe revisit in 2021.

33. Board and Commission Interviews/Appointments

Members agreed to keep this item.

34. Board & Commission Updates

Members agreed to keep this item.

35. Potential tax questions and minimum wage

Members discussed various items they might want to consider as upcoming tax questions for the ballot. Possible items could include: taxes for tobacco, transportation, or plastic bags. They also discussed the possibility of a local minimum wage.

Members agreed to keep this item.

36. Citizen Survey

Members agreed to keep this item.

37. Sustainability Action Plan Update

Members agreed to keep this item.

38. Refinement of KPI

Members agreed to keep this item.

39. Airport Noise Issues

Members agreed to keep this item.

40. Marijuana Cultivation

Members agreed to keep this item.

SUMMARY

Bartsch noted that of the 40 items the group removed ten.

Mayor Stolzmann stated that on second thought, she would like to remove #10 open space enclaves, move it to 2021. Members agreed.

Members agreed these are the five items of strategic and critical importance:

- Transportation Master Plan (#1)
- Economic Vitality Strategic Plan (#23)
- Sustainability Plan (#37)
- Airport Noise (#39)
- 2021-22 Budget (#25)

Staff will bring a list showing how much time is required for each of these items for the prioritization conversation in January.

Mayor Pro Tem Maloney noted some departments have many items on the list and capacity should also be considered.

MEETING COMMUNICATION

Bartsch asked members what they feel would be helpful for better meeting communication among the group in general.

Mayor Stolzmann stated it is important to remember things will come up outside the work plan. We can add items to agendas if they need Council discussion. She asked that everyone communicate to the group what they are doing on their various committees and other assignments and bring information back to the group.

Mayor Stolzmann asked Council to continue to be judicious when pulling items off of the consent agenda and please tell staff in advance if you plan to do that at a meeting. Councilmember Lipton added Council should reach out to staff for information if needed for a consent item.

Mayor Pro Tem Maloney stated it is good to hear from everyone on Council on every topic. He stated knowing everyone's opinion is important in the process. He asked members to be open minded and reach consensus.

Councilmember Leh noted the Council has a good history of being civil and should maintain that. He stated there is value in dissent. There will be issues where we disagree and that is healthy. He added it is important to be respectful to the public and staff as well. We should make sure people feel they were heard when they speak at a meeting.

Councilmember Lipton stated the group is respectful; we should agree to disagree and be honest with each other. We are all part of the team to move the City forward. He noted the Council should be respectful of staff. The group needs to be efficient and effective as a body and move the City forward.

Councilmember Fahey stated it is important we all get along. She added it is important to respect the knowledge and experience staff brings to the discussion of issues.

Councilmember Dickinson said it is a great room of people and we should appreciate the different opinions and perspectives and start from a place of respect. He stated it can be good to challenge assumptions to get more information and better discussion.

**DISCUSSION/DIRECTION/ACTION – DECEMBER 16 INTERVIEW PROCESS FOR
WARD III CITY COUNCIL VACANCY**

Members appointed Mayor Pro Tem Maloney and Councilmember Dickinson to prepare the questions for the interviews and decided on 30 minute interviews of all five candidates. The interviews will be on Monday, December 16 and then Council will vote to appoint the person on Tuesday, December 17.

FUTURE AGENDA ITEMS

Members reviewed the advanced agenda.

ADJOURN

Members adjourned at 8:56 pm.

Ashley Stolzmann, Mayor

Meredyth Muth, City Clerk