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MEMORANDUM

DATE: March 25, 2019
TO: Mayor and Councilmembers
FROM: Sarah Kane, Executive Administrative Assistant
RE: Leadership Planning Team (LPT) Meeting

Mayor Wade Troxell, Mayor Pro Tem Gerry Horak, City Manager Darin Atteberry, Deputy City Manager Jeff Mihelich, Senior Assistant City Manager Kelly DiMartino, City Attorney Carrie Daggett and Executive Administrative Assistant Sarah Kane met on Monday, March 25, and the following summarizes the discussions that began at 7:36 a.m.

March 26 Adjourned Meeting

The March 26 agenda was reviewed.

- Approving a Construction and Purchase Agreement at the Innosphere Site for a City Laboratory – Innosphere Partnership Project.
- Consideration of a motion to go into Executive Session to discuss legal questions related to pending litigation regarding the City's Public Nudity Ordinance.
- Possible motion directing the City Attorney on next steps related to litigation regarding the City's Public Nudity Ordinance.

March 26 Work Session

- Short Term Rental Regulations
 - It was noted that not all details of every meeting were captured in the minutes. Staff will be prepared to testify at the Work Session regarding the details (Ginny Sawyer).
- City Plan and Transit Master Plan Adoption Draft
 - A resident has asked to see where their specific comments are captured in the Plan; staff noted that the team has collected numerous comments via public engagement sessions, surveys, etc. and it's not possible to attribute specific comments to directly how each one influenced the document. Staff will be prepared to talk about trends, surveys and citizen comments as a compilation of data.
 - LPT offered feedback that the Plan still needs editing for consistency and for information to be presented as what is desired instead of what is not desired. It

was also noted that the timeline should go back further than 1980, with items such as the Open Space tax incorporated as foundational to where we are today.

- Council Initiatives Dashboard
 - Mayor Troxell complimented the document, noted this is the first time it's been complete at the end of the Council term.
 - The discussion of Council initiatives started at the Council Retreat two years ago and this Dashboard recognizes the progress that's been made. Together, Council and staff have accomplished a lot and there is a clear path moving forward.

Urban Renewal Authority Board Meeting- March 28

- LPT requested a memo from the outside legal counsel outlining the background and purpose for the executive session.
- Staff will include this as normal protocol going forward.
- The memo is requested to be emailed today and a hard copy provided in read-before Council packet tomorrow.

Six Month Calendar

- April 9 Work Session:
 - Halligan Water Supply Project Update
 - Regional Economic Update
 - Board and Commission Code Revisions was initially removed, then re-added
- April 16:
 - City Plan Update - Adoption
 - Short-term Rentals (STR) in Multifamily Housing was added to the calendar.
 - Staff should be prepared to address the option of waiting to change our regulations instead of being ahead of the International Building Code.
 - Waterfield Development Agreement was added to the calendar.
 - IGA for Solid Waste and Revision to Building Codes to Require Mixed Construction and Demolition Waste be sent to a future Larimer County Sorting Facility item was added. Staff is meeting with local haulers this week to get their input.
- April 23 Special Meeting (tentative):
 - City Manager Atteberry noted the new Councilmembers will be oriented in several different meetings.
 - Initially, they will meet with Sarah Kane for paperwork, etc., then they will meet with the City Clerk, City Attorney, City Manager and Municipal Court Judge regarding the role of the Council's direct-reports. In subsequent months, the new Councilmembers will be invited to tour City facilities and meet the Executive

Lead Team and other employees. URA and Connexion (Broadband) areas will be highlighted.

- The Council Resource Guide was distributed to Council for comments. The ELT also provided comments, and it is enroute for publication now.

- April 23 Work Session:
 - Tourism Master Plan
 - FoCo Creates Arts and Cultural Master Plan
 - The Sports Complex Facility Feasibility Study was moved to Unscheduled Work Session Items.

- May 7:

FoCo Creates Arts and Culture Master Plan. Based on feedback at the Work Session, this can be moved to a later date if needed. City staff has been doing public outreach over the last two months on the proposed plan and feedback has been

- May 14 Work Session:
 - Harmony Gateway plan has been added to the calendar. This timing will allow more time for the new Councilmembers to learn the issue.

- May 28th Work Session:
 - Boards and Commissions Code Revisions was initially added to May 28, but subsequently moved back to April 9.

 - Discussion ensued about the role of Boards and Commissions, particularly quasi-judicial Boards, how the members operate during a meeting, their obligations under Municipal Code, the role of legal counsel during the meeting, and how to better involve the Council Liaisons with the Boards and Commissions. Concerns about abstentions and process were brought up. This will be part of the April 9 Work Session. Related conversation about training and overall effectiveness of Boards and Commissions was discussed.

- Unscheduled items: The City Park Improvements item should be a Work Session item (not regular meeting)

City Clerk's Update provided by Jeff Mihelich:

- The City Clerk's Office is focusing on elections. Signature verification is new.
- The drop box in the parking lot of City Hall has been strategically located and is a pilot.

Senior Assistant City Manager DiMartino:

- City Park improvements – Staff is working with each group from the workshop on designs. Concerns were voiced at the Design Workshop about the train. As this is a voter approved item, the staff team is proceeding to include it in the designs.

Deputy City Manager Mihelich:

- Meetings are occurring regarding Montava and their water/waste-water services. Boxelder and ELCO are involved. The City Manager and Deputy City Manager will engage in discussions with Anheuser Busch.
- Meeting with local citizen on neighboring properties that fail to meet City Code.
- Mayor Pro Tem commented on a chronic property and suggested that a system be put into place that will ensure Code Compliance officers look at chronic properties periodically.

City Attorney Daggett:

- Noted that the City Attorney's Office is following up on issues that were raised by citizens regarding limits on campaign contributions by City employees.
- Council Meeting rules and hearing procedures will be included in a future update.
- Was asked to provide incoming Councilmembers with updates on cases currently in Court.

City Manager Atteberry:

- Noted an issue with a citizen's snow shoveling fines. Staff will review it and the process is driven by ordinance.
- Met with a citizen concerned about pickleball court availability. It was suggested by LPT that a facilitator who is not part of the group help to create constructive dialogue.
- The Associated Students of Colorado State University reached out to various Councilmembers to request a meeting regarding housing affordability. Meetings are being set up.
- The Regional Elected Officials meeting on April 11 from 6:00-8:30 p.m. will occur at the Wellington Fire Department. Topics include Behavioral Health Progress Report, Poudre School District's update on new schools, Comprehensive Plans Open House and working together on regional infrastructure issues, public safety and human services.
 - Map interface where City and County sidewalks concur requested by Mayor Pro Tem Horak.
- City Manager's Office Graduate Management Assistant Joe Wimmer has accepted a position in the Public Works Dept in Topeka, KS. There will be a farewell gathering on March 27th and Council is invited to attend.

Mayor Pro Tem Horak:

- Noted a problem property and the hoarding issues which could lead to fire hazards.
 - The Mayor would be interested in looking at hoarding ordinance and City Attorney Carrie Daggett noted that we do have Code provisions that can deal with this.
- City Manager Atteberry Darin mentioned Seattle documentary “KOMO News Special: Seattle is Dying” <https://www.youtube.com/watch?v=b53uiRFq4Ds> which is a thought-provoking program about the negative impact of selective enforcement of local laws.
- Attended a presentation on Electric Devices and Vehicles; noted that 40% of the City’s lawn and garden tools are electric. Staff is asked to provide a memo outlining the timeline for converting all lawn and garden equipment to electric.
- Staff and the Mayor are meeting with local waste haulers to get specific, quantifiable concerns which will then be presented to the Regional Wasteshed Taskforce.
- Broadband Follow up Memo: Indicated it is important that we be explicit in printed materials about working with Council to create low-income rates.
- Neighborhood Block Party Trailer memo was mentioned. People will learn about this via Next Door and other outreach mechanisms.
- Non-profit Lease memo: Recommended that the low rates be prioritized to people who align with the Strategic Plan.
- Affordable Housing Subsidy memo: Requested a policy be enacted, not a fee study. The City should incentivize permanent affordable housing over 20-year housing. Jeff Mihelich commented that this will be included in the Affordable Housing Affordability Plan presented to Council.
- Noted the construction of the Whitewater Park and numerous people parking there to look at it all the time. Suggested interviewing onlookers for their comments as part of FCTV documentation and inclusion in next year’s State of the City Video.

Mayor Troxell:

- Mayor Troxell received a request to do a proclamation in August for Rick Price and that is in the works.
- Attended an event at CSU where La Familia discussed concerns with manufactured housing communities when occupants are given a 30-day term to vacate but they don’t own the land, only the trailer. Staff is preparing to review priorities from a prior Report to include as a potential Council Retreat topic. The goal is building more long-term affordable housing and that equity/ownership would be a great outcome. There is an upcoming meeting regarding bulk-billing for water in mobile home parks. The goal is to work together with the water districts and residents to align to common goals.

- Met with community members who mentioned a need for a “Teen Hangout” location for youth 14-17 years old. City Manager Darin Atteberry mentioned an Innovation Center slated for 2021 construction. This is a good chance to engage people before it’s designed.
- Heard from residents about the Vita Sana Program for low-income recreation activities which was funded by grants; it has ended. It was noted that the City is still working with them in a different form and a staff update will be provided.
- Is speaking tomorrow at the Sugar Beet Park groundbreaking. Requested the history of how it became a park, when the City Streets facility was built and how the City worked with the neighborhood, created a basketball court, asphalt on the west side, etc. Staff will follow up.
- Darin mentioned the need to add additional administrative support if the full-time Council pay measure passes.

Meeting adjourned: 10:03 a.m.