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## MEMORANDUM

**DATE:** May 28, 2019  
**TO:** Mayor and Councilmembers  
**FROM:** Delynn Coldiron, City Clerk  
**RE:** Leadership Planning Team (LPT) Meeting

Mayor Pro Tem Kristin Stephens, City Manager Darin Atteberry, Deputy City Manager Jeff Mihelich, City Attorney Carrie Daggett and City Clerk Delynn Coldiron met on Tuesday, May 28, and the following summarizes the discussions that began at 7:07 a.m.

### May 28 Work Session

The May 28 agenda was reviewed.

- Short-Term Rental Regulations – There was a question about whether the international building codes will eventually include guidelines for short term rentals; this is anticipated. It was noted that related regulations have been reviewed by the International Code Council during the past couple of sessions but fell short of the number of votes needed to incorporate code changes. Staff will continue to follow these efforts.

### June 4 Regular Meeting

The June 4 agenda was reviewed.

- Land Use Code Changes – It was noted that this has been separated into two ordinances so that Council can separately consider a proposed change to the variance process that allows the Director of Community Development and Neighborhood Services to process certain variances that are currently reviewed by the Zoning Board of Appeals.
- Shared Use of Regional Broadband Transport and Access Services – It was noted that this is a first step towards regional collaboration for broadband services. With these agreements, Loveland and Estes Park will work with Fort Collins to share regional broadband transport and access services; related costs will also be shared. Plans to bring forward additional agreements for sharing of the Connexion network operations center were also mentioned.
- Community Development Block Grant – Staff is asked to describe the new method that was used to approve funding as part of their presentation.
- Fossil Creek Reservoir Area Plan – Plan Transfer of Density Units Program – It was noted that this has been a unique program and that the completion of it is a good news item.

Six Month Calendar

- June 11
  - Council priorities work session was added to the calendar (rescheduled from May 21).
- July 2
  - Adoption of Council priorities was added to the calendar (moved from June 4).
  - Code changes related to telecommunications facilities and services was added to the calendar.
- July 9
  - Council priorities regarding affordable housing and mobile home park preservation was added to the calendar.
  - City financial and planning overview was added to the calendar.
- July 23
  - Montava item was renamed to Northeast Fort Collins Planning Discussion.
- July 30
  - URA half-day retreat was added to the calendar (moved from June 27). There was discussion on whether four hours was needed; two hours is preferred. Staff is asked to follow up on this.
- October 8
  - Equity and inclusion priority was added to the calendar.
- October 22
  - Mobility was added to the calendar.
- November 12
  - Parks and Recreation Master Plan was added to the calendar.

City Clerk Coldiron:

- Noted that a request had been received from the Housing Catalyst Board of Commissioners to present Councilmember Cunniff with an award for his contributions to the Housing Catalyst. Staff will reach out to determine a date; June 4 is preferred.

Deputy City Manager Mihelich:

- Noted that efforts to establish a homeless transition center are underway. A workforce development center is planned to be a part of this. Outreach is occurring with various stakeholder groups. Staff will keep Council informed as things progress.
- Noted that there continues to be some frustration around the Hughes Stadium redevelopment and that Council is likely to hear more from concerned citizens. Staff is asked to provide an update to Council through a Thursday packet memo. It was noted that this is a development review matter and that staff will focus on the natural areas acquisition discussions in its follow up.

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- Noted that the Colorado Department of Transportation has offered to give the City \$5M to work with them on a project to redirect stormwater flows into the river as part of the I-25 project near Harmony Road. This item will be further vetted to determine whether it makes sense to move forward.

City Manager Atteberry:

- Noted that the new process to administratively respond to citizen emails sent to City Leaders should be in place this week.
- Noted that the Library has asked for some time to provide Council with an update. Staff will reach out to get a staff report scheduled.
- Noted that Jim Byrne has been selected as the City's Emergency Manager at least through 2020; OEM update is attached.
- Noted that recruitment is underway for a citizen appointment to the Airport Board; the current incumbent is interested in continuing and is solid.
- Noted that the presentation given at the Council Futures Committee by Andres Duany on the Future of Community Architecture was recorded. It can be accessed at: [https://coftc-my.sharepoint.com/personal/mdemasters\\_fcgov\\_com/Documents/Andres%20Duany%20May%2013%20Futures.mp4](https://coftc-my.sharepoint.com/personal/mdemasters_fcgov_com/Documents/Andres%20Duany%20May%2013%20Futures.mp4). To access this file, hit Control + left click on your mouse; you will then be asked for your City log-on information.
- Noted that the Memorial Day event at the Veteran's Plaza was really nice and very well attended; 400 people or so.

Mayor Pro Tem Stephens:

- Noted the memo received on signs in the right-of-way; interesting information and a big issue for the community.

Meeting adjourned: 8:22 a.m.

1. Council 12

② LPT 5/28

**Linda Larsen**

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**From:** Darin Atteberry  
**Sent:** Thursday, May 23, 2019 9:30 AM  
**To:** City Supervisors  
**Subject:** OEM Update

Colleagues,

I trust all is well. I am writing with an update on the position of Emergency Manager for the City. Concluding our recruitment process for this important position, I have placed Lieutenant Jim Byrne in the role through at least the end of 2020 and I am thrilled that he has accepted the position. Jim has been serving as interim emergency manager while continuing to balance many of his lieutenant duties – he will now assume only Office of Emergency Management responsibilities fulltime. Jim and the OEM team have made great initial progress and we are excited to continue working on establishing the program within the City after the transfer of the position/program from the Poudre Fire Authority into the City Manager’s Office. Building on a strong tradition of preparedness, response, recovery and resilience in Fort Collins, Jim will be leading the efforts to elevate our emergency management program and I hope you will all join me in congratulating Jim and in working with him toward making significant improvements in this space.

For those of you directly impacted by OEM or Jim’s work as a lieutenant, additional communication will be forthcoming on next steps and plans moving forward.

I hope you all have a great holiday weekend,

Darin

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Darin Atteberry, ICMA-CM / AICP  
City Manager  
Fort Collins, Colorado

