





Municipal Election November 2, 2021

Agenda

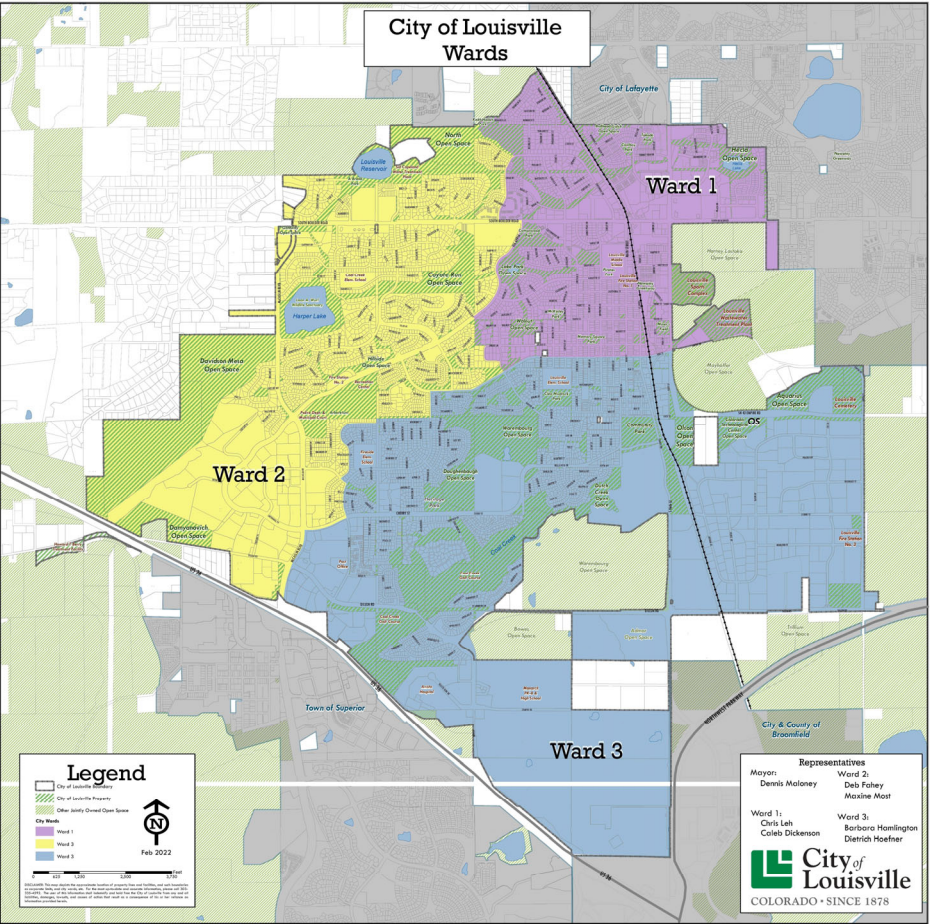
- Municipal Government Overview
- So You Want to Run for City Council?
- Q&A



- Municipal Overview

- Louisville At a Glance
- Home Rule Charter, State Statutes, Municipal Code
- Open Government and Transparency
- Council-Manager Government
- Organizational Chart & Overview of Departments
- Annual Work Plan
- Biennial Budget/Capital Improvements Plan
- 2023 Priorities

Louisville At A Glance



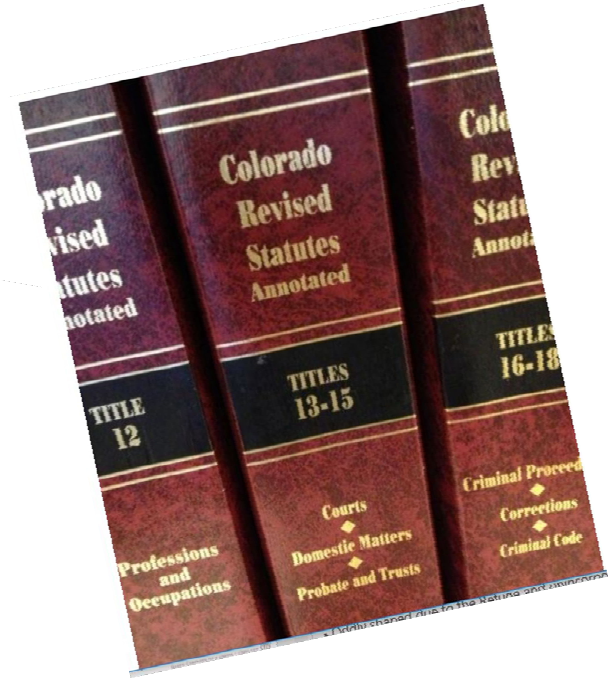
Home Rule Charter, State Statutes, Municipal Code

CODE OF ORDINANCES CITY OF LOUISVILLE, COLORADO

Published in 1999 by Order of the City Council

CHARTER
FOR THE CITY OF LOUISVILLE, COLORADO

APPROVED AND ADOPTED BY THE HOME RULE CHARTER COMMISSION ON
AUGUST 20, 2001
SUBMITTED TO THE CITY COUNCIL ON AUGUST 21, 2001
APPROVED BY THE REGISTERED ELECTORS NOVEMBER 6, 2001
AMENDMENTS APPROVED BY THE REGISTERED ELECTORS NOVEMBER 2, 2004
AMENDMENTS APPROVED BY THE REGISTERED ELECTORS NOVEMBER 3, 2009



Open Government & Transparency

It is the policy of the City that the activities of City government should be conducted in public to the greatest extent feasible in order to assure public participation and enhance public accountability.
- Louisville Home Rule Charter § 5-1

It is declared to be a matter of statewide concern and the policy of this state that the formation of public policy is public business and may not be conducted in secret.
- Colorado Open Meetings Law

City Council – Manager Government

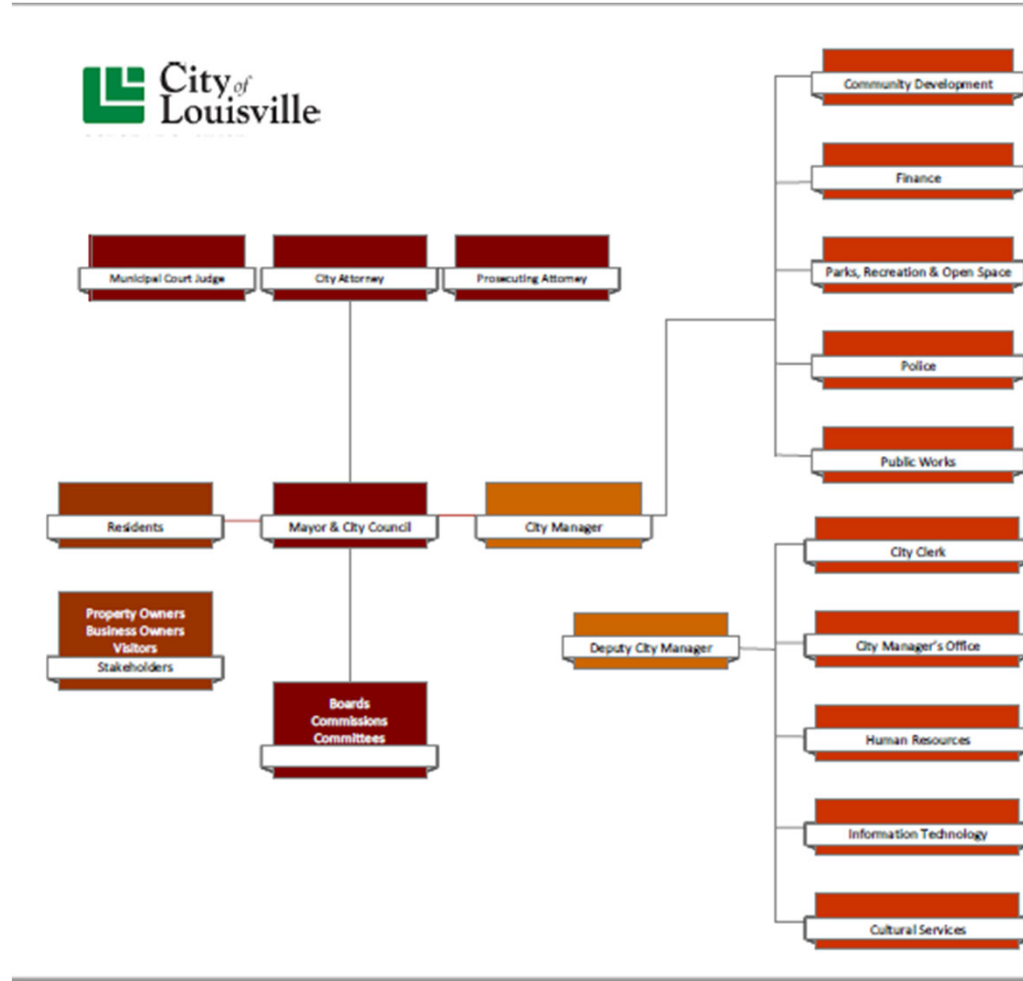
Responsibilities of City Council

- Set City policy
- Attend City Council meetings on Tuesdays.
- Make land use decisions
- Adopt annual budget
- Enact Ordinances, adopt Resolutions, and make policy determinations
- Foster inter-jurisdictional relations
- Attend regional meetings
- Appoint City Manager, City Attorney, Municipal Judge, and Prosecuting Attorney

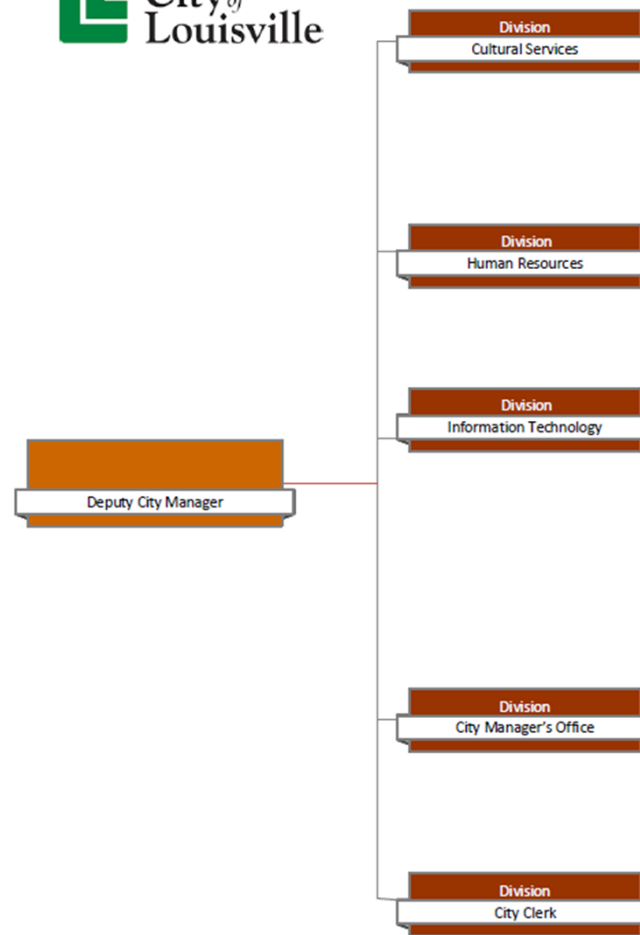
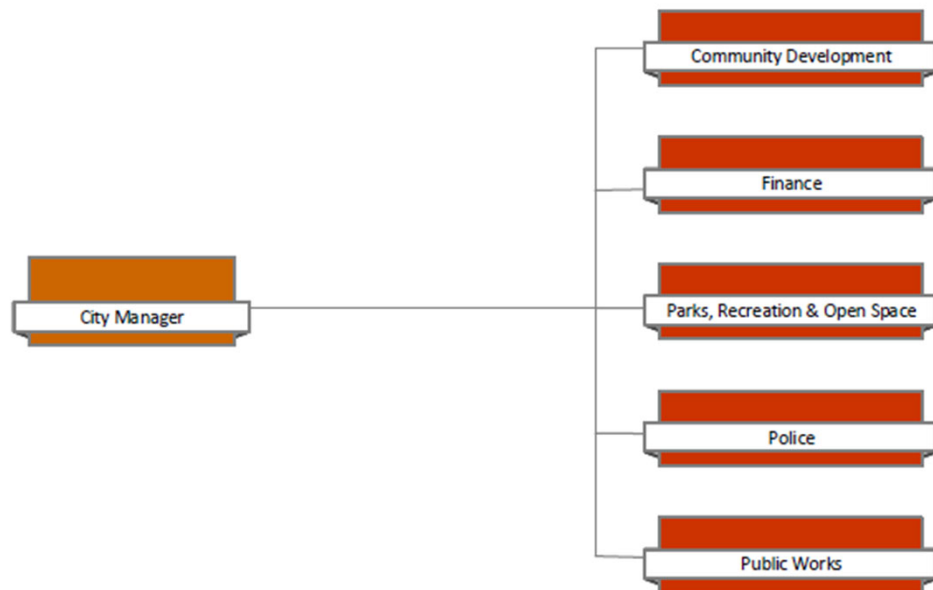
Responsibilities of City Manager

- Professionally manage the day-to-day operations of all City departments
- Apply the policies the Council adopts
- Makes policy recommendations to City Council
- Supervise all City employees
- Propose annual budget
- Oversight of budget and all financial matters
- Enforces all provisions of the City Charter and Code

Organizational Chart



Overview of City Departments



How Does City Council Create New Rules & Policies?

- **Ordinance:** An ordinance creates a new rule or law that regulates people or property. This new law stays in effect until that ordinance is repealed or updated. Ordinances are used to approve the borrowing of money, impose a new tax, buy or sell land or water rights, update the Municipal Code, and anything regulation for where a fine or imprisonment may be imposed.

The only way to repeal or update an ordinance is by another ordinance approved by City Council or a vote on it at a citywide election. Ordinances are subject referendum and may be initiated by the electors of the City.

- **Resolution:** A resolution deals with matters that can be more temporary. It is a binding decision of the City Council but it can be changed at any time by a single vote of the City Council. Just as with ordinances, the City Council takes public input on all resolutions.
- **Motion:** A motion is used to approve those items that do not require a resolution or ordinance. This can include minutes, contracts, City policies or work plans, and meeting schedule changes.
- A majority vote of the Council is required to do any of these.

Annual Work Plan

2023 Louisville City Council Work Plan

Number	Program Area	Issue	Council Time Estimate (meetings/study sessions)	Estimated Timeline/Quarter
1	Administration & Support Services, Public Works	City Climate Change/Greenhouse Gas Reduction Initiatives: - Complete and begin implementation of internal strategic decarbonization plan for City facilities and operations - Discuss Xcel community decarbonization plan and policy/program opportunities	4 Council meetings	Q1-Q4
2	Community Design	Comprehensive Plan Update 10-Year Update: - Include completion of Market/Leakage Study	4-6 Council meetings	Q1-Q4
3	Community Design	Complete Affordable Housing Study and Strategic Plan, and consider desired strategies for implementation/adoption. In addition: - Approve inclusionary housing IGA for administration of program (prior to study completion) - Consider ADUs for Marshall Fire rebuilds (prior to study completion)	4-6 Council meetings	Q1-Q4
4	Community Design	Sketch plan/Concept review process—Revise the planning process to allow for a preliminary review of project concepts. (Complete prior to comp plan process)	2-3 Council meetings	Q2-Q3
5	Administration & Support Services/Public Safety & Justice	Equity, Diversity, and Inclusion: - Continue implementation of Louisville EDI Task Force and Blueprint recommendations - Update City programs and services with equity approach (Library fines, etc.)	2 Council meetings	Q2-Q4

Operating Budget & Capital Improvements Plan



2023 Priorities

- Climate Change/Greenhouse Gas Reductions
- Comprehensive Plan Update
- Affordable Housing Strategies
- Equity, Diversity, & Inclusion
- Continued Response to Marshall Fire
- Renewal of Parks/Open Space Sales Tax



So you want to be a candidate?

- General Information
- City Council Terms & Offices on the Ballot
- Time Commitment & Compensation
- Qualifications for Office
- Declaring Your Candidacy
- Nomination Petitions
- Campaign Finance
- Important Dates & Deadlines
- Campaign Signs
- Resources

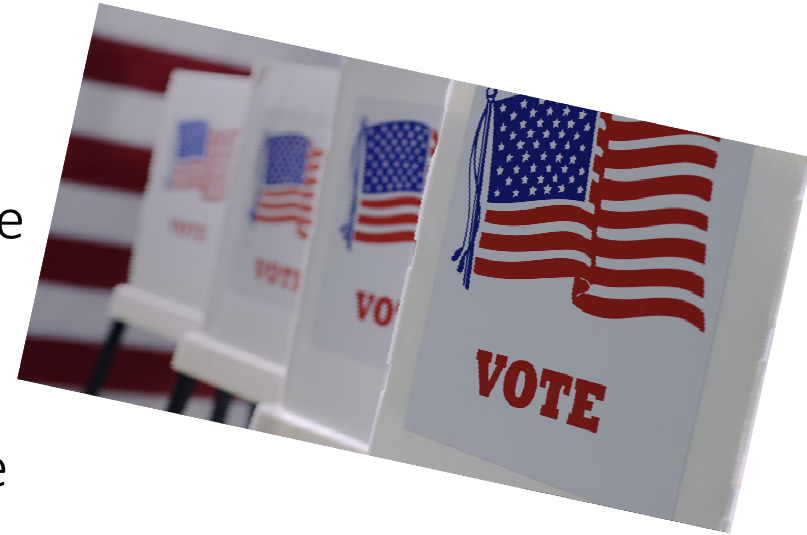
Candidate Responsibilities

- Read and understand the Candidate Guide
- Know the deadlines for submitting paperwork



General Information

- Mail Ballot Election – November 7, 2023;
Coordinated with Boulder County
- All requisite campaign documents are
available in the Candidate Guide & website
- Voter lists are available from Boulder
County Clerk & Recorder's Office
- All campaign documents are filed with the
City Clerk's Office
- The City Clerk's Office cannot give legal or
election advice or notarize documents.



Offices on the Ballot

- Mayor
- Ward I – one seat
- Ward II – one seat
- Ward III – two seats*
- Incumbents in all three wards are eligible to run for an additional term



City Council Terms

- 4-year Terms, November 2023 – November 2027, normally staggered within each Ward.
- *Ward III will have one 2-year term and one 4-year term.
The highest vote getter will get the 4-year term and the second highest vote getter the 2-year term.
- Councilmembers are limited to two consecutive 4-year terms

Qualifications to Run for Office

- Citizen of the United States
- 18 years of age or older
- Registered to vote in the City of Louisville
- Resident of Louisville and the Ward for at least one year immediately prior to the November election
- Clerk's Office will verify all candidate qualifications after petition submittal



Time Commitment & Compensation

- Council meets every Tuesday at 6 pm
- Meeting Preparation Time
- Additional meetings
 - With Residents
 - With City Manager/Staff
 - With Other Elected Officials
- Corresponding/talking with residents
- \$11,664 per year/council \$13,968 per year/mayor
- Allowed only 6 absences in any 12-month period

Declaring Your Candidacy

- A person becomes a “candidate” when:
 - Publicly announcing intention to seek public office
 - Receiving a contribution or makes an expenditure in support of their campaign*
- If either of the above have occurred, the candidate MUST file a Candidate Affidavit within 10 days

**A Candidate Committee must be formed before accepting contributions or making expenditures*

The image shows a 'CANDIDATE AFFIDAVIT' form from the City of Louisville. The form includes the city's logo and name, 'City of Louisville COLORADO • SINCE 1878'. It also lists the City Clerk's Office address: '749 Main Street, Louisville, CO 80027', the phone number '303.335.4536', and the email 'MeredythM@LouisvilleCO.gov'. The main text of the form reads: 'This affidavit certifies that I, _____, name _____, am a candidate for the 2021 election for the office of WARD _____. There is a 'date stamp' field in the top right corner.

Nominating Petitions

- Residents interested in running for City Council in November may circulate the Nomination Petitions **ONLY between August 8 – August 28, 2023.**
- Your petition requires a minimum of 25 signatures from registered electors residing in the specific ward in which you are running for office / citywide for Mayor
- Completed petitions must be filed no later than 5:00 p.m. on **August 28, 2023** with the City Clerk's Office.



Campaign Finance

- Governed by Colorado Fair Campaign Practices Act
- All filings are submitted to the City Clerk's Office.
- Candidate Committees must register with City Clerk's Office **BEFORE** accepting contributions or making expenditures
- Candidates, their committees, and their registered agents are responsible for accurate reporting on approved forms, and timely filing
- All financial reports are public record and will be made available for public inspection; posted to the City's website



Candidate Committees

- Accepts contribution and makes expenditures under the authority of the candidate
- Must get dedicated bank account
- Must have a **Registered Agent**
 - Keeps track of all contributions and expenditures
 - Files the required reports of the committee
 - Can be replaced after a formal resignation



Contributions: Limits and Reporting

There is no limit to the dollar amount you can accept as a contribution, but you must report ALL campaign contributions

- \$19.99 or less: do not need to be itemized, and may be aggregated per reporting period
- \$20 or more: Must be itemized; name and address of contributor
- \$100 or more: Must also include the occupation and employer of contributor
- \$1000 or more: if received within 30 days prior to the election, must be reported within 24 hours of receipt as a Notice of Major Contributor report.
- Cash/coin: cannot exceed \$100

Expenditures

ALL expenditures must be itemized and include the name/address of the payee, and the purpose of expense

Prohibited Contributions

- Corporations
- Foreign citizens, corporations or governments
- Lobbyists
- Another candidate committee
- Anonymous contributions of \$20 or more
- Cash or coin contributions over \$100
- Loans from other individuals or entities
- LLC if any of the members are a:
 - Corporation or labor organization
 - Natural person who is not a US Citizen
 - Foreign government
 - Professional or volunteer lobbyist

PROHIBITED

Campaign Finance Reporting Deadlines

- October 17 – covering beginning of campaign through October 17
- November 3 – covering October 17 – November 3
- December 12 – covering November 3 – December 12
- November 1, 2024 – annual reports thereafter until committee is closed.
- Amended reports can be filed at any time

Campaign Finance Complaints

- May be filed with the City Clerk no later than 90 days after the complainant knew or should have known of the alleged violation

Campaign Signs

- Campaign signs DO NOT require permits
- Signs may not be placed in the public right-of-way or on any public property
- May only be placed on private property with the permission of the property owner
- Ensure that signs are not positioned in a way that causes unsafe blind spots
- Residential properties can have up to six signs per property, 4 ft maximum
- Campaign signs cannot be placed within 100 feet of a ballot drop box or polling place



Important Dates & Deadlines for November 7 Election –

Candidate is responsible for knowing deadlines and submitting paperwork

- August 8 First day candidates may circulate nominating petitions
- August 28 Last day candidates may file nominating petitions with the City Clerk
- October 17 1st campaign finance report due
- November 3 2nd campaign finance report due
- November 7 Election Day
- November 14 New Councilmember orientation
- November 28 New Councilmembers sworn in
- December 12 Final campaign finance report due



2023 Candidate Guide



Resources

- **Candidate Guide** - be sure to read it in its entirety, as well as reference materials
- **Campaign Finance Primer**
- Secretary of State's Office
- City Charter
- Municipal Code
- Colorado Revised Statutes (Title 1 and Title 31)
- Boulder County Clerk's Office
www.LouisvilleCO.gov/elections

Questions



LouisvilleCO.gov/elections