

Sustainability Advisory Board

Agenda

January 15, 2025
Second Floor Board Room Louisville Library
951 Spruce. St
6:30 PM

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to +1 833 928 4610 (Toll Free)
Meeting ID **#846 2865 9916**
Meeting Password # **239019**
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/sustainabilityboard.

The Board will accommodate public comments during the meeting. Anyone may also email comments to the Board prior to the meeting at HMiller@LouisvilleCO.gov.

- I. Call to Order
 - a. Tiffany is the secretary for January
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Public Comments on Items Not on the Agenda
 - a. 3 minutes per comment.
- VI. Administrative Tasks
- VII. Staff Updates – 5 minutes
- VIII. Discussion Item: LSAB Onboarding and Review- 20 minutes
 - a. Hannah Miller, Sustainability Manager
 - b. LSAB Questions

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, or taped material, should contact the City Clerk's Office (303.335.4536 or 303.335.4574) or ClerksOffice@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

- IX. Discussion and Decision Item: Approval of Posting Locations- 5 minutes
 - a. Hannah Miller, Sustainability Manager
 - i. City Hall, 749 Main Street
 - ii. Public Library, 951 Spruce Street
 - iii. Police & Municipal Court, 992 W. Via Appia Way
 - iv. Recreation & Senior Center, 900 W. Via Appia Way
 - v. Website, www.LouisvilleCO.gov
 - b. Public Comment (3 minutes per comment)
 - c. LSAB Discussion and Direction
- X. Discussion and Decision Item: Election of Officers for 2025- 15 minutes
 - a. Hannah Miller, Sustainability Manager
 - b. Public Comment (3 minutes per comment)
 - c. LSAB Discussion and Direction
- XI. Discussion and Decision Item: LSAB Meeting Dates- 5 minutes
 - a. Hannah Miller, Sustainability Manager
 - b. Public Comment (3 minutes per comment)
 - c. LSAB Discussion and Direction
- XII. Discussion and Decision Item: 2021 IECC Memo Review and Approval- 20 minutes
 - a. Allison Kay and Kevin Lombardo, LSAB Members
 - b. Public Comment (3 minutes per comment)
 - c. LSAB Discussion and Direction
- XIII. Discussion and Decision Item: 2025 LSAB Workplan- 20 minutes
 - a. Hannah Miller, Sustainability Manager
 - b. Public Comment (3 minutes per comment)
 - c. LSAB Discussion and Direction
- XIV. Adjourn

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City of Louisville

City Manager's Office 749 Main Street Louisville CO 80027
303.335.4534 (phone) www.LouisvilleCO.gov

Memorandum

To: Louisville Sustainability Advisory Board
From: Hannah Miller, Sustainability Manager
Date: January 15, 2025
Re: Staff Updates

Projects and Programs

Annual Metrics

- For annual metrics, refer to the November 2024 LSAB packet.

Circular Economy/Waste Diversion

- Logan Johnson has been appointed Vice Chair of the Boulder County Resource Conservation Board (RAB).

Nature-Based Solutions

- The Sustainability Division will provide fiscal support for the second iteration of the Community Forest Corps (CFC) in partnership with the PROST Department.

Commercial Sustainability

- Staff is participating in partner training for the Colorado Green Business Network (CGBN).
- As of January 6, 2025, 75 Louisville businesses are signed up in GreenBiz Tracker, with 5 active participants in the CGBN.
 - *Garden to Table* has signed up to pursue CGBN recognition.
- The Commercial Sustainability Grant program is currently on pause, with a rebrand and relaunch anticipated.

Internal Decarbonization Plan

- The hiring process for the Project Manager position is ongoing.

Community Decarbonization Plan

- At staff's request, PIE has created an analysis of multifamily properties in Louisville, including:
 - Property age
 - Equipment type and age
 - Number of units
 - Property ownership details
- The goal is to identify properties nearing equipment end-of-life and provide resources to encourage electric upgrades.

Denver Regional Council of Governments (DRCOG) Climate Pollution Reduction Grant (CPRG)

- DRCOG has hired several subgroup managers.
- Programming is set to launch in August, though this timeline is subject to change.

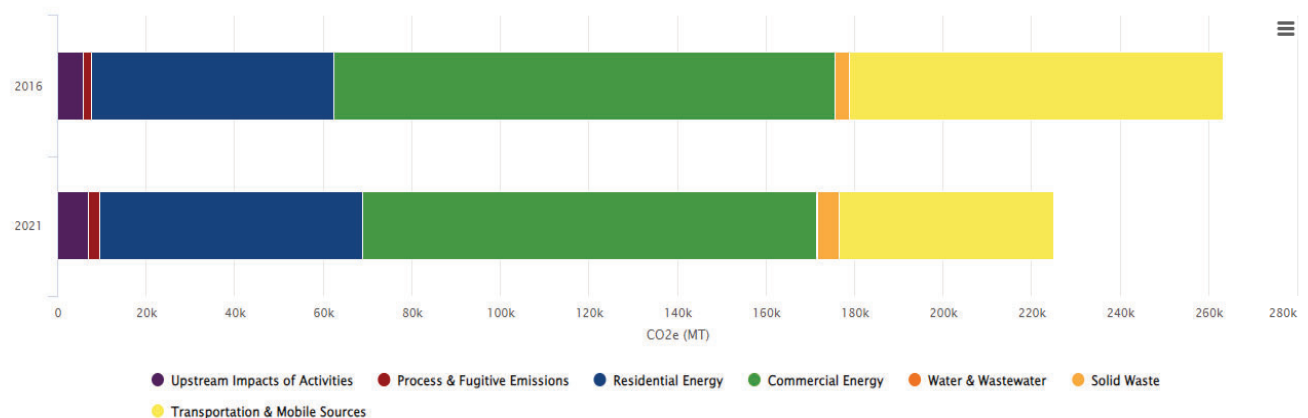
Data, Emissions, and Tracking

- Due to a calculation error, the ICLEI-USA greenhouse gas inventory graphic has been updated.
 - Total emissions reduction from 2016 to 2021 is now approximately 14%.

Inventory Comparison By Sector

Comparison of CO2e by sector and year over all official inventories

Year	Transportation & Mobile Sources	Solid Waste	Water & Wastewater	Commercial Energy	Residential Energy	Process & Fugitive Emissions	Upstream Impacts Of Activities
2016	84,376	3,174	86	113,155	54,730	1,880	5,803
2021	48,487	4,869	85	102,647	59,309	2,484	7,067



Events

- No events are scheduled for January.
- Staff is planning a community-facing *Parco Dello Zingaro* (PDZ) event.

Other

- Reusable Kitchen Grant for staff kitchen breakrooms is being implemented on January 14, 2025
 - The grant was awarded by Boulder County, but this move toward reusable kitchen materials in City staff breakrooms is aimed to divert waste from landfill and decrease our carbon footprint internally.
- Staff is continuing to pursue the Charging Smart Certification through Drive Clean Colorado and IREC. This is a pilot program the City of Louisville has committed to provide recognition for our efforts towards electric vehicle adoption and provide more access to resources for future EV infrastructure and adoption moving forward.

City Manager Update:

- City Council is reviewing applications for the City Manager position and plans to name finalists by January 10.
- Finalists will visit the week of January 20 for interviews.



City of Louisville

City Manager's Office

- The process includes a public meet-and-greet session for residents and employees to interact with candidates and provide feedback.
- This session is tentatively scheduled for the evening of January 22.



Sustainability Advisory Board

January 2025

Hannah Miller, Sustainability Manager

Agenda

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 - a. 3 minutes per comment.
- Administrative Tasks
- Staff Updates – 5 minutes
- Discussion Item: LSAB Onboarding and Review
 - Hannah Miller, Sustainability Manager
 - LSAB Questions
- Discussion and Decision Item: Approval of Posting Locations
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion and Decision Item: Election of Officers for 2025
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion and Decision Item: LSAB Meeting Dates
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction

Agenda

- Discussion and Decision Item: 2021 IECC Memo Review and Approval
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Discussion and Decision Item: 2025 LSAB Workplan
 - Hannah Miller, Sustainability Manager
 - Public Comment (3 minutes per comment)
 - LSAB Discussion and Direction
- Adjourn

Discussion Item: LSAB Onboarding and Review

- Hannah Miller, Sustainability Manager
- LSAB Questions

Louisville Sustainability Advisory Board

Member Onboarding

Hannah Miller
Sustainability Manager



LSAB History



Late 1990s – early 2000s “Resource Conservation Advisory Board”

- Group of residents that worked on Earth Day initiatives

2004

- Researched a city-contracted waste hauling program, presented program to City Council, but City Council did not move forward with the project

2005 – 2007

- Expanded trash and recycling at city events
- Assisted with public meetings about organized waste hauling to collect comments and provide education about a potential organized waste program, advocated for compost inclusion

2008

- Council received input from residents, community groups, boards, etc. regarding the City’s waste program and adopted the program that’s in place today (trash, recycle, compost)

LSAB History

2010

- Changed from “Resource Conservation” to “Sustainability” Advisory Board
- Board focus broadened to additional sustainability topics
- Advisory role strengthened
 - Advised Council/staff on comprehensive plan update
 - Recommended a City staff sustainability position be added to coordinate internal and external programs and initiatives

2010 - 2015

- Board projects included: holiday LED light rebate, sustainable home tour, community garden
- LSAB was “housed” in Public Works department

LSAB History

2016

- Part-time sustainability position was added to staff in City Manager's Office
- Staff person became liaison to LSAB and led sustainability initiatives
- LSAB role: Review staff initiatives, provide feedback to liaison and Council

2021

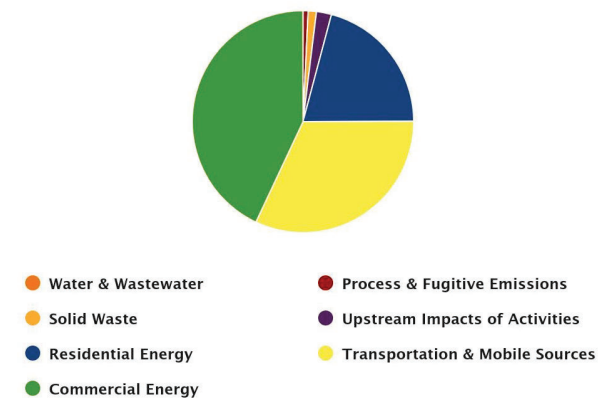
- Staff position was converted from part-time to full-time
- Board focus changed from waste reduction/community events to energy, climate, and greenhouse gas reduction initiatives

2022

- Board advocated for decarbonization planning on Council's Work Plan
- City started development of Internal Decarbonization Plan

2016 Greenhouse Gas Inventory Pie chart

CO₂e By Category



LSAB History

2023

- City adopted Internal Decarbonization Plan, with support from LSAB
- City developed Community Decarbonization Plan, with LSAB representative on stakeholder team

2024

- Implementing Internal and Community Decarbonization Plans

2025

- Continue implementation of Internal and Community Decarbonization Plans
- Create RFP for Climate Action Plan
- 2024 community-wide and local government operations greenhouse gas inventories



Sustainability Guiding Documents



Council Adopted Clean Energy and Carbon Emission Reduction Goals (2024)

Community and Municipal Goals

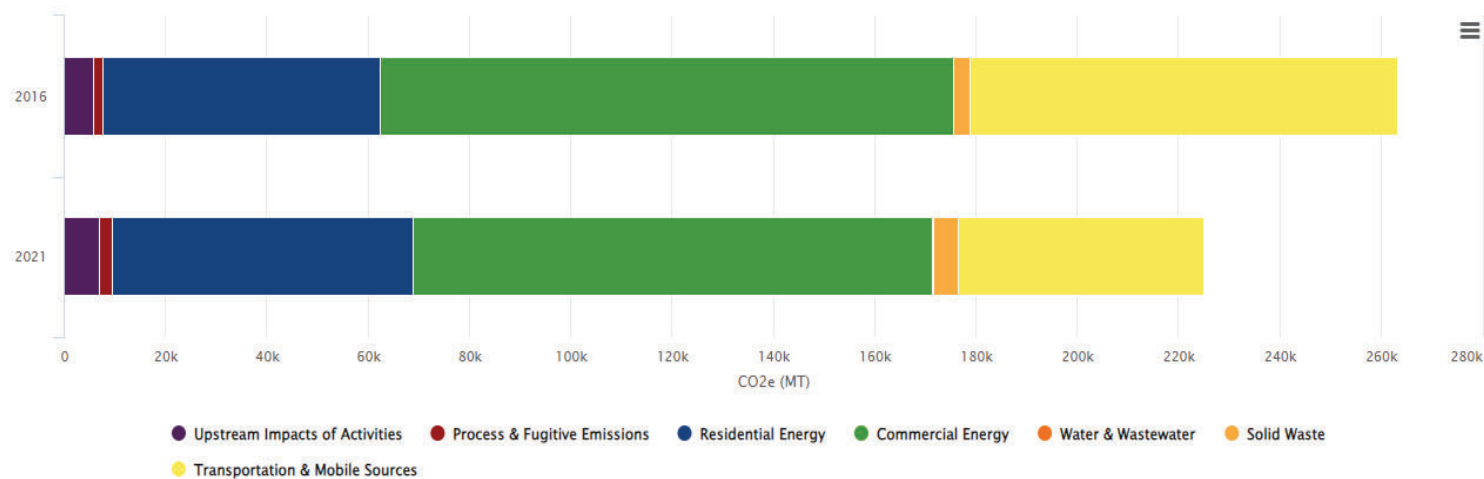
- Meet all of Louisville's municipal electric needs with 100% carbon-free sources by 2025. (working with Xcel to check progress)
- Reduce energy-related municipal greenhouse gas emissions by 60% below the 2016 baseline by 2030 and achieve carbon-neutrality by 2050.
- Reduce energy-related residential and commercial/industrial GHG emissions 60% below the 2016 baseline by 2030 and achieve carbon-neutrality by 2050.

Sustainability Guiding Documents

Inventory Comparison By Sector

Comparison of CO₂e by sector and year over all official inventories

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2016	84,376	3,174	86	113,155	54,730	1,880	5,803
2021	48,487	4,869	85	102,647	59,309	2,484	7,067



2016 total MT
CO₂e: 263,204

2021 total MT
CO₂e: 220,079

14% GHG
emissions
reduction!

Sustainability Guiding Documents

Sustainability Action Plan

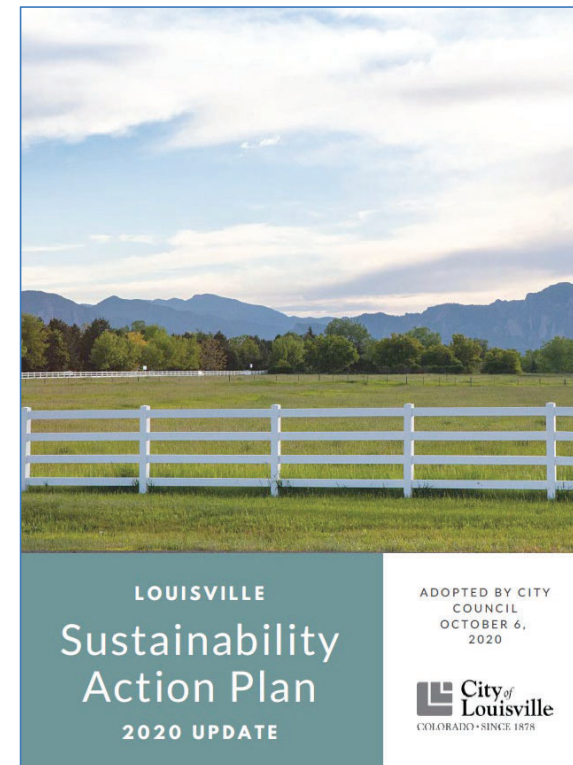
- Most recently updated in 2020
- Transition to Climate Action Plan in 2026

Internal Decarbonization Plan

- Adopted in October of 2023
- City funds budgeted, grants secured and staff capacity expanded in 2024
- Breaking ground in 2025

Community Decarbonization Plan

- Not formally adopted, included the adoption of new climate action goals
- Staff are implementing this Plan with capacity support from Partner's in Energy (PIE)



Role of the Board

Advise and Recommend

- Advise City Council and recommend policies or changes, such as board recommendations relating to Council priorities. Examples include; Comprehensive Plan, Energy Code, Internal Decarbonization Plan
- LSAB may not direct staff's daily work or direct them to take on projects
- Additional memos to Council- Board recommendations

Board/Manager Expectations



Expectations of Sustainability Manager

Communication

- The Manager will provide open and transparent communication about city priorities, projects and budget, as available.
- The Manager will deliver prompt responses to emails (1-2 business days) and will communicate with LSAB member if response will take more than 1-2 business days.
- The Manager will provide direct communication with LSAB member(s), in writing, if an issue arises.

Advocacy

- The Manager will advocate ideas to City staff, partners and leadership on LSAB's behalf.
- The Manager will advocate for budget requests and CIP requests on LSAB's behalf, through the City's established budget process.
- The Manager will act as the conduit of information between the board and city staff/Council and also the conduit of information from Council/city staff to the board.

Board/Manager Expectations



Expectations of Sustainability Manager

Meetings

- The Manager will create and publish meeting agendas and minutes in accordance with bylaws, rules and schedule established by the City Clerk's Office, including regular City updates and relevant programs, projects and opportunities that are relevant to LSAB members.
- The Manager will work with the Chairperson to ensure meetings are concise and do not run over designated time.
- The Manager will attend all meetings, to the best of their best ability.
- If the Manager cannot attend an LSAB meeting, an alternate staff liaison will be appointed and the Chairperson will be notified in advance.

Board/Manager Expectations



Sustainability Manager Expectations of LSAB

Communication

- There will be open and consistent communication between LSAB Chair and Sustainability Manager, with at least one monthly check-in meeting. Should an LSAB member request a 1-1 meeting with the Sustainability Manager, the meeting request must include the meeting topic and be approved in writing by the Chair and Manager.
- “No Surprises” – LSAB members will loop Sustainability Manager into ideas as they arise and before any communication with other individuals outside of LSAB.
- The Sustainability Manager expects LSAB members to be civil, show respect and treat others with kindness when presented with topics that may contradict personal opinions.
- The Sustainability Manager is LSAB’s point of contact at the City of Louisville – Manager will bring in additional City staff as necessary.
- LSAB members will include Sustainability Manager on all communications with outside organizations.
- The City’s Communications department will create any sustainability-related marketing/outreach/communication materials.
- Members will not discuss topics via email with the full group; the formation and discussion of public topics must be done in at the publicly advertised monthly LSAB meeting.
- All emails regarding board work is considered public record and may be required to be given to the City Clerk’s Office in a CORA request.

Board/Manager Expectations



Sustainability Manager Expectations of LSAB

Policies and Bylaws

- LSAB members will abide by the articles outlined in the Amended and Restated Bylaws, including Article 1, Section 3. Purpose and Duties – LSAB as an advisory body.
- LSAB will abide by the City’s Code of Ethics, open government policies, and City Charter at all times.

Meetings

- LSAB members will attend all meetings, to the best of their ability (must attend 75% of regular meetings according to bylaws).
- If an LSAB member cannot attend a meeting, the member will send communication via email to the Chairperson and Sustainability Manager with as much advance notice as possible.
- If an LSAB member would like to discuss a topic, the member will reach out in advance to the Chairperson and the Sustainability Manager to request the item be added to the agenda. Topics not included on the agenda may not be discussed in the LSAB meeting per the City Charter.
- The LSAB Chair is responsible for running the meeting, with Sustainability Manager support. Disruptions, timing and questions should first be approved by the Chair and then the Manager if needed.

Meeting Format

Officers

- Board chair leads meetings (Board Vice Chair if Chair is absent)
- Rotating secretary position – different member takes notes each month, sends draft notes to Manager after meeting

Approvals

- Board must approve agenda and minutes at start of each meeting.

Public Comment

- Items not on the agenda – at the beginning of the meeting, 3 minutes per comment
- Agenda items – after staff/partner update and before LSAB discussion, 3 minutes per comment

Staff Updates

- Board members may ask clarifying questions, but cannot discuss staff update items unless they appear as discussion items on the agenda – can be added to future agendas for board discussion

Discussion Items

- Any topic discussed at the meeting must be listed as a discussion item on the agenda
- The agenda will outline the request of the board
 - “LSAB Discussion” – the board will discuss the item and provide feedback to staff
 - “LSAB Discussion and Direction” – the board will discuss and make a decision (appoint board member to write memo, approve memo language, make recommendation)
 - This requires a motion, seconded motion and board member vote



Thank you!

Questions?

Discussion and Decision Item: Approval of Posting Locations

- Hannah Miller, Sustainability Manager
 - Locations
 - Approval of posting locations for agendas. All boards/commissions will post their agendas in the following locations. Your board may approve it by resolution or simple voice vote.
 - City Hall, 749 Main Street
 - Library
 - PD/Court
 - Rec Center
 - Website, www.LouisvilleCO.gov
 - Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: Election of Officers for 2025

- Hannah Miller, Sustainability Manager
- Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: LSAB Meeting Dates

- Hannah Miller, Sustainability Manager
 - Proposed dates
 - 1/15, 2/19, 3/19, 4/16, 5/21, 7/16, 8/20, 9/17, and 11/19.
- Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: 2021 IECC Memo Review and Approval

- Allison Kay and Kevin Lombardo
- Public Comment (3 minutes)
- LSAB Discussion and Direction

Discussion and Decision Item: 2025 LSAB Workplan

- Hannah Miller, Sustainability Manager
- Public Comment (3 minutes)
- LSAB Discussion and Direction

LSAB February 2025 Meeting

- Discussion Items for Next Meeting
 - TBD
- Adjourn

Memorandum

To: Louisville City Council Members
From: Louisville Sustainability Advisory Board
Date: January 15, 2025
Re: 2021 IECC Energy Code

Dear Louisville City Councilors,

The Louisville Sustainability Advisory Board understands that City Council will consider several amendments to the IECC 2021 code and appendixes on January 21, 2025. While we recognize that these amendments have been carefully examined and reviewed at the direction of City Council, we would like to take this opportunity to reiterate our advice from our May 22, 2024 memo where we supported retention of several key provisions of the building codes.

First, we would like to remind City Council of the City's Community Decarbonization Plan and the Climate Action Goals for greenhouse gas (GHG) emission reductions of 60% below 2016 levels by 2030, and net-zero GHG emissions by 2050. Buildings contribute over 35% of GHG emissions, and it is critical that we continue to prioritize building the most efficient and sustainable buildings possible. This includes utilizing the best available technologies and offsetting energy consumption with renewable energy to the largest extent feasible. Additionally, we note that a variety of rebates and incentives are available from federal, state, county, local governments, and utilities, both now and continuing throughout 2025, make these building requirements within reach for many homeowners and businesses.

It is imperative that this work accelerate now. Delaying progress will only increase the costs for cities, businesses, and homeowners. As recently stated by Exxon Mobil CEO Darren Woods in November 2024, "I don't think the challenge or the need to address global emissions is going to go away. Anything that happens in the short term would just make the longer term that much more challenging." The longer we wait to act, the harder and more expensive it will be to meet our decarbonization goals.

The Board's most critical recommendations remain as follows:

- *Retention of the RC Appendix:* The Board strongly supports keeping the RC Appendix requirement as-is. Many properties, particularly in the Marshall Fire rebuild area, have already adopted the IECC 2021 code with the RC Appendix or better by installing on-site solar or subscribing to community solar programs. These efforts, supported by a combination of policy

and incentives, demonstrate that we are on the right path to reducing GHG emissions. Eliminating this requirement now would place the City's Climate Action Goals in jeopardy.

- *Passive House Certification:* The Board recommends that the City allow Passive House certification from both PHI and PHIUS as an alternative to Appendix RC of the 2021 IECC. Passive House certification is a proven and effective way to ensure the highest levels of energy efficiency and sustainability in buildings, while also saving homeowners money in the long term.
- *All-Electric Requirements for Commercial Space and Water Heating:* The Board recommends retaining the all-electric space and water heating requirements for alterations and additions when existing equipment is replaced or when additional heating units are installed. We support allowing the continued use of existing equipment for the duration of its useful life, regardless of its energy source.
- *Natural Gas Backup for Commercial Space Heating:* The Board recommends that natural gas backups for commercial space heating only be permitted if existing natural gas heating equipment is being retained for this purpose.
- *Furnace Efficiency Standards:* The Board recommends maintaining furnace efficiency standards, with a waiver provision for cases where products meeting these standards are not readily available. This ensures that the City's building codes continue to support energy-efficient technologies while providing flexibility in cases of product availability issues.

We anticipate that future legislation will increasingly require the electrification of buildings in the near future. Property owners who electrify their buildings during new construction, renovations, or expansions will almost certainly save money in the long term compared to waiting for future retrofit mandates.

Additionally, the Board strongly supports any additional assistance or incentives the City can offer to residents and businesses to help with efficiency upgrades and electrification. Such support would help offset some of the initial costs associated with electrification, while also contributing to the City's efforts to meet our Climate Action Goals.

Thank you for considering our advice and for your ongoing commitment to a sustainable future.

Sincerely,
The Louisville Sustainability Advisory Board

Louisville Sustainability Advisory Board Meeting Minutes

November 20, 2024

Second Floor Board Room Louisville Library

951 Spruce. St

6:30 PM

Call to Order – Todd Budin, LSAB Chair called the meeting to order at 6:35pm

Roll Call was taken and the following members were present:

Board Members Present: Todd Budin, John Cowley, Allison Kay, Kevin Lombardo, and Tiffany Boyd.

Staff Members Present: Hannah Miller and Logan Johnson.

Approval of Agenda –

Kevin moved to approve the agenda; Allison seconded the motion.

Approval of Meeting Minutes –

Allison moved to approve the meeting minutes; Kevin seconded the motion.

Public Comments –

RJ Harrington had a comment related to the LSAB packet. First, he disclosed his company has a contract with the State of Colorado related to EV charging. Second he stated, based on recently released information and statements, the price of decarbonization projects, including solar power, wind power, battery storage, and charging infrastructure, will increase with the new federal administration.

Administrative Tasks-

John has decided to leave LSAB at the end of this year so that he can focus his efforts on other avenues of engaging with the Louisville City Council and taking immediate measures to address climate change.

Staff Update –

Kevin asked for more information on the Denver Regional Council of Governments (DRCOG) Building Code and Jurisdictional Support Subgroup. Hannah stated the subgroup is working on creating building codes for 58 municipalities; the codes are expected to be available in 2025.

Tiffany asked for more information on the DRCOG Workforce Development program. Logan stated he is mostly working on the Green Workforce Hubs, which primarily provide education

and training for contractors on energy efficient home installations, but this might be expanded to include additional education programs for various populations in the future.

Todd asked for additional information about the Boulder County EnergySmart Rebates Metrics, including if the metrics included the additional rebates added for this year; if all of the rebates had been used; if the rebate metrics were broken down by amount of rebate money for each type of home project; and if there is information about the additional rebates' impact on incentivizing more people to participate in these programs. Hannah responded that the metrics do include the additional rebates; all rebates that can be released are released, but there is \$12,000 in rebates that she is trying to release currently; the rebates are not broken down by home project type; and there is no data on the impact of additional rebates incentivizing participation.

Tiffany asked for more information on the hiring process for the City Manager position and if boards would be involved in the process. Hannah said that City Council is in charge of the hiring process. There will be a public meet-and-greet to introduce the finalists and gather feedback.

Tiffany asked if Todd Budin's organization, Sustainable Grand, who is hosting an energy efficiency workshop with Ace Hardware out of Grand County, would also host a workshop in the Louisville area. Todd said he would be open to it.

John asked for additional information on the Louisville Sustainability division and Public Works plan to move electric vehicle charging stations from 'behind the fence' to public facing at frequented locations and if they had considered putting multiple chargers next to each other. Hannah said she is working with Public Works to determine the most utilized locations for city fleet vehicles and the chargers will be installed in pairs. She is also looking at Boulder County's charging installation plan to try and place these chargers close to the County's chargers. Additional information about the EV charging stations will be in the internal decarbonization plan.

Tiffany volunteered to hang door signs at Parco Dello Zingaro (PDZ). Hannah stated they already have a volunteer to do that.

Discussion Item: Marshall Fire Rebuild and Energy Code Presentation

Rob Zuccaro, City of Louisville Community Development Director, and Kiana Freeman, City of Louisville Recovery and Resilience Manager, presented on how the Marshall fire impacted energy codes, resilience and recovery planning, and emergency preparedness in Louisville.

Rob was asked to present on the topic to the City of Arvada and wanted to share a similar presentation with LSAB. A few months before the Marshall fire, Louisville moved from the

2018 IECC energy code and adopted the 2021 IECC energy code. The fire caused immense damage and a large number of people who lost their homes were underinsured. Despite relief from City Council, help from FEMA, and additional rebates, some people who were underinsured still struggled to rebuild their homes and thus could opt-in to the 2018 IECC energy code when rebuilding their homes.

Following the fires, Louisville reexamined their resilience and recovery plans. They looked at Home Hardening Ordinance and Wildland Urban Interface (WUI) Code. After examining costs, the City eventually decided to adopt the City-Wide Home Hardening Code. Currently the county offers some funds for home hardening but it is a small percentage of the average cost of a home hardening project.

Kiana described the various public land management programs in Louisville including the Grazing Program and Volunteer Events that focus on educating the public. She also examined the missing links in disaster recovery and is working on fixing those links. She is also working with the sustainability division to identify risks and how to address those risks.

Board Discussion

Kevin asked if the recovery and resilience division is planning to have an advisory board, because he knows there is interest in it. Interim City Manager Samma Fox said that is not currently happening but you can reach out to the city council members to let them know this is of interest.

Tiffany asked if they are working with the team studying carbon sequestration and the grazing animals. Hannah said she is working on this.

Tiffany asked how they work with the local schools as there appears to be a communication gap with families on emergency preparedness. Kiana said she works with Boulder Valley School District emergency preparedness team and is going to try to connect with the school district sustainability team.

John asked about the City-Wide Home Hardening Code and how it would be enforced. Rob stated that it is hard to enforce so they would focus on informing people as they make upgrades.

John asked about the 2013 flood in Louisville and how it impacts emergency preparedness. Rob said FEMA maps show major areas that have floodplains. Kiana said floodplains are used in making some decisions but it is only one factor of many when making plans.

Todd asked how they decide what disasters to prepare for. Kiana said they do a threat risk assessment and look at both natural hazards and human hazards. She is also working with Xcel Energy to prepare for future blackouts.

Tiffany asked if there is a timeline for addressing more long-term issues. Kiana said they currently plan more for the short term as things are constantly changing but she is working with the State of Colorado on more forward thinking projects.

John asked about the funding for emergency preparedness. Kiana said there are reserves and Rob said the city has general funds and insurance for emergency preparedness.

Discussion Item: Energy Code Questions and Answers

Rob Zuccaro presented on the recent changes to the energy code. When looking to update the energy code for Louisville, Rob and his team looked at various energy code update options including all-electric new commercial building, net-zero, and energy-use ratings.

After City Council adopted the new energy code, they received pushback on the feasibility of meeting the code. They decided to reexamine the code and received input from various stakeholders on the topic. Rob took that input and created an updated energy code proposal that he will go to City Council with in January. Based on feedback, Rob has suggestions for compromises in the energy code including adjusting Energy Rating Index (ERI) and renewable offsets for residential; moving forward with energy-use ratings for commercial development and all-electric new building construction that allows gas backup systems in place of requiring electric backup systems.

Board Discussion

Kevin said there seems to be a misunderstanding of some of the details in the new energy code and wanted to know if LSAB can submit a letter addressing their thoughts on the energy code changes. Rob said someone from the board can be appointed to speak at the next City Council meeting regarding energy codes.

Tiffany asked if information about the long-term cost savings for energy upgrades were being effectively communicated. She also mentioned updated energy codes are occurring at the regional level and will be the normal in the near future. Rob said they examined cost savings versus upfront costs. Although they made some assumptions about solar installations, they found that generally the upfront costs were a premium for commercial building, but the cost savings weren't that much. For residential, this varied a lot depending on the house.

John asked if information on solar farms was being effectively communicated as they are more affordable than adding solar to a home. Rob said when they initially researched solar farms, there was limited availability. John said this has changed in the last few years.

John asked about the 2024 IECC energy code and if the City was researching that code. Rob said City Council plans to look at the 2024 IECC energy code in 2025 as it was just published.

Tiffany asked about the legal issues surrounding energy codes. Rob stated that there are some lawsuits currently happening regarding federal preemption of local jurisdiction.

Todd asked if LSAB wanted to write a memo regarding the energy code. Hannah said that due to time limitations, that can be tabled until a future meeting.

Discussion Item: ChargingSmart Drive Clean Colorado Certification

Due to time limitations, this item has been tabled until a future meeting.

Discussion Item: LSAB Legislative Agenda Memo Decision

Due to time limitations, this item has been tabled until a future meeting.

Discussion Items for Next Meeting-

- The next scheduled Louisville Sustainability Advisory Board meeting is a special meeting with the Superior and Lafayette Sustainability Advisory Boards to discuss 2024 accomplishments and challenges. It will be broadcasted live as well as recorded.

Adjourn –

Allison made a motion to Adjourn the meeting; Tiffany seconded. The meeting was adjourned at 8:09pm.



Open Government & Ethics Pamphlet 2025

This pamphlet is prepared pursuant to the Home Rule Charter of the City of Louisville.

This is a compilation of Articles 4 and 5 of the Charter of the City of Louisville and is available at all times in the City Clerk's Office, 749 Main Street, Louisville, Colorado, and on the City's web site at www.LouisvilleCO.gov. This pamphlet is also provided to every member of a public body at that body's first meeting each year.



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Citizen Participation in Government

The City of Louisville encourages citizen involvement and participation in its public policy process. There are many opportunities for citizens to be informed about and participate in City activities and decisions. All meetings of City Council, and of appointed Boards and Commissions, are open to the public and include an opportunity for public comments. No action or substantive discussion on an item may take place unless that item has been specifically listed as an agenda item for a regular or special meeting. Some opportunities for you to participate include:

Reading and inquiring about City Council activities and agenda items, and attending and speaking on topics of interest at public meetings

City Council Meetings:

- Regular meetings are generally held the first and third Tuesdays of each month at 6:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held the second and fourth Tuesdays of each month at 6:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website;
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting Agendas for City Council meetings, other than special meetings, are posted a minimum of 72 hours prior to the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City website at www.LouisvilleCO.gov

Meeting packets with all agenda-related materials for regular meetings are available 72 hours prior to each meeting and may be found at these locations:

- Louisville Public Library Reference Area,
- 951 Spruce Street,
- City Clerk's Office, City Hall, 749 Main Street,
- City website at www.LouisvilleCO.gov

You may receive eNotifications of City Council news as well as meeting agendas and summaries of City Council actions by registering for eNotifications on the City's web site at www.LouisvilleCO.gov. Meeting minutes of all regular and special meetings are available in the City Clerk's office and on the City's website (www.LouisvilleCO.gov) once they are approved.

Information about City activities and projects, as well as City Council decisions, is included in the quarterly *Lantern* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly eNewsletter.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Councilmembers is available at www.LouisvilleCO.gov, as well as at City Hall, the Louisville Public Library, and the Recreation/Senior Center. You may email the Mayor and City Council as a group at Council@LouisvilleCO.gov.

Mayor's Town Meetings and City Council Ward Meetings are scheduled periodically. These are informal meetings at which all residents, points of view, and issues are welcome. These meetings are advertised at City facilities and on the City's website (www.LouisvilleCO.gov).

Mayor and City Council Elections

City Council members are elected from three Wards within the City and serve staggered four-year terms. There are two Council representatives from each ward. The mayor is elected at-large and serves a four-year term. City Council elections are held in November of odd-numbered years. For information about City elections, including running for City Council, please contact the City Clerk's Office, at ClerksOffice@LouisvilleCO.gov or 303.335.4536.

Serving as an Appointed Member on a City Board or Commission

The City Council makes Board and Commission appointments annually. Some of the City's Boards and Commissions are advisory, others have some decision-making powers. The City Council refers questions and issues to these appointed officials for input and advice. (Please note the Youth Advisory Board has a separate appointment process.)

The City's Boards and Commissions are:

- Board of Adjustment
- Building Code Board of Appeals
- Cultural Advisory Board
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Board information, meeting agendas, and schedules are available on the City's website (www.LouisvilleCO.gov). Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting at these locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- City web site at www.LouisvilleCO.gov

Copies of meeting packets containing agenda- related materials are available at least 72 hours prior to each meeting and may be found at the following locations:

- Louisville Public Library Reference Area, 951 Spruce Street;
- City Clerk's Office, City Hall, 749 Main Street
- City web site at www.LouisvilleCO.gov

Planning Commission

The Planning Commission evaluates land use proposals against zoning laws and holds public hearings as outlined in City codes. Following a public hearing, the Commission makes a recommendation of approval or denial to the City Council for all land use proposals.

- Regular Planning Commission meetings are held at 6:30 PM on the second Thursday of each month.
- Overflow meetings are scheduled for 6:30 PM on the 4th Thursday of the month as needed.
- Study Sessions are held occasionally as needed.
- Regular meetings include a remote participation option via Zoom, are broadcast live on Comcast Channel 8, and are available on demand on the City's website.

Open Government Training

All City Council members and members of a permanent Board or Commission are required to participate in at least one City-sponsored open government-related seminar, workshop, or other training program at least once every two years.

Open Meetings

The City follows the Colorado Open Meetings Law ("Sunshine Law") as well as additional open meetings requirements found in the City's Home Rule Charter. These rules and practices apply to the City Council and appointed Boards and Commissions (referred to as a "public bodies" for ease of reference). Important open meetings rules and practices include the following:

Regular Meetings

All meetings of three or more members of a public body (or a quorum, whichever is fewer) are open to the public.

All meetings of public bodies must be held in public buildings and public facilities accessible to all members of the public. Meetings may be held electronically under specific circumstances.

All meetings must be preceded by proper notice. Agendas and agenda-related materials are posted at least 72 hours in advance of the meeting at the following locations:

- City Hall, 749 Main Street
- Police Department/Municipal Court, 992 West Via Appia
- Recreation/Senior Center, 900 West Via Appia
- Louisville Public Library, 951 Spruce Street
- On the City web site at www.LouisvilleCO.gov

Study Sessions

Study sessions are also open to the public however, study sessions have a limited purpose:

- Study sessions are to obtain information and discuss matters in a less formal atmosphere;
- No preliminary or final decision or action may be made or taken at any study session; further, full debate and deliberation of a matter is to be reserved for formal meetings. If a person believes in good faith that a study session is proceeding contrary to these limitations, they may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- A written summary of each study session is prepared and is available on the City's website.

Executive Sessions

The City Charter also sets out specific procedures and limitations on the use of executive sessions. These rules, found in Article 5 of the Charter, are intended to further the City policy that the activities of City government be conducted in public to the greatest extent feasible, in order to assure public participation and enhance public accountability. The City's rules regarding executive sessions include the following:

Timing and Procedures

The City Council and City Boards and Commissions may hold an executive session only at a regular or special meeting. No formal action of any type, and no informal or "straw" vote, may occur at any executive session. Rather, formal actions, such as the adoption of a proposed policy, position, rule or other action, may only occur in open session.

Prior to holding an executive session, there must be a public announcement of the request and the legal authority for convening in closed session. There must be a detailed and specific statement as to the topics to be discussed and the reasons for requesting the session.

The request must be approved by a supermajority (two-thirds of the full Council, Board, or Commission). Prior to voting on the request, the clerk reads a statement of the rules pertaining to executive sessions. Once in executive session, the limitations on the session must be discussed and the propriety of the session confirmed. If there are objections and/or concerns over the propriety of the session, those are to be resolved in open session.

Once the session is over, an announcement is made of any procedures that will follow from the session.

Executive sessions are recorded, with access to those tapes limited as provided by state law. Those state laws allow a judge to review the propriety of a session if in a court filing it is shown that there is a reasonable belief that the executive session went beyond its permitted scope. Executive session records are not available outside of a court proceeding.

Authorized Topics

For City Council, an executive session may be held only for discussion of the following topics:

- Matters where the information being discussed is required to be kept confidential by federal or state law;
- Certain personnel matters relating to employees directly appointed by the Council, and other personnel matters only upon request of the City Manager or Mayor for informational purposes only;
- Consideration of water rights and real property acquisitions and dispositions, but only as to appraisals and other value estimates and strategy for the acquisition or disposition; and
- Consultation with an attorney representing the City with respect to pending litigation. This includes cases that are actually filed as well as situations where the person requesting the executive session believes in good faith that a lawsuit may result, and allows for discussion of settlement strategies.

The City's Boards and Commissions may only hold an executive session for consultation with its attorney regarding pending litigation.

Ethics

Ethics are the foundation of good government. Louisville has adopted its own Code of Ethics, which is found in the City Charter and which applies to elected officials, public body members, and employees. The Louisville Code of Ethics applies in addition to any higher standards in state law. Louisville's position on ethics is perhaps best summarized in the following statement taken from the City Charter:

Those entrusted with positions in the City government must commit to adhering to the letter and spirit of the Code of Ethics. Only when the people are confident that those in positions of public responsibility are committed to high levels of ethical and moral conduct, will they have faith that their government is acting for the good of

the public. This faith in the motives of officers, public body members, and employees is critical for a harmonious and trusting relationship between the City government and the people it serves.

The City's Code of Ethics (Sections 5-6 through 5-17 of the Charter) is summarized in the following paragraphs. While the focus is to provide a general overview of the rules, it is important to note that all persons subject to the Code of Ethics must strive to follow both the letter and the spirit of the Code, so as to avoid not only actual violations, but public perceptions of violations. Indeed, perceptions of violations can have the same negative impact on public trust as actual violations.

Conflicts of Interest

One of the most common ethical rules visited in the local government arena is the "conflict of interest rule." While some technical aspects of the rule are discussed below, the general rule under the Code of Ethics is that if a Council, Board, or Commission member has an "interest" that will be affected by his or her "official action," then there is a conflict of interest and the member must:

- Disclose the conflict, on the record and with particularity;
- Not participate in the discussion;
- Leave the room; and
- Not attempt to influence others.

An "interest" is a pecuniary, property, or commercial benefit, or any other benefit the primary significance of which is economic gain or the avoidance of economic loss. However, an "interest" does not include any matter conferring similar benefits on all property or persons similarly situated. (Therefore, a City Council member is not prohibited from voting on a sales tax increase or decrease if the member's only interest is that he or she, like other residents, will be subject to the higher or lower tax.) Additionally, an "interest" does not include a stock interest of less than one percent of the company's outstanding shares.

The Code of Ethics extends the concept of prohibited interest to persons or entities with whom the member is associated. In particular, an interest of the following persons and entities is also an interest of the member: relatives (including persons related by blood or marriage to certain degrees, and others); a business in which the member is an officer, director, employee, partner, principal, member, or owner; and a business in which member owns more than one percent of outstanding shares.

The concept of an interest in a business applies to profit and nonprofit corporations, and applies in situations in which the official action would affect a business competitor. Additionally, an interest is deemed to continue for one year after the interest has ceased. Finally, "official action" for purposes of the conflict of interest rule, includes not only legislative actions, but also administrative actions and "quasi-judicial" proceedings where the entity is acting like a judge in applying rules to the specific rights of individuals (such as a variance request or liquor license). Thus, the conflict rules apply essentially to all types of actions a member may take.

Conflicts

In addition to its purchasing policies and other rules intended to secure contracts that are in the best interest of the City, the Code of Ethics prohibits various actions regarding contracts. For example, no public body member who has decision-making authority or influence over a City contract can have an interest in the contract, unless the member has complied with the disclosure and recusal rules. Further, members are not to appear before the City on behalf of other entities that hold a City contract, nor are they to solicit or accept employment from a contracting entity if it is related to the member's action on a contract with that entity.

Gifts and Nepotism

The Code of Ethics, as well as state law, regulates the receipt of gifts. City officials and employees may not solicit or accept a present or future gift, favor, discount, service or other thing of value from a party to a City

contract, or from a person seeking to influence an official action. There is an exception for the "occasional nonpecuniary gift" of \$15 or less, but this exception does not apply if the gift, no matter how small, may be associated with the official's or employee's official action, whether concerning a contract or some other matter. The gift ban also extends to independent contractors who may exercise official actions on behalf of the City.

The Code of Ethics also prohibits common forms of nepotism. For example, no officer, public body member, or employee shall be responsible for employment matters concerning a relative. Nor can they influence compensation paid to a relative, and a relative of a current officer, public body member or employee cannot be hired unless certain personnel rules are followed.

Other Ethics Rules of Interest

Like state law, Louisville's Code of Ethics prohibits the use of non-public information for personal or private gain. It also prohibits acts of advantage or favoritism and, in that regard, prohibits special considerations, use of employee time for personal or private reasons, and use of City vehicles or equipment, except in same manner as available to any other person (or in manner that will substantially benefit City). The City also has a "revolving door" rule that prohibits elected officials from becoming City employees either during their time in office or for two years after leaving office. These and other rules of conduct are found in Section 5-9 of the Code of Ethics.

Disclosure, Enforcement, and Advisory Opinions

The Code of Ethics requires that those holding or running for City Council file a financial disclosure statement with the City Clerk. The statement must include, among other information, the person's employer and occupation, sources of income, and a list of business and property holdings.

The Code of Ethics provides fair and certain procedures for its enforcement. Complaints of violations may be filed with the City prosecutor; the complaint must be a detailed written and verified statement. If the complaint is against an elected or appointed official, it is forwarded to an independent judge who appoints a special, independent prosecutor for purposes of investigation and appropriate action. If against an employee, the City prosecutor will investigate the complaint and take appropriate action. In all cases, the person who is subject to the complaint is given the opportunity to provide information concerning the complaint.

Finally, the Code allows persons who are subject to the Code to request an advisory opinion if they are uncertain as to applicability of the Code to a particular situation, or as to the definition of terms used in the Code. Such requests are handled by an advisory judge, selected from a panel of independent, disinterested judges who have agreed to provide their services. This device allows persons who are subject to the Code to resolve uncertainty before acting, so that a proper course of conduct may be identified. Any person who requests and acts in accordance with an advisory opinion issued by an advisory judge is not subject to City penalty, unless material facts were omitted or misstated in the request. Advisory opinions are posted for public inspection; the advisory judge may order a delay in posting if the judge determines the delay is in the City's best interest.

Citizens are encouraged to contact the City Clerk's Office with any questions about the City's Code of Ethics or to request a copy. A copy of the Code is also available at the City's website (www.LouisvilleCO.gov).

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's practices intended to further citizen participation in government. Those practices are intended to further dissemination of information and participation in the governing process. Some other laws of interest regarding citizen participation include:

Initiative and Referendum

The right to petition for municipal legislation is reserved to the citizens by the Colorado Constitution and the City Charter. An initiative is a petition for legislation brought directly by the citizens; a referendum is a petition

brought by the citizens to refer to the voters a piece of legislation that has been approved by the City Council. In addition to these two petitioning procedures, the City Council may refer matters directly to the voters in the absence of any petition. Initiative and referendum petitions must concern municipal legislation—as opposed to administrative or other non-legislative matters. By law the City Clerk is the official responsible for many of the activities related to a petition process, such as approval of the petition forms, review of the signed petitions, and consideration of protests and other matters. There are minimum signature requirements for petitions to be moved to the ballot; in Louisville, an initiative petition must be signed by at least five percent of the total number of registered electors. A referendum petition must be signed by at least two and one-half percent of the registered electors.

Public Hearings

In addition to the opportunity afforded at each regular City Council meeting to comment on items not on the agenda, most City Council actions provide opportunity for public comment through a public hearing process. For example, the City Charter provides that a public hearing shall be held on every ordinance before its adoption. This includes opportunities for public comment prior to initial City Council discussion of the ordinance, as well as after Council's initial discussion but before action. Many actions of the City are required to be taken by ordinance, and thus this device allows for citizen public hearing comments on matters ranging from zoning ordinances to ordinances establishing offenses that are subject to enforcement through the municipal court.

Additionally, federal, state, and/or local law requires a public hearing on a number of matters irrespective of whether an ordinance is involved. For example, a public hearing is held on the City budget, the City Comprehensive Plan and similar plans, and a variety of site-specific or person-specific activities, such as annexations of land into the city, rezonings, special use permits, variances, and new liquor licenses. Anyone may provide comments during these hearings.

Public Records

Access to public records is an important aspect of citizen participation in government. Louisville follows the Colorado Open Records Act (CORA) and the additional public records provisions in the City Charter. In particular, the Charter promotes the liberal construction of public records law, so as to promote the prompt disclosure of City records to citizens at no cost or no greater cost than the actual costs to the City.

The City Clerk is the custodian of the City's public records, except for police records which are handled by the Police Department. The City maintains a public policy on access to public records, which includes a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records or for locating or making records available for copying, except in cases of voluminous requests or dated records, or when the time spent in locating records exceeds two hours. No fees are charged for the first 25 copies requested or for electronic records.

Many records, particularly those related to agenda items for City Council and current Board and Commission meetings, are available directly on the City's website (www.LouisvilleCO.gov). In addition to posting agenda-related material, the City maintains a communication file (email) for the City Council which is available on the City's website (www.LouisvilleCO.gov).

CORA lists the categories of public records that are not generally open to public inspection. These include, for example, certain personnel records and information, financial and other information about users of City facilities, privileged information, medical records, letters of reference, and other items listed in detail in CORA. When public records are not made available, the custodian will specifically advise the requestor of the reason.

Citizens are encouraged to review the City's website (www.LouisvilleCo.gov) for information, and to contact the City with any questions regarding City records.

Public Involvement Policy

Public participation is an essential element of the City's representative form of government. To promote effective public participation City officials, advisory board members, staff and participants should all observe the following guiding principles, roles and responsibilities:

Guiding Principles for Public Involvement

Inclusive not Exclusive - Everyone's participation is welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

- *Voluntary Participation* - The process will seek the support of those participants willing to invest the time necessary to make it work.
- *Purpose Driven* - The process will be clearly linked to when and how decisions are made. These links will be communicated to participants.
- *Time, Financial and Legal Constraints* - The process will operate within an appropriate time frame and budget and observe existing legal and regulatory requirements.
- *Communication* - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.
- *Adaptability* - The process will be adaptable so that the level of public involvement is reflective of the magnitude of the issue and the needs of the participants.
- *Access to Information* - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.
- *Access to Decision Making* - The process will give participants the opportunity to influence decision making.
- *Respect for Diverse Interests* - The process will foster respect for the diverse values, interests and knowledge of those involved.
- *Accountability* - The process will reflect that participants are accountable to both their constituents and to the success of the process.
- *Evaluation* - The success and results of the process will be measured and evaluated.

Roles and Responsibilities - City Council

City Council is ultimately responsible to all the citizens of Louisville and must weigh each of its decisions accordingly. Councilors are responsible to their local constituents under the ward system; however they must carefully consider the concerns expressed by all parties. Council must ultimately meet the needs of the entire community—including current and future generations—and act in the best interests of the City as a whole.

During its review and decision-making process, Council has an obligation to recognize the efforts and activities that have preceded its deliberations. Council should have regard for the public involvement processes that have been completed in support or opposition of projects.

Roles and Responsibilities - City Staff and Advisory Boards

The City should be designed and run to meet the needs and priorities of its citizens. Staff and advisory boards must ensure the Guiding Principles direct their work. In addition to the Guiding Principles, staff and advisory boards are responsible for:

- ensuring that decisions and recommendations reflect the needs and desires of the community as a whole;
- pursuing public involvement with a positive spirit because it helps clarify those needs and desires and also adds value to projects;
- fostering long-term relationships based on respect and trust in all public involvement activities;

- encouraging positive working partnerships;
- ensuring that no participant or group is marginalized or ignored;
- drawing out the silent majority, the voiceless and the disempowered; and being familiar with a variety of public involvement techniques and the strengths and weaknesses of various approaches.

All Participants

The public is also accountable for the public involvement process and for the results it produces. All parties (including Council, advisory boards, staff, proponents, opponents and the public) are responsible for:

- working within the process in a cooperative and civil manner;
- focusing on real issues and not on furthering personal agendas;
- balancing personal concerns with the needs of the community as a whole;
- having realistic expectations;
- participating openly, honestly and constructively,
- offering ideas, suggestions and alternatives;
- listening carefully and actively considering everyone's perspectives;
- identifying their concerns and issues early in the process;
- providing their names and contact information if they want direct feedback;
- remembering that no single voice is more important than all others, and that there are diverse opinions to be considered;
- making every effort to work within the project schedule and if this is not possible, discussing this with the proponent without delay;
- recognizing that process schedules may be constrained by external factors such as limited funding, broader project schedules or legislative requirements;
- accepting some responsibility for keeping themselves aware of current issues, making others aware of project activities and soliciting their involvement and input; and
- considering that the quality of the outcome and how that outcome is achieved are both important.

Updated December 2024



BOARD & COMMISSION

RULES OF PROCEDURE

Adopted November 6, 2023 – by Resolution No. 66, Series 2023

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RULES OF PROCEDURE FOR THE BOARDS AND COMMISSIONS OF LOUISVILLE, COLORADO

I. DEFINITIONS

“Advisory Board” means all of the following boards which are tasked with giving advice to the City Council as specified in their formation documents:

- Arts & Culture Advisory Board
- Historical Museum Advisory Board
- Library Board of Trustees
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Charter” means the [Home Rule Charter of the City of Louisville, Colorado](#).

“Chair” means the member of the Board who presides over a meeting subject to Rule VII.B below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Board” means any of the following bodies:

- Arts & Culture Advisory Board
- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Historical Museum Advisory Board
- Library Board of Trustees
- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Recreation Advisory Board
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

“Board Member” means each member of a City board.

“Electronic Participation” means attendance at a meeting by computer, telephone, or other electronic means.

“Entire Board” means all current members of a board.

“Member of the Board” means each board member.

“Quasi-Judicial Board” means any of the following boards which have specific legal decision-making authority under the Charter or Code:

- Board of Adjustment
- Building Code Board of Appeals
- Historic Preservation Commission
- Local Licensing Authority
- Planning Commission

“Rules” means the Board & Commission Rules of Procedure.

“Staff Liaison” means the City staff member assigned by the City Manager to assist the board and to ensure all rules and regulations are met.

II. AUTHORITY

The following Rules shall be in effect upon their adoption by the City Council until such time as they are amended or new Rules adopted.

In order to efficiently and effectively complete City business facing a Board, all meetings must be conducted in an orderly and respectful manner. These Rules are intended to provide guidelines for the procedures to be followed for the conduct of all Board meetings.

If any Rule, on its face or as applied, conflicts with applicable provisions of the [Home Rule Charter of the City of Louisville](#) or ordinances, those provisions shall apply and that Rule shall not. Nothing herein shall prevent a Board from adopting its own rules of procedure specific to its roles and responsibilities so long as they do not conflict with these Rules.

III. MEETING CIVILITY

- A. CIVILITY AMONG MEMBERS OF THE BOARD: The Board shall preserve reasonable order and decorum and confine members of the public to discussion of the questions under consideration.

During Board meetings, members shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey

the order of the Chair or the Rules. Every member of the Board desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the questions under debate. Once recognized, no member of the Board shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member.

- B. MEMBERS OF THE PUBLIC: Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record.

IV. GENERAL RULES

- A. LOCATION: All in-person Board meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. OPEN TO THE PUBLIC: All meetings, including those conducted by Electronic Participation pursuant to Section V.F, shall be open to the public. A Board may conduct executive sessions only in accordance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. MEETING NOTICE: Notice for all meetings sessions shall be given as required by the Charter and as set by administrative rule. At the first regular meeting of every year, each Board shall designate the locations for posting of notices of its meetings.
- D. MINUTES: Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City.
- E. QUORUM: A quorum is needed for the transaction of business at each meeting of a Board. A quorum shall be defined as a majority of the members of the Board holding office at the time of the meeting.
- F. ABSENCES: No member of the Board shall miss more than twenty-five percent (25%) of regular Board meetings during any calendar year. Missing more than twenty-five percent (25%) of meetings shall be cause for removal.
- G. APPLICABILITY OF THE OPEN GOVERNMENT POLICIES AND CODE OF ETHICS: Each member of the Board shall adhere to the City's Open

Government Rules and the Code of Ethics (Charter Section 5-6).

- H. DISCLOSURE OF INTEREST AND RECUSAL: Any member of the Board who has an interest in, or whose interest would be affected by, any proposed official action before the Board shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the Board, any public body, or any employee in connection with the action; and shall leave the room where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.
- I. CHAIR: The Chair is the member of the Board who presides over a Board meeting and shall do so according to these Rules and applicable law. The Chair serves as Chair of all Board meetings at which the Chair is present. In the Chair's absence, the Vice-Chair will serve as Chair. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

V. MEETINGS

- A. REGULAR MEETINGS: Each Board shall set a regular meeting schedule at the first meeting of each year identifying the date, time, and location of meetings.
- B. COMMITTEE MEETINGS: A committee meeting may be called if it can be properly noticed a minimum of 72 hours in advance. Committee meetings must meet all the same rules as a regular meeting.
- C. EXECUTIVE SESSIONS: A board may hold an executive session only for pending litigation and only with the City Attorney present.
- D. RESCHEDULING: A Board may reschedule meetings for dates and times outside its annual meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Board first must provide notice and approve of the proposal to reschedule.
- E. CANCELLATION: Any scheduled meeting may be cancelled by members or the Staff Liaison in the event there are no items for the board to discuss or in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions).

- F. **ELECTRONIC PARTICIPATION:** When it is feasible, an electronic attendance option shall be available for Board members, applicants, and members of the public including for quasi-judicial hearings. If it is not feasible due to technological or other reasons, the in person meeting shall continue if a quorum is present.
1. All meetings that have a remote attendance option will note that on the agenda and include information on the agenda about how to join the meeting electronically.
 2. Board members and members of the public attending electronically shall participate in the meeting under the same rules as those in the room.
 3. Public hearings on quasi-judicial matters may be taken during a meeting with Electronic Participation.
- G. **FULLY REMOTE MEETINGS:** The Staff Liaison with input from the board members may, in their discretion, change board meetings to a fully remote setting if needed. If a fully remote meeting is scheduled, it must be properly noticed as such and public access options must be provided on the meeting agenda.

VI. CHAIR AND VICE-CHAIR

- A. Each Board will elect a Chair and Vice-Chair at the first meeting of the year. The City recommends the Chair and Vice-Chair be rotated among Board members each year.
- B. The Chair shall preside over meetings of the Board when present and able to perform these responsibilities. The Chair shall have the same voting powers as any Board member.
- C. The Vice-Chair shall assume the duties of Chair when the Chair is absent or otherwise unable to perform the responsibilities of Chair.
- D. In the absence of the Chair and Vice-Chair, Board members will appoint one member to act as Chair for that meeting.

VII. MEETING PROCEDURE

A. PREAMBLE

1. A bedrock principle of a representative democracy is notice of impending governmental action and an opportunity for members of the public and their representatives to be heard. Principles of good government include deep respect for citizens; prudent stewardship of public resources, including the time of its citizens, staff members and appointed officials; direction that is clear and decisive; and decision making that is reasonably consistent, equitable, flexible, and transparent.
2. Through the application of these Rules, the City intends to ensure that it balances the principles described in the previous section in a way that ensures robust debate and accountability of City government to its residents. To that end, these procedures are not meant to be employed for the purpose of unreasonable rigidity, surprise, suppression of competing views, or needless prolonging of action.

B. CHAIR'S DISCRETION & RIGHT OF APPEAL The Chair shall have reasonable discretion in the application of these procedures subject to section XI.A.

C. AGENDAS: Each board will have a formal agenda for each meeting. The agenda will be set by staff for quasi-judicial boards and set by the chair in conjunction with the staff liaison for advisory boards. Each agenda will be posted as required prior to the meeting. Items cannot be added to the agenda at the meeting.

D. PUBLIC COMMENTS AT MEETINGS: All Board meetings, including Committee meetings, shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at Board meetings.

The following provisions apply to any section of the agenda where public comments are allowed.

1. Members of the public desiring to address the Board on any item on the agenda shall be recognized by the Chair, state their name, and are requested to state their place of residence (by city, town, or county of residence).

2. Each board will have a section on its agenda for “Public Comments on Items Not on the Agenda.” Each speaker shall be limited to three (3) minutes.
 3. Each Board will permit public comment on any item at the time such item is being discussed by the Board. Each speaker shall be limited to three (3) minutes.
 4. Multiple citizens may designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 5. The Chair, the Staff Liaison, or a designated board member shall enforce compliance with the time limits, and time shall be kept on a public comment clock.
- E. WRITTEN COMMUNICATIONS: Interested parties, or their authorized representatives, may address the Board by submitting written communication concerning any matter on the Board agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the Staff Liaison who will distribute copies to the Board. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- F. VOTING: For a motion to pass it requires the affirmative vote of a majority of the members of the Board present.

VIII. EXPECTATIONS OF STAFF LIAISON

A. COMMUNICATION:

1. The Staff Liaison will provide Board members with direct, open, and transparent communication about city priorities, projects, and budget.
2. The Staff Liaison will act as the conduit of information from the Board to City Council and from City Council to the board.
3. The Staff Liaison will respond to emails, phone calls, and text messages from Board members within two (2) business days and will

communicate with the Board members if a response will take more than two (2) business days.

B. **ADVOCACY:** The Staff Liaison will advocate ideas to City staff and leadership on the Board's behalf. The Staff Liaison will advocate for budget requests and CIP requests from the Board through the City's established budget process.

C. **MEETINGS:**

1. The Staff Liaison with input from the Board chair will create and publish meeting agendas and packets in accordance with bylaws, rules, and schedule established by the City Clerk's Office.
2. The Staff Liaison will work with the Chair to ensure meetings are concise and do not run exceedingly long and to ensure the discussion is limited to those items on the agenda.
3. The Staff Liaison will attend all meetings, to the best of their ability. If the Staff Liaison cannot attend a Board meeting, an alternate staff liaison will be appointed and the Chair will be notified in advance.

D. **COLLABORATION:**

1. The Staff Liaison will include Board members, when appropriate, in relevant projects and planning processes.
2. The Staff Liaison will include Board members on relevant communications, when appropriate, with outside organizations and individuals.

IX. EXPECTATIONS OF BOARD MEMBERS

A. **COMMUNICATION:**

1. There will be open and consistent communication between Board members and the Staff Liaison.
2. Board members will not speak on behalf of the Board unless specifically appointed to do so by the Board. Board members will include the Staff Liaison on all communications with outside organizations.

3. The Staff Liaison is the point of contact for all City operations related to the Board. The Staff Liaison will bring in any additional City staff as necessary for Board projects.
4. The Staff Liaison or the City's Communications Division will create all memos, marketing, and outreach materials for the Board. Board members shall not use City logos or letterhead without City approval.
5. Board members shall not create social media accounts on behalf of the Board or speak on social media on behalf of the Board or City.
6. Board members will only contact their Staff Liaison through a dedicated City email address, office phone, or cell phone (including texting) and will not contact the Staff Liaison through their personal emails, social media, or personal cell phones.

B. ADVOCACY:

1. Board members will go through proper channels when advocating for Board projects.
2. Board members will adhere to all regulations of the Fair Campaign Practices Act as they relate to City elections.

C. MEETINGS:

1. Board members will attend all meetings, to the best of their ability. If a Board member cannot attend a meeting, the member will send communication via email to the Staff Liaison with as much advance notice as possible.
2. If a Board member would like an item on an agenda, the member will reach out in advance to the Staff Liaison and the Chair. Topics not included on the agenda may not be discussed at a meeting per the City Charter.
3. Board members will meet all packet deadlines as established by the Staff Liaison and the City Clerk's Office. Items that are late may be postponed to a later meeting.

X. QUASI-JUDICIAL ACTIONS

A. PROCESS:

1. Quasi-judicial decisions are a determination of the rights, duties or obligations of a specific individual or entity. Board members making quasi-judicial decisions must do so based on the facts developed at a public hearing and through the application of presently existing legal standards of policy considerations of the facts.
2. Legally reversible decisions are almost always based on a lack of due process or procedural irregularities

B. DUE PROCESS: A quasi-judicial public hearing must include property public notice, a meaningful opportunity for interested parties to be heard, and basic fairness in procedure.

C. PREPARATION: Board members will review the meeting packet prepared by staff, understand the scope of the hearing, and be familiar with the relevant decision criteria in a case. Board members must act as impartial decision makers

D. EX PARTE CONVERSATIONS: Board members will not speak with one side or the other before or outside of the hearing process. This includes via email. Board members will disclose any unavoidable “ex parte” conversations and participate only if they are sure they can still make an unbiased decision.

E. CONDUCTING THE HEARING: Follow uniform/consistent steps for all hearings.

- Introduce Item
- Call for Disclosures
- Open Public Hearing
- Staff Report
- Applicant Presentation
- Public Comment
- Questions by Board members
- Close Public Hearing
- Deliberations
- Action

Once a hearing is closed the Board will not re-open it to hear only certain individuals, if a hearing is re-opened anyone who has not already spoken

may have the opportunity to speak.

If the Board holds and closes a hearing at one meeting and deliberates at the next, the Board cannot reopen the hearing without providing additional notice.

F. MAKING THE DECISION

1. Board members shall not make their decision on the basis of irrelevant criteria. Board members shall not base a decision on things a member “knows” but did not “learn” at the hearing. Board members will not participate in the decision if they cannot be fair and unbiased.
2. A Board members shall not participate in the decision if they did not participate in the entire hearing.

If a public hearing is opened and then continued to a later meeting, a member who missed the first meeting may review the video and all materials from the first meeting and then participate in the next one. This should be disclosed at the hearing.

3. Board members should ask for staff advice if they are unsure of the decision they are being asked to make or if they are unsure of the applicable legal criteria.
4. If appropriate, a Board may make a tentative decision and direct staff to prepare a draft written decision.

XI. PARLIAMENTARY PROCEDURE

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Board to appeal to the Board, in which case the point of order shall be resolved by vote of a majority of the members of Board present.
- B. RIGHT OF THE FLOOR: Any member of the Board desiring to speak shall be recognized by the Chair.
- C. MOTIONS: Motions may be made by any member of the Board, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Board. Any member of the Board, other than the person offering the motion, may second a motion.

D. PROCEDURES FOR MOTIONS: The following is the general procedure for making motions:

1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
2. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Board may be allowed to explain their votes.

E. DISCUSSION: Board members shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.

F. MOTION TO END DEBATE: Any member of the Board may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Board present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.

G. ALL MEMBERS MAY SPEAK: Each member of the Board shall have the right to speak and ask questions prior to a vote.

H. AFTER VOTING: Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.

XII. REMOVAL FROM BOARD

(City Council Resolutions No. 16, Series 2009 & No. 59, Series 2016)

A. The City Council greatly appreciates the contributions made by City residents who volunteer their time to serve on the City’s various boards and commissions. In order to help encourage citizens to volunteer and to promote an environment in which participation is productive and rewarding, the Council expects all board and commission members to work in a cooperative, constructive and civil manner.

B. To help maintain this environment the City Council has established that, during the term of office, a board member shall be removed only for cause. Cause shall include but not be limited to:

1. Violation of city or state ethics laws;

2. Conviction of a felony or of any other crime involving moral turpitude;
3. Absence from more than 25 percent of the regular meetings in any 12-month period;
4. Inefficiency, neglect of duty or malfeasance in office;
5. Knowing violation of any statute, ordinance, resolution, rule, policy or bylaw applicable to the board or commission;
6. Physical or mental disability rendering the board or commission member unable to perform his or her duties;
7. Knowing disclosure of confidential information, which is defined to mean information which is not available to the general public under applicable laws, ordinances and regulations, and which is obtained by reason of the board or commission member's position with the City;
8. Failure to maintain the qualifications of a board or commission member for the board or commission on which the member serves;
9. Behaving in a harassing, hostile, threatening or otherwise inappropriate manner, or unreasonably disrupting or interfering with the conduct of any meeting of a board or commission; or
10. Other grounds constituting cause as established by law.

C. The procedure for removal of a member of a City board or commission shall be as follows:

1. Any person who believes that there is cause to remove a member of a City board or commission as provided above shall present the evidence of such cause to the City Manager.
2. The City Manager (or their designee) shall review the evidence presented and conduct additional investigations as the City Manager deems necessary. If the City Manager determines there is sufficient evidence supporting further action, the City Manager shall contact the board or commission member who is the subject of the allegation, outline the allegation against the member and provide the member with an opportunity to respond to the allegation. After considering all information received, the City Manager shall make a

determination as to whether removal or other action is warranted.

3. If the City Manager determines there are grounds for removal, the City Manager shall present a proposed resolution for removal to the City Council for its consideration and action. The member shall be provided written notice of the grounds for removal and the time and place of the City Council's consideration of the matter, at which time the member may address the City Council regarding the grounds for removal. Removal of a member shall require the affirmative vote of a majority of the entire City Council.
4. A member may resign from a board or commission at any time by providing a written resignation letter to the Mayor or City Manager. A resignation is effective upon submission or such later date as stated in the resignation letter, without requirement for acceptance thereof.

LOUISVILLE SUSTAINABILITY ADVISORY BOARD

2025 WORK PLAN

LSAB Role

Advise & Recommend

- Advise City Council and recommend policies or changes, such as board recommendations relating to Council priorities. LSAB may not direct staff's daily work or direct them to take on projects
- Additional memos to Council – Board recommendations

2025 Meeting Outlines* Subject to Change

Month	Focus	Lead/Partners/Notes
January	- Welcome new members - LSAB Onboarding - Discussion/approval of 2025 LSAB work plan - Officer Election (Chair, Vice Chair) - Approval of Posting Locations - Approval of LSAB Mtg Dates - 2021 IECC Memo Review and Approval	-Hannah Miller, Sustainability Manager -Logan Johnson, Sustainability Specialist
February	- TBD	
March	- Comprehensive Plan update	-Jeff Hirt, Planning Manager
April	-Denver Regional Council of Governments (DRCOG) Climate Pollution Reduction Grant (CPRG) Review/Update	-Hannah Miller, Sustainability Manager
May	-Climate Action Plan (CAP) Request For Proposals (RFP)/Technical Assessment Discussion/Direction	-Hannah Miller, Sustainability Manager
June	-No meeting	
July	-LSAB Presentations: CAP and Technical Assessment Examples	
August	-Internal Decarbonization Plan Update	-Decarbonization Project Manager
September	-CAP RFP Final Feedback	
October	-No meeting	
November	-TBD	
December	- Front Range Sustainability Board Meeting	

Additional Focus Items

- City Programs/Projects/Plans Alignment
 - LSAB work plan may change if there is a need for sustainability feedback/advising in regards to other City Council proposed policy.

Additional Information

If a board member would like an item added to the 2025 Work Plan or discussed in a monthly meeting, the board member will email the Chair and Sustainability Manager directly with the request. After evaluation, the work plan may be modified to accommodate the new item, without impacting existing meeting schedule and priority items.

There may be needs for project-specific support in 2025. Staff will communicate these needs to the board as they arise. The calendar is subject to change as needed, but staff intends to maintain essential items as listed above.

LSAB/Sustainability Manager Agreements

LSAB Expectations of Sustainability Manager

Communication

- The Manager will provide open and transparent communication about city priorities, projects and budget, as available.
- The Manager will deliver prompt responses to emails (1-2 business days) and will communicate with LSAB member if response will take more than 1-2 business days.
- The Manager will provide direct communication with LSAB member(s), in writing, if an issue arises.

Advocacy

- The Manager will advocate ideas to City staff, partners and leadership on LSAB's behalf.
- The Manager will advocate for budget requests and CIP requests on LSAB's behalf, through the City's established budget process.
- The Manager will act as the conduit of information between the board and city staff/Council and also the conduit of information from Council/city staff to the board.

Meetings

- The Manager will create and publish meeting agendas and minutes in accordance with bylaws, rules and schedule established by the City Clerk's Office, including regular City updates and relevant programs, projects and opportunities that are relevant to LSAB members.
- The Manager will work with the Chairperson to ensure meetings are concise and do not run over designated time.
- The Manager will attend all meetings, to the best of their best ability.
- If the Manager cannot attend an LSAB meeting, an alternate staff liaison will be appointed and the Chairperson will be notified in advance.

Sustainability Manager Expectations of LSAB

Communication

- There will be open and consistent communication between LSAB Chair and Sustainability Manager, with at least one monthly check-in meeting. Should an LSAB member request a 1-1 meeting with the Sustainability Manager, the meeting request must include the meeting topic and be approved in writing by the Chair and Manager.
- "No Surprises" – LSAB members will loop Sustainability Manager into ideas as they arise and before any communication with other individuals outside of LSAB.
- The Sustainability Manager expects LSAB members to be civil, show respect and treat others with kindness when presented with topics that may contradict personal opinions.
- The Sustainability Manager is LSAB's point of contact at the City of Louisville – Manager will bring in additional City staff as necessary.
- LSAB members will include Sustainability Manager on all communications with outside organizations.

- The City's Communications department will create any sustainability-related marketing/outreach/communication materials.
- Members will not discuss topics via email with the full group; the formation and discussion of public topics must be done in at the publicly advertised monthly LSAB meeting.
- All emails regarding board work is considered public record and may be required to be given to the City Clerk's Office in a CORA request.

Policies and Bylaws

- LSAB members will abide by the articles outlined in the Amended and Restated Bylaws, including Article 1, Section 3. Purpose and Duties – LSAB as an advisory body.
- LSAB will abide by the City's Code of Ethics, open government policies, and City Charter at all times.

Meetings

- LSAB members will attend all meetings, to the best of their ability (must attend 75% of regular meetings according to bylaws).
- If an LSAB member cannot attend a meeting, the member will send communication via email to the Chairperson and Sustainability Manager with as much advance notice as possible.
- If an LSAB member would like to discuss a topic, the member will reach out in advance to the Chairperson and the Sustainability Manager to request the item be added to the agenda. Topics not included on the agenda may not be discussed in the LSAB meeting per the City Charter.
- The LSAB Chair is responsible for running the meeting, with Sustainability Manager support. Disruptions, timing and questions should first be approved by the Chair and then the Manager if needed.