

City Council

Special Meeting Agenda

Monday, January 27
City Hall, Council Chambers
749 Main Street
6:00 PM

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

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#876 9127 0986**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/council

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

1. CALL TO ORDER

2. ROLL CALL

3. CITY COUNCIL DELIBERATIONS ON CITY MANAGER FINALISTS

- Council Discussion
- Public Comments
- Direction/Action

4. ADJOURN

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, 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 del Consejo, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574 o email ClerksOffice@LouisvilleCO.gov.

SUBJECT: CITY COUNCIL DELIBERATIONS ON CITY MANAGER
FINALISTS

DATE: JANUARY 27, 2025

PRESENTED BY: CITY COUNCIL

SUMMARY:

In August, the City Council hired Valerie Phillips of Bob Murray & Associates as the recruiter to help fill the City Manager position. The position was advertised for about six weeks, closing on December 1. At the January 6 meeting, the City Council met in executive session to review the applicant pool. Following that executive session, the Council reconvened in the public meeting and decided to bring four applicants forward as position finalists. Those finalists were named on January 7.

All finalists were invited for a public meet and greet and interviews with City Council and the Executive Leadership Team over the course of January 22 and 23.

The City Council will meet on January 27 to identify a finalist Council wants to move forward and negotiate a contract with. The Council should also identify two councilmembers to serve on a committee to negotiate the contract and determine a start date for the new City Manager.

The final contract will come back to City Council for consideration on a future agenda.

FISCAL IMPACT:

The salary of the new City Manager is included in the 2025 budget.

RECOMMENDATION:

Discuss the candidates' qualifications and experiences; identify the candidate with whom the City Council would like to negotiate a contract; and identify two councilmembers to serve on a committee to negotiate the contract.

ATTACHMENT(S):

1. Jay Harrington Resume
2. Diana Langley Resume
3. Sara Ott Resume
4. Jason Rogers Resume

JAY R. HARRINGTON

PROFESSIONAL EXPERIENCE

2021 - present	County of Routt , Steamboat Springs, CO County Manager
2011 - 2021	Town of Carbondale , Carbondale, CO Town Manager
2007 - 2011	City of Cortez , Cortez, CO City Manager
2007	County of Archuleta , Pagosa Springs, CO Interim Development Director/Interim Public Works Director
2003 - 2006	Town of Telluride , Telluride, CO Town Manager
1993 - 2003	Town of Pagosa Springs , Pagosa Springs, CO Town Administrator/Manager
1991 - 1992	County of La Plata , Durango, CO Senior Planner

EDUCATION

M.A., Urban and Regional Planning Degree, University of Colorado, Denver, CO
B.A., Environmental Studies & Sociology, St. Lawrence University, Canton, NY

JAY R. HARRINGTON

Professional History

09/2021-Present County Manager Routt County, Colorado

I have worked to develop a high performing county staff with a strong and positive culture. The County has recently adopted a new unified development code, a progressive building code with strong energy standards and a master plan. The County is in a strong financial position and well positioned for success.

08/2011 to 9/2021 Town Manager Town of Carbondale, Colorado

In Carbondale, I helped develop an organization that provided quality services on a limited budget. During my tenure, we became a solar friendly community, adopted the commercial ICC green code, completed PPA projects for solar, received a creative district designation, rebuilt Highway 133, and adopted both a Comprehensive Plan and Parks and Recreation Master Plan. We also adopted a Unified Development Code in 2016 which has been updated twice since adoption.

09/2007 to 8/2011 City Manager City of Cortez, Colorado

My focus in Cortez was to modernize the organizational structure in order to deliver quality services in a more cost effective and efficient manner. As a rapidly changing community with a unique diversity of community members, effective management required a high level of diplomacy and creativity to successfully negotiate the differing demands of the various stakeholders.

*04/2007 to 7/2007 Interim Development Director Archuleta County, Colorado
Interim Public Works Director*

I assisted Archuleta County in a major downsizing effort after a significant financial failure. This included managing all aspects of the Department of County Development and the County Public Works Department.

06/2003 to 05/2006 Town Manager Town of Telluride, Colorado

I managed all aspects of this organization to ensure a high standard of delivery of essential services to the public. By building a cohesive organization, the Town staff was able to function admirably within a politically charged environment. I was successful at maintaining an apolitical stance while simultaneously supporting the desires of the elected officials and their constituents.

02/1993 to 05/2003 Town Administrator/Mgr Town of Pagosa Springs, Colorado
Assumed full management responsibilities of this rapidly growing community in SW Colorado, I initiated an aggressive annexation policy, completed many capital improvement projects and established excellent working partnerships with other local and State agencies.

01/1991 – 11/1992 Senior Planner La Plata County, Durango, Colorado
During my tenure, I implemented a performance-based land use system. I was appointed to serve as the acting Planning Director from April 1992 through September 1992 during a period of rapid growth.

Education

University of Colorado at Denver, Denver, Colorado
Master of Urban and Regional Planning, (MURP), 1990
St. Lawrence University, Canton, New York
Bachelor of Arts in Environmental Studies & Sociology, 1988

Community & Regional Service

Routt County Economic Development Partnership-*Treasurer*
Montezuma Community Economic Development Association-*Past Board Member*
The Bridge Emergency Shelter-*Past Board Member*
Telluride Montrose Regional Air Organization-*Past Board Member*
Colorado Association of Ski Towns-*Past Board Member*
Region 9 Economic Development Association-*Past Chairperson*
San Juan Water Conservancy District-*Past Board Member*
VALE (Victims Assistance & Law Enforcement) Board-*Past Board Member*
Southwest Transportation Planning Commission-*Past Vice Chairperson*
Statewide Transportation Advisory Committee-*Past Member*

Professional Affiliations

Member ICMA and CCCMA

DIANA LANGLEY

PROFESSIONAL EXPERIENCE

2021 - present **City of Yuba City**, Yuba City, CA
City Manager (2021 - present)
Interim City Manager (2020 - 2021)
Public Works Director/City Engineer (2013 - 2021)
Interim City Manager (2019)
Deputy Public Works Director (2010 - 2013)
Principal Civil Engineer (2006 - 2010)
Senior Engineer (2005 - 2006)

EDUCATION

M.P.A., National University, San Diego, CA
B.S., Civil Engineering, California State University, Chico, CA

DIANA LANGLEY

CITY MANAGER

SUMMARY

Strategic, thoughtful, seasoned leader with demonstrated success building collaborative relationships with elected officials, government peers, and the community, implementing City Council policies and strategic goals, empowering staff, fostering trust, soliciting community engagement, encouraging inclusion, and building consensus among diverse interests. Some of my career highlights include implementing a leadership academy for staff, gaining the trust of a skeptical City Council, negotiating a tax exchange agreement with the county, and successfully navigating a public process to increase water and wastewater rates.

SKILLS

Strategic and Thoughtful Leadership

Organizational Development

Community Engagement

Decision Making and Prioritization

Contracts & Negotiations

Project and Resource Management

Build and Maintain Collaborative Relationships

Operational and Capital Budgeting

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

National University, San Diego

B.S. CIVIL ENGINEERING

California State University, Chico

CERTIFICATE IN CONSTRUCTION MANAGEMENT

U.C. Davis Continuing and Professional Education

PROFESSIONAL EXPERIENCE

CITY MANAGER

December 2021 - Current

City of Yuba City, California

The City of Yuba City is a full-service general law city that operates under a Council-Manager form of government. There are approximately 328 full-time employees with an annual operating budget of approximately \$99.7 million plus the Capital Improvement Program. Yuba City provides a wide range of services including water and sewer; police protection; fire; planning, zoning, and building safety; street and road maintenance; and parks, open space, senior center, and animal services. Key accomplishments include:

- Coordinated a general sales tax revenue measure campaign and negotiated a contentious revenue sharing agreement with the county, while maintaining a professional and collaborative relationship with the County Administrative Officer.
- Guided the City Council through an annual goal-setting process to develop strategic priorities for public safety, fiscal responsibility, creating a business-friendly environment, and improving infrastructure.
- Partnered with Habitat for Humanity to obtain a \$24.6 million state grant for an affordable housing project.
- Implemented a program for robust mental health support services for first responders.
- Participated in labor negotiations and recommended options to the City Council.
- Implemented a "You Can! With Yuba City" business support initiative and hired a Development Manager to enhance business opportunities, ensure clarity and transparency in development procedures, optimize efficiency through a streamlined process and online portal, and guide business owners and developers through regulations and the review process.
- Participated in numerous community meetings to hear resident concerns, attended service club meetings to provide updates related to city operations, and conducted workshops to engage and inform the public about key issues.
- Implemented a City Council Budget Ad Hoc Committee to provide an opportunity for the City Council to be engaged in the budget development process.

DIANA LANGLEY

ACHIEVEMENTS

2022 ATHENA LEADERSHIP AWARD

Athena International

2021 WOMAN OF THE YEAR

Congressman John Garamendi -
California's 3rd Congressional
District

2019 YUBA CITY "FLY THE MISSION" LEADERSHIP AWARD

City of Yuba City

LICENSES

CIVIL ENGINEER

California
Colorado

REFERENCES

Available upon request

PROFESSIONAL EXPERIENCE *continued*

PUBLIC WORKS DIRECTOR/CITY ENGINEER November 2013 - December 2021 City of Yuba City, California

- Introduced a Public Works Leadership Academy to focus on core areas critical to building the department culture, including pushing decision-making to the lowest level, building confident employees, helping supervisors understand their role, improve communication across the department and with the public, and place emphasis on interpersonal relationships to be more effective and efficient to accomplish tasks.
- Coordinated the development of long-range master plans including water, wastewater, transportation, and storm drainage.
- Managed the city's water rights and coordinated strategies to reduce water consumption.
- Coordinated and worked with regulatory agencies, community groups, internal and external stakeholders, staff, and the public to resolve financial, technical, and logistical issues.
- Navigated a public process to increase water and wastewater rates.
- Acted as the Operations Chief at the City's Emergency Operations Center during the Oroville Dam spillway failure in 2017.

INTERIM CITY MANAGER February 2020 - February 2021 City of Yuba City, California February 2019 - September 2019

- Through effective and transparent communications and informational workshops, built trust with a City Council that was skeptical of City staff and functions.
- Negotiated a solid waste franchise agreement.
- Coordinated with the county on a sphere of influence expansion and negotiated a master tax exchange agreement for the distribution of property and sales tax.
- Provided stability to the organization during a time of great instability with the sudden retirement of the City Manager in February 2019, the short tenure of a City Manager between September 2019 and February 2020, COVID-19, and then the departure of another City Manager in December 2021.

OTHER RELEVANT EXPERIENCE

DEPUTY PUBLIC WORKS DIRECTOR December 2010 - November 2013 City of Yuba City, California

PRINCIPAL ENGINEER July 2006 - December 2010 City of Yuba City, California

SENIOR ENGINEER January 2005 - April 2005, March 2006 - July 2006 City of Yuba City, California

SENIOR ENGINEER April 2005 - March 2006

SARA OTT

PROFESSIONAL EXPERIENCE

- 2017 - present **City of Aspen**, Aspen, CO
City Manager
- 2014 - 2017 **Washington Township**, Dublin, OH
Township Administrator
- 2003 - 2014 **City of Dublin**, Dublin, OH
Assistant City Manager/ Senior Project Manager (2005 - 2014)
Accreditation Coordinator (2003 - 2005)

EDUCATION

- M.P.A., University of Kansas, Lawrence, KS
B.A., Politics & Government, Ohio Wesleyan University, Delaware, OH

SARA OTT, ICMA-CM

ADMINISTRATIVE & EXECUTIVE LEADERSHIP

OPERATIONS EXCELLENCE | CUSTOMER EXPERIENCE | CAPITAL IMPROVEMENTS | BUDGETING | POLICY DEVELOPMENT & SUPPORT

Strategic leader with expertise in managing people, processes, policies, and systems to achieve city-wide objectives in alignment with council-approved plans. Skilled in coordinating operations, optimizing staffing, setting goals, controlling expenses, and driving transformative change. Collaborate with community agencies, business leaders, board members, and officials to deliver sustainable growth, enhance infrastructure, and implement innovative solutions. Adept at advancing governing body priorities, fiscal strategies, organizational culture, and special projects. Committed to fostering accountability, transparency, and team development to achieve shared goals and measurable outcomes.

Areas of Expertise

Strategic Planning | Budgeting | P&L | Networking & Outreach | Staff Training & Development | Resource Management
Employee Relations | Project Management | Economic Development | Parks & Recreation | Sustainability and Resiliency
Workforce Planning & Development | Fiscal Controls & Integrity | Community Improvement Projects | Planning & Zoning
Service-Level Analysis & Benchmarking | Community & Stakeholder Engagement | Public Relations | Municipal Operations
Historic Districts | Change Management | Collective Bargaining | Financial Planning | Program Management

PROFESSIONAL EXPERIENCE

CITY OF ASPEN, COLORADO (population 7,000 year around and 30,000 seasonally) 2017-Present
City Manager (2019-present)/Interim City Manager (2019)/Assistant City Manager (2017-18)

Serve in a highly visible position providing complex administrative and executive leadership over 23 lines of business and 9 direct reports with dotted line accountability to a 377 full-time workforce with a mix of public and community service responsibilities. Steward fiscal decisions of a \$154M budget by approving expenditures and implementing policies, directives, and operational plans set forth by Council cooperation with community organizations, non-profit entities, business leaders, city staff, and other elected officials. Stand as a critical control point in directing economic development strategies and framing communication with community leaders, business owners, and agencies to reinforce relationships and keep the city moving in the right direction. Maintain a constant pulse on development projects and formulate strategies to promote both short-and long-term planning initiatives. Provide executive leadership support to City Council through budget recommendations, policy considerations, and development and implementation of strategic direction.

- Produce executive-level summaries and reporting on the city's finances, operations, community development projects, public works, and cross-organization planning.
- Prepared for voter ballot questions on multiple tax issues. All new and renewal questions have passed.
- Transformed accountability for department directors by holding them answerable to measured performance criteria and developing stretch goals to create opportunities for improvement & innovation.
- Oversee staffing decisions, significant purchases, renovation and construction projects, land acquisition, zoning requirements, land use applications, and permitting.
- Enforce an operational rhythm of business that continually provides the necessary tangible and intangible services to ensure the very politically engaged community and impassioned residents feel represented and supported.
- Oversee the meaningful reuse and repurpose of historic resources, including the upcoming \$40M renovation of the community's historic armory into economic development activities.
- Lead ongoing tourism and destination management practices for oversight of marketing, visitor services, and business relationships including amenities oversight, short term rentals policy, and major event management.

- Join forces with local and statewide elected officials to garner support for strategic land acquisitions and acquire additional funding for community-based and economic development projects.
- Built an executive team to provide effective leadership during significant shifts, changes, and advancements in organizational culture towards a more responsive, open, innovative and transparent government.
- Oversaw the construction of 79 affordable housing units with an additional 280 units in the site development phase and project managed the building of a new City Hall with numerous green certifications and operating on 100% renewable energy.
- Oversee water and electric utilities, including renewable power generation and distribution. Routinely engage in water rights preservation and acquisition.

WASHINGTON TOWNSHIP, OHIO (Franklin, Delaware, & Union Counties) pop. 45,000**2014-2017*****Township Administrator***

Served as the chief executive officer of an organization with 150+ employees and a \$23.9M budget for one of the largest growing townships in Ohio. Coordinated administrative activities between multiple local governments and elected board members to maximize resources, partnerships, and strategic planning initiatives. Conferred with department heads regarding annual operating plans and ensured plans were clearly communicated, prioritized, and cascaded to appropriate stakeholders. Stood as a facilitator for the efficient development, implementation, and provisioning of economic development services. Developed proposals on city-wide and community-based projects, represented city council members during public meetings and supported fiscal decisions by preparing budgets, financial summaries, and special assessments of debt, utility billing, licensing, and permitting.

- Instituted significant policy changes to reduce the frequency and severity of workers' compensation claims, including supporting physical fitness standards and addressing mental health.
 - Led voter education process for the renewal of an 8.25M property tax levy for the Fire Department and EMS, establishing the first-ever citizen support committee, which secured 76% voter approval of the measure.
 - Developed the first multi-year Capital Improvement Program and a 10-year fiscal forecast model, which included 2 levy cycles to support spending decisions.
 - Improved citizen communication by building a social media presence with featured articles and implementing new online programs, significantly increasing website traffic by 400% within 6 months after launch.
 - Negotiated the operation and ownership of all park and recreation assets to new contractors, ensuring assets remained available for enjoyment, operated at higher service levels, and allowed \$530K to be redirected to other core services.
 - Implemented an incentive-based employee wellness program by transitioning the organization to a high-deductible health care plan that offered more cost-effective and targeted wellness programs, saving \$100K annually.
 - Developed and piloted a new classification and compensation system, resulting in salaries being brought in line with industry standards and determining the approach for comparing wages and benefits in future years.
 - Supported staff development activities to better utilize talent within the organization and build an internal bench strength of management and front-line staff.
- Worked in tandem with IT consultants to ensure the city's telecommunications, infrastructure, applications, and systems were maintained and upgraded when necessary.
- Worked closely with employee representative groups to bridge communications between departments, union members, and other impacted staff as part of a team-building strategy.

CITY OF DUBLIN, OHIO pop. 40,000

2003-2014

Assistant City Manager/Senior Project Manager (2005-2014)

Supported 3 City Managers in progressive roles to provide an innovative, growing community with high service level expectations and a history of proactive land-use planning with high-end design standards. Offered executive-level administrative skills to implement policy directives, develop web messaging, and create print collateral for the City Manager and City Council Members. Completed administrative responsibilities to assist 25 divisions in achieving operational excellence across multiple service lines, partnerships, and economic/community development strategies. Led a historic downtown district redevelopment project by formulating the request for proposal process and negotiating \$9M in public-private partnership contracts. Stood as an executive management team member to maximize fiscal strategies, make staffing decisions, and address changes impacting the organization.

- Led a capital improvement program that identified master planning initiatives for bikeways, parkland acquisitions, and real estate right-of-way negotiations.
- Served as an interim Recreation Services Director responsible for managing 320+ employees, 110K sq ft recreation center, and 2 outdoor aquatic centers with an operating budget of \$3M annually.
- Negotiated 4 public, non-profit partnership agreements and negotiated loan terms on a large financial contribution for an affordable senior housing complex.
- Participated in economic development strategy and execution for business retention and recruitment; utilized multiple economic development tools including tax increment financing, renewal authorities, incentives with performance requirements and clawbacks.

Accreditation Coordinator (2003-2005)

Earlier Career Experience: **Management Assistant** at City of Liberty, Mo; **Zoning Commissioner** at Jersey Township, Ohio; various temporary and intern assignments.

EDUCATION | PROFESSIONAL & BOARD MEMBERSHIPSUNIVERSITY OF KANSAS – **Master of Public Administration**OHIO WESLEYAN UNIVERSITY – **Bachelor of Arts; Politics & Government**COLORADO STATE UNIVERSITY - **Graduate Certificate in Mediation and Conflict Resolution**UNIVERSITY OF VIRGINIA; **Cooper Center for Public Service**

Learning, Educating, & Development Program (LEAP) | Senior Executive Institute

International City & County Management Association (ICMA); LEAD 2-Year Leadership Program

Professional Memberships: ICMA, Colorado City/County Management Association**Board Memberships:**

Colorado Intergovernmental Risk Sharing Agency (CIRSA) Board of Directors; Board Member 2021-present

Mountain Coalition for Food and Nutrition Security (MCFNS) Special Advisor 2022 - present

Aspen Airport Advisory Board, Board Member, 2021-2024

References available upon request.

JASON ROGERS

PROFESSIONAL EXPERIENCE

- 2019 - present **City of Commerce City**, Commerce City, CO
City Manager (2022 - present)
Deputy City Manager (2021 - 2022)
Community Development Director (2019 - 2021)
- 2016 - 2019 **Town of Parker**, Parker, CO
Parker Urban Renewal Director (2017 - 2019)
Deputy Community Development Director (2016 - 2019)
- 2013 - 2016 **City of San Jose**, San Jose, CA
Division Manager (2014 - 2016)
Senior Planner (2013 - 2014)

EDUCATION

B.S., Urban and Environmental Planning, University of Virginia, Charlottesville, VA

Deputy City
Manager

Jason Rogers



About Me

Accomplished, self-motivated, dynamic, data driven and results oriented professional with over 20 years' experience; ten in senior or executive management and leadership. A visionary that excels in applying multiple approaches to create synergistic relationships; translating vision into tangible strategies and actions; and accessing decision makers and stakeholders. I am committed to data-driven servant leadership with a strong passion for teamwork, integrity, equity, and collaborative experiences at all levels of the organization through positive engagement and leading high performing teams.

Experience

December 2022 - Present

City Manager, *City of Commerce City, CO*

Capable and data driven City Manager ground in the principles of the Council-Manager form of government working for a rapidly growing (current population just under 75,000) in the Denver Metro Area. The City has 530 full-time equivalent and approximately 500 variable hour employees. Oversees an \$135M General Fund Annual Operating Budget with separate Capital Expenditures, Debt Service and General Improvement District Budgets totaling another \$32M. Led the adoption and currently overseeing the implementation of the City's first-ever Five-Year Strategic Plan, Capital Improvement Project (CIP), Modernization of the Comprehensive Master Plan, Economic Development Strategic Plan. I also serve as the Executive Director of the Urban Renewal Authority.

May 2021 – December 2022

Deputy City Manager, *City of Commerce City, CO*

Provided strategic leadership, vision and coordination of externally-public facing operations. Responsibilities included assisting the City Manager and City Council in developing City goals, outcomes, objectives, policies, and priorities; setting department performance measures and metrics to meet City Goals; overseeing planning and implementation of the capital improvement and preservation program; and reporting city-wide performance on the City's Strategic Plan. Also served as the Executive Director for the Urban Renewal Authority overseeing five urban renewal districts within the City.

December 2019 – May 2021

Community Development Director, *City of Commerce City*

Provided leadership for the implementation of development initiatives with the overall responsibility for the city's community development, planning, housing, CDBG, and neighborhood services. Responsibilities covered strategic direction to plan, coordinate, and manage all services and activities of the department.

Experience cont'd

January 2017 – December 2019

Parker Urban Renewal Director, *Town of Parker, CO*

Provided leadership on the administration, coordination, and management of all urban renewal efforts, exercising a high degree of trust, integrity, and confidence. Responsibilities included consistent attention and commitment to Parker Authority for Reinvestments' mission and philosophy; management of day-to-day operations and business planning; and guiding the strategic disposition of real estate assets.

October 2016 – December 2019

Deputy Community Development Director, *Town of Parker, CO*

Assisted in the administration, coordination, management of all community development activities, specifically communicating the mission of the department, managing daily operations, and establishing departmental policies/priorities and coordinating strategy for the Planning and Building Divisions.

May 2014 – August 2016

Division Manager *City of San Jose, CA*

Senior management charged with the oversight, management, planning, implementation, and evaluation of Environmental Review and Current Planning operations and programs.

August 2013 – May 2014

Senior Planner *City of San Jose, CA*

Responsible for the supervision and management of well-defined Current Planning professional, technical, and support staff. Planned and conducted review of complex planning projects.

Education

May 2003
**B.S. or Urban and
Environmental Planning**
University of Virginia

Skills/Expertise

- Land Use and Long Range Planning
- Public Subsidy
- Public Affairs
- Budget Development/Management
- Economic Development
- Redevelopment
- Proforma Concepts
- Land Acquisition/Disposition
- Conflict/Resolution Management
- Project/Contract Management

Activities

- Member of International City/County Managers Association (**Current**)
- Member of American Planning Association (**Current**)
- Member of Urban Land Institute (**Current**)

Certifications/Awards

- American Institute of Certified Planner (AICP)
- 2012 Nevada American Planning Association (APA) Chapter recipient of the DeBoer Distinguished Leadership Award for a Professional Planner
- ICMA Professional Development Academy High Performance Leadership Master Certificate (2022)