

Revitalization Commission

Agenda

**Monday, January 11, 2016
Louisville Public Library
1st Floor Conference Room
951 Spruce Street (Northwest entrance)
7:30 AM – 9:00 AM**

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of December 15, 2015 Meeting Minutes
- V. Public Comments on Items Not on the Agenda (Limit to 3 Minutes)
- VI. Reports of Commission
- VII. Business Matters of Commission
 - a. Posting Notices of Public Meetings
 - b. Open Government Packet
 - c. 550 S. McCaslin RFP Update
 - d. Core Area Infrastructure Improvements discussion
 - e. PUBLIC HEARING: Approval of 2016 LRC Budget Amendment
 - i. Approve LRC Resolution 16-01
 - f. Recap of Coal Creek Station Project
- VIII. Items for Next Meeting February 8, 2016, 7:30am Library Meeting Room
- IX. Commissioners' Comments
- X. Adjourn

Revitalization Commission

Minutes

Tuesday, December 15, 2015
Louisville Public Library
1st Floor Conference Room
951 Spruce Street (Northwest entrance)
7:30 AM – 9:00 AM

Call to Order – Vice Chair Lathrop called the meeting to order at 7:35 am in the Louisville Public Library at 951 Spruce Street, Louisville, CO.

Commissioners Present: Steve Fisher
Alex Gorsevski
Rob Lathrop
Michael Menaker
Mayor Bob Muckle
Bob Tofte

Staff Present: Malcolm Fleming, City Manager
Sam Light, City Attorney
Aaron DeJong, Economic Development Director
Troy Russ, Planning and Building Safety Director
Scott Robinson, Planner I
Dawn Burgess, Executive Assistant to the City Manager

Others: Randy Caranci
Mike Kranzdorf
Sherry Sommers

Approval of Agenda
Approved

Approval of November 9, 2015 Minutes:
Approved

Public Comments on Items Not on the Agenda
None

Reports of Commission

None

Business Matters of Commission

a. Public Hearing: Approval of 2016 LRC Budget

Vice Chair Rob Lathrop opened public hearing for resolution approving budget. There are a few changes from last meeting:

Final valuations from County – estimated revenue decreased by \$150,000. The reason is preliminary valuations come in August, budget is put together in October, then final valuations come from County in November. The impact is magnified because the Hwy 42 Urban Renewal area is a small component of the entire city. There was discussion of the budget process and timing of budget.

Economic Development Director Aaron DeJong had Finance Dept. change the City Contribution for Core Area stormwater improvements from Grant Revenue to Core Area Project Proceeds.

There was a motion to approve. Seconded. Passed

b. DELO Update

South Street intended for full reconstruction; DELO phase II shows overlay. Difference is being worked through. Difference is estimated around \$91,000. Justin McClure of RMCS said more is known now than when the original estimates were developed. Construction prices have increased dramatically. Cost savings found from the Core Area detention pond project, so those funds can be used for South Street, if desired.

There was discussion to reallocate Core Area Detention Pond funds to South Street Reconstruction. A budget amendment and carryover of funds will need to be approved at next meeting.

Council will consider LRC budget on January 5, 2016. If approved, the amendments can be approved at a future meeting.

c. 550 S. McCaslin RFP Discussion

Draft Request For Proposals (RFP) document included in the packet. DeJong gave an overview and asked for comments.

What information would LRC like from proposers? Commissioner Menaker would like more direct language. City Attorney Sam Light said the intent is

to solicit proposals that are consistent with zoning and the proposed RFP does that. Vice Chair Lathrop would not like to make a presumption that we are prepared to condemn covenants. Mayor Muckle would like a little more description within the Development Opportunity section.

Commissioner Gorsevski said the time frame seems tight. Maybe ask for Request For Qualifications first; what have you done, what other projects? DeJong replied that an RFQ would not provide desired information about a particular project. An RFQ process would try to find a development entity and then figure out a project. Intent is to find a project.

As far as getting the word out on this RFP, Planning and Building Safety Director Troy Russ said Denver already has national spotlight. Denver will attract national players. RFP will take time, one month says to the market we already know what we want to do. Eight weeks should be sufficient.

Small area plan should not change circumstances of 550 McCaslin.

Commissioners were agreeable to the RFP responses be due 8 weeks after issuance.

Be clear on criteria. There was discussion of LRC being able to review proposals. Commissioner Menaker would like LRC to review all proposals. Fleming agrees proposals should be evaluated by LRC.

Discussion will be public.

Procedure:

- Final version of RFP will go to Council and then be publicized
- 8 week turnaround; proposals will come in
- DeJong will put proposals on website and will take input
- LRC will discuss and make a recommendation to Council

There was discussion about the opportunity for all proposals to make a presentation. A proposal requirement is to outline their control of the property; this may limit proposals that should be interviewed. Also include a non-required pre-submittal conference should proposers wish to ask questions in a meeting.

Motion was made by Menaker, seconded by Tofte, to allow DeJong to make changes as discussed discussed and take the RFP to Council. He will alert LRC and send the final item. Motion approved.

d. Small Area Plan Update

Scott Robinson gave a presentation on Small Area Plan. That presentation is attached to these minutes. The Small Area Plan implements Comprehensive Plan and defines desired land uses for corridor.

Public meetings were held in November. The draft preferred alternative for South Boulder Road will be presented to Planning Commission on January 28, 2016.

The preferred alternative for McCaslin Blvd will be developed and presented at a later date.

CU College of Environmental Design. They came up with 15 design ideas for Cottonwood Park. Staff will review and present 3 to Council.

e. Parking Study

In the packet is the application to DRCOG for parking study. DRCOG did not award funding for parking study. Commissioner Menaker would like to discuss this again in 12 months. LRC funding is limited for 2016 and would like to discuss it again for a 2017 project.

f. State Assessor TIF Calculation Update

State Assessor continues to evaluate changes to how increases in property valuations within Urban Renewal Areas are attributed to either the base valuation or increment. Staff will continue to monitor this and report to LRC any updates.

Items for Next Meeting January 11, 2016

- RFP
- State Legislator Update
- Coal Creek Station Referral and Update from Public Works
- Officer elections

Commissioner Comments:

Commissioner Tofte said Griffith Street is shaded by buildings being close to the road. Public Works will need to be alerted to that.

Adjourn – The meeting adjourned at 9:15 am.



South BOulder ROad



McCaslin Boulevard

Small Area Plan Update

LRC – 12/15/15



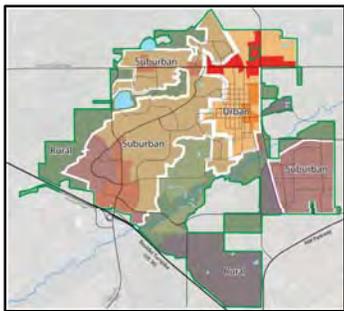
What is a Small Area Plan?



What is a Small Area Plan?

1st Step to Implementing the Comprehensive Plan

COMPREHENSIVE
PLAN



**SMALL AREA &
NEIGHBORHOOD
PLANS**



ZONING
&
DESIGN
GUIDELINES



STREETS,
BUILDINGS,
&
PUBLIC
SPACES



Policy

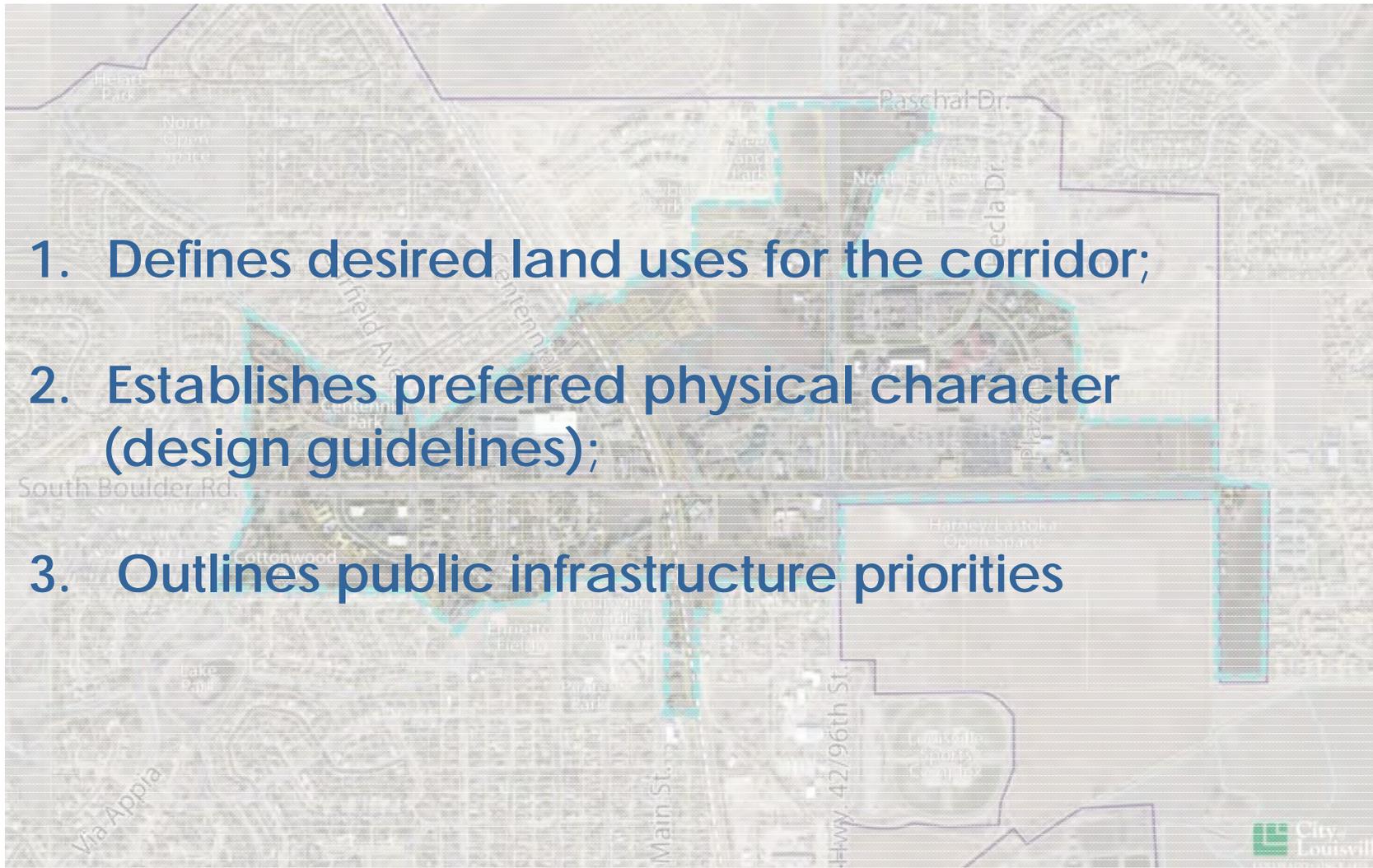
Town Building

Place



Study Area





SUBJECT: POSTING NOTICES OF PUBLIC MEETINGS

DATE: JANUARY 11, 2016

PRESENTED BY: AARON M. DEJONG

SUMMARY:

At the first meeting of 2016 the LRC is required to identify the locations for Posting Notices of Public Meetings (better known as meeting agendas). The following are the locations identified as the official posting locations for the LRC agendas;

- City Hall
- Recreation Center
- Library
- Police Department/Court Building
- City web site (www.LouisvilleCO.gov)

RECOMMENDATION:

Staff recommends approving a motion to adopt the above locations as the official posting locations for LRC agendas.

Open Government & Ethics Pamphlet 2016



**City Manager's Office
749 Main Street
Louisville CO 80027
www.LouisvilleCO.gov
info@LouisvilleCO.gov
303.335.4533**

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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, as well as meetings of appointed Boards and Commissions, are open to the public and include an opportunity for public comments on items not on the agenda. 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 on the first and third Tuesdays of each month at 7:00 PM in the City Council Chambers, located on the second floor of City Hall, 749 Main Street;
- Study sessions are generally held on the second and fourth Tuesdays of each month at 7:00 PM in the Library Meeting Room, located on the first floor of the Library, 951 Spruce Street;
- Regular meetings are broadcast live on Comcast Cable Channel 8 and copies of the meeting broadcasts are available on DVD in the City Manager's Office beginning the morning following the meeting;
- Regular meetings are broadcast live and archived for viewing on the City's website at www.LouisvilleCO.gov.
- Special meetings may be held occasionally on specific topics. Agendas are posted a minimum of 48 hours prior to the meeting.

Meeting agendas for all 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 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. Visit the City's website (www.LouisvilleCO.gov) and look for the eNotification link to register.

After they are approved by the City Council, 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).

Information about City activities and projects, as well as City Council decisions, is included in the *Community Update* newsletter, mailed to all City residents and businesses. Information is also often included in the monthly utility bills mailed to City residents.

Communicating Directly with the Mayor and City Council Members

Contact information for the Mayor and City Council members 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 CityCouncil@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 or 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, first floor City Hall, 749 Main Street, or call 303.335.4571.

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 Council
- Golf Course Advisory Board
- Historic Preservation Commission
- Historical Commission
- Housing Authority
- Library Board of Trustees

- Local Licensing Authority
- Open Space Advisory Board
- Parks & Public Landscaping Advisory Board
- Planning Commission
- Revitalization Commission
- Sustainability Advisory Board
- Youth Advisory Board

Information about boards, as well as meeting agendas and schedules for each board, is available on the City’s web-site (www.LouisvilleCO.gov).

Agendas for all Board and Commission meetings are posted a minimum of 72 hours prior to each meeting and are posted 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 complete meeting packets containing all 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 recommends, through a resolution, that the City Council accept or reject a proposal.

- 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, and occasionally Study Sessions are held.
- Regular meetings are broadcast live on Comcast Channel 8 and archived for viewing on the City’s web-site (www.LouisvilleCO.gov).

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 meet-

ings 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 body” 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.

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, he or she may submit a written objection. The presiding officer will then review the objection and determine how the study session should proceed.
- Like formal meetings, 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.

Contracts

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 he or she 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 Manager’s Office with any questions about the City’s Code of Ethics. A copy of the Code is available at the City’s website (www.LouisvilleCO.gov) and also from the Offices of the City Manager and City Clerk.

Other Laws on Citizen Participation in Government

Preceding sections of this pamphlet describe Louisville's own practices intended to further citizen participation in government. Those practices are generally 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 financial, personnel, and police records which are handled, respectively, by the Finance, Human Resources, and Police Departments. The City maintains a public policy on access to public records, which include a records request form, a statement of fees, and other guidelines. No fee is charged for the inspection of records. No fee is charged 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 communication files for the City Council and Planning Commission. These are available for public inspection at the City Clerk's Office, 749 Main Street.

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 that the Guiding Principles direct their work. In addition to the responsibilities established by 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 2015

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 (board or commission) at that body's first meeting each year.

SUBJECT: 550 S. MCCASLIN RFP UPDATE

DATE: JANUARY 11, 2016

PRESENTED BY: AARON M. DEJONG

SUMMARY:

The City Council approved releasing the 550 S. McCaslin RFP at their January 5, 2016 meeting. The proposal and supporting documents are posted to the City's website. Below is a link to the webpage with the information.

<http://louisvilleco.gov/business/economic-development/redevelopment-opportunities/550-s-mccaslin-blvd>

Proposals are due March 10, 2016. Depending upon the number of responses, the LRC would be able to discuss the proposals at the April meeting.

**SUBJECT: CORE AREA INFRASTRUCTURE COORDINATION
DISCUSSION**

DATE: JANUARY 11, 2016

PRESENTED BY: AARON M. DEJONG

SUMMARY:

Public Works Director Kurt Kowar will discuss the multiple infrastructure projects happening in and around the Core Project area for the next year. Multiple timing and coordination issues arise and Kurt will discuss planning efforts to achieve a successful construction season.

ATTACHMENTS:

1) Map of Infrastructure Projects

SUBJECT: RESOLUTION 16-01: APPROVE THE LOUISVILLE
REVITALIZATION COMMISSION 2016 BUDGET AMENDMENT

DATE: JANUARY 11, 2016

PRESENTED BY: AARON M. DEJONG, ECONOMIC DEVELOPMENT

SUMMARY:

The City, Louisville Revitalization Commission (LRC), and Takoda Properties are coordinating several improvements in the City's Urban Renewal Core Project Area. Staff requests approval of a budget amendment reallocating funding to achieve a fully reconstructed South Street, as discussed at the December 15, 2015 LRC meeting.

BACKGROUND AND DISCUSSION:

In 2013 the LRC and Takoda Properties approved a Core Project Area Agreement (CPAA) authorizing, among other things, funding from the \$4,500,000 in Core Area TIF Bonds to be used to reconstruct South Street in the Core Area between Highway 42 and Cannon Street. The CPAA included an estimated cost for this work of \$81,393 (\$36,453 for Concrete, \$44,940 for asphalt). Construction costs have risen since the 2013 CPAA estimates and the \$4,500,000 in TIF bonds may not be enough to complete the entire scope of work included in the CPAA. Further, while the CPAA *authorizes* TIF funding for a full reconstruction of South Street in the Core Area, the subdivision agreement for DELO Phase II between Takoda and the City only *requires* a 2" mill and overlay for South Street and specifies a maximum obligation on Takoda of \$28,896.67 for this work.

The current condition of the asphalt on South Street will limit the useful life of a mill and overlay treatment. Additionally, City Engineering staff desire a full reconstruction for South Street with new water and sewer improvements under the street. City Engineering estimates that in the current bidding environment the intended South Street improvements in the CPAA (fully reconstructing South Street), will cost about \$140,000, or \$110,000 more than Takoda's obligation in the DELO Phase II subdivision agreement.

The 2015 LRC budget includes \$250,000 for additional costs for the regional detention pond beyond the \$350,000 allocated in the 2013 CPAA. Costs for the detention pond came in under \$350,000, freeing up the 2015 allocation for other purposes. At the December 2015 meeting, the LRC was willing to reallocate this funding to achieve a full reconstruction of South Street, as desired by City Engineering, rather than a mill and overlay.

The LRC must approve a budget amendment to reallocate the funding for this purpose. The Cooperation Agreement between the City and LRC requires budgetary decisions

SUBJECT: LRC BUDGET AMENDMENT

DATE: JANUARY 11, 2016

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be subject to the prior review and approval of the City Council. The City Council approved the attached budget amendment at their January 5, 2016 meeting.

RECOMMENDATION:

Staff recommends approving the attached LRC budget amendment allowing:

- a. \$125,000 allocation for the Regional Detention project to ensure funding still exists should costs change.
- b. \$200,000 allocation to fully reconstruct South Street (to cover the estimated cost and provide a contingency)
- c. Adjusting the Paying Agent line item to \$6,500 to reflect the contract with the Paying Agent for the Core Area Bonds.

ATTACHMENTS:

1. Resolution 16-01 approving a 2016 Budget Amendment
2. LRC 2016 Budget Amendment

**LOUISVILLE REVITALIZATION COMMISSION
RESOLUTION NO. 16-01**

**A RESOLUTION ADOPTING AN AMENDED ANNUAL BUDGET
AND APPROPRIATING EXPENDITURES FOR FISCAL YEAR
2016**

WHEREAS, the Louisville Revitalization Commission’s annual budget for the fiscal year 2016 was approved by Resolution 15-03; and

WHEREAS, the Louisville Revitalization Commission’s proposed amended annual budget for the fiscal year 2016 has been prepared and submitted to the Board of Commissioners; and

WHEREAS, such proposed budget contains all of the matters required by law; and

WHEREAS, a copy of the proposed amended budget was provided to the Louisville City Council for its approval, and the City Council has approved the Commission’s budget attached hereto; and

WHEREAS, a public hearing has been held on the proposed budget following public notice of the same;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF
COMMISSIONERS OF THE LOUISVILLE REVITALIZATION COMMISSION:**

Section 1. The Amended Annual Budget for the Louisville Revitalization Commission, for the Fiscal Year beginning January 1, 2016 and ending December 31, 2016, is hereby approved and adopted. Such 2016 Annual Budget document is attached hereto and made a part hereof.

Section 2. Moneys are hereby appropriated for said fiscal year as provided in said budget document.

ADOPTED this 11th day of January, 2016.

ATTEST:

Chair

Secretary

**City of Louisville, Colorado
Urban Revitalization District Fund
2016 Budget Amendment**

Account Description	2015 Budget	2015 Estimated	2016 Budget	2016 Proposed Amendment	2016 Revised	
Beginning Fund Balance	726,608	726,608	202,718		522,718	
General Property Tax Revenue	363,740	392,900	562,200		562,200	
Core Area Project Proceeds - City of Louisville	490,000	490,000	-	-	-	
Interest Earnings	700	2,000	2,000		2,000	
Net Increase (Decrease) in Fair Value	-	-	-	-	-	
Developer Contribution	-	-	-	-	-	
Bond Proceeds	-	-	3,750,000		3,750,000	
Total Revenue	854,440	884,900	4,314,200	-	4,314,200	
Professional Services - Investment Fees	50	200	200		200	
Professional Services - Other	-	-	-		-	
Support Services - City of Louisville	42,000	42,000	33,180		33,180	
Capital Contribution - City of Louisville	45,000	45,000	65,000		65,000	
Repayment of TIF Revenue to Boulder County	54,250	28,090	40,200		40,200	
TIF Rebate - Safeway/Loftus Development			91,200		91,200	
Regional Detention Facility	325,000	-	-	125,000	125,000	*Reduced to reflect current cost while also maintaining funding should costs change
South Street Reconstuction				200,000	200,000	*Funding for fully reconstructing South Street
Payments from Construction Fund - DELO Development	967,000	967,000	3,750,000		3,750,000	
Bond Maintenance Fees - Paying Agent	1,500	6,500	1,500		6,500	*Revised to reflect actual contract with Paying Agent
Interest - Bonds	-	-	315,000		315,000	
Bond Issuance Costs	-	-	37,500		37,500	
Total Expenditures	1,434,800	1,088,790	4,333,780	325,000	4,663,780	
Ending Fund Balance	146,248	522,718	183,138	(325,000)	173,138	