

City Council

Agenda

Tuesday, May 21, 2019

City Hall

749 Main Street

7:00 PM

***Note: The time frames assigned to agenda items are estimates for guidance only.
Agenda items may be heard earlier or later than the listed time slot.***

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Council requests that public comments be limited to 3 minutes. When several people wish to speak on the same position on a given item, Council requests they select a spokesperson to state that position.

5. CONSENT AGENDA

The following items on the City Council Agenda are considered routine by the City Manager and shall be approved, adopted, accepted, etc., by motion of the City Council and roll call vote unless the Mayor or a City Council person specifically requests that such item be considered under "Regular Business." In such an event the item shall be removed from the "Consent Agenda" and Council action taken separately on said item in the order appearing on the Agenda. Those items so approved under the heading "Consent Agenda" will appear in the Council Minutes in their proper order.

A. Approval of Bills

B. Approval of Minutes: May 7, 2019

C. Approval of City Council Special Meeting on May 28, 2019

D. Award Bid for Powerline Pedestrian Hybrid Beacon Project and Approve Contract Amendment Between the City of Louisville and Sustainable Traffic Solutions for the Powerline Pedestrian Hybrid Beacon Project

E. Approve Contribution for Boulder County Homeless Services

6. COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA (Council general comments are scheduled at the end of the Agenda.)

7. CITY MANAGER'S REPORT

Citizen Information

If you wish to speak at the City Council meeting, please fill out a sign-up card and present it to the City Clerk.

Persons with disabilities planning to attend the meeting who need sign language interpretation, assisted listening systems, Braille, taped material, or special transportation, should contact the City Manager's Office at 303 335-4533. A forty-eight-hour notice is requested.

City of Louisville

City Council *749 Main Street* *Louisville CO 80027*
303.335.4536 (phone) *303.335.4550 (fax)* *www.LouisvilleCO.gov*

8. REGULAR BUSINESS

- 7:15 – 7:30 PM **A. ORDINANCE NO. 1773, SERIES 2019 – AN ORDINANCE AUTHORIZING THE PAYMENT OF CITY MONEYS FOR THE CITY’S ACQUISITION OF PROPERTY LEGALLY DESCRIBED AS OUTLOT A, DAVIDSON HIGHLINE SUBDIVISION REPLAT 2 – 2nd READING, PUBLIC HEARING (advertised *Daily Camera* 4/12/19)**
- Mayor Opens Public Hearing
 - Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Additional Public Comments
 - Mayor Closes Public Hearing
 - Action
- 7:30 – 8:00 PM **B. RESOLUTION NO. 17, SERIES 2019 – A RESOLUTION REPEALING RESOLUTIONS IMPLEMENTING THE HISTORIC PRESERVATION FUND BY REENACTING INTO A SINGLE RESOLUTION INCORPORATING ALL PREVIOUS RESOLUTIONS, PROVIDING UPDATES FOR THE RECENT BALLOT MEASURE, AND INCREASING CERTAIN INCENTIVES**
- Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Action
- 8:00 – 8:15 PM **C. AWARD BID FOR 2019 WATER MAIN REPLACEMENT**
- Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Action
- 8:15 – 8:30 PM **D. DISCUSSION/DIRECTION/ACTION – PROCEDURE FOR FILING AND PROCESSING A COMPLAINT AGAINST AN APPOINTED OFFICIAL**
- Staff Presentation
 - Public Comments (Please limit to three minutes each)
 - Council Questions & Comments
 - Action

8:30 – 9:00 PM **E. DISCUSSION/DIRECTION/ACTION – ANNUAL EVALUATION PROCESSES FOR APPOINTED OFFICIALS**

i. MUNICIPAL JUDGE, PROSECUTING ATTORNEY, CITY ATTORNEY, AND WATER ATTORNEY

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

ii. CITY MANAGER

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

9:00 – 9:30 PM **F. DISCUSSION/DIRECTION – RECONSIDERATION OF PROCESS TO FILL REVITALIZATION COMMISSION MIDYEAR VACANCIES**

- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Action

9:35 – 9:40 PM **G. ORDINANCE NO. 1774, SERIES 2019 – AN ORDINANCE AMENDING CHAPTER 1.28 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING INCARCERATION OF MUNICIPAL OFFENDERS – 1ST READING, SET PUBLIC HEARING 6/7/19**

- City Attorney Introduction
- Action

9:35 - 9:40 PM **H. ORDINANCE NO. 1775, SERIES 2019 – AN ORDINANCE AMENDING CHAPTER 17.56 OF THE LOUISVILLE MUNICIPAL CODE TO ADOPT UPDATED FLOOD INSURANCE RATE MAPS AND TO ADD PENALTY PROVISIONS FOR VIOLATIONS – 1ST READING, SET PUBLIC HEARING 7/9/19**

- City Attorney Introduction
- Action

- 9. CITY ATTORNEY'S REPORT**
- 10. COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS**
- 11. ADJOURN**

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City of Louisville, CO
DETAIL INVOICE LIST

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CASH ACCOUNT: 001000 101001

WARRANT: 050219 05/02/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14164	ALPINE BANK	#5300177601 SOLAR PANEL L	5,429.18
14164	ALPINE BANK	#5300089001 SOLAR PANEL L	3,986.70
14621	CHAD ROOT	EXPENSE REPORT 4/2-4/25/1	75.40
14697	ISAIAS HUIZAR	EXPENSE REPORT 4/15-4/26/	229.68
99999	CHERYL KELLER	COMMANDER ASSESSMENT SUPP	94.99
99999	KATHRYN AND RON LOSASSO	CLAIM RELEASE 498 EISENHO	224.77
11094	WESTERN DISPOSAL SERVICES	TRASH SERVICE WWTP	1,216.50
7 INVOICES		WARRANT TOTAL	11,257.22

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CASH ACCOUNT: 001000 101001

WARRANT: 050919 05/09/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14154	ALLSTREAM	MAY 19 PHONE CIRCUITS	938.41
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	567.25
13500	JAX INC	WORK BOOTS WASSERMAN	136.00
13500	JAX INC	WORK BOOTS DENNY	95.20
12919	MARK WOZNY	WORK BOOTS WOZNY	129.99
99999	SHARON JONES-TUCK	UTILITY REFUND 212 VULCAN	158.79
99999	FIDELITY NATIONAL TITLE	UTILITY REFUND 382 S ARTH	164.68
99999	FIDELITY NATIONAL TITLE	UTILITY REFUND 382 1/4 S	10.45
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8 INVOICES			WARRANT TOTAL
=====			2,200.77

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CASH ACCOUNT: 001000 101001

WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
190	ACE EQUIPMENT & SUPPLY CO	GUTTER BROOMS	672.00
14121	ACUSHNET COMPANY	Resale Merchandise	127.28
14121	ACUSHNET COMPANY	Resale Merchandise	439.45
14121	ACUSHNET COMPANY	Resale Merchandise	226.89
14121	ACUSHNET COMPANY	Resale Merchandise	181.16
14121	ACUSHNET COMPANY	Merchandise Credit	-324.50
13510	ADI	RV DUMP PROX CARDS	243.60
14547	ADIDAS AMERICA INC	Resale Merchandise	142.26
14547	ADIDAS AMERICA INC	Resale Merchandise	1,176.54
14547	ADIDAS AMERICA INC	Resale Merchandise	157.90
14547	ADIDAS AMERICA INC	Resale Merchandise	109.28
14547	ADIDAS AMERICA INC	Resale Merchandise	43.88
14784	AM LAW LLC	COURT APPOINTED ATTORNEY	119.00
14784	AM LAW LLC	COURT APPOINTED ATTORNEY	445.50
14596	AMERICAN ELEVATOR PROFESSIONAL	Elevator Inspections	2,100.00
13665	ANN LINCOLN	SUMMER READING PROGRAM 6/	250.00
14623	ANOTHER MILESTONE LLC	CONTRACTOR FEES SPORTS CA	525.00
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	19.25
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	92.39
500	BAKER AND TAYLOR	ADULT BOOKS AND MEDIA	23.64
13855	BIG AIR JUMPERS INC	Nite at the Rec Inflatabl	343.50
13855	BIG AIR JUMPERS INC	Nite at the Rec Inflatabl	597.50
11605	BOBCAT OF THE ROCKIES LLC	Sweeper Attachment	3,779.00
640	BOULDER COUNTY	APR 19 BOULDER COUNTY USE	53,506.99
7706	BRANNAN SAND & GRAVEL CO LLC	2019 Asphalt	229.95
12728	BUTTERFLY PAVILION	SUMMER READING PROGRAM 7/	133.80
14403	CALLAWAY GOLF	Merchandise Credit	-1,413.00
14403	CALLAWAY GOLF	Resale Merchandise	3,710.69
14403	CALLAWAY GOLF	Resale Merchandise	1,043.70
14752	CARDNO INC	Water Line Break Void Inv	1,545.00
935	CENTENNIAL PRINTING CO	BUSINESS CARDS HR	126.00
935	CENTENNIAL PRINTING CO	MAGNETIC NAME BADGES HR	42.00
935	CENTENNIAL PRINTING CO	2019 Utility Bill Insert	780.00

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CASH ACCOUNT: 001000 101001

WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10773	CENTRIC ELEVATOR CORP	MAY 19 ELEVATOR MAINT CH	299.11
10773	CENTRIC ELEVATOR CORP	MAY 19 ELEVATOR MAINT RSC	293.64
10773	CENTRIC ELEVATOR CORP	MAY 19 ELEVATOR MAINT LIB	499.62
10773	CENTRIC ELEVATOR CORP	MAY 19 ELEVATOR MAINT PC	274.42
13352	CGRS INC	FUEL LINE LEAK DETECTORS	2,285.33
13964	CHANDLER ASSET MANAGEMENT	APR 19 INVESTMENT FEES	2,331.18
2220	CHEMTRADE CHEMICALS US LLC	Alum Sulfate NWTP	4,514.35
14747	CHUCK HUGHES	SR PICNIC ENTERTAINMENT B	175.00
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	46.39
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	46.39
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	46.39
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	46.39
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	190.29
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	190.29
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	190.29
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	190.29
10813	COLO ASSOC OF CHIEFS OF POLICE	OFFICER SELECTION TEST	1,755.00
8900	COLORADO DEPT OF LABOR & EMPLO	FUEL TANK REGISTRATION #2	35.00
14787	CRITERION PICTURES USA	MOVIE LICENSE THE GREATES	485.00
14680	CWA CONSULTING SERVICES LLC	Local Limits Re-evaluatio	2,315.00
14778	DENISE GARD	SUMMER READING PROGRAM 6/	175.00
13327	DENVER MUSEUM OF NATURE & SCIE	SUMMER READING PROGRAM 7/	270.00
5367	DENVER ZOOLOGICAL FOUNDATION O	SUMMER READING PROGRAM 7/	280.00
13392	DESIGN MECHANICAL INC	POOL SYSTEM REPAIR RSC	557.50
13929	DHE COMPUTER SYSTEMS LLC	Laptops New HR & CMO	3,211.98
13929	DHE COMPUTER SYSTEMS LLC	MONITOR OS	219.57
13929	DHE COMPUTER SYSTEMS LLC	COMPUTER SETUP OS	924.18
13929	DHE COMPUTER SYSTEMS LLC	WIRELESS KEYBOARD MUS	36.99
13929	DHE COMPUTER SYSTEMS LLC	LAPTOP BATTERY	75.00
13929	DHE COMPUTER SYSTEMS LLC	WORKSTATION SETUP MUS	904.18
12392	DOOR TO DOOR PROMOTIONS	UNIFORMS OS	394.79
12392	DOOR TO DOOR PROMOTIONS	UNIFORMS PARKS STAFF	2,268.81
13009	EIDE BAILLY LLP	2018 AUDIT PROGRESS BILLI	26,105.00

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CASH ACCOUNT: 001000 101001

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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
12924	ELC PHOTOGRAPHY	Website Redesign Photos	4,500.00
13196	ESRI INC	ARCGIS BUSINESS ANALYST W	521.39
14414	EXPLORATION UNIVERSE	SUMMER READING PROGRAM 6/	200.00
14782	FACE FIESTA INC	TEEN PROGRAM 6/12/19	250.00
6761	FARIS MACHINERY CO	PARTS UNIT 3425	8.54
14606	FEHR AND PEERS	SBR Feasibility Study	15,629.48
13615	FELSBURG HOLT & ULLEVIG INC	Quiet Zone Design and CM	1,315.85
13615	FELSBURG HOLT & ULLEVIG INC	Quiet Zone Design and CM	3,877.52
14137	GEAR FOR SPORTS INC	Resale Merchandise	688.14
14137	GEAR FOR SPORTS INC	Resale Merchandise	657.06
6847	GENERAL AIR SERVICE & SUPPLY	CYLINDER RENTAL OPS	78.00
13069	GLACIER CONSTRUCTION CO INC	HBWTP Upgrade Project	86,855.65
13347	GLOBAL EQUIPMENT COMPANY INC	SAFETY GLASSES FM	49.79
13347	GLOBAL EQUIPMENT COMPANY INC	ALARM BATTERIES CS	117.76
14576	GREEN LANDSCAPE SOLUTIONS LLC	Landscape Maint Front St	550.00
14176	IMS INFRASTRUCTURE MANAGEMENT	2018 Pavement Management	1,908.75
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT OFFICE OS	268.81
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT OFFICE	806.43
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT OFFICE FLEET	268.81
13280	INSIGHT PUBLIC SECTOR INC	SCADA MICROSOFT RDS LICEN	866.00
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT OFFICE MUS	537.64
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT OFFICE PARKS	268.81
14719	INTECONNECT INC	RV DUMP DOOR CONTROLLER	884.70
13471	INTEGRATED CONTROL SYSTEMS INC	HVAC SERVICE RSC	935.00
10772	INTEGRATED SAFETY SERVICES LLC	SPRINKLER SYSTEM SERVICE	1,567.60
14048	INTERFACE COMMUNICATIONS COMPA	SURVEILLANCE WIRING/CABLI	2,465.02
14048	INTERFACE COMMUNICATIONS COMPA	Security Camera Cable Ins	4,803.48
9761	INTERMOUNTAIN SWEEPER CO	REPAIR UNIT 3260	475.12
13778	INVISION GIS LLC	GIS & AM Implementation S	3,073.75
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00

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CASH ACCOUNT: 001000 101001

WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13817	ISRAEL ALVARADO	DJ Services for Nite at t	300.00
14779	JASON DENNIS ROGERS	SUMMER READING PROGRAM 5/	150.00
14239	JC GOLF ACCESSORIES	Resale Merchandise	215.46
14239	JC GOLF ACCESSORIES	Resale Merchandise	106.14
13351	JO ANN HARRER	TEEN PROGRAM 7/10/19	192.00
11289	JVA INC	Raw Water Lowering	1,400.00
2360	KELLY PC	APR 19 LEGAL SERVICES	44,976.55
9986	KORN'S LAMP LIGHTING INC	2019 Ballfield Lighting M	4,226.00
14543	KUBWATER RESOURCES INC	WWTP Polymer	13,370.56
13934	LALLEMAND SPECIALITIES INC	TREE INSECTICIDE	2,023.50
13782	LEXISNEXIS RISK DATA MANAGEMEN	INFORMATION SEARCHES PD	189.50
13692	LIGHTNING MOBILE SERVICES LLC	CLEAN STAIRWELLS/ELEVATOR	250.00
13692	LIGHTNING MOBILE SERVICES LLC	CLEAN SIDEWALKS/PLAZA	750.00
13692	LIGHTNING MOBILE SERVICES LLC	SWEEP PARKING GARAGE	320.00
13692	LIGHTNING MOBILE SERVICES LLC	CLEAN NORTH PARKING LOT	350.00
13692	LIGHTNING MOBILE SERVICES LLC	CLEAN PARKING GARAGE	1,000.00
9087	LORIS AND ASSOCIATES INC	SH 42 Underpass Design	3,710.00
9087	LORIS AND ASSOCIATES INC	SH 42 Underpass Design	4,592.50
5432	LOUISVILLE FIRE PROTECTION DIS	APR 19 FIRE DISTRICT FEES	10,665.00
14071	MARY RITTER	CONTRACTOR FEES 13904-4	886.20
14071	MARY RITTER	CONTRACTOR FEES 13905-4	226.80
14780	MIKE SCHNEIDER	SUMMER READING PROGRAM 7/	350.00
14264	THE MILLIBO ART THEATRE	SUMMER READING PROGRAM 6/	350.00
14768	MOJOS CLEANING SERVICES INC	MAY 19 JANITORIAL SERVICE	31,590.00
6168	MOTION & FLOW CONTROL PRODUCTS	PARTS UNIT 3405	137.69
11061	MOUNTAIN PEAK CONTROLS INC	REUSE SCADA PROGRAMMING	1,687.50
2046	MOUNTAIN STATES IMAGING LLC	DOCUMENT STORAGE FEES PD	63.00
9668	MUNICIPAL CODE CORPORATION	MUNICIPAL CODE 70	281.10
14648	OCCUPATIONAL HEALTH CENTERS OF	PHYSICALS	850.00

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CASH ACCOUNT: 001000 101001

WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14090	OCX NETWORK CONSULTANTS LLC	MITEL IP PHONE AND LICENS	356.49
14090	OCX NETWORK CONSULTANTS LLC	MITEL IP PHONE AND LICENS	356.49
99999	DILLON LANNERS	ACTIVITY REFUND	145.00
99999	BEVTECH INC	DUPLICATE SALES TAX LICEN	25.00
99999	COLUMBINE ROOFING LLC	PERMIT REFUND 655 LILAC C	389.43
99999	DOLPHIN SWIM SKIN INC	FALL FESTIVAL VENDOR FEE	25.00
99999	SHI-II LOUISVILLE ALF LLC	EXTERIOR LIGHTING DEFERME	7,245.00
13986	OPEN MEDIA FOUNDATION	MAY 19 WEB STREAM SERVICE	500.00
13927	PEARL IZUMI USA INC	BUSINESS ASSISTANCE REBAT	51.00
14554	PERKINS + WILL INC	RSC EXPANSION DESIGN SERV	11,477.32
14734	PETER B ISHERWOOD CONSTRUCTION	ELECTRICAL WORK CH REMODE	2,343.95
14144	PING INC	Resale Merchandise	786.70
700	PRAIRIE MOUNTAIN MEDIA	Rec Center Catalog Printi	6,360.00
700	PRAIRIE MOUNTAIN MEDIA	Rec Center Catalog Distri	600.00
14160	PRECISE MRM LLC	GPS SOFTWARE & POOLED DAT	238.69
10883	PROCESS CONTROL DYNAMICS INC	KEPWARE LICENSE RENEWAL	998.00
14394	PROS PLUS LLC	ADULT SOCCER & SOFTBALL O	231.50
13893	REBECCA TSUI	CONTRACTOR FEES TAI CHI	1,302.70
6500	RECORDED BOOKS LLC	ADULT BOOKS AND MEDIA	111.37
670	RESOURCE CENTRAL	Slow the Flow Program	3,450.00
14785	RICHARD BLAKE	SUMMER READING PROGRAM 6/	249.00
14785	RICHARD BLAKE	SUMMER READING PROGRAM 7/	175.00
13419	ROADSAFE TRAFFIC SYSTEMS CORP	SENIOR PARKING SIGNS RSC	276.00
13695	ROCKY MOUNTAIN PUMP & CONTROLS	Irrigation Pump Station V	3,298.00
4160	SAFE SYSTEMS INC	FIRE ALARM MONITORING LIB	243.78
13644	SCHULTZ INDUSTRIES INC	2019 Landscape Maintenanc	22,760.94
14612	SOME LIKE IT GREEN	MAY 19 PLANT SERVICE	80.00
14786	SPACE FARMER PRODUCTIONS LLC	OUTDOOR MOVIE PRODUCTION	1,275.00

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CASH ACCOUNT: 001000 101001

WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14744	STANDARD CONCRETE INC	2019 Concrete Contract	125,694.26
13673	STERLING TALENT SOLUTIONS	BACKGROUND CHECKS	1,343.61
1201	SUPPLYWORKS	JANITORIAL SUPPLIES LIB	122.32
13399	SUSTAINABLE TRAFFIC SOLUTIONS	Dillon Signal Design	4,264.50
13399	SUSTAINABLE TRAFFIC SOLUTIONS	SHORT ST DESIGN ADDENDUM	472.50
14551	SWANNIES GOLF APPAREL CO	Resale Merchandise	1,635.00
14276	SWEET SPOT CAFE LLC	COUPLES SCRAMBLE 4/26/19	952.00
14276	SWEET SPOT CAFE LLC	MEMBER APPRECIATION DAY 4	203.00
4100	TERMINIX	PEST CONTROL WTPS	138.00
7917	THE AQUEOUS SOLUTION INC	POOL CHEMICALS	708.14
7917	THE AQUEOUS SOLUTION INC	POOL PARTS	60.68
14781	THE CHILDRENS MUSEUM OF DENVER	SUMMER READING PROGRAM 7/	200.00
14729	THE PURPLE PIANO LLC	CONTRACTOR FEES 12200-2	44.10
14682	THE RMH GROUP INC	HVAC DESIGN HBWTP	1,125.00
14330	THE WALKER LAW FIRM, PC	COURT APPOINTED ATTORNEY	88.00
14330	THE WALKER LAW FIRM, PC	COURT APPOINTED ATTORNEY	824.00
14353	TRANSPARENT INFORMATION SERVIC	BACKGROUND CHECKS	148.20
4765	UNCC	APR 19 LOCATES #48760	539.60
13426	UNIQUE MANAGEMENT SERVICES INC	COLLECTION SERVICES	98.45
11473	UNITED RENTALS (NORTH AMERICA)	EXCAVATION & CONFINED SPA	1,050.00
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL ANNETTE BRA	109.16
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL HERITAGE PA	124.11
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL MEMORY SQUA	109.16
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL PIRATES PAR	109.16
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL COTTONWOOD	183.85
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CLEO MUDROC	173.52
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL ENRIETTO PA	117.11
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL LSVL ELEMEN	117.11
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL NORTH END	117.11
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CEMETERY	117.11
6509	USA BLUEBOOK	PH BUFFER WTP	252.22
6509	USA BLUEBOOK	DRUM LEVEL SENSOR SWTP	225.07

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CASH ACCOUNT: 001000 101001 WARRANT: 052119 05/21/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14446	VECTOR DISEASE CONTROL	2019 Mosquito Control Ser	1,706.66
13851	VELOCITY PLANT SERVICES LLC	Leak Seal Replacement HBW	6,200.00
4900	VRANESH AND RAISCH LLP	APR 19 WINDY GAP LEGAL SE	437.10
11053	WATER TECHNOLOGY GROUP	CONTROL PANEL NWTP	2,045.00
14247	WEAVERS DIVE AND TRAVEL CENTER	CONTRACTOR FEES SCUBA	280.00
14373	WEIFIELD GROUP CONTRACTING INC	VAULT POWER REPAIR NWTP	1,063.08
14373	WEIFIELD GROUP CONTRACTING INC	FAN SWITCH REPAIR SWTP	726.84
14102	WELLS FARGO FINANCIAL LEASING	GOLF EQUIPMENT LEASE	13,814.14
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	292.01
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	56.13
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES PC	206.79
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES PC	41.53
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES RSC	2,332.92
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES MUS	92.49
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES LIB	41.53
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES LIB	162.76
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CH	236.85
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES AC	142.39
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES NWTP	218.06
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES WWTP	50.81
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES WWTP	41.53
14216	WHOLESALE SPECIALTIES	Lower Pond Pump	2,716.00
5115	WL CONTRACTORS INC	Apr 19 Traffic Signal Mai	7,350.65
10884	WORD OF MOUTH CATERING INC	SR MEAL PROGRAM 4/29-5/10	2,488.00
13790	ZAYO GROUP LLC	MAY 19 INTERNET SERVICE	783.00
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210 INVOICES			WARRANT TOTAL
=====			633,110.30
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CITY OF LOUISVILLE
PURCHASE CARD SUMMARY
STATEMENT PERIOD 03/21/19 - 04/18/19

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
1000BULBS.COM	800-624-4488	PHIL LIND	FACILITIES	03/20/2019	69.95
210 TYLER BUSINESS FOR	914-345-6216	DIANE M KREAGER	FINANCE	04/02/2019	60.00
360 WATER INC	6142943600	VICKIE ILKO	OPERATIONS	04/10/2019	150.00
4 RIVERS EQUIPMENT	GREELEY	MASON THOMPSON	OPERATIONS	04/17/2019	46.11
4IMPRINT	877-4467746	KATIE BEASLEY	REC CENTER	03/29/2019	462.75
4TE*ALARM FUNDING ASSO	WEST CHESTER	JORGE CALDERON	FACILITIES	04/10/2019	329.45
ABADAK TARP CANOPY	800-838-3057	DAVID BARIL	GOLF COURSE	04/12/2019	57.12
ABADAK TARP CANOPY	800-838-3057	DAVID BARIL	GOLF COURSE	03/30/2019	31.42
ACZ LABORATORIES, INC	STEAMBOAT SPR	JUSTIN ELKINS	WASTEWATER	03/25/2019	285.60
ACZ LABORATORIES, INC	STEAMBOAT SPR	JUSTIN ELKINS	WASTEWATER	03/25/2019	129.10
AIRGAS CENTRAL	TULSA	MASON THOMPSON	OPERATIONS	04/11/2019	214.11
AIRGAS CENTRAL	TULSA	MICHAEL CLEVELAND	OPERATIONS	04/05/2019	280.17
AJUUA S JUNIOR	JOHNSTOWN	BRIAN GARDUNO	OPERATIONS	03/28/2019	43.72
ALARM PROCESSING CENTE	6308446300	JIM GILBERT	PARKS	04/01/2019	139.05
ALLCABLE	DENVER	MARC DENNY	WASTEWATER	04/09/2019	240.00
ALLDATA CORP #8601	ELK GROVE	MASON THOMPSON	OPERATIONS	04/01/2019	125.00
ALLPARTITIONS	2484358526	JAMES VAUGHAN	REC CENTER	03/20/2019	151.18
AMAZON.COM AMZN.COM/BI	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/06/2019	-.02
AMAZON.COM*MW21G2DY2 A	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/04/2019	21.57
AMAZON.COM*MW2MM6VW0 A	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	04/09/2019	85.29
AMAZON.COM*MW2NW3KM1 A	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	04/03/2019	37.78
AMAZON.COM*MZ8EK0E51 A	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	04/16/2019	58.99
AMAZON.COM*MZ9Z31E11 A	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/16/2019	78.90
AMERICAN ASSOCIATION F	NASHVILLE	BRIDGET BACON	LIBRARY	04/16/2019	118.00
AMERICAN LIBRARY ASSN	866-746-7252	REBECCA CAMPBELL	LIBRARY	04/11/2019	351.00
AMERICAN RED CROSS	800-733-2767	MARC DENNY	WASTEWATER	03/26/2019	30.00
AMZN MKTP US*MW1528SK0	AMZN.COM/BILL	JEN KENNEY	POLICE	04/04/2019	21.98
AMZN MKTP US*MW3LL2IO2	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	04/09/2019	69.92
AMZN MKTP US*MZ1E27CY2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/13/2019	20.89
AMZN MKTP US*MW08B91L2	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/27/2019	4.70
AMZN MKTP US*MW0S03PI1	AMZN.COM/BILL	JAMES VAUGHAN	REC CENTER	03/22/2019	50.84
AMZN MKTP US*MW0YA37V1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/04/2019	21.07
AMZN MKTP US*MW1EQ6KK1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/03/2019	93.82
AMZN MKTP US*MW1LD4UV1	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/04/2019	117.96
AMZN MKTP US*MW1RZ8ML0	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/27/2019	11.99
AMZN MKTP US*MW1XT3KN1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/02/2019	31.81
AMZN MKTP US*MW2P93WQ0	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/09/2019	69.96
AMZN MKTP US*MW2QH1740	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/06/2019	7.61

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
AMZN MKTP US*MW3DE8R70	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	04/09/2019	50.78
AMZN MKTP US*MW4MP4R80	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/09/2019	17.95
AMZN MKTP US*MW4N16DF1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	03/31/2019	72.55
AMZN MKTP US*MW4T00LX2	AMZN.COM/BILL	JAMES VAUGHAN	REC CENTER	03/20/2019	15.99
AMZN MKTP US*MW4TK4E02	AMZN.COM/BILL	DRUSILLA TIEBEN	PARKS	03/26/2019	280.62
AMZN MKTP US*MW4VN9ZL2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/21/2019	67.98
AMZN MKTP US*MW51V9171	AMZN.COM/BILL	CHERYL KELLER	POLICE	03/21/2019	43.38
AMZN MKTP US*MW5594KI1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/02/2019	3.38
AMZN MKTP US*MW5CC36D2	AMZN.COM/BILL	JESSE DEGRAW	REC CENTER	04/04/2019	10.00
AMZN MKTP US*MW5W923O2	AMZN.COM/BILL	JAMES VAUGHAN	REC CENTER	03/22/2019	4.99
AMZN MKTP US*MW5WO6QI2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/03/2019	76.08
AMZN MKTP US*MW6R01BS1	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	03/28/2019	24.61
AMZN MKTP US*MW6YD2YE2	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/12/2019	797.99
AMZN MKTP US*MW6Z10V90	AMZN.COM/BILL	REMY RODRIGUES	IT	03/26/2019	242.01
AMZN MKTP US*MW76V2E72	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/25/2019	28.56
AMZN MKTP US*MW7E665L0	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/29/2019	449.90
AMZN MKTP US*MW7WI42D0	AMZN.COM/BILL	JAMES VAUGHAN	REC CENTER	04/04/2019	27.06
AMZN MKTP US*MW8K02Q00	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/02/2019	50.22
AMZN MKTP US*MW8U44EL0	AMZN.COM/BILL	PAMELA LEMON	REC CENTER	03/20/2019	69.65
AMZN MKTP US*MW9B88282	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/06/2019	163.76
AMZN MKTP US*MW9BB2QZ2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/03/2019	28.96
AMZN MKTP US*MW9X506E0	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/03/2019	277.42
AMZN MKTP US*MZ1IG1EG1	AMZN.COM/BILL	ERICA BERZINS	POLICE	04/16/2019	38.51
AMZN MKTP US*MZ31L0TP1	AMZN.COM/BILL	JULIE SEYDEL	REC CENTER	04/15/2019	106.52
AMZN MKTP US*MZ3PP6ND2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/17/2019	73.92
AMZN MKTP US*MZ3SV5FZ1	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	04/11/2019	14.94
AMZN MKTP US*MZ4L14ZO2	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/16/2019	145.38
AMZN MKTP US*MZ4TD9C91	AMZN.COM/BILL	AMANDA PERERA	REC CENTER	04/09/2019	30.49
AMZN MKTP US*MZ69N73Z0	AMZN.COM/BILL	ERICA BERZINS	POLICE	04/16/2019	67.74
AMZN MKTP US*MZ7VX5031	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/17/2019	73.91
AMZN MKTP US*MZ8805ES1	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/17/2019	156.78
AMZN MKTP US*MZ8LM3FT0	AMZN.COM/BILL	JEN KENNEY	POLICE	04/12/2019	13.50
AMZN MKTP US*MZ9M34F11	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/09/2019	12.44
AMZN MKTP US*MZ9MO4OLO	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	04/11/2019	39.76
APL*APPLE ONLINE STORE	800-676-2775	GINGER CROSS	GOLF COURSE	04/05/2019	3.61
APL*APPLE ONLINE STORE	800-676-2775	GINGER CROSS	GOLF COURSE	04/05/2019	99.00
ARAMARK UNIFORM	800-504-0328	JULIE SEYDEL	REC CENTER	04/09/2019	366.08
ARC*SERVICES/TRAINING	800-733-2767	DANIEL BIDLEMEN	REC CENTER	04/08/2019	114.00
ARC*SERVICES/TRAINING	800-733-2767	DANIEL BIDLEMEN	REC CENTER	04/08/2019	150.00
ARC*SERVICES/TRAINING	800-733-2767	JOANN MARQUES	REC CENTER	04/01/2019	228.00
ARC*SERVICES/TRAINING	800-733-2767	DANIEL BIDLEMEN	REC CENTER	03/21/2019	22.00
ARROW STAGE LINES QPS	402-7311900	KATIE TOFTE	REC CENTER	04/03/2019	623.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
ARROW STAGE LINES QPS	402-7311900	KATHY MARTIN	REC CENTER	03/22/2019	1,045.00
ARROWHEAD AWARDS	BOULDER	KERRY KRAMER	PARKS	04/11/2019	162.00
AUSTIN CHIROPRACTIC	LOUISVILLE	PATRICIA MORGAN	REC CENTER	03/25/2019	-75.00
AMAZON.COM	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/04/2019	-.03
AMAZON.COM	AMZN.COM/BILL	CONNOR POWERS	GOLF COURSE	04/04/2019	-49.68
AMAZON.COM*MW11Y47Y0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/07/2019	17.96
AMAZON.COM*MW1BO0N22	AMZN.COM/BILL	CONNOR POWERS	GOLF COURSE	03/21/2019	49.68
AMAZON.COM*MW2SH1Z22	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/21/2019	31.03
AMAZON.COM*MW31R8BN1	AMZN.COM/BILL	CONNOR POWERS	GOLF COURSE	03/28/2019	36.35
AMAZON.COM*MW3N69VG2	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/30/2019	28.98
AMAZON.COM*MW3XG8QH1	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/30/2019	65.72
AMAZON.COM*MW5JK2P22	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/28/2019	102.44
AMAZON.COM*MW6IR0ES0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	03/21/2019	12.89
AMAZON.COM*MW6SI7GM1	AMZN.COM/BILL	TERRELL PHILLIPS	WATER	03/24/2019	31.48
AMAZON.COM*MW6UP4070	AMZN.COM/BILL	KERRY HOLLE	PUBLIC WORKS	03/21/2019	349.00
AMAZON.COM*MW7UP3D92	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/04/2019	17.99
AMAZON.COM*MW91V0MD2	AMZN.COM/BILL	CONNOR POWERS	GOLF COURSE	03/30/2019	48.76
AMAZON.COM*MW96836F0	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/02/2019	200.99
AMAZON.COM*MW96I88Y2	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/02/2019	44.88
AMAZON.COM*MW9FJ58C1	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	03/28/2019	92.93
AMAZON.COM*MZ0RB8T10	AMZN.COM/BILL	PATRICIA MORGAN	REC CENTER	04/17/2019	163.74
AMAZON.COM*MZ3LI0C50	AMZN.COM/BILL	JILL SIEWERT	LIBRARY	04/11/2019	16.56
AMAZON.COM*MZ7XS6ZL2	AMZN.COM/BILL	ELIZABETH SCHETTLER	PLANNING	04/17/2019	84.79
BART SFIA	SAN FRANCISCO	ROBERT ZUCCARO	PLANNING	04/12/2019	20.00
BATTERIES PLUS - #0777	LAFAYETTE	MARC DENNY	WASTEWATER	04/02/2019	107.95
BEST BUY 00010314	BOULDER	RANDY DEWITZ	BUILDING SAFETY	03/30/2019	88.97
BK TIRE	FREDERICK	MASON THOMPSON	OPERATIONS	03/26/2019	767.08
BK TIRE	FREDERICK	MASON THOMPSON	OPERATIONS	03/25/2019	405.56
BK TIRE	FREDERICK	MASON THOMPSON	OPERATIONS	03/19/2019	532.08
BK TIRE	FREDERICK	MASON THOMPSON	OPERATIONS	03/19/2019	201.18
BLACKJACK PIZZA OF LOU	LOUISVILLE	PEGGY JONES	REC CENTER	04/06/2019	98.90
BLACKJACK PIZZA OF LOU	LOUISVILLE	PEGGY JONES	REC CENTER	03/23/2019	69.43
BLDR PRKNG-OUT BNDS	BOULDER	ROBERT ZUCCARO	PLANNING	04/11/2019	3.75
BROADMOOR HOTEL	COLORADO SPRI	KATIE TOFTE	REC CENTER	03/28/2019	255.00
BUDGET RENT-A-CAR	MIAMI	AARON DEJONG	CITY MANAGER	04/16/2019	29.73
BUFFALO BRAND SEED LLC	GREELEY	DAVID DEAN	GOLF COURSE	04/08/2019	581.25
BUGSANDBEYOND.NET	3037461129	TRACY OKSANEN	GOLF COURSE	03/25/2019	50.00
BUILDASIGN.COM	800-330-9622	GINGER CROSS	GOLF COURSE	03/20/2019	-12.84
CANTNBREAKTIME79052171	DENVER	JULIE SEYDEL	REC CENTER	03/26/2019	109.98
CBI ONLINE	8008820757	LESLIE RINGER	HUMAN RESOURCES	04/05/2019	6.85
CBI ONLINE	8008820757	LESLIE RINGER	HUMAN RESOURCES	04/05/2019	6.85
CENTENNIAL PRINTING CO	303-6650388	ERIN OWEN	LIBRARY	04/01/2019	29.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
CENTENNIAL PRINTING CO	303-6650388	THOMAS CZAJKA	OPERATIONS	03/25/2019	317.00
CENTENNIAL PRINTING CO	303-6650388	JIM GILBERT	PARKS	03/20/2019	62.00
CENTURYLINK/SPEEDPAY	800-244-1111	DIANE M KREAGER	FINANCE	04/02/2019	2,037.12
CO EVENT REGISTRATION	3035343468	JOHN BROOKS	POLICE	04/16/2019	128.58
CO EVENT REGISTRATION	3035343468	JOHN BROOKS	POLICE	04/16/2019	128.58
CO EVENT REGISTRATION	3035343468	ANDY SQUIRES	IT	04/12/2019	123.45
COGENT	816-221-0650	JUSTIN ELKINS	WASTEWATER	03/29/2019	40.00
COLORADO ASSOCIATION O	303-4636400	REBECCA CAMPBELL	LIBRARY	04/01/2019	95.00
COLORADO MUNICIPAL LEA	303-8316411	EMILY KROPF	CITY MANAGER	04/09/2019	15.00
COLORADO MUNICIPAL LEA	303-8316411	MEGAN DAVIS	CITY MANAGER	03/28/2019	301.00
COLORADO PARKS AND REC	WHEAT RIDGE	AMANDA PERERA	REC CENTER	04/01/2019	495.00
COMCAST CABLE COMM	800-COMCAST	KATHERINE ZOSS	CITY MANAGER	04/13/2019	109.95
COMCAST DENVER CS 1X	800-266-2278	JIM GILBERT	PARKS	04/06/2019	293.48
COMCAST DENVER CS 1X	800-266-2278	JILL SIEWERT	LIBRARY	04/06/2019	368.39
COMCAST DENVER CS 1X	800-266-2278	DIANE M KREAGER	FINANCE	04/02/2019	33.93
COMMERCIAL INDUSTRIAL	ROCK HILL	DAVID BARIL	GOLF COURSE	04/13/2019	71.13
CONOCO - UNITED PACIFI	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/17/2019	13.66
CONOCO - UNITED PACIFI	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/17/2019	20.98
CPS DISTINCWSTMNSTR251	WESTMINSTER	DAVID ALDERS	PARKS	03/26/2019	24.31
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	25.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	25.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	25.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	45.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	45.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	45.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	45.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	45.00
CRAIGSLIST.ORG	4153995200	KIRSTIE AMBROSE-HARLEY	HUMAN RESOURCES	04/13/2019	25.00
CVENT* COLORADO GFOA	7032263500	PENNEY BOLTE	SALES TAX	03/21/2019	-75.00
CVENT* COLORADO GFOA	7032263500	PENNEY BOLTE	SALES TAX	03/21/2019	-75.00
DAILY CAMERA	3034443444	CHERYL KELLER	POLICE	03/25/2019	13.89
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/16/2019	25.03
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	04/16/2019	932.27
DBC IRRIGATION SUPPLY	BROOMFIELD	DAVID ALDERS	PARKS	04/12/2019	426.51
DBC IRRIGATION SUPPLY	BROOMFIELD	MATT LOOMIS	PARKS	04/03/2019	98.79
DBC IRRIGATION SUPPLY	BROOMFIELD	AARON GRANT	PARKS	03/29/2019	12.40
DENCOL SUPPLY COMPANY	DENVER	PHIL LIND	FACILITIES	03/21/2019	28.70
DENVER 1223 SHERMAN ST	303-2978912	EMILY KROPF	CITY MANAGER	03/22/2019	8.00
DENVER POST CIRCULATIO	3038323232	DAWN BURGESS	CITY MANAGER	04/03/2019	.99
DENVER WIRE ROPE AND S	303-3775166	BRIAN GARDUNO	OPERATIONS	04/02/2019	783.82
DIA PARKING OPERATIONS	DENVER	ROBERT ZUCCARO	PLANNING	04/15/2019	48.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
DRONEINSURANCE #7	7272016718	KURT KOWAR	PUBLIC WORKS	04/01/2019	10.48
DSS*ACHIEVMNTPRODUCTS	800-482-5846	LANA FAUVER	REC CENTER	04/05/2019	76.61
DTV*DIRECTV SERVICE	800-347-3288	DAVID BARIL	GOLF COURSE	04/11/2019	275.96
E 470 EXPRESS TOLLS	303-5373470	DIANE M KREAGER	FINANCE	04/01/2019	40.40
EARL S SAW SHOP	BOULDER	CONNOR POWERS	GOLF COURSE	03/25/2019	130.40
EARL S SAW SHOP	BOULDER	CONNOR POWERS	GOLF COURSE	03/25/2019	16.40
EB 2019 BOULDER COUNT	8014137200	DAWN BURGESS	CITY MANAGER	04/11/2019	120.00
EB PSCS RADIO SUMMIT	8014137200	CHERYL KELLER	POLICE	04/17/2019	28.16
EB PSCS RADIO SUMMIT	8014137200	JEFFREY FISHER	POLICE	04/10/2019	112.64
EB THIRD SUSTAINABLE	8014137200	ROBERT ZUCCARO	PLANNING	04/02/2019	102.42
EB THIRD SUSTAINABLE	8014137200	MEGAN DAVIS	CITY MANAGER	03/29/2019	102.42
ECONOCRAFTS/GUILDCRAFT	718-431-9300	KIM CONTINI	REC CENTER	04/15/2019	357.58
EREPLACEMENTPARTS.COM	866-3229842	KERRY KRAMER	PARKS	03/25/2019	10.08
FASTENAL COMPANY01	LOUISVILLE	IAN HARPER	OPERATIONS	04/15/2019	50.85
FASTENAL COMPANY01	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/04/2019	9.10
FASTENAL COMPANY01	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/04/2019	84.88
FASTENAL COMPANY01	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/04/2019	1.21
FASTENAL COMPANY01	LOUISVILLE	THOMAS CZAJKA	OPERATIONS	04/01/2019	-149.83
FASTENAL COMPANY01	LOUISVILLE	THOMAS CZAJKA	OPERATIONS	03/27/2019	240.30
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	04/05/2019	64.00
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	04/05/2019	219.45
FIRST CHOICE-BOYER S C	303-9649400	DAWN BURGESS	CITY MANAGER	04/05/2019	216.75
FORMS FULFILLMENT CENT	914-345-6216	DIANE M KREAGER	FINANCE	03/27/2019	281.10
FASTSIGNS OF BOULDER	BOULDER	GREG VENETTE	WATER	04/11/2019	47.00
GAN*USATODAYCIRC	888-426-0491	JILL SIEWERT	LIBRARY	04/10/2019	321.19
GATORS CROC & ROC	DALLAS	CHRISTOPHER NEVES	IT	04/07/2019	54.00
GENERAL AIR SERVICE &	7203419437	JUSTIN ELKINS	WASTEWATER	04/02/2019	38.66
GEORGE T SANDERS 09	LOUISVILLE	PHIL LIND	FACILITIES	03/26/2019	16.12
GIH*GLOBALINDUSTRIALEQ	800-645-2986	VICKIE ILKO	OPERATIONS	03/22/2019	857.62
GLENS GARAGE	LAKESWOOD	CONNOR POWERS	GOLF COURSE	04/06/2019	125.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	04/12/2019	150.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	04/05/2019	440.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	04/01/2019	425.00
GOVERNMENT FINANCE OFF	CHICAGO	DIANE M KREAGER	FINANCE	03/28/2019	85.00
GPS CITY	702-990-5600	DAVID ALDERS	PARKS	03/22/2019	98.93
GRAINGER	877-2022594	MARC DENNY	WASTEWATER	04/04/2019	8.26
GRAINGER	877-2022594	ANTHONY POHL	REC CENTER	03/29/2019	251.86
GRAINGER	877-2022594	ERIK SWIATEK	PARKS	03/28/2019	512.34
GRAINGER	877-2022594	MICHAEL TOWERS	PARKS	03/27/2019	345.40
GRAINGER	877-2022594	ANTHONY POHL	REC CENTER	03/26/2019	201.74
GREEN CO2 SYSTEMS	FORT COLLINS	PAUL BORTH	REC CENTER	04/08/2019	822.82
GREEN SPOT INC	LONGMONT	CHRIS LICHTY	PARKS	04/17/2019	773.00

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
HACH COMPANY	LOVELAND	MARC DENNY	WASTEWATER	04/11/2019	293.21
HARVARD*BUSINESS REVIE	WWW.HBR.ORG	DAWN BURGESS	CITY MANAGER	04/11/2019	125.98
HDD SUN ENTERPRISES IN	THORNTON	MASON THOMPSON	OPERATIONS	03/25/2019	7.52
HOMEDEPOT.COM	800-430-3376	VICKIE ILKO	OPERATIONS	04/08/2019	299.00
HOMEDEPOT.COM	800-430-3376	JORGE CALDERON	FACILITIES	03/27/2019	122.74
HOTEL ABRI CA	SAN FRANCISCO	ROBERT ZUCCARO	PLANNING	04/14/2019	533.92
HUDSONNEWS ST1121	IRVING	ANDY SQUIRES	IT	04/10/2019	5.59
HYDRO FIT INC	5414841443	JAMES VAUGHAN	REC CENTER	04/16/2019	161.28
IBI - SUPPLYWORKS #225	8565333261	PATRICIA MORGAN	REC CENTER	03/27/2019	252.59
IBI - SUPPLYWORKS #225	8565333261	ERIK SWIATEK	PARKS	03/25/2019	356.88
ICSC	NEW YORK	AARON DEJONG	CITY MANAGER	03/27/2019	1,980.00
INDUSTRIAL PARTS & ELE	MEMPHIS	MARC DENNY	WASTEWATER	04/11/2019	-726.64
INDUSTRIAL PARTS & ELE	MEMPHIS	MARC DENNY	WASTEWATER	03/28/2019	988.44
INT'L CODE COUNCIL INC	888-422-7233	ELIZABETH SCHESSLER	PLANNING	03/27/2019	130.00
INT*IN *1-2-1 MARKETIN	407-3954701	DAVID BARIL	GOLF COURSE	04/02/2019	199.00
INT*IN *ARROWHEAD SCIE	913-8948388	ERICA BERZINS	POLICE	04/15/2019	127.40
INT*IN *CEM SALES & SE	303-7629470	JAMES VAUGHAN	REC CENTER	03/21/2019	487.84
INT*IN *CLEAN DESIGNS,	303-9698288	KATHY MARTIN	REC CENTER	04/15/2019	1,239.57
INT*IN *CLEAN DESIGNS,	303-9698288	KATHY MARTIN	REC CENTER	03/20/2019	1,875.00
INT*IN *GALLUS GOLF LL	858-3664584	DAVID BARIL	GOLF COURSE	03/20/2019	850.00
INT*IN *KAISER LOCK &	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/17/2019	10.50
INT*IN *KAISER LOCK &	LOUISVILLE	ANTHONY POHL	REC CENTER	03/26/2019	25.00
INT*IN *PAR WEST TURF	714-8931555	DAVID DEAN	GOLF COURSE	04/05/2019	279.64
INT*IN *VAN GO AUTO GL	303-4641500	MASON THOMPSON	OPERATIONS	04/10/2019	230.00
INTERNATIONAL INSTITUT	909-9444162	MEREDYTH MUTH	CITY MANAGER	04/02/2019	210.00
INTL SOC ARBORICULTURE	217-355-9411	CHRIS LICHTY	PARKS	04/10/2019	230.00
INTUIT *IN *BIOBAG USA	727-7891646	ERIK SWIATEK	PARKS	04/01/2019	822.00
INSTANT IMPRINTS LOUIS	LOUISVILLE	KATHY MARTIN	REC CENTER	04/10/2019	101.70
INSTANT IMPRINTS LOUIS	LOUISVILLE	MICHAEL CLEVELAND	OPERATIONS	04/10/2019	71.46
INSTANT IMPRINTS LOUIS	LOUISVILLE	KATIE TOFTE	REC CENTER	04/09/2019	727.50
INSTANT IMPRINTS LOUIS	LOUISVILLE	DAVID ALDERS	PARKS	03/26/2019	149.75
JANIE S CAFE	LONGMONT	DAVID D HAYES	POLICE	03/29/2019	32.30
JAX OUTDOOR GEAR	LAFAYETTE	ANDY ELLIS	PARKS	04/12/2019	32.99
JAX OUTDOOR GEAR	LAFAYETTE	KATHY MARTIN	REC CENTER	04/11/2019	18.32
JAX RANCH & HOME	LAFAYETTE	ANDY ELLIS	PARKS	04/11/2019	39.90
JAX RANCH & HOME	LAFAYETTE	NICHOLAS POTOPCHUK	PARKS	04/08/2019	110.72
JAX RANCH & HOME	LAFAYETTE	CATHERINE JEPSON	PARKS	04/03/2019	72.95
JAX RANCH & HOME	LAFAYETTE	MARC DENNY	WASTEWATER	04/02/2019	11.99
JAX RANCH & HOME	LAFAYETTE	MICHAEL TOWERS	PARKS	04/02/2019	67.98
JAX RANCH & HOME	LAFAYETTE	MIKE KARBGINSKY	FACILITIES	03/29/2019	48.34
JAX RANCH & HOME	LAFAYETTE	BOB BERNHARDT	PARKS	03/28/2019	359.90
JERSEY MIKES 22024	LOUISVILLE	CHERYL KELLER	POLICE	04/16/2019	79.48

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
KBS GOLF SHAFTS	303-748-2401	DAVID BARIL	GOLF COURSE	04/16/2019	116.92
KBS GOLF SHAFTS	303-748-2401	DAVID BARIL	GOLF COURSE	03/21/2019	145.08
KING SOOPERS #0013	LOUISVILLE	KATIE MEYER	REC CENTER	04/16/2019	49.89
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/16/2019	155.76
KING SOOPERS #0013	LOUISVILLE	DRUSILLA TIEBEN	PARKS	04/09/2019	10.06
KING SOOPERS #0013	LOUISVILLE	AMANDA PERERA	REC CENTER	04/05/2019	103.22
KING SOOPERS #0013	LOUISVILLE	BETH GALLOVIC	REC CENTER	04/04/2019	30.66
KING SOOPERS #0013	LOUISVILLE	MEREDITH KRAUTLER-KLEMI	REC CENTER	04/04/2019	193.77
KING SOOPERS #0013	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/01/2019	170.91
KING SOOPERS #0013	LOUISVILLE	JEN KENNEY	POLICE	03/25/2019	35.74
KING SOOPERS #0013	LOUISVILLE	MEREDITH KRAUTLER-KLEMI	REC CENTER	03/21/2019	394.83
KING SOOPERS #0013	LOUISVILLE	PAMELA LEMON	REC CENTER	03/21/2019	11.99
LAFAYETTE FLORIST GIFT	3036655552	DAWN BURGESS	CITY MANAGER	04/05/2019	161.98
LAFAYETTE LUMBER COMPA	LAFAYETTE	NICHOLAS POTOPCHUK	PARKS	03/27/2019	32.00
LB FOSTER COMPANY	4129283492	NICHOLAS POTOPCHUK	PARKS	04/03/2019	50.54
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	77.17
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	4,677.41
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	1,639.00
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	2,200.57
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	236.95
LEWAN TECHNOLOGY	DENVER	DIANE M KREAGER	FINANCE	04/16/2019	5.50
LL JOHNSON DIST CO	DENVER	DAKOTA DUNN	PARKS	04/10/2019	764.00
LL JOHNSON DIST CO	DENVER	CONNOR POWERS	GOLF COURSE	04/02/2019	15.46
LL JOHNSON DIST CO	DENVER	CONNOR POWERS	GOLF COURSE	04/02/2019	167.12
LL JOHNSON DIST CO	DENVER	CONNOR POWERS	GOLF COURSE	04/02/2019	628.61
LL JOHNSON DIST CO	DENVER	CONNOR POWERS	GOLF COURSE	04/02/2019	105.40
LL JOHNSON DIST CO	DENVER	CONNOR POWERS	GOLF COURSE	04/02/2019	29.67
LMUS	6308285949	KATHY MARTIN	REC CENTER	04/05/2019	529.00
LOGMEIN*GOTOMEETING	LOGMEIN.COM	JEFFREY FISHER	POLICE	04/05/2019	49.00
LOUISVILLE CHAMBER OF	LOUISVILLE	DAWN BURGESS	CITY MANAGER	03/22/2019	20.00
LOUISVILLE CHAMBER OF	LOUISVILLE	DAWN BURGESS	CITY MANAGER	03/20/2019	20.00
LOUISVILLE CHAMBER OF	LOUISVILLE	DAWN BURGESS	CITY MANAGER	03/20/2019	20.00
LOVELAND BARRICADE LLC	LOVELAND	JACK MANIAN	OPERATIONS	04/12/2019	222.76
LOVELAND BARRICADE LLC	LOVELAND	DESHAUN BECERRIL	OPERATIONS	03/20/2019	123.75
LOWELL CENTER	MADISON	KRISTEN BODINE	LIBRARY	03/29/2019	214.00
LOWES #00220*	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	04/16/2019	126.32
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/16/2019	40.08
LOWES #00220*	LOUISVILLE	DAVID ALDERS	PARKS	04/16/2019	31.96
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/11/2019	16.96
LOWES #00220*	LOUISVILLE	CATHERINE JEPSON	PARKS	04/11/2019	19.96
LOWES #00220*	LOUISVILLE	MARC DENNY	WASTEWATER	04/11/2019	5.98
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/10/2019	33.59

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/10/2019	9.96
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/10/2019	17.56
LOWES #00220*	LOUISVILLE	LANA FAUVER	REC CENTER	04/09/2019	13.98
LOWES #00220*	LOUISVILLE	MARYANN DORNFELD	PARKS	04/08/2019	29.94
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/08/2019	37.04
LOWES #00220*	LOUISVILLE	DAKOTA DUNN	PARKS	04/08/2019	116.04
LOWES #00220*	LOUISVILLE	KERRY KRAMER	PARKS	04/08/2019	23.34
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/05/2019	13.98
LOWES #00220*	LOUISVILLE	PEGGY JONES	REC CENTER	04/03/2019	3.97
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	04/03/2019	14.70
LOWES #00220*	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/01/2019	16.80
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	04/01/2019	11.90
LOWES #00220*	LOUISVILLE	CONNOR POWERS	GOLF COURSE	03/29/2019	174.48
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/31/2019	19.34
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/31/2019	21.68
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/30/2019	10.40
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/30/2019	68.60
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/29/2019	259.56
LOWES #00220*	LOUISVILLE	PEGGY JONES	REC CENTER	03/27/2019	3.97
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/26/2019	33.22
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/26/2019	8.98
LOWES #00220*	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/26/2019	44.86
LOWES #00220*	LOUISVILLE	KERRY KRAMER	PARKS	03/25/2019	32.14
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/25/2019	121.65
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/25/2019	10.64
LOWES #00220*	LOUISVILLE	CATHERINE JEPSON	PARKS	03/22/2019	44.66
LOWES #00220*	LOUISVILLE	ERIK SWIATEK	PARKS	03/22/2019	117.48
LOWES #00220*	LOUISVILLE	PATRICIA MORGAN	REC CENTER	03/23/2019	42.16
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/21/2019	170.17
LOWES #00220*	LOUISVILLE	DANIEL PEER	PARKS	03/21/2019	69.94
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/20/2019	101.95
LOWES #00220*	LOUISVILLE	PHIL LIND	FACILITIES	03/20/2019	11.72
LOWES #00220*	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/20/2019	9.36
LOWES #00220*	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/20/2019	53.98
LULU'S BBQ LLC	LOUISVILLE	DAVID D HAYES	POLICE	03/26/2019	52.50
LVD ACQUISITION LLC	6148611350	ANTHONY POHL	REC CENTER	04/08/2019	123.54
MAD GREENS - 0118	LOUISVILLE	DAWN BURGESS	CITY MANAGER	04/10/2019	20.25
MAD GREENS - CATERING	GOLDEN	DAWN BURGESS	CITY MANAGER	04/11/2019	99.00
MALLORY SAFETY AND SUP	LONGVIEW	BRIAN GARDUNO	OPERATIONS	04/08/2019	590.00
MARCOS PIZZA - 6005	SUPERIOR	JEN KENNEY	POLICE	04/06/2019	30.97
MARCOS PIZZA - 6005	SUPERIOR	JEN KENNEY	POLICE	03/22/2019	72.95
MARRIOTT	VAIL	JEN KENNEY	POLICE	04/16/2019	130.67

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
MARRIOTT	VAIL	JEN KENNEY	POLICE	04/11/2019	130.67
METROINSTITUTE CPPA	6024522901	DAKOTA DUNN	PARKS	03/27/2019	31.50
MICHAELS STORES 2059	SUPERIOR	KRISTEN PORTER	REC CENTER	04/16/2019	-10.41
MICHAELS STORES 2059	SUPERIOR	KIM CONTINI	REC CENTER	04/15/2019	86.19
MICHAELS STORES 2059	SUPERIOR	KRISTEN PORTER	REC CENTER	04/14/2019	15.75
MICHAELS STORES 2059	SUPERIOR	KRISTEN PORTER	REC CENTER	03/23/2019	13.24
MICHAELS STORES 2059	SUPERIOR	KRISTEN PORTER	REC CENTER	03/23/2019	38.28
MILE HIGH TURFGRASS LL	3039880969	DAVID DEAN	GOLF COURSE	04/10/2019	220.00
MILE HIGH TURFGRASS LL	3039880969	DAVID DEAN	GOLF COURSE	03/24/2019	913.50
MONARK GOLF	9095985443	DAVID BARIL	GOLF COURSE	03/21/2019	103.25
MOUNTAIN HIGH APPLIANC	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/20/2019	869.00
MY WHITEBOARDS.COM	5088426200	JOHN BROOKS	POLICE	04/04/2019	246.35
MESSAGE MEDIA	SAN FRANCISCO	EMILY KROPF	CITY MANAGER	04/02/2019	100.00
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	04/12/2019	1,793.37
NAPA AUTO PART 0026903	LOUISVILLE	DIANE M KREAGER	FINANCE	04/12/2019	419.22
NAPA AUTO PART 0026903	LOUISVILLE	MICHAEL TOWERS	PARKS	04/04/2019	22.47
NATIONAL METER AND AUT	877-2128340	DAVID ALDERS	PARKS	04/01/2019	31.50
NORTHGLENN WINNELSON C	DENVER	ANTHONY POHL	REC CENTER	04/10/2019	211.56
NORTHWEST PARKWAY LLC	303-9262500	DIANE M KREAGER	FINANCE	04/01/2019	20.65
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	04/04/2019	102.89
O MEARA FORD	NORTHGLENN	MASON THOMPSON	OPERATIONS	03/25/2019	346.00
OFFICEMAX/DEPOT 6616	SUPERIOR	CATHERINE JEPSON	PARKS	03/26/2019	49.99
OLD CHICAGO SUPERIOR	SUPERIOR	GREG VENETTE	WATER	03/20/2019	42.35
OTC BRANDS, INC.	OMAHA	KIM CONTINI	REC CENTER	04/12/2019	-6.46
OTC BRANDS, INC.	OMAHA	KIM CONTINI	REC CENTER	04/09/2019	135.94
OTC BRANDS, INC.	OMAHA	PATRICIA MORGAN	REC CENTER	04/03/2019	69.89
OLD SANTA FE MEXICAN G	LOUISVILLE	JEFFREY FISHER	POLICE	04/12/2019	65.98
PACKAGING SUPPLIERS OF	DENVER	ERICA BERZINS	POLICE	03/19/2019	160.95
PARTS TOWN	6308896972	PATRICIA MORGAN	REC CENTER	04/11/2019	29.68
PAYFLOW/PAYPAL	8888839770	DIANE M KREAGER	FINANCE	04/02/2019	19.95
PAYFLOW/PAYPAL	8888839770	DIANE M KREAGER	FINANCE	04/02/2019	59.95
PAYPAL *CALLAWYGOLF	4029357733	DAVID BARIL	GOLF COURSE	04/15/2019	182.96
PAYPAL *COLORADOASS	4029357733	LAURA LOBATO	POLICE	04/11/2019	15.00
PAYPAL *COLORADOASS	4029357733	CHERYL KELLER	POLICE	04/03/2019	225.00
PAYPAL *MARENTAY	4029357733	DAVID BARIL	GOLF COURSE	03/22/2019	62.00
PAYPAL *SHENZHENSHI	4029357733	DAVID BARIL	GOLF COURSE	03/22/2019	104.92
PAYPAL *UNIHEDRON	4029357733	JILL SIEWERT	LIBRARY	03/29/2019	144.02
PETSMART # 1015	SUPERIOR	KRISTEN PORTER	REC CENTER	04/16/2019	-2.92
PETSMART # 1015	SUPERIOR	KRISTEN PORTER	REC CENTER	04/16/2019	4.00
PETSMART # 1015	SUPERIOR	KRISTEN PORTER	REC CENTER	04/11/2019	46.42
PIONEER REVERE	CLEVELAND	DAVID ALDERS	PARKS	04/04/2019	189.63
PIONEER SAND CO 15	BROOMFIELD	VICKIE ILKO	OPERATIONS	04/17/2019	52.93

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
PIONEER SAND CO 15	BROOMFIELD	BRADLEY AUSTIN	PARKS	04/09/2019	75.59
PIONEER SAND CO 15	BROOMFIELD	MICHAEL TOWERS	PARKS	04/03/2019	100.68
PIONEER SAND CO 15	BROOMFIELD	MICHAEL TOWERS	PARKS	04/03/2019	76.55
PIONEER SAND CO 15	BROOMFIELD	KERRY KRAMER	PARKS	04/02/2019	77.19
PLUG N PAY INC	800-945-2538	JULIE SEYDEL	REC CENTER	04/04/2019	228.45
PORTER LEE CORPORATION	847-985-2060	ERICA BERZINS	POLICE	03/29/2019	198.79
PRAIRIE MOUNTAIN MEDIA	8884549588	DIANE M KREAGER	FINANCE	04/11/2019	1,518.88
PUSH PEDAL PULL-CORPOR	SIOUX FALLS	KATHY MARTIN	REC CENTER	04/08/2019	135.00
PUSH PEDAL PULL-CORPOR	6055752136	KATHY MARTIN	REC CENTER	04/08/2019	1,325.00
PUSH PEDAL PULL-CORPOR	6055752136	KATHY MARTIN	REC CENTER	04/08/2019	358.34
PUSH PEDAL PULL-CORPOR	6055752136	KATHY MARTIN	REC CENTER	03/25/2019	260.00
PET SCOOP, INC. / PET	303-202-1899	DRUSILLA TIEBEN	PARKS	04/02/2019	435.00
RDX INC LIMITED	BURY	PAUL BORTH	REC CENTER	04/04/2019	71.99
RMAHF	3037157600	DAWN BURGESS	CITY MANAGER	03/22/2019	55.00
RME*THE GOLFWORKS	800-848-8358	DAVID BARIL	GOLF COURSE	04/04/2019	35.97
ROCKY MOUNTAIN SUNSCRE	303-9409803	AMANDA PERERA	REC CENTER	04/09/2019	738.85
ROOTER TOWN LLC	3035740830	PHIL LIND	FACILITIES	03/26/2019	790.00
ROOTER TOWN LLC	3035740830	MIKE KARBGINSKY	FACILITIES	03/26/2019	484.00
RVT*BVSD FACILITY USE	720-5615202	JESSE DEGRAW	REC CENTER	04/17/2019	56.00
REALLY GOOD *	800-366-1920	LANA FAUVER	REC CENTER	04/12/2019	-3.44
REALLY GOOD *	800-366-1920	LANA FAUVER	REC CENTER	04/09/2019	44.75
S&S WORLDWIDE, INC.	COLCHESTER	KIM CONTINI	REC CENTER	04/10/2019	208.61
SAFEWAY #2812	LOUISVILLE	KATHY MARTIN	REC CENTER	04/11/2019	57.70
SAFEWAY #2812	LOUISVILLE	LANA FAUVER	REC CENTER	04/09/2019	39.11
SAFEWAY #2812	LOUISVILLE	PATRICIA MORGAN	REC CENTER	04/04/2019	5.99
SAFEWAY #2812	LOUISVILLE	CHERYL KELLER	POLICE	04/02/2019	70.17
SAFEWAY #2812	LOUISVILLE	CHERYL KELLER	POLICE	03/21/2019	37.01
SAFEWAY #2812	LOUISVILLE	KRISTEN PORTER	REC CENTER	03/19/2019	20.48
SAI TEAM SPORTS	LOUISVILLE	DAVID DEAN	GOLF COURSE	04/05/2019	74.00
SAI TEAM SPORTS	LOUISVILLE	AMANDA PERERA	REC CENTER	03/20/2019	358.75
SANTIAGOS MEXICAN REST	LONGMONT	JEFFREY FISHER	POLICE	03/25/2019	56.00
SCHICKPRINT	LAKWOOD	TRACY OKSANEN	GOLF COURSE	04/12/2019	73.00
SIP.US LLC	800-566-9810	TERRELL PHILLIPS	WATER	04/10/2019	24.95
SITEONE LANDSCAPE SUPP	BROOMFIELD	KERRY KRAMER	PARKS	04/16/2019	260.16
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAVID DEAN	GOLF COURSE	04/05/2019	454.48
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAVID DEAN	GOLF COURSE	03/27/2019	132.72
SITEONE LANDSCAPE SUPP	BROOMFIELD	DAVID DEAN	GOLF COURSE	03/21/2019	597.10
SOURCE OFFICE - VITAL	GOLDEN	MEREDYTH MUTH	CITY MANAGER	04/17/2019	50.44
SOURCE OFFICE - VITAL	GOLDEN	LESLIE RINGER	HUMAN RESOURCES	04/12/2019	90.51
SOURCE OFFICE - VITAL	GOLDEN	JIM GILBERT	PARKS	04/08/2019	306.95
SP * HARNEY HARDWARE	8009427639	JAMES VAUGHAN	REC CENTER	03/27/2019	67.65
SPRINGHILL SUITES	DALLAS	ELIZABETH SCHETTLER	PLANNING	04/11/2019	517.86

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
SPRINGHILL SUITES	DALLAS	ANDY SQUIRES	IT	04/11/2019	447.00
SPRINGHILL SUITES	DALLAS	CHRISTOPHER NEVES	IT	04/11/2019	458.58
SQU*SQ *B.O.B.S. DINER	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/11/2019	87.91
SQU*SQ *DAKOTA BUS SER	LONGMONT	KATIE TOFTE	REC CENTER	04/03/2019	967.00
SQU*SQ *FRESH AIRE STO	GOLDEN	NICHOLAS POTOPCHUK	PARKS	04/10/2019	55.00
STAPLES 00114157	BOULDER	MEGAN DAVIS	CITY MANAGER	04/16/2019	43.48
STAPLS7215631079000002	877-8267755	CHERYL KELLER	POLICE	03/23/2019	277.06
STAPLS7215992436000001	877-8267755	ERIN OWEN	LIBRARY	03/29/2019	114.28
STEAMBOAT SPRINGS WINL	STEAMBOAT SPR	JAMES VAUGHAN	REC CENTER	03/29/2019	80.00
STORMWATER ONE LLC	860-4700914	MICHAEL CLEVELAND	OPERATIONS	03/28/2019	575.10
STORMWATER ONE LLC	860-4700914	JACK MANIAN	OPERATIONS	03/20/2019	790.20
STORMWATER ONE LLC	860-4700914	THOMAS CZAJKA	OPERATIONS	03/20/2019	575.10
SWEEPSCRUB.COM	8774490447	CONNOR POWERS	GOLF COURSE	04/09/2019	183.07
TARGET 00017699	SUPERIOR	KRISTEN PORTER	REC CENTER	03/23/2019	17.46
TARGET.COM *	800-591-3869	KATIE BEASLEY	REC CENTER	04/12/2019	228.44
TARGET.COM *	800-591-3869	KATIE BEASLEY	REC CENTER	04/11/2019	107.08
TARGET.COM *	800-591-3869	KATIE BEASLEY	REC CENTER	04/11/2019	59.96
TARGET.COM *	800-591-3869	LINDSEY WITTY	REC CENTER	04/03/2019	303.96
TBS WESTERN REGION	949-2674200	AMANDA PERERA	REC CENTER	03/20/2019	393.70
TEST GAUGE & BACKFLOW	3033534797	MATT LOOMIS	PARKS	04/10/2019	190.00
THE BUSINESS JOURNALS	8004863289	AARON DEJONG	CITY MANAGER	04/04/2019	140.00
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/16/2019	12.95
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	04/16/2019	42.47
THE HOME DEPOT #1506	LOUISVILLE	DAKOTA DUNN	PARKS	04/16/2019	19.34
THE HOME DEPOT #1506	LOUISVILLE	BENJAMIN FRANCISCO	OPERATIONS	04/16/2019	40.18
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	04/15/2019	34.40
THE HOME DEPOT #1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	04/11/2019	130.34
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/11/2019	24.42
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/12/2019	-26.23
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/12/2019	15.25
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/12/2019	25.00
THE HOME DEPOT #1506	LOUISVILLE	KEN MATHEWS	OPERATIONS	04/10/2019	11.82
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	04/10/2019	56.76
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	04/10/2019	11.34
THE HOME DEPOT #1506	LOUISVILLE	JORGE CALDERON	FACILITIES	04/09/2019	105.15
THE HOME DEPOT #1506	LOUISVILLE	ANDY ELLIS	PARKS	04/09/2019	68.52
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/08/2019	56.83
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	04/08/2019	29.51
THE HOME DEPOT #1506	LOUISVILLE	DAKOTA DUNN	PARKS	04/08/2019	6.90
THE HOME DEPOT #1506	LOUISVILLE	CONNOR POWERS	GOLF COURSE	04/08/2019	33.98
THE HOME DEPOT #1506	LOUISVILLE	KIM CONTINI	REC CENTER	04/07/2019	7.24
THE HOME DEPOT #1506	LOUISVILLE	JUSTIN ELKINS	WASTEWATER	04/04/2019	32.98

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/05/2019	106.07
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/06/2019	-13.97
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/06/2019	-41.41
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/06/2019	192.39
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/06/2019	18.96
THE HOME DEPOT #1506	LOUISVILLE	BRADLEY AUSTIN	PARKS	04/04/2019	49.44
THE HOME DEPOT #1506	LOUISVILLE	ANTHONY POHL	REC CENTER	04/04/2019	59.90
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	04/04/2019	27.94
THE HOME DEPOT #1506	LOUISVILLE	ANDY ELLIS	PARKS	04/05/2019	79.46
THE HOME DEPOT #1506	LOUISVILLE	MASON THOMPSON	OPERATIONS	04/05/2019	29.89
THE HOME DEPOT #1506	LOUISVILLE	PEGGY JONES	REC CENTER	04/03/2019	23.88
THE HOME DEPOT #1506	LOUISVILLE	PHIL LIND	FACILITIES	04/03/2019	28.97
THE HOME DEPOT #1506	LOUISVILLE	MICHAEL TOWERS	PARKS	04/03/2019	13.86
THE HOME DEPOT #1506	LOUISVILLE	DANIEL PEER	PARKS	04/03/2019	58.17
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/02/2019	76.33
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	04/02/2019	19.88
THE HOME DEPOT #1506	LOUISVILLE	IAN HARPER	OPERATIONS	04/02/2019	37.90
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	04/01/2019	38.95
THE HOME DEPOT #1506	LOUISVILLE	JACK MANIAN	OPERATIONS	04/01/2019	60.08
THE HOME DEPOT #1506	LOUISVILLE	DANIEL PEER	PARKS	04/01/2019	75.36
THE HOME DEPOT #1506	LOUISVILLE	JORGE CALDERON	FACILITIES	03/30/2019	52.34
THE HOME DEPOT #1506	LOUISVILLE	DAVID ALDERS	PARKS	03/28/2019	16.81
THE HOME DEPOT #1506	LOUISVILLE	GREG VENETTE	WATER	03/29/2019	51.86
THE HOME DEPOT #1506	LOUISVILLE	DESHAUN BECERRIL	OPERATIONS	03/29/2019	114.72
THE HOME DEPOT #1506	LOUISVILLE	KERRY KRAMER	PARKS	03/27/2019	29.19
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/26/2019	35.78
THE HOME DEPOT #1506	LOUISVILLE	CATHERINE JEPSON	PARKS	03/26/2019	50.60
THE HOME DEPOT #1506	LOUISVILLE	CATHERINE JEPSON	PARKS	03/26/2019	28.71
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	03/26/2019	19.28
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/25/2019	-63.44
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/25/2019	10.56
THE HOME DEPOT #1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/22/2019	108.86
THE HOME DEPOT #1506	LOUISVILLE	ANTHONY POHL	REC CENTER	03/21/2019	51.86
THE HOME DEPOT #1506	LOUISVILLE	AARON GRANT	PARKS	03/21/2019	.69
THE HOME DEPOT #1506	LOUISVILLE	KERRY KRAMER	PARKS	03/22/2019	2.52
THE HOME DEPOT #1506	LOUISVILLE	DANIEL PEER	PARKS	03/21/2019	36.58
THE HOME DEPOT #1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	03/21/2019	61.45
THE HOME DEPOT #1506	LOUISVILLE	DAVID BARIL	GOLF COURSE	03/20/2019	66.84
THE HOME DEPOT #1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	03/20/2019	26.22
THE HOME DEPOT #1506	LOUISVILLE	ANTHONY POHL	REC CENTER	03/20/2019	49.18
THE HOME DEPOT #1506	LOUISVILLE	AARON GRANT	PARKS	03/20/2019	1.08
THE HOME DEPOT #1506	LOUISVILLE	MATT LOOMIS	PARKS	03/19/2019	13.25

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
THE HOME DEPOT #1506	LOUISVILLE	NICHOLAS POTOPCHUK	PARKS	03/19/2019	12.87
THE HOME DEPOT 1506	LOUISVILLE	BRIAN GARDUNO	OPERATIONS	04/16/2019	200.91
THE HOME DEPOT 1506	LOUISVILLE	AARON GRANT	PARKS	04/09/2019	85.43
THE HOME DEPOT 1506	LOUISVILLE	DAKOTA DUNN	PARKS	04/09/2019	201.69
THE HOME DEPOT 1506	LOUISVILLE	VICKIE ILKO	OPERATIONS	04/08/2019	215.28
THE HOME DEPOT 1506	LOUISVILLE	JACK MANIAN	OPERATIONS	04/05/2019	99.81
THE HOME DEPOT 1506	LOUISVILLE	JAMES VAUGHAN	REC CENTER	04/03/2019	303.44
THE HOME DEPOT 1506	LOUISVILLE	JORGE CALDERON	FACILITIES	03/29/2019	92.57
THE HOME DEPOT 1506	LOUISVILLE	ANTHONY POHL	REC CENTER	03/28/2019	99.64
THE HOME DEPOT 1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/25/2019	80.36
THE HOME DEPOT 1506	LOUISVILLE	MIKE KARBGINSKY	FACILITIES	03/25/2019	213.10
THE HOME DEPOT 1506	LOUISVILLE	DANIEL PEER	PARKS	03/19/2019	85.33
THE MONSTER MURAL	8012966644	KIM CONTINI	REC CENTER	04/05/2019	97.00
THE UPS STORE #5183	SUPERIOR	MARC DENNY	WASTEWATER	04/05/2019	19.42
THEPARKINGSPOT-208RC	AURORA	CHRISTOPHER NEVES	IT	04/10/2019	21.06
TIME PARK LOT 14	DENVER	CHRISTOPHER NEVES	IT	04/16/2019	13.00
TIME PARK LOT 20B	DENVER	DAVID D HAYES	POLICE	04/03/2019	17.00
TODOIST.COM TODOIST.CO	8778877815	DAVID ALDERS	PARKS	04/08/2019	29.00
TORCHYS TACOS - BROADW	DENVER	JUSTIN ELKINS	WASTEWATER	04/14/2019	54.50
TST* LULU S BBQ	LOUISVILLE	JEN KENNEY	POLICE	04/17/2019	52.00
TST* THE HUCKLEBERRY	LOUISVILLE	HEATHER BALSER	CITY MANAGER	04/03/2019	56.15
TUTTA'S ENTERPRISES, L	DALLAS	CHRISTOPHER NEVES	IT	04/09/2019	31.18
TUTTA'S ENTERPRISES, L	DALLAS	CHRISTOPHER NEVES	IT	04/09/2019	11.20
TUTTA'S ENTERPRISES, L	DALLAS	ANDY SQUIRES	IT	04/08/2019	37.66
U.S. PLASTIC CORPORATI	419-228-2242	DAVID BARIL	GOLF COURSE	04/04/2019	25.05
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/10/2019	11.81
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/10/2019	5.00
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/10/2019	2.00
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/10/2019	6.46
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/08/2019	4.00
UBER TRIP	8005928996	CHRISTOPHER NEVES	IT	04/08/2019	17.37
UNITED AIRLINES	800-932-2732	MARC DENNY	WASTEWATER	04/15/2019	732.60
US AUTOFORCE	APPLETON	CONNOR POWERS	GOLF COURSE	04/05/2019	253.02
USA BLUE BOOK	8004939876	BRIAN GARDUNO	OPERATIONS	04/02/2019	202.77
USPS PO 0710810238	BROOMFIELD	CHERYL KELLER	POLICE	04/05/2019	6.85
USPS PO 0756700237	SUPERIOR	KERRY HOLLE	PUBLIC WORKS	04/11/2019	33.30
VALOR ATHLETICS INC	727-754-6624	JAMES VAUGHAN	REC CENTER	04/05/2019	272.63
VENNGAGE.COM	TORONTO	EMILY KROPF	CITY MANAGER	04/15/2019	19.00
VIECO INC. DBA PROMOTI	8884126136	CHERYL KELLER	POLICE	04/18/2019	381.15
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	04/02/2019	2,904.33
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	03/26/2019	951.74
VZWRLSS*MY VZ VB P	800-922-0204	DIANE M KREAGER	FINANCE	03/26/2019	1,825.43

SUPPLIER	SUPPLIER LOCATION	CARDHOLDER	DEPARTMENT	TRANS DATE	AMOUNT
VZWRSS*PRPAY AUTOPAY	888-294-6804	CRAIG DUFFIN	PUBLIC WORKS	04/05/2019	20.00
WAL-MART #1045	LAFAYETTE	RYAN MORRIS	POLICE	03/25/2019	69.00
WAL-MART #4567	THORNTON	JILL SIEWERT	LIBRARY	04/03/2019	-227.00
WAL-MART #5341	BROOMFIELD	KIM CONTINI	REC CENTER	04/07/2019	134.36
WAL-MART #5341	BROOMFIELD	LINDSEY WITTY	REC CENTER	04/02/2019	119.45
WALMART.COM	8009666546	JILL SIEWERT	LIBRARY	03/29/2019	377.97
WCD FIRESIDE RESTAURAN	HIGHLANDS RAN	AARON DEJONG	CITY MANAGER	04/03/2019	16.01
WESTERN PAPER DISTRIBU	DENVER	TRACY OKSANEN	GOLF COURSE	03/29/2019	39.92
WHITESIDES BOOTS AND C	BRIGHTON	MASON THOMPSON	OPERATIONS	04/09/2019	139.99
WHITESIDES BOOTS AND C	BRIGHTON	MASON THOMPSON	OPERATIONS	04/09/2019	159.99
WHITESIDES BOOTS AND C	BRIGHTON	MICHAEL CLEVELAND	OPERATIONS	04/04/2019	150.00
WPY*CCCMA	855-4693729	MEREDYTH MUTH	CITY MANAGER	03/22/2019	75.00
WPY*CCCMA	855-4693729	DAWN BURGESS	CITY MANAGER	03/21/2019	50.00
ZORO TOOLS INC	855-2899676	MARC DENNY	WASTEWATER	04/12/2019	169.80
ZORO TOOLS INC	855-2899676	MARC DENNY	WASTEWATER	03/27/2019	12.23
ZORO TOOLS INC	855-2899676	MARC DENNY	WASTEWATER	03/20/2019	48.16
		PENNEY BOLTE	FINANCE	03/21/2019	150.00
		JEN KENNEY	POLICE	04/17/2019	-488.48
TOTAL					\$ 97,213.41

CITY OF LOUISVILLE
EXPENDITURE APPROVALS \$25,000.00 - \$99,999.99
APRIL 2019

DATE	P.O. #	VENDOR	DESCRIPTION	AMOUNT
4/9/2019	2019105	Front Range Landfill Inc.	2019 Landfill Fees	\$54,080.00
			<i>Disposal of waste accumulated by operational activities including street sweeping, ditch cleaning, water breaks, asphalt patches, etc. An RFQ was issued using Rocky Mountain Bid Systems, and quotes were received from Front Range Landfill and Republic Services.</i>	
4/9/2019	2019106	Dellenbach Chevrolet Inc.	2019 Chevy Colorado 4wd Ext Cab Truck	\$29,009.00
			<i>State bid pricing is being used to purchase this vehicle which replaces unit #5309.</i>	
4/22/2019	2019112	Resource Central	Slow the Flow Program	\$36,725.20
			<i>Resource Central implements an annual Slow the Flow Program. In 2019, the City is looking to participate in 6 programs offered.</i>	
4/25/2019	2019114	Johnson Auto Plaza	2018 Dodge Ram 2500 4x4 Truck	\$38,495.00
			<i>This truck will be used for meter reading and replaces unit #3403 which meets age criteria for replacement. Three bids were received.</i>	
4/25/2019	2019115	Johnson Auto Plaza	2018 Dodge Ram 2500 4x4 Truck	\$38,495.00
			<i>This truck will be used for utility locates and replaces unit #3221 which meets age criteria for replacement. Three bids were received.</i>	
4/25/2019	2019116	Johnson Auto Plaza	2018 Dodge Ram 2500 4x4 Truck	\$38,495.00
			<i>This truck will be used for street maintenance and replaces unit #3206 which meets age criteria for replacement. Three bids were received.</i>	

4/25/2019	2019118	A G Wassenaar Inc.	2019 Geotech Services	\$95,000.00
			<i>The multitude of 2019 Capital Improvement Projects require the services of a professional geotechnical firm to conduct materials testing and provide evaluation and engineering recommendations for potential geotech issues. They will also provide construction inspection services as needed. Public Works sent requests to six geotechnical firms. Proposals were received from A.G. Wassenaar Inc., Terracon, Ground, PSI and CTL. Public Works reviewed the proposals and recommended A.G. Wassenaar Inc.</i>	
4/25/2019	2019121	Baseline Engineering Corporation	SCWTP Lower Pond Design	\$62,700.00
			<i>This is a multi-year project for the design and construction of improvements to the SCWTP lower pond. Staff solicited proposals and received responses from Alliance and Baseline. Baseline was higher but had a complete scope.</i>	

City Council Meeting Minutes

**May 7, 2019
City Hall, Council Chambers
749 Main Street
7:00 PM**

Call to Order – Mayor Muckle called the meeting to order at 7:00 p.m.

Roll Call was taken and the following members were present:

City Council: *Mayor Robert Muckle
Mayor Pro Tem Jeff Lipton
Councilmember Jay Keany
Councilmember Chris Leh
Councilmember Susan Loo
Councilmember Dennis Maloney
Councilmember Ashley Stolzmann*

Staff Present: *Heather Balsler, City Manager
Megan Davis, Deputy City Manager
Nathan Mosely, Parks, Recreation, & Open Space Director
Ember Brignull, Open Space Superintendent
Kurt Kowar, Public Works Director
Rob Zuccaro, Planning & Building Safety Director
Lisa Ritchie, Senior Planner
Chris Neves, Information Technology Director
Dave Hayes, Police Chief
Meredyth Muth, City Clerk*

Others Present: *Kathleen Kelly, City Attorney
Nick Cotton-Baez, City Attorney*

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Mayor Muckle called for changes to the agenda and hearing none, moved to approve the agenda; seconded by Councilmember Stolzmann. All in favor.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF THE CONSENT AGENDA

MOTION: Mayor Muckle moved to approve the consent agenda, seconded by Councilmember Leh. All in favor.

- A. *Approval of Bills***
- B. *Approval of Minutes: April 9, 2019; April 16, 2019***
- C. *Approval of Older American's Month Proclamation***
- D. *Approval of National Gun Violence Awareness Day Proclamation***
- E. *Approval of Police & Courts Records Management System Software Procurement***
- F. *Approval of Purchase of 2018 Dodge Ram 4x4 Crew Cab***

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

None.

CITY MANAGER'S REPORT

City Manager Balsler stated the Open Space Division along with Boulder County and the City of Lafayette hosted an event at the Seventh Generation Farm the previous weekend which was a great success.

Balsler added that on June 1 the City will host a drive-in movie and an informational open house in the former Sam's Club parking lot on McCaslin Boulevard.

REGULAR BUSINESS

ORDINANCE NO. 1771, SERIES 2019 – AN ORDINANCE AMENDING THE BUSINESS CENTER AT CTC GENERAL DEVELOPMENT PLAN TO REZONE LOT 19, BLOCK 1, TO PLANNED COMMUNITY ZONE DISTRICT – INDUSTRIAL AND TO ALLOW USES FROM THE INDUSTRIAL ZONE DISTRICT ON LOTS 18 AND 19, BLOCK 1, THE BUSINESS CENTER AT CTC – 2nd READING, PUBLIC HEARING (advertised Daily Camera 4/21/19)

City Attorney Kelly read the title of the ordinance. Mayor Muckle introduced the ordinance and opened the hearing.

Planner Ritchie stated this is consideration of an amendment to the GDP of the Business Center at CTC. She reviewed the previous GDP amendments on the property. This site, located between the existing Fed Ex property and the Pearl Izumi property in CTC, must currently must develop under the commercial design guidelines. This request is to rezone the property to PCZD – Industrial. There are no longer any properties with commercial zoning in this area as they have all rezoned. Previous applicants demonstrated limited commercial viability in this location. The area has changed, and Industrial uses are suitable and appropriate for this development. Ritchie also reviewed the fiscal analysis.

Staff recommends approval of the ordinance.

Mayor Pro Tem Lipton stated it is unfortunate we are zoning out all of the commercial uses in CTC. The vision for the CTC was there would be commercial uses in this area. He asked if this is zoned Industrial, does that preclude commercial uses later. Ritchie stated a commercial use could happen with a Special Review process either administratively or concurrent with the PUD approval from Council.

Public Comments – None

Mayor Muckle asked again for Public Comments and seeing none closed the public hearing.

Councilmember Keany moved to approve ordinance 1771; Councilmember Stolzmann seconded the motion. Mayor Muckle called for discussion of the motion.

Mayor Muckle agreed with Mayor Pro Tem Lipton that the lack of commercial uses in the CTC is unfortunate, but he generally doesn't have an issue with this change.

Councilmember Leh agreed. He noted we should treat the properties equitably and we have done this for surrounding properties.

Vote: Motion carried by unanimous roll call vote.

ORDINANCE NO. 1772, SERIES 2019 – AN ORDINANCE AMENDING TITLES 4 AND 14 OF THE LOUISVILLE MUNICIPAL CODE CONCERNING REGULATION OF OPEN SPACE AND PARKS – 2nd READING, PUBLIC HEARING (advertised Daily Camera 4/21/19)

City Attorney Kelly read the title of the ordinance. Mayor Muckle introduced the ordinance and opened the open hearing.

Director Mosley stated this ordinance amends Titles 4 and 14 of the Municipal Code. He stated the goal is to allow the rangers to enforce the rules. He noted portions of the Code were out of date and the changes are meant to align the code with current practices.

The Open Space Board and Parks Board have both reviewed the ordinance. Following an initial review by City Council it was sent to the Legal Review Committee for input. In addition, an amendment requested on first reading has been incorporated in this version.

Director Mosley reviewed the goals of the ordinance: 1) to align the provisions of Titles 4 and 14 with the current needs of the department and with desired trends; 2) provide parallelism between Titles 4 and 14 to assist park and open space users and staff with interpretation; 3) restructure Titles 4 and 14 to clarify headers and groupings for readability and comprehension; 4) amend the definitions' sections so terms of one title have the same meaning as those of the other; and 5) add prohibitions to protect rangers, law enforcement, rescue personnel, and City employees.

He noted this proposal would 1) amend the definition of open space to match the Home Rule Charter, 2) institute a reduction of the maximum leash length from 15 feet to 10 feet, and 3) ban smoking and vaping in all City Park properties including parking lots and sidewalks with the exception of the Coal Creek Golf Course.

He added that staff is recommending a slight change in numbering in Section 14.12.101K to switch items two and three. This would align the numbering of open space rules with the corresponding parks rules.

Staff recommends approval of the ordinance.

Public Comments – None.

Councilmember Stolzmann asked why the change to the numbering is needed. City Attorney Cotton-Baez noted there is no parallel provision for number 2 in subsection K of the open space side. One of the goals was to align the numbers to make it easier for the rangers to write tickets. Making subsection 3 into subsection 2 would align those sections.

Councilmember Stolzmann confirmed the goal is to have the smoking prohibition on all parks and open space. Staff agreed.

Councilmember Keany asked how the smoking ban will be enforced on sidewalks adjacent to parks. Councilmember Leh stated it will be enforced as it would any other way. There is no way to easily exclude the sidewalks without allowing it in the park.

Councilmember Keany stated it seems extreme to enforce this on areas that happen to be adjacent to a park and someone is just walking by smoking.

Mayor Pro Tem Lipton stated the smoke goes in the park regardless. He stated he doesn't think it is unreasonable to have someone not smoke adjacent to a park.

Councilmember Maloney stated he thinks the prohibition on sidewalks adjacent to parks feels like government over reach.

Councilmember Stolzmann stated the education piece is important and we are mostly reaffirming existing rules. We will need to communicate that. She supports approving it as presented tonight. She stated that when she has talked with people most are in favor of banning smoking in the parks and in some places the sidewalk is directly next to the playground. She thinks it is a reasonable way to control smoking in the parks.

Public Comments – None.

Mayor Muckle closed the public hearing.

Councilmember Keany stated he can't support this with the smoking restrictions as presented. The smoking ban shouldn't go beyond the boundaries of the park; it is unreasonable.

Cotton-Baez clarified the ordinance does not use the term adjacent; the intent is to ban smoking within parks. The definition of parks used in the ordinance covers "all grounds, roadways, avenues, parking lots, and areas and recreational facilities therein." In addition, there is no language in the compliance section that would make adjacent sidewalks an area of no smoking. Therefore the ban does not apply to adjacent sidewalks.

Mayor Muckle moved to approve the ordinance with the changes presented tonight related to the open space definition and the change in numbering in one section; Councilmember Stolzmann seconded.

Vote: Motion carried by unanimous roll call vote.

STATE HIGHWAY 42 UNDERPASS

Mayor Muckle stated there will be one presentation for all of the six items and then each item will be acted on individually.

Director Kowar stated these items all relate to building the underpass under Highway 42 from the Kestrel Housing Development to the east side of Highway 42. It will also build a sidewalk from the east side of the underpass south the Hecla Drive and one on the west side of the underpass alongside of Kestrel to connect to the existing trails. This is a major trail connection and will provide a safe crossing of Highway 42.

Staff is asking for approval of a construction contract with Edge Contracting in the amount of \$2M and a contingency in the amount of \$200,000 to build the underpass.

Also for consideration is an intergovernmental agreement with Boulder County for a payment from them for \$850,000 for the project. Staff is also working on additional matching funds for the project for up to 50%. In the future there may be an amendment to this IGA for additional funds.

This project includes a resolution for an agreement with the Boulder County Housing Authority to allow for construction staging to happen on their property at Kestrel.

Finally there is an ordinance and resolution for consideration of a purchase of a parcel of land for right-of-way for the project for grading and access.

Total project cost is \$2.3M and will require a future budget amendment of \$480,000. When all money from the County is received, the net cost to the City is estimated to be \$1,150,000. Construction would start this summer with a spring 2020 completion date.

Public Comments – None.

Mayor Muckle stated this is a great project that will allow trail use all the way from Waneka Lake to Davidson Mesa. Councilmember Stolzmann agreed.

AWARD BID FOR THE STATE HIGHWAY 42 UNDERPASS PROJECT

Councilmember Stolzmann moved to award the bid to Edge Contracting; Councilmember Loo seconded.

Councilmember Maloney stated this is a new appropriation of almost \$500,000 without having had the discussion of how much the 2018 roll forwards will be. Doing this without that information is difficult.

Mayor Muckle asked when the City will receive the County reimbursement. City Manager Balser stated that reimbursement will reduce the budget amendment by about half. The budget amendment will come in June and we do have adequate dollars to fund this.

Vote: Motion carried by unanimous roll call vote.

APPROVE CONTRACT AMENDMENT BETWEEN THE CITY OF LOUISVILLE AND OTAK (FORMERLY LORIS AND ASSOCIATES) FOR THE STATE HIGHWAY 42 UNDERPASS PROJECT

Councilmember Stolzmann moved to approve the amendment; Councilmember Keany seconded.

Voice vote, all in favor.

RESOLUTION NO. 14, SERIES 2019 – A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH BOULDER COUNTY FOR HIGHWAY 42 MULTIMODAL INFRASTRUCTURE IMPROVEMENTS

Councilmember Stolzmann moved to approve Resolution No. 14; Councilmember Keany seconded.

Voice vote, all in favor.

RESOLUTION NO. 15, SERIES 2019 – A RESOLUTION APPROVING A REVOCABLE LICENSE AGREEMENT WITH BOULDER COUNTY HOUSING AUTHORITY FOR STAGING OF THE STATE HIGHWAY 42 UNDERPASS PROJECT

Councilmember Stolzmann moved to approve Resolution No. 15, Mayor Pro Tem Lipton seconded.

Voice vote, all in favor.

ORDINANCE NO. 1773, SERIES 2019 – AN ORDINANCE AUTHORIZING THE PAYMENT OF CITY MONEYS FOR THE CITY’S ACQUISITION OF PROPERTY LEGALLY DESCRIBED AS OUTLOT A, DAVIDSON HIGHLINE SUBDIVISION REPLAT 2 – 1st READING – SET PUBLIC HEARING 5/21/19

City Attorney Kelly introduced this by title and stated this is for first reading and to set the public hearing.

Mayor Muckle moved to approve Ordinance No. 1773 on first reading and set the public hearing for May 21; Councilmember Loo seconded.

Voice vote, all in favor

RESOLUTION NO. 16, SERIES 2019 – A RESOLUTION APPROVING A PURCHASE CONTRACT TO BUY AND SELL REAL ESTATE FOR THE CITY’S ACQUISITION OF PROPERTY LEGALLY DESCRIBED AS OUTLOT A, DAVIDSON HIGHLINE SUBDIVISION REPLAT 2

Mayor Pro Tem Lipton moved to approve Resolution No. 16; Councilmember Keany seconded.

Voice vote, all in favor.

DISCUSSION/DIRECTION/ACTION – CONSTRUCTION CONTRACT WITH HAYWARD BAKER INTERNATIONAL FOR COYOTE RUN SLOPE MITIGATION AND CONSTRUCTION MANAGEMENT FUNDS WITH TERRACON FOR CONSTRUCTION OBSERVATION AND POST CONSTRUCTION MONITORING

Mayor Muckle introduced the item. Mayor Pro Tem Lipton recused himself from the discussion as he owns property adjacent to this site. He left the room.

Director Kowar stated over the past few years there has been an area in the Coyote Run Open Space that has been slumping and settling downhill. Staff has been working since August on a design-build process with Hayward Baker to design a project to address this with a performance warranty.

Staff is recommending a sole source contract with Hayward Baker for construction of improvements with the contract to be finalized by the City Manager. This project would include a drilled shaft and pier system. There will be 30 shafts, each shaft would be a 30-inch hole roughly 30 feet down into the bedrock and filled with steel and concrete. They would all be connected with a cap and the buried system and would be regraded. The existing monitoring shows there is slow movement of the soil that we want to stop.

The cost of the contract is \$500,000 with an additional \$40,000 with Terrecon for ongoing monitoring of the site. Staff has worked with the HOA for construction access. There is also a performance warranty on the project.

Councilmember Loo stated we are assuring the safety of the homes on the hill, but it said there could be further movement below the installed shafts. The safety of the homes is the priority, not the aesthetic of the area below the shafts. She doesn't want a request to come later for more work on the lower side of the shafts if there is no safety issue.

Director Kowar stated the lower slope could still slide some on the downhill side of the new system.

Councilmember Loo stated this is a good approach. She asked if the sidewalk from the neighborhood leads to a formal trail or a social trail. Brignull stated it is a social trail and that trail could not be converted to a formal trail as it can't meet ADA requirements.

Public Comments

Patricia Duff, representing the Saddleridge HOA, stated the landslide has been apparent since 2015 and is expanding into the HOA property. She thanked everyone for the attention to this issue and encouraged approval of the mitigation contract and monitoring.

Councilmember Stolzmann moved to give approval to the City Manager to finalize a contract with Hayward Baker not to exceed \$500,000 and a monitoring contract with Terracon not to exceed \$40,000; Councilmember Keany seconded.

Vote: Motion carried by unanimous roll call vote.

EXECUTIVE SESSION

REAL PROPERTY ACQUISITION AND DISPOSITION

(Louisville Charter, Section 5-2(c) – Authorized Topics – Consideration of real property acquisitions and dispositions, only as to appraisals and other value estimates and strategy, and C.R.S. 24-6-402(4)(a))

City Attorney Kelly introduced the request for executive session.

Mayor Muckle stated the City Manager is requesting an Executive Session for the purpose of consideration of potential property acquisition and disposition in Louisville.

The City Clerk read Section 2.90.050 – Public statement of the Louisville Municipal Code, which outlines the topics permitted for discussion in an executive session.

City Attorney Kelly stated the authority to conduct this executive session is in the Charter Section 5-2(c) for Council to discuss potential real property acquisitions and dispositions, with regard to properties in Louisville, but only as to appraisals and other value estimates and strategy, and C.R.S. 24-6-402(4)(a).

MOTION: Mayor Muckle moved the City Council adjourn to executive session for the purpose of consideration of potential real property acquisitions and dispositions, with regard to properties in Louisville, but only as to appraisals and other value estimates and strategy; and the executive session include the City Council, City Manager, Deputy City Manager, the City Attorney, the Parks, Recreation & Open Space Director, and Open Space Superintendent. Seconded by Councilmember Stolzmann.

Voice vote: all in favor.

The City Council adjourned to executive session at 8:06 pm.

The City Council meeting reconvened at 8:52 pm.

REPORT – DISCUSSION/DIRECTION/ACTION – REAL PROPERTY DISPOSITION AND ACQUISITIONS

City Attorney Kelly reported in executive session City Council discussed a matter concerning real property acquisitions and dispositions in Louisville. No specific action was requested for follow up on the executive session.

CITY ATTORNEY'S REPORT

None.

COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS

Mayor Muckle reported that later in the month the Mayor, City Manager, and Economic Development Director will be attending the International Council of Shopping Centers conference where they will meet with commercial brokers and retailers from Louisville.

Mayor Muckle stated the City has been asked to contribute to the Boulder County Homeless Solutions. He stated perhaps the City should make a small contribution of perhaps \$1000 from the City. This would be within the City Manager's authority to approve. After that he would suggest the organization approach the City for a donation through the biannual non-profit grant process.

Councilmember Loo stated that on June 13 there will be a BRaD forum and the speaker will be Rich Wobbekind. Councilmember Leh encouraged councilmembers to attend.

Councilmember Keany stated the Youth Advisory Board is done for the year and is recruiting new members for next year.

ADJOURN

Members adjourned at 8:58 pm.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk

SUBJECT: APPROVAL OF CITY COUNCIL SPECIAL MEETING ON MAY
28, 2019

DATE: MAY 21, 2019

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

Staff requests the City Council approve making the study session on May 28, 2019 into a special meeting to allow Council to give direction to staff on the meeting items.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve May 28, 2019 as a special meeting.

ATTACHMENT(S):

None

SUBJECT: AWARD BID FOR POWERLINE PEDESTRIAN HYBRID BEACON PROJECT AND APPROVE CONTRACT AMENDMENT BETWEEN THE CITY OF LOUISVILLE AND SUSTAINABLE TRAFFIC SOLUTIONS FOR THE POWERLINE PEDESTRIAN HYBRID BEACON PROJECT

DATE: MAY 21, 2019

PRESENTED BY: KURT KOWAR, PUBLIC WORKS DEPARTMENT

SUMMARY:

Staff advertised the Powerline Trail Pedestrian Hybrid Beacon construction project in April and received the following bids:

	Base Bid
Mountain Constructors	\$393,436.49
Goodland Construction	\$422,440.66
Edge Contracting	\$647,265.00

The Public Works Department recommends approval of a contract with Mountain Constructors, Inc. per their low bid of \$393,436.49. In addition, Staff is requesting approval of 10% contingency funds in the amount of \$39,400.

The Trail Connections accounts are proposed to fund two separate projects, the Powerline Pedestrian Hybrid Beacon Project and the Coyote Run Open Space Trail and Sidewalk Project.

The original budget for the Powerline Pedestrian Hybrid Beacon Project envisioned the installation of a HAWK Signal across Dillon Road to connect to the sidewalk on the south side of the street. As design proceeded additional scope increased the project costs including grading and additional concrete on the north side of the crossing to handle elevation differences and extending the connection across the drainage ditch and open space area to connect with Coal Creek Trail. These costs resulted in the proposed base bid that exceeds available budget by \$197,340.

The City's upcoming Transportation Master Plan (TMP) identifies the Powerline Trail as a high priority North/South corridor for pedestrians and bicyclists.

FISCAL IMPACT:

Staff will be requesting a budget amendment for account number 201528-660093 in the amount of \$197,340.49 to cover costs of the Coyote Run Open Space Trail and Sidewalk Project (Coyote Run) that is programmed to be constructed out of this budget in the June of this year. This will be from the Open Space Fund. Staff is comfortable

SUBJECT: POWERLINE TRAIL PEDESTRIAN HYBRID BEACON PROJECT**DATE: MAY 21, 2019****PAGE 2 OF 3**

moving forward with this additional funding request based on current reserve levels in the Fund.

Project Budget	Account	Amount
2018 Carryover Trail Connections	201523-660093	\$75,310.00
2018 Carryover Trail Connections	201528-660093	\$496,700.00
Total Funding		\$572,010.00

Powerline Pedestrian Hybrid Beacon Project Expenditures (This Council Communication)	
2018 Consultant Contract and Contingency	\$66,726.00
Xcel Energy Agreement (Power and Lighting)	\$11,000.00
2019 Construction Contract	\$393,436.49
2019 Construction Contract Contingency	\$39,400.00
2019 Consultant Addendum	\$24,291.00
Subtotal	\$534,853.49

Coyote Run Open Space Trail and Sidewalk Project (Future Council Communication)	
2018 Consultant Contract and Contingency	\$24,130.00
2019 Construction Contract and Contingency (Estimate)	\$210,367.00
Subtotal	234,497.00

Total Expenditures (Estimate)	\$769,350.49
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Total Overbudget	(\$197,340.49)
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CONSULTANT ADDENDUM (\$24,291.00):

Additional design work that was not in the original design scope includes: a complete subsurface utility investigation per the Subsurface Utility Law which went into effect in 2018 and a more extensive drainage analysis for the trail crossing of the ditch on the south side of Dillon Road. The requested funds will also cover Construction Management services including certification of the drainage structure.

SCHEDULE:

Construction will begin in June .The contract time is 180 calendar days with substantial completion anticipated in December of 2019.

PROGRAM/SUB-PROGRAM IMPACT:

The recommended contract supports the goal of safe traveling conditions for pedestrians and motorists. The recommended contract also supports the New Trails and Trails subprogram goal of constructing the highest priority new trails and trail connections to enhance the trail system.

RECOMMENDATION:

Staff recommends City Council award the Powerline Trail Pedestrian Hybrid Beacon Project to Mountain Constructors per their bid of \$393,436.49, authorize staff to execute change orders up to \$39,400 as a 10% project contingency, and authorize the Mayor, City Manager, Public Works Director and City Clerk to sign and execute contract documents on behalf of the City.

Staff recommends City Council approve the contract amendment with Sustainable Traffic Solutions for \$24,291 for additional design and construction management services.

ATTACHMENT(S):

1. Powerline Pedestrian Hybrid Beacon Project Plan Sheet
2. Contractor Agreement
3. Consultant Amendment

ABBREVIATIONS

CFS = CUBIC FEET PER SECOND
 CL = CENTERLINE
 (e) = EXISTING (MATCH)
 E = EASTING
 EOC = EDGE OF CONCRETE
 FG = FINISHED GRADE
 FL = FLOW LINE
 HP = HIGH POINT
 INV = INVERT
 LF = LINEAR FOOT
 N = NORTHING
 Q₁₀₀ = 100 YEAR FLOW
 Q_{CAP} = FLOW CAPACITY
 RCBC = REINFORCED CONCRETE BOX CULVERT
 STA = STATION

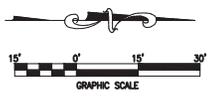
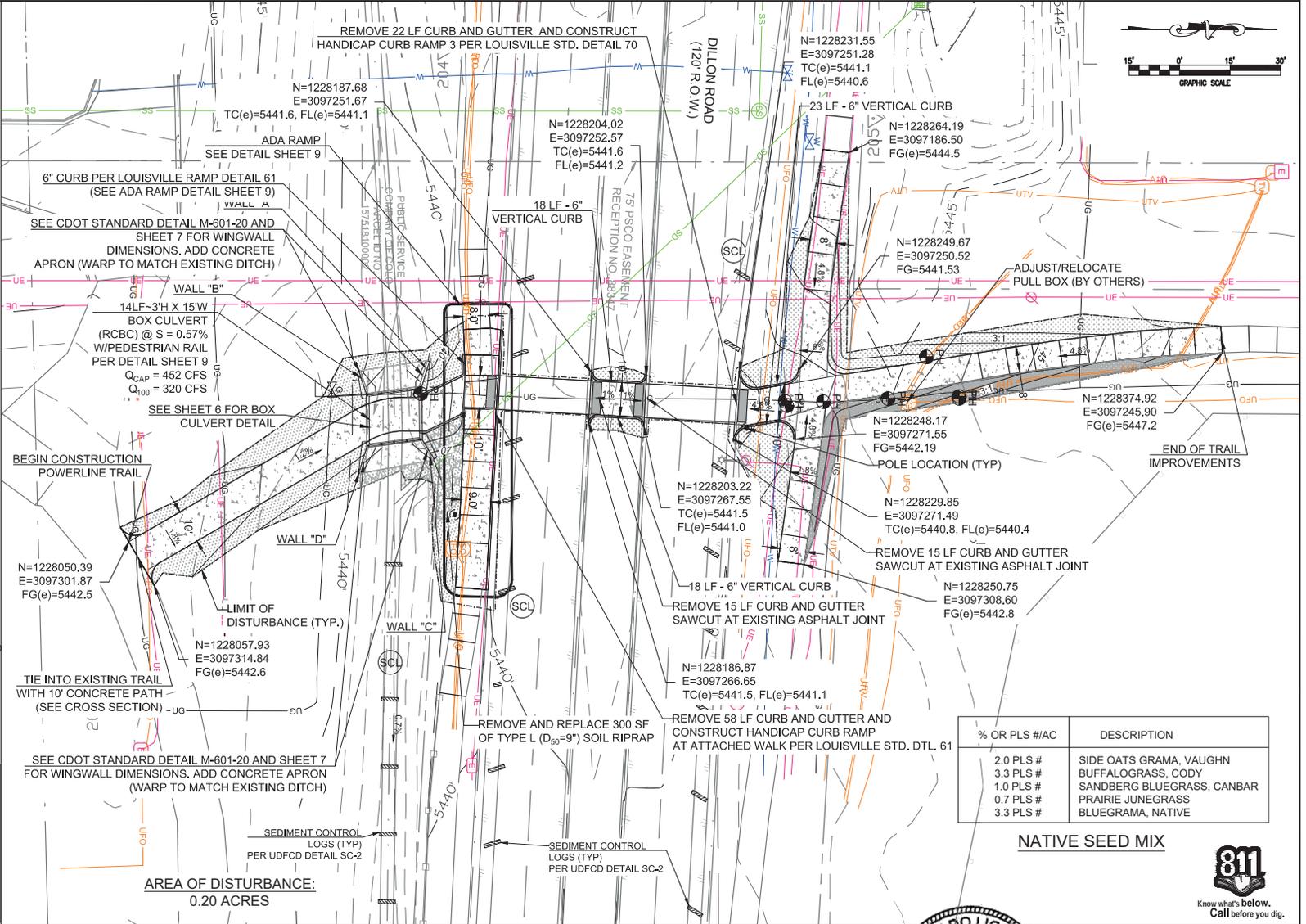
LEGEND

■ DETECTABLE WARNING STRIP (DWS)
 6" CONCRETE WALK
 4.5' PROPOSED CONTOUR
 --- LIMIT OF DISTURBANCE
 --- SEDIMENT CONTROL LOG
 ○ MANICURED LAWN
 ■ NATIVE SEEDING
 ■ TYPE VL RIPRAP (D₅₀=6")
 ■ 3/4" PEA GRAVEL
 ● SIGNAL POLE LOCATIONS

NOTES:

- SEE SHEET 6 FOR GENERAL CONSTRUCTION NOTES.
- GEOTECHNICAL RECOMMENDATIONS PER KUMAR AND ASSOCIATES STUDY REVISED 9/19/18.
- LANDSCAPING SOUTH OF DILLON ROAD TO BE NATIVE SEED PER SEED MIX (THIS SHEET) MANICURED LANDSCAPING IN MEDIAN AND NORTH OF DILLON ROAD TO BE REPLACED IN KIND AND IRRIGATION ADJUSTED AS REQUIRED.
- CONTROL AT CURB IS AT FLOWLINE.
- CATCH SLOPES TO MAINTAIN 3:1 MAX. SLOPE.

DETAILS (SEE SHEETS 8 & 9)
 CITY OF LOUISVILLE:
 58 CURB & GUTTER
 61 RAMP DRIVE AT ATTACHED WALK
 64-66 DETECTABLE WARNING DETAIL
 70 HANDICAP CURB RAMP 3
 72 BIKE PATH DESIGN
 GENERAL: PEDESTRIAN HANDRAIL
 ADA RAMP
 CDOT: M-601-20 WINGWALLS FOR BOX CULVERT (ATTACHMENT)



% OR PLS #/AC	DESCRIPTION
2.0 PLS #	SIDE OATS GRAMA, VAUGHN
3.3 PLS #	BUFFALOGRASS, CODY
1.0 PLS #	SANDBERG BLUEGRASS, CANBAR
0.7 PLS #	PRAIRIE JUNEGRASS
3.3 PLS #	BLUEGRAMA, NATIVE

NATIVE SEED MIX



REV	ISSUED FOR CONSTRUCTION PLANS	DATE	DESIGNED BY	CHECKED BY	APPROVED BY
0	ISSUED FOR CONSTRUCTION PLANS	03/20/2019	ALH	HEH	ALH
1	REVISION DESCRIPTION				

City of Louisville
 COLORADO • SINCE 1878

Public Works Engineering
 749 Main Street
 Louisville, CO 80027

EUGENE LYNNE
 2440 S. CHASE LANE, LAKEWOOD, CO 80227
 720-771-8149 - ahildebrand@eugenelynne.com

Eugene Lynne

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EL	SIGNATURE	DATE
DRAWN	ALH	03/20/2019
DESIGNED	ALH	03/20/2019
CHECKED	HEH	03/20/2019
APPROVED		
CLIENT	SIGNATURE	DATE
REVISIONS		
APPROVED		
DATE		

POWERLINE TRAIL
 PEDESTRIAN HYBRID BEACON DESIGN
 CITY OF LOUISVILLE

CLIENT PROJECT NO.
 STS PROJECT NO.
 SCALE: 1"=30'



GRADING AND DRAINAGE DESIGN

FIGURE: C
 SHEET NO.:
 SHEETS: 3

AGREEMENT

THIS AGREEMENT is made and entered into this 21st day of May in the year 2019 by and between:

CITY OF LOUISVILLE, COLORADO
(hereinafter called **OWNER**)

and

MOUNTAIN CONSTRUCTORS, INC.
(hereinafter called **CONTRACTOR**)

OWNES and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows.

ARTICLE 1. WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

PROJECT: POWERLINE TRAIL PEDESTRIAN HYBRID BEACON
PROJECT NUMBER: 201923-660093

ARTICLE 2. CONTRACT TIMES

- 2.1 The CONTRACTOR shall substantially complete all work by December 2, 2019 and within **180 Contract Days** after the date when the Contract Time commences to run. The Work shall be completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions within **200 Contract Days** after the date when the Contract Times commence to run. The Contract Times shall commence to run on the day indicated in the Notice to Proceed.
- 2.2 LIQUIDATED DAMAGES. The OWNER and the CONTRACTOR agree and recognize that time is of the essence in this contract and that the OWNER will suffer financial loss if the Work is not substantially complete by the date specified in paragraph 2.1 above, plus any extensions thereof allowed in accordance with the Article 12 of the General Conditions. OWNER and CONTRACTOR also agree that such damages are uncertain in amount and difficult to measure accurately. Accordingly, the OWNER and CONTRACTOR agree that as liquidated damages, and not as a penalty, for delay in performance the CONTRACTOR shall pay the OWNER **ONE THOUSAND DOLLARS (\$1,000)** for each and every **Contract Day** and portion thereof that expires after the time specified above for substantial completion of the Work until the same is finally complete and ready for final payment. The liquidated damages herein specified shall only apply to the CONTRACTOR's delay in performance, and shall not include litigation or attorneys' fees incurred by the OWNER, or other incidental or consequential damages suffered by the OWNER due to the CONTRACTOR's performance. If the OWNER charges liquidated damages to the CONTRACTOR, this shall not preclude the OWNER from commencing an action against the CONTRACTOR for other actual harm resulting from the CONTRACTOR's performance, which is not due to the CONTRACTOR's delay in performance.

ARTICLE 3. CONTRACT PRICE

- 3.1 The OWNER shall pay in current funds, and the CONTRACTOR agrees to accept in full payment for performance of the Work, subject to additions and deductions from extra and/or omitted work and determinations of actual quantities as provided in the Contract Documents, the Contract Price of three hundred ninety three thousand four hundred thirty six dollars and forty nine cents (\$393,436.49) as set forth in the Bid Form of the CONTRACTOR dated May 2, 2019.

As provided in paragraph 11.9 of the General Conditions estimated quantities are not guaranteed, and determinations of actual quantities and classification are to be made by ENGINEER as provided in paragraph 9.10 of the General Conditions. Unit prices have been computed as provided in paragraph 11.9 of the General Conditions.

ARTICLE 4. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by OWNER as provided in the General Conditions.

- 4.1 PROGRESS PAYMENTS. OWNER shall make progress payments on the basis of CONTRACTOR's Applications for Payment as recommended by ENGINEER, on or about the third Wednesday of each month during construction as provided below. All progress payments will be on the basis of the progress of the Unit Price Work based on the number of units completed as provided in the General Conditions.

- 4.1.1.1 Prior to final completion and acceptance, progress payments will be made in the amount equal to 95 percent of the calculated value of completed Work, and/or 95 percent of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to OWNER as provided in 14.2 of the General Conditions), but in each case, less the aggregate of payments previously made and such less amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.7 of the General Conditions.

If OWNER finds that satisfactory progress is being made in any phase of the Work, it may, in its discretion and upon written request by the CONTRACTOR, authorize final payment from the withheld percentage to the CONTRACTOR or subcontractors who have completed their work in a manner finally acceptable to the OWNER. Before any such payment may be made, the OWNER must, in an exercise of its discretion, determine that satisfactory and substantial reasons exist for the payment and there must be provided to the OWNER written approval from any surety furnishing bonds for the Work.

Nothing contained in this provision shall preclude the OWNER and CONTRACTOR from making other arrangements consistent with C.R.S. 24-91-105 prior to contract award.

- 4.2 FINAL PAYMENT. Upon final completion and acceptance of the Work in accordance with paragraph 14.13 of the General Conditions, OWNER shall pay the remainder of the Contract Price as provided in said paragraph 14.13 of the General Conditions.

ARTICLE 5. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR has examined and carefully studied the Contract Documents, (including the Addenda listed in paragraph 6.10) and the other related data identified in the Bidding Documents including "technical".
- 5.2 CONTRACTOR has inspected the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 5.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and furnishing of the Work.
- 5.4 CONTRACTOR has carefully studied all reports of exploration and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions relating to surface or subsurface structures at or contiguous to the site (Except Underground facilities) which have been identified in the General Conditions as provided in paragraph 4.2.1 of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph 4.2 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR acknowledges that OWNER and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to such reports, drawings or to Underground Facilities at or contiguous to the site. CONTRACTOR has conducted, obtained and carefully studied (or assume responsibility for having done so) all necessary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.
- 5.5 CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, studies or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.3 of the General Conditions.
- 5.6 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- 5.7 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests studies and data with the Contract Documents.
- 5.8 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written

resolution thereof by ENGINEER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing the Work.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between OWNER and CONTRACTOR concerning the Work, are all written documents, which define the Work and the obligations of the Contractor in performing the Work and the OWNER in providing compensation for the Work. The Contract Documents include the following:

- 6.1 Invitation to Bid.
- 6.2 Instruction to Bidders.
- 6.3 Bid Form.
- 6.4 This Agreement.
- 6.5 General Conditions.
- 6.6 Supplementary Conditions.
- 6.7 General Requirements.
- 6.8 Technical Specifications.

- 6.9 Drawings with each sheet bearing the title: PROJECT: POWERLINE TRAIL PEDESTRIAN HYBRID BEACON

- 6.10 Change Orders, Addenda and other documents which may be required or specified including:
 - 6.10.1 Addenda No. 0 to 1 exclusive
 - 6.10.2 Documentation submitted by CONTRACTOR prior to Notice of Award.
 - 6.10.3 Schedule of Subcontractors
 - 6.10.4 Anti-Collusion Affidavit
 - 6.10.5 Certification of EEO Compliance
 - 6.10.6 Notice of Award
 - 6.10.7 Performance Bond
 - 6.10.8 Labor and Material Payment Bond
 - 6.10.9 Certificates of Insurance
 - 6.10.10 Notice to Proceed
 - 6.10.11 Contractor's Proposal Request
 - 6.10.12 Contractor's Overtime Request
 - 6.10.13 Field Order
 - 6.10.14 Work Change Directive
 - 6.10.15 Change Order
 - 6.10.16 Application for Payment
 - 6.10.17 Certificate of Substantial Completion
 - 6.10.18 Claim Release
 - 6.10.19 Final Inspection Report
 - 6.10.20 Certificate of Final Completion

6.10.21 Guarantee Period Inspection Report

- 6.11 The following which may be delivered or issued after the Effective Date of the Agreement and are attached hereto: All Written Amendments and other documents amending, modifying, or supplementing the Contract Documents pursuant to paragraphs 3.5 and 3.6 of the General Conditions.
- 6.12 In the event of conflict between the above documents, the prevailing document shall be as follows:
1. Permits from other agencies as may be required.
 2. Special Provisions and Detail Drawings.
 3. Technical Specifications and Drawings. Drawings and Technical Specifications are intended to be complementary. Anything shown or called for in one and omitted in another is binding as if called for or shown by both.
 4. Supplementary Conditions.
 5. General Conditions.
 6. City of Louisville Design and Construction Standards.
 7. Reference Specifications.

In case of conflict between prevailing references above, the one having the more stringent requirements shall govern.

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.5 and 3.6 of the General Conditions.

ARTICLE 7. MISCELLANEOUS

- 7.1 Terms used in this Agreement, which are defined in Article 1 of the General Conditions, shall have the meanings indicated in the General Conditions.
- 7.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge that assignor from any duty or responsibility under the Contract Documents.
- 7.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE 8. OTHER PROVISIONS

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR.

This Agreement will be effective on May 21, 2019.

**OWNER: CITY OF LOUISVILLE,
COLORADO**

CONTRACTOR: _____

By: _____
Robert P. Muckle, Mayor

By: _____

(CORPORATE SEAL)

(CORPORATE SEAL)

Attest: _____
Meredyth Muth, City Clerk

Attest: _____

Address for giving notices:

Address for giving notices:

749 Main Street
Louisville, Colorado
80027

Attention: City Engineer

EXHIBIT C

Addendum No. 3 to Service Agreement

This Addendum to that certain Services Agreement dated March 20, 2018 is made effective as of May 21, 2019, by and between the undersigned parties. The Addendum immediately preceding this Addendum was dated November 9, 2018.

1. Services to be provided: Additional Construction Management Services
2. Fees: \$24,291.00 (See Attached)
3. Schedule: Thru December 31, 2019.

CITY OF LOUISVILLE
749 Main Street
Louisville, CO 80027

By: _____
Heather Balser, City Manager

Attest: _____
Meredyth Muth, City Clerk

Company: Sustainable Traffic Solutions, Inc.

Address: 823 West 124th Drive

Westminster, CO 80234

By: _____

Attest: _____



May 3, 2019

Ms. Joliette Woodson, PE
Engineer III
City of Louisville
749 Main Street
Louisville, CO 80027

RE: Construction Administration for the Dillon Road Pedestrian Hybrid Beacon
City Project No. 201523 / 201528-660093

Dear Joliette,

Based on your request, STS is providing this proposal for the construction phase of the Dillon Road Pedestrian Hybrid Beacon project.

Scope of Services

1. **Attend the Prebid Meeting.** STS will attend the prebid meeting that will be arranged by the City. Meeting minutes will be prepared and distributed following the meeting.
2. **Respond to Questions from Contractors.** STS will respond to questions posed by contractors prior to the bid.
3. **Review Bids.** STS will review the bids and provide a recommendation of award to the City.
4. **Attend the Preconstruction Meeting.** STS will attend the preconstruction meeting that will be arranged by the City. Meeting minutes will be prepared and distributed following the meeting.
5. **Review Contractor's Submittals.** STS will review the submittals for conformance with the plans and specifications.
6. **Meetings with the Contractor.** STS will meet with the contractor on-site on an average of once per week to review the project and to answer questions posed by the contractor. Sixteen site visits are included in the fee estimate. Meeting minutes will be prepared and distributed following each meeting.
7. **Review Pay Applications.** The pay applications provided by the contractor will be reviewed for accuracy. The fee estimate assumes that four pay applications will be reviewed.
8. **Prepare As-Built Plans.** The plans will be prepared in AutoCAD format based on drawings provided by the contractor and field observations.

San Engineering Scope of Services

San Engineering will be a subconsultant to STS to review the construction of the box culvert. The services to be provided by San Engineering are as follows.

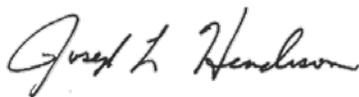
- 1. Meetings with the Contractor.** San Engineering will meet with the contractor on-site a maximum of five times to review the construction of the box culvert. Notes will be provided to STS following each visit that will be included in the meeting minutes.
- 2. Review of As-Built Plans for the Box Culvert.** San Engineering will review the as-built plans that will be prepared by the contractor to confirm that the box culvert was constructed in substantial conformance with the plans and specifications for the project.
- 3. Certification.** San Engineering will provide a certification to the City that the box was constructed in substantial conformance to the plans and specifications for the project.
- 4. Shop Drawing Review.** San Engineering will review structural shop drawings and submittals, such as reinforcing shop drawings, concrete mix designs, admixtures, etc.

Budget

The estimated fee to administer the construction of the project is \$24,291.00. A table is attached that provides details for the construction administration charges. With this additional amount, the budget for the project is as follows.

- Original Budget \$52,891.00
- Addendum 1 \$ 4,120.00
- Addendum 2 \$ 4,426.00
- Balance Remaining \$ 690.53
- CM Budget \$24,291.00
- Total Budget \$85,728.00

Sincerely,



Joseph L. Henderson, PE, PTOE
Project Manager / Principal
Powerline Trail Signal Scope Additions 5-3-19

Project: Dillon Road Pedestrian Hybrid Beacon Design - Construction Administration

Date: May 3, 2019

Task	Task Description	Personnel						Outside Expenses	Total Cost
		Joe Henderson		Traffic Tech		Subtotal			
		\$150 /Hour	/Hour	\$105 /Hour	/Hour	Hours	Cost		
1	Attend the Prebid Meeting	5	\$675		\$0	5	\$675	\$15	\$690
2	Respond to Questions from Contractors	8	\$1,080		\$0	8	\$1,080		\$1,080
3	Review Bids	2	\$270		\$0	2	\$270		\$270
4	Attend the Preconstruction Meeting	5	\$675		\$0	5	\$675	\$15	\$690
5	Review Contractor's Submittals	16	\$2,160		\$0	16	\$2,160		\$2,160
6	Meeting with the Contractor	80	\$10,800		\$0	80	\$10,800	\$232	\$11,032
7	Review Pay Applications	8	\$1,080		\$0	8	\$1,080		\$1,080
8	Prepare As-Built Plans	6	\$810		\$0	6	\$810		\$810
9	San Engineering	8	\$1,080		\$0	8	\$1,080	\$5,400	\$6,480
	Total	138	\$18,630	0	\$0	138	\$18,630	\$5,661	\$24,291

**SUBJECT: APPROVE CONTRIBUTION FOR BOULDER COUNTY
HOMELESS SERVICES**

DATE: MAY 21, 2019

PRESENTED BY: MEGAN DAVIS, DEPUTY CITY MANAGER

SUMMARY:

The Homeless Solutions for Boulder County program recently presented to the Consortium of Cities, sharing their annual report (Attachment 1) and an update on homeless services efforts across the county. The City had been considering contributing to the MDHI metro Denver homeless initiative, which does on occasion provide some supports for homeless individuals in our region. However, more direct and ongoing supports are being provided to City of Louisville residents in need through the local Homeless Solutions for Boulder County program.

[Homeless Solutions for Boulder County](#) is an innovative approach to addressing homelessness that includes multiple government entities (Boulder County and the Cities of Boulder and Longmont), the nonprofits working to impact homelessness, the faith community, and those with lived experience. The program seeks to create a regional, integrated service system that combines a coordinated entry process with the provision of timely and appropriate supportive and housing services to assist people in moving out of homelessness and into housing in the most efficient ways possible.

The program provides a spectrum of services, providing supports to people experiencing short-term housing insecurity issues all the way up to chronically homeless individuals. The countywide homeless services collaborative serves the City of Louisville by accepting referrals from any entity within Louisville, as well as from the basic needs providers that serve City residents in need (Sister Carmen, Clinica Campesina, Community Food Share, etc.) The program has also provided materials to the Library and Recreation and Senior Center for referral of any patrons who may need homeless services.

FISCAL IMPACT:

The City will make a \$1,000 contribution to the collaborative in 2019, with the option for the organization to request funding in 2020 for the nonprofit funding program for 2021. This is within the current budget for the Contributions and Grants line item.

PROGRAM/SUB-PROGRAM IMPACT:

This donation supports our collaborative, regional effort to ensure responsive governance and support.

SUBJECT: BOULDER COUNTY HOMELESS SERVICES CONTRIBUTION

DATE: MAY 21, 2019

PAGE 2 OF 2

RECOMMENDATION:

At the request of the Mayor, the City will contribute \$1,000 to the Boulder County Homeless Solutions program in 2019, and suggest they re-apply for funding through the City's 2021-22 non-profit funding process.

ATTACHMENT(S):

1. Homeless Solutions for Boulder County Annual Report

1st Annual Report



HSBC
Homeless Solutions
for Boulder County



March 2019



March 1st, 2019

On behalf of the Homeless Solutions for Boulder County (HSBC) Executive and Management Boards, I am pleased to share the following report describing HSBC efforts from the 2018 project year. This is a follow-up to the Six Month Status Report dated May, 2018¹ which summarized early implementation efforts. As way of introduction, the current report provides general background on research related to homelessness and an overview of the HSBC system response structure. This introductory information is followed by year-end evaluation findings that focus on individuals served and progress made to secure additional housing-related and service resources. In concluding the report, we describe some of the challenges we are likely to encounter moving forward and provide an overview of future work.

Core to the HSBC approach is the recognition that homelessness is fundamentally an affordable housing issue. In Boulder County, for example, the costs of housing have increased dramatically over the past ten years and currently more than half of all renters spend 30% or more of their income on housing. To address the needs of individuals currently experiencing homelessness, HSBC relies on a Housing First model. This approach prioritizes access to housing as the first step in addressing homelessness and has been shown to result in greater long-term housing stability for individuals experiencing homelessness when compared to other approaches.

The first full year of HSBC implementation saw many notable successes. For example, a total of 383 individuals received assistance and transitioned out of the shelter system, including 188 who moved into Permanent Supportive Housing. Additionally, 66 new rental assistance vouchers became available to make housing more affordable for people involved with HSBC, and 82 housing units are being added to the affordable housing stock. HSBC staff also led a number of collaborative grant writing efforts with one leading to a \$2.4 Million award for Permanent Supportive Housing services from the U.S. Substance Abuse and Mental Health Services Administration (Department of Health and Human Services).

We are encouraged by some of the early successes described in this report, but also recognize that there is much hard work left to do. HSBC has benefited from the dedicated work of many government officials and non-profit agencies, and we look forward to deepening our collaborative efforts in the coming year. We are blessed to live in a community that prioritizes long-term strategic efforts and related investment to tackle difficult issues, and welcome others in the Boulder community to join us in our commitment to ending homelessness.

Robin Bohannon
HSBC Executive Board Chair
Director of the Boulder County Community Services Department

¹ The Six Month Status Report can be accessed at the following URL:
<https://www.bouldercounty.org/government/boards-and-commissions/boulder-county-regional-homeless-systems-management/>

HOMELESSNESS

WHAT DO WE KNOW?

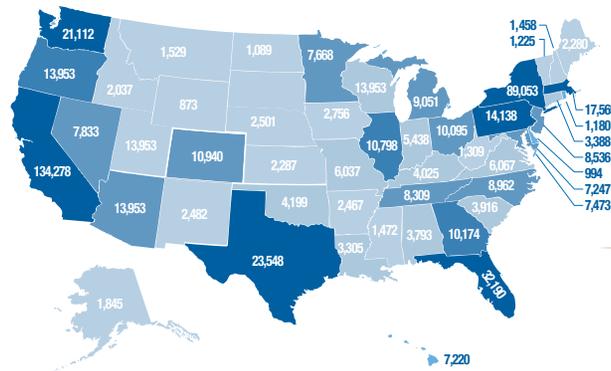
Homelessness is a national housing crisis, affecting every state in America. Across the country, 553,742 people slept in shelters, in transitional housing programs, in their cars or on the street on

a single night in January 2017. About 2%, or 10,940, were counted in Colorado that year. While homelessness is a widespread challenge, because it is a housing issue it is solvable.

HOMELESSNESS IS RARE.

Individuals and families who experienced homelessness in Colorado comprise less than 1% of the State's population. In 2017, 600 of these individuals and families were counted in Boulder County. Because the size of the challenge is small, it is possible to scale resources to address this need.

Total People Experiencing Homelessness on a Given Night in 2017



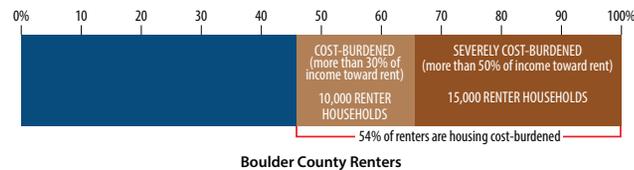
Every year during the Point in Time survey, the number of people experiencing homelessness in the U.S. are counted. In 2017, 600 were counted in Boulder County, almost 11,000 across Colorado, and more than half a million nationwide.

Source: 2017 U.S. Department of Housing and Urban Development Annual Homeless Assessment Report to Congress.

THE CAUSES OF HOMELESSNESS ARE WELL UNDERSTOOD.

Researchers have been studying homelessness since the 1980s. The evidence is clear: homelessness is fundamentally a housing affordability issue - communities with more affordable housing have less homelessness. Though other factors like physical and behavioral health issues can make someone more vulnerable, homelessness would not be at its current level if more homes were available at prices community members could afford.

Lack of Access to Diverse & Affordable Housing



About 52,000 Boulder County residents live in households where more than half their income goes to housing (rent or mortgage). This is nearly one out of every six people in our county.

HOMELESSNESS

WHAT DO WE KNOW?

WE HAVE EVIDENCE-BASED SOLUTIONS.

A home with appropriate supports is the solution to homelessness. Research shows that taking a Housing First approach - prioritizing access to permanent housing as quickly as possible and providing supports that help to maintain housing - works! Providing stable housing as the first strategy creates a foundation from which individuals and families can more successfully improve their wellbeing in other areas, like getting a job, addressing health needs, or reconnecting with family.

Typical "Housing Readiness"



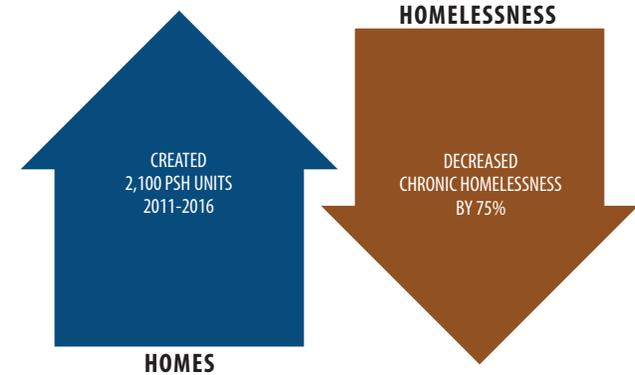
In the typical housing readiness model, people experiencing homelessness progress through programs until they are ready to maintain housing on their own. In these programs, they may face numerous obstacles that prevent them from obtaining housing. The Housing First approach focuses on helping individuals obtain housing first, removing these fail points.

Housing First



COMMUNITIES MAKING HOUSING INVESTMENTS ARE HAVING SUCCESS.

Other communities are showing that investments in housing reduce homelessness. Between 2011 and 2016, Houston created 2,100 new Permanent Supportive Housing opportunities for people experiencing chronic homelessness. Over that five-year period, the number of people experiencing chronic homelessness fell by 75 percent.



SOLUTIONS FOR BOULDER COUNTY

WHAT ARE WE DOING LOCALLY?

HOW DOES HSBC WORK? HOW DOES A CLIENT RECEIVE ASSISTANCE?

HSBC provides clients with access to one of two service paths: **Navigation Services**, or **Housing-focused Shelter (HFS)**. Each of these paths is accessed through an initial **Coordinated Entry** assessment.

Coordinated Entry provides single-entry access into the homeless services system. Individuals go to locations in Boulder or Longmont for an assessment that determines their most appropriate service path – Navigation or HFS. Coordinated Entry is also designed to support prioritization of resources to those with ties to Boulder County and for those with greatest need. Collected data are used to improve system performance and identify resource gaps.

*"Since getting off the street, being housed, and with your help, my physical AND mental health have greatly improved. Thank you."
Boulder Shelter for the Homeless Client, Currently Housed*

*"I succumbed to knowing I can't do this alone. I feel supported and cared for, which helped me be successful."
Bridge House Path to Home Client, Currently Housed*

*"When I found myself homeless, alone, hungry and cold, the people at HOPE gave me what I needed to stand up, chin up. They will give you a hand up, not a handout, which I find so important towards your self-esteem."
HOPE Client*

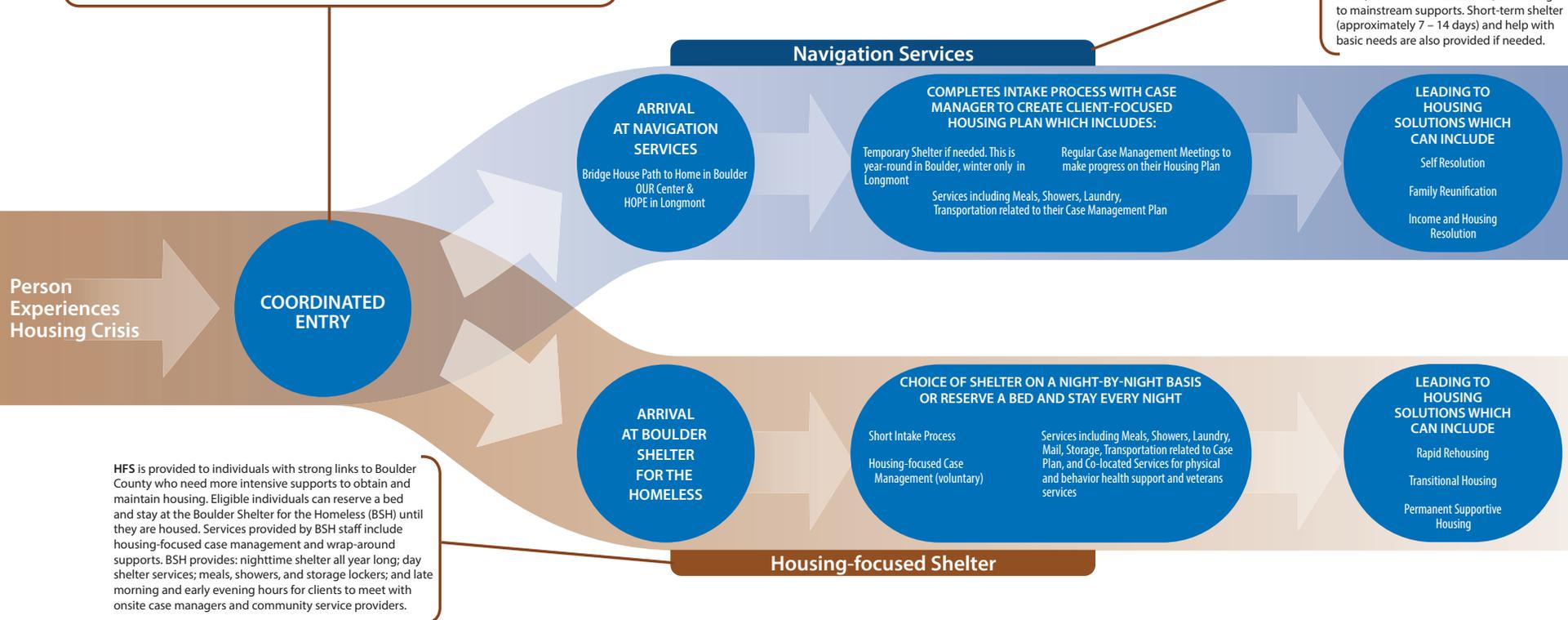
SOLUTIONS FOR BOULDER COUNTY

WHAT ARE WE DOING LOCALLY?

Local stakeholders are working collaboratively to implement proven strategies through the new HSBC system. Launched in October 2017, HSBC is a Housing First approach that provides housing solutions and supports needed to reduce homelessness. HSBC is a partnership between Boulder County, the cities

of Boulder and Longmont, nonprofit partners and other stakeholders to provide adults experiencing homelessness with targeted, responsive services that support quick, stable housing solutions.

Navigation Services provide short-term resolution assistance to lower need individuals who have fewer barriers to obtaining and maintaining permanent housing, or for those who recently arrived in Boulder County. Services can include case management, mediation, financial assistance, legal assistance, reunification assistance, and linkage to mainstream supports. Short-term shelter (approximately 7 – 14 days) and help with basic needs are also provided if needed.



HFS is provided to individuals with strong links to Boulder County who need more intensive supports to obtain and maintain housing. Eligible individuals can reserve a bed and stay at the Boulder Shelter for the Homeless (BSH) until they are housed. Services provided by BSH staff include housing-focused case management and wrap-around supports. BSH provides: nighttime shelter all year long; day shelter services; meals, showers, and storage lockers; and late morning and early evening hours for clients to meet with onsite case managers and community service providers.

HSBC CLIENTS WHO DID WE SERVE?

HSBC ASSESSED 2,448 PEOPLE FOR SERVICES DURING ITS FIRST YEAR

75% sought services in Boulder
25% sought services in Longmont

ON AVERAGE, HSBC CLIENTS WERE 42 YEARS OLD WHEN THEY SOUGHT COORDINATED ENTRY SERVICES

70% of those seeking HSBC services are male
29% are female
Less than 1 percent were transgender or gender nonconforming



Meals are one of the Navigation services available, including at HOPE in Longmont.

64% OF HSBC CLIENTS ARE WHITE

Because the population of Boulder County as a whole is 89 percent white, people of color are overrepresented among those seeking homeless services. 12 percent of HSBC clients identified as Hispanic or Latino.

MANY HSBC CLIENTS ARE BOULDER COUNTY COMMUNITY MEMBERS

41% have been in the County for two years or longer
25% report having family in the County

57% of Longmont clients report being in Boulder County two years or longer

48% of Longmont clients report having family in the County

HSBC CLIENTS WHO DID WE SERVE?

FOR MOST, SHELTER ALONE WILL NOT BE SUFFICIENT TO RESOLVE THEIR HOMELESSNESS.

The vast majority of HSBC clients seek services after already becoming homeless. Many report experiencing homelessness for extensive periods and have a disabling condition, and will likely need assistance exiting the shelter system. Research shows that those who spend less time experiencing homelessness are more successful staying housed. Given this, investments that help HSBC clients exit shelter as quickly as possible are critical to success.

86% came for a Coordinated Entry screening after having spent the previous night sleeping on the streets or in a homeless shelter

70% reported having a disabling condition (e.g., physical health, mental health, substance use issue, etc.)

55% reported experiencing homelessness for more than 12 months out of the past three years

Housing solves homelessness.



Lee Hill is a two-story apartment building in Boulder with 31 fully-furnished one bedroom Permanent Supportive Housing units.



HOUSING SOLUTIONS

A FOCUS ON HOUSING SOLUTIONS RESULTS IN NOTABLE SUCCESSES!

OVERALL, **383** PEOPLE, **15%** OF ALL CLIENTS ASSESSED, RECEIVED ASSISTANCE AND TRANSITIONED OUT OF THE SHELTER SYSTEM

188 individuals got into their own housing

145 people who reunified with existing social supports

50 entered other programs (Ready to Work, the Inn Between of Longmont, and residential substance use treatment)



Permanent Supportive Housing provides a home as well as the services that can help to keep someone housed.

HOUSING SOLUTIONS

A FOCUS ON HOUSING SOLUTIONS RESULTS IN NOTABLE SUCCESSES!

HOUSING RESOURCE PROGRESS TO DATE

NEW RENT ASSISTANCE RESOURCES

- 28** new Housing Choice Vouchers for people under age 62 who have a disabling condition (Boulder Housing Partners) with a preference given to individuals experiencing homelessness or institutionalization
- 20** existing units being converted to Permanent Supportive Housing via state funding (Boulder County, Boulder Shelter for the Homeless, the Inn Between of Longmont, and Mental Health Partners)
- 11** new Permanent Supportive Housing vouchers (city of Boulder). By September 30, 2018, eight clients had moved into housing and one was looking for an apartment
- 7** additional U.S. Department of Housing and Urban Development—Veterans Affairs Supportive housing vouchers (Boulder County Housing Authority) – PSH to veterans experiencing chronic homelessness in Boulder County

NEW UNITS

- 70** units of proposed PSH production over the next three years (City of Boulder working with developers of new housing)
- 6** existing Boulder Housing Partners' units with a set aside for chronically homeless individuals receiving services through Boulder Shelter for the Homeless and BHP
- 6** affordable rental housing units with the creation of a master lease program between Bridge House and Congregation Har-Hashem to those earning 30% of the area median income and are graduates of their Ready to Work program

NEW SUPPORT SERVICES DOLLARS

\$2.4 MILLION Substance Abuse and Mental Health Services (SAMHSA) grant received to provide needed supportive services to individuals exiting to housing

CHALLENGES AND THE COSTS OF INACTION

LARGER SCALE PROGRESS WILL BENEFIT THE COMMUNITY BUT WILL REQUIRE UPFRONT INVESTMENT

This initial progress is promising for the Boulder County community, and these new investments have provided many community members with the invaluable comfort and opportunity of a stable place to call home. They will be able to use that stability as a platform for their wellbeing in other areas of their life, such as finding a job, engaging

with behavioral health services, treating a chronic health condition, or reconnecting with family.

Despite efforts, however, many HSBC clients continue to remain in the shelter system and on the streets. This is costly for both the individuals experiencing homelessness and the larger community.

CHALLENGES AND THE COSTS OF INACTION

LARGER SCALE PROGRESS WILL BENEFIT THE COMMUNITY BUT WILL REQUIRE UPFRONT INVESTMENT

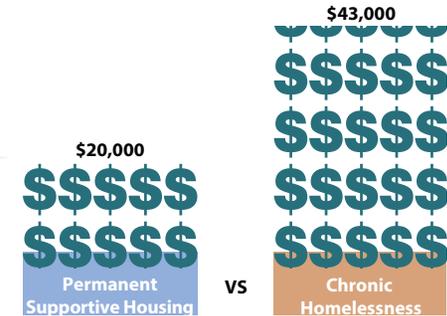
The good news is that by housing community members experiencing homelessness, costs are greatly reduced for both individuals and the impacted systems. Research has shown that investment in Permanent Supportive Housing (PSH) is cost effective due to cost offsets in other systems. In the Denver area, someone experiencing homelessness costs the community about twice as much as PSH.

Thus, investments in housing can pay for themselves over time. To get these benefits, the community needs to make an upfront investment in housing opportunities. To this end, HSBC has developed a strategic plan that seeks to expand housing opportunities. The plan was informed by data collected through Coordinated Entry screenings, and in consultation with service providers, public housing authorities, and other stakeholders.

For example, the nine clients housed to date using City of Boulder PSH vouchers had stayed 4,100 nights at the Boulder Shelter for the Homeless, had a total of 1,250 jail bed nights, and averaged 20 ambulance trips to the emergency room every year. Cumulatively, they had lived on the streets for 100 years.

In Denver a person living on the streets costs \$43,000 per year for detox services, incarceration, emergency room visits, outpatient and inpatient care, and shelter. PSH only costs about \$20,000 annually.

Source: Denver Housing First Collaborative Cost Benefit Analysis and Program Outcomes Report



Case managers and staff provide personal support for Navigation clients in Boulder and Longmont.



Case managers and staff are an important aspect of Navigation Services, including at Bridge House Path to Home in Boulder.

WHERE ARE WE GOING AND WHAT CAN THE COMMUNITY DO TO HELP?

Reducing homelessness means getting people into stable housing with supportive services. To this end, the HSBC Executive Board has adopted an aggressive plan of action that includes:

- *Creation of 200 new supportive housing opportunities for long-term Boulder County community members experiencing chronic homelessness;*
- *Investments in staffing to provide supportive housing services;*
- *Increased responsiveness to landlords to ensure greater access to units for HSBC clients;*
- *Development of procedures to streamline access to housing opportunities for HSBC clients; and*
- *Exploration of opportunities to help supported individuals transition to greater independence to free-up existing supportive housing opportunities for others.*

While HSBC aims to provide rent assistance and support services to help its clients maintain stable housing, success also requires the creation of new and preservation of existing affordable housing opportunities. The Boulder County Regional Housing Partnership (RHP) is working to ensure that by 2035, 12% of all homes in Boulder County are permanently affordable (visit www.HousingOurCommunity.org). This means tripling the current number of affordable homes within the next 15 years. HSBC is coordinating efforts with the RHP to aid these efforts.

It is also critical that investments result in a robust continuum of services. While shelter is a critical component of this continuum, it is not a permanent solution. Focusing more resources on housing opportunities allows more individuals experiencing homelessness to exit the shelter system more quickly. Additionally, housing more people lessens the need for ongoing investments in shelter services over time.

Finally, resources available to address homelessness are limited, as is the case with funding for all critical social issues. It is therefore vital that there be ongoing focus on system and service refinements, and review of those served by the HSBC system. To this latter point, efforts will continue to prioritize individuals who have strong ties to Boulder County. This means making difficult choices regarding access to more comprehensive system services to ensure that Boulder County community members become housed.

WHAT CAN THE COMMUNITY DO TO HELP?

Homelessness is a solvable issue. We know what works, and efforts of the HSBC Executive and Management Boards and project staff, and county and municipal partners have resulted in significant progress for HSBC participants. However, the broader community and citizens can also play an important role in helping to make HSBC efforts successful.

This includes:

- *Educating community members on the need for affordable housing in Boulder County, and the Regional Housing Partnership's strategies and efforts to meet that need.*
- *Championing the development of new affordable housing that is accessible to low- and moderate-income families and individuals by publicly communicating your support to policy and decision-makers, and to the broader community.*
- *Supporting regulatory changes and innovations that help produce additional affordable housing across the community.*
- *Helping identify opportunities for land donations and funding to support the creation and preservation of additional affordable housing, and supportive services for homeless individuals and the organizations that provide those services.*



SUBJECT: **ORDINANCE NO. 1773, SERIES 2019 – AN ORDINANCE
AUTHORIZING THE PAYMENT OF CITY MONEYS FOR THE
CITY’S ACQUISITION OF PROPERTY LEGALLY DESCRIBED
AS OUTLOT A, DAVIDSON HIGHLINE SUBDIVISION REPLAT 2
– 2ND READING – PUBLIC HEARING (advertised *Daily Camera*
4/12/19)**

DATE: **MAY 21, 2019**

PRESENTED BY: **KURT KOWAR, PUBLIC WORKS DEPARTMENT**

SUMMARY:

Staff is seeking Council approval of a purchase contract with Rob Lathrop to purchase 3,530 sq. ft. to accommodate the trail system into the SH 42 underpass. The Lathrop property has been re-platted to create an outlot for purchase. The purchase contract and miscellaneous costs including fence, sign and rose bed relocations total \$42,079.00. Of this amount, \$27,004 is for the land acquisition at \$7.65 per square foot. Recent land sales in the area were at slightly lower amounts including:

- Boulder County Housing Authority’s 13 acre purchase of the Kestrel development land (\$4.61 psf) in 2013
- Louisville’s 5 acre purchase of the First Baptist Church in 2013 (\$5.65 psf)
- Loftus Development’s 5 acre purchase of the former Safeway property for the Centre Court/Alfalfa’s development (\$7.05) in 2011.

The purchased property is directly adjacent to Highway 42 justifying a higher value per square foot than land not adjacent to the road. The remaining \$15,075 of the acquisition is for the site improvements on Lathrop’s property to facilitate access and construction.

Mr. Lathrop and the City Attorney have reviewed and approved the purchase contract language. Council approved the resolution and ordinance on first reading on May 7, 2019.

The purchase ordinance states the property is being purchased as a general asset of the City for the underpass project. It is not being acquired as park or open space property, and that all or portions of the property, and any interests, licenses, rights or privileges, therein, may be sold, leased, conveyed or disposed of, in whole or part, as determined by subsequent action of City Council, without necessity of election, pursuant to the home rule charter of the City.

SUBJECT: SH 42 UNDERPASS PROJECT

DATE: MAY 21, 2019

PAGE 2 OF 2

SCHEDULE:

Once the outlot is purchased, the City can begin work with the Goodhue Ditch company on relocation of the ditch piping. A pre-construction meeting will occur at the end of May. The contract time is 200 working days with substantial completion anticipated in March of 2020.

PROGRAM/SUB-PROGRAM IMPACT:

The recommended contract supports the goal of safe traveling conditions for pedestrians and motorists.

RECOMMENDATION:

Staff recommends approving Ordinance No. 1773, Series 2019 on second reading.

ATTACHMENT(S):

1. Ordinance No. 1773, Series 2019

**ORDINANCE NO. 1773
SERIES 2019**

**AN ORDINANCE AUTHORIZING THE PAYMENT OF CITY MONEYS FOR THE
CITY'S ACQUISITION OF PROPERTY LEGALLY DESCRIBED AS OUTLOT A,
DAVIDSON HIGHLINE SUBDIVISION REPLAT 2**

WHEREAS, the City of Louisville intends to acquire certain real property generally located on the west side of State Highway 42 (North 96th Street), between Hecla Drive and Summit View Drive, which property is owned by RCL Land Company, LLC, and is legally described as Outlot A, Davidson Highline Subdivision Replat 2 (the "Property"); and

WHEREAS, the City and owner of the Property have entered into an Purchase Contract to Buy and Sell Real Estate (the "Purchase Contract") for sale and purchase of the Property upon terms and conditions mutually agreeable to the City and owner; and

WHEREAS, the Purchase Contract provides that the City shall pay the owner of the Property a purchase price of Twenty-Seven Thousand and Four and 00/100 Dollars (\$27,004.00) for the Property, plus additional reimbursements to the owner in connection with the work to be completed for the City's underpass project in the amount of of Fifteen Thousand Seventy-Five and 00/100 Dollars (\$15,075.00), for a total amount of City moneys of Forty-Two Thousand Seventy-Nine and 00/100 Dollars (\$42,079.00); and

WHEREAS, the City Council by this ordinance desires to identify the source of funding for such purchase, make certain determinations regarding the Property, and otherwise comply with applicable laws regarding the acquisition of the Property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Unless other funds become available for use by the City as determined by the City Council, moneys from the Open Space and Parks Fund (\$42,079.00) shall be used for the purchase of the Property legally described as Outlot A, Davidson Highline Subdivision Replat 2 (the "Property") and satisfaction of the City's additional monetary obligations as set forth in the Purchase Contract, all as further described in and subject to the terms and conditions of the Purchase Contract.

Section 2. City payment for the Property shall be made in cash, certified funds, wire transfer or City warrant, subject to the Purchase Contract and to any necessary budgetary transfers or supplementary budgets and appropriations in accordance with State law. Such City payment is subject to and conditioned upon satisfaction of all conditions in the Purchase Contract for the Property.

Section 3. The City Council finds and determines that the Property is being acquired as a general asset of the City for construction of the Highway 42 underpass and not as park or open space property, and that all or portions of the Property, and any interests, licenses, rights or privileges therein, may be sold, leased, conveyed or disposed of, in whole or part, as determined by subsequent

action of City Council, without necessity of election, pursuant to the home rule charter of the City.

Section 4. Nothing in this Ordinance is intended to nor should be construed to create any multiple-fiscal year direct or indirect City debt or fiscal obligation whatsoever.

Section 5. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 7th day of May, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 21st day of May, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

SUBJECT: RESOLUTION NO. 17, SERIES 2019 – A RESOLUTION REPEALING RESOLUTIONS IMPLEMENTING THE HISTORIC PRESERVATION FUND BY REENACTING INTO A SINGLE RESOLUTION INCORPORATING ALL PREVIOUS RESOLUTIONS, PROVIDING UPDATES FOR THE RECENT BALLOT MEASURE, AND INCREASING CERTAIN INCENTIVES

DATE: MAY 21, 2019

**PRESENTED BY: FELICITY SELVOSKI, HISTORIC PRESERVATION PLANNER
PLANNING AND BUILDING SAFETY DEPT**

SUMMARY:

Resolution No. 17, Series 2019 revises previous City Council resolutions that together provide the requirements and procedures used to review and approve historic preservation grant and loan incentive funding. The intent of the new resolution is to update and improve the incentives in order to encourage increased participation in the City's landmarking program. Total grants available for residential properties would increase from \$21,900 to \$70,000 and for commercial properties from \$256,000 to \$275,000. Specific updates were made to the following items:

- Historic Structure Assessment (HSA) Grants
 - *Maximum HSA grants increase for both residential and commercial properties. Residential HSA grants increase from \$900 to \$5,000. Commercial HSA grants increase from \$6,000 to \$10,000.*
- Initial Landmark Incentive Grant
 - *Initial landmark incentives increase for both residential and commercial properties. Residential landmark incentive grants increase from \$1,000 to \$10,000. Commercial landmark incentive grants increase from \$10,000 to \$75,000.*
- Preservation Grants
 - *Revise maximum matching grant amounts for both residential and commercial properties. Residential incentives increase from \$20,000 to \$40,000. Commercial incentives decrease from \$165,000 to \$125,000 (however, overall commercial grants would increase).*
- New Construction Grants
 - *New construction grants for additions to landmarked properties are available for both commercial (\$75,000) and residential (\$15,000) properties who agree to limit development (height and FAR). The current program does not provide new construction grants for residential additions.*
- Allowed Work
 - *Preservation, restoration, and rehabilitation definitions are updated to provide clarity. Routine maintenance and pre-development work is no longer covered.*
- Grant Process Timeline

- *Grant applications should be submitted within 36 months of landmarking a property, and reimbursement requests should be made within 60 months. Timeline extensions can be approved by the Historic Preservation Commission.*
- Previously Landmarked Properties
 - *Previously landmarked properties will continue to have the incentives that were in place when they were landmarked. Properties may request additional funds by showing extraordinary circumstance.*
- Revolving Loan Fund
 - *Decrease the interest rate from Wall Street Journal Prime to 3% below Wall Street Journal Prime, not to fall below 1%.*

BACKGROUND/DISCUSSION:

Following approval of 2008 Ballot Issue 2A that created the Historic Preservation Fund sales tax, the City adopted a series of resolutions to establish the requirements and procedures to fund incentives for historic preservation. These included:

- Resolution No. 20, Series 2009.
 - Created a grant program to assist property owners in the rehabilitation and restoration of historic properties
- Resolution No. 20, Series 2010.
 - Created landmarking incentive and grant program to assist property owners in the rehabilitation and restoration of historic properties
- Resolution No. 2, Series 2012.
 - Created additional incentive grants to assist property owners in the rehabilitation and restoration of historic properties
- Resolution No. 2, Series 2014.
 - Revised grant funding related to historic structure assessments
- Resolution No. 4, Series 2014.
 - Created the revolving loan program to incentivize the preservation and restoration of historic properties
- Resolution No. 21, Series 2016.
 - Revised the revolving loan program

At the December 18, 2018 Historic Preservation Commission (HPC) meeting, Commissioners provided direction regarding revisions to the preservation program based on subcommittee recommendations as well as feedback from program participants. The issues considered by the Commission included:

1. What should the maximum amounts be for historic structure assessments, residential grants, and commercial grants?
2. Are there ways to simplify the grant process, eliminate barriers to landmarking, and make the program more user-friendly?
3. Should the resolution update the new construction grant criteria to match alteration certificate language?

- 4. How should changes apply to previously landmarked properties? Is this an incentive to landmark or a way to facilitate maintenance?

To address these issues, staff interviewed property owners, planners from other jurisdictions and History Colorado, architects, reviewed information from a 2015 customer survey for the Preservation Master Plan, and consulted past resolutions and meeting minutes. The Commission discussed the above issues and provided feedback on each at the February 18, March 18, and April 21, 2019 Historic Preservation Commission meetings, resulting in the draft resolution wording included with this report. Program changes are summarized below.

ANALYSIS:

GRANTS

HISTORIC STRUCTURE ASSESSMENT GRANTS

Existing Resolution	Proposed Resolution
The current grant amounts for historic structure assessments (HSAs) are \$900 for residential properties and \$6,000 for commercial properties.	Grant amounts for historic structure assessments are increased to allow reimbursements of up to \$5,000 for residential properties and \$10,000 for commercial properties.

Rationale: The survey of architects and information gathered by staff suggests that current grant amount for HSAs is not adequate. One frequent complaint from participants was the fact that assessments did not catch major preservation issues ahead of time. Setting the assessment grants higher may help assessors and homeowners undertake more thorough assessments early on in the process to meet this goal.

INITIAL LANDMARK INCENTIVE GRANT

Existing Resolution Language	Proposed Resolution Language
The current landmarking incentive provides \$1,000 to homeowners who landmark their residential property, and \$10,000 to commercial property owners who landmark their property.	Grant amounts for landmarking structures are increased to \$10,000 for residential property, and \$75,000 for commercial property owners who landmark their property.

Comment: The majority of the participants interviewed forgot that they had received the initial landmark bonus and conflated it with the assessment grant. When asked what their major incentives were, none listed the bonus grant. Their main motivations to landmark were either for the purpose of preservation itself and/or to gain access to the subsequent grants.

PRESERVATION GRANTS

Existing Resolution Language	Proposed Resolution Language
<p>Current grants are divided into two categories. Flexible grant funds are available for 18 months after a property is landmarked. Flexible grant funds do not require matching.</p> <ul style="list-style-type: none"><i>I. \$5,000 for residential properties</i><i>II. \$65,000 for commercial properties</i> <p>Focused grant funds have no time limit for use. Focused grant funds require a 100% match.</p> <ul style="list-style-type: none"><i>I. \$15,000 for residential properties</i><i>II. \$100,000 for commercial properties</i>	<p>Flexible and focused grant types are eliminated.</p> <p>Residential and commercial landmarked properties are eligible for grant funding for 36 months from when a property is declared a landmark. Grant agreements specify a timeframe in which the grant can be used based on the proposed work and anticipated project timeline.</p> <p>Residential properties with landmark status or an established conservation easement are eligible for up to \$40,000 in preservation grant funding as a matching grant.</p> <p>Commercial properties with landmark status or an established conservation easement are eligible for \$125,000 in preservation grant funding as a matching grant.</p>

Comment: The distinction between flexible and focused grants was difficult to explain to program participants and the different timelines led to confusion and the expiration of grant funds. Eliminating those categories will simplify the program and make it more "user friendly." Total grant funds are increased for both residential and commercial landmarked properties.

NEW CONSTRUCTION GRANT

Existing Resolution Language	Proposed Resolution Language
<p>Residential: None</p> <p>Commercial: Owners of property on which new commercial structures or additions to existing commercial structures are proposed are eligible for grants of up to \$75,000 total from the Historic Preservation Fund in order to limit mass, scale, and number of stories; to preserve setbacks, to preserve pedestrian walkways between buildings; and to utilize materials typical of historic</p>	<p>Residential: Owners of landmarked property or property with an established conservation easement on which additions to existing residential structures are proposed are eligible for matching grants of up to \$15,000 for new residential construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must</p>

<p>buildings, above mandatory requirements.</p>	<p>maintain the existing height of the historic structure over the first 1/3 of the overall structure and have a floor area ratio (FAR) 10% below what is allowed by zoning.</p> <p>Commercial: Owners of landmarked property or property with an established conservation easement on which new commercial structures or additions to existing commercial structures are proposed are eligible for grants of up to \$75,000 for new commercial construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must limit building height to two stories and have a floor area ratio (FAR) 20% below what is allowed by zoning.</p>
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Rationale: New construction on properties with landmarked structures (both commercial and residential) may be eligible for a new construction grant in return for limiting the development on the property. Qualifying new construction will limit building height and FAR beyond what is allowed by zoning.

STRUCTURE AND PROCESS

TYPE OF WORK ALLOWED

Existing Resolution Language	Proposed Resolution Language
<p>Flexible and focused grant funds can be applied towards preservation, restoration, rehabilitation, and predevelopment work.</p> <ul style="list-style-type: none">i. Preservation and restoration. These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property, including preliminary measures to protect and stabilize the property.ii. Rehabilitation. These projects include measures directed toward adapting a	<p>Grants are available for the following purposes:</p> <p>Preservation</p> <p>Preservation is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.</p>

<p>property to make efficient contemporary use of it while sensitively preserving the features of the property, which are significant to its historical, architectural, and cultural values. Sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the property functional is appropriate within a preservation project. This category also includes the restoration of a property to a specific, significant point in its history.</p> <p>iii. Routine maintenance is an allowable expense as a project. Routine maintenance includes painting, refinishing and exterior cleaning.</p> <p>iv. Pre-development. These projects include assessments of past and present historical features of a property for the purpose of properly and adequately documenting these characteristics. This includes assessing the physical condition of any existing historic features. Grants for this purpose will be available to individuals desiring to do restoration and renovation projects.</p>	<p>Rehabilitation Rehabilitation is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.</p> <p>Restoration Restoration is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period. Approved work will be based on the completed structural assessment.</p>
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Rationale: Routine maintenance and pre-development work are removed as allowable work for matching grant funds.

GRANT PROCESS TIMELINE

Existing Resolution	Proposed Resolution
For 18 months from when a property is declared a landmark, the owner of the property is eligible for a flexible grant from the Historic Preservation Fund in the amount of up to \$5,000 for residential structures and up to \$65,000 for commercial structures.	Applications for incentive and grant funds must be received by the Planning Department within 36 months of the date a property is declared a landmark or the establishment of a conservation easement. Reimbursement requests for approved grants should be received within 60

<p>Property owners are also eligible for matching grants in amounts up to \$15,000 (residential) and \$100,000 (commercial) with no time limit.</p>	<p>months of a property being declared a landmark or the establishment of a conservation easement. These grant limitations and the time limits for reimbursement described above may be exceeded upon recommendation of the Historic Preservation Commission and approval by City Council upon a showing of extraordinary circumstances relating to building size, condition, architectural details, or other unique condition compared to similar Louisville properties or for unanticipated issues related to the timeline described above. Applicants should notify staff of these extraordinary circumstances prior to the expiration of the existing time limits.</p>
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Comment: Under the proposed language, a property owner has a maximum of three years to apply for grant funds, potentially an additional two years to use those funds, and could, based on project circumstances, apply for a grant extension if there are extraordinary circumstances. Staff feels that this timeline is reasonable for property owners and provides an adequate incentive for landmarking while still allowing for responsible management of the Historic Preservation Fund.

PREVIOUSLY LANDMARKED PROPERTIES

Existing Resolution Language	Proposed Resolution Language
NONE	Owners of previously landmarked properties who have not accessed grant funds for prior preservation work may apply for unexpired grants under the resolutions in effect at the time they were landmarked or through the extraordinary circumstances process under the new resolution.

Comment: Previously landmarked properties will continue to have the incentives that were in place at the time they were landmarked. This meets the intent of using the funds as an incentive, and provides equity between previous and future grant recipients. Previous grant recipients were faced with different property values, construction costs and other inflationary values that are lower than a future grant recipient would be expected to face.

REVOLVING LOAN FUND

Existing Resolution Language	Proposed Resolution Language
The loan program as currently written ties the interest rate on the loan to the Wall	Interest rates shall be equal to 3% below the Wall Street Journal Prime Rate as

Street Journal Prime Rate (currently 5.5%).	reported on the date of city acceptance of a complete application, not to fall below 1%.
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Comment: The Wall Street Journal Prime Rate is used to set interest rates for home equity loans and lines of credit. The proposed interested is set below Prime to make our revolving loan fund appealing to borrowers.

FISCAL IMPACT:

The current maximum grant amount is \$21,900 for residential properties and \$256,000 for commercial properties. Under the proposed resolution, standard maximum grant amounts would increase to \$70,000 for residential properties and \$275,000 for commercial properties. The current balance of the fund is estimated at \$1,997,496. Average revenue over the last three years is \$731,000 annually. Under the current ballot language 80% of future revenues go into the Historic Preservation Fund with the other 20% into museum operations. Administrative costs average \$140,000 annually. Over the next 10 years of the grant, staff estimates available funds of approximately \$5,910,000.

With updated and stronger incentives, staff’s target is 4 new residential landmarks and 1 commercial landmark annually for the next 10 years. If all properties maximize their grants and take advantage of the new construction grant, this would result in expenditures of \$5,650,000 from the Historic Preservation Fund. In addition, some funds need to be maintained for the revolving loan program. The table below shows expenditures from the Historic Preservation Fund if the landmark targets are met over a 10 year time frame.

	Grant Totals (w/ new construction)	Grant Totals (w/o new construction)
Residential Target (40 Homes)	\$2,800,000	\$2,200,000
Commercial Target (10 Structures)	\$2,850,000	\$2,100,000
Total	\$5,650,000	\$4,300,000

Staff finds that the estimated funds over the next 10 years is adequate to fund grants at the proposed levels and maintain an additional \$1-2 million for the revolving loan fund.

RECOMMENDATION:

Staff recommends approval of Resolution No. 17, Series 2019, to update the historic preservation fund grant and loan incentives and accompanying policies and procedures.

ATTACHMENT(S):

1. Resolution 17, Series 2019
2. Resolution No. 20, Series 2009
3. Resolution No. 20, Series 2010
4. Resolution No. 2. Series 2012
5. Resolution No. 2, Series 2014

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6. Resolution No. 4, Series 2014
7. Resolution No. 21, Series 2016
8. HPC Meeting Minutes
 - o June 18,2018
 - o December 17, 2018
 - o February 18, 2018
 - o March 18, 2018
 - o April 29, 2019
9. Presentation

**RESOLUTION NO. 17
SERIES 2019**

A RESOLUTION REPEALING RESOLUTIONS IMPLEMENTING THE HISTORIC PRESERVATION FUND BY REENACTING INTO A SINGLE RESOLUTION INCORPORATING ALL PREVIOUS RESOLUTIONS, PROVIDING UPDATES FOR THE RECENT BALLOT MEASURE, AND INCREASING CERTAIN INCENTIVES

WHEREAS, historic properties and buildings of character in the City of Louisville (the "City") are major contributors to the character and quality of life of our City; and

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved Ballot Issue 2A to levy a one-eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville through December 31, 2018; and

WHEREAS, at the November 2, 2010 election, the voters approved a Ballot Issue 2D to levy a permanent use tax of 3.50%, to supersede the City's then-current use tax, of which one-eighth of one percent (1/8%) of the use tax was dedicated to historic preservation purposes consistent with Ballot Issue 2A; and

WHEREAS, at the November 7, 2017 election, the voters approved a Ballot Issue 2F, which extended the expiration date of the temporary sales tax of one-eighth of one percent for historic preservation from December 31, 2018 to December 31, 2028; and

WHEREAS, City Council by Ordinances No. 1544, Series 2008 and No. 1743, Series 2017 imposed the tax approved by the voters, established the Historic Preservation Fund ("HPF"), and codified the financial incentives set forth within Ballot Issues 2A (2008), 2D (2010), and 2F (2017); and

WHEREAS, City Council by Resolution No. 20, Series 2009, Resolution No. 20, Series 2010, Resolution No. 2, Series 2012, and Resolution No. 2, Series 2014, adopted provisions related to the administration and uses of HPF, and established grant programs and incentives to assist property owners in the rehabilitation and restoration of historic properties and new buildings of character; and

WHEREAS, City Council by Resolution No. 4, Series 2014, Resolution No. 21, Series 2016, adopted resolutions establishing a revolving loan program within the HPF to encourage landmark designations and rehabilitation of historic properties in the City of Louisville; and

WHEREAS, a core value of the City in the 2013 Comprehensive Plan promotes: "*A Connection to the City's Heritage . . . where the City recognizes, values, and encourages the promotion and preservation of our history and cultural heritage, particularly our mining and*

agricultural past.” and enhancing the allowed historic preservation incentives strengthens the City's connection to its heritage; and

WHEREAS, a second core value of the City in the 2013 Comprehensive Plan promotes: *“Unique Commercial Areas and Distinctive Neighborhoods . . . where the City is committed to recognizing the diversity of Louisville's commercial areas and neighborhoods by establishing customized policies and tools to ensure that each maintains its individual character, economic vitality, and livable structure.”* and expanding the allowed historic preservation incentives will promote and strengthen the unique individual character of Louisville; and

WHEREAS, the City Council desires to increase the maximum amounts of certain Historic Preservation incentives to best serve the City’s core values; and

WHEREAS, the City Council desires to update the provisions related to the City’s Historic Preservation incentives and to merge all previous administrative provisions into this single Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Historic Preservation Fund:

There exists a Historic Preservation Fund (“HPF”) in the City of Louisville, as established by Ordinance 1544, 2008 and amended by Ordinance 1743, 2017.

- a. The HPF shall be funded by:
 - i. Proceeds from the 1/8% sales tax established by 2008 Louisville Ballot Issue 2A and Ordinance 1544, Series 2008 and extended by Louisville Ballot Issue 2F and Ordinance 1743, Series 2017;
 - ii. Proceeds from the allocation of 1/8% use tax for historic preservation, as established by Louisville Ballot Issue 2D and Ordinance 1575, Series 2010;
 - iii. Private and public donations, bequests, grants and funding from other sources made to the City for historic preservation purposes;
 - iv. Interfund loans from the City of Louisville; if approved by ordinance; and
 - v. Earnings on such amounts as may be deposited in the HPF.
- b. The City of Louisville Historic Preservation Commission (the “Commission”) shall make recommendations regarding expenditures from the HPF, but final action shall be taken by City Council by resolution, provided that after January 1, 2019, any expenditure of funds outside historic Old Town Louisville is approved by the affirmative vote of not less than five members of the entire City Council. The HPF should be managed to achieve maximum preservation of historic structures and the character of historic Louisville.
- c. The Commission shall submit an annual statement of goals and recommendations to City Council, and may supplement, modify or update this document throughout the year as necessary.
- d. As further detailed in the Sections below, the uses of the HPF shall be consistent with the following funds or purposes:

- i. Administrative Funds;
- ii. Contingency/Emergency Reserve Funds;
- iii. Sales and Use Tax Proceeds to Support the Operations and Maintenance of the Louisville Museum Campus;
- iv. Acquisitions Funds; and
- v. Incentives for Historic Preservation, to Preserve Character, and for New Construction, including grants and loans.

Section 2. Administrative Funds:

Administrative Funds shall be used for purposes consistent with the establishment of the HPF, and shall include, but not be limited to:

- a. Historical building surveys, other site surveys or reconnaissance-level or intensive-level historic and architectural surveys;
- b. Staff to support the Commission and City activities in administering programs funded by the tax, including, but not limited to, interns, preservation planners, staff to conduct research for demolition review functions by the Commission and to assist vendors in conducting historic preservation surveys, and other support staff;
- c. Plaques or other designations to honor structures that are landmarked or add to the character of historic Louisville
- d. Public outreach and education efforts; and
- e. Funding of public-private partnerships for preservation of buildings of historic significance

Section 3. Contingency/Emergency Reserve Funds:

In the first year of the existence of the HPF, 20% of the funds of the HPF shall be placed in a Contingency/Emergency Reserve. On an annual basis, the Commission and City Council shall reevaluate how much should be allocated to this Reserve. These funds shall be accessed only for incentives or acquisitions that become necessary due to exigent circumstances, upon the recommendation of the Commission and approval of City Council. "Exigent circumstances" for purposes of this section shall mean that the Commission has determined, with concurrence of City Council, that without urgent action, significant damage will be done to the historic fabric or character of Louisville.

Section 4. Operation and Maintenance for the Louisville Museum Campus:

As of January 1, 2019, no more than twenty percent (20%) of the net annual city fiscal year proceeds of the one-eighth percent sales and use tax for historic preservation shall be used or the operation and maintenance of the Louisville Museum Campus.

Section 5. Acquisitions Funds:

Use of Acquisition funds of the HPF shall include, but not be limited to:

- a. The purchase of historic properties or properties which contribute to the historic character of Louisville. These properties, if eligible, shall be landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code and if not eligible, shall have a conservation easement placed upon them to preserve the outside appearance of the structure or other historical attributes of the structure or site. Prior to the purchase of any property, a financial risk analysis shall be conducted, although City Council may base its approval on considerations other than financial. The City may perform any restoration or rehabilitation work necessary on properties the City acquires, subject to availability of funds therefor, and may then sell the properties unless retained for a municipal purpose. A conservation easement for historic preservation purposes may be placed on the property prior to or in connection with any sale. Any loss and any costs resulting from the acquisition, rehabilitation and sale of the property shall be charged to the HPF, while any profits shall be deposited to the HPF; and
- b. The purchase of conservation easements to protect the appearance of structures that contribute to the character of historic Louisville. Easements funded by the City may be held solely by the City or jointly with another governmental entity or a third-party non-profit preservation organization.

Section 6. Loan Program Funds:

All loans shall be funded solely from those funds held within the HPF for such purposes, and all loans shall be expressly contingent upon the availability of funds.

Section 7. Grant program to conduct structural assessments of eligible structures:

Prior to any structure being declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or the establishment of a conservation easement, the property will undergo a building assessment to develop a preservation plan to establish priorities for the maintenance of the property.

- a. At a regular meeting, the Commission shall review the building history, application, and other relevant information to determine whether there is probable cause to believe the building may be eligible for landmarking under the criteria in § 15.36.050 of the Louisville Municipal Code. If probable cause is not found by the Commission, a building assessment grant will not be issued. If probable cause is found by the Commission, the owner of the property shall be eligible for a building assessment grant in an amount up to \$5,000 for residential properties and \$10,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment. A finding of probable cause is solely for purposes of action on the building assessment grant request, and does not guarantee any outcome at subsequent hearings by the Commission or City Council.
- b. The assessment shall be conducted by a qualified consultant under contract with the City, or by a qualified consultant of the owner's choosing. A qualified consultant should have significant experience in the field of historic preservation and should be a practicing

architect, engineer, planner, or similar profession. The City shall be provided a copy of any assessment for which grant funds are awarded.

- c. An exception to the requirement for a building assessment prior to landmarking or the establishment of a conservation easement may be granted by the Commission for good cause.
- d. Owners of properties landmarked prior to City Council Resolution 2 Series 2014 who have not received grant funds for a structural assessment and are eligible to receive preservation grant funds through the resolutions in effect at the time of their landmarking approval may request building assessment grants in an amount up to \$5,000 for residential properties and \$10,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting the building assessment.

Section 8. Residential grants for preserving, restoring, rehabilitating, or protecting landmarked property:

For a period of 36 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or from the establishment of a conservation easement, the owner of the property shall be eligible for a grant from the HPF in the amount of up to \$50,000 for residential structures

Grants may be approved under any of the following categories, however grant funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

- a. **Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
- b. **Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
- c. **Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

The first \$10,000 of the grant will be an unmatched incentive grant as a landmark bonus. Owners of a landmarked property will be eligible for this grant following the signing of the landmark and grant agreements. The remaining \$40,000 shall be conditioned based on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services for approved work based on the completed

structural assessment and deemed eligible for a grant from the HPF. Eligible work will fall under the preservation, rehabilitation, or restoration categories described above.

Applicants must complete the work covered by any grants and submit their reimbursement requests within 60 months of the landmark declaration or the establishment of a conservation easement. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee consisting of a designated staff person and two randomly selected members of the commission. If the request for timeline extension is not approved unanimously, the request forwarded to the full commission for consideration at a public meeting.

Section 9. Commercial grants for preserving, restoring, rehabilitating, or protecting landmarked property:

For a period of 36 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or the establishment of a conservation easement, the owner of the property shall be eligible for a grant from the HPF in the amount of up to \$200,000 for commercial structures. The grant timeframes may be extended based on the procedures in Sec. 6 below.

Grants may be approved under any of the following categories, however grant funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

- a. **Preservation** is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
- b. **Rehabilitation** is the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
- c. **Restoration** is the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

The first \$75,000 of the grant will be an unmatched incentive grant as a landmark bonus. Owners of a landmarked property will be eligible for this grant following the signing of the landmark and grant agreements. The remaining \$125,000 shall be conditioned based on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services for approved work based on the completed structural assessment and deemed eligible for a grant from the HPF. Eligible work will fall under the preservation, rehabilitation, or restoration categories described above.

Applicants must complete the work covered by any grants and submit their reimbursement requests within 60 months of the landmark declaration or the establishment of a conservation easement. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee consisting of a designated staff person and two randomly selected members of the commission. If the request for timeline extension is not approved unanimously, the request will be forwarded to the full commission for consideration at a public meeting.

Section 10. Residential new construction grants:

Owners of landmarked property or property with an established conservation easement on which additions to existing residential structures are proposed are eligible for matching grants of up to \$15,000 for new residential construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must maintain the existing height of the historic structure over the first 1/3 of the overall structure and have a floor area ratio (FAR) 10% below what is allowed by zoning.

Section 11. Commercial new construction grants:

Owners of landmarked property or property with an established conservation easement on which new commercial structures or additions to existing commercial structures are proposed are eligible for grants of up to \$75,000 for new commercial construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of the property and its environment by differentiating new work from the old. Qualifying new construction must limit building height to two stories and have a floor area ratio (FAR) 20% below what is allowed by zoning.

Section 12. Maximum grant amounts, time limits, and procedures:

The maximum combined amount of incentive and grant funding from the HPF that any property may receive is limited to the following:

- a. \$55,000 per property for a residential structure with landmark status or an established conservation easement
 - i. \$5,000 structural assessment
 - ii. \$10,000 landmark incentive grant
 - iii. \$40,000 matching grant
- b. \$210,000 per property for a commercial structure with landmark status or an established conservation easement
 - i. \$10,000 structural assessment
 - ii. \$75,000 landmark incentive grant
 - iii. \$125,000 matching grant
- c. \$15,000 matching grant for eligible new residential construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks,

and protects the historic integrity of the property and its environment by differentiating the new work from the old.

- d. \$75,000 matching grant for eligible new commercial construction that, beyond mandatory requirements, substantially limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of the property and its environment by differentiating the new work from the old.

To be considered for incentives funding, the owner must complete an application and submit it to the Commission, together with sufficient building plans, if appropriate. Applications may be submitted at any time. Applications shall initially be reviewed by Commission staff, followed by a recommendation to the Commission. The Commission shall make a recommendation to City Council for final action. Any recommendation by the Commission may be to grant some, all or none of the requested incentives. If the Commission recommendation is to grant the requested incentives in whole or part, it shall also forward recommendations regarding the terms of an agreement which must be met for receipt of the incentives. All recommendations are subject to approval, rejection and/or modification by City Council, and City Council may return recommendations for further information or review. All incentives are subject to budgetary requirements and considerations, including review of amounts currently and foreseeably available in the HPF and appropriation in the discretion of City Council. Additions to existing structures may qualify for incentives if so recommended by the Commission and approved by City Council.

- a. Applications for incentive and grant funds must be received by the Planning Department within 36 months of the date a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or the establishment of a conservation easement.
- b. Reimbursement requests for completed work approved for grant funding must be received within 60 months of a property being declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code or the establishment of a conservation easement.
- c. These grant limitations described above may be exceeded upon recommendation of the Commission and approval by City Council upon a showing of extraordinary circumstances relating to building size, condition, architectural details, or other unique condition compared to similar Louisville properties. Any grant exceeding the above limitations shall be conditioned on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services that are integral to the project that is deemed eligible for a grant from the HPF.
- d. Upon a showing of good cause, the above timeline may be extended with approval of a subcommittee of the Historic Preservation Commission consisting of a designated staff person and two randomly selected members of the Commission. If the request for timeline extension is not approved unanimously, the request will be forwarded to the full Commission for consideration at a public meeting.
- e. Any time extensions due to extraordinary circumstances that exceed the 36 month cap for grant applications or the 60 month cap for reimbursement requests may require an update to the existing Historic Structure Assessment described in Section 1 if the necessary work has changed in that time period or if the applicants are proposing work not identified in the

Historic Structure Assessment. If deemed necessary, this update will be completed at the expense of the applicant.

- f. Owners of properties landmarked prior to enactment of this resolution shall have access to the grant funds available through the resolutions in effect at the time of landmarking approval. Such owners may also apply for additional grants through the extraordinary circumstances process described above.
- g. The Commission will review all grant applications and make recommendations to the City Council for approval or disapproval. The City Council may approve, deny, or return a proposal to the Commission for further information.
- i. Grants may be given in installments upon the satisfactory completion of portions of the project, or given in total upon the satisfactory completion of the project. Conditions for the satisfactory completion of the project shall be given when the grant is awarded. Grants may be revoked if the conditions are not met. Grants given prior to the beginning of a project may be given only in suitable situations, as recommended by the Commission and approved by City Council, including approval by not less than five members of City Council for grants outside Old Town Louisville.
- h. An applicant may request that the value of stabilization, restoration or preservation work completed on the structure prior to landmarking be considered as a credit against the matching requirement of this Section. Credit for such previously completed work is at the discretion of the City Council. Credit may only be considered under the following circumstances:
 - i. Only work completed within five years prior to the effective date of landmarking may be considered for potential credit against the matching requirement.
 - ii. The work previously performed was for stabilization, restoration, or preservation of the historic structure. No landscaping or site work may be considered for potential credit against the matching requirement. No interior work, except for structural work, sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-required work to make the property functional, may be considered for potential credit against the matching requirement.
 - iii. Consideration for credit against the matching requirement may only be given to costs of previously completed work which is documented by paid receipts or invoices. The applicant shall provide the City with complete copies of all such receipts or invoices together with proof of payment, and shall also provide any available supporting documentation upon City request. The request for consideration of previously completed work shall also be accompanied by applicant's written certification that the work for which credit is requested was completed and the costs thereof were incurred and paid, and that the information in such request is true and accurate to the best of applicant's knowledge and belief. The value of in-kind services completed by the applicant shall not be considered.
 - iv. The amount of credit given for any previously completed work shall be determined by the City Council with input from the Commission, considering such factors as the nature, extent and useful life of the work, the time it was completed, the appreciated or depreciated value of the work, and such other factors as determined relevant.

Section 13. Incentive program to encourage owners of historic homes to seek landmark designations:

- a. An incentive of \$1,000 shall be awarded to property owners whose properties are declared landmarks pursuant to Chapter 15.36 of the Louisville Municipal Code, with the attendant protections for landmarks pursuant to that chapter.
- b. While property owners are encouraged to enhance and preserve the historic character of their property, incentives made under this section have no attached conditions and shall be approved by the City Council in conjunction with its approval of a landmark designation.

Section 14. Incentive program to encourage commercial property owners of historic structures and buildings of character to seek designations as landmarks or structures of merit:

- a. An incentive of \$10,000 shall be awarded to commercial property owners whose properties are declared landmarks pursuant to Chapter 15.36 of the Louisville Municipal Code, with the intended protections for landmarks pursuant to that chapter.
- b. An incentive of \$10,000 shall be awarded to commercial property owners whose properties are designated a Structure of Merit and who grant a conservation easement approved by the Louisville City Council. A property subject to a conservation easement is also subject to requirements for alteration certificates.
- c. While property owners are encouraged to enhance and preserve the historic character of their property, incentives made under this section have no conditions other than landmark status or designation as a structure of merit.

Section 15. Incentive grants to encourage conservation easements on properties which contribute to the character, historical or architectural merit in Downtown Louisville and which are not eligible to be landmarked:

- a. For a period of 18 months from when a property is designated by the City Council as a structure of merit, the owner of the property shall be eligible for a grant from the HPF in the amount of up to \$50,000. These grants are available for:
 - i. Preserving, rehabilitating, restoring or protecting the property.
 - ii. Offsetting costs of preserving the structural merit of a building that is being expanded pursuant to Sections 17.16.280 and 17.28.050 of the Louisville Municipal Code.
- b. Grant funding may only be expended for the activities listed in this section for those portions of a property designated to be a structure of merit.

Section 16. Creation of a Revolving Loan Program:

- a. There is hereby established within the HPF a revolving loan fund program, utilizing funds from the HPF as supplemented by private and public donations and grants,

interfund loans, and any other appropriate sources of funds, all as from year-to-year appropriated for such purposes.

- b. The historic preservation revolving loan program shall be used to provide low-interest loans for the purposes of preservation, restoration, rehabilitation and protection of properties which are landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code or subject to a conservation easement to preserve the character of historic Louisville.
- c. The City Manager is authorized to issue requests for proposals and enter into contracts for entities to administer the loans from this program.
- d. City staff and the Commission shall develop applications, informational brochures and other materials necessary to develop and administer the revolving loan program. The City Manager is authorized to adopt written rules for the administration of the loan program, the provisions of which shall be consistent with Ballot Issues 2A, 2D and 2F and City ordinances and resolutions.

Section 17. Loans from the Revolving Loan Fund:

Loan requests applications shall be submitted to City staff and shall be reviewed by the Commission at a public meeting. The Commission shall provide its recommendation on the application before final action is taken by City Council. Final action on loans awarded to property outside historic Old Town Louisville shall be approved by not less than five Council Members.

Loan requests applications may be submitted and considered in conjunction with grants from the Historic Preservation Fund, respecting the grant limitations established herein. The Commission may recommend a mixture of loans and grants from the HPF even if the applicant requested only one type of assistance, and also may recommend one type of assistance where a mixture is requested. City Council may also decide to approve any one or a mixture of loans and grants regardless of the number or types of assistance requested in the request application. A mixture of loans and grants awarded to property outside historic Old Town Louisville shall be approved by not less than five Council Members.

Loans shall be in an amount of at least \$2,500. There is no specific loan limit established in this Resolution, but the Commission and City Council shall consider the following in setting an amount:

- a. Current amount of funds in the HPF and the needs of other projects;
- b. The necessity of the work to be performed for the preservation or rehabilitation of the structure and how the proposed work fits into the overall preservation plan for the structure;
- c. The availability of other funding sources.

Interest rates shall be equal to 3% below the Wall Street Journal Prime Rate as reported on the date of city acceptance of a complete application, not to go below 1%. The interest rate may be increased or decreased by City Council at the time of initial approval upon a showing of extraordinary circumstances. Any fees for loan processing shall also be established at the time of

the award. The loan repayment schedule shall also be established at the time of the award; provided, however, that all loans shall include a due-on-sale clause providing that any outstanding balance on the loan shall be paid in full upon sale or transfer of the property.

In connection with the processing of loan requests, the City may require such information as is reasonably necessary to determine the state of title to and encumbrances upon the subject property, the creditworthiness of the proposed borrower(s), and other matters relevant to loan award and repayment criteria. The City or loan program administrator may require applicants provide written consents to obtain such information.

Receipt of any loans, grants or other incentives shall require that the structure be landmarked pursuant to Chapter 15.36 of the Louisville Municipal Code, or if not eligible for landmarking, that the owner grant the City a conservation easement to preserve the outside appearance of the structure or other historic attributes of the structure or site.

Loan funds may not be used for interior improvements other than for protection, stabilization, or code-required work.

Loans may be approved under any of the following categories:

- a. **Preservation:** the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property as they now exist. Approved work focuses upon the repair of exterior historic materials and features rather than extensive replacement and new construction.
- b. **Rehabilitation:** the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate.
- c. **Restoration:** the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time. Approved work focuses on exterior work and includes the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

Section 14. Repeal and Reenactment; Effective Date.

As of May 21, 2019, Resolutions No. 20, Series 2009, No. 20, Series 2010, No. 2, 2012, No. 2, 2014, No. 4, 2014, and No. 21, 2016 are hereby repealed and reenacted by this Resolution No. 17, Series 2019. Resolutions No. 20, Series 2009, No. 20, Series 2010, No. 2, 2012, No. 2, 2014, No. 4, 2014, and No. 21, 2016 are still in effect for any incentives approved or any final actions taken prior to May 21, 2019.

PASSED AND ADOPTED this 21st day of May, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

**RESOLUTION NO. 20
SERIES 2009**

A RESOLUTION ENACTING PROVISIONS RELATED TO ADMINISTRATION AND USES OF THE HISTORIC PRESERVATION FUND, AND ESTABLISHING REQUIREMENTS AND PROCEDURES APPLICABLE TO THE FUNDING OF INCENTIVES FOR HISTORIC PRESERVATION PURPOSES

WHEREAS, the City of Louisville (the “City”), is a Colorado home rule municipal corporation duly organized and existing under laws of the State of Colorado and the City Charter; and

WHEREAS, at the November 4, 2008 election, the voters approved a ballot issue to levy an additional one-eighth of one percent (1/8%) sales tax, collected for a ten-year period commencing January 1, 2009, with the net proceeds of such one-eighth percent sales tax to be collected, retained and spent exclusively for historic preservation purposes within historic Old Town Louisville; and

WHEREAS, by Ordinance No. 1544, Series 2008, the City established the historic preservation fund as a special revenue fund to account for revenues derived from the historic preservation tax; and

WHEREAS, City Council by this resolution desires to enact additional provisions related to administration and uses of the historic preservation fund; and

WHEREAS, City Council by this resolution further desires to establish requirements and procedures applicable to the funding of incentives for historic preservation purposes; and

WHEREAS, the City of Louisville Historic Preservation Commission has reviewed at public meetings the provisions hereof regarding the historic preservation fund and funding of historic preservation incentives, and has recommended adoption of such provisions;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

In order to facilitate the purposes of 2008 Louisville Ballot Issue 2A and Ordinance No. 1544, Series 2008, the following provisions shall be enacted:

Section 1. Historic Preservation Fund: There exists a “Historic Preservation Fund” (“HPF”) in the City of Louisville, as established by Ordinance 1544, Series 2008.

- a. The HPF shall be funded by:

- i. Proceeds from the 1/8% sales tax established by 2008 Louisville Ballot Issue 2A and Ordinance 1544, Series 2008;
 - ii. Private and public donations, bequests, grants and funding from other sources made to the City for historic preservation purposes;
 - iii. Interfund loans from the City of Louisville; if approved by ordinance; and
 - iv. Earnings on such amounts as may be deposited in the HPF.
- b. The City of Louisville Historic Preservation Commission (HPC) shall make recommendations regarding expenditures from the HPF, but final action shall be taken by City Council by resolution. The HPF should be managed to achieve maximum preservation of historic structures and the character of historic Old Town Louisville.
- c. The HPC shall submit an annual statement of goals and recommendations to City Council, and may supplement, modify or update this document throughout the year as necessary.
- d. As further detailed in Sections 2-5 below, the HPF shall consist of the following four categories of funds:
- i. Administrative;
 - ii. Incentives for Historic Preservation, to Preserve Character, and for New Construction;
 - iii. Acquisitions; and
 - iv. Contingency/Emergency Reserve.
- e. As used in this resolution, “resources” shall include, but not be limited to, primary structures, accessory structures, outbuildings, fences, existing or historic landscaping, archaeological sites, and architectural elements of structures.

Section 2. Administrative Funds: Administrative Funds shall be used for purposes consistent with the establishment of the HPF, and shall include, but not be limited to:

- a. Historical building surveys, other site surveys or reconnaissance-level or intensive-level historic and architectural surveys;

- b. Staff to support HPC and City activities in administering programs funded by the tax, including, but not limited to, interns, preservation planners, staff to conduct research for the HPC's demolition review functions and to assist vendors in conducting historic preservation surveys, and other support staff;
- c. Plaques or other designations to honor structures that are landmarked or add to the character of historic Old Town Louisville;
- d. Public outreach and education efforts; and
- e. Funding of public-private partnerships for preservation of buildings of historic significance.

Section 3. Funds for Incentives for Historic Preservation, to Preserve Character, and for New Construction:

- a. All incentives shall be applied for and given on a voluntary basis. Property owners are encouraged to participate in these programs to preserve their historic resources and the character of Louisville.
- b. Funding for incentives for historic preservation or to preserve the character of historic Old Town Louisville shall be used for purposes consistent with the establishment of the HPF, and shall include, but not be limited to:
 - i. Grants to fund the restoration or rehabilitation of existing resources. Grants may be given in installments upon the satisfactory completion of portions of the project, or given in total upon the satisfactory completion of the project. Conditions for the satisfactory completion of the project shall be given when the grant is awarded. Grants may be revoked if the conditions are not met. Grants given prior to the beginning of a project may be given only in suitable situations, as recommended by the HPC and approved by City Council;
 - ii. Low-interest loans to fund the restoration or rehabilitation of existing resources. The loans shall be administered by the City or a designee appointed by City Council, with loan payments returning to the HPF. Loans shall be evidenced by a loan agreement, guaranteed by the borrower (with individual guarantees as the City may in its discretion require), and secured by a lien on the property. The loan may provide for default and acceleration of the loan if the completed work is not as contemplated by the conditions of the loan. Further, if the work is not completed in compliance with the conditions of the loan, the loan amount shall be returned forthwith, with interest. Any costs in collecting the loan upon default shall be charged to the HPF;

- iii. Reimbursements of City taxes or fees, to be given after the completion of work as outlined by the conditions of the incentives. Reimbursements might be for the sales taxes paid on materials purchased for the project, a portion of property taxes for a given time, inspection fees related to the project, or other taxes or fees.
- c. While preservation is the primary purpose of this resolution, new structures may also qualify for the incentives outlined in section 3.b to preserve the character of historic Old Town Louisville. The purpose of these incentives is to limit mass, scale, and number of stories, to preserve setbacks, to preserve pedestrian walkways between buildings, and to utilize materials typical of historic buildings, above mandatory requirements. Review by the HPC of these projects for eligibility for incentives is not a substitute for City planning processes, but applications for incentives for new construction should be submitted to the HPC at the earliest possible point in the planning process. As part of its review, the HPC may make recommendations for variances from City codes that would provide incentives for preserving the character of historic Old Town Louisville, irrespective of whether its recommendations include HPF funding.
- d. Except as noted below, to be considered for incentives funding, the owner must complete an application and submit it to the HPC, together with sufficient building plans, if appropriate. Applications may be submitted at any time. Applications shall initially be reviewed by HPC staff, followed by a recommendation to the HPC. The HPC shall make a recommendation to City Council for final action. Any recommendation by the HPC may be to grant some, all or none of the requested incentives. If the HPC recommendation is to grant the requested incentives in whole or part, it shall also forward recommendations regarding the terms of an agreement which must be met for receipt of the incentives. Priority shall be given to requests for loans, then rebates, then grants. All recommendations are subject to approval, rejection and/or modification by City Council, and City Council may return recommendations for further information or review. All incentives are subject to budgetary requirements and considerations, including review of amounts currently and foreseeably available in the HPF and appropriation in the discretion of City Council. Additions to existing structures may qualify for incentives if so recommended by the HPC and approved by City Council.
- e. In all cases, receipt of incentives funding shall be conditioned on an agreement between the property owner and the City of Louisville that if eligible, the structure shall be landmarked pursuant to Louisville Municipal Code Chapter 15.36 and if not eligible, the owner shall grant the City a conservation easement to preserve the outside appearance of the structure or other historical attributes of the structure or site. If the property is subject to a mortgage, the City may condition incentive funding on provision of lender consent to the creation of the conservation easement. If the structure is

landmarked, then future alterations to the structure shall be determined in compliance with Louisville Municipal Code Chapter 15.36. The divestment by the City of any conservation easement granted to it shall require an affirmative vote of at least two-thirds (2/3) of the entire City Council. No divestiture may be approved prior to 15 years after the granting of the easement.

- f. In the first year of the existence of the HPF, 50% of the incentives funds shall be set aside for residential projects. Any allocations thereafter shall be as determined by City Council. The HPC may provide recommendations on allocations of incentive funds on an annual basis.

Section 4. Acquisitions Funds: Use of Acquisition funds of the HPF shall include, but not be limited to:

- a. The purchase of historic properties or properties which contribute to the character of historic Old Town Louisville. These properties, if eligible, shall be landmarked pursuant to Louisville Municipal Code Chapter 15.36 and if not eligible, shall have a conservation easement placed upon them to preserve the outside appearance of the structure or other historical attributes of the structure or site. Prior to the purchase of any property, a financial risk analysis shall be conducted, although City Council may base its approval on considerations other than financial. The City may perform any restoration or rehabilitation work necessary on properties the City acquires, subject to availability of funds therefor, and may then sell the properties unless retained for a municipal purpose. A conservation easement for historic preservation purposes may be placed on the property prior to or in connection with any sale. Any loss and any costs resulting from the acquisition, rehabilitation and sale of the property shall be charged to the HPF, while any profits shall be deposited to the HPF; and
- b. The purchase of conservation easements to protect the appearance of structures that contribute to the character of historic Old Town Louisville. Easements funded by the City may be held solely by the City or jointly with another governmental entity or a third-party non-profit preservation organization.

Section 5. Contingency/Emergency Reserve Funds: In the first year of the existence of the HPF, 20% of the funds of the HPF shall be placed in a Contingency/Emergency Reserve. On an annual basis, the HPC and City Council shall reevaluate how much should be allocated to this Reserve. These funds shall be accessed only for incentives or acquisitions that become necessary due to exigent circumstances, upon the recommendation of the HPC and approval of City Council. “Exigent circumstances” for purposes of this section shall mean that the HPC has determined, with concurrence of City Council, that without urgent action, significant damage will be done to the historic fabric or character of Louisville.

Section 6. Nothing in this resolution is intended or shall be construed to require any appropriation of City funds.

PASSED AND ADOPTED this 2nd day of June, 2009.



Nancy Varra
Nancy Varra, City Clerk

Charles L. Sisk
Charles L. Sisk, Mayor

RESOLUTION NO. 20, SERIES 2010

A RESOLUTION ESTABLISHING ADDITIONAL INCENTIVES FOR THE HISTORIC PRESERVATION FUND TO ENCOURAGE LANDMARK DESIGNATIONS OF HISTORIC PROPERTIES IN THE CITY OF LOUISVILLE

WHEREAS, historic properties in the City of Louisville (the "City") are a major contributor to the character and quality of life of our City; and,

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and,

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of our City; and

WHEREAS, at the November 4, 2008 election, the voters approved a ballot issue to levy one-eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville; and,

WHEREAS, City Council by Ordinance No. 1544, Series 2008, imposed the tax approved by the voters and established the Historic Preservation Fund; and

WHEREAS, the City Council by Resolution No. 20, Series 2009, created provisions related to the administration and uses of the Historic Preservation Fund; and

WHEREAS, Resolution No. 20, Series 2009, authorizes the creation of grants programs to assist property owners in the rehabilitation and restoration of historic properties;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

In order to facilitate the implementation of Resolution 20, Series 2009, the following provisions shall be enacted:

Section 1. Incentive program to encourage owners of historic homes to seek landmark designations:

- a. An incentive of \$1,000 shall be awarded to property owners whose properties are declared landmarks pursuant to Chapter 15.36 of the Louisville Municipal Code, with the attendant protections for landmarks pursuant to that chapter.
- b. While property owners are encouraged to enhance and preserve the historic character of their property, incentives made under this section have no attached conditions and shall be approved by the City Council in conjunction with its approval of a landmark designation.

Section 2. Grant program for preserving, restoring, rehabilitating, or protecting landmarked property:

- a. Grant categories. Grants of up to \$5,000 will be made available to owners of properties that have been declared landmarks pursuant to Chapter 15.36 of the Louisville Municipal Code, if applied for within one year of the landmark designation. These grants are available for the following purposes:
 - i. Preservation and restoration. These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property, including preliminary measures to protect and stabilize the property.
 - ii. Rehabilitation. These projects include measures directed toward adapting a property to make efficient contemporary use of it while sensitively preserving the features of the property, which are significant to its historical, architectural, and cultural values. Sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the property functional is appropriate within a preservation project. This category also includes the restoration of a property to a specific, significant point in its history.

Routine maintenance is an allowable expense as a project. Routine maintenance includes painting, refinishing and exterior cleaning.
 - iii. Pre-development. These projects include assessments of past and present historical features of a property for the purpose of properly and adequately documenting these characteristics. This includes assessing the physical condition of any existing historic features. Grants for this

purpose will be available to individuals desiring to do restoration and renovation projects.

Only proposals for projects to be completed on landmarked portions of a property will be considered.

Properties will still need to apply for and receive an Alteration Certificate from the Historic Preservation Commission prior to beginning work on the property.

- b. The Historical Preservation Commission (HPC) will review all grant applications and make recommendations to the City Council for approval or disapproval. The City Council may approve, deny or return a proposal to the HPC for further information.
- c. Grants may be given in installments upon the satisfactory completion of portions of the project, or given in total upon the satisfactory completion of the project. Conditions for the satisfactory completion of the project shall be given when the grant is awarded. Grants may be revoked if the conditions are not met. Grants given prior to the beginning of a project may be given only in suitable situations, as recommended by the HPC and approved by City Council.
- d. Grants awarded pursuant to this Resolution do not preclude the award of other incentives from the Historic Preservation Fund.
- e. In addition to the procedures outlined herein, the administration of grants shall be in compliance with all applicable procedures in Resolution No. 20, Series 2009.

PASSED AND ADOPTED this 20th day of April, 2010.





Charles L. Sisk, Mayor



Nancy Varra, City Clerk

**RESOLUTION NO. 2
SERIES 2012**

A RESOLUTION ESTABLISHING ADDITIONAL INCENTIVES FROM THE HISTORIC PRESRVATION FUND TO ENCOURAGE HISTORIC LANDMARK DESIGNATIONS AND NEW BUILDINGS OF CHARACTER FOR RESIDENTIAL AND COMMERCIAL PROPERTIES IN THE CITY OF LOUISVILLE AND TO FACILITATE THE ASSESSMENT OF PROTECTED STRUCTURES

WHEREAS, historic properties and buildings of character in the City of Louisville (the "City") are major contributors to the City's economic prosperity and quality of life; and,

WHEREAS, the Louisville City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and,

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue contribution to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved a ballot issue to levy one-eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville; and,

WHEREAS, City council by Ordinance No. 1544, Series 2008, imposed the tax approved by the voters and established the Historic Preservation Fund; and

WHEREAS, the City Council by Resolution No. 20, Series 2009, created provisions related to the administration and uses of the Historic Preservation Fund; and

WHEREAS, Resolution No. 20, Series 2009, authorized the creation of a grant program to assist property owners in the rehabilitation and restoration of historic properties and new buildings of character;

WHEREAS, Resolution No. 20, Series 2010, authorized the creation of incentives to assist property owners in the rehabilitation and restoration of historic properties;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

In order to further facilitate and enhance the implementation of Resolution 20, Series 2009, and Resolution No. 20, Series 2010 the following provisions shall be enacted:

Section 1. Incentive program to encourage owners of historic structures and buildings of character to seek designations as landmarks or structures of merit:

- a. An incentive of \$10,000 shall be awarded to commercial property owners whose properties are declared landmarks pursuant to Chapter 15.36 of the Louisville Municipal Code, with the intended protections for landmarks pursuant to that chapter.
- b. An incentive of \$10,000 shall be awarded to commercial property owners whose properties are designated a Structure of Merit and who grant a conservation easement approved by the Louisville City Council. A property subject to a conservation easement is also subject to requirements for alteration certificates.
- c. While property owners are encouraged to enhance and preserve the historic character of their property, incentives made under this section have no conditions other than landmark status or designation as a structure of merit.

Section 2. Grant program to conduct structural assessments of protected structures:

- a. Any structure that is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code, or which is declared a Structure of Merit by the Historic Preservation Commission, shall undergo a building assessment to develop a preservation plan to establish priorities for the maintenance of the property.
- b. For a period of 18 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code, or declared a Structure of Merit by the Historic Preservation Commission, the owner of the property shall be eligible for a grant from the Historic Preservation Fund in the amount of up to \$900 for residential properties or up to \$6,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting a building assessment as described in this Section.
- c. The assessment shall be conducted by a qualified consultant under contract with the City, or by a qualified consultant of the owner's choosing.

- d. An exception to the requirement for a building assessment may be granted by the Historic Preservation Commission for good cause.

Section 3. Flexible grants for preserving, restoring, rehabilitating, or protecting landmarked property:

- a. For a period of 18 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code the owner of the property shall be eligible for a grant from the Historic Preservation Fund in the amount of up to \$5,000 for residential structures and up to \$65,000 for commercial structures. These grants are available for the following purposes:
 - i. Preservation and restoration: These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property, including preliminary measures to protect and stabilize the property. Up to 10% of a grant may be used for one-time actions considered routine maintenance. Routine maintenance includes painting, refinishing and exterior cleaning.
 - ii. Rehabilitation: These projects include measures directed toward adapting a property to make efficient contemporary use of it while sensitively preserving the features of the property, which are significant to its historical, architectural, and cultural values. Sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the property functional is appropriate within a rehabilitation project. This category also includes the restoration of a property to a specific, significant point in its history.
 - iii. Pre-development: These projects include assessments of past and present historical features of a property for the purpose of properly and adequately documenting these characteristics. This includes assessing the physical condition of any existing historic features. Grants for this purpose will be available to individuals desiring to do restoration and renovation projects.
- b. Grant funding may only be expended for the activities listed in this section for landmarked portions of a property.

Section 4. Incentive grants to encourage conservation easements on properties which contribute to the character, historical or architectural merit in Downtown Louisville and which are not eligible to be landmarked:

- a. For a period of 18 months from when a property is designated by the City Council as a structure of merit, the owner of the property shall be eligible for a grant from the Historic Preservation Fund in the amount of up to \$50,000. These grants are available for:
 - i. Preserving, rehabilitating, restoring or protecting the property.
 - ii. Offsetting costs of preserving the structural merit of a building that is being expanded pursuant to Section 17.16.280 and 17.28.050 of the Louisville Municipal Code.
- b. Grant funding may only be expended for the activities listed in this section for those portions of a property designated to be a structure of merit.

Section 5. Focused preservation and/or restoration grants with matching funding requirements:

- a. In addition to being eligible for the grants listed elsewhere in this Resolution, a property declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code is eligible for a grant from the Historic Preservation Fund in the amount of up to \$100,000 for commercial structures and up to \$15,000 for residential structures activities described in this Section, or a series of grants totaling \$100,000 for commercial structures and up to \$15,000 for residential structures.
- b. In addition to being eligible for the grants listed elsewhere in this Resolution, a property designated by the City Council as a structure of merit is eligible for a grant from the Historic Preservation Fund in the amount of up to \$75,000 for commercial structures activities described in this Section.
- c. Grants specified in this section may only be used for preservation and/or restoration projects: These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property. None of the funding awarded pursuant to this section may be used for any actions considered routine maintenance. Routine maintenance includes painting, refinishing and exterior cleaning.
- d. All grants authorized under this Section shall be conditioned on the applicant matching at least one hundred percent (100 %) of the

amount of the grant with expenditures or an equivalent value of approved in-kind services that are integral to the project that is deemed eligible for a grant from the Historic Preservation Fund.

Section 6. New construction grants:

Owners of property on which new commercial structures or additions to existing commercial structures are proposed are eligible for grants of up to \$75,000 total from the Historic Preservation Fund in order to limit mass, scale, and number of stories; to preserve setbacks, to preserve pedestrian walkways between buildings; and to utilize materials typical of historic buildings, above mandatory requirements.

Section 7. Maximum grant amounts and procedures:

- a. The maximum combined amount of incentive and grant funding from the Historic Preservation Fund that any property may receive is limited to the following:
 - i. \$21,900 per property for a landmark residential structure
 - ii. \$181,000 per property for a landmark commercial structure
 - iii. \$141,000 per property for a designated commercial structure of merit
 - iv. \$75,000 for any new commercial construction project that limits the mass, scale, and number of stories; preserves setbacks, preserves pedestrian walkways between buildings; and utilizes materials typical of historic buildings, above mandatory requirements.
- b. These limitations may be exceeded upon recommendation of the Historic Preservation Commission and approval by City Council upon a showing of extraordinary circumstances. Any grant exceeding the above limitations shall be conditioned on the applicant matching at least one hundred percent (100%) of the amount of the grant with expenditures or an equivalent value of approved in-kind services that are integral to the project that is deemed eligible for a grant from the Historic Preservation Fund.
- c. The Historic Preservation Commission will review all grant applications and make recommendations to the City Council for approval or disapproval. The City Council may approve, deny or return a proposal to the HPC for further information.

- d. Grants may be given in installments upon the satisfactory completion of portions of the project, or given in total upon the satisfactory completion of the project. Conditions for the satisfactory completion of the project shall be given when the grant is awarded. Grants may be revoked if the conditions are not met. Grants given prior to the beginning of a project may be given only in suitable situations, as recommended by the HPC and approved by City Council.

- e. In addition to the procedures outlined herein, the administration of grants shall be in compliance with all applicable procedures in Resolution No. 20, Series 2009.

PASSED AND ADOPTED this 3RD day of January 2012.



Nancy Varra
Nancy Varra, City Clerk

Robert P. Muckle
Robert P. Muckle, Mayor

**RESOLUTION NO. 2
SERIES 2014**

**A RESOLUTION ESTABLISHING ADDITIONAL INCENTIVES FROM THE
HISTORIC PRESRVATION FUND TO ENCOURAGE LANDMARK
DESIGNATIONS AND PRESERVATION OF HISTORIC RESIDENTIAL AND
COMMERCIAL PROPERTIES IN THE CITY OF LOUISVILLE AND TO
FACILITATE THE ASSESSMENT OF PROTECTED STRUCTURES**

WHEREAS, historic properties and buildings of character in the City of Louisville (the "City") are major contributors to the character and quality of life of our City; and

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved Ballot Issue 2A to levy a one-eighth of one percent (1/8%) sales tax for purposes of historic preservation purposes within Historic Old Town Louisville; and

WHEREAS, City Council by Ordinance No. 1544, Series 2008, imposed the tax approved by the voters and established the Historic Preservation Fund (HPF); and

WHEREAS, the City Council by Resolution No. 20, Series 2009, Resolution No. 20, Series 2010, and Resolution No. 2, Series 2012, adopted provisions related to the administration and uses of HPF, and established grant programs and incentives to assist property owners in the rehabilitation and restoration of historic properties and new buildings of character; and

WHEREAS, a core value of the City in the 2013 Comprehensive Plan promotes: *"A Connection to the City's Heritage . . . where the City recognizes, values, and encourages the promotion and preservation of our history and cultural heritage, particularly our mining and agricultural past"* and enhancing the allowed historic preservation incentives strengthens the City's connection to its heritage; and

WHEREAS, a second core value of the City in the 2013 Comprehensive Plan promotes: *"Unique Commercial Areas and Distinctive Neighborhoods . . . where the City is committed to recognizing the diversity of Louisville's commercial areas and neighborhoods by establishing customized policies and tools to ensure that each maintains its individual character, economic vitality, and livable structure"* and expanding the allowed historic preservations incentives will promote and strengthen the unique individual character of Downtown and Old Town Louisville; and

WHEREAS, the City Council by this Resolution desires to amend Resolution No. 2, Series 2012 to authorize grants for building assessments conducted prior to landmarking and the application of certain in-kind work as a credit against grant matching requirements, each in specified circumstances;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Section 2 of Resolution No. 2, Series 2012 is hereby amended to revise subsection 2.c and add a new subsection 2.e, reading as follows (words added are underlined):

Section 2. Grant program to conduct structural assessments of protected structures:

- a. Any structure that is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code, or which is declared a Structure of Merit by the Historic Preservation Commission, shall undergo a building assessment to develop a preservation plan to establish priorities for the maintenance of the property.
- b. For a period of 18 months from when a property is declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code, or declared a Structure of Merit by the Historic Preservation Commission, the owner of the property shall be eligible for a grant from the Historic Preservation Fund in the amount of up to \$900 for residential properties or up to \$6,000 for commercial properties. Such grants shall be used solely to offset a portion or all of the cost of conducting a building assessment as described in this Section.
- c. The assessment shall be conducted by a qualified consultant under contract with the City, or by a qualified consultant of the owner's choosing. The City shall be provided a copy of any assessment for which grant funds are awarded, irrespective of whether the structure subject to the assessment is landmarked or declared a Structure of Merit.
- d. An exception to the requirement for a building assessment may be granted by the Historic Preservation Commission for good cause.
- e. Upon application of the owner of the property, grant funding for a building assessment as described in this Section may be awarded prior to landmarking in accordance with this Subsection e. Prior to receiving such a grant, the property owner must request a building history be completed. At a regular meeting of the Commission, the HPC shall review the building history, application, and any other relevant information to determine whether there is probable cause to believe the building may be eligible for landmarking under

the criteria in section 15.36.050 of the Louisville Municipal Code. If probable cause is not found by the HPC, a pre-landmarking building assessment grant will not be issued. If probable cause is found by the HPC, the owner of the property shall be eligible for a pre-landmarking building assessment grant in an amount up to the limits set forth in this Section. Such grant shall be used solely to offset a portion or all of the cost of conducting the building assessment, and the amount awarded shall be deducted from the overall grant amount available at the time of or as a result of landmarking. A finding of probable cause under this Section is solely for purposes of action on the pre-landmarking building assessment grant request, and such finding shall not be binding upon the HPC, City Council or other party to a landmarking hearing. The HPC shall report to the City Council its action taken on each pre-landmarking building assessment grant request.

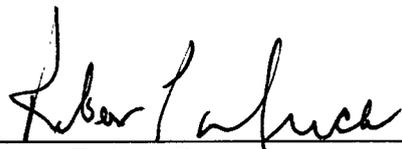
Section 2. Section 5 of Resolution No. 2, Series 2012 is hereby amended to add a new subsection 5.e, reading as follows (words added are underlined):

Section 5. Focused preservation and/or restoration grants with matching funding requirements:

- a. In addition to being eligible for the grants listed elsewhere in this Resolution, a property declared a landmark pursuant to Chapter 15.36 of the Louisville Municipal Code is eligible for a grant from the Historic Preservation Fund in the amount of up to \$100,000 for commercial structures and up to \$15,000 for residential structures activities described in this Section, or a series of grants totaling \$100,000 for commercial structures and up to \$15,000 for residential structures.
- b. In addition to being eligible for the grants listed elsewhere in this Resolution, a property designated by the City Council as a structure of merit is eligible for a grant from the Historic Preservation Fund in the amount of up to \$75,000 for commercial structures activities described in this Section.
- c. Grants specified in this section may only be used for preservation and/or restoration projects: These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property. None of the funding awarded pursuant to this section may be used for any actions considered routine maintenance. Routine maintenance includes painting, refinishing and exterior cleaning.
- d. All grants authorized under this Section shall be conditioned on the applicant matching at least one hundred percent (100 %) of the amount of the grant with expenditures or an equivalent value of approved in-kind services that are integral to the project that is deemed eligible for a grant from the Historic Preservation Fund.

- e. An applicant may request that the value of stabilization, restoration or preservation work completed on the structure prior to landmarking be considered as a credit against the matching requirement of this Section. Credit for such previously completed work is at the discretion of the City Council and may only be considered under the following circumstances:
- i. The work previously performed was for stabilization, restoration or preservation of the historic structure. No landscaping or site work may be considered for potential credit against the matching requirement.
 - ii. No interior work, except for structural work, sensitive upgrading of mechanical, electrical, and plumbing systems, and other code-required work to make the property functional, may be considered for potential credit against the matching requirement.
 - iii. Only work completed within five years prior to the effective date of landmarking may be considered for potential credit against the matching requirement.
 - iv. Consideration for credit against the matching requirement may only be given to costs of previously completed work which is documented by paid receipts or invoices. The applicant shall provide the City with complete copies of all such receipts or invoices together with proof of payment, and shall also provide any available supporting documentation upon City request. The request for consideration of previously completed work shall also be accompanied by applicant's written certification that the work for which credit is requested was completed and the costs thereof were incurred and paid, and that the information in such request is true and accurate to the best of applicant's knowledge and belief. The value of in-kind services completed by the applicant shall not be considered.
 - v. The amount of credit given for any previously completed work shall be determined by the City Council with input from the HPC, considering such factors as the nature, extent and useful life of the work, the time it was completed, the appreciated or depreciated value of the work, and such other factors as determined relevant.

PASSED AND ADOPTED this 17th day of January, 2014.



Robert P. Muckle, Mayor



Nancy Varra

Nancy Varra, City Clerk

**RESOLUTION NO. 4
SERIES 2014**

**A RESOLUTION ESTABLISHING A REVOLVING LOAN PROGRAM
WITHIN THE HISTORIC PRESERVATION FUND TO ENCOURAGE
LANDMARK DESIGNATIONS AND REHABILITATION OF HISTORIC
PROPERTIES IN THE CITY OF LOUISVILLE**

WHEREAS, historic properties in the City of Louisville (the "City") are a major contributor to the character and quality of life of the City; and

WHEREAS, the City Council, pursuant to the City Charter, established a Historic Preservation Commission to assist it in the preservation and landmarking of these properties; and

WHEREAS, when properties are locally landmarked they are preserved for future posterity and enjoyment and continue to contribute to the unique character of the City; and

WHEREAS, at the November 4, 2008 election, the voters approved Ballot Issue 2A to levy a one-eighth of one percent (1/8%) sales tax for historic preservation purposes within Historic Old Town Louisville, including a provision for low-interest loans to preserve and rehabilitate eligible properties; and

WHEREAS, City Council by Ordinance No. 1544, Series 2008, imposed the tax approved by the voters, established the Historic Preservation Fund, and codified the financial incentives set forth within Ballot Issue 2A that may be funded by revenues from the tax, including low-interest loans to preserve and rehabilitate eligible properties; and

WHEREAS, the City Council by Resolutions No. 20, Series 2009, No. 20, Series 2010, and No. 2, 2012, created provisions related to the administration and uses of the Historic Preservation Fund; and

WHEREAS, revolving loan funds have been used effectively nationwide for the preservation of historic structures and neighborhoods; and

WHEREAS, the establishment of a revolving loan to encourage the landmarking and rehabilitation of historic structures serves the public purpose of increasing the quality, integrity and permanence of the City's stock of historic landmarks for the enjoyment and benefit of present and future generations of citizens of the City by making available to the owners of properties which are landmarked or subject to a conservation easement

for historic preservation a source of funding for rehabilitation of such structures; and

WHEREAS, the utility and life of the Historic Preservation Fund will be extended by a revolving loan program;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

In furtherance of the purposes of Louisville Ballot Issue 2A approved in 2008 and Ordinance No. 1544, Series 2008, the following provisions shall be enacted:

Section 1. Creation of a Revolving Loan Program

- a. There is hereby established within the Historic Preservation Fund a revolving loan fund program, utilizing funds from the Historic Preservation Fund as supplemented by private and public donations and grants, interfund loans, and any other appropriate sources of funds, all as from year-to-year appropriated for such purposes.
- b. The historic preservation revolving loan program shall be used to provide low-interest loans for the purposes of preservation, restoration, rehabilitation and protection of properties which are landmarked pursuant to Louisville Municipal Code Chapter 15.36 or subject to a conservation easement to preserve the character of Historic Old Town Louisville.
- c. The City Manager is authorized to issue requests for proposals and enter into contracts for entities to administer the loans from this program.
- d. City staff and the Historic Preservation Commission shall develop applications, informational brochures and other materials necessary to develop and administer the revolving loan program. The City Manager is authorized to adopt written rules for the administration of the loan program, the provisions of which shall be consistent with Ballot Issue 2A and City ordinances and resolutions.

Section 2. Loans from the Revolving Loan Fund

- a. Loan applications shall be submitted to City staff and shall be reviewed by the Historic Preservation Commission at a public meeting. The Commission shall provide its recommendation on the application before final action is taken by City Council.
- b. Loan applications may be submitted and considered in conjunction with grants from the Historic Preservation Fund, respecting the grant limitations established in City Council Resolution No. 2, Series 2012. The Historic Preservation Commission may

- recommend a mixture of loans and grants from the Historic Preservation Fund even if the applicant requested only one type of assistance, and also may recommend one type of assistance where a mixture is requested. City Council may also decide to approve any one or a mixture of loans and grants regardless of the number or types of assistance requested in the application.
- c. Loans shall be in an amount of at least \$500. There is no specific loan limit established in this Resolution, but the Historic Preservation Commission and City Council shall consider the following in setting an amount:
 - i. Current amount of funds in the Historic Preservation Fund and the needs of other projects;
 - ii. The necessity of the work to be performed for the preservation or rehabilitation of the structure and how the proposed work fits into the overall preservation plan for the structure;
 - iii. The availability of other funding sources.
 - d. Interest rates shall be equal to the Wall Street Journal Prime Rate as reported on the date of city acceptance of a complete application. The interest rate may be increased or decreased by City Council at the time of initial approval upon a showing of extraordinary circumstances. Any fees for loan processing shall also be established at the time of the award. The loan repayment schedule shall also be established at the time of the award; provided, however, that all loans shall include a due-on-sale clause providing that any outstanding balance on the loan shall be paid in full upon sale or transfer of the property.
 - e. As provided by Section 3.b.ii of City Council Resolution No. 20, Series 2009:
 - i. All loan payments shall return to the Historic Preservation Fund.
 - ii. A loan agreement is required for all loans, with a guarantee by the borrower and individual guarantees as the City in its discretion may require.
 - iii. The loan agreement may include a provision for default and acceleration if the completed work is not as contemplated by the conditions of the loan.
 - iv. The loan agreement may further provide that if the work is not completed in compliance with the conditions of the loan, the loan amount shall be due forthwith, with interest.
 - v. Payment under the loan agreement shall additionally be secured by a lien filed against the subject property.
 - vi. Costs of collecting any loan shall be charged to the Historic Preservation Fund.

- f. In connection with the processing of loan requests, the City may require such information as is reasonably necessary to determine the state of title to and encumbrances upon the subject property, the creditworthiness of the proposed borrower(s), and other matters relevant to loan award and repayment criteria. The City or loan program administrator may require applicants provide written consents to obtain such information.
- g. Receipt of any loans, grants or other incentives shall require that the structure be landmarked pursuant to Louisville Municipal Code Chapter 15.36, or if not eligible for landmarking, that the owner grant the City a conservation easement to preserve the outside appearance of the structure or other historic attributes of the structure or site.
- h. Loans are available for the following purposes:
 - i. Preservation and restoration: These projects include measures directed towards sustaining the existing form, integrity, and materials of a historic property, including preliminary measures to protect and stabilize the property. Up to 10% of a loan may be used for one-time actions considered routine maintenance. Routine maintenance includes painting, refinishing and exterior cleaning.
 - ii. Rehabilitation: These projects include measures directed toward adapting a property to make efficient contemporary use of it while sensitively preserving the features of the property, which are significant to its historical, architectural, and cultural values. Sensitive rehabilitation or upgrading of mechanical, electrical, and plumbing systems and other code-required work to make the property functional is appropriate within a rehabilitation project. This category also includes the restoration of a property to a specific, significant point in its history.
 - iii. Pre-development: These projects include assessments of past and present historical features of a property for the purpose of properly and adequately documenting these characteristics. This includes assessing the physical condition of any existing historic features. Loans for this purpose will be available to individuals desiring to do restoration and renovation projects.
 - iv. Loan funds may not be used for interior improvements other than for protection, stabilization, or code-required work specified in items i or ii above.
- i. A structural assessment shall be required pursuant to Section 2 of Resolution No. 2, Series 2012, before an applicant may apply for a loan.
- j. Loan funds may be awarded only for projects to be completed on landmarked portions of a property.
- k. When required by Louisville Municipal Code Chapter 15.36, and as a condition of loan approval, an alteration certificate shall be

obtained prior to the start of any work on the project for which loan funds are awarded.

Section 3. Loan Program Funding

- a. All loans shall be funded solely from those funds held within the Historic Preservation Fund for such purposes, and all loans shall be expressly contingent upon the availability of funds.

PASSED AND ADOPTED this 21ST day of January, 2014.



Nancy Varra
Nancy Varra, City Clerk

Robert P. Muckle
Robert P. Muckle, Mayor

**RESOLUTION NO. 21
SERIES 2016**

A RESOLUTION AMENDING RESOLUTION NO. 4, SERIES 2014, A RESOLUTION ESTABLISHING A REVOLVING LOAN PROGRAM WITHIN THE HISTORIC PRESERVATION FUND TO ENCOURAGE LANDMARK DESIGNATIONS AND REHABILITATION OF HISTORIC PROPERTIES IN THE CITY OF LOUISVILLE

WHEREAS, the City has previously adopted Resolution No. 4, Series 2014, a resolution establishing a revolving loan program within the Historic Preservation Fund to encourage landmark designations and rehabilitation of historic properties in the City of Louisville; and

WHEREAS, the Louisville Historic Preservation Commission has forwarded to the City Council recommended amendments to Resolution No. 4, Series 2014 as set forth herein in order to implement the City's revolving loan program.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Subsections a, b, c and j of Section 2 of Resolution No. 4, Series 2014 are hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Section 2. Loans from the Revolving Loan Fund

a. Loan requests ~~applications~~ shall be submitted to City staff and shall be reviewed by the Historic Preservation Commission at a public meeting. The Commission shall provide its recommendation on the application before final action is taken by City Council.

b. Loan requests ~~applications~~ may be submitted and considered in conjunction with grants from the Historic Preservation Fund, respecting the grant limitations established in City Council Resolution No. 2, Series 2012. The Historic Preservation Commission may recommend a mixture of loans and grants from the Historic Preservation Fund even if the applicant requested only one type of assistance, and also may recommend one type of assistance where a mixture is requested. City Council may also decide to approve any one or a mixture of loans and grants regardless of the number or types of assistance requested in the request application.

c. Loans shall be in an amount of at least \$2,500 ~~\$500~~. There is no specific loan limit established in this Resolution, but the Historic Preservation Commission and City Council shall consider the following in setting an amount:

- i. Current amount of funds in the Historic Preservation Fund and the needs of other projects;

- ii. The necessity of the work to be performed for the preservation or rehabilitation of the structure and how the proposed work fits into the overall preservation plan for the structure;
- iii. The availability of other funding sources.

. . . [Section 2 d. to stay the same].

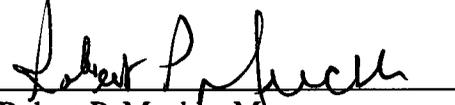
- e. As provided by Section 3. b. ii of City Council Resolution No. 20, Series 2009:
 - i. All loan payments shall return to the Historic Preservation Fund.
 - ii. A loan agreement is required for all loans, with a guarantee by the borrower and individual guarantees as the City in its discretion may require.
 - iii. The loan agreement may include a provision for default and acceleration if the completed work is not as contemplated by the conditions of the loan.
 - iv. The loan agreement may further provide that if the work is not completed in compliance with the conditions of the loan, the loan amount shall be due forthwith, with interest.
 - v. Payment under the loan agreement shall additionally be secured by a promissory note and deed of trust or similar instruments acceptable to the City establishing a lien against the subject property.
 - vi. Costs of collecting any loan shall be charged to the Historic Preservation Fund.

. . . [Section 2 f. – i. to stay the same].

- j. Loan funds may be awarded only for projects to be completed on landmarked portions of a property or for projects for which a conservation easement will be granted over the site or structure (or portion thereof) of historical significance.

[Remainder of Section 2 to stay the same].

PASSED AND ADOPTED this 3rd day of May, 2016.


Robert P. Muckle, Mayor

ATTEST:


Carol Hanson, Acting City Clerk



Resolution No. 21, Series 2016
Page 2 of 2

Historic Preservation Commission

Meeting Minutes

June 18, 2018

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chairperson Haley called the meeting to order at 6:31 PM.

Roll Call was taken and the following members were present:

Commission Members Present:	Chair Lynda Haley Hannah Parris Debbie Fahey Cyndi Thomas Caleb Dickinson Chuck Thomas
Commission Members Absent:	Michael Ulm
Staff Members Present:	Rob Zuccaro, Dir of Planning & Building Safety Lauren Trice, Associate Planner Lisa Ritchie, Associate Planner Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Chuck Thomas made a motion to approve the June 18, 2018 agenda, seconded by Fahey. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Chuck Thomas made a motion to approve the April 16, 2018 minutes, seconded by Fahey. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

DISCUSSION/DIRECTION

Blue Parrot Sign Potential Locations

Trice requested that the Commission discuss potential locations for the Blue Parrot Sign. The City is planning to relocate the sign from its current location at the City Services Building to another location. Staff will use the Historic Structure Assessment Grant to assess the condition of the sign, determine the feasibility of possible locations, and develop an installation plan. Requirements for the space include that it needs to be a City facility, have public access, be large enough for the sign, have electrical hookups, and have a structure that can support the sign.

Chuck Thomas asked if staff was looking for an exterior or an interior space.

Trice replied that everything was on the table. She called the Commission's attention to Commissioner Ulm's email outlining his thoughts on the possible locations in the email provided to the Commission and entered it into the record.

Fahey stated that she liked the museum location as a final destination, but thought it should be displayed somewhere in the interim. She suggested a space at the library or John Breaux Park.

Dickinson stated that South Boulder and Main could be an option, but the City did not own property there. He noted that the advertising nature of the sign might confuse people.

Trice interjected that there was a tiny bit of right-of-way in that location between Main and the railroad tracks.

Chuck Thomas suggested putting it on the South Street underpass either on an existing structure or on a pole erected for the purpose of holding the sign. He also suggested the parking lot next to Steinbaugh Pavilion.

Haley read Commissioner Ulm's recommendations for locations from his email, which included the Pavilion, John Breaux Park, and the Arts Center.

Parris stated the Museum was the best place long-term. She agreed with Dickinson's point that the sign was meant to be an advertisement and might confuse people depending on where it was placed. She recommended interpretive signage to explain the presence of the sign.

Haley responded that the underpass location might be too low to keep the sign safe and the location on South Boulder Road might make people think that the Blue Parrot was still open.

Haley, Fahey, and Parris agreed that inside the library could be the best location. Dickinson added that the interior of the library would provide an up-close experience with the sign. All agreed that this would be a good temporary location until the museum could take it.

Chuck Thomas stated that the space needed for the sign might detract from the library collections.

Fahey responded that it could be in a case that showed only one side.

Dickinson added that the library location might be a less expensive option.

Haley stated that an indoor location might preclude the need to light up the sign.

Fahey and Haley discussed the possibility of a roped-off area. She asked if mounting it on the wall in the library would be costly. Fahey mentioned a neon sign exhibit at the Arvada Center that had roped-off areas for the sign as an example of what the library could do.

Trice reminded the Commission that the next step was to take recommendations and flesh out how much they would cost and if they were feasible.

Chuck Thomas stated that the Rec Center might be another option once it was completed, since it would have a lot of foot traffic.

Haley asked if there was any place inside City Hall where the sign could fit.

Ritchie replied that there did not seem to be a spot in City Hall. The Rec Center architect had found a potential location in the new lobby that could accommodate the sign.

No one voiced objections to the Rec Center location. Cyndi Thomas replied that she was fine with it, but preferred the library.

The Commission discussed putting the sign inside versus outside. They agreed that outside locations could be confusing. Dickinson stated that if the sign were outside but internal to the museum complex, it might work.

The Commission agreed that they would rank the possible temporary locations as:

- (1) Inside the library.
- (2) Outside the Museum, but internal to the site.
- (3) Inside the Rec Center.

Everyone agreed that ultimately they wanted the sign at the Museum.

Historic Preservation Fund Reauthorization

Trice explained that the main goal for the discussion at this meeting was for the Commission to ask staff for additional information that they would need to make recommendations to rewrite the HPF grant resolution. Staff proposes three guiding questions for the discussion:

- (1) What should the maximum amounts be for historic structure assessments, residential grants, and commercial grants?
- (2) Are there ways to simplify the grant process, eliminate barriers to landmarking, and make the program more user-friendly?
- (3) Should the resolution update the new construction grant criteria to match alteration certificate language?
- (4) How should changes apply to previously landmarked properties? Is this an incentive to landmark or a way to facilitate maintenance?

Dickinson stated that fund incentives did not need to apply to previously landmarked properties. He encouraged the City to use the money to support greater amounts for new grants rather than supporting previous projects. However, he added that he could imagine himself coming back with his historic property and asking the City to start a maintenance project for things like ongoing painting of the original wood.

Fahey added that the cost of living would continue to go up, but that does not mean someone should be able to come back and get more money due to that rise in cost. Grants are for stabilization not for maintenance.

Dickinson clarified that he had not made up his mind yet. Since the maintenance amount would feasibly respond to ongoing maintenance issues, it was not just a reflection of an increase of costs over time. For projects that the City has already spent money on it seemed like a good opportunity. He added that maintenance cases would have to be matching.

Trice clarified that there were two questions at play. Can people come back for more money if the initial grant did not reach the maximum amount? And, can people who have maxed out their grants under the previous allotments come back for more money under the new program?

Haley reminded the Commission that there was also a lending program the City could leverage. She added that the grant amounts for the new resolution would partially answer the fourth question.

Cyndi Thomas asked if staff surveyed the people who got the grant to see if their amounts were enough.

Trice stated on average the grants covered 46% of the eligible costs.

Cyndi Thomas replied that it might be helpful to know the percentage of overall costs, not just of eligible costs for these projects.

Chuck Thomas mused that there was a difference between providing maintenance and protecting the landmark as an investment. In general, the grant amounts are insufficient on the residential side especially in cases in which structural work is needed. He added that ongoing maintenance could be attached to specific structural and preservation issues to mitigate abuse of the fund for routine maintenance projects not specifically related to the preservation of the structure.

Dickinson stated that the matching requirement was a saving grace for the program. He stated that tightening the strings was not the Commission's current issue. The problem lay more in incentivizing people to landmark and preserve their homes. He stated that being smart about what we're paying for is more important than how much we're paying. There needed to be enough money to change peoples' minds to decide to preserve their homes.

Haley stated that the original fund numbers were largely made up, so one of the questions now was how to figure out the new amount. She asked the Commission to consider whether it was fair to use the old numbers as a baseline or to come up with new ones.

Cyndi Thomas stated that if you believe that the original number was arbitrary, then increasing an arbitrary number for inflation did not make sense. She suggested interviewing people who have completed projects, possibly even in other communities in Lafayette and Boulder with preservation programs.

Fahey asked if it was possible to tie the amounts into current property values, such as offering the grants as a percentage of the value of the structure.

Chuck Thomas responded that the values would be based on new construction values, which were cheaper than historic homes.

Dickinson asked why there was a maximum amount on a matching grant.

Chuck Thomas replied that the fear was being seen as financially irresponsible.

Dickinson stated that in his experience the return on a residential building was not going to have the same return as a commercial structure. Residential money is money gone, whereas commercial money could create more money in the City. He added that the residential projects were not going to push financial limits, but commercial buildings were more likely to. He struggled to imagine abuse if the Commission focused on what the projects were funding rather than how much they were getting funded. At the least, the maximum should be raised quite a bit to include reasonable projects.

Chuck Thomas commented that you needed a residential base to support the commercial benefits.

Cyndi Thomas responded to Dickinson's question by observing that you need a maximum because without one you would open yourself up to litigation if all the amounts were subjective.

Cyndi Thomas discussed Commissioner Ulm's points on grant amounts from his email. He suggested keeping the three application categories of flexible, focused, and HSA. His suggested amounts were: \$2,500 for an HSA, up to \$7,500 for flexible grants, and up to \$20,000 for focused grants maintaining the 100% match. Cyndi Thomas commented on Ulm's points, stating that flexible/focused could be confusing. She thought his suggested amount for assessments reflected the amounts provided in the architects survey provided in the staff packet and that the Commission as a whole seemed to support the 100% matching requirement. Cyndi Thomas reiterated her desire for more data on how much it cost to stabilize homes, but she agreed it was more money than currently offered. As far as commercial costs, she conceded that there should be a higher value placed on those since they had more benefits to the City, even though she did not like thinking that way.

Chuck Thomas responded that commercial buildings were generally larger, so it made sense that they were more expensive. He did not like the idea of using capacity for tax return to the City as a distinction between commercial and residential, however.

Fahey stated that instead of focusing on the maximum amount, the Commission should focus on what kind of projects they wanted to cover. The Commission should be stricter on what they would cover under a matching program, using grants for preserving structures instead of improving it. In that case, the maximum amount would matter less.

Cyndi Thomas and Fahey discussed the need for stricter enforcement of the current grant allocations versus changing the ordinance categories altogether. Thomas asked Fahey if she thought the current distinction between flexible grants – funds for code-required work to keep properties functional – and focused grants – funds for maintaining the historical integrity of a structure – needed to be better enforced or needed to be changed. Fahey replied that categories in the new ordinance did not need to be different, but that the Commission needed to be strict about enforcement.

Trice added that some people could have spent more money on code updates in the beginning, but had not due to the amount offered from the City.

Chuck Thomas stated that code upgrades for mechanical systems and foundations were important to support. Preserving a structure for a longer period of time was valuable.

Dickinson stated that the Grain Elevator sprinklers were necessary for code since they were fire sprinklers.

Chuck Thomas clarified that fire code sprinklers might be fundable as something more important than a cosmetic upgrade.

Trice reminded the Commission that they could not address specific projects that were not on the agenda. She also explained that “preservation” was to keep structures in their ‘ruined’ states. The City Historic Preservation program was generally about “rehabilitation,” which did include things like code upkeep. ‘Restoration’ brought structures back to a specific period of time.

Dickinson agreed that it was important to clarify what the Commission wanted for structures in the City.

Chuck Thomas added that the predominant purpose of the program was rehabilitation, i.e. the reuse and adaption of a structure to move forward in time and be usable, which is what the program wanted to incentivize.

Trice redirected the Commission to address what information they needed from staff to answer the four central questions. She recapped that Cyndi Thomas requested some more information.

Fahey requested a timeline of the process, including Council meetings and other deadlines.

Trice stated that the original timeline included tonight’s meeting as the initial discussion, a second meeting with HPC to figure out what they wanted to recommend in an updated ordinance and resolution, a meeting to review a draft of the ordinance and resolution, a third meeting with HPC for a final review of the ordinance and resolution, and two readings at Council on the ordinance.

Trice clarified that the ordinance needed to be done by the end of the year, but the resolution did not have to follow the ordinance directly.

Cyndi Thomas asked if the flexible versus focused grants were an issue for people.

Trice stated that the distinction was confusing for applicants, particularly the code-required amounts since structures in Old Town tend to max out that grant amount quickly with multiple code compliance issues. She added that playing around with the match and where it was required might be an option.

Chuck Thomas asked if there was a structural component that could be funded in total and some of the match toward that could be for something else in the structure.

Trice replied that it was limited to projects eligible under the current resolution. There could be a project that maxed out the \$5,000 with structural projects such as sewer and electrical upgrades and then did not apply for anything else. She added that some commercial grants did not touch the matching component while they took the money for new construction.

Dickinson asked what staff found to be complicated about the grant process.

Trice replied that it was not complicated in implementation, but it was complicated in outreach for people who were looking to buy a landmarked property or getting involved in the program.

Dickinson agreed that the marketing and simplifying of the message was crucial, but the rules were in place for a reason.

Trice asked if it would be helpful to have alternative options for the second question – coming back with ways to simplify the process. The Commission agreed that this would be helpful.

Cyndi Thomas stated that eliminating the focused and flexible grants might be helpful.

Dickinson stated the \$1000 incentive was inconsequential and strange to receive as someone on the other side of the grant process. He suggested it would be easier to explain to the public a process where commissioners and staff could say, “If you landmark, you can get \$50,000. Here’s how.” That would be easier to explain instead of having so many different amounts as you reach and apply for different benchmarks.

Cyndi Thomas asked about the intent of question three.

Trice stated that the question addressed the new construction grant amounts for commercial grants. The alteration certificate and the new construction grant conflict with each other based on what materials the structures are supposed to be used.

Cyndi Thomas replied that the issue should be easy to resolve and the Commission should stick to the Secretary of the Interior requirements. Chuck Thomas concurred.

Trice summarized next steps for staff:

- (1) Come back with an option for a simpler process for participating in the fund.
- (2) Survey recent grant recipients to evaluate the total costs of their projects and the percent covered by the City.
- (3) Look into changing the language on new construction grants.

She asked what the Commission thought about the HSA amounts.

Cyndi Thomas replied that the process seemed fine, but the amounts should be increased. Haley concurred.

Trice asked about commercial grant amounts.

The Commission agreed that the amounts were generous. Chuck Thomas added that the process could be simplified.

Chuck Thomas moved to adjourn for a break due to the hailstorm. Dickinson seconded. Adjourned at 7:35 PM.

Call back to order at 7:48 PM.

Building Code and Historic Buildings

Chad Root, Chief Building Official, answered questions from the Commission about Chapter 12, "Historic Buildings of the International Existing Building Code," which the City is planning to adopt in the fall. Root described the building code to be adopted. With new permit applications, the City currently treats historic buildings as new buildings under code standards. The new code gives some leeway on existing buildings including a 'historic classification' that provides exceptions for code compliance. The new code will give more flexibility in the building and preservation worlds. Root will meet with the Board of Appeals on Thursday to discuss the code. The goal is to adopt the code by mid-October. He asked for questions of the Commission.

Dickinson stated that the code switch was fantastic.

Root stated that Colorado Code review brought the issue to their attention.

Haley thanked Root for his presentation.

ITEMS FROM STAFF

Upcoming Events

July

10th – Historic Context Presentation at City Council Study Session, 7pm, Library Meeting Room

16th – Historic Preservation Commission Meeting, 6:30pm, Council Chambers

18th through the 22nd – NAPC FORUM 2018 in Des Moines, IA

Commissioner Fahey will be representing the Commission at the conference.

August

20th – Historic Preservation Commission Meeting, 6:30pm, Council Chambers

September

17th – Historic Preservation Commission Meeting, 6:30pm, Council Chambers

Demolition Update

151 Main Street

The HPC subcommittee decided to release the permit because the existing porch was not original.

Alteration Certificate Updates

701 Lincoln Avenue

The HPC subcommittee decided to approve the alteration certificate based on the need for the repair to continue the preservation of the building.

Preservation Month Debrief

Trice stated that the coasters were a big success. The landmarking ceremony was a success as was the Art Walk.

Volunteer Appreciation

Trice thanked the Commission for their volunteering with a gift card to Moxie. The Commission did not have a meeting in May, during Volunteer Appreciation Month.

Chuck Thomas asked if there were any more coasters.

Trice responded that she was out, but there may be more designs in the future.

Fahey asked when there would be a replacement search for Trice.

Zuccaro replied that there could be two commissioners on the interview part of the search. The replacement would be for a similarly structured position. He invited interested commissioners to email him with their interest in volunteering for the search committee. No more than two commissioners can volunteer.

Fahey thanked Trice for being a wonderful instructor and facilitator for all the meetings and the events.

Haley added that Trice made a huge difference and brought creativity into the position.

UPDATES FROM COMMISSION

None.

DISCUSSION ITEMS FOR NEXT MEETINGS

None.

Adjourn:

Chuck Thomas moved to adjourn and Fahey seconded. The meeting was adjourned at 8:02 PM.

Historic Preservation Commission

Meeting Minutes

December 17, 2018

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chairperson Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Chair Lynda Haley
Debbie Fahey
Caleb Dickinson
Chuck Thomas
Michael Ulm
Hannah Parris
Cyndi Thomas

Commission Members Absent: None.

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Felicity Selvoski, Planner I
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Chuck Thomas made a motion to approve the December 17, 2018 agenda. Fahey seconded. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Dickinson made a motion to approve the November 19, 2018 minutes. Parris seconded. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

PUBLIC HEARING

Public Hearing – Demolition of 307 Eisenhower Drive

- Owner & Applicant: Shelley Kneebone
307 Eisenhower Drive
Louisville, CO 80027
- Case Manager: Felicity Selvoski, Planner I

Selvoski presented the demolition request to remove more than 50% of the roof area to facilitate a second-story addition to the house and detached garage. A subcommittee recommended a full committee hearing due to the scope of the project. She showed the house as-is and the plans. Selvoski noted that the proposed addition retained much of the historic architecture.

Selvoski presented the social significance. The Harper family of Harper Lake fame owned the original land. Frank and Anna Hocheder bought a portion of the house and built the structure. They passed the home and land to their son in 1963 and it is still in the family's possession today.

Selvoski presented the architectural significance. It was constructed between 1922 and 1925. It has retained its original footprint, plus the garage.

Architectural features include:

- Stone veneer
- Low-pitched front-gable roof
- Wide, unenclosed eave overhangs
- Decorate triangular knee braces

The following changes have occurred over time:

- Front porch enclosed
- Rafter tails enclosed
- Roof replaced
- Decorate woodwork added to the front gable
- Detached garage added to the property.

In five out of the seven criteria from the national measures of integrity the structure maintains its integrity. Cost estimates for repairs and the current condition of the home are unknown.

Staff finds that the property has a high level of architectural significance and is potentially eligible for landmarking. However, staff has had the necessary time to review available incentives and benefits of landmarking with the applicant and does not believe additional time will result in the possibility of landmarking. For these reasons, staff recommends release of the demolition permit.

Haley asked for questions of staff. Seeing none, she invited the homeowner to present.

Shelley Kneebone, 307 Eisenhower in Louisville, explained to the Commission that she and her husband want to keep as much of the existing house as possible, since it was built by her family.

Dickinson asked if the owner grew up in the house.

Kneebone replied that she was raised in town, but this was her grandparents' home when she was a child.

Chuck Thomas asked how much of the original building would be retained.

Haley responded that the side elevation showed that much of it would be retained.

Dickinson asked if the original porch was becoming a porch again.

Kneebone responded that it was.

Chuck Thomas stated that he had no objection to releasing the permit.

Haley stated that it could be landmarked if it was in the Historic District. Since they were maintaining the structure and it was staying in the family, she was fine releasing it.

Dickinson stated that he had a strong opinion that since it was the family home that their family had built, the building belonged to them. It was a different situation than if someone had bought the home recently and wanted to make changes to the structure.

Cyndi Thomas stated that she had no objections to releasing the permit.

Fahey moved to release the demolition permit on 307 Eisenhower Drive. Chuck Thomas seconded. Roll call vote. Approved unanimously.

REFERRAL

Terraces on Main, 712 and 722 Main Street

- Applicant and Owner: 712 Main, LLC and 722 Main Street, LLC
712 Main Street
Louisville, CO 80027
- Case Manager: Rob Zuccaro, Director of Planning & Building Safety

Zuccaro reminded the Commission that they reviewed a proposal for the Terraces on Main project in October of 2017. Whenever there are developments in the Downtown Business District, Council requests input from the HPC. 712 Main was built in 1968 and 722 Main was built in 1960.

Zuccaro presented the amendments to the plan since 2017. The new plan decreases the total floor area, coming mostly out of the third-floor addition and the parking space. The architecture and architectural materials were similar to the 2017 proposal. These changes are largely in response to City Council comments at the most recent public hearing. He asked the Commission to review the structure based on the "Core Area" criteria in the Downtown Design Handbook.

Haley asked for questions of staff.

Fahey asked if there could be a specific meeting for this building in particular.

Zuccaro responded that staff traditionally brought referrals to the Commission during their regular meetings. He explained that staff was looking for a recommendation on whether the proposal fit into the criteria.

Fahey asked about the official role and authority of the HPC vis-à-vis a referral.

Zuccaro replied that there was nothing explicit in the Code, but that the Council gave them the directive to give recommendations and advise them on matters related to historic preservation. This building was not being preserved, but as a downtown district it was relevant to hear how new developments fit in with the historic context. He added that any developments of parks and open space, even though it was not in any ordinance, it was practice to bring them before the relevant commissions.

Ulm asked about a visual in the staff packet.

Zuccaro responded that they were rough estimates of the property lines. Those lines are often off by several feet when staff makes those graphics.

Ulm asked if the property line was set back from other storefronts along the street.

Zuccaro stated that he did not know if that was accurate, but he could look it up or the applicant could respond to that question during his presentation.

Haley suggested that the Commission go through the handbook criteria to shape their recommendation for Council.

Haley invited the applicant to present.

Eric Hartronft of Hartronft Associates, 950 Spruce Street in Louisville, CO, architect for Boulder Neighborhoods, described the design concept of the project. He explained that the plan was responding to the opportunity to improve underutilized buildings and provide new retail and/or restaurant businesses on Main Street and to respect the adjacent historic property at The Huckleberry. The property line met the same line as the other buildings on the block, but they wanted to retain the setback from the sidewalk to give a break from the narrow walkway on the rest of the block. Some of the changes they had made since 2017 included decreasing the parking garage and allowing the City to build a nearby parking garage at some point in the future. They were also relating their architecture to the mid-century aesthetic that they were replacing to help maintain the eclectic architectural feel downtown.

Hartronft described the proposal to the Commission, highlighting the one-story section next to The Huckleberry, the roof deck, and the setback from the sidewalk. He added that the proportion of the two-story buildings were a nod to false-front architecture. He

described the concept as dividing the large structures in the plan into smaller building elements and as responding to the variation recommended by the Downtown Handbook. At the back of the building, he hoped that the alley could one day become a vibrant pedestrian street. Right now, there was a parking garage facing the alley. In the future, there could be something more, such as a public art installation and green roofs. He ended by noting that the only waiver request was for the stair and balconies in the setback and the small third story with large setbacks.

Haley asked for questions of Hartronft.

Fahey asked if there would be parking underground.

Hartronft stated that there would not be underground parking but that there would be a basement along Main Street.

Fahey asked what was being planned for the second floor.

Hartronft responded that the second floor would be for office space and the third floor would provide elevator access to a third-floor roof deck.

Fahey asked if there would be a reduction in the number of employees compared to the 2017 PUD.

Hartronft replied that the Code for downtown did not dictate parking based on number of employees and that they were still meeting 80% of the parking for the structures.

Fahey asked if they could reduce the glass, since the guidelines recommended limiting glass.

Hartronft replied that sustainable windows helped temperature regulation and people in offices liked glass.

Haley asked if the second story was windows or glass.

Hartronft responded that it was a combination of windows and wall. The wall material was meant to help the structure look less bulky overall.

Haley asked for public comment.

Jean Morgan, 1131 Spruce Street in Louisville, asked the Commission to consider staff's questions, including about the mass and scale of the structure and the traditional context of the downtown district. She did not feel that this proposal respected any of the considerations staff listed in their guiding questions for the Commission. She added that the glass may encourage birds to crash into the building. She hoped that the proposal would include sloped glass to prevent bird deaths if the proposal were passed. She

thought the reduced third story was a good idea, but it still had too much glass. The south building was respectful of The Huckleberry, but the norther buildings did not respect its neighbors. The north buildings reminded her of the Chase Building on Main Street, which no one likes. She added that the parking was inadequate and it might encourage the City to pursue a citizen-paid parking structure. She also felt that it would set a precedent for large buildings to provide inadequate parking downtown.

Haley asked for additional public comment. Seeing none, she opened commissioner discussion.

Dickinson asked what “the traditional context of downtown” from the Design Handbook meant to his fellow commissioners. He thought that the context precluded chains from coming downtown, but he was not sure what else that phrase meant.

Ulm replied that the history of Main Street was small business and small-scale business. You don’t see many office buildings and the added retail in this plan would help enliven the area.

Haley replied that this proposal was more respectful than structures like the buildings that housed Pica’s and Eleanor & Hobbes, for example. The three-story building on that same block was another example of what did not fit in to the traditional context of downtown.

Chuck Thomas agreed with Commissioner Ulm and added that the buildings should be segmented. He noted that there were plenty of two-story structures, including ones that were next to one-story buildings. Though this was a large building, it was segmented in its design, respecting the nature of Main Street. The two-story structures next to the one-story ones did not bother him. He agreed with Jean Morgan that the Chase building was a poor example, but he did not agree that there should be more parking. Too many downtowns have been destroyed by adequate parking. Parking orphaned the structure from the buildings around it.

Dickinson stated that the parking was beyond the scope of the HPC, though he observed that the proposal parked itself more than other downtown structures. He thought that if this were three different proposals for three different buildings, the HPC would probably be fine with those proposals. He added that he thought they probably checked all the boxes and worked with staff to make sure they met the Design Handbook criteria.

Haley added that the proposal responded to the directive to attend to size and place through the architecture and the materials.

Parris stated that the proposal seemed to incorporate newer, current materials while nodding to the buildings to the south and north along the block.

Cyndi Thomas agreed and stated that it was a modern take on a traditional architecture, which met the criteria to be respectful of the context and the surrounding mass and scale. She added that attending to retail needs was important for a Main Street to survive.

Haley stated that all the bullet points were addressed.

Fahey agreed and reminded the Commission that they had recommended approval of the first design in 2017 and this proposal was even better. She still did not like the glass and suggested taking Jean Morgan's suggestion that the windows be sloped or perhaps tinted.

Parris replied that the glass was in the setbacks, which responded to the design guidelines to minimize glass at the street level.

Ulm agreed with Commissioner Fahey that it was a better proposal than last time, though he still did not get a western vibe from the two-story buildings. He liked their attempt to maintain some of the open sidewalk space.

Chuck Thomas stated that he thought that the proposal attended to the guidelines and that the new version was an improvement on the old one. In particular, he thought the changes to the massing on the third story responded to the major concerns from 2017.

Haley asked for additional comments from the Commission.

Chuck Thomas recommended approval of the proposal. Ulm seconded. Roll call vote. All in favor. Passed unanimously.

DISCUSSION/DIRECTION

Miner's Cabins

Chuck Thomas disclosed that he was part of a volunteer committee that was lobbying the City to do the renovations for the structures. He asked if anyone had a problem with him being part of the discussion.

Haley asked Director Zuccaro what he thought.

Zuccaro replied that for the sake of this conversation, it should be fine. Future meetings on the miner's cabins might not be appropriate.

Dickinson stated that he thought this discussion was about location and not cost so he thought it was fine for Commissioner Chuck Thomas to be involved.

Selvoski reviewed the history and status of the City's efforts to preserve the Lee Avenue Miners Cabins. City Council identified two sites for additional analysis.

Option 1: Miner's Field

Selvoski presented a mockup of how the cabins could be positioned at the field. Pros of this location include the ability to co-locate the cabins and to the original location, safer pedestrian access, avoids majority of utility and drainage conflicts, cheaper option, and no easement impacts. Cons include that it requires the removal or movement of trees and there is more grading to meet ADA requirements.

Option 2: Highway 42 and Pine/Miner's Field

Selvoski presented the second option, where one would be at Highway 42 and the other at Miner's Field. Pros include less grading and offers prominent visual placement. Cons include that any future roadwork could change the work at Highway 42, it is \$25-30,000 more expensive to locate at two sites, and there is some loss of historic connection to each other and to their original locations. Also, there would be easement, utility, and sewer issues with this option.

Selvoski stated that the next steps for the Miners Cabins include review by Parks and Public Landscaping Advisory Board and the final determination will be made by City Council, on the docket for the March 5th meeting.

Staff recommends option 1, since the pros outweigh the cons in that situation.

Chuck Thomas asked if the restrictions on Miner's Field would preclude placing the cabins there since it the cabins were not recreational.

Zuccaro replied that there was a deed restriction from its original donation. Staff reviewed the deed and did not find that it would violate the deed. The deed required that the area be used for activities, not baseball specifically.

Haley asked for additional questions of staff. Seeing none, she invited the architect for the site plan to present.

Melonie Short, 726 South Glencoe Street in Denver, stated that she did not have additional comments.

Chuck Thomas asked if Short agreed that option 1 was the preferable option.

Short did support option 1. As a historic preservationist, she thought that keeping them together told a better story and emphasized that people used to live in the cabins rather than letting them become a decontextualized symbol.

Haley asked for public comment.

Jean Morgan, 1131 Spruce in Louisville, supported option 1. She was interested in the Highway 42 as a statement location, but she thought a restored coal cart and a mule would be a better option there. She thought putting them together at the field was a

good option. She suggested making one cabin into a baseball hall of fame. She noted that one of her neighbors had an outhouse they could add to the field, as well. She stated that one of the trees at that location was put in only a couple years ago and she had never seen the flagpole there used. She emphasized that she was excited for the project.

Haley thanked Jean Morgan for her work preserving the cabins.

Haley reminded the Commission that people in the neighborhood had expressed a desire to keep the cabins in the neighborhood and it made sense to keep the cabins together in the neighborhood, especially since the neighborhood had worked to preserve them. She thought that since the tree was not old, it could be okay to move it.

Ulm stated that the context of the location was the most important thing for the cabins. He thought something else could be placed at the Highway 42/Pine location.

Fahey agreed and added that it was neat that you could see the original location from Miner's Field.

Chuck Thomas supported option 1.

Parris added that option 1 was a better and more responsible use of the City's money.

Ulm asked if the City had been able to save any of the fence.

Zuccaro replied that the owner was not interested in donating the fence when they asked, but they could ask again.

Jean Morgan added that the fence was historic as well.

Fahey moved to propose that the location of the Miner's Cabin be at Miner's Field and to move the tree and the flagpole if necessary. She added that they should try to get the fence added. Cyndi Thomas seconded. Voice vote. All in favor. Motion passed unanimously.

Historic Preservation Fund Reauthorizations

Selvoski reminded the Commission that the renewal was an opportunity to reevaluate the Historic Preservation Fund. She described previous discussions and directives from the Commission from the June 2018 meeting. The goals of tonight's meetings were to:

1. Staff provides more information to the Commission based on June 2018 meeting requests.
2. HPC makes recommendations based on additional information.

The next steps after this meeting are for staff and the subcommittee to draft a resolution with the City Attorney and for staff to bring the final resolution back to HPC for approval, followed by first and second readings in Council.

Fahey asked to hear from commissioners Dickinson and Cyndi Thomas, since they had gone through the HPF process.

Haley suggested that the Commission go through the discussions questions in sequence.

Discussion Question 1a

What are the maximum grant amounts for HSAs?

Haley explained some of the subcommittee findings on the HSA. She stated that the architects were approved so the City knew they were trustworthy and that staff and the Commission would need to be more active about making sure the HSAs were up to par.

Chuck Thomas added that the \$5,000 amount was a compromise based on the ranges of the amounts in the architects' survey staff conducted.

Cyndi Thomas stated that she thought \$5,000 was reasonable. Dickinson agreed.

Ulm stated that the higher grant amounts would create more rigorous assessments to catch more of the structural issues ahead of time.

Dickinson noted that his assessment missed that his house was missing a foundation. He thought the increase would help address those kinds of issues.

Zuccaro clarified that staff was recommending bumping up the commercial assessment amount as well based on the survey responses and to align with the State Historic Preservation Program.

Chuck Thomas stated that the subcommittee had not discussed that amount, but he did not have any objection to it.

Haley asked if anyone had any objections to the \$10,000 amount for commercial assessments. None voiced.

Discussion Question 1b

What are the maximum grant amounts for flexible/focused grants?

Haley and Chuck Thomas stated that as a subcommittee they could not figure out a reason for the distinction.

Ulm asked if commercial and residential would be the only two categories if they did away with the flexible/focused categories.

Dickinson agreed that the flexible/focused distinction did not make sense as a distinction is his experience.

Cyndi Thomas stated that she would be surprised if most people did not go over both limits anyway. She assumed that the original intent was to privilege some types of preservation over others, but she thought it was still confusing. She recommended keeping general categories to maintain those distinctions but she thought it should be streamlined.

Chuck Thomas replied that he thought the two most important distinctions were the difference between work that kept a structure in working order and one toward preserving the structure. He did not think a dollar amount per area was useful.

Cyndi Thomas stated that she thought that the City would want more going toward preservation work than upkeep.

Haley asked what routine maintenance would be.

Dickinson replied that in situations where residents were going back to original materials, routine maintenance was often much higher, for example with wood windows and walls instead of vinyl. His choice for his home to go with wood would cost thousands of additional dollars over the life of his home.

Haley asked if anyone was interested in breaking up the money based on categories of work.

Chuck Thomas suggested simplifying the process by being stricter on the type of work being done overall, rather than maintaining any internal divisions between pots of money.

Cyndi Thomas replied that there needed to be a certain amount dedicated to preservation to avoid people using grant money for non-preservation issues. She did not think routine maintenance should be included, especially since the only fair way to handle that would be to go back and offer it to previous property owners.

Haley responded that the HSAs were meant to provide priority items to guide the fund allocations. Grants could go to prioritized projects rather than maintaining distinctions. She also suggested that the flexible/focused distinctions could be renamed.

Dickinson agreed that the Commission needed to explain the differences between rehabilitation, restoration, and preservation. He suggested describing the different types of work in those terms, but not putting specific dollar amounts in each category.

Ulm summarized that there would be a single grant, but the categories would be used to limit what could be done with that grant money.

Cyndi Thomas agreed with Commissioner Haley that more rigorous HSAs would help make the process clearer.

Zuccaro asked the Commission to discuss the amounts of \$50,000 for residential grants and \$200,000 for commercial grants.

Dickinson stated that he was fine with the higher amounts as long as it was matching.

Ulm asked if they should match 100%. Another idea was not to match the first \$10,000 and have the rest to be matched.

Dickinson thought either way would work.

Chuck Thomas stated that he had a preference for matching. He noted that the 100% match was reasonable since this was not an affordable housing situation.

Dickinson explained that for him, he knew he would get \$1,000 but didn't know he would get \$20,000, which did not feel like an incentive. Making the first \$10,000 as part of the guaranteed amount would be an incentive. He noted that the grant process had a measure of uncertainty that offering a higher initial, guaranteed incentive of \$10,000 would be an effective carrot.

Haley responded that the \$10,000 as an initial incentive would be great, but it needed to be connected to the HSA and not be given in the same model as the current \$1,000 model, in other words it should not be an amount without strings.

Cyndi Thomas asked if \$10,000 was the right number and asked if it should be obtained through a reimbursement process.

Haley thought that it should be a reimbursement to make sure it was used the way the fund intended.

Cyndi Thomas agreed, but thought \$10,000 was too high.

Haley thought \$5,000 could work.

Ulm asked what you could do on a project with \$5,000.

The commissioners discussed the different grant amounts in percentages.

Dickinson noted that one of the directives of the tax vote was to incentivize landmarking so that Louisville citizens would see preservation over demolition in the city. He thought that \$10,000 might be more than was necessary in all cases, but it might bring more people to the table.

Cyndi Thomas responded that if people are demolishing houses, the financial problem wasn't \$10,000.

Dickinson clarified that what he meant was that someone who currently owned a house might find the \$10,000 an incentive, could landmark it, and then the next person who bought it could not demolish it.

Chuck Thomas reiterated that there needed to be an incentive. \$1,000 was not enough and anything under \$5,000 would be incidental.

Haley asked for the unmatched amount currently.

Selvoski responded that it was currently \$5,000.

Cyndi Thomas asked if the \$5,000 could become the bonus amount and make the \$50,000 a 100% match. That would increase the total limit but increase the match amount, as well.

Haley added that those who needed simple updates could still use the \$5,000. She asked if the Commission needed to come up with numbers tonight.

Selvoski and Zuccaro replied that numbers would be helpful, but they could change them before the final resolution.

Dickinson summarized that there was still disagreement over the amount, but there was agreement that nothing should be for free and that the grant amounts should be split into unmatched and matched, with a cap at \$50,000 or some similar number. The something-for-nothing element was gone, but it was overall a more generous grant. He also noted that the grant amounts were taxable income and that he as a homeowner was not prepared for that information. He wondered if there was any way around that issue of having the grant as taxable income.

Fahey noted that there was discussion at a former HPC meeting to eliminate the tax burden on the recipient.

Zuccaro stated that staff could research this issue.

Cyndi Thomas added that homeowners were eligible for tax credits through the state. Thomas and Dickinson thought that there should be better education about the tax

credits during the process. Staff could share the History Colorado pamphlet and avoid giving tax advice that way.

Discussion Question 3

If the flexible/focused grant categories are eliminated, how will the categories be structured?

Haley summarized that the Commission had agreed that the HSA should govern the structure of the grant.

The Commission agreed.

Discussion Question 4

What structure/limitations will the new grant process have?

Chuck Thomas thought the 3-year time limit was reasonable.

Cyndi Thomas asked if people could apply for an extension.

Haley clarified that the three-year limit started at the landmarking. She thought the three years was a short amount of time for someone who was landmarking for the good of landmarking and not for the money.

Dickinson replied that he thought there might not need to be a time limit. If someone came back in the future and there was no money, the City could refuse them based on the lack of funds.

Haley agreed and thought that someone could landmark without feeling the pressure of landmarking immediately. Applicants may not have the ability to spend the money immediately. She did think there should be a time limit on when you can spend the money once you get a grant.

Selvoski asked if the Commission was concerned with the HSA losing its validity over time.

Ulm replied that by requiring the spending earlier to encourage people to protect their homes and deal with potential issues before they become major problems.

Dickinson noted that he ran into time limits and the extension was an easy process. The Mayor had to sign a form.

Haley replied that Dickinson had landmarked with the knowledge that he would be doing work on the house.

Dickinson responded that he did not have the money together at the time, though. He also noted that construction can take a long time.

Haley asked if someone had to take the \$10,000 and use the money within the time limit.

Dickinson stated that the reason people landmark was for the money. They wait to landmark until they need the money.

Zuccaro reiterated the incentive element of the fund. It was supposed to be structured so you could build a house that makes you happy with while evening out the cost of working on your house without demolishing it. That's another reason why staff was recommending a time limit.

Haley asked the Commission if they thought it was de-incentivizing to put a time limit on it.

No one thought so.

Cyndi Thomas asked what staff thought between three and five years.

Zuccaro clarified that the projects did not have to be complete within three years, it just had to be started with planning staff through permitting, et cetera. He thought that five years sounded long.

The Commission agreed that three years was sufficient.

Dickinson did not think routine maintenance should be included. The Commission agreed.

Zuccaro recommended that the heritability process remain the same, making the next owner still eligible.

Haley asked how the time limit would apply.

Zuccaro replied that the three-year time limit from the date of landmarking would still apply.

Dickinson asked that staff reach out to new owners of recently landmarked homes.

Fahey asked how staff would know the house was sold. She pointed out that that would be a difficult task for staff.

Haley noted that the situations would be rare so staff did not need to track them.

The Commission did not think that the reauthorization should be applied to previously landmarked homes, especially since the Commission was not supporting routine maintenance and because it was meant to be an incentive program.

Discussion Question 5

What language will be used for new construction/alteration certificates?

Selvoski explained that staff was trying to align the language in new construction and alternation certificates. The proposed language was to privilege architectural differentiation between new work from the old.

The Commission supported with the proposed language.

Discussion Question 6

Will there be any changes to the interest rate for HPF loans?

Chuck Thomas stated that revolving loans were typically tied to prime or below prime by a percentage point or more.

Haley asked if the Commission thought that using prime was an incentive.

Cyndi Thomas thought that prime was punitive. She said that it was all about the cost of capital, which here was pretty low. She suggested updating the rate each year based on a host of factors and not just going below prime.

Chuck Thomas offered that in his experience they would offer an interest rate and then review it. He did not think affordability was the issue here.

Haley thought that having lower than prime made sense.

Cyndi Thomas agreed that to be an incentive it needed to be below market rate.

Fahey asked what the length of the loans was.

Selvoski responded that it depended on the amount. She thought the longest was 15 years.

Fahey suggested making it a 10-year interest-free loan.

Haley and Cyndi Thomas replied that the point of the loan was to get money back and to make these loans an investment.

Cyndi Thomas was thinking 4%, but thought there should be something less arbitrary.

Chuck Thomas added that he was thinking 3%.

Zuccaro offered that staff could do more research if the Commission was interested in offering a loan rate below prime.

Chuck Thomas suggested annual reviews based on reports from staff. In principle they should be below prime.

Dickinson noted that his silence was a form of recusal, but he suggested that his fellow commissioners could consider tying the rate to something that is moving constantly since looking at it annually since there was so much variation within a year. He thought it should be tied to something that moved with the markets since that was always current. He added that you could still have an annual review process even if it was tied to something moving.

Cyndi Thomas did not think it should be tied to the market because the reason for the loan program wasn't about the market, it was more about what other non-profits were doing.

Chuck Thomas reiterated the Commission's desire to have additional research on this issue from staff.

Discussion Question 7

What changes will there be to overall timeline of process, if any?

The Commission agreed that there did not need to be any changes.

Zuccaro asked the Commission to consider an additional question. Did the Commission want to continue the extraordinary circumstances language? If so, he wanted to work with the subcommittee to draft better criteria for those circumstances.

Cyndi Thomas replied that not having a cap on the extraordinary circumstances was fine, but she thought there needed to be better communication during the process so that applicants knew they could possibly have access to more money under the criteria.

ITEMS FROM STAFF

Demolition Review Updates

No demolition reviews minus the 307 Eisenhower item on tonight's agenda.

Alteration Certificate Updates

Selvoski updated the Commission on the 816 McKinley Avenue alteration certificate to add a chimney. The subcommittee release the permit based on the findings that the change was minor and reversible.

Upcoming Schedule

December

17th – HPC Meeting, 6:30 PM, Council Chambers

January

15th – City Council Study Session – Historic Context presentation

TBD – Historic Preservation Commission Meeting, 6:30 PM, Council Chambers

Selvoski asked if any of the commissioners have an issue with the January 14th date change.

Zuccaro informed the Commission that Council would be updating the funding resolutions to acknowledge the new ballot language before then. There were no substantive changes there.

Selvoski noted that the Saving Places Conference was coming up in the schedule. Dickinson asked to be added to the list of interested commissioners.

Selvoski thanked Commissioners Cyndi Thomas and Deborah Fahey for their service on the Commission, since tonight was there last night.

UPDATES FROM COMMISSION

Fahey noted that she passed the DBA information to Planner Selvoski. Dickinson reiterated his interest in taking over this duty.

DISCUSSION ITEMS FOR NEXT MEETINGS

Adjourn:

Chuck Thomas moved to adjourn. Haley seconded. The meeting was adjourned at 9:12 PM.

Historic Preservation Commission

Meeting Minutes

**February 18, 2019
City Hall, Council Chambers
749 Main Street
6:30 PM**

Call to Order – Chairperson Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Chair Lynda Haley
Caleb Dickinson
Chuck Thomas
Michael Ulm
Hannah Parris
Andrea Klemme

Commission Members Absent: Gary Dunlap

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Felicity Selvoski, Planner I
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Thomas made a motion to approve the February 18, 2019 agenda. Klemme seconded. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Ulm made a motion to approve the January 14, 2019 minutes. Klemme seconded. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

PROBABLE CAUSE DETERMINATION

1200 Jefferson: A request to find probable cause for a landmark designation to allow for funding of a historic structure assessment for 1200 Jefferson Avenue.

- Owner & Applicant: Kathleen Urbanic and Ted Barber
1200 Jefferson Avenue
Louisville, CO 80027
- Case Manager: Felicity Selvoski, Planner I

Selvoski presented the history of 1200 Jefferson Avenue. The building was built at the Gordham Mine around 1900 and moved to Louisville around 1930. Staff does not find that the move takes away from the property's integrity since it was moved in 1930 and since homes were often moved in the early years of Louisville's history. The footprint of the current building is similar to that shown in the oldest known photo from 1958. The additions to the property were built sometime in the late 1950s or early 1960s. The DeSantis family owned the home from 1929 to 1997. The house also shows some physical integrity since the window locations have not changed since the 1958 photo and the footprint remains the same. The windows themselves have been changed and the porch trellis is not original.

Staff finds that there is probable cause to consider landmarking the property at 1200 Jefferson and that the structure is therefore eligible for \$900 toward a Historic Structure Assessment.

Ulm asked if the garage was part of the other additions.

Selvoski replied that the daughter thought they were built around the same time, but at the very least they were built sometime near each other.

Haley asked for comments from the commissioners.

Thomas stated that he felt the fact that the structure was moved actually added integrity since that's one of the stories the Commission liked to tell about the city.

Klemme thought the 24x24 footprint was interesting and noted that it remained the same today.

Haley stated that there was enough architectural integrity and social history to make it eligible. She did not think the move detracted from the story of the house.

Dickinson stated that probable cause was a low bar and there was nothing about the structure that was a non-starter.

Thomas moved to find probable cause for 1200 Jefferson Avenue. Dickinson seconded. Voice vote. All in favor.

DISCUSSION/DIRECTION

Historic Preservation Fund Reauthorization

Selvoski recapped the December discussion on the Fund and presented staff's recommendations. For the Historic Structure Assessments, staff increased the grant amounts. Staff removed the initial landmarking incentive since many people who received the money did not cite it as an incentive to their decision-making and some had even forgotten they ever received it. For the preservation grant timelines, staff proposed that residential and commercial landmarked properties be eligible for grant

funding for 36 months from when a property is declared a landmark. Selvoski explained staff's logic on the timeline cap, stating that without putting a cap on the timeline it was difficult to plan for the future of the Fund. For matching grants, staff recommended that \$40,000 of the total \$50,000 grant be matched for residential grants and \$125,000 of the total \$200,000 grant be matched for commercial grants. On the new construction criteria, staff recommended changing the language to ensure that the original property be landmarked and aligning the new construction and alteration certificate language. For allowable work, staff used the Secretary of the Interior to define three categories of work that focused on preservation, rehabilitation, and restoration. For the revolving loan fund, staff recommended that interest rates be equal to 1% below the *Wall Street Journal* Prime Rate as reported on the date of city acceptance of a complete application. Staff planned to come back with a final resolution in March.

Selvoski asked for discussion on the following questions:

1. What timeframe should be applied to the new grant process?
2. Will there be residential new construction grants to encourage homeowners to landmark their properties? If so, what grant amount would be reasonable?
3. Will the revolving loan interest rate be changed to 1% below the *WSJ* Prime Rate?
4. Are there additional changes or adjustments that need to be made?

Klemme asked about the original landmarking incentive.

Haley replied that successful applicants received \$1000 for the effort of applying.

Klemme asked why the assessment grants had been increased from \$900 to \$5,000.

Haley replied that staff had sent out a survey for the average cost of an assessment and \$900 was not covering it.

Selvoski added that \$900 was not covering it, especially for a thorough assessment. She clarified that the \$5,000 was a cap amount.

Haley added that staff and the Commission had a pre-approved list of assessors, as well.

Dickinson asked about the new construction grant changes.

Selvoski replied that staff was suggesting that it was something someone could access by landmarking.

Zuccaro added that the new construction grants helped make properties more viable in the long term. He noted that people generally landmark and do their projects all at once,

including the restoration of the landmarked section of the property and the additions they want to make.

Dickinson asked what the amount for new construction was.

Selvoski replied that staff and the subcommittee had talked about an amount between \$15 and 25,000.

Haley stated that she thought the new construction grant for residential structures would be appealing. At the same time, the Commission had gotten the most public resistance for paying for new construction with the existing new construction grants.

Klemme asked if it would be possible to only offer new construction grants if the applicant was also doing preservation work.

Dickinson stated that his home was an example of preserving the front of a structure while doing an addition on the back. His grant covered the work specific to restoration, preservation, and rehabilitation, but none for new construction. He thought the new construction grant for residential properties felt a little weird, though he did understand that it was meant to incentivize involvement in the program.

Klemme suggested that applicants should have to do both – preservation and new construction. The only way we will give you money to do your addition is if you promise us that you will do work on the landmarked home.

Dickinson stated that he would be more excited about offering the potential for an additional \$15,000 for work that the Commission did not normally cover, like doing work on wood floors inside, for example.

Zuccaro replied that current new construction grants had language governing the character of the additions, as well.

Ulm stated that \$15,000 was an appropriate amount.

Thomas asked how much incentivizing the City needed to do to encourage people to preserve their homes rather than raze them. He thought that some incentive on new construction would be beneficial, but it should not be too much since the investment in the existing structure should not be overshadowed.

Dickinson responded that the Commission had the authority to review changes landmarked homes anyway.

Thomas noted that the Commission did not review anything inside the buildings.

Dickinson stated that he did not see the effect of the new construction grant if it were not for a higher amount, but he did not necessarily support increasing that amount. He did not know what the \$15,000 did or if it would be a difference-maker. There was nothing specifically that applicants had to do to get the extra \$15,000.

Ulm noted that the new construction grant criteria were pretty extensive. He noted that \$15,000 could be 10% of the total cost of a project for a family looking to expand their square footage.

Haley stated that the new construction grant increased the overall grant to about \$65,000 per landmarked home, so \$15,000 was a bigger deal when added to everything.

Zuccaro added that the Commission could incorporate the grant into the \$50,000 cap, writing that up to 15% could be used for a new construction grant.

Haley and Dickinson discussed how applicants could use the cap to get more money to fund their addition rather than put money into preservation.

Klemme reminded the Commission that the new construction grants still required landmarking.

Dickinson stated that the main goal was to have fewer homes be demolished based on the language of the tax extension. He thought \$15,000 was a reasonable number.

Haley stated that if an applicant chose to do the minimum requirements for preservation, restoration, and rehabilitation, the Commission could use its jurisdiction to say that applicants had to attend to critical issues based on the assessment. She added that she did not think anyone would make major additions to a house in poor shape, anyway.

Thomas stated that the assessment would be critical to the process.

Ulm agreed and added that it compounded the need to increase the assessment amount.

Thomas recommended that the Commission keep the new program as simple as possible. He did not have an issue with 15% over \$15,000 toward new construction. He recommended up to 15% for new construction and that the new construction grant did not have to be in the \$50,000 cap.

Dickinson asked if the \$15,000 was matching.

Zuccaro confirmed.

Haley noted that the average grant was about \$20,000. If that stays the case, even adding the \$15,000 was not going to meet the cap anyway.

Thomas and Dickinson noted that in recent years the average has been increasing closer to \$40,000.

Haley confirmed that the Commission wanted to have \$50,000 plus \$15,000.

Dickinson stated that it was fine with him. Ulm agreed as long as the \$15,000 was matching.

Selvoski noted that as it was currently written, the commercial new construction grant was not matching. She asked if the Commission wanted them both to be matching.

Haley replied that she thought the matching for both of them was obvious.

Dickinson liked the partnership aspect of matching.

Haley asked if that meant they should change the commercial new construction grant to be matching.

Zuccaro added that the ballot language addressed contemplated supporting new construction, but it was not very specific and so staff was trying to figure out what new construction regarding matching, unmatching, commercial, and residential.

Klemme asked if it was possible to get less money for preservation than new construction if an applicant had a preservation project that was less than \$15,000.

Dickinson replied that the new construction grant was also money as an incentive to landmark.

Ulm added that new construction was limited to meeting specific criteria.

Thomas stated that applicants were closer to \$40,000 per project and costs had not gone down over the past 10 years. He asked about the cost of previous structures that had received commercial new construction grants.

Zuccaro replied that they had to be over the \$75,000 just knowing the scope of the two projects that had received a grant for commercial new construction.

Thomas stated that the scale of a commercial project meant that making a match would not be a disincentive, so there should be matching language in the commercial new construction grant.

Ulm added that the matching language in the commercial grant helped make the program simpler. And no one had done a project for under that amount.

Gordon Medona, History Commission liaison, who lived on Garfield in Louisville, stated that back in the 1980s the City of Louisville waived permit and square footage fees for adding onto old structures. He suggested waiving the fees rather than giving \$15,000.

Thomas asked for staff's input on the fee question.

Zuccaro replied that this had come up before and the issue with fee forgiveness – whether an impact fee or a building permit fee – the issue was that when the City reimbursed those fees other parts of the City paid, not the Fund. The City could not waive fees outright for that reason. The money would have to come in the form of a reimbursement from the Historic Preservation Fund.

Dickinson thought it was more complicated to do fees than get money from the Fund directly. He noted that if an applicant was going to build a brand-new building, they would still have to pay those fees.

Haley added that if the \$15,000 and the fee amount might be similar.

Klemme and Haley discussed covering fees up to a certain amount.

Ulm stated that any money given needed to be directly for preservation. He also wanted to let applicants decide how to allocate their grants within the confines of the approved scope of work.

Zuccaro gave the example of a 1200-square foot addition for which the fee would be about \$7,000 plus taxes.

Haley noted that in that case the \$15,000 would cover the fees and then some.

Ulm asked if there was anything that said applicants could not use the money for permit fees.

Haley replied that she did not think so.

Thomas stated that the purpose of the grants were to incentivize additions that the Commission approved.

Klemme stated that they could leave it out of the language but use the fee idea as a way to market the Fund

Dickinson summarized that the Commission was recommending \$50,000 plus \$15,000 and matching, and matching the commercial \$75,000.

Dickinson referred to the emailed public comment and asked if there was any money that an applicant could get for someone who had gotten a grant before the reauthorization of the Fund. He did not think that it made sense to block landmarked structures from ever getting money again. If the City ran out of money, they would run out of money. He also noted that the Commission could always say no if they did not think the application met the criteria. He suggested changing the language to frame the three-year window as an encouragement rather than a requirement. At a bare minimum, he recommended grandfathering-in the people who had already landmarked under the old timeline.

Ulm thought the timeframe was a good idea from a budget-management perspective, but suggested having another pathway for additional grants beyond the timeline subject to availability of funds.

Dickinson asked what the worry was with the budget issue was.

Thomas stated that he thought it was more of a management issue than a budget issue from a staff perspective for a single project. Funding an additional amount in the future was a separate issue. The Commission could ask for a timeframe in which the assessment would still be valid. Years down the road, a new problem may have occurred, like a foundation issue, and that could be dealt with at that point.

Selvoski noted that there was nothing that addressed applicants who needed more money for preservation in the future. Under the current language, applicants could come back for more money if they had not used all the original money from their maximum grant amounts.

Thomas replied that they were evolving the system now.

Dickinson wanted to make sure there was some vehicle for someone to come back and get additional funds.

Zuccaro replied that the applicant would have to show extraordinary circumstances and provide matching funds.

Haley asked what would happen if someone landmarked their property without accessing the grant funds and then eight years later wanted money for preservation.

Zuccaro replied that generally people wanted the money when they applied for landmarking. Staff wanted to control and understand the fund and have equity in the value of what applicants get whether they're eight years ago or eight years from now. He stated that currently applicants could come back with extraordinary circumstances.

Thomas asked if they were keeping the extraordinary circumstance language in the new proposal.

Zuccaro replied that they were and that they had added language to specify what that means.

Thomas asked if the language specifically addressed that an applicant could come back for additional funds. He asked the commissioners if they wanted to make it explicit that people could come back under extraordinary circumstances.

Ulm replied that the extraordinary circumstances language should cover those situations.

Dickinson replied that having a timeframe at first was a good idea and that the Commission should allow for extraordinary circumstances at a later date.

Klemme asked if the grant amount was tied to the structure or to the owner.

Selvoski replied that it was tied to the structure.

Zuccaro suggested that the Commission could add language to clarify that the time limit could be extended in extraordinary circumstances.

Thomas stated that adding that kind of language would be more transparent.

Ulm suggested “not anticipated” or “developed since” that time.

Haley thought that 3 years was a really short time and did not account for people who just wanted to landmark their home. She was worried that those folks would avoid landmarking until they were ready to start a project. She also thought the timeline language was a bit confusing. If a homeowner chose to wait and the money was gone then that was a natural consequence. She understood from a staff perspective it was easier to manage projects that were finished, but the purpose of the Fund was to increase incentives for everyone.

Dickinson thought it would be a low bar to meet extraordinary circumstances on the timing if someone had landmarked the home a decade ago and the new owner wanted money to preserve the home.

Haley asked why, if it would be a low bar, the language should have a time limit in the first place.

Dickinson replied that it would incentivize people to move faster when possible.

Haley stated that a recurrent issue was the concern that landmarking devalued a home. She suggested that the Commission could offer the new construction grant within the first three years, but not have a time limit on the preservation grant.

Thomas replied that extraordinary circumstances could cover dysfunction of the property, change of ownership, or timeframe to respond to that issue.

Haley asked if extraordinary circumstances as a phrase would deter people from participating.

Thomas replied that applicants would be getting money for free if they could show extraordinary circumstances.

Zuccaro stated that staff could draft some additional language on the extraordinary circumstances. That language could be completely open-ended with no timeframe.

Haley urged the Commission to remain permissive and willing to work with applicants. She noted that the subcommittee had talked about requiring a new HSA beyond a certain timeframe and making the applicant responsible for doing a new HSA to get applicants to do their projects sooner than later.

Ulm liked the timeframe because it was an incentive to get a project started and start preserving the home sooner than later. The timeline helped drive the preservation.

Haley asked how the time limit would sound to someone who did not know the reasoning behind it. She worried that a consumer would hear the time limit more than the other parts of the incentive process.

Dickinson replied that he thought the time limit was in the fine print.

Ulm replied that if the applicant wanted to do a preservation project, they would want to get the project going within the three years anyway, and if they didn't want to do a preservation project, then they were not going to worry about it. Each applicant would apply the language to their own circumstances.

Thomas added that it was the demolitions that were killing the city and the Commission needed to stop the demolitions.

Haley asked if the Commission wanted to use the three-year period as the time limit.

Dickinson replied that two years was enough to start a project and three years was enough to finish it. He added that getting extensions should be a reasonable process and that staff should be able to tell people about the extension process.

Ulm suggested being open about what the Commission was trying to accomplish in the education part of the Fund.

Haley stated that the Commission should make it clear to future commissioners what their intentions and expectations were, since it had been difficult to figure out the origins of the previous fund language. She did not want a future commission to think that the time limit was meant to be punitive.

Thomas stated that if we agree on a time limit then the Commission will explain it.

Haley stated that Commissioner Parris wrote in her email to staff and the Commission that she was in favor of the time limit. She asked staff for next steps.

Zuccaro replied that staff needed to draft some new language and make sure that the extension language and bring it back to the Commission.

Haley asked for discussion on Item 3, the interest rate.

Dickinson, Klemme, Haley, Ulm, and Thomas all voiced approval.

Dickinson referenced an email from a member of the public, Erik Hartronft, responding that the Commission was not trying to get rid of an incentive. They were trying to make a better incentive and tie the money more directly to preservation through the unmatched \$10,000 preservation grant along with covering the assessments in full.

Haley added that the original \$1,000 incentive was money that the City had no control over.

Thomas added that the overall incentive was significantly increasing with the new language in any event.

Haley asked for additional comments. Seeing none, she asked for items from staff.

ITEMS FROM STAFF

Alteration Certificate/Demolition Review Updates

Planning staff and a subcommittee reviewed and approved an alteration certificate for 925 LaFarge on January 15, 2019, judging that the replacement roofing materials are a reasonably good match to the current materials and will not alter the general appearance of the project.

Upcoming Schedule

February

18th – Historic Preservation Commission, Council Chambers, 6:30 p.m.

19th – City Council, 721 Grant Avenue, Loan Request, 7:00 p.m.

March

18th - Historic Preservation Commission, Council Chambers, 6:30 p.m.

April

11th – Museum Program, Louisville Photographs, Library, 7:00 p.m.

15th - Historic Preservation Commission, Council Chambers, 6:30 p.m.

Selvoski noted that staff would bring an item in a future agenda about Commission subcommittees and outreach.

UPDATES FROM COMMISSION

Thomas presented his insights from the Saving Places Conference. He attended several days of sessions, including an interesting grassroots campaign at the Molly Brown House and a technical session on repairing old windows.

Dickinson also attended the conference, where people asked him about the Blue Parrot sign. He asked for an update on the Blue Parrot sign and if the Commission needed to see an item about it on the agenda. Dickinson also asked staff to look into the tunnels beneath Louisville. He thought getting access to the tunnels would be a cool thing to pursue. Finally, he reminded the Commission about the resources that are available from the state. He wondered if there was a way to get a blueprint for how to actively save a building if it ever went on sale. He noted that the HPC had a mandate to do that kind of planning.

Zuccaro replied that the City was allowed to use the Fund for acquisition, though it was complicated as far as financial risk was concerned. There was a resolution that had language about acquisition, but it was not very specific.

Thomas stated that the Commission should have a list of structures that the City wanted to preserve.

Zuccaro replied that the historic contexts were meant to help that process. He added that the state preservation funds represented a risk for the City since they were grants, not guaranteed income.

Haley added that sometimes having an HPF sometimes made it harder to get money from the state.

Klemme responded that the City could step in and landmark structures before selling them.

Dickinson reiterated that he thought the City should have a list of target structures to landmark and preserve.

Klemme stated that she attended the Saving Places Conference and learned some of the basics of historic preservation and how to promote the Fund to the public.

DISCUSSION ITEMS FOR NEXT MEETINGS

Thomas noted that the Commission had mentioned having a discussion on preserving portions of properties.

Adjourn:

Thomas moved to adjourn. Dickinson seconded. The meeting was adjourned at 8:29 PM.

Historic Preservation Commission

Meeting Minutes

March 18, 2019

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chair Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Chair Lynda Haley
Caleb Dickinson
Chuck Thomas
Michael Ulm
Hannah Parris
Andrea Klemme
Gary Dunlap

Commission Members Absent: None.

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Felicity Selvoski, Planner I
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Thomas made a motion to approve the March 18, 2019 agenda. Dickinson seconded. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Thomas made a motion to approve the February 18, 2019 minutes. Klemme seconded. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

DISCUSSION/DIRECTION

Historic Preservation Fund Reauthorization

Selvoski presented updates to the reauthorization and presented a draft of the resolution. There were four additions or changes based on last month's discussion:

- (1) A new construction grant for residential structures for increased incentives for preservation over scraping.

City of Louisville

Planning Department 749 Main Street Louisville CO 80027
303.335.4592 (phone) 303.335.4550 (fax) www.ci.louisville.co.us

- (2) A 36-month timeline from landmarking or conservation easement for the application of grant funds and 60 months or 5 years to submit for reimbursement after receiving the grant. These timelines may be exceeded based on the recommendation of the Commission.
- (3) Language that allows grandfathering in of previous landmarked properties.
- (4) Loan rate will be 1% below The *WSJ* Prime Rate.

Selvoski presented the original questions for the reauthorization from 2018:

- (1) What should the maximum amounts be for HSAs, residential grants, and commercial grants?
- (2) Are there ways to simplify the grant process, eliminate barriers to landmarking, and make the program more user-friendly?
- (3) Should the new construction grant criteria to match alteration certificate language?
- (4) How should changes apply to previously landmarked properties?

Haley asked for comments from the commissioners who had been absent at the last meeting on the \$15,000 amount.

Parris responded that she thought it was a good incentive that with which the City could still budget. General agreement among the commissioners.

Dickinson stated that the timeline was reasonable and that he appreciated the language about extraordinary circumstances. Thomas agreed.

Ulm appreciated the last line of the proposed timeline language: "Applicants should notify staff of these extraordinary circumstances prior to the expiration of the existing time limits."

Dickinson replied that the ideal situation was that an applicant would request an extension before the expiration date, but he did not want the language to prevent people from coming forward if the expiration had already passed.

Haley added that she had been the one who felt most uncomfortable about the timeline, but that the current draft responded to her concerns.

Dunlap asked if the language attended to applicants who wanted to put in multiple requests.

Selvoski replied that there was language in the draft that said the applicant could request all the grant money at once or come in with multiple iterations. She noted that there was language about preservation work done in the previous five years during the landmarking process, as well.

Dunlap asked for the definition of a conservation easement versus a landmark.

Zuccaro responded that the only current conservation easement in Louisville was an agreement to conserve the front façade on a building that was not landmarked. He described easements as tools in the preservation toolbox.

Thomas stated that the proposed language was much clearer than the older language.

Haley, Dickinson, and Selvoski discussed the lack of time limit for the “focused” grants currently and the grandfather clause.

The commissioners discussed whether or not they had met the four goals laid out in 2018 and agreed, in general, that they had reached those goals.

Dickinson added that there was some difficulty on the current landmarking process, since as a point of order the Commission had to landmark a structure first to move forward with the grant approval hearing, which could create difficulty for applicants. He suggested allowing for the landmark to be retracted if the grant were not approved, since some applicants would be landmarking only out of a desire to access the financial incentives.

Zuccaro replied that clarifying the language would help with preservation outreach. He noted that the property owner had the option to not sign the landmark paperwork after the Council meeting.

Dickinson replied that that made sense. Dunlap, Dickinson, and Thomas discussed the process as-is.

Ulm asked if landmarking agreements were a standard part of the landmarking process without grant applications.

Zuccaro confirmed.

Dunlap asked if staff could run some examples through the proposed language to make sure different timelines and needs would be covered.

Zuccaro noted that sometimes landmarking could be a financial disincentive but sometimes it could be an incentive. The best that the City could do would probably be to make sure that potential property owners have as much information about the process and about preservation as possible.

Haley and Dunlap discussed the utility of the Historic Preservation Assessments for guiding the priorities of the preservation grant work.

Ulm noted that he thought the new language and requirements was an improvement in using the HSAs for that guiding process.

Haley asked for public comment.

Erick Hartronft, 950 Spruce Street in Louisville, explained that he was on the original Historic Preservation Commission and helped found the original preservation program. He noted that there were both good and problematic elements of the proposal. First, he thought that the small signing incentive in the original language targeted applicants who wanted to landmark but who did not need to do immediate work on their properties. Under the new language, those applicants would not receive any incentives. He noted that the signing bonus was an incentive that the City could offer when approaching specific properties to landmark. Second, the original ballot language had not specified that new construction grants only go to additions to existing buildings.

Zuccaro responded that the ballot language did not limit the new construction grants to building additions. However, in practice, only additions to existing buildings have received new construction grants. It could be a policy question if the Commission wanted to recommend opening up an additional grant category to new buildings based on the new construction grant criteria.

Thomas stated that if they were going to change the intent of the old language would require additional information about the review process.

Zuccaro replied that the previous language was broad enough to allow for completely new construction, but it was unclear and had never been used that way.

Ulm was cautious about using the money for the sales tax for completely new construction.

Hartronft noted that the new language would be a change in policy from the intent of the original resolutions, which Zuccaro confirmed.

Hartronft registered a third concern. He did not think there was a good reason to create a 36-month time limit, since landmarking had no time limit – landmarks were forever. He added that the language of “extraordinary circumstances” was a high bar, not something to be met easily. He noted that the Grain Elevator had not met extraordinary circumstances under a previous Commission. He asked the Commission what they would do if they did not use all the money in the Fund. He also thought that clarifying the landmarking and grant timeline process should have clarify that property owners could decide not to sign the landmarking agreement if their grant applications were not approved.

Haley and Dickinson responded that the main reason the Commission had taken off the signing bonus was because the money was not going to preservation of the landmarked structures and the Commission had tried to make the Fund more generous overall. Dickinson noted that applicants who just wanted to landmark their homes had the incentive of getting their homes landmarked, which is what they would really want,

anyway, regardless of the cash reward for signing, and that there would be more money available down the line.

Klemme noted that applicants put effort and time into the landmarking process.

Dickinson added that there were several steps for applicants to go through including probable cause determination, coordinating with staff, and attending meetings of the Historic Preservation Commission and City Council. He noted that a signing bonus could be incorporated into the total \$50,000 grant cap.

Thomas thought that \$10,000 would be too much just for filling out paperwork and that the bulk of the City's money should go toward preservation projects.

Parris stated that the Commission had already had this conversation and they had not wanted to just give away free money, which is why they had tied more money directly to the preservation process. She added that there were other incentives other than financials, including the ceremonies for landmarking that were already going on to recognize people who landmarked. The Commission could make that part of the process an even bigger deal in their outreach process.

Dickinson asked what the Commission thought if the first unmatched \$10,000 of the preservation grants could be given upfront and the applicants could use the money however they wanted instead of getting the first \$10,000 in reimbursements. He noted that the Commission could take into account whether the applicant had used the first \$10,000 toward their structure when deciding to approve additional grant funds.

Klemme stated that she was not comfortable with the idea of giving \$10,000 for work that was not specifically related to preservation. She was okay with going back to the \$1,000 signing bonus.

Dickinson replied that he thought if all it cost to landmark 100 houses was to give them all \$10,000 that would be cheap. In that case, the City would have what it wanted, which was landmarked homes. He liked the \$10,000 number because it was already in the unmatched language of the grant.

Thomas preferred that people not try to game the system in that way. He thought it could be possible to allow flexibility in how people used some amount of the unmatched \$10,000, but not the whole amount. He suggested an amendment that \$1,000 of the first unmatched \$10,000 could be used however the applicant wants.

Dunlap noted that the question of the signing bonus was tied to the timeline issue and that the HSA might not catch future issues.

Thomas replied that the previous bar of “extraordinary circumstances” was too high and that that bar had been made easier to determine and made more open so that applicants could apply for grants over a longer period of time.

Dickinson stated that the only benefit of the timeline was to incentivize property owners to take care of the problems with their homes as soon as possible, rather than farther down the line when the problems have increased. For situations in which applicants had no immediate problems and then 10 years later they had problems with their foundations, he thought that was a clear case of extraordinary circumstances. At the same time, he acknowledged that commissioners in the future may interpret extraordinary circumstances differently. For him, that language meant that the applicant had to answer “Why now?” in showing extraordinary circumstances.

Haley added that the Commission had discussed extraordinary circumstances as applying to situations in which someone had inherited a landmarked home. She added that one of the reasons for a timeline that the Commission had discussed was that the information in the assessment would be irrelevant after a certain amount of time.

Dickinson noted that all homes deteriorate over a long enough period of time, landmarked or not.

Zuccaro stated that the proposed language allowed staff to ask for a new HSA after five years if staff felt it was necessary. Staff had also talked about comparable situations like how building permits expired after a certain period of time, since City codes, conditions, and policies can change. He noted that the Commission could always change the resolution in the future, though that would make it more complicated to work with multiple resolutions.

Klemme noted that there was nothing in the definition of extraordinary circumstances in the proposed language that addressed not having the money at the time, even though that was the example the Commission kept giving for extraordinary circumstances.

Thomas agreed that that would be one extraordinary circumstance.

Dickinson noted that the Commission could use “should” versus “shall” in the language to mark recommendations versus requirements. He suggested possibly taking out “extraordinary circumstances” out of the language and leaving the rest of the definition in the language.

Haley responded that she thought the language of extraordinary circumstances could be tied more to the amount than the time limit.

Zuccaro stated that the City had about \$2 million in the Fund right now and a conservative number for the Fund over the next 10 years would be about \$6 million. He noted that the City wanted to reserve some of that money for the ongoing revolving loan

program and gave the number \$1 million as a ballpark. If the City landmarked 10 houses over the next ten years, for example, that would end up costing up \$1.6 million if they took advantage of all the funds available to them and if they were commercial buildings, that would be \$2.1 million. With those calculations, the money would probably be in the Fund even if there were no time limits. He noted that some buildings may come in and ask for hundreds of thousands of dollars, which would deplete those amounts.

Thomas replied that he thought it was valuable to encourage people to correct major issues with their homes independent of the extraordinary circumstances language.

Dunlap suggested putting something in the grant language about specific conditions regarding extraordinary circumstances.

Haley summarized that the Commission seemed to agree on separating the time limits and the amounts in the extraordinary circumstances language.

Zuccaro noted that it was important to be able to articulate why the Commission was approving some and not others. He added that extraordinary circumstances was meant to be a flexible term. He noted that precedence would establish the meaning of that language.

Dickinson wanted to make sure that the timeline extension seemed reasonable to achieve for applicants. He suggested the language, "Time limits can be exceeded with the recommendation of the Commission" and suggested not including specific examples.

Thomas suggested language describing that the timeline could be amended for a variety of delays, including that the project had not started. He noted that the circumstances should also include allowing scenarios in which no project had been started within the timeline.

Ulm asked if the Commission and the Council had to supply their reasoning for approving or denying findings of extraordinary circumstances.

Zuccaro replied that yes, staff, Council, and the Commission would have to state their reasoning and staff would try to follow the precedence set by the Commission and Council.

Dickinson suggested saying that timeline could be extended by showing of certain circumstances, plus language such as "included but not limited to."

Zuccaro suggested "showing of good cause." There was general approval of that phrase from the Commission.

Ulm noted that “showing of good cause” was a much more positive phrasing than “extraordinary circumstances.”

Haley asked for comments on limiting the new construction language to additions to landmarked properties. She stated that if the intent had been to support new construction then it was good to keep the language the same.

Parris stated that there might not be harm in taking the landmarking language out of the new construction language since the grants had generally been used for landmarked properties anyway.

Dickinson added that at first he had not understood giving money for non-landmarked structures, but now he understood that it was money to encourage contextualization of new structures that were near landmarked structures.

Zuccaro asked if the Commission wanted this change for residential and commercial new construction grants. General agreement that it would be for both.

Dunlap asked if structures in the Downtown Area already had similar limitations.

Zuccaro replied that in the Old Town Overlay attended to contextualization through design criteria.

Ulm asked if it was clear in the ballot language that that the Fund could be used for new construction.

Zuccaro replied that staff’s interpretation was that the new construction clause had excluded mentioning landmarking, whereas the rest of the language talked about landmarking explicitly, so there was no requirement that new construction be related to landmarking. He added that Mr. Hartronft had the perspective to know the original language and intent.

Klemme asked if this new language would be redundant with the Old Town Overlay and possibly incentivize new construction over landmarking in that case.

Thomas replied that some of the new construction going on recently was not sensitive enough and continuing this language would be a way to incentivize more sensitive construction.

Zuccaro noted that commercial properties would require PUDs and review, whereas houses did not necessarily have that review process and a house that had received money from the Fund for new construction could later be scraped.

Haley added that if the house was not 50 years or older the Commission would not have review.

Dickinson replied that that would be a bad strategy on the part of the homeowner. For the City, having a change to the structure five or ten years down the road did not make the \$15,000 a bad investment.

Haley asked if staff had put specific parameters in the new construction grant.

Selvoski read the ballot language on new construction: "Provide incentives for new buildings and developments within Historic Old Town Louisville to limit mass, scale, and number of stories to preserve setbacks, to preserve pedestrian sidewalks between buildings, to utilize materials typical of historic buildings, above mandatory requirements."

Zuccaro noted that "above mandatory requirements" allowed maximum flexibility in the design review process. He noted that the historic context language in the Old Town Overlay were guidelines, not requirements.

Haley, Dickinson, and Thomas agreed that the review process was a judgement process. Thomas suggested that subcommittees of architects and professionals of the Commission could make design review recommendations.

Zuccaro reminded the Commission that it could amend the language in the future if necessary if it found the current language was not working.

Haley summarized that the Commission recommended taking out the extraordinary circumstances language on the time limit section and taking out the landmarking language in the new construction grant. She asked for additional comment on the signing bonus question.

Dickinson suggested that the first \$10,000 could be changed to giving a \$10,000 check as opposed to doing the work first and submitting for a reimbursement.

Zuccaro suggested asking to provide proof when the work was done even if the City gave the money in advance of the work.

Thomas stated that he was more comfortable with calling the money a bonus than asking people to fudge receipts. Dickinson replied that he wanted applicants to have the flexibility to spend the money on their house how they wanted, for example for interior work that the Fund did not cover.

Dickinson moved to change the unmatched \$10,000 grant to a \$10,000 bonus.

Dunlap asked if \$5,000 would be more palatable than \$10,000.

Dickinson replied that the bonus was not about compensating for the time spent in landmarking, it was about providing enough of an incentive. He thought that offering \$10,000 to landmark was the cheapest way to incentivize landmarking.

Zuccaro asked if the bonus language would be the same for commercial and residential properties.

Dickinson thought the reasoning was the same so the language should be the same.

Ulm thought \$75,000 was a lot of money to give just for landmarking, even if that's what the City wanted applicants to do. He was worried that a citizen who didn't care about landmarking might wonder why an applicant was getting that much money to preserve something like a clock.

Dickinson replied that there were not a lot of commercial buildings that could use this money and the citizens of Louisville had asked the City to stop demolitions.

Haley added that there were few landmarked commercial buildings and there was a push to landmark them.

Dickinson moved to change the \$10,000 unmatched grant to a signing bonus for residential and the \$75,000 for commercial to a signing bonus as well; remove the wording of extraordinary circumstances and change to "showing of good cause" for timeline extensions; and to remove the landmark language from the new construction rants for commercial and residential structures. Thomas seconded. Voice vote. 6 yays. Commissioner Klemme abstained. Motion passed.

Recess at 8:33 PM.

Reconvened at 8:42 PM.

Public Outreach

Selvoski presented several future outreach ideas from staff, including a meeting with the Downtown Business Association, direct mailings to residents, continuing the coaster program, hosting a public speaker series, increased social media presence, and reaching out to realtors. She invited other suggestions from the Commission. She also requested direction from the commissioners about how they wanted to implement the outreach programs.

Parris recommended having a discussion on what the Commission wanted to do and then deciding how the commissioners wanted to organize the process. She noted that a two-person subcommittee for all outreach work, as they had done last year, was too much work for that small group.

Haley suggested having a subcommittee for each outreach project. Dickinson agreed.

Parris suggested that subcommittees could also collaborate with other City entities like the library and the museum.

Thomas asked about the outcome of the Fund video from last year.

Zuccaro replied that it was an underused resource.

Klemme noted that the changes to the Fund were a big deal and they should be promoted and marketed through direct mailings with a link to the existing video. She suggested making a video about how to get through the landmarking process, as well.

Parris stated that it was important to reach out to people who could be potential landmarkers and to reach out to younger residents who could talk to their parents about the program. She suggested doing crafts at the Art Walk and other events that would advertise the program and bring children into the process. She also suggested targeting realtors with information about considerations when buying a historic home.

Thomas summarized the points so far: 1. Getting the word out about the new Fund language 2. Involving kids in the education program 3. Getting the realtors to do something exciting with their listings of historic properties in Louisville. He suggested thinking of these three points as three outreach goals that the Commission could organize around.

Dunlap described outreach projects he had encountered at the Saving Places Conference, such as writing stories for local papers about preservation, recording metrics about how many places have been landmarked and approved, making an annual report and retreat involving the Commission and the Council, sending mailings to new residents, making t-shirts, and making signs to mark the historic district.

Haley thought Commissioner Parris's idea about sharing photos with realtors was a good idea and that realtors needed a re-education about the Fund and a way to present the new program easily to new homeowners.

Parris asked if there were a way to give realtors continuing education credit for preservation. She noted that Denver had received state funding for that type of program. She also suggested more of a social media presence.

Zuccaro informed the Commission that the City had recently approved a communications staff person.

Parris responded that even if there was only one social media account for the City, there were other influencers in Louisville that the Commission could ask to post content around preservation goals using a specific hashtag.

Dunlap observed that the layout of the website was confusing since the Commission and the Fund had separate webpages that were not linked to each other.

Zuccaro replied that input on the website could be a separate subcommittee, especially as the City is going through a revamping of its website over the next year.

Haley summarized: 1. Scrap the farmer's market 2. Partner with the museum on museum tours to incorporate preservation into museum tours 3. Commit to Art Walk in the summer 4. Form a realtor outreach subcommittee 5. Form a website and social media subcommittee based on the City's timeline.

Parris suggested including architecture on museum tours, and tying it in with geology and history, as well.

Thomas offered to bring up the tour and field trip collaborations with the Historical Commission on Wednesday.

Parris recommended continuing with the coasters based on their success last year and suggested creating a short infographic showing how much the Fund had supported thus far for publication on the website and on handouts.

Thomas volunteered to head up the museum subcommittee, Parris and Klemme volunteered for the Art Walk projects, Dickinson volunteered for the coaster and preservation month projects, and Ulm and Haley volunteered for the publications projects.

Dunlap observed that the Art Walk had gotten smaller recently and was not as major an event as the Farmer's Market.

Parris noted that the Commission needed to advertise the kids' activities at the Art Walk and locate themselves at a more central location downtown.

Thomas suggested incorporating historic photographs and reenactments in the outreach projects.

Parris agreed that there were lots of ideas for putting the historic photographs to work in outreach programs.

Haley stated that the Commission could reevaluate their subcommittees and the hierarchy of projects next month, but that the coasters for preservation month and the dates for Art Walk had pressing timelines.

ITEMS FROM STAFF

Strategic Plan Update

Selvoski encouraged the commissioners to acquaint themselves with the Strategic Plan with their staff packets and the City's new video describing the plan.

Alteration Certificate/Demolition Review Updates

1117 Jefferson Avenue received an alteration certificate for a window replacement similar in style to what was originally on the house. 1125 Jefferson Avenue received an alteration certificate for replacement roofing materials that were a reasonably good match to the current materials and would not alter the general appearance of the project.

Upcoming Schedule

March

18th - Historic Preservation Commission, Council Chambers, 6:30 p.m.

April

11th – Museum Program, Louisville Photographs, Library, 7:00 p.m.

22nd - Historic Preservation Commission, Council Chambers, 6:30 p.m.

May

20th – Historic Preservation Commission, Council Chambers, 6:30 p.m.

Historic Preservation Month.

UPDATES FROM COMMISSION

Dickinson informed the Commission that the person who was under contract with the church property had some interest in the preservation program.

DISCUSSION ITEMS FOR NEXT MEETINGS

Dickinson suggested looking into the entrance points to the city to increase visibility at South Boulder Road, 42 as it hits Front Street, and 42 as it hits Pine.

Dunlap suggested making a database of the buildings downtown to help the Commission be proactive about getting desired buildings landmarked. He suggested pulling together the different extant information into one place.

Adjourn:

Thomas moved to adjourn. Klemme seconded. The meeting was adjourned at 9:30 PM.

Historic Preservation Commission

Meeting Minutes

April 29, 2019

City Hall, Council Chambers

749 Main Street

6:30 PM

Call to Order – Chair Haley called the meeting to order at 6:30 PM.

Roll Call was taken and the following members were present:

Commission Members Present: Vice Chair Caleb Dickinson
Chuck Thomas
Michael Ulm
Hannah Parris
Andrea Klemme
Gary Dunlap

Commission Members Absent: Chair Lynda Haley

Staff Members Present: Rob Zuccaro, Dir of Planning & Building Safety
Felicity Selvoski, Planner I
Amelia Brackett, Planning Clerk

APPROVAL OF AGENDA

Thomas made a motion to approve the April 29, 2019 agenda. Klemme seconded. Agenda approved by voice vote.

APPROVAL OF MEETING MINUTES

Thomas made a motion to approve the March 18, 2019 minutes. Ulm seconded. The minutes were approved as written by voice vote.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

DISCUSSION/DIRECTION

Historic Preservation Fund Reauthorization

Selvoski presented the draft language for the reauthorization. She asked for feedback on two issues in particular: the landmark incentive amounts and the meaning of “substantial reductions” for New Construction Grants.

Ulm asked if it was possible to limit the option to demolish in the language for New Construction Grants.

Zuccaro responded that the original ballot language and intent contemplated allowing new construction, even if it was brand-new construction and not in addition to a landmarked building. However, that did not mean that the Commission had to utilize that tool. In practice, the New Construction Grants had been given as an incentive to landmark. He suggested that it would be possible to limit demolition or to offer incentives for keeping a specific percentage of preservation in exchange for a New Construction Grant.

Ulm stated that it did not seem to fit within the spirit of the program to fund new construction after a demolition.

Dickinson responded that the New Construction Grant, as proposed, represented a tool that would encourage property owners to build smaller structures to help preserve the character of a neighborhood. He noted that people who were scraping probably would not look to the Fund for money.

Thomas added that the Commission would have to approve a demolition in any event and could use the stay to encourage applicants to do something more responsible regarding preservation. He suggested connecting the “substantial” language to the heights and sizes of the structures on either side of the new construction.

Dunlap stated that “substantial reduction” was nonspecific and difficult to interpret and suggested removing the New Construction Grant for properties not related to a landmark or a conservation easement.

Thomas agreed that determining “substantial” would present a problem and he was willing to support limiting the New Construction Grants to landmarks or easements. He also did not have a problem with limiting incentive amounts as staff proposed.

Dickinson asked for commissioner comment on the incentive amounts.

Dunlap asked if part of the reauthorization was to reinvigorate the landmark process through new incentives.

Dickinson replied that it was partly a response to the low number of landmark requests and also in response to bumping up against the grant limits in the application process.

Dunlap stated that the size of projects going on in Louisville these days sometimes reached into the millions of dollars and, in that context, \$5,000 did not seem like a lot.

Thomas noted that the Commission often bumped up against the grant limits and so increasing those made sense. He thought \$5,000 or \$10,000 could work.

Parris commented that she was a little hesitant over the lack of oversight involved in the landmark incentive amount.

Klemme and Ulm commented that they were okay with the \$10,000 amount to incentivize landmarks.

Dickinson noted that one of the reasons people might not be applying for landmarking is because they were waiting for the reauthorization to pass. He added that the \$10,000 incentive was the best money the City could spend since the City basically purchased the insurance that the structure would not be demolished. Dickinson noted that there seemed to be general agreement on this point and requested comments on the New Construction Grants.

Zuccaro stated that the Commission could limit the stories and FARs to make “substantial” more specific or go with Commissioner Thomas’s recommendation to link the size to the average of the sizes of the neighboring structures. For commercial structures, staff recommended dropping the FAR by about 20% or limiting the option to pursue approval of a third story.

Dickinson asked for commissioner comment on limiting the New Construction Grant to structures with landmarks or easements. General agreement from the Commission.

Zuccaro noted that the “substantial” language did offer flexibility in judging applications that the Commission might want in the future.

Dickinson proposed taking out the word “and” and replacing it with “or” in the list of criteria. Using “and” made it seem that the applicants had to meet all the criteria rather than giving the applicant and the Commission more flexibility in the approval process.

Thomas thought that the numbers were reasonable restrictions on New Construction Grants.

Ulm noted that there were some residential and commercial structures that were very nice and were two stories, which could lead to some structures being penalized by the story limitation.

Dickinson replied that the language should be changed to require maintaining the current number of stories of the historic structure rather than limiting it to one story.

Klemme asked if this proposed language on the number of stories was a recommendation or a requirement in the language.

Dickinson replied that it would be a goal that applicants would shoot for.

Thomas preferred a definitive, quantifiable number to be included in the language.

Dickinson summarized that the commercial grants could include language about limiting the third story and decreasing the FAR by 20% for commercial structures.

Dunlap observed that there were a lot of changes being made to the language at this point and that nonspecific language might be better for staff than adding new, detailed language.

Zuccaro summarized the proposed changes:

- Limit commercial and residential New Construction Grant to landmarked structures or structures with conservation easements.
Criteria for commercial grants:
 - 20% FAR reduction in the Downtown Area
 - No third story in Downtown CoreCriteria for residential grants:
 - 10% FAR reduction
 - First 1/3 of your existing structure maintained at existing height
 - Old Town Overlay standards for anything constructed behind that

Dickinson stated that the language for the Revolving Loan Fund might be served by attaching the loan percentage to a lower, fixed rate. In his experience with the loan program, there were not any advantages to going through the City. He still had to go through a third party to secure the loan and the rate was about the same and the process was longer dealing with the City and the outside lender. He noted that the *Wall Street Journal* Prime Rate was a consistent rate for everyone, but not necessarily the best rate that he as a lessee could get.

Klemme noted that if you have better credit you get a better rate and that banks competed with different rates. She thought Commissioner Dickinson's feedback was great as someone who had gone through the process. She did not think the City could pick a fixed rate, but that the percentage rate below could be significantly lower than prime.

Dickinson thought that 3% below would have made the process worth it for him. He informed the Commission that he was not going to benefit from any changes at this point.

Thomas added a proviso that the rate not go below 1%.

Thomas made a motion to approve staff's recommendation for the Fund as amended in this meeting to reflect the changes in residential density and commercial density in New Construction Grants and to reflect that New Construction Grants can be given for structures that were not landmarked or with conservation easements and that the revolving loan fund be revised to be 3% below prime but not to dip below 1%.

Zuccaro clarified that the Commission wanted to allow New Construction Grants for non-landmarked properties. He also confirmed that the Commission was suggesting a rate of 3% below prime, not to go below 1%.

Thomas replied that he definitely meant to link the new construction grants to landmarked properties. Roll call vote. All in favor. Motion passed unanimously.

ITEMS FROM STAFF

Alteration Certificate/Demolition Review Updates

Staff and a subcommittee of the Commission approved an Alteration Certificate for 1131 Jefferson based on the reasoning that the replacement materials were a reasonably good match to the current materials and would not alter the general appearance of the project. In addition, replacing the roof would help to preserve the landmark.

Selvoski informed the Commission that staff was planning to review bids later this week for the historic survey and invited commissioners to comment on or volunteer for that process.

Upcoming Schedule

May

Historic Preservation Month.

2nd – First Friday Art Walk

18th – Landmarking Ceremony, 1021 Main Street, 10 am

20th – Historic Preservation Commission, Council Chambers, 6:30 pm

21st – City Council, Council Chambers, 6 pm

June

1st – Drive-in Movie on McCaslin/City of Louisville Open House, 550 S. McCaslin Blvd (former Sam's Club/Ascent Church parking lot), 6 pm

17th – Historic Preservation Commission, Council Chambers, 6:30 pm

July –

15th – Historic Preservation Commission, Council Chambers, 6:30 pm

August –

19th – Historic Preservation Commission, Council Chambers, 6:30 pm

UPDATES FROM COMMISSION

None.

DISCUSSION ITEMS FOR NEXT MEETINGS

None.

Adjourn:

Thomas moved to adjourn. Klemme seconded. The meeting was adjourned at 7:19 PM.

21 May 2019
City Council Public Hearing

HPF Resolution Update

Approval of Resolution No. XX, Series 2019, to update the historic preservation fund grant and loan incentives and accompanying policies and procedures.

At the June 2018 Historic Preservation Commission meeting, staff was directed to evaluate the following aspects of the historic preservation program as part of the fund reauthorization:

- What should the maximum amounts be for historic structure assessments, residential grants, and commercial grants?
- Are there ways to simplify the grant process, eliminate barriers to landmarking, and make the program more user-friendly?
- Should the resolution update the new construction grant criteria to match alteration certificate language?
- How should changes apply to previously landmarked properties? Is this an incentive to landmark or a way to facilitate maintenance?

HPC Meetings

- June 18, 2018
- December 17, 2018
- February 18, 2019
- March 18, 2019
- April 29, 2019

Background

Staff sent a survey to nineteen Louisville architects and contractors who have worked on Historic Structure Assessments, Historic Preservation Grants, and/or Alteration Certificates. Nine responded. When asked about the average cost of performing a historic structure assessment:

For residential recommendations, the six responses included:

- \$1,500 (twice);
- \$2,500-3,500;
- \$4-5,000;
- \$10,000;
- \$15,000.

For commercial recommendations, the six responses included:

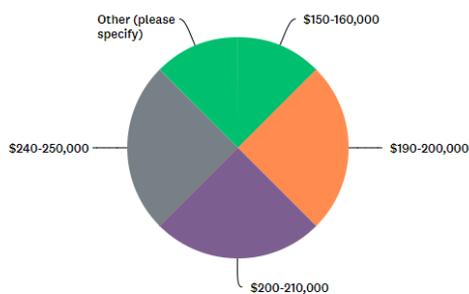
- \$4,500;
- \$4,500-6,500;
- \$7,500;
- \$15,000 (twice);
- Other.

Background

Staff sent a survey to nineteen Louisville architects and contractors who have worked on Historic Structure Assessments, Historic Preservation Grants, and/or Alteration Certificates. Nine responded.

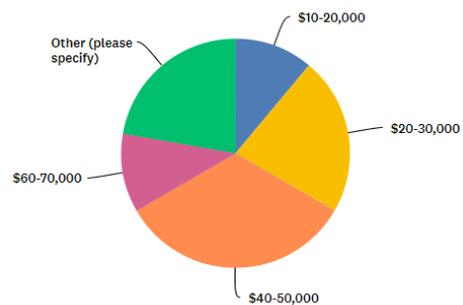
What amount would be an adequate preservation grant incentive for a commercial property?

Answered: 8 Skipped: 1



What amount would be an adequate preservation grant incentive for a residential property?

Answered: 9 Skipped: 0



Background

Proposed updated incentive amounts:

	Residential Grants	Commercial Grants
Current Maximum Grants	\$21,900	\$256,000
Proposed Maximum Grants	\$70,000	\$275,000

Summary: Changes

Topic	Proposed Resolution
HSA	Grant amounts for historic structure assessments are increased to allow reimbursements of up to \$5,000 for residential properties and \$10,000 for commercial properties.
Initial Landmark Incentive	Initial grant amounts for landmarking structures are increased to \$10,000 for residential property, and \$75,000 for commercial property.
Preservation Grants: Residential	Residential properties with landmark status are eligible for a total of \$50,000 in grant funding: <ul style="list-style-type: none"> I. \$10,000 unmatched landmarking grant II. \$40,000 matching preservation grant
Preservation Grants: Commercial	Commercial properties with landmark status are eligible for \$200,000 in grant funding: <ul style="list-style-type: none"> I. \$75,000 unmatched landmarking grant II. \$125,000 matching preservation grant

Summary: Changes

Topic	Proposed Resolution
New Construction Criteria	<p>Owners of landmarked property on which new structures or additions to existing structures are proposed are eligible for grants of up to \$15,000 for new residential construction or \$75,000 for new commercial construction that limits mass, scale, and number of stories, preserves setbacks, preserves pedestrian walkways between buildings, and protects the historic integrity of the property and its environment by differentiating the new work from the old.</p> <ul style="list-style-type: none"> • Residential: Qualifying new construction must maintain the existing height of the historic structure over the first 1/3 of the overall structure and have a floor area ratio (FAR) 10% below what is allowed by zoning. • Commercial: Qualifying new construction must limit building height to two stories and have a floor area ratio (FAR) 20% below what is allowed by zoning.

Summary: Changes

Topic	Proposed Resolution
Allowable Work	<p>Grants are available for the following purposes:</p> <ul style="list-style-type: none"> • Preservation: Preservation is the process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. • Rehabilitation: Rehabilitation is the process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values. • Restoration: Restoration is the process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. <p>Approved work will be based on the completed structural assessment.</p>

Summary: Changes

Topic	Proposed Resolution
Preservation Grants: Timeline	Residential and commercial properties are eligible for grant funding for 36 months from when a property is declared a landmark. Reimbursement requests for approved grants should be received within 60 months of a property being declared a landmark. These limitations may be exceeded upon recommendation of the Historic Preservation Commission and City Council.
Previously Landmarked Properties	Owners of landmarked properties who have not accessed grant funds for prior preservation work may apply for unexpired grants under the resolutions in effect at the time they were landmarked or through the extraordinary circumstances process under the new resolution.
Revolving Loan Fund	Interest rates shall be equal to 3% below the Wall Street Journal Prime Rate as reported on the date of city acceptance of a complete application, not to fall below 1%.

Summary: Changes

	Residential Grants	Commercial Grants
Current Max. Grant	\$21,900	\$181,000
Current Max. Grant w/ new construction	N/A	\$256,000
Proposed Max. Grant	\$55,000	\$200,000
Proposed Max. Grant w/ new construction	\$70,000	\$275,000

The current balance of the fund is estimated at \$1,997,496. Average revenue over the last three years is \$731,000 annually. Under the current ballot language 80% of future revenues go into the Historic Preservation Fund and 20% into museum operations. Administrative costs average \$140,000 annually. Over the next 10 years of the grant, staff estimates additional available funds of approximately \$5,910,000.

Fiscal Impact

With updated incentives, staff's target is 4 new residential landmarks and 1 commercial landmark annually for the next 10 years. If all properties maximize their grants, this would result in expenditures of \$5,650,000 from the Historic Preservation Fund. In addition, funds needs to be maintained for the revolving loan program. The table below shows expenditures from the Historic Preservation Fund if the landmark targets are met over a 10 year time frame.

	Grant Totals (w/ new construction)	Grant Totals (w/o new construction)
Residential Target (40 homes)	\$2,800,000	\$2,200,000
Commercial Target (10 structures)	\$2,850,000	\$2,100,000
Total	\$5,650,000	\$4,300,000

Staff finds that the estimated funds over the next 10 years is adequate to fund grants at the proposed levels and maintain an additional \$1-2 million for the revolving loan fund.

Fiscal Impact

Staff recommends approval of Resolution No. 17, Series 2019, to update the historic preservation fund grant and loan incentives and accompanying policies and procedures.

Staff Recommendation

SUBJECT: AWARD BID FOR 2019 WATER MAIN REPLACEMENT

DATE: MAY 21, 2019

PRESENTED BY: KURT KOWAR, PUBLIC WORKS DEPARTMENT

**SUMMARY:
Approval of Waterline Replacement Construction**

Staff recommends City Council award the 2019 Water Main Replacement to Brannan Construction for \$1,571,619.84, authorize staff to execute change orders up to \$150,000.00 for additional work and project contingency, and authorize the Mayor, Public Works Director and City Clerk to sign and execute contract documents on behalf of the City. Staff also requests City Council award A.G. Wassenaar, Inc. an additional \$45,000.00 to cover the geotechnical services for the project.

On May 10, 2019 staff received and opened bids from contractors for the 2019 Water Main Replacement. The bids received are listed below:

Contractor	Base Bid	Alt 1	Total
Brannan Construction	\$1,428,233.11	\$143,386.73	\$1,571,619.84
E-Z Excavating Inc	\$1,905,429.00	\$203,342.00	\$2,108,771.00

This year's water main replacement includes work in the following areas:

Base Bid

- Installation of 2600' of water main on Eisenhower Drive between Quail Circle and West Centennial Drive
- Installation of 500' of water main on Quail Circle between Eisenhower Drive north and Eisenhower Drive South.
- Installation of 300' of water main on Quail Court from Eisenhower Drive to Cul-de-sac
- Installation of 900' of water main Ridgeview Drive within the Coal Creek Townhome Subdivision.
- Installation of 340' of water main on Griffith Street from Lincoln Ave to Grant Ave.
- Installation of 1,880' of water main on Jackson Circle from Lafayette Street to Lafayette Street (Including South Place from Jackson Circle to Cul-de-sac)
- Installation of 560' of water main on Hutchinson Street from Jefferson Avenue to Roosevelt Avenue.

Alternate #1

- Installation of 760' of water main on Eisenhower Drive between Quail Circle and South Boulder Road.

Staff recommends award of the project to Brannan Construction for the base bid plus alternate #1.

The contract work will begin in June and finish in late September. A map of this year's Water Main Replacement Project is attached. Detailed plans are available upon request.

Approval of Waterline Replacement Geotechnical Services

Public Works sent requests to six geotechnical engineering firms to provide geotechnical services for the City's 2019 projects. Public Works reviewed all proposals and recommended A.G. Wassenaar, Inc. be awarded the Professional Geotechnical and Inspection Services for several 2019 Capital Improvement Projects.

On March 11, 2019 the City Manager approved a contract with A.G. Wassenaar, Inc for 2019 geotechnical services in the amount of \$95,000 for concrete and street improvement geotechnical services. This base contract was recommended by Staff to coincide with construction timelines for the concrete and street improvement program.

Staff recommends City Council award an additional \$45,000 for geotechnical services to A.G. Wassenaar, Inc. to provide inspection support services for the waterline improvements.

Staff will request additional geotechnical services for the 2019 Sanitary Sewer Main Replacement after the scope of the project is bid and available for approval.

FISCAL IMPACT

The breakdown of estimated project costs that includes construction, soft costs such as engineering and material testing and contingency are listed below:

501498-660182 Water Line Replacement

Budget	\$344,000.00
Budget Amendment (June 2019)*	\$1,500,000.00
Engineering, Survey, Materials Testing	\$(65,000.00)
Contract (Base Bid plus Alternate 1)	\$(1,571,619.84)
Contingency	<u>\$(150,000.00)</u>
Remaining Budget	\$57,380.16

*Staff has discussed the budget shortfall with the Utility Committee and the Finance Director and the Utility can cover the additional amount. The Utility Committee discussed possible delay/removal of other projects to accommodate this request and possible rate adjustments. The Committee will continue to monitor this and other

project costs and make future recommendations should changes to the Utility Fund be required. A budget amendment for the shortfall will go to City Council in June 2019.

The original budget for the waterline replacement only included Jackson Circle, Short Place, and Griffith Street. Staff included waterline replacements on Eisenhower, Quail Circle and Quail Court after having multiple waterline breaks due to corrosion of ductile iron piping causing roadway damage. New waterlines are replaced with PVC which is resistant to corrosion.

Staff also included replacement of waterline on Hutchinson Street ahead of street reconstruction in 2020. This will replace the ductile iron piping with PVC so the new pavement and concrete on Hutchinson will be protected from any waterline breaks due to corrosion.

PROGRAM/SUB-PROGRAM IMPACT:

The recommended contracts support the goal of ensuring safe, reliable, great tasting water.

RECOMMENDATION:

Staff recommends City Council award the 2019 Water Main Replacement to Brannan Construction for \$1,571,619.84, authorize staff to execute change orders up to \$150,000.00 for additional work and project contingency, and authorize the Mayor, Public Works Director and City Clerk to sign and execute contract documents on behalf of the City. Staff also recommends City Council award an additional \$45,000.00 to A.G. Wassenaar, Inc. for geotechnical services for the project.

ATTACHMENT(S):

1. Agreement
2. Map of Locations

AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____ in the year 2019 by and between:

**CITY OF LOUISVILLE, COLORADO
(hereinafter called OWNER)**

and

**Brannan Construction Company
(hereinafter called CONTRACTOR)**

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows.

ARTICLE 1. WORK

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

**PROJECT: 2019 WATER MAIN REPLACEMENT PROJECT
PROJECT NUMBER: 501498-660182**

ARTICLE 2. CONTRACT TIMES

- 2.1 The CONTRACTOR shall substantially complete all work by September 27, 2019 and within **82 Contract Days** after the date when the Contract Time commences to run. The Work shall be completed and ready for final payment in accordance with paragraph 14.13 of the General Conditions within **102 Contract Days** after the date when the Contract Times commence to run. The Contract Times shall commence to run on the day indicated in the Notice to Proceed.
- 2.2 LIQUIDATED DAMAGES. The OWNER and the CONTRACTOR agree and recognize that time is of the essence in this contract and that the OWNER will suffer financial loss if the Work is not substantially complete by the date specified in paragraph 2.1 above, plus any extensions thereof allowed in accordance with the Article 12 of the General Conditions. OWNER and CONTRACTOR also agree that such damages are uncertain in amount and difficult to measure accurately. Accordingly, the OWNER and CONTRACTOR agree that as liquidated damages, and not as a penalty, for delay in performance the CONTRACTOR shall pay the OWNER **ONE THOUSAND FOUR HUNDRED DOLLARS (\$1400)** for each and every **Contract Day** and portion thereof that expires after the time specified above for substantial completion of the Work until the same is finally complete and ready for final payment. The liquidated damages herein specified shall only apply to the CONTRACTOR's delay in performance, and shall not include litigation or attorneys' fees incurred by the OWNER, or other incidental or consequential damages suffered by the OWNER due to the CONTRACTOR's performance. If the OWNER charges liquidated damages to the CONTRACTOR, this shall not preclude the OWNER from commencing an action against the CONTRACTOR for other actual harm resulting from the CONTRACTOR's performance, which is not due to the CONTRACTOR's delay in performance

ARTICLE 3. CONTRACT PRICE

- 3.1 The OWNER shall pay in current funds, and the CONTRACTOR agrees to accept in full payment for performance of the Work, subject to additions and deductions from extra and/or omitted work and determinations of actual quantities as provided in the Contract Documents, the Contract Price of one million five hundred seventy-one thousand six hundred nineteen dollars and eighty-four cents (\$1,571,619.84) as set forth in the Bid Form of the CONTRACTOR dated May 10, 2019.

As provided in paragraph 11.9 of the General Conditions estimated quantities are not guaranteed, and determinations of actual quantities and classification are to be made by ENGINEER as provided in paragraph 9.10 of the General Conditions. Unit prices have been computed as provided in paragraph 11.9 of the General Conditions.

ARTICLE 4. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by OWNER as provided in the General Conditions.

- 4.1 PROGRESS PAYMENTS. OWNER shall make progress payments on the basis of CONTRACTOR's Applications for Payment as recommended by ENGINEER, on or about the third Wednesday of each month during construction as provided below. All progress payments will be on the basis of the progress of the Unit Price Work based on the number of units completed as provided in the General Conditions.

- 4.1.1.1 Prior to final completion and acceptance, progress payments will be made in the amount equal to 95 percent of the calculated value of completed Work, and/or 95 percent of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to OWNER as provided in 14.2 of the General Conditions), but in each case, less the aggregate of payments previously made and such less amounts as ENGINEER shall determine, or OWNER may withhold, in accordance with paragraph 14.7 of the General Conditions.

If OWNER finds that satisfactory progress is being made in any phase of the Work, it may, in its discretion and upon written request by the CONTRACTOR, authorize final payment from the withheld percentage to the CONTRACTOR or subcontractors who have completed their work in a manner finally acceptable to the OWNER. Before any such payment may be made, the OWNER must, in an exercise of its discretion, determine that satisfactory and substantial reasons exist for the payment and there must be provided to the OWNER written approval from any surety furnishing bonds for the Work.

Nothing contained in this provision shall preclude the OWNER and CONTRACTOR from making other arrangements consistent with C.R.S. 24-91-105 prior to contract award.

- 4.2 FINAL PAYMENT. Upon final completion and acceptance of the Work in accordance with paragraph 14.13 of the General Conditions, OWNER shall pay the remainder of the Contract Price as provided in said paragraph 14.13 of the General Conditions.

ARTICLE 5. CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

- 5.1 CONTRACTOR has examined and carefully studied the Contract Documents, (including the Addenda listed in paragraph 6.10) and the other related data identified in the Bidding Documents including "technical".
- 5.2 CONTRACTOR has inspected the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 5.3 CONTRACTOR is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress and furnishing of the Work.
- 5.4 CONTRACTOR has carefully studied all reports of exploration and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions relating to surface or subsurface structures at or contiguous to the site (Except Underground facilities) which have been identified in the General Conditions as provided in paragraph 4.2.1 of the General Conditions. CONTRACTOR accepts the determination set forth in paragraph 4.2 of the General Conditions. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR's purposes. CONTRACTOR acknowledges that OWNER and ENGINEER do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to such reports, drawings or to Underground Facilities at or contiguous to the site. CONTRACTOR has conducted, obtained and carefully studied (or assume responsibility for having done so) all necessary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.
- 5.5 CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, studies or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.3 of the General Conditions.
- 5.6 CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the site that relates to the Work as indicated in the Contract Documents.
- 5.7 CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests studies and data with the Contract Documents.

- 5.8 CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing the Work.

ARTICLE 6. CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire agreement between OWNER and CONTRACTOR concerning the Work, are all written documents, which define the Work and the obligations of the Contractor in performing the Work and the OWNER in providing compensation for the Work. The Contract Documents include the following:

- 6.1 Invitation to Bid.
- 6.2 Instruction to Bidders.
- 6.3 Bid Form.
- 6.4 This Agreement.
- 6.5 General Conditions.
- 6.6 Supplementary Conditions.
- 6.7 General Requirements.
- 6.8 Technical Specifications.
- 6.9 Drawings with each sheet bearing the title: **2019 Water Main Replacement Project**
- 6.10 Change Orders, Addenda and other documents which may be required or specified including:
 - 6.10.1 Addenda No. 1 to 1 exclusive
 - 6.10.2 Documentation submitted by CONTRACTOR prior to Notice of Award.
 - 6.10.3 Schedule of Subcontractors
 - 6.10.4 Anti-Collusion Affidavit
 - 6.10.5 Certification of EEO Compliance
 - 6.10.6 Notice of Award
 - 6.10.7 Performance Bond
 - 6.10.8 Labor and Material Payment Bond
 - 6.10.9 Certificates of Insurance
 - 6.10.10 Notice to Proceed
 - 6.10.11 Contractor's Proposal Request
 - 6.10.12 Contractor's Overtime Request
 - 6.10.13 Field Order
 - 6.10.14 Work Change Directive
 - 6.10.15 Change Order
 - 6.10.16 Application for Payment
 - 6.10.17 Certificate of Substantial Completion
 - 6.10.18 Claim Release

- 6.10.19 Final Inspection Report
- 6.10.20 Certificate of Final Completion
- 6.10.21 Guarantee Period Inspection Report

6.11 The following which may be delivered or issued after the Effective Date of the Agreement and are attached hereto: All Written Amendments and other documents amending, modifying, or supplementing the Contract Documents pursuant to paragraphs 3.5 and 3.6 of the General Conditions.

6.12 In the event of conflict between the above documents, the prevailing document shall be as follows:

1. Permits from other agencies as may be required.
2. Special Provisions and Detail Drawings.
3. Technical Specifications and Drawings. Drawings and Technical Specifications are intended to be complementary. Anything shown or called for in one and omitted in another is binding as if called for or shown by both.
4. Supplementary Conditions.
5. General Conditions.
6. City of Louisville Design and Construction Standards.
7. Reference Specifications.

In case of conflict between prevailing references above, the one having the more stringent requirements shall govern.

There are no Contract Documents other than those listed above in this Article 6. The Contract Documents may only be amended, modified or supplemented as provided in paragraphs 3.5 and 3.6 of the General Conditions.

ARTICLE 7. MISCELLANEOUS

7.1 Terms used in this Agreement, which are defined in Article 1 of the General Conditions, shall have the meanings indicated in the General Conditions.

7.2 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge that assignor from any duty or responsibility under the Contract Documents.

7.3 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

ARTICLE 8. OTHER PROVISIONS

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed, initialed or identified by OWNER and CONTRACTOR.

This Agreement will be effective on _____, 2019.

**OWNER: CITY OF LOUISVILLE,
COLORADO**

CONTRACTOR: Brannan Construction Company

By: _____
Robert P. Muckle, Mayor

By: _____

(CORPORATE SEAL)

(CORPORATE SEAL)

Attest: _____

Meredyth Muth City Clerk

Attest:

Address for giving notices:

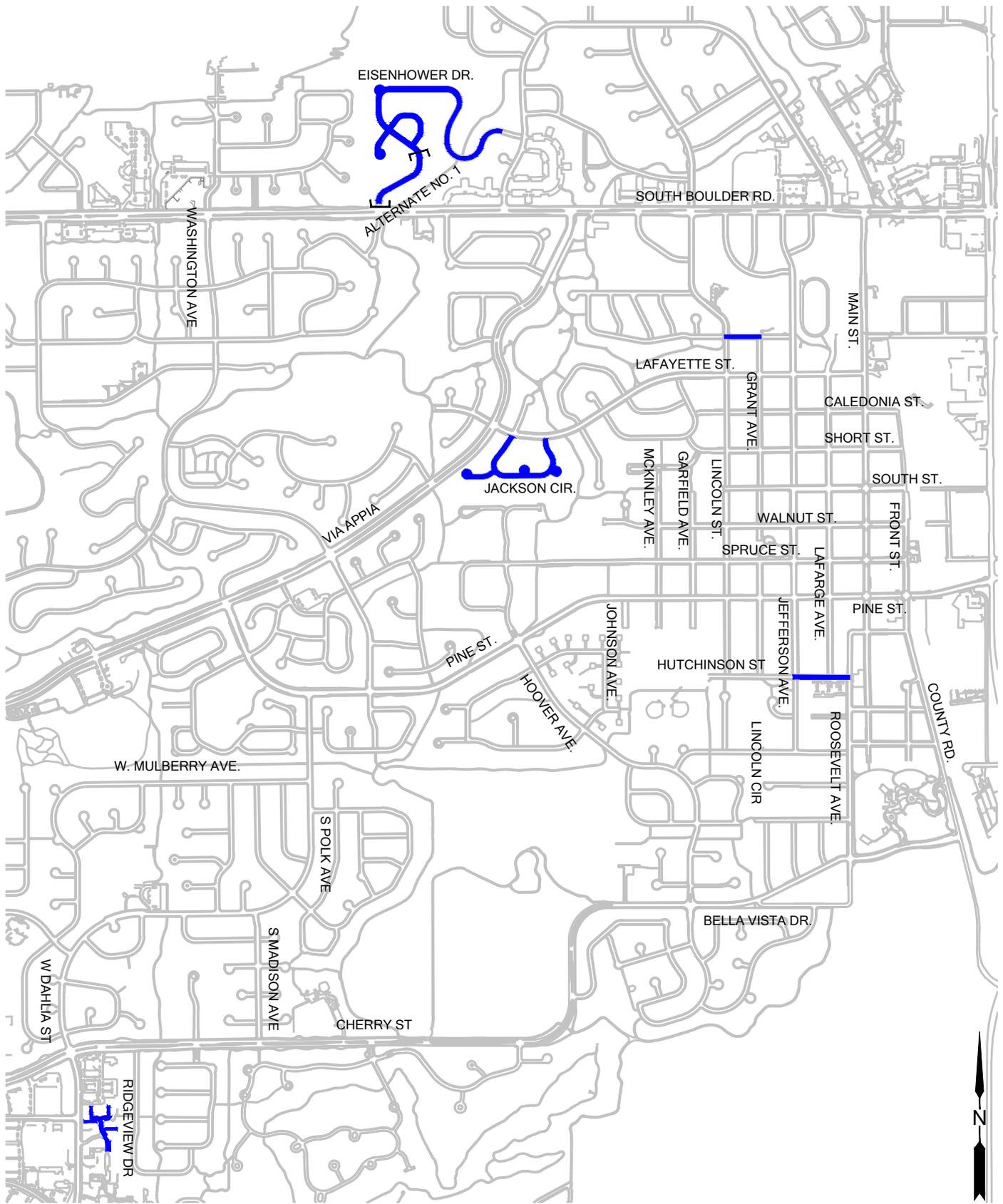
Address for giving notices:

749 Main Street
Louisville, Colorado
80027

2500 E Brannan Way
Denver, CO 80229

Attention: City Engineer

Attention: Corey Marvel



LEGEND

 WATER



City of
Louisville

DEPARTMENT OF PUBLIC WORKS

COLORADO - SINCE 1878

DRAWN BY: AF 5/2019
APPROVED BY: CF 5/2019

2019 WATER MAIN REPLACEMENT PROJECT

192

SHEET

1 OF 1

**SUBJECT: DISCUSSION/DIRECTION/ACTION – PROCEDURE FOR FILING
AND PROCESSING A COMPLAINT AGAINST AN APPOINTED
OFFICIAL**

DATE: MAY 21, 2019

**PRESENTED BY: LEGAL REVIEW COMMITTEE
MEREDYTH MUTH, CITY CLERK**

SUMMARY:

The Legal Review Committee and staff have been working on creating a process by which a member of the public may submit a formal complaint against any of the City's appointed officials. While there is no requirement the City have such a process, the Legal Committee feels it is important the City have something in place should the need arise.

The appointed officials are the Municipal Judge, the Prosecuting Attorney, the City Attorney, and Water Attorney. Each of these officials reports directly to the City Council and are not included in the City's employee complaint process handled by the Human Resources Department.

Throughout the process the Complaint will be kept confidential except as may be required by applicable law. In addition, retaliation against any person who in good faith files a complaint, participates in an investigation, or is a witness in any investigation is strictly prohibited.

The proposed process has the following steps.

1. A written complaint is submitted to the Mayor or any member of the City Council.
2. Should the complaint be about the Municipal Judge, Prosecuting Attorney, or City Manager the Councilmember will give the complaint to the City Attorney to process. Should the complaint be about the City Attorney, the Councilmember will give the complaint to the Prosecuting Attorney to process.
3. Upon receipt, an independent, third-party factfinder ("Reviewer") shall be engaged to determine whether the facts as alleged by the Complainant warrant an investigation.
4. If the Reviewer determines a Complaint should be dismissed, the City Council and the Complaining Party will be notified of such determination.
5. If the Reviewer determines the Complaint warrants an investigation, the subject of the Complaint will be notified of the Complaint.
6. Before completing the investigation, the Reviewer shall provide the officer against whom the Complaint is made an opportunity to provide information concerning the Complaint.

SUBJECT: COMPLAINT PROCESS RELATED TO APPOINTED OFFICIALS

DATE: MAY 21, 2019

PAGE 2 OF 2

7. Following the investigation, the Reviewer shall report to the City Council the findings of the investigation and the Complaining Party will be informed the investigation has been completed.

FISCAL IMPACT:

None unless a complaint requires a third party investigation.

PROGRAM/SUB-PROGRAM IMPACT:

The Municipal Court Subprogram includes the goal of a justice system that is fair, effective, and efficient and an objective to administer fair and competent hearings and treat all citizens fairly and equally. This process would help to ensure the City is meeting that goal.

The Administrative & Support Services program goals are to ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective, and efficient governance, administration, and support. This process would help to ensure the City is meeting that goal.

RECOMMENDATION:

Approve the proposed complaint process.

ATTACHMENT(S):

1. Draft complaint form and instructions.



COMPLAINT FORM

This Complaint form should be used for Complaints against the following City of Louisville officers, who are directly appointed by the City Council:

- City Manager
- City Attorney
- City Prosecutor
- Municipal Judge

Please read the Instructions and Information that accompanies this Form. State your Complaint below in as much detail as possible. Please print legibly and attach any documents relevant to your Complaint.

Your Name: _____

Street Address: _____

Phone Number: _____ Email: _____

Subject of Complaint:

- City Manager City Attorney City Prosecutor Municipal Judge

Date(s) of Incident: _____

Complaint (attach additional pages as necessary): _____

By signing below, I declare under penalty of perjury that the statements set forth in this Complaint are true and complete, and that the Complaint is filed in good faith and not out of malice.

Signature: _____

Date: _____

Complaint Form: Instructions and Information

This Complaint Form is to be used for any complaint regarding officers directly appointed by the City Council, which includes the City Manager, City Attorney, City Prosecutor, and Municipal Judge.

The Complaint shall state the alleged facts of the incident(s) giving rise to the Complaint, and shall contain a statement signed by you (the “Complaining Party”) declaring under penalty of perjury that the information in the Complaint is true and accurate, and that the Complaint is filed in good faith and not out of malice. Any Complaint that does not contain such a signed statement shall be returned to the Complaining Party without action. **A Complaint against a municipal judge will have no effect on rulings of the Municipal Court.**

Upon receipt, an independent, third-party factfinder (“Reviewer”) shall be engaged to determine whether the facts as alleged by the Complainant warrant an investigation. Complaints that are groundless or frivolous will be dismissed. If the Reviewer determines a Complaint should be dismissed, the City Council and the Complaining Party will be notified of such determination.

The Complaint will be kept confidential except as may be required by applicable law. The subject of the Complaint will be notified of the Complaint only if the Reviewer determines an investigation is warranted.

Before completing the investigation, the Reviewer shall provide the officer against whom the Complaint is made an opportunity to provide information concerning the Complaint. Following the investigation, the Reviewer shall report to the City Council the findings of the investigation and the Complaining Party will be informed the investigation has been completed.

Retaliation against any person who in good faith files a complaint, participates in an investigation, or is a witness in any investigation is strictly prohibited and will not be tolerated.

The Complaint and any related documentation may be submitted to the Mayor or any City Councilmember at the following address:

City of Louisville
749 Main Street
Louisville, CO, 80027

For questions about this process or for additional information, please contact the City Clerk at 303.335.4536.

SUBJECT: DISCUSSION/DIRECTION/ACTION – ANNUAL EVALUATION PROCESSES FOR MUNICIPAL JUDGE, PROSECUTING ATTORNEY, CITY ATTORNEY, AND WATER ATTORNEY

DATE: MAY 21, 2019

**PRESENTED BY: LEGAL REVIEW COMMITTEE
MEREDYTH MUTH, CITY CLERK**

SUMMARY:

The Legal Review Committee and staff have been working on a process for evaluations of each of the City's appointed officials. This item covers the Municipal Judge, the Prosecuting Attorney, the City Attorney, and the Water Attorney while the City Manager process is handled separately. Each of these officials reports directly to the City Council and are not included in the City's evaluation process for staff.

These officials each has a two-year contract and can be reappointed for an additional two years if Council so desires. The current contract for each position ends December 31, 2019.

The Legal Committee and staff recommend the following processes for each position. The evaluation forms will be anonymous and kept confidential through the process, however the final rating is public record. Draft evaluation forms with details and exact questions are attached.

Municipal Judge

For this position some of the types of issues to be reviewed include if the Judge treats all people fairly in Court, if the Judge takes all sides into consideration, is the Court functioning efficiently, and does the Judge communicate clearly to defendants and staff. See evaluation questions for specifics.

Evaluation Process:

1. Members of the Legal Review Committee will visit and observe Court at least once and complete an evaluation form.
2. Court staff and the Prosecuting Attorney will complete evaluation forms.
3. Judge will complete a self-evaluation form.
4. Customer surveys are given to all customers at Court. Those surveys that are turned in are recorded and copies will be given to the Committee members.
5. Legal Committee members will review all information and make a recommendation regarding reappointment to City Council.

Prosecuting Attorney

For this position some of the types of issues to be reviewed include if the Prosecutor treats everyone with respect, if the Prosecutor is prepared for Court, and if the Prosecutor's decisions are based on appropriate laws. See evaluation questions for specifics.

Evaluation Process

1. Members of the Legal Review Committee will visit and observe Court at least once and complete an evaluation form.
2. Court staff and Municipal Judge will complete evaluation forms.
3. Department directors who work with the Prosecutor will complete an evaluation form. This includes the Police Chief, Planning Director, and Finance Director.
4. Prosecutor will complete a self-evaluation form.
5. Customer surveys are given to all customers at Court. Those surveys that are turned in are recorded and copies will be given to the Committee members.
6. Legal Committee members will review all information and make a recommendation regarding reappointment to City Council.

City Attorney

For this position some of the types of issues to be reviewed include if the City Attorney is prepared and knows requisite laws and regulations, if the City Attorney meets deadlines, does the City Attorney communicate effectively, and is the City Attorney impartial and objective when need be. See evaluation questions for details and ratings scale.

Evaluation Process:

1. Each member of the City Council will complete an evaluation form.
2. Staff will complete evaluation forms. This will include the City Manager, all department directors, and a sampling of others who work closely with the City Attorney's Office.
3. City Attorney to complete self-evaluation form.
4. Legal Committee members will review all survey forms, KPIs, and budget information, and make a recommendation regarding reappointment to City Council.

Water Attorney

For this position some of the types of issues to be reviewed include if the Water Attorney is prepared and knows requisite laws and regulations, does the Water Attorney meet deadlines, and does the Water Attorney communicate effectively. See evaluation questions for details and ratings scale.

Evaluation Process:

1. Staff will complete an evaluation form. This will include the Director of Public Works and Water Resources Engineer who work closely with the Water Attorney.
2. Water Attorney completes a self-evaluation form.
3. Members of the Utility Committee are asked if they have any feedback from interactions with the Water Attorney.
4. Legal Committee members will review all survey forms, KPIs, and budget information, and make a recommendation regarding reappointment to City Council.

Following the reviews if the City Council decides not to reappoint any of the officials, staff would begin a process to recruit candidates to apply beginning in 2020. Any such process would include a Request for Proposals from the City, applications from interested parties, interviews by the Legal Committee, and a hiring recommendation by the Committee to the City Council. All of that would need to be completed by the end of this year.

FISCAL IMPACT:

None for the evaluations.

PROGRAM/SUB-PROGRAM IMPACT:

The Municipal Court Subprogram includes the goal of a justice system that is fair, effective, and efficient and an objective to administer fair and competent hearings and treat all citizens fairly and equally. Annual evaluations of the appointed officials in the Court help to ensure the City is meeting that goal.

The Legal Support Subprogram includes the objective of effective, cost efficient, and responsive legal advice for the City Council, management, and staff in legal matters pertaining to their official powers and duties. An annual evaluation of the City Attorney and Water Attorney helps to ensure the City is meeting that goal.

RECOMMENDATION:

Approve the process for the evaluations and task the Legal Committee and staff to complete the evaluations prior to the appointment of these officials in 2020.

ATTACHMENT(S):

1. Draft forms for the Municipal Judge evaluation
2. Draft forms for the Prosecuting Attorney evaluation
3. Draft forms for the City Attorney evaluation
4. Draft forms for the Water Attorney evaluation
5. Ratings Scale for City Attorney and Water Attorney

Municipal Judge Annual Evaluation

Part 1 – Legal Review Committee Evaluation

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
The Judge treats all people with dignity and respect.	<input type="checkbox"/>				
The Judge is willing to make difficult or unpopular decisions.	<input type="checkbox"/>				
The Judge gives all people individual consideration.	<input type="checkbox"/>				
The Judge appears and acts neutrally on the bench.	<input type="checkbox"/>				
The Judge takes time to consider relevant facts and based decisions on those facts and statements presented	<input type="checkbox"/>				
The Judge treats parties with counsel the same as those without counsel.	<input type="checkbox"/>				
The Judge bases decisions on the law and facts without regard to the identity of the parties or counsel.	<input type="checkbox"/>				
The Judge keeps an open mind and considers all relevant evidence in making rulings, reserving a final decision until the parties have made final arguments.	<input type="checkbox"/>				
The Judge is courteous to all people.	<input type="checkbox"/>				
The Judge is attentive during proceedings.	<input type="checkbox"/>				
The Judge has an appropriate level of empathy with the parties involved in proceedings.	<input type="checkbox"/>				
The Judge is punctual and prepared for court.	<input type="checkbox"/>				
The Judge maintains control over the courtroom.	<input type="checkbox"/>				
The Judge acts to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>				
Cases are processed in an efficient manner and the Judge was prepared for each case on the docket.	<input type="checkbox"/>				
The Judge treats all parties equally regardless of race, sex, age, ethnicity, social status, or	<input type="checkbox"/>				

economic status, and all other categories protected by law.					
Comments:					

Name of Reviewer: _____

Signature

Date

DRAFT

Municipal Judge Annual Evaluation

Part 2 – Court Staff Evaluation

Court staff and Prosecuting Attorney to complete evaluation forms.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
The Judge takes time to consider relevant facts and based decisions on those facts and statements presented.	<input type="checkbox"/>				
The Judge makes sure participants understand what is going on in the courtroom.	<input type="checkbox"/>				
The Judge treats all parties with dignity and respect.	<input type="checkbox"/>				
Parties are given the opportunity to speak and are made to feel they have been heard in the process.	<input type="checkbox"/>				
The Judge maintains appropriate courtroom control.	<input type="checkbox"/>				
The Judge treats all parties equally regardless of race, sex, age, ethnicity, social status, or economic status.	<input type="checkbox"/>				
The Judge acts neutrally on the bench.	<input type="checkbox"/>				
The Judge processes cases in an efficient manner and is prepared for each case on the docket.	<input type="checkbox"/>				
The Judge shows consistency in court proceedings.	<input type="checkbox"/>				
The Judge bases decisions on the law and facts without regard to the identity of the parties or counsel.	<input type="checkbox"/>				
The Judge communicates well with the Prosecuting Attorney and court staff.	<input type="checkbox"/>				
The Judge is prompt in making and rendering decisions.	<input type="checkbox"/>				
The Judge keeps current on local, state, and federal laws affecting the court.	<input type="checkbox"/>				
The Judge's communications are clear, concise, and accurate.	<input type="checkbox"/>				

The Judge has good working relationships with staff.	<input type="checkbox"/>				
The Judge acts to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>				

Please indicate what you believe the Judge's weaknesses are.

Please indicate what you believe the Judge's strengths are.

Comments, is there anything else you would like to share.

Name of Reviewer: _____

Signature

Date

Municipal Judge Annual Evaluation

Part 3 – Self-Evaluation

Please complete the following questionnaire based on your perception about your job performance during the past year. Please answer Does Not Apply (“DNA”) for any items which do not pertain to your court assignment or activities during the past year.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
Section 1 Integrity and Impartiality					
a. I treat all people with dignity and respect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
b. I am willing to make and have made difficult or unpopular decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
c. I act fairly by giving people individual consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
d. I appear and act neutrally on the bench.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
e. I treat parties with counsel the same as those without counsel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
f. I base decisions on the law and facts without regard to the identity of the parties or counsel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
g. I keep an open mind and consider all relevant evidence in making rulings, reserving a final decision until the parties have made final arguments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
h. Please provide examples.					
Section 2 Professionalism & Temperament					
a. I act in a dignified manner in performing my duties, both on and off the bench.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK

b. I am courteous with all people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
c. I am attentive to proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
d. I act with patience and self-control throughout the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
e. I have appropriate levels of empathy with the parties involved in proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
f. Please provide examples.					
Section 3 Administrative Capacity					
a. I am punctual and prepared for court.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
b. I maintain control over the courtroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
c. I appropriately enforce court rules, orders, and deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
d. I make decisions and rulings in a prompt and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
e. I act to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
f. Please provide examples.					

<p>What have you done to improve the administrative functioning of the court system?</p>	
<p>Is there anything you need from the City Council to help you be successful?</p>	
<p>Please provide any additional comments, clarifications, or details of your performance or the court generally that you would like us to know.</p>	
<p>What do you see as the most important role of the Municipal Judge?</p>	
<p>What goals have you set for yourself? Detail progress in accomplishing these goals.</p>	

What are your most significant accomplishments this year?	
What obstacles or setbacks did you encounter during the year and how did you handle them?	
Are there any other issues or comments you wish to share?	

Signature

Date

Municipal Judge Annual Evaluation

Part 4 – Customer Surveys

Customer surveys are given to all customers at Court. Those surveys that are turned in are recorded and copies will be given to the Committee members.

DRAFT

CUSTOMER SURVEY

Date _____

Your responses to these questions will assist us in improving our customer service in the Louisville Municipal Court. All responses are voluntary and confidential, so it is requested that you not include your name unless you would like us to contact you.

1. What is your gender? Male Female
2. What is your age? _____
3. What was your business with the Court today? (Please check one)

<input type="checkbox"/> Paying a ticket	<input type="checkbox"/> Defendant in a case	<input type="checkbox"/> Attorney	<input type="checkbox"/> Police officer
<input type="checkbox"/> Witness	<input type="checkbox"/> Juror	<input type="checkbox"/> Other	

Please rate your experience in each of the areas below on a scale of 1 (poor) to 4 (excellent).

COURT CLERK

- | | | | | | | |
|------------------------------------|----------|-------------------|-------------|----------|---------------|-----|
| 4. Was courteous | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 5. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 6. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 7. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

PROSECUTOR

- | | | | | | | |
|-------------------------------------|----------|-------------------|-------------|----------|---------------|-----|
| 8. Was courteous | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 9. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 10. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 11. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

JUDGE

- | | | | | | | |
|---|----------|-------------------|-------------|----------|---------------|-----|
| 12. Courteous to those in the courtroom | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 13. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 14. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 15. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

GENERAL EXPERIENCE

- | | | | | | | |
|--|----------|-------------------|-------------|----------|---------------|-----|
| 16. Time to complete business | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 17. Overall experience | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 18. Opportunity to present information | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

19. Suggestions or comments about our court services that you think were well done or need improvement _____

20. If you wish to be contacted for follow up, please list you name and contact information:

Municipal Judge Annual Evaluation

Part 5 – Recommendation from Legal Review Committee

Committee members will review all survey forms and the surveys from Court customers.

If it is a reappointment year for the Municipal Judge the Committee will make a recommendation to City Council (to reappoint the Judge, ask for a new appointment process for a judge, or another option).

If it is the first year of two-year appointment, the chair of the Committee will meet with the Judge to review the results of the evaluation.

DRAFT

Prosecuting Attorney Annual Evaluation

Part 1 – Legal Review Committee Evaluation

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
The Prosecutor treats all people with dignity and respect.	<input type="checkbox"/>				
The Prosecutor makes sure participants understand what is going on in the courtroom.	<input type="checkbox"/>				
The Prosecutor bases prosecutorial decisions on the law and facts without regard to the identity of the parties or counsel.	<input type="checkbox"/>				
The Prosecutor gives all people individual consideration.	<input type="checkbox"/>				
The Prosecutor treats parties with counsel the same as those without counsel.	<input type="checkbox"/>				
The Prosecutor is courteous to all people.	<input type="checkbox"/>				
The Prosecutor is attentive during proceedings.	<input type="checkbox"/>				
The Prosecutor has an appropriate level of empathy with the parties involved in proceedings.	<input type="checkbox"/>				
The Prosecutor is punctual and prepared for court.	<input type="checkbox"/>				
The Prosecutor makes offers in a prompt and timely.	<input type="checkbox"/>				
The Prosecutor acts to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>				
Cases are processed in an efficient manner and the Prosecutor was prepared.	<input type="checkbox"/>				
The Prosecutor treats all parties equally regardless of race, sex, age, ethnicity, social status, or economic status, and all other categories protected by law.	<input type="checkbox"/>				
Comments:					

--	--

Name of Reviewer: _____

Signature

Date

DRAFT

Prosecuting Attorney Annual Evaluation

Part 2 – Court Staff Evaluation

Court staff and Municipal Judge complete evaluation forms.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
The Prosecutor takes time to consider relevant facts and based decisions on those facts and statements presented.	<input type="checkbox"/>				
The Prosecutor makes sure participants understand what is going on in the courtroom.	<input type="checkbox"/>				
The Prosecutor treats all parties with dignity and respect.	<input type="checkbox"/>				
Parties are made to feel they have been heard in the process.	<input type="checkbox"/>				
The Prosecutor treats all parties equally regardless of race, sex, age, ethnicity, social status, or economic status.	<input type="checkbox"/>				
The Prosecutor makes offers in a prompt and timely manner.	<input type="checkbox"/>				
The Prosecutor is prepared for each case on the docket.	<input type="checkbox"/>				
The Prosecutor communicates well with the judge and court staff.	<input type="checkbox"/>				
The Prosecutor's communications are clear, concise, and accurate.	<input type="checkbox"/>				
The Prosecutor has good working relationships with staff.	<input type="checkbox"/>				
The Prosecutor acts to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>				
Please indicate what you believe the Prosecutor's weaknesses are.					

Please indicate what you believe the Prosecutor's strengths are.	
Comments, is there anything else you would like to share.	

Name of Reviewer: _____

Signature

Date

Prosecuting Attorney Annual Evaluation

Part 3 – City Staff Evaluation

Department Directors who work with the Prosecuting Attorney to complete an evaluation form

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
The Prosecutor fully reviews and understands all citations before deciding to proceed or dismiss.	<input type="checkbox"/>				
The Prosecutor treats all types of infractions equally (code enforcement, traffic, sales tax) and gives them proper review	<input type="checkbox"/>				
The Prosecutor gives clear feedback to police officers or staff if she dismisses a citation.	<input type="checkbox"/>				
The Prosecutor gives feedback on enforceability on new ordinances.	<input type="checkbox"/>				
The Prosecutor works well with police officers and staff members to advance tickets through the court process.	<input type="checkbox"/>				
The Prosecutor treats staff and police officers with respect.	<input type="checkbox"/>				
Comments, is there anything else you would like to share.					

Name of Reviewer: _____

Signature

Date

Prosecuting Attorney Annual Evaluation

Part 4 – Self-Evaluation

Please complete the following questionnaire based on your perception about your job performance during the past year. Please answer Does Not Apply (“DNA”) for any items which do not pertain to your court assignment or activities during the past year.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Do Not Know
Section 1 Integrity and Impartiality					
a. I treat all people with dignity and respect.	<input type="checkbox"/>				
b. I am willing to make and have made difficult or unpopular decisions.	<input type="checkbox"/>				
c. I act fairly by giving people individual consideration.	<input type="checkbox"/>				
d. I base prosecutorial decisions on the law and facts without regard to the identity of the parties or counsel.	<input type="checkbox"/>				
e. Please provide examples.					
Section 2 Professionalism & Temperament					
a. I act in a dignified manner in performing my duties, both in and out of court.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
b. I am courteous with all people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
c. I am attentive to proceedings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
d. I act with patience and self-control throughout the day.					
e. I have appropriate levels of empathy with the parties involved in proceeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
f. Please provide examples.					

Section 3 Administrative Capacity					
a. I am punctual and prepared for court.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
b. I make offers in a prompt and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
c. I act to ensure disabilities and linguistic and cultural differences do not limit access to the justice system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DNK
d. Please provide examples.					
<hr/>					
What have you done to improve the administrative functioning of the court system?					
Is there anything you need from the City Council to help you be successful?					

<p>Please provide any additional comments, clarifications, or details of your performance or the court generally that you would like us to know.</p>	
<p>What do you see as the most important role of the Prosecuting Attorney?</p>	
<p>What goals have you set for yourself? Detail progress in accomplishing these goals.</p>	
<p>What are your most significant accomplishments this year?</p>	

<p>What obstacles or setbacks did you encounter during the year and how did you handle them?</p>	
<p>Are there any other issues or comments you wish to share?</p>	

Signature

Date

Prosecuting Attorney Annual Evaluation

Part 5 – Customer Surveys

Customer surveys are given to all customers at Court. Those surveys that are turned in are recorded and copies will be given to the Committee members.

DRAFT

CUSTOMER SURVEY

Date _____

Your responses to these questions will assist us in improving our customer service in the Louisville Municipal Court. All responses are voluntary and confidential, so it is requested that you not include your name unless you would like us to contact you.

1. What is your gender? Male Female
2. What is your age? _____
3. What was your business with the Court today? (Please check one)

<input type="checkbox"/> Paying a ticket	<input type="checkbox"/> Defendant in a case	<input type="checkbox"/> Attorney	<input type="checkbox"/> Police officer
<input type="checkbox"/> Witness	<input type="checkbox"/> Juror	<input type="checkbox"/> Other	

Please rate your experience in each of the areas below on a scale of 1 (poor) to 4 (excellent).

COURT CLERK

- | | | | | | | |
|------------------------------------|----------|-------------------|-------------|----------|---------------|-----|
| 4. Was courteous | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 5. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 6. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 7. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

PROSECUTOR

- | | | | | | | |
|-------------------------------------|----------|-------------------|-------------|----------|---------------|-----|
| 8. Was courteous | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 9. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 10. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 11. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

JUDGE

- | | | | | | | |
|---|----------|-------------------|-------------|----------|---------------|-----|
| 12. Courteous to those in the courtroom | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 13. Answered my questions | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 14. Took time to explain things | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 15. Presented professional demeanor | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

GENERAL EXPERIENCE

- | | | | | | | |
|--|----------|-------------------|-------------|----------|---------------|-----|
| 16. Time to complete business | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 17. Overall experience | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |
| 18. Opportunity to present information | 1 (poor) | 2 (below average) | 3 (average) | 4 (good) | 5 (excellent) | N/A |

19. Suggestions or comments about our court services that you think were well done or need improvement _____

20. If you wish to be contacted for follow up, please list you name and contact information:

Prosecuting Attorney Annual Evaluation

Part 6 – Recommendation from Legal Review Committee

Committee members will review all survey forms and the surveys from Court customers.

If it is a reappointment year for the Prosecuting Attorney the Committee will make a recommendation to City Council (to reappoint the Prosecuting Attorney, to go out to bid for attorney services, or another option).

If it is the first year of two-year appointment, the chair of the Committee will meet with the Prosecuting Attorney to review the results of the evaluation.

DRAFT

City Attorney Annual Evaluation

Part 1 – City Council Evaluation

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Questions relate to all staff of Kelly, PC, including Kathleen Kelly, Melinda Culley, Dianne Criswell, and Nick Cotton-Baez.

Please answer all questions.

	Outstanding	Distinctive Performance	Fully Satisfactory	Marginal	Unsatisfactory	No Opinion or No Observation	Do Not Know
Do you feel the City Council is getting value for its legal fees?	5	4	3	2	1	N/O	DNK
Does the City Attorney provide honest recommendations given all legal issues and ramifications?	5	4	3	2	1	N/O	DNK
Does the City Attorney possess an efficient and effective knowledge of the Municipal Code and City Charter?	5	4	3	2	1	N/O	DNK
Does the City Attorney possess an efficient and effective knowledge of government regulations and case law regarding issues facing the City?	5	4	3	2	1	N/O	DNK
Does the City Attorney proactively identify potential issues to avoid future problems?	5	4	3	2	1	N/O	DNK
Is the City Attorney's approach effective in achieving the best possible legal outcomes for the City?	5	4	3	2	1	N/O	DNK
Does the City Attorney represent the City in a professional and ethical manner?	5	4	3	2	1	N/O	DNK

Is the City Attorney impartial and objective in her duties and responsibilities?	5	4	3	2	1	N/O	DNK
Does the City Attorney communicate effectively with the City Council and staff?	5	4	3	2	1	N/O	DNK
Are the City Attorney's communications complete and understandable, and do they answer Council's questions?	5	4	3	2	1	N/O	DNK
Does the City Attorney maintain effective and open communications with the City Council?	5	4	3	2	1	N/O	DNK
Comments: Is there anything else you would like to share?							

Name of Reviewer: _____

Signature

Date

City Attorney Annual Evaluation

Part 2 – City Staff Evaluation

City Manager, Department Directors, and a sampling of others who work closely with the City Attorney’s Office will complete the form.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Questions relate to all staff of Kelly, PC, including Kathleen Kelly, Melinda Culley, Dianne Criswell, and Nick Cotton-Baez.

Please answer all questions.

	Outstanding	Distinctive Performance	Fully Satisfactory	Marginal	Unsatisfactory	No Opinion or No Observation	Do Not Know
Does the City Attorney prepare ordinances, resolutions, and contracts accurately and consistent with the direction from City Council, City Manager, directors?	5	4	3	2	1	N/O	DNK
Does the City Attorney maintain good working relationships with staff?	5	4	3	2	1	N/O	DNK
Are regular legal activities achieved within a sufficient timeframe?	5	4	3	2	1	N/O	DNK
Are standard forms developed and used where possible to minimize the preparation of legal documentation?	5	4	3	2	1	N/O	DNK
Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?	5	4	3	2	1	N/O	DNK
Is requested legal work completed in a timely manner within established time frames?	5	4	3	2	1	N/O	DNK
Is the City Attorney accessible when needed?	5	4	3	2	1	N/O	DNK

Does the City Attorney follow-up effectively to requests?	5	4	3	2	1	N/O	DNK
Are the City Attorney's communications complete and understandable, and do they answers staff's questions?	5	4	3	2	1	N/O	DNK
Does the City Attorney maintain effective and open communications with the City Manager and staff?	5	4	3	2	1	N/O	DNK

Please indicate what you believe the City Attorney's weaknesses are.	
Please indicate what you believe the City Attorney's strengths are.	
Comments: Is there anything else you would like to share?	

Name of Reviewer: _____

Signature

Date

City Attorney Annual Evaluation

Part 3 – Self-Evaluation

1. What do you see as the most important role of the City Attorney?
2. What goals have you set for yourself? Detail progress in accomplishing these goals.
3. What are your most significant accomplishments this year?
4. What obstacles or setbacks did you encounter during the year and how did you handle them?
5. What suggestions do you have for improving the communication and relationship generally between you and the Council?
6. What suggestions do you have for improving the effectiveness between you and the Council?
7. What do you see as your major goals for this next evaluation period?
8. What can the City Council do to help you accomplish these goals?

9. Are there any other issues or comments you wish to share?

City Attorney Signature

Date

DRAFT

City Attorney Annual Evaluation

Part 4 – Recommendation from Legal Review Committee

Committee members will review all survey forms, KPIs, and budget information.

If it is a reappointment year for the City Attorney the Committee will make a recommendation to City Council (to reappoint the City Attorney, to go out to bid for attorney services, or another option).

If it is the first year of two-year appointment, the chair of the Committee will meet with the City Attorney to review the results of the evaluation.

DRAFT

Water Attorney Annual Evaluation

Part 1 – City Staff Evaluation

Public Works Director and Water Resources Engineer will complete the form.

Evaluation forms will be anonymous and kept confidential through the process, however the final assessment is public record.

Please answer all questions.

	Outstanding	Distinctive Performance	Fully Satisfactory	Marginal	Unsatisfactory	No Opinion or No Observation	Do Not Know
Does the Water Attorney maintain good working relationships with staff?	5	4	3	2	1	N/O	DNK
Are standard forms developed and used where possible to minimize the preparation of legal documentation?	5	4	3	2	1	N/O	DNK
Do invoices accurately identify tasks and expenses in sufficient detail to provide accountability and cost control?	5	4	3	2	1	N/O	DNK
Is requested legal work completed in a timely manner within established time frames?	5	4	3	2	1	N/O	DNK
Is the Water Attorney accessible when needed to respond to requests?	5	4	3	2	1	N/O	DNK
Does the Water Attorney follow-up effectively to requests?	5	4	3	2	1	N/O	DNK
Does the Water Attorney accurately interpret and clarify City Council and City Manager direction?	5	4	3	2	1	N/O	DNK
Are the Water Attorney's communications complete and understandable, and do they answers staff's questions?	5	4	3	2	1	N/O	DNK

Does the Water Attorney maintain effective and open communications with staff?	5	4	3	2	1	N/O	DNK
Please indicate what you believe the Water Attorney's weaknesses are.							
Please indicate what you believe the Water Attorney's strengths are.							
Comments: Is there anything else you would like to share?							

Name of Reviewer: _____

Signature

Date

Water Attorney Annual Evaluation

Part 2 – Self-Evaluation

1. What do you see as the most important role of the Water Attorney?
2. What goals have you set for yourself? Detail progress in accomplishing these goals.
3. What are your most significant accomplishments this year?
4. What obstacles or setbacks did you encounter during the year and how did you handle them?
5. What suggestions do you have for improving the communication and relationship generally between you and the Council?
6. What suggestions do you have for improving the effectiveness between you and the Council?
7. What do you see as your major goals for this next evaluation period?
8. What can the City Council do to help you accomplish these goals?

9. Are there any other issues or comments you wish to share?

Water Attorney Signature

Date

DRAFT

Water Attorney Annual Evaluation

Part 3 – Utility Committee Feedback

Members of the Utility Committee will be asked if they have any feedback from interactions with the Water Attorney.

Part 4 – Recommendation from Legal Review Committee

Legal Review Committee members will review all survey forms, KPIs, and budget information and make a recommendation regarding reappointment to City Council.

If it is a reappointment year for the City Attorney the Committee will make a recommendation to City Council (to reappoint the City Attorney, to go out to bid for attorney services, or another option).

If it is the first year of two-year appointment, the chair of the Committee will meet with the Water Attorney to review the results of the evaluation.

Evaluation Rating Scale

1. **UNSATISFACTORY** - Performance falls substantially short of job requirements.
2. **MARGINAL** - Performance does not meet an acceptable level in some areas. Improvement is needed.
3. **FULLY SATISFACTORY** - Has performed at a fully satisfactory level, meets the requirements of the job in all respects, and occasionally exceeds job performance standards.
4. **DISTINCTIVE PERFORMANCE** - Performance is significantly better than average. Performance consistently exceeds standards.
5. **OUTSTANDING** - Exceptional performance of unusually high caliber. Remarkable achievement and pacesetting performance.

N/O represents “no opinion” or “no observation” of performance.

DNK represents “do not know.”

Alternative Evaluation Rating Scale For Council Consideration

1. **Fails to Meet Expectations**
Consistently fails to meet expectations in the significant/ essential requirements and improvement is needed
2. **Below Expectations**
Periodically fails to meet expectations in the significant/ essential requirements and improvement is needed.
3. **Meeting expectations**
Consistently fulfills performance expectations and periodically may exceed them. Work is of high quality in all significant areas of responsibility.
4. **Exceeding expectations**
Always achieves performance expectations and frequently exceeds them.
5. **Outstanding**
Far exceeds performance expectations on a consistent and uniform basis.

**SUBJECT: DISCUSSION/DIRECTION/ACTION – ANNUAL EVALUATION
PROCESS FOR CITY MANAGER**

DATE: MAY 21, 2019

PRESENTED BY: MEGAN DAVIS, DEPUTY CITY MANAGER

SUMMARY:

The Louisville City Charter (Article 8, Section 8-1(d)) and the City Manager's annual employment contract state the City Council shall evaluate the City Manager's performance annually. The current City Manager's contract (Attachment 1) indicates the next City Manager evaluation should occur in April 2020.

A mutually agreed-upon process for evaluation of the City Manager is a key component and best practice of any well-run local government. In 2019, City Council developed an evaluation instrument and process to fulfill this requirement, to provide the City Manager with performance feedback and guidance on Council's performance goals for the coming year. City Council would like to formalize the annual City Manager evaluation process by establishing a regular timeline and consistent approach to be utilized in future years.

After receiving feedback from Council on the 2019 evaluation process, Councilmembers Maloney and Loo worked with staff on recommendations to formalize the process for incorporation into the regular work plan and advanced agenda moving forward. Having a regular process in place will help the City Manager and Council adequately plan for the time and resources necessary to complete the evaluation process. The 2020 process would include the following components:

- Evaluation Instrument – City Council will approve an evaluation instrument to allow each Council member to provide feedback on the core competencies required by the City Manager, as well as the Council goals for improvements from the prior year. The instrument utilized in 2019 has been simplified to address the feedback provided by Council – two proposed versions are attached (Attachments 2 and 3) for Council consideration. A secure online survey system will be used to complete the evaluation, with an option for any Council members who do not wish to complete the tool online. The online evaluation tool will provide the ability for Council to easily submit responses, go back and forth between questions, complete the survey in multiple sessions/site visits, allow for an easy mechanism for submitting comments, and will provide the facilitator with a simple and reliable way to consolidate responses and calculate ratings.
- Facilitated process – The evaluation will be conducted by an external facilitator who will meet with Council to discuss and normalize the use of the instrument,

gather all the evaluation responses, consolidate and summarize them for Council discussion, and facilitate Council discussion on feedback to the City Manager.

- 360 Evaluation – In order to provide the City Manager with comprehensive feedback that will inform his/her leadership within the organization and the community, staff recommends the inclusion of a 360 evaluation survey. The 360 evaluation may include a very brief (3 – 5 question) survey to better understand areas that he/she is successful as well as areas that he/she may improve upon. The facilitator will work with staff to develop a simple process to generate this feedback from Directors and partner organizations.
- City Council Evaluation Session – City Council will again consider an executive session in order to discuss the performance of the City Manager, and to determine the recommendations for future performance focus areas.
- Compensation analysis/review – As is customary with all positions at the City, a compensation review will be conducted to understand the comparative compensation for City Managers around the region. The compensation comparisons will include communities of like-size (population) along the Front Range, as well as those communities included in the City’s regular regional compensation comparisons.
- Contract review – As is customary, the City Attorney will make any necessary changes to the annual contract with the City Manager.

Attachment 4 outlines a general timeline for the City Manager Performance Evaluation process, including the key activities necessary to ensure that the review and contract are completed for City Council consideration in April. Given the multiple steps necessary to complete the process each year, Council will begin discussions in January of each year. All dates for Council meetings will be included on the advanced agenda.

FISCAL IMPACT:

There is no fiscal impact at this time.

PROGRAM/SUB-PROGRAM IMPACT:

The City Manager supports all program and subprogram areas, and the annual performance assessment reflects the City Manager effectiveness in advancing all of the program area goals.

RECOMMENDATION:

Staff recommends City Council determine which version of the assessment instrument is preferred, and approve the proposed 2020 City Manager evaluation process.

ATTACHMENT(S):

1. 2019 City Manager Contract
2. Proposed City Manager Assessment Tool – Version 1
3. Proposed City Manager Assessment Tool – Version 2
4. Proposed timeline for City Manager Assessment

FIRST AMENDED EMPLOYMENT AGREEMENT

THIS FIRST AMENDED EMPLOYMENT AGREEMENT ("Agreement") is made effective as of the 16th day of April, 2019, by and between the City of Louisville, a Colorado home rule municipal corporation, hereinafter known as "the City" and Heather A. Balsler, hereinafter known as "the City Manager."

WHEREAS, the City desires to employ the services of Heather A. Balsler for the office of City Manager of the City of Louisville, Colorado; and

WHEREAS, the City and the City Manager desire to set forth certain specifics concerning the employment of the City Manager by the City, and to establish conditions of employment and working conditions of said Manager; and

WHEREAS, the City Manager desires to accept employment as City Manager of the City of Louisville under the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the following mutual covenants and conditions the parties agree as follows:

1. Duties; Residency. The City agrees to employ Heather A. Balsler as City Manager to perform the functions and duties specified by Colorado State Statutes, the Louisville Home Rule Charter and Municipal Code, and any other applicable laws, ordinances, or regulations of the City of Louisville. In addition, the City Manager agrees to perform any other legally permissible and proper duties and functions as the City Council of the City shall from time-to-time assign to the City Manager. The City Manager shall comply with the City's policies concerning workplace conduct, including without limitation the City Code of Ethics and the City's policies regarding discrimination, harassment, retaliation, workplace violence, workplace safety, and equal employment opportunity. The City Manager is and shall remain a resident of the City throughout the City Manager's appointment.

2. Term. The City Manager is an employee at will. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the City Council of the City to terminate the services of the City Manager at any time, subject to the provisions set forth in Section 4 herein. Nothing in the Agreement shall prevent, limit or otherwise interfere with the right of the City Manager to resign at any time from her position upon thirty (30) days prior written notice, subject only to the provisions as set forth in Section 4 herein. The City Manager's first day of employment as City Manager was January 6, 2018.

3. Compensation. The City agrees to pay to the City Manager for her services rendered pursuant hereto an annual base salary of \$183,600.00,

commencing January 6, 2019, payable in biweekly installments at the same time as other employees of the City are paid, and including retroactive pay for the period January 6, 2019 to April 16, 2019 to be paid in the next pay period following execution of this First Amended Employment Agreement.

The position of City Manager is an exempt position under the provision of the Fair Labor Standards Act. As such, the City Manager shall not be bound by the record keeping or overtime provisions of the Act, and shall not earn overtime pay or compensatory time.

4. Termination and Severance Pay. The employment of the City Manager may be terminated by the City Council at any time, with or without cause, by the affirmative vote of a majority of the entire City Council. It is understood that the City Manager serves at the pleasure of the City Council, that the City Manager's employment may be terminated at the will of the City Council, and that the procedures for termination of an employee as set out in the City's Personnel Guidelines shall not apply to any termination of the City Manager.

It is understood that in the event the City Manager is terminated because of her conviction of any illegal act involving personal gain to the City Manager, or because of her conviction of any felonious act, or because of any act of moral turpitude, or because of insubordination, nonfeasance, or malfeasance in the performance of duties, or because of violation of the City's Code of Ethics or City's policies regarding discrimination, harassment, retaliation, workplace violence, workplace safety, or equal employment opportunity, the City shall have no obligation to pay any severance pay.

In the event of termination of the City Manager by the City Council for any reason other than those enumerated above, including but not limited to non-appropriation of funds pursuant to Section 16, the City Manager shall be entitled to receive six (6) months' severance pay. Severance pay shall include payment for six (6) months' health, dental and vision benefits under Section 8 of this Agreement, but shall not include any other benefits under Section 6 or Sections 8 through 13, inclusive, of this Agreement, or any other benefits. The health, dental and vision benefits under Section 8 shall be for the City Manager and dependents (if the City Manager has obtained dependents coverage) with the City Manager and City to pay their respective portions of the premiums and costs thereof according to the benefits plans then in effect. Severance pay shall be paid in a lump sum on the first pay date immediately following the City Manager's last working day, except that the respective portions of the premiums and costs for the six (6) months' continued health, dental and vision benefits shall be paid monthly at the times required by the benefits plans then effect.

In the event the City Manager resigns, the City Manager shall not be entitled to any severance pay.

5. Performance Evaluation. The City Council shall set written performance goals for and shall review and evaluate the performance of the City Manager on an annual basis in the following areas: (1) strategic leadership; (2) execution of policy; (3) community relations, collaboration, and public engagement; (4) administration, decision making, and problem solving; (5) supervision; (6) economic development; (7) integrity and accountability; (8) City Council relations; (9) strategic planning and organizing; and (10) budgeting and financial management. The next such annual review shall occur in April 2020, except the foregoing shall not limit the authority of the City Council to evaluate the performance of the City Manager at any other time or more frequent intervals, in its sole discretion.

6. Automobile. The City shall provide the City Manager with an automobile allowance of \$525.00 per month, commencing with the first pay date in January 2018, and payable via payroll check on the first pay date of each month. Such automobile allowance shall be subject to reporting and withholding as required by law. The City Manager shall then provide her own transportation as necessary in the performance of her duties. The City Manager shall procure and shall continuously maintain in force all insurance required by law for each personal vehicle utilized by the City Manager on City business, including liability limits of not less than \$350,000.00 per person and \$1,000,000.00 per occurrence. Additionally, the City Manager is required to carry a medical payment coverage amount of at least \$10,000 per person. The City shall be named as an additional insured on the City Manager's auto liability coverage.

7. Paid Illness Leave and Leave Time. The City Manager shall receive fifty-six (56) hours annually as Extended Illness Bank leave for personal illness or injury during the term of her employment as City Manager. Illness leave time shall be accrued on a biweekly basis, coincidental with established pay dates. The City Manager may accrue up to a maximum of 480 hours of illness leave time. Upon termination of employment with the City, the City Manager shall not be paid for any accrued, unused illness leave time.

The City Manager shall also receive paid leave time. Paid leave time, which consists of vacation, holiday, and personal leave, shall be accrued on a biweekly basis, coincidental with established pay dates, at a rate in accordance with the City's personnel policies for employees who have completed 181 months of service. The City Manager may accrue up to a maximum of 444.21 hours of paid leave time. Any amounts in excess of such accrual shall be forfeited as of each January 1. Upon termination of her employment with the City, the City Manager shall be paid for all accrued, unused paid leave time.

8. Insurance. The City Manager shall be entitled to receive the same health, dental, vision, disability, life, liability, and other insurance coverage as set forth under the terms of the group insurance coverages provided by the City to all employees. The City Manager must meet all of the terms and conditions required by the individual carriers in order to receive said coverages.

9. Retirement. The City agrees to pay an amount equal to five and one-half percent (5.5%) of the City Manager's base salary into the International City/County Management Association Retirement Corporation's (ICMA-RC) 401-A Money Purchase Plan, which is the current uniform percentage rate paid for all employees participating in the plan. The City Manager shall contribute at a rate in accordance with the City's personnel policies. Each payment shall be made on a biweekly basis according to the City's payroll schedule. In the event the City Council approves any change in the uniform percentage rate paid for all employees participating in the plan, the above-stated 5.5% rate shall automatically adjust to the new rate, effective as of the effective date of the change. All of the City's contribution will be vested to the City Manager in accordance with the City's vesting schedule.

10. Deferred Compensation. The City agrees to pay an amount equal to ten percent (10%) of the City Manager's base salary into the International City/County Management Association Retirement Corporation's (ICMA-RC) Section 457 Deferred Compensation Plan, subject to contribution limits under federal law. Each payment shall be made on a biweekly basis according to the City's payroll schedule, with the City contribution being ten percent (10%) of the base salary paid for such payroll period, but in no event exceeding contribution limits under federal law. In the event any amount of the City's ten percent (10%) contribution would be in excess of the contribution limits under federal law, the excess amount of such ten percent (10%) contribution will be paid to the City Manager as salary during that pay period. All of the City's contribution will be vested to the City Manager in accordance with the City's vesting schedule.

11. Other Fringe Benefits & Benefits Rules. Except as otherwise specifically provided in this Agreement, all of the City's Personnel Guidelines relating to Extended Illness Bank leave, paid leave time, insurance, retirement contributions, holidays, and other fringe benefits as they now exist or hereafter may be amended, shall apply to the City Manager as they would to other full-time employees of the City.

12. Dues and Subscriptions; Professional Development. The City agrees to budget and pay for reasonable professional dues and subscriptions of the City Manager necessary for her participation in national, regional, state, and local associations and organizations necessary and desirable for her continued

professional participation, growth, and advancement, and which are for the good of the City. The City also agrees to budget and pay for necessary travel expenses for the Manager to adequately pursue official and other functions for the City, and professional development of mutual benefit to the City and the City Manager. By way of example, such functions include, but are not limited to, meetings and conferences of the International City/County Management Association and the Colorado Municipal League.

13. Reimbursement of General Expenses. The City recognizes that certain expenses of a non-personal and job-related nature will be incurred by the City Manager, and hereby agrees to reimburse reasonable general expenses, which shall be submitted for review by the Mayor prior to City Council approval.

14. Other Terms and Conditions of Employment. The City Council shall fix such other terms and conditions of employment, as it may determine from time to time, relating to the performance of the City Manager, provided such terms and conditions are not inconsistent with the provisions of this Agreement, the Colorado State Statutes, or the Louisville Home Rule Charter or Municipal Code.

It is understood that the City Manager is not to be treated as an employee under the provisions contained in the City's Personnel Guidelines. It is further understood that the rights and obligations contained in said Guidelines are not binding upon the City with respect to the employment of the City Manager except as expressly enumerated in this Agreement.

15. Service of the City; Outside Activities. The City Manager shall render and devote exclusive service to the City on a full-time basis. The City Manager shall not spend any time in remunerated business outside of this Agreement, nor shall she spend more than ten hours per week in non-remunerated non-City connected business, without the prior approval of the City Council. No such outside activities shall be contrary to the interests of the City.

16. Funding. Notwithstanding any other provisions contained herein, this Agreement is subject to an annual appropriation by the City Council of sufficient funds to pay the full amount due, or which may be due hereunder for the following year. A failure to appropriate such funds shall constitute a termination pursuant to Section 4 of this Agreement.

17. Constitutionality. The parties hereto do not extend this Agreement to be a multiple fiscal year financial obligation within the meaning of Article X, Section 20 of the Colorado Constitution, and this Agreement shall be interpreted so as to avoid any such meaning.

18. Miscellaneous Provisions.

(a) This Agreement is held to be the entire Agreement of the parties hereto.

(b) This Agreement shall be binding upon and inure to the benefit of the heirs, representatives, and assigns of the City Manager.

(c) If any provision or portion of this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall be deemed severable and shall remain in full force and effect.

In WITNESS WHEREOF, the parties have executed this First Amended Employment Agreement on the dates set forth adjacent to their respective signatures, intending the same to be effective as of the 16th day of April, 2019. The parties agree that signatures obtained via electronic means are sufficient and binding for this Agreement.

CITY OF LOUISVILLE

CITY MANAGER

Robert P. Muckle, Mayor

Heather A. Balsler,
City Manager

Date:_____

ATTEST:

Meredyth Muth, City Clerk
Date:_____

APPROVED AS TO FORM:

Kelly PC
City Attorney

Louisville City Manager Evaluation

Please rate the City Manager using the following scale:

- 5-Outstanding**
Far exceeds performance expectations on a consistent and uniform basis.
- 4-Exceeding expectations**
Always achieves performance expectations and *frequently* exceeds them.
- 3-Meeting expectations**
Consistently fulfills performance expectations and *periodically may* exceed them.
- 2 - Below Expectations**
Periodically fails to meet expectations in the significant/ essential requirements and improvement is needed.
- 1 - Fails to Meet Expectations**
Consistently fails to meet expectations in the significant/ essential requirements and improvement is needed

	Weight	Rating	Comments
I. Strategic Leadership	20%		
<p>Does the City Manager promote and maintain professional and ethical work standards and behaviors; cultivate a standard of excellence that inspires and motivates employees; lead by example; develop trust and credibility; foster positive morale; and align individual and programmatic goals to the City’s mission and goals?</p> <p>Does the City Manager promote and demonstrate initiative, risk taking, vision, creativity, innovation and a commitment to continuous improvement?</p> <p>Does the City Manager set an example that leads the organization and the community toward improvement, change, creative problem solving, and prompt action consistent with City organizational culture and community values?</p>			
II. Execution of Policy	5%		
<p>Does the City Manager support elected officials and the community to identify, work toward, and achieve common goals and objectives?</p> <p>Does the City Manager understand the laws and ordinances of the city and actively communicate and fairly and consistently apply them?</p>			

III. Community Relations, Collaboration, and Public Engagement	5%		
<p>Does the City Manager actively initiate community interaction and communication?</p> <p>Does the City Manager interact with everyone in a courteous and respectful manner; actively listen; clearly and effectively share information; demonstrate effective oral and written communication skills; and consistently present him/herself in constructive and professional manner?</p> <p>Does the City Manager anticipate and meet citizen needs; communicate effectively with internal and external clients; build relationships with constituents; follow through with commitments in a timely manner; and value the importance of delivering quality customer service to clients?</p> <p>Does the City Manager demonstrate a commitment to respecting elected officials, community interest groups, and a collaborative decision making process?</p> <p>Does the City Manager collaborate, inform, and involve the community in decisions that may affect them?</p> <p>Does the city manager collaborate successfully with neighboring communities/counties and citizens while</p>			

focusing on the interests of Louisville?			
IV. Administration, Decision Making, and Problem Solving	5%		
<p>Does the City Manager actively maintain a consistently high level of quality in staff work, operational procedures, and service delivery?</p> <p>Does the City Manager promote efficiency in operations and an environment that supports continuous improvement for the entire City organization?</p> <p>Does the City Manager have processes to systematically and continuously assess citizen needs and provide responsive, equitable services to the community?</p> <p>Does the City Manager, in conjunction with council support, take initiative to identify problems; conduct comprehensive analyses of complex issues; involve others in seeking and evaluating solutions; make clear, consistent, transparent decisions in a timely manner; distinguish relevant from irrelevant information; and accept challenges due to changing conditions, situations and work responsibilities?</p> <p>Is the City Manager successful in managing service delivery in functional areas (i.e. public safety, planning and building safety, economic development, public works, etc.), anticipating future needs, and effectively controlling costs?</p>			

V. Supervision	10%		
<p>Does the City Manager use an appropriate/effective management style; encourage employees to develop to their fullest potential; develop performance plans and conduct annual evaluations in a thoughtful and fair manner; provide honest and on-going feedback; support employee training, development and recognition; utilize employee skills effectively; and seek appropriate solutions to resolve personnel issues?</p> <p>Does the City Manager, with the support of council, challenge City employees to perform at their highest level in a manner that encourages entrepreneurship and initiative?</p> <p>Does the City Manager demonstrate respect for people and their differences; promote fairness and equity; foster a sense of belonging; contribute to building a community of openness and inclusion; and support an environment that is welcoming to all?</p>			
VI. Economic Development	20%		
<p>Does the City Manager develop effective strategies for economic development which are consistent with community values that provide for the City's needs to maintain and improve its tax base by providing a positive business climate?</p> <p>Does the city manager work well and effectively to support the City's business community?</p>			

<p>Does the City Manager collaborate effectively with local, state, and regional economic development organizations?</p> <p>Does the City Manager actively seek and recruit business development opportunities that are consistent with community values?</p>			
VII. Integrity and Accountability	5%		
<p>Does the City Manager demonstrate fairness, honesty, ethical, and legal awareness in personal and professional relationships and activities?</p> <p>Does the City Manager promote professional, ethical and compliant work standards and behaviors; represent the City in a credible manner; comply with City policies; protect City assets; accept constructive criticism and takes ownership and responsibility for his/her work; and honor the City's work schedule and leave practices?</p>			
VIII. City Council Relations	5%		
<p>Does the City Manager strive to work well and collaborate with the City Council including keeping them informed of issues or concerns on a regular basis?</p> <p>Does the City Manager properly manage the process of developing meeting agendas and reports to ensure that there is adequate information available to the City Council and interested public prior to meetings?</p>			

IX. Strategic Planning and Organizing	5%		
<p>Does the City Manager align priorities and resources with broader goals; seek input and evaluate options; measure outcomes; and manage projects to successful completion?</p> <p>Does the City Manager position the organization and the community for events and circumstances that are reasonably anticipated in the future?</p> <p>Does the City Manager develop strategic and organizational plans and goals; define mechanisms for informing and gaining support of the public; and specify measurements and work processes to accomplish those goals?</p>			
X. Budgeting and Financial Management	20%		
<p>Does the City Manager ensure that the bi-annual and annual City budget is prepared and executed in a manner that integrates the City's strategic planning and is reflective of community's values and priorities as approved by the City Council?</p> <p>Does the City Manager regularly and routinely inform City Council of significant budget adjustments and financial commitments that are made within the City Manager's discretion?</p> <p>Does the City Manager properly interpret financial information to assess the short-term</p>			

<p>and long-term fiscal condition of the community, determines the cost-effectiveness of programs, and compares alternative strategies to meet community goals and objectives?</p> <p>Does the City Manager comply with City financial policies, protect the City's assets, and maintain continuous assessment of record-keeping procedures and internal controls?</p>			
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Additional Comments:

Name of Reviewer: _____

Date: _____

Louisville City Manager Evaluation

Please rate the City Manager using the following scale:

- 5-Outstanding**
This rating is applied when an employee is outstanding.
- 4-Exceeding expectations**
This rating is applied when an employee exceeds expectations.
- 3-Meeting expectations**
This rating is applied when an employee is meeting expectations.
- 2 - Below Expectations**
This rating is applied when an employee is below expectations.
- 1 - Fails to Meet Expectations**
This rating is applied when an employee fails to meet expectations.

	Weight	Rating	Comments
I. Strategic Leadership	<u>20%</u> 25%		
Does the City Manager promote and maintain professional and ethical work standards and behaviors; cultivate a standard of excellence that inspires and motivates employees; lead by example; develop trust and credibility; foster positive morale; and align individual and programmatic goals to the City’s mission and goals?			
Does the City Manager promote and demonstrate initiative, risk taking, vision, creativity, innovation and a commitment to continuous improvement?			
Does the City Manager set an example that leads the organization and the community toward improvement, change, creative problem solving, and prompt action consistent with City organizational culture and community values?			
II. Execution of Policy	<u>5%</u> 10%		
Does the City Manager support elected officials and the community to identify, work toward, and achieve common goals and objectives?			
Does the City Manager understand the laws and ordinances of the city and actively communicate and fairly and consistently apply them?			

III. Community Relations, Collaboration, and Public Engagement	<u>5%10%</u>		
<p>Does the City Manager actively initiate community interaction and communication?</p> <p>Does the City Manager interact with everyone in a courteous and respectful manner; actively listen; clearly and effectively share information; demonstrate effective oral and written communication skills; and consistently present him/herself in constructive and professional manner?</p> <p>Does the City Manager anticipate and meet citizen needs; communicate effectively with internal and external clients; build relationships with constituents; follow through with commitments in a timely manner; and value the importance of delivering quality customer service to clients?</p> <p>Does the City Manager demonstrate a commitment to respecting elected officials, community interest groups, and a collaborative decision making process?</p> <p>Does the City Manager collaborate, inform, and involve the community in decisions that may affect them?</p> <p>Does the city manager collaborate successfully with neighboring communities/counties and citizens while</p>			

focusing on the interests of Louisville?			
IV. Administration, Decision Making, and Problem Solving	5%		
<p>Does the City Manager actively maintain a consistently high level of quality in staff work, operational procedures, and service delivery?</p> <p>Does the City Manager promote efficiency in operations and an environment that supports continuous improvement for the entire City organization?</p> <p>Does the City Manager have processes to systematically and continuously assess citizen needs and provide responsive, equitable services to the community?</p> <p>Does the City Manager, in conjunction with council support, take initiative to identify problems; conduct comprehensive analyses of complex issues; involve others in seeking and evaluating solutions; make clear, consistent, transparent decisions in a timely manner; distinguish relevant from irrelevant information; and accept challenges due to changing conditions, situations and work responsibilities?</p> <p>Is the City Manager successful in managing service delivery in functional areas (i.e. public safety, planning and building safety, economic development, public works, etc.), anticipating future needs, and effectively controlling costs?</p>			

V. Supervision	10%		
<p>Does the City Manager use an appropriate/effective management style; encourage employees to develop to their fullest potential; develop performance plans and conduct annual evaluations in a thoughtful and fair manner; provide honest and on-going feedback; support employee training, development and recognition; utilize employee skills effectively; and seek appropriate solutions to resolve personnel issues?</p> <p>Does the City Manager, with the support of council, challenge City employees to perform at their highest level in a manner that encourages entrepreneurship and initiative?</p> <p>Does the City Manager demonstrate respect for people and their differences; promote fairness and equity; foster a sense of belonging; contribute to building a community of openness and inclusion; and support an environment that is welcoming to all?</p>			
VI. Economic Development	20% <u>15%</u>		
<p>Does the City Manager develop effective strategies for economic development which are consistent with community values that provide for the City's needs to maintain and improve its tax base by providing a positive business climate?</p> <p>Does the city manager work well and effectively to support the City's business community?</p>			

<p>Does the City Manager collaborate effectively with local, state, and regional economic development organizations?</p> <p>Does the City Manager actively seek and recruit business development opportunities that are consistent with community values?</p>			
VII. City Council Relations	5%		
<p>Does the City Manager strive to work well and collaborate with the City Council including keeping them informed of issues or concerns on a regular basis?</p> <p>Does the City Manager properly manage the process of developing meeting agendas and reports to ensure that there is adequate information available to the City Council and interested public prior to meetings?</p>			

VIII. Budgeting and Financial Management	20%		
<p>Does the City Manager ensure that the bi-annual and annual City budget is prepared and executed in a manner that integrates the City's strategic planning and is reflective of community's values and priorities as approved by the City Council?</p> <p>Does the City Manager regularly and routinely inform City Council of significant budget adjustments and financial commitments that are made within the City Manager's discretion?</p> <p>Does the City Manager properly interpret financial information to assess the short-term and long-term fiscal condition of the community, determines the cost-effectiveness of programs, and compares alternative strategies to meet community goals and objectives?</p> <p>Does the City Manager comply with City financial policies, protect the City's assets, and maintain continuous assessment of record-keeping procedures and internal controls?</p>			

Additional Comments:

Name of Reviewer: _____

Date: _____

2020 City Manager Annual Evaluation Process

January	February	March	April
Identify consultant/facilitator.	City Council meet with consultant/facilitator and City Attorney, orientation to evaluation instrument and process.	Consultant/facilitator compile City Council and 360 responses and provide summary to Council.	City Council consider final evaluation summary and City Manager contract.
Complete contract with consultant.	Distribute the instrument through online survey.	City Council meet with consultant/facilitator and City Attorney to discuss evaluation input and goals.	
Review Evaluation process with City Council.	Council complete evaluation instrument/survey.	City Council representatives meet with City Manager to review evaluation results and goals for the coming year.	
	Circulate 360 evaluations.	Consultant/facilitator and City Attorney finalize evaluation summary for Council approval.	
	Prepare compensation comparisons.	City Attorney finalize City Manager Contract for Council consideration.	

Requires City Council Regular Meeting or Executive Session

**SUBJECT: DISCUSSION/DIRECTION – RECONSIDERATION OF PROCESS
TO FILL REVITALIZATION COMMISSION MIDYEAR
VACANCIES**

DATE: MAY 21, 2019

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

At the April 16 City Council meeting, the Council decided to not fill midyear vacancies on boards this year but rather wait until the annual fall process for board applications meaning the positions will remain vacant until January 2020. At the May 14 special City Council meeting, the Mayor asked an item be added to a future agenda for the Council to reconsider this decision as it relates to the Revitalization Commission (LRC). The City currently has one vacancy on the Revitalization Commission and one expected as of July 1.

If Council would like to fill the two positions on the LRC with midyear appointments some options include:

- Reevaluating and/or interviewing some or all of the candidates from February who were not selected for the LRC or were not appointed to other boards. This could probably be done before Council takes its summer break beginning June 12. [Those applications can be reviewed here.](#)
- Start a new process including advertising for applicants, taking applications, and Council evaluating those new applications. Given the timing of Council's upcoming summer break, this would likely not be completed until mid-July.

As required by the Louisville Municipal Code, appointments made to midyear vacancies expire at the end of the year at which time the person may reapply for a full term or the balance of a vacant term. Therefore these appointments would expire at the end of 2019 and anyone appointed could reapply in the annual process in the fall.

FISCAL IMPACT:

None

RECOMMENDATION:

Discussion/Direction

ATTACHMENT(S):

None

SUBJECT: ORDINANCE NO 1774, SERIES 2019 – AN ORDINANCE
AMENDING THE SECTION OF THE LOUISVILLE MUNICIPAL
CODE CONCERNING PENALTIES UNDER CHAPTER 1.28
GENERAL PENALTY – 1st Reading – Set Public Hearing 6/7/19

DATE: MAY 21, 2019

PRESENTED BY: K. COLETTE CRIBARI, PROSECUTING ATTORNEY

SUMMARY:

The attached ordinance includes one provision amending the General Penalty for violations of ordinances currently prohibited by the Code. This Chapter is being amended as required under newly enacted Colorado statutes which set the limits on fines and/or sentences to incarceration.

Previously the maximum jail sentence for municipal ordinance violations was one year, however House Bill 1148 from the 2019 legislative session changed the maximum jail sentence to 364 days. The sponsors of the bill wanted to prevent the triggering of a clause in federal immigration law for the automatic deportation of any noncitizen convicted of a crime that carried a penalty of one year or more.

The Section is amended as follows:

Section 1. Section 1.28.010 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

A. No person shall violate any of the provisions of the ordinances of the city. Except in cases where a different punishment is prescribed by any ordinance of the city, any person who violates any of the provisions of the ordinances of the city shall be punished by a fine of not more than \$2,650.00, as shall be adjusted for inflation on January 1, 2014 and on January 1 of each year thereafter, or by imprisonment not to exceed ~~one year~~, 364 days, or by both such fine and imprisonment. For purposes of this subsection A., "inflation" means the annual percentage change in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder, All Items, All Urban Consumers, or its successor index-

FISCAL IMPACT:
None.

SUBJECT: ORDINANCE NO. 1774, SERIES 2019

DATE: MAY 21, 2019

PAGE 2 OF 2

RECOMMENDATION:

Staff recommends the City Council approve Ordinance No. 1774, Series 2019 on first reading and set a public hearing for June 7, 2019.

ATTACHMENTS:

1. Ordinance No. 1774, Series 2019

**ORDINANCE NO. 1774
SERIES 2019**

**AN ORDINANCE AMENDING CHAPTER 1.28 OF THE LOUISVILLE MUNICIPAL
CODE CONCERNING INCARCERATION OF MUNICIPAL OFFENDERS**

WHEREAS, during the 2019 legislative session, the Colorado General Assembly adopted House Bill 19-1148 (the “Bill”), which decreased the maximum period of incarceration a municipal court may impose for violations of municipal ordinances from twelve months to 364 days; and

WHEREAS, the City Council desires to amend Section 1.28.010 of the Louisville Municipal Code to cause the City’s general penalty clause to comply with the Bill.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO:

Section 1. Section 1.28.010 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

A. No person shall violate any of the provisions of the ordinances of the city. Except in cases where a different punishment is prescribed by any ordinance of the city, any person who violates any of the provisions of the ordinances of the city shall be punished by a fine of not more than \$2,650.00, as shall be adjusted for inflation on January 1, 2014 and on January 1 of each year thereafter, or by imprisonment not to exceed ~~one year~~, 364 days, or by both such fine and imprisonment. For purposes of this subsection A., "inflation" means the annual percentage change in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder, All Items, All Urban Consumers, or its successor index-

B. Each such person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of the city is committed, continued or permitted by any such person, and he shall be punished accordingly.

C. A child under 18 years of age convicted of violating a municipal ordinance, found to be in violation of lawful order of the municipal court, may be confined as provided in state law.

Section 2. If any section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any prior penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 21st day of May, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly PC, City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 7th day of June, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

**SUBJECT: ORDINANCE NO. 1775, SERIES 2019 - AN ORDINANCE
AMENDING CHAPTER 17.56 OF THE LOUISVILLE MUNICIPAL
CODE TO ADOPT UPDATED FLOOD INSURANCE RATE MAPS
AND TO ADD PENALTY PROVISIONS FOR VIOLATIONS – 1st
READING, SET PUBLIC HEARING 7/9/19**

DATE: MAY 21, 2019

**PRESENTED BY: ROB ZUCCARO, PLANNING AND BUILDING SAFETY
DIRECTOR**

SUMMARY:

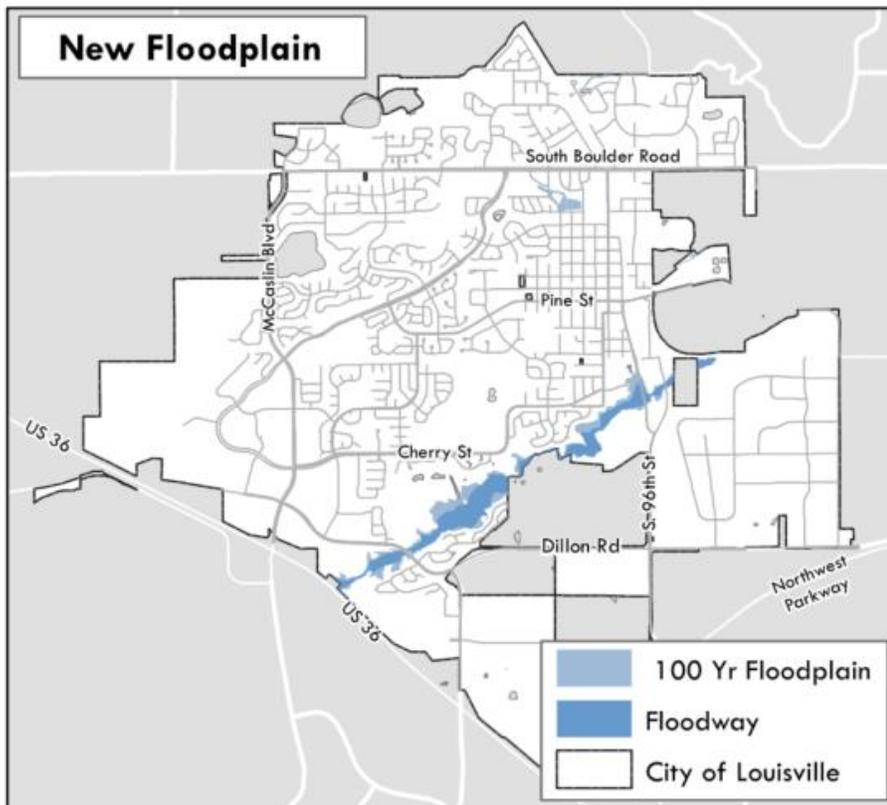
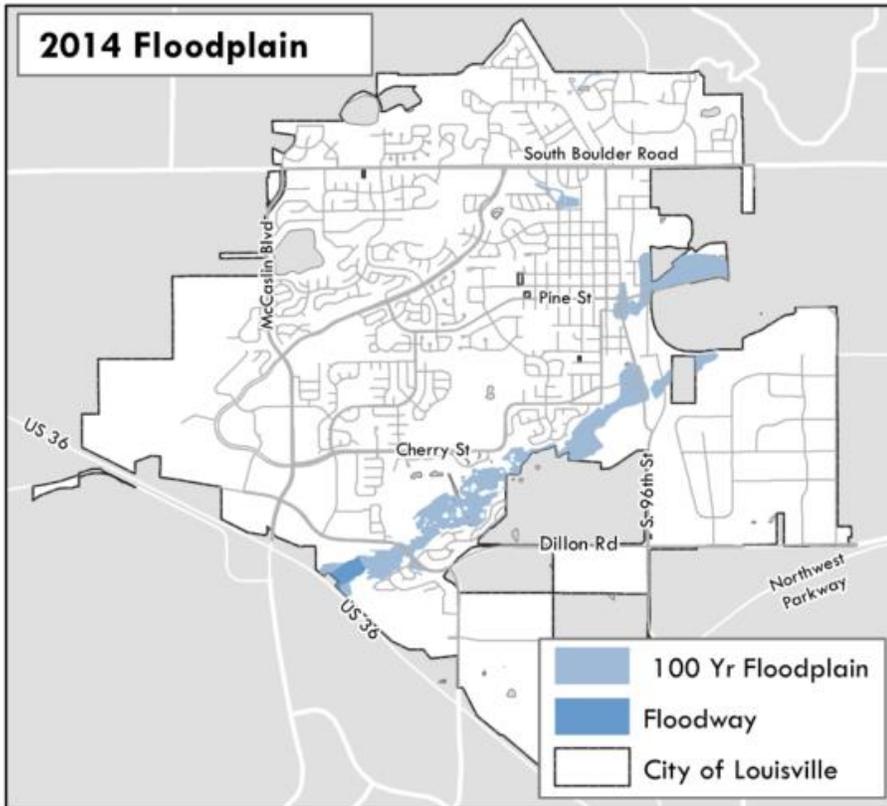
The proposed ordinance adopts and makes effective beginning August 15, 2019 an updated Flood Insurance Study (FIS) for Boulder County and accompanying Flood Insurance Rate Maps (FIRMs) and adds a reference to penalties provisions for non-compliance with the adopted standards. The City regulates new development within the 100-year floodplain to minimize flood losses, protect public safety, and promote appropriate use of floodplain property. The City's adoption and enforcement of up-to-date regulations is also part of the City's participation in the National Flood Insurance Program (NFIP) and the NFIP Community Rating System (CRS). Participation in the CRS allows property owners to obtain discounted flood insurance rates. The adoption of the most recent maps and the reference to our existing penalties provisions are necessary to stay in compliance with NFIP requirements and will help to meet the City's goals for floodplain management.

BACKGROUND:

The City's current FIS and FIRM maps have an effective date of December 18, 2012. Several interim map amendments have been made since that time, including removal of the floodplain from most of Downtown and Old Town that occurred in 2018 as a result of major drainage infrastructure improvements. In addition to reflecting any map amendments since 2012, the new maps include updated mapping of the Coal Creek and Rock Creek corridors. The Coal Creek portion of the map reflects updated survey data and floodplain improvements that have reduced the number of structures located in the floodplain. The new mapping also extends the Floodway data for Coal Creek, which allows for more specific regulatory requirements for those areas. Urban Drainage and Flood Control District (UDFCD) coordinated the revisions to the Coal Creek floodplain.

Adoption of the updated August 15, 2019 FIS and FIRMs follows a multi-year effort that has included opportunities to comment on the study and mapping by the public and local jurisdictions. All property owners within the Coal Creek floodplain were mailed notices and offered an opportunity to review the updated mapping and provide comments prior to finalization of the maps.

The August 15, 2019 FIS and FIRMs can be downloaded from this [LINK](#):



Areas of Increase and Decrease to Coal Creek Floodplain



PLANNING COMMISSION REVIEW:

The Planning Commission reviewed the draft ordinance on May 9, 2019 and voted unanimously to recommend approval with no conditions. The meeting minutes will be provided for final reading and the public hearing.

RECOMMENDATION:

Staff recommends approval of Ordinance 1775, Series 2019 on first reading and setting the public hearing for July 9, 2019.

ATTACHMENT:

- Ordinance 1775, Series 2019 – An Ordinance Amending Chapter 17.56 of the Louisville Municipal Code to Adopt Updated Flood Insurance Rate Maps and to Add Penalty Provision for Violations

**ORDINANCE NO. 1775,
SERIES 2019**

**AN ORDINANCE AMENDING CHAPTER 17.56 OF THE LOUISVILLE MUNICIPAL
CODE TO ADOPT UPDATED FLOOD INSURANCE RATE MAPS AND TO ADD
PENALTY PROVISIONS FOR VIOLATIONS**

WHEREAS, Chapter 17.56 of the Louisville Municipal Code contains regulations concerning development in designated flood zones and procedures for approval of such development; and

WHEREAS, controlled development in designated flood zones is necessary to minimize flood losses, protect persons and property, and promote wise use of the floodplain; and

WHEREAS, as part of the City's participation in the National Flood Insurance Program, the City is required pursuant to state and federal regulation to incorporate certain floodplain provisions in its municipal code; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has issued a final determination adopting an updated Flood Insurance Study (FIS) and Flood Insurance Rate Maps (FIRM) for Boulder County, Colorado with an effective date of August 15, 2019; and

WHEREAS, after a duly noticed public hearing held May 9, 2019, where evidence and testimony were entered into the record, including the Louisville Planning Commission Staff Report dated May 9, 2019, the Louisville Planning Commission has recommended the City Council adopt the amendments to the Louisville Municipal Code set forth in this ordinance; and

WHEREAS, the City Council has provided notice of a public hearing on said ordinance by publication as provided by law and held a public hearing as provided in said notice.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO, THAT:

Section 1. Section 17.56.070 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 17.56.070. - Establishment of official maps.

The location and boundaries of areas within the flood regulatory district are identified by the Federal Emergency Management Agency in a scientific and engineering report entitled "The Flood Insurance Study for Boulder County, Colorado and Incorporated Areas," (FIS) dated ~~December 18, 2012~~, August 15,

2019, with an accompanying flood insurance rate map (FIRM), as adopted and amended from time to time, which is hereby adopted by reference and declared to be a part of this chapter. These special flood hazard areas identified by the FIS and attendant mapping are the minimum area of applicability of this chapter and may be supplemented by studies designated and approved by city council. Copies of the official map are kept on file with the director of public works, the planning department and the city clerk. The boundary lines on the map shall be determined by the use of the scale appearing on the map. Where there is a conflict between the boundary lines illustrated on the map and actual field conditions, the dispute shall be settled ~~according to~~ in accordance with section 17.56.190.

Section 2. Chapter 17.56 of the Louisville Municipal Code is hereby amended by the addition of a new Section 17.56.270, to read as follows:

Sec. 17.56.270. - Penalties for noncompliance.

No structure or land shall hereafter be constructed, located, extended, converted, or altered without full compliance with the terms of this chapter and other applicable regulations. Failure to comply with the requirements set forth in this chapter shall constitute a violation punishable upon conviction by fine or imprisonment as provided in section 1.28.010 of this code. Nothing herein contained shall prevent the City of Louisville from taking such other lawful action as is necessary to prevent or remedy any violation.

Section 3. This ordinance shall be effective August 15, 2019.

Section 4. If any portion of this ordinance is held to be invalid for any reason such decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 5. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 21st day of May, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk

APPROVED AS TO FORM:

Kelly, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING this 9th day of July, 2019.

Robert P. Muckle, Mayor

ATTEST:

Meredyth Muth, City Clerk