City Council

Agenda

Tuesday, March 3, 2020
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 AND ITEMS ON THE CONSENT 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: February 11, 2020; February 18, 2020
C. Approval of Resolution No. 16, Series 2020 – A Resolution Approving a First Amendment to Business Assistance Agreement with Duda, Inc. for an Economic Development Project in the City of Louisville
D. Approve Resolution No. 17, Series 2020 – A Resolution Approving an Agreement with Arch 11, Inc. for Louisville Historical Museum Expansion Design Services
E. Appointment of City Council Participants for the 2020 International Council of Shopping Centers Conference
F. Award Purchase Agreement to E-Z-GO for Golf Cart Fleet Replacement
G. Approval of Purchase of Qwiksalt from Compass Mineral
H. Approval of 2020 Annual Fuel Purchas

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.

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

8. REGULAR BUSINESS

7:15 – 7:25 PM

A. RESOLUTION NO. 18, SERIES 2020 – A RESOLUTION APPROVING A BUSINESS ASSISTANT AGREEMENT WITH FORGE NANO, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

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

7:25 – 7:35 PM

B. RESOLUTION NO. 19, SERIES 2020 – A RESOLUTION APPROVING A BUSINESS ASSISTANT AGREEMENT WITH CORVUS NIDUS, LLC (DBA THE ROSE AND RAVEN) FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

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

7:35 – 8:00 PM

C. DISCUSSION/DIRECTION/ACTION – 2020 COMMUNITY SURVEY

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

8:00 – 8:45 PM

D. DISCUSSION/DIRECTION – TRANSPORTATION MASTER PLAN UPDATE - 2019-2020 FUNDING AND PROPOSED CIP PROJECTS

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

8:45 – 9:00 PM **E. AWARD CONTRACT FOR 2020 CONCRETE REPLACEMENT PROGRAM**

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

9:00 – 9:15 PM **F. RESOLUTION NO. 20, SERIES 2020 – A RESOLUTION SETTING CERTAIN WATER, WASTEWATER, STORMWATER AND OTHER FEES, RATES, AND CHARGES FOR THE CITY OF LOUISVILLE, COLORADO**

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

9:15 PM **G. EXECUTIVE SESSION**

REAL PROPERTY ACQUISITIONS AND DISPOSITIONS (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))

Mayor Manager is Requesting the City Council Convene an Executive Session for the Purpose of Consideration of Potential Real Property Acquisitions Concerning Properties in Louisville

REGULAR BUSINESS ITEMS SUSPENDED

- **Requests for Executive Session**
- **City Clerk Statement**
- **City Attorney Statement of Authority**
- **City Council Action on Motions for Executive Session**
- **Council Convenes Executive Session**
- **Council Reconvenes in Open Meeting**

REGULAR BUSINESS ITEMS CONTINUED

H. REPORT – DISCUSSION/DIRECTION/ACTION – REAL PROPERTY ACQUISITIONS

9. CITY ATTORNEY'S REPORT

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

- **ECONOMIC VITALITY COMMITTEE**
- **FINANCE COMMITTEE**
- **LEGAL REVIEW COMMITTEE**
- **UTILITY COMMITTEE**
- **COLORADO COMMUNITIES FOR CLIMATE ACTION**
- **COMMUTING SOLUTIONS**
- **CONSORTIUM OF CITIES**
- **DOWNTOWN BUSINESS ASSOCIATION STREET FAIRE**
- **DENVER REGIONAL COUNCIL OF GOVERNMENTS**
- **JOINT INTEREST COMMITTEES (SUPERIOR & LAFAYETTE)**
- **MAYORS & COMMISSIONERS COALITION**
- **METRO MAYORS CAUCUS**
- **REVITALIZATION COMMISSION**
- **XCEL ENERGY FUTURES**
- **ADVANCED AGENDA**

11. ADJOURN

CASH ACCOUNT: 001000 101001 WARRANT: 021320 02/13/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
1115	COLONIAL LIFE INSURANCE	#9711888 FEB 20 EMPLOYEE	173.68
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	312.49
3875	XCEL ENERGY	JAN 20 SPRINKLERS	96.91
3875	XCEL ENERGY	JAN 20 FLASHERS	5.75
3875	XCEL ENERGY	JAN 20 METERED LIGHTS	687.32
3875	XCEL ENERGY	JAN 20 NON-METERED LIGHTS	35,611.93

6 INVOICES WARRANT TOTAL 36,888.08

CASH ACCOUNT: 001000 101001 WARRANT: 022020 02/20/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
12919	MARK WOZNY	FLAT BILL SNAPBACK CAPS W	69.66
99999	ALEXA FLORES	WORK BOOTS FLORES	119.99
9105	POSTMASTER	Community Update Newslett	2,538.00
2414	RITA GLOVA	TRAVEL RECON 2/10-2/14/20	1,734.32
11345	SAGE AND SAVORY CATERING	CATERING CIP MEETING	286.10
	5 INVOICES	WARRANT TOTAL	4,748.07

CASH ACCOUNT: 001000 101001 WARRANT: 123119I 12/31/2019

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14784	AM LAW LLC	COURT APPOINTED ATTORNEY	445.00
14784	AM LAW LLC	COURT APPOINTED ATTORNEY	199.00
14784	AM LAW LLC	COURT APPOINTED ATTORNEY	51.00
14596	AMERICAN ELEVATOR PROFESSIONAL	ELEVATOR INSPECTIONS	1,400.00
5754	BNSF RAILWAY COMPANY	South Street Underpass	2,771.49
14592	CF LESSEE LOB	CEC SOLAR LEASE #1133	3,509.62
14894	COMMUNITY REACH CENTER INC	OCT 19 PROJECT EDGE	8,380.49
14894	COMMUNITY REACH CENTER INC	NOV 19 PROJECT EDGE	8,371.38
14894	COMMUNITY REACH CENTER INC	DEC 19 PROJECT EDGE	8,402.70
13685	DEWBERRY ENGINEERS INC	PROGRAMMING WORK	2,497.50
14343	HELEN H HARRISON	CONTRACTOR FEES PAINTING	833.00
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	911.52
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	2,295.87
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	2,123.28
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	802.51
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	1,022.90
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	1,526.97
14794	HIGH COUNTRY PIPE & UTILITY	2019 Sanitary Sewer Main	458.71
	18 INVOICES	WARRANT TOTAL	46,002.94

CASH ACCOUNT: 001000 101001 WARRANT: 030320 03/03/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14121	ACUSHNET COMPANY	2020 Resale Merchandise	475.99
14121	ACUSHNET COMPANY	2020 Resale Merchandise	4,236.66
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT HIBL	400.20
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT HIBL	38.65
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT HIBL	11.95
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT HIBL	98.91
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT HIBL	46.79
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	2,037.90
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	545.02
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	234.00
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	321.26
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	46.81
14547	ADIDAS AMERICA INC	STAFF UNIFORMS GC	2,302.39
14547	ADIDAS AMERICA INC	MERCHANDISE CREDIT	-1,011.00
14547	ADIDAS AMERICA INC	MERCHANDISE CREDIT	-265.00
14547	ADIDAS AMERICA INC	MERCHANDISE CREDIT	-1,854.00
14669	AG INVESTIGATIONS LLC	PRE-EMPLOYMENT BACKGROUND	500.00
7552	ALERT/SAM	2020 ALERT/SAM MEMBERSHIP	100.00
14737	ALEX THOELE	CONTRACTOR FEES GUITAR	1,197.00
1006	ALL CURRENT ELECTRIC INC	Building Inspections	8,880.00
14596	AMERICAN ELEVATOR PROFESSIONAL	Elevator Inspections	3,400.00
13818	ARROWHEAD AWARDS INC	NAME BADGES LCC	27.00
13120	ARVADA PUMP COMPANY	PLUMBING SERVICE PC	315.00
14764	BASELINE ENGINEERING CORPORATI	SCWTP Admin Building	1,300.00
11605	BOBCAT OF THE ROCKIES LLC	BASKET WEAVE NEW BRICK	1,756.51
13733	CATHY BAHR TRANSLATION SERVICE	SPANISH INTERPRETER	120.00
14046	CCNC INC	2020 CCNC MEMBERSHIP	100.00
248	CDW GOVERNMENT	HEADSET FIN	208.27
935	CENTENNIAL PRINTING CO	BUSINESS CARDS LIB	54.50
14592	CF LESSEE LOB	CEC SOLAR LEASE #1133	4,418.03
4785	CINTAS CORPORATION #66	FLEECE CAPS WTP	78.71
14908	CLASSIC TRAILER SALES INC	2019 14' Tandem Axle Util	3,341.00

CASH ACCOUNT: 001000 101001 WARRANT: 030320 03/03/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13260	CLIFTON LARSON ALLEN LLP	JAN 20 UTILITY BILLING SE	11,180.03
10916	COLORADO CODE CONSULTING LLC	2020 Plan Review	437.50
11353	COLORADO LIBRARY CONSORTIUM	DIGITIZE LSVL NEWSPAPER F	92.00
14894	COMMUNITY REACH CENTER INC	JAN 20 PROJECT EDGE	8,374.66
7760	DBA OF LOUISVILLE	STREET FAIRE MANAGER 1 OF	22,500.00
10590	DELL MARKETING LP	4 Core Servers and Hardwa	85,635.64
14645	ECOLOGICAL RESOURCE CONSULTANT	Howard Diversion Upgrade	1,794.50
14835	EDGE CONTRACTING INC	SH 42 Underpass Construct	190,169.58
13009	EIDE BAILLY LLP	2019 INTERIM AUDIT FIELDW	4,760.00
11468	EMPLOYERS COUNCIL SERVICES INC	CUSTOMIZED PT EMPLOYEE SU	500.00
12270	FASTENAL COMPANY	ANGLE GRINDER	58.41
12270	FASTENAL COMPANY	MERCHANDISE CREDIT	-5.20
14916	FLESCH & BECK LAW	COURT APPOINTED ATTORNEY	240.50
5290	FRED PRYOR SEMINARS	COMMUNICATE WITH TACT TRA	3,400.00
6847	GENERAL AIR SERVICE & SUPPLY	CYLINDER RENTAL	84.63
13347	GLOBAL EQUIPMENT COMPANY INC	MIOX SYSTEM SALT LIFT	1,878.00
2280	GOODHUE DITCH AND RESERVOIR CO	2020 GOODHUE DITCH ASSESS	2,020.00
2310	GRAINGER	CLAMP METER WTP	189.99
2310	GRAINGER	DISINFECTING WIPES WTP	52.80
2310	GRAINGER	FLASHLIGHTS WTP	67.76
2310	GRAINGER	BATTERIES, GLOVES, SPOTLI	266.95
2310	GRAINGER	MIOX TANK LADDER	900.66
2310	GRAINGER	STANDING DESK CONVERTER	231.54
14081	GUARDIAN TRACKING LLC	GUARDIAN TRACKING SUBSCRI	1,732.00
2415	HARCROS CHEMICALS INC	Salt SWTP	931.00
6265	IACP	2020 IACP MEMBERSHIP	190.00
9710	INDUSTRIAL CHEMICALS CORP	Hydrochloric Acid SWTP	298.50
13280	INSIGHT PUBLIC SECTOR INC	Microsoft Server Licensin	15,145.80

CASH ACCOUNT: 001000 101001 WARRANT: 030320 03/03/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13280	INSIGHT PUBLIC SECTOR INC	MS OFFICE COURTS RSM	537.64
13280	INSIGHT PUBLIC SECTOR INC	MS WORD LICENSING INCODE	104.75
13500	JAX INC	PPE BOOTS WASSERMAN	131.74
13500	JAX INC	PPE BOOTS DENNY	111.27
14543	KUBWATER RESOURCES INC	WWTP Polymer	6,328.13
14233	LEADSONLINE LLC	INVESTIGATION SYSTEM SERV	2,462.00
9087	LORIS AND ASSOCIATES INC	Mgmt Services 2018 Wayfin	3,232.50
9087	LORIS AND ASSOCIATES INC	SH42 Underpass Design	6,306.75
3100	LOUISVILLE CHAMBER OF COMMERCE	2020 CHAMBER MEMBERSHIP	364.00
5432	LOUISVILLE FIRE PROTECTION DIS	BLOOD DRAW	35.00
13968	MAD SCIENCE OF COLORADO	CHILDRENS PROGRAM 3/11/20	135.00
6168	MOTION & FLOW CONTROL PRODUCTS	PARTS UNIT 5342	39.86
14649	MURRAYSMITH INC	Water Loss Audit	3,159.00
14649	MURRAYSMITH INC	SWSP Expansion	34,967.25
3505	NALCO COMPANY LLC	ACRYLIC POLYMER WTP	217.36
11351	NEOPOST USA INC	POSTAGE METER AGREEMENT Q	134.85
14648	OCCUPATIONAL HEALTH CENTERS OF	PHYSICAL & INJURY CARE	238.00
14648	OCCUPATIONAL HEALTH CENTERS OF	PHYSICAL & INJURY CARE	215.00
99999	DOUG WESTERBERG	ACTIVITY REFUND	114.00
99999	FAIRWIND PROPERTIES LLC	BULK WATER METER REFUND	1,550.00
99999	OPERA COLORADO	ARIAS & ENSEMBLES PERFORM	600.00
14899	OTAK INC	Engineering Services BMX	1,042.50
14580	PARK PLACE TECHNOLOGIES LLC	2020 Hardware Support Ren	4,853.52
14910	PAUL E BIERINGER	PRESERVATION & RESTORATIO	17,612.30
14910	PAUL E BIERINGER	PRESERVATION & RESTORATIO	4,809.00
14910	PAUL E BIERINGER	PRESERVATION & RESTORATIO	11,767.14
10951	PINNACOL ASSURANCE	WORKERS COMP PREMIUM 2 OF	22,190.48
14675	POINT AND PAY LLC	JAN 20 POINT & PAY FEES	5,950.20
9105	POSTMASTER	BULK MAIL PERMIT #15	240.00
700	PRAIRIE MOUNTAIN MEDIA	RFP PUBLIC NOTICES PD	134.64

CASH ACCOUNT: 001000 101001 WARRANT: 030320 03/03/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14086	PRESTIGE FLAG	PRISM TOURNAMENT POLES	1,190.15
14394	PROS PLUS LLC	YOUTH BASKETBALL REFEREES	1,044.00
14867	REBECCA L BENNETTI	WILLMAKER LEGAL SEMINAR 2	770.00
9375	RED WING BUSINESS ADVANTAGE	PPE BOOTS HARVEY	150.00
4160	SAFE SYSTEMS INC	FIRE SYSTEM MONITORING LI	260.28
11345	SAGE AND SAVORY CATERING	ONBOARDING CATERING	400.00
14859	SHI INTERNATIONAL CORP	COURT RMS LAPTOPS	1,562.06
14914	SPORT & FITNESS INC	Stairmaster	5,344.00
14396	SPRONK WATER ENGINEERS INC	Jan 20 Water Rights Engin	9,677.50
13293	STAPLES ADVANTAGE	LAMINATOR CARTRIDGES LIB	297.92
14213	THE ANTIGUA GROUP INC	2020 Resale Merchandise	3,531.00
9481	THE HOME DEPOT	BREAK ROOM SUPPLIES CH	138.54
14913	THE LONESOME DAYS LLC	PERFORMANCE 2/15/20	1,188.00
14911	THOMAS JOSEPH VAN HORN	HISTORIC ASSESSMENT 1016	4,000.00
14869	TO GOLF INC	RESALE MERCHANDISE	851.90
14856	TRENCH PLATE RENTAL CO	2019 Utility Trailer	4,750.00
13426	UNIQUE MANAGEMENT SERVICES INC	COLLECTION SERVICES	187.95
11473	UNITED RENTALS (NORTH AMERICA)	CONFINED SPACE TRAINING	750.00
11473	UNITED RENTALS (NORTH AMERICA)	DUPLICATE PAYMENT	-1,050.00
11473	UNITED RENTALS (NORTH AMERICA)	CONFINED SPACE & EXCAVATI	1,200.00
13241	UNITED REPROGRAPHIC SUPPLY INC	OCE PRINTER PAPER	101.87
13891	VERIS ENVIRONMENTAL LLC	Biosolids Hauling	1,526.61
13891	VERIS ENVIRONMENTAL LLC	Biosolids Sampling	1,000.00
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	65.01
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES WWTP	77.25
10884	WORD OF MOUTH CATERING INC	SR MEAL PROGRAM 2/10-2/21	2,692.00

CASH ACCOUNT: 001000 101001 WARRANT: 030320 03/03/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
	116 INVOICES	WARRANT TOTAL	557,879.72

City of Louisville
COLORADO • SINCE 1878

City Council

Special Meeting Minutes

February 11, 2020
Library Meeting Room
951 Spruce Main Street
7:00 PM

Call to Order – Mayor Stolzmann called the meeting to order at 7:00 p.m. and the following members were present:

City Council:	***Mayor Ashley Stolzmann***
	Mayor Pro Tem Dennis Maloney
	Councilmember Kyle Brown
	Councilmember J. Caleb Dickinson
	Councilmember Deborah Fahey
	Councilmember Chris Leh
	Councilmember Jeff Lipton
Staff Present:	***Heather Balser, City Manager***
	Megan Davis, Deputy City Manager
	Kathleen Hix, Human Resources Director
	Meredyth Muth, City Clerk
Others Present:	***June Ramos, Facilitator***

DISCUSSION/DIRECTION – CITY MANAGER EVALUATION PROCESS

Mayor Stolzmann noted June Ramos has been hired to help the group with this process. The evaluation of the City Manager is one of the most important things the Council does in the year.

Ramos gave some information on her background and her role in this process. She stated she is hoping for understanding, commitment, and buy-in from everyone in this process. The goal is consensus on creating a tool for reviewing the City Manager that allows her to understand what the Council is looking for from her in the future.

Review process and timeline, along with roles and responsibilities

Ramos stated the process will include data for Council to review. This will include the Council's own data from experience and data from director's 360 degree reviews. This culminates on March 17 with an executive session for a performance review. From that

meeting a final document will be created for members to meet with the City Manager to discuss the results and compensation.

Members discussed the timing of how they will receive the data sets so that one set will not influence the other.

Ramos reviewed the schedule of the process and noted all information will funnel through her and be disseminated from her. The evaluation instrument will be send to Council by February 14 and will be due by February 24. Members will receive the compiled information for the March 17 executive session.

Compensation

Director Hix reviewed the City's compensation program including the pay philosophy and the peer cities used for comparison. Director Hix stated the compensation is included in the City's budget and all employees are eligible for merit increases each year. The goal is to attract good employees and retain them. She noted some changes made this year to retain employees, including a larger onetime bonus when a person has maxed out their pay scale, a richer family leave policy, increased tuition reimbursement, and increased bereavement leave.

Director Hix reviewed the annual compensation survey process used to make sure jobs, titles, and compensation are appropriate for each title.

Councilmember Fahey asked what other benefits outside of compensation are included for City Managers. Director Hix stated she will provide additional information on all the other types of benefits that might be included such as auto allowance, severance package, and retirement contributions.

Mayor Stolzmann asked if the same peer cities should be used for the City Manager or does the Council want to include other cities for this specific process.

Mayor Pro Tem Maloney stated he thinks the list of cities is sufficient. Councilmember Brown stated it would make sense to find similar cities outside the standard list as this is a unique position.

Councilmember Lipton would like to look at comparably sized cities with similar duties. Midrange communities, not Boulder and Broomfield.

Members decided to include Castle Rock, Superior, Lone Tree, Parker, and Windsor for this comparison.

City Manager Evaluation Tool

Ramos reviewed the proposed performance measure tool. She asked members who were here last year what they liked or didn't like so changes could be made if necessary. Mayor Pro Tem Maloney noted edits were made to the tool after last year's process in the hope that everyone uses the tool in the same way. Councilmember Lipton stated he liked the changes that simplified the tool.

Members noted the comments are needed to help people understand exactly what reviewers are thinking, if someone only gives a numerical rating it is not enough information.

Councilmember Brown noted the tool questions are very qualitative and subjective. He asked if in the future there could be some more measureable/quantitative goals. Members agreed that can be incorporated better in the goal setting for next year.

Councilmember Leh wanted to be sure people are using the tool equally. Members agreed the tool is to be used to start the conversation the Council will have in March; people will try to use it as consistently as they can.

Members discussed how the number scale should be interpreted and used.

Members discussed the weighting for the performance factors. Mayor Pro Tem Maloney noted strategic leadership, economic development, and budgeting/financial management have been weighted higher for this year.

Members agreed to use the ratings and weightings as presented.

360º Questions for Directors

Ramos stated she created a form for directors to complete that uses the performance factors the Council has agreed to. Members made formatting and language suggestions.

Members discussed what information the director's will get before completing the evaluation and confirmed the director's answers will be anonymous to the Council.

Members agreed to use the 360 process. Ramos will incorporate the feedback into the survey.

Self-Evaluation Form

Ramos stated her example is a compilation of similar forms from other cities. She noted it is meant to be a summary narrative of typical things such as accomplishments, successes around major issues or how they were solved, and target goals; what she sees for the next year. The response should be relatively short, two to four pages which gives enough information from the Manager that the Council can compare it to their experience and information.

Councilmember Brown would like City Manager to address her developmental areas and goals from the previous year. Members agreed.

Ramos confirmed this evaluation should be a discussion of results not simply list of activities.

Mayor Stolzmann stated if the City Manager has recommendations for quantifiable goals it should be included.

Ramos reviewed her next steps and process.

Public Comments

John Leary, 1116 LaFarge Avenue, stated he is concerned there are too many decision factors but the process is generally good.

Mayor Stolzmann reiterated the confidentiality of this process.

ADVANCED AGENDA AND IDENTIFICATION OF FUTURE AGENDA ITEMS

Members discussed the advanced agenda.

Councilmember Lipton moved to start the meeting on February 18 at 6 pm; Mayor Pro Tem Maloney seconded the motion. All in favor.

Members discussed if there are any options for the scheduling the upcoming metro district discussion.

ADJOURN

Members adjourned at 9:54 pm.

_____
Ashley Stolzmann, Mayor

_____
Meredyth Muth, City Clerk

City Council

Meeting Minutes

February 18, 2020
City Hall, Council Chambers
749 Main Street
6:00 PM

Call to Order – Mayor Stolzmann called the meeting to order at 6:00 p.m.

Roll Call was taken and the following members were present:

City Council:	***Mayor Ashley Stolzmann*** ***Mayor Pro Tem Dennis Maloney*** ***Councilmember Kyle Brown (arrived 6:05 pm)*** ***Councilmember J. Caleb Dickinson*** ***Councilmember Deborah Fahey*** ***Councilmember Chris Leh*** ***Councilmember Jeff Lipton***
Staff Present:	***Heather Balser, City Manager*** ***Megan Davis, Deputy City Manager*** ***Kurt Kowar, Public Works Director*** ***Rob Zuccaro, Planning & Building Safety Director*** ***Felicity Selvoski, Planner I*** ***Megan Pierce, Economic Vitality Director*** ***Meredyth Muth, City Clerk***
Others Present:	***Kathleen Kelly, City Attorney***

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

Mayor Stolzmann requested the order of the agenda be changed from what was published. She reviewed the new order and moved to approve the agenda as amended; seconded by Councilmember Lipton. All in favor.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA AND THE CONSENT AGENDA

Dave Sinkey, 712 Main Street, stated he had received very positive comments about the holiday lights this year helping to make downtown a destination. Also, he stated the more Council and staff learn about metro districts the better; he stated these tools are essential.

APPROVAL OF THE CONSENT AGENDA

Mayor Stolzmann called for changes to the consent agenda. Hearing none she asked for a motion to approve the consent agenda. Councilmember Lipton moved to approve the agenda; seconded by Fahey. All in favor.

A. ***Approval of Bills***
B. ***Approval of Minutes: February 4, 2020***
C. ***Approval of Professional Services Agreement for 2020 Performance Measures Refinement***
D. ***Approval of Meeting Schedule Changes***
E. ***Approval of Professional Services Agreement for 2020 Citizen Survey***
F. ***Approval of Appointment to the Historic Preservation Commission***

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

None.

CITY MANAGER'S REPORT

None.

REGULAR BUSINESS

PRESENTATION – BOULDER COUNTY CLERK AND RECORDER

Mircalla Wozniak gave a presentation on the upcoming 2020 election. She covered the election processes for the presidential primary, the senate and congressional primary, and the general election; important dates; the mail ballot process; and election security.

RESOLUTION NO. 15, SERIES 2020 – A RESOLUTION APPROVING AN AGREEMENT AMONG THE CITY OF LOUISVILLE, THE LOUISVILLE REVITALIZATION COMMISSION, AND THE LOUISVILLE FIRE PROTECTION DISTRICT FOR PROPERTY TAX TIF REVENUE SHARING

Economic Vitality Director Megan Pierce stated the agreement in the packet was approved by both the Revitalization Commission (LRC) and the Fire District and now needs Council approval before the LRC can take final action. She reviewed the terms of

the agreement as proposed which include payments of 25% of the TIF revenues on the original mill levy and payments of 100% of the newly approved 3.9 mill levy.

She noted the LRC has already budgeted for these payments in 2020. Payments would be collected through the end of the TIF with the last payment in 2034. She also noted the agreement identifies that these payments are subordinate to early agreements.

John Willson, Fire Chief from Louisville Fire Protection District, stated there are two questions for consideration with the agreement. The first question is will the City pass through the 3.9 mill levy increase that was just approved by voters for the Fire District; and will the LRC share back 25% of funds from the original TIF agreement.

Willson stated response time is key for the district and the recent mill levy increase will improve response times as the additional revenue can be used for a second, full-time engine crew; recruitment and retention of employees; and replacement of emergency equipment and apparatus. He noted the increase in workload the department is facing.

He noted this agreement does not guarantee a revenue source and will require annual approval. He noted the original creation of the Urban Renewal District did not consider payments to the Fire District.

Public Comments

Susan Loo, 1020 Willow Place, stated property tax is more stable that sales tax so a loss of property tax to the City has an impact. She stated the agreement with the County has a cap which this agreement does not. She stated the Council has no legal obligation to fund the Fire District and this would be taking money from the LRC and revitalization efforts.

Councilmember Lipton stated the LRC is looking at recalculating its budget to take into account expired PUDs and uncompleted projects; that estimate will be based on actual building permits so we know if the LRC budget is overstated. The LRC is not awash in money but is developing good revenue sources but not to the extent we may have once thought we would have. The LRC is now gaining traction on revitalization and infrastructure in the area and there are lots of projects to spend it on.

Mayor Pro Tem Maloney stated Council strongly supports the Fire District. He noted the LRC budget did have a placeholder for these payments if the ballot issue did not pass. He added the list of items the district wants to spend this on is the same list as what was used for the ballot issue. He stated he is having a hard time supporting this as the mill levy increase was approved and the LRC has its own uses for the funds.

Mayor Stolzmann stated she favors the resolution. The voters clearly support the Fire District and voters thought the increase in the urban renewal area would go to the District not the LRC. It is important to give the new mill levy to the District and she supports giving

the District the 25% share of the TIF revenue. The District continues to serve areas of the City that are in the Urban Renewal Area without getting funding from them.

Councilmember Dickinson stated his understanding was that if the mill levy did not pass then the City would consider this, but with the recent mill levy increase this is a different conversation. He feels the District should have asked for a slightly higher mill levy to cover this. He stated the LRC needs the funding as well.

Councilmember Lipton stated his assumption was that if the ballot issue passed this agreement would not be needed. This request is not what was represented to us six months ago.

Councilmember Leh stated the Fire District is simply trying to improve their situation. However, given the approval of the mill levy increase last fall he doesn't feel it is appropriate now to support this.

Councilmember Fahey stated the 3.9 mill levy should go to the Fire District but that the original TIF funding could be better spent on issues in the Revitalization Area.

Councilmember Brown stated the intent of voters is important and people intended for that mill levy increase to go to the Fire District. It is important to honor that and he supports approval of the resolution.

Councilmember Dickinson suggested adjusting the numbers to give the District some funds but not such a large percentage of the TIF funds.

Councilmember Brown suggested an agreement that would allow the District to get all of the new 3.9 mill levy and the LRC keep all of the original TIF funding.

Mayor Pro Tem Maloney stated he was uncomfortable making changes to the amounts on the dais without full information. Councilmember Lipton agreed and added new LRC revenue projections should be taken into consideration before making changes.

Mayor Stolzmann moved to approve Resolution No. 15; Councilmember Brown seconded the motion.

Mayor Stolzmann stated she supports the resolution and the share back of the 25% of the TIF particularly because if the District had asked for this when the URA was created they would have gotten it then. The 3.9 mills is a new tax the voters approved and she feels it should be passed through to the District.

Councilmember Lipton proposed a substitute motion to continue the item to May 19 when the new revenue projections for the urban renewal area are known and more information is available. Councilmember Fahey seconded.

Vote on substitute motion. All in favor.

RESOLUTION NO. 13, SERIES 2020 – A RESOLUTION APPROVING A BUSINESS ASSISTANT AGREEMENT WITH LINMARK, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE (COAL CREEK ACE HARDWARE)

Economic Vitality Director Megan Pierce stated Linmark, Inc. plans to open Coal Creek Ace Hardware. Linmark, Inc. is still negotiating to lease the space at 1375 East South Boulder Road. This site is currently unoccupied. The company projects retail sales at $11.1 million in first five years of operation and it plans to hire 10 to 15 employees at opening and grow to 20 to 25 jobs within five years.

Director Pierce stated the BAP meets the following program criteria: draws new customers; creates new sales tax; utilizes an existing building; brings new basic jobs to the City; represents job diversity; and brings a new retail outlet.

Director Pierce reviewed the proposed 40% rebate of sales tax revenue generated over the first five years. It also requires the tenant remain in the location for 10 years or they must repay a portion of the rebate.

Public Comments – None.

Mayor Pro Tem Maloney moved to approve Resolution 15; Councilmember Lipton seconded the motion.

Voice vote: all in favor.

CITY ATTORNEY'S REPORT

None.

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

ADVANCED AGENDA – Mayor Stolzmann noted there will need to be an executive session for property acquisition on March 3.

Mayor Pro Tem Maloney moved to add an agenda item to March 3 to appoint Mayor Stolzmann and Councilmember Dickinson to attend the 2020 convention of the International Council of Shopping Centers on behalf of the City Council; Councilmember Brown seconded – All in Favor.

Councilmember Brown would like Council to consider changing some of the standard language to be more inclusive.

COLORADO COMMUNITIES FOR CLIMATE ACTION – Councilmember Fahey stated CC4CA continues to monitor the State bills on banning single-use plastic and banning polystyrene as well as a new bill on pesticides and herbicides.

917 LAFARGE AVENUE – LANDMARK AND GRANT

RESOLUTION NO. 11, SERIES 2020 – A RESOLUTION DESIGNATING THE DAMIANA HOUSE LOCATED AT 917 LA FARGE AVENUE A HISTORIC LANDMARK

RESOLUTION NO. 12, SERIES 2020 – A RESOLUTION APPROVING A PRESERVATION AND RESTORATION GRANT FOR THE DAMIANA HOUSE LOCATED AT 917 LA FARGE AVENUE

Mayor Stolzmann asked for Council disclosures; hearing none she opened the public hearing.

Planner Selvoski stated this is a request for landmarking and a preservation and restoration grant for 917 La Farge Avenue. Built circa 1891, the home meets the age requirement as well as architectural significance and physical integrity requirements for landmarking. Selvoski reviewed the grant request and what it will be used for. Staff recommends approval of both the landmarking and the grant.

Applicant presentation, Josh Johnston, DAJ Design, reviewed the proposed changes.

Public Comments – None.

Councilmember Lipton moved to approve Resolution No. 11; seconded by Councilmember Fahey .

Mayor Stolzmann closed the public hearing.

Voice vote, all in favor.

Councilmember Lipton moved to approve Resolution No. 12; seconded by Councilmember Fahey.

Voice vote, all in favor.

Vote: Motion carried by unanimous roll call vote.

RESOLUTION NO. 14, SERIES 2020 IN RE THE ORGANIZATION OF THE REDTAIL RIDGE METROPOLITAN DISTRICT NOs. 1, 2, 3, AND 4 IN THE CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO, PUBLIC HEARING (advertised *Daily Camera* 1/28/20)

Mayor Stolzmann asked for Council disclosures; hearing none she opened the public hearing.

Director Zuccaro reviewed the 390-acre site and its history. In 2008, all of the existing buildings were demolished and a preliminary PUD was approved. It has since expired. The 2008 General Development Plan (GDP) still stands on the property.

He reviewed the current proposal. The applicant, Brue Baukol Capital Partners, requests approval of four Metro District Service Plans within the 390-acre boundary. This is associated with the proposed Redtail Ridge development which will include a separate application for a Comp Plan Amendment, GDP, and Preliminary and Final Plat. The project includes up to 5.8M sq ft of building area to include multi-family residential, senior living residential, and commercial/office development.

The Metro District service plans reflect that proposal. The applicant requests consideration of the Service Plans prior to City Council review of the Comp Plan Amendment, GDP Amendment, and Final Plat due to the developer's desired timing for a special election and to allow the potential start of development later this year. Council approval of the service plans is required before the election can be held.

Director Zuccaro reviewed the service plan proposal which includes four districts to collectively finance capital costs for development; a maximum total of 60 mills – 50 mills for capital improvement debt and 10 mills for operations and maintenance; and a maximum term of debt set at 40 years from first debt issuance. The total capital improvement cost estimate is $178M with $135M funded by the Metro District.

He noted there is a provision that the Districts cannot issue debt until a comp plan amendment and the final plat are approved by City Council.

There is a total debt cap of $168,750,000. Upon formation of the Districts there is a requirement the Districts enter into an Intergovernmental Agreement (IGA) with City. The IGA contemplates ongoing landscaping maintenance in City rights-of-way and funding Transportation Demand Management (TDM) programing. The Financial Plan shows debt issued in 2020, 2023 2028, and 2038 and cannot bear interest over 18%. And, the Districts may impose fees and special assessments within the District boundaries.

Director Zuccaro stated the criteria the Council can consider this evening are from C.R.S 32-1-202(2) and CRS 32-1-203.

Staff finds the criteria are met that with the provisions in Sec. VII.A. of the Service Plans that do not allow imposition of the mill levy and issuance of debt without later Council approval of a Comprehensive Plan Amendment, Final Plat, and Service Plan Amendment. Requiring later approval allows verification that the cost estimates are

supportable and that the Districts can provide services as required under the State Statutes. He noted Council can approve, disapprove, or continue this item tonight.

Mayor Pro Tem Maloney noted this approval is being sought prior to the comp plan and plat. He asked what the downside is doing it this way. Director Zuccaro stated the plan itself needs to clarify needs and costs. This is why staff included a requirement that the applicant formally amend the service plan and get Council sign off after those approvals. This will make sure the financial information concurs with final development plans.

Councilmember Lipton asked which entity would have responsibility for the various improvements. Director Zuccaro stated infrastructure would be turned over to the City but the Districts would provide ongoing maintenance for medians and funding TDM costs. Councilmember Lipton asked where in the process this will be determined. Director Zuccaro stated the final plat will identify this in a subdivision improvement agreement.

Applicant Presentation Jeff Baukol, Brue Baukol Partners, gave background about their company and their experience with metro districts. He stated the need for the District is to cover the improvements on the large site which are estimated to be over $178 million. He noted all taxes from the District must be spent on public improvements in the District. He noted the request for the District is coming now to allow for a May election.

He noted these considerations 1) as proposed, there will be no individual homeowners in the District to be taxed; 2) the Inclusion Area is set to the existing ConocoPhillips property boundary; and 3) the largest tenants account for 38% of the land and they are aware of the District's financial responsibilities; this assures the new growth is paid by those in the District. There is no tax burden to anyone outside the District.

Baukol stated only taxpayers within the Districts are subject to District debt and there is no tax burden on residents and businesses outside of the District. He stated each district will have its own board but will coordinate the installation of public improvements.

Baukol reviewed the accountability limits on the District's powers and the financial organization. He noted no debt can be issued until the GDP is approved. If the GDP is not approved, the Districts are dissolved. He added all construction must comply with City standards and meet competitive bidding laws.

He noted the rules around accountability and transparency for the Districts including public meeting and reporting requirements.

Baukol added the mill levy rates are in line with those of neighboring metro districts.

Public Comments

David Sinkey, 712 Main Street, stated these districts are complex but they are not evil. All people investing in to the District will know what they are getting into. He added

developers would not use this tool if there were good alternatives and added Council will have many chances to control this process. He asked Council not to hold this up.

Jerome McQuie, 972 St Andrews Lane, stated his concerns are approving the metro district prior to the GDP. He feels Council should wait until they have final information. He stated some items give him pause including the cost of infrastructure; issuing bonds for such a long period; and not knowing specifics about what those bonds are for. He stated that just because this is legal does not make it the right thing to do.

Tom DeLorey, 587 Augusta Lane, stated his concern that the language in the plan allows the boundary to be adjusted at a later date with the City Council's approval. He is concerned neighborhoods could be added at a later date without resident approval.

Debra Baskett, 730 West Willow Street, stated she has 30 years as a transportation planner and has a large interest in this. She stated she supports the service plans; the project will support the community and the Council has sufficient guardrails to guide this and make sure the community is protected in the process.

Brian Topping, 1550 White Violet Way, stated the proper guardrails are in place and it would be better to avoid a situation where the development doesn't happen at all. The project is important to Louisville and to real estate values. The protections in place are enough and he supports it.

James Driessen, Medtronic, stated Colorado is a part of Medtronic's vision to advance their growth and improve operational efficiency. He stated they want to increase their campus in Louisville and increase their ability to attract and retain employees in this area. He recognizes this is an important project to the community.

Isaac Sendros, Avista Hospital CEO, stated ease of access to the hospital is key. Avista's two entrances are restricted; connecting Campus Drive to Tape Drive would be a benefit to the community, patients, and employees. He added the potential for senior living on the site is necessary to meet the needs of the community. Avista supports the project.

Deb Armstrong, 541 North Manorwood Lane, supports this project. She stated getting in and out of the high school is a nightmare and this metro district is key to improving that access and is a benefit to the community. This will give people another reason to live here and will be a boost to the community.

Heather Martin, 120 South Warbler Court stated she supports the resolution and having this Medtronic facility in the community will benefit economic vitality. There are many problems getting into and out of Monarch High School so the infrastructure is needed. Connecting Superior into Louisville would also be a perk for downtown Louisville.

Glenn Segrue, BVSD Planner, stated access on Campus to 88th is a bottleneck for both Monarch schools and all users are affected by this. BVSD has devoted time and

resources to this but has not found a good solution. Emergency access is also a concern. The only true answer is connecting Campus Drive through to 96th street to open multiple routes to the schools. The applicant has listened well to BVSD's concerns and BVSD hopes to see this to project to fruition.

Cindy Bedell, 662 West Willow Street, stated she supports disapproval of the resolution. We don't know what impact it could have; it would be speculative to approve these without a full evaluation of the GDP and Comp Plan amendments. Additionally, she would like Council to consider the fate of the wildlife on this property.

Janet McSmith, 882 West Mulberry Street, stated we need to recognize growth will happen and make wise decisions. Think is a great opportunity that should move forward.

Mayor Stolzmann recommended using the four criteria from the state statutes to frame the conversation. She noted the statute states the City Council shall disapprove the Service Plans unless the applicants provide evidence satisfactory to the Council of each of the following criteria.

(a) There is sufficient existing and projected need for organized service in the area to be serviced by the proposed special district.

Councilmember Dickinson stated he has no doubt there is need for infrastructure at this site.

Councilmember Fahey asked if this is approved tonight and the GDP is not developed would this approval apply to other applicants. Attorney Kelly stated there is a sunset provision in the plan addressing dissolution; it provides that if no bonds are issued within five years of approval of the service plan the Districts would be dissolved.

Mayor Stolzmann stated that without having the GDP in front of her she does not have enough information to know what is needed on the site therefore she does not feel this criteria is met.

Mayor Pro Tem Maloney stated he too is frustrated by looking at this without the GDP but he stated he is open to purposeful development on the property and he agreed with Councilmember Dickinson that the existing infrastructure is not sufficient.

Councilmember Brown also noted he is frustrated by not having the GDP to fully understand what the future needs really are. He stated at this point it is inappropriate as a Council to bind the City without that information.

Councilmember Leh stated he agrees the timing is poor but he appreciates the developer is trying to keep things moving forward. The problem he sees on this criteria is that of course there is a need for services but no one knows what exactly that need is. Without seeing the full plans it is hard to say there is evidence of need for services.

Councilmember Dickinson stated there is clearly a level of discomfort by not having the GDP. He asked the applicant why they are asking for this without the GDP ready. Maryann McGeady, stated state statute does not allow a debt question except at certain elections due to the TABOR amendment. The applicant needs to finance the development as soon as they can after land use approval but cannot do that until the election is held. This skeletal plan provided here has many more details than many other plans at this stage in the process. She added the current infrastructure on the property would not be sufficient for what is allowed under the existing zoning.

Mayor Pro Tem Maloney stated the staff report notes more than 5.8 million sf of development is expected; this is more than twice what was approved in 2009. To say there is no evidence in here to support this doesn't seem right.

(b) The existing service in the area to be served by the proposed special district is inadequate for present and projected needs

Councilmember Dickinson stated it is clear it will be needed; there is not service for what is there and more than that will be needed.

Mayor Stolzmann stated she feels many of these services are duplicative of existing services. She is not comfortable giving the power of policing to a special district. She stated the same for fire, mosquito control, covenant enforcement, transportation improvements, and park and recreation improvements.

Councilmember Lipton stated for any development on this site there is a need for organized services. Two significant neighbors the school district and the hospital say what exists today is inadequate. They need services and infrastructure. Our intent has always been for the user to finance additional services. This is not going to be a single user site anymore so there must be a way fund these services.

Mayor Stolzmann asked if Councilmember Lipton wants to extend these types of powers to the District. Councilmember Lipton stated his understanding of the plan is that the District would provide an additional layer of security to the Police Department and for Fire. It would help finance improvements that would be dedicated to the City. That can be clarified and cleaned up.

Councilmember Dickinson stated the documents read to him that they would be building a police and fire annex that would be a benefit to the City.

Councilmember Fahey stated currently there is an almost nonexistent need for services on that site but if there are new buildings the calls for service will increase.

Mayor Stolzmann stated she is uncomfortable granting security services authority to a special district. The City is not obligated to grant all of these authorities to the District

and the City should be careful what authority and power we give up to another governmental entity. She is also concerned by of the additional condemnation power the District would have.

Councilmember Leh stated that without seeing the GDP and Comp Plan amendments, it is hard to say the criteria is met. He wants to make sure we are following the law and he asked if this is the quality of evidence we need to judge this criteria. Attorney Kelly stated this is the evidence presented by the applicant and the Council will have to weigh the evidence and make a determination based on what they have tonight.

Councilmember Leh asked if the City Attorney feels that threshold has been met. City Attorney Kelly stated yes; it comes down to the provisions in the plan that anticipate that future land use approvals must occur and that future service plan amendments require Council approval.

Councilmember Leh stated with that he feels criteria one is met.

Mayor Pro Tem Maloney stated that in reviewing the service plans all of the powers are subject to an IGA with the City. If the City does not want to give those powers it can be addressed when we consider the IGA specifics.

(c) The proposed special district is capable of providing economical and sufficient service to the area within its proposed boundaries.

Mayor Stolzmann suggested amending the language in Section VG regarding Inclusion/Exclusion language. She suggested amending it as follows:

> The Districts shall not include within any of their boundaries any property outside the Service Area ~~without the prior written consent of the City~~, nor shall it exclude any property from the District ~~without the prior written consent of the City~~.

Councilmember Lipton stated he supports the spirit of that suggestion but asked if there are legal implications to making this change for the applicant.

McGeady stated this language was included because sometimes the legal descriptions miss a small amount of property so this allows a way to fix those errors and also allows for an owner to buy additional property to include. She noted that under state statute even with city approval, the district cannot unilaterally include properties without property owner consent. The applicant supports this language amendment.

Councilmember Dickinson stated his understanding is that special districts can only annex and add properties with the owner’s permission. He feels keeping this language adds another layer of security by requiring districts also get City approval.

Mayor Stolzmann stated removing this language makes it clear the intent is not to include a neighborhood. She noted a future Council could approve a service plan change to allow for adding additional areas. Attorney Kelly stated the service plan has limitations on inclusion and exclusion powers under state law. As written, any addition of property would require City approval as well as written approval from property owners.

Councilmember Lipton asked how a service plan amendment would happen. City Attorney Kelly stated the same process for this initial approval would be used.

(d) The area to be included in the proposed special district has, or will have, the financial ability to discharge the proposed indebtedness on a reasonable basis.

Mayor Stolzmann asked Jim Manire, the City's financial consultant, if he had evaluated whether or not the development timeline was reasonable and if there was market support for what is proposed. Manire stated his review does not include a market study but rather evaluates the consistency of the debt plan with respect to the projections provided.

Mayor Stolzmann asked if all of the districts are equally loaded or is one district more important to pay the debt. He stated the financing plan should be viewed as a possible execution of a debt plan but not the final plan.

Mayor Stolzmann stated looking at the distribution of development across the districts it seems 2 and 3 have good plans but 4 has a lot yet to be determined with the majority of the debt coming from that district. The way she reads it there is not sufficient evidence the debt can be repaid when the majority is in this one district and there is no market study to support the numbers.

Councilmember Brown asked Manire if his analysis takes the applicant's information at face value and assesses if the numbers presented will work. Manire stated yes, he is working with the numbers presented by the developer.

Councilmember Brown asked the City Attorney if it is correct that in the end the financial plans may or may not be executed as presented here. City Attorney Kelly stated that is correct.

Councilmember Lipton stated he has never seen a market study loooking out more than five years that ended up exactly as presented. This will probably develop differently than any market study given today. That is the normal process.

Councilmember Lipton asked what is the risk to the City if the market changes and it doesn't develop as proposed. Attorney Kelly stated from a legal standpoint any debt taken on by the District is not associated with the City and does not put the City at risk.

Kim Crawford, Butler Snow (City's public finance counsel), stated none of the District's debt is the City's debt. The downside of it not developing or it not proceeding as planned means there is likely a downturn in the market that is detrimental to everyone. For the applicant to issue bonds they have to present the plans to bond counsel and no bond counsel is going to recommend proceeding unless they can demonstrate appropriate cash flow. The developer is trying to guess right now what they can do with the property over time and basing the numbers on that.

Councilmember Dickinson stated the risk for the developer is that they can't get anyone to invest in the project and nothing happens; the risk for the investor is they won't earn a profit on the project; the risk for land owners is that the mill levy may increase way beyond what is now anticipated. However, there is no risk for the City or its residents. He stated he is comfortable that the risk is not the City's.

Mayor Stolzmann asked staff when the financial information was submitted. Director Zuccaro stated staff has been working on the project as a whole for many months, but the financial numbers were submitted about a month ago.

Councilmember Brown is concerned the rent of senior housing on the site would be affected by a large mill levy. He is worried the developer is not bound to a particular development plan at this time. He is also worried that at some point the developer would need to build single family homes to discharge the debt.

Councilmember Dickinson noted the City would have to approve such a change and that is not the pulse of this Council.

Mayor Stolzmann stated she is concerned about risks of incomplete infrastructure if the District is unable to perform their duties. She has concerns about condemnation authority being given to the District and there being condemnation of City facilities through that. She feels this has not been adequately reviewed to know if the City is protected or not. She believes there are other potential risks for the City. She added this proposal has a presumed land use mix, but if it doesn't develop as proposed there will be pressure to change land use.

Councilmember Lipton asked if the residential senior housing would be individually owned or part of a complex. Bakaul stated the proposal has no individually owned residential. Councilmember Lipton stated these would all be rentals and rental rates can be affected by the taxes, but this is not the same as some districts we have heard about where individual homeowners have been directly affected.

Public Comments

John Leary, 1116 Lafarge Avenue, stated the request is to zone the property for senior living, but it is not for a specific type of senior housing. He stated the first two criteria are intuitive and require a lower level of evidence but the second two require proof. If the

assumptions are right it will work but if the assumptions are wrong it won't. Council needs that information to make this decision. He feels the senior housing that is being proposed will be very expensive and will only target a very small section of the City's senior population.

Tom Delorey, 587 Augusta Lane, stated he would prefer clear language that the District is never going to annex outside the service area.

Mayor Stolzmann stated it is unfortunate Council is trying to do this without the GDP. If she had a GDP with details it would be easier to approve a service plan with concrete information and to understand whether or not it is reasonable. With that information lacking tonight, she doesn't feel any of the criteria are satisfied. She asked if Council would be interested in continuing this until there is a GDP to consider.

Mayor Pro Tem Maloney moved to approve Resolution No. 14; Series 2020; Councilmember Dickinson seconded the motion.

Councilmember Brown stated he is supportive of something like this development on this site, but he stated he does not see satisfactory evidence the criteria are met. The applicants have not provided sufficient evidence and the information is entirely speculative. He stated he cannot bind the City to development plans we have not seen. As State law stated the Council shall disapprove this unless satisfactory evidence is presented, he feels he must vote no.

Councilmember Fahey agreed with Brown; without a GDP to understand the details she stated she cannot vote yes in good conscious.

Councilmember Lipton stated that approving this tonight does not approve the GDP or implicitly imply we will approve the land uses. There are guard rails in place and no bonds will be issued before we see the GDP. All it does is allow for an election. He stated he doesn't think a market study will give any revelations about the property and there are enough safeguards in place for this to proceed. He noted the bond issuers will review these at a level we never will. The framework is there and he stated he is willing to move forward with the understanding we are still in control of this process and the final land use. By delaying this tonight we may delay some very good things for the community for no reason. He stated he is willing to support it tonight subject to the Mayor's earlier proposed minor change.

Councilmember Dickinson stated everyone would rather have the GDP first but that would delay the project by six months. He noted Council can approve this today and deny the GDP later if it doesn't meet our standards. Approving this only allows an election; there is no risk to the City now. We have the power to make changes later; we should not hold them up for six months.

Mayor Stolzmann stated she feels the law requires denial tonight. She stated the applicant could have brought forward materials in whatever order they wanted to and they chose this order and there is not sufficient evidence by doing it in this order.

Mayor Stolzmann offered a friendly amendment for language changes for all four service plans to include the following:

1. Revise Section V.A.7 to authorize mosquito control services only pursuant to an intergovernmental agreement with the City.

2. Revise Section V.B.3 to authorize covenant enforcement only pursuant to an intergovernmental agreement with the City.

3. Revise the second sentence of Section V.G to read as follows: "The Districts shall not include within any of their boundaries any property outside the Service Area ~~without the prior written consent of the City~~, nor shall it exclude any property from the District ~~without the prior written consent of the City~~."

4. Revise the fourth paragraph of Section VII.A to read as follows: "The build-out assumptions in the Financial Plan assume the Comprehensive Plan Amendment filed in June 2019 with the city, is approved in 2020. The District shall not impose a mill levy, impose any Fees, ~~or~~ issue Debt, impose a special assessment, or exercise condemnation until a Comprehensive Plan Amendment is approved that allows for the build-out assumed in the Financial Plan.

5. Revise Section VII.E to read as follows: "The District may impose a mill levy ~~as a primary source of revenue~~ for repayment of debt service and for operations and maintenance. ~~The District may also rely upon various other revenue sources authorized by law. At the District's discretion, these may include the power to assess Fees, rates, tolls, penalties, or charges as provided in Section 32-1-1001(1), C.R.S., as amended from time to time.~~ In no event shall the debt service mill levy in the District exceed the Maximum Debt Mill Levy, except as provided in Section VII.C above."

6. Revise Section VIII.B to require the following additional information be included as part of the annual report:

   11. A list of Board of Directors with names, phone numbers, addresses, date elected, conflicts of interest, and disclosure of any felonies.

7. Revise Section X.2 to read as follows: "All meetings of the Board of Directors shall be held in Louisville in locations that are accessible and open to the public.

8. Revise Section XII to strike subsections 5-9.

Mayor Pro Tem Maloney accepted the friendly amendments, Councilmember Dickinson accepted the friendly amendments.

Mayor Pro Tem Maloney stated everyone is trying to do their best to interpret state law and he feels his interpretation is in line with the intent of the State law. The Council still has safeguards when we approve or deny the GDP, Comp Plan amendment, service plan amendments, and others. If the financial analyst had found anything that was not normal and customary he would have told us. All we are doing tonight is creating an opportunity to work through all the details; we have options to deny later in the process. As to residential development over time, who knows what will happen 10-20 years from now; it might be in the City's best interest to have more housing. To do something that encumbers the City in the long term makes no sense.

Councilmember Leh asked for clarification on Section XII of the plans and if findings are needed on those criteria. Director Zuccaro noted these sections of the state statute are applicable to counties, not municipalities. Attorney Kelly agreed those sections are meant for counties and staff has not addressed those criteria in the staff report.

Councilmember Leh made a friendly amendment that Section XII 5-9 be stricken for each of the four districts. Mayor Pro Tem Maloney and Councilmember Dickinson agreed to the amendment.

Councilmember Leh stated having heard the discussion tonight, he feels there is enough evidence for criteria A-D to support approval of the plan. He stated no one is at fault for the timing predicament. He would like to keep it alive at this point knowing we have the option later to deny a service plan amendment if it is not in the City's favor.

Mayor Stolzmann closed the public hearing.

Vote: Motion passed 4-3; Councilmember Fahey, Mayor Stolzmann, and Councilmember Brown voting no.

Councilmember Lipton left the meeting at 9:47 pm.

ORDINANCE NO. 1791, SERIES 2020 – AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE LOUISVILLE MUNICIPAL CODE REGARDING WATER AND SEWER TAP FEES – 2ND READING, PUBLIC HEARING (advertised *Daily Camera* 1/26/20) – *continued from 2/4/20*

Mayor Stolzmann reopened the public hearing and asked for disclosures. No disclosures.

Director Kowar reviewed the proposed changes from the last meeting and input from the City Water Attorney.

Public Comments – None.

Mayor Pro Tem Maloney asked for a change in 2E to make the language gender neutral; otherwise he supports it as amended. Councilmember Brown agreed.

Public Comments – None.

Mayor Pro Tem Maloney moved to approve Ordinance No. 1791 with his amendment; seconded by Councilmember Leh.

Vote: Motion carried by unanimous roll call vote.

ADJOURN

Members adjourned at 9:50 pm.

_____
Ashley Stolzmann, Mayor

_____
Meredyth Muth, City Clerk

SUBJECT: **APPROVAL OF RESOLUTION NO. 16, SERIES 2020 – A RESOLUTION APPROVING A FIRST AMENDMENT TO BUSINESS ASSISTANCE AGREEMENT WITH DUDA, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE**

DATE: **MARCH 3, 2020**

PRESENTED BY: **MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR**

SUMMARY:
On January 7, 2020, the City Council approved a Business Assistance Package (BAP) with Duda, Inc. (Resolution No. 7, Series 2020). The company was considering Louisville as one of its possible existing offices that it might seek to expand to accommodate its growth trajectory. Staff now requests City Council action to amend the original agreement related to timing of the project.

DISCUSSION:
Following approval of Duda Inc.'s BAP in January, staff continued interacting with their team to learn about intent and timing. Duda's leadership met in February to determine if their planned expansion should occur at their company headquarters in Palo Alto, California, or in Louisville at 1025 Cannon Street.

Their approved business assistance is for 50% rebates of Building Permit Fees and Construction Use Tax—anticipated to be approximately $7,353 based upon the value of improvements. The agreement includes a $10,000 cap on the amount of assistance. The current agreement becomes void if the company does not complete its planned improvements by August 31, 2020 or does not remain in business there for five years after receiving a Certificate of Occupancy for the project.

The company plans to move forward with the expansion of its Louisville office—adding 6,200 square feet of office in Suites E and F at 1025 Cannon Street. However, they anticipate performing the expansion later in 2020 than originally contemplated. They have requested to amend the agreement for completion of improvements from August 31, 2020 to December 31, 2020.

The attached first amendment to the business assistance agreement does not include any other changes from what was originally approved.

FISCAL IMPACT:
There is no specific fiscal impact related to the first amendment of the agreement.

PROGRAM/SUB-PROGRAM IMPACT:
The recommended Business Assistance Agreement supports the Business Retention & Development sub-program objective to retain a diverse mix of businesses that provide good employment opportunities for Louisville residents.

RECOMMENDATION:
Staff recommends City Council approve the Resolution approving a first amendment to the Business Assistance Agreement with Duda, Inc.

ATTACHMENTS:
1. Resolution Approving a First Amendment to Business Assistance Agreement
2. Business Assistance Agreement

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☒	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

RESOLUTION NO. 16
SERIES 2020

A RESOLUTION APPROVING A FIRST AMENDMENT TO BUSINESS ASSISTANCE AGREEMENT WITH DUDA, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

WHEREAS, the successful attraction and retention of quality development to the City of Louisville provides employment opportunities and increased revenue for citizen services and is therefore an important public purpose; and

WHEREAS, it is important for the City of Louisville to create and retain high-quality jobs and remain competitive with other local governments in creating assistance for occupancy of commercial space in the City; and

WHEREAS, Duda, Inc. plans to expand its office operations in Louisville in 2020; and

WHEREAS, by Resolution No. 7, Series 2020, the City Council approved a Business Assistance Agreement between the City and Duda, Inc. (the "Agreement"); and

WHEREAS, due to a delay in the construction schedule for its expansion plans within the City, Duda, Inc. has requested the Agreement be amended as set forth in the First Amendment to Business Assistance Agreement, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the City Council finds that the proposed First Amendment to Business Assistance Agreement is consistent with and in furtherance of the business assistance policies of the City, and desires to approve the Agreement and authorize its execution and implementation.

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

1. The proposed First Amendment to Business Assistance Agreement between the City of Louisville and Duda, Inc. (the "First Amendment") is hereby approved in essentially the same form as the copy accompanying this Resolution.

2. The Mayor is hereby authorized to execute the First Amendment on behalf of the City Council of the City of Louisville, except that the Mayor is hereby granted the authority to negotiate and approve such revisions to said First Amendment as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the First Amendment are not altered.

3. City staff is hereby authorized to do all things necessary on behalf of the City to perform the obligations of the City under the Agreement, as amended by the First

Amendment, including but not limited to funding and implementation in accordance with and upon performance of the terms thereof.

PASSED AND ADOPTED this 3rd day of March, 2020.

_____
Ashley Stolzmann, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

EXHIBIT A

Copy of First Amendment to Business Assistance Agreement

FIRST AMENDMENT TO BUSINESS ASSISTANCE AGREEMENT FOR DUDA, INC. IN THE CITY OF LOUISVILLE

THIS FIRST AMENDMENT TO BUSINESS ASSISTANCE AGREEMENT FOR DUDA, INC. IN THE CITY OF LOUISVILLE ("First Amendment") is made and entered into as of the _____ day of _____, 2020, between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the "City"), and DUDA, INC. (the "Company"), a California corporation.

WHEREAS, by Resolution No. 7, Series 2020, the City Council approved a Business Assistance Agreement for Duda, Inc. (the "Agreement") to provide certain business assistance in connection with tenant improvements associated with Company's office expansion (the "Project") at 1025 Cannon Street, Louisville, Colorado (the "Project Location"); and

WHEREAS, the Company intends to expand their existing office space and make tenant improvements within an existing building at the Project Location; and

WHEREAS, the Company plans for the Project to generate new quality jobs, including those that represent job diversity in a growing industry within the City; and

WHEREAS, the Company's planned construction schedule for the expansion has been delayed, with completion now expected by December 31, 2020 instead of August 31, 2020; and

WHEREAS, the City Council finds the execution of this First Amendment to extend the completion date and the period for building permit rebates and use tax rebates on construction materials will serve to provide benefit and advance the public interest and welfare of the City and its citizens by securing this economic development project within the City.

NOW THEREFORE, in consideration of the mutual promises set forth below, the City and Company agree as follows:

Section 1. Section 1 of the Agreement is hereby revised to read as follows (words to be deleted ~~stricken~~; words to be added underlined):

1. Building Permit Fee Rebates. The City shall rebate to the Company 50% of the building related permit fees for the Project, required under Louisville Municipal Code, section 15.04.050 and section 108.2 of the International Building Code as adopted by the City for the Project, for the period from execution of this Agreement and ending ~~August 31, 2020~~ December 31, 2020.

Section 2. Section 2 of the Agreement is hereby revised to read as follows (words to be deleted ~~stricken~~; words to be added underlined):

2. Use Tax Rebate-Construction. The City shall rebate to the Company 50% of the Construction Use Tax on the building materials for the Project, required under Louisville Municipal Code, section 3.20.300, excluding all revenues from the Open Space Tax, Historic Preservation Tax, and Recreation Center Tax for the Project, for the period from execution of this Agreement and ending ~~August 31, 2020~~ December 31, 2020.

Section 3. Section 8 of the Agreement is hereby revised to read as follows (words to be deleted ~~stricken~~; words to be added underlined):

8. Termination. This Agreement shall terminate and become void and of no force or effect upon the City if, by ~~August 31, 2020~~ December 31, 2020, the Company has not completed the Project as described in the Company's application for business assistance (as evidenced by a successful final inspection for the Project); or should fail to comply with any City code.

Section 4. Except as amended by this First Amendment, the Business Assistance Agreement with Duda, Inc. shall remain in full force and effect in accordance with its terms.

This First Amendment is enacted this _____ day of _____, 2020.

DUDA, INC.
A California corporation

By: _____
Itai Sadan
CEO

CITY OF LOUISVILLE

_____
Ashley Stolzmann
Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

SUBJECT: **APPROVAL OF RESOLUTION NO. 17, SERIES 2020 – A RESOLUTION APPROVING AN AGREEMENT WITH ARCH 11, INC. FOR LOUISVILLE HISTORICAL MUSEUM DESIGN SERVICES**

DATE: **MARCH 3, 2020**

PRESENTED BY: **SHARON NEMECHEK, DIRECTOR OF LIBRARY & MUSEUM SERVICES**

SUMMARY:

In 2004, pursuant to a grant from the Institute of Museum and Library Services, visiting museum experts assessed the Museum as part of the Conservation Assessment Program (CAP). The CAP Report encouraged the City to increase storage space and staffing levels. In particular, it recommended creating a viable collections center in a new, purpose built facility on the site of the old two-story building.

In 2014, funded by the City of Louisville in partnership with the Louisville History Foundation, Metcalfe Architecture & Design conducted a Needs Assessment of the Museum. Metcalfe proposed the construction of a building that would serve as a visitor center and provide space for programs, meetings, exhibits, archival storage and staff offices.

In 2017, The Roybal Corporation was selected to create a conceptual design based on the Museum's Master Plan. This conceptual design was presented to the Louisville City Council on December 5, 2017. Both the Master Plan and conceptual design planning included significant public input from stakeholders and the community.

In 2018, City staff and City Council agreed to set aside funds in the 2020 budget to proceed with schematic design. This contract will cover that work. City staff and representatives from the Historical Commission and the History Foundation selected Arch11 as the firm to work with on this project. Arch11 will prepare and deliver schematic design documents for a Museum Center building based on the Museum Campus Master Plan, the Conceptual Design Plan and the City's Mission, Vision and Values. They will provide an estimated budget for the final project, including the Museum Center building and any additional changes to the site and to the historic structures currently occupying the site. They will deliver estimated annual operational and life cycle costs for the expanded museum campus.

To accomplish this Arch11 will engage residents in a vibrant public participation and input process, host regularly scheduled monthly meetings with City staff, provide

progress updates for posting on the City's Website, and ultimately present the final schematic design plan and estimated costs to City Council and other stakeholders.

FISCAL IMPACT:
Not to exceed the budgeted amount of $165,400.

PROGRAM/SUB-PROGRAM IMPACT:
This project aligns with the Louisville Historical Museum's strategic goal to refine and promote the vision for the future of the museum campus. Expanding the museum campus will allow staff to better preserve the history and material culture of Louisville, and provide a welcoming space where people of all ages and abilities gather to share stories and celebrate our history.

RECOMMENDATION:
Staff recommends approval of Resolution No. 17, Series 2020.

ATTACHMENT(S):
1. Resolution No. 17, Series 2020
2. Professional Services Contract with Arch11
3. Museum Campus Master Plan
4. Conceptual Design Plan

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☒	**Vibrant Economic Climate**	☒	**Quality Programs & Amenities**
☒	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

RESOLUTION NO. 17
SERIES 2020

A RESOLUTION APPROVING AN AGREEMENT WITH ARCH 11, INC. FOR LOUISVILLE HISTORICAL MUSEUM EXPANSION DESIGN SERVICES

WHEREAS, there has been proposed an agreement for consulting services under which Arch 11, Inc. would provide schematic and 30% designs for the Louisville Historical Museum expansion project; and

WHEREAS, the City Council finds that the proposed agreement is in the best interests of the City and its citizens;

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

Section 1. The Agreement for Consulting Services between the City of Louisville and Arch 11, Inc. ("Agreement") for schematic and 30% designs for the Louisville Historical Museum expansion project is hereby approved in substantially the same form of such Agreement that accompanies this Resolution.

Section 2. The Mayor and City Clerk are hereby authorized to execute the Agreement, and the Mayor is hereby further authorized to negotiate and approve such revisions to the Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

PASSED AND ADOPTED this 3rd day of March, 2020

_____
Ashley Stolzmann, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

AN AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE AND ARCH 11, INC. FOR CONSULTING SERVICES

1.0 PARTIES

This AGREEMENT FOR CONSULTING SERVICES (this "Agreement") is made and entered into this 3rd day of March, 2020 (the "Effective Date"), by and between the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the "City", and Arch 11 Inc., a Colorado corporation, hereinafter referred to as the "Consultant".

2.0 RECITALS AND PURPOSE

2.1 The City desires to engage the Consultant for the purpose of providing schematic design/30% design documents for the Louisville History Museum expansion services as further set forth in the Consultant's Scope of Services (which services are hereinafter referred to as the "Services").

2.2 The Consultant represents that it has the special expertise, qualifications and background necessary to complete the Services.

3.0 SCOPE OF SERVICES

The Consultant agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit "B" and incorporated herein by reference.

4.0 COMPENSATION

4.1 The City shall pay the Consultant for services under this agreement a total not to exceed the amounts set forth in Exhibit "C" attached hereto and incorporated herein by this reference. Services performed on an hourly basis shall not exceed the hourly rates set forth in Exhibit "C". The City shall not be billed on a per-task basis for Services performed under this Agreement. The City shall not pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.), unless such expenses are (1) clearly set forth in the Scope of Services, and (2) necessary for performance of the Services ("Pre-Approved Expenses"). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Consultant's efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside consultant fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any services which exceeds the amount payable under the terms of this Agreement.

4.2 The Consultant shall submit monthly an invoice to the City for one-fifth (1/6) of the Architectural Base Fee ($26,667) (defined in Exhibit "C") until the Consultant has been paid a total of one hundred and sixty thousand dollars ($160,000). Such monthly invoice

shall also include a billing for Additional Services rendered, and a detailed expense report for Pre-Approved Expenses, incurred during the previous month, if any. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Consultant shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5.0 PROJECT REPRESENTATION

5.1 The City designates Sharon Nemechek as the responsible City staff to provide direction to the Consultant during the conduct of the Services. The Consultant shall comply with the directions given by Sharon Nemechek and such person's designees.

5.2 The Consultant designates E.J. Meade as its project manager and as the principal in charge who shall be providing the Services under this Agreement. Should any of the representatives be replaced, particularly E.J. Meade, and such replacement require the City or the Consultant to undertake additional reevaluations, coordination, orientations, etc., the Consultant shall be fully responsible for all such additional costs and services.

6.0 TERM

6.1 The term of this Agreement shall be from the Effective Date to October 31, 2020, unless sooner terminated pursuant to Section 13, below. The Consultant's Services under this Agreement shall commence on the Effective Date and Consultant shall proceed with diligence and promptness so that the Services are completed by September 15, 2020, consistent with the City's requirements.

6.2 Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. All financial obligations of the City under this Agreement are subject to annual budgeting and appropriation by the Louisville City Council, in its sole discretion. Notwithstanding anything in this Agreement to the contrary, in the event of non-appropriation, this Agreement shall terminate effective December 31 of the then-current fiscal year.

7.0 INSURANCE

7.1 The Consultant agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Consultant shall not be relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure

or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of services hereunder. The required coverages are:

7.1.1 Workers' Compensation insurance as required by the Labor Code of the State of Colorado and Employers Liability Insurance. Evidence of qualified self-insured status may be substituted.

7.1.2 General Liability insurance with minimum combined single limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000) aggregate. The policy shall include the City of Louisville, its officers and its employees, as additional insureds, with primary coverage as respects the City of Louisville, its officers and its employees, and shall contain a severability of interests provision.

7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than FOUR HUNDRED THOUSAND DOLLARS ($400,000) per person in any one occurrence and ONE MILLION DOLLARS ($1,000,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS ($50,000) per occurrence, with respect to each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of the services. The policy shall contain a severability of interests provision. If the Consultant has no owned automobiles, the requirements of this paragraph shall be met by each employee of the Consultant providing services to the City of Louisville under this Agreement.

7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and ONE MILLION DOLLARS ($1,000,000) aggregate.

7.2 The Consultant's general liability insurance, automobile liability and physical damage insurance, and professional liability insurance shall be endorsed to include the City, and its elected and appointed officers and employees, as additional insureds, unless the City in its sole discretion waives such requirement. Every policy required above shall be primary insurance, and any insurance carried by the City, its officers, or its employees, shall be excess and not contributory insurance to that provided by the Consultant. Such policies shall contain a severability of interests provision. The Consultant shall be solely responsible for any deductible losses under each of the policies required above.

7.3 Certificates of insurance shall be provided by the Consultant as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect, and shall be subject to review and approval by the City. No required coverage shall be cancelled, terminated or materially changed until at least 30 days' prior written notice has been given to the City. The City reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

7.4 Failure on the part of the Consultant to procure or maintain policies providing the required coverages, conditions, and minimum limits shall constitute a material breach of contract upon which the City may immediately terminate this Agreement, or at its discretion may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by Consultant to the City upon demand, or the City may offset the cost of the premiums against any monies due to Consultant from the City.

7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

To the fullest extent permitted by law, the Consultant agrees to indemnify and hold harmless the City, and its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, which arise out of or are connected with the services hereunder, if and to the extent such injury, loss, or damage is caused by the negligent act, omission, or other fault of the Consultant or any subcontractor of the Consultant, or any officer, employee, or agent of the Consultant or any subcontractor, or any other person for whom Consultant is responsible. The Consultant shall investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands. The Consultant shall further bear all other costs and expenses incurred by the City or Consultant and related to any such liability, claims and demands, including but not limited to court costs, expert witness fees and attorneys' fees if the court determines that these incurred costs and expenses are related to such negligent acts, errors, and omissions or other fault of the Consultant. Notwithstanding the foregoing, Consultant's duty to defend, indemnify and hold harmless the City, and its elected and appointed officials and employees as set forth in this section shall only arise upon determination, by adjudication, alternative dispute resolution, or mutual agreement between Consultant and the City, of the Consultant's liability or fault. The City shall be entitled to its costs and attorneys' fees incurred in any action to enforce the provisions of this Section 8.0. The Consultant's indemnification obligation shall not be construed to extend to any injury, loss, or damage which is caused by the act, omission, or other fault of the City.

9.0 QUALITY OF WORK

Consultant's professional services shall be in accordance with the prevailing standard of practice normally exercised in the performance of services of a similar nature in the Denver metropolitan area.

10.0 INDEPENDENT CONTRACTOR

It is the expressed intent of the parties that the Consultant is an independent contractor and not the agent, employee or servant of the City, and that:

10.1. Consultant shall satisfy all tax and other governmentally imposed responsibilities including but not limited to, payment of state, federal, and social security taxes, unemployment taxes, worker's compensation and self-employment taxes. No state, federal or local taxes of any kind shall be withheld or paid by the City.

10.2. **Consultant is not entitled to worker's compensation benefits except as may be provided by the Consultant nor to unemployment insurance benefits unless unemployment compensation coverage is provided by the Consultant or some entity other than the City.**

10.3. Consultant does not have the authority to act for the City, or to bind the City in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the City.

10.4. Consultant has and retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed by Consultant for performing the Services hereunder.

10.5. The City will not provide training or instruction to Consultant or any of its employees regarding the performance of the Services hereunder.

10.6. Neither the Consultant nor any of its officers or employees will receive benefits of any type from the City.

10.7. Consultant represents that it is engaged in providing similar services to other clients and/or the general public and is not required to work exclusively for the City.

10.8. All Services are to be performed solely at the risk of Consultant and Consultant shall take all precautions necessary for the proper and sole performance thereof.

10.9. Consultant will not combine its business operations in any way with the City's business operations and each party shall maintain their operations as separate and distinct.

11.0 ASSIGNMENT

Except as provided in section 22.0 hereof, Consultant shall not assign or delegate this Agreement or any portion thereof, or any monies due or to become due hereunder without the City's prior written consent.

12.0 DEFAULT

Each and every term and condition hereof shall be deemed to be a material element of this Agreement. In the event either party should fail or refuse to perform according to the terms of this Agreement, such party may be declared in default.

13.0 TERMINATION

13.1 This Agreement may be terminated by either party for material breach or default of this Agreement by the other party not caused by any action or omission of the other party by giving the other party written notice at least thirty (30) days in advance of the termination date. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

13.2 In addition to the foregoing, this Agreement may be terminated by the City for its convenience and without cause of any nature by giving written notice at least fifteen (15) days in advance of the termination date. In the event of such termination, the Consultant will be paid for the reasonable value of the services rendered to the date of termination, not to exceed a pro-rated daily rate, for the services rendered to the date of termination, and upon such payment, all obligations of the City to the Consultant under this Agreement will cease. Termination pursuant to this subsection shall not prevent either party from exercising any other legal remedies which may be available to it.

14.0 INSPECTION AND AUDIT

The City and its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant that are related to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions.

15.0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City. Consultant shall not provide copies of any such material to any other party without the prior written consent of the City; provided that, Consultant shall have the right to use such materials internally and for marketing purposes.

16.0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the prevailing party shall be entitled to its reasonable attorneys' fees and related court costs.

16.2 This Agreement shall be deemed entered into in Boulder County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court

of Boulder County of the State of Colorado, and in no other court. Consultant hereby waives its right to challenge the personal jurisdiction of the District Court of Boulder County of the State of Colorado over it.

17.0 COMPLIANCE WITH LAWS; WORK BY ILLEGAL ALIENS PROHIBITED

17.1 Consultant shall be solely responsible for compliance with all applicable federal, state, and local laws, including the ordinances, resolutions, rules, and regulations of the City; for payment of all applicable taxes; and obtaining and keeping in force all applicable permits and approvals.

17.2 Exhibit A, the "City of Louisville Public Services Contract Addendum-Prohibition Against Employing Illegal Aliens", is attached hereto and incorporated herein by reference. There is also attached hereto a copy of Consultant's Pre-Contract Certification which Consultant has executed and delivered to the City prior to Consultant's execution of this Agreement.

17.3 Consultant acknowledges that the City of Louisville Code of Ethics provides that independent contractors who perform official actions on behalf of the City which involve the use of discretionary authority shall not receive any gifts seeking to influence their official actions on behalf of the City, and that City officers and employees similarly shall not receive such gifts. Consultant agrees to abide by the gift restrictions of the City's Code of Ethics.

18.0 INTEGRATION AND AMENDMENT

This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. This Agreement may be amended only by an instrument in writing signed by the parties.

19.0 NOTICES

All notices required or permitted under this Agreement shall be in writing and shall be given by hand delivery, by United States first class mail, postage prepaid, registered or certified, return receipt requested, by national overnight carrier, or by facsimile transmission, addressed to the party for whom it is intended at the following address:

If to the City:

City of Louisville
Attn: City Manager
749 Main Street
Louisville, Colorado 80027
Telephone: (303) 335-4533
Fax: (303) 335-4550

If to the Consultant:

E.J. Meade
Arch11
3100 Carbon Place #100
Boulder, CO 80301
Telephone: (303) 546-6868 x106

Any such notice or other communication shall be effective when received as indicated on the delivery receipt, if by hand delivery or overnight carrier; on the United States mail return receipt, if by United States mail; or on facsimile transmission receipt. Either party may by similar notice given, change the address to which future notices or other communications shall be sent.

20.0 EQUAL OPPORTUNITY EMPLOYER

20.1 Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

20.2 Consultant shall be in compliance with the applicable provisions of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal, state, or local laws and regulations. A signed, written certificate stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this Agreement or any renewal thereof.

21.0 NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to City and Consultant, and nothing contained in this Agreement shall give or allow any such claim or right of action by any other third party on such Agreement. It is the express intention of the parties that any person other than City or Consultant receiving services or benefits under this Agreement shall be deemed to be an incidental beneficiary only.

22.0 SUBCONTRACTORS

Consultant may utilize subcontractors identified in its qualifications submittal to assist with non-specialized works as necessary to complete projects. Consultant will submit any

proposed subcontractor and the description of its services to the City for approval. The City will not work directly with subcontractors.

23.0 AUTHORITY TO BIND

Each of the persons signing below on behalf of any party hereby represents and warrants that such person is signing with full and complete authority to bind the party on whose behalf of whom such person is signing, to each and every term of this Agreement.

In witness whereof, the parties have executed this Agreement to be effective on the date first above written.

CITY OF LOUISVILLE,
a Colorado Municipal Corporation

By:_____
Ashley Stolzmann, Mayor

Attest:_____
Meredyth Muth, City Clerk

CONSULTANT:
ARCH 11 INC.

By: __ _____

By:__E.J. Meade_____
Title:_President,

Exhibit A

City of Louisville Public Services Contract Addendum
Prohibition Against Employing Illegal Aliens

Prohibition Against Employing Illegal Aliens. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement.

Contractor will participate in either the E-verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the public contract for services. Contractor is prohibited from using the E-verify program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

If Contractor obtains actual knowledge that a subcontractor performing work under this Agreement for services knowingly employs or contracts with an illegal alien, Contractor shall:

a. Notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

b. Terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to this paragraph the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.

Contractor shall comply with any reasonable request by the Department of Labor and Employment made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).

If Contractor violates a provision of this Agreement required pursuant to C.R.S. § 8-17.5-102, City may terminate the Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the City.

Pre-Contract Certification in Compliance with C.R.S. Section 8-17.5-102(1)

The undersigned hereby certifies as follows:

That at the time of providing this certification, the undersigned does not knowingly employ or contract with an illegal alien; and that the undersigned will participate in the E-Verify program or the Department program, as defined in C.R.S. § § 8-17.5-101(3.3) and 8-17.5-101(3.7), respectively, in order to confirm the employment eligibility of all employees who are newly hired for employment to perform under the public contract for services.

Proposer:
Arch 11 Inc._____

By: E.J. Meade_____

Title: President_____

Date: February 18. 2020_____

Exhibit B – Scope of Services

Louisville Historical Museum
Expansion Project

Scope of Services

This draft scope of work reflects a plan of approach based upon the City's goals:

1. Prepare and deliver 30% design documents for a Museum Center building based on the Museum Campus Master Plan, the Conceptual Design Plan and the City's Mission, Vision and Values.

2. Provide preliminary Design plan and schedule.

3. Provide an estimated budget for the final project, including the Museum Center building and any additional changes to the site and to the historic structures currently occupying the site.

4. Prepare annual operations & maintenance cost estimates for the Museum when the Museum Center building is opened.

5. Incorporate environmentally sustainable design principles, and features that can be easily identified, quantified, priced, and documented in design and measured after construction.

6. Host regularly scheduled monthly meetings with City staff. Record and distribute meeting minutes electronically.

7. Engage residents in a vibrant public participation and input process that builds on the input provided through prior public engagement processes.

    a. Host two (2) open houses/public meetings to collect data and obtain feedback from the community; incorporate changes to concept plans as directed by the City.
    b. Provide progress updates for posting on the City's Website and/or an independent project website for review of progress by stake holders and the public.

    c. Include add alternative option for polling of Louisville residents to ascertain community views on relevant aspects of the project.

    d. Include pricing for additional public meetings on an as-needed, individual basis.

8. Prepare professional presentation materials to present to stakeholders as requested.

9. Present 30% design plan to City Council and other stakeholders as requested.

EXHIBIT C – FEE STRUCTURE

Fee Structure

Arch11 is a collaborative, transparent and highly effective design partner for the Louisville Historical Museum Campus Expansion. We strive to provide the greatest value to our clients. While we recognize that while we are not the cheapest design studio, we bring value that benefits our clients, and we understand what it takes to provide that value.

Our fee is based upon providing full architectural and pre-construction services from Pre-Design through Schematic Design achieving the requested 30% design completion for public review and involvement, utilizing a process of a modified Integrated Project Delivery. The base fee for services will be as follows:
Base Architectural Fee of $160,000 (one hundred sixty thousand dollars) inclusive of base consultant services listed below:

- Architectural services as described from Pre-Design through Schematic Design
- Schematic structural engineering
- Schematic mechanical, electrical, and plumbing engineering.
    - This would include preliminary Eco-Charrette to establish sustainability goals, and schematic design level energy modeling.
- Landscape architecture to develop a site master plan and conceptual landscaping
- Civil engineering addressing preliminary general site drainage, utility connections and general master planning concerns.
- Exhibit Design Services for preliminary programming charrette and schematic design of exhibits spaces to confirm exhibit integration with architecture.

Base fee is inclusive of hosting two (2) public open houses, regularly scheduled monthly meetings with City of Louisville Staff and one (1) presentation to City Council.

Additional Services outside of the Base Fee are to be billed per the professional rate schedule below. Additional services include:

- Add alternate for creating, administrating and compiling results of Louisville residents.
- Additional Public meetings beyond the base services.
- Additional City Council presentations beyond base services.
- Extensive Exhibit Design Services beyond Base Fee may be negotiated at an hourly rate or as a fixed fee at the end of schematic design.

Professional Rate Schedule
Principal $150 - 250 / hr
Project Manager $ 80 - 150 / hr
Project Architect $ 80 - 125 / hr
Design Associate $ 50 - 80 / hr
Administrative | Clerical $ 50 - 80 / hr
Intern $ 40 / hr
At the execution of contract and/or initiation of services with an agreed upon schedule, Arch11 will issue a tranche payment schedule for monthly progress payments of fees. The total cost of

the project as outlined in the scope of work and the City's payment therefore shall not exceed the sum of $165,400.

Louisville Historical Museum Campus

MASTER PLAN

APPROVED January 17, 2017

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I. ACKNOWLEDGEMENTS

Robert P. Muckle, Mayor
Jeff Lipton, Mayor Pro Tem, Ward 2
Jay Keany, Ward 1
Chris Leh, Ward 1
Susan Loo, Ward 2
Ashley Stolzmann, Ward 3
Dennis Maloney, Ward 3

LOUISVILLE HISTORICAL COMMISSION:
Paula Elrod
Jonathan Ferris
Lynn Christopher Koglin (to August 2016)
Gordon Madonna
Daniel Mellish
Betty Scarpella
Julie VanLaanen

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Marilyn Hunt
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Bridget Bacon (ex officio)
Beth Barrett (ex officio)

CITY STAFF:
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Heather Balser, Deputy City Manager
Beth Barrett, Director of Library & Museum Services
Bridget Bacon, Museum Coordinator
Megan Huelman, Museum Technician I
Lauren Trice, Preservation Planner
Suzanne Janssen, Cultural Arts & Special Events Coordinator

CONSULTANTS:
Metcalfe Architecture & Design
ArtsMarket, Inc.

Special thanks to Museum volunteers and the Louisville community.

II. Executive Summary

In many ways, the Louisville Historical Museum planning process first began in 2002 when the Historical Commission first adopted a mission statement for the Museum. The statement, amended in 2007, now reads:

> The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past.

An important next step in the planning process came in 2004 with a Conservation Assessment Program (CAP) Report. Museum experts assessed the Museum and wrote the Report pursuant to a grant to the City from the Institute of Library and Museum Services. The Report concluded, in words that still ring true:

> The museum is critical to the identity of Louisville. In a rapidly changing environment, the museum is the one thing that can tell the story of the town and the people who created it. The city is growing in every direction, and while the new developments are attractive, clean, safe, and modern, they are not that different from those of Boulder, Greeley, Denver, or Castle Rock. The few blocks of the original downtown, anchored by the museum, are the original and unique Louisville. The museum is a valuable asset for the City of Louisville and the State of Colorado.

A final question posed by the CAP Report similarly still resonates today: “The City of Louisville has a small, viable museum, but what next?”

A related question that, more than any other, has come up again and again with respect to planning for the future of our community museum is: “What is success for the Museum?” Credit in particular goes to the City’s business plan consultant for this planning process, Louise Stevens of ArtsMarket, Inc., for zeroing in on this question that is an essential inquiry for the City Council, City administration, and Louisville community to answer. As Ms. Stevens met with different people during her visit to Louisville, she asked them this question. The answers that the Museum Coordinator heard ranged from the broad to the particular, and from the inspirational to the practical. Whatever the specific answers, however, it is clear that for many people in Louisville, success for the Museum will mean telling the story of Louisville and helping to sustain Louisville’s incredible sense of place and strong identity in changing times; serving more people, particularly families, in new and different ways; capitalizing on its fantastic location and augmenting downtown offerings for tourists; and identifying its appropriate role as an effective instrument for the City to use to help promote Louisville.

Since before the 2004 CAP Report, community members have expressed a desire for more than a shoestring Museum staff to coordinate all of the Museum activities and even increase them. In identifying realistic goals and strategies of this Master Plan, consideration was given to the likelihood that additional staffing will not be possible for at least a few years. The goals and strategies are intended to represent more of a focus of attention than the addition of new activities.
The five goals for the Museum that emerged from this Master Plan process are:

1. **Take care of the Museum, as an asset that the City already owns, and pursue the vision of the Museum campus as described in the Needs Assessment Report that is a part of this Plan, including the construction of a new downtown Visitor Center building on the site. Use the improved facilities to promote Louisville and its unique identity.**

   Strategies:
   - Work with the City to seek approval for the project and to identify and obtain financing through the City budget and potential grant opportunities.
   - Work with the Foundation on a capital campaign and on increasing memberships, sponsorships, and the donation of large gifts.
   - Consider the objectives of the Business Plan and refine the next steps for identifying revenue-generating opportunities and operational and maintenance costs as the Museum seeks to expand. Explore revenue-generating possibilities such as interior and exterior space rentals.
   - Work towards adding Museum operations and maintenance to the permissible uses of future Historic Preservation Tax funding so that the Museum can be open for more public hours, offer expanded programming, and increase its efforts to preserve and share Louisville history.
   - Work on an appropriate timeline and explore the possibility of phasing the work on the Museum campus.
   - Work closely with the Planning Department staff on the planning process for the new building.
   - Work to promote and strengthen downtown Louisville by drawing more tourists to the improved Museum campus.
   - Preserve the collections by acquiring more archival boxes and shelving for the Jordinelli House.
   - Seek funding for Historic Structure Assessments of the Jacoe Store, Tomeo House, and Jordinelli House, and funding to address recommendations that are made as a result.

2. **Collect the history of the Louisville area.**

   Strategies:
   - Work with oral history volunteers to have more interviews completed, and seek to have oral history interviews transcribed and edited.
   - Write down the stories that others, including Museum visitors, tell about the history of the Louisville area.

- Seek the acquisition of more historic photos of the Louisville area.
- Seek more factual information and stories about Louisville families and buildings.

3. Offer programming for the community.

Strategies:

- Support school activities and increase educational outreach to schools.
- Plan programming in support of families and children.
- Plan events and programs to take place on the Museum campus when possible and work towards the Museum playing a more central role in community events.

4. Offer improved access by the community.

Strategies:

- Work to increase ADA access on the Museum campus.
- Add more photos and information to the online collection, and provide access to more historic building reports and past *Louisville Historian* issues online.
- Plan exhibits, including online exhibits, using artifacts and photos from the Museum's collections.
- Work to increase easy access to the physical collections for purposes of programs, exhibits, and public and City requests.

5. With a collaborative outlook, partner with and support other organizations.

Strategies:

- Work collaboratively with the Historic Preservation Commission, particularly with respect to the 2015 Preservation Master Plan.
- Work collaboratively with other City boards and commissions, particularly the Cultural Council, on common goals and interests.
- Continue to provide needed historical information to other City departments.
- Work collaboratively with business organizations such as the Chamber of Commerce and Downtown Business Association, and with arts and cultural organizations such as the Louisville Art Association, and Louisville Arts District.
- Support, and highlight the histories of, Louisville organizations and businesses.

Grace and Angelina Rossi by Tomeo House, 1930s. Visitors enjoy learning about the Rossi family.

III. Introduction

Before the current planning process began, the 2004 Conservation Assessment Program (CAP) Report first identified issues and goals for the Museum.[1] The City has implemented many of that Report's recommendations, including the installation of a fire protection system and a security system. The Report also recommended that the City construct a "new, purpose-built facility on site" in the location between the Jacoe Store and Tomeo House in order to create a "viable collections center" with "excellent exhibit spaces and rooms for offices and programs."

The process to develop this Master Plan document came out of the 2013 City Comprehensive Plan, which included the following principle: "City policies should encourage a livable community with a strong sense of history." Under this Comprehensive Plan principle was the policy that the City should adopt a "Historical Museum Campus Master Plan."

Next, the City arranged to have museum experts conduct a needs assessment of the Museum activities and campus. Following a request for proposals, and with financial support from the Louisville History Foundation, the City engaged Metcalfe Architecture & Design ("Metcalfe") to conduct a needs assessment and issue a report for the Museum. Metcalfe representatives visited the site and obtained input from the public and stakeholders at public sessions, and finalized its report in December 2014. The Needs Assessment Report expanded on the CAP Report by proposing a new Visitor Center building, to be called "the Community House," that will address many of the Museum's current limitations and will allow the Museum to provide ADA access, and more effectively preserve and exhibit the collections and serve tourists and the community. Metcalfe advised the City that the final Master Plan document should consist of its own Needs Assessment Report, plus an Interpretive Plan to be written by the Museum Coordinator and a Business Plan for the City to commission from a consultant who focuses on museum business plans.

Following another request for proposals, the City engaged ArtsMarket, Inc. to prepare the Museum Business Plan. ArtsMarket visited in December 2015 and met with groups of stakeholders in a number of meetings. ArtsMarket's Business Plan is dated February 2016.

The Louisville Historical Commission has been very involved in the creation and evolution of this Master Plan. The Commission has regularly discussed both the overall direction and the specifics of the Master Plan at Commission meetings since 2014, and individual Commission members were able to meet with the consultants during their site visits. The Commission reviewed and discussed a draft of the Interpretive Plan at its meeting on Sept. 2, 2015, and The Museum Coordinator also sought and received input for the Interpretive Plan from a Commission subcommittee that met for this purpose. Commission edits and suggestions from these meetings were incorporated into the Interpretive Plan.

The Louisville History Foundation, as a private nonprofit 501c3, is not a part of the City administration and its directors do not act in an official advisory capacity to the City. However, City staff has kept the

[1] As noted in the Executive Summary, museum experts assessed the Museum and wrote the Report pursuant to a grant to the City from the Institute of Library and Museum Services.

Foundation board of directors informed throughout the Master Plan process, and sought and incorporated input from its directors at key points throughout the process.

Commission members, in reviewing the two consultants' reports, overall expressed satisfaction and gratitude that the City retained museum experts to focus their expertise on our Louisville Historical Museum campus, and expressed enthusiastic approval of the overall goals contained in the Needs Assessment Report and Business Plan. In closely examining the details of the recommendations, the Commission also had some suggestions for other ways to carry out the goals. For example, based on a request by the Museum Coordinator, the Commission has suggested a change the Museum tag line that the Needs Assessment Report contained. The Commission, along with the Foundation, also raised issues concerning some aspects of the Business Plan recommendations, such as whether the City should require the Foundation, which is a private 501c3, to fundraise for ongoing operational funding for the Museum and whether the new building will provide adequate space for a museum store. These and similar discussion points and suggestions, all of which were very productive, have been incorporated into the Interpretive Plan and have thereby been made a part of the Master Plan.

The Master Plan process also led the Museum Coordinator to review the needs for new or updated Museum policies. During the period of working on the Master Plan, the Commission reviewed and approved three Museum policies that the Museum Coordinator presented for approval. These policies, which are the Collections Management Policy, Visitor Policy, and Volunteers Policy, appear in this Master Plan as appendices.

The City administration and residents can count themselves fortunate not only that they already have the Museum as an existing City asset, but also that there are constituencies who deeply care about the past, present, and future of Louisville and of the Museum that has been telling the story of Louisville for thirty years. The Commission, Foundation, City staff, Museum volunteers, Foundation members and donors, and Museum visitors have all had input into the planning for the future of our community museum. Now that the major issues and needs have been identified through this planning process, attention will by necessity need to turn to an educational phase in order to explain these needs to the general public. The survey results from the 2016 Louisville Citizen Survey show that there is work do be done, particularly in the current environment when there are so many needs in the City to consider. The results show that "[n]ine in 10 awarded high marks to Historical Museum programs and the overall performance of the museum," but also show that three percent of respondents indicated that expanding the Museum should be considered one of the top three issues for the City to invest in for the future. Twelve percent indicated that expansion was an essential or very important priority for the City. An encouraging result of the survey is that without any accompanying information about the Museum's lack of ADA access or the fact that its facilities have never been updated and improved like other City facilities, 53% of respondents still indicated that expanding the Museum is at least "somewhat important." Also, 81% of respondents indicated that creating indoor community gathering space is at least "somewhat important," with 29% indicating that it is at least "very important." Creating indoor community gathering space is one of the reasons for the City to construct a new Visitor Center building, which is being called the Community House. It is hoped that information about what needs would be met through a new Visitor Center building can be communicated to Louisville residents in ways that it was not possible to do through the format of a survey.

IV. The Plan

A. The Interpretive Plan

I. History of the Louisville Historical Museum
II. The Museum's Mission and Partnering Organizations
III. Timeline of the Museum's Organizational History
IV. Description of the Museum Campus
V. Defining the Museum's Niche
VI. Whom Does the Museum Serve?
VII. Overview of the Collections and What is Collected
VIII. Strengths and Challenges of the Site
IX. Interpretive Theme Statement
X. Interpretive Themes
XI. Practical Implementation of the Interpretive Plan
XII. Museum Business Plan Review

I. History of the Louisville Historical Museum

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. This small city of about 20,000 was historically a hardscrabble coal mining town of one-tenth its current size with many immigrant families. In fact, mining was the primary occupation for Louisville men for over 70 years. The Louisville Historical Museum tells the story of the Louisville area to tourists, residents, and students. The Museum is geographically very accessible and well-situated, as it is located right on Main Street in historic downtown Louisville within easy walking distance of shops and restaurants.

Historical Museum during a spring snow.

The Louisville Historical Museum is made up of three historic wood frame buildings: the Jacoe Store, Tomeo House, and Jordinelli House. The Jacoe Store was listed on the National Register of Historic Places in 1986, and all three buildings were designated as Louisville Landmarks in 2005. (A small historic summer kitchen and an authentic outhouse both moved to the site, round out the list of structures.) The combined square footage of these three buildings is approximately 2,940 square feet (Jacoe Store, 1,320 sq. ft.; Tomeo House, sq. ft., 750; Jordinelli House, sq. ft., 870).

Opened in 1986, the Historical Museum has an estimated 19,300 items in its permanent collection. The Museum's permanent collection has a great deal of depth with respect to historic photos, coal mining artifacts and maps, and business items from historic Louisville. The Museum not only has interpretive exhibits for visitors but is also the repository of the City's archival materials for researchers and City staff.

The Museum is organized to be part of the Department of Library & Museum Services within the Louisville city administration. The City has employed a staff member to manage it since 1999. Currently, the Museum's operations are handled by a Museum Coordinator (.77 FTE for the Museum) and a Museum Tech (.5 FTE), who report to the Director of Library & Museum Services for the City of Louisville. For several years, the Museum has been fortunate to have the assistance of about forty volunteers at any one time who help it to fulfill its mission. The Museum would not be able to do what it does without the help of these volunteers.

A Museum objective is to use PastPerfect, which is museum collections and contact management software used by over 9,500 museums nationwide, as the institutional memory of the Museum. Museum staff and volunteers are adding information regularly, from digitized photo images to catalog records to membership and donor information. PastPerfect is also the vehicle through which the public has been able to view over 2,300 images from the Museum since 2014.

It is a priority for the Museum staff members to keep up with museum trends and accepted standards of practice. They do this through the Museum's involvement in the American Association for State and Local History (AASLH), the Colorado-Wyoming Association of Museums (CWAM), and the Association of Northern Front Range Museums (ANFRM), as well as through museum and library webinars and conferences offered by these and other organizations. Museum staff also looks to other city-owned history museums in the area for guidance, including the municipal museums in Golden, Littleton, Longmont, and Aurora.

Due to the very limited work space and office space available at the Museum itself, staff and volunteers also share a work desk at the Louisville Public Library, which is in the same City department as the Museum.

II. The Museum's Mission and Partnering Organizations

The Museum's Mission Statement, as adopted by the Historical Commission on June 12, 2002 and amended April 4, 2007, states:

> The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past.

Original two story building next to Jacoe Store, where a Visitor Center is envisioned.

The mission of the Louisville Historical Commission ("Commission"), the members of which are appointed by the Louisville City Council, is to advise City Council in the development and use of the Louisville Historical Museum and to promote public awareness of the history of Louisville, Colorado and its surrounding community, with an emphasis on the coal-mining era, 1877-1955. The Commission also establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

The Louisville History Foundation ("Foundation") is a private nonprofit corporation that is also a 501c3, and its mission is to stimulate broad-based support for local history and the Louisville Historical Museum and to encourage the development of the Museum through fundraising, advocacy, and education. The Foundation receives membership funds and monetary donations, and pays for the printing and mailing of *The Louisville Historian* each quarter in addition to paying for other projects.[1]

The Commission and the Foundation lend support to the Historical Museum and to historical projects, and the efforts of the members of the Commission and the directors of the Foundation are crucial to the ability of the Museum to fulfill its mission.

III. Timeline of the Museum's Organizational History

The following timeline shows the highlights of the Museum's organizational history.

- **1979** – Inspired by the celebration of Louisville's 100th anniversary of its founding the previous year, interested community members began to organize a structure for the preservation of Louisville's history. The Louisville City Council established the Historical Commission and appointed its first members. At this time, the Historical Commission had responsibility for historic preservation as well as other historical matters.

[1] There has never been an official Historical Society organization affiliated with the Museum, although this terminology at one time was used to describe the membership.

- **1984** – City staff filed Articles of Incorporation to make the advisory Commission a nonprofit corporation organized in the State of Colorado. The corporation was named the Louisville Historical Commission, Inc. City Council then appointed members to serve on both the advisory board and the corporate board. Also, the first artifact donations were accepted for the Museum, which had not yet opened.

- **1985** – The Internal Revenue Service granted tax exempt status to the Historical Commission, Inc. as a 501c3 organization and the Commission began to fundraise. The Pioneer Award program began.

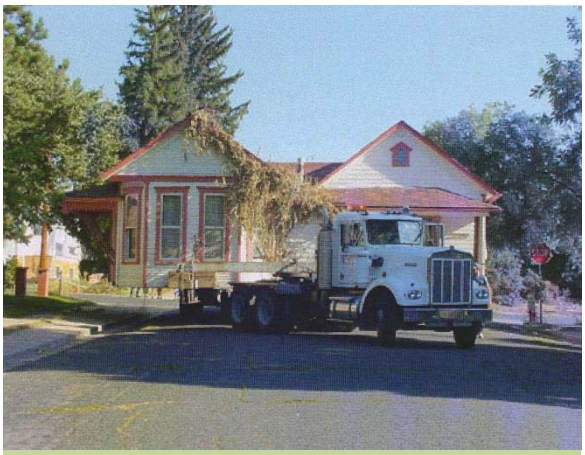
- **1986** - The City of Louisville opened its Historical Museum in a historic miner's house, the Tomeo House, located on Main Street in historic downtown Louisville. Historical Commission members prepared the building, began the process of accepting donations, and staffed it for limited public hours.

- **1987 –** The Commission established a membership program and people began to pay dues to become members. The first issue of *The Louisville Historian* was published.

- **1990** - The City opened the second building of the Historical Museum in the historic Jacoe Store structure located next to the Tomeo House. The Jacoe Store became the main building of the Museum.

- **1999** - The part time City staff position of Museum Coordinator (the first paid staff position) was created. The Museum began to use the museum cataloging software, PastPerfect, which it still uses today.

- **2001** – The City relocated the Jordinelli House and Summer Kitchen to the Museum site, where they replaced a small parking lot.



Jordinelli House being moved by truck to the Museum campus, 2001.

- **2002** – The Commission adopted mission statements for itself and the Museum, and began to increase its fundraising efforts. For a time, these efforts included an annual silent auction and an annual Holiday Home Tour. The City formed a Historical Preservation Commission that took over responsibility for historic preservation issues.

- **2004** – Pursuant to a grant from the Institute of Museum and Library Services, visiting museum experts assessed the Louisville Historical Museum as part of the Conservation Assessment Program (CAP). The CAP report recommended that the City increase storage space and staffing levels at the Museum. In particular, it concluded that "[storage needs to be addressed as soon as possible." The CAP Report suggested creating "a viable collections center in a new, purpose built facility on site. . . . The same building could have excellent exhibit spaces and rooms for offices and programs." The report encouraged the City to move forward with a new building on the site and noted that it would also help address other issues, such as ADA accessibility. It recommended that the new building could serve "as the main entrance to the site or nucleus for the site," as "[v]isitors could get a good orientation and then go through to the back to the see the historic buildings, gardens, and outbuildings." As a result of the CAP report's stated concerns with collections items being stored in the Jacoe cellar, the Museum Coordinator, who was also hired in 2004, moved collections items needing climate control and a higher level of protection from the cellar into the Jordinelli House.

- **2007** – A strategic planning session for the Museum and the Commission was conducted for the first time. The resulting plan that the Commission adopted was especially helpful in terms of its SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis and a list of goals for 2007-2008.

- **2008** – Louisville voters approved a dedicated city tax for historic preservation, creating the City's Historic Preservation Fund.

- **2010** – Within the City's organization, the Museum was moved from the City Manager's Office to be a division in the same department as the Library, with the new departmental name being changed to the Department of Library & Museum Services.
- **2011** - The City added a fire protection system and security system to the Museum.
- **2012** – The Museum Coordinator position was changed from a part time to a full time position, with 31 hours to be spent per week on Museum responsibilities and 9 hours per week paid out of the Historic Preservation fund to be spent researching and writing about historic buildings for the Planning Dept. and the public. The most important use of these reports in terms of their use by the City administration is that they provide a factual basis on which the Historic Preservation Commission and City Council can base decisions affecting the rights of Louisville property owners.
- **2013** – The Museum produced the 100th issue of *The Louisville Historian*.
- **2014** – Following how other city museums in the area are organized, and how the Library Board of Trustees and the Louisville Public Library Foundation are organized, the fundraising role of the Commission was separated from the role of the advisory board. The names of the nonprofit corporation and 501c3 were changed to The Louisville History Foundation, Inc. The Foundation became a private entity with its own bylaws and mission. The Historical Commission continued serving as an advisory board to the City.

Louisville elementary students viewing the Replica of Louisville.
Photo credit: Richard Wheeler.

The Museum opened the Replica of Original Downtown Louisville, located in a room of the Jordinelli House, to the public for the first time in 2014.

Funded by the City of Louisville in partnership with the Louisville History Foundation, Metcalfe Architecture & Design ("Metcalfe") of Philadelphia conducted a Needs Assessment of the Museum. This involved two visits and the organization of two public workshops designed to elicit input about the future direction of the Museum. Metcalfe proposed the construction of a "Community House" building and the renaming of the Museum to be the Louisville Visitor Center & Historical Museum. The resulting Needs Assessment Report is a part of the Master Plan.

Through the City's funding of a cataloging intern, the Museum was able to begin digitizing photos and established an online archive to include the County Assessor card images and photographs from the Museum's collections.

- **2015** – The City added the position of a part time Museum Technician. The Museum began to use PastPerfect, the museum cataloging software, to keep track of its nearly 700 paying membership records. The Museum increased its hours and was opened to the public 15 hours per week during the Fall/Winter and 20 hours per week during the Spring/Summer. Attendance at the Museum reached 2,913 for the year. Commission members began to attend meetings of other boards and commissions to answer questions about, and garner support for, an expanded Museum campus and offerings.
- **2016** – The Museum further increased its public hours, adopting the same year-round public hours (20 hours per week) instead of changing the hours for fall/winter and spring/summer. (Also, appointments for meetings with the public and appointments for tours are routinely held outside of the public hours.) The Museum was networked with the rest of the City and the Museum was added to the new City phone

system, leading to efficiencies. The number of paid memberships reached 734. The Museum celebrates its 30th anniversary of being open the public.

IV. Description of the Museum Campus

Tomeo House

As a small house, the Tomeo House does not include any dedicated storage space.

The Tomeo family built the Tomeo House in circa 1904. Volunteers made repairs to prepare it for opening to visitors in 1986. It consists of two bedrooms and a kitchen, and has never had a bathroom or running water. It is 750 square feet, including a small partially dirt cellar that is now used for a furnace. This house focuses attention on domestic life. It was the home of the Felix and Michelena Tomeo family in the early 1900s, followed by widow, Grace Rossi, and her six children from the 1920s to the 1940s. The house presents opportunities for talking about Louisville's Italian heritage and the human stories of the house's former residents.

The Tomeo House is the only building on the campus that fits the definition of a "historic house museum." Its unique offering is that it's the only building in the Louisville area that gives an authentic look at how people lived. It is very modest and has never been remodeled. With its absence of running water and with small rooms, it conveys domestic life and the lack of affluence in Louisville like nothing else can. With two different Italian families having lived in the house, it is also used to convey information about Italian culture in Louisville. Visitors often have emotional reactions to learning that a widow and her six children lived in this small, three-room house, and they often relate the house and what it represents to the struggles of their own families.

Jacoe Store

The Jacoe Store was built in circa 1905-06 as a false front business building on Main Street. Eliseo and Ann Jacoe operated it as one of Louisville's small grocery stores from 1923-1958 and catered to the town's large Italian population. A repainted Coca-Cola sign on its south side makes the building particularly recognizable. Volunteers made repairs to the interior of the Jacoe Store. It opened to the public in 1990 and consists of 1320 square feet, including a partially dirt cellar that is used for general storage and the storage of artifacts that don't require strict climate control. The Jacoe Store is where Museum visitors first arrive and where staff and volunteers work. Exhibits focus on Louisville's commercial and mining history.

The Jacoe Store is the location of the only restroom facilities at the Museum. It offers one toilet and a sink in a small bathroom that is not ADA accessible and is inadequate for general public usage.

Jordinelli House and Summer Kitchen

The owners of the Jordinelli House and Summer Kitchen at 1000 La Farge Ave. donated them to the City of Louisville in 2001 and the City paid to have them moved to the Museum campus at that time.

This home of the Frank and Rose Jordinelli family was built in circa 1904 and is 870 square feet. Volunteers made interior modifications. The room of the building that is open to the public holds a large replica of downtown Louisville showing how it appeared during the era from approximately 1895 to 1920. The other four rooms are, out of necessity, being used by the City for the storage of the majority of the Museum's collections

of artifacts. The Jordinelli House is heated and cooled, and has running water at a single sink in what was formerly the indoor kitchen. It does not have restroom facilities.

The Jordinelli Family used the Summer Kitchen for cooking during the summer in order to keep their house from getting too hot. The Summer Kitchen is not heated or cooled and does not have plumbing or electricity. The City is currently using it for the storage of collections items that do not require temperature controls.

When a new building that can be used for collections storage is eventually constructed on the Museum site, it is anticipated that all of the rooms of the Jordinelli House can then be open for exhibits. Interior modifications will be made that will result in increased accessibility. The Museum anticipates using the Summer Kitchen for outdoor events on the campus.

Empty Lot (Former Location of "The Big House")

The Museum campus also includes an empty lot in between the Jacoe Store and the Tomeo House, facing Main Street. From the early 1900s until about 1950, this was the site of a large, two-story frame building that, with the Jacoe Store, made up the northern part of the downtown business district on Main Street. It contained a business on the first floor and a residence on the second floor. (In fact, this was the home of the Tomeo family after its members moved out of the Tomeo House). According to Richard Shephard, a grandson of the Tomeo family, who was born in 1922 and who remembers the building well, it was called "the Big House." After the Big House was demolished, a metal shop operated by Joe and Dom Tomeo was constructed on the empty site. This metal shop was then moved to the City services property on Empire Road in the 1980s. This now-empty lot is the area that has been identified as the ideal place for a new building that could help address the City's needs with respect to collections storage, office space, ADA restrooms, and a Visitor Center.

Empty lot envisioned for Visitor Center building

History of the Outdoor Grounds

Historically, the yards behind the Jacoe Store, the "Big House," and the Tomeo House contained vegetable gardens, chicken coops, outhouses, and shed structures. A member of the Rossi family who grew up in the

Tomeo House from the early 1920s to the 1940s stated that his family was allowed to plant vegetables behind the Jacoe Store, which didn't need the space.

In the late 1940s, members of the Tomeo family tore down the Big House and built a metal shop in its place. A 1962 aerial photo of Louisville indicates that the metal shop activities then dominated the site.

When the City purchased the property and the Museum was established in the 1980s, the City provided a small parking lot on the campus. In 2001, this was the location to which the City relocated the Jordinelli House and Summer Kitchen.

When the Museum opened in 1986, the Baha'is of Louisville, Colorado donated valuable rose bushes and established an official Baha'i Peace Garden to the south of the Tomeo House. To this day, it is maintained by members of the Baha'is of Louisville instead of by the City, and it garners compliments on its huge and fragrant blooms throughout the growing season.

In about 2004, a graduate student created a landscape design for the campus that led to the City's establishment of the sidewalks, flower gardens, and lawn areas in 2006. In 2008, with the permission of the City, the Historical Commission accepted monetary donations from seven families, individuals, and businesses in return for small memorial plaques that it installed in the flower beds.

V. Defining the Museum's Niche

Traditional roles for museums include the acquisition and preservation of items in their collections and the preparation of exhibits for visitors to view. Implicit to this traditional role is that the museums are the authority with knowledge to convey to the public. Although many people seek out museums wherever they may travel, some people have an impression that museums can be sedate and somewhat dull places.

However, small historical museums in active communities play a unique role due to the high level of community engagement that can be achieved. The Louisville Historical Museum has found its niche in this approach, and it routinely demonstrates a high level of community interaction and support. The essence of the work of the Museum is its ability to bring together people to share stories and information about Louisville. In practice, this often takes place around the table in the Jacoe Store. The Museum's ability to fulfill this role in the community is due to a number of factors, described below. Ultimately, credit for the success of the Museum goes to the Louisville community.

The Museum sign on Main Street welcomes visitors.

People Love Learning About Louisville History and Culture

To start with the most basic subject matter with which the Museum concerns itself, Louisville has a fascinating history by any measure. The idea of the American West holds a strong appeal for people worldwide, and Louisville offers true stories of coal mining, drama, and labor conflicts combined with a strong Italian heritage and cultural practices that people clearly want to know more about. With its historic downtown made up of both small wood-frame mining family houses and false front Western-style commercial buildings on Main and Front Streets, along with areas of preserved open space, Louisville offers a palpable sense of place.

Present-day Louisville is often described as a family-oriented community, restaurant town, and a place with engaged citizens and high levels of volunteerism. These characteristics actually date back to the very early years of Louisville.

Not only are people interested in Louisville's history, but they want to learn about how Louisville made the transition from being a poor coal mining town with unpaved streets and outhouses, even as late as the 1950s, to becoming a progressive city that today receives national attention for being one of the best places to live.[2] Even today, Louisville continues to adapt to new circumstances and outside forces. It is clear that we are all participants in the ongoing history of our community.

Historical Commission member David Ferguson honored at City Hall, 2016.

Volunteers, many of whom grew up in Louisville and were from mining families, started the Museum in the 1980s. Significantly, they also had the vision to set up a process whereby people could donate photos, artifacts, stories, and information to be preserved for the future. Towns that do not have local history organizations of any kind are losing basic information about their histories because of the lack of a place to which people can donate photos and artifacts and information.

The Louisville Historical Museum is a place of strong emotions because of people making connections with one another. The Museum staff and volunteers can testify to visitors being overcome with emotion. One widower and his grown children broke down in tears upon viewing his wife's smiling face from the 1940s on the film made of World War II servicemen and women. Recently, a woman began to cry in the Tomeo House at the thought of the similar circumstances and sacrifice that her grandparents had lived through in another community, decades ago. These are not unusual occurrences. Laughter is also a regular occurrence around the table in the Jacoe Store when Louisville natives stop by and tell stories of their childhoods. Students often express curiosity and wonderment during their visits to the Museum. The Museum staff has even witnessed a proposal of marriage in the Jacoe Store. Over the years, many Monarch High School students have had their senior photos taken on the beautiful Museum campus, which is no doubt a testament to how those young people felt about growing up in a place like Louisville.

People seek and appreciate authenticity in their cultural experiences. The Museum is able to satisfy this understandable desire, particularly with its authentic, historical buildings on Main Street and many helpful volunteers who have strong connections to Louisville. When a third grade girl on a school tour of the Jacoe Store asked "Is this real?," the Museum Coordinator was able to answer, "Yes!"

As Metcalfe Architecture & Design emphasized during the course of its assessment of the Museum in 2014, and as described further below, it is the culture of Louisville itself that is driving the vision for the Louisville Historical Museum campus. And as ArtsMarket encouraged during the process of creating a Business Plan, the Historical Museum shares many common goals with arts and cultural organizations in Louisville.

Location, Location, Location

The Museum is the anchor for the northern edge of the historic downtown business district and its location on Main Street could hardly have been planned better. In fact, the Jacoe Store, as the location of a former Main

[2] *Money Magazine* has placed Louisville in one of the top five spots of its "Best Places to Live in America" biennial rankings for cities with a population of under 50,000 every time since the list was first published in 2005. Louisville has held the position of #5 in 2005, #3 in 2007, #1 in 2009, #1 in 2011, #2 in 2014, and #4 in 2015. Louisville has also received other, similar national recognition.

Street business, is the perfect place to talk with visitors about the past and present business offerings of downtown Louisville.

The Museum has explored and promoted Louisville's historic Main Street in many different ways, to the benefit of the City. In recent years, the Museum has covered Main Street in a lead article and in photo layouts in *The Louisville Historian*, a "Brown Bag" program, an Art Walk talk, and a front window exhibit, in addition to highlighting histories of specific Main Street buildings. In addition, Museum staff and volunteers talk about some aspect of Main Street with every visitor who views the Replica of downtown Louisville in the Jordinelli House. More recently, the Museum and the Foundation arranged for Monarch High School students to document buildings on Main Street and Front Street in order to build up an inventory of contemporary photos. As a result, Main Street's interesting history and the crucial role it plays for the town of Louisville is reinforced by the Museum nearly every day.

The planned Gateway to downtown, in the form of a pedestrian underpass below the railroad tracks on South Street, will bring pedestrians practically to the door of the Historical Museum on Main Street. With the planned improvements and alterations to the Museum campus, the Museum will take on an even larger and more important role as the location of the town square where the public can gather for community events and as the heart of the Louisville community.

Additional strengths of the Museum site, as well as challenges of the site, are discussed below.

Community Support and Free Access

The Museum enjoys strong support from the community in the form of the Foundation's 734 paying memberships[3], a rarely seen level of support for either small historical museums or cities the size of Louisville. (By way of showing the increase in interest, there were 165 paying memberships at the end of 2004.) Additional evidence of strong support is the high level of monetary donations (including memorial donations) made to the Foundation and the community gratitude that is frequently expressed to the Museum staff and volunteers.

Like many other small city-owned museums, the Louisville Historical Museum does not charge an admission fee. This allows the Museum to serve its community and leads to repeat visits by the Museum's strongest supporters and donors, as well as older residents who would not be likely to pay an admission fee. In addition, based on observation, it appears that visitors are more likely to make a greater monetary donation upon leaving than what they would have paid in an admission fee. Also, if they are local residents, they are more likely to take a membership form and join. The lack of an admission fee allows the Museum staff and volunteers to focus on welcoming people to the Museum, making connections with them, sharing information, and actively promoting Louisville and its history, which is part of the Museum's mission.

Our Museum has instead the model of emphasizing its membership program and other forms of fundraising, which are worked on collaboratively by the Foundation and City staff. Museum experts promote this idea for small museums in order to encourage people to become involved in the Museum's activities and become long-term supporters. Moneys coming from memberships and donations to the Foundation, though they don't become part of the City's General Fund, do typically go directly back to the Museum in the form of the Foundation's financial support for Museum projects and programs. They also go to other worthy projects, such as for the cleaning of the City's antique safe in 2014 and $10,000 in financial support for the City to retain Metcalfe Architecture & Design to conduct the needs assessment, also in 2014. The Museum's work with the Foundation on strengthening membership and making connections with members has been very successful.

[3] The Foundation has 734 paying memberships as of June 15, 2016. A large proportion of these are family memberships that are considered to each represent at least three people.

In 2015, the Foundation raised $26,988 (not including donations made to the Helburg fund set up to raise money for a law enforcement memorial park in memory of Victor Helburg). Of this, $11,750 came from memberships and $14,715 came from monetary donations, many of which were made by members. Besides showing the success of the membership program, these numbers also show that the Foundation is bringing in a healthy level of funds without having announced or embarked on a fundraising campaign.

Another reason for why the Museum does not charge an admission fee is that many people use the Museum to do research and find information; it is felt that it would not be reasonable to ask them to pay admission. The Museum and the Library, being in the same City department, share a similar philosophy of promoting public access to information.

Other revenue generating opportunities besides admission fees are promoting memberships and inviting members to become monetary donors. In addition, as identified in the Museum Business Plan, there will be new revenue-generating possibilities as a result of new improved campus through indoor/outdoor rentals, summer camps, and classes in the new building.

The Museum Fulfills City Goals and Fits Community Values

It is a benefit to the City of Louisville that it owns and operates the Museum, as the efforts and activities of the Museum support the City in several ways.

Through its many activities, the Louisville Historical Museum achieves the following goals that the Louisville City Council adopted for 2015:

1. Protect and Preserve Louisville's History
2. Maintain Small Town Character
3. Promote Economic Sustainability

Improvements to the Museum campus will also help achieve the Council's goals to "Improve Basic City Services" and "Improve Efficiency and Effectiveness in City Operations."

In addition, the Museum's activities promote the following Core Community Values that are the foundation upon which the City makes decisions and that were adopted by the City as part of the 2013 Comprehensive Plan:

1. A Sense of Community
2. Our Livable Small Town Feel
3. A Healthy, Vibrant, and Sustainable Economy
4. A Connection to the City's Heritage
5. Families and Individuals
6. Excellence in Education and Lifelong Learning
7. Civic Participation and Volunteerism

Bike Race in downtown Louisville by the Museum, 2013.

The Museum Connects People to History and is a Community Partner

It could be said that one of the major roles of the Museum within the City administration is to collect information, photos, and stories about Louisville and then disseminate them in different ways to the public, such as through *Louisville Historian* articles, research reports for the Planning Department, historical programs and walking tours, online access to historic photos, and activities of other organizations.

Other entities in Louisville (such as the Cultural Council and Library) organize public programming, and other entities outside of Louisville (such as historical organizations in other cities along the Front Range) sponsor programs on historical topics relevant to their communities. The niche of the Louisville Historical Museum, and what sets the Museum apart, is its focus on the history and identity of the Louisville, Colorado area.

The Museum provides support for many City projects, such as some initiated by the Planning Department, Golf Course, Open Space, Library, Recreation Center, Police Department, and Cultural Arts. This often takes the form of providing historical information or historic photos for the given project.

The Museum also provides support for other community institutions and organizations such as Boulder County, Boulder Valley School District, area private schools, the Chamber of Commerce, Downtown Business Association, Society of Italian Americans, Lions Club, American Legion, Broomfield Rotary, Balfour Senior Living, the Louisville Arts District, and the Louisville Art Association.

The 2016 Louisville Citizen Survey results show that "[n]ine in 10 awarded high marks to Historical Museum programs and the overall performance of the museum."

The Museum Recognizes the Unsung Hero

In a small town like Louisville, which had been a mining town without a lot of the resources of more affluent towns, the names of those who made the town what it is today can easily be lost. The Museum staff regularly seeks to bring recognition to those who made important contributions or sacrifices to the town. This is achieved through articles in *The Louisville Historian,* public programs, oral history interviews, website content, and exhibits. People and groups who have been so recognized include Charles C. Welch, the Harper Family, William Schutz, Victor Helburg, Bert Niehoff, Pearl Conley, Dr. Lucius Cassidy, and the Saturday Study Club. The Louisville Historical Commission's awarding of the Pioneer Award each year reinforces this value of recognizing those people whose work for the community might otherwise go unrecognized.

Research of Historic Buildings Leads to Interesting Findings and Informed Property Decisions

The City in 2005 adopted a Historic Preservation ordinance and thereby set up a procedure for dealing with historic structures. This had a major impact on the Louisville Historical Museum because there was limited reliable information available about the histories of buildings in Louisville. Starting in 2005, the City administration began to request research and reports (including the chain of ownership, biographical information about owners and residents, and all relevant historic photos) from the Museum Coordinator on the histories of historic buildings in Louisville. This role for the Museum expanded when, in 2008, Louisville voters approved a historic preservation tax that is believed to be the first dedicated municipal sales tax for historic preservation in the country. Today, nine hours per week of the Museum Coordinator's forty hours per week are budgeted for historic preservation research and are paid for out of the Historic Preservation Fund. Typically, the Planning Department's and Historic Preservation Commission's requests for reports are triggered by a demolition request or a homeowner's interest in applying for funding for a Historic Structure Assessment or for landmarking. In addition, the Museum Coordinator regularly collects information and photos about specific buildings and neighborhoods and makes them available to the public.

Some cities have produced architectural and historical surveys with information about their historic buildings, sometimes on multiple occasions over a period of decades. In Louisville, however, many houses have never been researched. Unfortunately, it is often the case that the City has no information on file about a historic house in the old town overlay district at the time that the owner applies for a permit to demolish it. With access to historical information and photos that the Museum has collected, the Museum staff is in a unique position to try to rectify this situation.

The historic preservation research conducted by the Museum Coordinator has been a positive activity that helps the Museum and the public. The research tends to build on itself as more facts about Louisville's early families and buildings become known. The Museum Coordinator makes every attempt for each report to be factually accurate, and is aware that City decision-makers will be basing their decisions on the information collected in the reports. Another goal, which relates to efficiencies, is for each report to be as complete as possible so that the property doesn't have to be researched again later for a different purpose. Also, the Museum's research of houses and families ties in directly with the Museum's central role in the community and with what many people feel is special about Louisville: its families, its longtime residents, its Old Town, and its sense of place.

To date, the Museum has produced about 300 formal, written reports about historic buildings in Louisville, including about 90 that were done as part of the Jefferson Place Survey, and many of them are accessible online. Residents and staff of other cities have expressed admiration of Louisville's structure and the close working relationship that exists between the Planning Department and Historic Preservation Commission on the one hand, and the Historical Museum and Historical Commission on the other. The Historical Museum and Historical Commission are in support of the Preservation Master Plan that the City adopted in 2015.

What Is There for Tourists to do in Louisville?

Boulder County is seeing a boon in tourism, based on observation and anecdotal evidence. For Boulder specifically, this seems to be confirmed by visitor estimates put together by the Boulder Convention & Visitors Bureau. As Louisville garners more and more national attention, it has also become more of a heritage tourism destination as people come from other towns, other states, and other countries to see Louisville and spend time downtown. The Museum also regularly enjoys visits by people who visit Louisville from out-of-state and stay in its hotels because they have a family connection to Louisville and they are coming to a family reunion, even if no family members still live in Louisville. For example, on one weekend in 2015, eight women walked into the Museum and explained that they had flown in to Denver on eight different flights from all over the country and were staying in a Louisville hotel. They were all descended from Catherine Curtan, who was Louisville's telephone operator from the 1920s to the early 1940s. As a widow, she had raised her children in the back of the telephone building at 913 Main Street. The eight visitors explained that when it came time to select a location for their reunion, there was no question that they would gather in Louisville, about which they had all heard stories. Needless to say, this was a treasured visit for the Museum because of the opportunities to share information about the Curtan family, Louisville's telephone system, and the history of 913 Main.

Family reunions bring heritage tourism. The Carveth and Dalby family had a reunion at the Museum in 2013.

The Museum is the only obvious tourist destination in Louisville, and the Museum staff and volunteers always rise to the occasion to welcome visitors from other places, answer their questions, and give them travel information and directions. Often, the conversation that a group of tourists has at the Museum is the only personal interaction with a Louisville person that the group will have, other than talking with a waiter or waitress at a local restaurant.

The Museum recognizes this personal interaction with visitors as an essential role that it fills, albeit it is a relatively new one (based on observations made over about the past ten years). However, there are

challenges that come with being the only tourist destination. The Museum has a limited staff and limited public hours. It can also be difficult for the Museum staff to simultaneously meet the needs of both tourists and, for example, researchers, all within the confines of a small building.

Through the addition of a Visitor Center on Main Street, tourists would be clearly welcomed to Louisville and given maps and information about what there is to do, as well as information about shops and restaurants. For the City to truly embrace the economic benefits and other opportunities presented by increased numbers of tourists, it could consider several options. In addition to the construction of a Visitor Center building, other opportunities include the establishment of a visitors bureau, research into official visitor numbers, the creation and maintenance of a tourism website, and the encouragement of other tourist destinations such as privately owned museums.

Strengths of the Collections and of Exhibits

The Museum collections and its exhibits are clearly an important part of its mission. More information about both the current approach to the collections and the exhibits, and future plans for them, are available elsewhere in this Interpretive Plan.

Challenges that the Museum Faces

Specific challenges relating to the Museum campus site are described elsewhere in this document. However, the Museum also faces challenges unrelated to its specific buildings and infrastructure.

One such challenge is that many people don't realize that the City owns, operates, and funds the Museum and that it is a division, alongside the Library, in the Department of Library & Museum Services. Even some City employees assume that it is operated by a volunteer-run private historical society and are unaware that it is professionally staffed and is part of the City administration. Some strategies for addressing this issue are detailed below in the section on Interpretive Strategies.

VI. Whom Does the Museum Serve?

Usage of the Museum Campus

The Museum meets many diverse needs of the public on site. This results in different types of foot traffic at the Museum campus. The following are the primary examples of who uses the Museum on site:

- Local residents such as newcomers and families who are eager to learn the history of the town.
- Tourists coming to Louisville from the towns around us, elsewhere in Colorado, other states, and other countries. Louisville does not currently have a Visitor Center for assisting tourists.
- School classes from Boulder Valley School District
    - In recent years, the Museum has given tours to between ten and seventeen school classes each year, which calculates to 250-425 students served on site per year. (In 2014, three of the classes were made up of fourth graders from Louisville Elementary School who focused on historic preservation; their visit was written up in the 2014 Annual Report of the National Park Service Historic Preservation Fund.)

Some school classes arrive at the Museum by bus.

  - The Museum also allows and encourages school groups to use, with supervision, the Tomeo House as a location for making short films for school projects where a historical house background is needed.
- Other groups, such as Boy Scouts; Girl Scouts; seniors living at Balfour; and classes from private schools such as the Louisville Preschool, Art Underground, and the St. Louis School.
- Researchers using the archives, reference collection, and files of information. These include book authors, magazine or newspaper reporters, engineering consultants, and people researching their family histories.
- Former residents or descendants of former residents. These visits frequently lead to the sharing of information, people becoming paying members, and the collecting of stories and oral histories and the donations of photos and artifacts.
- Volunteers. The Museum includes volunteers in the counts for Museum foot traffic because the interactions of staff with volunteers are, in many ways, similar to the interactions of staff with traditional visitors. For example, many volunteers collect information for their own projects while at the Museum, do family history research, bring in photos and artifacts to donate, order historic photos, and are eager to share information about Louisville history, all of which are activities that show how they are participants at the Museum as opposed to holding a traditional museum docent role. As Metcalfe observed, the Museum serves the role of being a community center where there is learning and teaching by volunteers as well as by traditional visitors. The Museum also creates volunteer opportunities and promotes the City's Core Community Value of civic participation and volunteerism. Because the Museum serves the personal interests and needs of not only visitors but also on-site volunteers, volunteers on site are included in the counts for Museum foot traffic.

Volunteers working on oral history interviews at the Museum, 2013.

- Attendees of meetings at the Museum are included as visitors. Examples would be potential donors meeting with the Museum staff to discuss a donation of artifacts and a Foundation director meeting with the Museum staff about Foundation business (however, public meetings cannot be held at the Museum due to the lack of ADA accessibility). Meetings and similar activities contribute to the foot traffic at the Museum and reflect the usage of the Museum by the community. (City staff members who are present at the Museum in the course of their work are not counted as Museum visitors.)
- Visitors during special events at the Museum. This includes people who visit during the Taste of Louisville and the Parade of Lights and attendees of the First Friday Art Walk events at the Museum.

Visitor Experience Objectives

The typical visitor experience begins as people enter the front door of the Jacoe Store and are greeted by a Museum staff member or volunteer. After chatting in the Jacoe Store, they are invited to go with a volunteer or Museum staff member to the Jordinelli House and Tomeo House, which are kept locked when not being toured. Visitors often share stories about themselves or where they are from, and it is not unusual for visitors to teach the staff and volunteers about specific artifacts. The typical experience ends after the visitors have toured all three buildings, at which point personal goodbyes are then said.

The Museum staff and volunteers gauge visitors' motivations and interests in determining the length of tours. There is an attempt to go along with the visitors' interests instead of specifying a pre-set, predetermined length of time in each building. Different visitor groups are sometimes combined for visits to the Jordinelli House and Tomeo House.

People's Off-Site and Intangible Usage of the Museum

Most of the usage of the Louisville Historical Museum takes place in ways that do not involve attendance at the Museum itself, making usage particularly difficult to measure and count. Our Museum is set apart from many other museums in the extent to which it serves people in many ways other than through on-site visits, such as through the following outreach programs and services.

- The membership program, administered by the Foundation, is an essential vehicle through which people are kept informed about both Louisville history and Museum activities. Although the membership program is mostly made of members of the current Louisville community, it also keeps the Museum in communication with people who are from Louisville and who have moved away. As stated by museum consultants John Durel and Anita Nowery Durel with respect to museum administration in "A Golden Age for Historic Properties (AASLH *History News*, Summer 2007), "[L]eaders should replace the number of visitors with the number of members as the key indicator of success in achieving the mission."
- Members and others reading *The Louisville Historian* are served by the Museum. The Museum sends *The Louisville Historian* to not only paying members, but also to area schools, educators, school libraries, and public libraries in the area. Other complimentary members include City officials, Museum volunteers, members of some boards and commissions, and board members of the Chamber of Commerce and Downtown Business Association. About 900 copies are mailed each quarter, with an additional 250 being given out at the Museum, for a total of about 4,600 copies distributed per year. Additional information about *The Louisville Historian* is contained in the Appendices.
- Many people use the museum by phone and email to obtain information, but they are not contributing to the foot traffic at the Museum. It is left up to the public as to whether they need to come to the Museum or if their needs are met through other forms of communication.

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Bocce: Louisville's Other Ballgame

By Jennifer Strand

Bocce DeSimone is the second best bocce player in Louisville. Or so says Dave "Ferg" Ferguson who pronounces it "BO-chee" in the Louisville way. Roger Cabbage grins when he hears this. "Tell him that he's the third best player," he says as he looks at his wife Ellie. "Make that the fourth best," he adds hastily. Dan and Ruth DiSalle don't say anything at all because they are the current holders of the Cabbage Cup, hard won in the last bocce tournament. In Louisville, everything quickly becomes clear: competition is fierce when it comes to bocce.

Ernie Sozio and Mike Colucci at the Blue Parrot bocce court, 1960s.

At its most basic, bocce is a target game played on a long, narrow court. The game begins when a small ball called the pallino is tossed onto the court. This creates the target. Opposing sides get four tries each to land their ball closest. The owner of the closest ball earns points for any of his side's balls lying between the opponent's closest ball and the pallino. The opponent gets no points at all, at least for that scoring period. Play repeats in this way until one side reaches the power winning score, usually 7, 11, or 15.

Bocce is an ancient game. Aficionados claim that its roots stretch back to ancient Egypt and that players across the ages have included Caesar Augustus, Galileo, Leonardo Da Vinci, Queen Elizabeth I, Sir Francis Drake, George Washington, and Giuseppe Garibaldi. A theme of obsession runs through the folk history of bocce. Sir Francis Drake, it is said in an oft-in repeated anecdote, was deep in a game of bocce when a breathless messenger announced the sighting of the Spanish Armada. Drake famously clarified his priorities. "First we finish the game," he said. "Then we deal with the Armada."

Italian immigrants brought bocce to America. In Louisville bocce's most important early evangelist was Mike Colucci. In 1919 Italian immigrants Mike and Mary Colucci opened the Blue Parrot restaurant in a little building on the corner of Pine and Main. As the family grew, they moved a house onto the lot just east of their restaurant at 640 Main. Then, after thirty years of hard work in the restaurant and Mary's death, Mike built a bocce court in the back yard.

Bocce Vocabulary

Bocce: "bocks," "ball," "boss," or "kiss," depending on the source consulted
Pallino: small ball used as the target
Glee: a scoring period
Round: a complete game of Bocce made up of girl (plural)
Punto: "point" shot that attempts to knot one of the pallino
Buck: the ultimate punto shot in which the ball "kissed" or touches the pallino. If it results in pinoc at the end of the Glee it is worth 2 points
Rafe: a throw used to move away another bocce
Volo: an awful throw aimed to move either another bocce or the pallino
Bum-ella: a necessity in Louisville bocce, "good food"
Bivo-o-vino: held in the non-throwing hand, "beer or wine" complements "bum-ella" and bocce

In 2014, the *Louisville Historian* covered the popularity of the game of bocce in Louisville.

- The Museum frequently initiates personal interactions that don't take place at the Museum at all, such as when the Museum staff tells visitors the location of the house their relatives lived in and the visitors then talk to the current residents, or when two distant branches of a family are put in contact with one another at their requests.
- The Museum and Foundation play a touching role with respect to people who make memorial donations. These are monetary donations made in memory of someone who has died. The donations are listed in the next *Louisville Historian* and the person is thereby honored. In this way, people are able to honor deceased loved ones and it also informs out-of-town readers about who has passed away. At times, family members identify the Foundation as the preferred charitable organization to receive donations in memory of their loved one, and this is communicated through the loved one's obituary.

- Regular monetary donors to the Foundation are often motivated by their strong feelings about Louisville and the Museum. No other organization that accepts donations more generally helps preserve and promote Louisville.
- The business community benefits from the Museum in that the Museum is a tourist activity for visitors to Louisville, making their stays richer. Museum staff and volunteers encourage visitors to explore shops and eat at local restaurants.
- As discussed above, the Museum lends support to many community organizations and projects and to other City departments in terms of providing photos and information.
- The Museum shares relevant information with other historical organizations in Boulder County such as those in Superior, Lafayette, Boulder, Erie, and Longmont, and enjoys positive relationships with them.
- Veterans are honored through providing information about veterans buried in the Louisville Cemetery for the Wreaths Across America national event and through the showing of the Museum's World War II film[4] on local Channel 8 on Memorial Day and Veterans Day.
- Recent collaborations with Boulder Valley School District have included a photo project with Monarch High School students to document downtown buildings and the Foundation's logo design contest.
- Photos from the Museum's photo collection have reached the public through their use in books, in newspaper articles and magazines, in businesses, in City buildings like City Hall and the Library, and in the mural on the Blue Parrot restaurant. (In fact, when someone donates a photo to the Museum, it might end up being used years later in a very public way.) The Museum also responds to media requests about Louisville.
- The public views Museum exhibits in the Library lobby for a month each year.

World War I memorial, Louisville Cemetery.

- The public views digitized photos and Boulder County Assessor Cards (for Louisville buildings) online. These are accessible 24/7 and more are being added regularly. It is a high priority to make sure that photos are identified correctly online and people are encouraged to correct inaccurate identifications or locations. (More information about the digitization program is contained in the Appendices.)
- Many historic building reports produced by the Museum are accessible online at the Museum's website and at the Historic Preservation Program website.
- The Museum staff gives off-site presentations to groups about Louisville history.
- People looking to purchase local history items for themselves or as gifts can find them at the Museum, sold by the Foundation.
- Local residents are interviewed for the Museum's Oral History Program, which not only helps the Museum but is a service by the Museum for the narrators and their families, who receive a complimentary DVD of the interview.

[4] Louisville's World War II film is "Our Boys and Girls in the Armed Forces, 1943-44" and it depicts Louisville servicemen and women in short scenes while they were home on leave, in many cases with other family members and with homes or businesses in the background.

- In addition to the reports written for the Planning Department, the Museum supplies property owners and renters with information and photos about their homes, upon request. These efforts sometimes lead to an owner deciding to landmark a building.
- The Museum helps to publicize the Louisville History Book Club, which is a community book club.
- The Museum reaches members of the public through other publications besides The Louisville Historian, such as a brochure on "How Well Do You Know Louisville?" and a brochure sponsored with the Historic Preservation Commission highlighting Louisville buildings on the National Register. (Plans are underway for an updated walking tour brochure.)
- The Museum serves the public through historical programs, such as:
    - Evening programs at the Library
    - Brown Bag presentations or discussions quarterly (based on the topic of the lead article of the previous Louisville Historian) held at the Library
    - Summer walking tours led by volunteers
    - A 2014 driving tour of locations relating to 1914 Hecla Mine strike conflict that was received positively
- In addition to school tours on site, the Museum has begun a program of outreach to elementary schools with a particular focus on hands-on telephones.

VII. Overview of the Collections and What is Collected

The Museum Collections

The Museum collections consist of the permanent collection, the education collection, and the reference collection. These collections and procedures relating to the collections, and the Museum's scope statement, are further described in the Collections Management Policy located in the Appendices.

Among the highest priority items to add to the permanent collection are historic photos depicting life in Louisville. The Museum also collects Louisville newspapers, which give valuable insights into Louisville events and people. It is extremely unfortunate for the community that the *Louisville Times* in 1942 disposed of all of its past issues. For this reason, the limited number of pre-1942 Louisville newspapers that have been donated to the Museum are especially treasured. Fortunately, in 2014, Prairie Mountain Publishing donated bound volumes of *The Louisville Times* from 1942 to 2007 to the Museum and they are currently being housed at the Library. The Museum and Library staff is developing procedures to allow public access to the fragile bound volumes while preserving the newspapers and is exploring the possibility of seeking permission from the copyright owner and funding so that they may be digitized.

Catholic women preparing chicken dinners at a local farm to raise funds for St. Louis Church, c.1940.

Other items that are much larger than photos are frequently offered as donations to the Museum. The Museum staff and Louisville Historical Commission work together to decide what is possible to be accepted into the permanent collection. The availability of adequate storage space and whether the proffered items fit within the scope and mission of the Museum are major considerations in deciding whether items can be accepted. Even after the completion of Museum campus improvements that include dedicated collections storage space and the creation of increased exhibit space, the Museum staff and the Commission will by necessity have to take a conservative approach. Museum staff can also consider recommending the deaccessioning of items that meet the criteria set forth in the Collections Management Policy. (More information about collections storage appears under the following section of "Strengths and Challenges of the Site.")

Museum staff and volunteers regularly work on the cataloging process whereby more items are cataloged in the PastPerfect system. It will be important to conduct an inventory of the permanent collection at the time of, or after, the move of items to the new collections space in order to make sure that all new locations are recorded in PastPerfect.

What Else Does the Museum Collect?

The Museum also collects obituaries of Louisville residents from all time periods. These aid members of the public conducting family history research and help the Museum staff in writing historic building reports. At this time, the Museum's obituary collection numbers about 2,500 obituaries and includes a maiden name index that a volunteer maintains.

The Museum also collects contemporary items relating to Louisville that will one day be historic. These include items relating to businesses (such as a Blue Parrot Restaurant T-shirt) and contemporary photos of the town.

The Museum emphasizes to the public that it collects intangibles such as information and stories in addition to artifacts. Besides helping to fulfill the mission of the Museum, this practice represents a way in which the size of the permanent collection can be significantly controlled. People who donate information and stories about Louisville are thanked in *The Louisville Historian* even if they are not donating artifacts or making monetary donations.

Louisville has great true stories, and it could even be said that the preservation of stories and memories are just as important to the Museum's mission as the preservation of artifacts. The deaths of older residents represent the biggest threat to the Museum's ability to collect stories and memories. When the Museum opened in 1986, there were still people living in Louisville who had been born in the 1890s. Today, Louisville is losing many residents who were born in the 1920s.

Eugene Caranci and Don Ross at oral history interview, 2009.

The Museum's Oral History Program is the most formal way in which past and present residents share their personal stories. To date, the Museum volunteers have conducted and filmed nearly 150 interviews. The Louisville History Foundation helps to fund the program, spending $1200 to $4400 on the program each year for the past several years.

Less formally, but just as significantly, visitors to the Museum share their stories and memories with Museum staff and volunteers. For visitors who have a past connection to Louisville, or current residents, gathering around the table in the Jacoe Store and sharing stories is the essence of what the

Louisville Historical Museum is about. This practice was the catalyst for the "kitchen table" interpretive theme described below and often leads to a visitor later being filmed in an oral history interview.

Many of the stories told by former residents and the descendants of Louisville families are colorful, dramatic, or funny. Some stories reveal the reasons behind hardships, such as a father not being able to continue working because of a mine injury and how that led to a son leaving school to become a miner. The Museum also seeks factual information relating to such topics as Louisville families, relocated buildings, and ethnic enclaves and family complexes.

The Museum staff records the stories, factual information, and visitors' contact information, and then retells the stories and memories by weaving them into Museum tours, walking tours, *Louisville Historian* articles, and historic building reports for the Planning Department and in *Louisville Historian* articles.

VIII. Strengths and Challenges of the Site

Strengths of the Site

As discussed above in the section on the Museum's niche, the Museum enjoys an ideal physical situation on Main Street as the northern anchor of the downtown business district, and its landmarked historic buildings offer interesting and authentic experiences to visitors. The planned pedestrian "Gateway" coming under the railroad tracks on South Street will bring people to the doors of the Museum, where they can then turn and view the commercial district of Main Street going to the south. In a related development, due to plans made for the 2016 Taste of Louisville with the City and the Chamber of Commerce, the public was for the first time able to walk to the Museum without having to encounter vehicular traffic on South Street. Also in 2016, the Museum staff plans to open the Museum immediately after the Labor Day Parade in order to welcome the public in from Main Street. The Museum staff is looking forward to similar opportunities to take advantage of the Museum's wonderful Main Street location.

The lovely Museum grounds regularly receive compliments from the public due to the efforts of the Parks staff (and, in the case of the rose garden, the members of the Baha'is of Louisville) who maintain them. City staff members from the Parks & Recreation Department also plow and shovel snow and prune trees. Staff members from Public Works very helpfully maintain the buildings and the Museum's security system and fire protection system. The City funds the cleaning of the Museum buildings twice a week.

The Historical Museum grounds include a Summer Kitchen that could be moved to open up the outdoor spaces for public uses and small events.

Another asset for the Museum is the existence of the empty lot right on the Museum campus where the Big House, then the metal shop, used to be located. Through the Needs Assessment process, Metcalfe Architecture & Design determined that the empty lot will provide adequate space for the construction of a new building to meet the Museum's needs. (Also, for the City to use this space constructively for a new City building on land that the City already owns will involve the removal of the unattractive concrete foundation that many have called an eyesore.)

Another strength of the site involves the physical characteristics and historic natures of the Jacoe Store and the Tomeo House (in addition to what they provide in terms of authenticity and their individual histories). By necessity, due to their small sizes and locations of doors and windows, the buildings do not provide wide spaces for showing artifacts to the public in glass exhibit cases, and in the situation of the Tomeo House, the

presence of exhibit cases would take away from the interpretation of the building as a historic house. As a result, many artifacts are "out" and not behind glass. While this can present challenges for parents bringing young children into the Museum, Metcalfe viewed this practice as a positive one because the items are so accessible to the public.

Custom shelving in the Jordinelli House stores archival boxes containing artifact donations.

Other strengths of the site relate to collections storage. While the collections could be stored more efficiently, the items that require climate control, which is the majority of the items, do have climate control. The collections are contained in a clean and stable environment, free of threats such as harmful insect infestations or the presence of moisture. The City funds the acquisition of archival storage boxes, and the storage rooms have low light levels. Due to the City's installation of a fire protection system and security system, there is protection from fire and theft where the collection is stored in the Museum buildings. The Museum staff takes very seriously its responsibility to preserve and care for the collections, which contains so many treasures documenting Louisville, its residents, and its development. The 2004 CAP Report expressed that storing the collections in the Jordinelli House was an "excellent" short-term solution, and its primary concern was with a lack of adequate space for growth and for public/research access, not with the Jordinelli House having poor conditions for collection storage.

Another storage-related strength is that the City's ability to store the Museum collections on site leads to access, efficiencies, and regular oversight of the storage conditions. Donors certainly view this as a strength, as some have indicated that they would not want their donations to be stored in a remote location where many items would not realistically be seen or viewed by the public again for a long time. Even now, the Museum staff works with or consults items in the collections several times a week. With a new emphasis on heightening the levels of public activity and engagement at the Museum campus, there will be an increased need to change exhibits more frequently. The Museum staff's ability to access to the collections to locate items and switch them in and out of exhibits or to use in programming such as the First Friday Art Walks will become more important than ever.

Challenges of the Site

The Needs Assessment Report of Metcalfe Architecture & Design gives a roadmap that identifies many of the challenges of the Museum's site and how to best address them. Some of the challenges are also described here because of the impediments that they present to fulfilling the mission of the Museum.

- The historical nature of the Museum's buildings means that the City does not have the same obligations to provide ADA accessibility as it would with respect to newer public buildings, but this doesn't mean that the City should not provide as much ADA accessibility to visitors and staff as is possible, and as soon as possible, at its public Museum. The Museum should be highly accessible. Improved ADA accessibility of the existing buildings, combined with accessibility features of the new Community House building that will include a new restroom and elevator, will help meet this challenge.
- The Museum buildings, due to their small sizes and lack of ADA accessibility, cannot be used as public buildings for meetings (such as those of the Historical Commission) or for the many historical programs that the Museum staff organizes for the public. Commission meetings, History Book Club meetings, and historical programs are instead are held in other City buildings besides the Museum, a situation that has led to confusion by the public as to where a Museum program or meeting is taking place. Metcalfe recommended that the new Community House building include programming space

for about 30 people that will allow for public meetings and historical programs to take place at the Museum instead of in an off-site location.

The May 2016 Art Walk topic promoted the Farmers Market with Kelly Miller.

- The facts that there are several buildings to show with limited staff, and that there are varying needs of the public that uses the Museum and a need for security of artifacts, can lead to less than optimal situations. For example, someone who comes to the Museum to conduct research at the table in the Jacoe Store must be brought along on tours to the other buildings so that they are not left alone in a Museum building with access to the collections, if there is not a volunteer available to stay with the researcher. Fortunately, good communication and explanations as well as positive attitudes by all concerned go a long way towards helping what could be a frustrating experience for some visitors. Increased levels of funding for operations that would allow there to be a staff member or volunteer working in each building, and a dedicated research room in the new Community House building, will help ameliorate this challenging situation.
- The lack of adequate collections storage space on the Museum campus was first documented in the 2004 CAP Report. As a result of the CAP report's stated concerns with collections items being stored in the partially dirt Jacoe Store cellar, the Museum Coordinator moved collections items needing climate control and a higher level of protection from the cellar into the Jordinelli House. Besides the concern with the most of collections being stored in the Jacoe Store cellar, which has been resolved, the CAP Report stated concerns with 1) a need for space for the growth of the collections and 2) a need for increased public/research access.

  The addition of storage space in the new Community House building will address these needs, which go to the heart of the responsibility for preservation of the collections that the Museum and City bear as stewards of historical artifacts, and will satisfy the need to keep the collections on site where the Museum staff members can easily access them for their work and for the public.

  The Museum staff and the Commission do not consider off-site storage in a remote storage facility that is not owned by the City to be a satisfactory solution due to the inefficiencies and the lack of regular access that would result and that was clearly viewed as a high priority in the CAP Report. There is also concern about the collections potentially becoming less secure or susceptible to physical threats such as insects or moisture if they were stored in a remote location.
- The small sizes of the Museum buildings present challenges when school classes visit. It is not possible to keep an entire class together in any of the buildings and a class is immediately divided in order to be shown around, leading to inefficiencies and the need for more staff and volunteer time to be spent on school tours. Perhaps more importantly, unlike at other museums that have been designed to offer adequate interior public and programming space, there is no space at the Museum to shelter a waiting school class during bad weather. The construction of the new Community House building and the improvements planned for the Jordinelli House will provide adequate space for school classes to stay together for much of their tours and for there to be shelter provided to classes that arrive early for their tours.
- Another challenge of the site is that the buildings and their limited public spaces are not geared to meet the particular needs of young children. The planned improvements to the campus are intended to create additional space that can be used for baskets or trunks of educational items that children can spread out, touch, and talk about with their caregivers. Programming space in the new building could be sometimes used for craft projects or other programs geared towards children.

- The existing Museum buildings do not provide dedicated office space for City staff members. The Museum Coordinator's office area, with a desk and computer, is currently part of the public exhibit space in the Jacoe Store, and visitors regularly pass through it. The office photocopier looks out of place next to historical artifacts that are on exhibit. Due to the lack of office doors or any privacy, it is difficult for the Museum Coordinator to have a phone conversation or hold a private work meeting during the public hours of the Museum, or to work with confidential materials. File drawer or cabinet space for museum administration files has not been planned or provided for. The small restroom for the use of the public, staff, and volunteers is located immediately next to the Museum Coordinator's desk, which necessitates that the Museum Coordinator step away from her desk to give people privacy when they are using the restroom. The Museum Technician's desk area at the Museum consists of a laptop and chair at the public table in the Jacoe Store. Planned improvements to the existing buildings and the construction of a new Community House building are intended to address these challenges presented by the limitations of the current buildings as workplaces.
- Due to the ages and conditions of the buildings, it is not possible to hold events that involve food and drink, though many people associate museums with public events such as receptions, parties, and meetings at which food and drink are served. This would change with the opening of the Community House building, where food could be kept away from artifacts and where cleaning and vacuuming could be easily accomplished so as to avoid the threat of insects.
- The existing Museum buildings also do not allow for eating areas for the Museum staff and volunteers, which means that they eat their lunches in public areas (despite asking visitors to not bring food or drinks other than bottled water into the Museum buildings) and must take care to keep food away from artifacts. Although a small refrigerator is located in a nonpublic room of the Jordinelli House, the Museum does not have an area where aromas from a microwave can be kept away from artifacts, so therefore there is no microwave for staff members and volunteers. A small break room in the new Community House building could provide these basic amenities that are provided to many employees.
- The existing Museum buildings do not provide adequate work space for volunteers and staff working on projects and with the collections. Volunteers willingly work on projects on the table in the Jacoe Store, but some work with artifacts and historic photos should be done in private areas where members of the public are not tempted to touch items. Also, a volunteer who ends a shift should be able to leave his or her work project in a spot where it will remain undisturbed until they volunteer again. Increased work space is to be created as a result of improvements made to the existing buildings and the construction of the new Community House building.
- The existing historical buildings need structural work so that they will be preserved and so that the public can continue to use them for years into the future. Metcalfe's plan for the Museum anticipates that the City will attend to structural needs of the buildings. (Currently, City staff is working on applying for funding for Historic Structure Assessments to be completed on the buildings.)
- The existing buildings do not include dedicated janitorial supply space. This would be included in the plans for the campus improvements.
- Due to not holding regular business hours, the Museum does not receive its mail on site. The public and businesses are instead given the mailing address of City Hall to use for the Museum, Commission, and Foundation. This is a frequent cause of confusion by the public. The Museum staff then typically retrieves the Museum and Foundation's mail from the Library. A small locked outside postal box by the front door of the Museum has been set up to receive mail that is inadvertently sent to the Museum's physical address instead of the mailing address. Ideally, the Museum will one day be able to receive mail and packages on site. In a similar vein, the Museum photocopier is not handled in the same way as other City photocopiers and is not part of the City service contract. Although 2016

brought very welcome changes to the networking and phone system of the Museum, there are still carryovers from the past when the Museum in many ways operated at the periphery of City services and not as a full part of the City administration.

- The current situation results in a lack of focus with respect to the Museum, both internally and externally. Staff and volunteers divide work between the Museum and the Library. Museum staff must keep track of, and transport, historic photos and albums back and forth between the two buildings that are located a few blocks away from one another. Public historical programs and meetings have to be held in other public buildings besides the Museum. Mail and packages for the Museum are received at three different locations. It is clear that there is not only a perception but also a reality of the work being scattered. The plans for the campus improvements and a new Community House building with increased public space, office space, and work space would bring a focus to the Museum's work and would increase the efficiency of City services.
- The Museum buildings do not have the ability to provide shelter from storms and tornadoes, and the buildings are not near City buildings that do have a storm shelter. The basement of the new Community House buildings will supply not only collections storage space, but also a space for a storm shelter for the public, staff, and volunteers during weather emergencies.
- Personal security of Museum staff and volunteers at the Museum is of concern, particularly given that they are working in public buildings in which a staff member or volunteer is often alone in a building with a member of the public. This particular challenge is not one that is likely to be addressed through the planned campus improvements because there will continue to be distinct buildings for the public to tour. Staff and volunteers are strongly encouraged to use one of the Museum's silent alarm fobs to call the police if they feel unsafe or uncomfortable with a visitor.

IX. Interpretive Theme Statement

Metcalfe observed during the 2014 needs assessment process:

> The most important characteristic of the Museum is *listening*. It is an attitude about public history that places the authority and importance on content that walks in the door, not just on the existing collection and the scholarship applied to that collection. It is an assertion that the value of history is in the telling of stories by the people who experienced it directly or as descendants of those who lived it and its impact on their lives.
>
> What we share across a kitchen table in our families' homes is modeled at the table currently occupying the center of the Jacoe Store, where museum staff and volunteers engage visitors, listening to their stories and sharing stories related to their lives.

Marie Zarini looks at her father's photo at the Museum during family reunion, 2013.

Metcalfe suggested the tag line of "We're Listening" and also wrote in the Needs Assessment Report:

> We determined that the Community Table is the appropriate metaphor for understanding and shaping our plans for the Louisville Visitor Center and Historical Museum. This means that the entire campus and the new building designed to meet operational needs would be conceived as reflecting that idea; they would together serve as a place to gather, share stories, to listen and to be heard.

The analysis of the Museum as a place where people sit together at a kitchen table to share stories leads to the following Interpretive Theme Statement:

> ***The Louisville Historical Museum brings together people to share stories about Louisville.***

For a short tag line that would best express the essence of Museum activities, instead of "We're Listening," the Historical Commission and City staff have expressed a preference for **"We Each Have a Story to Tell."**

X. Interpretive Themes

Metcalfe reported that the public input received at the two workshops in October 2014 included "wonderful, animated conversations and a spirit of great support for the Museum." The following are quotations of the specific areas of consensus that Metcalfe identified from the public workshops:

- Emphasize local history and interpretation, with connections to the wider world.
- Stories are the most powerful way to engage people with history.
- The Museum is an intimate space and should preserve that feeling of intimacy.
- Food can be a core theme.
- There is a distinct need for social gathering places in Louisville.

Based on this public input, and on input from Metcalfe, City staff, and Museum volunteers, the following six Interpretive Themes were selected to inform the exhibits and programming offered by the Museum on-site and off-site, and in a variety of media:

Tony Delemma family in Louisville, 1940s, in a typical scene focused on family and food.

- The idea of people gathered around a community table to share stories exemplifies the small and intimate interactions that take place at the Museum on an almost daily basis.
- Coal mining and farming were honorable occupations that helped shape the culture of Louisville.
- Louisville was a destination for immigrants and became a colony for Italians in the American West.
- Families were, and are, the foundation of the Louisville community.
- A way to understand a community is to look at its food and domestic life
- The "campus" of the Museum extends beyond the Museum site itself to encompass Main Street and all of downtown Louisville.

XI. Practical Implementation of the Interpretive Plan

Small scale and intimate interactions, and the sharing of information and stories, make up the overriding theme of the Museum. As Metcalfe emphasized, the interactions with people at the Museum are intimate now, and they will need to continue to be intimate.

A communal table, or kitchen table, is planned for each of the four main buildings in order to emphasize the theme of the Museum and encourage visitors to sit and share stories and information about Louisville. These are proposed to be custom designed and could be financially sponsored for a renewable fixed period by a business, family, or individual.

The vision for the Museum includes the idea that the focal point will be the buildings of the Museum campus and that a satellite location of the Museum will not be created in another part of the City. Similarly, the Museum collections should be stored at the Museum and not in a remote location, not owned by the City, where they would become much less accessible as well as potentially unsecure or susceptible to physical threats such as insects or moisture. It is an important goal to bring the Museum's work, programs, and projects together at the Museum instead of increasing fragmentation and inefficiencies.

It is expected that the implementation of the interpretive strategies, and the completion of the improvements to the Museum campus that are proposed in the Needs Assessment Report, will require increases in operational funding and parking.

Practical Implementation of the Interpretive Plan in the Community House

The Community House building will serve as the main Visitor Center building. It will connect people to history and will be an important asset for the community.

The focal point of the first floor would be programming space for about 30 people with a communal table in order to emphasize conversations with visitors as the primary interpretive strategy of the Museum. The table can be part of a program, or moved out of the way when needed. An entire school class could be welcomed to the Museum and introduced to key concepts in this space instead of being immediately broken up. This space would also be the site of classes, programs, meetings, and workshops. The space is also a possible revenue generator through rentals.

The building is not yet designed, but inspiration for a design can be found in elements of the "Big House" that use to be on the site and in the fact that buildings in downtown Louisville tend to be narrow, deep, and come close to the sidewalks. An emphasis on using the back door of the building would echo the ways in which Louisville residents have traditionally used them.

This building will exhibit framed Louisville High School composite class photos. These are of great interest to the public, but the majority of these photos are currently in storage due to lack of wall space in the existing buildings. It will also exhibit the Rex Theatre curtain as a backdrop for the communal table on the ground floor.

The Museum brought back the treat bag tradition, Dec 2016.

For the first time, food will play an important role inside the Museum, which seems particularly appropriate given the culture and history of Louisville. Food will be permitted at events, receptions, parties, and programs in the Community House, as many people have come to expect from museums in other cities. (Due to space and budget limitations, it is not anticipated that a full kitchen will be possible to include, however.) Students will be able to eat their packed lunches at the Museum as part of a school tour, which is not possible now.

To help visitors, the Community House will have information about other things to do in the Louisville area and sample menus from Louisville restaurants provided in collaboration with the Chamber of Commerce and Downtown Business Association.

The Community House will include a mechanical room, dedicated janitorial closet, and an elevator to be used for transporting artifacts and for accessibility. The basement would provide dedicated collections storage space with compactor storage to maximize the space along with an area for staff and volunteers to work on the collections away from the public. It would also serve as a storm shelter for visitors, volunteers, and staff.

ADA accessibility in this building will be key and will include the Museum's first ADA accessible restroom and an elevator.

Offices on the second floor would comprise the first dedicated office space at the Museum. A small research room could also serve as a location for conducting interviews for the Museum's Oral History Program.

Practical Implementation of the Interpretive Plan in the Jacoe Store

The focus of the interpretation in the Jacoe Store, which was a Main Street business itself for several decades, will be Commercial Life in Louisville.

This building will continue to have a communal table for visitors to share stories, as it does now, and will continue to employ the back door as an intentional device to echo how people informally used back doors historically in Louisville.

The office space will move to the Community House, and the existing space will be used more appropriately.

Practical Implementation of the Interpretive Plan in the Tomeo House

Tomeo House shown on County Assessor card, 1948.

This building will continue to interpret 1930s domestic life in Louisville and will focus on the families who lived in the house. To increase the authenticity of the site, furniture and artifacts will be moved to reflect what has been learned in recent years from a member of the Rossi family about the locations of beds and tables and to exhibit just one instead of three stoves. Museum staff and volunteers will invite visitors to sit and talk at a communal table in the kitchen, just as the Tomeo family and Rossi family would have done.

Practical Implementation of the Interpretive Plan in the Jordinelli House

The Jordinelli House will be devoted to interpreting civic life in Louisville. The plan for this building includes making interior renovations in order to allow for more open areas, exhibit space in the areas where the collections are currently being stored, and increased accessibility around the replica of downtown Louisville. This building will also have a custom-designed communal table.

Practical Implementation of the Interpretive Plan in the Summer Kitchen

Under the Needs Assessment plan, the Summer Kitchen could be a focus for outdoor activities on the site instead of being a storage area for collections items that don't need temperature control. For example, catered food could be served from a Dutch door.

Practical Implementation of the Interpretive Plan Outdoors on the Museum Campus

As Metcalfe observed in its Needs Assessment Report:

> Louisville is blessed with a system of alleys running between the main streets, creating an informal extension of the private property lining both sides of the alleys. Children

played in these alleys more safely than in the streets. Family events spilled from the back yards into these alleys. Across fences and standing here, neighbors shared news and concerns …. We propose to reorient the entire campus to celebrate Louisville's alleys, creating a new Alley running north-south through the center of the campus …. This new alley will become the heart of the campus. It will be large enough to host events of significant size, becoming the north anchor for downtown events, as well as events specific to the Museum. While the street presence along Main Street will remain strong, the main entrance to the campus will be a broad, welcoming opening to the site on South Street.

This plan will result in improved visitor movement through the campus and a more efficient use of space outdoors on the campus. The Museum could host private weddings and other events that produce revenue as well as fundraising events, membership receptions, and outdoor programs and festivals for the public.

Summer Kitchen, Museum Campus.

It is possible that the Baha'i rose garden will need to be moved elsewhere on the campus, in cooperation with the Baha'is of Louisville, so that it continues to enjoy plenty of sunshine. Also, the Museum will look into alternative ways to appropriately recognize those whose names are on the existing plaques in the landscape.

Interpretive Strategies at the Museum and Through the Museum

- **Website**

In addition to making improvements to the Museum's physical site, it is also important to increase the amount of information that the Museum makes available online and for there to be essential, basic changes to the Museum's website. Members of the public have expressed confusion with respect to the Museum webpages, which are currently not easily findable as they are a subset of the Library website (despite the fact that the Museum is not organized to be under the Library, but is a division of the department alongside the Library) and they have an address with a long string of letters and numbers instead of the Museum having its own, recognizable website address. It is a high priority for the Museum to have its own website that is part of the overall City website so that the public can find information easily.

The Museum's priorities for making additional content available online on its website are:

- More historic photos to be cataloged and digitized
- More building history reports that have been written for the Planning Department (currently, there are 14 on the Museum webpages in addition to others viewable elsewhere on the City website)
- Biographies and photos of those who have received the Pioneer Award
- A list of names of people for whom the Museum has obituaries in its obituary collection
- Additional past *Louisville Historians* in PDF form (currently, the 37 issues from 2007 to the present are online)
- Digitized archival records such as mining ledgers
- More contemporary photos of the Museum campus and buildings
- Increased information about the Museum for visitors
- Additional links to other relevant websites
- Eventually, an online mining map with links to photos and information

- The expanded use of PastPerfect and PastPerfect Online, including the eventual use of Google Indexing so that people using Google searches will find photos and information on the Museum's PastPerfect Online website

- **Oral History Program**

The Museum's Oral History Program produces raw material, all owned by the City, that can eventually be shared with the public. The next steps for increasing accessibility are dependent on the availability of City funding. The priorities include:

- Backing up the oral history interviews on the City server.
- Cataloging the oral history interviews in PastPerfect.
- Cataloging oral history interviews that were done in the 1960s-1990s, backing them up to the City server, and making them available to the families of the narrators. (These have been transferred from audiotapes to CDs, and a volunteer has already backed up some of them to the City server.)
- Editing the raw oral history footage and making it available online or in short films that can be broadcast on channel 8 or on YouTube. The City's attorney and guidelines used by other oral history programs will be consulted for guidance on what editing will be required.
- Transcribing the oral history interviews so that they can be used more readily for research and for quoting in articles.

- **Exhibits**

In terms of future exhibits, Metcalfe's plan will result in about a 45% increase in exhibit space at the Museum, due to the new building and the ability to use space for exhibits in the Jordinelli House (replacing areas currently used for collections storage) and in the Jacoe Store (replacing the current office space) . Although participants in Metcalfe's public meetings expressed more of a desire for increased museum programming space over an increase in museum exhibit space, it is clear that people expect to be able to view engaging, thought-provoking exhibits when they visit a museum. Also, the Museum unquestionably has a need for increased exhibit space, given the limited space that can be dedicated to exhibits in the existing buildings. Some of the Museum's priorities with respect to exhibits are 1) to have more of the collections on exhibit, resulting in increased public access to the collections, and 2) to increase accessibility in terms of physical access to the exhibits themselves and in terms of improved exhibit labels.[5] (All of this should be accomplished with the goal of increased ADA access in mind.) The following list gives examples of ideas for rotating exhibits in the enlarged exhibit space in the Jordinelli House or in the new space in the Community House. With the increased public gathering space that is envisioned, each exhibit could have an opening reception to which Foundation

Rex Movie Theatre Curtain with advertisements, made 1927-28.

[5] The Museum staff uses the excellent book *Exhibit Labels: An Interpretive Approach* by Beverly Serrell as its guide for exhibit labels and signage.

members and the public are invited, and the exhibit areas could be rented out to groups looking for event venues.

Museum exhibit at Library, 2012.

- Photo exhibits around specific topics/themes, such as photos of Main Street or photos taken of contemporary Louisville by Monarch High School students
- An exhibit of items that were brought by Louisville residents from their European countries of origin on cross-Atlantic journeys
- An exhibit on Louisville's transition from working class mining town to modern city that finds itself on "best places to live" lists
- An exhibit of items that were found in the walls and cellars of old Louisville houses and that have been donated to the Museum
- An exhibit of everyday tools and kitchen implements, including handmade ones
- An exhibit on Louisville and its relationship with Rocky Flats, where many residents worked
- Similarly, an exhibit on Louisville's relationship with StorageTek, where many residents worked

- **Programming in the Community House Building**

It is not currently possible for the Louisville community to participate in engaging historical programs on site at the Museum. This is due to the lack of space in any of the existing small historic buildings combined with the lack accessibility that is essential for public programs that the City organizes and offers. The new Community House building will provide programming space that will offer exciting opportunities for community engagement at the Museum itself. Importantly, as reported by Metcalfe Architecture & Design, the participants in the public meetings organized by Metcalfe emphasized the importance of community programs and program space at the Museum over having increased exhibit space or space for interactive or high-tech displays. The following list gives examples of community programming that are being considered for different ages and interest groups in the Community House. These ideas were generated by participants in the public meeting, Metcalfe Architecture & Design, and Museum staff and volunteers. (It is anticipated that programs for which a larger than capacity audience is expected could still be scheduled to take place in the first floor meeting room of the Louisville Public Library, which is where Museum programs for audiences of all sizes currently take place.)

In addition, Louisville is a community of engaged, creative citizens of all ages with many personal interests. In fact, this is an aspect of our town that gives it its identity and makes it a desirable place to live and work. At this time, comfortable and pleasing meeting space for 30 people in a building owned by the City that is located downtown (with the possibility of spillover of attendees patronizing local shops and restaurants before or afterwards) is at a premium. It is strongly believed that many community groups and City boards and commissions could benefit from the availability of increased programming space in the new Community House, and support for community meeting space is apparent in the 2016 Citizen Survey results.

Using the comfortable and intimate programming space in the Community House, and with the necessary increased staffing, the Museum could offer programming that complements other programming offered by the City, such as those suggested in the following examples:

- Interview a Louisville resident who has an interesting personal history, whether an older resident or a newcomer, in front of an audience
- Organize a lecture series about past residents that will focus on a different person each time and include photos and stories
- Have a moderated panel to discuss a topic
- Interview residents about historical food practices and preferences, with tastings
- Organize cooking lessons that relate to historical foods
- Offer historical crafts for children, such as making pins with ribbons to echo the Louisville fraternal organization ribbons in the Museum's collections
- Teach historical indoor games and play them with children, or show historical toys
- Work with teachers to connect to curriculum
- Offer an antiques roadshow program
- Offer photography classes using the exhibits and grounds at the Museum as the subject matter

Carrying on the tradition of making Italian pizzelles.

- Focus on the history of one family or one ethnicity represented in Louisville (this could translate into more sharing of information and photos between the Museum and local families)
- Offer programs of genealogical interest, such as the program on "DNA Testing for Genealogy" that was presented in August 2015
- Put on workshops on raising chickens or winemaking
- Teach how to play barbuit, the gambling game, or morra, the Italian hand gesture game, that were popular in Louisville for decades
- Put on a quarterly launch party for each new issue of *The Louisville Historian*, aimed at members
- Provide a hub for local storytellers and reenactors
- Offer an evening "camp fire" experience with storytelling for children
- Invite the public to watch oral history interviews and other films, with discussion to follow, and possibly with the narrator present to answer follow-up questions
- Have the Museum be the start of a scavenger hunt in downtown Louisville for teens or couples
- Help organize activities for class reunions for people who graduated from local high schools
- Organize informal class reunions for adults with music and stories, such as for people who graduated between 1980 and 1985 (no need to have attended school in Louisville)
- Provide a place for young professionals to network or attend business workshops, possibly in coordination with the Chamber of Commerce
- Invite Dick Del Pizzo to demonstrate and talk about how he made the buildings for the Replica of downtown Louisville
- Provide a fun location for City departmental celebrations
- Have a dinner with an expert as a fundraiser, and other events involving members, in partnership with the Louisville History Foundation
- Host a reunion of local Vietnam era veterans, with a panel discussion
- Host meetings of affinity groups such as the History Book Club

- Coordinate with the City's Human Resources Department for visits to the Louisville Visitor Center & Historical Museum to be integrated into orientations for new employees, leading to even stronger personal connections between new employees and the town where they work

The Museum also intends to work on the following interpretive strategies with respect to off-site programming in connection with the Museum campus changes and increased operational funding:

- The creation of an updated self-guided walking tour brochure of downtown Louisville that would include both historic and newer sites; this would be put on the website as a PDF and would benefit tourists, residents, and businesses.
- Providing literature to promote the Museum and downtown to the Louisville hotels, including maps showing how to get downtown.
- An outreach program for BVSD schools (already underway). This is a fun way to give students the opportunity to handle and use items such as telephones and typewriters.
- Expanded historical walking tour program using the concept that the Museum's "campus" extends to all of Main Street and downtown Louisville. These could cover different parts of old town or focus on different themes. Since the basis of the Museum's interpretive strategy is the personal contact and making personal connections, for the foreseeable future the plan is to continue with person-led walking tours and not to use the more impersonal prerecorded tours at this time. The Museum should consider moving towards an online reservation system for walking tour participation. Also, along with the new Visitor Center, Museum volunteers could lead walking tours leaving from the Visitor Center at the same time each day.

Sidewalk wrapping around tree in Old Town Louisville.

- The increased use of driving tours. Although it took time for the Museum staff to plan the driving tour of the Hecla Mine strike events in 2014 so that traffic safety would not be a problem, the public feedback was very positive. Future driving tours could focus on the histories of mines, farms, or open space areas.
- The completion of a Louisville, Colorado public family tree on Ancestry.com in order to compile information on family relationships in Louisville (where many people were, and are, related to one another) and to make the information publicly available to Ancestry.com subscribers.
- The encouragement of local residents to write down stories and memories of Louisville in their own words and to create hand-drawn maps and ground layouts of Louisville buildings. Recent examples are Lois Tesone's memories of Main Street (*Louisville Historian*, Summer 2015) and drawings of maps of the Monarch Mine Camp and the old Louisville High School building.
- The eventual creation of an app for *The Louisville Historian* for members so that they have the option to view each new issue digitally and in color
- Exploring the idea of creating a nonprofit corporation that would be a cultural alliance similar to the Golden, Colorado Cultural Alliance, which as the purpose of developing and promoting awareness of Golden's cultural and historic assets

XII. Museum Business Plan Review

With the goal of producing a well-rounded and useful Museum Master Plan, the City commissioned a consultant to create a business plan that would focus on the Museum's operations and potential revenue

generation and that would accompany the Museum Needs Assessment Report and the Museum Interpretive Plan in the Master Plan. ArtsMarket, Inc. was selected to write the business plan. Louise Stevens made an on-site visit and met with different Louisville constituencies and organizations in December 2015. The Museum Business Plan is now part of this Master Plan document.

The Museum Business Plan prepared by ArtsMarket, Inc. puts forth a number of recommendations and ideas with respect to Museum operations and funding. It provides an excellent starting point for discussion by City staff, City Council, the Louisville Historical Commission, the Louisville History Foundation directors, and members of the public. In fact, the Museum staff has already started to take action this year in response to ideas contained in the Business Plan, such as the recommendations that the Museum increase its programming and outreach offerings and strengthen its participation in downtown events and festivals. These recommendations and the comment during ArtsMarket's on-site visit that there should be more of "Here is your story" and connecting with people's interests has already led to efforts by the Museum staff to expand the programming during First Friday Art Walks and organize more historical programs taking place at the Library, and the public has responded enthusiastically.

The Business Plan contains a great deal of helpful information that is pertinent for the Museum's future operations and funding sources, and it sets forth a proposal for one possible way in which the City of Louisville could set up funding for Museum operations and maintenance based on examples from a sampling of other U.S. museums, though it is recognized that there are also other possible paths. The City will no doubt want to balance a number of different interests when the time comes to make decisions about the Business Plan recommendations. At this time, these issues are still up for discussion.

The Historical Commission, Foundation directors, and City staff discussed the Business Plan and its

Commission members, Foundation directors, volunteers, and Jacoe Store float by the real Jacoe Store, Labor Day 2016.

recommendations at a Commission meeting on May 4, 2016, and individuals stated what they liked about the plan and what they didn't care for or thought might be unrealistic. It was noted that the Commission, by accepting the Business Plan to be part of the Museum Master Plan, would not be weighing in or passing judgment on the actual recommendations contained in the Plan. There was a general acknowledgement that whether many of the recommendations can be carried out will be based on future decisions to be made by the Louisville City Council and on how other future events unfold, including whether City Council will write the ballot language of a proposed Historic Preservation Tax extension to allow for funding for Museum operations and maintenance, and whether Louisville voters will approve of the extension.

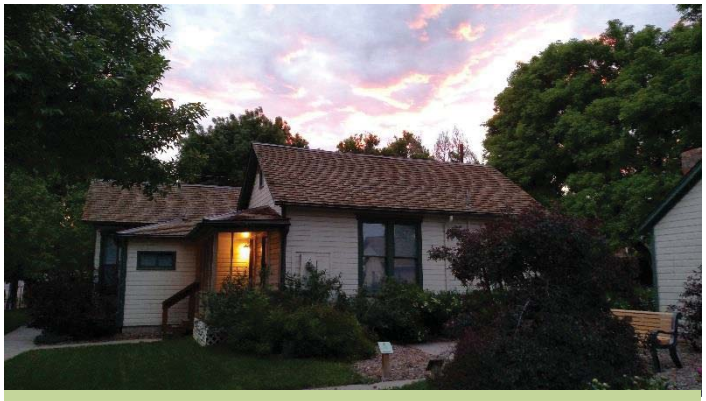
The attendees at the May 2016 Commission meeting weighed in on the following interesting Business Plan recommendations in particular:

- Those in attendance liked the Business Plan's vision of the Museum becoming an official visitor and civic information center for residents and tourists, for it to be a key anchor for the historic downtown and Arts District, and for City events to begin and end at the Museum campus.

  Along with enthusiasm for an exciting growing role for the Museum in the civic life of Louisville and the opportunities that this presents for the City is concern about whether the current level of staffing and operations can sustain such increased activities that some people may come to expect even before there is additional operational funding, if it transpires at all. Some expressed that the City administration should ensure that there is adequate operational funding in place before the time when staff would be expected to significantly raise the level of programming and the Museum's profile in the community and the region, and certainly before there would be a new building.

- The Business Plan recommendations are based on there being on a certain level of funding for Museum operations and maintenance from the Historic Preservation Fund, which is not currently permitted. It is still an open question as to whether the City Council will decide to write the ballot language for a proposed Historic Preservation Tax extension so as to include approval for the Fund to be used to help pay for Museum operations and maintenance. If it is written to include such language, when it would go to voters has not been decided and it is not known whether voters would approve the ballot issue.

  Although the Historical Commission members and Foundation directors who were present at the meeting indicated that they strongly support the inclusion of funding for Museum operations and maintenance in the tax extension ballot language, it was acknowledged that the City and the community cannot assume that the language will include this provision or that the renewal will pass.



Jordinelli House after a busy First Friday Art Walk at the Museum.

- Whether it makes sense for the Louisville Historical Museum to start to charge an admission fee for visitors to access some buildings on the Museum campus after the hoped-for campus changes are made, or what the admission fee would be, is a decision for the City to make in the future. Up to this point, staff had envisioned continuing the practice of not charging an admission fee so as to welcome and encourage as much participation by the public in the Museum as possible, particularly with respect to 1) the desire to promote and strengthen downtown and 2) the recommendation by the Needs Assessment consultant that the Museum encourage visitors to come to the Museum to share their stories. In fact, the Interpretive Theme Statement in the Interpretive Plan draft that the Commission and Foundation have reviewed was written to state: "The Louisville Historical Museum brings together people to share stories about Louisville." The City may decide that there are compelling reasons for our public Museum, like the Public Library that is the other division in the Department of Library & Museum Services, to not charge an admission fee.

  At the meeting, most who expressed a view stated that they do not like the idea of starting to charge an admission unless perhaps it is for special exhibits. It was also felt that the ultimate design of the Visitor Center building, the plans for exhibits in the Museum buildings, and the overall design of the campus

may or may not lend itself to the charging of an admission fee, since there would be good reasons to not charge visitors coming to the Visitor Center and there would need to be adequate areas for visitors to explore exhibits if an admission fee were to be charged for part of the campus. It was also noted at the meeting that the Museum and Library are in the same department and share a similar philosophy of serving the public need.

- Similarly, no decision has been made with respect to whether the Museum should charge for either school tours of the Museum or Museum outreach into local schools. At this time, the Museum does not charge schools a fee for either activity because of the educational mission being an important foundation of the Museum's activities.

  At the meeting, there was mixed reaction to this proposal in the Business Plan. Some were in favor because many destinations do charge students for tours.

- The Business Plan includes a recommendation to generate funding of about $5000 per year by having a museum store, as many museums have. Reasons why this may not be the best course of action for our Museum include 1) the lack of adequate space to have a store that would generate significant funding (and the necessity of giving up something else that is greatly needed at the Museum, such as meeting space, exhibit space, or staff/volunteer work space, in order to create such an area of a minimum of about 400 square feet) and 2) the possible desire to avoid the appearance of competition with nearby downtown businesses selling similar items.

  Those in attendance at the May meeting stated that the need to sacrifice important functions in the new building to make room for a museum store would be highly undesirable, particularly since the museum store would be expected to bring in so little funding per year for what would be given up.

- The Business Plan envisions a much larger role for the Foundation and recommends that the Foundation not only raise funds to assist with the specific capital project outlined in the Museum Needs Assessment Report, which the Foundation directors have already anticipated working on, but also that the Foundation would be heavily involved in significant fundraising to help the City pay for ongoing Museum operational costs for the foreseeable future. The Business Plan is relatively conservative with respect to the levels of operational funding that would be provided by the City. Whether (and if so, to what extent) the City would want to rely on a 501c3 to become heavily involved in fundraising for City operational costs has not been decided. It does seem necessary for the Foundation role in fundraising to become larger. How can the City ensure that private citizens will want to and be able to grow the Foundation's role in fundraising as well as sustain a level of increased fundraising for operations? If it can't be sustained, what does that mean for the City-owned Museum's operations and the communities it serves?

  The Foundation directors and Commission members in attendance indicated that they would not want the Foundation, a private 501c3, to be required to raise money for operations, even though the Business Plan recommendations and its timeline are predicated on such a financial arrangement. The Foundation directors indicated that they are enthusiastic about raising money to help pay for capital costs for the Museum, but not for the ongoing costs of operations. Some in attendance stated that in fairness and as a good practice, the City should fund the staffing of its Museum in the same ways in which it funds the staffing of other parts of the City organization and not rely on private fundraising for Museum operations. It was also recognized that it would be problematic for City to hire staff and to not necessarily be able to rely on a consistent level of operational funding.

It was noted that the Business Plan timeline is also in question because of not knowing at this time when is the City's goal for having funding from all sources ready for a new Visitor Center building and if the Foundation is not expected to conduct fundraising to cover operations.

- The Business Plan also envisions a greater role for volunteers at the Museum and it anticipates that some of these volunteers working on site at the Museum would be people who are supervised by the Foundation. However, it is possible that the City would recommend that volunteers working at the Museum, which is a City site, continue to be official City of Louisville volunteers who are supervised by Museum staff and that there is not a mixture of volunteers supervised by different entities.

  A related view that was also expressed was that while volunteers are essential to the success of the Museum, the City should avoid putting too much responsibility on volunteers to carry out Museum functions and increased activities, particularly because of the time and effort that would be involved for the limited staff to train, coordinate, and schedule them.

Overall, the Business Plan was welcomed by the Commission, the Foundation, City staff, and community members as a thought-provoking document that suggests many possible directions for the future and that invites the community to consider different ways to view and achieve "success" for the Museum.

View from Acme Mine dump, looking north on Main Street.

IV. The Plan

B. Needs Assessment Report

Louisville Visitor Center & Historical Museum

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Creating a new Campus for the Louisville Visitor Center and Historical Museum

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Introduction

On September 29, 2014, the Louisville Historical Museum began a project to assess its long-term facility needs. During the course of this study, Beth Barrett, Director of Library and Museum Services and Bridget Bacon, Museum Coordinator, worked with Metcalfe Architecture & Design to quantify those needs and reimagine its campus of five buildings. This process included two public input meetings held at the Library on September 30, 2014.

The goals of the study were to create a plan that satisfies the visitor experience and operational challenges the Museum currently faces.

The plan laid out in this document is the result of our work and activates **the Museum campus as the northern anchor for downtown Louisville**. The Museum occupies the intersection between residential and commercial Louisville. With the planned new gateway, welcoming visitors from the sports fields east of the city, the Museum campus will announce the city's history as core to its identity today and into the future, for everyone who lives in and visits Louisville.

To reflect this enhanced role, we propose renaming the Museum to the **Louisville Visitor Center and Historical Museum**.

The Big Idea: "We're Listening"

The most important characteristic of this Museum is *listening*. It is an attitude about public history that places authority and importance on the content that walks in the door every day; first-time visitors and loyal members. It is an assertion that the value of history is in the telling of stories by the people who experienced it directly or as descendants whose lives were shaped by that history.

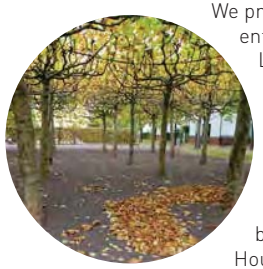
What we share across a kitchen table in our families' homes is modeled at the table currently occupying the center of the Jacoe Store, where Museum staff and volunteers engage visitors, listening to their stories and sharing stories related to their lives.

We plan to continue and expand this primary interpretive strategy employed by the Museum-- **listening to visitors**. This will be accomplished by placing a table, like the one currently in the Jacoe Store, into the Jordinelli and Tomeo Houses and the new building. A staff member or volunteer will do her or his work conducting research, cataloging collections, etc. at these tables, but their primary job will be to engage visitors entering the buildings. Our intention is to express the value of visitor-focused interpretation everywhere on the campus.

We determined that **the Community Table** is the appropriate metaphor for understanding and shaping our plans for the Louisville Visitor Center and Historical Museum. This means that the entire campus and the new building designed to meet operational needs would be conceived as reflecting that idea; they would together serve as a place to gather, share stories, to listen and to be heard.

The Alley

Louisville is blessed with a system of alleys running between the main streets, creating an informal extension of the private property lining both sides of the alleys. Children played in these alleys more safely than the streets. Family events spilled from the back yards into these alleys. Across fences and standing here, neighbors shared news and concerns ranging from international events to family stories.



We propose to reorient the entire campus to celebrate Louisville's alleys, creating a new Alley running north-south through the center of the campus, between the Jacoe Store and Jordinelli House and behind the Tomeo House, ending at the north property line. **This new Alley will become the heart of the campus**. It will be large enough to host events of significant size, becoming the north anchor for downtown events, as well as events specific to the Museum. While the street presence along Main Street will remain strong, the main entrance to the campus will be a broad, welcoming opening to the site on South Street.

Community House

We have planned a new building for the campus to occupy the now vacant foundation on the north side of the Jacoe Store. The building is scaled to fit comfortably on the campus, staying the same height of the residential and commercial building that formerly occupied the site. The building will host:

First floor
- An open community space for sharing stories, talking together;
- This room could handle groups of up to 30 for Museum or community events; and,
- Exhibit display space along walls. The Rex Theatre curtain can be exhibited in this building.

Second floor
- Office space;
- Small research/ reading room; and,
- ADA-compliant restrooms.

Basement
- Collections storage, including "compactor" storage to maximize the space;
- Storage space for the future; and,
- Collections processing.

Jacoe Store

The focus of the interpretation in the Jacoe Store will be *Commercial Life* in Louisville. Minimal changes are planned for the store, but there will be new casework for artifacts and archival material. Minor interior changes will allow expansion of the area available for display. The administrative office currently occupying the rear of the building will be relocated to the second floor of the *Community House*. The table that inspired our work will remain at the center of the Store, and will continue to welcome visitors to share their stories.

Jordinelli House

This building will be devoted to interpreting *Civic Life* in Louisville. Our intention is to renovate the interior of the building to create as much open space as possible, to allow accessible display of the newly completed model of the town. Displays around the perimeter of the room will use the existing collection of artifacts and archival material to explore the experience of the people who shaped Louisville from its founding to today.

There will be an accessible restroom built at the rear of the building interior, currently occupied by a partial kitchen. We do not intend to make any changes to the exterior of the building.

Tomeo House

The Tomeo House will continue to serve as the Museum's center to interpret *Domestic Life* in Louisville. The focus will remain on the families who occupied the house and their relationship with the mining and agricultural history of the city. The current plan calls for structural and cosmetic repairs to the building and a small amount of casework to safely display the existing collection appropriate to the home. We intend to replace the front steps to the building to present a more historically appropriate face to Main Street. No other changes are planned for the building.

Summer Kitchen

We intend to relocate the Summer Kitchen to align it with the east side and approximately 25 feet to the north of the Jordinelli House. This new location will help create a more usable, open gathering space between all the buildings on the site and a new, north-south axis to the campus. The kitchen will be activated to serve as a focus for outdoor activities and events on the site, possibly restoring its past life as a center for summertime meals.

Outhouse

The Outhouse will remain in its current location. It will constitute an outdoor point of interpretation of life in the Tomeo House.

What's Next

The list of tasks articulated in this plan will serve as the basis for the next phase of the project. Design for the Community House will begin in earnest, a site survey will be required to allow the Alley and other site features to be developed. A team of designers will need to be assembled.

Equally as important will be a number of tasks critical to operational success of the project. We suggest a consultant be identified and brought on board to create a business plan for the newly expanded museum. This plan should address staffing requirements for the new facility, earned revenue opportunities to help create a financially sustainable institution, and a realistic projection of the anticipated audience, who will come as individuals, families, and school groups.

Structural analyses of the Jacoe Store and Tomeo House should be conducted to identify necessary repairs that will either be included in a comprehensive project budget, or accounted for with separate funding sources.

Campus Planning : Existing Conditions

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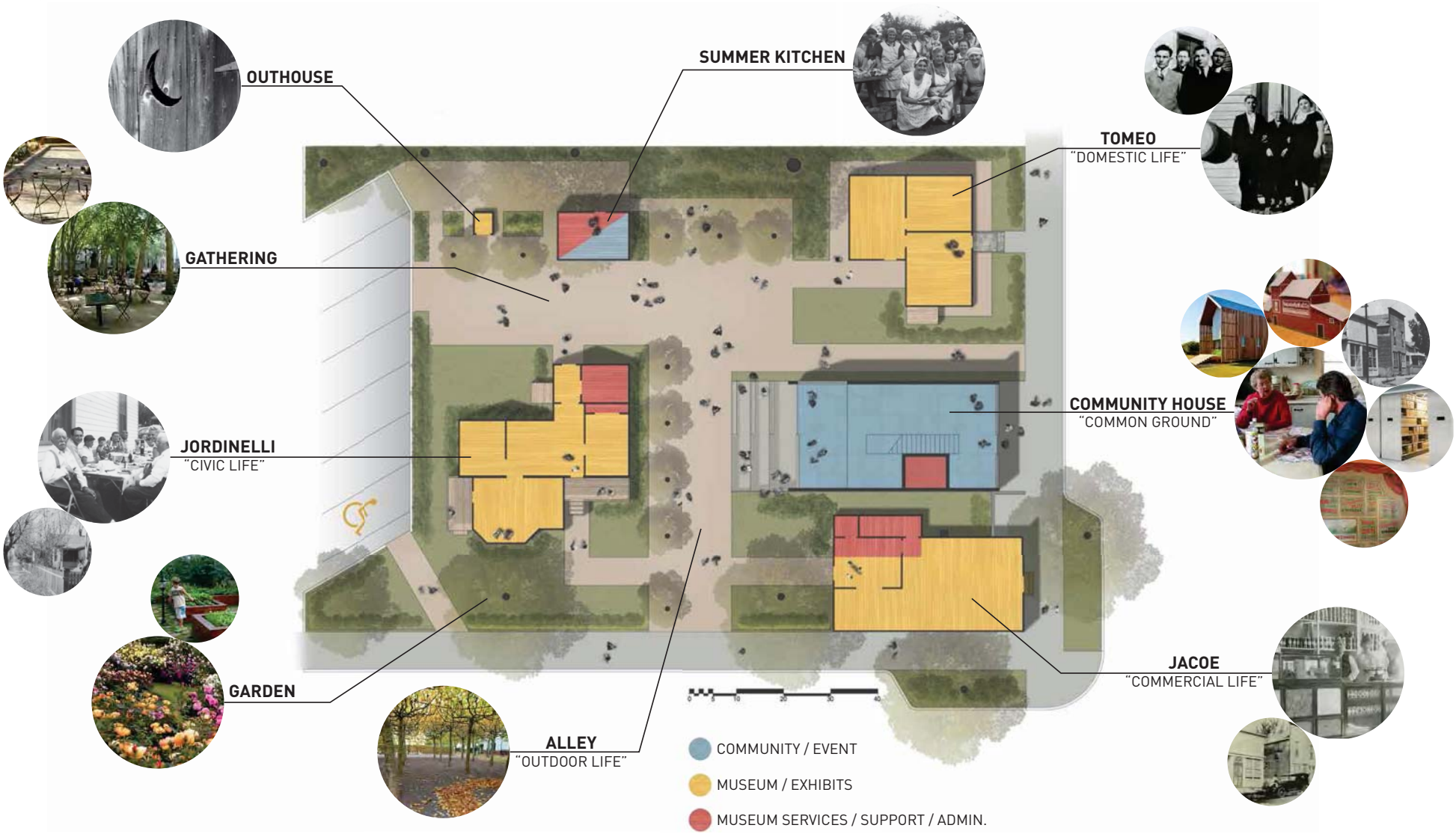

Campus Planning : Proposed

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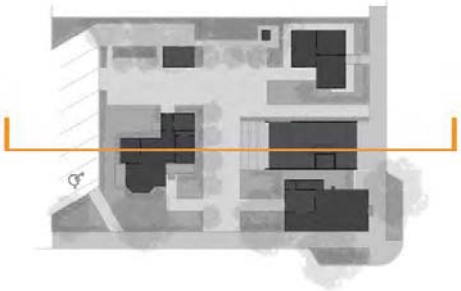

Campus Planning : Proposed Site Section

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Campus Planning : Proposed Site Perspective

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Campus Planning : Proposed Overhead Campus Perspective

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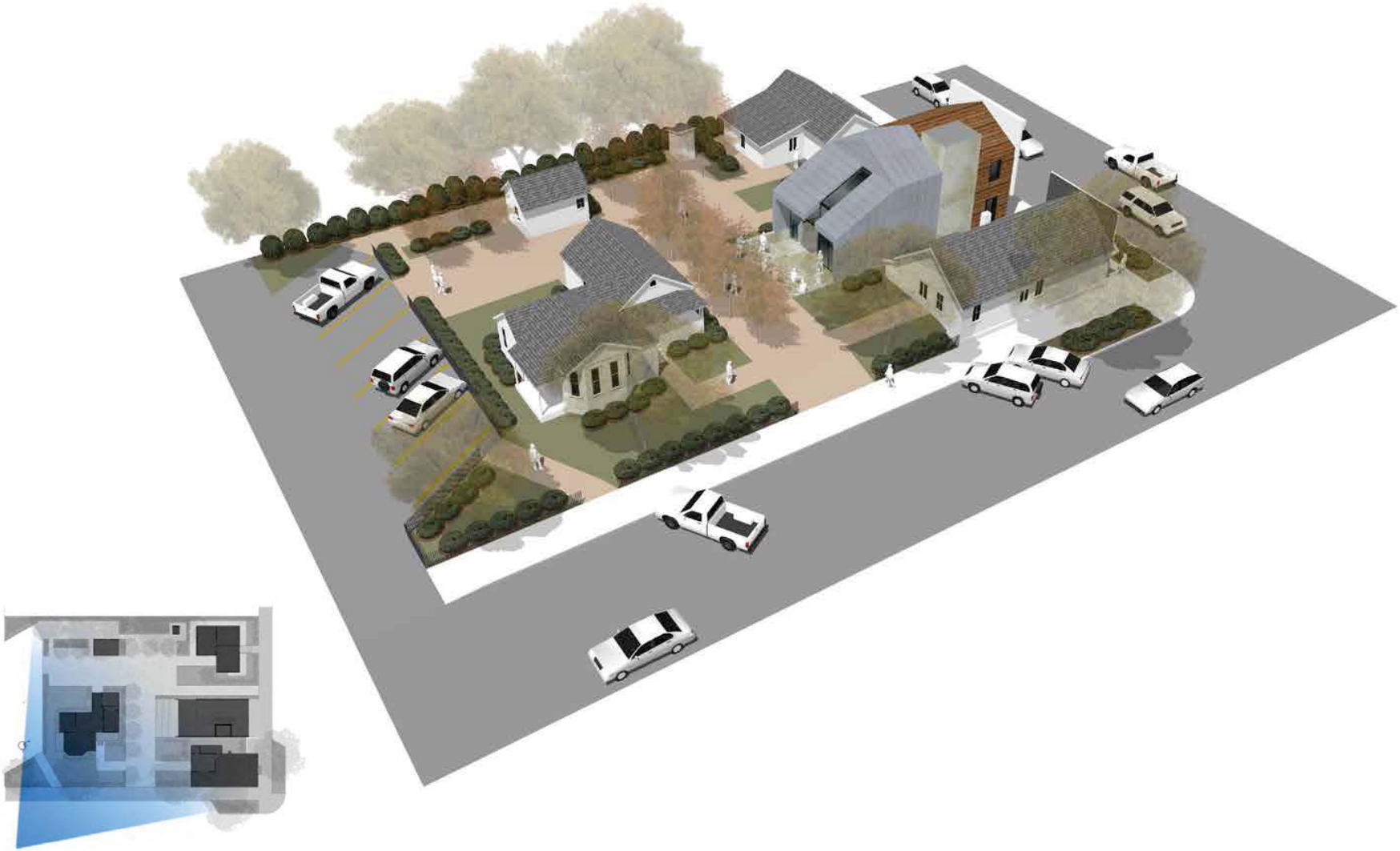

Campus Planning : Proposed Overhead Campus Perspective

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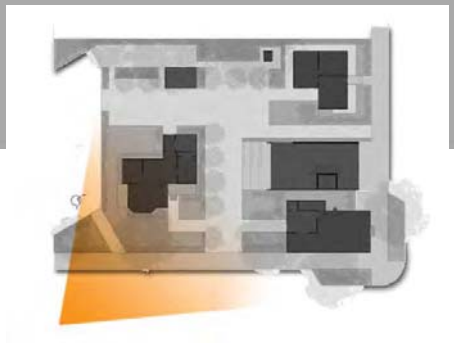

Campus Planning : Proposed Site Perspective

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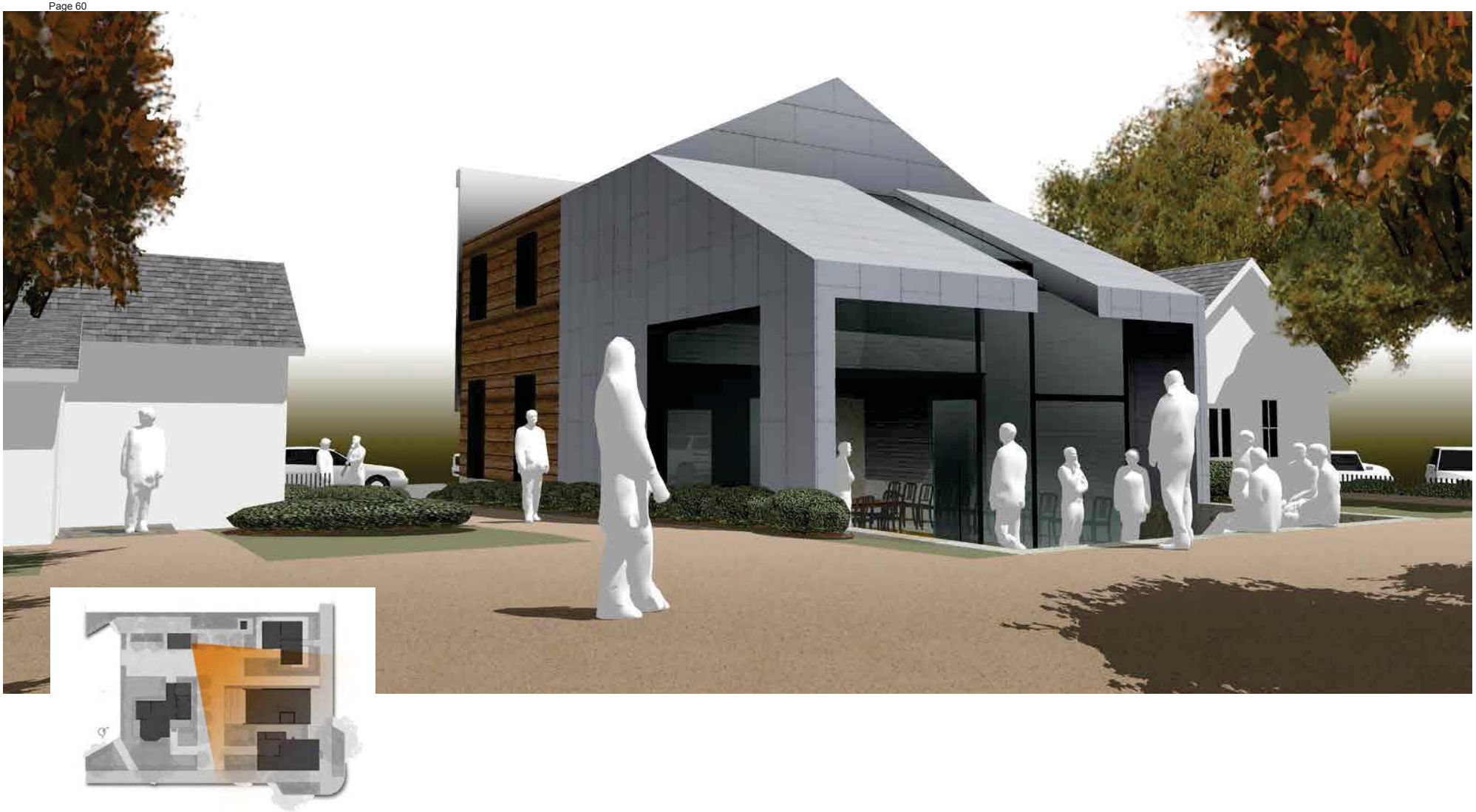

Campus Planning : Proposed Site Perspective

LOUISVILLE VISITOR CENTER & HISTORICAL MUSEUM • DECEMBER 2014

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Project Cost Estimate

Following is a cost estimate for the project to create a new campus for the Louisville Visitor Center and Historical Museum. The estimate includes soft and hard costs for design and construction of the Community House, a range of renovations to the Jordinelli and Tomeo Houses and the Jacoe Store. It includes exhibit fabrication and installation, and the relocation of the Summer Kitchen and Outhouse. Altering the site to accommodate the new "Alley" and access to all the buildings is also included in this estimate.

These costs should all be regarded as conceptual. The design phases ahead will articulate the actual costs by determining building systems, materials and finishes selected by the client and design team. Many variables will be weighed to gain the maximum value for the project. Factors including phasing of the project, scope definition, site conditions, LEED certification, in-kind donations of goods and services, among many others, will all play a role in bringing the cost higher or lower.

We anticipate that there will be significant opportunities to raise capital outside of the Louisville General Fund for important pieces of the project. Some sources may focus exclusively on museum exhibition projects. Others may support only collections care and storage. Still others fund historic preservation. We intend to research a wide range of options, including the following:

- The Historic Preservation Commission
- Department of Local Affairs (DOLA) (a state agency)
- Colorado State Historical Fund (SHF)
- The Institute for Museum and Library Services (a Federal agency)
- The National Endowment for the Humanities (a Federal agency)

The Louisville History Foundation will conduct a capital campaign, seeking individual and corporate donors to help support the project.

Project: Louisville Historical Museum
Number: 14137E1
Client: Metcalfe Architecture & Design
Date: December 1, 2014
Phase: Feasability

BECKER & FRONDORF
Construction Cost Consulting • Project Management

ESTIMATE SUMMARY

CODE	DESCRIPTION	5,175	SF		COST
	New Construction				
A	New Construction - Community House	3,250	SF	$606	$1,970,000
	Total - New Construction				**$1,970,000**
	Renovation	*Renovation Area*			
B	Jordinelli House - 870 SF	600	SF	$380	$228,000
C	Jacoe Building - 1,320 SF	1,200	SF	$460	$552,000
D	Tomeo House - 750 SF	125	SF	$448	$56,000
E	Exterior Structures - Summer Kitchen/Outhouse				$20,000
F	Sitework - General				$229,000
	Total - New Construction				**$1,085,000**
	Total - Construction Hard Costs			**$590**	**$3,055,000**
	Soft Costs/per Arch				
	Architecture Fees	$2,275,000	10%		$227,500
	Exhibit Design Fees	$780,000	25%		$195,000
	Total - Soft Costs				**$422,500**
	Total - Project				**$3,477,500**
	Alternates:				
	New Sprinklers (Preaction) - Jordinelli House w/ A	1,520	SF	Add	$16,000
	New Sprinklers (Preaction) - Jacoe House w/ Attic	1,540	SF	Add	$16,000
	New Sprinklers (Preaction) - Tomeo House/no Atti	750	SF	Add	$8,000
	FP - Clean Agent/Premium @ all Houses/Allowan	1	LS	Add	$100,000

Notes:
Hazardous material abatement & removal is not included.
Rock Excavation is not Included unless noted.
Permitting and fees are not included/per Arch
Utility connections beyond standard costs are not included/per Arch
The costs for sprinklers assume a fire line connection is available within 100'
Stormwater retention system is not included/per Arch
LEED certification is not included/per Arch
Costs are current, for Fall 2014; escalation is not included.

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ESTIMATE

Proj: Louisville Historical Museum
Date: December 1, 2014

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
A	New Construction - Community House	3,250	SF		
A1	Site Demolition & Earthwork	1	LS	-	w/ Site Development
A2	Building Earthwork - Basement/Cut & Haul	500	CY	20.00	10,000
A3	- Rock Excavation Allowance	1	LS	50,000.00	50,000
A4	- Shoring & Bracing @ South Elevation	400	SF	60.00	24,000
A5	Underpin @ Jacoe Building/Assume not Needed	1	LS	-	NIC
A6	Footings & Foundation Wall	160	LF	70.00	11,200
A7	- Columns Footing	12	EA	800.00	9,600
A8	Basement Retaining Walls - Conc/WP/Insul/Etc	1,600	SF	45.00	72,000
A9	Slab-on-grade - Assume 5"	1,340	SF	7.50	10,050
A10	Framing - Elevated Floors/Assume 12 LB/SF	10	TN	4,500.00	45,000
A11	- Roof/Assume 10 LB/SF	7	TN	4,500.00	31,500
A12	Decking - Elevated Floors/Composite	1,580	SF	10.00	15,800
A13	- Roof/Open	1,340	SF	4.00	5,360
A14	Stairs	38	R	1,000.00	38,000
A15	Roofing - Metal/Standing Seems Assembly	880	SF	35.00	30,800
A16	- Skylight/Assume 100 SF/Premium	100	SF	150.00	15,000
A17	- Structural Roof Above Basement/Premium	460	SF	50.00	23,000
A18	Exterior Wall - Veneer Allowance & Backup Sys/7(	2,210	SF	50.00	110,500
A19	- Glazing/30%	950	SF	90.00	85,500
A20	- Screen Wall/Premium	660	SF	100.00	66,000
A21	Exterior Doors/Hdw/Frames - Glass/Alum/Sliding	2	PR	5,000.00	10,000
A22	- Glass/Alum/Single/Assume 4	4	EA	2,500.00	10,000
A23	Ext Support Structures - Stairs/Platforms	460	SF	20.00	9,200
A24	Fitout - Partitions & Doors	3,250	SF	10.00	32,500
A25	Flooring - Assume 75% VCT/25 % Carpet	3,250	SF	5.00	16,250
A26	Walls - Painting Allowance/per Flr SF	3,250	SF	2.50	8,130
A27	Ceiling - Assume 75% ACT/25% DW	3,250	SF	6.25	20,310
A28	Millwork & Accessories Allowance	3,250	SF	5.00	16,250
A29	Specialties - Exhibit/Premium/per Arch	500	SF	400.00	200,000
A30	Equipment - Art Storage System Allowance	1	LS	100,000.00	100,000
A31	Sprinklers - Pre-action System Allowance	3,250	SF	6.00	19,500
A32	- Clean Agent/Premium	1	LS	50,000.00	50,000
A33	Plumbing - Assume 10 Fixtures	10	EA	5,000.00	50,000
A34	HVAC - System Allowance	3,250	SF	40.00	130,000
A35	Electrical - System Allowance	3,250	SF	35.00	113,750
A36	Utilities - New & Relocation Allowance	1	LS	50,000.00	50,000
A37					0
A38					0
A39					0
A40					0
A41					0
A42					0
A43					0
	Subtotal				**$1,489,200**
	General Conditions / O. H. & P. / Bond		15.0%		$223,800
	Contingency		15.0%		$257,000
	Total			**$606**	**$1,970,000**

.

ESTIMATE

Proj: Louisville Historical Museum
Date: December 1, 2014

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
B	Jordinelli House - 870 SF	600	SF		
B1	Structural & Exterior	1	LS	-	Assume No Work
B2	Demolition - Gutting @ Renovated Areas	250	SF	10.00	2,500
B3	Fitout - Partitions & Doors	250	SF	10.00	2,500
B4	Flooring - Assume 75% VCT/25 % Carpet	250	SF	5.00	1,250
B5	Walls - Painting Allowance/per Flr SF	250	SF	2.50	630
B6	Ceiling - Assume 75% ACT/25% DW	250	SF	6.25	1,560
B7	Millwork & Accessories Allowance	250	SF	5.00	1,250
B8	Specialties - Exhibit/Premium/per Arch	350	SF	400.00	140,000
B9	Equipment	1	LS	-	NIC
B10	Sprinklers - New	1	LS	-	See Alternate
B11	Plumbing - Assume 3 Fixtures	3	EA	3,500.00	10,500
B12	HVAC - Minor Adjustments/Toilet Exah/Etc	1	LS	2,500.00	2,500
B13	Electrical - Wiring/Receptacles/FA/Etc/Minor	250	SF	10.00	2,500
B14	- New Lighting @ Renovated Areas/Assume	250	SF	15.00	3,750
B15	Cut & Patch Allowance	870	SF	3.50	3,050
B16					0
	Subtotal				**$171,990**
	General Conditions / O. H. & P. / Bond		15.0%		$26,010
	Contingency		15.0%		$30,000
	Total			**$380**	**$228,000**
C	Jacoe Building - 1,320 SF	1,200	SF		
C1	Structural	1	LS	-	Assume No Work
C2	Exterior - Screen Wall	300	SF	100.00	30,000
C3	Demolition - Gutting @ Renovated Areas	300	SF	10.00	3,000
C4	Fitout - Partitions & Doors	300	SF	10.00	3,000
C5	Flooring - Assume 75% VCT/25 % Carpet	300	SF	5.00	1,500
C6	Walls - Painting Allowance/per Flr SF	300	SF	2.50	750
C7	Ceiling - Assume 75% ACT/25% DW	300	SF	6.25	1,880
C8	Millwork & Accessories Allowance	300	SF	5.00	1,500
C9	Specialties - Exhibit/Premium/per Arch	900	SF	400.00	360,000
C10	Equipment	1	LS	-	NIC
C11	Sprinklers - Rework Existing Heads Only	1	LS	1,500.00	1,500
C12	Plumbing	1	LS	-	NIC
C13	HVAC - Minor Adjustments	1	LS	2,500.00	2,500
C14	Electrical - Wiring/Receptacles/FA/Etc/Minor	300	SF	10.00	3,000
C15	- New Lighting @ Renovated Areas/Assume	300	SF	15.00	4,500
C16	Cut & Patch Allowance	1,320	SF	3.50	4,620
C17					
C18					
	Subtotal				**$417,750**
	General Conditions / O. H. & P. / Bond		15.0%		$62,250
	Contingency		15.0%		$72,000
	Total			**$460**	**$552,000**

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ESTIMATE

Proj: Louisville Historical Museum
Date: December 1, 2014

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
D	Tomeo House - 750 SF	125	SF		
D1	Structural & Exterior	1	LS	-	Assume No Work
D2	Demolition - Gutting @ Renovated Areas	50	SF	10.00	500
D3	Fitout & Finishes - Allowance	1	LS	5,000.00	5,000
D4	Accessories Allowance	50	SF	5.00	250
D5	Specialties - Exhibit/Premium/per Arch	75	SF	400.00	30,000
D6	Equipment	1	LS	-	NIC
D7	Sprinklers - Rework Existing Heads Only	1	LS	1,500.00	1,500
D8	Plumbing	1	LS	-	NIC
D9	HVAC - Minor Adjustments	1	LS	1,500.00	1,500
D10	Electrical - Wiring/Receptacles/FA/Etc/Minor	50	SF	10.00	500
D11	- New Lighting @ Renovated Areas/Assume	50	SF	15.00	750
D12	Cut & Patch Allowance	750	SF	3.50	2,630
D13					0
D14					0
D15					0
	Subtotal				**$42,630**
	General Conditions / O. H. & P. / Bond		15.0%		$6,370
	Contingency		15.0%		$7,000
	Total			**$448**	**$56,000**
E	Exterior Structures - Summer Kitchen/Outhouse				
E1	Summer Kitchen - Relocation Allowance	1	LS	5,000.00	5,000
E2	- "Turn-down" Concrete Pad	150	SF	20.00	3,000
E3	- Utilities Connections	1	LS	5,000.00	5,000
E4	Outhouse - Relocation Allowance	1	LS	1,500.00	1,500
E5	- "Turn-down" Concrete Pad	20	SF	20.00	400
E6	- Utilities Connections	1	LS	-	NIC
E7					0
E8					0
E9					0
E10					0
E11					0
E12					0
E13					0
E14					0
E15					0
E16					0
E17					0
E18					0
E19					0
	Subtotal				**$14,900**
	General Conditions / O. H. & P. / Bond		15.0%		$2,100
	Contingency		15.0%		$3,000
	Total			**$20,000**	**$20,000**

.

ESTIMATE

Proj: Louisville Historical Museum
Date: December 1, 2014

CODE	DESCRIPTION	QUANTITY	UNIT	UNIT COST	COST
F	Sitework - General				
F1	Site Clearing - General Allowance/Staging/Etc.	1	LS	3,500.00	3,500
F2	Site Demolition - Concrete Walkways	1,480	SF	2.50	3,700
F3	- Misc Removals Allowance	1	LS	2,500.00	2,500
F4	Temporary Protection - Chain Link Fence	300	LF	10.00	3,000
F5	- Trees/Etc	1	LS	500.00	500
F6	E&S Control - Stabilized Construction Entrance	1	EA	2,500.00	2,500
F7	- Misc Allowance/Silt Fence/Etc	1	LS	1,500.00	1,500
F8	Earthwork - Building Excavation & Backfill	1	LS	-	w/ Foundation
F9	- Misc Grading Allowance	1	LS	1,500.00	1,500
F10	Hardscape/Paving - Concrete Walkway/Misc Patcl	1	LS	2,500.00	2,500
F11	- Gravel	4,960	SF	2.00	9,920
F12	Landscape - Earthwork/Respread Topsoil	100	CY	40.00	4,000
F13	- Trees/Med Size	10	EA	1,000.00	10,000
F14	- Plantings Allowance	2,820	SF	10.00	28,200
F15	Stairs & Site Walls	1	LS	-	NIC
F16	Furnishings - Benches/Receptacles/Bick Racks/Et	1	LS	5,000.00	5,000
F17	Site Interpretation/Exhibit/per Arch	1	LS	50,000.00	50,000
F18	Storm Management	1	LS	-	TBD
F19	Site Lighting - Assume 10 Poles & Fixtures	10	EA	4,500.00	45,000
F20	Utilities	1	LS	-	Assume No Work
F21					0
F22					0
F23					0
F24					0
F25					0
F26					0
F27					0
F28					0
F29					0
F30					0
F31					0
F32					0
F33					0
F34					0
F35					0
F36					0
F37					0
F38					0
F39					0
F40					0
F41					0
F42					0
F43					0
	Subtotal				**$173,320**
	General Conditions / O. H. & P. / Bond		15.0%		$25,680
	Contingency		15.0%		$30,000
	Total				**$229,000**

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IV. The Plan

C. Business Plan

BUSINESS PLAN RECOMMENDATIONS LOUISVILLE HISTORICAL MUSEUM

February, 2016

ArtsMarket

BUSINESS PLAN RECOMMENDATIONS FOR THE LOUISVILLE HISTORICAL MUSEUM

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EXECUTIVE SUMMARY OF RECOMMENDED GOALS

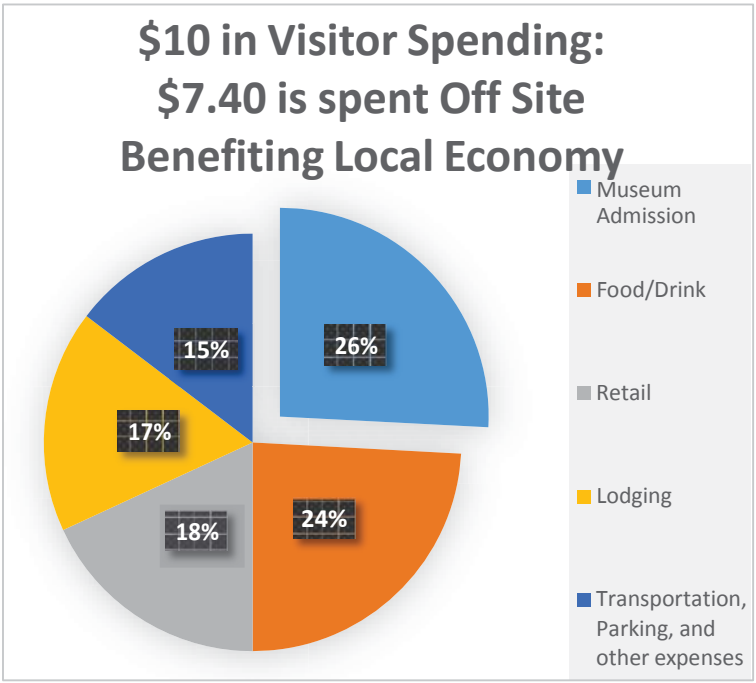
The Business Plan recommends that the Louisville Historical Museum undertake pre-facility capacity development to achieve a level of "best practices" in historical museums, providing Louisville's archival home and curatorial expertise to care for and interpret the City's heritage and history, while also providing enhanced public value by:

- Serving as Louisville's heritage visitor center, the official first stop for visitors seeking to understand the community and its rich history.
- Becoming a life-long educational center for learning about Louisville's history and Colorado history, for children and adults; on-site and in Louisville schools and through community outreach.
- Being a sought-after visitor destination, especially during peak tourism months, attracting visitors to Louisville with diverse exhibits, living history demonstrations and programs, thus enhancing the downtown economy.

These three complementary functions, added to the existing archival and curatorial functions, will contribute to Louisville economically and in quality of life. Based on benchmarks (see Addendum E), the consultant estimates the Museum will attract 15,000 visitors a year to downtown[1]; of these, an estimated 10,000 will be out of town or regional visitors. This assumes longer hours and operation of a visitor center at the Museum. Given that heritage and history visitors stay in a community longer than a typical visitor and expend significantly more off-site than within a museum, their impact on downtown will be immediately noticeable[2].

[1] See comparisons analysis addendum. Visitors include rentals, school groups and camps, and programs, including participation in community events in which the Museum offers visitor programming; as well as visitor center functions.

[2] According to the National Trust for Historic Preservation, heritage/history tourists spend 26% for admissions; 24% on food and drink, 18% on retail; 11% on entertainment (only if included/available); 17% on lodging; and 15% on transportation and other spending.



The Business Plan Recommends that the Museum ramp up the type of diverse programs noted above beginning in **2017,** demonstrating to the City and the residents that its value is broad and that it impacts residents of all ages as well as visitors and the tourism economy. Specifically, it calls for a launch of educational programs for children and adults as well as the launch of a heritage visitor center function: between both, the Museum will stay open longer hours and be open six days a week year round.

To do this will require increased staff and contracted positions. The business plan does not assume any additional direct support from the City for these positions; instead, the plan calls for a ramp up of diverse revenue streams that coincide with the functions. The plan calls for a "ramp up" operating budget of $132,550 beginning in 2017, maintaining the current level of City line item support. By 2019, the pro forma estimates an operating budget of $186,250 to $192,350, maintaining the current level of City support. After opening the new facility and based on serving 15,000 visitors a year, the plan calls for a staffing and programmatic structure that suggest a pro forma $382,000 budget. In this pro forma, the plan recommends a doubling of the City direct annual support (now $75,000) after opening the new building, based on the services it will make possible to the residents of Louisville.

> The plan calls for a ramp up of quality exhibitions prior to opening, and a further development of high quality professional exhibits after a new facility is open.

The plan calls for the History Foundation to play an extremely important role in the ramp up, in ensuring that the Museum is well-viewed by voters for public funding as soon as is possible (2018 or beyond), and in raising capital for the new facility and campus. The plan calls for 36% of the needed capital for the new facility and campus to come from City of Louisville funding through City resources and the Historic Preservation Tax, up to 26% to come from private sector contributions raised by and through the Foundation; and the balance to come from the State and statewide foundations. Naming rights will be essential in securing these gifts.

With a best practice annual schedule of programs and services, the Museum should seek accreditation after it opens the new facility, to be positioned as one of Colorado's finest small historical museums. This will continue to attract tourists and will ensure capacity to seek and win annual grant funding.

TIMELINE

Museum

2016

Plan and prepare for visitor center.

2017-2018

Launch small visitor center.

Improve exhibit signage.

Start education outreach programming.

Expand hours.

Ask voters for Extension of Historic Preservation Tax

2019-2020

Begin summer camps.

Begin one "special exhibit" per year.

Add children's exhibit area/corner.

Expand summer camps.

Begin summer "interpretive" experience.

Start signature annual event (with Foundation partnership)

Prepare for capital campaign: establish case for support, public awareness.

2021-2022

Conduct capital campaign in partnership with Foundation, residents, City of Louisville.

Refine building plans.

Develop exhibition concepts and design.

Build new building, reconfigure campus.

Build new brand identity.

Expand staff after opening new building.

Launch year round programming, 3+ exhibits per year.

Launch facility rental program.

Expand summer interpretive exhibits (living history) and charge admission accordingly.

Foundation

2016

Undertake Foundation Strategic Planning to position it as strong partner with Museum.

2017-2018

Begin raising annual funds through grants, fund raising events.

Assist the Museum in funding/partnership effort for visitor center, and in operating the visitor center with volunteer support.

2019-2020

Launch annual signature event for fundraising.

Raise targeted funds for annual special exhibit, education programs.

Conduct capital campaign feasibility study, develop case for support with the Museum, structure capital fundraising committee/campaign. Begin lead donor cultivation.

Launch capital campaign.

2021-2022

Complete capital campaign.

With the Museum, develop retail merchandising plan and provide volunteer assistance for operating museum store.

Establish docent program.

Expand membership to 1,200 HHs.

Continue annual fundraising and annual signature event(s).

PROJECT SCOPE

The City of Louisville's Historical Museum is a wonderful complex of buildings currently comprising two historical homes as well as a former mercantile building, along with a summer kitchen and outhouse. A new structure has been proposed on the complex grounds, using the lot between the Tomeo House and the Jacoe Store. Based on needs assessment work conducted by Metcalfe Architecture in December 2014, the proposed structure will be visible to the public as a museum and civic gathering place, focused, per the City, on the City's commercial and domestic history. The new building will make possible much needed storage space as well as office and ADA compliant rest room facilities. The building will also make it possible to significantly open up the interior footprint of the Jordinelli house for additional exhibition space. The summer kitchen will be moved to make the outdoor campus space more usable.

The estimated cost for the new building and related upgrades to the campus is $3.477 million. A portion of the funding for this is likely to come from grants from the State of Colorado as well as from private sector foundations and donors, the single largest capital support will necessarily come from the City of Louisville. For this public expenditure to be supported, the Museum needs to demonstrate that its operations, with the new building and enhanced grounds, will be an economic and civic asset to Main Street and the community.

The Museum has put together an interpretive plan for the complex, and has done outstanding work preparing for a larger role as an important historical anchor for Main Street. After completing its interpretive plan, the Museum sought outside counsel to provide business plan recommendations. ArtsMarket, which provides business planning for museums, cultural organizations, and cultural districts throughout the US and Canada, was contracted to provide two days of on-site time and to develop business plan recommendations based on this. In addition to holding on-site round tables and interviews, ArtsMarket reviewed similar historical museums as benchmarks, examined Louisville demographics and donor potential for private sector giving capacity to a capital campaign, and drew upon best practices standards in the historical museum/house museum field.

The resulting business plan recommendations are a companion to the interpretive plan, speaking to the uses and users, the programming, opportunities for service to the community, and the operational side of the Museum.

FOUNDATION FOR THE BUSINESS PLAN

While local historical museums are often viewed as most important to seniors who grew up in a particular community, the Louisville Historical Museum is every bit as important to those who have moved into the City. Based on the round tables conducted, it is clear that newcomers have been influenced to move to Louisville in part because of its rich history.

It is well documented that history museums are very important to top communities. According to the American Alliance of Museums,[3] "in determining America's Best Cities, Businessweek.com placed the greatest weight on leisure amenities including density of museums, followed by educational metrics and economic metrics…then crime and air quality." (2013)

The Main Street historic district – anchored by the Museum – will soon benefit from the new Gateway, one block from the Museum. This places the Museum in a central role as one of the most important amenities, along with the Library, for downtown leisure activity. With multiple buildings at present, and more so when new construction enhances it, the museum offers that "density of museums" impact that Business Week notes as key to quality amenities.

- It will be in a position to become the natural starting point for visitors to Louisville: hence, placing a visitor center in the new building is a natural win-win for the community. It will be the natural staging place for downtown festivals and celebrations.
- It will be the place that newer residents as well as multi-generational residents bring friends and family to learn about Louisville history.
- It will be the focal point for historic preservationists interested in the city's architectural past. It will be one of the only civic facilities in downtown that can accommodate functions, weddings, and meetings both indoors and on its campus.
- It will be a place for parents of young children to bring their families for summer history day camps and school vacation week drop-in history fun days.
- Not least: it will because of all this have a significant economic impact on all of Main Street and the Gateway, elevating retail and restaurant sales by encouraging residents and visitors to come to Main Street more often and stay longer.

Best Practices: History Museums Similar to the Louisville Historical Museum

History museums serve their communities through several vital functions that also contribute significantly to the local economy. They derive their revenue streams and the support of those they serve through what has become a larger portfolio of functions than in past decades. Traditionally, history museums were viewed primarily as repositories for artifacts that told the history of place. Increasingly, this central function is buffered with additional functions that complement and expand on this:

- **They serve as visitor centers,** the natural starting point for anyone seeking information on the history of the community, its historic architecture, commerce, historic district(s), and for those seeking information on retail, restaurants, leisure activities, and hotels.
- **They serve as educational centers,** a partner with local schools and preschools, offering a number of curriculum-based field trips for various grades. During the summer and school vacation days, they offer day camps. They provide adult learning opportunities through hands-

[3] The AAM is the national accrediting body for museums.

on activities ranging from gardening and cooking to historic preservation DIY and history book clubs.

- **They provide vital gathering space** for receptions and parties, meetings and civic functions.
- They often present concerts and theatre either on or off site, and house temporary exhibits, often of art work related to the history of their community.
- **They anchor civic celebrations** such as Main Street festivals, or serve as the start/finish point for 5K or road races.
- They stay open late to be a part of seasonal shopping celebrations or "first Friday" gallery tours.
- They provide research support for residents in a range of ways, from looking up old high school photos to assessing the value of a cherished heirloom, or helping a homeowner identify historically accurate building designs or finishes.
- They serve as centers of civic pride, in ways parallel to libraries, as must-see places for residents to bring out of town guests.

As much as $7.40 out of every $10 spent by Museum visitors is **off-site spending, not admissions**: a cup of coffee or breakfast before visiting the museum; a stop at a local retailer for a unique purchase; lunch after the visit; even lodging. Simply put, Museums that offer a dynamic visitor experience are also economic drivers.

With effective marketing and communications through the City of Louisville and the Downtown Business Association, it is likely that the Museum will be able to attract 1,100 paying visitors (adults) monthly during the peak months of May-September by **2021-22**. Off-season tourism visitation will likely drop to half that; while off-season use by residents will expand.

Season	Average Monthly Count Tourists	Average Monthly Count Residents	Total Monthly	Total All
Peak Season May - September	1,100 adults, 500 children	300, 200 children	2,100	10,300
Winter Season October - April	400 adults, 100 children	300, 100 children	900	6,300
Other users: rentals, community events				3,000
TOTAL				19,600

(In the pro forma budget for the Museum in 2021-22, post opening, the Museum is conservatively assumed to serve 15,000 visitors per year with summer visitors[4] paying a modest admission fee.)

As this document will show, the "best practice" museum functions each bring matching revenue lines that are essential for sustainability. By maximizing the functionality of the museum, it is possible to provide the revenue necessary to achieve the central archival purpose with the highest professional standards, even in a small museum.

[4] History museums typically add interpretive elements for peak seasons. The plan recommends that the Louisville History Museum begin phasing in this type of activity starting in 2017-18, and that by 2021 and then with the opening of a new building on the campus, this type of programming is significant enough to merit charging for admission.

Typically, in municipally-owned and operated history museums, the municipality funds core operations including staff and overhead (building and grounds maintenance, utilities, upkeep, and supplies.) The municipality and/or a consortium of government and civic associations may contract and provide revenue to offset the expense of serving as a visitor center. The balance of the functions, listed above, provide the additional earned income lines of support.

"Friends of" groups and foundations are essential to every history museum. Grants, memberships, annual fundraising event revenues, business sponsorships – all these are traditionally made possible by friends and foundation groups. *As such, no business plan for a municipal history museum can stand on its own without a parallel plan undertaken by a friends or foundation group, ensuring that the group is able to contribute the needed share of operating revenue.* In turn, these funds typically pay for the cost of special or changing exhibits, public programs, educational programs and outreach, field trips, and so-called soft-capital such as display cases, exhibition materials, the cost of retail items, even books. Some Colorado history museum friends groups even maintain their own annual publishing program of books related to local history.

This extends to capital funding as well. Friends or foundation groups often provide 25-50% of the capital funds for new construction. Their role is similar to that of a library friends group, every bit as vital in ensuring capital campaign success from the private sector while also serving as advocates for public sector capital funds.

<u>This plan includes recommendations for the Museum's Foundation.</u>

Ramp Up as well as Post-Facility Plans

The above list of typical history museum functions includes many functions that museums such as the Louisville Historical Museum provide prior to as well as after a new building. Residents don't all share the same value placed on collections development and archival care, for example: some – especially younger and newer residents – will value youth and adult education programs. Others will place value on a visitor center function and on special programs.

For this reason, there are two primary sections to this business plan: pre-building, and post-opening.

By demonstrating the spectrum of important museum functions prior to seeking capital, the institution is better positioned to raise capital funds from both the private and public sectors, and the Museum's partner Foundation is better positioned to advocate for the Museum.

Scale of Required Operations

The City of Louisville provides $75,000 toward staff salaries and overhead for the museum, and in addition it pays $27,850 of indirect or in-kind support for maintenance and utilities and general overhead.

Typically, Colorado municipal governments support 60%+ of their municipal-owned history museum budgets. This includes revenue from all earned and contributed sources. Thus, if the combined salary

and overhead support from the City of Louisville at present is $102,850, it is realistic to assume that a viable operating budget would be in the general range of $165,000 - $175,000, with the balance of revenue coming from the above mentioned sources. This scale is one that the consultant recommends continuing to use in planning for the Museum's growth over time, as it makes possible the range of education and civic programming and services that in turn make the Museum valued by residents, local businesses, and visitors.

COLORADO COMPARISONS

Three benchmark cities in Colorado have invested significantly in museums as tourism and civic anchors. Golden and Littleton are two municipalities that have utilized new history center buildings as important anchors not only to history campuses, but for tourism and public use. Longmont, while a much larger municipality, has a history museum that is smaller in budget than Littleton's history museum, and serves as a good model for its range of adult and youth programs and its rentals, as well as its changing exhibitions. All three museums are accredited by the AAM: a standard that based on the quality of its collections, Louisville's Historical Museum can also achieve with a new building. (This standard attracts grants and operating support otherwise not available.)

The Golden History Museums became a division of the City of Golden's Parks & Recreation Department in 2010. Prior to that, it was operated by a 501c3 Friends organization. However, it had been under contract by the City of Golden beginning in 2008 to operate the history center (a relatively new exhibit building, plus the Astor House Museum and Clear Creek History Park.) As many as 45,000 visitors a year come to the Museums, mostly during the seven summer weeks when the Museum offers living history demonstrations including wood stove cooking and blacksmithing. (These demonstrations have become so valuable in attracting tourists that the City is in 2016 hiring seasonal full time staff to conduct the blacksmithing and wood stove cooking demonstrations.) Throughout the year, over 3,000 local students a year benefit from field trips to the Museum. (The museum serves approximately 120 school groups per year.)

Since 2008, the City of Golden has annually provided between $175,000 to $365,000 operating support for staff and overhead, first on contract and then for the Division, or approximately 50% of the total operating budget. The balance has come from education programs, facilities rental, camps, membership, Friends-raised sponsorships and contributions, advertising, grants, and gift shop fees. (In 2014, the total raised by the Friends, through sponsorships, contributions, grants, and the gift shop, was $114,000.)

The Museum urges visitors to the City to "begin your Golden adventure by exploring our dynamic exhibits, engaging programs, and amazing collections." The museum grounds include outdoor seating and tables encouraging downtown visitors to stop and relax. Annually changing exhibits encourage repeat visitors – especially residents bringing out-of-town visitors.

During the school year, the Museums provide in-school programs as well as field trips to the Museum. The Golden Museums offer a number of different history and science curriculum related summer camps

and field trips. In 2016, there are five different themes – “dirty jobs,” “pioneer kids,” “decision makers,” “art explorers” and “silent stars.” The camps run M-F, nine to noon, at a cost of $120 per child.

The Museum’s major fundraising event is the annual Golden Music Festival, a two day event staged by the Friends: proceeds go toward the museum operating budget. In addition, the Friends serve as visitor services volunteers and educational tour leaders.

The Museum rents its grounds and facilities for weddings, parties, receptions, and business/civic meetings. Rentals begin at $150 for four hours.

Longmont is projecting 65,000 visitors to the **Longmont Museum in 2016,** including over 8,000 student visits. With a budget of $1.2 million, the Museum is far larger than Golden’s, but is similarly operated as a division of the City, with partnership from the Friends of the Longmont Museum which raises and contributes the funds needed for museum exhibitions, summer youth camps, summer outdoor concerts, and other programs.

The Museum moved from nonprofit administration to being a City division in 1970, and benefited from a $5 million bond issue in 1999 leading to its current facility. A capital campaign launched in 2011 was a joint venture between the City and the Friends: the Friends raised most of the funds for a $4.5 million campaign for a new auditorium attached to the Museum. In addition, 20% of the operating budget is privately raised, while tuitions, rentals, and admissions offset the City’s expense share of the operating budget.

The Longmont Museum includes history as well as art, and features a children’s museum room that is highly popular with young families. It stages two changing history exhibits each year to bring repeat visitors downtown: this year these include one on immigration, and one on invention. In keeping with its children’s museum room, it offers “discovery days” for children 2-5 with a parent/caregiver throughout the year, as well as history days during school breaks. It offers summer youth day camps and field trips including a story-telling field trip about “when Colorado was young.” For outreach, it puts together “teacher trunks” delivered to classrooms, for a rental of $8 per week, to any elementary school. Adult learning programs range from quilting to history lectures and tours.

The Museum rents out its galleries starting at $110 an hour for nonprofits. It rents the museum courtyard and atrium starting at $225 an hour for each. It also earns revenue through craft and birthday parties for children.

As with Golden’s museum, the Longmont Museum is accredited by AAM.

The **Littleton Museum** serves about 140,000 visitors a year and is a primary tourism driver for the city. Its farms and blacksmith shop are the largest draw with farm animals and working demonstrations through the summer months. (The blacksmith shop is staffed by three volunteer blacksmiths during the summer.) Budget-wise the largest of the museums compared for this plan, it is also large in acreage and footprint, with 36 acres of land and a 32,000 square foot building that opened in 2005. In addition to being accredited by AAM, it is one of 140 museums in the country to be affiliated with the Smithsonian, bringing national touring exhibits to the community.

The Littleton Museum and Library join forces annually for a major crafts fair, their joint signature fundraising event. They join forces in focusing on research, through a formal research center that is non-circulating. And they join forces as well in the joint Friends of the Library and Museum that offers museum gift store discounts and discounts for youth summer camps and adult programs. Between them, the Library and Museum offer 20 special programs and events a year made possible by the Friends.

The Museum offers summer day camps that are the most varied of those reviewed for this plan, serving children from kindergarten age through high school. The ambitious teen camp gives students the opportunity to research local history and turn their findings into a fully staged play with public performances. The adult learning program includes a lecture a month free to the public.

The Littleton Museum construction ($15.5 million) was made possible by a 20 year lease/purchase agreement between the City and the Littleton Building Corporation (LBC), a nonprofit that exists to finance and construct public facilities.

Each of the three museums above is assisted significantly by their friends/foundation partners. Their friends/foundation groups are vital in annual fund development and each played a significant role in raising capital funding. They also act as docents and volunteers and assist in educational and outreach programs.

This leads to the question: does the Louisville History Museum's membership have the breadth of demographic characteristics to suggest it will be able to be a vital partner to the Museum? And, what do the demographics of the membership base suggest about interest in programming for youth and younger adults as well as the traditional base audience of older adults?

The next section of this plan analyzes the current membership base as a predictor of what an even larger future membership base may be demographically, and what it may be able to contribute to the Museum.

LOUISVILLE HISTORY FOUNDATION MEMBERSHIP BASE: MAKING CAPITALIZATION FEASIBLE

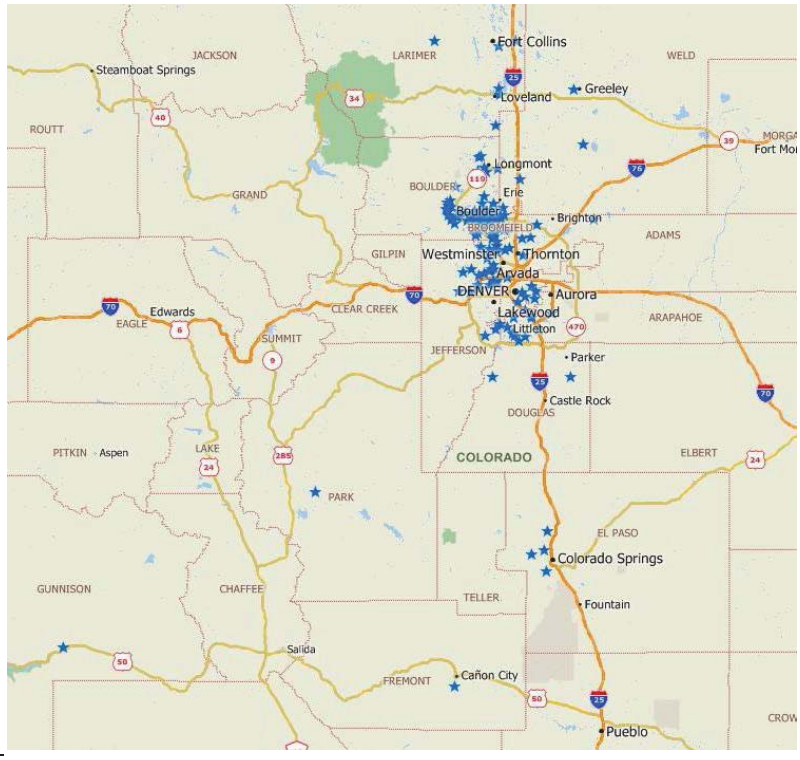
2016-2021

This study analyzed the demographics of the existing membership base of the Louisville History Foundation to assess the range of age groups, length of residency, and other factors that define current membership. The existing base is useful to examine as a predictor of what a larger membership base might also exhibit in demographics, location, presence of children at home, and household income.

There is an interesting merging of the newcomers and the many who have chosen to remain in the same town their grandparents settled in, with both desiring to preserve the past within the community. The Museum's membership profile reflects the new as well as multi-generational residents. It is split between older and younger residents, and while the profile at present is dominated by seniors, those active in the Louisville History Foundation are working to engage an increasing number of younger families. There are currently members who are in their early 20's as well as members who are well over 80.

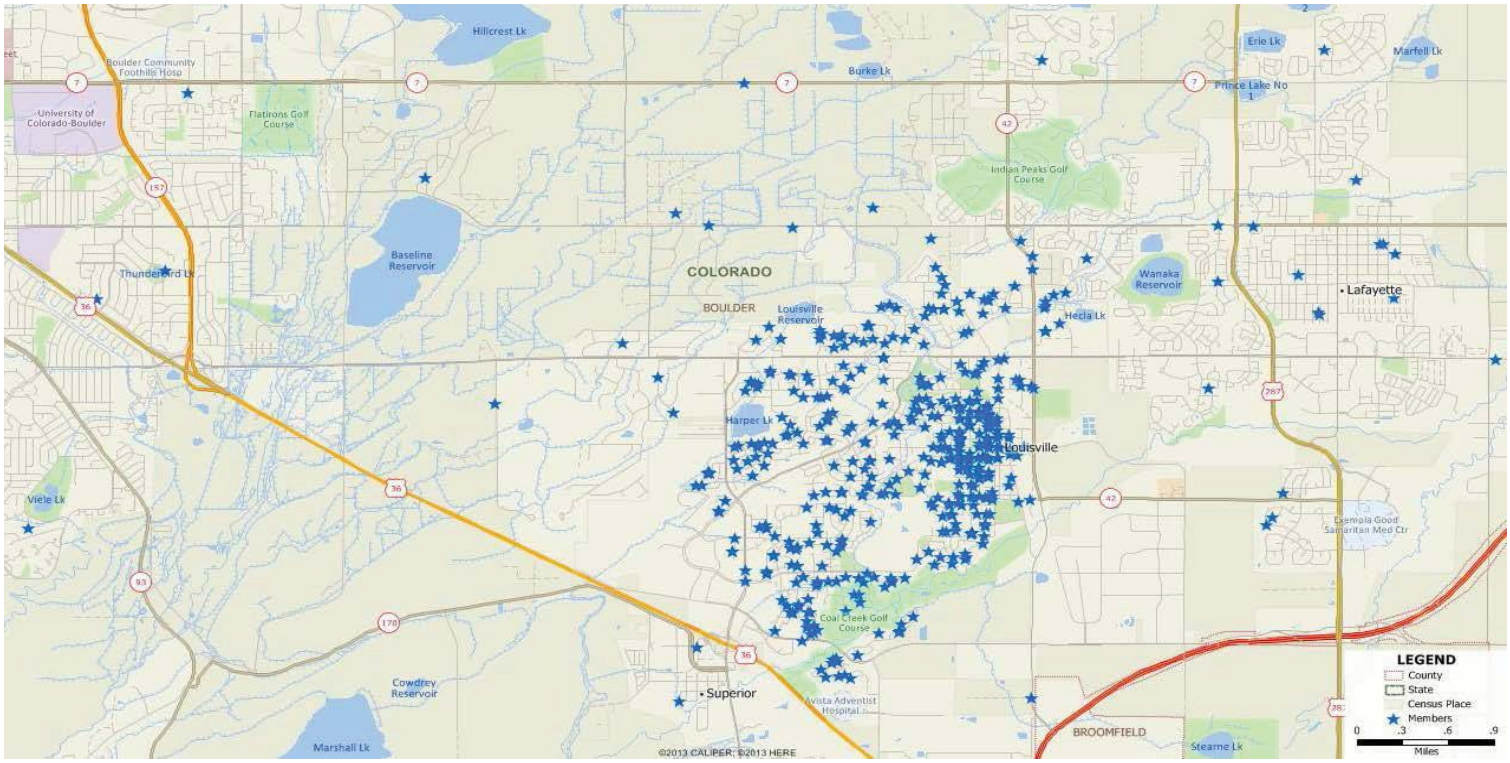
Based on round table dialogue with Foundation members, it is clear that this coalition of younger and older supporters equally value having a major historical asset in their community, and equally seek the Museum to become more of an asset through facility growth that can accommodate increased programming for children as well as all ages.

The profile of the Louisville Historical Museum membership also shows that history buffs interested in Louisville do not just live in Louisville: the Museum's attraction and its importance (to those who may have grown up in the community) is such that individuals throughout the Metro area contribute. Members live throughout the Metro area, from Ft. Collins and Greeley to Boulder and south to Colorado Springs.



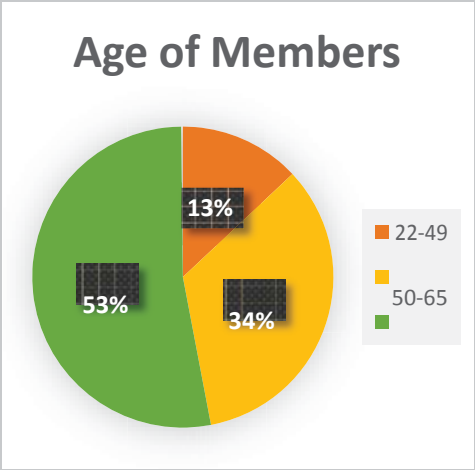
Members, Louisville Historical Museum

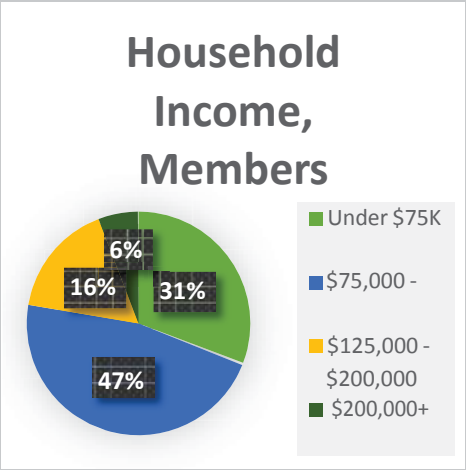
These two maps show both a local view and the larger regional geographic view, for those interested in seeing both.

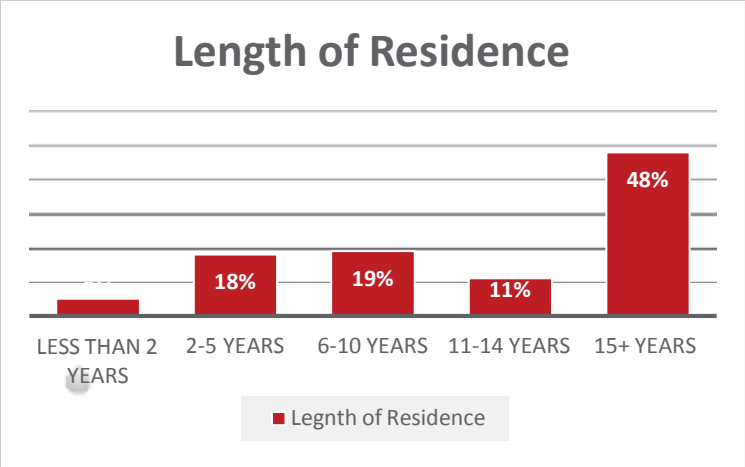


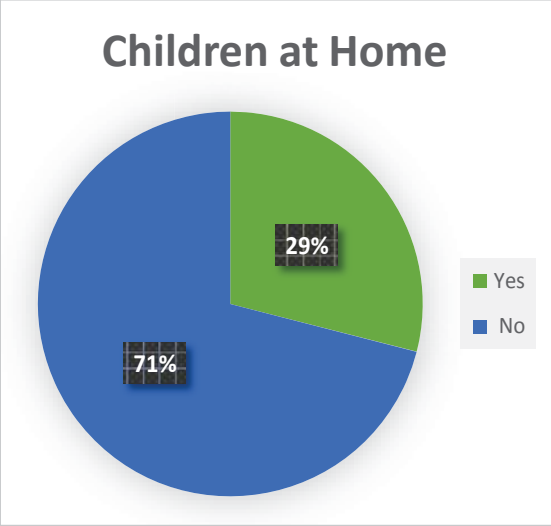
MEMBERSHIP DEMOGRAPHICS

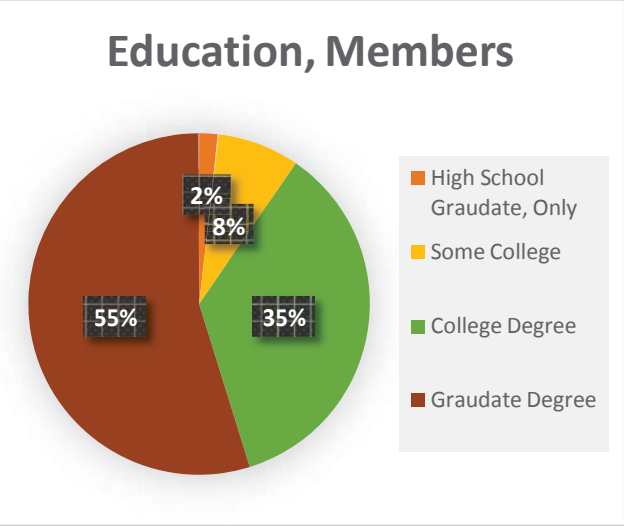
Membership is currently dominated by seniors and by upper middle class households, as well as households that have lived in the community 15+ years. That said, there are a significant number of younger households with children who are relative newcomers.

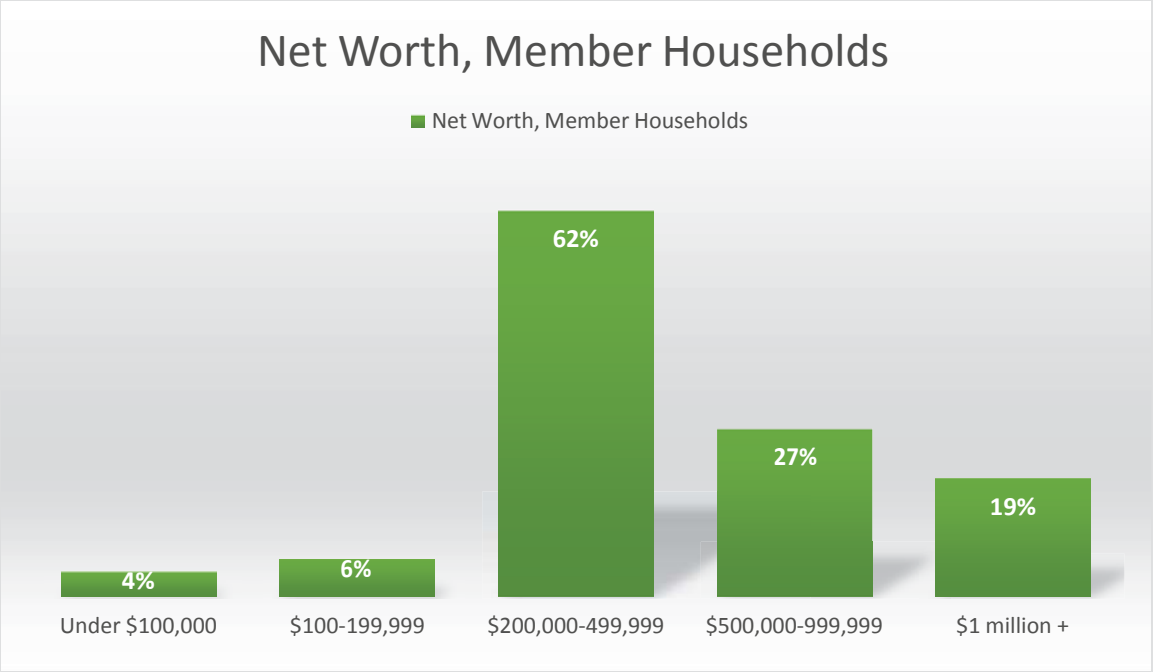







Children at Home
29%
71%
Yes
No


Education, Members
2%
8%
55%
35%
High School Graudate, Only
Some College
College Degree
Graudate Degree


Net Worth, Member Households
Net Worth, Member Households
4%
6%
62%
27%
19%
Under $100,000
$100-199,999
$200,000-499,999
$500,000-999,999
$1 million +

The membership profile shows a number of important baseline indicators for the business plan:

1) While older residents are the most likely to be aligned with the Museum, they are not alone. Younger adults and families with children currently value the Museum as well. More programming for and about children – i.e. summer history day camps – could broaden the younger family participation.
2) Likewise, newcomers and relative newcomers value the Museum enough to become members. It isn't just an institution of interest to long-settled residents. Programming that helps relative newcomers understand the roots and history of the community and feel more a part of this story can continue to build interest among newer residents.
3) Members reflect the high educational attainment of the community and of Boulder County. They are likely to be interested in programming that stimulates thought as well as programming that entertains.
4) Membership tilts toward higher income and higher net worth households, in keeping with the profile of Louisville and of Boulder County. The share of households with highest net worth and highest income is sufficient to provide a pool of prospective lead donors to a capital campaign. Overall, the consultant estimates that the membership contains enough high affluence households, as well as a profile of general affluence, as to suggest capacity to raise over $650,000 from individual membership households in a capital campaign. (See below.) Some of these may be legacy type gifts from older resident households who have long been a part of the community. Others could be gifts from very young, new and high affluence households. The diversity in age, presence of children, and length of time that likely donor households have been in the community suggest strongly that any capital campaign will need to demonstrate that the Museum is providing programming for all ages, and that it is interpreting Louisville and the region as much for newcomers as for longtime residents.

RECOMMENDATIONS FOR THE HISTORY FOUNDATION

The work of the History Foundation over the coming three to five years – preceding the development of a new facility - is essential to raising operating and capital support for the Museum to the level where a capital campaign that places shared responsibility on the City and Foundation is feasible. To this end, the consultant recommends that the Foundation engage in its own business planning, and then in capital campaign feasibility analysis, to determine the extent to which it can assist in the capitalization of a new facility for the Museum.

Action Recommendation: There is a need for a ramp up in annual operating support from the Foundation prior to a capital campaign. This support should come from increased membership fees and related membership campaigns, and from at least one annual fundraising event. It should also come from business sponsorships that the Foundation raises. As is done in other Colorado museums with foundations/friends groups, the Foundation should establish a signature annual fundraising event. It should also begin working with the City to submit grant applications for programming and educational services. Building capacity in

raising annual operating funds within a three year period (2017-2019) will prove the Foundation's ability to then raise capital funds for a capital campaign. **This should begin in 2017.**

- Individual memberships should increase to $20 and Family memberships should increase to $35, offering a $10 discount on day camp or $5 off adult learning events as member benefits;
- Business memberships of $75, with named sponsorships ranging upward from $100 to $750, should be marketed. Business sponsors at levels over $100 could be named sponsors of adult learning events and programs, and higher level sponsors could be named sponsors of day camps or other higher profile special events.
- An annual fundraising event should seek to raise a net starting at $2,500 the first year to offset education and programming costs;
    - This support should go toward contracted personnel to provide at least one week of summer day camp activities for elementary grade students, and for winter and spring break week day camp or drop-in days;
    - Toward hosting field trips for at least one grade level for each of Louisville's elementary schools at least once a year;
    - Toward a "history chest" outreach program similar to Longmont's, providing history outreach to any classroom in Louisville for a nominal charge per week.
    - Similarly, it should go toward adult history learning activities scheduled as programs throughout the year, for example borrowing the theme of "wood stove cooking" from the Golden museum, or similar history-based food or crafts related programs.
    - If space is not available within the existing footprint of the Museum, the Library or other civic space should be used for these educational programs.

Creating this type of on-going, regularly scheduled programming is the most effective way of broadening the Museum's appeal across generations, reaching all residents.

Action Recommendation: With the creation of camps and programs, the Foundation should look to recruiting more volunteers, specifically to lead the educational programs and provide the outreach to schools, and to increase the PR for the Museum. This can begin to acquaint the community with the larger programmatic profile and related aspirations for the new facility. **This should begin in 2017 and solidify in 2018.**

Action Recommendation: The Foundation should pursue entering into a contract with the City of Louisville and/or the Chamber of Commerce to provide visitor services and visitor information, allowing the Foundation to receive contributions for this purpose. Currently, the Chamber of Commerce operates an informal "visitor desk" during the hours that it is open by providing rack cards on area destinations and local information. Having the Museum serve as a visitor center for the City would: a) provide a meaningful 'point of entry' to visitors coming to Main Street, providing the historical context for the community; and b) would make it possible for the Museum to be open to the public longer hours.

Louisville does not have a CVB (Convention and visitors bureau.) Other Colorado communities have moved to have CVBs or Visitor Centers through use of volunteers, which could be viable in Louisville with the assistance of the Foundation. In fact, using the Golden model, the Foundation could raise significant annual contributions through this, which would then defray some of the museum operating costs. In Golden volunteers, including student volunteers, staff the visitor desk. The Golden CVB receives contributions and is staffed by volunteers. It receives between $28,000 and $60,000 annual in contributed funds. It does not receive local government support. Elsewhere, local governments fund visitor centers.[5] A visitor center desk could be located – as it is informally at present – at the Jacoe Store.[6] Along with educational programs, launching this visitor services function prior to the capitalization of the proposed new building and campus enhances the public role for the Museum in downtown, advancing its value to the City and area businesses. **This should begin in 2018.**

Action Recommendation: Capital support from the Foundation will be essential to the creation of a new building for the Museum. Because of this, the Foundation should conduct a feasibility study related to capital fundraising capacity. A capital campaign feasibility study conducts confidential interviews with prospective donors to learn their interest in the campaign, how they respond to the case for support (primary campaign message), what would spark a significant (typically multi-year) gift, and questions about the donor confidence in the Museum's capacity to achieve the overall campaign goal, and the long term sustainability of the Museum. Typically, for a project of this size, between 25 and 50 such interviews are conducted by a capital campaign feasibility consultant. **This should be done in 2019.** The feasibility study should include creation and testing of a campaign case for support.

In advance of such a study, the consultant has conducted a preliminary donor feasibility review of the current membership base and determined that there is capacity to raise lead naming gifts from within the existing membership. This is based on factors such as household wealth, which was examined through confidential appending of demographic data to inform consultant analysis.

Typically, a single lead pledge comes from between 3-5 qualified lead prospects. Then between two to three additional lead gifts, nearly as large, come from between 6-10 donors. (These are combined into Naming Gifts in the table below.) Capital campaign practitioners usually assume ratios of between 3:1 and 5:1 prospects to gifts for the top one third of gifts; 4:1 for prospects to gifts in the middle tier; and 3:1 to 5:1 prospects to gifts for the bottom third of gifts[7].

Based on the review of the database of members, the consultant has preliminarily identified the following potential. This does not include a "public" phase of the campaign which would come after all lead and

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[5] The Steubenville visitor center, on the grounds of the Historic Fort Steuben Museum (see comparisons, addendum) is funded by the City of Steubenville as well as by contributions and serves as the point of entry to the Museum. In the financial model for the Museum, the consultant has estimated that revenue for visitor center functions would come either from contributions and business support, a government contract, or both.

[6] See addendum for images of small museums' visitor services desks.

[7] The consultant recommends Achieving Excellence in Fundraising, by Hank Russo, Eugene R. Temple, editor. Published by Wiley, 2003.

major gifts are raised (pledged) and would be more along the lines of "buy a brick" campaigns in which hundreds of community members typically contribute small amounts.

Gift Type	Tier	Membership Pool of HHs	Net Likely # Gifts	Potential Amount range, low to high, from each tier
Naming Gifts, 6 figures	Top 1/3rd of the campaign	16	4	$500,000- $1,000,000
Leadership Gifts, 5 figures	Middle 1/3rd	92	18	$140,000 - $320,000
Major Gifts, 4 figure	Bottom 1/3rd	154	25	$ 25,000 - $200,000
TOTAL POSSIBLE				$650,000 - $1,520,000

Note that the feasibility of reaching or exceeding this has not been tested through a capital campaign feasibility study. Feasibility requires that donors be deeply inclined to give legacy and naming gifts, and that they put this giving ahead of other causes to which they may also be committed. To test this feasibility, the Foundation should conduct a feasibility analysis including the following elements:

A. The Foundation's feasibility analysis should include area businesses and corporations that may be interested in naming portions of the campus. Corporations are often interested in naming sponsorship of educational rooms or facilities. (For example, Longmont's museum education center has been named the Kaiser Permanente Education Center for the corporation that gave a lead gift underwriting it.)
B. The Foundation's feasibility analysis should include Colorado foundations that provide capital funding for cultural facilities and museums, notably Boettcher and El Pomar.
C. In addition to fund development, the Foundation will need to be the lead entity advocating for the Museum's new building and the expanded civic role that the building and improved campus will play. Advocacy should begin soon, for example with bus trips to visit other Colorado historical museums such as the Golden History Museums. The Foundation should begin holding advocacy open-house meetings for the neighborhood, with the Downtown businesses, other cultural groups, at the Senior Center

SUMMARY: FOUNDATION ROLE

Leading up to and through a capital campaign, the Foundation work in fund development is essential to success. Immediate strengthening of the Foundation, and a focus on its role beginning in 2017 as called for in the above recommendations will be essential for campaign success. Because the Museum will need to prove value economically and socially to residents who may not currently be familiar with it or who may not personally value its well-established role as the archive and repository of local history, programming and services will need to be expanded prior to seeking capital funding: in this, too, the Foundation is essential as it is the only group that can provide the funding to cover programming and educational costs. This will in turn enhance advocacy efforts for both public and private sector capital funding. In the short term, it will require a new level of effort from the Foundation to leverage growth.

PRE-CAPITALIZATION STEPS FOR THE LOUISVILLE HISTORICAL MUSEUM:

BUILDING PUBLIC VALUE

: ESTABLISH NEW CORE VALUE FOR LOUISVILLE RESIDENTS AND BUSINESSES

Louisville has the following identified cultural assets as public facilities

- Louisville Public Library
- Louisville Historical Museum
- Louisville Center for the Arts
- Steinbaugh Pavilion

In considering the programming mix, services to the community, rentals, and how the Museum and Visitors' Center can best overall add to the quality of life in Louisville, it is important to consider how an enhanced position for the Museum – prior to and then after capitalization and a new building – can benefit Louisville's cultural life. Currently, the Historical Museum sits just outside the historic Main Street commercial district. However, with the new Gateway, it will be the natural point of entry to downtown from the Gateway. This will make the Museum one of the most visible of Louisville's cultural assets. Timing the growth of Museum programs and services to coincide with the new Gateway is a natural next step for the Museum.

Action Recommendation: Seek a zoning variance for "civic use" of the Museum campus.

A zoning variance (black outline) would make it possible to better connect the Museum to the rest of the arts and historic downtown.

The Louisville Historical Museum lies just outside the historic Main Street, in effect eliminating its natural role as an anchor for events ranging from art walks to Main Street festivals and events. This also limits public awareness of the Museum. When the new Museum building is constructed as a community asset, it should be viewed as a logical location for everything from 10K races to various civic events.

[8] Some actions will ramp up gradually into 2019-2020.

With such a zoning variance, the Museum should be able to:

- Be an asset and key civic anchor for the Arts District;
- Be an asset as a civic anchor for the historic Downtown/Historic Main Street;
- Be available for rentals (grounds as well as building(s) and multiple uses by the Community just as the Library, Steinbaugh Pavilion and the Arts Center are;
- Be able to program jointly with the Arts Center and Library, for example to host/serve as the anchor for art exhibits about historic Louisville; host/anchor summer arts and historic camps together with the Library;
- Be a logical starting place for visitors coming to Historic Louisville who are searching for information on what to visit, where to eat and shop.

This requires that in addition to the business goals and strategies that follow, zoning changes, as well as new collaborations will be needed.

Action Recommendation: Work with the City of Louisville[9] to establish the Museum (Jacoe Building) as an official visitor and civic information center so that this function can be undertaken prior to capitalization and a new facility, leading to increased awareness and visitation to the Museum campus. **2016-2018**

This function may be contracted through the Foundation, or contracted and undertaken directly by the Museum as a City-managed facility. Volunteers from the Foundation may staff the visitor center/information desk. Communities the size of Louisville also often engage high school students as volunteers fulfilling this task.

Typically, Colorado cities that collect lodging tax apply a share of that tax to offset the expenses of a formal visitor center. Another approach is to fund the center through economic development. And yet another is to fund a center through grants and business contributions. A hybrid of the three is also possible.

During 2016, the Museum, its Foundation, and the City should work closely together to identify a consistent, modest revenue approach to offset the costs of establishing a formal visitor center at the Museum. This plan assumes that the Visitor Center would be operated largely by Foundation and other volunteers, with supervision from the Museum staff. It assumes an operating cost (revenue requirement)

[9] The Chamber of Commerce may continue to offer its current level of informal visitor information unless it is interested in moving its entire operations to the Museum campus after a new building is constructed. However, many Colorado communities have multiple visitor centers. Naming the Museum visitor center 'heritage visitor center' to telegraph to visitors that those interested in the history of Louisville will be best served by starting their visit at the Museum.

of less than $10,000 initially, up to approximately $15,000. This would cover incremental annual costs of improved furnishings and fixtures, signage, print and on-line information, and related costs.

Supporting Recommendation: Seek funding through the Foundation (grants and/or special events fundraising) to enhance the entry exhibit at the Jacoe Store to tell the story of Louisville to visitors. It is likely that an investment of $15,000 - $20,000 made into high quality display cases and signage would provide an immediate upgrade to the Jacoe House experience. This could include two or three museum-quality display cases, professional wall signage, and a visitor desk/kiosk. This investment could be met through grants or from local corporate sponsorship that could potentially "name[10]" the visitor center space. **2016-2017**

Supporting Recommendation: Increase the hours that the Jacoe Store/visitor center is open. The entire Museum does not need to be open more hours – especially off-season – but by expanding the Jacoe Store hours, the Museum will serve as an effective visitor and civic information center. Suggested hours for the Jacoe Store visitor center are 9-5, Monday-Saturday, and noon – 4, Sundays, May through September; and 10-4 Tuesday – Saturday, October – April. **2017 – 2018**

Action Recommendation: To the extent possible, re-prioritize Museum staff functions to focus on exhibitions, education, and programming. Archives are always at the heart of any historical museum and have tremendous meaning to the donors who have given them. However, the process of building public value rests on using items from the archives and collections to stage exhibits, develop curriculum, and offer diverse public programs. Moving the Louisville Historical Museum toward a more dynamic program of changing exhibits and public programs will build recognition and value from residents and visitors alike. It will require that some of the on-going archival functions be put on hold: even though the archival task will seem continuously overwhelming in and of itself. Archival backloads are the tale of museums everywhere.

Supporting Recommendations:

A. Develop a new "heritage visitor's introduction to Louisville" exhibit for the front portion of the Jacoe Store, with support from the Foundation for quality museum exhibit cases, signage, and visitor services desk/kiosk. **2017**

B. Beginning in 2017, start a process of improved/professional signage throughout the Tomeo House. This will likely be an on-going, relatively slow process, but the process itself will bring increased interest and attention to the Museum from residents who will want to see the latest updates. **2017-2019**

C. Beginning in 2018, create at least one changing themed exhibit per year – sited in any of the Museum buildings, dependent upon exhibit size. Use objects and items from the collection as well as loaned items as needed. Themes may be the heritage of Louisville, the history of its downtown, the architecture and design of its homes, the dual livelihoods of coal mining and

[10] Naming gifts may be for a period of time, or in perpetuity, depending on the size of gift. Naming rights contracted for a period of time – often a few years – is increasingly a practice.

agriculture: in short, any of the themes now touched on by the permanent exhibit. By creating new, fresh content and interpretation, the Museum will gain public visibility and attendance. **2018-2019**

D. Strive to incorporate at least a small children's exhibit targeted to early primary grades, of interest to school tour groups and to families visiting with younger children, as a way to broaden the base of ages and be highly relevant to Louisville's influx of young families. This can be a simple hands-on exhibit/interpretation, for example, "mining" for coal; shopping in the old Jacoe Store, etc. **2019**

Action Recommendation: Work with the Boulder Valley School District to seek the partnership of Louisville's elementary schools in using the Museum as an educational partner. Meet with Louisville's elementary schools to introduce faculty to the Museum and provide information about Museum outreach programs, such as a "traveling trunk," and to introduce them to field trip and in-school programs offered by the Museum. **2016-2018**

Action Recommendation: Based on a zoning variance for civic use, work with the event producers/organizers for use of the Jacoe Store (or a portion of it) as well as the grounds for civic events. **2016-2020 gradual expansion in use of the grounds.**

Action Recommendation: With the Foundation's assistance through fundraising and volunteer effort, begin one week of summer youth day camps and limited vacation week day camps and begin offering a minimum of four adult educational programs per year. These programs may be offered in association with or at the Library and/or Recreation Center. **2017-2020 gradual expansion.**

Action Recommendation: With the commitment of funding support from the Foundation, contract part time staff as needed to staff the educational and programming functions for the Museum. For example, contract for interpreters to do cooking or other interpretive demonstrations on Saturdays during the summer peak months. Contract or train volunteers to conduct school assembly programs. **2019-2021.**

Action Recommendation: Expand joint planning and programming partnerships between the Library, the Museum, and the Arts Center, evaluating how the three together can optimally provide cultural arts and historic programming for residents of all ages, from pre-school programs to senior events. This may include new history/arts joint festivals or special events. Begin with a "Louisville history day" one day event in fall 2017, featuring "living history" demonstrations, walking tours, and live performances such as history story telling. Once implemented and then refined, events such as these should become standing annual celebrations. **2017-2021**

Action Recommendation: Move toward a multi-line revenue budget starting in 2017, demonstrating to the City and residents that the Museum has the framework in place for revenue streams to sustain its operations.

2017 and 2018 Budget Model Pro Forma[11] (THIS IS IN ADVANCE OF 2019.)

Line Item	Source	Details	Approximate Amount
Staff and operations support, general	City	Based on existing amount	$102,850[12]
Heritage Visitor Center contract or contributions, per above	Contributions from participating hospitality businesses and/or contract from City.	Annual contract for services @ $800 per month. ($9,600 a year is about 1/3rd of the lowest amount Golden's Visitor Center has received in contributions in recent years.	$9,600[13]
Field trips & school outreach	Earned fee for service	$6 per student x 30 for field trips; $120 per in-school, per classroom	$2,600
Grants applied for and received by Foundation; annual fund raising event	[14]State Historical Fund Grant for curriculum development; fundraising events; Boulder Community Foundation;	Curriculum, adult programming, New exhibit development for Jacoe Store Signature fund raising event	$17,500
Total			$132,550.00

In this model, the City funds about 78% of Museum operations[15]. A combination of small levels of earned income and annual funding from the Foundation (including start-up of a visitor center) enables the Museum to invest in interior signage in the front of the Jacoe Store as well as in additional/increased time for staff to conduct programs and services and to invest in an annual changing exhibit.

With a platform of accomplishing the above for two years, the Museum should then be able to take the next big steps forward by 2019. This includes launching summer camps for children and the creation of a children's exhibit area as well as additional changing/temporary exhibits and summer interpretive programming/live demonstrations.

In 2017-2018 the City should seek an extension of the Historic Preservation Tax which could include a portion designated for operations of the Museum to also address additional revenue streams for staffing, programming and maintenance.

[11] See addenda with line item budgets from various history museums.
[12] This is the 2016 level of funding from the City. See addendum for budget line items within this.
[13] In advance of 2019.
[14] These sources of funding are common in the field, in Colorado and Boulder County.
[15] If the City contracts with the Museum to operate an official visitor center, the City would be providing about 85% of total support in this pro forma model.

The pro forma assumes that in 2020-2021, the Museum seeks public funding for and conducts a capital campaign. The next section of this report addresses efforts that should be undertaken in 2019 leading up to this, and in 2020 and beyond.

WORKING TOWARD A NEW BUILDING

BUILDING THE CASE FOR SUPPORT AND CAPITAL FUNDING

With the above programs and services in place to build public value for the Museum, staff will need to move forward with many facets of planning for the new facility.

This pro forma assumes that during 2019 and 2020, the Museum continues to expand its summer and vacation day camps, school outreach, and adult programs.

2019-2020 Budget Pro Forma

Line Item	Source	Details	Approximate Amount
Staff and operations support, general	City	Based on existing amount	$102,850
Heritage Visitor Center contract	Same as above[16].	Annual contract for services @ $800 per month.	$9,600
Summer day camp, 1 week	Earned fee for service	$120 per 30 students. Expand to two week by 2020.	$3,600 – $7,200
Vacation day camps, 5 days total	Earned fee for service	$25 per 20 students per 5 days. Expand to 40 students by 2020.	$2,500 – $5,000
Field trips & school outreach	Earned fee for service	$6 per student x 30 for field trips; $120 per in-school, per classroom	$2,600
Grants applied for and received by Foundation	State Historical Fund Grant for curriculum development; Boulder Community Foundation	Curriculum, adult programming, New exhibit development for Jacoe Store	$17,500
Individual, family, and business memberships, the History Foundation	Membership fee, netted with discount for programs	$20; $35; $75; $100. Average $40. 1,000 members.	$40,000
Adult programs	Earned fee for service	$10 x 15 x 4 events	$600
Corporate sponsorships, adult program summer camp. Raised by the Foundation.	Sponsorship	$250 - $750	$3,000
Fundraising event, Foundation	Net contribution after costs	Event sponsorship @ $1,000; $25 per pers net x 120	$4,000
TOTAL			$186,250 – $192,350

In this pro forma model envisioned for 2019 and 2020, annual support from the City drops proportionately to be 53% of total revenue, while earned income begins to become a more significant share of the budget based on increased programming and education. Because members typically receive discounts for camps and special programs, membership value is enhanced, pushing membership counts up. Per the comparisons (see addendum) this level of revenue should support about 2 full time and 3 part time year round staff, as well as contracted interpreters and others for educational and summer "living history" programming. This should also telegraph capacity in raising annual funds in advance of the capital

[16] This does not change the amount from the prior two years.

campaign, which is important in demonstrating ability to sustain the Museum. Additionally, although not programmed here, a further source of revenue could include funding from the Historic Preservation tax should the extension of the tax be approved by the voters, and a portion designated for Museum operations.

Action Recommendation: Seek City support for engineering and architectural studies needed to finalize a capital plan and budget. **(Not included in pro forma budget.) 2018-2019**

Supporting Recommendations: 2019-2020

Begin hosting neighborhood and community events at the Museum to share the architectural concepts for the new facility and address community questions about the impact of the Museum on the surrounding residential area.

- Meet with potential partner entity(ies) such as the Chamber of Commerce to determine viability of shared use of the proposed new building, including a joint visitor center operation, shared conference room, and office space.

- Use the public input process to refine the initial design concepts for the buildings and the landscape design for the campus.

- Organize tours for City officials, stakeholders and the interested public to other historical museums in Colorado, specifically those with campuses of historic buildings such as Golden; the Aurora History Museum, the Loveland Museum, and the Littleton Museum to provide first-hand information about the buildings, the decisions made by the municipalities in the building footprint and design, operations, programming and services.

Action Recommendation: Refine the initial museum needs assessment vision concepts by planning that the new building to provide additional exhibit areas including a "visitor center" entry area on Main Street. Within the new building, include construction of reconfigurable museum exhibit walls and cases. Include computer kiosk for public research. Ensure that the capital campaign goal include exhibits and visitor amenities. **2020**

Supporting Recommendation: Include a design and implementation budget for exhibits that are engaging and appealing, and ensure that the exhibit spaces are designed allowing for multiple simultaneous exhibits (permanent, long term, changing, temporary, youth/children). Carefully review the plans for the Summer Kitchen to maximize its programmatic usefulness for demonstrations, camps, and hands on learning.

Action Recommendation: While the Museum is in planning phase, work with the City to evaluate ways to most effectively allow for expanded public use and expanded staffing. Some Colorado history museums (Littleton, for example) have research centers or

research libraries as a part of the Museum, staffed with a research librarian. Creating a research librarian position at the Museum would enable important archival work to continue and would assist residents in family genealogical research. Also consider ways of consolidating arts and cultural programming to maximize staffing capacity on the Museum campus. Aurora, for example, has a consolidated Library & Cultural Services Division for this purpose.

> **Supporting Recommendation:** Ensure that there is adequate staff and exhibits preparation space dedicated to the Museum within the new building/campus redesign. From communities such as Aurora, learn the amount of space required for a full staff compliment and a full exhibitions and public programs season. Ensure that the capital budget includes adequate soft expenditures to ensure quality furnishings for public use throughout the campus.

Youth Education room/area (upper left); High quality Exhibits (upper right); Visitor Center

information desk (lower center.)
Exterior signage, including civic event signage opportunity.
Additional images can be found in the addendum.

Recommended Action: Work with the Foundation to ensure that through a capital campaign feasibility study it is able to identify the amount that it can raise for the campaign from contributions and grants from non-governmental sources; and work with the City of Louisville to ensure that the Museum applies for government funding for Capital. **2020**

> **Supporting Action:** Realign the time of the Museum Director as much as possible during this phase to work with the Foundation and the City in grant development for the capital campaign. It is possible that other State of Colorado grants may be identified.

Based on the above recommendations concerning space use and needed staff support space not addressed in the needs assessment, it is possible that the initial capital budget as prepared in the needs assessment will need to be bolstered to some extent. Also, the Foundation will find it difficult to simultaneously raise capital and operating funds while the campaign is on-going. Typically, the operating funds needed for the duration of the campaign (until facility opening) are wrapped into the capital goal. For this reason, estimate the total capital goal at $3.6 million, rather than $3.47 million as called for in the needs assessment.

The following table shows the importance of cultivating major prospects for naming gifts, including area corporations. Raising $3.6 million depends on these gifts. Many of these may come in the form of multi-year pledges; some may come as bequests. This will require that the Museum work with the City to obtain any necessary bridge financing until these gifts come in.

Pro Forma Capital Funding

Funding Sources, Capital Campaign	Lead Entity Seeking	Approximate Amount	Share of Total
City of Louisville	Residents	$1.2 million	36%
Naming gifts, individuals/families Corporate naming gifts	History Foundation	$650,000 - $900,000[17] (based on analysis above in the report.)	19% - 25%
History Colorado, Colorado Historical Fund	City	$150,000	4%
Major Foundations in Colorado giving capital grants (i.e. El Pomar, Boettcher)	History Foundation	$750,000	22%
Colorado Department of Local Affairs	City	$500,000	15%
Colorado Office of Economic Development	City	$100,000	3%
Public small gifts campaign	History Foundation	$25,000 (300 + small gifts from residents and businesses)	1%
Total		$3,375,000 - $3,625,000	100%

This pro forma assumes a high quality capital campaign is well planned and carried out. The largest private sector gifts should be solicited and secured first: their size will predict the success of the balance of the campaign.

[17] The consultant showed the potential range of gifts from members as a low end of $650,000. As this line suggests, in addition corporate naming gifts would be likely to be sought. The range upward from the $650,000 to $900,000 reflects this.

The next section of this plan addresses the Museum during the capital campaign and as it moves into operations of a new facility on its campus.

RECOMMENDED STRATEGIES AND BUDGET PRO FORMA FOR POST NEW FACILITY OPERATIONS

2020-2021: OPENING NEW BUILDING AND EXPANDING SERVICES

Recommended Action: Either prior to a new facility, or in concert with opening such a facility, modify the mission statement as recommended. **2020-2021**

As adopted in 2002, and amended in 2007, the Museum's mission statement is:

> The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The Museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past.

This plan recommends slight amendments to the mission, as follow:

> The mission of the Louisville Historical Museum, a campus of facilities owned and operated by the City of Louisville, is to serve as a civic cultural resource that provides *exhibitions, education, information and services* to residents and visitors that interpret and illuminate the diverse history of Louisville from the time of settlement through the present, with a special emphasis on the coal mining period, 1877-1955.

About the Museum: Recommended Key Functions In the New Building/Campus 2021-22

1. A collecting institution, the Museum preserves and protects artifacts and documents of historical value, employing best practices for the historical museum field.

2. An educational institution, the Museum provides programs for people of all ages that connect them to the history of Louisville.

3. A civic institution, the Museum provides a place for visitors to learn about present day Louisville – activities and destinations – and to learn about its past. As a civic institution, it serves as a gathering place for groups and events.

4. A cultural institution, the Museum is a significant cultural asset that works together with Louisville's Library and Arts Center, the Arts District, and the Historic Preservation Commission to provide outstanding cultural programming and activities for residents and visitors.

5. An exemplar of historic preservation, the Museum serves as the community's information hub about historic preservation.

6. A professional historical museum, the Museum works together with peer museums throughout Colorado and elsewhere to represent high professional standards and present high quality exhibits and programs.

7. As a community-focused Museum, its Foundation has the capacity to support activities, provide annual funding, grow a docent program, and become a valued civic organization.

8. As a fiscally sustainable entity, the Museum operates with the appropriate levels of staffing and a budget with multiple revenue lines to support the Museum's multiple civic purposes.

Action Recommendation: With the Foundation, seek membership and underwriting totaling $80,000 annually. This assumes 1,200 Members (individual, family, and business) at an average of $50, as well as $15,000 from corporate program sponsors underwriting camps and specific events, and $5,000 net from annual fundraising event(s). **2020-2021 and on-going.**

In addition:

A. Aggressively market the new museum facility as well as the campus for events. At $150/hour for the new facility, and $135/hour for the grounds, rent the Museum and/or grounds a minimum of 35 times a year with blocks of 4 hours each, to reach $20,000 in annual revenue.

B. Operate four weeks of summer camps and eight vacation day camps per year, with summer camp tuition of $120 per week per child and drop in day camps at $25 per child.

C. Increase visitor services contracts and/or contributions and or in kind from $800 a month (pre-opening) to $1250 a month.

D. Charge Adult Admission of $3 during summer months (May-September) when there are docents/guides and history demonstrations and off-season when there are similar events and demonstrations. Assume 1,200 paid adult visitors per month during peak months, and 600 paid adult visitors per month off-season. (Children free admission.)

E. Include the Museum in the Historic Preservation Tax (assuming a change in the ballot language and voter approval of the tax renewal), making possible an increase in the City's annual allocation for operating expenses from $75,000 to $120,000.

Pro Forma Budget 2021-22

Revenue Line Items	Approximate Amount Based on Budget for Staff, Programs and Services
Foundation Membership funds allocations, fundraising events net toward exhibits and programs. Underwriting and Sponsorships for programs and activities.	$80,000
Museum Store (net revenue)	$5,000
Facility Rentals	$15,000
Camps and Drop In Days, Adult Learning Programs, School Tours	$25,000
Visitor services function (in-kind or direct funding) for general operations, plus fees for event staging for special events	$17,000
Admissions (summer months) $3 adults; $1 children	$15,000
Grants from Government, Foundations for exhibits and archival	$75,000
City allocation, Historic Preservation Tax	$120,000
TOTAL	$352,000.00

Action Recommendation: Expand staff, based on the above revenue budget, to the following structure after the new facility is opened. **2021-22**

Museum Director	Full Time
Education and Outreach Director	Full Time
Visitor and Member Services Manager; Store Manager	Full Time
Curator	Part Time
Archivist	Part Time
Seasonal living history and education staff	Contracted
Visitor Services Receptionists	One or Two Part Time

This structure ensures the Museum's capacity to operate as the official visitor center or heritage visitor center[18] for Louisville and to undertake a wide range of educational services and programs while also continuing to appropriately archive documents and objects, and while offering three + changing exhibits per year.

[18] Some suggest that an official visitor center is different from a heritage center, though the two terms are used interchangeably. Generally, an "official" center suggests city funding.

Action Recommendation: Assuming that there is adequate space for a museum store,[19]plan for and develop a dynamic museum store that will serve as a focal point of the "new" museum. **2021-22**

The museum store should be carefully planned for maximum revenue. It is an important part of the brand of the Museum. A "sleepy" store at the entrance to a museum telegraphs a sleepy museum, and visitors often leave before going into the museum itself. The Museum Store Association recommends self-assessment of the museum store experience. This includes brand development, merchandise selection and niche, financial performance, pricing, ecommerce and design considerations such as lighting and display. https://museumstoreassociation.org Careful merchandising is essential: Within the field, merchandise turn over (number of times turned over per year) is approximately 3 x for overall, with as high as and 6 x for souvenir, impulse buy, and novelty items. (Museum Store Association)

- Work with an experienced retail merchandiser (volunteer or consultant) to identify a unique niche in merchandise that the Museum can fulfill, including impulse items of interest to children who are visiting the museum as a part of school groups or with families.
- Attend events such as the Museum Store Association conference to identify appropriate merchandise that compliments and does not compete with retailers in the downtown area.

Action Recommendation: Build a docent program. Working with current volunteers and Museum staff, begin to build a program of docents who can provide consistent interpretation and guidance for visitors. Use other Colorado history museums as examples in creating docent training. (Colorado Springs Pioneer Museum has an excellent junior docent program for students in grades 6-12 who assist the museum throughout the summer. The Colorado Railroad Museum[20] in Golden has an excellent docent training program for adults.) **2021-22**

Offer docent-led tours for the public on specific days of the month, and of have docents lead the school tours. Strive for student docents to be involved with Museum staff in leading the summer camp activities and in providing information for tourist visitors during the summer.

Action Recommendation: Be the "voice" of Louisville heritage and history. Consistently work with the Library, Arts Center, Arts District, and Downtown Business Association to ensure that the Museum is a partner in programming. Offer space at the Museum for local artist exhibits, and (in the new facility) for small concerts and other artist events. Represent and serve as one of the leading voices, with the above entities, advancing the cultural arts profile of Louisville as a civic asset. **2021-22**

As possible, use the Museum grounds for temporary and long term exhibits of public art.

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[19] The initial concept drawings provided to the consultant do not show space for a museum store. The consultant recommends revisiting the initial concept so as to include this as a revenue source and as an element of the brand.
[20] It, as well as other museums in Colorado, use the on-line portal VolunteerMatch.org to publicize volunteer and docent opportunities.

Loveland Museum's exterior with public art

Action Recommendation: Serve as the Community's information hub about Historic Preservation. During construction, and subsequently, serve as the City's official "demonstration site" for those interested in various aspects of historic preservation for their own properties. **2021-onward**

- Schedule lectures and demonstration to be held open to the public.
- Provide exterior interpretive signage throughout the Museum grounds so that visitors can learn about aspects of historic preservation of the Museum buildings. For example, some museums serve as "preservation labs" showcasing what others can do. Expand the Museum role in the Historic Preservation Master Plan.

Clarify and - as appropriate - expand Historic Preservation funding to include annual operating support to the Museum to offset its costs in serving as the City's demonstration site for historic preservation and as the City's exemplar for local history and historic preservation, including its programming that introduces people of all ages to history and historic preservation.

Action Recommendation: Offer three-plus changing exhibits per year in addition to permanent exhibits. These may include exhibits developed by staff or touring exhibits. Use the changing exhibits as focal points in the Museum calendar to bring in repeat visitors and maintain a high level of return-visits among members.

Action Recommendation: Become one of Colorado's finest small local history museums, based on all aspects of the Museum's professionalism, and as such represent Louisville throughout the state and beyond. Join appropriate state and national associations for local history museums and history organizations. (American Association for State and Local History, American Historical Association, etc.) As possible during the construction and programming development and continuing after completion of the building, undertake the multi-year StEP program of the American Association for State and Local History leading toward accreditation. **2021-22**

StEPS is "Standards and Excellence Program" for small history museums. It is best practices based and addresses all aspects of small history museum operations. It is a webinar based and can be undertaken gradually over time at whatever pace the Museum can manage. Completion of the StEPS program

positions the Museum to begin the accreditation process through the Institute of Museum and Library Services/American Alliance of Museums.

Action Recommendation: Work to become an accredited history museum. This positions the Museum on par with other Colorado local history museums such as the Loveland History Museum and Gallery and the Littleton Historical Museum and enables the Museum to be highly competitive in seeking state and national grants to support operations and programming. **2021**

Showcase the Museum's new facility by hosting state and regional meetings of historical associations, history museums, and other related groups.

Lastly, while the actions proposed are linear, the years such actions occur are estimates and can be accelerated or delayed based on other City priorities and funding streams. The actions proposed in the plan should be viewed as a template for implementation with actual timing dependent on City direction and the necessary momentum for success.

ADDENDA

A. Joint Museum and Visitor Center Operations

1. The consultant evaluated examples of combined history museum/visitor centers throughout the US, from coast to coast. The combination of the two is favored by the National Park Service and the associations or alliances for the major national parks, and by local and county museums.

2. A joint operating agreement is standard where two entities (government/nonprofit) join together to form the museum/visitor center. Another model is for a municipality or county to provide funding to offset the costs of its share while the nonprofit operates the entire facility. Or, if a historical society operates a visitor center on behalf of a chamber of commerce, the chamber may provide funding to the historical society to take on the task. There is no "preferred" or single model. In all models, resources are combined to allow for being open as much as possible throughout the year. A FT and PT staff of about 7, as well as volunteers, is typical in facilities where the combined museum/visitor center operating budget is in the $350,000 - $500,000 range.

3. In municipalities that have a transient occupancy tax/hospitality tax, visitor center operations are generally funded by the tax. In communities without this, another model is to fund a visitor center through economic development funds. A third model is to fund a visitor center from contributions.

4. Most of the facilities are serve as more than visitor center/history museum. They sell tickets for local events, rent out space for meetings and social events, have temporary exhibits and concerts in association with downtown "gallery walks" or similar types of events. They increasingly are centers for community events and engagement – just as libraries are – and host events such as local TED talks and symposia.

5. Knowing that it is teachers who convince their schools to bring students, they offer professional development seminars and days for local educators, showing them how to weave museum content into units and lesson plans.

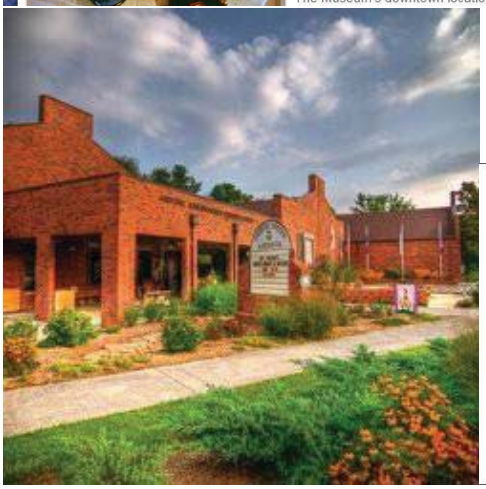
6. They almost all have well-stocked retail stores, from books and postcards and museumy objects to artisan co-ops.

7. They organize and utilize events that go beyond museum walls out into the community, from garden tours and home tours to history walks and festivals. These are often done as fund raising.

8. They have increasingly sophisticated use of social media and e-communications.

B. Images Supporting Elements of the Plan

Examples: Local Museums Serving as Visitor Centers



Signage examples, interior and exterior, visitor centers within history museums.

Examples: Visitor Center Entry Areas with Interpretive Items, Small History Museums

Cave Creek Museum Visitor Center, Cave Creek AZ – information and seating for visitors

Fort Vancouver (WA) Visitor Center and Museum, Visitor Services Desk and rack card displays

Examples: Gift Shop Inventory at Small History Museums

Museum Store, Dakota Discovery Museum (rebranded from the Museum of the Middle Border) Mitchell, SD

Museum Store, Tread of Pioneers Museum, Steamboat Springs, CO

Museum Store, Colorado Railroad Museum, Golden, CO

Examples: Rentals

"Garden" rental, Healy House Museum, Leadville, CO Rents for $250, includes shade tent.

Littleton Museum lecture /meeting space rents for $75/hr.

Golden History Museum rentals begin at $150/hr. for 40 people. Two hour minimum.

Example: Range of Education Programs and Camps

McMinn Heritage Museum, Athens, TN offers history tours for high school students engaged in community leadership training.

Field trip to elementary school from Yucca Valley Museum, CA.

Golden History Museums provide in-classroom visits.

C. Engaging the Family: Example

Blog Post Reprinted from the Wabash County (IN) Historic Museum Web Site:
http://www.wabashmuseum.org/#!ReInventing-the-Museum-Engaging-the-Whole-Family/c14jg/56842c020cf20a60e3aedd58

Re-Inventing the Museum; Engaging the Whole Family

Children's Corner of the Wabash County Historical Museum

"Two and a half years ago the Wabash County Historical Museum was struggling to develop a sustainable organization that both preserved local history and served as a local educational institution. The museum frequently had days, and at times weeks, when no one visited and the interactive exhibits sat dark. It was a troubling time for those who had committed so much to build what was known as the best county museum in the state. How was it that this professionally designed facility with state-of-the-art exhibits had become a place that was simply passed by as residents and guests passed through Wabash's downtown?

Now two years later, the museum is in a much different position. Since re-opening in February of 2015 following a month long hiatus, the museum has welcomed guests daily, no longer does the building sit dark hoping for guests to arrive.

"When I started getting calls from other museums asking how we were growing and sustaining our programs I knew we were on the right track," said Mitch Figert, Executive Director of the museum. "By focusing on engaging families, educating local youth, and involving the community we have created a museum that serves as a living, breathing institution that keeps stories of Wabash County's history alive."

In 2015 the museum made several improvements to their facility. New exhibits including the Parkview Wabash Education Center and Dr. Charles Brush Science Experience were both introduced early in the year. Programming was dramatically expanded to include monthly Family Fun Days and new preservation workshops. The museum renewed a commitment to local history research by investing in the newly named (major gift) Richard E. Ford Archives and Research Center. Events such as Family Fun Days and Christmas at the Museum and the new Parkview Wabash Education Center brought new families from throughout Northeast Indiana to visit the museum. The museum saw a 40% increase in visitation in 2015 over 2014, with 17,000 visitors."

D. Comparison Museums, Range of Budget Levels

	Louisville Historical Museum			Golden Museums			Littleton Museum			Longmont Museum			Stillwater Museum (Sheera Museum)		Baxter Springs Heritage Center, Visitor Center and Museum*		McMinn County Living Heritage Museum		Yucca Valley Museum			Old Fort Steuben Museum		Klamath County Museum		
	Louisville, CO			Golden, CO			Littleton, CO			Longmont, CO			Stillwater, OK		Baxter Springs, KS		Athens, TN		Yucca Valley, CA			Steubenville, OH		Klamath Falls, OR		
Municipality Population	18,376			18,867			41,737			86,270			45,688		4,238		13,458		20,700			18,659		20,840		
Tax Structure	City Gov't.			City Gov't.			City Gov't.			City Gov't.			501(c)3		City Gov't.		501(c)3		City Gov't.			501(c)3*		County Gov't.		
TOTAL VISITORS	2,900			45,000			130,000			65,000			7,000		Not Available		19,999		26,000			35,000		Not Available		
Revenue	**Line Items**	**Source**	**Percent**	**Line Items**	**Source**	**Percent**	**Line Items**	**Source**	**Percent**	**Line Items**	**Source**	**Percent**	**Line Items**	**Percent**	**Line Items**	**Percent**	**Line Items**	**Percent**	**Line Items**	**Source**	**Percent**	**Line Items**	**Percent**	**Line Items**	**Source**	**Percent**
Government Funding	$102,850			$356,000		63%	$1,400,000		90%	$578,000		77%	$20,000	20%	$75,000	64%	$5,000	3%	$152,000		55%	$96,100	28%	$414,529		77%
Membership Dues				$9,000	Friends	2%	$9,500	Friends	0%	$15,500	Friends	2%	$30,300	32%	$915	1%	$6,000	4%				$10,500	3%	$10,000	Friends	2%
Contrib., Grants, Sponsorships	$8,000	Fndtn.					$15,500	Friends	1%	$18,500		2%	$14,300	15%			$69,000	41%								
Fundraising Events				$73,500	Friends	13%	$57,000	Friends	4%	$26,900	Friends	4%	$5,800	5%	$29,000	25%	$51,000	31%	$84,000			$188,832	53%	$87,000	Friends	16%
Program Service Revenue				$66,000		12%	$17,600	Friends	1%	$48,700		6%	$15,300	16%	$1,400	1%				Friends	30%	$25,768	8%	$22,316		4%
Investment Revenue				$800	Friends		$28,750	Friends	2%	$64,000*		9%	$3,200	0.03	$3,200	3%	$35,000	21%	$11,000	Friends	4%	$3,804	1%	2%	Friends	0.50%
Retail Revenue (Net)				$9,600		2%	$1,000	Friends					$1,600	1%	$5,400	5%						$5,573	2%			
Rentals (net)				$10,500		2%	$18,250		2%				$7,100	8%	$2,000	1%			$30,000		11%	$16,363	5%			
Advertising				$38,500		6%																				
TOTAL	**$110,850**			**$563,900**		100%	**$1,547,600**		100%	**$687,600**		100%	**$97,600**	100%	**$116,915**	100%	**$166,000**	100%	**$277,000**		100%	**$346,940**	100%	**$533,845**		100%
Expenses																										
Salaries and Benefits	$70,490		69%	$310,000		55%	$579,000		38%	$600,000		78%	$38,000	39%	$69,000	64%	$110,000	66%	$215,000		79%	$96,000	31%	$277,000		52%
Professional Fees: Accounting, Legal, Development										$8,800		1%	$1,000	1%	$3,500	3%						$7,500	2%			
Education and Public Programming	$1,580	Fndtn. $500	1%				$900,000		59%				$20,000	21%	$6,000	6%	$15,000	9%	$20,000		7%	$72,000	23%	$72,000		13%
Printing, Publications, Postage	$5,500	Fndtn.								$12,000		2%	$3,000	3%					$3,500		1%	$0				
Advertising and Promotion							$1,500		1%	$3,500		1%	$3,000	3%	$935	1%	$8,000	5%	$6,500		2%	$40,000	12%			
Operating Expenses	$2,000	Fndtn.								$17,000		2%	$9,000	9%	$3,300	3%	$7,000	4%	$20,000		7%	$17,000	5%			
Occupancy	$30,980		30%				$35,000		2%	$95,000**		14%	$21,000	22%	$4,400	4%	$21,000	13%	$7,000		3%	$38,700	12%			
Travel and Conferences	$300									$6,500		1%			$1,100	1%			$3,400		1%	$900				
Insurance										$2,000			$2,000	2%	$1,100	1%	$5,300	3%				$9,000	3%			
Upkeep and reinvestment/soft capital				$253,000		45%				$8,000		1%			$19,000	17%						$40,000	12%	$185,000		35%
TOTAL	**$110,850**		100%	**$563,000**		100%	**$1,515,500**		100%	**$657,800**		100%	**$97,000**	100%	**$108,335**	100%	**$166,300**	100%	**$275,400**		100%	**$321,100**	100%	**$534,000**		100%
Percent City Funded			93%			63%			90%			84%		20%		64%		3%			55%		28%			78%
Per Capita City Funds	$0.06			$0.19			$0.34			$0.07			$0.004		$0.18		$0.004		$0.07			$0.05		$0.20		
City Funds Per Visitor	$0.35			$0.08			$0.11			$0.09			$0.03		n/a		$0.003		$0.06			$0.03		n/a		
Staffing	2PT			5 FT 2 PT			13 FT 7 PT			14 FT 2 PT			1FT 2PT		1 FT 2 PT		2 FT 3 PT		2 FT 6 PT			3 FT 6 PT		3FT 4 PT		
Admission Pricing	Free			Free: Clear Creek History Park; $3 ages 7+ : Golden History Center			Free			Adults $9; Seniors $8; Under 3: Free; Members free			Free		Free		Free		Adults $5	Seniors $3		Free		Free		
Donor Giving Levels	$15 - $100			$75/hour Summer Camps: $100-$300						Members: $30 for seniors, families $55, up to $300 for local businesses			$25 - $10,000 Most donors contribute $100-$500 annually.		$25 - $5,000		Family $45; Seniors $25 Business sponsors start at $100 up to $5,000 annually		$15 for students; up to $45 Donor categories start at $100 to $1,500			$25-$100; buy a brick: $65		NA NA	$35 to $1000 Business partners start at $250	
Rentals				$150 hour/2-hour minimum						Summer camps $135 Kids b-day parties $110 -$170 Drop in days: $4.50/2 hours									$150/2 hrs.							
Additional Information	1,861 volunteer hours						8,500 volunteer hours 130,000 annual visitors 202 school visits 624 day-time programs 73 rentals			*$22,000 from Friends, $42,000 from sale of security, Trust Fund **City rents some of the space required for the museum					*The Baxter Springs Historical Society raised funds for the Museum construction and in past years has contributed to exhibitions.							*The Steubenville city-operated Visitor Center/gateway to the Museum is located adjacent to the Museum.				

	Summary Information
1	Comparisons average spent on salaries and benefits: 56%
2	Comparisons average operating support provided by municipalities for publically operated museums: 71%
3	Comparisons average income earned from rentals, fees, programs, admisions, publically operated museums: 14%
4	Comparisons average income from investments, publically operated museums (friends or trusts): 3%
5	Comparisons average committed to publically operated museums by friends groups/fundraising: 12%
6	Some of the municipal comparisons have Museum Trust Funds set up to receive and hold bequests and other funds.
7	Average lowest membership rate among museums listed here that offer memberships: $28.75
8	Average summer camp fee for one week: $125
9	Average hourly rental: $100
10	Average admission fee among museums listed here that charge admission:
	> $6 adults
	> $4.90 seniors
	> $3.70 for children
	> young children free
	> Members free

IV. The Plan

D. Goals & Strategies

The five goals of this Master Plan, with their strategies, are:

1. **Take care of the Museum, as an asset that the City already owns, and pursue the vision of the Museum campus as described in the Needs Assessment Report that is a part of this Plan, including the construction of a new downtown Visitor Center building on the site. Use the improved facilities to promote Louisville and its unique identity.**

Strategies:

- Work with the City to seek approval for the project and to identify and obtain financing through the City budget and potential grant opportunities.
- Work with the Foundation on a capital campaign and on increasing memberships, sponsorships, and the donation of large gifts.
- Consider the objectives of the Business Plan and refine the next steps for identifying revenue-generating opportunities and operational and maintenance costs as the Museum seeks to expand. Explore revenue-generating possibilities such as interior and exterior space rentals.
- Work towards adding Museum operations and maintenance to the permissible uses of future Historic Preservation Tax funding so that the Museum can be open for more public hours, offer expanded programming, and increase its efforts to preserve and share Louisville history.
- Work on an appropriate timeline and explore the possibility of phasing the work on the Museum campus.
- Work closely with the Planning Department staff on the planning process for the new building.
- Work to promote and strengthen downtown Louisville by drawing more tourists to the improved Museum campus.
- Preserve the collections by acquiring more archival boxes and shelving for the Jordinelli House.
- Seek funding for Historic Structure Assessments of the Jacoe Store, Tomeo House, and Jordinelli House, and funding to address recommendations that are made as a result.

Interior of the Jacoe Store, 1938.

2. **Collect the history of the Louisville area.**

Strategies:

- Work with oral history volunteers to have more interviews completed, and seek to have oral history interviews transcribed and edited.
- Write down the stories that others, including Museum visitors, tell about the history of the Louisville area.
- Seek the acquisition of more historic photos of the Louisville area.
- Seek more factual information and stories about Louisville families and buildings.

3. Offer programming for the community.

Strategies:

- Support school activities and increase educational outreach to schools.
- Plan programming in support of families and children.
- Plan events and programs to take place on the Museum campus when possible and work towards the Museum playing a more central role in community events.

4. Offer improved access by the community.

Strategies:

- Work to increase ADA access on the Museum campus.
- Add more photos and information to the online collection, and provide access to more historic building reports and past *Louisville Historian* issues online.
- Plan exhibits, including online exhibits, using artifacts and photos from the Museum's collections.
- Work to increase easy access to the physical collections for purposes of programs, exhibits, and public and City requests.

5. With a collaborative outlook, partner with and support other organizations.

Strategies:

- Work collaboratively with the Historic Preservation Commission, particularly with respect to the 2015 Preservation Master Plan.
- Work collaboratively with other City boards and commissions, particularly the Cultural Council, on common goals and interests.
- Continue to provide needed historical information to other City departments.
- Work collaboratively with business organizations such as the Chamber of Commerce and Downtown Business Association, and with arts and cultural organizations such as the Louisville Art Association, and Louisville Arts District.
- Support, and highlight the histories of, Louisville organizations and businesses.

Undated photo showing parade by the 800 block of Main St.

V. Appendices

I. Louisville Historical Commission Mission Statement & List of Current Members
II. Louisville History Foundation Mission Statement, List of Current Directors, & 2015 Fundraising Statistics
III. Current Membership Information
IV. Louisville Historian Article Topics, 2007-2015
V. Museum Program Information
VI. Museum Exhibit Information
VII. Museum Engagement with Schools
VIII. Digitization Program Information
IX. Pioneer Award Information
X. Collections Management Policy
XI. Deed of Gift Form
XII. Temporary Receipt Form
XIII. Photograph Reproduction Policy & Agreement
XIV. Oral History Release Form
XV. Volunteer Policy
XVI. Visitor Policy

Appendix I: Historical Commission Mission Statement & List of Current Members

Mission Statement for the Louisville Historical Commission

Accepted June 12, 2002
Revised May 7, 2014

The mission of the Louisville Historical Commission is to advise City Council in the development and use of the Louisville Historical Museum and to promote public awareness of the history of Louisville, Colorado and its surrounding community, with an emphasis on the coal-mining era, 1877-1955. The Commission establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

Current Members of the Louisville Historical Commission:

Paula Elrod
Jonathan Ferris
Lynn Christopher Koglin (to August 2016)
Gordon Madonna
Daniel Mellish
Betty Scarpella
Julie VanLaanen

Appendix II: Louisville History Foundation Mission Statement, List of Current Directors, & 2015 Fundraising Statistics

Mission Statement for the Louisville History Foundation, Inc.

Adopted January 17, 2014

The mission of the Louisville History Foundation, Inc. is to stimulate broad-based support for local history and the Louisville Historical Museum and to encourage the development of the Museum through fundraising, advocacy, and education.

Current Directors of the Louisville History Foundation:

Missy Diehl
Paula Elrod
Marilyn Hunt
Tammy Lastoka
David Marks
Dan Mellish
Catherine Wessling
Bridget Bacon (ex officio)
Beth Barrett (ex officio)

2015 Fundraising Statistics

Type	Funds
Membership & sponsorship dues	11750.00
Merchandise gross sales	523.00
Monetary donations	14715.00 (9647 regular, 5068 memorial)
Subtotal	**26988.00**
Donations to Helburg fund[1]	29689.34
Total	**$56677.34**

[1] The Foundation agreed to be the fiscal sponsor of the Helburg fundraising efforts until 12/31/2015. Total funds raised and given as a grant to the City for the Louisville Law Enforcement Memorial at Helburg Park = $42,341.34.

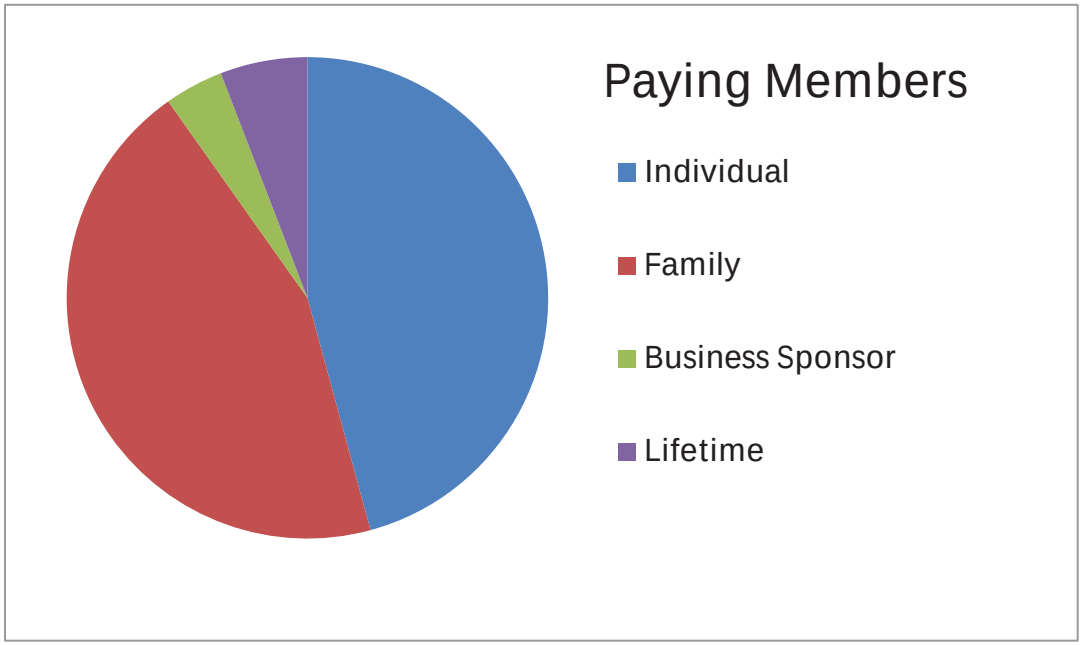
Appendix III

Membership Information

Louisville Historical Museum
Membership Statistics
Membership Type

6/15/2016
Total Paying Members: 734

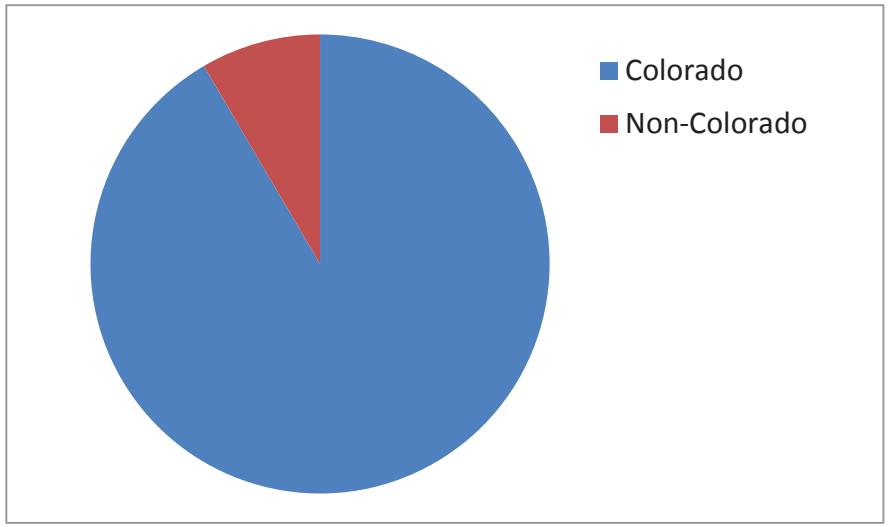
Membership Type	Paying Members
Individual	336
Family	326
Business Sponsor	29
Lifetime	43



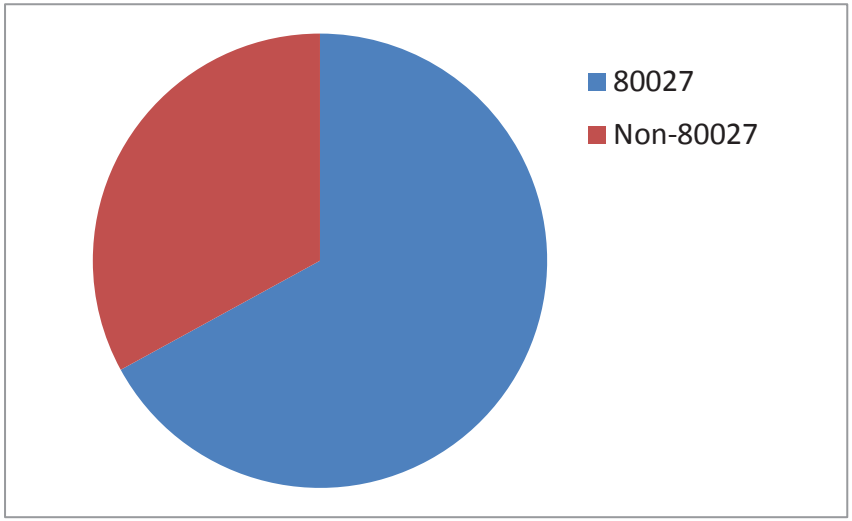
Louisville Historical Museum
Membership Statistics
Colorado and 80027

6/15/2016
Total Paying Members: 734

State	Paying Members
Colorado	672
Non-Colorado	62



Zip Code	Paying Members
80027	492
Non-80027	242



Appendix IV*: Louisville Historian* Article Topics, 2007-2016

All of the following *Louisville Historian* issues with these lead articles are accessible online.

- Being French in Louisville – Spring 2016
- Tiny Houses With a History – Winter 2015
- Nine People Who Grew Up In Louisville Tell Stories We Shouldn't Forget - Fall 2015
- Louisville's Neighborhood High School – Summer 2015
- Main Street Stories with memories of Main Street from local residents – Spring 2015
- The Harpers and Harper Lake: How One Family Left Its Mark on Louisville, Colorado – Winter 2015
- Federal Troops in Louisville, 1914-1915; 1948 Photos of Main Street Businesses – Fall 2014
- Replica of Old Louisville to be Exhibited at the Museum! – Summer 2014
- Bocce: Louisville's Other Ballgame; Double Happy building – Spring 2014
- The 100th Anniversary of the Northern Coal Field War and the Battle at the Hecla – Winter 2014
- 100th Issue Edition: Unsolved Mysteries of Louisville; murders, tunnels, Italians – Fall 2013
- My Two Hometowns: Louisville and Lafayette; Louisville in World War I – Summer 2013
- Minors to Majors (The story of Bert Niehoff and his journey from Miners Field to a career in professional baseball) – Spring 2013
- Raising Money for Louisville: How People Fundraised and Had Fun Doing It; Blue Parrot – Winter 2013
- Saying Goodbye to Coffee Pot Row: Louisville's English Roots; recent heritage tourism visits – Fall 2012
- Polio Epidemics of the 1940s and 1950s in Louisville – Summer 2012
- How Louisville Grew Up: 1880 to 1900 – Spring 2012
- The Bachelor Club of Louisville: Finding a Match in 1908 – Winter 2012
- Here Today and There Tomorrow: Louisville and its History of Relocating Buildings – Fall 2011
- Louisville During the Depression, including Acme Mine dump, Labor Day, Monarch Mine – Summer 2011
- Pearl Conley, Louisville Newspaperwoman; newspapers and news items in Louisville – Spring 2011
- 1915 Murder of Louisville's Town Marshal, Victor Helburg; Jefferson Place – Winter 2011
- The Untold Story of Louisville's First Years – Fall 2010
- The Story of the Little Brick School House; Louisville Arts Center – Summer 2010
- Treasures of the Louisville Historical Museum; Rocky Flats; Miners Field; WWII serviceman – Spring 2010
- A Poor Kid From the Wrong Side of the Tracks; Bill Lee & Miners Field neighborhood – Winter 2010
- Miners Field: A Louisville Gem; boys playing "hose team" – Fall 2009
- Preparing for Winter; Louisville foods and grocery stores – Summer 2009
- Louisville Volunteer Firefighters; Main Street fire; Little Italy and Italians in Louisville – Spring 2009
- Eldorado Springs: The Average Man's Resort: John Bosko & WWII dramatic plane landing – Winter 2009
- La Farge! A Closer Look at One of Louisville's Oldest Streets; origin of the name La Farge; Tomeo family – Fall 2008
- Louisville's Own Photographer, William Schutz – Summer 2008
- Bound for the Mountains, Grand Old Time! (excerpts from 1890 journal about trip from Louisville to Estes Park); Louisville history word search for children – Spring 2008
- Memories of Louisville's Blacksmithing Era – Winter 2008
- Red Ash Rooster Tails (Louisville landscape and streets); Street Names in Louisville – Fall 2007
- Childhood in Louisville and Information on Louisville's Little Italy – Summer 2007
- Growing Up Rich (In Memories) in a Poor Town; Louisville in Antique Postcards – Spring 2007
- Composer Richard La Salle of Louisville; Music in Schools; Local Bands – Winter 2007

Appendix V: Museum Program Information

The following Museum programs are among those offered by Museum staff and guests in recent years. In addition to the following, the Museum annually coordinates four lunchtime "Brown Bag" programs, each of which is based on the topic of the lead article of the most recent *Louisville Historian*, that are not individually listed here.

- Shootout at the Superior Depot (2016)
- Tiny Houses With a History (2016)
- Color & Design in Historic Textiles (2016)
- DNA Testing for Genealogy (2015)
- Homes of Our Families (2015)
- True Grime: A Talk & Demonstration on the Curatorial Cleaning of Louisville's Antique Safe (2014)
- Hecla Mine Strike Historical Driving Tour (2014)
- Louisville's Jefferson Place Neighborhood (2013)
- If These Stones Could Talk: Tales from Columbia Cemetery (2013)
- Junior Miners (2013)
- We Are Here: A Look at Louisville's Past, Present, and Future (2013)
- Homefront Heroines: The WAVES of World War II (2012)
- Here Today and There Tomorrow: Louisville and Its History of Relocating Buildings (2012)
- Energy Upgrades to Historic Buildings (2011)
- Why and How to Preserve Your Historic Property in Louisville (2010)
- World War II Scrapbook: Remembering Louisville's Servicemen and Women(2010)
- Rocky Flats and the Cold War West: Community Impacts and Historical Legacy (2010)

Walking Tours given by Anne Robinson and Diane Marino:

- Main Street Stories (given annually)
- Frenchtown Neighborhood (2016)
- Miners Field Neighborhood (2015)
- Louisville's Little Italy (2014)
- La Farge to Memory Square (2013)
- Legends of La Farge (2012)
- Homes, Schools, & Churches (2011)

Appendix VI: Museum Exhibit Information

The following Museum rotating exhibits are among those put up for visitors by Museum staff in recent years. Although our Museum doesn't have space for larger exhibits at this time, the Museum has had a serious of rotating small exhibits at the Museum and, for a month each year, in the lobby of the Louisville Public Library.

- The Coal Mine in the Middle of Louisville (Acme Mine Exhibit)
- From Italy to Louisville (Ellis Island Exhibit)
- Louisville in the 1930s
- Coal Mining in Louisville
- Main Street in the 1940s
- Ahoy! The Pirates of Louisville
- Monarch Mine Explosion & related Monarch Mine Tribute
- Louisville's Post Office History
- Front Street Saloons
- Photos from Historic Farms of the Louisville Area
- Rex Theatre & Senor T's History
- Louisville Businesses Shown on the Rex Theatre Curtain
- Who Do We Think We Are?
- Louisville During the Great Depression
- Marion Junior's Gift Back to the Town
- The Family that Watched Louisville Grow: The Austin-Niehoff Family and 717 Main Street

Appendix VII – Museum Engagement With Schools

Louisville has four elementary schools (Louisville Elementary, Coal Creek, Fireside, and the elementary part of Monarch K-8); two middle schools (Louisville Middle, and the middle school part of Monarch K-8); and one high school (Monarch High School). The Museum tours are mainly given to students from these schools, but the Museum has also given tours to public school classes from Boulder, Lafayette, and Superior, and to private school classes such as those from the St. Louis Catholic School. The following chart shows the number of classes and the number of students who have toured the Museum for the past seven years.

Year	Number of classes on tours	Number of students on tours
2009	12	321
2010	10	230
2011	8	170
2012	8	180
2013	9	217
2014	17	422
2015	9	230

In the past two years, the Museum has been involved in these projects with schools:

- The Museum has hosted routine school tours by second and third graders.
- In 2014, the Museum was the location of a special historic preservation tour by fourth graders from Louisville Elementary, arranged by the City Planning Department. The Museum was one of three stops downtown. At the Museum, the students focused on looking at the replica of downtown Louisville.
- The Museum also allows school groups to use, with supervision, the Tomeo House as a location for making short films for school projects where a historical house background is needed.
- The Museum sends the quarterly publication *The Louisville Historian* to not only paying members, but also to area schools, educators, and school libraries in the area.
- The Museum staff regularly assists individual students with locating resources for history-related projects and papers.
- Local elementary teachers use the Museum's online photo collection with the students, having them write stories based on what is happening in the photos.
- Monarch High School journalism students interview Museum staff for school newspaper articles.
- The Museum currently has a small exhibit with artifacts relating to the "Pirates," which Louisville students were called starting in the 1920s and which Louisville Middle School students are still called.
- The Museum Coordinator participates in a community literacy program at Fireside Elementary each year.
- The Louisville History Foundation sponsored a logo contest for Monarch High School design students.
- The Museum and Foundation collaborates on giving a volunteer project to Monarch High School students who are members of the Social Studies Honor Society. They photograph blocks of buildings in Old Town in order to document what the City looks like now.
- The Museum has started a school outreach program that involves the Museum Technician talking with students about telephones and letting students touch, handle, and dial vintage phones.

Appendix VIII – Digitization Program Information

The Museum's Digitization Program began in 2014 with the use of PastPerfect Online to host images of the Boulder County Assessor Cards for Louisville, most of which date from 1948 and include photos of historic buildings in Louisville. These previously had been digitized by Museum volunteers at Boulder's Carnegie Branch Library for Local History and were then cataloged. Next, historic photos from the Museum's permanent collection were digitized, cataloged, and added to PastPerfect Online, and more are added regularly to the online offerings. (Due to legal considerations relating to copyright and privacy, not all photos that have been digitized have been made available online.)

Total images preserved and digitized as of June 2016:	2895
Total images accessible online as of June 2016:	2570

Appendix IX: Pioneer Award Background and Information

The Louisville Historical Commission presents the Pioneer Award to a person or persons at the Chamber of Commerce Annual Banquet held in January or February of each year. At least one representative from the Historical Commission attends the banquet and makes the presentation. The presentation speech typically is written up so that it can be included in the next issue of *The Louisville Historian*.

The following describes the Pioneer Award qualifications that the Historical Commission has used in the past: "The recipient should be a person or persons who, through his/her or their business and personal activities, is recognized within the Louisville community as an active contributor to the ongoing success and welfare of the community. The award is given in recognition of the past achievements in spirit and time in promoting the interests and future of the City of Louisville through his/her or their personal service to the community and its residents."

The Pioneer Award used to be presented more often as a posthumous award to the recipient's family, but in recent years it has been presented more often to a living person. The following is a list of past recipients:

1985	J.J. Steinbaugh	2001	Joe Carnival
1986	Charles, Iona, & Quinton Thomas	2002	Robert Ross
1987	Dr. Lucius Cassidy Sr.	2003	Glenn Steinbaugh
1988	Joe Colacci	2004	Donald Ross
1989	John "Ring" Dionigi	2005	Carolyn Conarroe
1990	Martha Eberharter	2006	Virginia Caranci
1991	G.R. Henning	2007	Bill and Betty Buffo
1992	Eugene Caranci	2008	David Ferguson
1993	Susie DiGiacomo	2009	Patricia Seader
1994	Lewton McCorkle	2010	Frank Domenico
1995	Fr. Benedict Ingenito OSB	2011	Lawrence Enrietto
1996	Frank Rizzi	2012	George Brown
1997	L.C. "Bun" Graves	2013	Barbara DiSalle
1998	Vera Taylor	2014	Marion Junior
1999	Eileen Schmidt	2015	Dick Del Pizzo
2000	Eliseo Jacoe	2016	Ted & Carolyn Manzanares

Appendix X

Collections Management Policy

Louisville Historical Museum
Collections Management Policy

Adopted by the Louisville Historical Commission
March 2, 2016

1. Introduction

1.1 General Introduction

The Louisville Historical Museum ("Museum") constitutes a division, alongside the Louisville Public Library, in the City of Louisville's Department of Library & Museum Services. The Museum buildings and collections are owned by the City of Louisville, and the Museum staff members are City employees.

Volunteers started the Museum in the 1980s. Although the doors of the Museum didn't open to the public until 1986, the first gift was received in 1984 and its accession number reflects that year of donation. The Museum was completely volunteer-operated, with volunteers for the City accepting gifts and conducting cataloging activities as well as engaging in other activities, until 1999, when the City hired a paid Museum staff member for the first time. However, volunteer help has continued to be vital to the registration and cataloging process and to the general operation of the Museum, over the years.

The Museum campus, where the public visits the Museum, where the collections are stored, and where staff and volunteers work, is at 1001 Main Street in Louisville. Several historic buildings comprise the Museum. The Jacoe Store was a grocery store and is now the main building of the Museum. Its exhibit areas interpret Louisville's mining, agricultural, and commercial history. This building contains the only office area on the campus and it is part of the space open to the public. The three-room Tomeo House is interpreted as a mining family's house. The Jordinelli House and Summer Kitchen were both moved to the campus in 2001 from 1000 La Farge Ave. The Jordinelli House contains a replica of original downtown Louisville in one room that has been open to the public since October 2014. Staff and volunteers use the replica to talk with visitors about the development of Louisville. Last, an outhouse was moved to the site from Rockvale, Colorado in 2005. The Jacoe Store, Tomeo House, and Jordinelli House have furnaces and air conditioning to control temperature.

The Museum's collections are stored in different locations in these buildings. Items needing temperature control are in a small storage room in the Jacoe Store and in four small rooms of the Jordinelli House. Some items not needing strict temperature control, such as metal tools, are stored in the Summer Kitchen and in the partially dirt cellar of the Jacoe Store. The Museum cannot use the cellar of the Tomeo House for collections storage of any kind in its current condition because it is only large enough to contain a furnace and is a partially dirt cellar.

The strengths of the collections are in the artifacts, maps, and records relating to coal mining in the area; historic photos of downtown Louisville; items relating to Louisville families and houses; items relating to immigrants who came to the Louisville area; and business items from the Louisville area. The Museum's holdings include not only artifacts that are exhibited and interpreted for visitors, but also archival materials that researchers use. The Museum is also the repository for historical items from the administration of the town.

A two-page "Collection Policy" was adopted for the Museum in 2002. The purpose of this collections management policy, which replaces the 2002 policy, is to document in detail the current collections practices at the Museum and to establish standards and procedures relating to the Museum's collections. This policy also addresses changes that have occurred since 2002, such as the donation of digital images, the creation of a reference collection, purchases made by staff to add to the collections, and the increased usage of museum cataloging software. It is intended that this policy will be communicated to and shared with the members of the Louisville Historical Commission, the directors of the Louisville History Foundation, and Museum staff and volunteers.

1.2 Mission Statement

The mission statement of the Museum, as adopted by the Historical Commission on June 12, 2002 and revised April 4, 2007, is as follows:

"The mission of the Louisville Historical Museum, a facility owned and operated by the City of Louisville, is to promote, collect, preserve, and interpret the diverse history of Louisville from the time of settlement until present day with a special emphasis on the coal mining period, 1877-1955. The museum is dedicated to protecting artifacts and documents of historical value and educating children and adults about the past."

1.3 Authority

The primary responsibility for the daily application of this policy lies with the Museum staff. However, ultimate authority for all phases of collections management rests with the City of Louisville. The Louisville Historical Commission is an advisory board to the Louisville City Council that, as part of its mission, establishes and monitors criteria for the collection, preservation, and display of historical artifacts, documents, and structures by the Louisville Historical Museum.

2. Purpose & Scope of Collections

2.1 Purpose of Collections

The collections are used to fulfill the Museum's mission to promote, collect, preserve, and interpret the history of Louisville. Many different types of usage of the collections help to fulfill the mission of the Museum. For example, the Museum staff uses artifacts in exhibits to interpret Louisville area history to visitors. The domestic artifacts in the Tomeo House help teach elementary students about what life was like long ago. Images from the collection are used extensively in the Museum's publication, *The Louisville Historian*, which is mailed to hundreds of members each quarter. Many historic photos from the Museum have been digitized and are available to view online, making it possible for researchers, students, property owners, and others to use them easily.

2.2 Ownership of Collections

All items received by the Museum become property of the City of Louisville. As the steward of valuable collections, the Museum and the City of Louisville assume the responsibility to maintain and interpret the Museum collections and fulfill the Museum's mission.

2.3 Scope of Collections

Items in the collections shall have an association with the history of the Louisville area in at least one of the following categories:

a. Items associated with the settlement of the area before the establishment of Louisville in 1878.

b. Items associated with the development of Louisville, including early government and incorporation. These include aspects of Louisville history relating to the mayor, town trustees or city council, the town manager or city manager, and to town or city departments or functions.

c. Items associated with public and private facilities and services associated with a community, such as water, electricity, gas, and telecommunications services; newspapers; postal services; medical services, cemeteries; and railroads.

d. Items associated with the land development in the Louisville area and the development of Louisville subdivisions and neighborhoods, including ethnic neighborhoods; the histories of individual buildings in the Louisville area; and patterns relating to family compounds or families living in proximity to one another.

e. Items associated with economic activities in the Louisville area, including coal mining and mining-related businesses; agriculture and agriculture-related businesses; and retail and commercial businesses.

f. Items associated with social and cultural activities in the Louisville area, including faith communities and their buildings; civic, fraternal, and arts organizations; community events and festivals; domestic life; and recreational activities.

g. Items associated with the migration of people to the Louisville area, such as items brought by Louisville area residents from their countries of origin.

h. Items associated with the relationships of Louisville area residents to the broader world, such as letters and photos mailed between family members.

i. Handmade items, such as implements, made or used by Louisville area residents.

j. Items associated with education in the Louisville area, including school buildings and activities.

k. Items associated with individuals and families who have resided in the Louisville area or who have a connection to the development of the Louisville area.

l. Items associated with geographical features of the Louisville area.

m. Items associated with natural history or archaeological material acquired through the lawful excavation of Louisville area sites.

n. Written, transcribed, photographed, or otherwise documented aspects of Louisville area history, including oral history recordings.

o. Items relating to the histories of the buildings on the Museum campus and the people who occupied them.

Artifacts that do not have a direct association with the Louisville area, such as items that are representative of an activity practiced in the Louisville area, may still be accepted into the collections if they are potentially useful in fulfilling the mission of the Museum.

2.4 Classification of Collections

Items in the collections shall be classified in the following categories:

a. Permanent Collection: Items accessioned into the permanent collection are intended to be retained permanently. An example of an item in the permanent collection would be an original historic photo of Louisville. Oral history recordings and items that are owned by the Museum only in digital form may be part of the permanent collection. In keeping with professionally accepted museum standards, the best possible care will be given to protect the long-term preservation of items in the permanent collection.

b. Education Collection: Items in the education collection are those which fulfill the educational mission of the Museum. Unlike items in the permanent collection, they are intended to be used by staff and the public for programs, demonstrations, and/or hands-on use. It is assumed that they eventually may be used up and possibly replaced. An example of an item in the education collection would be a rotary phone for students and teachers to touch and handle as part of a school outreach program. Education collection items may be historic or reproductions, and as such may be confused with permanent collection artifacts. Education items will be distinguished by putting an "E" in front of the object ID number.

c. Reference Collection: Items in the reference collection are published items that are made available to the public for research at the Museum or used by Museum staff. It is assumed that they eventually may be removed and possibly replaced. Example of items in the reference collection would be a recent book about an aspect of Boulder County history or a recent book on museum administration. Care should be taken so that reference collection items are not confused with books that are part of the permanent collection. Reference items will be distinguished by putting an "R" in front of the object ID number.

Nonaccessioned items: These items can be donated to the Museum, but are not added to a collection. They may include such things as a photocopied family history of a Louisville area family or a printed history of a Louisville area house. These items, if not of a particularly unique nature, may be filed at the Museum, used on City premises, and not accessioned into a collection. Care should be taken to avoid the items being confused with "found in collection" items.

3. Acquisition & Methods of Acquisition

3.1 Acquisition types

a. Gifts: Items that are given to the Museum by the owner or an agent of the owner are considered to be gifts.

The primary way in which the Museum informs the public of items that it is looking to add to the collections through gifts is through *The Louisville Historian*. The Museum staff uses the part of the publication entitled "Museum Wish List" to list specific items being sought.

b. Bequests: A gift made through the legal conveyance of a will is considered to be a bequest. Bequests do not have to be accepted, but should be considered carefully. Bequests shall be reviewed by Museum staff as would any other potential acquisition.

c. Purchases: Purchases of items using funding, such as from the City of Louisville or the Louisville History Foundation, are in this category. They can be for the permanent collection, education collection, or reference collection.

d. Found in Collection: Uncataloged historic items found with other items at the Museum are considered to be "Found in Collection." These are assumed to have been legitimately donated earlier in the history of the Museum, but the gift may not have been documented at the time.

e. Abandoned property: Colorado Revised Statutes 38-14 governs abandoned property at museums. Under its provisions and under certain circumstances, property left at the Museum and not claimed by the owner is abandoned property that may be added to the collections after seven years.

   Unsolicited property that arrives at the Museum without staff knowledge of the identity of the owner does not have to be accepted by the Museum. If the item is accepted for the collection, Museum staff should note the possibility that the owner could reclaim the property within seven years.

f. Exchange: Items acquired as part of an exchange can be added to the collections. An example is when the Museum acquires publications as a result of the provisions of the Museum's photo reproduction policy.

3.2 Criteria for Acceptance

Every item should be considered carefully before acceptance into any of the collections. Consideration must be given to the following:

a. Whether the item would help the Museum fulfill its mission;

b. Whether the item falls within the Museum's scope of collections;

c. The item's condition;

d. Whether the item duplicates items already in the collections, and

e. Whether the Museum can adequately care for and store the item.

3.3 Conditions of Acceptance

a. Conditions: Items will not be accepted with conditions attached by the donor. Title to all items acquired by the Museum must be free and clear, without restrictions or limitations as to use or future disposition. Donated items may be exhibited, stored, loaned, maintained, or disposed of at the sole discretion of the Museum. However, the Museum will attempt to accommodate, if possible, reasonable requests such as requests by donors for anonymity, requests by an oral history narrator to delay the public dissemination of an oral history interview until after the narrator's death, or requests by donors of photos to delay putting the digitized photos online.

b. Compliance with Laws: An item will not be accepted for acquisition if it was acquired by violating or potentially violating any local, state, federal, or international law.

c. Acquisition of Rights: The Museum acquires all rights of reproduction, publication, and copyright with respect to donated items if permitted by applicable laws and regulations.

3.4 Valuation of Gifts

Gifts to the Museum may be tax deductible. Museum staff and volunteers may not provide appraisals for gifts.

4. Procedures of Acceptance

4.1 For gifts and bequests for the permanent collection, the Museum staff shall make an initial determination as to whether to 1) recommend acceptance by the Historical Commission, in which case the Museum staff should ask the owner to leave the item and sign a Deed of Gift form; 2) decline the offered gift or bequest; or 3) ask the owner to leave the item to be considered further and sign a temporary custody receipt form or Deed of Gift form, and ask the Historical Commission to decide on acceptance. The criteria to be used shall be the "criteria for acceptance" described in this policy.

4.2 It is the role of the Historical Commission to vote on acceptance of gifts and bequests for the permanent collection. The Chair shall sign the deeds being presented for consideration to indicate the Commission's acceptance or non-acceptance. However, Museum staff may accept oral history recordings into the permanent collection and may accept purchased items, abandoned property, items that were "found in collection," and exchange items into the permanent collection, education collection, or reference collection.

4.3 Documentation: Additions to the collections should be accompanied by appropriate documentation indicating the terms of the acquisition. Gifts should have an accompanying Deed of Gift form signed by the donor or donor's agent; bequests should be accompanied by a copy of the will or a statement describing the bequest; oral history recordings should be accompanied by a release signed by the donor of the copyright; and purchases should be accompanied by an invoice or receipt. For items that were exchanges, "found in collection" or abandoned property, Museum staff should describe the circumstances of acceptance.

4.4 For gifts, Museum staff or donors themselves shall describe the donated item or items on a Deed of Gift form. Noting the provenance of the item and how the donor came to own the item, either on the Deed of Gift form or in separate notes, is a particularly important aspect of the donation process. The Chair of the Historical Commission indicates whether the Commission has accepted or not accepted the items at a Commission meeting and signs and dates the form.

4.5 If only a digital image of an item and not the original is being donated, and it is not practicable to obtain the signature of the donor on a Deed of Gift form, the donor's emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit shall serve as the Deed of Gift.

4.6 For nonaccessioned items, such as photocopies of family history information intended for research, the Museum staff may request a signed Deed of Gift form and indicate on it that the items are not being accessioned, but the Deed of Gift form does not need to be presented to the Commission for acceptance in order for the item to be used at the Museum.

4.7 If a donation contains a mixture of items to be accessioned and not accessioned, or a mixture of items to be added to the permanent collection, education collection, and reference collection, Museum staff shall communicate with the donor about these distinctions, obtain approval for how the Museum staff would categorize the items, and reflect this understanding in writing on the Deed of Gift form so that the donor gives approval.

4.8 Potential donors leaving items left with Museum staff to be considered for acceptance (if not signing a Deed of Gift form) shall sign, along with Museum staff, a temporary custody receipt form. If the Commission indicates interest in having the Museum receive the gift, Museum staff shall then attempt to arrange with the donor for the donor to sign the Deed of Gift form.

4.9 Museum staff will notify owners if their items were not accepted and notify them that the items must be retrieved by the owner within 30 days of notification. Items not retrieved by the owner within 30 days after notification will be disposed of at the discretion of the Museum Coordinator and without any liability to the Museum, Museum staff, City of Louisville, or Historical Commission members.

4.10 The Museum uses PastPerfect museum cataloging software to catalog items in the collections. Every item entering the Museum's collections shall receive a catalog (object ID) number that includes an accession number. For occurrences in the past in which multiple items were assigned the same catalog number to share, or in which multiple items with different catalog numbers were cataloged together, it is a priority for the Museum to now rectify those occurrences so that the items can be differentiated and separately cataloged and stored. This may involve adding extension numbers to the existing catalog numbers, as needed, as well as ensuring that each item has been cataloged separately so that each has its own unique catalog number and description in the PastPerfect catalog. Related archival items such as documents sharing a common donor and topic, however, may be assigned one number as an archival collection and should be stored together.

4.11 Donation and registration records, including deaccessioning records, shall be kept and maintained in perpetuity. Paper copies of collection records will be stored at the Museum.

4.12 Museum staff shall send donors a thank-you letter with a copy of the Deed of Gift form that has been signed by the donor and the Historical Commission Chair. In cases in which only a digital image of an item and not the original is being donated, and the donor's emailed message indicating that the donor is donating the digital image and that it may be used by the Museum as it sees fit is serving as the Deed of Gift, the donor may be thanked by email.

5. Security of and Access to Collection

5.1 Authority

The Museum and its owner, the City of Louisville, have the responsibility of safeguarding the physical integrity of its collections. It is also recognized that the collections exist for the education and benefit of present and future generations. Therefore, the public shall have reasonable access to collections and records at the Museum for research and other legitimate purposes. The Museum staff regulates access to the collections and the public shall direct requests for access to the Museum Coordinator.

The Museum staff retains authority concerning access and use of collections based upon knowledge of the items, including such factors as condition, rarity, fragility, importance, quantity of artifacts of similar kind in the collections, and religious or cultural significance.

Should a situation arise in which collections preservation and collections access conflict, preservation shall take precedence except when the item is held by the Museum for specific types of usage.

Requests for images of photographs in the Museum's collections and the fees for such images are covered by the Photograph Reproduction Policy & Agreement. Fees are paid to the City of Louisville as the owner of the images in the Museum's collections.

5.2 Current Conditions

The Museum's collections are estimated to be made up of approximately 19,300 photos, artifacts, and books.

The current conditions include many threats to the collections. These include the following:

a. Dirt cellars in the Jacoe Store and Tomeo House allow humidity to vary with the weather, affecting the conditions above.

b. Openings and cracks around the windows of all of the Museum buildings allow the entry of insects, particularly boxelder bugs.

c. The Museum does not have a break room in which staff and volunteers can prepare and eat meals. Also, under the current staffing levels, it is not possible for staff to leave the Museum during the open hours. Museum staff and volunteers must take care to avoid the consumption or presence of food or drink near the collections.

d. The Museum lacks dedicated storage space for the collections and lacks logical organization of storage due to it being disbursed in different rooms and buildings.

5.3 Security and Care of Collections

The Museum and City of Louisville shall provide safe conditions for all collections by providing adequate space, suitable security, and an appropriate physical environment for items in its custody, subject to existing conditions. The care includes, to the extent possible, regulation of conditions of light, relative humidity, and temperature, and protection from pollutants and contaminants that may affect the well-being of individual objects, within physical and budgetary constraints under which the Museum and City of Louisville operate. This care also includes the supervision and regulation of members of the general public and scholars while conducting research.

a. The collections shall be housed in secure City-owned storage areas with limited access, except that large metal items already in the collections may be stored outside until such time that covered space is available for them. Digital archives, particularly if owned only in digital form, shall be backed up by the City of Louisville in order to best ensure their long-term preservation.

b. It is a priority for the Museum to digitize historic images at a high resolution in accordance with accepted standards in order to preserve the images and to minimize the handling of the originals.

c. Museum staff and volunteers must take care whenever items from the collections are transported between buildings at the Museum or between City buildings. Items should be covered and carried in a safe manner. Items should not be taken outside during inclement weather. If items are transported by vehicle, care must be taken to ensure that the physical conditions are safe and stable for the items.

d. The Museum staff may grant permission to other City departments or divisions for a limited number of items from the collections to be exhibited in other buildings owned by the City of Louisville so long as the items are exhibited in a locked exhibit case or cases to which only City staff has access, it is for a finite period, and the physical conditions are acceptable to the Museum staff for the preservation of the specific items. Only Museum staff or volunteers shall transport and handle the items if they to be exhibited in another City building.

e. The Museum staff may remove items from the Museum buildings for the purpose of working with them in the staff offices of other City buildings.

f. It is acknowledged that some items may leave the Museum for official Museum business. Qualifying activities include: conservation, repair, upholstering, framing, mounting, photography, photograph reproduction, binding, photocopying, and digitizing. Also, Museum staff may use items from the education collection and reference collection for off-site programs.

g. Visitors are asked not to eat or drink inside the Museum buildings, except for drinking bottled water.

h. The City of Louisville shall maintain insurance on the Museum collections and maintain intrusion alarms on the Museum buildings.

5.4 Access to Collections

The Museum provides access to collections in many ways. For example, many items are already accessible to view as part of permanent or temporary exhibits. In addition, many historic photos have been digitized and are available to view online, and PastPerfect catalog records attached to online images are searchable by the public via a link on the Museum's website. This provides important 24/7 access by the public to many items.

Collections will be physically accessible subject to the following:

a. Only Museum staff and those specially trained in the use and handling of artifacts may handle items in the permanent collection.

b. Members of the public may handle items in the education collection and reference collection, under the supervision of Museum staff or volunteers.

c. Visitors may access collections only with permission and under conditions that ensure the safety of the collections. No food or drink will be allowed while accessing collections items. Only pencils should be used for making notes while accessing collections items.

d. Items in the collections may not be used for purposes outside the mission of the Museum. They may not be loaned to staff, organizations, or other parties for personal purposes.

6. Loans – Incoming and Outgoing

Although the Museum staff and Historical Commission may in the future decide that the Museum may engage in incoming or outgoing loans and adopt a policy to govern such loans, at this time the Museum shall not participate in either incoming or outgoing loans.

7. Deaccession Policy & Procedure

Museums at times find it necessary to deaccession items from collections.

7.1 Authority and Procedure for Deaccessioning

a. For an item in the permanent collection, the Museum Coordinator shall make a recommendation to deaccession to the Historical Commission. If an item is determined to be unsuitable for the permanent collection, thorough research into the circumstances of its acquisition and into any legal and ethical restrictions will be carried out before the Museum Coordinator makes a final recommendation for deaccession. The Historical Commission decides whether to approve the recommendation to deaccession from the permanent collection.

b. For an item in the education collection or reference collection, the Museum Coordinator may approve the deaccession of the item after determining that the item is not suitable. It is intended that the items in the education collection and reference collection are to be handled by the public, and will therefore suffer deterioration and breakage from use.

Museum staff will maintain thorough records of deaccession with respect to items from any of the collections.

7.2 Reasons for Deaccessioning

a. Non-relevance: Any item no longer relevant or compatible with the Museum's mission statement may be approved for deaccessioning. These circumstances may arise from a change in the Museum's mission statement.

b. Maintenance: Any item that cannot be properly stored, preserved, or used in a manner that ensures its integrity may be approved for deaccessioning. This situation may result from undue size, excessive quantities of similar artifacts, fragility, or other unique circumstances.

c. Deterioration: Any artifact subject to irreversible deterioration, infestation, or inherent hazards that may imperial the condition of other artifacts or people may be approved for deaccessioning, and disposed of by destruction or discard.

d. Fraud: Any artifact determined to be fraudulent or a misrepresentation of an authentic artifact may be approved for deaccessioning.

e. Quality: Any item of poor quality that occupies valuable storage space may be approved for deaccessioning.

f. Illicit Property: Any artifact found to have been acquired unlawfully or in violation of any local, state, national, or international laws may be approved for deaccessioning and returned to its rightful owner.

g. Abandoned Property: Under Colorado law, an item that was abandoned and added to the collections could be reclaimed by the owner within seven years, in which case it should be deaccessioned.

7.3 Methods of Disposal

The Museum collections are hereby excluded from the Disposal of Surplus Property Policy contained in the City of Louisville's Purchasing Policy. The Museum staff shall oversee the disposal of any item being deaccessioned and shall use one of the following methods:

a. Items may be returned to the donor or donor's heirs if the item was a gift and if the donor's identity is known.

b. Reciprocal exchange of items with a similar cultural, historical, or educational institution is suitable in the event of the deaccession of an item. Such transfers increase the possibility of preserving materials for the future and keep them within the public domain.

c. Items may be given to a similar cultural, historical, or educational institution.

d. Artifacts subject to irreversible deterioration, infestation, or inherent hazards that may imperial the condition of other artifacts or people may be destroyed. If portions of the artifacts may be employed in restoration of artifacts of like kind, such portions may be salvaged prior to destruction.

e. Deaccessioned artifacts may be sold to a commercial business or to the public through advertised public auction, bidding process, or other means of communication such as newsletters or email lists. Such items may not be sold alongside items sold by the Louisville History Foundation at the Museum. Any monies received from the sale of these artifacts and placed in the City's General Fund will be

dedicated to the development and care of the collections and spent within a reasonable period of time.

f. Destruction: If the object cannot be disposed of through any of the above methods after reasonable attempts, it may be destroyed.

8. Ethics

8.1 Professionalism

a. Museum staff members, Historical Commission members, and Museum volunteers must conduct themselves in an ethical and honorable manner. People associated with the Museum should make it clear whether they are speaking for the Museum, the City of Louisville, the Commission, or themselves. They must be aware that any Museum-related action may reflect on the Museum and the City of Louisville or on the integrity of the profession as a whole.

b. Volunteers are an integral part of the Museum. Paid staff should be supportive of volunteers, receive them as fellow workers, and willingly provide appropriate training for them.

c. Some volunteers may have access to sensitive materials. The lack of material compensation for effort expended on behalf of the Museum does not free the volunteer from adherence to the standards that apply to paid staff. Conflict of interest restrictions placed upon the Museum staff must be explained to volunteers and observed by them.

d. Volunteers donate not only their time to the Museum but also their work product while serving as volunteers, including the copyright on an oral history recording in which a volunteer participated.

8.2 Conflict of Interest

The Museum exists to serve the public interest, and Museum staff and Historical Commission members must always act in such a way as to maintain public confidence and trust.

Museum staff and Historical Commission members shall be careful to avoid the appearance or the reality of using their positions or the information and access gained from their positions for personal gain.

a. Responsibility to Collections: Museum staff, Historical Commission members, and volunteers shall not acquire objects from the collections once owned by the Museum.

No Museum staff, Historical commission member, or volunteer shall use for any personal purpose any object or item that is a part of the Museum collections.

b. Personal Collecting and Dealing

Extreme care must be taken whenever a Museum staff member, Historical Commission member, or volunteer collects objects similar to those collected by the Museum.

Museum staff, Historical Commission members, and volunteers shall refrain from competing with the Museum in any collecting activity.

No Museum staff member, Historical Commission member, or volunteer may use his or her affiliation with the Museum to promote his or her personal collecting activities.

8.3 Museum staff members and Historical Commission members must abide by the Code of Ethics contained in the City Charter.

8.4 Accuracy / Truth in Presentation: The Museum collections should be used for the creation and dissemination of new research. Interpretation must be based upon sound scholarship and must accurately reflect the facts as they have been documented. Special care should be taken not to alter or ignore historical accuracy for the sake of public entertainment.

Accession # _____
(staff use only)

Deed of Gift

Louisville Historical Museum
1001 Main Street, Louisville, Colorado 80027
Mailing Address: 749 Main St., Louisville, CO 80027

Donor name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

I/we hereby donate to the Louisville Historical Museum the item(s) described below. The items are unrestricted, irrevocable gifts that may be used in any manner that is deemed to be in the best interest of the Museum. As an irrevocable donation, it is understood and agreed that all right, title, and interest in the described item(s) is hereby transferred to the Louisville Historical Museum. The undersigned has read and understands the Conditions Governing Donations on the reverse of this contract.

Description of gift(s) and how the donor came to own the item(s) (attach extra sheets as needed):

_____ _____
Donor/Agent Date

Received by: _____ _____
Louisville Historical Museum Staff Member Date

_____ Accepted for the Louisville Historical Museum _____ Not accepted for the Louisville Historical Museum

_____ _____
Chairperson, Louisville Historical Commission Date

Conditions Governing Donations

(For more information, see the Museum's Collections Management Policy.)

1. The Louisville Historical Museum has three collection categories. Each category has been created for specific purposes and uses.

    a. Permanent Collection: Items accessioned into the permanent collection are intended to be retained permanently. In keeping with professionally accepted museum standards, the best possible care will be given to protect the long-term preservation of items in the permanent collection. It is the role of the Historical Commission to vote on acceptance of gifts and bequests for the permanent collection.

    b. Education Collection: Items in the education collection are those which fulfill the educational mission of the Museum. Unlike items in the permanent collection, they are intended to be used by staff and the public for programs, demonstrations, and/or hands-on use. It is assumed that they eventually may be used up and possibly replaced.

    c. Reference Collection: Items in the reference collection are published items that are made available to the public for research at the Museum or used by Museum staff. It is assumed that they eventually may be removed and possibly replaced.

    In addition, nonaccessioned items can be donated to the Museum, but are not added to a collection.

2. If a donation contains a mixture of items to be accessioned and not accessioned, or a mixture of items to be added to the permanent collection, education collection, and reference collection, Museum staff shall communicate with the donor about these distinctions, obtain approval for how the Museum staff would categorize the items, and reflect this understanding in writing on the Deed of Gift form so that the donor gives approval.

3. Items will not be accepted with conditions attached by the donor. Title to all items acquired by the Museum must be free and clear, without restrictions or limitations as to use or future disposition. Donated items may be exhibited, stored, loaned, maintained, or disposed of at the sole discretion of the Museum.

4. The Museum acquires all rights of reproduction, publication, and copyright with respect to donated items if permitted by applicable laws and regulations.

5. Museum staff will notify owners if their items were not accepted and notify them that the items must be retrieved by the owner within 30 days of notification. Items not retrieved by the owner within 30 days after notification will be disposed of at the discretion of the Museum Coordinator and without any liability to the Museum, Museum staff, City of Louisville, or Historical Commission members.

6. Gifts to the Museum may be tax deductible. Museum staff and volunteers may not provide appraisals for gifts.

Receipt #_____
(staff use only)

Temporary Custody Receipt

Louisville Historical Museum
1001 Main Street, Louisville, Colorado 80027
Mailing Address: 749 Main St., Louisville, CO 80027

The item(s) listed below have been received by the Louisville Historical Museum on a temporary basis. This is to acknowledge receipt of the items from:

Depositor: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Email address: _____

The items listed below are left in the custody of the Museum for the following purpose(s):

_____ To be considered as an unconditional donation.

_____ For study or identification.

_____ For other (please specify): _____

Disposition of not accepted as a donation or when other purpose of deposit is accomplished:

_____ Source will pick up. (Museum to contact the depositor.)

_____ Museum may use, dispose of, or destroy. (Museum not required to contact depositor.)

Description of item(s):

I understand the Conditions Governing Temporary Deposits described on the reverse of this form.

_____ _____
Depositor Date

Received by: _____ _____
Louisville Historical Museum Staff Member Date

Conditions Governing Temporary Deposits

1. If the items described on the front of this form are desired as a donation to the Museum, Museum staff will inform the depositor and make arrangements for the depositor to sign a Deed of Gift so that ownership of the items can be transferred to the Museum.

2. If any items are not selected for donation and the depositor has indicated on the front of the form that he/she wants to be notified so as to be able to pick up the items, Museum staff will inform the depositor in writing. The depositor will have thirty (30) days from the date of notification to reclaim this property. Should the depositor fail to reclaim deposited items within thirty (30) days of notification, the items shall be deemed an unrestricted gift and shall become the property of the Museum that it may use, dispose of, or destroy, at its discretion.

3. The Museum will exercise reasonable care with regard to items on temporary deposit. The depositor releases the Museum from all liability with respect to any loss or damage to the items described on the front of this form and agrees that the Museum is not required to cover such items with insurance. The City of Louisville, the Louisville Historical Museum, and their agents are not liable to any extent for any items left with the Museum for any purpose.

4. Should the legal ownership of the items change while the deposit is pending, whether by reason of death, sale, insolvency, gift, or otherwise, the new owner shall be required to establish the legal right to receive the items prior to their transfer to the new owner.

5. The Museum reserves the right to photograph or copy items left in its temporary custody for educational or research purposes.

Appendix XIII

Photo Reproduction Policy & Agreement

City of Louisville
COLORADO • SINCE 1878

Louisville Historical Museum
749 Main Street (mailing address)
1001 Main Street (physical address)
Louisville CO 80027
(303) 665-9048, museum@louisvilleco.gov

Photograph Reproduction Policy & Agreement

Digital images of historic photos, unless restricted, that are part of the Louisville Historical Museum's collection are available for purchase. In addition to this explanatory page, the Policy & Agreement also consists of the Photograph Reproduction Prices page, the Photograph Reproduction Terms & Conditions, and the Photograph Order Form. To order, please follow the steps below:

1. Determine your use category.
   Photographic reproductions can be divided into either non-commercial use or commercial use:
   - Non-commercial use
     - Personal research or interest
     - Use by government, schools, students, teachers, and nonprofit groups
     - Historic preservation projects
     - PowerPoint presentations for educational purposes if no admission fee is charged

   Reproduction fees apply to non-commercial use; use fees do not.
   - Commercial use
     - Use in profit-making ventures by individuals or businesses, including (but not limited to):
       - Books and other publications (magazines, newsletters)
       - Advertising/promotion
       - Internet usage
       - Display in a business or workplace
     - Requests for images to be used for merchandise such as posters, post cards, programs, or note cards are subject to special contractual procedures.

   Both reproduction fees and use fees apply to commercial use of images.

2. Read the Photograph Reproduction Prices Page, the Photograph Reproduction Terms and Conditions, and fill out and sign the Photograph Order Form. Museum staff can assist in the completion of the form.

3. Deliver order form and payment to the Louisville Historical Museum.
   Payment is due at the time of the order. Please make checks payable to the City of Louisville. At this time, the Historical Museum is unable to accept credit card payments.

Louisville Historical Museum

Photograph Reproduction Prices

The reproduction fee for a digital image is $15 per photograph. Photographs may be reproduced as scans that are emailed to the user or scans that are burned on a CD.

Commercial Use Fees

Commercial Use fees apply to the use of images in a profit-making venture and are charged in addition to reproduction fees. The following fees are per image.

Published use, less than 5,000 copies:	$15
Published use, more than 5,000 copies:	$35
Display in a business or at an event:	$10
Advertising or promotion:	$100
Website/Internet:	$50 per year
Film/video production	$100
Performance or presentation	$50

Louisville Historical Museum

Photograph Reproduction Terms & Conditions

Please read carefully before signing the Order Form

1. Photograph reproduction fees are charged whether the image is for non-commercial or commercial use. Commercial use of images incurs a use fee in addition to reproduction fees.

2. All images remain the property of the Louisville Historical Museum and City of Louisville.

3. A complimentary copy of each publication or production in which the photographic copy appears must be given to the Louisville Historical Museum within three months of the publication date. If the product in which the image was used is an electronic site accessible by the public, the URL shall be forwarded to the Louisville Historical Museum staff.

4. Permission is for one-time use only, with no other rights. The specific use must be stated on the order form. Any subsequent use (including subsequent editions, paperback editions, foreign language editions, etc., constitutes reuse and must be applied for in writing. An additional fee may be charged for reuse.

5. All photographs must be credited to the Louisville Historical Museum. For example: “Photo credit: Louisville Historical Museum” or “Photo courtesy of Louisville Historical Museum.”
   Website usage and PowerPoint presentation usage requires a credit line following the format above on the same page as the image.
   With films and video productions, credits must appear with other credits at the beginning or end of the production.
   With exhibition, each image must be credited within the exhibition area. Any waiver of this requirement must be approved.

6. The user may not reproduce or permit others to reproduce the photographic copy or any facsimile of it, including digital transfer. Written permission must be obtained from the Historical Museum before these photographs are used for any other purpose in the future.

7. The maximum allowable resolution for website display is 150 dpi. Any photo placed on a website must have the accompanying Louisville Historical Museum digital watermark.

8. All responsibility for possible copyright infringement or invasion of privacy arising from use of reproductions is assumed by the user.

9. Any exceptions to the above conditions and fees, and any adjustment of fees for uses not covered, are subject to the approval of the Louisville Historical Museum staff. Fees and terms and conditions are subject to change at any time.

10. The time needed for processing photo orders is typically 10-14 days.

Louisville Historical Museum

Photograph Order Form

Describe the specific purpose for which the image will be used:_____

_____

Catalog Number	Image Description	Reproduction Price

Use Fee Description (if for commercial use)	Price

Total fees (payable to the City of Louisville): _____

I agree to the Photograph Reproduction Terms and Conditions.

Name:_____

Signature:_____**Date**_____

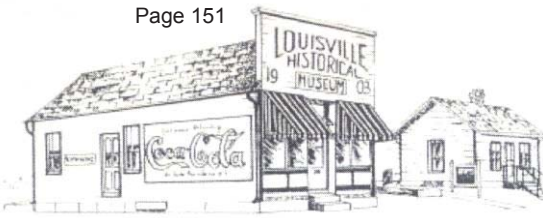
Name and Company:_____

Complete Address:_____

Telephone:_____**Email:**_____

Appendix XIV

Oral History Release Form



Louisville Historical Museum

1001 Main Street
Louisville, Colorado 80027
303-665-9048, museum@louisvilleco.gov

I HEREBY GRANT and give the recordings and their contents listed below to the Louisville Historical Museum as a donation, along with any still photographs taken in conjunction with the recordings. This donation includes the transfer of copyright to the Louisville Historical Museum. This transfer of copyright, however, does not apply to my own use. I may use the recorded interview and the information contained in it as I wish.

As part of the transfer of copyright, I give permission for the use of the recordings, photographs, and transcripts in such a manner as may best serve the historical and educational objectives of the Louisville Historical Museum, including but not limited to use for independent research; exhibits; archives; Internet; television and radio; print media; documentary films; and other educational and scholarly uses as the Louisville Historical Museum shall determine.

Signature of NARRATOR_____Year of Birth_____

Name of NARRATOR (PRINT full name):_____

Address: _____

City, Zip code:_____

Telephone:_____ Email:_____

Date:_____

Notes or restrictions:

- Signature of INTERVIEWER:_____
- INTERVIEWER'S Name:_____Date:_____
- Signature of MUSEUM COORDINATOR (on behalf of the Louisville Historical Museum):

  _____Date:_____
- OH # _____(to be filled in by Museum Coordinator)
- The Oral History Program will provide a complimentary copy of the interviewer to each narrator.
- The Louisville Historical Museum is owned and operated by the City of Louisville.

Mail received at: 749 Main Street, Louisville CO 80027
museum@louisvilleco.gov; http://www.louisvilleco.gov/

Appendix XV: Volunteers Policy

Louisville Historical Museum
Volunteers Policy

Adopted by the Louisville Historical Commission,
January 6, 2016

Definitions

A ***volunteer*** shall be considered as any individual, 13 years or older, who, as a City of Louisville volunteer, assists with work done for the Louisville Historical Museum, without remuneration.

Statement of Purpose

The Louisville Historical Museum shall use the services of volunteers to:

1. Supplement the efforts of paid Museum staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the Museum.

The Museum shall make use of the services of interested volunteers to supplement and not replace the work done by Museum staff.

Recognition

Recognition is an important component of a volunteer program and is often the only way in which the Museum can say "thank you" to a volunteer. Individual, informal recognition of volunteers should be ongoing. The Museum offers to its volunteers to receive complimentary annual $15 memberships with the Louisville History Foundation so that volunteers receive the quarterly *Louisville Historian* in the mail. The City of Louisville sponsors an annual appreciation event to which current City volunteers are invited.

General Provisions

Nothing in this policy shall be deemed to create a contract between the volunteer and the Louisville Historical Museum or City of Louisville. Both the volunteer and the Louisville Historical Museum have the right to terminate the volunteer's association with the Museum at any time, for any reason, with or without cause.

Neither the City of Louisville nor the Louisville Historical Museum will provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers will not be eligible to receive any worker's compensation benefits for any injuries sustained while functioning as a volunteer.

Prior to engaging in any volunteer activity, each volunteer will be required to submit a City application form for volunteer work. Volunteers over 18 must undergo a background investigation. Those younger than 18 shall provide two adult, non-relative references for consideration by the City. Upon approval of the City's Human Resources staff, the volunteer may be scheduled for training and work assignments.

Volunteers may be asked to work on projects that are supportive of staff efforts. Examples include being a tour guide and talking with visitors, or assisting with the Museum's Oral History Program. The Museum Coordinator works with volunteers to find appropriate projects and duties for volunteers' interests. Volunteers consent that the Museum may use photos and recordings of volunteers that are captured during the course of volunteering.

Recruitment and Supervision of Volunteers

Volunteers will be sought through a variety of methods to meet specific as well as general project needs. Recruitment shall be the responsibility of the Museum Coordinator with the assistance of other Museum staff and the City of Louisville's Human Resources Office.

Hours of volunteer service will be determined by the Museum Coordinator, who is the supervisory staff member, in discussion with the volunteer. Volunteers are expected to arrive at the Museum in time to begin work as scheduled or contact the Museum if they will be absent.

Volunteers will work directly with Museum staff members to receive training and complete projects. Volunteers who are interested are invited to attend training meetings and regular meetings of the Association of Northern Front Range Museums (ANFRM), which take place at different location in the Denver Metro area throughout the year on certain Mondays.

There will be no formal evaluation process for volunteers.

Appendix XVI: Visitor Policy

Louisville Historical Museum
Visitor Policy

Adopted by the Louisville Historical Commission
July 6, 2016

The Louisville Historical Museum and its collection are owned by the City of Louisville and are supported by the taxes of the citizens of the City of Louisville. The mission of the Historical Museum, in part, is to preserve the history of Louisville.

The City asks for your assistance in preserving and showing respect for the irreplaceable treasures of our community's history at the Historical Museum, including the historical buildings that make up the Museum campus, so that they can be enjoyed and utilized by future visitors and researchers.

Inappropriate Behavior

Individuals engaging in inappropriate behavior that infringes on the rights of others, results in injury to oneself or others, or threatens loss or damage to other individuals or Museum property will be asked to leave. In some cases, legal action may follow. In the Historical Museum buildings, visitors may not engage in inappropriate behavior such as the following:

- Touching artifacts or other items in the Museum's collection. Museum staff and volunteers may handle items with care and knowledge of preservation methods.
- Eating or drinking, other than drinking from covered containers. Food and drink may be left in the Museum office area during your visit.
- Taking photos of historical photographs. To obtain copies of historical photographs, please refer to the Museum's Photo Reproduction Policy & Agreement.
- Abusing or vandalizing Museum facilities, materials, or equipment
- Running
- Smoking or vaping
- Soliciting
- Stealing
- Lacking shoes or shirt
- Engaging in visible drug or alcohol intoxication
- Engaging in disruptive cell phone usage

- Leaving young children unsupervised
- Loitering, including refusing to leave the premises upon closing
- Abusing or harassing other visitors or the Museum staff
- Bringing animals, other than service dogs, into the Museum
- Bringing bicycles into the Museum
- Refusing to show ID or submit possessions for inspection by Museum staff upon request
- Engaging in any unlawful behavior or any other behavior that unreasonably interferes with the safe or reasonable use of the Museum by other visitors or staff

In addition, visitors are requested to refrain from openly displaying weapons.

While on the Historical Museum grounds, visitors may not engage in inappropriate behavior such as the following:

- Skating, including using skateboards, skates, inline skates, and scooters
- Climbing trees
- Leaving young children unsupervised
- Engaging in any unlawful behavior or any other behavior that unreasonably interferes with the safe or reasonable use of the Museum by other visitors or staff

Pencils are to be used when viewing photographs, archives, or research materials.

Photography, other than of specific historical photos, is permitted and welcomed.

Electioneering and/or petitioning of patrons within City buildings is not allowed; such activities may occur on public sidewalks outside the City building but shall not block passage by other users of the sidewalk and shall be conducted in accordance with applicable laws.

Louisville Historical Museum & Visitor Center

CONCEPTUAL DESIGN
CITY COUNCIL PRESENTATION

DECEMBER 5, 2017

Design Team

THE ROYBAL CORPORATION ARCHITECTS — ARCHITECTURE / EXHIBIT DESIGN

Michael Roybal, AIA	Design Principal
Ronald Roybal, AIA	Design Principal
Trevor Hill, Assoc AIA	Designer
Toni Roybal	Exhibit Design

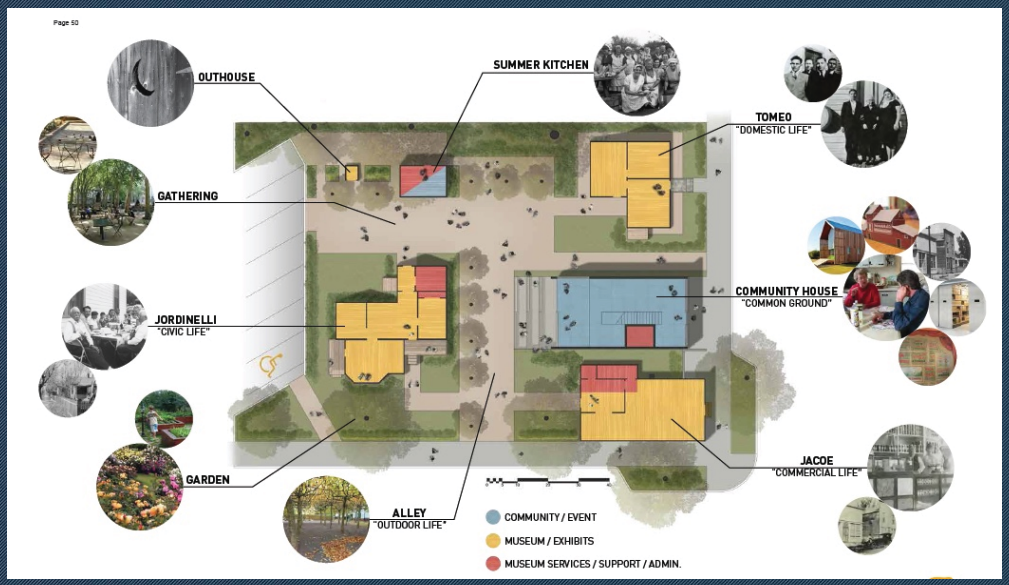
NORRIS DESIGN — LANDSCAPE ARCHIITECTURE

John Birkey , ASLA	Principal
Jordan Dame, ASLA	Landscape Architect

Guiding Principles - City Regulations / Municipal Code

- **Compliance with Louisville Historic Preservation Masterplan**
- **Compliance with Louisville Museum Campus Masterplan**
- **Louisville Downtown Design Handbook**
  - Keep it Simple
  - Relate to Traditional Surrounding Buildings
  - Use the Entire Front of the Building as Your Image
  - Develop a Clear Presentation to the Street
- **City of Louisville Municipal Code – Chapter 15.36 "Historic Preservation"**
  - New Additions Shall Not Destroy Historic Materials
  - New Work to be Differentiated from the Old and Shall be Compatible With Massing, Size, Scale and Architectural Features
  - New Additions Should Not Create a False Sense of Historic Development
  - Each Property Shall be Recognized as a Physical Record of its Time, Place and Use.

Existing Campus Site Plan



Approved Campus Masterplan

VISUAL CUES FROM THE PAST

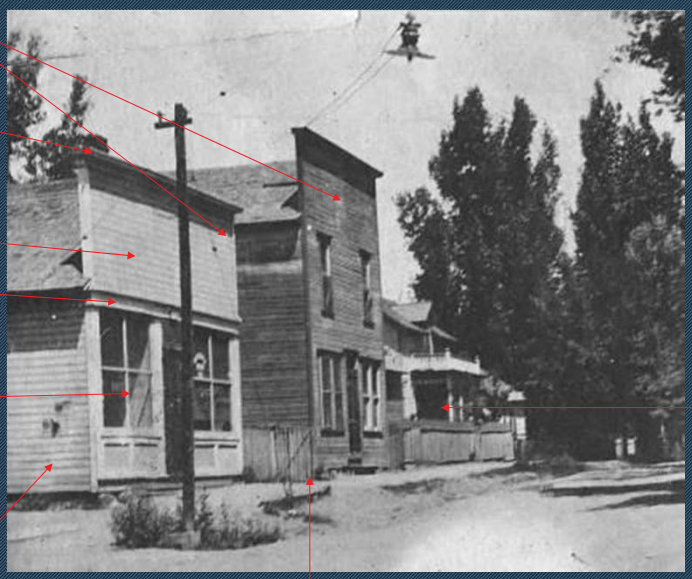
Western Storefront Facade

Horizontal Cornice Line

Horizontal wood siding

Horizontal wood trim

Window proportions



Adjacent Residential House

Existing Jacoe Building

Location of the New Museum / Visitor Center

Historic Photo

Current Facility

LOUISVILLE HISTORICAL MUSEUM

PROGRAM DEVELOPMENT 5/15/17

COMMUNITY HOUSE - " Common Ground"					SF
BASEMENT LEVEL					
Elevator/Stair Core	72	SF			
Elevator Room	64	SF			
Main Stairway	90	SF			
Mechanical Room	64	SF			
Storage Room	55	SF			
Museum Dedicated Archives Space	480	SF			
Interpretive Exhibit Area	325	SF			
Subtotal Basement Level				1,150	SF
MAIN LEVEL					
Elevator/Stair Core	72	SF			
Men's/ Women's Restrooms	215	SF			
Circulation	80	SF			
Information Desk / Reception	100	SF			
Main Stairway	90	SF			
WOW Display Area	55	SF			
Community Table	120	SF			
Mini Theatre	78	SF			
Area for Classes, Programs, Meetings, Workshops	340	SF			
Subtotal Main Level				1,150	SF
SECOND LEVEL					
Elevator/Stair Core	72	SF			
Main Stairway	90	SF			
Staff Office Area	160	SF			
Kitchenette	50	SF			
Research Area	128	SF			
Circulation	100	SF			
Multipurpose Area / Changeable Exhibits	500	SF			
Interpretive Exhibits	50	SF			
Exterior Balcony	150	SF	Excl		
Subtotal Second Level				1,150	SF
TOTAL NEW COMMUNITY BUILDING				3,450	SF
Building Foot print	52	x	22	1144	

Community Building Program

CAMPUS FACILITIES

TAMEO HOUSE - "Domestic Life"		SF
Kitchen		
Bedroom		
Main Living Area		
JACOE BUILDING - " Commercial Life"		SF
Main Exhibit Area		
Connection to New Community Building		
JORDINELLI HOUSE - "Civic Life"		SF
Entry		
Model Area		
Exhibit Rooms		
SUMMER KITCHEN		SF
Kitchen		
OUTHOUSE		SF
ALLEY - "Outdoor Life"		SF
SITE FACILITIES		SF
On Site Parking Spa	6	
HC Parking Spaces	1	
Plaza Area / Outside Gathering Grounds		

Campus Program

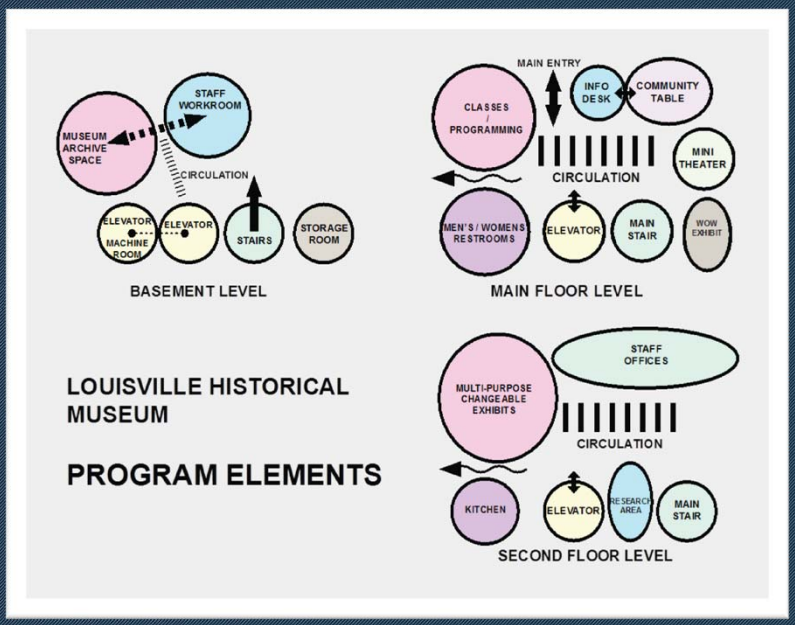
Campus Wide Exhbit Space

Tameo House	924 SF
Jordinelli House	525 SF
Jacoe Buildiing	609 SF
New Museum	1000 SF
TOTAL CAMPUS	3,058 SF

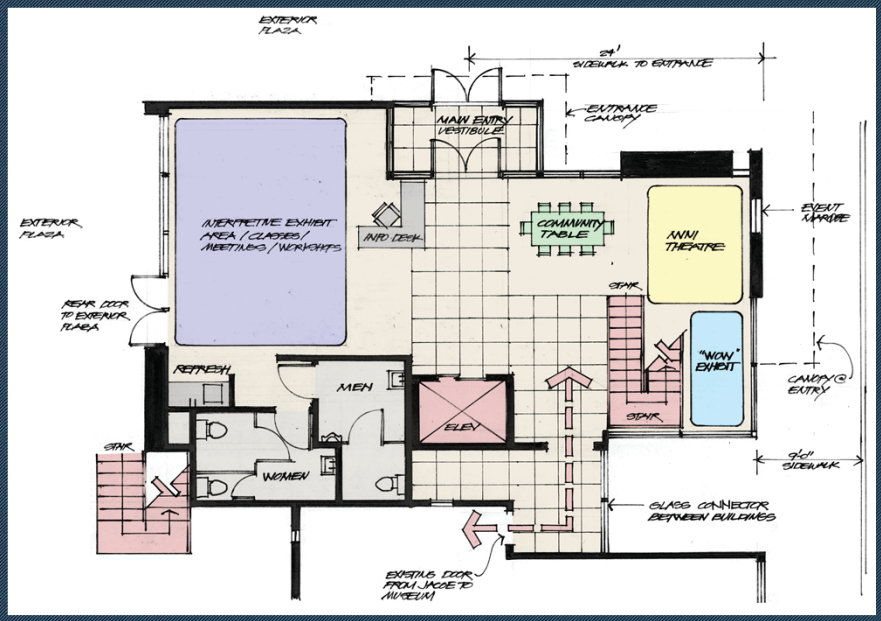
Anticipated Storage Requirement (½ Exhibit Area)
1,529 SF / 2 (Space Saver Efficency) = 795 SF

Concept Design Storage Space Provided	1000 SF
Potential Expansion	1400 SF
TOTAL Potential	2,400 SF

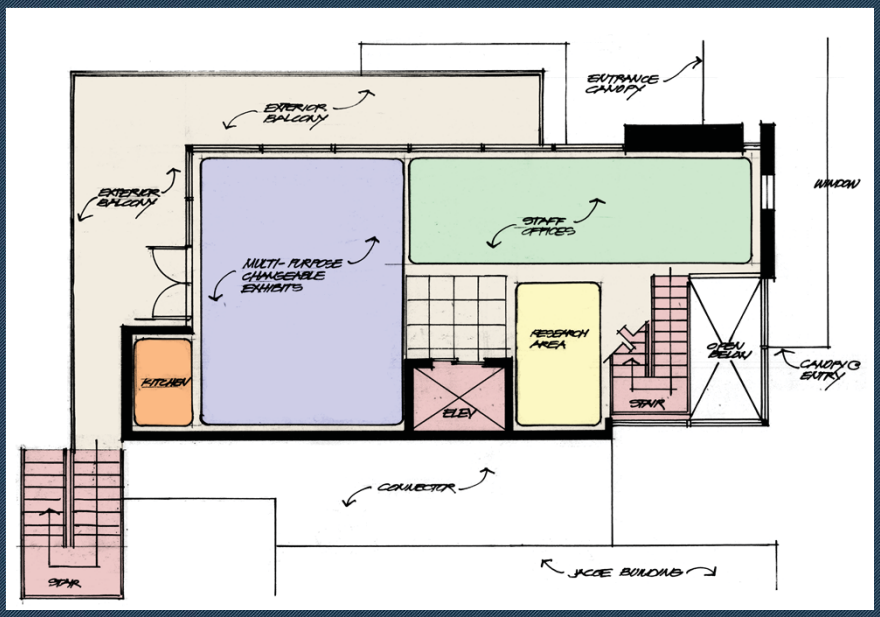
Exhibit Storage Analysis



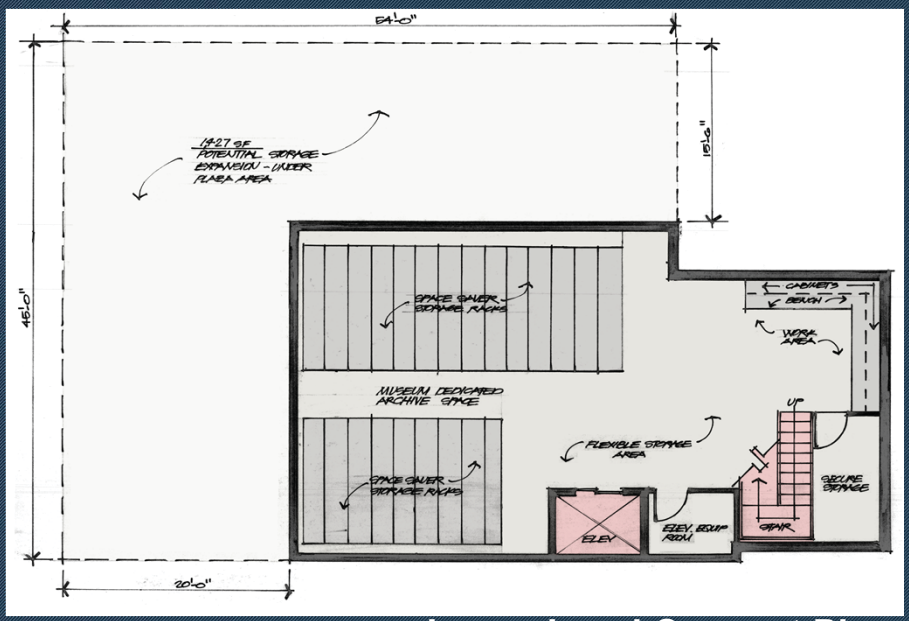
Affinity Diagram



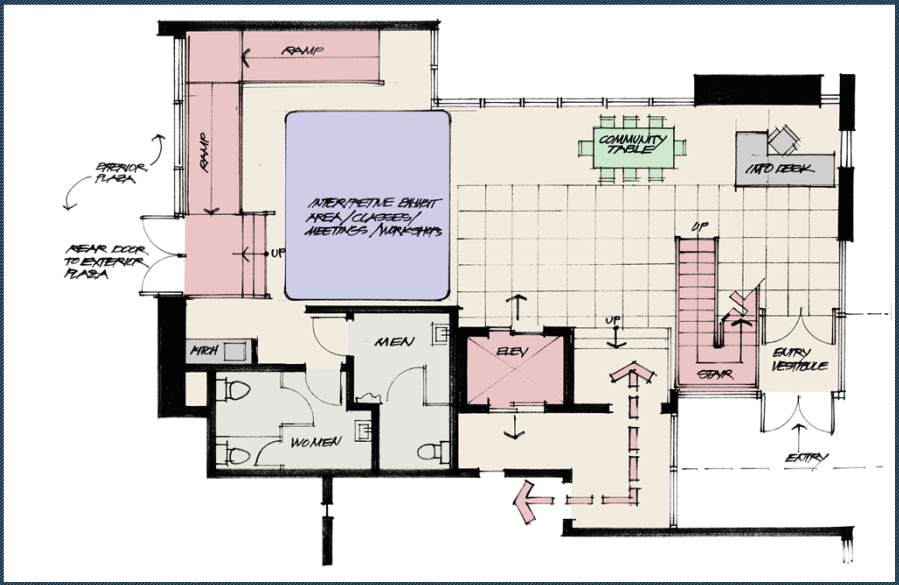
Main Level Concept Plan



Upper Level Concept Plan



Lower Level Concept Plan



4 stop Hydraulic Elev 25% premium
Cost= $118,625

Main Level – Ramp Alternate

Consider using a rustic / reclaimed horizontal wood siding

Horizontal canopy is current day interpretation of the fabric canopy

Provide façade insets to represent window impression

Define an historic "Western Storefront Facade"

This Conceptual Design Drawing is based on Community Feedback at the Open House Meeting

Additional Conceptual Ideas

Overhead View

Street Elevation

View at Main Entry

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

SUMMARY OF COSTS

DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
NEW CONSTRUCTION COSTS				
Community House - New Construction	4353	SF	$ 627.97	**$ 2,733,541.85**
TOTAL NEW CONSTRUCTION COSTS				**$ 2,733,541.85**
RENOVATION CONSTRUCTION COSTS				
Jordinelli House	600	SF	$ 398.19	$ 238,915.30
Jacoe Building	1200	SF	$ 456.94	$ 548,333.50
Tomeo House	125	SF	$ 129.76	$ 97,317.50
Site Work	1	LS		$ 227,558.80
TOTAL RENOVATION CONSTRUCTION COSTS				**$ 1,112,125.10**
TOTAL CONSTRUCTION COSTS				**$ 3,845,666.95**
SOFT PROJECT COSTS				
Architect Fees - New Construction		10%	$ 2,733,541.85	$ 273,354.19
Architect Fees - Renovation		12%	$ 1,112,125.10	$ 133,455.01
Exhibit Design Fees		25%	$ 1,100,400.00	$ 275,100.00
TOTAL SOFT COSTS				**$ 681,909.20**
TOTAL PROJECT COSTS				**$ 4,527,576.15**

ALTERNATE COSTS

Jordinelli House - New Preaction Sprinkler System	600	SF		$ 6,233.00
Jacoe - New Preaction Sprinkler System	1540	SF		$ 16,000.00
Tomeo House - New Preaction Sprinkler System	750	SF		$ 8,000.00
FP - Clean Agent Alternative	1	LS		$ 100,000.00
Expanded Basement Storage	1400	SF	$ 627.97	$ 879,154.28

Exceptions / Exclusions

Hazardous Material Abatement & Removal
Rock Excavation
Permitting and Fees
Utility Connections for New Building
The Cost for Sprinklers Assume a Fire Line Connection Within 100 Ft.
Storm water Retention System
LEED Certification

General Note:

The Following Preliminary Cost Estimate has been prepared by **The Roybal Corporation Architects** and **Kemp Estimating Services.** The Preliminary Cost Estimate has been prepared on the Conceptual Design that will be presented to City Council on December 5, 2017. The estimate includes hard and soft costs for the design and construction of the Museum and Visitor Center as well as renovations to the Jordinelli House, Tomeo House and the Jacoe Store. The estimate also includes costs for interpretive exhibit design, fabrication and installation.
These costs should be viewed as Conceptual. The final costs will continue to develop through a process that will further define the project scope and articulate the actual costs by determining the final design and building systems.

Construction Cost Estimate

Questions / Answers

WE WELCOME YOUR FEEDBACK !

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

SUMMARY OF COSTS

DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
NEW CONSTRUCTION COSTS				
Community House - New Construction	4353	SF	$ 627.97	**$ 2,733,541.85**
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TOTAL SOFT COSTS	**$ 681,909.20**

TOTAL PROJECT COSTS	**$ 4,527,576.15**

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Rock Excavation
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Utility Connections for New Building
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Within 100 Ft.
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General Note:

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These costs should be viewed as Conceptual. The final costs will continue to develop through a process that will further define the project scope and articulate the actual costs by determining the final design and building systems.

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

MUSEUM / VISITOR CENTER	4353 SF			
DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
Basement Level	***1495***	***SF***		
Main Level	***1730***	***SF***		
Upper Level	***1128***	***SF***		
Total Building SF	***4353***	***SF***		
Site Demolition & Earthwork	1	LS		
Building Earthwork - Basement / Cut & Haul	500	CY	$ 25.00	$ 12,500.00
Rock Excavation Allowance	1	LS	$ 50,000.00	$ 50,000.00
Shoring & Bracing @ South Elevation	400	SF	$ 75.00	$ 30,000.00
Underpin @ Jacoe Building / Assume not needed	1	LS		NIC
Footings & Foundation Wall	160	LF	$ 85.00	$ 13,600.00
Column Footing	12	EA	$ 950.00	$ 11,400.00
Basement Retaining Walls	1600	SF	$ 55.00	$ 88,000.00
Slab on Grade - Assume 5"	1340	SF	$ 8.50	$ 11,390.00
Framing - Elevated Floors / Assume 12lb/sf	10	TN	$ 5,650.00	$ 56,500.00
Framing - Roof Assume 10ibs /sf	7	TN	$ 5,400.00	$ 37,800.00
Roofing - EPDM	1100	SF	$ 17.50	$ 19,250.00
Skylights Assume 100 SF Premium	100	SF	$ 165.00	$ 16,500.00
Structural Roof Above Basement / Premium	460	SF	$ 50.00	$ 23,000.00
Exterior Wall - Veneer Allowance & Backup System	2210	SF	$ 55.00	$ 121,550.00
Glazing	950	SF	$ 90.00	$ 85,500.00
Screen Wall	660	SF	$ 100.00	$ 66,000.00
Exterior Doors	4	Pr	$ 6,000.00	$ 24,000.00
Glass & Aluminum	8	EA	$ 2,500.00	$ 20,000.00
Exterior Balcony and Railing	640	SF	$ 87.00	$ 55,680.00
Exterior Stairs	1	LS	$ 4,500.00	$ 9,000.00
Partitions and Doors	4353		$ 12.00	$ 52,236.00
Flooring - Tile	4353		$ 16.00	$ 69,648.00
Walls - Painting	4353		$ 3.75	$ 16,323.75
Ceiling Assume 50% ACT / 50% DW	4353		$ 6.25	$ 27,206.25
Millwork & Accessories	4353		$ 7.50	$ 32,647.50
Interpretive Exhibits / Media	1376	SF	$ 400.00	$ 550,400.00
Equipment - Space Savers	1		$ 100,000.00	$ 100,000.00
Sprinklers - Pre Action System Allowance	4353		$ 6.00	$ 26,118.00
Clean Agent Premium	1	LS	$ 50,000.00	$ 50,000.00
Plumbing Assume 10 Fix	10	EA	$ 5,000.00	$ 50,000.00
HVAC - System Allowance	4353	SF	$ 40.00	$ 174,120.00
Electrical - System Allowance	4353	SF	$ 35.00	$ 152,355.00
Utilities - New & Relocation	1	LS	$ 50,000.00	$ 50,000.00
Subtotal				**$ 2,102,724.50**
General Conditions / Overhead & Profit/ Bond		15%		$ 315,408.68
Concept Design Contingency		15%		$ 315,408.68
Escalation to Midpoint of Construction		4%		$ 84,108.98
TOTAL				**$ 2,733,541.85**
Cost / SF	4353	SF	$ 627.97	

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

JACOE BUILDING	1200 SF			
DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
Structural & Exterior	1	LS		
Exterior - Screen Wall	300	SF	$ 110.00	$ 33,000.00
Demolition	300	LS	$ 10.00	$ 3,000.00
Partitions and Doors	300	SF	$ 11.00	$ 3,300.00
Flooring - Assume 75% VCT / 25% Carpet	300	SF	$ 5.50	$ 1,650.00
Walls Painting Allowance	300	LS	$ 2.75	$ 825.00
Ceiling -	300	LS	$ 7.50	$ 2,250.00
Millwork & Accessories Allowance	300	LS	$ 5.50	$ 1,650.00
Interpretive Exhibits / Media	900	LS	$ 400.00	$ 360,000.00
Equipment	1	LS		NIC
Sprinklers	1	LS	$ 1,500.00	$ 1,500.00
Plumbing	1	LS		NIC
HVAC - Minor Adjustments	1		$ 2,500.00	$ 2,500.00
Electrical Wiring - Receptacles /FA	300	SF	$ 10.00	$ 3,000.00
New Lighting	300	SF	$ 15.00	$ 4,500.00
Cut & Patch Allowance	1320	SF	$ 3.50	$ 4,620.00
Subtotal				**$ 421,795.00**
General Conditions / Overhead & Profit/ Bond		15%		$ 63,269.25
Concept Design Contingency		15%		$ 63,269.25
Escalation to Midpoint of Construction		4%		$ 16,871.80
TOTAL				**$ 548,333.50**
Cost / SF Renovated	1200	SF	$ 456.94	

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

JORDINELLI HOUSE	600 SF			
DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
Structural & Exterior	1	LS		
Demolition - Renovation	250	SF	$ 10.00	$ 2,500.00
Partitions and Doors	250	LS	$ 11.00	$ 2,750.00
Flooring - Assume 75% VCT / 25% Carpet	250	SF	$ 5.50	$ 1,375.00
Walls - Painting Allowance	250	SF	$ 2.75	$ 687.50
Ceiling Assume 75% ACT / 25% DW	250	LS	$ 3.25	$ 812.50
Millwork & Accessories Allowance	250	LS	$ 5.50	$ 1,375.00
Interpretive Exhibits / Media	350	LS	$ 400.00	$ 140,000.00
Equipment	1	LS	$ 1,500.00	$ 1,500.00
Fire Sprinklers	50	SF	$ 10.00	$ 500.00
Plumbing - Assume 3 Fixtures	3	SF	$ 5,000.00	$ 15,000.00
HVAC - Minor Adjustments/ Toilet / Exhaust Etc.	1	LS	$ 2,500.00	$ 2,500.00
Electrical Wiring - Receptacles /FA	250	SF	$ 10.00	$ 2,500.00
New Lighting	250	SF	$ 15.00	$ 3,750.00
Cut & Patch Allowance	870	SF	$ 3.50	$ 3,045.00
Subtotal				**$ 178,295.00**
General Conditions / Overhead & Profit/ Bond		15%		$ 26,744.25
Concept Design Contingency		15%		$ 26,744.25
Escalation to Midpoint of Construction		4%		$ 7,131.80
TOTAL				**$ 238,915.30**
Cost / SF Renovated	600	SF	$ 398.19	

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE
CONCEPT DESIGN LEVEL

TOMEO HOUSE	750 SF			
DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
Structural & Exterior	1	LS		
Demolition - Renovation	50	SF	$ 10.00	$ 500.00
Finishes	1	LS	$ 5,000.00	$ 5,000.00
Accessories Allowance	50	SF	$ 5.00	$ 250.00
Interpretive Exhibits / Media	125	SF	$ 400.00	$ 50,000.00
Equipment	1	LS		$ -
Sprinkler update	1	LS	$ 1,500.00	$ 1,500.00
Plumbing	1	LS		$ -
HVAC - Minor Adjustments	1	LS	$ 1,500.00	$ 1,500.00
Electrical / Wiring / Receptacles/FA	50	SF	$ 10.00	$ 500.00
New Lighting	50	SF	$ 15.00	$ 750.00
Cut & Patch Allowance	750	SF	$ 3.50	$ 2,625.00
Remove Basement Access and Relocate	1	LS	$ 10,000.00	$ 10,000.00
Subtotal				**$ 72,625.00**
General Conditions / Overhead & Profit/ Bond		15%		$ 10,893.75
Concept Design Contingency		15%		$ 10,893.75
Escalation to Midpoint of Construction		4%		$ 2,905.00
TOTAL				**$ 97,317.50**
Cost / SF Renovated	750	SF	$ 129.76	

LOUISVILLE MUSUEM AND VISITOR CENTER

PRELIMINARY COST ESTIMATE

CONCEPT DESIGN LEVEL

SITE WORK GENERAL		SF		
DESCRIPTION	*QUANTITY*	*UNIT*	*UNIT COST*	*COST*
Site Clearing - General Allowance / Staging	1	LS	$ 3,500.00	
Site Demolition - Concrete Sidewalks	1480	SF	$ 2.50	$ 3,700.00
Misc. Removals Allowance	1	LS	$ 2,500.00	$ 2,500.00
Temporary Protection - Chain Link Fence	300	SF	$ 10.00	$ 3,000.00
Trees	1	SF	$ 500.00	$ 500.00
E&S Control - Stabilized Construction Entrance	1	LS	$ 2,500.00	$ 2,500.00
Misc. Allowance / Silt Fence	1	LS	$ 1,500.00	$ 1,500.00
Earthwork - Building Excavation & Backfill	1	LS		$ -
Misc. Grading Allowance	1	LS	$ 1,500.00	$ 1,500.00
Hardscape / Paving Concrete Walkway	1	SF	$ 2,500.00	$ 2,500.00
Gravel	4960	SF	$ 2.00	$ 9,920.00
Landscape - Earthwork/ Respread Topsoil	100	SF	$ 40.00	$ 4,000.00
Trees / Medium Size	10	SF	$ 1,000.00	$ 10,000.00
Stairs & Site Walls	2820	SF	$ 10.00	$ 28,200.00
Furnishings - Benches / Receptacles / Bike Racks	1	SF	$ 5,000.00	$ 5,000.00
Site Interpretation - Exhibits	1	SF	$ 50,000.00	$ 50,000.00
Storm Management	1	SF	$ -	$ -
Site Lighting- Assume 10 Poles & Fixtures	10	SF	$ 4,500.00	$ 45,000.00
Utilities	1			
Subtotal				**$ 169,820.00**
General Conditions / Overhead & Profit/ Bond		15%		$ 25,473.00
Concept Design Contingency		15%		$ 25,473.00
Escalation to Midpoint of Construction		4%		$ 6,792.80
TOTAL				**$ 227,558.80**

CITY COUNCIL COMMUNICATION
AGENDA ITEM 5E

SUBJECT: **APPOINTMENT OF CITY COUNCIL PARTICIPANTS FOR THE 2020 INTERNATIONAL COUNCIL OF SHOPPING CENTERS CONFERENCE**

DATE: **MARCH 3, 2020**

PRESENTED BY: **MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR**

SUMMARY:
At the February 18 City Council meeting, Mayor Pro Tem Maloney moved to add an agenda item for the March 3 meeting—appointing Mayor Stolzmann and Council Member Dickinson to attend the 2020 International Council of Shopping Centers Conference (ICSC) on behalf of City Council. The motion was approved.

DISCUSSION:
ICSC annually holds the RECon event in Las Vegas; this year it will take place May 17-19. It is the world's largest gathering of real estate professionals, including developers, owners, brokers, and retailers. Louisville has traditionally attended, usually with the Mayor, City Manager or Deputy City Manager, and Economic Vitality Director. At ICSC, the City focuses on retention of the existing national brand retailers already in Louisville, as well as new retail opportunities that may be a fit for available space.

The motion by Mayor Pro Tem Maloney is to appoint both Mayor Stolzmann and Council Member Dickinson to attend with Deputy Manager Davis and Director Pierce and to report back to the City Council on ICSC activities and meetings held.

FISCAL IMPACT:
In prior years, the City has funded three participants attending ICSC RECon. This approval will add costs for a fourth participant, including registration, flight, hotel, travel, and meals.

PROGRAM/SUB-PROGRAM IMPACT:
The recommended action supports the sub-program Business Retention and Development objective to assist property owners, brokers, and companies in finding locations and/or constructing new buildings in the City.

RECOMMENDATION:
City Council appoint Mayor Stolzmann and Council Member Dickinson to attend ICSC RECon 2020 on behalf of City Council.

ATTACHMENTS:
None.

STRATEGIC PLAN IMPACT:

☐	Financial Stewardship & Asset Management	☐	Reliable Core Services
☒	Vibrant Economic Climate	☐	Quality Programs & Amenities
☐	Engaged Community	☐	Healthy Workforce
☐	Supportive Technology	☐	Collaborative Regional Partner

SUBJECT: **AWARD PURCHASE AGREEMENT TO E-Z-GO FOR GOLF CART FLEET REPLACEMENT**

DATE: **MARCH 3, 2020**

PRESENTED BY: **NATHAN MOSLEY, PARKS, RECREATION & OPEN SPACE DIRECTOR**
DAVID BARIL, HEAD GOLF PROFESSIONAL

SUMMARY:
The Coal Creek Golf Course (CCGC) currently operates a fleet of 65 golf carts and one range picker. In 2015, CCGC executed a lease agreement to provide golf carts for the course. With that agreement scheduled to conclude in May of 2020, staff began evaluating different options for replacement of the golf cart fleet.

Based on initial evaluations, staff proposed to City Council in the fall of 2019 to purchase the current fleet and refurbish the carts with new batteries. The 2020 budget was amended to provide funds totaling $ 146,470 for that purpose. Upon further discussions with our vendor, staff realized that the actual cost to purchase the current fleet would be substantially higher due to the fact that CCGC was operating under a Fair Market Value lease instead of a Consolidated Lease Agreement.

This new information led staff to re-evaluate all potential options. CCGC staff compared the 5, 10 and 15-year profitability of various types of acquisitions including two variations of lease agreements, the purchase of the current fleet and the purchase of a new fleet. Staff presented the comparison data to the Finance Committee and the Recreation Advisory Board. Both boards supported the staff recommendation to move forward with the purchase of a new fleet of golf carts in 2020. The Finance Committee Memo is included as an attachment to this document.

Staff issued an invitation to bid on February 4, 2020. The invitation included a request to bid on 65 electric golf carts and one gas powered range picker. The invitation to bid was advertised per City purchasing policies. The following bids were received:

Company Name	*Base Bid*
Club Car	$349,251
E-Z-GO/Textron	**$302,650**
Yamaha/Masek	$330,709

The Park, Recreation and Open Space Department recommends approval of the purchase agreement with E-Z-GO/Textron in the amount of $302,650 for the purchase of 65 new golf carts and one gas powered range picker for CCGC.

The purchase of this new fleet will allow CCGC to continue to meet the needs of our guests and provide a high level of customer service to those that wish to rent carts as part of their golf experience.

FISCAL IMPACT:
There is $146,470 budgeted for golf cart fleet replacement in 2020. This amount was allocated across the following accounts:

Account	*Description*	*Amount*
520799-640141	Golf Carts	$132,300
520712-536000	Final Lease payment	$9,170
520713-550020	Maintenance	$5,000

To execute this purchase agreement for new fleet rather than purchasing our current fleet, City Council will need to approve an additional appropriation of **$156,180** as part of the annual carry forward and budget amendment process that occurs in the May/June timeframe. This will provide a total appropriation of $302,650.

PROGRAM/SUB-PROGRAM IMPACT:
This purchase will impact the Golf Course sub-program by ensuring that we offer competitive rates and amenities, continuous maintenance and professional management of Coal Creek Golf Course. This purchase will allow us to reinvest in our core services and ensure we attract and retain golfers in a competitive market.

RECOMMENDATION:
Staff recommends City Council award the purchase agreement for golf cart fleet replacement to E-Z-GO/Textron, per their bid of $302,650, and authorize the Mayor, City Manager, Parks, Recreation, and Open Space Director and City Clerk to sign and execute contract documents on behalf of the City.

ATTACHMENT(S):
1. Finance Committee Memo
2. Golf Cart Bid Packet Materials
3. EZ GO Textron Purchase Contract
4. Addendum to Golf Cart Fleet Contract

STRATEGIC PLAN IMPACT:

☒	Financial Stewardship & Asset Management	☒	Reliable Core Services
☐	Vibrant Economic Climate	☒	Quality Programs & Amenities
☐	Engaged Community	☐	Healthy Workforce
☐	Supportive Technology	☐	Collaborative Regional Partner

City of Louisville

PARKS, RECREATION & OPEN SPACE DEPARTMENT

Memorandum

To: Finance Committee

From: Nathan Mosley, Director of Parks, Recreation and Open Space

Date: January 21, 2020

Re: 2020 Golf Cart Purchase

Background

In the late spring of 2019, Coal Creek Golf Course (CCGC) staff reached out to the City's current golf cart vendor to inquire about the cost of purchasing our current fleet of carts at the end of the lease period. At that time staff was provided with information that formed the basis of our 2020 amended budget request to allow for the purchase of the current fleet of carts. The amended 2020 budget includes the following for a total budget related to golf carts of $146,470:

$ 59,000 - Battery Purchase
$ 73,300 - Golf Cart Purchase
$ 9,170 - Final Lease payment
$ 5,000 - Additional Cart Maintenance

Since that time staff has learned that the quote provided was based on an assumption from the sales representative that CCGC was operating under a consolidated lease agreement (CLA). Under a CLA you pay a higher lease payment but the price you pay to purchase the cart is a fixed amount at the conclusion of the lease. In this particular case, the original quoted cost was $71,500 for our 65 golf cart fleet at $1,100 per cart

CCGC is currently operating under a Fair Market Value (FMV) lease in an effort to secure the lowest possible lease payment. That means that the cost of the cart at the end of the lease is based on fair market value of the cart at the conclusion of the lease. The current estimate for the fair market value of the carts is $ 2,200 per cart. This is a considerable increase over the original quote of $1,100 per cart.

The original intent of the request to purchase carts was based on a financial analysis that indicated purchasing the current fleet and replacing the batteries was the most cost effective option for the next 5 years. With this new information, staff has reviewed updated financial information and would like to highlight a few potential options for moving forward.

CCGC Golf Cart Replacement Options

Staff evaluated four different scenarios over a 10 year time horizon. They are summarized in the tables below.

	Description	Year 1 Costs (2020)	Years 2-5 Costs	Years 6-10 Costs
Option A	FMV Lease* (Ongoing lease)	$57,825	$233,548	$350,320
Option B	CLA Lease (Lease to purchase)	$69,455	$289,376	$81,866
Option C	Purchase** current fleet	$198,668	$20,000	$376,206
Option D	Purchase new fleet	$313,505	$0	$81,800

*Leases are for a five year period
**Purchases plan on a 10 year life expectancy for carts with replacement of batteries after year 5

	10 Year Total Investment	Discount Rate	NPV of 10 Year Investment
Option A	$641,692	3%	$545,320
		5%	$492,678
		10%	$390,993
Option B	$440,697	3%	$397,435
		5%	$372,486
		10%	$320,860
Option C	$594,874	3%	$504,561
		5%	$472,032
		10%	$407,090
Option D	$395,305	3%	$380,353
		5%	$372,174
		10%	$356,399

Through this analysis staff has determined that at a 3% rate Option D is the best financial decision. At a 5% rate Options B and D are equal. Finally, at a 10% rate, Option B would be the best financial decision in the long-term.

Recommendation
Based on the available information, I recommend the City move forward with **Option D**, to replace the current fleet with a new fleet and begin the cycle of ownership now. During the first five years all carts will be under warranty so there will be no maintenance costs to CCGC. In year six the City would replace batteries on the carts and begin including an annual cost of $7,000 for maintenance in the CCGC budget.

Fiscal Impact
The total cost in 2020 for Option D would be $313,505. CCGC would allocate the $132,300 budgeted for purchase of the current fleet and batteries as well as the $5000 budget for maintenance toward the total cost. The additional funds needed for this purchase would be $176,205 and would be requested as part of the 2020 budget amendment in April/May.

INVITATION TO BID

Sealed Bids will be received by the

CITY OF LOUISVILLE, STATE OF COLORADO

hereinafter referred to as OWNER, at the office of the Parks, Recreation and Open Space Department, 717 Main Street, Louisville, Colorado 80027, until 3:00 p.m. Mountain Time, on Wednesday, February 19th , 2020 for the

Coal Creek Golf Course Golf Cart Replacement

Bids received after said closing time of 3:00 p.m., Mountain Time, on Wednesday, February 19th , 2020 will not be accepted and be returned unopened. Bids shall be in a sealed envelope plainly marked with the Equipment Name and Date and addressed:

City of Louisville
Parks, Recreation and Open Space Department
717 Main Street
Louisville, Colorado 80027

Scope of Work:
Coal Creek Golf Course is requesting bids to replace their current fleet through the purchase of sixty-five (65) golf carts and one (1) range picker.

Golf Carts should meet the following specifications:

- AC powered
- Option of Color TBD by City of Louisville
- Sun Canopy Top
- Fold Down Windshield
- Cooler with bracket
- Bag cover kit
- Sand Bottles (x2)
- Wheel Covers
- Message Holder
- Custom Logo
- USB ports
- Battery watering system

Range Picker should meet the following specifications:

- Gas Powered
- Option of Color TBD by City of Louisville
- Ball Picker Cage
- Adapter
- USB Port
- Comfort Steering Wheel

Any substitutions for the above specifications should be highlighted in the respondents formal bid proposal. The city will only consider equivalent substitutions.

Please submit a factory specification and factory warranty information sheet with your bid. Please include a copy of your standard purchase contract for review.

Please fill out the attached Bid Schedule in addition to any formal proposal.

The Bidding Documents may be examined at the Parks & Recreation Office at:

717 Main Street
Louisville, Colorado 80027

Digital copies of the Bidding Documents will be available on:
http://www.rockymountainbidsystem.com/

No Bid may be withdrawn within a period of sixty (60) days after the date fixed for opening Bids.

The City of Louisville reserves the right to award the Bid by sections, to reject any or all Bids, and to waive any informalities and irregularities therein.

The City of Louisville assumes no responsibility for payment of any expenses incurred by any respondent to this Invitation to Bid.

Preference is hereby given to materials, supplies, and provisions produced, manufactured, or grown in Colorado, quality and price being equal to articles offered by competitors outside of the State.

The City of Louisville is an Equal Opportunity Employer.
City of Louisville, Colorado, Parks and Recreation Department

1st publication: February 4, 2020
2nd publication: February 5, 2020

BID SCHEDULE

Bid Item	Bid Item Description	Qty.	UOM	Unit Base Bid Price	Additional Fees	Total
1	Electric Golf Carts	65	EA	$	$	$
2	Gas Range Picker	1	EA	$	$	$
					Total Bid	$

Notice

Basic Information

Estimated Contract Value (USD)	$325,000.00 (Not shown to suppliers)
Reference Number	0000231336
Issuing Organization	City of Louisville
Owner Organization	Parks, Recreation and Open Space
Solicitation Type	ITB - Invitation to Bid (Formal)
Solicitation Number	520712
Title	Coal Creek Golf Course Golf Cart Replacement
Source ID	PU.AG.USA.2049.C8749026
Piggyback Solicitation	No

Details

Location	Boulder County, Colorado
Delivery Point	Coal Creek Golf Course 585 W Dillon RoadLouisville, ColoradoUnited States 80027
Purchase Type	One Time Only- Delivery Date: 05/01/2020
Description	Coal Creek Golf Course is requesting bids to replace their current fleet through the purchase of sixty-five (65) golf carts and one (1) range picker. Golf Carts should meet the following specifications: • AC powered • Option of Color TBD by City of Louisville • Sun Canopy Top • Fold Down Windshield • Cooler with bracket • Bag cover kit • Sand Bottles (x2) • Wheel Covers • Message Holder • Custom Logo • USB ports • Battery watering system Range Picker should meet the following specifications: • Gas Powered • Option of Color TBD by City of Louisville • Ball Picker Cage • Adapter • USB Port

Dates

Publication	02/04/2020 09:57 AM MST
Questions are submitted online	No
Closing Date	02/19/2020 03:00 PM MST

Contact Information

Parks, Recreation and Open Space
David Baril
303.335.4966
dbaril@louisvilleco.gov

Buyer's Requirements

General Requirements

- FOB Destination

- FOB Pre-Paid
- Warranty Information Required

Award Requirements

- Reserve Rights to Award by Line Item

Bid Submission Process

Bid Submission Type Electronic and Physical Bid Submission

Pricing In attached document

Pricing In attached document

Bid Documents List

Item Name	Description	Mandatory
Bid Documents	Documents defining the proposal	Yes

Additional Bidding Instructions Bids received after said closing time of 3:00 p.m., Mountain Standard Time, on Wednesday, February 19, 2020 will not be accepted and will be returned unopened. Bids shall be in a sealed envelope plainly marked with the Equipment Name and Date and addressed:

City of Louisville
Parks, Recreation and Open Space Department
717 Main Street
Louisville, Colorado 80027

Documents

Documents

Document	Size	Uploaded Date	Language
Invitation To Bid Golf Carts 2020 (2).pdf [pdf]	138 Kb	02/04/2020 09:55 AM MST	English

Categories

Selected Categories

NIGP Categories (3)	
071	**AUTOMOBILES, SCHOOL BUSES, SUVS, AND VANS (INCLUDING DIESEL, GASOLINE, ELECTRIC, HYBRID, AND ALL OTHER FUEL TYPES)**
07153	**Motorscooters and Trucksters (Incl. All Terrain Types, Golf Carts, etc.)** Motorscooters and Trucksters (Incl. All Terrain Types, Golf Carts, etc.)
929	**EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR AGRICULTURAL, CONSTRUCTION, HEAVY INDUSTRIAL, MATERIAL HANDLING, AND ROAD AND HIGHWAY EQUIPMENT**
92962	**Motorcycles, Bicycles, Motor Scooters, and Trucksters (Including Golf Carts), Maintenance and Repair** Motorcycles, Bicycles, Motor Scooters, and Trucksters (Including Golf Carts), Maintenance and Repair
975	**RENTAL OR LEASE SERVICES OF AGRICULTURAL, AIRCRAFT, AIRPORT, AUTOMOTIVE, MARINE, AND HEAVY EQUIPMENT**
97538	**Golf Cart Rental or Lease** Golf Cart Rental or Lease

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Document Request List

Document Request List

Organization Name	Main Contact	Download Date	City	Province/State
Construction Reporter, LLC	Sarah Motsinger	02/05/2020 09:02 AM MST	Alburquerque	New Mexico
Textron Specialized Vehicles (E-Z-GO,Cushman, Jacobsen)	Peter Restino	02/05/2020 08:50 AM MST	Augusta	Georgia
BSN Sports/Passon's Sports	William Rusnak	02/05/2020 08:50 AM MST	Dallas	Texas

Pricing

2/18/2020

Coal Creek Golf Course

QTY	MODEL	YEAR	TERMS	PRICE	EXTENDED PRICE
65	RXV Electric / Lead Acid	2020	Net 30 / Cash	$4,524.00	$294,060.00

INCLUDED ACCESSORIES			
Color: TBD / Customer Decision	AC Electric Power	Patented Intel Brake	Sun Canopy Top
Fold Down Windshield	Cooler & Bracket	Bag Cover Kit	Sand Bottles x 2
Wheel Covers	Message Holder	Custom Logo	USB Port
Battery Watering System	Sales Package		

Other Vehicles

QTY	MODEL	YEAR	TERMS	PRICE	EXTENDED PRICE
1	Hauler 800X w/ Picker Cage	2020	Net 30 / Cash	$8,590.00	$8,590.00

INCLUDED ACCESSORIES			
Color: TBD / Customer Decision	Gas Powered	Ball Picker Cage	Adapter
USB Port	Comfort Steering Wheel		

Any change to the accessory list must be obtained in writing at least 45 days prior to production date.

PURCHASE PROGRAM DETAILS

Trade value per car:

Total trade value: **$0.00**

Trade amount used to net down lease payment or purchase price:

Trade value returned as cash:

SPECIAL CONSIDERATIONS

E-Z-GO at its discretion reserves the right to offer an early fleet roll option. **Coal Creek Golf Course** must enter into a new lease or purchase agreement with E-Z-GO and the existing lease must be current and in good standing.

If awarded the new fleet of Golf Cars and Range Picker bid, Textron E-Z-GO will pay and satisfy City of Louisville / Coal Creek Golf Course last monthly payment of $9,138.96 to Wells Fargo

If awarded the new fleet of Golf Cars and Range Picker bid, Textron E-Z-GO will cover the cost of the returned freight for current existing fleet and range picker.

NOTE: All goods ordered in error by the Customer or goods the Customer wishes to return are subject to a restock fee. The restock fee is 3% of the original invoice value of the goods. Prices quoted above are those currently in effect and are guaranteed subject to acceptance within 45 days of the date of this proposal. Applicable state taxes, local taxes, and insurance are not included. Lease rates may change if alternate financing is required. Payment schedule(s) does not include any finance, documentation, or initiation fees that may be included with the first payment. All lease cars and trades must be in running condition and a fleet inspection will be performed prior to pick up. It is the club's responsibility to either repair damages noted or pay for the repairs to be completed. All electric cars must have a working charger. All pricing and trade values are contingent upon management approval.

Coal Creek Golf Course

E-Z-GO Division of Textron Inc.

WARNING: Operating, servicing, and maintaining a passenger vehicle or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to - www.P65Warnings.ca.gov/passenger-vehicle.

Accepted by: _____

Accepted by: _____

Title: _____

Title: _____

Date: _____

A Textron Company

Limited Warranty Terms and Conditions - RXV and TXT Fleet Vehicles

The Textron Specialized Vehicles (TSV) Division of Textron Inc. ("Company") provides that any new Model Year 2020 E-Z-GO RXV Fleet and TXT Fleet gasoline or lead-acid electric vehicle (the "Vehicles") and/or battery charger purchased from the Company, a Company affiliate, or an authorized Company dealer or distributor, or leased from a leasing company approved by the Company, shall be free from defects in material or workmanship under normal use and service (the "Limited Warranty"). This Limited Warranty with respect only to parts and labor is extended to the Original Retail Purchaser or the Original Retail Lessee ("Purchaser") for defects reported to the Company no later than the following warranty periods for the Vehicle parts and components set forth below (the "Warranty Period"):

Part or Component	Warranty Period
FRAME - WORKMANSHIP	LIFETIME
MAJOR SUSPENSION COMPONENTS - Steering Gearbox, steering column, shocks, struts and leaf springs	4 years
MAJOR ELECTRONICS – Electric motor, solid state speed controller and battery charger	4 years
LEAD ACID DEEP CYCLE BATTERY – TXT ELECTRIC MODELS: • Standard Battery • Standard Battery with optional water fill system	 Earlier of 4 years or 23,500 amp hours* Earlier of 4 years or 25,000 amp hours*
LEAD ACID DEEP CYCLE BATTERY – RXV ELECTRIC MODELS:	Earlier of 4 years or 25,000 amp hours*
GAS CAR BATTERY (Gas cars with added electrical loads must be equipped with heavy duty battery)	2 years
PEDAL GROUP - Pedal assemblies, brake assemblies, brake cables and motor brake	4 years
CANOPY SYSTEM - Canopy and canopy struts	4 years
SEATS - Seat bottom, seat back and hip restraints	3 years
POWERTRAIN – Gasoline engine, gasoline axle, engine air intake and exhaust system	4 years
POWERTRAIN – Electric axle	3 years
BODY GROUP – Front and rear cowls, side panels and instrument panel	3 years
OTHER ELECTRICAL COMPONENTS – Solenoid, limit switches, starter generator, voltage regulator, F&R switch, charger cord and charger receptacle	3 years
ALL OPTIONS AND ACCESSORIES - All options and accessories supplied by Company at time of purchase	2 years
ALL OTHER COMPONENTS - All other components supplied by Company at time of purchase	2 years
INITIAL ADJUSTMENTS – Initial alignment, adjustments, fastener retightening	90 Days

** Added electrical components not part of original Vehicle drive system equipment that consume equal to or more than .4 amps shall reduce the amp hour battery warranty by fifteen percent (15%). Added electrical components not part of original Vehicle drive system equipment that consume less than .4 amps shall reduce the amp hour battery warranty by ten percent (10%). See reverse for other battery warranty limitations, conditions and exceptions.*

The Warranty Period for all parts and components of the Vehicle other than Lead Acid Deep Cycle Batteries shall commence on the date of delivery to the Purchaser's location or the date on which the Vehicle is placed in Purchaser-requested storage.

The Warranty Period for Lead Acid Deep Cycle Batteries shall commence on the earliest of the date of:

- Vehicle delivery to the Purchaser's location,
- on which the Vehicle is placed in Purchaser- requested storage or
- that is one (1) year from the date of manufacture of the Vehicle.

Parts repaired or replaced under this Limited Warranty are warranted for the remainder of the length of the Warranty Period. This Limited Warranty applies only to the Purchaser and not to any subsequent purchaser or lessee without the prior written approval of the TSV Customer Care / Warranty Department.

EXCLUSIONS: Specifically **EXCLUDED** from this Limited Warranty are:

- routine maintenance items, normal wear and tear, cosmetic deterioration or electrical components damaged as a result of fluctuations in electric current;
- damage to or deterioration of a Vehicle, part or battery charger resulting from inadequate or improper maintenance, neglect, abuse, improper usage, accident or collision;
- damage resulting from installation or use of parts or accessories not approved by Company, including but not limited to subsequent failures of the Vehicle, other parts or the battery charger due to the installation and/or use of parts and accessories not approved by Company;
- warranty repairs made by other than a Company branch or an authorized and qualified Dealer designee. Warranty repairs by other than a Company branch or an authorized and qualified Dealer or designee shall void the Limited Warranty;
- damage or loss resulting from acts of nature, vandalism, theft, war or other events over which Company has no control;
- any and all expenses incurred in transporting the Vehicle to and from the Company or an authorized and qualified Dealer, distributor or designee for warranty service or in performing field warranty service; and
- any and all expenses, fees or duties incurred relative to inbound freight, importation, or customs.

THIS LIMITED WARRANTY MAY BE VOIDED OR LIMITED AT THE SOLE DISCRETION OF COMPANY IF THE VEHICLE AND/OR BATTERY CHARGER:

- shows indications that routine maintenance was not performed per the Owner's Manual, including but not limited to rotation of fleet, proper tire inflation, lack of charging, inadequate battery watering, use of contaminated water, loose battery hold downs, routine scheduled oil and filter changes, corroded battery cables and loose battery terminals;
- lacks an adequate number of operating battery chargers, uses unapproved battery chargers for the vehicle or uses extension cords with battery chargers;
- shows indications that the charger has been modified to charge vehicles not approved for the charger;
- gasoline vehicles fueled with unleaded gasoline containing more than 10% ethanol, E85 ethanol fuel or other non-recommended fuels, contaminated gasoline or other non-recommended lubricants;
- shows indications that the speed governor was adjusted or modified to permit the Vehicle to operate beyond Company specifications;
- shows indications it has been altered or modified in any way from Company specifications, including but not limited to alterations to the speed braking system, electrical system, passenger capacity or seating;
- has been altered to be used in an application other than a fleet golf vehicle such as a Personal Transportation Vehicle (PTV), utility vehicle, or other non-fleet golf vehicle
- has non-Company approved electrical accessories or electrical energy consuming devices installed on a gasoline powered Vehicle without installation of a heavy duty 12V battery; or
- is equipped with non-standard tires not approved by Company for the application.

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO EZGO.TXTSV.COM, OR WRITE TO TSV DIVISION OF TEXTRON INC., ATTENTION: TSV CUSTOMER CARE / WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

TSV P/N 646534G20

USE OF NON-APPROVED COMPANY PARTS AND ACCESSORIES: THIS LIMITED WARRANTY IS VOID WITH RESPECT TO ANY PROPERTY DAMAGE OR ADDITIONAL ENERGY CONSUMPTION ARISING FROM OR RELATED TO PARTS OR ACCESSORIES NOT MANUFACTURED OR AUTHORIZED BY THE COMPANY, OR WHICH WERE NOT INSTALLED BY THE COMPANY, ITS DEALERS OR DISTRIBUTORS, INCLUDING BUT NOT LIMITED TO NON-APPROVED GPS SYSTEMS, COOLING AND HEATING SYSTEMS, COMMUNICATION SYSTEMS, INFORMATION SYSTEMS, OR OTHER FORMS OF ENERGY CONSUMING DEVICES WIRED DIRECTLY OR INDIRECTLY TO THE VEHICLE BATTERIES.

REMEDY: Purchaser's sole and exclusive remedy under this Limited Warranty in the event of a defect in material or workmanship in the Vehicle, any part or component, or battery charger during the applicable Warranty Period is that E-Z-GO will, at its sole option, repair or replace any defective parts. If the Company elects to repair or replace a defective part, the Company may at its discretion provide a factory reconditioned part or new component from an alternate supplier. All replaced parts become the sole property of the Company. This exclusive remedy will not be deemed to have failed of its essential purpose so long as the Company has made reasonable efforts to repair or replace the defective parts.

DISCLAIMER: THIS LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED FOR THE VEHICLES AND BATTERY CHARGER AND IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH OTHER WARRANTIES BEING EXPLICITLY DISCLAIMED.

LIABILITY LIMITATIONS: IN NO CASE SHALL THE COMPANY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DEATH, PERSONAL INJURY OR PROPERTY DAMAGE ARISING FROM OR RELATED TO ANY ALLEGED FAILURE IN A VEHICLE OR BATTERY CHARGER, OR ANY DAMAGE OR LOSS TO THE PURCHASER OR ANY THIRD PARTY FOR LOST TIME, INCONVENIENCE OR ANY ECONOMIC LOSS, WHETHER OR NOT THE COMPANY WAS APPRISED OF THE FORSEEABILITY OF SUCH DAMAGES OR LOSSES. THE RIGHT OF PURCHASER TO RECOVER DAMAGES WITHIN THE LIMITATIONS SET FORTH IN THIS SECTION IS PURCHASER'S EXCLUSIVE ALTERNATIVE REMEDY IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT OF THE VEHICLE FAILS OF ITS ESSENTIAL PURPOSE. THE PARTIES AGREE THAT THIS ALTERNATIVE REMEDY WILL BE ENFORCEABLE EVEN IF THE LIMITED REMEDY OF REPAIR OR REPLACEMENT FAILS OF ITS ESSENTIAL PURPOSE. ANY LEGAL CLAIM OR ACTION ARISING THAT ALLEGES BREACH OF WARRANTY MUST BE BROUGHT WITHIN THREE (3) MONTHS FROM THE DATE THE WARRANTY CLAIM ARISES. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU.

WARNING: ANY MODIFICATION OR CHANGE TO THE VEHICLE OR BATTERY CHARGER WHICH ALTERS THE WEIGHT DISTRIBUTION OR STABILITY OF THE VEHICLE, INCREASES THE VEHICLE'S SPEED, OR ALTERS THE OUTPUT OF THE BATTERY CHARGER BEYOND FACTORY SPECIFICATIONS, CAN RESULT IN PROPERTY DAMAGE, PERSONAL INJURY OR DEATH. DONOTMAKEANYSUCHMODIFICATIONSORCHANGES. SUCH MODIFICATIONS OR CHANGES WILL VOID THE LIMITED WARRANTY. THE COMPANY DISCLAIMS RESPONSIBILITY FOR ANY SUCH MODIFICATIONS, CHANGES OR ALTERATIONS WHICH WOULD ADVERSELY IMPACT THE SAFE OPERATION OF THE VEHICLE OR BATTERY CHARGER.

LEAD ACID DEEP CYCLE BATTERY WARRANTY LIMITATIONS, CONDITIONS AND EXCEPTIONS:

- The amp hour Warranty Period for electric Vehicle batteries is as recorded by the Vehicle's controller.
- Claims for battery warranty replacement require specific testing, as specified by the TSV Customer Care / Warranty Department. The Company, or an authorized Company dealer or distributor, should be contacted to obtain a copy of the required tests, which must be performed and corrected for temperature, based upon BCI (Battery Council International) recommendations.
- **NON-FACTORY INSTALLED PARTS OR ACCESSORIES INSTALLED DIRECTLY TO LESS THAN THE COMPLETE VEHICLE BATTERY PACK WILL VOID THE WARRANTY FOR THE ENTIRE BATTERY PACK.**
- **ALL NON-FACTORY INSTALLED ACCESSORIES REQUIRE THE INSTALLATION AND USE OF A COMPANY APPROVED DC TO DC CONVERTER THAT USES ENERGY FROM ALL BATTERIES.**
- **Electric Vehicle storage facilities must provide the following:**
  - ample electrical power to charge all Vehicles and allow the charger to shut off automatically;
  - battery chargers must each have an independent dedicated 15 amp circuit;
  - each battery charger must be connected to its circuit with at minimum a NEMA 15-5R three-pin receptacle;
  - five (5) air exchanges per hour in the charging facility;
  - if the facility utilizes an electrical energy management system, the timer must be set to have available fourteen (14) hours of electricity; and
  - one (1) functional charger for each Vehicle in the fleet with a proper electrical supply as specified above.

OTHER COMPANY RIGHTS:

- Company may perform vehicle inspections (directly or through assigned E-Z-GO representatives) through the term of the warranty period.
- Company may improve, modify or change the design of any Company vehicle, part or battery charger without being responsible to modify previously manufactured vehicles, parts or battery chargers.
- Company may audit and inspect the Purchaser's facility, maintenance records and its Vehicles by a Company representatives prior to approving a warranty claim and may contract with a third party to evaluate the Purchaser's storage facilities, fuel storage tanks and/or batteries.
- THE WARRANTY FOR ALL VEHICLES IN A FLEET SHALL BE VOIDED IF DATA SUBMITTED FOR AN INDIVIDUAL VEHICLE WARRANTY CLAIM CONTAINS **AUTHORITY:** No Company employee, dealer, distributor or representative, or any other person, has any authority to bind the Company beyond the terms of this Limited Warranty without the express written approval of the TSV Customer Care / Warranty Department.

EMISSIONS CONTROL WARRANTY: The Vehicle may also be subject to an emissions control warranty, as required by the U.S. Environmental Protection Agency and California Air Resources Board, which is provided in a separate Statement with the Vehicle.

Limited Warranty Terms and Conditions – RXV and TXT ELiTE Fleet Vehicles

Textron Specialized Vehicles Inc. ("Company") provides that any new Model Year 2020 E-Z-GO RXV Fleet and TXT Fleet Elite electric vehicle (Vehicles factory equipped with a lithium battery pack) (the "Vehicles") and/or the battery charger for the Vehicle's lithium battery pack purchased from the Company, a Company affiliate, or an authorized Company dealer or distributor, or leased from a leasing company approved by the Company, shall be free from defects in material or workmanship under normal use and service (the "Limited Warranty"). This Limited Warranty with respect only to parts and labor is extended to the Original Retail Purchaser or the Original Retail Lessee ("Purchaser") for defects reported to the Company no later than the following warranty periods for the Vehicle parts and components set forth below (the "Warranty Period"):

Part or Component	Warranty Period
FRAME - WORKMANSHIP	LIFETIME
SUSPENSION - Steering Gearbox, steering column, shocks and leaf springs	4 Years
MAJOR ELECTRONICS – Electric motor, solid state speed controller	4 Years
LITHIUM BATTERY SYSTEM – Battery pack, battery management system, battery charger, and charger receptacle	5 Years
PEDAL GROUP - Pedal assemblies, and motor brake	4 Years
SEATS - Seat bottom, seat back and hip restraints	4 Years
CANOPY SYSTEM - Canopy and canopy struts	4 Years
POWERTRAIN – Electric axle	3 Years
BODY GROUP – Front and rear cowls, side panels and instrument panel	3 Years
OTHER ELECTRICAL COMPONENTS – Solenoid, limit switches, DC/DC converter, F&R switch, charger cord, wiring harness	3 Years
ALL REMAINING COMPONENTS - All options and accessories supplied by E-Z-GO at time of delivery, and all components not specified elsewhere	2 Years
INITIAL ADJUSTMENTS – Initial alignment, adjustments, fastener tightening	90 days

The Warranty Period for all parts and components of the Vehicle other than Lithium Batteries shall commence on the date of delivery to the Purchaser's location or the date on which the Vehicle is placed in Purchaser-requested storage. The Warranty Period for Lithium Batteries shall commence on the earliest of the following dates:

- of Vehicle delivery to the Purchaser's location,
- on which the Vehicle is placed in Purchaser- requested storage or
- that is sixty (60) days from the date of sale or lease of the Vehicle by the Company to an authorized Company dealer or distributor.

Parts repaired or replaced under this Limited Warranty are warranted for the remainder of the length of the original Warranty Period. This Limited Warranty applies only to the Purchaser and not to any subsequent purchaser or lessee without the prior written approval from the Director of the Company's Customer Care / Warranty Department.

EXCLUSIONS: Specifically **EXCLUDED** from this Limited Warranty are:

- routine maintenance items, normal wear and tear, cosmetic deterioration or electrical components damaged as a result of fluctuations in electric current;
- damage to or deterioration of a Vehicle, part or battery charger resulting from an accident or collision, or from the neglect, abuse, or inadequate maintenance of the Vehicles;
- damage resulting from installation or use of parts or accessories not approved by Company, including but not limited to subsequent failures of the Vehicle, other parts or the battery charger due to the installation and/or use of parts and accessories not approved by Company;
- warranty repairs performed by someone other than a Company branch or an authorized and qualified Dealer designee. Warranty repairs performed by someone other than a Company branch or an authorized and qualified Dealer or designee shall void the Limited Warranty;
- damage or loss resulting from acts of nature, vandalism, theft, war or other events over which Company has no control;
- any and all expenses incurred in transporting the Vehicle to and from the Company or an authorized and qualified Dealer, distributor or designee for warranty service or in performing field warranty service; and
- any and all expenses, fees or duties incurred relative to inbound freight, importation, or customs.

THIS LIMITED WARRANTY MAY BE VOIDED OR LIMITED AT THE SOLE DISCRETION OF COMPANY IF THE VEHICLE AND/OR BATTERY CHARGER:

- shows indications that routine maintenance was not performed in accordance with the Owner's Manual provided with the Vehicle, including but not limited to rotation of fleet, proper tire inflation, and lack of charging;
- shows indications that non-recommended lubricants were applied to the Vehicle and any part thereof;
- shows indications that the speed governor was adjusted or modified to permit the Vehicle to operate beyond Company specifications;
- shows indications that it has been altered or modified in any way from Company specifications, including but not limited to alterations to the speed braking system, electrical system, passenger capacity or seating;
- has been altered to be used or operated outside of Company approved applications, specified environments or performance conditions;
- is equipped with tires not expressly approved by Company for use with the Vehicles;
- lacks an adequate number of operating battery chargers, or uses unapproved battery chargers for the Vehicle or uses extension cords with battery chargers;
- shows indication that the battery charger has been modified to charged vehicles not approved for the charger;
- has electrical accessories that are not manufactured or sold by the Company for use with the Vehicle or any electrical energy consuming devices installed directly to the battery pack;
- shows indications that the battery pack was disassembled, opened, or tampered with in any way;
- shows indications that attempts may have been made to intentionally reduce the battery pack life;
- contain lithium battery packs that are not paired with the battery management system as supplied by the Company;

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO EZGO.TXTSV.COM, OR WRITE TO TEXTRON SPECIALIZED VEHICLES INC., ATTENTION: TSV CUSTOMER CARE / WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

TSV P/N 657284G20

MODEL YEAR 2020

Length of Storage and Operation Limitations Condition	Temperature
3 MONTHS STORAGE ONLY, ALL ACCESSORIES TURNED OFF. DO NOT USE IMMEDIATELY AFTER LONG TERM EXTREME TEMPERATURE STORAGE. RETURN MODULE TEMPERATURE RANGE TO 50°F(10°C) AND 95°F (35°C)	-22°F (-30°C) AND -4°F (-20°C)
STORE UP TO ONE MONTH AT 30%-50% CHARGE, ALL ACCESSORIES TURNED OFF.	113°F (45°C) AND 140°F (60°C)
STORE UP TO SIX MONTHS AT 100% BATTERY CHARGE, ALL ACCESSORIES TURNED OFF.	BETWEEN -4°F (-20°C) AND 113°F (45°C)
OPERATION OF VEHICLE NOT ALLOWED	BELOW -4°F (-20°C) OR ABOVE 140°F (60°C)

USE OF NON-APPROVED PARTS AND ACCESSORIES: THIS LIMITED WARRANTY SHALL NOT APPLY TO ANY PROPERTY DAMAGE OR ADDITIONAL ENERGY CONSUMPTION ARISING FROM OR RELATED TO PARTS OR ACCESSORIES NOT MANUFACTURED OR EXPRESSLY AUTHORIZED BY THE COMPANY, OR WHICH WERE NOT INSTALLED BY THE COMPANY, ITS DEALERS OR DISTRIBUTORS, INCLUDING BUT NOT LIMITED TO GPS SYSTEMS, COOLING AND HEATING SYSTEMS, COMMUNICATION SYSTEMS, INFORMATION SYSTEMS, OR OTHER FORMS OF ENERGY CONSUMING DEVICES WIRED DIRECTLY OR INDIRECTLY TO THE VEHICLE BATTERIES.

REMEDY: Purchaser's sole and exclusive remedy under this Limited Warranty in the event of a defect in material or workmanship in the Vehicle, any part or component, or battery charger during the applicable Warranty Period is that Company will, at its sole option, repair or replace any defective parts. For such warranty repairs or replacements, the Company may, at its discretion, provide factory reconditioned parts or new components from alternate suppliers. All replaced parts become the sole property of the Company. This exclusive remedy will not be deemed to have failed of its essential purpose so long as the Company has made reasonable efforts to repair or replace the defective parts.

DISCLAIMER: THIS LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY PROVIDED FOR THE VEHICLES AND BATTERY CHARGER AND IS MADE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL SUCH OTHER WARRANTIES BEING EXPLICITLY DISCLAIMED.

LIABILITY LIMITATIONS: IN NO CASE SHALL THE COMPANY BE LIABLE FOR INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DEATH, PERSONAL INJURY OR PROPERTY DAMAGE ARISING FROM OR RELATED TO ANY ALLEGED FAILURE IN A VEHICLE OR BATTERY CHARGER, OR ANY DAMAGE OR LOSS TO THE PURCHASER OR ANY THIRD PARTY FOR LOST TIME, INCONVENIENCE OR ANY ECONOMIC LOSS, WHETHER OR NOT THE COMPANY WAS APPRISED OF THE FORSEEABILITY OF SUCH DAMAGES OR LOSSES. ANY LEGAL CLAIM OR ACTION ARISING THAT ALLEGES BREACH OF WARRANTY MUST BE BROUGHT WITHIN THREE (3) MONTHS FROM THE DATE THE WARRANTY CLAIM ARISES. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS AND YOU MAY HAVE OTHER RIGHTS WHICH VARY FROM STATE TO STATE. SOME STATES DO NOT ALLOW THE EXCLUSION OF INCIDENTAL DAMAGES OR LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY MAY LAST, SO THE ABOVE EXCLUSIONS AND LIMITATIONS MAY NOT APPLY TO YOU

WARNING: ANY MODIFICATION OR CHANGE TO THE VEHICLE OR BATTERY CHARGER WHICH ALTERS THE WEIGHT DISTRIBUTION OR STABILITY OF THE VEHICLE, INCREASES THE VEHICLE'S SPEED, OR ALTERS THE OUTPUT OF THE BATTERY CHARGER BEYOND FACTORY SPECIFICATIONS, CAN RESULT IN PROPERTY DAMAGE, PERSONAL INJURY OR DEATH. DONOTMAKEANYSUCHMODIFICATIONSORCHANGES. SUCH MODIFICATIONS OR CHANGES WILL VOID THIS LIMITED WARRANTY. THE COMPANY DISCLAIMS RESPONSIBILITY FOR ANY SUCH MODIFICATIONS, CHANGES OR ALTERATIONS WHICH WOULD ADVERSELY IMPACT THE SAFE OPERATION OF THE VEHICLE OR BATTERY CHARGER.

LITHIUM BATTERY WARRANTY LIMITATIONS, CONDITIONS AND EXCEPTIONS:

- Claims for battery replacement require specific testing, as specified by Company's Customer Care / Warranty Department. The Company, or an authorized Company dealer or distributor, should be contacted to obtain a copy of the required tests.
- **IF IT IS DETERMINED THAT PARTS OR ACCESSORIES WERE INSTALLED DIRECTLY TO THE VEHICLE'S BATTERY PACK WITHOUT THE COMPANY'S EXPRESS WRITTEN APPROVAL, THEN THE WARRANTY FOR THE BATTERY PACK AND THE BATTERY MANAGEMENT SYSTEM SHALL BE VOID.**
- **ALL NON-48 VOLT AND/OR NON-FACTORY INSTALLED ACCESSORIES REQUIRE THE INSTALLATION AND USE OF A COMPANY APPROVED DC TO DC CONVERTER THAT USES ENERGY FROM ALL BATTERIES.**
- **Electric Vehicle storage facilities must provide the following:**
  - ample electrical power to charge all Vehicles and allow the charger to shut off automatically;
  - battery chargers must each have an independent dedicated 15 amp circuit;
  - each battery charger must be connected to its circuit with at minimum a NEMA 15-5R three-pin receptacle;
  - one (1) functional charger for each Vehicle in the fleet with a proper electrical supply as specified above; and
  - BATTERY CHARGERS MUST BE THE COMPANY APPROVED CHARGERS FOR LITHIUM BATTERY PACK VEHICLES.

OTHER COMPANY RIGHTS:

- Company may perform semi-annual vehicle inspections (directly or through assigned Company representatives) through the term of any fleet lease.
- Company may improve, modify or change the design of any Company vehicle, part or battery charger without being responsible to modify previously manufactured vehicles, parts or battery chargers.
- Company may audit and inspect the Purchaser's facility, maintenance records and its Vehicles prior to approving any warranty claim; furthermore, Company may use a third party to perform such audit or inspection of the Purchaser's storage facilities, and/or batteries.
- THE WARRANTY FOR ALL VEHICLES IN A FLEET SHALL BE VOIDED IF DATA SUBMITTED FOR AN INDIVIDUAL VEHICLE WARRANTY CLAIM CONTAINS FALSE OR MISLEADING INFORMATION.

AUTHORITY: No Company employee, dealer, distributor or representative, or any other person, has any authority to bind Company to any modifications of the terms and conditions of this Limited Warranty without the express written approval from the Director of the Company's Customer Care / Warranty Department.

FOR FURTHER INFORMATION, CALL 1-800-774-3946, GO TO EZGO.TXTSV.COM, OR WRITE TO TEXTRON SPECIALIZED VEHICLES INC., ATTENTION: TSV CUSTOMER CARE / WARRANTY DEPARTMENT, 1451 MARVIN GRIFFIN ROAD, AUGUSTA, GEORGIA 30906 USA.

TSV P/N 657284G20

ADDENDUM
E-Z-GO Pricing and Limited Warranty Terms and Conditions
Coal Creek Golf Course, City of Louisville, Colorado

This Addendum is attached to and made part of the **Pricing and Limited Warranty Terms and Conditions** dated _____ ____, 20__ ("Agreement") by and between **E-Z-GO Textron Inc.**, d.b.a. E-Z-GO Division of Textron Inc. ("Company") and the **City of Louisville, Colorado** ("Purchaser").

WHEREAS, Company and Purchaser by this Addendum desire to amend the Agreement as set forth herein;

NOW THEREFORE, Company and Purchaser hereby agree to the following additions to the Agreement, and hereby agree **the provisions of this Addendum shall control in the event of any conflict**:

1. There is hereby added to the Pricing and Limited Warranty Terms and Conditions the following clause:

> Company shall bear the full risk of loss, damage, destruction or seizure of the Vehicles at all times prior to acceptance of the Vehicles by Purchaser, including but not limited to the period during which the Vehicles are in transit for delivery to Purchaser. Acceptance by Purchaser shall occur at the time Purchaser signs the Delivery & Acceptance Certificate provided by Company.

2. Each of the persons signing below on behalf of any party hereby represents and warrants that such person is signing with full and complete authority to bind the party on whose behalf of whom such person is signing, to each and every term of this Addendum.

THIS ADDENDUM ACCEPTED AND AGREED TO BY:

Textron Inc.

Signature:_____

Name:_____

Title:_____

City of Louisville, Colorado

_____
Ashley Stolzmann, Mayor

Attestation for City of Louisville, Colorado

_____
Meredyth Muth, City Clerk

CITY COUNCIL COMMUNICATION
AGENDA ITEM 5G

SUBJECT: **APPROVAL FOR PURCHASE OF QWIKSALT FROM COMPASS MINERAL**

DATE: **MARCH 03, 2020**

PRESENTED BY: **KURT KOWAR, P.E., PUBLIC WORKS DIRECTOR**

SUMMARY:
Public Works Operations Division is requesting a sole source purchase of Qwiksalt for the City's 2020 snow removal program. This purchase from Compass mineral is for the Purchase of Complex Chloride (Qwiksalt) in order to continue providing safe Roadways during snow storm events. Compass Minerals quote is on a per ton delivered price basis for $79.80/ton.

Qwiksalt is a key component of snow removal operations on major roads, arterials roads, collector roads and problem spots. This product provides effective de-icing capabilities and helps keep our roads safe.

Compass Mineral is the only supplier for Qwiksalt making it a sole source purchase. Qwiksalt provides better results by working at lower temperatures and is purchased at a much lower price than our previous material slicer. Qwiksalt is also not treated with other chemicals making it safer for the environment.

FISCAL IMPACT:
The Operations Division recommends utilizing $63,000 budgeted for 2020 Complex Chloride (Qwiksalt) purchase from account 101433-524360, Snow & Ice Removal

PROGRAM/SUB-PROGRAM IMPACT:
Safe traveling conditions for pedestrians and motorists; cost effective snow and ice control services; assist police, Fire and Emergency Medical Services in fulfilling their duties; safe passable streets, school bus routes and hard surface trails; safe access to City facilities; and snow cleared within 24 hours from sidewalks that are the City's responsibility.

A safe well-maintained, effective and efficient multi-modal transportation system at a reasonable cost.

RECOMMENDATION:
Approve staff to initiate a purchase of Qwiksalt within the 2020 budget year.

ATTACHMENTS:
1. Compass Mineral 2019-2020 Agreement

STRATEGIC PLAN IMPACT:

☐	Financial Stewardship & Asset Management	☒	Reliable Core Services
☐	Vibrant Economic Climate	☐	Quality Programs & Amenities
☐	Engaged Community	☐	Healthy Workforce
☐	Supportive Technology	☐	Collaborative Regional Partner

Compass Minerals

Sold-To ("Buyer"):

Micheal Cleveland
City of Louisville
1600 Empire Rd
Louisville, CO 80027

Date: October 04, 2019
Document: 161253
Tel: (303) 335-4757
Fax: (303) 335-4550
Email: michaelc@louisvilleco.gov
Customer #: H910608
Preferred: Email

Compass Minerals America Inc. ("Seller") / Quotation for bulk de-icing salt (the "Product")

Quantity (TN)	Delivery Location	Price Per Ton (USD)	
~~500~~ 900 Reserve: 0	City of Louisville 739 So. 104th Street (NW Corner of 104th st. & Dillon Rd.) Louisville, CO 80027 Destination #: H966723 Delivery Lead Time: 3 days	79.80 Deliver	Depot: Denver - UPDS Product: BULK QWIKSALT (85051) Mode of Transport: DUMP (END OR BOTTOM) Distance: 14.3 Miles

~Subject to prior sale
~ An active order must be placed a minimum of one day prior to shipment.

Buyer commits to purchasing 70% of the total Quantity listed above and to commence receiving deliveries of the Product no later than December 31. Seller may decline any orders for any reason impacting its ability to ship the Product, including (but not limited to) the availability of the Product, conditions at the terminal or production facilities, or weather conditions. The Buyer will be invoiced for any tons not taken up to the 70% (unless Seller has declined to deliver those tons).

Price(s) effective through Tuesday, 31 Mar 2020

Buyer agrees to pay Seller for the Product in accordance with the price and payment terms stated above and on the reverse side of this Quotation. In the event of any direct conflict between the terms stated above and the terms on the reverse side of this Quotated, the terms stated above will

Terms are NET 30 days from shipment with approved credit.

* This Quotation is open for acceptance for 30 days following date of issue, and supersedes any and all previous proposals and contracts. This Quotation must be signed indicating acceptance to be valid.
* Delivered price(s) via dump and based on full truck load quantities.
* Seller does not commit to a specific delivery lead time. Any lead time or amount specified above is an estimated target only. Product availability is at Seller's discretion and may take into account the delivery dates, pick-up dates and quantities of past purchases.
* Product is for bulk end use only and is not intended for blending or packaging without prior consent.
* Applicable taxes extra
* Compass Minerals America Inc. has no obligation to store the Product after 31 Mar 2020, but if it chooses to make storage available it will be for a fee of $5 per month per ton.

Thank you for the opportunity to quote on your bulk de-icing salt needs.

Accepted By:
Signature: Michael Cleveland
Title: Operations Manager
Name: Michael Cleveland
Date: 10/4/2019

Joel Gerdes
Sales Manager 800-323-1641 x 9360
Compass Minerals America Inc.

Please sign and return by fax to 913-338-7945 or e-mail highwaygroup@compassminerals.com or by mail
Order placement and inquiries Monday through Friday - 7:00 am to 5:00 pm.

9900 W. 109th Street, Suite 600, Overland Park, KS 66210

Terms and Conditions of Sale

1. PARTIES. "Seller" is identified in the "Remit To", "From", or similar section of the invoice, quotation, order or similar document issued by Seller to which these Terms and Conditions of Sale relate or are attached, or "Seller" is as otherwise defined in such document. "Buyer" is identified in the "Sold To" or similar section of the invoice, quotation, order or similar document issued by Seller to which these Terms and Conditions of Sale relate or are attached. "Product" is described and identified in the invoice, quotation, order or similar document issued by Seller to which these Terms and Conditions of Sale relate or are attached. All applicable invoices, orders, quotations and these Terms and Conditions of Sale are referred to collectively as this "Agreement".

2. OFFER. No terms in Buyer's bid, purchase order or other form shall be binding upon Seller. Seller rejects additional/different terms in such Buyer's documents. SELLER"S OFFER IS EXPRESSLY LIMITED TO AND CONDITIONED UPON BUYER"S ACCEPTANCE OF THIS AGREEMENT.

3. PRICES; TAXES. EXCEPT AS OTHERWISE SPECIFIED IN THIS AGREEMENT, PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. AMOUNTS DUE WILL BE INVOICED, UNLESS OTHERWISE SPECIFIED IN THIS AGREEMENT, AT SELLER"S PRICE IN EFFECT ON THE SCHEDULED DATE OF SHIPMENT. Prices on the invoicing document are net of all applicable discounts and promotional allowances. References to "tons" mean short tons (2000 lbs.) unless otherwise specified. Any tax or other governmental charges now or hereafter levied upon production, severance, manufacture, delivery, storage, consumption, sale, use or shipment of the Product are not included in Seller"s price and Buyer is solely responsible for all such taxes and charges.

4.CANCELLATION. Orders, deliveries and pick-ups may be canceled by Buyer only upon: (a) written or oral notice to Seller and accepted in writing by Seller, and (b) payment to Seller of reasonable cancellation charges to be solely determined by Seller.

5. PAYMENT; CREDIT; PAST DUE ACCOUNTS. Buyer will make payment to Seller at the time and in the currency specified on Seller"s quotation or invoicing document. Seller may, in its sole judgment, require such other payment terms as Seller deems appropriate, including full or partial payment in advance of shipment or by letter of credit. Credit payment terms must have the prior approval of Seller"s Credit Department and must be specified in writing on Seller"s invoicing document. Whenever reasonable grounds for insecurity arise with respect to due payment from Buyer or with respect to Buyer"s financial condition generally, Seller reserves the right to stop shipment on notification to Buyer and to demand payment in advance or at the time of delivery or pick-up or require reasonable assurance of payment, and in the absence thereof, to cancel, without liability, further deliveries of the Product. A finance charge of the lesser of 1.5% per month (18% - APR) or the highest rate permitted by law will be assessed on all past due accounts. Interest charged on a past due invoice will be assessed from the date of the invoice. Amounts owed by Buyer for which there is no dispute will be paid without set-off for any amounts that Buyer may claim are owed by Seller. Buyer agrees to reimburse Seller for all attorney fees and court costs in connection with default of these payment terms by Buyer.

6.DELAYS. All orders, deliveries and pick-ups are subject to Seller"s ability to make the Product available at the time and in the quantities specified, and Seller shall not be liable for damages for failure to make the Product available in whole or in part or at any specific time. Seller shall not be liable for delays or defaults in delivery or making the Product available for pick-up caused by forces or events not reasonably within Seller's control (such forces and events include, without limitation, delays or defaults by carriers; extreme cold weather; partial or total failure of Seller"s intended production; transportation or delivery facilities; floods, fires, storms, or other acts of God; war, an act of public enemy, or civil disturbance; strikes; lock-outs; shortages of labor or raw materials and supplies (including fuel); acts or omissions of Buyer; action of any governmental authority; or any other force majeure event). Buyer shall be liable for any added expenses incurred by Seller because of Buyer's delay in furnishing requested information to Seller, delays resulting from changes requested by Buyer, or delay in unloading shipments at the delivery point that are the fault of Buyer.

7.SHIPMENT COSTS/TRANSPORTATION MATTERS. Unless otherwise specified on Seller"s invoicing document, all transportation charges, including, without limitation, Seller"s and carrier"s charges for notification prior to delivery, demurrage, switching, detention, delay in unloading, diversion, or reconsignment shall be the sole responsibility of Buyer. Buyer will assume title and risk of loss concurrently in accordance with Seller"s invoicing document. ON PASSAGE OF TITLE, BUYER IS THEN RESPONSIBLE FOR PROPER PROTECTION OF THE PRODUCT AND COMPLIANCE WITH ALL LAWS, RULES AND REGULATIONS APPLICABLE TO THE STORAGE, USE, AND HANDLING OF THE PRODUCT AND WILL INDEMNIFY SELLER AGAINST ALL CLAIMS FOR PERSONAL INJURIES OR PROPERTY DAMAGE ARISING FROM THE STORAGE, USE OR HANDLING OF THE PRODUCT. Claims for damage or shortage in transit must be made by Buyer against the carrier. Buyer has the responsibility to inspect shipments before or during unloading to identify any such damage or shortage and see that appropriate notation is made on the delivery tickets or an inspection report furnished by the local agent of the carrier in order to support a claim. If railcars are used to deliver the Products, upon transfer of the Product"s risk of loss to Buyer, Buyer is solely responsible for the care, condition, damage or loss of railcars until the railcars are released empty by Buyer to the rail carrier. Without Seller"s prior written approval, neither Buyer nor any of its employees or agents will divert or export any such railcar to anywhere outside the continental U.S. Even with such approval, Buyer remains fully responsible for and shall promptly reimburse Seller for all claims, losses, costs, expenses, liabilities, penalties, demands and taxes directly caused by or incidental to such use of the railcars by Buyer.

8.WARRANTY/TIME FOR MAKING CLAIMS. Seller warrants only that it will convey good title to the Product Buyer receives and that, at the time of shipment, the Product will conform to the published specifications of Seller. Seller"s specifications are subject to change at any time without notice to Buyer. NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IS MADE BY SELLER AND SELLER HEREBY DISCLAIMS ALL SUCH OTHER WARRANTIES, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. Buyer must notify Seller of any claim with respect to the Product, the warranty, or any other claim under this Agreement within thirty (30) days of receipt of the Product or such claim is waived. In the event of an alleged breach hereof by Seller, the sole remedy available to Buyer on account of any defect in the Product shall be limited to the replacement of such defective Product by Seller. In the event the remedy provided herein shall be deemed to have failed its essential purpose, then Buyer shall be entitled only to a refund of the amounts paid to Seller attributable to such defective Product that Buyer receives. Subject to the notification of claim provision above, no action for breach of the contract for sale or otherwise with respect to the Product will be commenced more than one (1) year after such cause of action accrues.

9.LIMITATION OF LIABILITY. TO THE FULLEST EXTENT PERMITTED BY LAW, SELLER"S LIABILITY FOR ANY CLAIM ARISING UNDER OR IN CONNECTION WITH THIS AGREEMENT WILL BE LIMITED TO THE NET PURCHASE PRICE ACTUALLY PAID TO SELLER ATTRIBUTABLE TO THE PRODUCT INVOLVED. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES FOR ANY CLAIM, EVEN IF SUCH CLAIM IS THE RESULT OF SELLER"S OWN NEGLIGENCE. Buyer assumes all risks and liability for any damage, loss, or penalty resulting from the use of the Product delivered hereunder in manufacturing processes of Buyer or in combination with other substances or otherwise.

10. INDEMNIFICATION. TO THE FULLEST EXTENT PERMITTED BY LAW, BUYER SHALL INDEMNIFY, HOLD HARMLESS AND DEFEND SELLER AND ITS AFFILIATES AND THEIR RESPECTIVE PRESENT OR FUTURE EMPLOYEES, OFFICERS, DIRECTORS, SHAREHOLDERS, INSURERS, AGENTS AND REPRESENTATIVES (COLLECTIVELY, "INDEMNIFIED PARTIES"), FROM ALL CLAIMS, LIABILITIES, DAMAGES, DEATH (INCLUDING, WITHOUT LIMITATION, DEATH OF SELLER"S EMPLOYEES), SUITS, PROCEEDINGS, COSTS AND EXPENSES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEYS" FEES), FINES, AND PENALTIES (COLLECTIVELY, "LOSSES"), IN CONNECTION WITH THIS AGREEMENT REGARDLESS OF CAUSE ("BUYER"S INDEMNIFICATION OBLIGATION"). TO THE FULLEST EXTENT PERMISSIBLE BY LAW, BUYER"S INDEMNIFICATION OBLIGATION APPLIES EVEN IF LOSSES ARE THE RESULT OR ALLEGED RESULT OF THE NEGLIGENCE, ACTIVE OR OTHERWISE, OF THE INDEMNIFIED PARTIES.

11. SECURITY INTEREST. Buyer grants to Seller, and Seller retains, a security interest in the Product and the proceeds thereof, until the purchase price therefor is fully paid. Seller may file any financing statements and give notice of such security interest to third parties as Seller may determine to be necessary to perfect such security interest.

12. VALID CONTRACT. Buyer warrants and represents that (a) this Agreement is a valid and enforceable contract, (b) proper authorization has been obtained for Buyer to enter into this Agreement, and (c) each individual executing this Agreement on behalf of Buyer is properly authorized to bind Buyer to the terms of this Agreement. Buyer agrees that Seller negotiated and dealt with Buyer in good faith in entering into this Agreement, and that the Product price determined by this Agreement is fair and reasonable. Payment for Products received through the notice date will not limit, in any respect, Seller"s ability to recover additional amounts from Buyer for damages incurred as a result of Buyer"s breach of this Agreement or the warranties and representations made by Buyer in this Agreement.

13. PROCUREMENT AND BIDDING. Buyer warrants and represents that Buyer has fully complied with all procurement and bidding laws, rules, regulations and procedures, if applicable. In the event Buyer claims that this Agreement, the underlying transaction or any provision thereof is invalid or void due to Buyer"s failure to comply with any applicable requirements under state or local laws related to procurement or bidding, or in the event Buyer fails to obtain any authorization required to enter into this Agreement, Buyer agrees that it will timely submit payment, at the price stated in this Agreement, for all Products received through and including the date that it provides written notice to Seller of such failure. In the event that Buyer provides written notice to Seller of failure to comply with applicable laws related to procurement or bidding, or in the event Buyer fails to obtain any authorization required to enter into this Agreement, the parties agree that Seller will immediately cease performing under this Agreement and will provide Buyer with no further Products unless and until both parties agree in a writing separate from this Agreement.

14. EXPORT CONTROLS AND REGULATION: With regard to any Product that is of U.S. origin, Buyer acknowledges that export or reexport of any product provided by Seller is subject to U.S. export regulations. Buyer represents and warrants that it is not on, or associated with any organization on the U.S. Department of Commerce's Bureau of Industry and Security's Denied Persons List or Unverified List; or any prohibited party list maintained by the U.S. Department of the Treasury's Office of Foreign Assets Control, the U.S. Department of Commerce, or the U.S. Department of State. Buyer shall not export or reexport any Compass Minerals products to any prohibited party or to any restricted country.

15. LEGAL COMPLIANCE. Buyer and its employees, representatives, and agents will: (a) comply with all applicable federal, state, provincial, local and foreign laws and regulations of any governments, governmental bodies or regulatory agencies including, without limitation, export control laws, the U.S. Foreign Corrupt Practices Act and the U.S. Patriot Act, as amended from time to time (collectively, the "Laws"); (b) will not subject Seller to any claim, penalty or loss of benefits under the Laws; and (c) will cooperate with Seller in any audit or inspection relating to the Laws. Upon Seller"s request, Buyer will deliver a certificate to Seller in a form provided by Seller, certifying such matters as requested by Seller, as required by the Laws, or pertaining to Buyer"s intended use of the Product as represented to Seller.

16. MISCELLANEOUS. Matters arising out of or in connection with this Agreement or a sale contemplated in connection with this Agreement will be governed by the laws of the state of Kansas, USA without regard to conflicts of law rules, and Buyer and Seller consent to the jurisdiction of Johnson County, Kansas courts. The United Nations Convention on the International Sale of Goods shall not apply to the transactions under this Agreement. The parties have expressly required that this Agreement and all documents and notices relating hereto be drafted in English. Buyer shall not assign this Agreement without Seller"s prior written consent. This Agreement constitutes the entire agreement regarding the subject matter hereof, no modification may be made, unless in writing and signed by the parties; and no acknowledgment or acceptance of Buyer"s purchase order or other forms containing different, additional, or conflicting terms shall have force or effect. Seller"s failure to enforce any provision of this Agreement will not be a waiver of its right to enforce such provision or any other provision then or thereafter. Any provision intended to survive including, without limitation, Sections 7 through 15 (inclusive), shall survive this Agreement"s termination or expiration and the consummation of the transactions contemplated hereunder. In the event any provision or part of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, only that particular provision or part so found, and not the entire Agreement, will be inoperative.

CITY COUNCIL COMMUNICATION
AGENDA ITEM 5H

SUBJECT: **APPROVAL OF 2020 ANNUAL FUEL PURCHASE**

DATE: **MARCH 03, 2020**

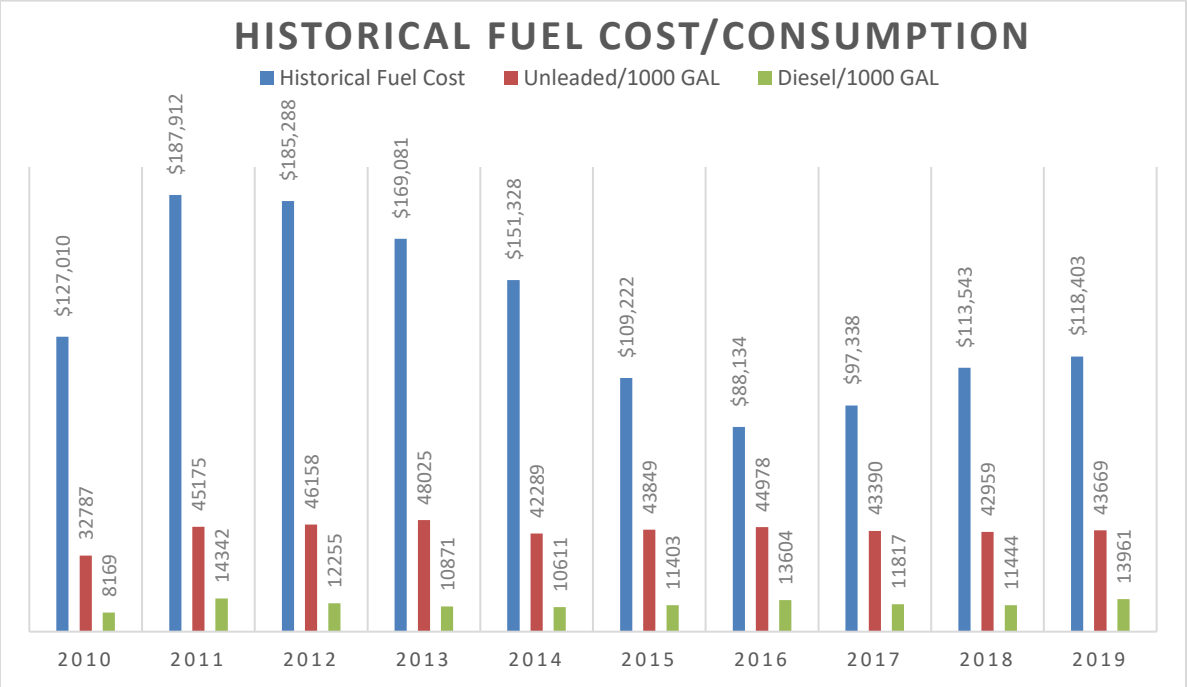
PRESENTED BY: **KURT KOWAR, P.E., PUBLIC WORKS DIRECTOR**

SUMMARY:
The Public Works Operations Division purchases gasoline and diesel fuel on a monthly basis throughout the year for the City vehicle fleet.

The supplier for the City's fuel is selected based upon the lowest bid available for the Colorado Municipal Assembly of Procurement Officials (MAPO). This bid, is currently RFP-17-50-MAPO, and was advertised in 2017 with Hill Petroleum as the successful bidder for Fuel Delivery Services. Louisville as a member of MAPO is able to participate under the terms of the agreement. Hill Petroleum has supplied fuel to the City for approximately seventeen years.

The City has used an average of 43,000 gallons of unleaded gasoline and 12,000 gallons of biodiesel fuel over the course of the last four years (2016 – 2019).

The City has budgeted $129,010 for fuel to be purchased in 2020. Budgeting for City fuel purchases is done by department and allocated across various cost centers in the operational budget. Actual 2019 fuel costs were $114,000.



The above graph shows that over time the City of Louisville is consistent with the amount of fuel used per year and the variable nature of fuel costs. This being said the real fuel need may be over or under budgeted funds. City staff monitor fuel costs in conjunction with overall citywide budget trends to manage expenditures for each fiscal year.

In addition to regular fleet fuel purchase, the Golf Course purchases fuel through the RFP-17-50-MAPO. Golf Course fuel purchases with Hill Petroleum are represented in this approval.

FISCAL IMPACT:
The approved 2020 Budget provides for $129,010 for citywide fleet fuel and for Golf Course fuel purchases.

PROGRAM/SUB-PROGRAM IMPACT:
A safe well-maintained, effective, and efficient multi-modal transportation system at a reasonable cost.

RECOMMENDATION:
Approve the Public Works Director to continue the existing practice to purchase fuel from Hill Petroleum under the guidelines and price structure of the current RFP-17-50-MAPO agreement.

ATTACHMENTS:
1. 2017 MAPO Extension of Agreement
2. Example Invoice with Fuel Cost
3. 2019-2020 Hill Petroleum Piggyback Letter

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☒	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

ARAPAHOE COUNTY
COLORADO'S FIRST

Department of Finance

PURCHASING DIVISION
5334 South Prince Street
Littleton, Colorado 80120-1136
Phone: 303-795-4430
Fax: 303-738-7929
www.arapahoegov.com

JANET J. KENNEDY
Director

June 17, 2019

Hill Petroleum
6301 Ralston Road
Arvada, CO 80002
Attn: Gina Baker

SUBJ: BULK FUEL PURCHASE AND DELIVERY FOR COLORADO MAPO AGENCIES RFP-17-50-MAPO

Arapahoe County and Hill Petroleum entered into an agreement for Bulk Fuel Purchase and Delivery for Colorado MAPO Agencies on July 13, 2017. Due to a change in Arapahoe County's Purchasing Policy, granted by the Board of County Commissioners on the 16th of October 2018, Resolution #180600, the standard contract term is now a one-year term plus four (4) one-year optional renewals. The parties may mutually agree upon an annual extension of this agreement pursuant to the provisions as set forth in the original Agreement for Services (ACG Contract #FFFL176355).

Hill Petroleum hereby agrees to maintain pricing without any increases, and all parties mutually agree upon an annual extension of this agreement pursuant to the provisions set forth in the solicitation.

Staff has determined that it is to the best interest of the County to extend this agreement from August 1, 2019 through July 31, 2020.

By executing the signature page, both parties agree to the extension of this Agreement for Services.

SIGNATURE PAGE

CONTRACTOR: Hill Petroleum

By: Robert Troy Hill
(signature)

Title: President, CEO

Signed this 17TH day of JUNE, 2019

State of Colorado

County of: Jefferson

Subscribed and sworn to before me this 17th day of June, 2019

By: Robert Troy Hill.

My commission expires: 8/10/19.

Delores Minter
Notary Public

SEAL

DELORES MINTER
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20074030695
MY COMMISSION EXPIRES AUGUST 10, 2019

ATTEST: Clerk to the Board

_____

Date: _____

ARAPAHOE COUNTY

By: _____
Chair, Board of County Commissioners
(Or representative authorized by resolution)

Date: _____

Invoice

Hill Petroleum
6301 Ralston Road

Arvada, CO 80002 USA
Phone: (303)424-6262

Remit To: 6301 Ralston Road Arvada, CO 80002

Account Number: 100000096
Invoice Number: 330849
Invoice Date: 12/27/2019 05:00:00 PM
Delivery Date: 12/27/2019 05:00:00 PM

Amount Due: $7,293.71
Due Date: 01/26/2020

City Of Louisville - Fuel
749 Main Street
DO NOT MAIL
Louisville, CO 80027

Shipping Address:
City Of Louisville New Shops
739 S. 104Th
Louisville, CO 80027

HM	DOT- Name, Class, ID, Group / Product	Product Description	Delivered Quantity	Unit Price	Extended Price
	Carrier: Hill Petroleum	Vehicle: UNIT# 1174 2006 KENWORT	Salesperson: Gina Baker		
	Order Number: 330849	Purchase Order Number: none	BOL Number: 1080256		
X	CL 3 UN 1203 - Flammable Liquid - 3 PG II ER RESPONSE GUIDE 128. A-C. Product does not meet requirements for reformulated gasoline and ma				
	40/Bulk	Unleaded Oxy 10%	2,799.0000	$1.7430	$4,878.66
				Shipping / Freight Charge:	$50.38
				Tax / Fee:	$29.11
				Total This Item:	$4,958.15
				Net 30 Terms:	$0.00
	Item Note:	They close @ 3:30 p.m. Mason 303-335-4755			
	Carrier: Hill Petroleum	Vehicle: UNIT# 1174 2006 KENWORT	Salesperson: Gina Baker		
	Order Number: 330849	Purchase Order Number: none	BOL Number: 1080256		
X	NA 1993, Diesel Fuel, 3, PGIII ERG# 128				
	15B/Bulk	#2 ULSD Dyed Diesel 2% Biobien	1,199.0000	$1.8895	$2,265.51
				Shipping / Freight Charge:	$21.58
				Tax / Fee:	$12.47
				Total This Item:	$2,299.56
				Net 30 Terms:	$0.00
	Carrier: Hill Petroleum	Vehicle: UNIT# 1174 2006 KENWORT	Salesperson: Gina Baker		
	Order Number: 330849	Purchase Order Number: none	BOL Number: 1080256		
X	UN 1993 - 93 PG III ER RESPONSE GUIDE 128				
	DFSA/Bulk	Diesel Fuel Supplement Additive/Bulk	1.2000	$30.0000	$36.00
				Net 30 Terms:	$0.00

Invoice Taxes / Fees	Certificate Number	Amount Due	Exempt
Federal Excise Tax Gasoline	98035750000	$0.00	Yes
Federal Oil Spill Fee 10%		$0.00	No
Federal Oil Spill Fee 2%		$0.00	No
Federal L.U.S.T. Fee		$4.00	No
Co State Excise Tax Gasoline	98035750000	$0.00	Yes
Co State Environmental Fee		$37.58	No

Products Total:	$7,180.17
Shipping / Freight Total:	$71.96
Header Freight Surcharge:	$0.00
Tax / Fee Total:	$41.58
Invoice Total:	$7,293.71
Net Invoice Total:	$7,293.71
Total Due:	$7,293.71

Purchasing Agreement Piggyback Letter

Date: August 1st, 2019

Name of Municipality City of Louisville

Purchasing/contracting Authority Michael Cleveland

This letter is to confirm the intentions of City of Louisville to participate in the benefits, and be bound by the terms and conditions of the RFP 17-50-MAPO Fuel Agreement Hosted by Arapahoe County dated August 1, 2019

Purchasing/Contracting Authority Signature Michael Cleveland

Hill Petroleum Signature Bryant Gimlin

This document will be forwarded to Arapahoe County Purchasing and a letter of addition will be forwarded to you. In addition Arapahoe County requested that each municipality wishing to participate provide one other piece of documentation. Please provide delivery address, product used, tank size and annual volume for each location that will be serviced on a separate document.

Thank You,

Gina Baker Distributor Sales Rep
Troy Hill VP Operations
Hill Petroleum

SUBJECT: **RESOLUTION NO. 18, SERIES 2020 – A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH FORGE NANO, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE**

DATE: **MARCH 3, 2020**

PRESENTED BY: **MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR**

SUMMARY:
Staff requests City Council action on a proposed Business Assistance Package (BAP) for Forge Nano, Inc. to expand its existing space at 1172 W Century Drive, Suite 240 in the City of Louisville.

DISCUSSION:
Forge Nano, Inc. has been operating in Louisville at 1172 W Century Drive, Suite 240 (Centennial Valley Business Park) for approximately five years. Founded as PneumatiCoat Technologies, Forge Nano is an industry leader in atomic layer disposition (ALD). Their ALD technology is used by customers on a variety of products and materials; they also anticipate developing ALD equipment for customers in the future. Forge Nano also recently merged with Broomfield based ALD NanoSolutions, Inc.

Staff has been working with Jack McFarland (CFO) and Caleb Crowl (Accounting Manager) of Forge Nano for the last several months. For their significant planned growth, they must expand their physical location. In addition to growing into adjacent Suite 280, the company is still considering relocating to Broomfield, Westminster, Longmont, or Denver. If Louisville was selected for their growth, they hope to complete expansion in June 2020. Their current operations are housed in approximately 11,000 square feet. They are seeking to add 19,000 square feet—totaling 30,000 square feet. The existing Suite 280 for expansion is vacant and not generating Sales or Use Tax revenues to Louisville.

Forge Nano currently has about 30 full-time employees. They project adds twelve additional employees immediately in 2020. The company projects to employ 70 people within the next five years of operations. The average salaries of these positions are $75,000, which is above the Boulder County average wage. Forge Nano is part of a fast growing industry that adds diversity to the mix of businesses present in Louisville.

The company seeks assistance both for its building expansion improvements (approximately $1,131,300) and in planned capital and equipment purchases for business growth. Forge Nano anticipates purchasing equipment and tangible goods totaling $13,455,000 over the next five (5) years. These purchases would be subject to

the City's 3% Consumer Use Tax. Without rebate assistance on those major purchases, Forge Nano believes other locations being considered are more financially advantageous. The company meets the general criteria by which assistance may be granted in accordance with the Business Assistance Policy in Section 3.24 of the Louisville Municipal Code. The City's Business Assistance Program Criteria and Application are also attached as reference. The main criteria this project meets are:

- Retains existing jobs within Louisville;
- Utilizes an existing building;
- Brings new jobs to the City
- Represents job diversity in industry sectors and is part of a growing industry; and
- Brings added value to the City through added tax revenue.

Based on the estimates provided by Forge Nano's application, Staff recommends a 50% rebate of the Building Permit Fees and Construction Use Tax, in addition to a 40% rebate of Consumer Use Tax on eligible purchases. As the third table below displays, purchase estimates from Forge Nano result in a 40% rebate of $161,400; staff recommends a cap on the Use Tax rebates of $150,000 during a five year period. The assistance would be funded by Permit Fees, as well as Construction Use Tax and Consumer Use Tax revenues generated. Per our Criteria, the rebates exclude the City's Open Space, Historic Preservation, and Recreation Center Taxes.

	Eligible project costs	$ 1,131,300.00		
Building Permit Fee- 50%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	Combination Building	$ 6,525.20	50%	$ 3,262.60
	Plan Check Fees	$ 4,241.38	50%	$ 2,120.69
	Combination Electric	$ 1,305.04	50%	$ 652.52
	Combination Mechanical	$ 652.52	50%	$ 326.26
	Combination Plumbing	$ 652.52	50%	$ 326.26
	Subtotal	**$ 12,724.14**		**$ 6,362.07**

	Eligible project costs	$ 1,131,300.00		
Construction Use Tax- 50%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	City Sales- 3%	$ 33,939.00	50%	$ 16,969.50
	Open Space- .375%	$ 4,242.38		$ -
	Historic Preservation- .125%	$ 1,414.13		$ -
	Recreation Center- .150%	$ 1,696.95		$ -
	Subtotal	**$ 41,292.45**		**$ 16,969.50**

Consumer Use/Sales Tax Rebate on Durable Goods- 40%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	City Sales- 3%	$ 403,650.00	40%	$ 161,460.00
	Open Space- .375%	$ 50,456.25		
	Historic Preservation- .125%	$ 16,818.75		
	Recreation Center- .150%	$ 20,182.50		
	Subtotal	**$ 491,107.50**		**$ 161,460.00**

By these estimates, the City will receive $545,124 of new revenue from the fees and taxes. Along with the recommended cap on Use Tax rebates at $150,000, the Agreement outlines the rebate payments would end after five (5) years or when the cap is reached, whichever comes first. The Agreement is void if Forge Nano, Inc. does not complete its planned expansion by September 30, 2020. If the business does not remain in the space for a period of seven (7) years, the Agreement provides the Company will need to repay the rebates received.

In 2019, the City approved four Business Assistance Agreements, including: JumpCloud, Inc.; Medtronic; 1882 Ventures, LLC; and Fresca Foods, Inc. In 2020, two Agreements have been approved to-date: Duda, Inc. and Lindmark, Inc. (Coal Creek Ace Hardware). The proposed package for Forge Nano, Inc. is most similar to the Agreement executed with Medtronic in October 2019, which also provided for rebates of Building Permit Fees, Construction Use Tax, and Consumer Use Tax.

FISCAL IMPACT:
The total fiscal impact is anticipated at $173,331.57 over a five-year period.

PROGRAM/SUB-PROGRAM IMPACT:
The recommended Business Assistance Agreement supports the Economic Prosperity Program Goal to promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services.

RECOMMENDATION:
Staff recommends City Council approve the attached Resolution approving a Business Assistance Agreement with Forge Nano, Inc.

ATTACHMENTS:
1. Resolution Approving Business Assistance Agreement
2. Business Assistance Agreement
3. Business Assistance Program Criteria and Application
4. Presentation

STRATEGIC PLAN IMPACT:

☒	Financial Stewardship & Asset Management	☐	Reliable Core Services
☒	Vibrant Economic Climate	☐	Quality Programs & Amenities
☐	Engaged Community	☐	Healthy Workforce
☐	Supportive Technology	☐	Collaborative Regional Partner

RESOLUTION NO. 18
SERIES 2020

A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH FORGE NANO, INC. FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

WHEREAS, the successful attraction and retention of quality development to the City of Louisville provides employment opportunities and increased revenue for citizen services and is therefore an important public purpose; and

WHEREAS, it is important for the City of Louisville to create and retain high-quality jobs and remain competitive with other local governments in creating assistance for occupancy of vacant commercial space in the City; and

WHEREAS, Forge Nano, Inc. plans to expand its existing operations in Louisville having recently completed a merger and anticipating significant growth; and

WHEREAS, the Business Assistance Agreement between the City and Forge Nano, Inc. is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, pursuant the Constitution of the State of Colorado, and the Home Rule Charter and ordinances of the City of Louisville, the City has authority to enter into the proposed Business Assistance Agreement; and

WHEREAS, the City Council finds that the proposed Business Assistance Agreement is consistent with and in furtherance of the business assistance policies of the City, and desires to approve the Agreement and authorize its execution and implementation.

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

1. The proposed Business Assistance Agreement between the City of Louisville and Forge Nano, Inc. (the "Agreement") is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

2. The Mayor is hereby authorized to execute the Agreement on behalf of the City Council of the City of Louisville, except that the Mayor is hereby granted the authority to negotiate and approve such revisions to said Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

3. City staff is hereby authorized to do all things necessary on behalf of the City to perform the obligations of the City under the Agreement, including but not limited to funding and implementation of the Agreement in accordance with and upon performance of the terms thereof.

PASSED AND ADOPTED this 3rd day of March, 2020.

_____
Ashley Stolzmann, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

EXHIBIT A

Copy of Business Assistance Agreement

BUSINESS ASSISTANCE AGREEMENT FOR
FORGE NANO, INC. IN THE CITY OF LOUISVILLE

THIS AGREEMENT ("Agreement") is made and entered into as of the _____ day of _____, 2020, between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the "City"), and FORGE NANO, INC. (the "Company"), a Delaware corporation.

WHEREAS, the City wishes to provide certain business assistance in connection with the Company's recent merger and planned expansion (the "Project") at 1172 West Century Drive in Centennial Valley, Louisville, Colorado (the "Project Location"); and

WHEREAS, the Company intends to occupy an additional 19,000 square feet in a currently vacant suite next to their existing 11,500 square feet suite in Centennial Valley; and

WHEREAS, the Company expects to add at least 10 new full-time positions in the first year and hopes to grow from 30 to 70 employees over the next five years; and

WHEREAS, the Company will not only be making tenant improvements to expand into new office space but plans to make significant capital and equipment purchases that will be subject to the City's Use Tax; and

WHEREAS, the Company plans to complete the Project in 2020; and

WHEREAS, the City Council finds the execution of this Agreement will serve to provide benefit and advance the public interest and welfare of the City and its citizens by securing this economic development project within the City.

NOW THEREFORE, in consideration of the mutual promises set forth below, the City and Company agree as follows:

1. Building Permit Fee Rebates. The City shall rebate to the Company 50% of the building related permit fees for the Project, required under Louisville Municipal Code, section 15.04.050 and section 108.2 of the International Building Code as adopted by the City, for the period from execution of this Agreement and ending September 30, 2020.

2. Use Tax Rebate-Construction. The City shall rebate to the Company 50% of the Construction Use Tax on the construction materials for the Project, required under Louisville Municipal Code, section 3.20.300, excluding all revenues from the Open Space Tax, Historic Preservation Tax, and Recreation Center Tax for the Project, for the period from execution of this Agreement and ending September 30, 2020.

3. Use Tax Rebate – Tangible Goods. For tangible good purchases that are made by Company between July 1, 2020 and June 30, 2025, and to the extent that such purchases are for the Company's expansion of operations and used in Louisville, the City shall rebate to Company 40% of the Use Tax paid and collected on tangible goods purchased as required under Louisville Municipal Code, section 3.20.300, excluding all tax revenues from the Open Space Tax, Historic Preservation Tax, and Recreation Center Tax. No rebate shall be issued for goods purchased prior to July 1, 2020. Only those tangible goods purchased by Company for Company's expansion of operations and use at the Company location in the City of Louisville shall qualify for rebate consideration.

4. Payment of Rebates; Cap; Inspection. The maximum amount of the rebates payable pursuant to Sections 1 and 2 above shall in no event exceed the calculation of 50% of the fees or taxes described in Sections 1 and 2 paid to the City and a not to exceed cap of twenty-five thousand dollars ($25,000). The maximum amount of the rebates payable pursuant to Section 3 above shall in no event exceed the calculation of 40% of the taxes described in Section 3 above; provided, further that the total maximum amount of rebates payable pursuant to Section 3 shall in no event exceed $150,000. Use Tax rebates pursuant to Section 3 shall terminate when the Company has received from the City the last rebate payment under this Agreement for the five-year rebate period or when the Company has received $150,000 in rebate payments, whichever first occurs. The building permit fee and construction use tax rebates in Sections 1 and 2 pertaining to each phase of the Project shall be paid by the City to Company within 120 days following issuance of the certificate of occupancy or final inspection for the applicable portion of the Project work, as reasonably determined by the City, subject to Sections 5 and 6 below. The Use Tax rebate provided for in Section 3 above shall be paid by the City to Company in annual installments, on or before February 28 of the following year. At the end of each month, on or before the 20th of the following month, the Company shall be responsible to remit to the City its total monthly Sales/Use Tax payment on the appropriate Sales/Use Tax return form. All rebate payments will be remitted by the City to the Company at the address set forth in Section 8.

5. No Interest; Inspection and Disclosure of Records. No interest shall be paid on any amounts subject to rebate under this Agreement. Each party and its agents shall have the right to inspect and audit the applicable records of the other party to verify the amount of any payment under this Agreement, and each party shall cooperate and take such actions as may be necessary to allow such inspections and audits. The Company acknowledges that implementation of this Agreement requires calculations based on the amount of taxes collected and paid by the Company with respect to the term of this Agreement and issuance of rebate payment

checks in amounts determined pursuant to this Agreement, and that the amounts of the rebate payment checks will be public information. The Company, for itself, its successors, assigns, and affiliated entities, hereby releases and agrees to hold harmless the City and its officers and employees from any and all liability, claims, demands, and expenses in any manner connected with any dissemination of information necessary for or generated in connection with the implementation of rebate provisions of this Agreement.

6. Use of Funds; Future Fees. Funds rebated to the Company pursuant to this Agreement shall be used by the Company solely for obligations and/or improvements permitted under Louisville Municipal Code section 3.24.060 (as enacted by Ordinance No. 1507, Series 2007), which includes, but is not limited to, expansion or creation of jobs in the City. The rebates provided for under this Agreement are solely for construction activities and purchases for the Project during the periods stated in Sections 1-3, above. Any previous or subsequent purchases and construction activities shall be subject to payment without rebate of all applicable building permit fees and construction use taxes.

7. Effect of Change in Tax Rate. Any increase or decrease in the City General Sales, Construction Use, or Consumer Use Tax rate above or below the applicable tax rate on the date of execution of this Agreement shall not affect the rebate payments to be made pursuant to this Agreement; rather, the amount of the rebate payments will continue to be based upon the General Sales, Construction Use, or Consumer Use Tax rates applicable on the date of execution of this Agreement (excluding the City's 0.375% Open Space Tax, 0.125% Historic Preservation Tax, and 0.150% Recreation Center Tax). Any decrease in the City General Sales, Construction Use, or Consumer Use Tax rates shall cause the amount of the rebate payments made pursuant to this Agreement to be based on the applicable percentage of revenues actually received by the City from application of the tax rate affected (excluding said Open Space, Historic Preservation, Recreation Center or future special Sales or Use taxes).

8. Entire Agreement; Notices. This instrument shall constitute the entire agreement between the City and the Company and supersedes any prior agreements between the parties and their agents or representatives, all of which are merged into and revoked by this Agreement with respect to its subject matter. Contact information is as follows:
If to Company:
Forge Nano, Inc.
Attn: Caleb Crowl
1172 W Century Drive, Suite 240
Louisville, CO 80027
405.219.1753
ccrowl@forgenano.com

If to City:
Louisville City Hall
Attn: Economic Vitality
749 Main Street
Louisville, CO 80027
303.335.4531
mpierce@louisvilleco.gov

9. Termination. This Agreement shall terminate and become void and of no force or effect upon the City if, by September 30, 2020, the Company has not completed the Project as described in the Company's application for business assistance (as evidenced by a successful final inspection for the Project); or should fail to comply with any City code.

10. Business Termination. In the event the Company ceases business operations within the City within seven (7) years after the Certificate of Occupancy has been received for the Project, then in such event the Company shall pay to the City the total amount of fees and use taxes which were due and payable by the Company to the City but were rebated by the City, as well as reimburse the City for any funds provided to the Company pursuant to this Agreement.

11. Subordination. The City's obligations pursuant to this Agreement are subordinate to the City's obligations for the repayment of any current or future bonded indebtedness and are contingent upon the existence of a surplus in sales and use tax revenues in excess of the sales and use tax revenues necessary to meet such existing or future bond indebtedness. The City shall meet its obligations under this Agreement only after the City has satisfied all other obligations with respect to the use of sales tax revenues for bond repayment purposes. For the purposes of this Agreement, the terms "bonded indebtedness," "bonds," and similar terms describing the possible forms of indebtedness include all forms of indebtedness that may be incurred by the City, including, but not limited to, general obligation bonds, revenue bonds, revenue anticipation notes, tax increment notes, tax increment bonds, and all other forms of contractual indebtedness of whatsoever nature that is in any way secured or collateralized by sales and use tax revenues of the City.

12. Annual Appropriation. Nothing in this Agreement shall be deemed or construed as creating a multiple fiscal year obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision, and the City's obligations hereunder are expressly conditional upon annual appropriation by the City Council, in its sole discretion. Company understands and agrees that any decision of City Council to not appropriate funds for payment shall be

without penalty or liability to the City and, further, shall not affect, impair, or invalidate any of the remaining terms or provisions of this Agreement.

13. Governing Law: Venue; Dispute Resolution. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado. This Agreement shall be subject to, and construed in strict accordance with, the Louisville City Charter and the Louisville Municipal Code. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court of Boulder County of the State of Colorado and in no other court or jurisdiction. In the event of a dispute concerning any provision of this Agreement, the parties agree that prior to commencing any litigation, they shall first engage in good faith the services of a mutually acceptable, qualified, and experienced mediator, or panel of mediators for the purpose of resolving such dispute. In the event such dispute is not fully resolved by mediation or otherwise within 60 days of a request for mediation by either party, then either party, as their exclusive remedy, may commence binding arbitration regarding the dispute through Judicial Arbiter Group. Judgment on any arbitration award may be enforced in any court of competent jurisdiction.

14. Legal Challenge; Escrow. The City shall have no obligation to make any rebate payment hereunder during the pendency of any legal challenge to this Agreement. The parties covenant that neither will initiate any legal challenge to the validity or enforceability of this Agreement, and the parties will cooperate in defending the validity or enforceability of this Agreement against any challenge by any third party. Any funds appropriated for payment under this Agreement shall be escrowed in a separate City account in the event there is a legal challenge to this Agreement.

15. Assignment. This Agreement is personal to the Company and the Company may not assign any of the obligations, benefits or provisions of the Agreement in whole or in any part without the expressed written authorization of the City Council of the City. Any purported assignment, transfer, pledge, or encumbrance made without such prior written authorization shall be void.

16. No Joint Venture. Nothing is this Agreement is intended or shall be construed to create a joint venture between the City and the Company and the City shall never be liable or responsible for any debt or obligation of Company.

This Agreement is enacted this _____ day of _____, 2020.

FORGE NANO, INC.
A Delaware corporation

By: _____
Jack McFarland
CFO

CITY OF LOUISVILLE

_____
Ashley Stolzmann
Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

CITY OF LOUISVILLE

749 Main Street, Louisville, CO 80027 (303) 335-4533

BUSINESS ASSISTANCE REQUEST

Please return the information requested and the answers to the questions below to the City of Louisville, 749 Main Street, Louisville, Colorado, 80027, Attention: Economic Development Director.

Project Information:
• What is the name of the project?
• What is the location of the project?
• What is the size of the project?
• If new construction, what is the estimated building valuation (core and shell only) of the project?
• If this is tenant finish, what is the estimated tenant finish (not including furniture, fixtures, and equipment)?
• Is the project an expansion or a relocation of the current business?
• Will the project occupy existing space or construct a new space?
• When is a decision anticipated on the project location?
• When is construction anticipated to begin?
• When is construction anticipated to be completed?
• What other areas are being considered for this project?
Please give location addresses and available financial information to compare to the identified Louisville location.

Owner's Contact Information:
Name of Business
Business Address
Phone:
Fax:
Email:
President or CEO of the Business:
Name of the Applicant:

Employee and Payroll Information:
• What is the number of employees at move-in?
• What is the projected number of employees within the first five (5) years of operation?
• What is the annual payroll (not including benefits) at move-in?
• What is the annual payroll (not including benefits) within the first years of operation?
• What is the average job salary per year?

Company Profile:
• Describe what service or product your company provides
• Provide general background on the company
• Provide website information (if applicable)

Sales Tax Projections:
If this is a retail/commercial business, please complete the following:
• What are the gross retail sales projections in the first full year of operation?
• What are the gross retail sales projections in the first five years of operation, per year?

CITY OF LOUISVILLE
749 Main Street, Louisville, CO 80027 (303) 335-4533

BUSINESS ASSISTANCE CRITERIA

The City of Louisville recognizes the value of providing business assistance to aid companies in locating to the City and to encourage substantial expansion of existing businesses, in keeping with the overall economic development objectives. Recognizing that each business may vary in the type of assistance needed and each situation may differ; staff customizes all business assistance to the needs of the company and/or situation. Listed below is the general criteria by which assistance may be determined for each prospect.

Business Assistance Criteria

- Brings high quality development
- Retains basic jobs to the City
- Retains existing sales tax to the City
- Draws NEW customers, and is not expected to draw a large percentage of its business from existing business
- Creates new sales tax to the City
- Utilizes an existing building(s)
- Complements existing Louisville businesses (i.e. a buyer or supplier that serves an existing business in the City)
- Brings new basic jobs to the City, with average salaries above the County's average wage
- Represents job diversity in industry sectors and is part of a growing industry
- Brings a new retail outlet or expands a current retail outlet
- Represents retail diversity
- Brings a value added result to the City or a development within the City (i.e. moves the company's corporate headquarters to the City)
- The amount of the business assistance is a percentage of new revenue created by the relocation of this company to the City of Louisville, or the retention and/or expansion of a company within Louisville.
- Business assistance generally will not be available for a move from one Louisville location to another.

Assistance Package Process

A company may request, or staff may offer, business assistance from the City of Louisville. Staff uses the criteria listed above to determine whether to offer assistance from the City to the project. The following procedure is generally used in the implementation of business assistance to a project:

- If the prospect does not meet the criteria above, any assistance discussion discontinues

- Discussions occur with the prospective business concerning any specific assistance needed in the early phases of the development
- A Business Assistance Request is completed and submitted by the company prior to a decision to locate in the City or to undertake substantial expansion (in the case of an existing business)
- The data from the business assistance form is analyzed by staff and a preliminary recommendation is made to the City Manager requesting assistance based upon income generation to the City, number of jobs, average salaries, job diversity, what direct and indirect benefits this company may bring to the City of Louisville, and consideration of the other criteria above. Staff will refer applicant to the preservation planner to determine actions related to the Historic Preservation Commission.
- Business Assistance may be in the form of building permit fee rebates, construction use tax rebates, and sales tax rebates (if applicable). All rebates will be based upon new dollars generated by the project at move-in and/or over the first 5 years of operation.
- Any sales tax business assistance is calculated on the City's 3.375% less the City's open space tax of .375%, unless the City considers a lesser amount to be appropriate.
- Following City Manager approval of an assistance offer, staff may follow either a one-step or two-step process.
    - One Step: If the company agrees to use their name publicly, then staff prepares a business assistance agreement for formal Council consideration during a public meeting, or
    - TwoStep: If the company needs to remain confidential, then staff schedules a presentation before City Council to seek policy direction.
        - If Council's response is positive, staff prepares a letter to the project stating that the City is willing to offer a business assistance pending formal approval by City Council.
        - The company may go public with their announcement to relocate to the City or to substantially expand within the City.
        - Timed with the company's project nearing completion in the planning and/or building phase, staff recommends formal adoption of the business assistance. The timing of the formal adoption is used to ensure that the company has met the planning and development guidelines as outlined by the City.
        - At the time of formal adoption of the business assistance, Council authorizes the City Manager to fund and implement the Business Assistance Agreement. The agreement must be fully signed prior to any assistance.
- City staff monitors the completion of the agreement and makes sure all requirements of the agreement are met. Company provide assistance and information is needed to carry out the agreement.

Conclusion

The vast majority of businesses that locate to the City of Louisville do so without a formal business assistance offer. There are also other forms of assistance the prospect may take advantage of that are equally, if not more, beneficial to them. Most of these have to do with moving through the development process in a time sensitive manner. The City of Louisville believes assistance to be important in remaining competitive in attracting quality business and development to the City; and, it can be used as a tool in recruiting and retaining businesses to the City.

Using the criteria and procedures outlined in this memo, the City of Louisville will remain competitive, while safeguarding the funds used to assist prospects in their location decision.

Contact Information

For additional information on Louisville's Business Assistance Program, please contact Aaron DeJong at 303.335.4531 or aarond@louisvilleco.gov

City of Louisville
COLORADO • SINCE 1878

Business Assistance Package for Forge Nano, Inc.

Megan E. Pierce
Economic Vitality Director
March 3, 2020

Forge Nano, Inc.

City of Louisville
COLORADO • SINCE 1878

- Forge Nano, Inc. is an industry leader in atomic layer disposition (ALD). They have been at their Louisville location approximately five years
  - Their process and products have multiple high tech applications, such as items like coating electric vehicle batteries
- In February, it was announced they had merged with Broomfield-based ALD NanoSolutions, Inc.

Project Background

City of Louisville
COLORADO • SINCE 1878

- They currently occupy 11,000 square feet @ 1172 W Century Drive (Suite 240)
  - They propose to expand into vacant Suite 280 to add 19,000 square feet– totaling 30,000 square feet of occupied space in Louisville
- Forge Nano employees approximately 30 people; they would add 12 this year and hope to grow to 70 employees total over the next five years

Project Meets BAP Criteria

City of Louisville
COLORADO • SINCE 1878

- Retains existing jobs within Louisville;
- Utilizes an existing building;
- Brings new jobs to the City;
- Represents job diversity in industry sectors and is part of a growing industry; and
- Brings added value to the City through new tax revenue

Proposed Assistance

City of Louisville
COLORADO • SINCE 1878

- Propose 50% rebate of Building Permit Fees and Construction Use tax for the planned tenant improvements @ Suite 280
- Propose 40% rebate of new Consumer Use Tax, related to equipment and tangible good purchases over a 5-year period (capped @ $150,000)
  - They project making investment of approximately $13.4 million in goods subject to the City's Use tax
- Must complete building improvements by September 30, 2020
- Business must remain in Louisville for 7 years

Financial Impact

City of Louisville
COLORADO • SINCE 1878

- Using Forge Nano's estimate of tenant improvements, the rebates of Building Permit Fees and Construction Use Tax total $23,331.57, which is off-set by revenues to the City from those fees and taxes of $54,016.59
- Based on their purchase estimates, the City would receive $491,107.50 in Use Tax, of which up to $150,000 would be rebated
- Total impact over 5 years: $163,331.57

Action Requested

City of Louisville
COLORADO • SINCE 1878

Adopt Resolution approving a Business Assistance Package with

Forge Nano, Inc.

SUBJECT: **RESOLUTION NO. 19, SERIES 2020 – A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH CORVUS NIDUS, LLC (THE ROSE AND RAVEN) FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE**

DATE: **MARCH 3, 2020**

PRESENTED BY: **MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR**

SUMMARY:
Staff requests City Council action on a proposed Business Assistance Package (BAP) for Corvus Nidus, LLC, doing business as The Rose and Raven at 511 East South Boulder Road. The proposed business assistance is similar in nature to others granted in the past, including for new building construction and a new sales tax generating business in the City of Louisville.

DISCUSSION:
Joshua Martinsons and Brant Clark are the business owners which seek to open The Rose and Raven, an artisanal cidery production, restaurant, and food truck park. The project team has many years of experience in cider making, food, and entertainment, and wish to bring this exciting new concept to the Louisville community. While they are still evaluating other potential locations in Lafayette, Erie, and Aurora, they are excited about the potential to either completely renovate or reconstruct the existing vacant space at 511 East South Boulder Road.

The existing building has not been occupied since 2015. According to City records, the building has not housed a sales tax generating use in at least the last 20 years, as prior occupants included a bank, a mortgage company, and most recently, the DaVinci Institute. The applicants are planning 8,000 square feet of space for cidery production, food, and food truck park. If they do indeed decide to construct a new building, they may also add office space on a new second story. The cidery production is intended for consumption on-site. The applicant also foresees having a kitchen as part of their building to supplement food trucks that would be hosted on their property.

While the applicant is performing due diligence on the site, staff has confirmed they have not closed a deal on the property. The team has informed staff they hope to make a decision on acquiring the property in April and would anticipate completing construction by September 2021. The Rose and Raven would be operated by a team with significant experience in the various business concepts. They anticipate hiring approximately 45-50 employees at move-in and would envision 65-70 employees within the first five years of operations. The average salaried position (of which they anticipate 4-6) is $60,000. While this average salary is slightly below the Boulder County wage

average, they estimate a total annual payroll to begin at $600,000 and to grow to $700,000 by year five; this business would also bring new basic jobs to the City that offer job diversity.

Significantly, because this is a food and beverage focused business, it will bring retail sales tax revenue to the City in a space that has not been producing any revenue. The Rose and Raven projects that in year one, gross retail sales would be slightly over $1.8 million and would grow to over $2.1 million in year five. Over a five year period, the retail sales for just the kitchen and cidery operation are over estimated at $9.9 million. This estimate does not include the additional retail sales tax revenue that would be remitted to the City for food truck sales that The Rose and Raven anticipates incorporating into their business concept.

The project meets the general criteria by which assistance may be granted in accordance with the Business Assistance Policy in Section 3.24 of the Louisville Municipal Code. The current program Criteria and Request documents are included as attachments. The main criteria this project meets are:

- Brings high quality development;
- Draws new customers;
- Creates new sales tax;
- Utilizes an existing building;
- Brings new basic jobs to the City;
- Represents job diversity; and
- Brings a new retail outlet.

The assistance would be funded by both the permit and construction revenues as well as new sales tax collections from the project. Based on a new development and estimated sales tax revenue, staff recommends a 50% rebate of Building Permit Fees, Construction Use Tax, and Sales Tax Revenue (for the first five years), as outlined on the following page.

[remainder of page intentionally blank]

	Eligible project costs	$ 3,680,000.00		
Building Permit Fee- 50%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	Combination Building	$ 16,720.00	50%	$ 8,360.00
	Plan Check Fees	$ 10,868.00	50%	$ 5,434.00
	Combination Electric	$ 3,344.00	50%	$ 1,672.00
	Combination Mechanical	$ 1,672.00	50%	$ 836.00
	Combination Plumbing	$ 1,672.00	50%	$ 836.00
	Subtotal	**$ 32,604.00**		**$ 16,302.00**

	Eligible project costs	$ 3,680,000.00		
Construction Use Tax- 50%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	City Sales- 3%	$ 110,400.00	50%	$ 55,200.00
	Open Space- .375%	$ 13,800.00		$ -
	Historic Preservation- .125%	$ 4,600.00		$ -
	Recreation Center- .150%	$ 5,520.00		$ -
	Subtotal	**$ 134,320.00**		**$ 55,200.00**

Sales Tax Rebate- 50%	Detail of Taxes	Amount Paid	Rebate %	Rebate Amount
	City Sales- 3%	$ 299,133.54	50%	$ 149,566.77
	Open Space- .375%	$ 37,391.69		
	Historic Preservation- .125%	$ 12,463.90		
	Recreation Center- .150%	$ 14,956.68		
	Subtotal	**$ 363,945.81**		**$ 149,566.77**

By these estimates, the City will receive $530,870 of new revenue from the fees and taxes. The proposed 50% rebates for Building Permit Fees and Construction Use Tax would be capped at $80,000. The 50% Sales Tax Rebates, over a five-year period, would be capped at $160,000. The attached Agreement is structured so that Sales Tax rebate payments end after five years or when the cap is reached, whichever comes first. The Agreement is void if Corvus Nidus, LLC does not complete its building renovation or reconstruction by October 2021. If the business does not remain in the space for a period of 10 years, the Agreement provides the Company will need to repay all of the rebates for Building Permit Fees and Construction Use Tax, and to repay 10% of Sales Tax rebates provided for each full year the Company ceases operations.

The Agreement for Assistance was crafted based on other projects where the applicant has received both fee and tax assistance, such as Alfalfa's, McCaslin Retail, and Medtronic. Since January 1, 2019, the City has approved four business assistance packages: JumpCloud, Inc. (relocation), Medtronic, Inc. (relocation), 1882 Ventures, LLC- Tilt (expansion), Duda, Inc. (expansion), and Linmark, Inc. (Coal Creek Ace Hardware).

FISCAL IMPACT:
The total fiscal impact is estimated to be $221,069, though the Agreement provides for rebate caps of $80,000 (building) and $160,000 (sales)—meaning maximum rebates could total $240,000 over five years. Over that same period, it is estimated the City will receive revenues of $530,870 from the project. Please note that all Sales Tax rebates are structured to exclude the 0.375% Open Space Tax, 0.125% Historic Preservation Tax, 0.150% Recreation Center Tax, and Boulder County Use Tax.

PROGRAM/SUB-PROGRAM IMPACT:
The recommended Business Assistance Agreement supports the Economic Prosperity Program Goal to promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services.

RECOMMENDATION:
Staff recommends City Council adopt the attached Resolution approving a Business Assistance Agreement with Corvus Nidus, LLC d.b.a. The Rose and Raven.

ATTACHMENTS:
1. Resolution Approving Business Assistance Agreement
2. Business Assistance Agreement
3. Business Assistance Program Criteria and Request Document
4. Presentation

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☒	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

RESOLUTION NO. 19
SERIES 2020

A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH CORVUS NIDUS, LLC (DBA THE ROSE AND RAVEN) FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

WHEREAS, the successful attraction of quality development to the City of Louisville provides employment opportunities and increased revenue for citizen services and is therefore an important public purpose; and

WHEREAS, it is important for the City of Louisville to create and retain high-quality jobs and remain competitive with other local governments in creating assistance for occupancy of vacant commercial space in the City; and

WHEREAS, Corvus Nidus, LLC plans to redevelop an existing vacant commercial building and open a new sales tax generating business in Louisville in 2021; and

WHEREAS, the Business Assistance Agreement between the City and Corvus Nidus, LLC is attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, pursuant the Constitution of the State of Colorado, and the Home Rule Charter and ordinances of the City of Louisville, the City has authority to enter into the proposed Business Assistance Agreement; and

WHEREAS, the City Council finds that the proposed Business Assistance Agreement is consistent with and in furtherance of the business assistance policies of the City, and desires to approve the Agreement and authorize its execution and implementation.

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

1. The proposed Business Assistance Agreement between the City of Louisville and Corvus Nidus, LLC (the "Agreement") is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

2. The Mayor is hereby authorized to execute the Agreement on behalf of the City Council of the City of Louisville, except that the Mayor is hereby granted the authority to negotiate and approve such revisions to said Agreement as the Mayor determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

3. City staff is hereby authorized to do all things necessary on behalf of the City to perform the obligations of the City under the Agreement, including but not limited to

funding and implementation of the Agreement in accordance with and upon performance of the terms thereof.

PASSED AND ADOPTED this 3rd day of March, 2020.

_____
Ashley Stolzmann, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

EXHIBIT A

Copy of Business Assistance Agreement

BUSINESS ASSISTANCE AGREEMENT FOR CORVUS NIDUS, LLC (THE ROSE AND RAVEN) IN THE CITY OF LOUISVILLE

THIS AGREEMENT ("Agreement") is made and entered into as of the _____ day of _____, 2020, between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the "City"), and CORVUS NIDUS, LLC, a Colorado limited liability company, doing business as "The Rose and Raven" (the "Company")

WHEREAS, the City wishes to provide certain business assistance in connection with the Company's redevelopment of an existing vacant building into a sales tax generating business (the "Project") at 511 East South Boulder Road, Louisville (the "Project Location"); and

WHEREAS, the Company plans to either renovate and add to the existing building which has been vacant since 2015, or construct a new building to create a cidery, restaurant, and food truck park; and

WHEREAS, the Company plans to complete the project in 2021, which will bring new jobs and new revenues to Louisville; and

WHEREAS, City Council finds the execution of this Agreement will serve to provide benefit and advance the public interest and welfare of the City and its citizens by securing this economic development project within the City.

NOW THEREFORE, in consideration of the mutual promises set forth below, the City and Company agree as follows:

1. Building Permit Fee Rebates. The City shall rebate to the Company 50% of the building permit fees for the Project, required under Louisville Municipal Code, section 15.04.050 and section 108.2 of the International Building Code as adopted by the City.

2. Use Tax Rebate-Construction. The City shall rebate to the Company 50% of the construction use tax on the building materials for the Project, required under Louisville Municipal Code, section 3.20.300, excluding the City's open space tax, historic preservation tax, and recreation center tax.

3. Payment of Rebates; Cap; Inspection. The maximum amount of the rebates payable pursuant to Sections 1 and 2 above shall in no event exceed the calculation of 50% of the fees or taxes described in Sections 1 and 2 paid to the City, and a not-to-exceed cap of $80,000. The building permit fee and construction tax rebates shall be paid by the City within 120 days following issuance of the certificate of occupancy or final inspection for the Project work, as determined by the City, subject to Sections 7 and 8 below.

4. Sales Tax Rebates. The City shall rebate to the Company 50% of the sales tax revenues derived from the imposition of the City's 3.0% general sales tax (excluding the City's .375% open space tax, the .125% historic preservation tax, the .15% recreation center tax and any new sales taxes) that is actually collected by the City and attributable solely to new retail sales generated by operation of the Project and occurring at the Project location, for the first five (5) years of its operation commencing on the first day of the month following the day the Company begins retail sales to the public from the Project Location ("the Commencement Date"). The five-year rebate period shall commence upon and run continuously from the Commencement Date.

5. Payment of Sales Tax Rebates; Cap. The sales tax rebates shall be paid by the City in annual installments and shall be made in arrears on or before February 28th for the prior year. No interest shall be paid on amounts subject to rebate. Sales tax rebates pursuant to Section 4 shall terminate when the Company has received from the City the last rebate payment under this Agreement for the five-year rebate period or when the Company has received $160,000 in rebate payments, whichever first occurs.

6. No Interest; Inspection and Disclosure of Records. No interest shall be paid on any amounts subject to rebate under this Agreement. Each party and its agents shall have the right to inspect and audit the applicable records of the other party to verify the amount of any payment under this Agreement, and each party shall cooperate and take such actions as may be necessary to allow such inspections and audits. The Company acknowledges that implementation of this Agreement requires calculations based on the amount of taxes collected and paid by the Company with respect to the term of this Agreement and issuance of rebate payment checks in amounts determined pursuant to this Agreement, and that the amounts of the rebate payment checks will be public information. The Company, for itself, its successors, assigns, and affiliated entities, hereby releases and agrees to hold harmless the City and its officers and employees from any and all liability, claims, demands, and expenses in any manner connected with any dissemination of information necessary for or generated in connection with the implementation of rebate provisions of this Agreement.

7. Use of Funds; Future Fees. Funds rebated pursuant to Sections 1 and 2 of this Agreement shall be used by the Company solely for obligations and/or improvements permitted under Louisville Municipal Code, section 3.24.060 (as enacted by Ordinance No. 1507, Series 2007). The rebates provided for under this Agreement are solely for construction activities for the initial construction of the Project and for the rebate period stated herein. Any subsequent construction activities shall be subject to payment

without rebate of all applicable building permit fees and construction use taxes.

8. Effect of Change in Tax Rate. Any increase or decrease in the City general sales tax rate above or below the applicable tax rate at the date of execution of this Agreement shall not affect the rebate payments to be made pursuant to this Agreement; rather, the amount of the rebate payments will continue to be based upon the general sales tax rate applicable at the date of execution of this Agreement (excluding the City's 0.375% open space tax, 0.125% historic preservation tax, and the 0.150% recreation center Tax, or any future special sales or use tax). Any decrease in the City general sales tax rates shall cause the amount of the rebate payments made pursuant to this Agreement to be based on the applicable percentage of revenues actually received by the City from application of the tax rate affected (excluding said open space, historic preservation, recreation center, or future special sales or use taxes).

9. Entire Agreement. This instrument shall constitute the entire agreement between the City and the Company and supersedes any prior agreements between the parties and their agents or representatives, all of which are merged into and revoked by this Agreement with respect to its subject matter. Contact information is as follows:

   If to Company:
   Corvus Nidus, LLC
   Attn: Joshua Martinsons
   707 12th Street
   Boulder, CO 80302
   303.717.9090
   saintjoshua@comcast.net

   If to City:
   Louisville City Hall
   Attn: Economic Vitality
   749 Main Street
   Louisville, CO 80027
   303.335.4531
   mpierce@louisvilleco.gov

10. Termination. This Agreement shall terminate and become void and of no force or effect upon the City if, by October 31, 2021, the Company has not completed the Project (as evidenced by the issuance of a certificate of occupancy for the core and shell of the Project); or should fail to comply with any City code.

11. Project Conversion. In the event the Company, and/or its successors and assigns, ceases business operations within the City within ten (10) years after the Commencement Date, the Company shall pay to the City one hundred percent (100%) of all rebates received for building permit fees

and construction use tax and ten percent (10%) of the sales tax rebates provided to the Company pursuant to this Agreement for each full year that the Company, and/or its successors and assigns, cease operations at the Project Location.

12. Subordination. The City's obligations pursuant to this Agreement are subordinate to the City's obligations for the repayment of any current or future bonded indebtedness and are contingent upon the existence of a surplus in sales tax revenues in excess of the sales tax revenues necessary to meet such existing or future bond indebtedness. The City shall meet its obligations under this Agreement only after the City has satisfied all other obligations with respect to the use of sales tax revenues for bond repayment purposes. For the purposes of this Agreement, the terms "bonded indebtedness," "bonds," and similar terms describing the possible forms of indebtedness include all forms of indebtedness that may be incurred by the City, including, but not limited to, general obligation bonds, revenue bonds, revenue anticipation notes, tax increment notes, tax increment bonds, and all other forms of contractual indebtedness of whatsoever nature that is in any way secured or collateralized by sales tax revenues of the City.

13. Annual Appropriation. Nothing in this Agreement shall be deemed or construed as creating a multiple fiscal year obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision, and the City's obligations hereunder are expressly conditional upon annual appropriation by the City Council, in its sole discretion. Company understands and agrees that any decision of City Council not to appropriate funds for payment shall be without penalty or liability to the City and, further, shall not affect, impair, or invalidate any of the remaining terms or provisions of this Agreement.

14. Governing Law: Venue; Dispute Resolution. This Agreement shall be governed and construed in accordance with the laws of the State of Colorado. This Agreement shall be subject to, and construed in strict accordance with, the Louisville City Charter and the Louisville Municipal Code. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the District Court of Boulder County of the State of Colorado and in no other court or jurisdiction. In the event of a dispute concerning any provision of this Agreement, the parties agree that prior to commencing any litigation, they shall first engage in good faith the services of a mutually acceptable, qualified, and experienced mediator, or panel of mediators for the purpose of resolving such dispute. In the event such dispute is not fully resolved by mediation or otherwise within 60 days of a request for mediation by either party, then either party, as their exclusive remedy, may commence binding arbitration regarding the dispute through Judicial Arbiter Group. Judgment on any arbitration award may be enforced in any court of competent jurisdiction.

15. Legal Challenge; Escrow. The City shall have no obligation to make any rebate payment hereunder during the pendency of any legal challenge to this Agreement. The parties covenant that neither will initiate any legal challenge to the validity or enforceability of this Agreement, and the parties will cooperate in defending the validity or enforceability of this Agreement against any challenge by any third party. Any funds appropriated for payment under this Agreement shall be escrowed in a separate City account in the event there is a legal challenge to this Agreement.

16. Assignment. This Agreement is personal to the Company and the Company may not assign any of the obligations, benefits or provisions of the Agreement in whole or in any part without the express written authorization of the City Council of the City. Any purported assignment, transfer, pledge, or encumbrance made without such prior written authorization shall be void.

17. No Joint Venture. Nothing is this Agreement is intended or shall be construed to create a joint venture between the City and the Company and the City shall never be liable or responsible for any debt or obligation of Company.

This Agreement is enacted this _____ day of _____, 2020.

CORVUS NIDUS, LLC
A Colorado limited liability company

By: _____
Joshua Martinsons
President

CITY OF LOUISVILLE

_____
Ashley Stolzmann
Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

CITY OF LOUISVILLE

749 Main Street, Louisville, CO 80027 (303) 335-4533

BUSINESS ASSISTANCE REQUEST

Please return the information requested and the answers to the questions below to the City of Louisville, 749 Main Street, Louisville, Colorado, 80027, Attention: Economic Development Director.

Project Information:
• What is the name of the project?
• What is the location of the project?
• What is the size of the project?
• If new construction, what is the estimated building valuation (core and shell only) of the project?
• If this is tenant finish, what is the estimated tenant finish (not including furniture, fixtures, and equipment)?
• Is the project an expansion or a relocation of the current business?
• Will the project occupy existing space or construct a new space?
• When is a decision anticipated on the project location?
• When is construction anticipated to begin?
• When is construction anticipated to be completed?
• What other areas are being considered for this project?
Please give location addresses and available financial information to compare to the identified Louisville location.

Owner's Contact Information:
Name of Business
Business Address
Phone:
Fax:
Email:
President or CEO of the Business:
Name of the Applicant:

Employee and Payroll Information:
• What is the number of employees at move-in?
• What is the projected number of employees within the first five (5) years of operation?
• What is the annual payroll (not including benefits) at move-in?
• What is the annual payroll (not including benefits) within the first years of operation?
• What is the average job salary per year?

Company Profile:
• Describe what service or product your company provides
• Provide general background on the company
• Provide website information (if applicable)

Sales Tax Projections:
If this is a retail/commercial business, please complete the following:
• What are the gross retail sales projections in the first full year of operation?
• What are the gross retail sales projections in the first five years of operation, per year?

CITY OF LOUISVILLE
749 Main Street, Louisville, CO 80027 (303) 335-4533

BUSINESS ASSISTANCE CRITERIA

The City of Louisville recognizes the value of providing business assistance to aid companies in locating to the City and to encourage substantial expansion of existing businesses, in keeping with the overall economic development objectives. Recognizing that each business may vary in the type of assistance needed and each situation may differ; staff customizes all business assistance to the needs of the company and/or situation. Listed below is the general criteria by which assistance may be determined for each prospect.

Business Assistance Criteria

- Brings high quality development
- Retains basic jobs to the City
- Retains existing sales tax to the City
- Draws NEW customers, and is not expected to draw a large percentage of its business from existing business
- Creates new sales tax to the City
- Utilizes an existing building(s)
- Complements existing Louisville businesses (i.e. a buyer or supplier that serves an existing business in the City)
- Brings new basic jobs to the City, with average salaries above the County's average wage
- Represents job diversity in industry sectors and is part of a growing industry
- Brings a new retail outlet or expands a current retail outlet
- Represents retail diversity
- Brings a value added result to the City or a development within the City (i.e. moves the company's corporate headquarters to the City)
- The amount of the business assistance is a percentage of new revenue created by the relocation of this company to the City of Louisville, or the retention and/or expansion of a company within Louisville.
- Business assistance generally will not be available for a move from one Louisville location to another.

Assistance Package Process

A company may request, or staff may offer, business assistance from the City of Louisville. Staff uses the criteria listed above to determine whether to offer assistance from the City to the project. The following procedure is generally used in the implementation of business assistance to a project:

- If the prospect does not meet the criteria above, any assistance discussion discontinues

- Discussions occur with the prospective business concerning any specific assistance needed in the early phases of the development
- A Business Assistance Request is completed and submitted by the company prior to a decision to locate in the City or to undertake substantial expansion (in the case of an existing business)
- The data from the business assistance form is analyzed by staff and a preliminary recommendation is made to the City Manager requesting assistance based upon income generation to the City, number of jobs, average salaries, job diversity, what direct and indirect benefits this company may bring to the City of Louisville, and consideration of the other criteria above. Staff will refer applicant to the preservation planner to determine actions related to the Historic Preservation Commission.
- Business Assistance may be in the form of building permit fee rebates, construction use tax rebates, and sales tax rebates (if applicable). All rebates will be based upon new dollars generated by the project at move-in and/or over the first 5 years of operation.
- Any sales tax business assistance is calculated on the City's 3.375% less the City's open space tax of .375%, unless the City considers a lesser amount to be appropriate.
- Following City Manager approval of an assistance offer, staff may follow either a one-step or two-step process.
    - One Step: If the company agrees to use their name publicly, then staff prepares a business assistance agreement for formal Council consideration during a public meeting, or
    - TwoStep: If the company needs to remain confidential, then staff schedules a presentation before City Council to seek policy direction.
        - If Council's response is positive, staff prepares a letter to the project stating that the City is willing to offer a business assistance pending formal approval by City Council.
        - The company may go public with their announcement to relocate to the City or to substantially expand within the City.
        - Timed with the company's project nearing completion in the planning and/or building phase, staff recommends formal adoption of the business assistance. The timing of the formal adoption is used to ensure that the company has met the planning and development guidelines as outlined by the City.
        - At the time of formal adoption of the business assistance, Council authorizes the City Manager to fund and implement the Business Assistance Agreement. The agreement must be fully signed prior to any assistance.
- City staff monitors the completion of the agreement and makes sure all requirements of the agreement are met. Company provide assistance and information is needed to carry out the agreement.

Conclusion

The vast majority of businesses that locate to the City of Louisville do so without a formal business assistance offer. There are also other forms of assistance the prospect may take advantage of that are equally, if not more, beneficial to them. Most of these have to do with moving through the development process in a time sensitive manner. The City of Louisville believes assistance to be important in remaining competitive in attracting quality business and development to the City; and, it can be used as a tool in recruiting and retaining businesses to the City.

Using the criteria and procedures outlined in this memo, the City of Louisville will remain competitive, while safeguarding the funds used to assist prospects in their location decision.

Contact Information

For additional information on Louisville's Business Assistance Program, please contact Aaron DeJong at 303.335.4531 or aarond@louisvilleco.gov

City of Louisville
COLORADO • SINCE 1878

Business Assistance Package for Corvus Nidus, LLC (The Rose and Raven)

Megan E. Pierce
Economic Vitality Director
March 3, 2020

TTHCC, LLC

City of Louisville
COLORADO • SINCE 1878

- Joshua Martinsons and Brant Clark are the owners of Corvus Nidus, LLC, d.b.a. The Rose and Raven
  - Concept is to open an artisanal cidery production, restaurant, and food truck park
- The Company is performing due diligence but has not closed a deal on the property
  - Also evaluating locations in Lafayette, Erie, and Aurora

Project Background

City of Louisville
COLORADO • SINCE 1878

- Seeks to locate the project @ 511 East South Boulder Road
  - Building has been vacant since 2015 and has never housed a sales tax generating business
  - Either significantly renovate or reconstruct on the existing site, with 8,000 SF for cidery production, food, and food truck park and potential 3,000 SF for office
- Project retail sales at $9.9M over first five years (not including food truck sales)
- Plan to hire 45-50 employees @ start; grow to 65-70 employees over five years

Project Meets BAP Criteria

City of Louisville
COLORADO • SINCE 1878

- Brings high quality development;
- Draws new customers;
- Creates new sales tax;
- Utilizes an existing building;
- Brings new basic jobs to the City;
- Represents job diversity; and
- Brings a new retail outlet.

Proposed Assistance

City of Louisville
COLORADO • SINCE 1878

- 50% rebate of Building Permit Fees and Construction Use Tax
  - Applies to core and shell of new building as well as eligible tenant improvement costs
  - Capped @ $80,000
- 50% rebate of Sales Tax
  - Capped @ $160,000
  - For five year period, rebates end at five years or when cap is reached, whichever occurs first

Proposed Assistance (cont.)

City of Louisville
COLORADO • SINCE 1878

- Business must remain in operation for 10 years or portion of rebates must be repaid
- Complete construction by October 31, 2021

Action

City of Louisville
COLORADO • SINCE 1878

Action Requested:

Approve a Business Assistance Package with

Corvus Nidus, LLC for

The Rose and Raven

\SUBJECT: **DISCUSSION/DIRECTION/ACTION – 2020 COMMUNITY SURVEY**

DATE: **MARCH 3, 2020**

PRESENTED BY: **EMILY HOGAN, ASSISTANT CITY MANAGER FOR COMMUNICATIONS & SPECIAL PROJECTS**
MEGAN DAVIS, DEPUTY CITY MANAGER
HEATHER BALSER, CITY MANAGER

SUMMARY:
On February 18th, the City approved a contract with National Research Center (NRC) to conduct the 2020 Community Survey. The City typically conducts the survey every 4 years. In addition to providing comprehensive feedback on the City's delivery of services and programs, the survey informs the Key Performance Indicators (KPIs), which measure the City's progress in achieving its goals and objectives. It also offers the opportunity to solicit feedback from residents on a few policy-related matters.

BACKGROUND:
The City's most recent Citizen Survey was conducted in 2016 by NRC. The 5-page survey was mailed to 2,000 randomly selected households with an online response option. Survey questions focused on quality of life in Louisville, sense of community and appearance, safety, transportation, affordable housing, recreational opportunities and other policy issues (i.e. trash service, historic preservation and retail/housing development).

The 2020 survey is intended to provide updated data regarding community satisfaction with the City. Last fall, City Council reviewed the 2016 survey and the service satisfaction questions included and made suggested edits such as removing redundant questions. Staff has developed a draft survey based on this input and made additional changes, including: categorization of questions by program area, inclusion of key questions that have been asked through customer surveys and updates to reflect any changes in programs and services (i.e. Strategic Plan, expanded programming).

Other changes include updating the demographics questions to feature more inclusive language (with guidance from Councilmembers Leh and Brown) and removing forced ranking questions from the survey. Instead, question #13 asks respondents to identify how much effort the City should focus on in the 4 years across the different program areas. It also asks respondents to identify their top three priorities.

According to NRC, a rating question/scale is preferred as ranking questions are cognitively burdensome (especially when there are more than five categories/items to rank). A rating scale will generally result in cleaner, better data. When looking at the

prioritization about the program areas in question #13, answers will show prioritization among the items, as well as the magnitude of difference.

City Council also previously discussed potential topics for policy questions last fall. Potential topics identified include: funding for implementation of the Transportation Master Plan, smoking/vaping limitations, plastic bag tax/fee possibilities, herbicide use and funding for the Historical Museum Visitor Center. Staff and the consultant have drafted potential policy questions and reviewed with Mayor Stolzmann and Mayor Pro Tem Maloney. Staff is seeking input on the draft policy questions at this time and will finalize the survey for printing based on this feedback.

NEXT STEPS:
Following approval of the survey by City Council, NRC will select 2,500 households at random to receive the survey by mail. Staff will post this information on the City's website and social media to let residents know that they may receive a survey. These households will receive a postcard informing the household that they have been selected to participate in the survey.

One week after mailing the postcard, each selected household will be sent the survey, which will also include a URL so that the survey can be taken online if the respondent prefers. A reminder letter and another copy of the survey will arrive one week later. It will ask respondents to refrain from completing the survey again if they have already done so.

Completed surveys will be returned to NRC, scanned electronically and entered into an electronic database. NRC will weight the data to reflect the demographic profile of the voting population in Louisville. Weighting is an important method to adjust for potential non-response bias. Analysis and reporting of the data will occur next, which includes comparing results to the City's historical data and other communities and creating an online dashboard.

In order to present the survey results in June prior to City Council's budget retreat in July, it is critical that the survey be approved in early March. Once finalized, NRC will print the survey materials and mail to respondents in March, collect data in April, analyze results and compile the final report in May and present findings to City Council on June 16th.

FISCAL IMPACT
The City has budgeted $30,000 for the Citizen Survey in 2020 and the cost to conduct a 5-page survey with NRC is $29,700.

PROGRAM/SUB-PROGRAM IMPACT:
The objectives for the Governance and Administration Sub-Program focus on a thorough understanding of the community's diverse interests and support for informed

policy-making. The Citizen Survey aims to solicit input from the community and determine how well the City's programs are meeting goals and addressing the needs of residents, furthering the objectives of the Governance and Administration Sub-Program.

RECOMMENDATION:
Staff recommends approval of the 2020 Community Survey.

ATTACHMENT(S):
1. Draft 2020 Community Survey

STRATEGIC PLAN IMPACT:

☐	**Financial Stewardship & Asset Management**	☐	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☒	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

2020 Louisville Community Survey

Please complete this questionnaire if you are the adult (age 18 or older) in the household who most recently had a birthday. The adult's year of birth does not matter. Please circle the response that most closely represents your opinion for each question. Your responses are anonymous and will be reported in group form only.

1. Please rate each of the following aspects of quality of life in Louisville:

	Excellent	Good	Fair	Poor	Don't know
How do you rate Louisville as a place to live?	1	2	3	4	5
How do you rate Louisville as a place to raise children?	1	2	3	4	5
How do you rate Louisville as a place to retire?	1	2	3	4	5
How do you rate Louisville as a place to work?	1	2	3	4	5
How do you rate the overall quality of life in Louisville?	1	2	3	4	5

2. Please rate Louisville as a community on each of the items listed below:

	Excellent	Good	Fair	Poor	Don't know
Openness and acceptance of the community towards people of diverse backgrounds	1	2	3	4	5
Overall appearance of Louisville	1	2	3	4	5
Opportunities to attend cultural activities	1	2	3	4	5
Shopping opportunities	1	2	3	4	5
Opportunities to participate in special events and community activities	1	2	3	4	5
Opportunities to participate in community matters	1	2	3	4	5
Recreational opportunities	1	2	3	4	5
Employment opportunities	1	2	3	4	5
Variety of housing options	1	2	3	4	5
Availability of affordable quality housing	1	2	3	4	5
Preservation of the historic character of old town	1	2	3	4	5
Quality of overall natural environment in Louisville	1	2	3	4	5
Overall economic health of Louisville	1	2	3	4	5

3. Please rate how safe you feel:

	Very safe	Somewhat safe	Neither safe nor unsafe	Somewhat unsafe	Very unsafe	Don't know
From violent crime (e.g., rape, assault, robbery)	1	2	3	4	5	6
From property crimes (e.g., burglary, theft)	1	2	3	4	5	6
In your neighborhood	1	2	3	4	5	6
In Louisville's downtown area	1	2	3	4	5	6
In Louisville's parks	1	2	3	4	5	6

4. Please rate the following areas of the City of Louisville Administration:

	Excellent	Good	Fair	Poor	Don't know
City response to citizen complaints or concerns	1	2	3	4	5
Information about City Council, Planning Commission & other official City meetings	1	2	3	4	5
Information about City's strategic plan and budget	1	2	3	4	5
Programming on Louisville cable TV, municipal channel 8	1	2	3	4	5
Louisville Web site (www.louisvilleco.gov)	1	2	3	4	5
Overall customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of Louisville City government	1	2	3	4	5

5. Please rate the following areas of the Louisville Police Department and public safety:

	Excellent	Good	Fair	Poor	Don't know
Visibility of patrol cars	1	2	3	4	5
Enforcement of traffic regulations	1	2	3	4	5
Municipal code enforcement issues (dogs, noise, weeds, etc.)	1	2	3	4	5
Communicating regularly with community members (website, public meetings, etc.)	1	2	3	4	5
Response to emerging community issues, such as opioids, mental health, etc	1	2	3	4	5
Overall customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of the Louisville Police Department	1	2	3	4	5

6. Please rate the following areas of community design and the Louisville Planning and Building Safety Department:

	Excellent	Good	Fair	Poor	Don't know
The public input process on City planning issues	1	2	3	4	5
Planning review process for new development	1	2	3	4	5
Building permit process related to 2018 hail damage	1	2	3	4	5
Building permit process overall	1	2	3	4	5
Building/construction inspection process	1	2	3	4	5
Overall customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of the Louisville Planning and Building Safety Department	1	2	3	4	5

7. Please rate following areas of the Louisville Public Library and Historical Museum and their services:

	Excellent	Good	Fair	Poor	Don't know
Louisville Public Library programs (e.g., story time, One Book program, etc.)	1	2	3	4	5
Services at the Louisville Public Library (e.g., reference desk, heck out, etc.)	1	2	3	4	5
Internet and computer services at the Louisville Public Library	1	2	3	4	5
Louisville Public Library services online at www.louisville-library.org accessed from home or elsewhere (e.g., book holds, access databases, research, etc.)	1	2	3	4	5
Louisville Public Library materials and collections	1	2	3	4	5
Louisville Public Library building	1	2	3	4	5
Overall customer service at Library (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of the Louisville Public Library	1	2	3	4	5
Louisville Historical Museum programs (e.g., lectures, walking tours, newsletters, expanded/new programming)	1	2	3	4	5
Louisville Historical Museum campus	1	2	3	4	5
Archival materials (historic photographs, newspapers, etc.)	1	2	3	4	5
Overall customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of the Louisville Historical Museum	1	2	3	4	5

8. Please rate the following areas of the Louisville Recreation and Senior Center, and Coal Creek Golf Course:

	Excellent	Good	Fair	Poor	Don't know
Current recreation programs for youth	1	2	3	4	5
Current recreation programs for adults	1	2	3	4	5
Current programs and services for seniors	1	2	3	4	5
Recreation Center fees in Louisville	1	2	3	4	5
Overall quality of the Louisville Recreation Center	1	2	3	4	5
Overall quality of the Louisville Senior Center	1	2	3	4	5
Overall quality of the Coal Creek Golf Course	1	2	3	4	5
Overall customer service at Louisville Recreation/Senior Center (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall customer service at the Coal Creek Golf Course (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of the Louisville Recreation and Senior Center1	2	3	4	5	
Overall performance of the Coal Creek Golf Course	1	2	3	4	5

9. Please rate the following areas of the Louisville Parks and Open Space Department:

	Excellent	Good	Fair	Poor	Don't know
Adequacy of parks, bike paths, playing fields and playgrounds	1	2	3	4	5
Maintenance of parks (e.g., landscaping, turf areas, playgrounds, picnic areas, etc.)	1	2	3	4	5
Maintenance of open space (e.g. trash bins, trailheads, habitat, etc.)	1	2	3	4	5
Maintenance of the trail system	1	2	3	4	5
Maintenance of medians and street landscaping	1	2	3	4	5
Maintenance of Louisville Cemetery	1	2	3	4	5
Overall customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of Parks and Open Space Department	1	2	3	4	5

10. Please circle the number that comes closest to your opinion about the performance of the following areas of Louisville Public Works Department:

	Excellent	Good	Fair	Poor	Don't know
Street maintenance in Louisville (e.g., paving and concrete replacement)	1	2	3	4	5
Street maintenance in your neighborhood	1	2	3	4	5
Street sweeping	1	2	3	4	5
Snow removal/street sanding	1	2	3	4	5
Street lighting, signage and street markings	1	2	3	4	5
Waste water (sewage system)	1	2	3	4	5
Storm drainage (flooding management)	1	2	3	4	5
Quality of Louisville water	1	2	3	4	5
Solid waste/trash service (trash, recycle, compost)	1	2	3	4	5
Fees for water, sewer and trash	1	2	3	4	5
Customer service (knowledgeable, available, responsive, courteous)	1	2	3	4	5
Overall performance of Louisville Public Works Department	1	2	3	4	5

11. Please circle the number that comes closest to your opinion about the performance of the following areas of Louisville's Transportation System:

	Excellent	Good	Fair	Poor	Don't know
Ease of car travel in Louisville	1	2	3	4	5
Ease of bus travel in Louisville	1	2	3	4	5
Ease of bicycle travel in Louisville	1	2	3	4	5
Ease of walking in Louisville	1	2	3	4	5
Traffic flow on major streets	1	2	3	4	5
Overall quality of Louisville's Transportation System	1	2	3	4	5

12. Overall, how do you rate the quality of services provided by the City of Louisville?

- ❑ Excellent
- ❑ Good
- ❑ Fair
- ❑ Poor
- ❑ Don't know

13. Please tell us if you think the City should give more, less or about the same effort to each of the following aspects of the community. Then, select which three (3) should be the top priorities for the City to focus on in the next 4 years.

	More effort	Same effort	Less effort	Don't know	Top 3 priorities
Transportation (safe/well-maintained multi-modal transportation system)	1	2	3	4	❑
Utilities (safe/reliable water, treated wastewater, managed solid waste)	1	2	3	4	❑
Public Safety (community safety and compliance with Municipal Code/State Law)	1	2	3	4	❑
Parks (well-maintained parks/landscapes areas, sports facilities, cemetery)	1	2	3	4	❑
Open Space & Trails (preserving native plants, wildlife and scenic vistas)	1	2	3	4	❑
Recreation (high quality, reasonably priced recreation/leisure activities)	1	2	3	4	❑

Library & Museum (informing/involving the community and preserving heritage)	1	2	3	4	❑
Community Design (ensuring inclusive/family friendly design, historic preservation)	1	2	3	4	❑
Economic Prosperity (promoting thriving business climate)	1	2	3	4	❑
Administration & Support Services (effective and efficient governance)	1	2	3	4	❑
Environmental Sustainability (promoting efficiency, reducing environmental impacts)	1	2	3	4	❑

14. Please tell us if you think the City should give more, less or about the same effort to each of the following aspects of its strategy to ensure a vibrant economic climate:

	More effort	Same effort	Less effort	Don't know
Meet the retail and services needs of local residents	1	2	3	4
Attract visitors to shop in Louisville	1	2	3	4
Attract businesses to locate or expand in Louisville	1	2	3	4
Pursue redevelopment of vacant or underused commercial sites	1	2	3	4
Preserve the historic character of existing buildings	1	2	3	4
Provide gathering spaces for the community (e.g., parks, facilities, etc.)	1	2	3	4
Create and enhance unique identities for each of Louisville's business districts	1	2	3	4

15. The City's Sustainability Action Plan identifies the goal of achieving zero waste (preventing waste and diverting it from landfills) and managing resources effectively. In an effort to achieve this goal, how much do you support or oppose a fee or tax on single-use carryout bags in Louisville?

❑ Strongly support ❑ Somewhat support ❑ Somewhat oppose ❑ Strongly oppose ❑ Don't know

16. In 2019, the City adopted climate action goals to increase renewable energy for municipal and community usage and reduce carbon emissions. How much do you support or oppose a tax initiative (an amount that is still to be determined) that would provide additional revenue to the City to meet 100% of the community's electric needs from carbon free sources?

❑ Strongly support ❑ Somewhat support ❑ Somewhat oppose ❑ Strongly oppose ❑ Don't know

17. The City's 2017 Historical Museum Master Plan calls for a Museum expansion to address current limitations, improve accessibility and better serve the community. How much do you support or oppose a tax initiative (an amount that is still to be determined) that would provide additional revenue to the City to build and operate an expanded Museum visitor center at the Historical Museum Campus?

❑ Strongly support ❑ Somewhat support ❑ Somewhat oppose ❑ Strongly oppose ❑ Don't know

18. The City is planning to review the Old Town Overlay residential zoning regulations in 2020. What impact, if any, do you feel new residential development (demolition of an older home replaced by a new home) is generally having on the character of Old Town?

❑ Very positive ❑ Somewhat positive ❑ No impact ❑ Somewhat negative ❑ Very negative ❑ Don't know

19. If you feel that new residential development in Old Town is having a <u>negative or somewhat negative impact</u> on the character of Old Town, which are the main reasons (select all that apply):

❑ Overall height of buildings
❑ Roof pitch (steepness)
❑ Overall size of building
❑ Shading of building on adjacent properties
❑ The distance of the new structure from adjacent properties
❑ Architecture or building design
❑ The types of building materials used
❑ Makes Old Town less affordable
❑ Overall feeling of changed character of Old Town
❑ I don't feel new residential development is having a negative impact on Old Town
❑ Other_____

20. In 2019, the City completed a Transportation Master Plan identifying transportation improvements needed across the City. How much do you support or oppose a property tax increase of approximately $150 - 200 per year on a $500,000 home to help provide funding to construct each of the following transportation projects in the City of Louisville:

	Strongly support	Somewhat support	Somewhat oppose	Strongly oppose	Don't know
Pedestrian underpasses along SH 42, South Boulder Road, Dillon Road and other key locations	1	2	3	4	5
Crosswalks, pedestrian signals/enhanced pedestrian crossings and paths and bikeways throughout the City	1	2	3	4	5
Street and road improvements to address traffic congestion	1	2	3	4	5

21. Following is a list of information sources. First, please select how often you use each of the following sources to gain information about the City of Louisville. Then, indicate the quality and reliability of the information from that source.

	Always	Frequently	Sometimes	Never	Excellent	Good	Fair	Poor	Don't know
Attend, watch or stream a City Council meeting	1	2	3	4	1	2	3	4	5
Quarterly Community Update Newsletter	1	2	3	4	1	2	3	4	5
Monthly Community Update eNewsletter	1	2	3	4	1	2	3	4	5
The Daily Camera/Hometown Weekly	1	2	3	4	1	2	3	4	5
The City of Louisville website (www.louisvilleco.gov)	1	2	3	4	1	2	3	4	5
City's online engagement site (www.engagelouisville.org)	1	2	3	4	1	2	3	4	5
City's email notices (eNotification)	1	2	3	4	1	2	3	4	5
Utility bill inserts	1	2	3	4	1	2	3	4	5
Social media (Facebook, Twitter, NextDoor)	1	2	3	4	1	2	3	4	5
Word of mouth	1	2	3	4	1	2	3	4	5

Our last questions are about you and your household. Again, all of your responses to this survey are completely anonymous and will be reported in group form only.

D1. How many years have you lived in Louisville?

- ❑ Less than 1 year
- ❑ 1-5 years
- ❑ 6-10 years
- ❑ 11-15 years
- ❑ More than 15 years

D2. Which best describes the building you live in?

- ❑ One family house detached from any other houses
- ❑ House attached to one or more houses (e.g., a duplex or townhome)
- ❑ Building with two or more apartments or condominiums
- ❑ Mobile home
- ❑ Other

D3. Do you rent or own your home?

- ❑ Rent
- ❑ Own

D4. How do you describe your gender identity?

- ❑ Female
- ❑ Male
- ❑ Identify another way (specify if you wish): _____

D5. In which category is your age?

- ❑ 18-24 years
- ❑ 25-34 years
- ❑ 35-44 years
- ❑ 45-54 years
- ❑ 55-64 years
- ❑ 65-74 years
- ❑ 75 years or older

D6. How many people (including yourself) currently live in your household? _____ people

D7. Do any children 17 or under live in your household?

- ❑ No
- ❑ Yes

D8. Are you or any other members of your household aged 60 or older?

- ❑ No
- ❑ Yes

Thank you for completing this survey. Please return the completed survey in the postage-paid envelope to: National Research Center, Inc., PO Box 549, Belle Mead, NJ 08502

SUBJECT: **DISCUSSION/DIRECTION – TRANSPORTATION MASTER PLAN – 2019-2020 FUNDING AND PROPOSED CIP PROJECTS**

DATE: **MARCH 3, 2020**

PRESENTED BY: **MEGAN DAVIS, DEPUTY CITY MANAGER**
ROB ZUCCARO, PLANNING AND BUILDING SAFETY DIRECTOR

SUMMARY:

In October 1, 2019, City Council approved the City's first Transportation Master Plan (TMP), establishing a short and long-term vision for transportation investments. At that time, a comprehensive list of projects and programs were identified that would improve the City's transportation system. The complete list of projects and programs (Attachment 1), and implementation scenarios based on available funding, were included in the final TMP. City Council also had the foresight to allocate funding through the FY 2019-20 biennial budget to support the implementation of key priorities that may emerge from the TMP.

Since the time of approval, staff has initiated planning for some of the TMP projects through the 2020 capital projects cycle. Planning has also begun for the FY 2021-22 biennial budget, and the 2021-2026 Capital Improvements Plan, which will be developed as a part of the biennial budget process.

At this meeting staff plans to share with City Council and seeks feedback on the proposed projects slated for completion in 2020, and discuss the proposed projects for inclusion in the 6 year Capital Improvement Plan (CIP). In addition, Council will discuss additional funding options that could enable the implementation of more projects identified through the TMP.

DISCUSSION:

<u>FY 2019-2020 TMP Funds and Projects</u>

The FY2019-2020 biennial budget included a Transportation Master Plan First Steps line item in the CIP plan. This funding was intended to support those priorities that emerged out of the TMP process that were of greatest interest for immediate implementation. A total of $8,000,000 was included in the CIP over the first five years, with $4 million budgeted for FH 2019-20.

TMP 6-Year CIP funding	2019	2020	2021	2022	2023	2024	TOTAL
	$1,000,000	$3,000,000	$1,200,000	$2,800,000			$8,000,000

Some of these funds have been identified to serve as match funding for grants awarded to the City through the DRCOG Transportation Improvement Program (TIP program) for a conceptual design study for SH 42, at-grade crossing improvements on South Boulder Road, and a trail connection for the Coal Creek and Rock Creek regional trails along 104th Street. With the estimated commitments for these projects (the costs have increased for the 104th Street project, as cost estimates were made prior to the completion of preliminary design work) a total 20% contingency was added to all TIP project cost-share. Assuming the FY 2021-22 biennial budget includes the same funding investment for TMP projects, $7,178,020 remains for TMP project implementation between now and 2024.

TIP Match funding commitments	**2019**	**2020**	**2021**	**2022**	**TOTAL**
TMP funding	**$1,000,000**	**$3,000,000**	**$1,200,000**	**$2,800,000**	**$8,000,000**
SBR at Grade Safety Improvements		$225,000	$204,983		$429,983
SH 42 Conceptual Design Plan		$75,000			$75,000
104th Street Regional Trail Connection		$50,000*		$130,000	$180,000
20% contingency		$70,000	$40,997	$26,000	$136,997
TMP funds remaining	**$1,000,000**	**$2,580,000**	**$954,020**	**$2,644,000**	**$7,178,020**

**Original design costs higher than estimated for grant application.*
20% contingency has been added to match to ensure adequate funding in event of project overages.

With these planned investments, the estimated remaining funds for 2019-2020 is approximately $3.58 million.

The TMP includes a preliminary priority rating (high, medium and low) and timeframe (short, medium and long). This timeframe and priority ranking have helped to determine the project list for 2020. Other factors are also at play, such as synergy with existing capital projects underway (for example, planned repaving is occurring on Pine St in 2020, so TMP improvements along that corridor will occur concurrently).

Below and attached is a package of TMP projects and programs for completion in 2020. The table is broken into two sections: The first table includes TMP projects that were able to be folded into other planned capital projects already underway, and therefore did not utilize TMP funding. The second table incudes projects that would be funded through the TMP funding in 2020, and includes the estimated TIP project expenditures for the coming year.

The construction projects are all shovel-ready for 2020. Staff has vetted these projects and included them in their 2020 workplans with thorough consideration of current workload and other capital projects planned and underway for 2020. Therefore, we are unable to add any additional projects to this list at this time.

Table 1: TMP projects for implementation in 2020 that DO NOT need TMP funding

TMP PROJECTS – COMPLETE OR UNDER CONSTRUCTION – NOT FUNDED THROUGH TMP $				
Project ID	**Description**	**Location**	**Est. Cost**	**Notes**
MU33, SW3, AG5	Off-Street Gravel Trail, Sidewalk installation and crossing improvements	Coyote Run	$178,310	Complete
MU7	Off-Street Shared Path	Griffith St	$60,000	Complete
MU23	Off-Street Shared Path	Kestrel Trail to SH 42 Underpass	$125,000	Complete summer 2020
SW 3 and SW 4	Sidewalk Improvements	Pine St. and Griffith St. at railroad	$22,200	Part of Quiet Zones work. Potential for LRC funding.
	Total		***$385,510***	

Table 2: TMP projects for implementation in 2020 that DO require TMP funding

TMP 2020 PROJECTS – FUNDED THROUGH TMP BUDGET				
Project ID	**Description**	**Location**	**Est. Cost**	**Notes**
CP1	Roadway Improvements from Empire to Arapahoe Rd.	SH 42 Conceptual Design	$75,000	$500,000 total cost, $350,000 TIP and $75,000 each Louisville and Lafayette contribution
MU17	Off-Street Gravel Trail connecting Coal Creek to Rock Creek regional trails	104th regional connection	$50,000	$950,000 total cost (original estimate), $158,333 Boulder County, $158,333 Lafayette and $475,000 TIP
SBR1-5 All SBR Improvements	South Boulder Rd @ Via Appia	SBR at grade crossing improvements	$225,000	TIP project match Potential for LRC $ (for Main Street Improvements)
AG NEW1, MU 32	Power Line Trail to Coal Creek Connection	Hawk signal at Dillon Rd. and new trail connection and bridge south of Dillon connecting to Coal Creek	$600,000	High priority (#1) for OSAB trail connections. (Shovel ready from previous design)
MU35	Fun Route Design	Powerline Trail Fun Route (Design only)	$50,000	For construction in 2021
BK20, AG26, AG27, AG28	Protected bike lane with striping, shorten crossing distance by reducing curb radiuses, add medians with refuges, widen sidewalk on south side	Pine St from Via Appia to Old Town	$1,200,000	Coordinated with Pine St repaving in 2020 Added Owl Dr. intersection to improvements (not included in TMP) Sidewalk on north side could be expanded with $513k add alternate
SW5	Sidewalk Improvement	W of SH42 South Street to Pine St.	$700,000	This is an expansion of what is in the TMP. Would add a sidewalk along Miners field, South to Pine. Project includes installation of curb, gutter and drainage.
	Total		***$2,900,000***	
	w/20% contingency		***$3,480,000***	

In addition to the projects noted above, there are several Programs in the TMP that will need funding for implementation. Staff has identified the following projects for potential funding using the 2019-2020 TMP budget:

- *Program 2: Travel Demand Management*. Pilot program to fund private ride share opportunities (e.g. Lyft/Uber) as a way to support first and last mile transit connections. Funding for ride subsidy, promotion and administration. *$30,000*

- *Program 5: Open Streets and Program 7: Safety, Maintenance and Training.* Funding for educational programs through Recreation Center and Library and Open Streets demonstration at community event. *$10,000.*

- *Program 10: Data Collection.* Purchase pedestrian and bicycle monitoring system. Will allow staff to conduct pedestrian and bicycle counts to inform future investments in safety and connectivity projects. *$30,000*

With $4 million available from the 2019-2020 budget, all projects and programing noted above could be achieved with approximately $450,000 carried forward to 2021. Or, these funds could be utilized to cover other capital project costs such as concrete. (See Council Communication on 2020 Concrete Replacement Contract also under consideration March 3, 2020.)

Staff is seeking City Council input on the proposed projects for 2020, recognizing that adding any new major projects not included on this list at this time will likely not be able to be completed within this year.

FY 2021-22 Budget and CIP Projects

As the FY 2021-22 biennial budget and CIP planning process is underway, staff has begun to identify projects that could be completed in the upcoming 6 year CIP. A few factors were applied to the process of determining what projects to include in the proposed list and what to leave off. In addition to the priority and timeframes noted in the TMP, the two primary factors included fiscal constraints and staff capacity constraints.

Due to the first primary factor, all TMP priorities with a cost estimate over $1,000,000 have been removed from the FY 2021-22 CIP budget proposal list. With a limited amount of funding, staff is proposing a package of projects for which we currently have funding budgeted. Attached is a separate list of high-cost TMP priorities that Council may wish to discuss, particularly in the context of additional funding options.

Cost estimating is an important factor in the CIP planning for the TMP projects. It should be recognized by City Council that the cost estimates in the TMP were extremely preliminary, and based on industry standards for cost estimation (cost per square or linear foot, installation costs, etc.). In almost all cases, the projects in the TMP have not

gone through any engineering or design process, and therefore many factors may not be considered in the cost estimates. For that reason, in the planning for project inclusion in the 2021-2016 CIP a 30% contingency has been applied across the board. In some cases, this may not even be enough to address the costs of on the ground conditions or specific installation costs.

With regard to the second factor, staff capacity for capital project implementation, staff will continue to work on how these projects fit into other CIP project requests identified during the budget process in the coming months. If large TMP projects are added to the CIP, it may be necessary to consider additional project management assistance to complete these projects while continuing to pursue other capital needs across the organization.

In order to determine what TMP projects are best suited for implementation in the CIP, the following screening questions were considered:

- Is the project considered high or medium priority in the TMP?
- Is there construction/installation synergy between projects (both TMP projects and other planned capital projects)?
- Is there adequate funding in the existing CIP and budget to fund the project?
- Is there staff capacity to complete these projects?
- Is this an upgrade/improvement to an existing facility, or a new facility that fills a transportation gap?

Based on these factors, staff has developed the attached preliminary 2021-2026 CIP project list for discussion (Attachment 3). Total cost estimate for this preliminary list of projects is approximately $3.2M and with a 30% contingency the total is approximately $4.1M. Current designated CIP budget as discussed above, including carryforward from 2019 and 2020 (approximately $450,000), and 2021 and 2022 funding ($4,000,000), equals approximately $4.4M.

Additional Funding Opportunities and Considerations

The TMP outlined three funding scenarios to help illustrate how implementation may occur depending on availability of funding and investments. The three scenarios are described below:

Current State: This funding scenario assumes the City will include in its budget $1.5 million each year for 6 years. This was based on the current CIP budget plans, under which the City has provided similar funding ($8 million over 6 years) to help support the implementation of the TMP. In addition, this reflects a similar level of investment that the City has made over the past few years for transportation improvement projects (excluding paving) such as Railroad Quiet Zones, SH 42 underpass, studies, neighborhood traffic safety, etc. This reflects funding that may or may not include some small portion of grant funding and partner agency funding.

Expanded Investment: This scenario includes an annual budget appropriation of $3 million, or $18 million over 6 years. This would most likely require an increased investment by the City (over current investment levels), and/or the possibility of significant grant or outside funding to expedite project implementation.

Enhanced Funding: This scenario includes an annual budget of $5 million per year, or $30 million over 6 years. It represents a continued City investment at the current level, and a significant investment in transportation that would likely occur through a state, regional or local ballot issue, fee, tax or other new funding source. Under this scenario, there could be the possibility of bonding to provide for an up-front investment in transportation. Staff have not conducted the payback analysis on a potential bond at this time.

The City could begin to implement the TMP priorities under any of the above scenarios, however, the completion of some of the large-scale projects, such as the major corridor projects, would require significant outside funding. It's assumed that SH 42 roadway/corridor projects, as well as major improvements along South Boulder Road would capture investments through CDOT, DRCOG TIP or other funding that supports projects of this level of regional significance. Largescale projects would likely include some local match funding, which could be built into any of the funding scenarios.

The proposed project and program package that staff has brought forward for discussion today is most aligned with the Current State scenario – whereby the City plans for projects that are within the current budget, with some inclusion of grant funding (TIP funding). The current package includes numerous high or medium priority projects (or low priority that have synergy with construction of higher priority projects) vs. one or two large projects. Alternatively, Council could decide on projects within the fiscally constrained Current State scenario that included fewer, larger projects.

Staff requests City Council discussion regarding the inclusion of larger projects identified on the high-cost projects list in addition to this proposed package, which will require funding beyond what is budgeted in the CIP. The TMP outlined some potential funding sources that the City could consider pursuing, which are outlined below.

Statewide sales tax:
Over the past few years, there has been a significant effort to increase state sales tax to address statewide and local transportation needs. Efforts such as 2018's Proposition 110 and 109, and 2019's Proposition CC would have increased sales taxes or state investments in transportation, but have now routinely failed with Colorado voters. Voters in Boulder County did support 110, indicating there is a willingness for local voters to support transportation investments through sales tax. At this time, the general sentiment is that it's unlikely a statewide transportation funding solution will move forward anytime soon.

Countywide sales tax:
A countywide approach to a sales tax could also be considered. If a countywide approach is utilized, the revenues would be shared throughout the county. As an example, a 0.10 percent increase in the county would generate $5.67 million in annual revenue (applied to 2017 sales). There is currently a countywide transportation sales tax of .1% (with .085% designated to transportation capital projects and .015% for regional trails), which sunsets in 2024. Louisville has received these funds for the SH 42 underpass between Hecla and Pascal and the signal at SH 42 and Short Street.

There are discussions underway regarding a countywide tax for transportation funding, which would generate funds to support regional corridor improvements including SH 119, SH 7, SH 42 and SH 287. A tax of this nature may also include a pool of funds available for more local project needs, which would be small and would be shared with all municipalities and the county. It's unclear if any transportation tax will move forward this year or in a future years, or if that tax will be a sales tax or property tax, however, the City will continue to have the ability to weigh in on those conversations.

City of Louisville tax – property or sales tax:
The City could ask for voter support of either a local sales or property tax to support transportation projects alone or in conjunction with other capital projects. The current total local sales tax rate in Louisville is 8.635%. If a regional/countywide sales tax is implemented, it would raise the overall sales tax, making a local sales tax less desirable.

City Council may also consider pursuing a property tax to help fund transportation investments. Revenue available through a property tax is based on assessed valuation and the mill levy applied. This mill levy would be in addition to the city's current 8.869 mills (average of approximately 88.3 total within the city). Revenue potential associated with a property tax increase ranging from 2 mills to 7 mills ranges from $1.28 to $4.48 million annually.

Transportation utility/maintenance fee:
A transportation utility fee (TUF) or transportation maintenance fee (TMF) is a monthly fee collected from residential and commercial properties. The fee is a tool that could be utilized only to support transportation maintenance and not capital projects. However, since the City's general fund currently supports capital transportation investments, such a tool could free up funds to increase investments in capital transportation projects.

The fee is most commonly based on the use of transportation infrastructure as measured by the average number of trips generated by different types of commercial and residential land uses. This funding source provides a local and stable source of revenue to maintain streets, sidewalks, pedestrian crossings, bike lanes, multiuse paths, and medians.

As discussed in the TMP, a preliminary estimate of revenue potential for Louisville, using sample fees, found that this funding tool may generate between $1 million and $3 million annually for the City (note that these figures are based on estimates and the general structure of other City's programs and any fees charged would need to be established through a nexus study).

No detailed analysis has occurred on any of these additional funding options. If City Council provides direction to staff to pursue one or more of these ideas, staff will begin to analyze the funding potential as well as the projects and project costs that could be funded through the source.

Other agency funding or grants:
The City will continue to aggressively pursue grant funding for TMP projects, as well as funding through project partners such as CDOT. Some of the grants staff will consider when timing on qualifying projects is appropriate include: DRCOG TIP funding (2024 – 2027), DRCOG Transportation Demand Management funding, DRCOG Community Mobility Planning and Implementation set-aside, GOCO funding, Colorado State Trails funding, CDOT Multi-Modal Options Fund, Highway Safety Improvement Program and other federal and state funding opportunities.

FISCAL IMPACT:
City Council's decisions around the implementation of the 2020 TMP projects will not have an impact on the 2020 budget, as funding was approved to support the implementation of some projects from the TMP.

The proposed FY 2021-22 budget and CIP projects may have an impact on future budgets, which would be discussed in greater detail during the CIP budget process.

PROGRAM/SUB-PROGRAM IMPACT:
The TMP supports the City's Transportation goal to maintain a safe, well-maintained, effective and efficient multi-modal transportation system at a reasonable cost.

RECOMMENDATION:
Staff is requesting that City Council discuss the proposed projects identified through the TMP and provide direction on the following:

- Does City Council have input on the proposed project list for 2020?
- Does City Council have input on the proposed project list for the 2021-2026 CIP?
    - Are any large projects of great interest to include?
- Is City Council interested in a more detailed analysis on any of the funding mechanisms available?

ATTACHMENT(S):

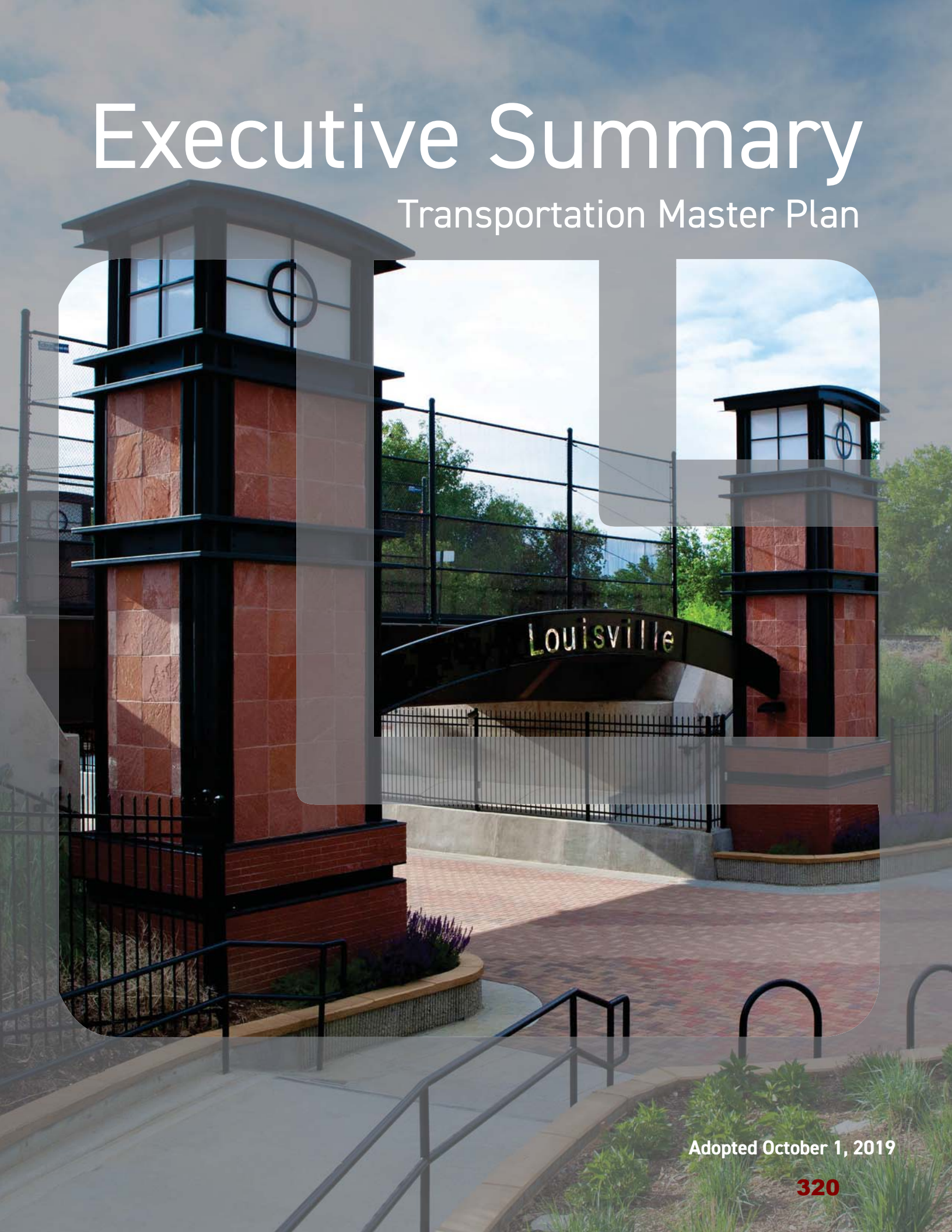
1. TMP Executive Summary
2. 2020 TMP Projects
3. Preliminary TMP CIP List
4. Map of proposed TMP Projects
5. TMP Large Projects List
6. Link to City Council packet from TMP approval October 1, 2019
7. Presentation for discussion

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☒	**Reliable Core Services**
☒	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☒	**Collaborative Regional Partner**

Executive Summary

Transportation Master Plan



Adopted October 1, 2019

EXECUTIVE SUMMARY

Transportation Master Plan

The TMP is the first effort conducted by the City to look comprehensively at transportation conditions and options throughout Louisville and region for all modes of transportation. Previously, the City's transportation goals were housed within multiple planning documents that the City developed over time, including the Comprehensive Plan and corridor specific plans such as the South Boulder Road and McCaslin Small Area Plans and Highway 42 Gateway Alternative Analysis Report. In recognizing the benefits of coordinated transportation planning city-wide, rather than incrementally for specific corridors or areas of the city, the city has developed this Transportation Master Plan (TMP).

The TMP represents a long-range planning effort that describes baseline conditions of the City's transportation network, establishes eight overarching Transportation Goals that are supported by specific transportation Policies, Programs and Projects. The City developed the plan with extensive community outreach and input from the City's advisory boards and commission, regional partners and surrounding jurisdictions, and City staff.

It is important to note that the plan reflects a particular moment in time. The TMP should provide guidance, but City priorities may change over time and transportation decisions will need to reflect these updated community needs, opportunities and priorities. The City should update the TMP periodically to ensure consistency with changing conditions.

TMP ORGANIZATION AND CONTENTS

Chapter 1 Introduction

The first chapter establishes the background and purpose of the TMP, describes the key goals of the plan, and explains the organization of the document.

Chapter 2 Community Input

This chapter details the community feedback received through the outreach conducted during this project. It summarizes the major conclusions from the community input that have informed the plan elements and priorities.

Chapter 3 Existing Conditions

This chapter covers existing data and trends that help to form an understanding of the current state of Louisville's transportation system, as well as demographic trends related to transportation needs.

Chapter 4 Policies, Projects, & Programs

This chapter presents the TMP's recommendations based on community input and the analysis of existing conditions. The recommendations are organized into Policies, Programs and Projects.

Chapter 5 Implementation

This chapter establishes a framework for prioritizing the plan's recommendations and evaluating the City's progress towards the TMP's goals.

TMP GOALS

Developing the Goals:

The City's goals for transportation are rooted in the core values in the Comprehensive Plan, which focus on a balanced transportation system where people of all ages and abilities are partners in mobility. Furthermore, the Comprehensive Plan envisions a transportation network that contributes to the economic prosperity, public health, and quality of life in Louisville. In addition to the guidance from the Comprehensive plan, the City developed the TMP goals based on conversations with the public and stakeholders from across the City.

Louisville's transportation network will:

1. Operate **efficiently and safely** for all users.
2. Be a **cohesive and layered system** of streets and trails for walking, biking, transit, driving, and recreation.
3. Provide **local and regional travel** options that balance needs for Louisville residents, employees, and visitors.
4. Utilize **new technologies** to provide safe, reliable, clean, and convenient transportation choices.
5. Increase **mobility options and access** for people of all ages, abilities, and income levels.
6. Provide **complete streets** that are inviting, enhance livability, and reflect the City's small-town atmosphere.
7. Support **economic opportunities** and businesses.
8. Improve **environmental and community health** by reducing emissions, and supporting mode share and sustainability.

COMMUNITY INPUT & EXISTING CONDITIONS

Prior to development of the recommendations in the TMP, the planning process included extensive analysis of existing conditions within the City and a broad public input process. This work informed the recommendations in Chapter 4: Policies, Projects, and Programs.

Major themes from the **Community Input** included:

- While driving is how most people get around, the participants wanted more investment in multi-modal infrastructure such as underpasses, transit connections, bike lanes, and safer road crossing.
- The City's trails are a great amenity for residents and continued investment in trails is desired.
- Traffic congestion and cut-through regional traffic are getting worse.
- Safety was a key theme. A lack of safe or perceived lack of safe and comfortable facilities is a barrier to walking and biking.

Major themes from the **Existing Conditions** analysis included:

- With the exception of the former StorageTek site and parts of Centennial Valley, the City of Louisville is largely built out.
- Local and regional population and employment growth will impact transportation patterns and traffic volumes on key corridors.
- Louisville's share of in-commuting and out-commuting is high, resulting in a large percentage of trips occurring at a regional scale.
- The average age of Louisville residents is increasing, resulting in a larger percentage of the population that will rely on alternative transportation modes.
- The existing pedestrian and trail network is extensive and well-utilized, however gaps were identified along streets and trail corridors for bicycles, transit and pedestrians.

TMP Community Input Opportunities:

- Community Meeting
- Farmers' Market
- Street Faire
- Labor Day Parade and Fall Festival
- Online Survey
- Interactive Online Map
- Direct Email
- Focus Groups

	Drive Alone	Carpool	Transit	Bike	Walk	Work at Home	Other
City of Louisville	72.3%	4.7%	5.9%	2.3%	1.7%	12.7%	0.5%
City of Boulder	51.3%	4.9%	8.3%	10.3%	11.4%	12.5%	1.2%
Boulder County	65.2%	7.6%	5.0%	4.4%	5.3%	11.3%	1.3%
Denver Region	74.8%	8.5%	4.4%	1.2%	2.5%	7.5%	1.0%

POLICIES, PROJECTS, & PROGRAMS

The TMP provides specific recommendations and strategies for the City of Louisville to improve safety, expand mobility options, increase access to destinations, and overall meet the TMP goals. The recommendations are in the form of Policies, Projects, and Programs, which work together to achieve a desired outcome.

Policies

The policies support the TMP goals and further defines the vision for the community wants to advance those goals. The Policies will also provide guidance on how to develop the specific Projects and Programs and inform city priorities on transportation investment.

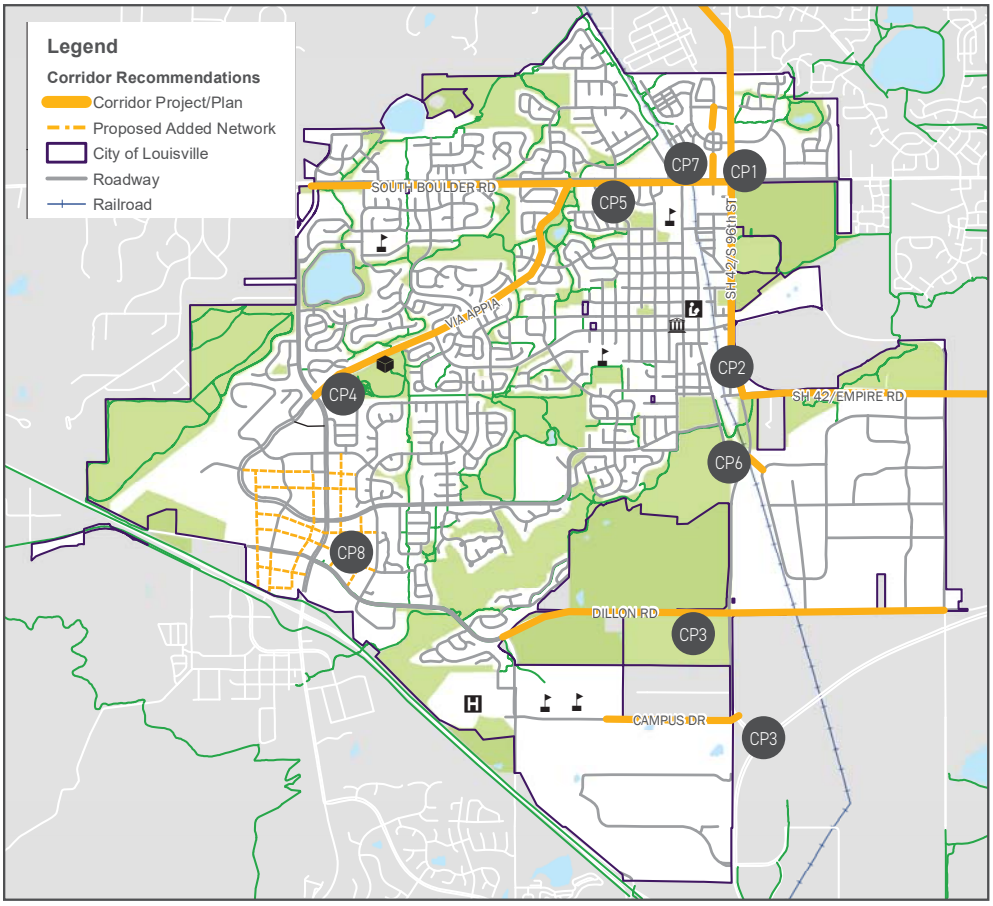
Policy	Description
Policy 1: Great Streets	Great Streets, or complete streets, are streets that are designed and operated to be safe and accessible for all users, regardless of ability, age, or mode. This policy provides a guide for the design of new streets, improving infrastructure on existing streets, and recommends that new designs consider the surrounding context and land uses. It also provides a framework to help consider modal priorities on an individual street.
Policy 2: Guidelines for Walkable & Bikeable Places	In areas where new development or redevelopment is anticipated, the City's policy is to facilitate design that promotes walkable and bikeable places. Elements that contribute to walking and biking include wide sidewalks, pedestrian amenities, higher intersection density, buffers for bicycles, and trail connections. The City's design standards and guidelines should promote the development of walkable places, with a focus on corridors, including McCaslin Boulevard and South Boulder Road.
Policy 3: Transit Oriented Development Guidelines	Transit Oriented Development (TOD) is the creation of compact, walkable, pedestrian-oriented, mixed-use neighborhoods centered around reliable and frequent transit service. Benefits of TOD include increased mobility and transit ridership, reduced regional congestion, enhanced economic competitiveness. TOD design concepts should include a mix of uses, integration of bicycle accommodation, plazas and public space, and specialized retail and services for commuters.
Policy 4: Applications for Technology	Investments in new technologies have the potential to improve safety and efficiency of the transportation network and provide more equitable access to transportation options. Transportation technology may include shared mobility (ride share, bike share, etc.), Transportation systems optimization (smart parking, signal timing, traffic management), and autonomous or interconnected vehicles. The City should be proactive in exploring and investing in technology and continue to monitor advances and changes in new transportation technology.

POLICIES, PROJECTS, & PROGRAMS

Projects

Projects contain recommendations and descriptions for facility or design improvements that will improve access and mobility options. Current funding levels would not allow completion of all the recommendations proposed in the TMP. Therefore, prioritization of projects is critical, and evaluation of additional funding sources would be necessary to fully fund all contemplated Projects.

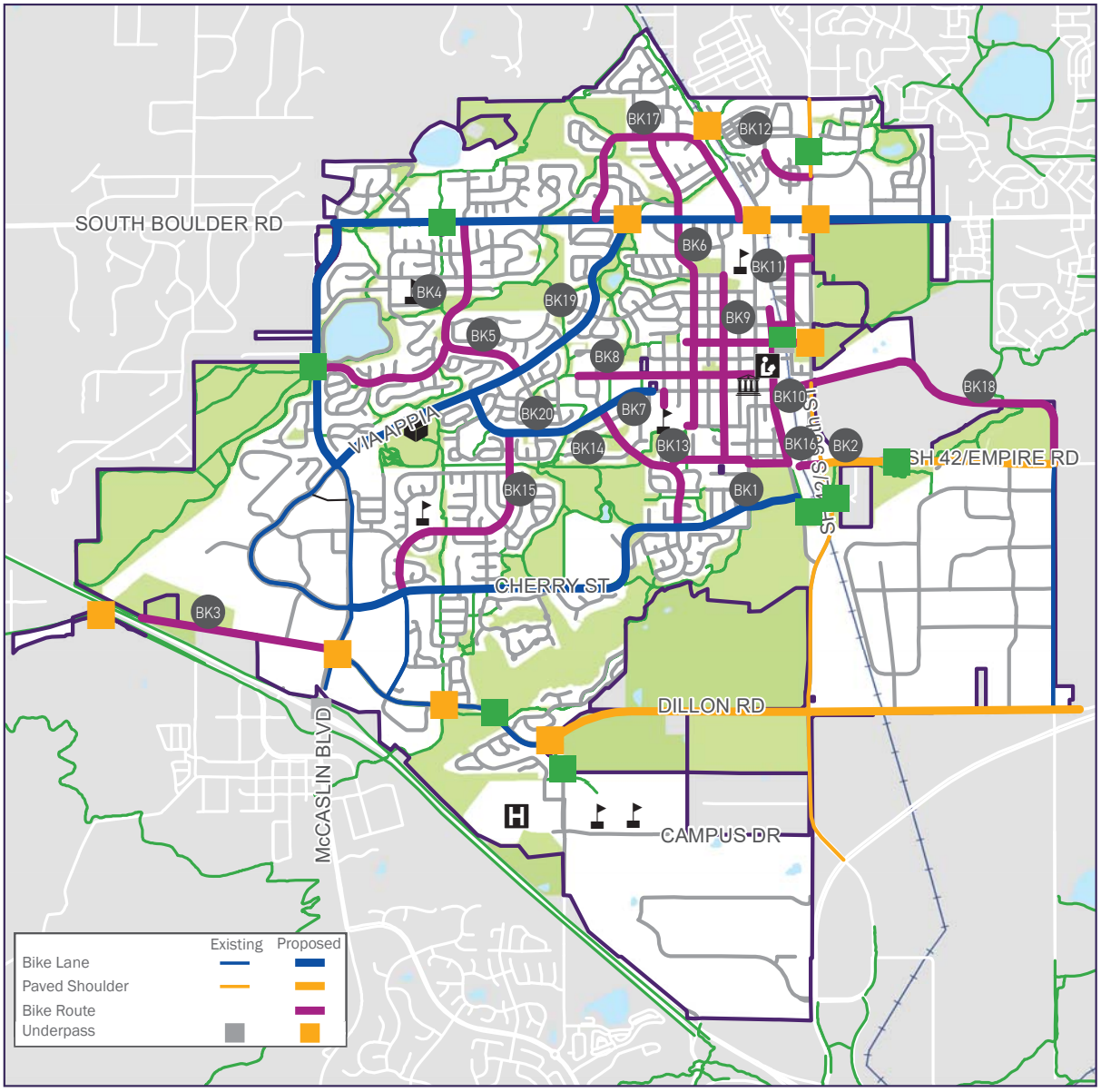
CORRIDOR PROJECTS		
Project	**Location/Detail**	**Description**
CP1	SH 42 Conceptual Design	Expand portion of SH 42/S 96th, add new signal at Short St., add connections to open space trails, consider future multi-modal needs
CP2	SH 42 Enhancements	
CP3	Dillon Road & Campus Drive	New underpasses, new bicycle facilities, trail connections, capacity improvements, and new Campus Dr. connection
CP4	Via Appia	New underpass at South Boulder Rd., enhance pedestrian crossings
CP5	South Boulder Road Corridor	Work with neighboring jurisdictions for multi-modal improvements
CP6	CTC Connector, Arthur Ave to S 96th St	Create new connection from Arthur Avenue to S 96th
CP7	Kaylix Connector, Summit View Dr to South Boulder Rd	Create new connections between Kaylix Dr., South Boulder Rd. and Summit View Dr.
CP8	McCaslin Network Additions, Various locations along McCaslin area	Increase roadway connectivity by filling in the block grid, add multi-use separated path, consider underpass



POLICIES, PROJECTS, & PROGRAMS

BIKE NETWORK ON-STREET PROJECTS		
Project	Description	Location
BK1	Bike Lane	Bella Vista Dr
BK2	Bike Shoulder Improvements	SH 42/Empire Rd
BK3	Bike Route	W Dyer Rd
BK4	Bike Route	Washington Ave
BK5	Bike Route	Tyler Ave
BK6	Bike Route	Garfield/Lincoln
BK7	Bike Route	McKinley Ave
BK8	Bike Route	Spruce St
BK9	Bike Route	Jefferson Ave
BK10	Bike Route	Front St

BIKE NETWORK ON-STREET PROJECTS		
Project	Description	Location
BK11	Bike Route	DELO to Downtown
BK12	Bike Route	Hecla Dr
BK13	Bike Route	Rex/West St
BK14	Bike Route	Hoover Ave
BK15	Bike Route	Polk Ave/Dahlia St
BK16	Bike Route	Lock St
BK17	Bike Route	Centennial north of South Boulder Rd
BK18	Bike Route	Empire Rd
BK19	Bike Lane	Via Appia buffered bike lanes
BK20	Bike Lane	Pine St



POLICIES, PROJECTS, & PROGRAMS

	BIKE NETWORK OFF-STREET PROJECTS		
	Project	Description	Location
Multi-Use Paths	MU1	Off-Street Shared Path	SH 42 to CTC
	MU2	Off-Street Shared Path	SH 42 north of South Boulder Rd
	MU3	Off-Street Shared Path	North of South Boulder Rd, east of SH 42
	MU4	Off-Street Shared Path	Lock St to Community Park
	MU5	Off-Street Shared Path	Louisville Middle School connection
	MU6	Off-Street Shared Path	Warembourg north-south Trail
	MU7	Off-Street Shared Path	Griffith St
	MU8	Off-Street Shared Path	St Andrews to Dillon at proposed 88th St Underpass
	MU9	Off-Street Shared Path	88th to US 36
	MU10	Off-Street Shared Path	McKinley Park
	MU11	Off-Street Shared Path	Arboretum Trail
	MU12	Off-Street Shared Path	Power Line Trail to Mining Trail
	MU13	Off-Street Shared Path	US36 to Dyer
	MU14	Off-Street Shared Path	McCaslin Blvd
	MU15	Off-Street Shared Path	Washington Ave through Coyote Run
	MU16	Off-Street Shared Path	St Andrews Ln (Coal Creek bypass) to Dillon Rd
	MU17	Off-Street Gravel Trail	104th regional connection
	MU18	Off-Street Gravel Trail	Dillon to Coal Creek west of 96th St conceptual alignment
	MU19	Off-Street Shared Path	US36 to St Andrews Ln (Avista)
	MU20	Off-Street Gravel Trail	Warembourg east-west trail
	MU21	Off-Street Gravel Trail	Centennial Parkway to Davidson Mesa Trail
	MU22	Off-Street Gravel Trail	County Rd to Coal Creek Trail conceptual alignment
	MU23	Off-Street Shared Path	Kestrel Trail to SH 42 Underpass/Bullhead Gulch
	MU24	Off-Street Shared Path	North Open Space
	MU25	Off-Street Shared Path	Garfield to Centennial
	MU26	Off-Street Gravel Trail	Coal Creek Trail connection north of Empire Rd conceptual alignment
	MU27	Off-Street Gravel Trail	Cottonwood Park
	MU28	Off-Street Shared Path	Overlook Underpass conceptual connection
	MU29	Off-Street Shared Path	Via Appia to North Open Space
	MU30	Off-Street Shared Path	Fireside Realignment
	MU31	Off-Street Shared Path	Warembourg, Mining to Goodhue Realignment
	MU32	Off-Street Shared Path	Powerline to Coal Creek Trail
	MU33	Off-Street Trail	Coyote Run
	MU34	Off-Street Shared Path	Coal Creek to Downtown Connection
	MU35	Fun Route	Powerline Trail Fun Route
	MU36	Off-Street Shared Path	Coal Creek Trail rerouting around neighborhood
	MU37	Off-Street Gravel Trail	Dillon to Coal Creek, east of 96th St

POLICIES, PROJECTS, & PROGRAMS

BIKE NETWORK OFF-STREET PROJECTS

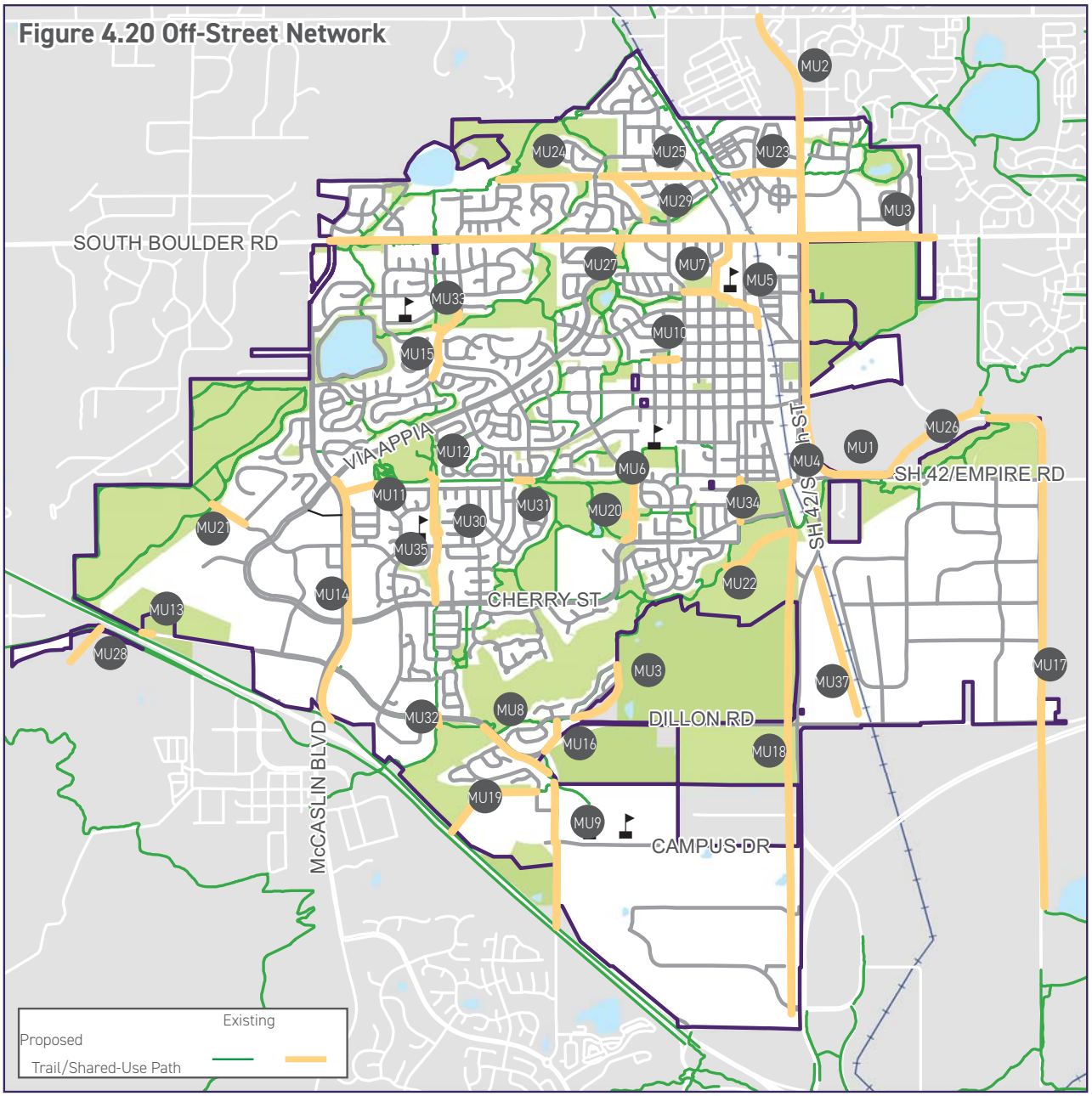


Figure 4.20 Off-Street Network

CONNECTIVITY & SAFETY IMPROVEMENTS

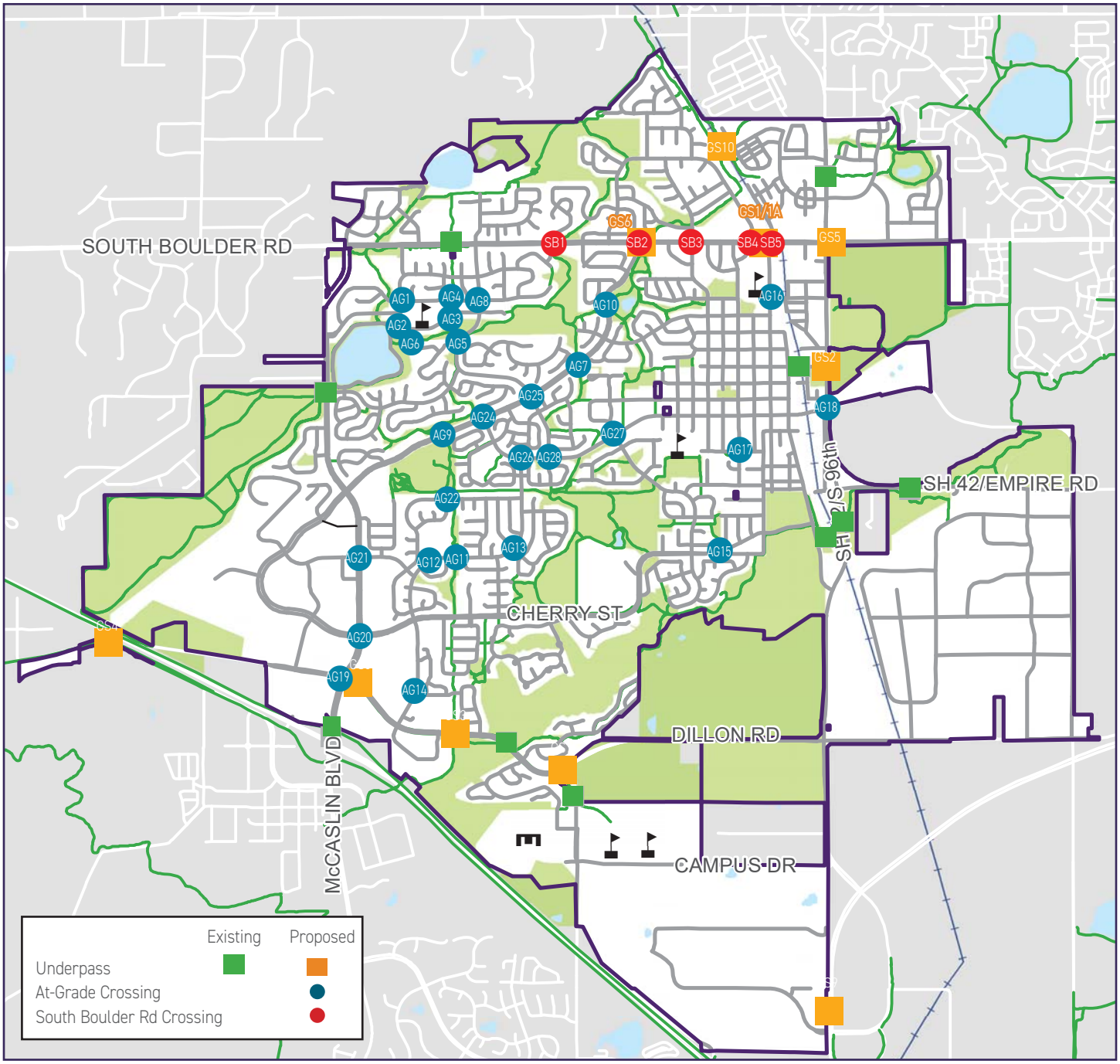
	Project	Description	Location
Sidewalks	SW1	Sidewalk Improvement	South Boulder Rd from Garfield Ave to Jefferson Ave
	SW2	Sidewalk Improvement	Via Appia near Cottonwood Park
	SW3	Sidewalk Improvement	Pine St at railroad
	SW4	Sidewalk Improvement	Griffith St at railroad
	SW5	Sidewalk Improvement	Spruce from Miners Field to Lee Ave, west of SH 42
	SW6	Sidewalk Improvement	East side of street North of Clementine Subdivision to Pine
	SW7	Sidewalk Improvement	Washington near Coyote Run

POLICIES, PROJECTS, & PROGRAMS

	CONNECTIVITY & SAFETY IMPROVEMENTS		
	Project	Description	Location
Grade-Separated Crossings	GS1/1A	Underpass/Gateway	South Boulder Rd at Main St
	GS2	Underpass	SH 42 at South St/Short St
	GS3	Underpass	Powerline Trail at Dillon Rd
	GS4	Underpass	Davidson Mesa Overlook
	GS5	Underpass	South Boulder Rd at SH 42 Regional Trail
	GS6	Underpass	South Boulder Rd at Via Appia
	GS7	Underpass	Dillon Rd at S 88th St
	GS8	Underpass	Dillon Rd east of McCaslin Blvd
	GS9	Underpass	Tape Rd at NW Pkwy
	GS10	Underpass	Bullhead Gulch
At-Grade Crossings	SBR1-5	All South Boulder Rd Improvements	South Boulder Rd at Via Appia
	AG1	Shortened Crossing Distance	Willow Dr at Kennedy Ave
	AG2	Shortened Crossing Distance	W Tamarisk St at Kennedy Ave
	AG3	Neckdowns or enhanced crossing	Power Line Trail at Tamarisk St
	AG4	Neckdowns or enhanced crossing	Power Line Trail at Willow Dr
	AG5	Neckdowns or enhanced crossing	Coyote Run at Washington Ave
	AG6	Enhanced Crossing Markings	Coyote Run at Kennedy Ave
	AG7	Flashing Beacon Crosswalk	Sagebrush Way at Via Appia
	AG8	Enhanced Crossing Markings	Willow Dr at Washington Ave
	AG9	Upgrade Beacon	Power Line Trail at Via Appia
	AG10	Enhanced Crossing Markings	Coyote Run at Via Appia
	AG11	Enhanced Crossing	Power Line Trail at Dahlia St
	AG12	Improve signage/striping	Dahlia St at W Dahlia Ct
	AG13	Enhanced Crossing Markings	Polk Ave at Madison Ave
	AG14	Beacon & Enhanced Crossing Markings	Dahlia St at Ridge Pl
	AG15	Flashing Beacon Crosswalk	Bella Vista Dr near Aspen Way
	AG16	Raised Crossing with Refuge	Main St at Louisville Middle School
	AG17	Shortened Crossing Distance	Hutchinson St at Jefferson Ave
	AG18	Enhanced Crossing Markings	SH 42 at Pine St
	AG19	Enhanced Crossing	Dillon Rd at McCaslin Blvd
	AG20	Enhanced Crossing	Centennial Pkwy at McCaslin Blvd
	AG21	Enhanced Crossing	W Century Dr at McCaslin Blvd
	AG22	Enhanced Crossing	Vista Ln and Mulberry St
	AG23	Formalize Painted Bump Outs	City-wide
	AG24	Reconfigure intersection	Via Appia at Pine St
	AG25	Shortened Crossing Distance	Via Appia at Tyler St
	AG26	Shortened Crossing Distance	Pine St at Polk St
	AG27	Shortened Crossing Distance	Pine St at Hoover St
	AG28	Shortened Crossing Distance	Pine St at Tyler St

POLICIES, PROJECTS, & PROGRAMS

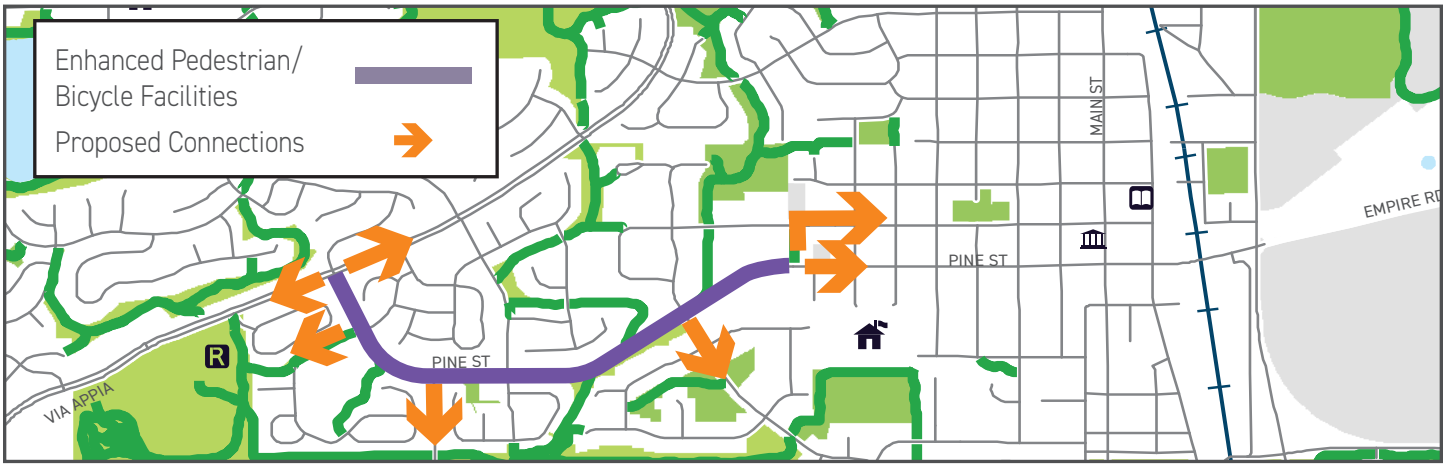
CONNECTIVITY & SAFETY IMPROVEMENTS

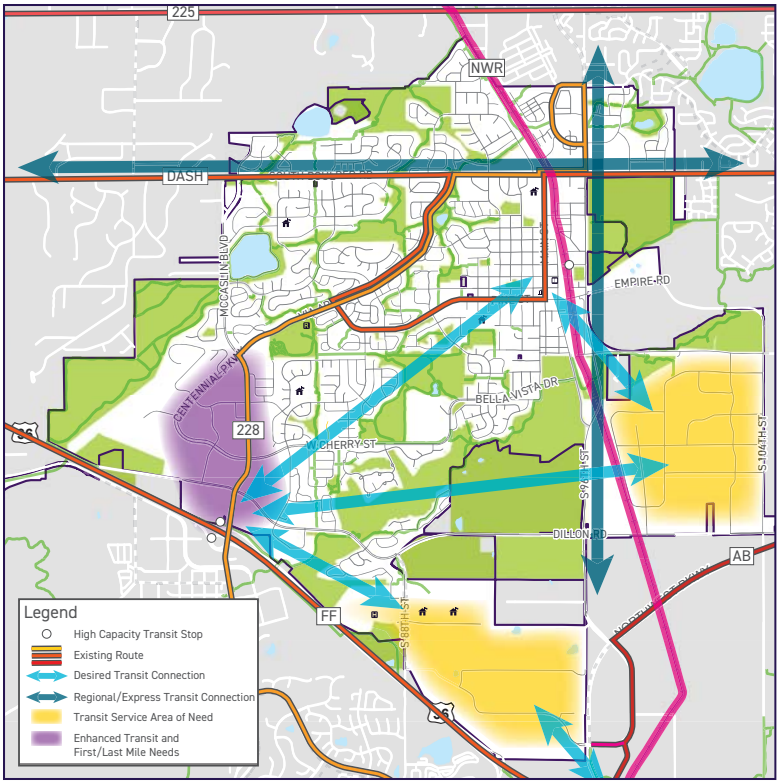


POLICIES, PROJECTS, & PROGRAMS

DOWNTOWN CONNECTION ENHANCEMENTS

The Downtown Connection Enhancements project recommends an enhanced connection between the Rec Center, neighborhood bikeways, trails, and Downtown. This focuses on enhancing proposed bikeways through separation and protection from vehicles and widening sidewalks to improve accessibility. This connection would provide comfortable and safe facilities for people of all ages and abilities.





TRANSIT VISION & SERVICE NEEDS

Project	Description	Location
TR1	Proposed Transit Network	Citywide
TR2	EcoPass & Other Incentives	Neighborhood or Business Incentives for Employees
TR3	Access Improvements to McCaslin Station	Multimodal Connections, Improve Bus Route for Possible Circulator
TR4	Bus Stop Improvements	Citywide
TR5	NW Rail Peak Hour Service	Beginning of rail service for peak hour only
TR6	NW Rail Station Area Planning	Downtown and CTC

POLICIES, PROJECTS, & PROGRAMS

Programs

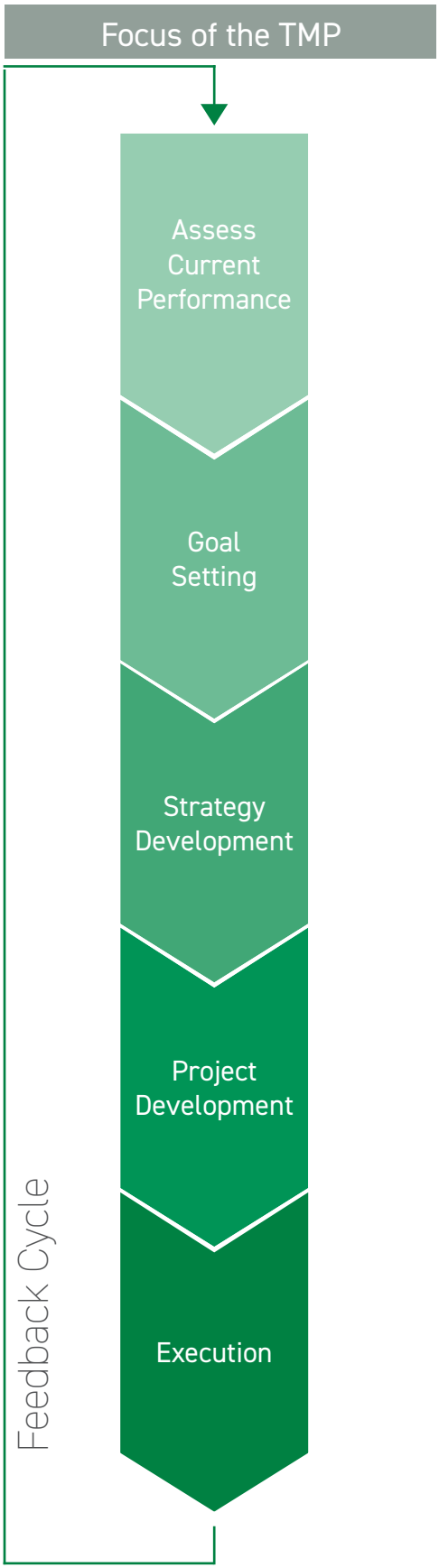
These recommendations support the development, expansion, or enhancement of programs that generally encourage, educate, and support mobility options. Programs may be implemented by or in partnership with organizations outside of the City as well, such as non-profit organizations and are typically short-term opportunities to make meaningful impacts.

Program	Description
Program 1: Neighborhood Traffic Management Program	A Neighborhood Traffic Management Program (NTMP) focuses on neighborhood-level traffic calming and safety improvements. These improvements help maintain the City's family-friendly small-town character. The City of Louisville has begun development of an NTMP.
Program 2: Travel Demand Management	Transportation Demand Management (TDM) strategies inform, encourage, and incentivize the use of non-vehicular transportation modes and decrease single-occupancy driving. TDM strategies may include a wide range of programs that promote walking, biking, transit, and ridesharing.
Program 3: Safe Routes Program	A Safe Routes program aims to create safe and convenient opportunities to walk or bike to schools and key destinations including parks, the Recreation Center and other community centers. For school children, these programs can help instill habits of walking and biking, along with safety and education around multimodal mobility. For older adults, Safe Routes programs can promote active aging, and contribute to health benefits.
Program 4: Fun Routes Program	As an added way to encourage kids to ride their bikes to school, or other community destinations, "Fun Routes" would utilize singletrack sidewalks, often adjacent and parallel to an existing paved trail or street. Designed primarily for youth, they are a way to incorporate fun into commuting through neighborhoods and a way to try trail riding.
Program 5: Open Streets Program	Open Streets programs temporarily close streets to automobiles and organize public activities to encourage healthier transportation and living habits. Open Streets events can also be a way to do pop-up demonstration projects for new types of infrastructure, to introduce a pilot project, or celebrate recent design changes. City events such as Street Faire, the Farmer's Market, or the McCaslin Movie Night recently held at the former Sam's Club are ideal time to hold such events.
Program 6: Coordinate Bike Share Network	A bike share program can encourage bicycle use between key destinations help fill gaps in first and last mile infrastructure around transit. In Louisville, bike share could be a viable way to connect areas like McCaslin Station, Avista Hospital, the former StorageTek site, the CTC, Downtown, DELO, and Kestrel. The City should continue efforts to coordinate on a regional level to implement a bike share program.
Program 7: Safety, Maintenance & Training Programs	Education campaigns can be targeted to inform the public about laws and consistent concerns that need to be addressed. These campaigns can be focused on people in cars, on bikes, or walking. Safety courses, bike repair workshops, and awareness campaigns are examples.

POLICIES, PROJECTS, & PROGRAMS

Program 8: Coordinated Wayfinding System	Wayfinding systems are navigational systems that help people move around the city, whether they are in a car, on foot, on a bike, or using transit. Traditionally consisting of signs, wayfinding systems can now also involve GPS systems, web connectivity, and mobile technology. Wayfinding systems can be designed and implemented formally by municipalities, business districts, and even advocacy organizations.
Program 9: Bicycle-Friendly Designation	The Bicycle Friendly Community (BFC) program is administered by the League of American Bicyclists, which guides communities in understanding the opportunities to improve conditions for bicycling. The League has identified focus areas, known as the "Five E's", for creating a bicycle friendly community: engineering, education, encouragement, enforcement, and evaluation/planning.
Program 10: Data Collection	Data is utilized when developing projects, identifying community priorities, and understanding whether implemented projects are having the desired impacts. Collecting data consistently helps to understand current demand and use, and plan appropriately for the future. The before and after data is also particularly useful as a means to support future infrastructure investments.

IMPLEMENTATION



Success in achieving the goals and recommendations of the TMP can only be realized through effective implementation that identifies strategies, manages progress towards the goals, and strategically allocate resources. Chapter 5 provides an overview of three key components of implementation that support the recommendations in the TMP.

Project Prioritization & Development

Implementation will require coordination between multiple City departments, external public agencies, developers, private businesses, and other organizations. In addition, some of the policies, projects and programs identified in Chapter 4 have greater opportunity for making immediate impacts, some require more resources, and some will take more time than others. This section identifies strategies for project prioritization, development and management to effectively realize the recommendations in the TMP.

Funding Framework

Revenues to support the City's transportation programs come from a variety of sources, primarily the General Fund and Capital Improvement Fund. The City does not have a dedicated source of funding for transportation investments, and transportation projects compete for funding through the regular budget prioritization process. The City's capital fund is limited and does not provide the level of funding necessary to fully implement all of the contemplated projects in the TMP.

This section discusses additional ways the City could fund the recommendations, including additional revenues through taxes or fees, securing grants or other external funding sources, and other financing tools. Different funding scenarios are included to represent possible means of achieving the goals in the TMP.

Managing Performance Toward the Goals

The goals identified for the TMP represent building blocks to continue to develop a community with a high degree of mobility that is accessible and safe for people of all ages and abilities to travel. It will be important to measure how the City is performing towards those goals. This section identifies performance metrics to monitor progress of implementing the TMP. This will enable the City to understand the degree to which progress is being made and identify areas of focus for future improvements.

IMPLEMENTATION, CONT.

Funding Scenarios

To understand the magnitude of impact on implementation that could occur if various funding tools were utilized, three implementation scenarios were developed as examples for the TMP. This plan is not recommending one particular scenario but has developed each scenario as a potential avenue to implementation. The funding scenarios are designed to demonstrate the variety of tools that can be utilized and leveraged against each other as well as highlight how some funding tools can impact the overall timeline of implementation.

	Scenario 1	Scenario 2	Scenario 3
Description	Continuation of current CIP funding levels	Increase in CIP funding plus additional grant funding	Further increase in CIP funding, grant funding, and additional new funding sources
Funding Level	$ $ $	$ $ $	$ $ $
Total Funding	$26 Million	$43.8 Million	$93.8 Million
2019-2024 CIP	$8 Million	$10 Million	$15 Million
Miles of corridor projects	3 miles 1 corridor study	3 miles 1 corridor study	5 miles 1 corridor study
Number of crossing improvements	3 grade separated 29 at-grade	5 grade separated 29 at-grade	9 grade separated 32 at-grade
Miles of new trails and sidewalk connections	4 miles	8 miles	8 miles
Miles of bike network enhancements	17 miles	20 miles	26 miles
Transit service & accessibility	Begin circulator pilot for CTC & McCaslin access McCaslin access improvements 6 bus stop enhancements	Begin circulator pilot for CTC & McCaslin access McCaslin access improvements 9 bus stop enhancements Begin peak-hour rail service or investment in other high-capacity/ frequency transit service	Begin circulator pilot for CTC & McCaslin access McCaslin access improvements 12 bus stop enhancements Begin peak-hour rail service or investment in other high-capacity/ frequency transit service

IMPLEMENTATION, CONT.

Prioritization Table

Implementation will require coordination between multiple City departments, external public agencies, developers, private businesses, and other organizations. As roles are defined, the departments that have coordinated to develop the Plan (Planning & Building Safety, Public Works, and Parks & Recreation) should organize and maintain accountability for their respective pieces of implementation.

Of the policies and programs identified in Chapter 4, some have greater opportunity for making immediate impacts, some require more resources, and some will take more time than others. The City should prioritize policies and programs to ensure resources are used as efficiently as possible. Some elements of the TMP may only be realized if new financial resources or grants become available.

This section identifies recommended priorities and potential project timing. The highest priority projects meet one or more of the following conditions:

- Policy changes that require limited or no additional financial resources
- Projects able to be implemented within current funding levels
- Programs that can be implemented with partners and require limited additional resources from the City

High-profile projects that meet significant needs or build momentum for additional future improvements

IMPLEMENTATION, CONT.

	Project	Description	Location	Cost	Priority	Timeframe	Partner/Coordination	Benefit(s)	S1	S2	S3	Notes
Corridor Projects	CP1	Roadway Improvement	SH 42 Conceptual Design	$75,000	High	Short	Boulder Co., Lafayette, RTD. CDOT	Travel time reliability, safety	Y	Y	Y	$500,000 total cost, $350,000 TIP and $75,000 Lafayette contribution
	CP2	Roadway Improvement	SH 42 Widening	$25,000,000	High	Long	Boulder Co., Lafayette, RTD. CDOT	Travel time reliability, safety	Y	Y	Y	Rebuild Empire to South Boulder Road
	CP3	Roadway Improvement	Dillon Road, Campus Drive Extension, Widen 88th	$10,400,000	High	Medium	-	Capacity and bicycle visibility	N	N	Y	88th to 104th bike and applicable ADA paint/signage. Increase queue length capacity on EB and WB lanes around BNSF . Widen Dillon WB at 96th on the north increasing queue length. Could be phased to provide lower-cost improvements on Dillon first.
	CP4	Roadway Improvement	Via Appia Way	$253,440	Medium	Short	-	Safety and visibility for all modes	Y	Y	Y	Reduce lane widths, extend bike lanes, extend refuges, remove right turn lanes
	CP5	South Boulder Rd Study	SBR Corridor	$100,000	Medium	Short	Boulder Co., Lafayette, RTD	Safety, travel reliability, transit service	Y	Y	Y	
	CP6	CTC Connector	Arthur to 96th	$2,000,000	Medium	Medium	-	Network connectivity	N	N	Y	
	CP7	Kaylix Connector	Hecla to South Boulder	$2,500,000	High	Medium	-	Network connectivity	N	N	Y	Requires ROW acquisition or property owner coordination
	CP8	McCaslin Network Additions	Various within McCaslin area to create network grid	TBD	High	Long	Developer(s)	Network connectivity, economic access	Y	Y	Y	Likely implemented by developer in redevelopment. If not, requires ROW acquisition or property owner coordination
Bike Network Improvements	BK1	Bike Lane	Bella Vista	$33,000	Medium	Short	-	Safety	Y	Y	Y	Missing segment where currently shared lane, continue bike lane for consistency and safety
	BK2	Bike Shoulder Improvements	SH 42/Empire Rd	$201,600	High	Short	-	Safety, network connectivity	N	Y	Y	Could include signs, striping and official designation
	BK3	Bike Route	W Dyer Rd	$5,240	High	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK4	Bike Route	Washington Ave	$12,360	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK5	Bike Route	Tyler Ave	$3,240	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK6	Bike Route	Garfield/Lincoln	$12,960	High	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK7	Bike Route	McKinley Ave	$640	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK8	Bike Route	Spruce St	$8,320	High	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK9	Bike Route	Jefferson Ave	$8,000	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK10	Bike Route	Front St	$8,300	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK11	Bike Route	DELO to Downtown	$11,720	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK12	Bike Route	Hecla Dr	$2,600	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK13	Bike Route	Rex/West St	$5,320	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK14	Bike Route	Hoover Ave	$10,120	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK15	Bike Route	Polk Ave/Dahlia St	$10,200	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK16	Bike Route	Lock St	$1,000	Low	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK17	Bike Route	Centennial North of SBR	$5,680	Medium	Short	-	Network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK18	Bike Route	Empire Rd	$13,750	Medium	Short	-	Safety, network connectivity	Y	Y	Y	Could include signs, striping and official designation
	BK19	Bike Lane	Via Appia buffered bike lanes	CP4 & MU23	Medium	Medium	-	Safety	N	N	Y	Could include signs, striping and official designation
	BK20	Protected Bike Lane & Widened Sidewalks	Pine St	$750,000	High	Short	-	Safety, network connectivity	Y	Y	Y	Can be coordinated with Pine St repaving

	Project	Description	Location	Cost	Priority	Timeframe	Partner/Coordination	Benefit(s)	S1	S2	S3	Notes
Mixed-Use Paths/Trails	MU1	Off-Street Shared Path	SH 42 to CTC	$780,000	High	Long	Boulder County	Regional access, connections, safety	Y	Y	Y	
	MU2	Off-Street Shared Path	SH42 N of South Boulder Rd	$100,800	Medium	Short	-	Connectivity, safety	Y	Y	Y	
	MU3	Off-Street Shared Path	N of South Boulder Rd E of SH42	$276,000	Low	Long	-	Business access, safety	N	Y	Y	
	MU4	Off-Street Shared Path	Lock St to Community Park	$20,000	Medium	Medium	BNSF Railroad	Network connectivity	Y	Y	Y	New 10' trail with rail crossing, requires RR coordination
	MU5	Off-Street Shared Path	LMS Connection	$360,000	Low	Long	Boulder Valley School District	Safety, school access	N	N	Y	Do not own ROW, cost will be higher
	MU6	Off-Street Shared Path	Warembourg N/S Trail	$145,000	Medium	Short	-	Network connectivity	Y	Y	Y	
	MU7	Off-Street Shared Path	Griffith St	$60,000	Medium	Long		Safety, school access	Y	Y	Y	
	MU8	Off-Street Shared Path	St Andrews to 88th Underpass	$120,000	High	Short	-	Safety, school access	Y	Y	Y	
	MU9	Off-Street Shared Path	88th to US 36	$60,000	High	Short	-	Network connectivity	Y	Y	Y	
	MU10	Off-Street Shared Path	McKinley Park	$60,000	Medium	Medium	-	Network connectivity	Y	Y	Y	
	MU11	Off-Street Shared Path	Arboretum Trail	$80,000	Medium	Medium	-	Network connectivity	Y	Y	Y	
	MU12	Off-Street Shared Path	Powerline to Mining connection	$30,000	Low	Short	-	Network connectivity	Y	Y	Y	
	MU13	Off-Street Shared Path	US36 to Dyer Connection	$10,000	High	Short	-	Network connectivity	Y	Y	Y	
	MU14	Off-Street Shared Path	McCaslin Blvd	$609,600	High	Medium	-	Safety, economic access	N	N	Y	
	MU15	Off-Street Shared Path	Washington Ave	$154,000	Low	Medium	-	Trail connectivity	Y	Y	Y	Widen sidewalk to be mixed-use trail south to Powerline Trail, add new trail to the north
	MU16	Off-Street Shared Path	St. Andres (Coal Creek Bypass) to Dillon	$92,400	Medium	Medium	-	Network connectivity	Y	Y	Y	
	MU17	Off-Street Gravel Trail	104th regional connection	$158,334	High	Short	Boulder Co., Lafayette	Regional connectivity, safety	Y	Y	Y	$950,000 total cost, $158,333 Boulder County, $158,333 Lafayette and $475,000 TIP
	MU18	Off-Street Gravel Trail	Coal Creek to US36 West of 96th	$500,000	Medium	Long	Boulder Co., Broomfield	Regional connectivity, safety	N	Y	Y	
	MU19	Off-Street Shared Path	US36 to St. Andrews	$280,000	Low	Medium	-	Network connectivity	N	Y	Y	
	MU20	Off-Street Gravel Trail	Warembourg E/W Trail	$21,000	Low	Short	-	Trail connectivity	Y	Y	Y	
	MU21	Off-Street Gravel Trail	Centennial Parkway to Davidson Mesa Trail	$90,000	High	Medium	-	Network connectivity	Y	Y	Y	
	MU22	Off-Street Gravel Trail	Reroute Coal Creek Trail to follow creek	$125,000	High	Short	-	Enhanced trail experience	Y	Y	Y	East side of street.
	MU23	Off-Street Shared Path	Kestrel Trail to SH 42 Underpass	$125,000	High	Short	-	Trail connectivity	Y	Y	Y	Should already be doing with underpass
	MU24	Off-Street Shared Path	North Open Space Trail - West	$220,000	Low	Long		Trail connectivity	N	Y	Y	
	MU25	Off-Street Shared Path	North Open Space Trail - East	$220,000	Low	Long	-	Trail & network connectivity	N	Y	Y	
	MU26	Off-Street Gravel Trail	Coal Creek Trail Connection north of Empire Rd	$80,000	Low	Long	-	Enhanced trail experience	N	Y	Y	New route through open space
	MU27	Off-Street Gravel Trail	Cottonwood Park connection	$27,500	Medium	Medium	-	Trail connectivity	N	Y	Y	
	MU28	Off-Street Shared Path	Overlook underpass conceptual connection	$85,000	Low	Long	Superior, Boulder County	Trail connectivity	Y	Y	Y	Requires coordination and partnerships
	MU29	Off-Street Shared Path	Via Appia to North Open Space	$165,000	Medium	Medium	-	Trail connectivity	N	Y	Y	
	MU30	Off-Street Shared Path	Fireside Realignment	$300,000	Low	Long	-	Enhanced trail experience	N	Y	Y	
	MU31	Off-Street Shared Path	Warembourg, Mining to Goodhue Realignment	$75,000	Low	Medium	-	Enhanced trail experience	N	Y	Y	
	MU32	Off-Street Shared Path	Powerline to Coal Creek Trail	$35,000	High	Short	-	Trail connectivity	Y	Y	Y	
	MU33	Off-Street Gravel Trail	Coyote Run	$30,000	High	Short	-	Safety, trail connectivity	Y	Y	Y	
	MU34	Off-Street Shared Path	Coal Creek to Downtown Connection	$77,500	Medium	Short	-	Safety, trail connectivity	N	Y	Y	
	MU35	Fun Route	Powerline Trail Fun Route	$150,000	High	Short	-	Quality-of-life, multimodal options	Y	Y	Y	
	MU36	Off-Street Shared Path	Coal Creek Trail	$225,000	Low	Long	Boulder County	Enhanced trail experience	N	N	Y	Reroute trail out of neighborhood; grade issues
	MU37	Off-Street Gravel Trail	Dillon to Coal Creek East of 96th	$500,000	Medium	Long	Developer	Regional connectivity, safety	N	Y	Y	

	Project	Description	Location	Cost	Priority	Timeframe	Partner/Coordination	Benefit(s)	S1	S2	S3	Notes
Sidewalks	SW1	Sidewalk Improvement	South Boulder Rd [Garfield,Jefferson]	$81,000	High	Short	-	Safety, eliminate gaps	Y	Y	Y	Widen sidewalk to 10', where possible; coordinate w underpass construction
	SW2	Sidewalk Improvement	Via Appia near Cottonwood Park	$36,000	High	Short	-	Safety, eliminate gaps	Y	Y	Y	Alternative: Build bridge to sidewalk within park
	SW3	Sidewalk Improvement	Washington near Coyote Run	$68,000	High	Short	-	Safety, eliminate gaps	Y	Y	Y	East side. Hopefully already happening.
	SW4	Sidewalk Improvement	East North of Clementine Sub to Pine	$96,000	High	Short	Developer	Safety, eliminate gaps	Y	Y	Y	Upgrade Sidewalk to Pine - either East or West Side
	SW5	Sidewalk Improvement	Pine St at Rail	$7,600	High	Short	-	Safety, eliminate gaps	Y	Y	Y	New sidewalk both sides
	SW6	Sidewalk Improvement	Griffith St @ Rail	$14,600	High	Short	-	Safety, eliminate gaps	Y	Y	Y	New sidewalk, rail crossing, south side
	SW7	Sidewalk Improvement	Spruce to Miners Field to Lee W of SH42	$64,000	High	Short	-	Safety, eliminate gaps	Y	Y	Y	New wide sidewalk to provide ped and bike access - Expand through Miners Field
Grade Separated Crossings	GS1	Underpass	South Boulder Rd @ Main St	$8,000,000	Medium	Long	BNSF (potential)	Safety, connectivity	N	Y	N	
	GS1A	Underpass Gateway	South Boulder Rd @ Main St	$20,000,000	Medium	Long	Property Owner	Safety, connectivity, quality-of-life	N	N	Y	Alternative to GS1 that Include Property Acquisition and Public Plaza or Entry Features
	GS2	Underpass	SH 42 @ South St	$8,000,000	High	Medium	CDOT	Safety, connectivity	Y	Y	Y	
	GS3	Underpass	Power Line Trail @ Dillon Rd	$4,000,000	Medium	Medium	-	Network connectivity	Y	Y	Y	
	GS4	Underpass	Overlook Underpass	$120,000	Low	Long	Superior, Boulder Co.	Safety, regional connectivity	Y	Y	Y	Total cost: $1,800,000; Local share: $120,000
	GS5	Underpass	South Boulder Rd at SH42 Regional Trail	$8,000,000	Medium	Long	-	Safety, regional connectivity	N	N	Y	
	GS6	Underpass	South Boulder Rd @ Via Appia	$6,000,000	High	Medium	-	Safety	N	Y	Y	Consider in Cottonwood Park Plan 2020
	GS7	Underpass	Dillon Rd @ S 88th St	$5,000,000	Low	Long	-	Traffic flow, school access	N	N	Y	Correlated with Dillon Road traffic/capacity improvements
	GS8	Underpass	Dillon Rd east of McCaslin Blvd	$8,000,000	Medium	Long	-	Business access, enhanced connectivity	N	N	Y	
	GS9	Underpass	Near Tape Dr @ Northwest Pkwy	$10,000,000	Low	Long	Developer	Safety, trail connectivity	N	Y	Y	High priority if developer partners for construction and cost
	GS10	Underpass	Bullhead Gulch	$6,000,000	Low	Low	-	Safety, trail connectivity	N	N	N	
At-Grade Crossings	SBR1-5	All SBR Improvements	South Boulder Rd @ Via Appia	$429,983	High	Short	-	Safety - primary corridor	Y	Y	Y	$1,433,276 total cost, $1,003,293 TIP
	AG1	Shortened Crossing Distance	Willow Dr @ Kennedy Ave	$20,000	Medium	Short	-	Safety, school access	Y	Y	Y	Upgrade beacon and advanced warning signage and striping
	AG2	Shortened Crossing Distance	W Tamarisk St @ Kennedy Ave	$10,000	Medium	Short	-	Safety, school access	Y	Y	Y	Add Beacon (E,S)
	AG3	Neckdowns or enhanced crossing	Power Line Trail @ Tamarisk St	$10,000	Medium	Short	-	Safety - trail crossing, school access	Y	Y	Y	Coal Creek Elementary (E and S)
	AG4	Neckdowns or enhanced crossing	Power Line Trail @ Willow Dr	$10,000	Medium	Short	-	Safety - trail crossing, school access	Y	Y	Y	Louisville Elementary School, additional markings (N, S)
	AG5	Neckdowns or enhanced crossing	Coyote Run @ Washington Ave	$25,000	Medium	Short	-	Safety - trail crossing, school access	Y	Y	Y	Coal Creek Elementary (S)
	AG6	Enhanced Crossing Markings	Coyote Run @ Kennedy Ave	$2,500	High	Short	-	Safety - trail crossing, school access	Y	Y	Y	
	AG7	Flashing Beacon Crosswalk	Sagebrush Way @ Via Appia	$25,000	High	Short	-	Safety - trail crossing, primary corridor	Y	Y	Y	
	AG8	Enhanced Crossing Markings	Willow Dr @ Washington Ave	$1,500	Medium	Short	-	Safety, school access	Y	Y	Y	
	AG9	Upgrade Beacon	Power Line Trail @ Via Appia	$20,000	High	Short	-	Safety - trail crossing, primary corridor	Y	Y	Y	(E)
	AG10	Enhanced Crossing Markings	Coyote Run @ Via Appia	$5,000	Medium	Short	-	Safety - trail crossing, primary corridor	Y	Y	Y	Bike connection for Empire Rd shoulders, future open space trail and sports complex
	AG11	Enhanced Crossing	Power Line Trail @ Polk Ave	$10,000	Medium	Short	-	Safety - trail crossing, school access	Y	Y	Y	Concrete Curb with Colored Concrete or Landscaping Inside Median. Consider Bike Pass-through
	AG12	Improve signage/striping	Polk Ave @ W Dahlia Ct	$1,000	Medium	Short	-	Safety, school access	Y	Y	Y	
	AG13	Enhanced Crossing Markings	Polk Ave @ Madison Ave	$400	Medium	Short	-	Safety, school access	Y	Y	Y	Coal Creek Elementary
	AG14	Beacon and Enhanced Crossing Markings	Dahlia St @ Ridge Pl	$50,000	Medium	Medium	-	Safety, network connectivity	Y	Y	Y	Coal Creek Elementary
	AG15	Flashing Beacon Crosswalk	Bella Vista Dr near Aspen Way	$25,000	Medium	Short	-	Safety	Y	Y	Y	More direct alignment, improved curb cuts
	AG16	Raised Crossing with Refuge	Main St @ Louisville MS	$20,000	Medium	Short	-	Safety, school access	Y	Y	Y	Fireside Elementary School

	Project	Description	Location	Cost	Priority	Timeframe	Partner/Coordination	Benefit(s)	S1	S2	S3	Notes
At-Grade Crossings	AG17	Shortened Crossing Distance	Hutchinson St @ Jefferson Ave	$1,000	Medium	Short	-	Safety, school access	Y	Y	Y	Trail Detection, Trail advance warning sign on hill
	AG18	Enhanced Crossing Markings	SH 42 @ Pine St	$1,600	High	Short	-	Safety - primary corridor	Y	Y	Y	
	AG19	Enhanced Crossing	Dillon Rd @ McCaslin Blvd	$50,000	High	Medium	-	Safety - primary corridor	Y	Y	Y	
	AG20	Enhanced Crossing	Centennial Pkwy @ McCaslin Blvd	$50,000	High	Medium	-	Safety - primary corridor	Y	Y	Y	
	AG21	Enhanced Crossing	W Century Dr @ McCaslin Blvd	$50,000	High	Medium	-	Safety - primary corridor	Y	Y	Y	
	AG22	Enhanced Crossing	Vista Ln @ Mulberry St	$10,000	High	Short	-	Safety, school access	Y	Y	Y	
	AG23	Formalize Painted Bump Outs	City-Wide	$100,000	High	Short	-	Safety	Y	Y	Y	
	AG24	Reconfigure Intersection	Via Appia @ Pine St	$100,000	High	Short	-	Safety	Y	Y	Y	
	AG25	Shortened Crossing Distance	Via Appia @ Tyler Ave	$40,000	High	Short	-	Safety	Y	Y	Y	
	AG26	Shortened Crossing Distance	Pine St @ Polk Ave	$40,000	Low	Long	-	Safety	N	N	Y	
	AG27	Shortened Crossing Distance	Pine St @ Hoover Ave	$40,000	Low	Long	-	Safety	N	N	Y	
	AG28	Shortened Crossing Distance	Pine St @ Tyler Ave	$40,000	Low	Long	-	Safety	N	N	Y	
Transit Connectivity	TR1	Proposed Transit Network	Citywide	$250,000	High	Short	Businesses, Via/RTD	Job and business access	Y	Y	Y	
	TR2	EcoPass & Other Incentives	Neighborhood or Business Incentives for Employees	$20,000	Medium	Short	RTD	Access to transit	Y	Y	Y	
	TR3	Access Improvements to McCaslin Station	Multimodal Connections, Improve Bus Route for Possible Circulator	$200,000	High	Short	RTD, businesses	Multimodal access to transit, safety	Y	Y	Y	
	TR4	Bus Stop Improvements	Shelter, Bike Racks, Trash Cans, Benches ADA Upgrades	$300,000	High	Ongoing	RTD, businesses	Safety, transit accessibility	Y	Y	Y	
	TR5	NW Rail Peak Hour Service	Beginning of rail service for peak hour only TBD location	$1,000,000	High	Medium	RTD	Regional access	N	Y	Y	Represents investment in higher capacity transit service. Due to nature of project funding could be used to support BRT or other similar type of service.
	TR6	NW Rail Station Area Planning	Downtown and CTC	$50,000	Medium	Short	RTD	Transit access, community character	Y	Y	Y	

Project ID	Description	Location	Cost	Notes
TMP PROJECTS - COMPLETE OR UNDER CONSTRUCTION - NOT funded through TMP $				
Project ID	**Description**	**Location**	**Cost**	**Notes**
MU33, SW3, AG5	Off-Street Gravel Trail, Sidewalk installation and crossing improvements	Coyote Run	$178,310	Complete
MU7	Off-Street Shared Path	Griffith St	$60,000	Under construction
MU23	Off-Street Shared Path	Kestrel Trail to SH 42 Underpass	$125,000	Complete summer 2020
SW 3 & SW 4	Sidewalk Improvements	Pine St. and Griffith St. at railroad	$22,200	Part of Quiet Zones work. Potential for LRC funding.
	Total		$385,510	

2020 TMP PROJECTS - CONSTRUCTION/DESIGN - Funded through TMP $				
Project ID	**Description**	**Location**	**Cost**	**Notes**
CP1	Roadway Improvements from Empire to Arapahoe Rd.	SH 42 Conceptual Design	$75,000	$500,000 total cost, $350,000 TIP and $75,000 each Louisville and Lafayette contribution
MU17	Off-Street Gravel Trail connecting Coal Creek to Rock Creek regional trails	104th regional connection	$50,000	$950,000 total cost, $158,333 Boulder County, $158,333 Lafayette and $475,000 TIP
SBR1-5 All SBR	South Boulder Rd @ Via Appia	SBR at grade crossing improvements	$225,000	TIP project match Potential for LRC $ (for Main Street Improvements)
AG NEW1	Power Line Trail to Coal Creek Connection	Hawk signal at Dillon Rd. and new trail connection and bridge south of Dillon connecting to Coal Creek	$600,000	High priority (#1) for OSAB trail connnections. (Shovel ready from previous design)
MU35	Fun Route Design	Powerline Trail Fun Route (Design only)	$50,000	For construction in 2021
BK20, AG26, AG, 27, AG28	Protected bike lane with striping, shorten crossing distance by reducing curb radiuses, add medians with refuges, widen sidewalk on south side	Pine St from Via Appia to Old Town	$1,200,000	Will be coordinated with Pine St repaving in 2020 Added Owl Dr. intersection to improvements (not included in TMP) Sidewalk on north side could be expanded with $513k add alternate.
SW5	Sidewalk Improvement	W of SH42 South Street to Pine St.	$700,000	This is an expansion of what is in the TMP. Would add a sidewalk along Miners field, South to Pine. Project includes installation of curb, gutter and drainage.
	Total		$2,900,000	
	w/20% contingency		$3,480,000	
2020 TMP PROGRAMS - Funded through TMP $				
	Transportation Demand Management	Lyft/Uber 1st and last mile pilot	$30,000	Cost for ride subsidy, promotion and administration
	Bicycle Education	Open Streets and Bike Rodeo	$10,000	Cost for events, promotion and supplies
	Ped and bike data monitoring system	City-wide	$30,000	Data collection instruments to measure our TMP performance metrics

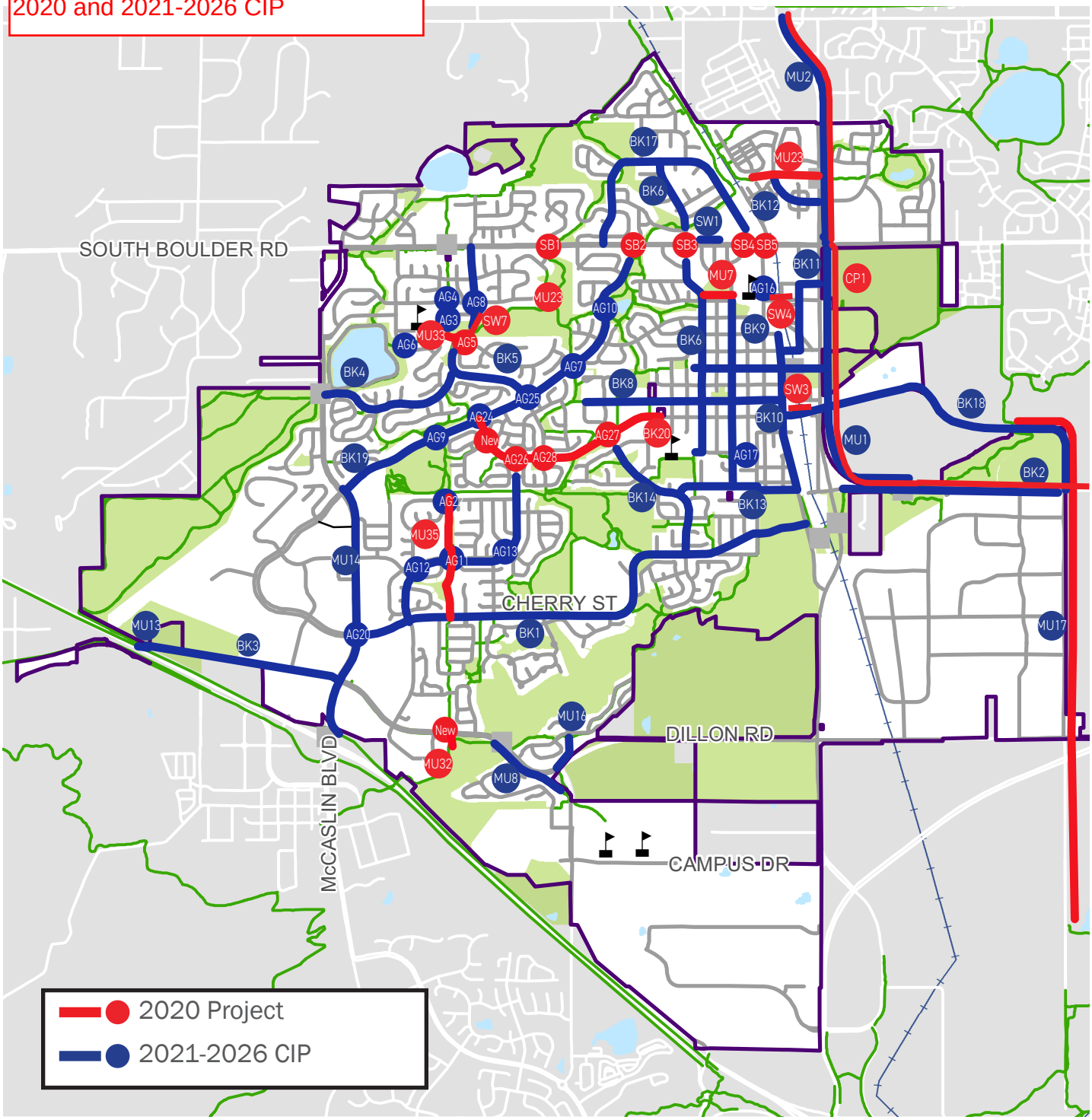
PROPOSED 2021-2026 CIP PROJECT LIST - TMP PROJECTS												
Project ID	Description	Location	Cost	Priority	Timeframe	Notes	21	22	23	24	25	26
SH 42												
MU1	Off-Street Shared Path	East SH 42 from SBR to CTC	$780,000	High	Long	Trail through joint Open Space		x				x
MU2	Off-Street Shared Path	SH42 N of South Boulder Rd	$100,800	Medium	Short	Funding is to fill in any current gaps in sidewalks. Future TMP desired improvement is for a multi-use grade-sepearted 10-12' shared path.		x				x
AG18	Enhanced Crossing Markings	SH 42 @ Pine St	$1,600	High	Short			x				x
	Total		$882,400									
104TH TRAIL												
MU17	Off-Street Gravel Trail	104th regional connection	$158,334	High	Short	$950,000 total cost, $158,333 Boulder County, $158,333 Lafayette and $475,000 TIP	x	x				
BK2	Bike Shoulder Improvements	SH 42/Empire Rd	$201,600	High	Short	Could include signs, striping and official designation	x					
BK18	Bike Route	Empire Rd	$13,750	Medium	Short	Could include signs, striping and official designation	x					
	Total		$373,684									
SBR IMPROVEMENTS												
SBR1-5 All SBR	South Boulder Rd @ Via Appia	SBR at grade crossing improvements	$204,000	High	Short	TIP project Potential for LRC $ (for Main Street Improvements)	x					
SW1	Sidewalk Improvement	North side sidewalk on South Boulder Rd [Garfield,Jefferson]	$81,000	High	Short	Widen sidewalk to 10', where possible; coordinate w underpass construction Potential for LRC $	x					
	Total		$285,000									
VIA APPIA												
CP4	Roadway Improvement	Via Appia Way	$253,440	Medium	Short	Reduce lane widths, extend bike lanes, extend refuges, remove right turn lanes					x	x
BK19	Bike Lane	Via Appia buffered bike lanes	$20,000	Medium	Medium	Could include signs, striping and official designation					x	x
AG9	Upgrade Beacon	Power Line Trail @ Via Appia	$20,000	High	Short						x	x
AG10	Enhanced Crossing Markings	Coyote Run @ Via Appia	$5,000	Medium	Short	Bike connection for Empire Rd shoulders, future open space trail and sports complex					x	x
AG24	Reconfigure Intersection	Via Appia @ Pine St	$100,000	High	Short						x	x
AG25	Shortened Crossing Distance	Via Appia @ Tyler Ave	$40,000	High	Short						x	x

AG7	Flashing Beacon Crosswalk	Sagebrush Way @ Via Appia	$25,000	High	Short						x	x
	Total		$463,440									
DILLON ROAD												
MU8	Off-Street Shared Path	St Andrews to 88th Underpass	$120,000	High	Short				x			
MU16	Off-Street Shared Path	St. Andres (Coal Creek Bypass) to Dillon	$92,400	Medium	Medium				x			
MU13	Dyer Road extensinon	Dillon Road improvements up to Dyer Road extension (connecting to US 36 trail)	$20,000			May include buffered bike lanes on Dillon or Century, improvements and paving on Dyer (Boulder County project)			x			
	Total		$232,400									
MCCASLIN AREA												
CP8	McCaslin area 1st and Last Mile Network Improvements	Various improvements within McCaslin area to create network grid, connections to transit/US 36 bikeway	TBD	High	Long	Likely implemented by developer in redevelopment. If not, requires ROW acquisition or property owner coordination						
OTHER AT GRADE CROSSINGS												
AG3	Neckdowns or enhanced crossing	Power Line Trail @ Tamarisk St	$10,000	Medium	Short	Coal Creek Elementary (E and S)		x				
AG4	Neckdowns or enhanced crossing	Power Line Trail @ Willow Dr	$10,000	Medium	Short	Louisville Elementary School, additional markings (N, S)		x				
AG6	Enhanced Crossing Markings	Coyote Run @ Kennedy Ave	$2,500	High	Short			x				
AG8	Enhanced Crossing Markings	Willow Dr @ Washington Ave	$1,500	Medium	Short			x				
AG11	Enhanced Crossing	Power Line Trail @ Polk Ave	$10,000	Medium	Short	Concrete Curb with Colored Concrete or Landscaping Inside Median. Consider Bike Pass-through		x				
AG12	Improve signage/striping	Polk Ave @ W Dahlia Ct	$1,000	Medium	Short			x				
AG13	Enhanced Crossing Markings	Polk Ave @ Madison Ave	$400	Medium	Short	Coal Creek Elementary		x				
AG16	Raised Crossing with Refuge	Main St @ Louisville MS	$20,000	Medium	Short	Fireside Elementary School		x				
AG17	Shortened Crossing Distance	Hutchinson St @ Jefferson Ave	$1,000	Medium	Short	NS Crosswak		x				
AG20	Enhanced Crossing	Centennial Pkwy @ McCaslin Blvd	$50,000	High	Medium			x				
AG22	Enhanced Crossing	Vista Ln @ Mulberry St	$10,000	High	Short			x				

AG23	Formalize Painted Bump Outs	City-Wide	$100,000	High	Short			x				
	Total		$216,400									
OTHER BIKE FACILITIES												
BK1	Bike Lane	Bella Vista	$33,000	Medium	Short	Missing segment where currently shared lane, continue bike lane for consistency and safety		x				
BK3	Bike Route	W Dyer Rd	$5,240	High	Short	Could include signs, striping and official designation		x				
BK4	Bike Route	Washington Ave	$12,360	Medium	Short	Could include signs, striping and official designation		x				
BK5	Bike Route	Tyler Ave	$3,240	Medium	Short	Could include signs, striping and official designation		x				
BK6	Bike Route	Garfield/Lincoln	$12,960	High	Short	Could include signs, striping and official designation		x				
BK7	Bike Route	McKinley Ave	$640	Medium	Short	Could include signs, striping and official designation		x				
BK8	Bike Route	Spruce St	$8,320	High	Short	Could include signs, striping and official designation		x				
BK9	Bike Route	Jefferson Ave	$8,000	Medium	Short	Could include signs, striping and official designation		x				
BK10	Bike Route	Front St	$8,300	Medium	Short	Could include signs, striping and official designation		x				
BK11	Bike Route	DELO to Downtown	$11,720	Medium	Short	Could include signs, striping and official designation		x				
BK12	Bike Route	Hecla Dr	$2,600	Medium	Short	Could include signs, striping and official designation		x				
BK13	Bike Route	Rex/West St	$5,320	Medium	Short	Could include signs, striping and official designation		x				
BK14	Bike Route	Hoover Ave	$10,120	Medium	Short	Could include signs, striping and official designation		x				
BK15	Bike Route	Polk Ave/Dahlia St	$10,200	Medium	Short	Could include signs, striping and official designation		x				
BK16	Bike Route	Lock St	$1,000	Low	Short	Could include signs, striping and official designation		x				
BK17	Bike Route	Centennial North of SBR	$5,680	Medium	Short	Could include signs, striping and official designation		x				
	Total		$138,700									
OTHER MULTI USE PATH FACILITIES												
MU35	Fun Route	Powerline Trail Fun Route	$250,000	High	Short		x					
	Total		$250,000									
OTHER TRANSIT FACILITIES												

TR4	Bus Stop Improvements	Shelter, Bike Racks, Trash Cans, Benches ADA Upgrades	$300,000	High	Ongoing			x				
	Total		$300,000									
TOTAL COST OF PROJECTS FOR 2021-2026 CIP												
	TOTAL		**$3,142,024**									
	w/ contingency (30%)		**$4,084,631**									
PROGRAMS												
BK New	Create Designated Route Sign plan	All bike-routes	$20,000			Create a bike route and sign designation program (maps, signs, etc.), coordinated with OS wayfinding.	x					

Proposed TMP Projects
2020 and 2021-2026 CIP



TMP HIGH-COST PROJECTS - ADDITIONAL FUNDING REQUIRED						
Project ID	Description	Location	Cost	Priority	Timeframe	Notes
CP2	Roadway Improvement	SH 42 Corridor Enhancement	$25,000,000	High	Long	Rebuild Empire to South Boulder Road
CP3	Roadway Improvement	Dillon Road, Campus Drive Extension, Widen 88th	$10,400,000	High	Medium	Occur with any future development
CP6	CTC Connector	Arthur to 96th	$2,000,000	Medium	Medium	
CP7	Kaylix Connector	Hecla to South Boulder	$2,500,000	High	Medium	
GS1	Underpass	South Boulder Rd @ Main St	$8,000,000	Medium	Long	
GS10	Underpass	Bullhead Gulch	$6,000,000	Low	Low	
GS1A	Underpass Gateway	South Boulder Rd @ Main St	$20,000,000	Medium	Long	Alternative to GS1 that Include Property Acquisition and Public Plaza or Entry Features
GS2	Underpass	SH 42 @ South St	$8,000,000	High	Medium	Potential for LRC $
GS3	Underpass	Power Line Trail @ Dillon Rd	$4,000,000	Medium	Medium	
GS4	Underpass	Overlook Underpass	$1,800,000	Low	Long	Submitted for TIP with Superior and did not receive funding
GS5	Underpass	South Boulder Rd at SH42 Regional Trail	$8,000,000	Medium	Long	Potential for LRC $
GS6	Underpass	South Boulder Rd @ Via Appia	$6,000,000	High	Medium	Consider in Cottonwood Park Plan 2020
GS7	Underpass	Dillon Rd @ S 88th St	$5,000,000	Low	Long	Correlated with Dillon Road traffic/capacity improvements
GS8	Underpass	Dillon Rd east of McCaslin Blvd	$8,000,000	Medium	Long	
GS9	Underpass	Near Tape Dr @ Northwest Pkwy	$10,000,000	Low	Long	Occur with any future development
TR5	NW Rail Peak Hour Service	Beginning of rail service for peak hour only TBD location	$1,000,000	High	Medium	Represents investment in higher capacity transit service, including start up of rail service.
	Total		$125,700,000			

City Council Discussion

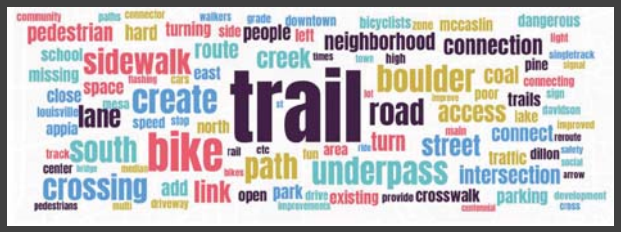
March 3, 2020

Transportation Master Plan Funding Discussion/Direction

Discussion/Direction

Action Items

- Review 2020 Project List
- Review Preliminary 2021-2026 CIP List
- Review Enhanced Funding Options



Discussion/Direction

Current Funding

- Current CIP Includes $8M Over 4 Years
- With Already Planned Projects, $3.6M Available in 2020 (w/ 2019 Rollover) and $7.2M Total

TMP 6-Year CIP funding	2019	2020	2021	2022	2023	2024	TOTAL
	$1,000,000	$3,000,000	$1,200,000	$2,800,000			$8,000,000

TIP Match funding commitments	2019	2020	2021	2022	TOTAL
SBR at Grade Safety Improvements		$225,000	$204,983		$429,983
SH 42 Conceptual Design Plan		$75,000			$75,000
104th Street Regional Trail Connection		$50,000*		$130,000	$180,000
20% contingency		$70,000	$40,997	$26,000	$136,997
TMP funds remaining	**$1,000,000**	**$2,580,000**	**$954,020**	**$2,644,000**	**$7,178,020**

Discussion/Direction

TMP Project Details:

- Project ID
- Cost
- Priority/ Timeframe

Figure 5.1 Project Priority Table

Project	Description	Loca
CP1	Roadway Improvement	SH 4
CP2	Roadway Improvement	SH 4
CP3	Roadway Improvement	Dillo Exten

Projects

Discussion/Direction

2020 Projects – Already Funded

TMP PROJECTS – COMPLETE OR UNDER CONSTRUCTION – NOT FUNDED THROUGH TMP $				
Project ID	**Description**	**Location**	**Est. Cost**	**Notes**
MU33, SW3, AG5	Off-Street Gravel Trail, Sidewalk installation and crossing improvements	Coyote Run	$178,310	Complete
MU7	Off-Street Shared Path	Griffith St	$60,000	Complete
MU23	Off-Street Shared Path	Kestrel Trail to SH 42 Underpass	$125,000	Complete summer 2020
SW 3 and SW 4	Sidewalk Improvements	Pine St. and Griffith St. at railroad	$22,200	Part of Quiet Zones work. Potential for LRC funding.
	Total		***$385,510***	

Discussion/Direction

2020 Projects – Requires Funding

TMP 2020 PROJECTS – FUNDED THROUGH TMP BUDGET				
Project ID	**Description**	**Location**	**Est. Cost**	**Notes**
CP1	Roadway Improvements from Empire to Arapahoe Rd.	SH 42 Conceptual Design	$75,000	$500,000 total cost, $350,000 TIP and $75,000 each Louisville and Lafayette contribution
MU17	Off-Street Gravel Trail connecting Coal Creek to Rock Creek regional trails	104th regional connection	$50,000	$950,000 total cost (original estimate), $158,333 Boulder County, $158,333 Lafayette and $475,000 TIP
SBR1-5 All SBR Improvements	South Boulder Rd @ Via Appia	SBR at grade crossing improvements	$225,000	TIP project match Potential for LRC $ (for Main Street Improvements)
AG NEW1, MU 32	Power Line Trail to Coal Creek Connection	Hawk signal at Dillon Rd. and new trail connection and bridge south of Dillon connecting to Coal Creek	$600,000	High priority (#1) for OSAB trail connections. (Shovel ready from previous design)
MU35	Fun Route Design	Powerline Trail Fun Route (Design only)	$50,000	For construction in 2021
BK20, AG26, AG27, AG28	Protected bike lane with striping, shorten crossing distance by reducing curb radiuses, add medians with refuges, widen sidewalk on south side	Pine St from Via Appia to Old Town	$1,200,000	Coordinated with Pine St repaving in 2020 Added Owl Dr. intersection to improvements (not included in TMP) Sidewalk on north side could be expanded with $513k add alternate
SW5	Sidewalk Improvement	W of SH42 South Street to Pine St.	$700,000	This is an expansion of what is in the TMP. Would add a sidewalk along Miners field, South to Pine. Project includes installation of curb, gutter and drainage.
	Total		***$2,900,000***	
	w/20% contingency		***$3,480,000***	

Discussion/Direction

Discussion/Direction

2020 Projects – Requires Funding

- $3.5 M for Projects
- $70K for Programs
  - Program 2 – Travel Demand Management: $30K for pilot private ride share to support first and last mile connections to transit
  - Programs 5 and 7 – Open Streets and Safety, Maintenance and Training: $10K for educational programs and open streets demonstration
  - Program 10 – Data Collection: $30K for pedestrian and bicycle monitoring system to conduct counts to inform future investments

Photo by Kristina Perkins for BikewaysForEveryone.

Discussion/Direction

2021-2026 CIP Preliminary Project List

- Criteria Used
  - TMP Priority
  - Synergy Between Projects
  - Funding Availability Under Current CIP
  - Staff Capacity
- Approximately $4.45M Available
- Approximately $4.1M Included in Preliminary List with 30% Contingency
- Large Project List (Over $1M) Listed Separately and Not Included in Preliminary List

Discussion/Direction

Funding Opportunities and Considerations

- Current State – Approx. $1.5M per Year or $9M over Six Years.
- Expanded Investment – Appox. $3M per Year or $18M over Six Years. Could Achieve Some of the Larger Projects Not Included in Preliminary CIP List.
- Enhanced Funding – Approx. $5M per Year or $30M over Six Years. Significant Investment Needed with State, Regional or Local Tax, Fee or Other Funding Source.

Discussion/Direction

Funding Opportunities and Considerations

- Funding Opportunities/Options
  - Statewide Sales Tax – Several Recent Failed Attempts, Seems Unlikely.
  - Countywide Sales Tax – Could Include Significant Funding for Hwy 42 and Pool for Local Funds.
  - City Property or Sales Tax – Current Local Sales Tax is 8.635%. Property Tax from 2 to 7 Mills Could Raise from $1.28 to $4.48M.
  - Transportation Utility/Maintenance Fee – Monthly Fee for Maintenance. Can't be Used for Capital but Could Free Up Capital Funds. Nexus Study Needed – Could Generate $1-3M per Year
  - Other Agency Grants and Funds – DRCOG TIP, DRCOG TDM, DRCOG Mobility Planning and Implementation, COGA, Colorado State Trails, CDOT Multi-Modal Options Funds, Etc.

Discussion/Direction

Questions

- Does City Council have input on the proposed project list for 2020?
- Does City Council have input on the proposed project list for the 2021-2026 CIP?
- Are any large projects of great interest to include?
- Is City Council interested in a more detailed analysis on any of the funding mechanisms available?

CITY COUNCIL COMMUNICATION
AGENDA ITEM 8E

SUBJECT: **AWARD CONTRACT FOR THE 2020 CONCRETE REPLACEMENT PROJECT**

DATE: **MARCH 3, 2020**

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

SUMMARY:

Staff recommends approval of the 2020 Street and Citywide Concrete contract with Silva Construction, Inc. Various packages have been provided to complete planned work in 2020 and move Cherry Street work into 2020 from 2021, with varying budget considerations. Specifically, work that is being considered to be completed in 2020 has been broken into 5 packages for consideration and discussion. Packages are shown below with costs that include actual concrete bid costs, estimated paving cost, and a 10% contingency:

- **Package 1 - $3,738,625**
  Pine Street Resurfacing and TMP Reconfiguration (PCI ~ 34.6)
  Reconfiguration and hot chip resurfacing of Pine Street from Via Appia to Hwy 42.
- **Package 2a and 2b - $1,997,359**
  Downtown (PCI ~ 27.6) and Lafayette West Reconstruction (PCI ~ 24.6)
  Includes Reconstruction work on Grant Ave., Griffith St., Short St., Hutchinson St., Lafayette St. West of Via Appia, Franklin Ave., and Franklin Ct.
- **Package 3 - $937,406**
  Cherry Street (PCI ~ 70.3)
  Includes Reconstruction work on Cherry St. from Orchard Dr. (end of previous hot chip work) to Coal Creek Ln.
- **Package 4 - $1,796,988**
  Hoover Avenue (PCI ~ 43.8) and Lafayette Street (PCI ~ 37.9)
- **Package 5 - $287,707 - Citywide Miscellaneous, Parks, and TMP Concrete**

Concrete Contract (Direction required for this Council Communication)

Staff advertised the 2020 Concrete Replacement Project on January 30, 2020. Bids received are as follows:

Contractor	Base Bid	Alternate 1	Alternate 2
Silva Construction, Inc.	$3,682,952.50	$513,642.00	$111,210.00
Noraa Concrete, Corp	$3,950,046.50	$429,185.50	$101,100.00

Staff recommends Silva Construction as the low bid contractor.

Reconstruction, Resurfacing, Chip Seal Contracts
(Consideration by City Council at the April 7 City Council Meeting)

Staff plans to advertise the 2020 Pavement Reconstruction, Resurfacing, and Chip Seal projects on March 04, 2020. Staff has evaluated the bids received with the 2020 Concrete Replacement Project and the estimated costs associated with the Reconstruction, Resurfacing, and Chip Seal Projects and are projecting a budget shortfall. Staff evaluated the various locations and grouped the streets into packages for simplifying the analysis. Please reference the attached map for these groupings.

PACKAGE 1 - Pine Street – Via Appia to Highway 42 (PCI ~ 34.6)

Pine Street is a high priority project as its PCI rating is below 35 and it has been identified as part of the Transportation Master Plan implementation (TMP). The street has been programmed to receive a Hot Chip Seal treatment for 2020. It makes the most sense to complete the TMP reconfiguration while planned resurfacing work is being completed.

The proposed reconfiguration (between Johnson Ave. and Via Appia) targets:

- Reducing traffic speeds through narrower lane striping and tighter turn radius at intersections.
- Installs shorter pedestrian crossings at primary intersections and trail crossings through medians and directional crosswalk ramps to improve safety and comfort.
- Installs visual buffers on street bike lanes, median islands and improved lane striping.
- Reconfigures Owl Drive intersection towards the West to improve sight distance for pedestrians and drivers at this location. This also shortens the crossing distance for pedestrians.
- Upsizes all walk that is 5’ wide (Goodhue Ditch to Owl Dr.) to 8’ wide along the South side of the street to provide a consistent and improved family friend multiuse trail from Downtown to the Recreation Center. ($325,000)
- (Optional as **Bid Alternate #1**) Upsizes 5’ wide walk to 8’ wide walk on the North side of Pine Street. ($513,642)

Package 1	**Amount**
Concrete Program	($1,560,612.00)
Concrete Alternate #1 North sidewalk 5’ to 8’	($513,642.00)
Paving Program	($1,324,496.00)
Contingency (10%)	($339,875.00)
Total	**($3,738,625.00)**

Staff assumes money allocated to TMP is not eligible for routine paving and concrete work. Eliminating upsizing of sidewalk on the North side of Pine reduces TMP funding by $513,642. Reducing upsizing of sidewalk on the North and South side of Pine reduces TMP funding by approximately $838,642. With 10% contingency reduced that would be a total of **$922,506** reduction to not upsize 4,980 feet of sidewalk. While this does not reduce the need for additional funding in the pavement and concrete expenses it does allow for reduced TMP spending that could be spent on other TMP project areas.

PACKAGES 2A AND 2B

Downtown and the Lafayette/Franklin area West of Via Appia have been part of the long term paving plan due to low PCI scores/condition and damage caused by water and sewer line replacement program as a planned sequence prior to the paving program improvements. All streets in this package are below or near 35 PCI and will receive reconstruction or mill and overlay.

Package 2A – Grant Avenue, Griffith Street, Short Street, Hutchinson Street

- Grant Avenue – Lafayette Street to Griffith Street (PCI ~ 25)
- Griffith Street – Lincoln Avenue to Jefferson Avenue (PCI ~ 34.7)
- Short Street – Lincoln Avenue to Main Street (PCI ~ 33.4)
- Hutchinson Street – Lincoln Avenue to Roosevelt Ave (PCI ~ 32.4)

Package 2A	**Amount**
Concrete Program	($580,903.00)
Paving Program	($676,133.00)
Contingency (10%)	($125,703)
Total	**($1,382,739)**

Package 2B - Franklin Avenue (South)/Lafayette Street/Franklin Avenue (North)/Franklin Court

- Franklin Court – Lafayette Street to Cul-de-Sac (PCI ~ 35.7)
- Franklin Avenue – Lafayette St to Cul-de-Sac (South, PCI ~ 32)
- Franklin Avenue – Lafayette St to Cul-de-Sac (North, PCI ~ 36.5)
- Lafayette Street – Via Appia to End (PCI ~ 23)

Package 2B	**Amount**
Concrete Program	($89,072.00)
Paving Program	($469,674.00)
Contingency (10%)	($55,874.00)
Total	**($614,620.00)**

Package 3 - Cherry Street – Orchard Drive to Coal Creek Lane (PCI ~ 70.3)

Cherry Street was moved from the 2021 program to the 2020 program based on rapidly deteriorating road conditions. Staff performed pavement coring analysis and recommends reconstruction in lieu of resurfacing on this segment.

Package 3	Amount
Concrete Program	($146,662.00)
Paving Program	($705,526.00)
Contingency (10%)	($85,218.00)
Total	**($937,406.00)**

Package 4 - Hoover Avenue/Lafayette Street

- Hoover Avenue – Pine Street to Bella Vista Lane (PCI ~ 43.8)
- Lafayette Street – Via Appia to Main Street (PCI ~ 37.9)

Hoover and Lafayette are two of the better rated streets in the 2020 program. Hoover has been identified as a street to receive a chip seal treatment with Lafayette identified as a hot chip seal treatment. While both roads are certainly in need of resurfacing, if Council wishes for the 2020 program to stay within budget, staff would suggest to move Hoover and Lafayette from the 2020 program to the 2021 program. By delaying both the concrete replacement and the paving of these two streets the 2020 annual program would see approximately $1,797,000 decrease in spending. Concrete work on Lafayette is estimated at $512,483.50 plus concrete work on Hoover is estimated at $231,664.50 for a total reduction of approximately $744,147.00 for the 2020 Concrete Replacement Project alone.

Package 4	Amount
Concrete Program	($744,147.00)
Paving Program – Lafayette (Hot Chip)	($578,481.00)
Paving Program – Hoover (Chip Seal)	($310,998.00)
Contingency (10%)	($163,362.00)
Total	**($1,796,988.00)**

Package 5 - Parks and Miscellaneous Locations

Staff annually will include locations identified as requiring rehabilitation at City Parks, bus stops, and other locations. This year's work include minor sidewalk and curb and gutter repair at various locations as well as conversion of red thermoplastic to concrete bump out treatments on Polk Avenue and Dahlia Street.

Conversion of thermoplastic bump out treatments to concrete cost approximately $55,000 per location based upon actual bid costs. The overall concrete program costs

could be reduced by approximately $165,000 if these locations are not converted. This cost could also be allocated to TMP funding to reduce the pavement program expenses.

Package 5	**Amount**
Concrete Program	($261,552.00)
Paving Program	($0.00)
Contingency (10%)	($26,155.20)
Total	**($287,707.20)**

FISCAL IMPACT:

Projected Funding (BA indicates Budget Amendment Required):

Description	**Account**	**Amount Available**
2019 Pavement Booster Unspent **(BA)**	301312-660012	$400,000
2020 Parks Concrete	201751-547110	$15,000
2020 Traffic Calming	301312-630142	$25,000
2020 Pavement Booster	301312-660012	$4,840,000
2020 Concrete Replacement	301312-660022	$75,000
2020 Transportation Master Plan First Steps	301312-630144	$1,700,000
2021 Advancement - Pavement Booster **(BA)**	301312-660012	$600,000
Total Funding		**$7,655,000**

Projected Expenses:

Description	**Amount**
2020 Concrete Base Bid	($3,682,952)
2020 Concrete Alternate 1 – 5’ to 8’ Walk North side of Pine	($513,642)
2020 Concrete Mobilization, Traffic, Erosion, Force Account	($300,000)
2020 Concrete 10% Contingency	($449,659)
Total 2020 Concrete Costs	**($4,946,253)**
2020 Reconstruction Project (Estimated)	($1,851,333)
2020 Street Resurfacing Project (Estimated)	($1,902,977)
2020 Chip Seal Project (Estimated)	($310,998)
2020 Paving 10% Contingency	($406,530)
Total 2020 Pavement Costs	**($4,471,838)**
2020 Crack Seal (Allowance)	($100,000)
2020 Geotechnical Services (Allowance)	($100,000)
Total Expenses	**($9,618,091)**

Total Funding vs Expenses:

Total Funding	$7,655,000
Total Expenses	($9,618,091)
Total Difference	($1,963,091)

Overall costs can be reduced by:

- $165,000 plus contingency if thermoplastic bump out conversions are eliminated on Polk and Dahlia, or can utilize TMP dollars for this project rather than concrete funding.
- Pavement Management overall costs can be reduced by $1,797,000 if Hoover and Lafayette are deferred.
- TMP allocation overall costs can be reduced ranging from $513,642 to $838,642 plus contingency if sidewalk upsizing is not performed.

Why are costs so much higher than budget?

- The previous budget paving model programmed a chip seal for Hoover. Staff determined that a Hot Chip would be a better product on this street due to traffic volumes. This also increased the need to make concrete ramps ADA compliant. Additionally, Lafayette had more than the normal amount of concrete replacement than historically budgeted. Hot Chip and significantly more concrete replacement than normal on Lafayette caused additional costs.
- The underlying condition on Cherry Street required that it be moved forward from 2021 to 2020 and be treated as a reconstruction (deep mill and overlay) instead of a Hot Chip treatment.
- Addition of Council directive to convert red thermoplastic bump outs to permanent concrete bump outs added costs.

STAFF RECOMMENDATION:
Staff recommends City Council choose between two options for the 2020 paving and concrete program.

- If Council chooses to stay within the projected 2020 Pavement Booster budget, staff would recommend removing Hoover Avenue and Lafayette Street (Package 4) from the 2020 annual program and moving them into the 2021 annual program. This would allow the budget to focus on high need locations along with improving Pine Street which are some of the first steps in the recommendations from the Transportation Master Plan. If Council chooses this option Staff would award the 2020 Concrete Replacement to Silva Construction and immediately negotiate a change order to reduce the scope of the project.
- If Council chooses to improve pavement and concrete conditions at all locations, Packages 1 through 5, staff will work with the Finance Director in creating a

budget amendment and reviewing additional funding sources in an amount up to approximately $1,963,091.

Based on Council direction, staff will finalize the contract for the Mayor's signature consistent with the desired funding level and project elements.

ADDITIONAL CONSIDERATIONS:
City Council should be aware of additional considerations that staff is working on:

- An unbudgeted concept in the amount of $700,000 to add sidewalk from South Street to Pine Street on the West side of Hwy 42 in order to complete sidewalk on the West side of Hwy 42 from South Boulder Road to Pine Street. It is possible this concept could be incorporated into the current Hwy 42 construction and completed by mid-summer 2020.
- Warranty follow-up on Chip Seal work performed on Dillon Road, Mulberry, Meadows Area, and Aspen Way. The Chip Seal work has experienced failures since work was completed in September or 2019 and Staff is working with the Contractor to correct deficiencies. Staff has also adjusted bid packages in attempts to attract more chip seal contractors to bid on chip seal work.

ATTACHMENT(S):
1. 2020 Concrete Replacement Project Civil Plans
2. 2020 Annual Program Map

STRATEGIC PLAN IMPACT:

☒	**Financial Stewardship & Asset Management**	☒	**Reliable Core Services**
☐	**Vibrant Economic Climate**	☐	**Quality Programs & Amenities**
☐	**Engaged Community**	☐	**Healthy Workforce**
☐	**Supportive Technology**	☐	**Collaborative Regional Partner**

2020 CONCRETE REPLACEMENT PROJECT

City of Louisville

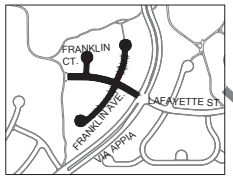
DEPARTMENT OF PUBLIC WORKS / ENGINEERING

749 MAIN STREET

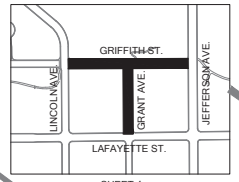
LOUISVILLE, CO 80027

P 303.335.4608 / F 303.335.4550

www.louisvilleco.gov

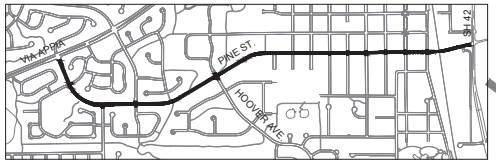


SHEET 3



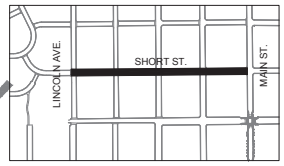
SHEET 4

SHEETS 5,6



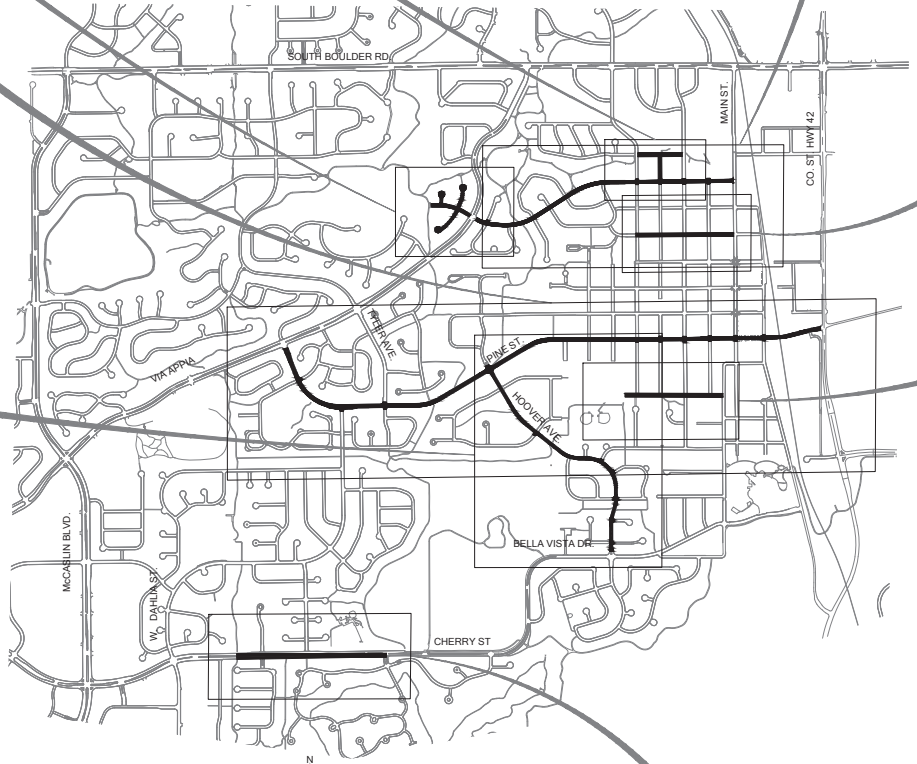
SHEETS 10, 11, 12, 13

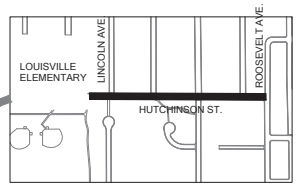
ALTERNATE NO. 1 - SHEET 18



SHEET 7

SHEETS 14, 15



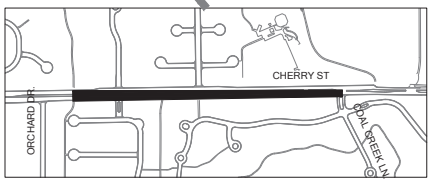


SHEET 8

LEGEND

- WALK
- CURB & GUTTER
- INLET
- CONCRETE REPLACEMENT
- ASPHALT PATCH
- ST — STORM SEWER & MANHOLE
- W — WATER MAIN & VALVE
- SS — SANITARY SEWER & MANHOLE
- Fo — FIBER OPTIC LINE
- CTV — CABLE LINE
- E — ELECTRIC LINE

CALL UTLITY NOTIFICATION
CENTER OF COLORADO
1-800-922-1987
CALL 2-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.



SHEET 9

Sheet Index

#	Title
1	COVER SHEET
2	GENERAL NOTES
3	FRANKLIN AVE, FRANKLIN CT. WEST LAFAYETTE ST.
4	GRIFFITH ST. AND GRANT AVE.
5	LAFAYETTE ST. (VIA APPIA TO LINCOLN AVE.)
6	LAFAYETTE ST. (LINCOLN AVE. TO MAIN ST.)
7	SHORT ST (LINCOLN AVE. TO MAIN ST.)
8	HUTCHINSON ST. (LINCOLN AVE. TO ROOSEVELT AVE.)
9	CHERRY ST. (ORCHARD DR. TO COAL CREEK LN.)
10	PINE ST. (VIA APPIA TO GOODHUE DITCH)
11	PINE ST. (STORM SEWER RELOCATION)
12	PINE ST. (GOODHUE DITCH TO MCKINLEY AVE.)
13	PINE ST. (MCKINLEY AVE. TO SH 42.)
14	HOOVER AVE. (PINE ST. TO WEST ST.)
15	HOOVER AVE. (WEST ST. TO BELLA VISTA DR.)
16	MISC. LOCATIONS
17	PARKS LOCATIONS
18	ALTERNATE NO. 1: PINE ST. (8' SIDEWALK SEGMENTS)
19	DETAILS
20	DETAILS

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
COVER SHEET

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GENERAL NOTES (ALL CONSTRUCTION):

1. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF LOUISVILLE AND THESE CONTRACT SPECIFICATIONS. THE CONTRACTOR SHALL HAVE IN HIS POSSESSION AT ALL TIMES ONE (1) SIGNED COPY OF THE PLANS, STANDARDS, AND CONTRACT SPECIFICATIONS AS APPROVED BY THE CITY. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ANY VARIANCE TO THE ABOVE DOCUMENTS.

2. THE CONTRACTOR SHALL MAINTAIN ONE RECORD COPY OF ALL DRAWINGS WHICH ARE TO BE READILY AVAILABLE TO THE ENGINEER AT ALL TIMES. THE FINAL RECORD DRAWINGS (AS-BUILTS) SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO FINAL PAYMENT.

3. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, SPECIFICATIONS, PERMITS, BONDS, ETC. WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK. THE CONTRACTOR, ALONG WITH ALL SUBCONTRACTORS SHALL BE LICENSED IN THE CITY OF LOUISVILLE. CONTRACTOR SHALL SUBMIT A LIST OF ALL SUBCONTRACTORS INVOLVED IN THE PROJECT AND THEIR LICENSE NUMBERS TO THE ENGINEER. THE CONTRACTOR SHALL OBTAIN A RIGHT OF WAY PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT FOR THE PROJECT. A COPY OF THE RIGHT OF WAY PERMIT SHALL BE ON SITE AT ALL TIMES AND THE CONTRACTOR SHALL FORWARD A COPY TO ALL SUBCONTRACTORS.

4. IF WATER IS REQUIRED FOR THE PROJECT, THE CONTRACTOR SHALL OBTAIN A BULK WATER PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT IN ACCORDANCE WITH THE PERMIT REQUIREMENTS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING STREETS, CURBS, SIDEWALKS, BUILDINGS, DRIVEWAYS, ALLEYS, LAWNS, PARKING LOTS, ETC. ADJACENT TO THE PROJECT FROM DAMAGE BY THE CONTRACTOR. ANY DAMAGES CAUSED BY THE CONTRACTORS OPERATIONS SHALL BE RECONSTRUCTED OR REPAIRED WITH LIKE MATERIALS TO THE SATISFACTION OF THE ENGINEER AND AT THE CONTRACTOR'S EXPENSE.

6. THE CONTRACTOR SHALL PROVIDE DAILY CLEANUP OF THE SITE INCLUDING BUT NOT LIMITED TO REMOVAL OF ALL TRASH AND DEBRIS AND REMOVAL OF MUD, DIRT, ETC. FROM SIDEWALK AND PAVEMENT SURFACES WITHIN AND ADJACENT TO THE SITE. CLEANUP WILL INCLUDE SWEEPING ADJACENT SURFACES ACCESSIBLE TO THE GENERAL PUBLIC.

7. THE CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS/RESIDENTS TO PHASE WORK SUCH THAT EMERGENCY ACCESS IS PROVIDED AT ALL TIMES AND RESIDENCE ACCESS IS AVAILABLE DURING NON-WORKING HOURS.

8. WHERE IT IS REQUIRED TO CUT EXISTING ASPHALT OR CONCRETE, THE CUTTING SHALL BE DONE TO NEAT, STRAIGHT LINE BY SAW CUTTING.

9. COMPACTION FOR THE PROJECT SHALL BE AS SPECIFIED IN THE TECHNICAL SPECIFICATIONS.

10. WATER SHALL BE USED AS A DUST PALLIATIVE WHERE REQUIRED. LOCATIONS SHALL BE AS ORDERED BY THE ENGINEER. THIS WILL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE WORK.

11. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE CITY ENGINEER AND PROJECT ENGINEER OF ANY PROBLEM IN CONFORMING TO THE APPROVED PLANS OR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE CITY ENGINEER AT LEAST 48 HOURS PRIOR TO START OF ANY CONSTRUCTION. IF WORK IS SUSPENDED FOR ANY PERIOD OF TIME AFTER INITIAL START-UP, THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER 48 HOURS PRIOR TO RESTART.

13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING BOULDER COUNTY COMMUNICATION AND THE LOUISVILLE FIRE DEPARTMENT OF ALL STREETS CLOSINGS AND OF EXISTING FIRE HYDRANTS TAKEN OUT OF SERVICE AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

14. THE CONTRACTOR SHALL NOTIFY ALL PUBLIC UTILITY COMPANIES AND DETERMINE THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. ALL WORK PERFORMED IN THE AREA OF PUBLIC UTILITIES SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS OF THESE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ANY EXISTING UTILITY (INCLUDING DEPTH) WHICH MAY CONFLICT WITH THE PROPOSED INSTRUCTION, 72 HOURS PRIOR TO COMMENCEMENT OF THE IMPROVEMENTS DESCRIBED IN THE PROJECT. THE CONTRACTOR SHALL PROTECT, AT HIS OWN EXPENSE, ALL EXISTING UTILITIES AND BE RESPONSIBLE FOR THEIR REPAIR IF THEY ARE DAMAGED DURING CONSTRUCTION. ALL KNOWN EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ON THE PLANS. THE ACTUAL LOCATION MAY VARY FROM THE PLANS, ESPECIALLY IN THE CASE OF UNDERGROUND UTILITIES. WHENEVER THE CONTRACTOR DISCOVERS A DISCREPANCY IN LOCATIONS, HE SHALL CONTACT THE ENGINEER IMMEDIATELY.

15. ANY CONSTRUCTION DEBRIS OR MUD TRACKED ONTO EXISTING ROADWAYS SHALL BE REMOVED IMMEDIATELY BY THE CONTRACTOR. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS CONSTRUCTION.

16. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS AT AND ADJACENT TO THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

17. EXCEPT WHERE OTHERWISE PROVIDED FOR IN THESE PLANS AND SPECIFICATIONS, THE COLORADO DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2011 EDITION, AND THE CITY OF LOUISVILLE DESIGN AND CONSTRUCTION STANDARDS, 1994 EDITION, SHALL APPLY.

18. DRAWINGS ARE NOT INTENDED TO BE SCALED, BUT ARE SUPPLIED FOR GENERAL INFORMATION TO THE CONTRACTOR.

19. NO WORK SHALL BE BACKFILLED UNTIL THE CONSTRUCTION HAS BEEN INSPECTED AND APPROVED FOR BACKFILLING BY THE CITY OF LOUISVILLE.

20. PRIOR TO THE PLACEMENT OF ANY CONCRETE, THE CONTRACTOR SHALL CONFIRM THAT THE GRADE AND CROSS SLOPE OF THE CURB AND GUTTER OR SIDEWALK FORMS PROVIDE PROPER DRAINAGE. GRADE STAKES SHALL BE SET WITH A SURVEYING LEVEL AND TRIPOD. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY SECTION WHICH DOES NOT CONFORM TO THE DESIGN OR THE TYPICAL SECTION.

21. THE CONTRACTOR IS REQUIRED TO PROVIDE AND MAINTAIN EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH THE STATE OF COLORADO, URBAN DRAINAGE AND FLOOD CONTROL DISTRICT "URBAN STORM DRAINAGE CRITERIA MANUAL VOLUME 3", AND THE M-STANDARD PLANS OF THE COLORADO DEPARTMENT OF TRANSPORTATION. DURING ALL WET OR DRY CONCRETE SAW CUTTING OPERATIONS ALL RESIDUAL SHALL BE VACUUMED. ENGINEER MAY REQUIRE THE CONTRACTOR TO PROVIDE ADDITIONAL EROSION CONTROL MEASURES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE PLANS DO NOT FUNCTION AS INTENDED. THE CONTRACTOR IS RESPONSIBLE FOR PROHIBITING SILT AND DEBRIS LADEN RUNOFF FROM LEAVING THE SITE, AND FOR KEEPING ALL PUBLIC AREAS FREE OF MUD AND DEBRIS. THE CONTRACTOR IS RESPONSIBLE FOR REESTABLISHING FINAL GRADES AND FOR REMOVING ACCUMULATED SEDIMENTATION FROM ALL AREAS INCLUDING SWALES AND DETENTION/WATER QUALITY AREAS.

BEST MANAGEMENT PRACTICES FOR STORMWATER MANAGEMENT

1. SEDIMENT CONTROL SHALL BE PROVIDED AT STORM SEWER INLETS AND/OR DOWNSTREAM OF STREET OR AS DIRECTED USING CURB SOCKS WITH 1½" CLEAN GRAVEL AND ¼" STEEL MESH. IMPLEMENTING THESE MEASURES SHOULD MINIMIZE NUISANCE SILT AND SEDIMENTATION EXITING THE SITE AND PREVENT CLOGGING EXISTING STORM SEWERS AND STREET GUTTERS.

2. APPLICATION OF THESE BMPS FOR STORMWATER MANAGEMENT ARE FOR CONSTRUCTION PERIODS AND ARE CONSIDERED TEMPORARY. POST-CONSTRUCTION STORMWATER MANAGEMENT IS PROVIDED THROUGH STORM COLLECTION SYSTEM.

INSPECTION AND MAINTENANCE:

SEDIMENTS DEPOSITED IN THE PUBLIC RIGHTS-OF-WAY WILL BE REMOVED IMMEDIATELY. AT MINIMUM THE CONTRACTOR OR HIS AGENT SHALL INSPECT ALL BMPS EVERY 14 DAYS AND AFTER SIGNIFICANT PRECIPITATION EVENTS. INSTALLATIONS AND MODIFICATIONS AS REQUIRED BY THE CITY WILL BE IMPLEMENTED WITHIN 48 HOURS OF NOTIFICATION.

GENERAL NOTES:

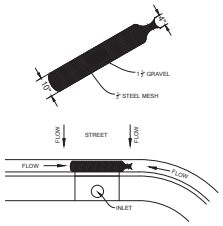
1. THE DETECTABLE WARNINGS SHALL BE INSTALLED AT CURB RAMPS. MATERIALS TO BE USED SHALL BE 24"X24" CAST IRON DETECTABLE WARNING PLATE, RED IN COLOR MANUFACTURED BY EAST JORDAN IRON WORKS OR APPROVED EQUAL. A DETECTABLE WARNING AREA SHALL BE INCLUDED IN THE BID PRICE FOR THE CONCRETE CURB RAMP.

2. ALL DETECTABLE WARNING AREAS SHALL START A MINIMUM OF 6 INCHES FROM THE FLOW LINE OF THE CURB. ALL DETECTABLE WARNING AREAS SHALL BE 24 INCHES WIDE AND COVER THE COMPLETE WIDTH OF THE RAMP AREA ONLY.

3. RAMP SLOPES SHALL NOT BE STEEPER THAN 12:1 OR 2% AS NOTED. THE CURB AND GUTTER SLOPES SHALL NOT BE STEEPER THAN 20:1.

4. DRAINAGE STRUCTURES, TRAFFIC SIGNAL EQUIPMENT, JUNCTION BOXES AND OTHER OBSTRUCTIONS SHOULD NOT BE PLACED IN FRONT OF THE RAMP ACCESS AREAS.

5. CONSTRUCTION OF THE CONCRETE PEDESTRIAN CURB RAMP SHALL BE INCLUDED IN THE BID PRICE OF THE CONCRETE CURB RAMP.



CURB SOCK

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 1/27/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
GENERAL NOTES

SHEET 2 OF 20

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VICINITY MAP
NTS

NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 112 SY OF HOT ASPHALT PATCH GRADE S (3") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'
60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
FRANKLIN AVE, FRANKLIN CT. WEST LAFAYETTE ST.

SHEET 3 OF 20

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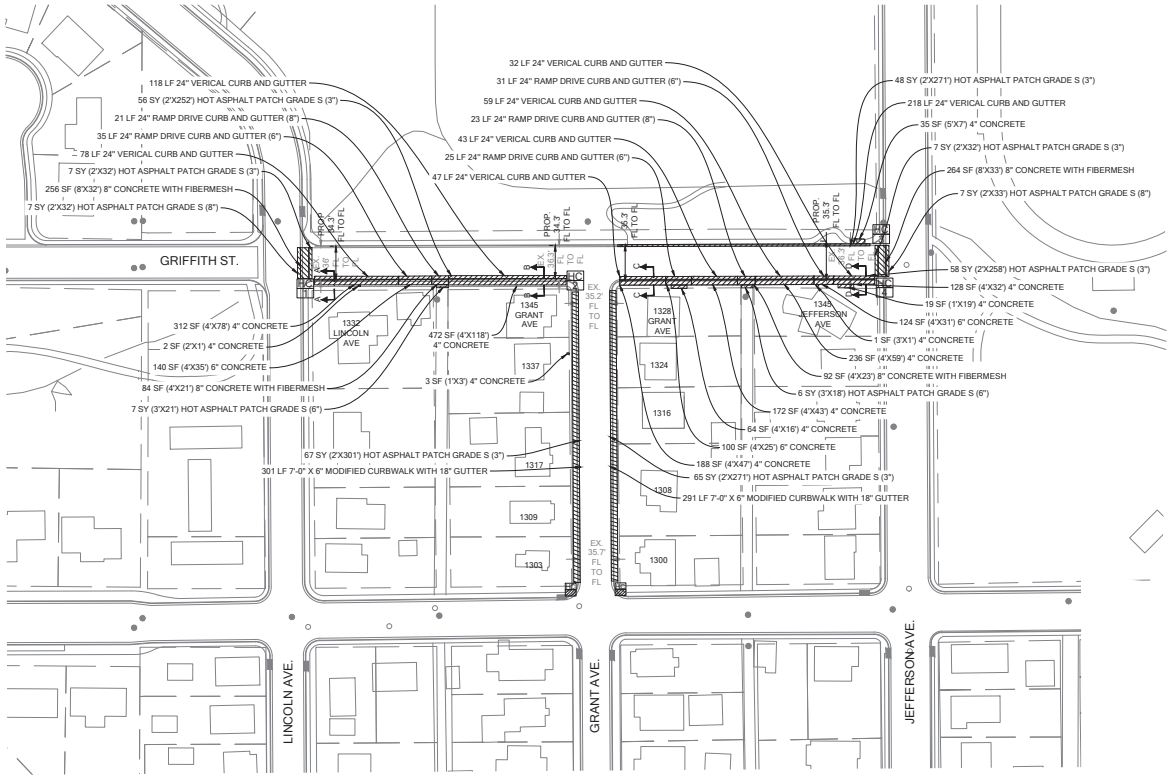

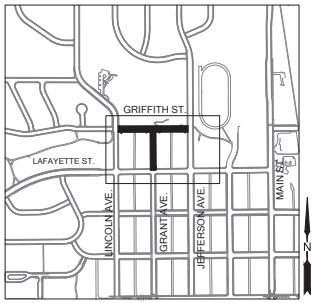

VICINITY MAP
NTS

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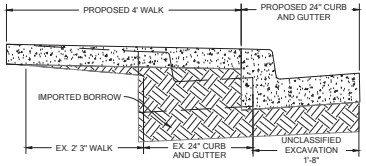
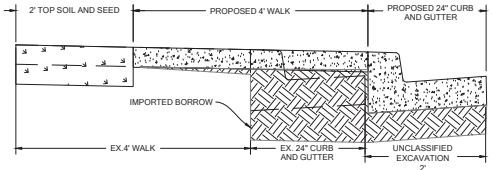
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. CURB AND SIDEWALK TO BE POURED MONOLITHIC.
6. VERIFY OFFSETS WITH PROPOSED ROAD DIMENSIONS.
7. 81 TN OF UNCLASSIFIED EXCAVATION THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.



SECTION A



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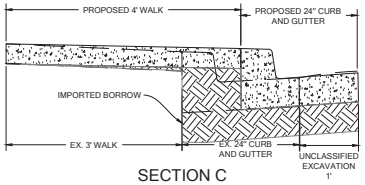

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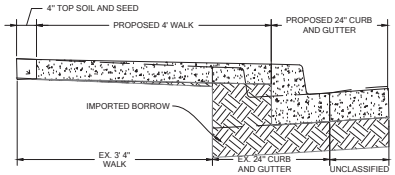

SECTION D

N

1" = 60'
60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
GRIFFITH ST. AND GRANT AVE.

SHEET 4 OF 20

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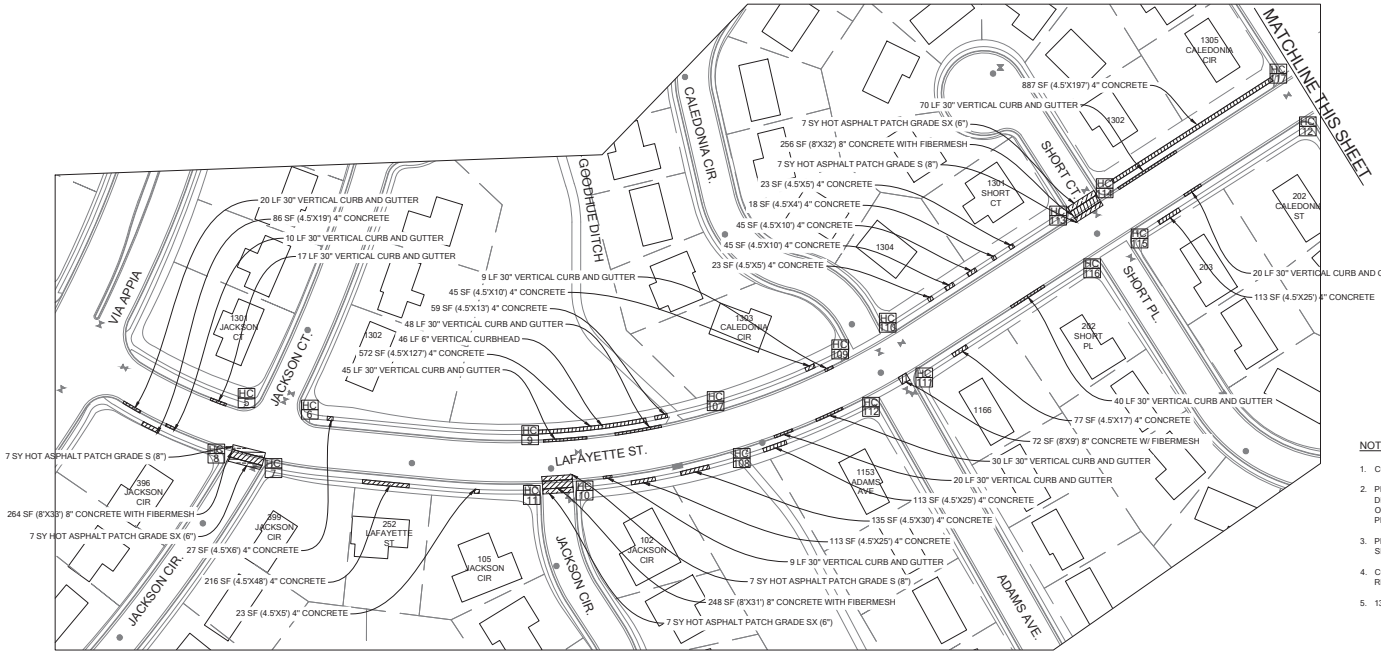

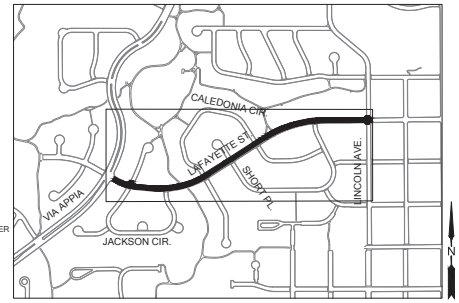

VICINITY MAP
NTS

NOTES:

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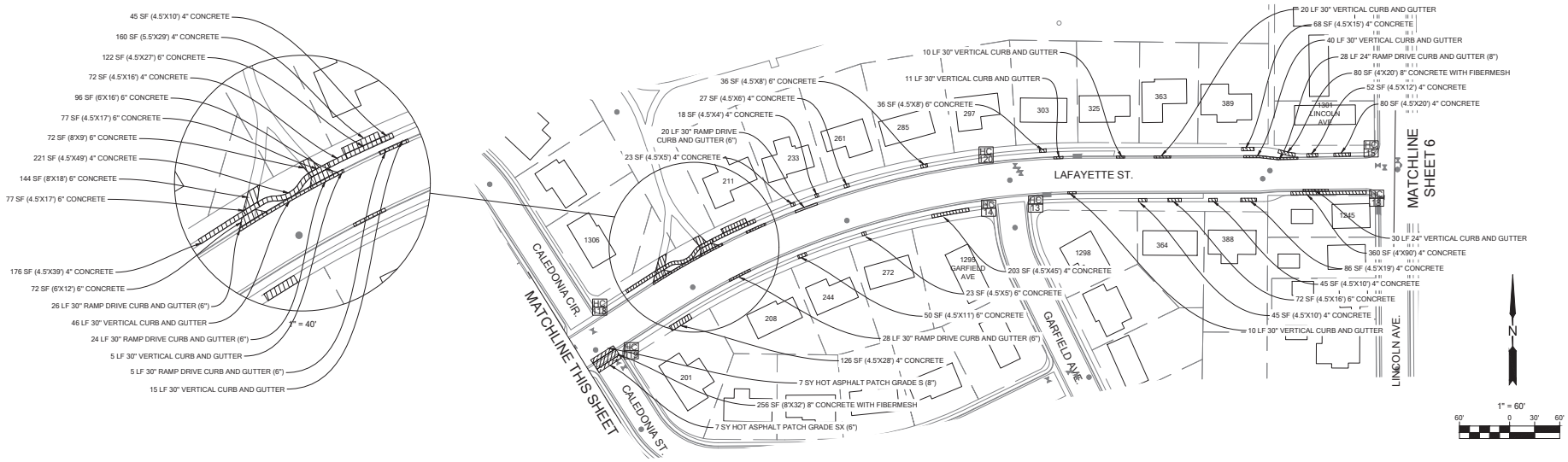
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 134 SY OF HOT ASPHALT PATCH GRADE S (8") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.



City of Louisville
COLORADO - SINCE 1878

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DRAWN BY: AF
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APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
LAFAYETTE ST. (VIA APPIA TO LINCOLN AVE.)

SHEET 5 OF 20

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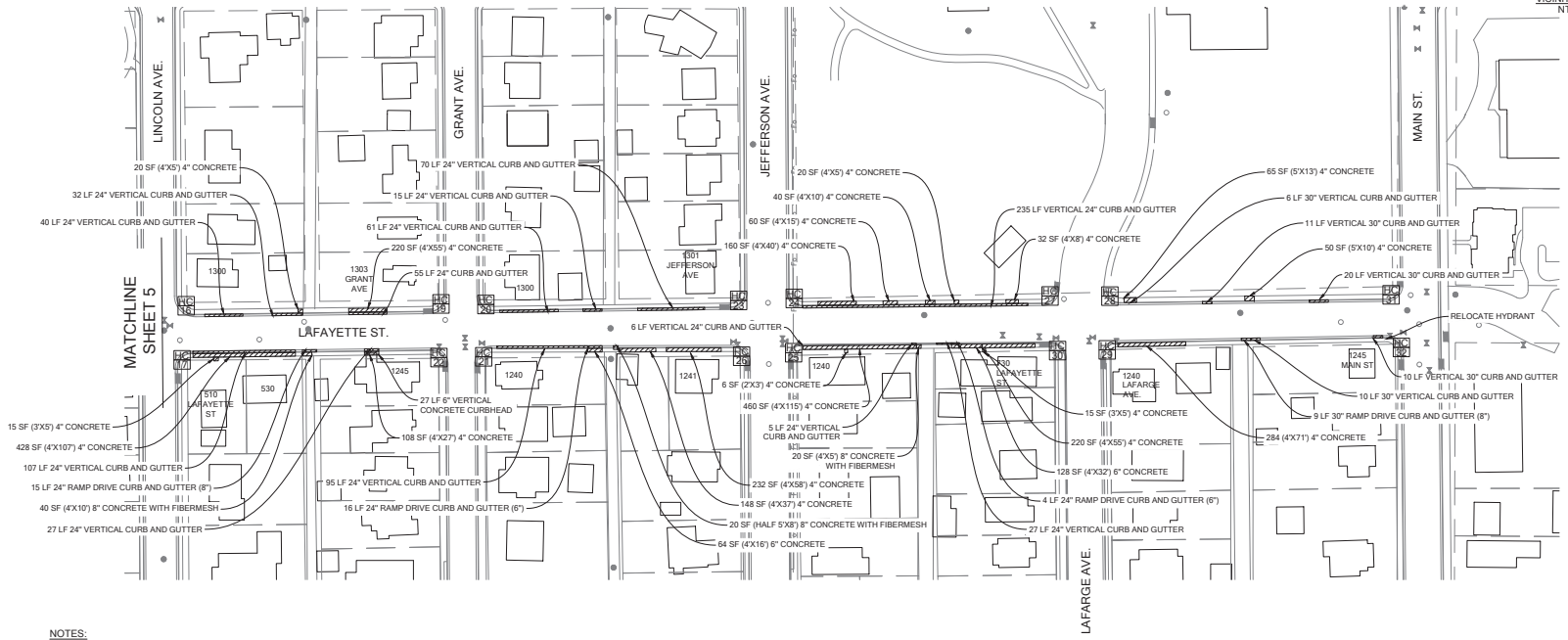
VICINITY MAP
NTS



NOTES:

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3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 193 SY OF HOT ASPHALT PATCH GRADE S (8") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'
60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
LAFAYETTE ST. (LINCOLN AVE. TO MAIN ST.)

SHEET 6 OF 20

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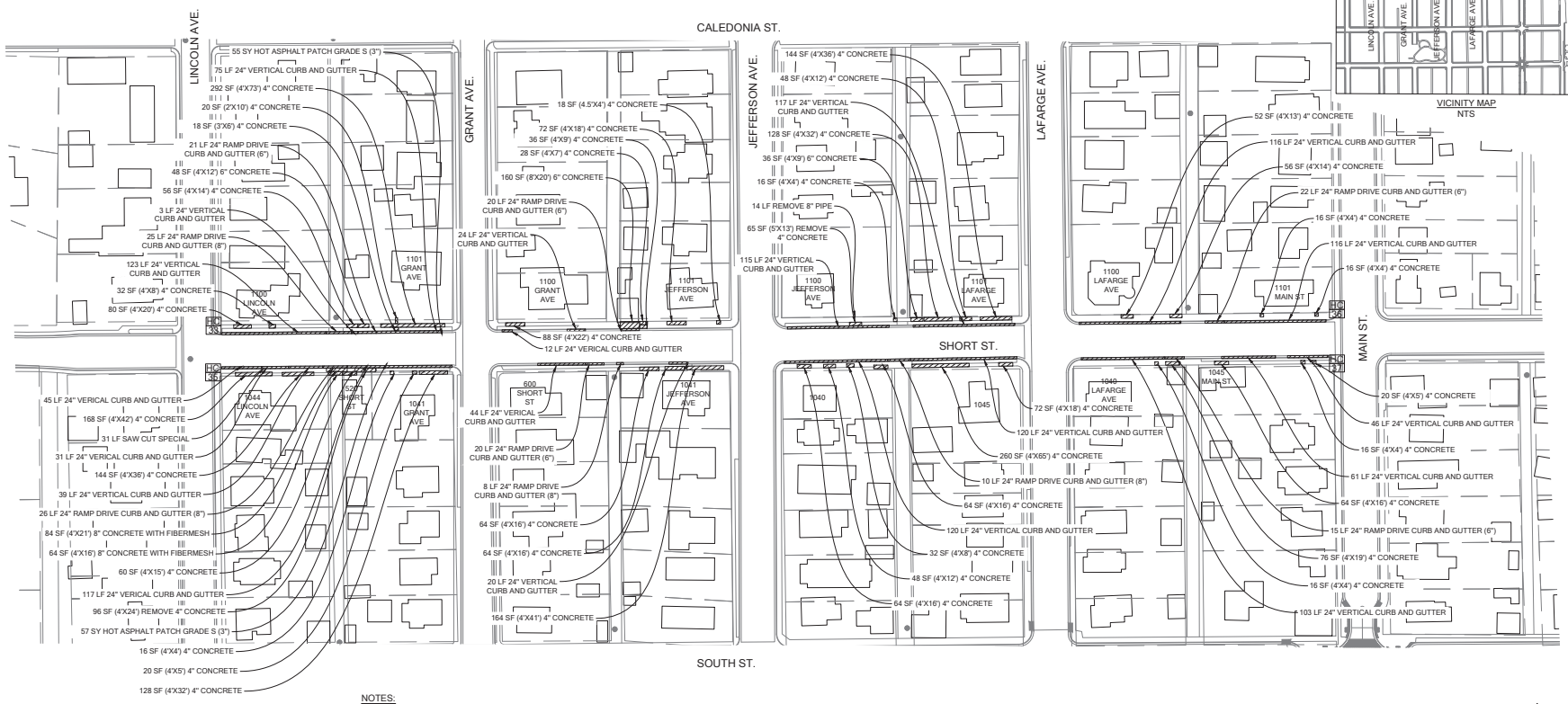

VICINITY MAP
NTS

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4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 33 SY OF HOT ASPHALT PATCHING GRADE S (6") BETWEEN GRANT AVE TO JEFFERSON AVE. AND 214 SY OF HOT ASPHALT PATCH GRADE S (3") BETWEEN JEFFERSON AVE. TO MAIN ST THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
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CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/3/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
SHORT ST (LINCOLN AVE. TO MAIN ST.)

SHEET 7 OF 20

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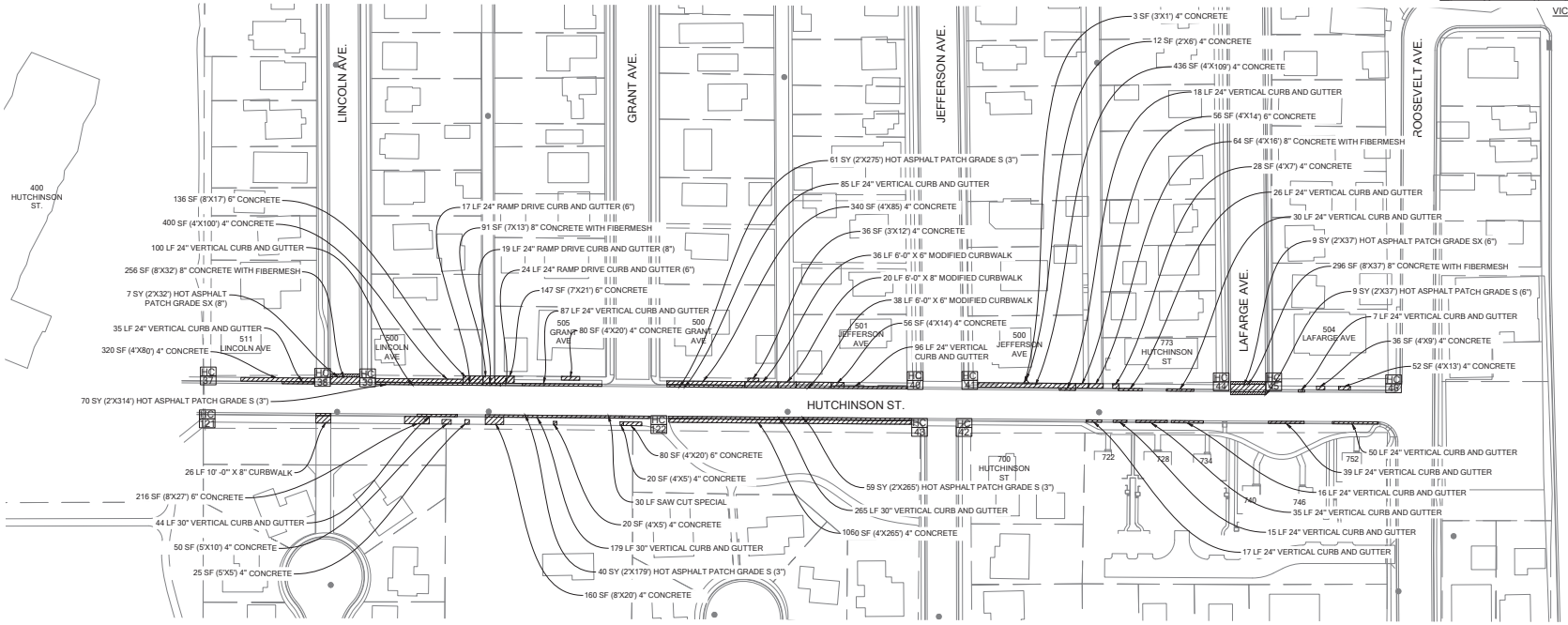

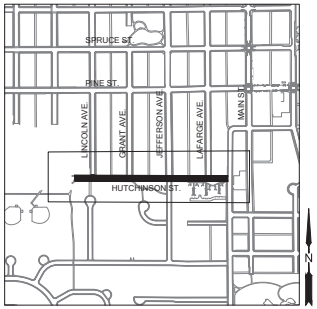

VICINITY MAP
NTS

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4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 16 SY OF HOT ASPHALT PATCHING GRADE S (3") BETWEEN LINCOLN AVE TO JEFFERSON AVE AND 48 SY OF HOT ASPHALT PATCH GRADE S (6") BETWEEN JEFFERSON AVE. TO ROOSEVELT AVE THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'

60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
HUTCHINSON ST. (LINCOLN AVE. TO ROOSEVELT AVE.)

SHEET 8 OF 20

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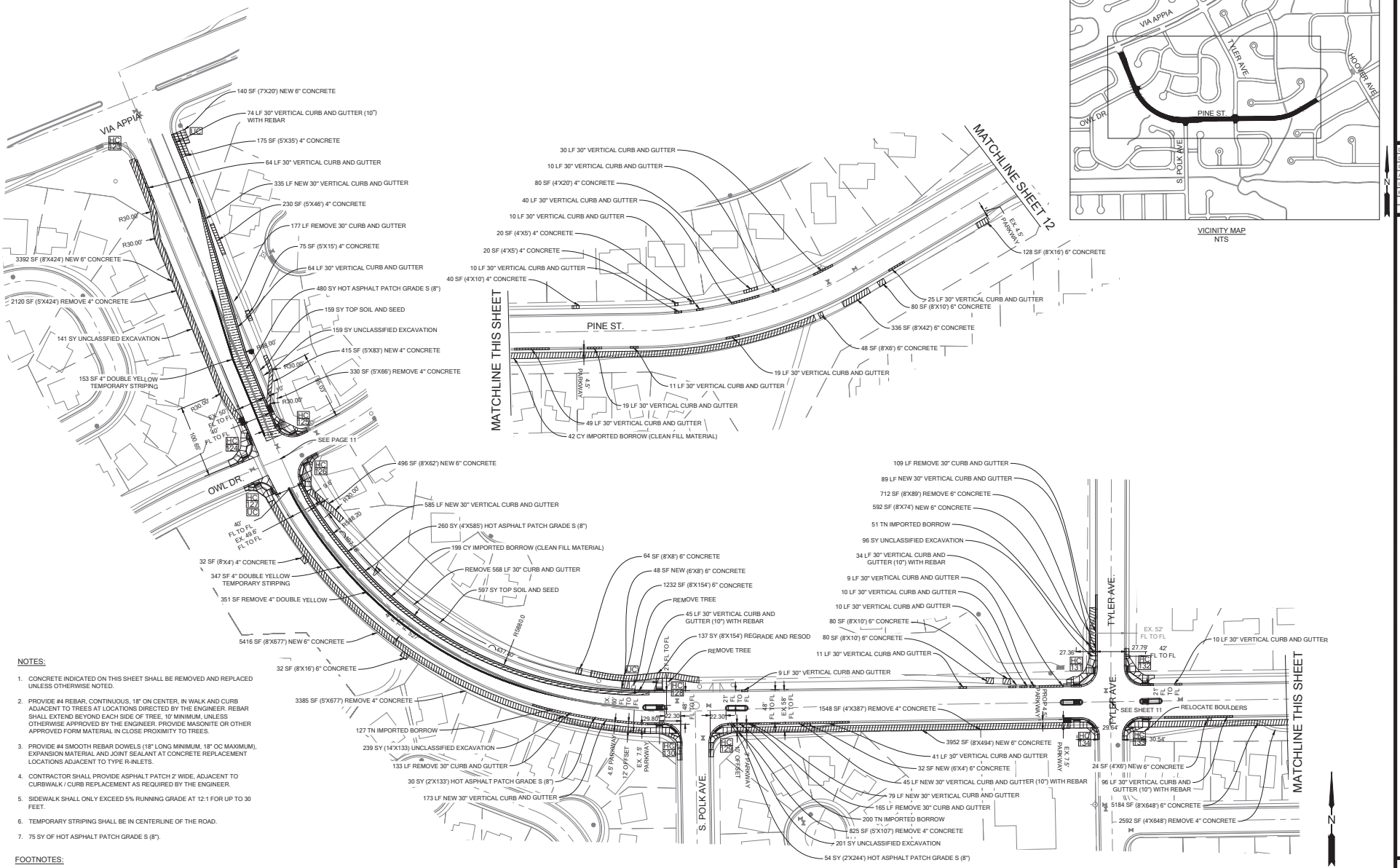

VICINITY MAP
NTS

NOTES:

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4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. SIDEWALK SHALL ONLY EXCEED 5% RUNNING GRADE AT 12:1 FOR UP TO 30 FEET.
6. TEMPORARY STRIPING SHALL BE IN CENTERLINE OF THE ROAD.
7. 75 SY OF HOT ASPHALT PATCH GRADE S (8").

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

UC – UTILITY CONFLICTS TO BE REMOVED BY OTHERS

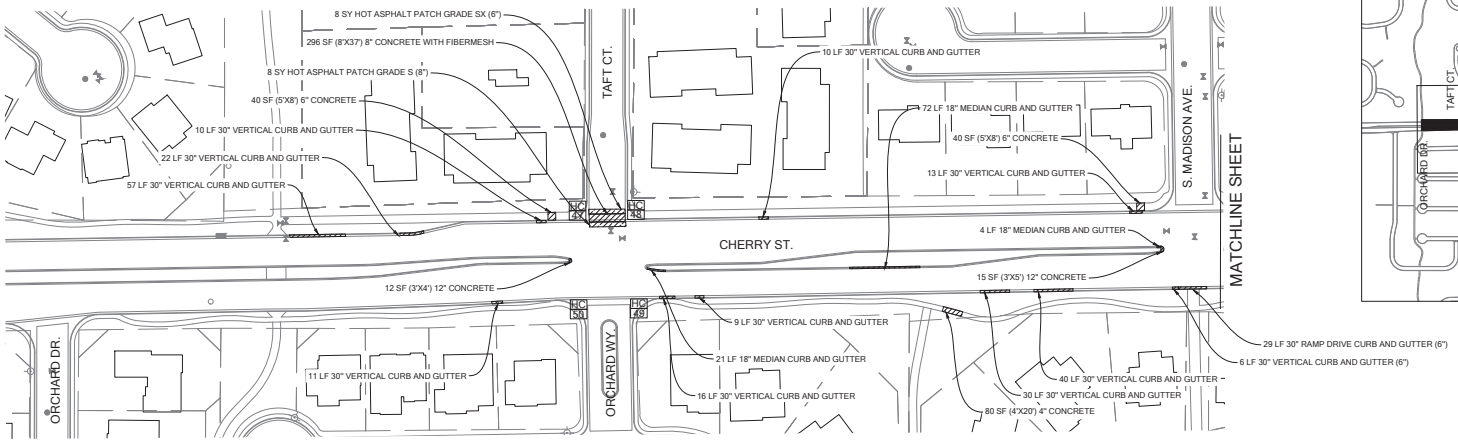
City of Louisville
COLORADO - SINCE 1878

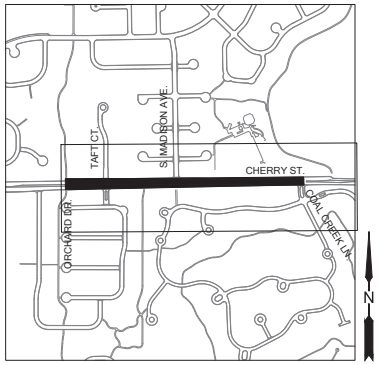
DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/6/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
PINE ST. (VIA APPIA TO GOODHUE DITCH)

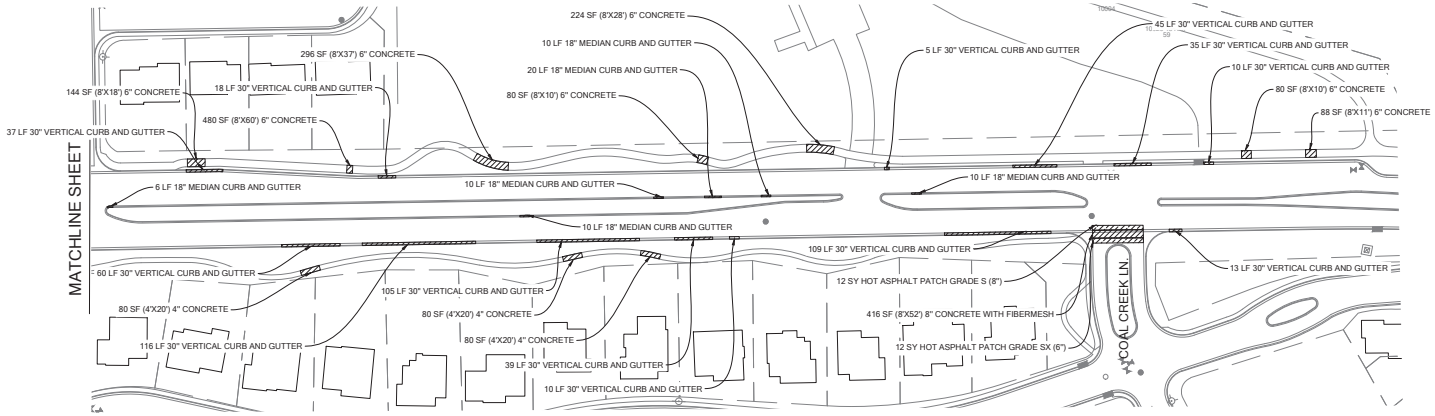
SHEET 10 OF 20

G:\CIPS\CIPS_2020\2020 CONCRETE REPLACEMENT PROJECT\DRAWINGS\PINEST VIA APPIA TO GOODHUE.DWG





VICINITY MAP
NTS



NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. 246 SY OF HOT ASPHALT PATCH GRADE S (8") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'

60' 0 30' 60'

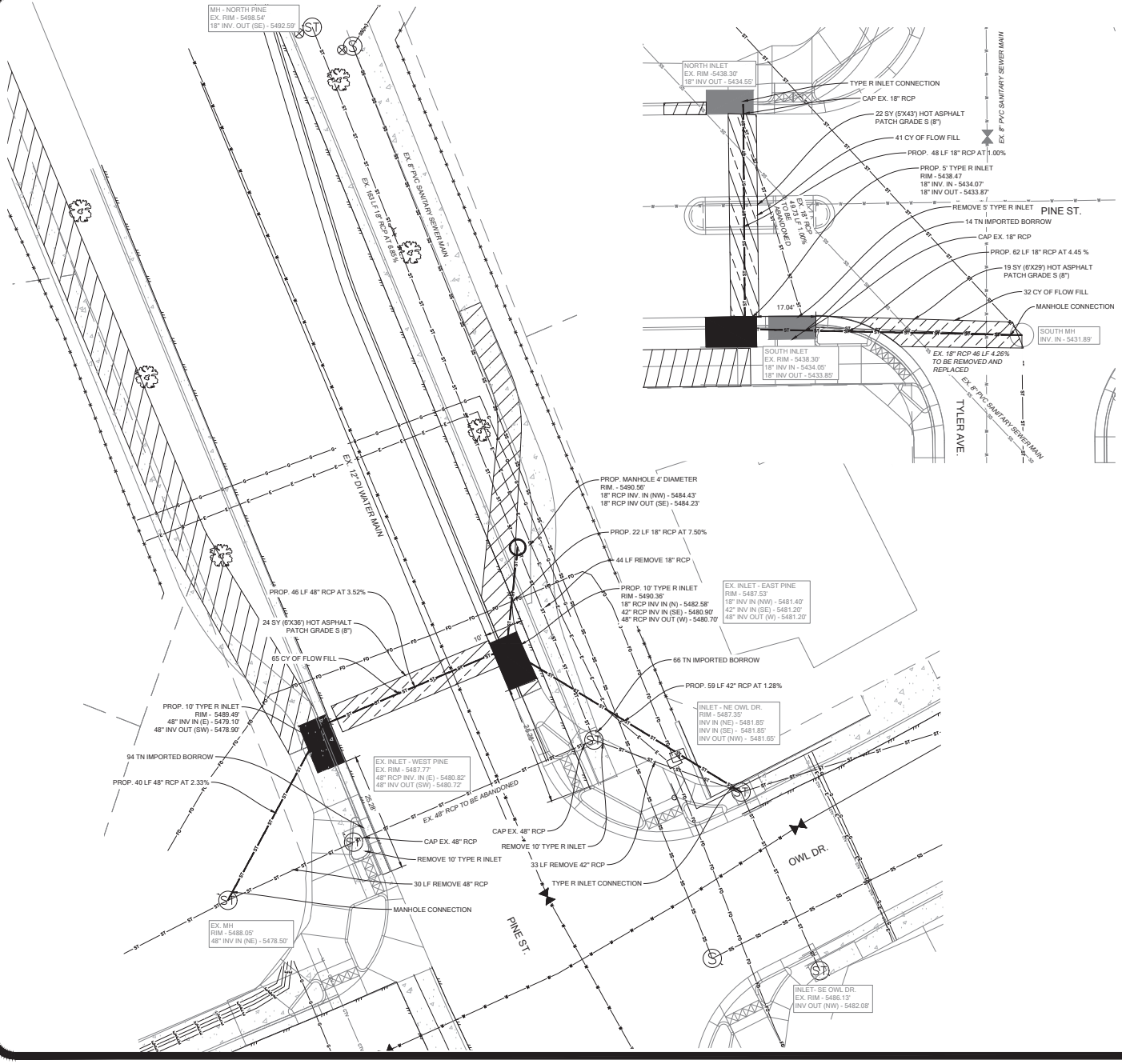
City of Louisville
COLORADO - SINCE 1878

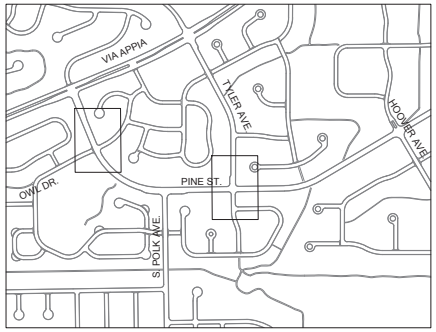
DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
CHERRY ST. (ORCHARD DR. TO COAL CREEK LN.)

SHEET 9 OF 20

G:\CIPS\CIPS_2020\2020 CONCRETE REPLACEMENT PROJECT\DRAWINGS\CHERRYST.DWG





VICINITY MAP
NTS

NOTES:

1. LOCATIONS OF ALL SERVICES, MAINS, DRY AND WET UTILITIES ARE APPROXIMATE. THE CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL CONFLICTING UTILITIES PRIOR TO CONSTRUCTION.
2. TRAFFIC CONTROL DEVICES SHALL MEET CURRENT MUTCD STANDARDS.
3. STORM SEWER CONSTRUCTION TO BE INSTALLED PRIOR TO CONCRETE WORK SHOWN ON PLANS AT THESE INTERSECTIONS.

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
PINE ST. (STORM SEWER RELOCATION)

SHEET 11 OF 20

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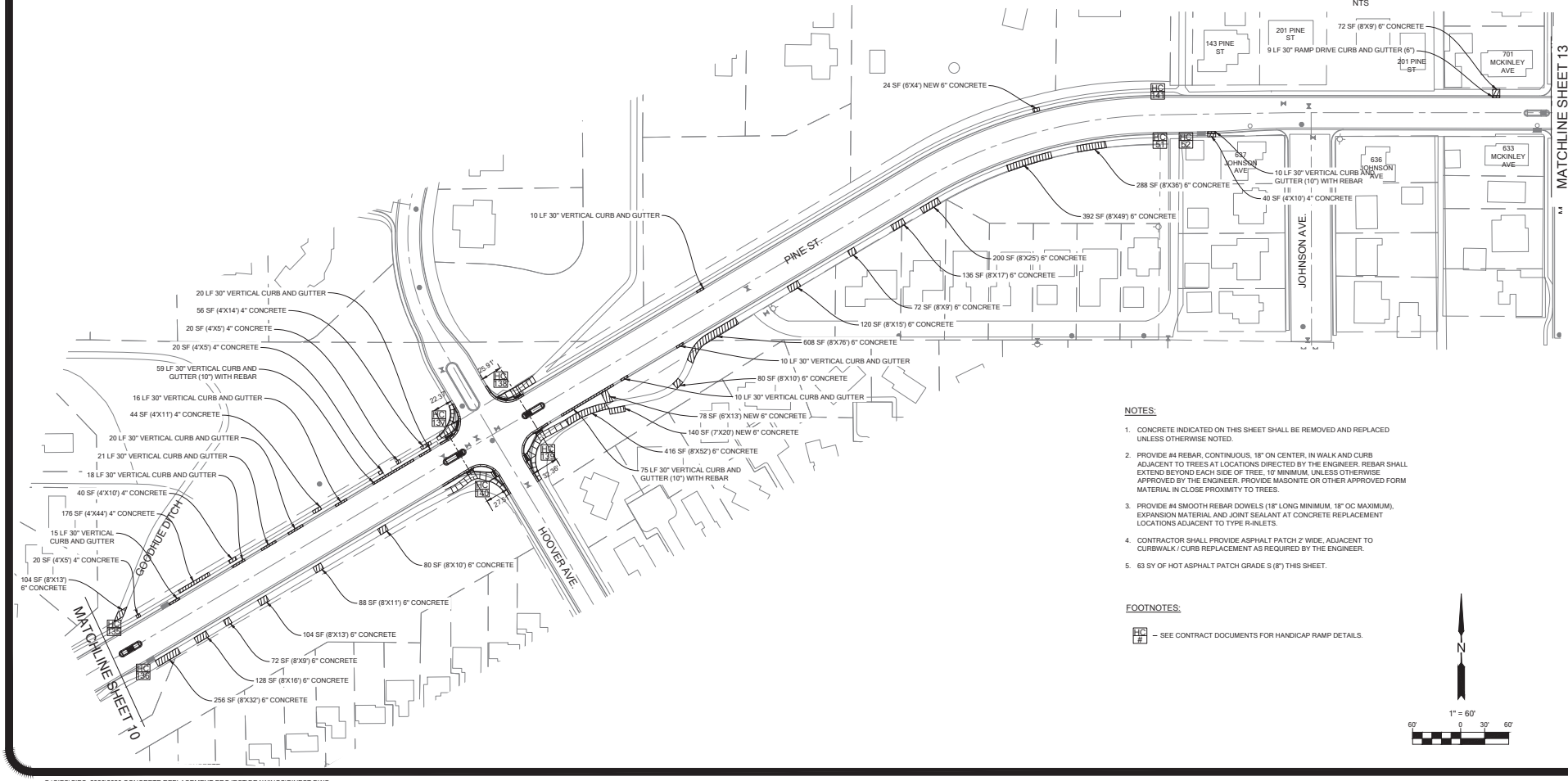
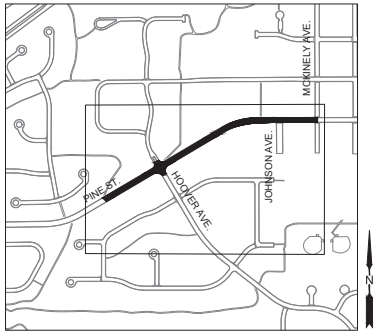


VICINITY MAP
NTS



NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 63 SY OF HOT ASPHALT PATCH GRADE S (8") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'

60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/10/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
PINE ST. (GOODHUE DITCH TO MCKINLEY AVE.)

SHEET 12 OF 20

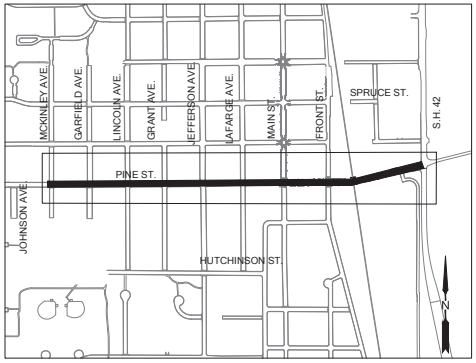
G:\CIPS\CIPS_2020\2020 CONCRETE REPLACEMENT PROJECT\DRAWINGS\PINEST.DWG

NOTES:

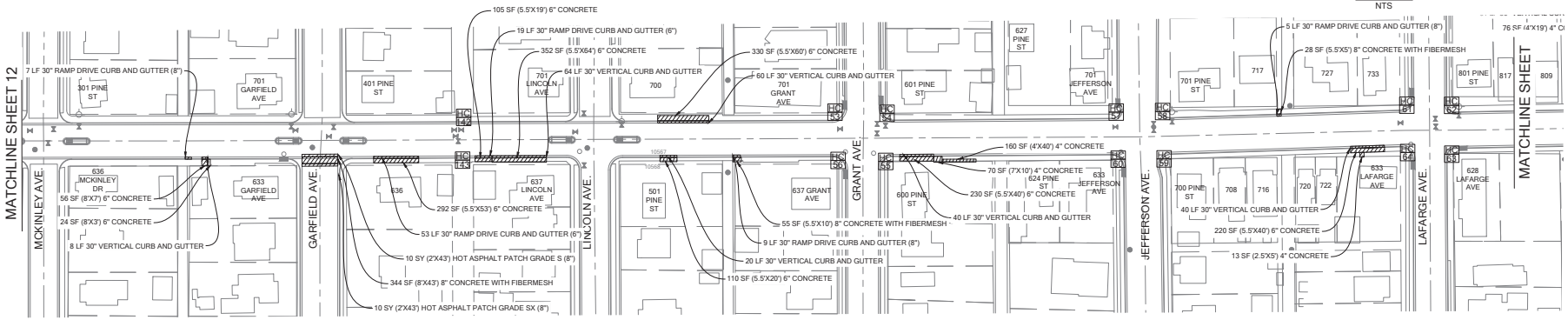
1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. BRICKS REMOVED WILL BE SALVAGED AND RETURNED TO THE CITY.
6. HANDICAPPED RAMPS ON FRONT AND PINE SHALL BE DOWELED INTO CONCRETE #4 REBAR X 18", 18" O.C. INTO 8" CONCRETE BASE OF BRICK PAVERS.
7. 96 SY OF HOT ASPHALT PATCH GRADE S (8") THIS SHEET.

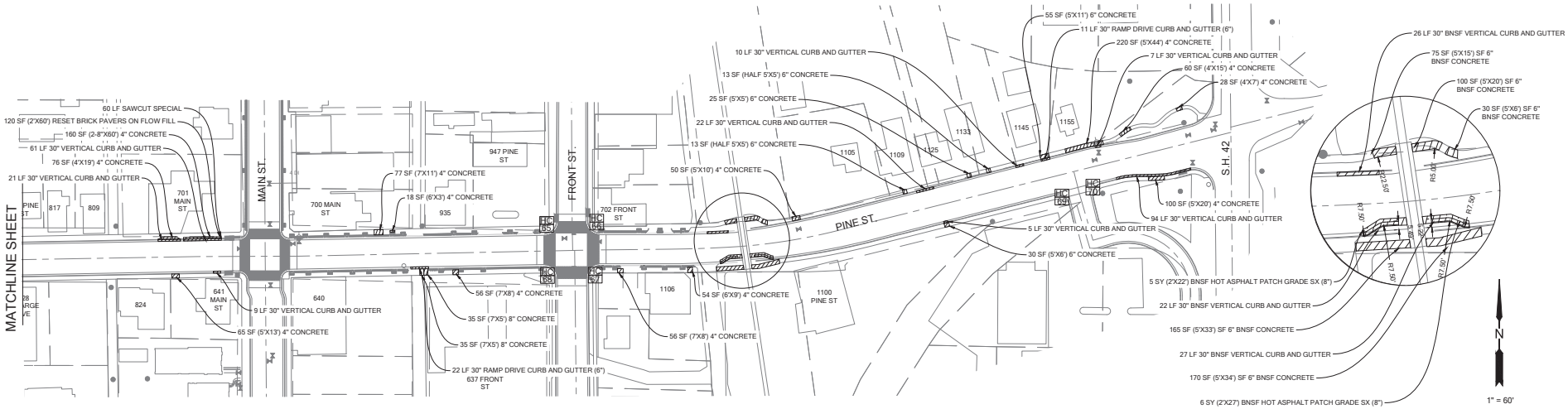
FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.



VICINITY MAP
NTS





City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/10/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
PINE ST. (MCKINLEY AVE. TO SH 42.)

SHEET 13 OF 20

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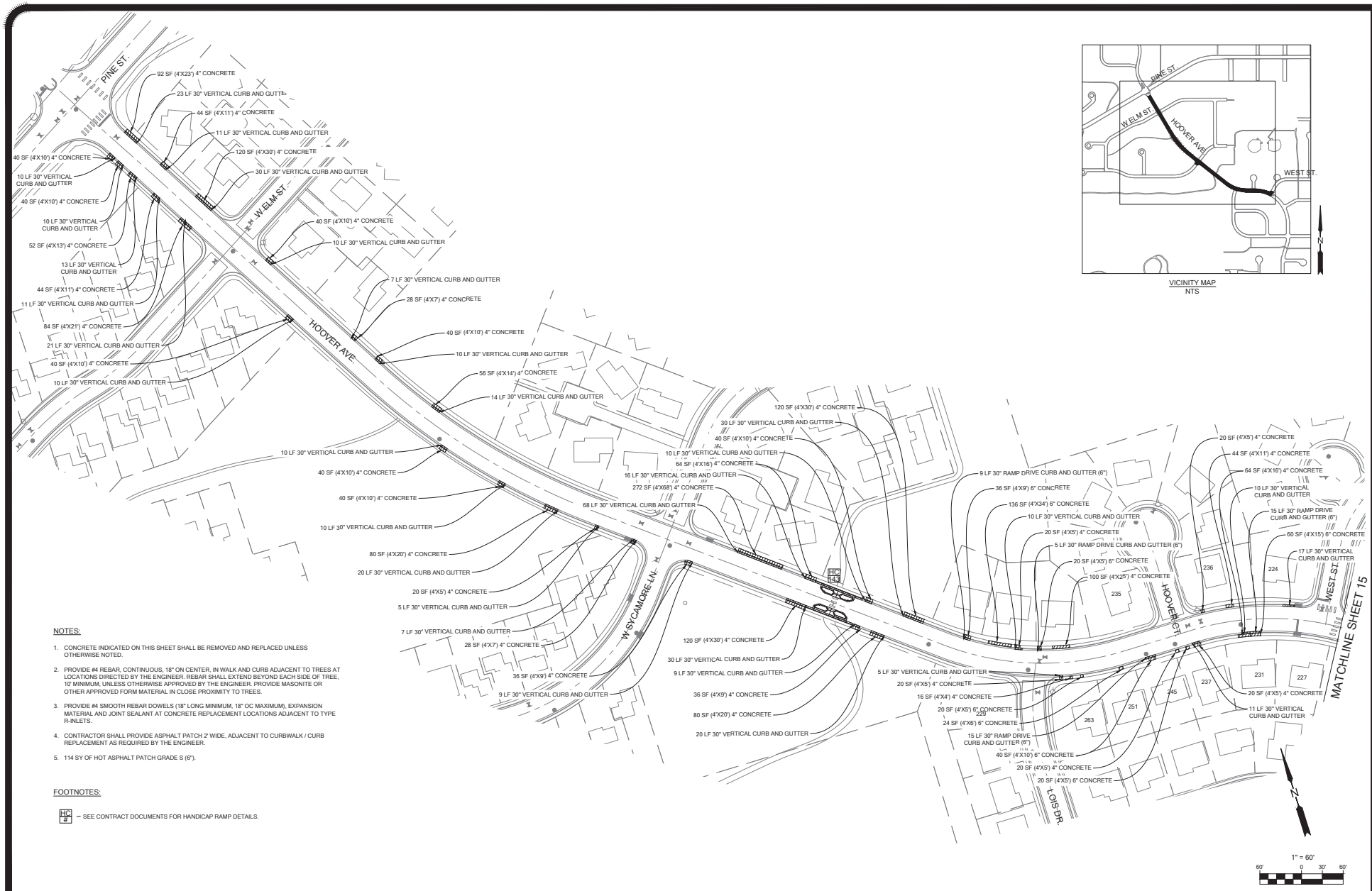

VICINITY MAP
NTS

1" = 60'
60' 0 30' 60'

NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 114 SY OF HOT ASPHALT PATCH GRADE S (6").

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/7/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT HOOVER AVE. (PINE ST. TO WEST ST.)

SHEET 14 OF 20

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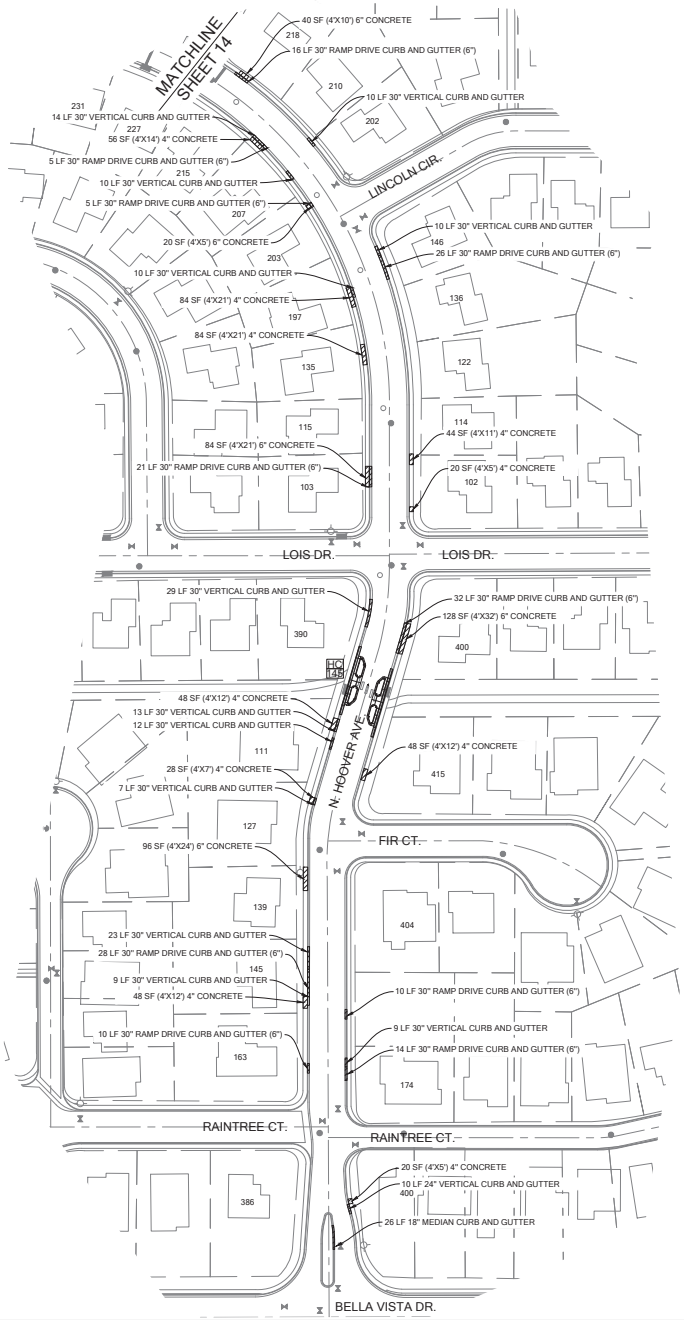

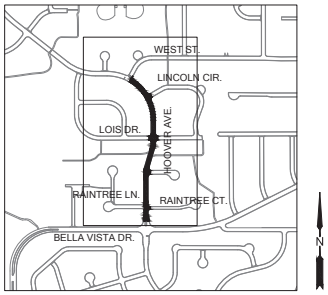

VICINITY MAP
NTS

NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
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4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 78 SY OF HOT ASPHALT PATCH GRADE S (6") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

N

1" = 60'

60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/7/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
HOOVER AVE. (WEST ST. TO BELLA VISTA DR.)

SHEET 15 OF 20

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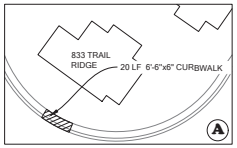
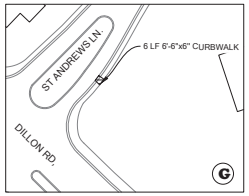
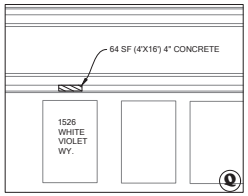
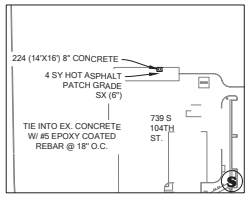
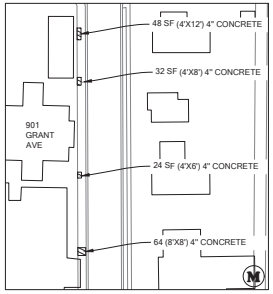
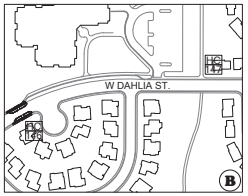


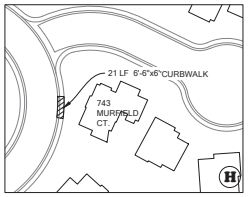


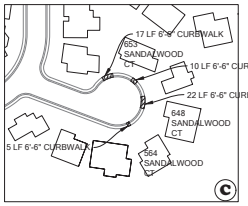


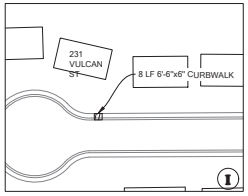


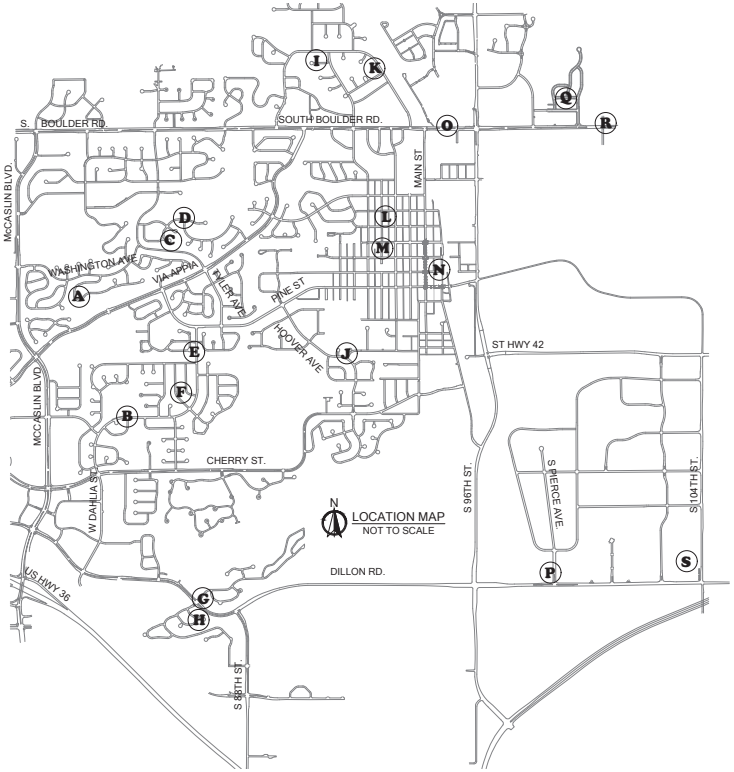


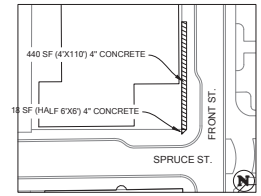


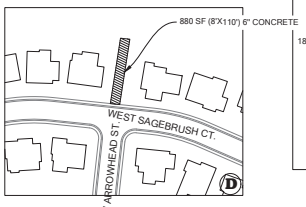


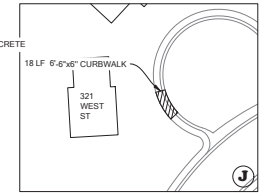


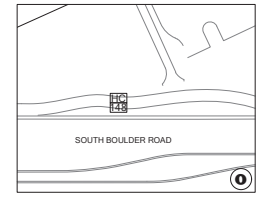




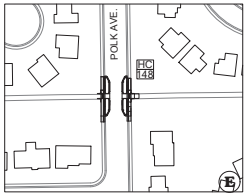


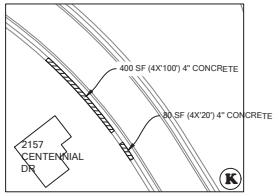


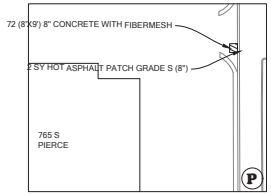


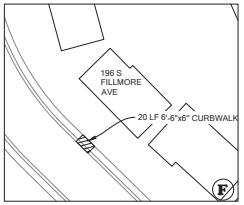


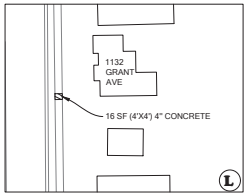
BUS STOP

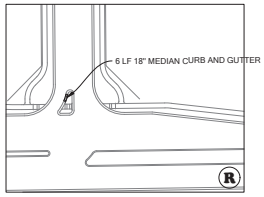












NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
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4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 37 SY OF HOT ASPHALT PATCH GRADE SX (6") THIS SHEET.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
MISC. LOCATIONS

SHEET 16 OF 20

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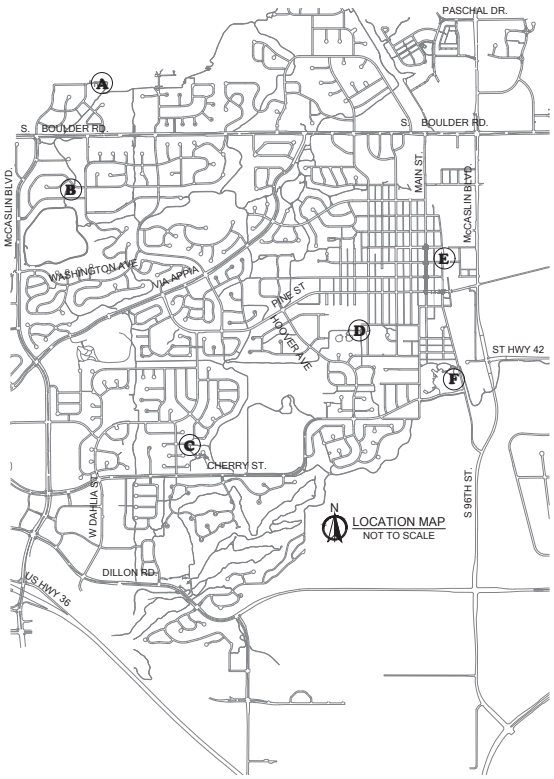
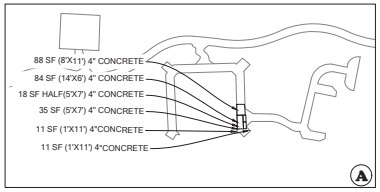
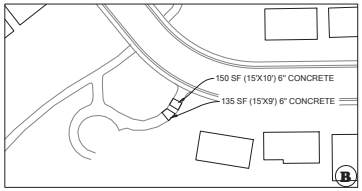
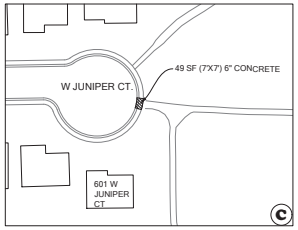




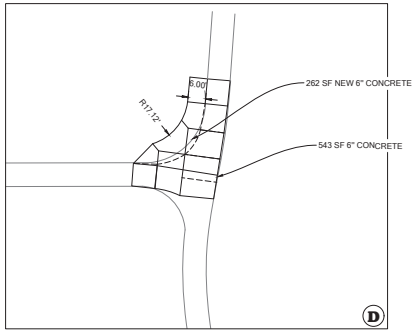
ANNETTE BRAND PARK



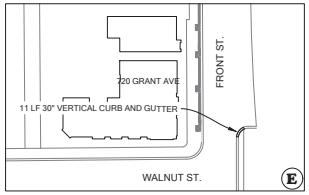
HERITAGE PARK

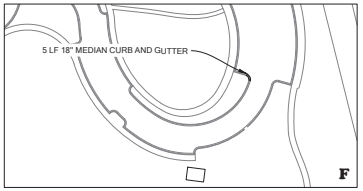


HERITAGE PARK



CLEO MUDROCK PARK





COMMUNITY PARK

NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL PROVIDE ASPHALT PATCH 2' WIDE, ADJACENT TO CURBWALK / CURB REPLACEMENT AS REQUIRED BY THE ENGINEER.
5. 4 SY OF HOT ASPHALT PATCH GRADE SX (6")

N

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/5/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
PARKS LOCATIONS

SHEET 17 OF 20

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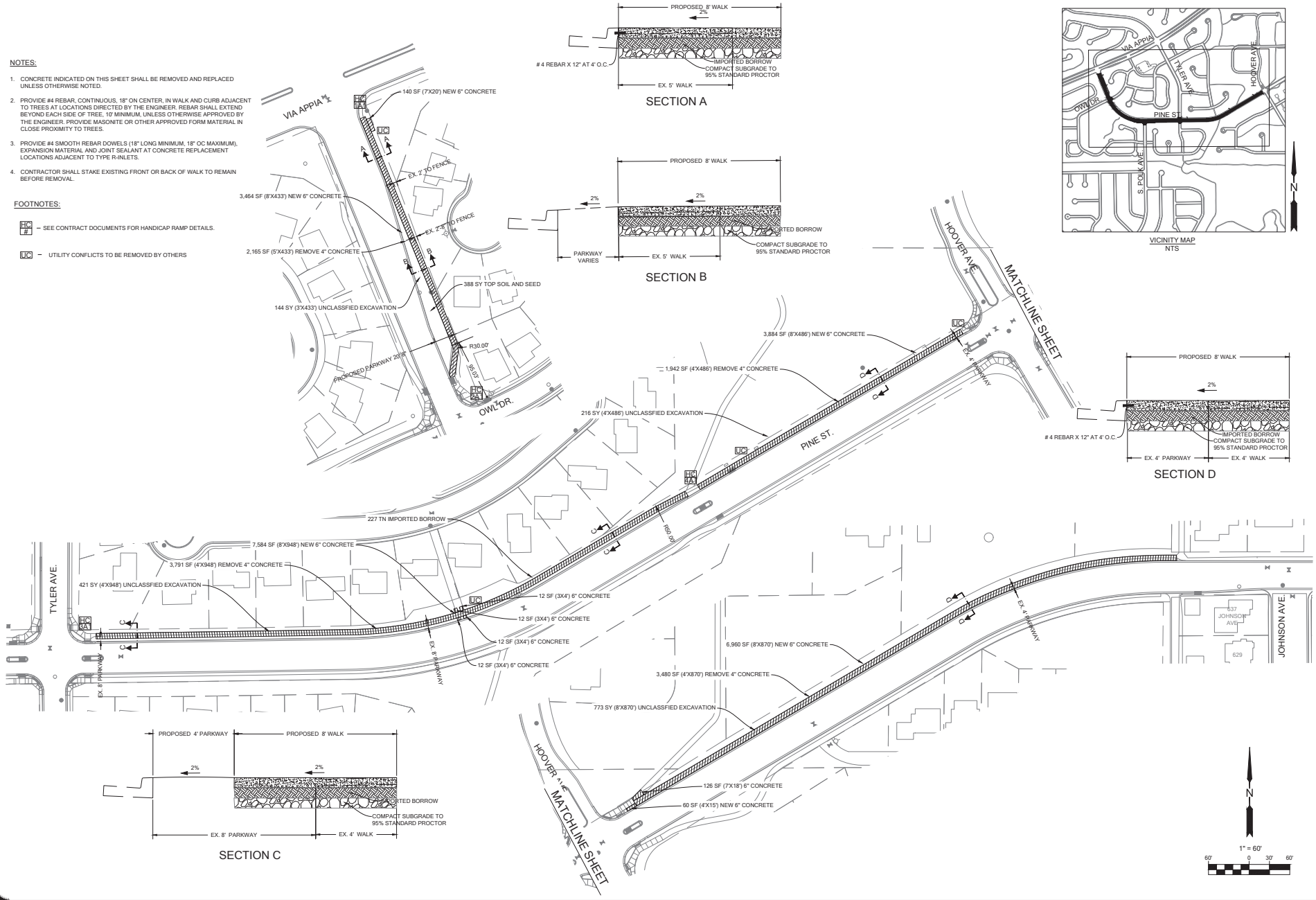
NOTES:

1. CONCRETE INDICATED ON THIS SHEET SHALL BE REMOVED AND REPLACED UNLESS OTHERWISE NOTED.
2. PROVIDE #4 REBAR, CONTINUOUS, 18" ON CENTER, IN WALK AND CURB ADJACENT TO TREES AT LOCATIONS DIRECTED BY THE ENGINEER. REBAR SHALL EXTEND BEYOND EACH SIDE OF TREE, 10' MINIMUM, UNLESS OTHERWISE APPROVED BY THE ENGINEER. PROVIDE MASONITE OR OTHER APPROVED FORM MATERIAL IN CLOSE PROXIMITY TO TREES.
3. PROVIDE #4 SMOOTH REBAR DOWELS (18" LONG MINIMUM, 18" OC MAXIMUM), EXPANSION MATERIAL AND JOINT SEALANT AT CONCRETE REPLACEMENT LOCATIONS ADJACENT TO TYPE R-INLETS.
4. CONTRACTOR SHALL STAKE EXISTING FRONT OR BACK OF WALK TO REMAIN BEFORE REMOVAL.

FOOTNOTES:

HC # – SEE CONTRACT DOCUMENTS FOR HANDICAP RAMP DETAILS.

UC – UTILITY CONFLICTS TO BE REMOVED BY OTHERS



VICINITY MAP
NTS

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/6/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
ALTERNATE NO. 1: PINE ST. (8' SIDEWALK SEGMENTS)

SHEET 18 OF 20

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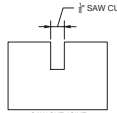
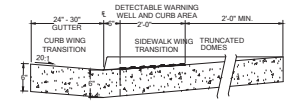


ATTACHED OR DETACHED WALK

- 4' OR 5' WIDE WALKS SHALL BE 4" THICK
- 8' WIDE WALKS SHALL BE 6" THICK
- ALL WALKS AT DRIVEWAYS SHALL BE 6"

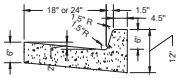
BIKEPATH JOINT

TYPICAL RAMP DRIVE CURB & GUTTER AT DRIVEWAY

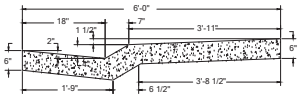


CURB RAMP SIDE CROSS SECTION VIEW OF DETECTABLE WARNING, WELL, CURB, AND GUTTER

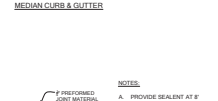
P.J. = PERMISSIBLE JOINT WITH EPOXY-COATED DEFORMED NO. 4 BY 18 IN. BARS CONFORMING TO AASHTO M 284 AT 18 IN. SPACING.



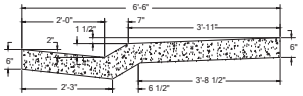
VERTICAL CURB & GUTTER



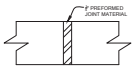
6'- 0" X 6" CURBWALK



MEDIAN CURB & GUTTER



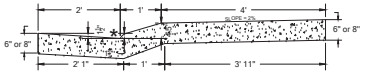
6'- 6" X 6" CURBWALK



EXPANSION JOINT

NOTES:

A. PROVIDE SEALENT AT 8' BIKE PATH EXPANSION JOINT LOCATIONS.
B. PROVIDE SAW CUT JOINT AT 8' BIKE PATH CONTRACTION JOINT LOCATIONS.
C. PROVIDE SAW CUT JOINT AT 6' WALK CONTRACTION JOINT LOCATIONS

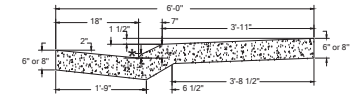


7'-0" X 6" OR 8" CURBWALK

*1.5" RADIUS

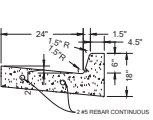
* 1/4"D. 8" TEMPLATES ARE NOT USED

CONTRACTION OR WEAKENED PLANE JOINT

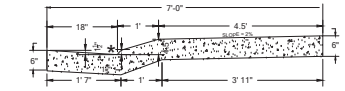


6'- 0" X 6" OR 8" MODIFIED CURBWALK

*1.5" RADIUS

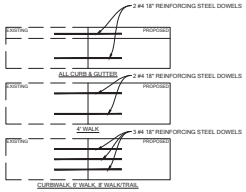


30" VERTICAL CURB & GUTTER (10") WITH REBAR

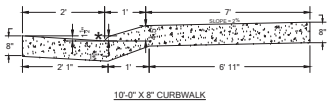


7'-0" X 6" MODIFIED CURBWALK WITH 18" GUTTER

* 1.5" RADIUS

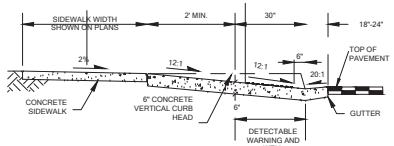


REINFORCING STEEL DOWELS

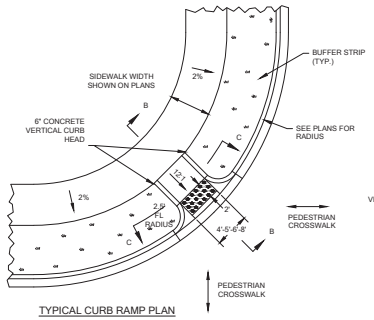


10'-0" X 8" CURBWALK

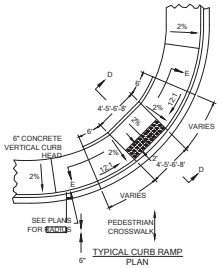
*1.5" RADIUS



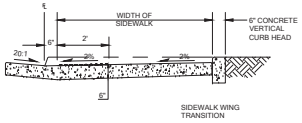
TYPICAL CURB RAMP
SECTION B-B



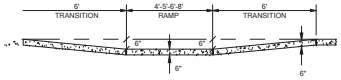
TYPICAL CURB RAMP PLAN



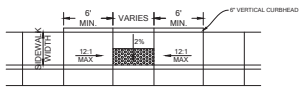
TYPICAL CURB RAMP
PLAN



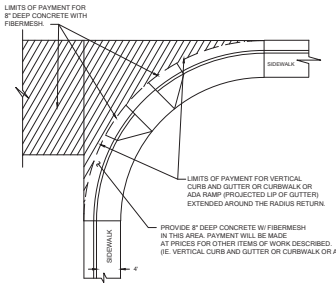
TYPICAL CURB RAMP
SECTION D-D



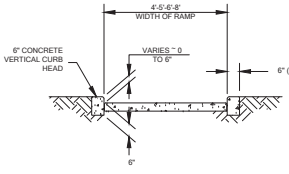
TYPICAL CURB RAMP
SECTION E-E



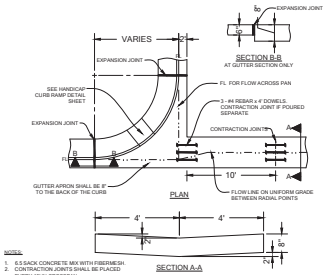
MIDBLOCK RAMP



PAVEMENT LIMITS AT SQUARED RADIUS RETURN



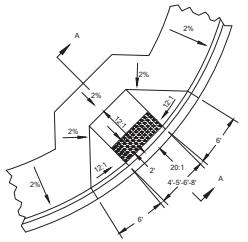
TYPICAL CURB RAMP
SECTION C-C



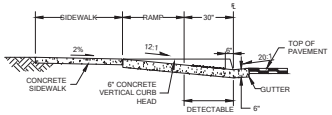
NOTES:

1. 6.5 SACK CONCRETE MIX WITH FIBERMESH.
2. CONTRACTION JOINTS SHALL BE PLACED EVERY 10' IN CROSSPAN.

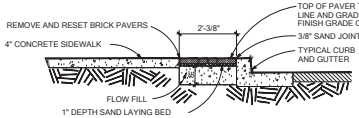
CROSSPAN



TYPICAL CURB RAMP
PLAN

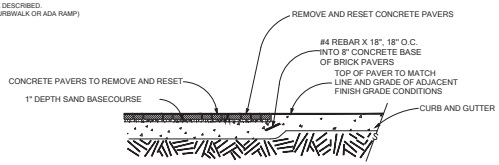


TYPICAL CURB RAMP
SECTION A-A



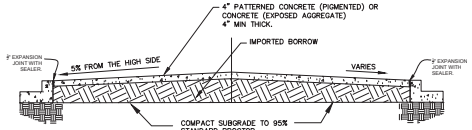
SECTION

SIDEWALK BRICK PAVER DETAIL
NOT TO SCALE

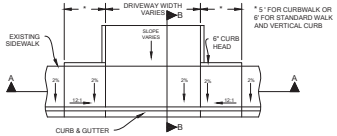


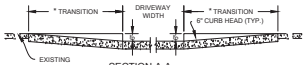
SECTION

INTERSECTION CONCRETE BRICK PAVER DETAIL
NOT TO SCALE

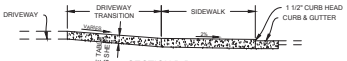


4" PATTERNED CONCRETE (PIGMENTED) OR
4" EXPOSED AGGREGATE

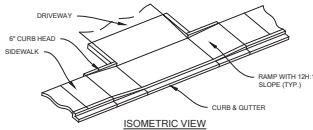




SECTION A-A



SECTION B-B



ISOMETRIC VIEW

NOTES:

1. CONTRACTION JOINTS ARE REQUIRED AT EACH SIDE OF WARPED SECTION AND EVERY 10' (MAX) ALONG THE DRIVEWAY.
2. EXPANSION JOINT REQUIRED IF DRIVEWAY IS CONCRETE BEHIND CURB CUT.
3. BACK OF CURB CUT EXTENDS TO BACK OF WALK OR BIKE PATH.
4. NO END OF CURB SHALL BE CONSTRUCTED WITHIN 5' - 0" OF A PROPERTY LINE OR 30'- 0" OF A PROPERTY CORNER.
5. TRAFFIC ENGINEER SHALL APPROVE LOCATION OF CURB CUT BEFORE CONSTRUCTION.
6. 6.5 SACK CONCRETE WITH FIBERMESH REQUIRED.

TYPE OF CUT	WIDTH OF CURB CUT	TOTAL WIDTH	MINIMUM THICKNESS
SINGLE FAMILY	12' - 16'	22' - 26'	6"
MULTI-FAMILY	16' - 25'	26' - 35'	8"
COMMERCIAL	30' - 40'	40' - 50'	10"
ALLEYS	- -	- -	8"

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
DETAILS

SHEET 19 OF 20

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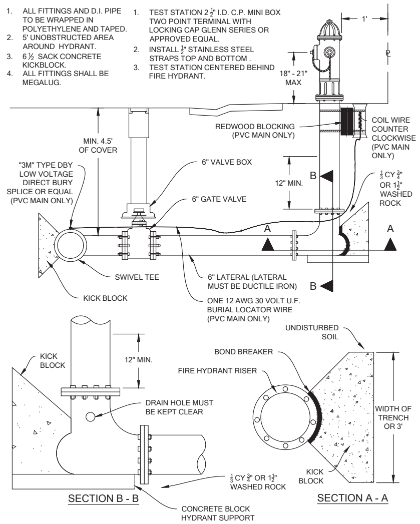
FIRE HYDRANT INSTALLATION

HYDRANT NOTES:

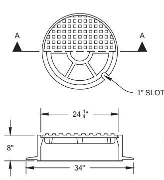
1. ALL FITTINGS AND D.I. PIPE TO BE WRAPPED IN POLYETHYLENE AND TAPED.
2. 5' UNOBSTRUCTED AREA AROUND HYDRANT.
3. 6 ½ SACK CONCRETE KICKBLOCK.
4. ALL FITTINGS SHALL BE MEGALUG.

TEST STATION NOTES (PVC MAIN ONLY):

1. TEST STATION 2 ½" I.D. C.P. MINI BOX TWO POINT TERMINAL WITH LOCKING CAP GLENN SERIES OR APPROVED EQUAL.
2. INSTALL ½" STAINLESS STEEL STRAPS TOP AND BOTTOM .
3. TEST STATION CENTERED BEHIND FIRE HYDRANT.

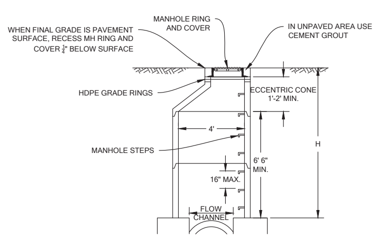


FIRE HYDRANT INSTALLATION



*SEE 24" MANHOLE RING & COVER DETAIL SHEET 3

SECTION A-A
MANHOLE RING AND COVER*



MANHOLE SLAB BASE

TABLE ONE
BAR LIST FOR CURB INLETS, TYPE "R"

MARK	ø INCH	OC SPACE	TYPE	ALL INLETS L = 5' # REQ'D	LENGTH	INLETS: H ≤ 5' L = 10' # REQ'D	LENGTH	L = 15' # REQ'D	LENGTH	INLETS: H > 5' L = 10' # REQ'D	LENGTH	L = 15' # REQ'D	LENGTH
401	½"	11"	II	15	*	21	*	26	*	11	*	11	*
402		11"	II	7	*	13	*	18	*	7	*	7	*
403		9"	II	*	4' 0"	*	4' 0"	*	4' 0"	*	4' 0"	*	4' 0"
405		6"	VI	11	6' 10"	21	6' 10"	31	6' 10"	11	6' 10"	11	6' 10"
406		6"	VIII	7	8' 10"	7	13' 10"	7	18' 10"	7	8' 10"	7	8' 10"
407		9"	II	*	5' 10"	*	10' 10"	*	15' 10"	*	5' 10"	*	5' 10"
408		12"	II	3	6' 10"	3	11' 10"	3	16' 0"	3	11' 10"	3	16' 0"
409		8"	II	6	5' 10"	6	10' 10"	6	15' 10"	6	10' 10"	6	15' 10"
410		11"	VII							3	*	3	*
411		11"	II							3	5' 2"	3	10' 2"
412		11"	II							3	2' 9"	3	2' 9"
413		9"	II							7	10' 10"	7	15' 10"
501	⅝"	5 ½"	IV	11	3' 4"	22	3' 4"	33	3' 4"	22	3' 4"	33	3' 4"
502		5 ½"	III							11	11' 5"	17	11' 5"
503		5 ½"	II	5	3' 6"	16	3' 6"	27	3' 6"	6	3' 6"	6	3' 6"
504		5 ½"	IX									5	8' 4"
601	¾"	2 ½"	V	2	8' 10"	2	8' 10"	2	8' 10"	2	8' 10"	4	8' 10"
ø8[8.5				1	5' 10"	1	10' 10"	1	15' 10"	1	10' 10"	1	15' 10"
				2BARS,1 ROD		4 BARS,3 RODS		8 BARS,5 RODS		4 BARS,3 RODS		8 BARS,5 RODS	

REGULAR INLETS — DROP BOX INLETS

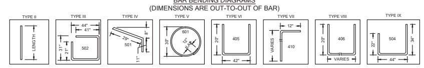
TABLE TWO
BARS AND QUANTITIES VARIABLE WITH "H"

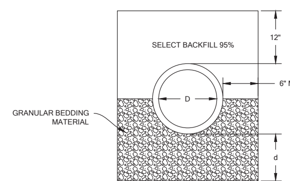
H	LENGTH 401	402	410	# REQ'D REGULAR 403	407	# REQ'D DROP BOX 403	407	L = 5' CONCRETE CUBIC YD.	STEEL LBS.	L = 10' CONCRETE CUBIC YD.	STEEL LBS.	L = 15' CONCRETE CUBIC YD.	STEEL LBS.
3' 0"	2' 8"	1' 8"		10	7			3.2	285	5.3	497	7.4	706
3' 6"	3' 2"	2' 2"		10	7			3.4	305	5.7	528	7.9	747
4' 0"	3' 8"	2' 8"		12	9			3.7	326	6.0	559	8.4	786
4' 6"	4' 2"	3' 2"		12	9			3.9	334	6.4	571	8.8	803
5' 0"	4' 8"	3' 8"		14	11			4.1	354	6.7	602	9.3	844
5' 6"	5' 2"	4' 2"	3' 5"	16	13	15	6	4.4	375	6.0	607	7.4	850
6' 0"	5' 8"	4' 8"	3' 11"	16	13	16	6	4.6	382	6.2	616	7.6	860
6' 6"	6' 2"	5' 2"	4' 5"	18	15	18	8	4.8	402	6.4	637	7.8	880
7' 0"	6' 8"	5' 8"	4' 11"	20	17	19	10	5.0	423	6.6	654	8.0	897
7' 6"	7' 2"	6' 2"	5' 5"	20	17	20	10	5.3	430	6.9	664	8.3	907
8' 0"	7' 8"	6' 8"	5' 11"	22	19	22	12	5.5	451	7.1	684	8.5	927
8' 6"	8' 2"	7' 2"	6' 5"	24	21	23	14	5.7	471	7.3	702	8.7	944
9' 0"	8' 8"	7' 8"	6' 11"	24	21	24	14	6.0	479	7.6	711	9.0	954
9' 6"	9' 2"	8' 2"	7' 5"	26	23	26	16	6.2	499	7.8	732	9.2	974
10' 0"	9' 8"	8' 8"	7' 11"	28	25	27	18	6.4	520	8.0	749	9.4	992
10' 6"	10' 2"	9' 2"	8' 5"	28	25	28	18	6.7	527	8.3	759	9.7	1001
11' 0"	10' 8"	9' 8"	8' 11"	30	27	30	20	6.9	547	8.5	779	9.9	1022

NOTE:
FOR L=5', L=10' AND L=15'
- REGULAR INLETS: TOTAL QUANTITIES NEEDED ARE OUTSIDE OF THE HEAVY BLACK LINE.
- DROP BOX INLETS: TOTAL QUANTITIES NEEDED ARE INSIDE OF THE HEAVY BLACK LINE

* STEEL WEIGHTS DO NOT INCLUDE STRUCTURAL STEEL.

BAR BENDING DIAGRAMS
(DIMENSIONS ARE OUT-TO-OUT OF BAR)





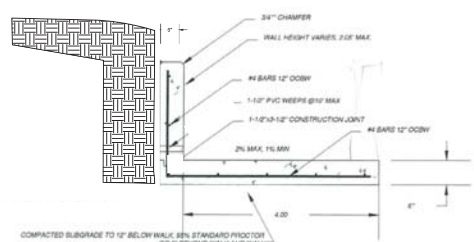
STORM SEWER GRANULAR BEDDING SECTION

NOTES:

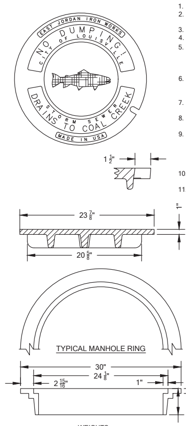
1. DEPTH OF BEDDING BELOW PIPE:

D	d(MIN.)
27" & SMALLER	3"
30" - 60"	4"
66" & LARGER	6"

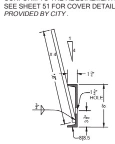
2. GRANULAR BEDDING SHALL BE PLACED FROM THE TRENCH BOTTOM TO THE HORIZONTAL CENTERLINE OF THE PIPE.
3. SELECT BACKFILL FROM THE CENTERLINE TO 12" ABOVE THE PIPE SHALL BE PLACED IN 6" LIFTS AND HAND COMPACTED TO 95%.



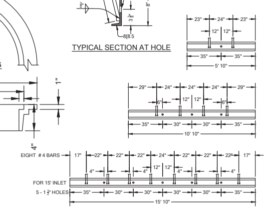
6" CONCRETE RETAINING WALL VARIABLE HEIGHT



WEIGHTS:
COVER = 125 LBS.
RING = 135 LBS.
TOTAL = 260 LBS.



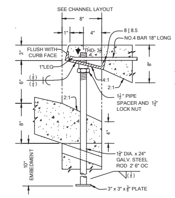
TYPICAL SECTION AT HOLE



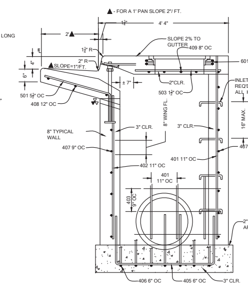
CHANNEL LAYOUT DETAILS

NOTES:

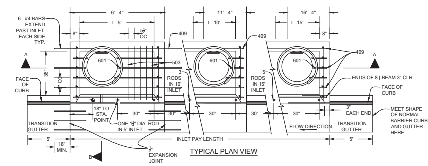
1. ALL CONCRETE SHALL BE CLASS I OR 1A
2. CONCRETE WALLS SHALL BE FORMED ON BOTH SIDES AND SHALL BE 8" THICK.
3. INLET STEPS SHALL BE IN ACCORDANCE WITH AASHTO M 199.
4. CURB FACE ASSEMBLY SHALL BE GALVANIZED AFTER WELDING.
5. EXPOSED CONCRETE CORNERS SHALL BE CHAMFERED ¾". CURB AND GUTTER CORNERS SHALL BE FINISHED TO MATCH THE EXISTING CURB AND GUTTER BEYOND THE TRANSITION GUTTER.
6. REINFORCING BARS SHALL BE DEFORMED AND SHALL HAVE A 2" MINIMUM CLEARANCE. ALL REINFORCING BARS SHALL BE EPOXY COATED.
7. DIMENSIONS AND WEIGHTS OF TYPICAL MANHOLE RING AND COVER ARE NOMINAL.
8. MATERIAL FOR MANHOLE RINGS AND COVERS SHALL BE GRAY OR DUCTILE CAST IRON CONFORMING TO 712.06. (CDOT)
9. SINCE PIPE ENTRIES INTO THE INLET ARE VARIABLE, THE DIMENSIONS SHOWN ARE TYPICAL. ACTUAL DIMENSIONS AND QUANTITIES FOR CONCRETE AND REINFORCEMENT SHALL BE AS REQUIRED IN THE WORK. QUANTITIES INCLUDE VOLUMES OCCUPIED BY PIPES.
10. STRUCTURAL STEEL SHALL BE GALVANIZED AND SHALL CONFORM TO THE REQUIREMENTS OF 712.06. (CDOT)
11. SEE SHEET 51 FOR COVER DETAILS *IF COVER WILL NOT BE PROVIDED BY CITY*.



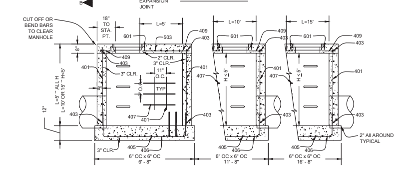
▼ CURB FACE ASSEMBLY
PLACE ENTIRE ASSEMBLY BEFORE POURING CONCRETE



SECTION B-B
TYPICAL END VIEW
NOTE: MANHOLE RING & COVER, STATION POINT AND OUTFLOW PIPE SHALL BE LOCATED AT THE SAME END OF THE INLET.



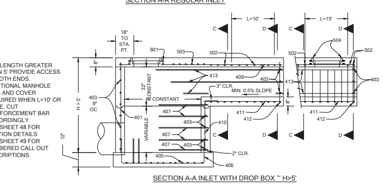
TYPICAL PLAN VIEW



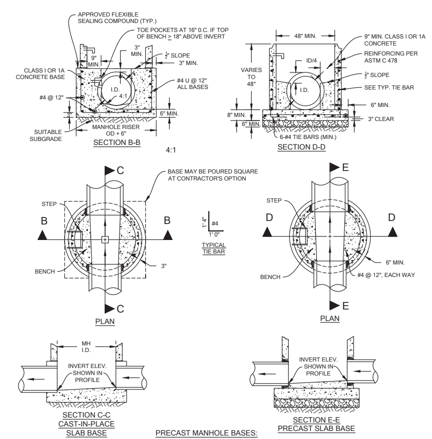
SECTION A-A REGULAR INLET

NOTES:

1. FOR LENGTH GREATER THAN 5' PROVIDE ACCESS AT BOTH ENDS.
2. ADDITIONAL MANHOLE RING AND COVER REQUIRED WHEN L=10' OR MORE. CUT REINFORCEMENT BAR ACCORDINGLY.
3. SEE SHEET 48 FOR SECTION DETAILS
4. SEE SHEET 49 FOR NUMBERED CALL OUT DESCRIPTIONS



SECTION A-A INLET WITH DROP BOX ~ H>5'



LEGEND

SUITABLE SUBGRADE

GRANULAR BEDDING

MATERIAL CONCRETE

PRECAST MANHOLE BASES:

1. THE BASE SLAB SHALL BE POURED MONOLITHICALLY WITH BOTTOM RISER SECTION.
2. PRECAST MANHOLE BASES SHALL FIT THE CONDITIONS AND LOCATIONS FOR WHICH THEY ARE INTENDED WITHOUT ANY FIELD MODIFICATIONS. ANY MANHOLE BASE WHICH REQUIRES FIELD CUTTING OR MODIFICATION IN ORDER TO FIT THE LOCATIONS INTENDED WILL BE REJECTED BY THE ENGINEER AND REMOVED AND REPLACED BY THE CONTRACTOR AT NO COST TO THE DEPARTMENT.
3. PRECAST MANHOLE BASES SHALL BE BEDDED ON AN APPROVED GRANULAR BEDDING MATERIAL AS SHOWN ABOVE.

City of Louisville
COLORADO - SINCE 1878

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CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 CONCRETE REPLACEMENT PROJECT
DETAILS

SHEET 20 OF 20

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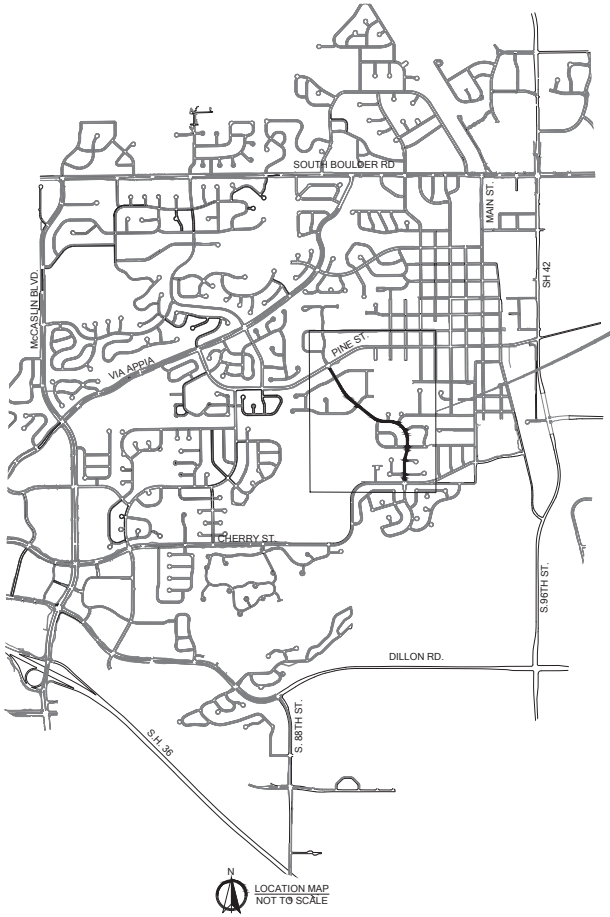
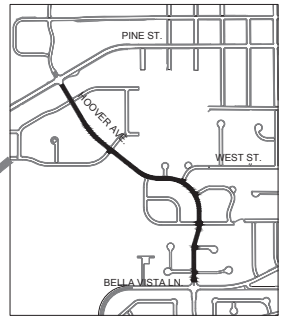
2020 CHIP SEAL PROJECT

DRAFT

City *of* Louisville
DEPARTMENT OF PUBLIC WORKS / ENGINEERING
749 MAIN STREET
LOUISVILLE, CO 80027
P 303.335.4608 / F 303.335.4550
www.louisvilleco.gov





SHEETS 3, 4

LEGEND

- WALK
- CURB & GUTTER
- WATER MAIN & VALVE
- SANITARY SEWER & MANHOLE
- STORM SEWER & MANHOLE
- LIMITS OF CONSTRUCTION
- INLET
- ASPHALT PATCH

CALL THE UTILITY NOTIFICATION CENTER OF COLORADO
1-800-922-1987
OR 811
CALL 2-BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES

Sheet Index

Number	Title
1	COVER SHEET
2	GENERAL NOTES
3	HOOVER AVE. (PINE ST. TO WEST ST.)
4	HOOVER AVE. (WEST ST. TO BELLA VISTA DR.)

City *of* Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
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2020 CHIP SEAL PROJECT
COVER SHEET

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GENERAL NOTES (ALL CONSTRUCTION):

1. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF LOUISVILLE AND THESE CONTRACT SPECIFICATIONS. THE CONTRACTOR SHALL HAVE IN HIS POSSESSION AT ALL TIMES ONE (1) SIGNED COPY OF THE PLANS, STANDARDS, AND CONTRACT SPECIFICATIONS AS APPROVED BY THE CITY. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ANY VARIANCE TO THE ABOVE DOCUMENTS.

2. THE CONTRACTOR SHALL MAINTAIN ONE RECORD COPY OF ALL DRAWINGS WHICH ARE TO BE READILY AVAILABLE TO THE ENGINEER AT ALL TIMES. THE FINAL RECORD DRAWINGS (AS-BUILTS) SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO FINAL PAYMENT.

3. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, SPECIFICATIONS, PERMITS, BONDS, ETC. WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK. THE CONTRACTOR, ALONG WITH ALL SUBCONTRACTORS SHALL BE LICENSED IN THE CITY OF LOUISVILLE. CONTRACTOR SHALL SUBMIT A LIST OF ALL SUBCONTRACTORS INVOLVED IN THE PROJECT AND THEIR LICENSE NUMBERS TO THE ENGINEER. THE CONTRACTOR SHALL OBTAIN A RIGHT OF WAY PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT FOR THE PROJECT. A COPY OF THE RIGHT OF WAY PERMIT SHALL BE ON SITE AT ALL TIMES AND THE CONTRACTOR SHALL FORWARD A COPY TO ALL SUBCONTRACTORS.

4. IF WATER IS REQUIRED FOR THE PROJECT, THE CONTRACTOR SHALL OBTAIN A BULK WATER PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT IN ACCORDANCE WITH THE PERMIT REQUIREMENTS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING STREETS, CURBS, SIDEWALKS, BUILDINGS, DRIVEWAYS, ALLEYS, LAWNS, PARKING LOTS, ETC. ADJACENT TO THE PROJECT FROM DAMAGE BY THE CONTRACTOR. ANY DAMAGES CAUSED BY THE CONTRACTORS OPERATIONS SHALL BE RECONSTRUCTED OR REPAIRED WITH LIKE MATERIALS TO THE SATISFACTION OF THE ENGINEER AND AT THE CONTRACTOR'S EXPENSE.

6. THE CONTRACTOR SHALL PROVIDE DAILY CLEANUP OF THE SITE INCLUDING BUT NOT LIMITED TO REMOVAL OF ALL TRASH AND DEBRIS AND REMOVAL OF MUD, DIRT, ETC. FROM SIDEWALK AND PAVEMENT SURFACES WITHIN AND ADJACENT TO THE SITE. CLEANUP WILL INCLUDE SWEEPING ADJACENT SURFACES ACCESSIBLE TO THE GENERAL PUBLIC.

7. THE CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS/RESIDENTS TO PHASE WORK SUCH THAT EMERGENCY ACCESS IS PROVIDED AT ALL TIMES AND RESIDENCE ACCESS IS AVAILABLE DURING NON-WORKING HOURS.

8. WHERE IT IS REQUIRED TO CUT EXISTING ASPHALT OR CONCRETE, THE CUTTING SHALL BE DONE TO NEAT, STRAIGHT LINE BY SAW CUTTING.

9. THE FOLLOWING SHALL BE FURNISHED WITH EACH BITUMINOUS PAVER:
   - 9.1. A SKI TYPE DEVICE AT LEAST 30 FEET IN LENGTH
   - 9.2. SHORT SKI OR SHOE

10. COMPACTION FOR THE PROJECT SHALL BE AS SPECIFIED IN THE TECHNICAL SPECIFICATIONS.

11. WATER SHALL BE USED AS A DUST PALLIATIVE WHERE REQUIRED. LOCATIONS SHALL BE AS ORDERED BY THE ENGINEER. THIS WILL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE WORK.

12. DURING OVERLAY OPERATIONS, CONTRACTOR SHALL COORDINATE ACTIVITIES SO THAT AT THE END OF EACH DAYS PAVING ONLY TRANSVERSE JOINTS EXIST. LONGITUDINAL COLD JOINTS ARE PROHIBITED.

13. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE CITY ENGINEER AND PROJECT ENGINEER OF ANY PROBLEM IN CONFORMING TO THE APPROVED PLANS OR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE CITY ENGINEER AT LEAST 48 HOURS PRIOR TO START OF ANY CONSTRUCTION. IF WORK IS SUSPENDED FOR ANY PERIOD OF TIME AFTER INITIAL START-UP, THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER 48 HOURS PRIOR TO RESTART.

15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING BOULDER COUNTY COMMUNICATION AND THE LOUISVILLE FIRE DEPARTMENT OF ALL STREETS CLOSINGS AND OF EXISTING FIRE HYDRANTS TAKEN OUT OF SERVICE AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

16. THE CONTRACTOR SHALL NOTIFY ALL PUBLIC UTILITY COMPANIES AND DETERMINE THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. ALL WORK PERFORMED IN THE AREA OF PUBLIC UTILITIES SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS OF THESE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ANY EXISTING UTILITY (INCLUDING DEPTH) WHICH MAY CONFLICT WITH THE PROPOSED INSTRUCTION, 72 HOURS PRIOR TO COMMENCEMENT OF THE IMPROVEMENTS DESCRIBED IN THE PROJECT. THE CONTRACTOR SHALL PROTECT, AT HIS OWN EXPENSE, ALL EXISTING UTILITIES AND BE RESPONSIBLE FOR THEIR REPAIR IF THEY ARE DAMAGED DURING CONSTRUCTION. ALL KNOWN EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ON THE PLANS. THE ACTUAL LOCATION MAY VARY FROM THE PLANS, ESPECIALLY IN THE CASE OF UNDERGROUND UTILITIES. WHENEVER THE CONTRACTOR DISCOVERS A DISCREPANCY IN LOCATIONS, HE SHALL CONTACT THE ENGINEER IMMEDIATELY.

17. ANY CONSTRUCTION DEBRIS OR MUD TRACKED ONTO EXISTING ROADWAYS SHALL BE REMOVED IMMEDIATELY BY THE CONTRACTOR. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS CONSTRUCTION.

18. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS AT AND ADJACENT TO THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

19. EXCEPT WHERE OTHERWISE PROVIDED FOR IN THESE PLANS AND SPECIFICATIONS, THE COLORADO DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2011 EDITION, AND THE CITY OF LOUISVILLE DESIGN AND CONSTRUCTION STANDARDS, 1994 EDITION, SHALL APPLY.

20. DRAWINGS ARE NOT INTENDED TO BE SCALED, BUT ARE SUPPLIED FOR GENERAL INFORMATION TO THE CONTRACTOR.

21. NO WORK SHALL BE BACKFILLED UNTIL THE CONSTRUCTION HAS BEEN INSPECTED AND APPROVED FOR BACKFILLING BY THE CITY OF LOUISVILLE.

22. THE CONTRACTOR IS REQUIRED TO PROVIDE AND MAINTAIN EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH THE STATE OF COLORADO, URBAN DRAINAGE AND FLOOD CONTROL DISTRICT "URBAN STORM DRAINAGE CRITERIA MANUAL VOLUME 3", AND THE M-STANDARD PLANS OF THE COLORADO DEPARTMENT OF TRANSPORTATION. DURING ALL WET OR DRY CONCRETE SAW CUTTING OPERATIONS ALL RESIDUAL SHALL BE VACUUMED. ENGINEER MAY REQUIRE THE CONTRACTOR TO PROVIDE ADDITIONAL EROSION CONTROL MEASURES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE PLANS DO NOT FUNCTION AS INTENDED. THE CONTRACTOR IS RESPONSIBLE FOR PROHIBITING SILT AND DEBRIS LADEN RUNOFF FROM LEAVING THE SITE, AND FOR KEEPING ALL PUBLIC AREAS FREE OF MUD AND DEBRIS. THE CONTRACTOR IS RESPONSIBLE FOR REESTABLISHING FINAL GRADES AND FOR REMOVING ACCUMULATED SEDIMENTATION FROM ALL AREAS INCLUDING SWALES AND DETENTION/WATER QUALITY AREAS.

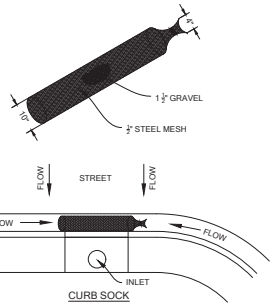
BEST MANAGEMENT PRACTICES FOR STORMWATER MANAGEMENT

1. SEDIMENT CONTROL SHALL BE PROVIDED AT STORM SEWER INLETS USING CURB SOCKS WITH $1\frac{1}{2}$" CLEAN GRAVEL AND $\frac{1}{2}$" STEEL MESH. IMPLEMENTING THESE MEASURES SHOULD MINIMIZE NUISANCE SILT AND SEDIMENTATION EXITING THE SITE AND PREVENT CLOGGING EXISTING STORM SEWERS AND STREET GUTTERS.

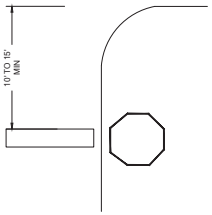
2. APPLICATION OF THESE BMPS FOR STORMWATER MANAGEMENT ARE FOR CONSTRUCTION PERIODS AND ARE CONSIDERED TEMPORARY. POST-CONSTRUCTION STORMWATER MANAGEMENT IS PROVIDED THROUGH STORM COLLECTION SYSTEM.

INSPECTION AND MAINTENANCE:

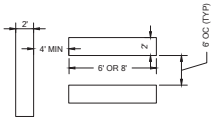
SEDIMENTS DEPOSITED IN THE PUBLIC RIGHTS-OF-WAY WILL BE REMOVED IMMEDIATELY. AT MINIMUM THE CONTRACTOR OR HIS AGENT SHALL INSPECT ALL BMPS EVERY 14 DAYS AND AFTER SIGNIFICANT PRECIPITATION EVENTS. INSTALLATIONS AND MODIFICATIONS AS REQUIRED BY THE CITY WILL BE IMPLEMENTED WITHIN 48 HOURS OF NOTIFICATION.



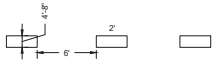
CURB SOCK



STOP BAR LOCATION (TYP)



TYPICAL DETAIL OF STOP LINE AND CROSSWALK SEPARATION



TYPICAL DETAIL OF DASHED MERGE LINE

PAVEMENT MARKING DETAILS

City of Louisville
COLORADO - SINCE 1878

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2020 CHIP SEAL PROJECT
GENERAL NOTES

SHEET 2 OF 4

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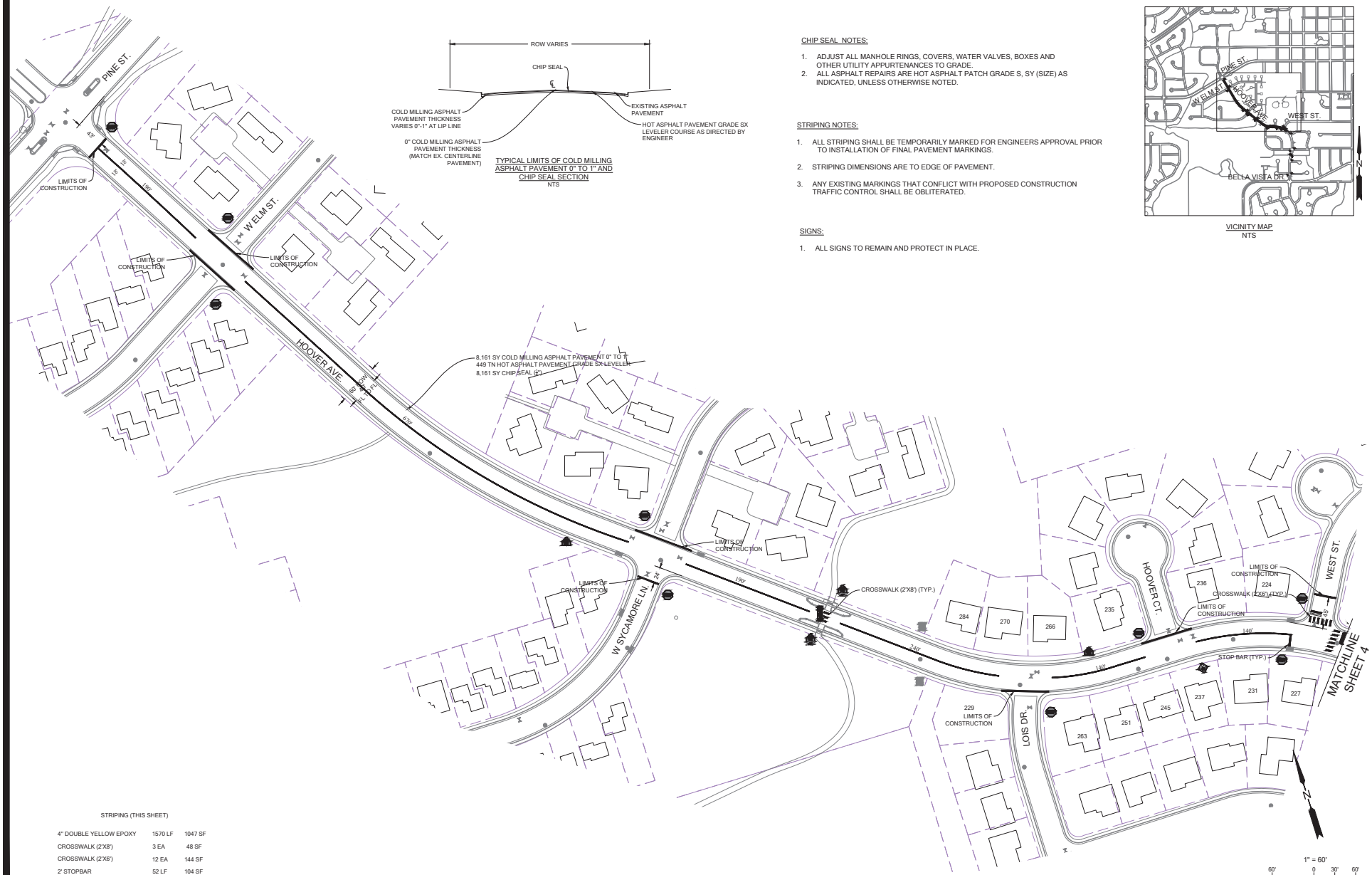

TYPICAL LIMITS OF COLD MILLING ASPHALT PAVEMENT 0" TO 1" AND CHIP SEAL SECTION
NTS

CHIP SEAL NOTES:

1. ADJUST ALL MANHOLE RINGS, COVERS, WATER VALVES, BOXES AND OTHER UTILITY APPURTENANCES TO GRADE.
2. ALL ASPHALT REPAIRS ARE HOT ASPHALT PATCH GRADE S, SY (SIZE) AS INDICATED, UNLESS OTHERWISE NOTED.

STRIPING NOTES:

1. ALL STRIPING SHALL BE TEMPORARILY MARKED FOR ENGINEERS APPROVAL PRIOR TO INSTALLATION OF FINAL PAVEMENT MARKINGS.
2. STRIPING DIMENSIONS ARE TO EDGE OF PAVEMENT.
3. ANY EXISTING MARKINGS THAT CONFLICT WITH PROPOSED CONSTRUCTION TRAFFIC CONTROL SHALL BE OBLITERATED.

SIGNS:

1. ALL SIGNS TO REMAIN AND PROTECT IN PLACE.

VICINITY MAP
NTS

STRIPING (THIS SHEET)

4" DOUBLE YELLOW EPOXY	1570 LF	1047 SF
CROSSWALK (2'X8')	3 EA	48 SF
CROSSWALK (2'X6')	12 EA	144 SF
2' STOPBAR	52 LF	104 SF
REMOVE AND REPLACE R1-6 DOUBLE SIDED BOLT DOWN SIGN	1 EA	

City of Louisville
COLORADO - SINCE 1878

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2020 CHIP SEAL PROJECT
HOOVER AVE. (PINE ST. TO WEST ST.)

SHEET 3 OF 4

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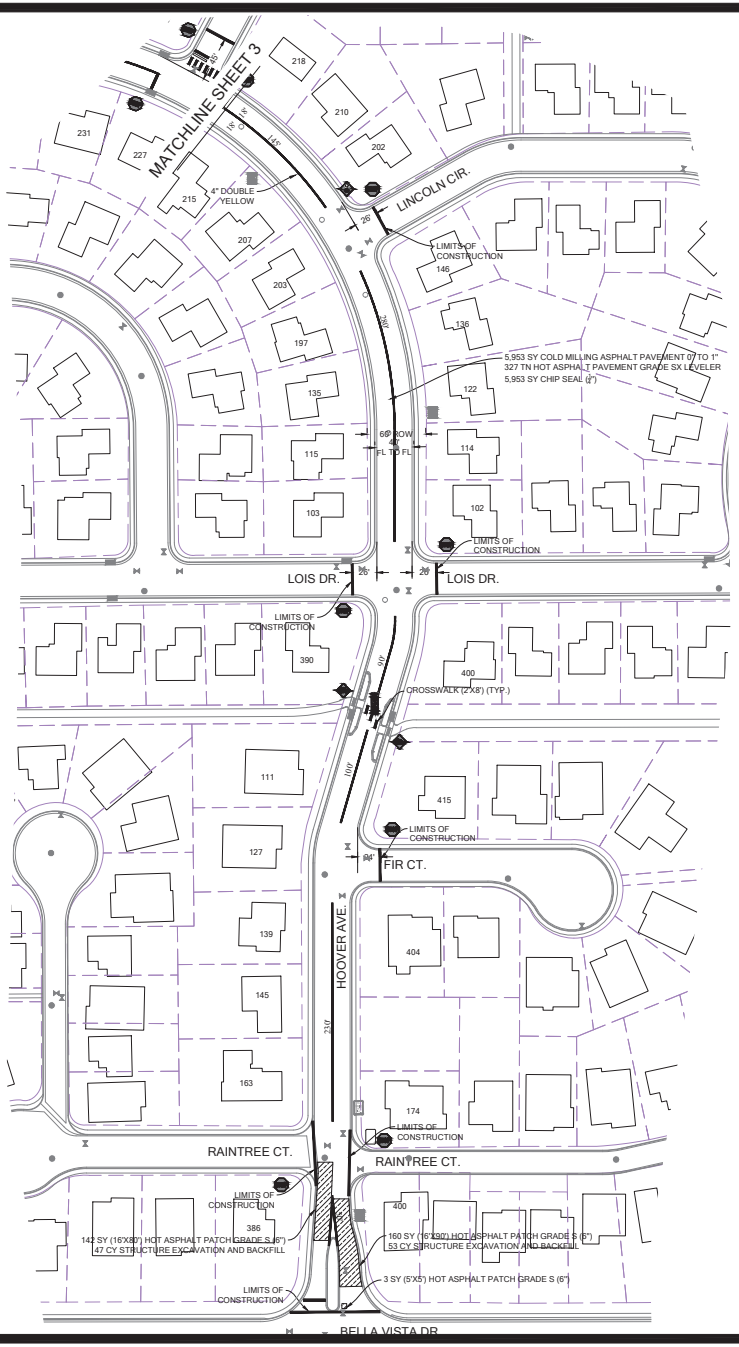
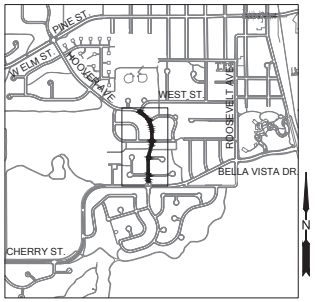
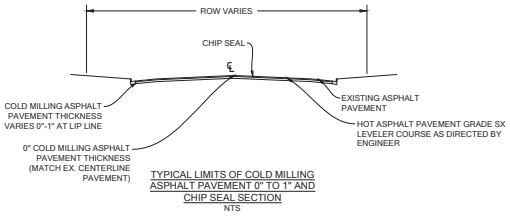




VICINITY MAP
NTS



TYPICAL LIMITS OF COLD MILLING ASPHALT PAVEMENT 0" TO 1" AND CHIP SEAL SECTION
NTS

CHIP SEAL NOTES:

1. ADJUST ALL MANHOLE RINGS, COVERS, WATER VALVES, BOXES AND OTHER UTILITY APPURTENANCES TO GRADE.
2. ALL ASPHALT REPAIRS ARE HOT ASPHALT PATCH GRADE S, SY (SIZE) AS INDICATED, UNLESS OTHERWISE NOTED.

STRIPING NOTES:

1. ALL STRIPING SHALL BE TEMPORARILY MARKED FOR ENGINEERS APPROVAL PRIOR TO INSTALLATION OF FINAL PAVEMENT MARKINGS.
2. STRIPING DIMENSIONS ARE TO EDGE OF PAVEMENT.
3. ANY EXISTING MARKINGS THAT CONFLICT WITH PROPOSED CONSTRUCTION TRAFFIC CONTROL SHALL BE OBLITERATED.

SIGNS:

1. ALL SIGNS TO REMAIN AND PROTECT IN PLACE.

STRIPING (THIS SHEET)

4" DOUBLE YELLOW EPOXY	945 LF	630 SF
CROSSWALK (2'X8')	3 EA	48 SF
2' STOPBAR	22 LF	44 SF
REMOVE AND REPLACE R1-6 DOUBLE SIDED BOLT DOWN SIGN	1 EA	

N
1" = 60'
60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/27/2020
REVISIONS:

2020 CHIP SEAL PROJECT
HOOVER AVE. (WEST ST. TO BELLA VISTA DR.)

SHEET 4 OF 4

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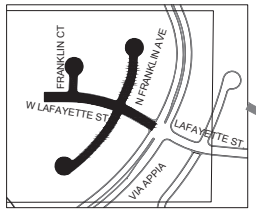
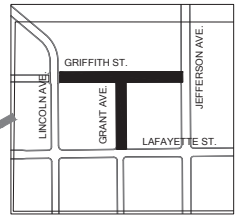
2020 RECONSTRUCTION PROJECT

DRAFT

City *of* Louisville
DEPARTMENT OF PUBLIC WORKS / ENGINEERING
749 MAIN STREET
LOUISVILLE, CO 80027
P 303.335.4608 / F 303.335.4550
www.louisvilleco.gov



SHEETS 3



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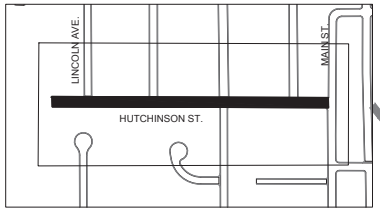
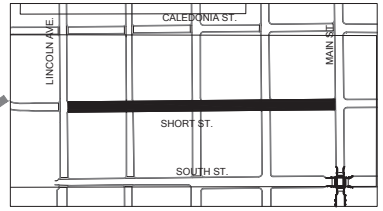


SHEETS 5, 6



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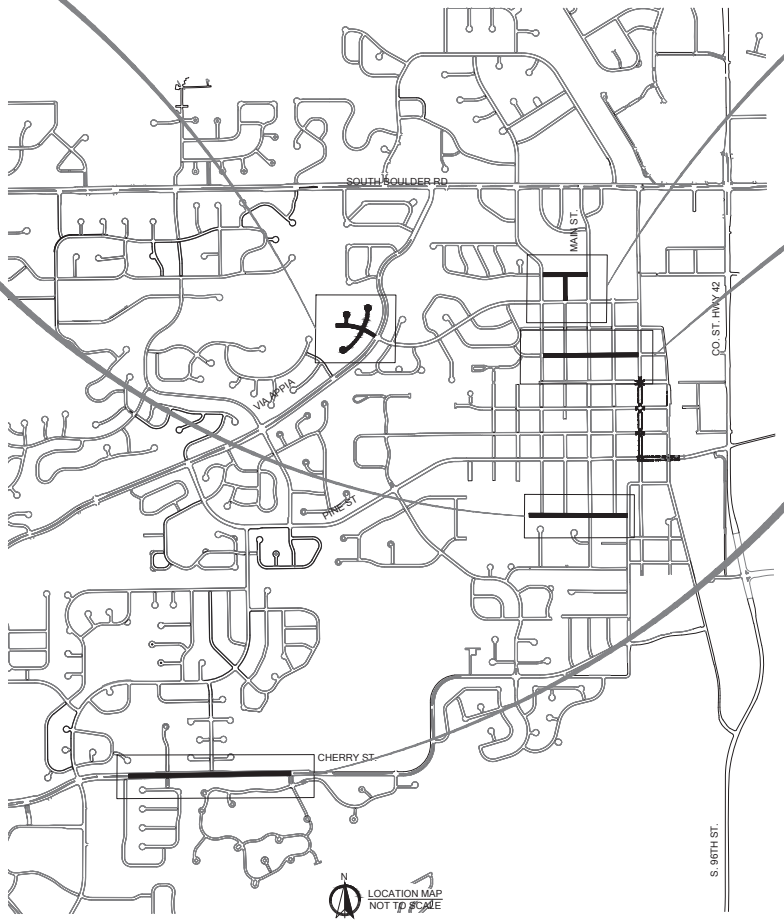

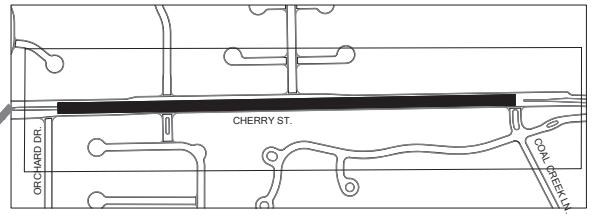

SHEET 6

LEGEND

- WALK
- CURB & GUTTER
- WATER MAIN & VALVE
- SANITARY SEWER & MANHOLE
- INLET
- ASPHALT PATCH

CALL THE UTILITY NOTIFICATION
CENTER OF COLORADO
1-800-922-1987
OR 811
CALL 2-BUSINESS DAYS IN ADVANCE
BEFORE YOU DIG, GRADE, OR
EXCAVATE FOR THE MARKING OF
UNDERGROUND MEMBER UTILITIES

Sheet Index

Number	Title
1	COVER SHEET
2	GENERAL NOTES
3	FRANKLIN AVE, FRANKLIN CT, AND W LAFAYETTE ST.
4	GRIFFITH ST. AND GRANT AVE.
5	SHORT ST. (LINCOLN AVE. TO MAIN ST.)
6	CHERRY ST. (ORCHARD DR. TO COAL CREEK LN.)
7	HUTCHINSON ST. (LINCOLN AVE. TO ROOSEVELT AVE.)
8	DETAILS

City *of* Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/6/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
COVER SHEET

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GENERAL NOTES (ALL CONSTRUCTION):

1. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF LOUISVILLE AND THESE CONTRACT SPECIFICATIONS. THE CONTRACTOR SHALL HAVE IN HIS POSSESSION AT ALL TIMES ONE (1) SIGNED COPY OF THE PLANS, STANDARDS, AND CONTRACT SPECIFICATIONS AS APPROVED BY THE CITY. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ANY VARIANCE TO THE ABOVE DOCUMENTS.

2. THE CONTRACTOR SHALL MAINTAIN ONE RECORD COPY OF ALL DRAWINGS WHICH ARE TO BE READILY AVAILABLE TO THE ENGINEER AT ALL TIMES. THE FINAL RECORD DRAWINGS (AS-BUILTS) SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO FINAL PAYMENT.

3. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, SPECIFICATIONS, PERMITS, BONDS, ETC. WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK. THE CONTRACTOR, ALONG WITH ALL SUBCONTRACTORS SHALL BE LICENSED IN THE CITY OF LOUISVILLE. CONTRACTOR SHALL SUBMIT A LIST OF ALL SUBCONTRACTORS INVOLVED IN THE PROJECT AND THEIR LICENSE NUMBERS TO THE ENGINEER. THE CONTRACTOR SHALL OBTAIN A RIGHT OF WAY PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT FOR THE PROJECT. A COPY OF THE RIGHT OF WAY PERMIT SHALL BE ON SITE AT ALL TIMES AND THE CONTRACTOR SHALL FORWARD A COPY TO ALL SUBCONTRACTORS.

4. IF WATER IS REQUIRED FOR THE PROJECT, THE CONTRACTOR SHALL OBTAIN A BULK WATER PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT IN ACCORDANCE WITH THE PERMIT REQUIREMENTS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING STREETS, CURBS, SIDEWALKS, BUILDINGS, DRIVEWAYS, ALLEYS, LAWNS, PARKING LOTS, ETC. ADJACENT TO THE PROJECT FROM DAMAGE BY THE CONTRACTOR. ANY DAMAGES CAUSED BY THE CONTRACTORS OPERATIONS SHALL BE RECONSTRUCTED OR REPAIRED WITH LIKE MATERIALS TO THE SATISFACTION OF THE ENGINEER AND AT THE CONTRACTOR'S EXPENSE.

6. THE CONTRACTOR SHALL PROVIDE DAILY CLEANUP OF THE SITE INCLUDING BUT NOT LIMITED TO REMOVAL OF ALL TRASH AND DEBRIS AND REMOVAL OF MUD, DIRT, ETC. FROM SIDEWALK AND PAVEMENT SURFACES WITHIN AND ADJACENT TO THE SITE. CLEANUP WILL INCLUDE SWEEPING ADJACENT SURFACES ACCESSIBLE TO THE GENERAL PUBLIC.

7. THE CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS/RESIDENTS TO PHASE WORK SUCH THAT EMERGENCY ACCESS IS PROVIDED AT ALL TIMES AND RESIDENCE ACCESS IS AVAILABLE DURING NON-WORKING HOURS.

8. WHERE IT IS REQUIRED TO CUT EXISTING ASPHALT OR CONCRETE, THE CUTTING SHALL BE DONE TO NEAT, STRAIGHT LINE BY SAW CUTTING.

9. THE FOLLOWING SHALL BE FURNISHED WITH EACH BITUMINOUS PAVER:
   - 9.1. A SKI TYPE DEVICE AT LEAST 30 FEET IN LENGTH
   - 9.2. SHORT SKI OR SHOE

10. COMPACTION FOR THE PROJECT SHALL BE AS SPECIFIED IN THE TECHNICAL SPECIFICATIONS.

11. WATER SHALL BE USED AS A DUST PALLIATIVE WHERE REQUIRED. LOCATIONS SHALL BE AS ORDERED BY THE ENGINEER. THIS WILL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE WORK.

12. DURING OVERLAY OPERATIONS, CONTRACTOR SHALL COORDINATE ACTIVITIES SO THAT AT THE END OF EACH DAYS PAVING ONLY TRANSVERSE JOINTS EXIST. LONGITUDINAL COLD JOINTS ARE PROHIBITED.

13. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE CITY ENGINEER AND PROJECT ENGINEER OF ANY PROBLEM IN CONFORMING TO THE APPROVED PLANS OR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE CITY ENGINEER AT LEAST 48 HOURS PRIOR TO START OF ANY CONSTRUCTION. IF WORK IS SUSPENDED FOR ANY PERIOD OF TIME AFTER INITIAL START-UP, THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER 48 HOURS PRIOR TO RESTART.

15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING BOULDER COUNTY COMMUNICATION AND THE LOUISVILLE FIRE DEPARTMENT OF ALL STREETS CLOSINGS AND OF EXISTING FIRE HYDRANTS TAKEN OUT OF SERVICE AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

16. THE CONTRACTOR SHALL NOTIFY ALL PUBLIC UTILITY COMPANIES AND DETERMINE THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. ALL WORK PERFORMED IN THE AREA OF PUBLIC UTILITIES SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS OF THESE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ANY EXISTING UTILITY (INCLUDING DEPTH) WHICH MAY CONFLICT WITH THE PROPOSED INSTRUCTION, 72 HOURS PRIOR TO COMMENCEMENT OF THE IMPROVEMENTS DESCRIBED IN THE PROJECT. THE CONTRACTOR SHALL PROTECT, AT HIS OWN EXPENSE, ALL EXISTING UTILITIES AND BE RESPONSIBLE FOR THEIR REPAIR IF THEY ARE DAMAGED DURING CONSTRUCTION. ALL KNOWN EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ON THE PLANS. THE ACTUAL LOCATION MAY VARY FROM THE PLANS, ESPECIALLY IN THE CASE OF UNDERGROUND UTILITIES. WHENEVER THE CONTRACTOR DISCOVERS A DISCREPANCY IN LOCATIONS, HE SHALL CONTACT THE ENGINEER IMMEDIATELY.

17. ANY CONSTRUCTION DEBRIS OR MUD TRACKED ONTO EXISTING ROADWAYS SHALL BE REMOVED IMMEDIATELY BY THE CONTRACTOR. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS CONSTRUCTION.

18. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS AT AND ADJACENT TO THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

19. EXCEPT WHERE OTHERWISE PROVIDED FOR IN THESE PLANS AND SPECIFICATIONS, THE COLORADO DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2011 EDITION, AND THE CITY OF LOUISVILLE DESIGN AND CONSTRUCTION STANDARDS, 1994 EDITION, SHALL APPLY.

20. DRAWINGS ARE NOT INTENDED TO BE SCALED, BUT ARE SUPPLIED FOR GENERAL INFORMATION TO THE CONTRACTOR.

21. THE CONTRACTOR IS REQUIRED TO PROVIDE AND MAINTAIN EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH THE STATE OF COLORADO, URBAN DRAINAGE AND FLOOD CONTROL DISTRICT "URBAN STORM DRAINAGE CRITERIA MANUAL VOLUME 3", AND THE M-STANDARD PLANS OF THE COLORADO DEPARTMENT OF TRANSPORTATION. DURING ALL WET OR DRY CONCRETE SAW CUTTING OPERATIONS ALL RESIDUAL SHALL BE VACUUMED. ENGINEER MAY REQUIRE THE CONTRACTOR TO PROVIDE ADDITIONAL EROSION CONTROL MEASURES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE PLANS DO NOT FUNCTION AS INTENDED. THE CONTRACTOR IS RESPONSIBLE FOR PROHIBITING SILT AND DEBRIS LADEN RUNOFF FROM LEAVING THE SITE, AND FOR KEEPING ALL PUBLIC AREAS FREE OF MUD AND DEBRIS. THE CONTRACTOR IS RESPONSIBLE FOR REESTABLISHING FINAL GRADES AND FOR REMOVING ACCUMULATED SEDIMENTATION FROM ALL AREAS INCLUDING SWALES AND DETENTION/WATER QUALITY AREAS.

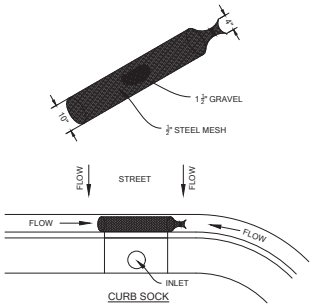
BEST MANAGEMENT PRACTICES FOR STORMWATER MANAGEMENT

1. SEDIMENT CONTROL SHALL BE PROVIDED AT STORM SEWER INLETS USING CURB SOCKS WITH 1½" CLEAN GRAVEL AND ¼" STEEL MESH. IMPLEMENTING THESE MEASURES SHOULD MINIMIZE NUISANCE SILT AND SEDIMENTATION EXITING THE SITE AND PREVENT CLOGGING EXISTING STORM SEWERS AND STREET GUTTERS.

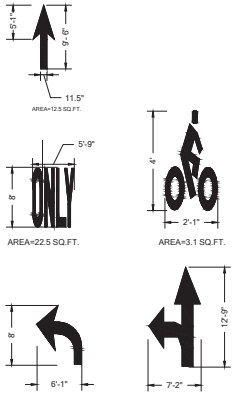
2. APPLICATION OF THESE BMPS FOR STORMWATER MANAGEMENT ARE FOR CONSTRUCTION PERIODS AND ARE CONSIDERED TEMPORARY. POST-CONSTRUCTION STORMWATER MANAGEMENT IS PROVIDED THROUGH STORM COLLECTION SYSTEM.

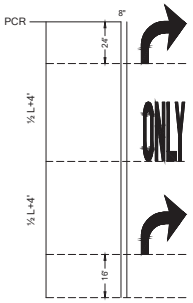
INSPECTION AND MAINTENANCE:

SEDIMENTS DEPOSITED IN THE PUBLIC RIGHTS-OF-WAY WILL BE REMOVED IMMEDIATELY. AT MINIMUM THE CONTRACTOR OR HIS AGENT SHALL INSPECT ALL BMPS EVERY 14 DAYS AND AFTER SIGNIFICANT PRECIPITATION EVENTS. INSTALLATIONS AND MODIFICATIONS AS REQUIRED BY THE CITY WILL BE IMPLEMENTED WITHIN 48 HOURS OF NOTIFICATION.



CURB SOCK

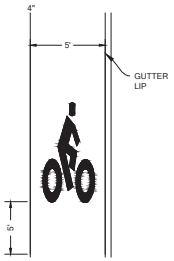




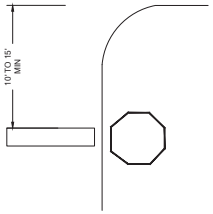
A) ONE ARROW REQD. WHEN TURN LANE LENGTH IS ≥ 50'

B) TWO ARROWS REQD. WHEN TURN LANE LENGTH IS ≥ 100'

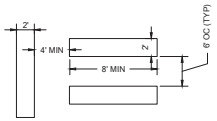
C) TWO ARROWS WITH "ONLY" REQD WHEN TURN LANE LENGTH IS ≥ 150



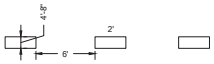
WORD & SYMBOL DETAILS



STOP BAR LOCATION (TYP)



TYPICAL DETAIL OF STOP LINE AND CROSSWALK SEPARATION



TYPICAL DETAIL OF DASHED MERGE LINE

PAVEMENT MARKING DETAILS

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/6/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
GENERAL NOTES

SHEET 2 OF 8

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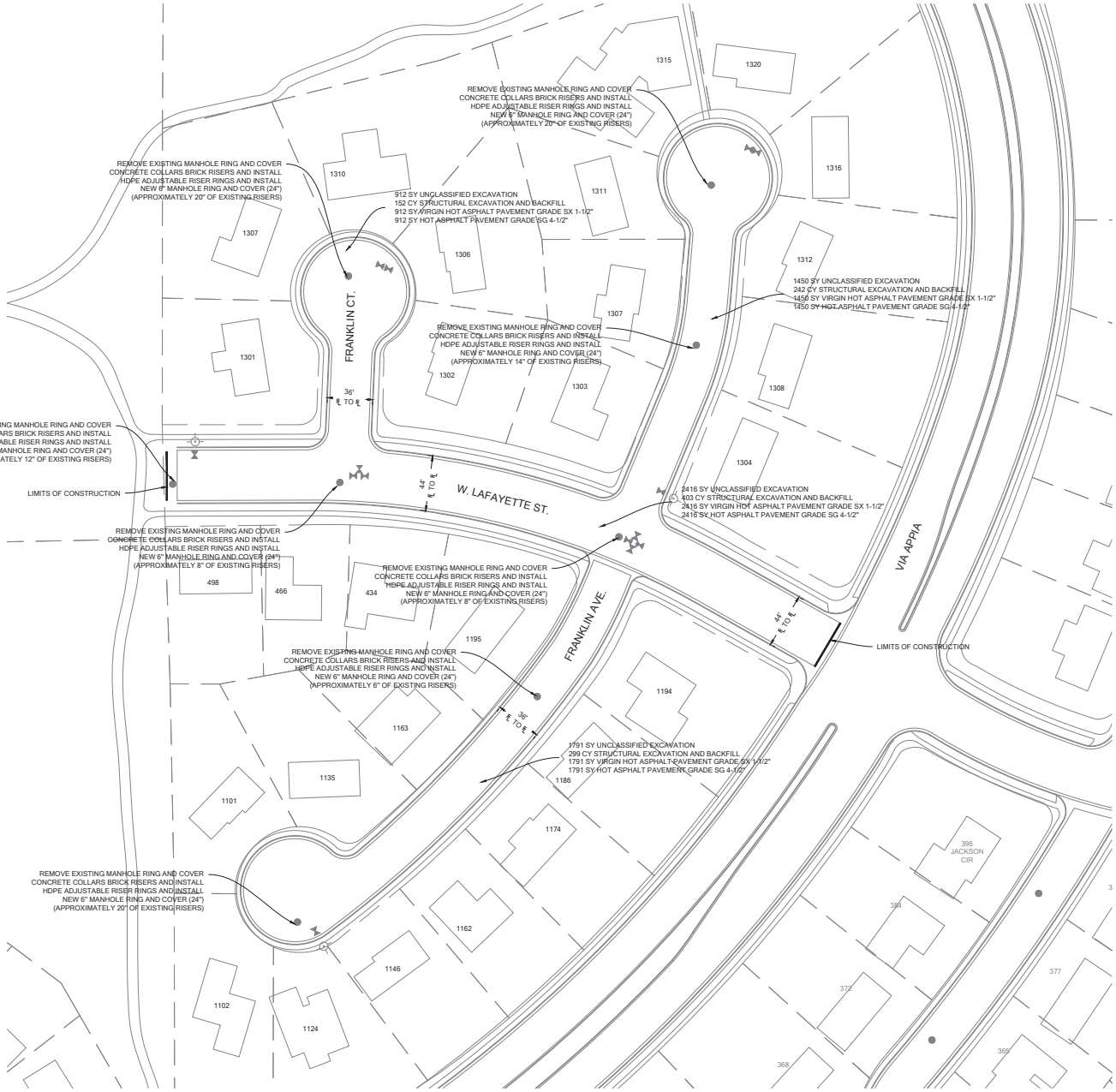
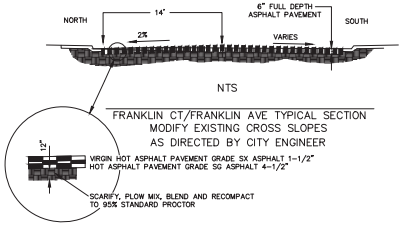
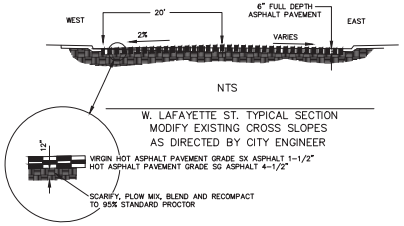


VICINITY MAP
NTS



NTS

FRANKLIN CT/FRANKLIN AVE TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER



NTS

W. LAFAYETTE ST. TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER

N

1" = 40'
40' 0 20' 40'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
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APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
FRANKLIN AVE, FRANKLIN CT, AND W LAFAYETTE ST.

SHEET 3 OF 8

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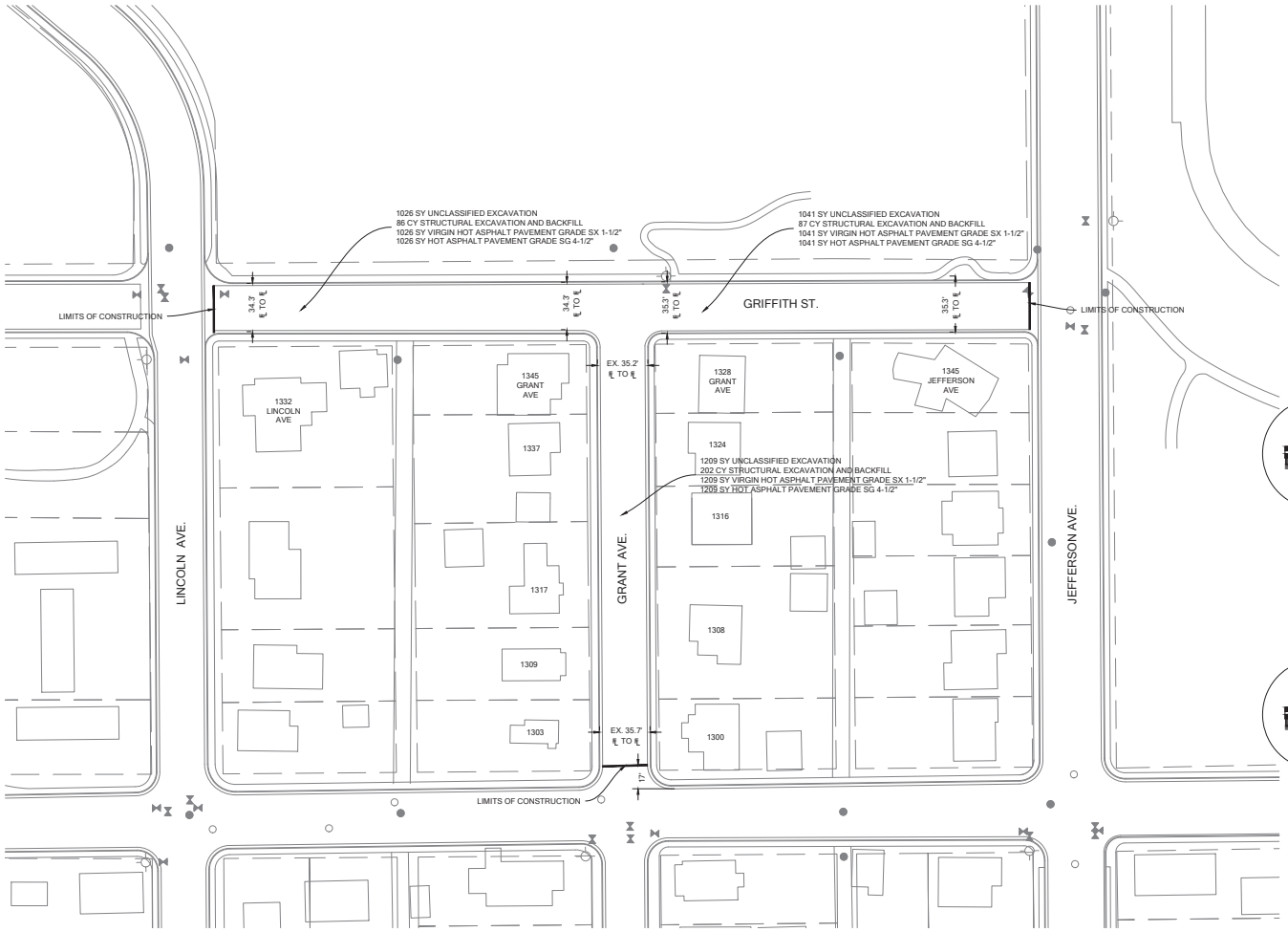
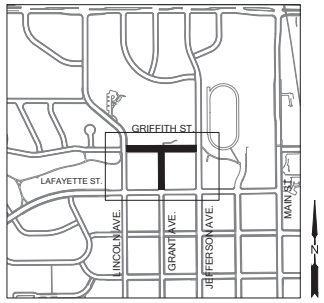
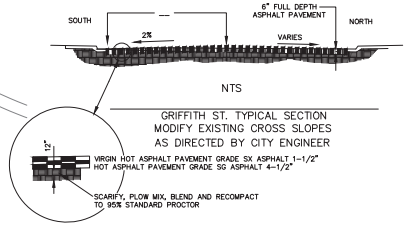


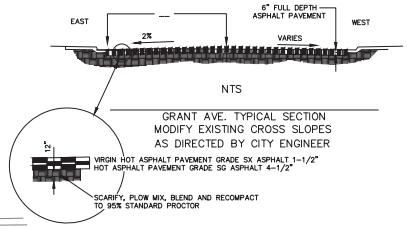


VICINITY MAP
NTS



NTS

GRIFFITH ST. TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER



NTS

GRANT AVE. TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER

N

1" = 40'
40' 0 20' 40'

City of Louisville
COLORADO - SINCE 1878

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APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT GRIFFITH ST. AND GRANT AVE.

SHEET 4 OF 8

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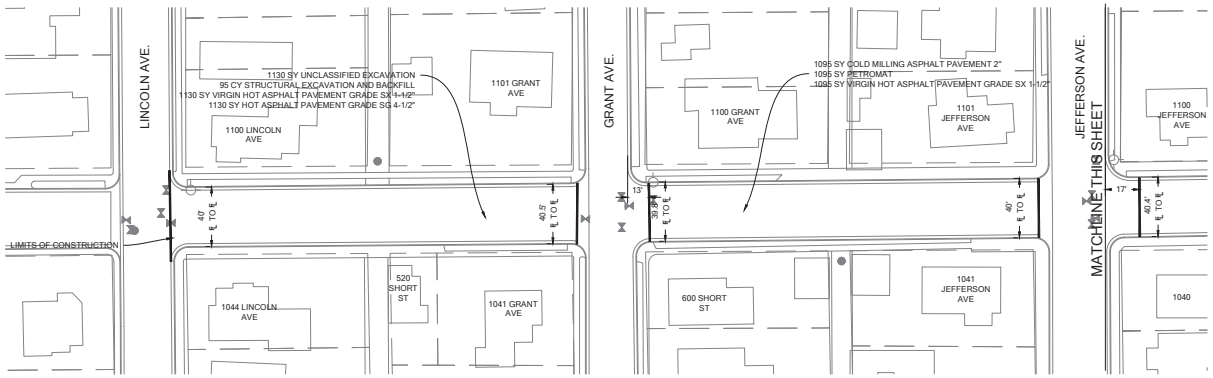
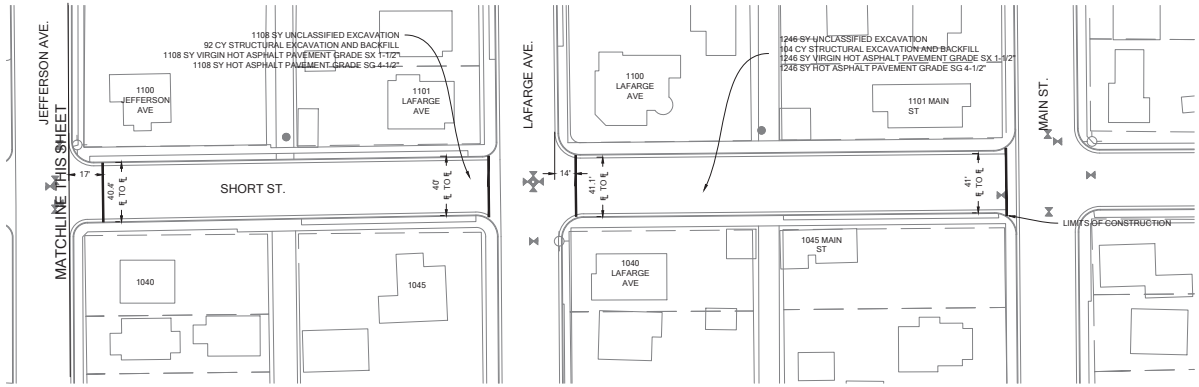
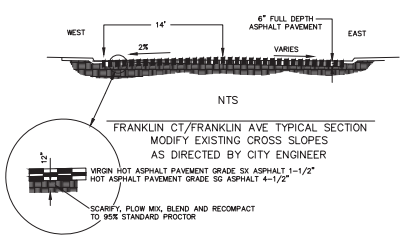
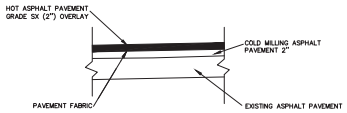






FRANKLIN CT/FRANKLIN AVE TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER



TYPICAL PAVEMENT CROSS SECTION
NOT TO SCALE

THE ASPHALT TEMPLATE SHALL BE AS FOLLOWS:

A. THE ASPHALT OVERLAY SHALL BE INSTALLED IMMEDIATELY FOLLOWING THE APPLICATION OF THE PAVEMENT FABRIC OR ACCORDING TO THE PAVEMENT MANUFACTURER'S RECOMMENDATION.

B. DEPTH OF HOT ASPHALT OVERLAY SHALL BE AS INDICATED AFTER COMPACTION.

C. THE FINAL ASPHALT SURFACE SHALL BE ONE HALF (1/2) INCH ABOVE CATCH CURB AND GUTTER LIP AND FLUSH FOR SPILL CURB AND GUTTER, UNLESS OTHERWISE DIRECTED BY THE ENGINEER.

D. DEPTH OF COLD MILLING SHALL BE 2".

VICINITY MAP
NTS

N

1" = 40'
40' 0 20' 40'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/11/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
SHORT ST. (LINCOLN AVE. TO MAIN ST.)

SHEET 5 OF 8

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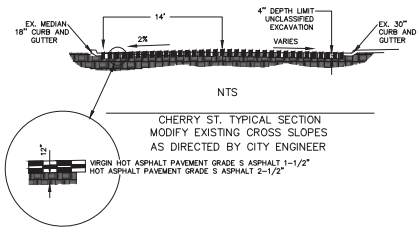
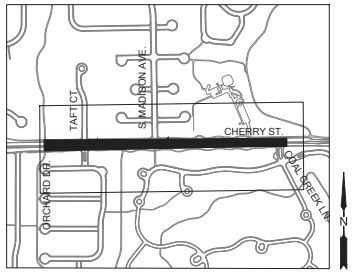
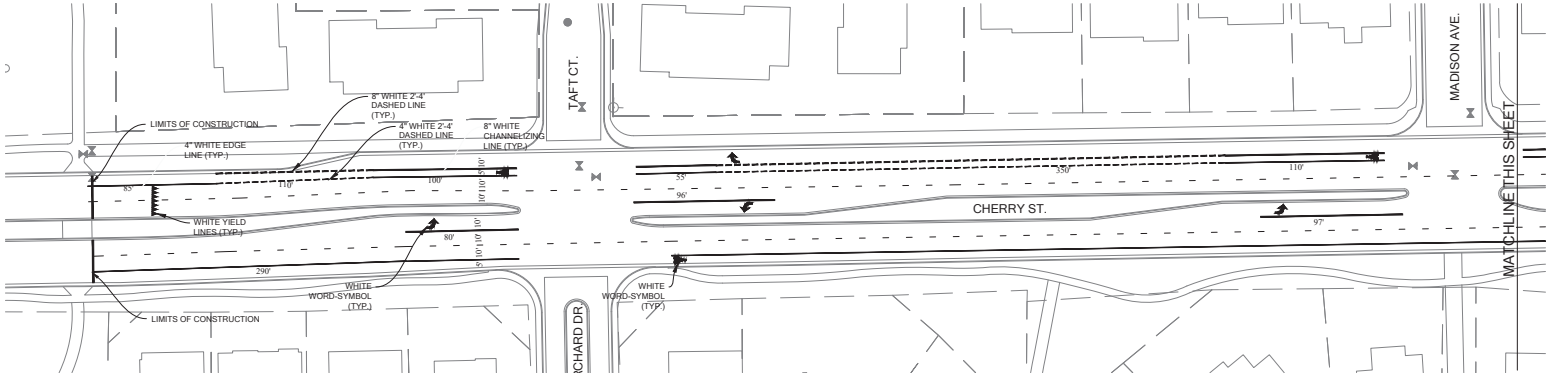
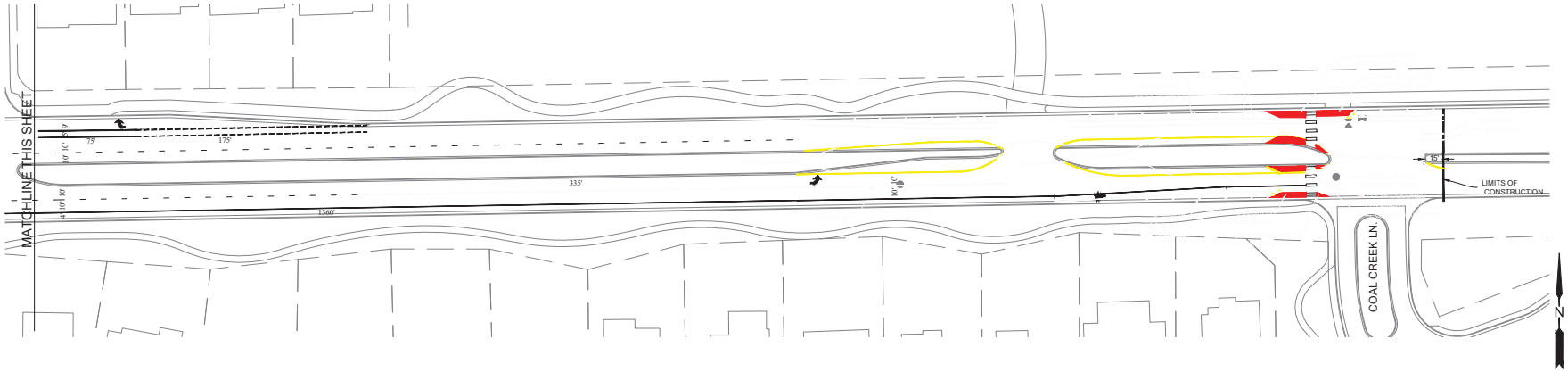




VICINITY MAP
NTS





1" = 40'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/12/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
CHERRY ST. (ORCHARD DR. TO COAL CREEK LN.)

SHEET 6 OF 8

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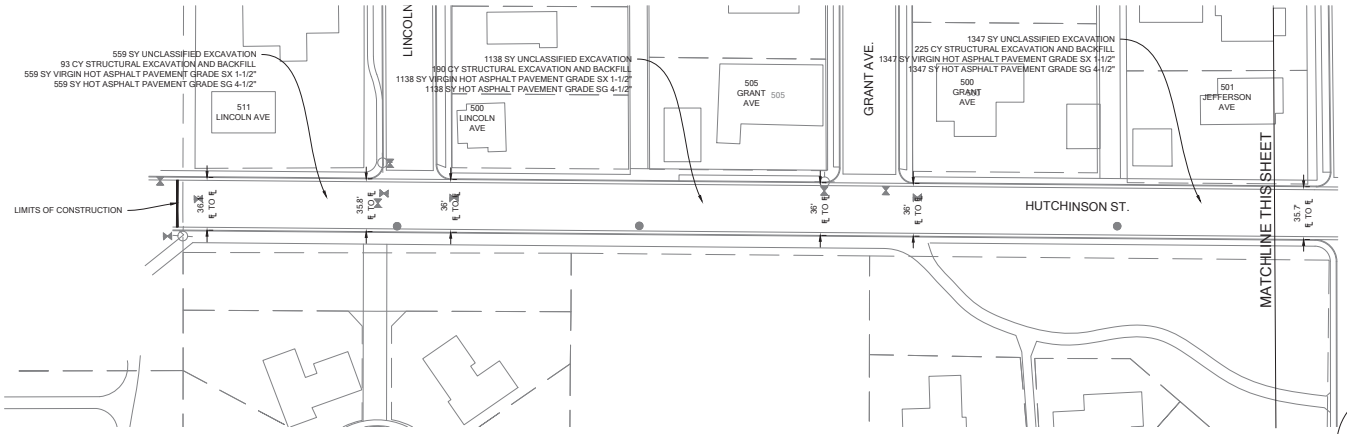
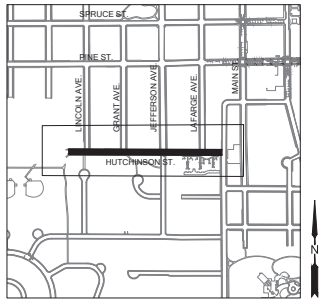
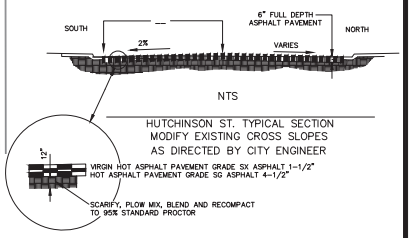


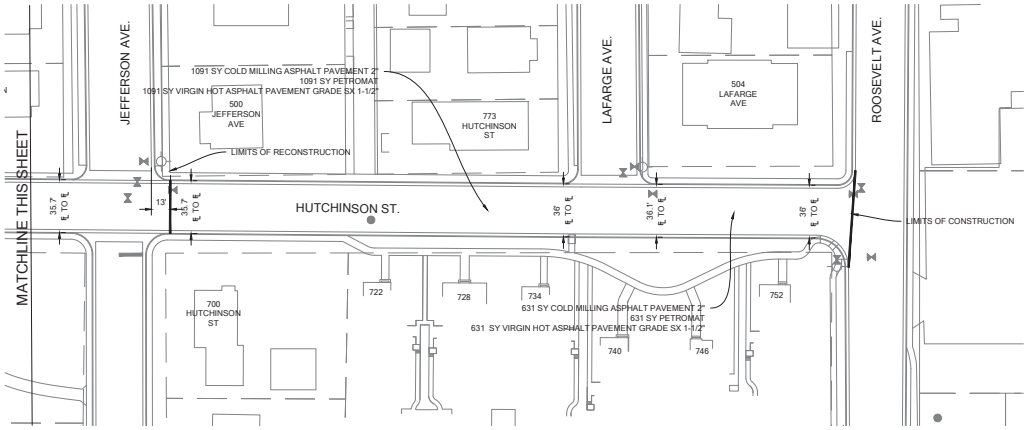


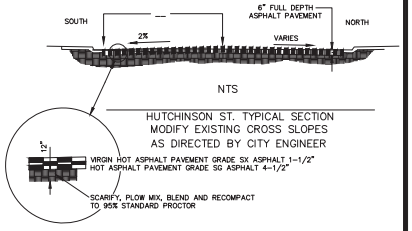
VICINITY MAP
NTS



NTS

HUTCHINSON ST. TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER





NTS

HUTCHINSON ST. TYPICAL SECTION
MODIFY EXISTING CROSS SLOPES
AS DIRECTED BY CITY ENGINEER

N

1" = 40'

40' 0 20' 40'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/10/2020
REVISIONS:

2020 RECONSTRUCTION PROJECT
HUTCHINSON ST. (LINCOLN AVE. TO ROOSEVELT AVE.)

SHEET 7 OF 8

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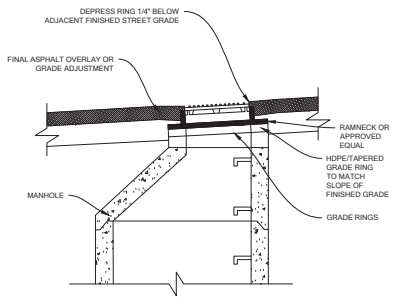
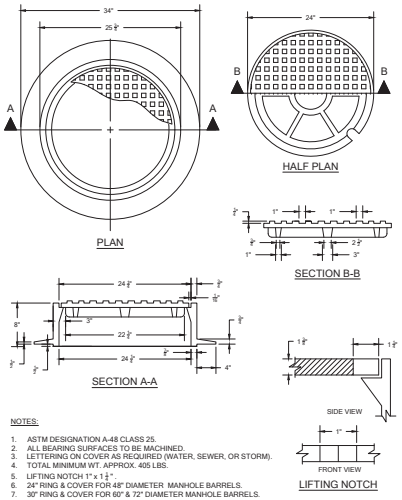


DETAILS



NOTES:

1. ASTM DESIGNATION A-48 CLASS 25.
2. ALL BEARING SURFACES TO BE MACHINED.
3. LETTERING ON COVER AS REQUIRED (WATER, SEWER, OR STORM).
4. TOTAL MINIMUM WT. APPROX. 405 LBS.
5. LIFTING NOTCH 1" x 1 1/2 ".
6. 24" RING & COVER FOR 48" DIAMETER MANHOLE BARRELS.
7. 30" RING & COVER FOR 60" & 72" DIAMETER MANHOLE BARRELS.

"

DETAILS

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
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2020 RECONSTRUCTION PROJECT
DETAILS

SHEET
8
OF
8

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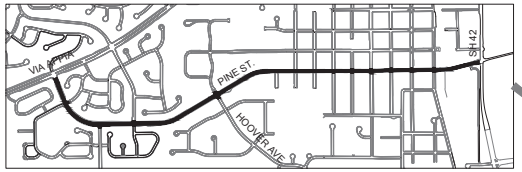
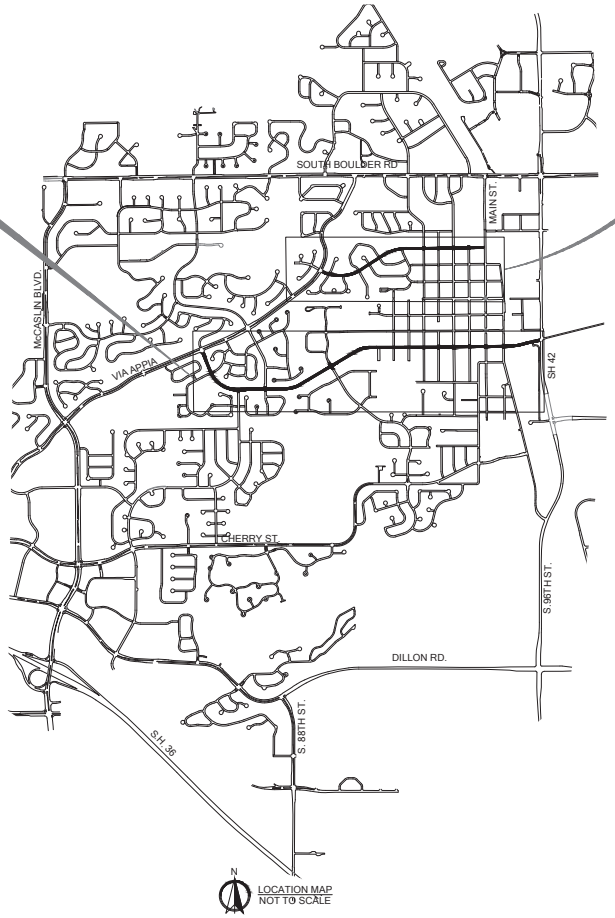
2020 STREET RESURFACING PROJECT

DRAFT

City *of* Louisville
DEPARTMENT OF PUBLIC WORKS / ENGINEERING
749 MAIN STREET
LOUISVILLE, CO 80027
P 303.335.4608 / F 303.335.4550
www.louisvilleco.gov



SHEETS 3,4,5



N
LOCATION MAP
NOT TO SCALE

SHEET 6

LEGEND

- WALK
- CURB & GUTTER
- WATER MAIN & VALVE
- SANITARY SEWER & MANHOLE
- LIMITS OF CONSTRUCTION
- INLET
- ASPHALT PATCH

CALL THE UTILITY NOTIFICATION
CENTER OF COLORADO
1-800-922-1987
OR 811
CALL 2-BUSINESS DAYS IN ADVANCE
BEFORE YOU DIG, GRADE, OR
EXCAVATE FOR THE MARKING OF
UNDERGROUND MEMBER UTILITIES

Sheet Index

Number	Title
1	COVER SHEET
2	GENERAL NOTES
3	PINE ST. (VIA APPIA TO TYLER AVE.)
4	PINE ST. (TYLER AVE. TO MCKINLEY AVE.)
5	PINE ST. (MCKINLEY AVE. TO SH 42)
6	LAFAYETTE ST. (VIA APPIA TO MAIN ST.)

City of Louisville
COLORADO - SINCE 1878

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2020 STREET RESURFACING PROJECT
COVER SHEET

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GENERAL NOTES (ALL CONSTRUCTION):

1. ALL MATERIALS AND WORKMANSHIP SHALL BE IN CONFORMANCE WITH THE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF LOUISVILLE AND THESE CONTRACT SPECIFICATIONS. THE CONTRACTOR SHALL HAVE IN HIS POSSESSION AT ALL TIMES ONE (1) SIGNED COPY OF THE PLANS, STANDARDS, AND CONTRACT SPECIFICATIONS AS APPROVED BY THE CITY. THE CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FOR ANY VARIANCE TO THE ABOVE DOCUMENTS.

2. THE CONTRACTOR SHALL MAINTAIN ONE RECORD COPY OF ALL DRAWINGS WHICH ARE TO BE READILY AVAILABLE TO THE ENGINEER AT ALL TIMES. THE FINAL RECORD DRAWINGS (AS-BUILTS) SHALL BE SUBMITTED TO THE ENGINEER PRIOR TO FINAL PAYMENT.

3. CONTRACTOR SHALL OBTAIN, AT HIS OWN EXPENSE, ALL APPLICABLE CODES, LICENSES, STANDARDS, SPECIFICATIONS, PERMITS, BONDS, ETC. WHICH ARE NECESSARY TO PERFORM THE PROPOSED WORK. THE CONTRACTOR, ALONG WITH ALL SUBCONTRACTORS SHALL BE LICENSED IN THE CITY OF LOUISVILLE. CONTRACTOR SHALL SUBMIT A LIST OF ALL SUBCONTRACTORS INVOLVED IN THE PROJECT AND THEIR LICENSE NUMBERS TO THE ENGINEER. THE CONTRACTOR SHALL OBTAIN A RIGHT OF WAY PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT FOR THE PROJECT. A COPY OF THE RIGHT OF WAY PERMIT SHALL BE ON SITE AT ALL TIMES AND THE CONTRACTOR SHALL FORWARD A COPY TO ALL SUBCONTRACTORS.

4. IF WATER IS REQUIRED FOR THE PROJECT, THE CONTRACTOR SHALL OBTAIN A BULK WATER PERMIT FROM THE CITY OF LOUISVILLE PUBLIC WORKS DEPARTMENT IN ACCORDANCE WITH THE PERMIT REQUIREMENTS.

5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING STREETS, CURBS, SIDEWALKS, BUILDINGS, DRIVEWAYS, ALLEYS, LAWNS, PARKING LOTS, ETC. ADJACENT TO THE PROJECT FROM DAMAGE BY THE CONTRACTOR. ANY DAMAGES CAUSED BY THE CONTRACTORS OPERATIONS SHALL BE RECONSTRUCTED OR REPAIRED WITH LIKE MATERIALS TO THE SATISFACTION OF THE ENGINEER AND AT THE CONTRACTOR'S EXPENSE.

6. THE CONTRACTOR SHALL PROVIDE DAILY CLEANUP OF THE SITE INCLUDING BUT NOT LIMITED TO REMOVAL OF ALL TRASH AND DEBRIS AND REMOVAL OF MUD, DIRT, ETC. FROM SIDEWALK AND PAVEMENT SURFACES WITHIN AND ADJACENT TO THE SITE. CLEANUP WILL INCLUDE SWEEPING ADJACENT SURFACES ACCESSIBLE TO THE GENERAL PUBLIC.

7. THE CONTRACTOR SHALL COORDINATE WITH PROPERTY OWNERS/RESIDENTS TO PHASE WORK SUCH THAT EMERGENCY ACCESS IS PROVIDED AT ALL TIMES AND RESIDENCE ACCESS IS AVAILABLE DURING NON-WORKING HOURS.

8. WHERE IT IS REQUIRED TO CUT EXISTING ASPHALT OR CONCRETE, THE CUTTING SHALL BE DONE TO NEAT, STRAIGHT LINE BY SAW CUTTING.

9. THE FOLLOWING SHALL BE FURNISHED WITH EACH BITUMINOUS PAVER:
   - 9.1. A SKI TYPE DEVICE AT LEAST 30 FEET IN LENGTH
   - 9.2. SHORT SKI OR SHOE

10. COMPACTION FOR THE PROJECT SHALL BE AS SPECIFIED IN THE TECHNICAL SPECIFICATIONS.

11. WATER SHALL BE USED AS A DUST PALLIATIVE WHERE REQUIRED. LOCATIONS SHALL BE AS ORDERED BY THE ENGINEER. THIS WILL NOT BE PAID FOR SEPARATELY, BUT SHALL BE INCLUDED IN THE WORK.

12. DURING OVERLAY OPERATIONS, CONTRACTOR SHALL COORDINATE ACTIVITIES SO THAT AT THE END OF EACH DAYS PAVING ONLY TRANSVERSE JOINTS EXIST. LONGITUDINAL COLD JOINTS ARE PROHIBITED.

13. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY THE CITY ENGINEER AND PROJECT ENGINEER OF ANY PROBLEM IN CONFORMING TO THE APPROVED PLANS OR ANY ELEMENT OF THE PROPOSED IMPROVEMENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION.

14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING THE CITY ENGINEER AT LEAST 48 HOURS PRIOR TO START OF ANY CONSTRUCTION. IF WORK IS SUSPENDED FOR ANY PERIOD OF TIME AFTER INITIAL START-UP, THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER 48 HOURS PRIOR TO RESTART.

15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING BOULDER COUNTY COMMUNICATION AND THE LOUISVILLE FIRE DEPARTMENT OF ALL STREETS CLOSINGS AND OF EXISTING FIRE HYDRANTS TAKEN OUT OF SERVICE AT LEAST 48 HOURS PRIOR TO THE START OF CONSTRUCTION.

16. THE CONTRACTOR SHALL NOTIFY ALL PUBLIC UTILITY COMPANIES AND DETERMINE THE LOCATION OF ALL EXISTING UNDERGROUND UTILITIES PRIOR TO PROCEEDING WITH CONSTRUCTION. ALL WORK PERFORMED IN THE AREA OF PUBLIC UTILITIES SHALL BE PERFORMED ACCORDING TO THE REQUIREMENTS OF THESE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ANY EXISTING UTILITY (INCLUDING DEPTH) WHICH MAY CONFLICT WITH THE PROPOSED INSTRUCTION, 72 HOURS PRIOR TO COMMENCEMENT OF THE IMPROVEMENTS DESCRIBED IN THE PROJECT. THE CONTRACTOR SHALL PROTECT, AT HIS OWN EXPENSE, ALL EXISTING UTILITIES AND BE RESPONSIBLE FOR THEIR REPAIR IF THEY ARE DAMAGED DURING CONSTRUCTION. ALL KNOWN EXISTING UTILITIES ARE SHOWN IN APPROXIMATE LOCATIONS ON THE PLANS. THE ACTUAL LOCATION MAY VARY FROM THE PLANS, ESPECIALLY IN THE CASE OF UNDERGROUND UTILITIES. WHENEVER THE CONTRACTOR DISCOVERS A DISCREPANCY IN LOCATIONS, HE SHALL CONTACT THE ENGINEER IMMEDIATELY.

17. ANY CONSTRUCTION DEBRIS OR MUD TRACKED ONTO EXISTING ROADWAYS SHALL BE REMOVED IMMEDIATELY BY THE CONTRACTOR. THE CONTRACTOR SHALL REPAIR ANY EXCAVATIONS OR PAVEMENT FAILURES CAUSED BY HIS CONSTRUCTION.

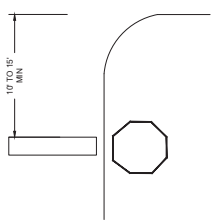
18. THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS AT AND ADJACENT TO THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THE CONTRACTOR SHALL PROVIDE ALL LIGHTS, SIGNS, BARRICADES, FLAGMEN, OR OTHER DEVICES NECESSARY TO PROVIDE FOR PUBLIC SAFETY. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS.

19. EXCEPT WHERE OTHERWISE PROVIDED FOR IN THESE PLANS AND SPECIFICATIONS, THE COLORADO DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS, 2011 EDITION, AND THE CITY OF LOUISVILLE DESIGN AND CONSTRUCTION STANDARDS, 1994 EDITION, SHALL APPLY.

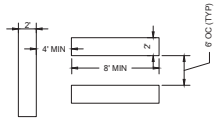
20. DRAWINGS ARE NOT INTENDED TO BE SCALED, BUT ARE SUPPLIED FOR GENERAL INFORMATION TO THE CONTRACTOR.

21. NO WORK SHALL BE BACKFILLED UNTIL THE CONSTRUCTION HAS BEEN INSPECTED AND APPROVED FOR BACKFILLING BY THE CITY OF LOUISVILLE.

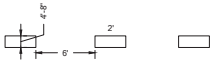
22. THE CONTRACTOR IS REQUIRED TO PROVIDE AND MAINTAIN EROSION AND SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH THE STATE OF COLORADO, URBAN DRAINAGE AND FLOOD CONTROL DISTRICT "URBAN STORM DRAINAGE CRITERIA MANUAL VOLUME 3", AND THE M-STANDARD PLANS OF THE COLORADO DEPARTMENT OF TRANSPORTATION. DURING ALL WET OR DRY CONCRETE SAW CUTTING OPERATIONS ALL RESIDUAL SHALL BE VACUUMED. ENGINEER MAY REQUIRE THE CONTRACTOR TO PROVIDE ADDITIONAL EROSION CONTROL MEASURES DUE TO UNFORESEEN EROSION PROBLEMS OR IF THE PLANS DO NOT FUNCTION AS INTENDED. THE CONTRACTOR IS RESPONSIBLE FOR PROHIBITING SILT AND DEBRIS LADEN RUNOFF FROM LEAVING THE SITE, AND FOR KEEPING ALL PUBLIC AREAS FREE OF MUD AND DEBRIS. THE CONTRACTOR IS RESPONSIBLE FOR REESTABLISHING FINAL GRADES AND FOR REMOVING ACCUMULATED SEDIMENTATION FROM ALL AREAS INCLUDING SWALES AND DETENTION/WATER QUALITY AREAS.



STOP BAR LOCATION (TYP)



TYPICAL DETAIL OF STOP LINE AND CROSSWALK SEPARATION



TYPICAL DETAIL OF DASHED MERGE LINE

PAVEMENT MARKING DETAILS

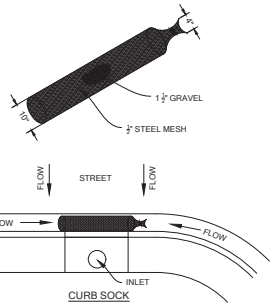
BEST MANAGEMENT PRACTICES FOR STORMWATER MANAGEMENT

1. SEDIMENT CONTROL SHALL BE PROVIDED AT STORM SEWER INLETS USING CURB SOCKS WITH $1\frac{1}{2}$" CLEAN GRAVEL AND $\frac{1}{2}$" STEEL MESH. IMPLEMENTING THESE MEASURES SHOULD MINIMIZE NUISANCE SILT AND SEDIMENTATION EXITING THE SITE AND PREVENT CLOGGING EXISTING STORM SEWERS AND STREET GUTTERS.

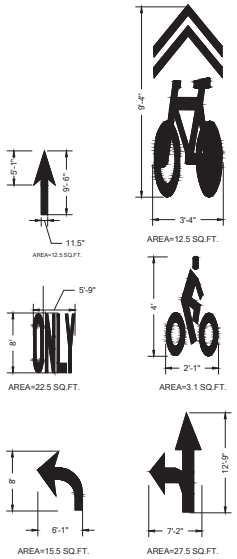
2. APPLICATION OF THESE BMPS FOR STORMWATER MANAGEMENT ARE FOR CONSTRUCTION PERIODS AND ARE CONSIDERED TEMPORARY. POST-CONSTRUCTION STORMWATER MANAGEMENT IS PROVIDED THROUGH STORM COLLECTION SYSTEM.

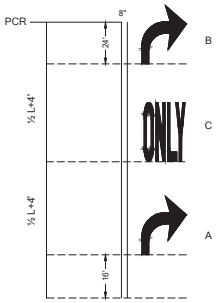
INSPECTION AND MAINTENANCE:

SEDIMENTS DEPOSITED IN THE PUBLIC RIGHTS-OF-WAY WILL BE REMOVED IMMEDIATELY. AT MINIMUM THE CONTRACTOR OR HIS AGENT SHALL INSPECT ALL BMPS EVERY 14 DAYS AND AFTER SIGNIFICANT PRECIPITATION EVENTS. INSTALLATIONS AND MODIFICATIONS AS REQUIRED BY THE CITY WILL BE IMPLEMENTED WITHIN 48 HOURS OF NOTIFICATION.



CURB SOCK

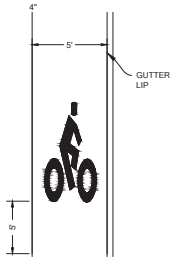




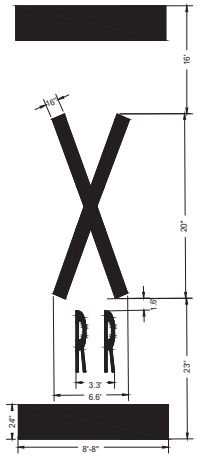
A) ONE ARROW REQD. WHEN TURN LANE LENGTH IS ≥ 50'

B) TWO ARROWS REQD. WHEN TURN LANE LENGTH IS ≥ 100'

C) TWO ARROWS WITH "ONLY" REQD WHEN TURN LANE LENGTH IS ≥ 150



WORD & SYMBOL DETAILS



City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
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2020 STREET RESURFACING PROJECT
GENERAL NOTES

SHEET 2 OF 6

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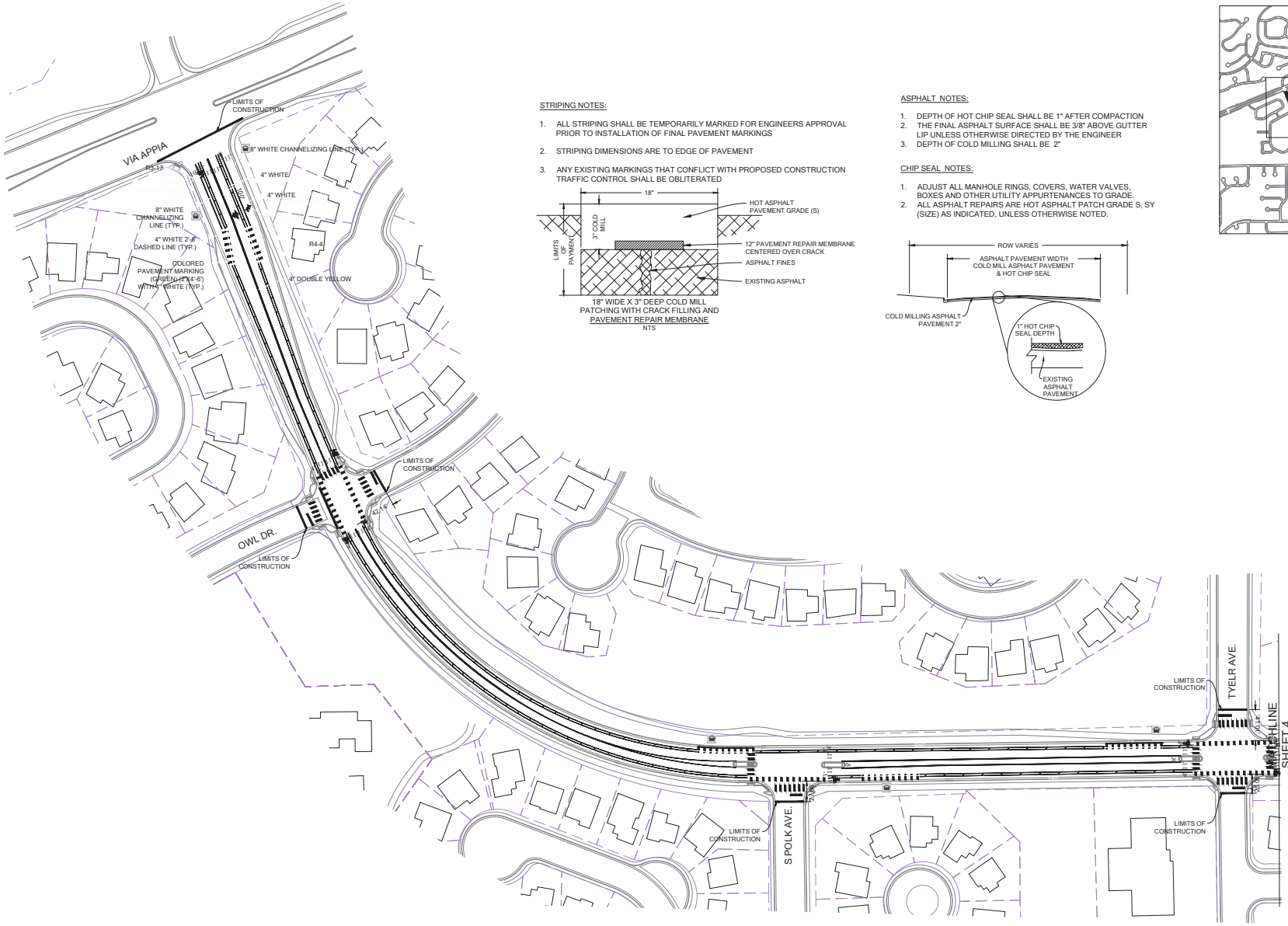


STRIPING NOTES:

1. ALL STRIPING SHALL BE TEMPORARILY MARKED FOR ENGINEERS APPROVAL PRIOR TO INSTALLATION OF FINAL PAVEMENT MARKINGS
2. STRIPING DIMENSIONS ARE TO EDGE OF PAVEMENT
3. ANY EXISTING MARKINGS THAT CONFLICT WITH PROPOSED CONSTRUCTION TRAFFIC CONTROL SHALL BE OBLITERATED

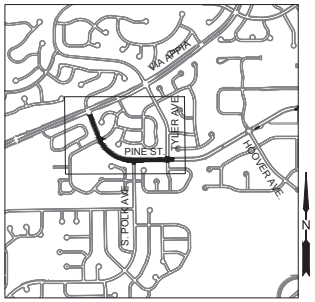
18" WIDE X 3" DEEP COLD MILL PATCHING WITH CRACK FILLING AND PAVEMENT REPAIR MEMBRANE
NTS

ASPHALT NOTES:

1. DEPTH OF HOT CHIP SEAL SHALL BE 1" AFTER COMPACTION
2. THE FINAL ASPHALT SURFACE SHALL BE 3/8" ABOVE GUTTER LIP UNLESS OTHERWISE DIRECTED BY THE ENGINEER
3. DEPTH OF COLD MILLING SHALL BE 2"

CHIP SEAL NOTES:

1. ADJUST ALL MANHOLE RINGS, COVERS, WATER VALVES, BOXES AND OTHER UTILITY APPURTENANCES TO GRADE.
2. ALL ASPHALT REPAIRS ARE HOT ASPHALT PATCH GRADE S, SY (SIZE) AS INDICATED, UNLESS OTHERWISE NOTED.



VICINITY MAP
NTS

City of Louisville
COLORADO - SINCE 1878

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2020 STREET RESURFACING PROJECT
PINE ST. (VIA APPIA TO TYLER AVE.)

SHEET 3 OF 6

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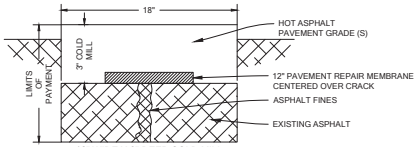

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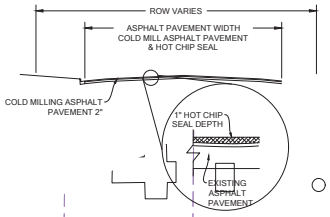

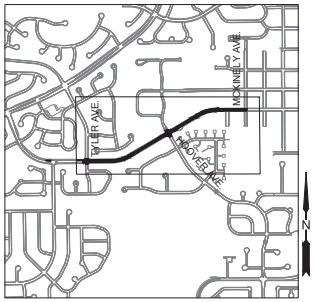

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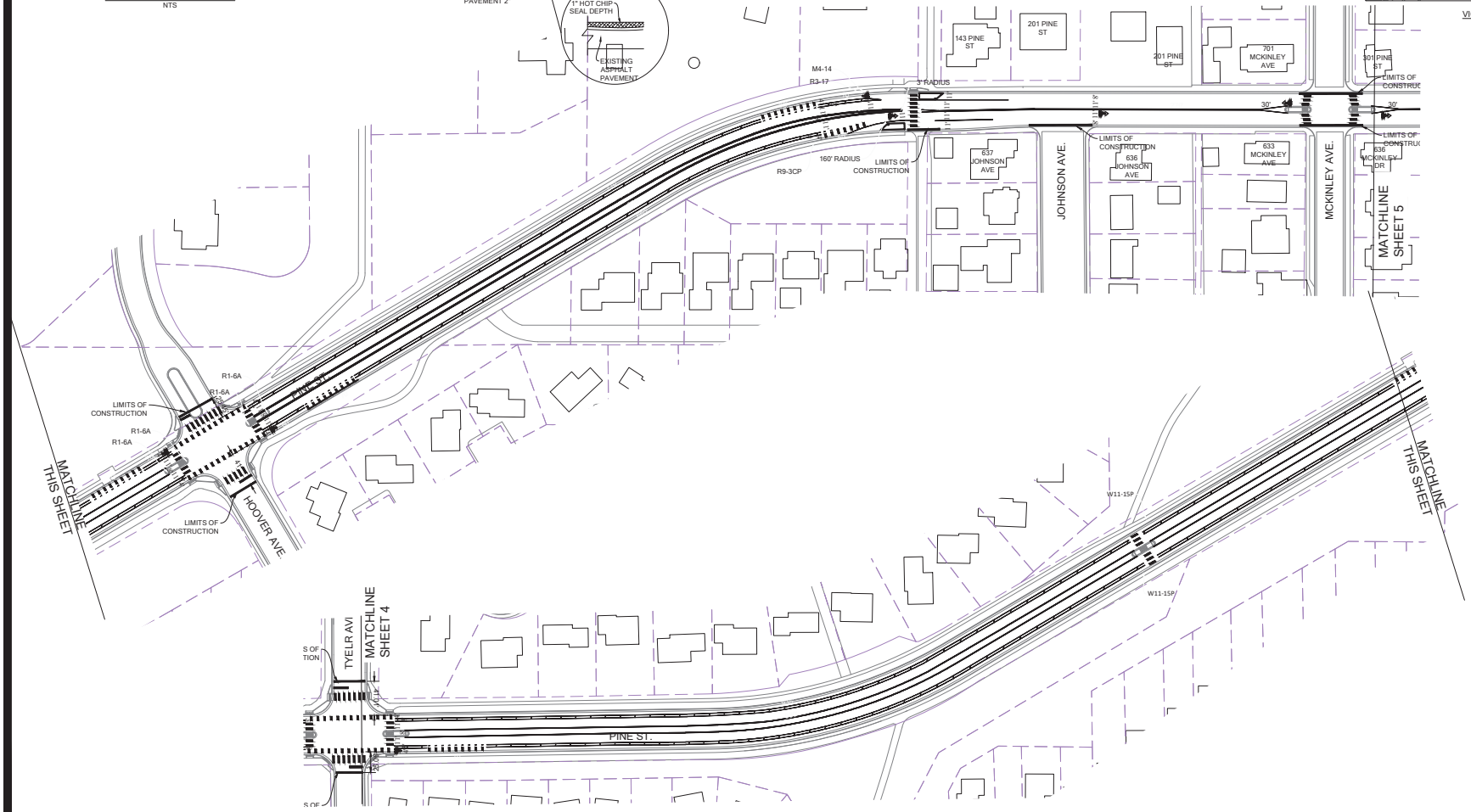

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2020 STREET RESURFACING PROJECT
PINE ST. (TYLER AVE. TO MCKINLEY AVE.)

SHEET 4 OF 6

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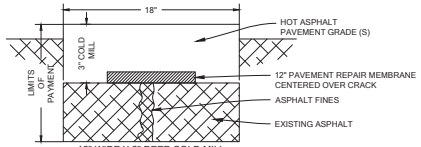
1. ALL STRIPING SHALL BE TEMPORARILY MARKED FOR ENGINEERS APPROVAL PRIOR TO INSTALLATION OF FINAL PAVEMENT MARKINGS
2. STRIPING DIMENSIONS ARE TO EDGE OF PAVEMENT
3. ANY EXISTING MARKINGS THAT CONFLICT WITH PROPOSED CONSTRUCTION TRAFFIC CONTROL SHALL BE OBLITERATED



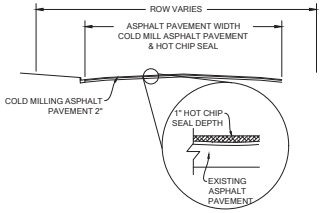
18" WIDE X 3" DEEP COLD MILL PATCHING WITH CRACK FILLING AND PAVEMENT REPAIR MEMBRANE
NTS

ASPHALT NOTES:

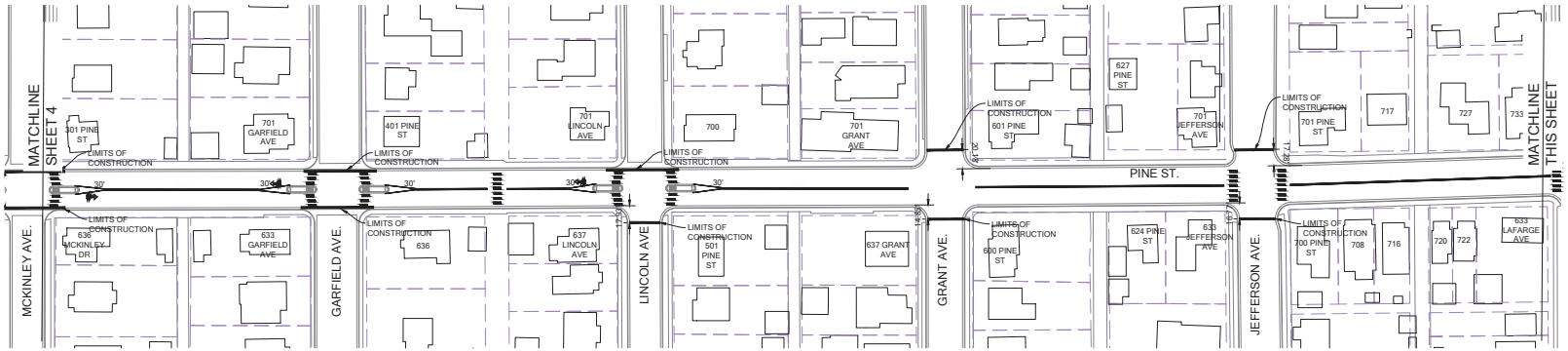
1. DEPTH OF HOT CHIP SEAL SHALL BE 1" AFTER COMPACTION
2. THE FINAL ASPHALT SURFACE SHALL BE 3/8" ABOVE GUTTER LIP UNLESS OTHERWISE DIRECTED BY THE ENGINEER
3. DEPTH OF COLD MILLING SHALL BE 2"

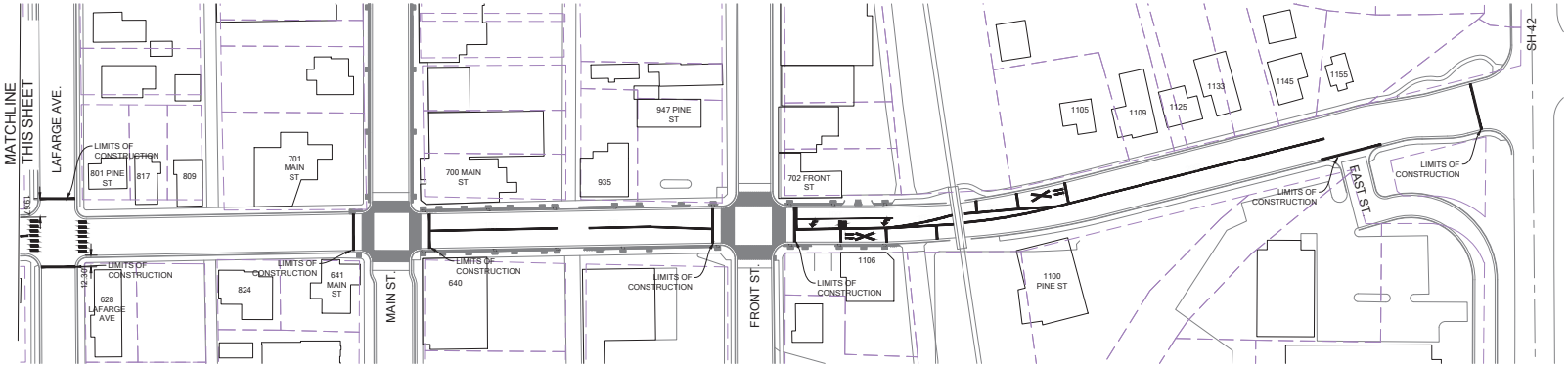
CHIP SEAL NOTES:

1. ADJUST ALL MANHOLE RINGS, COVERS, WATER VALVES, BOXES AND OTHER UTILITY APPURTENANCES TO GRADE.
2. ALL ASPHALT REPAIRS ARE HOT ASPHALT PATCH GRADE S, SY (SIZE) AS INDICATED, UNLESS OTHERWISE NOTED.



VICINITY MAP
NTS





City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/13/2020
REVISIONS:

2020 STREET RESURFACING PROJECT
PINE ST. (MCKINLEY AVE. TO SH 42)

SHEET 5 OF 6

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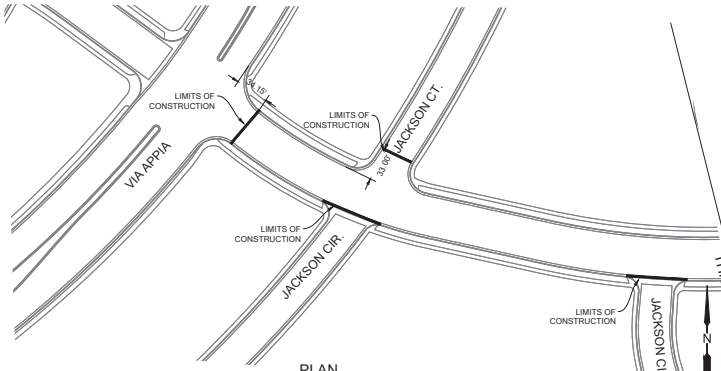

PLAN
1" = 60'

STRIPING NOTES:

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2. STRIPING DIMENSIONS ARE TO EDGE OF PAVEMENT
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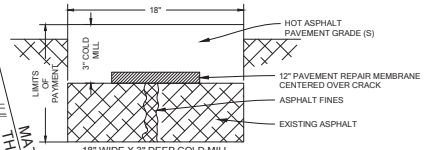

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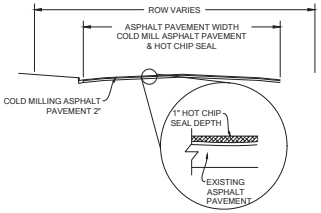
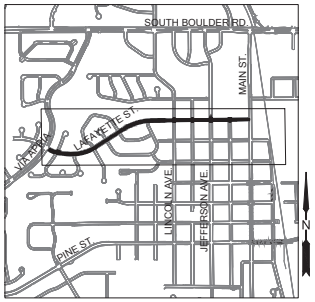
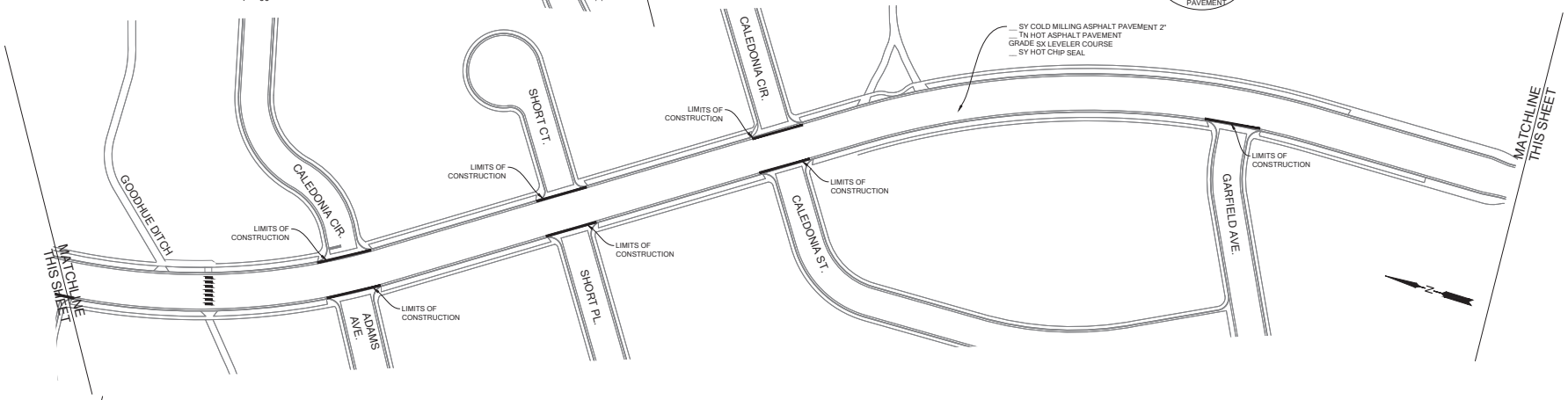
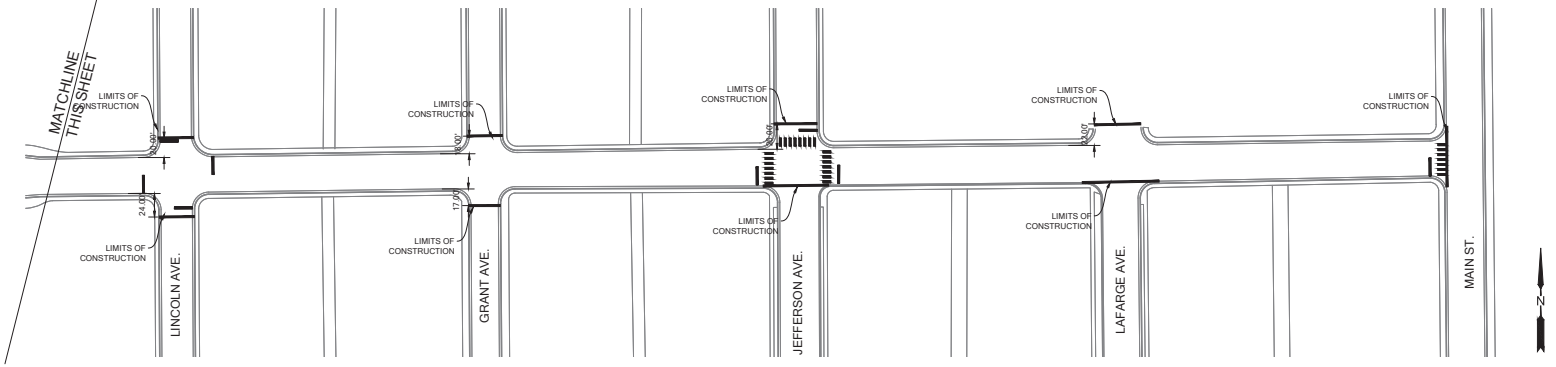




VICINITY MAP
NTS





1" = 60'
60' 0 30' 60'

City of Louisville
COLORADO - SINCE 1878

DESIGN BY: AF
DRAWN BY: AF
CHECKED BY: MW
APPROVED BY: MW
ISSUE DATE: 2/10/2020
REVISIONS:

2020 STREET RESURFACING PROJECT
LAFAYETTE ST. (VIA APPIA TO MAIN ST.)

SHEET 6 OF 6

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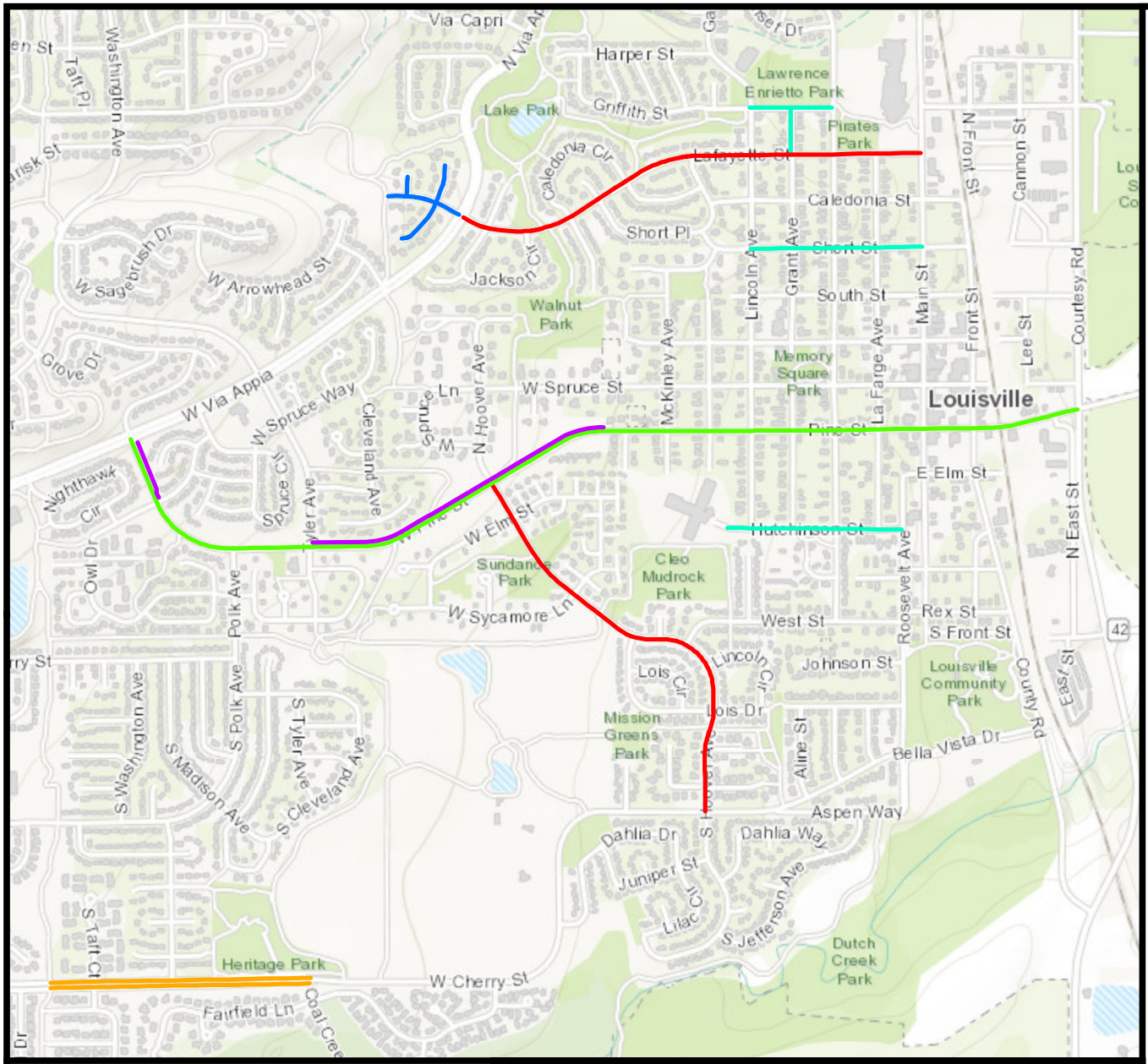


N
W E
S

1 inch = 1,250 feet

The City of **Louisville, Colorado**

2020 Street Packages

Package Information

Package 1
Pine Street PCI: 34.6
Treatment: Hot Chip

Package 2A
Grant Avenue PCI: 26.6
Griffith Street PCI: 26.6
Short Street PCI: 27.9
Hutchinson Street PCI: 27.9
Treatment: Reconstruction

Package 2B
Franklin Court PCI: 24.6
Franklin Avenue to the South PCI: 24.6
Franklin Avenue to the North PCI: 24.6
Lafayette Street PCI: 24.6
Treatment: Reconstruction

Package 3
Cherry Street PCI: 70.3
Treatment: Reconstruction

Package 4
Hoover Avenue PCI: 43.8
Lafayette Street PCI: 37.9
Treatment: Chip Seal

Alternate 1

SUBJECT: **RESOLUTION NO. 20, SERIES 2020 – A RESOLUTION SETTING CERTAIN WATER, WASTEWATER, STORMWATER AND OTHER FEES, RATES, AND CHARGES FOR THE CITY OF LOUISVILLE, COLORADO**

DATE: **MARCH 3, 2020**

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

SUMMARY:

Staff recommends increasing utility rates for the 2020 calendar year in the amount of 3.5% for wastewater and 14% for stormwater. For the third time in the past four years, an increase to water is not recommended as part of this evaluation period.

In 2019, City staff completed a rate assessment for the water, wastewater, and stormwater funds. This annual process ensures the rates and fees continue to generate sufficient revenue to sustain utility operations and facilitate future planning and budgeting. This process of analysis, findings, and recommendations was discussed at the Utility Committee on July 19, September 13 and October 30 and incorporated in the 2020 budget process.

Similar to the prior rate analysis, adjustments were presented with two options, a "Just-in-Time" scenario where required increases are initiated in the year they are needed regardless of amount, and a "Smoothing" scenario where required increases are averaged out to minimize large jumps in increases which distributes increases over time. The City has historically utilized rate smoothing. The Utility Committee has recommended that the Smoothing scenario continue to be utilized. The table below shows the 5 year increases based upon financially modeling with the strike through text representing the 2019 study for comparison.

Table 1
Summary of "Smoothing" Financial Plan Scenario
Indicated Rate Revenue Increase

Utility	2020	2021	2022	2023	2024	2025
Water	**0%** ~~1.2%~~	**1.5%** ~~1.6%~~	**1.8%** ~~1.7%~~	**1.8%** ~~1.8%~~	**1.8%** ~~1.8%~~	**1.8%**
Wastewater	**3.5%** ~~4%~~	**3.5%** ~~4%~~	**3.5%** ~~4%~~	**3.5%** ~~3.5%~~	**3.5%** ~~3.1%~~	**3.5%**
Stormwater	**14%** ~~18.5%~~	**4%** ~~4%~~	**4%** ~~4%~~	**3%** ~~3%~~	**3%** ~~3%~~	**3%**

FISCAL IMPACT

The recommended increases will continue the process of matching Utility revenue with projected expenses for operations and capital improvement needs. The average water, wastewater, stormwater, and trash utility bill will see an anticipated increase from $107.63 per month to $109.49 per month.

PROGRAM/SUB-PROGRAM IMPACT:

The program goal for Utilities is to ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services. These annual utility rate evaluations and adjustments are essential in the administration of reasonable and justifiable prices and the responsible management of the utility system.

RECOMMENDATION:

Staff recommends approval to increase utility rates for the 2020 calendar year in the amount of 3.5% for wastewater and 14% for stormwater. An increase to water is not being sought as part of this evaluation period.

ATTACHMENT(S):

1. Resolution
2. Rate Tables
3. Presentation

STRATEGIC PLAN IMPACT:

☒	Financial Stewardship & Asset Management	☒	Reliable Core Services
☐	Vibrant Economic Climate	☐	Quality Programs & Amenities
☐	Engaged Community	☐	Healthy Workforce
☐	Supportive Technology	☐	Collaborative Regional Partner

RESOLUTION NO. 20
SERIES 2020

A RESOLUTION SETTING CERTAIN WATER, WASTEWATER, STORMWATER AND OTHER FEES, RATES, AND CHARGES FOR THE CITY OF LOUISVILLE, COLORADO

WHEREAS, pursuant to the Louisville Municipal Code, the City Council is authorized to establish certain fees, rates, and charges by resolution; and

WHEREAS, the City Council wishes to establish by this resolution the amounts of certain fees, rates, and charges commencing with the effective date of this resolution.

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

1. Pursuant to authorization in the Louisville Municipal Code, the Louisville City Council hereby establishes certain water, wastewater, stormwater and other fees, rates, and charges in accordance with the schedules and tables attached and made a part hereof.

2. The fees, rates, and charges set by this resolution shall be effective on the date of the resolution, except for the water and wastewater user charges, which will be effective on May 1, 2020, and may thereafter be amended from time to time by resolution of the City Council.

3. The fees, rates, and charges set by this resolution shall supersede and replace any fees, rates, or charges previously set or adopted by the City Council for the same purpose. However, the same shall not be deemed to release, extinguish, alter, modify, or change in whole or in part any liability which shall have been previously incurred, and the superseded or replaced provision shall be treated and held as still remaining in force for the purpose of sustaining any judgment, decree, or order.

4. If any portion of this resolution is held to be invalid for any reason, such decisions shall not affect the validity of the remaining portions hereof.

PASSED AND ADOPTED this 3rd day of March, 2020.

_____
Ashley Stolzmann, Mayor

ATTEST:

_____
Meredyth Muth, City Clerk

City of Louisville

WATER RATES

Effective May 1, 2020, water rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2020 RESIDENTIAL WATER RATES - 3/4"METER

GALLONS	RATE
Zero - 5,000	$18.99 (minimum monthly charge)
5,001 - 20,000	$18.99 for the first 5,000 gallons, plus $5.47 for each additional 1,000 gallons (or fraction thereof)
20,001 - 30,000	$101.04 for the first 20,000 gallons, plus $13.62 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	$237.24 for the first 30,000 gallons, plus $14.71 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	$384.34 for the first 40,000 gallons, plus $15.72 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	$541.54 for the first 50,000 gallons, plus $16.77 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 RESIDENTIAL WATER RATES - 1"METER

GALLONS	RATE
Zero - 5,000	$18.99 (minimum monthly charge)
5,001 - 20,000	$18.99 for the first 5,000 gallons, plus $5.47 for each additional 1,000 gallons (or fraction thereof)
20,001 - 30,000	$101.04 for the first 20,000 gallons, plus $13.62 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	$237.24 for the first 30,000 gallons, plus $14.71 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	$384.34 for the first 40,000 gallons, plus $15.72 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	$541.54 for the first 50,000 gallons, plus $16.77 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 3/4" METER

GALLONS	RATE
Zero - 20,000	$10.45 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
20,001 - 30,000	$70.85 for the first 20,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	$145.85 for the first 30,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	$226.85 for the first 40,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	$313.45 for the first 50,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 1" METER

GALLONS	RATE
Zero - 40,000	$20.90 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
40,001 - 60,000	$141.70 for the first 40,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
60,001 - 80,000	$291.70 for the first 60,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
80,001 - 100,000	$453.70 for the first 80,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
100,001 and over	$626.90 for the first 100,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 1-1/2" METER

GALLONS	RATE
Zero - 80,000	$31.35 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
80,001 - 120,000	$272.95 for the first 80,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
120,001 - 160,000	$572.95 for the first 120,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
160,001 - 200,000	$896.95 for the first 160,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
200,001 and over	$1,243.35 for the first 200,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 2" METER

GALLONS	RATE
Zero - 160,000	$41.75 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
160,001 - 240,000	$524.95 for the first 160,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
240,001 - 320,000	$1,124.95 for the first 240,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
320,001 - 400,000	$1,772.95 for the first 320,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
400,001 and over	$2,465.75 for the first 400,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 3" METER

GALLONS	RATE
Zero - 320,000	$83.63 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
320,001 - 480,000	$1,050.03 for the first 320,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
480,001 - 640,000	$2,250.03 for the first 480,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
640,001 - 800,000	$3,546.03 for the first 640,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
800,001 and over	$4,931.63 for the first 800,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 4" METER

GALLONS	RATE
Zero - 640,000	$167.24 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
640,001 - 960,000	$2,100.04 for the first 640,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
960,001 - 1,280,000	$4,500.04 for the first 960,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
1,280,001 - 1,600,000	$7,092.04 for the first 1,280,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
1,600,001 and over	$9,863.24 for the first 1,600,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2020 COMMERCIAL, IRRIGATION, AND MULTIFAMILY WATER RATES - 6" METER

GALLONS	RATE
Zero - 1,280,000	$334.50 (minimum monthly charge), plus $3.02 for each 1,000 gallons (or fraction thereof)
1,280,001 - 1,920,000	$4,200.10 for the first 1,280,000 gallons, plus $7.50 for each additional 1,000 gallons (or fraction thereof)
1,920,001 - 2,560,000	$9,000.10 for the first 1,920,000 gallons, plus $8.10 for each additional 1,000 gallons (or fraction thereof)
2,560,001 - 3,200,000	$14,184.10 for the first 2,560,000 gallons, plus $8.66 for each additional 1,000 gallons (or fraction thereof)
3,200,001 and over	$19,726.50 for the first 3,200,000 gallons, plus $9.23 for each additional 1,000 gallons (or fraction thereof)

City of Louisville

SEWER RATES

Effective May 1, 2020, sewer rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2020 SINGLE FAMILY RESIDENTIAL SEWER RATES

RATE	DESCRIPTION
$4.99	Monthly Volume Charge, $ per 1,000 gallons of Average Winter Consumption (AWC). AWC =
$2.87	Monthly Billing Charge, $ per Bill
$6.80	Monthly Readiness to Serve Charge, $ per Bill

May 1, 2020 MULTI FAMILY RESIDENTIAL SEWER RATES

RATE	DESCRIPTION
$4.99	Monthly Volume Charge, $ per 1,000 gallons of Average Winter Consumption (AWC). AWC =
$2.87	Monthly Billing Charge, $ per Bill
$6.80	Monthly Readiness to Serve Charge, $ per Dwelling Unit

May 1, 2020 COMMERCIAL
SEWER RATES

RATE	DESCRIPTION
$4.99	Monthly Volume Charge, $ per 1,000 gallons
$2.87	Monthly Billing Charge, $ per Bill
	Monthly Readiness to Serve Charge, $ per Bill
$6.80	3/4" Meter
$11.89	1" Meter
$26.05	1-1/2" Meter
$46.11	2" Meter
$102.99	3" Meter
$182.51	4" Meter
$267.17	6" Meter

City of Louisville

STORMWATER RATES

Effective May 1, 2020, stormwater rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2020 STORMWATER UTILITY RATES

RATE	DESCRIPTION
$6.36	Monthly Billing Charge, $ per Bill

City of Louisville

REUSE RATES

Effective May 1, 2020, reuse water rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2020 REUSE WATER UTILITY RATES

RATE	DESCRIPTION
75% of Residential Rate ($4.10)	All Non-City Customer Classes - Monthly Volume Charge, $ per 1,000 gallons
$0.85	City Customer Class - Monthly Volume Charge, $ per 1,000 gallons

City of Louisville

BULK RATES

Effective May 1, 2020, bulk water rates for all permits are as follows:

May 1, 2020 BULK WATER UTILITY RATES

GALLONS	RATE
Zero - 10,000	(inlcuded in rental rate)
10,001 and over	$9.23 for each additional 1,000 gallons (or fraction thereof)

City Council
2020 Utility Financial Plan Update

March 3, 2020

1

Overview

Financial Plan

- **Performance Metrics**

- **Alternatives**
  - **Just-In-Time**
  - **<u>Smoothing</u> – Recommended by Staff and Utility Committee**

2

Financial Planning Performance Metrics

Debt Service Coverage (DSC):

Ratio of net revenues

(operating revenue less operating expense)

to annual debt service payment

- **Target DCS above required minimum Values**
  - Conservative approach to ensure legal DSC minimums are met even if revenue forecasts are not achieved
  - Maintain or achieve higher credit ratings

3

Debt Service Coverage

Required DSC Ratio

Colorado Water Resources and Power Development Authority	1.10
2013 Water and Wastewater Enterprise Revenue Bonds	1.15

Dual Target DSC Ratio

Fund	w/o Tap Fees	with Tap Fees(1)
Water	1.2	1.4
Wastewater	1.2	1.3
Storm	1.3	1.3(2)

(1) To reduce variability, tap fee revenue is from the prior year i.e. 2020 tap fee revenue was collected in 2019

(2) A tap fee for the stormwater utility has not been established, therefore the dual target is not used

4

Financial Planning Performance Metrics

(the same for all 3 Utilities)

Cash Reserves:

120 days cash or 33% of Total O&M

Working Capital Reserves Policy (section 2.4):

25% of current operating expenses

Rate Minimum:

Set to cover any increases in operating and maintenance costs

5

Debt Issuance

Utility	Debt Service Payment ($million)							
	2020	2021	2022	2023	2024	2025	2026	2027
Water	$0.9M	$0.9M	$0.9M	$0.9M	$0.9M	$0	$0	$0
Wastewater	$1.3M	$1.3M	$1.3M	$1.3M	$1.3M	$2.0M	$2.0M	$2.0M
Stormwater	$0.3M	$0.3M	$0.3M	$0.3M	$0.3M	$0.4M	$0.4M	$0.4M
Total	$2.5M	$2.5M	$2.5M	$2.5M	$2.5M	$2.4M	$2.4M	$2.4M

6

Alternatives

Financial Model Inputs:

- Projected 2019 Year End Revenues and Expenditures from Financial System
- Tap Fees from 2019-2024 Revenue Projection (updated August/September '19 by Finance, Planning and Public Works)
- Capital Improvement Projects (updated December '19 by Public Works, subject to year-end reporting)

7

WATER

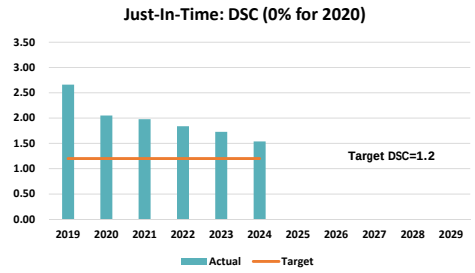
8

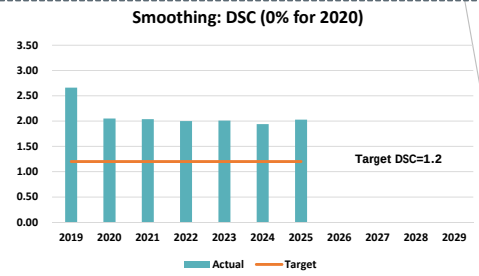
WATER
Financial Planning Alternatives

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2019 Plan									
1.2%	1.6%	1.7%	1.8%	1.8%	1.8%	1.9%	1.9%	1.9%	-
"Just-In-Time" Revenue Increases									
0%	0%	0%	0%	0%	0%	0%	28.4%	0%	0%
"Smoothing" Revenue Increases									
0%	1.5%	1.8%	1.8%	1.8%	1.8%	1.9%	1.9%	2.0%	2.0%

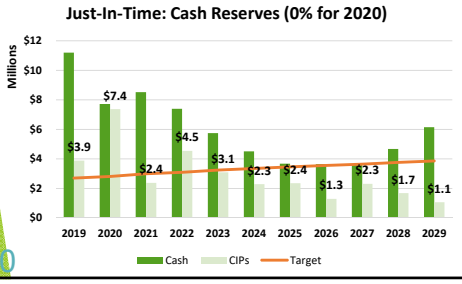
9

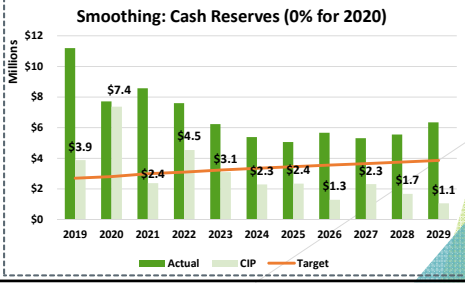
WATER: Financial Plan Alternatives





Recommended





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WASTEWATER

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WASTEWATER
Financial Planning Alternatives

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2019 Plan									
4%	4%	4%	3.5%	3.1%	3.1%	3.1%	3.2%	3.2%	-
"Just-In-Time" Revenue Increases									
2.7%	0%	1.7%	1.2%	3.0%	35%	0%	0%	0%	0%
"Smoothing" Revenue Increases									
3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.2%	3.2%

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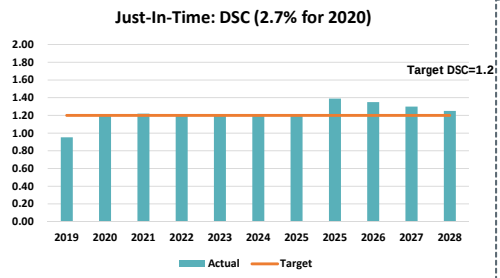
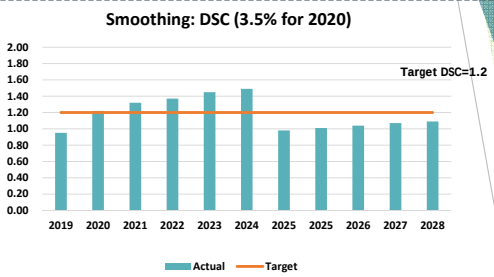
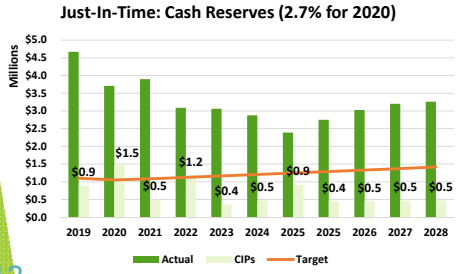
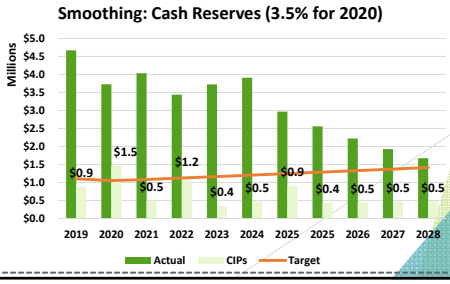
WASTEWATER: Financial Plan Alternatives









Recommended

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STORMWATER

14

STORMWATER
Financial Planning Alternatives

2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
2019 Plan									
18.5%	4%	4%	3%	3%	3%	3%	1.7%	1.7%	-
"Just-In-Time" Revenue Increases									
0%	0%	0%	0%	0%	6.9%	0%	237%	0%	0%
"Smoothing" Revenue Increases									
14%	4%	4%	3%	3%	3%	3%	0.8%	0.8%	0.8%

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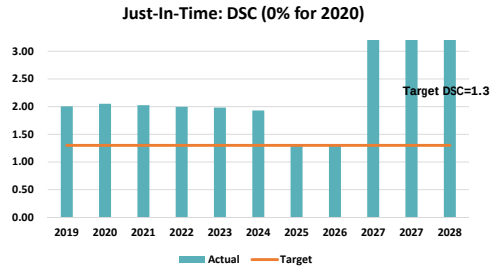
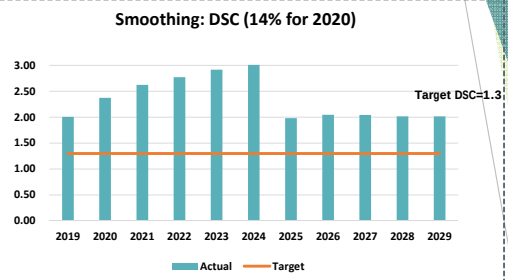
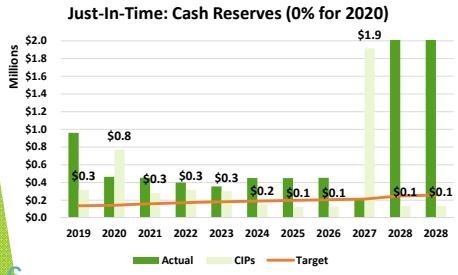
STORMWATER: Financial Plan Alternatives







Recommended

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COMBINED

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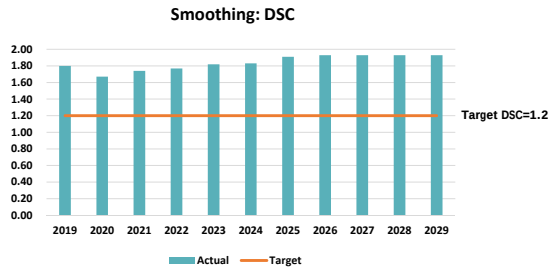
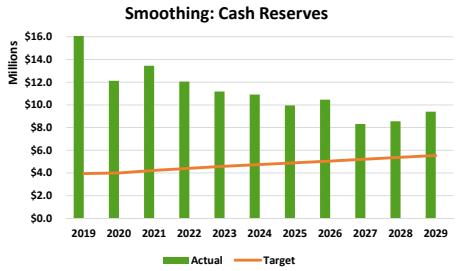
Combined: Financial Plan Alternatives





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Recommended Rate Increase:

	2020	2021	2022	2023	2024	2025
Alternative 2 – "Smoothing" Revenue Increases (All funds self-sufficient)						
Water-O&M	0.3%	1.5%	1.8%	1.8%	1.8%	1.8%
Water-CIP	0%	0%	0%	0%	0%	0%
Water	0% ~~1.2%~~	1.5% ~~1.6%~~	1.8% ~~1.7%~~	1.8% ~~1.8%~~	1.8% ~~1.8%~~	1.8%
Waste-O&M	1.2%	1.4%	1.5%	1.4%	1.4%	1.4%
Waste-CIP	2.3%	2.1%	2.0%	2.1%	2.1%	2.1%
Wastewater	3.5% ~~4%~~	3.5% ~~4%~~	3.5% ~~4%~~	3.5% ~~3.5%~~	3.5% ~~3.1%~~	3.5%
Storm-O&M	0.2%	0.9%	0.8%	0.8%	0.8%	0.8%
Storm-CIP	13.8%	3.1%	3.2%	3.2%	2.2%	2.2%
Stormwater	14% ~~18.5%~~	4% ~~4%~~	4% ~~4%~~	3% ~~3%~~	3% ~~3%~~	3.0%
Total	2.3% ~~4.5%~~	2.5% ~~3.2%~~	2.6% ~~3.3%~~	2.6% ~~2.9%~~	2.5% ~~2.6%~~	2.6%

Prior Study 2020 – 2024 Projected Revenue Increases in strikethrough text

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Average Monthly Residential Bill:

	Current 2019	Proposed 2020	Difference	Percent Increase
Water	**$43.65**	**$43.65**	**$0**	**0%**
Wastewater	**$30.55**	**$31.63**	**$1.08**	**3.5%**
Stormwater	**$5.58**	**$6.36**	**$0.78**	**14%**
Total	**$79.78**	**$81.64**	**$1.86**	**2.3%**

Based on average usage of approx. 9,220 gallons. Actual bills will be dependent on usage and will vary based on seasonal fluctuation.

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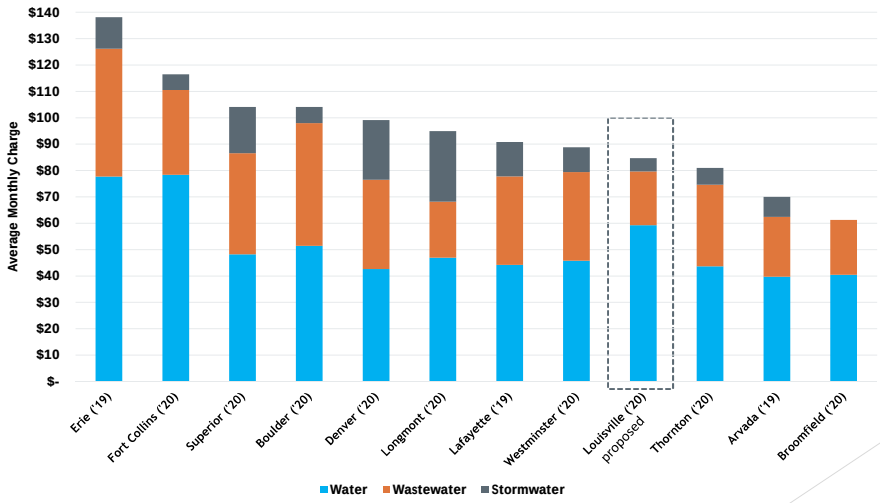
Average Monthly Water, Wastewater & Storm Rates (Louisville Single Family Residential)



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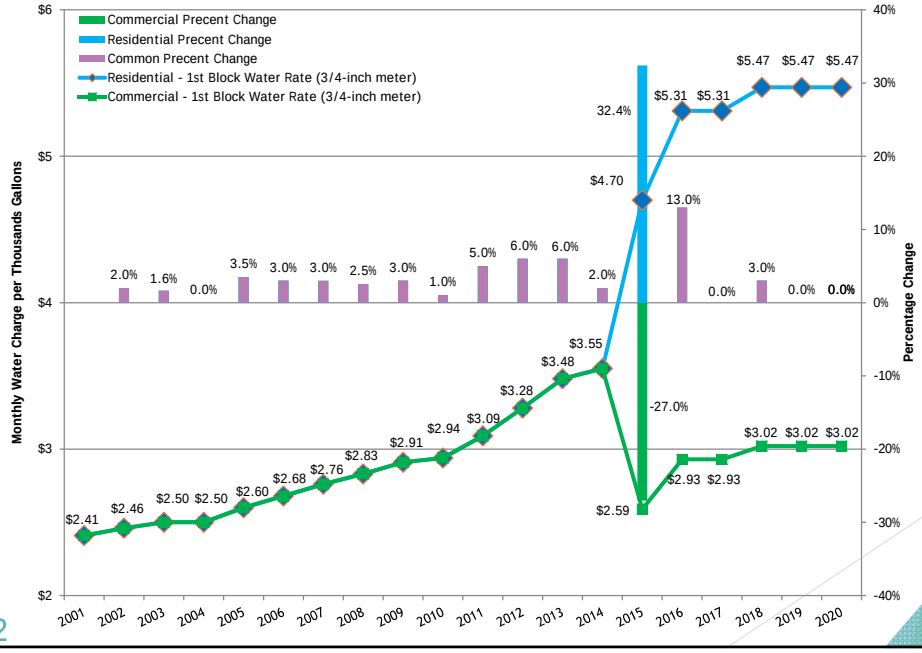
Historical Water Rates



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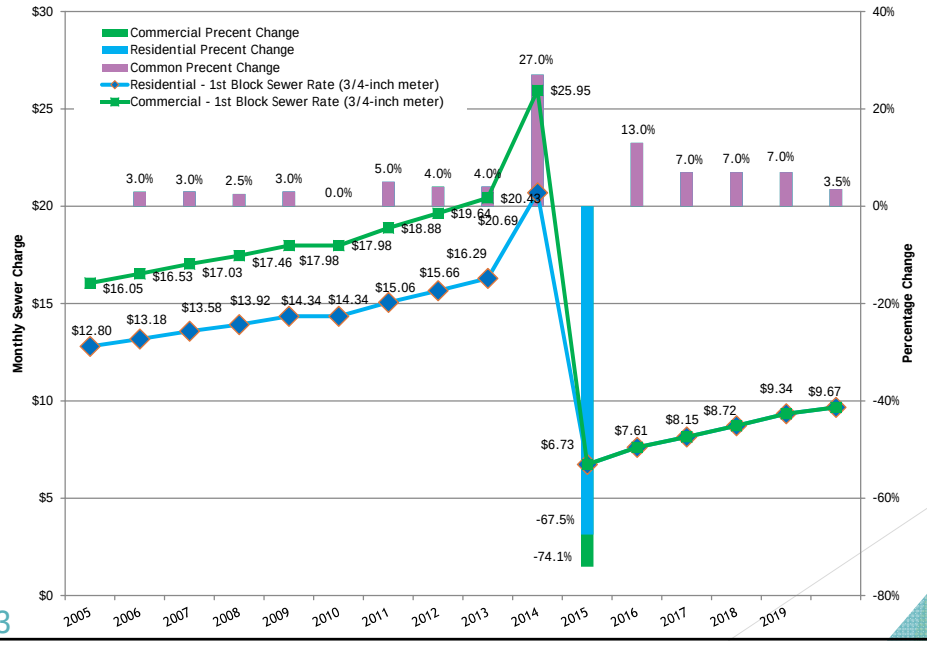
Historical Sewer Rates



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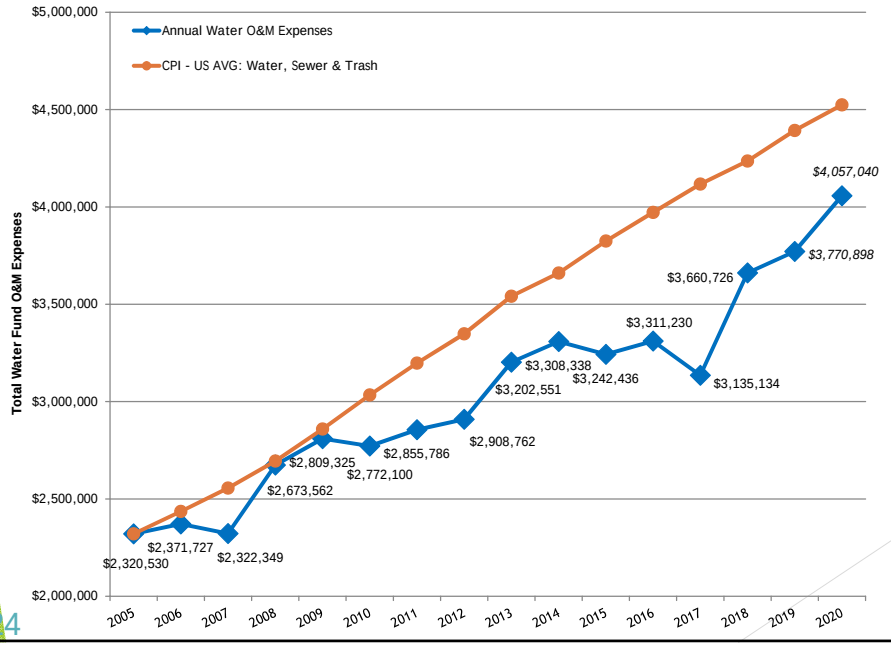
Water Expenses vs CPI-Index



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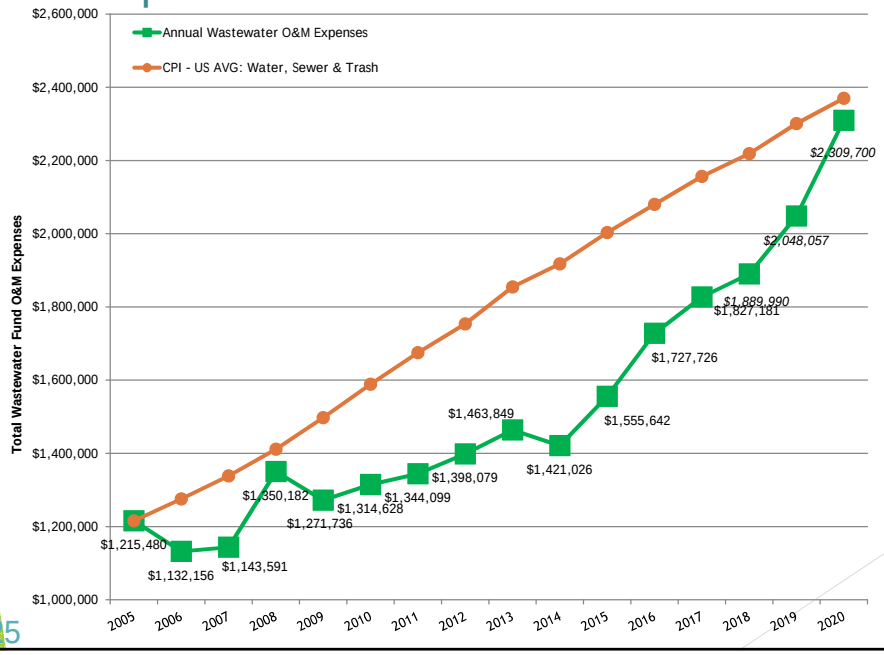
Sewer Expenses vs CPI-Index



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