

City Council

Agenda

**Tuesday, April 7, 2020
7:00 PM**

Electronic Meeting

This meeting will be held electronically. Residents interested in listening to the meeting should visit the City's website here to link to the meeting:

louisvilleco.gov/government/city-council

The Council will accommodate public comments as much as possible during the meeting. Anyone may also email comments to the Council prior to the meeting at

[***Council@LouisvilleCO.gov.***](mailto:Council@LouisvilleCO.gov)

1. CALL TO ORDER & ROLL CALL

2. APPROVAL OF AGENDA

3. 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.

4. 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: March 16, 2020; March 17, 2020

C. Approval of Special Meeting on April 14 at 7:00 PM

D. Approval of Contracts for Presiding Judge and Deputy Judges for the Louisville Municipal Court

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

6. CITY MANAGER'S REPORT

Citizen Information

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

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

City of Louisville

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

7. REGULAR BUSINESS

A. DISCUSSION/DIRECTION – ECONOMIC VITALITY STRATEGIC PLAN, BUSINESS IMPACTS FROM COVID-19, AND CONSIDERATION OF FINANCIAL ASSISTANCE

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

B. RESOLUTION NO. 30, SERIES 2020 – A RESOLUTION REGARDING QUASI-JUDICIAL HEARINGS AT MEETINGS CONDUCTED BY ELECTRONIC PARTICIPATION

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

8. CITY ATTORNEY’S REPORT

9. 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

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DETAIL INVOICE LIST

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CASH ACCOUNT: 001000 101001

WARRANT: 031220 03/12/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
5754	BNSF RAILWAY COMPANY	ROADWAY SURFACING AGREEME	633.00
14621	CHAD ROOT	EXPENSE REPORT 1/27-2/14/	198.95
14621	CHAD ROOT	EXPENSE REPORT 2/18-3/14/	203.55
1115	COLONIAL LIFE INSURANCE	#9711888 MAR 20 EMPLOYEE	173.68
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	312.49
2475	HILL PETROLEUM	2020 Fuel Purchase	8,497.75
2475	HILL PETROLEUM	2020 Fuel Purchase	5,703.84
99999	BUY OUT COMPANY LLLP	UTILITY REFUND 364 GORHAM	89.24
99999	GEN 3 HOMES LLC	UTILITY REFUND 721 LAFARG	53.89
99999	T-SQUARE DESIGNS INC	DRAINAGE IMPROVEMENT DEPO	5,000.00
5178	PETTY CASH - KATHY MARTIN	PETTY CASH RSC	316.76
=====		=====	=====
11 INVOICES		WARRANT TOTAL	21,183.15
=====		=====	=====

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CASH ACCOUNT: 001000 101001

WARRANT: 031820 03/18/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14768	MOJOS CLEANING SERVICES INC	MAR 20 JANITORIAL SERVICE	31,590.00
99999	ALEXA FLORES	EXPENSE REPORT 2/19-3/16/	128.88
99999	KURT KOWAR	USB NETWORK ADAPTER	87.26
3875	XCEL ENERGY	FEB 20 FLASHERS	5.78
3875	XCEL ENERGY	FEB 20 METERED LIGHTS	613.17
3875	XCEL ENERGY	FEB 20 NON-METERED LIGHTS	31,159.64
3875	XCEL ENERGY	FEB 20 SPRINKLERS	97.58
===== 7 INVOICES =====		WARRANT TOTAL	63,682.31

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CASH ACCOUNT: 001000 101001

WARRANT: 032620 03/26/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14164	ALPINE BANK	#5300089001 SOLAR PANEL L	3,729.33
14164	ALPINE BANK	#5300177601 SOLAR PANEL L	5,429.18
10301	COLORADO COMMUNITY SHARES	Payroll Run 1 - Warrant 0	1,308.00
1205	COLORADO DEPT OF REVENUE	Payroll Run 1 - Warrant 0	50.00
11298	DELTA DENTAL OF COLORADO	#007562-0000 APR 20 EMPLO	14,395.78
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	312.49
6455	KAISER PERMANENTE	05920-01-16 APR 20 EMPLOY	155,413.38
9750	LEGALSHIELD	#22554 MAR 20 EMPLOYEE P	399.70
7735	LINCOLN FINANCIAL GROUP	000010008469 APR 20 LTD P	3,741.06
7735	LINCOLN FINANCIAL GROUP	000010008469 APR 20 LIFE/	7,198.89
8442	VISION SERVICE PLAN	12 059727 0001 APR 20 EMP	2,939.40
11 INVOICES		WARRANT TOTAL	194,917.21

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CASH ACCOUNT: 001000 101001

WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
6866	4 RIVERS EQUIPMENT	WWTP BEARING UNIT 3606	111.45
1	A WAY OF LIFE FITNESS CONSULTI	CONTRACTOR FEES 10019-1	200.90
14121	ACUSHNET COMPANY	2020 Range Balls	3,750.00
14121	ACUSHNET COMPANY	2020 Resale Merchandise	380.08
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT WATH	543.51
12890	ADAMSON POLICE PRODUCTS	UNIFORMS & EQUIPMENT DEPA	165.00
12890	ADAMSON POLICE PRODUCTS	UNIFORM NAME STRIP ODENBA	6.95
12890	ADAMSON POLICE PRODUCTS	RIFLE RAINERO	1,222.62
14547	ADIDAS AMERICA INC	2020 Resale Merchandise	1,107.86
14669	AG INVESTIGATIONS LLC	BACKGROUND CHECK PD	1,000.00
6195	AGITATOR DITCH CO	2020 AGITATOR ASSESSMENT	331.92
14737	ALEX THOELE	CONTRACTOR FEES GUITAR	504.00
1006	ALL CURRENT ELECTRIC INC	Building inspection consu	8,760.00
9319	AMERICAN DATA GROUP INC	STS/GIS UPLOAD	910.00
14934	ANDREA D FIELITZ	HISTORIC ASSESSMENT 701 P	4,000.00
14929	ARCH11 INC	MUSEUM MASTER PLANNING	4,108.25
7450	BASE LINE LAND & RESERVOIR CO	2020 BASE LINE ASSESSMENT	8,568.72
14282	BIBLIOTHECA LLC	EQUIPMENT MAINT CONTRACT	31,664.00
5754	BNSF RAILWAY COMPANY	BNSF PARKING AND PARKING	21,391.92
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	132.00
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	66.88
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	111.76
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	438.68
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	352.88
14406	BRET JOHNSON ARCHITECTURE	TOME0 HOUSE CONSTRUCTION	2,190.00
14096	BUTLER SNOW LLP	RETAIL RIDGE PLAN REVIEW	6,000.00
14930	CDR ASSOCIATES	2020 COUNCIL WORKPLAN	4,407.50
248	CDW GOVERNMENT	REPLACEMENT DOCKS PW/OPS	493.02
248	CDW GOVERNMENT	DRIVERS - LIBRARY	780.00
935	CENTENNIAL PRINTING CO	2020 Community Newsletter	9,478.00

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CASH ACCOUNT: 001000 101001

WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
10773	CENTRIC ELEVATOR CORP	APR 20 ELEVATOR MAINT PC	280.04
10773	CENTRIC ELEVATOR CORP	APR 20 ELEVATOR MAINT LIB	511.33
10773	CENTRIC ELEVATOR CORP	APR 20 ELEVATOR MAINT RSC	300.96
10773	CENTRIC ELEVATOR CORP	APR 20 ELEVATOR MAINT CH	306.18
14592	CF LESSEE LOB	CEC SOLAR LEASE #1133	5,380.51
13964	CHANDLER ASSET MANAGEMENT	FEB 20 INVESTMENT FEES	2,326.50
14923	CHOICE SCREENING INC	BACKGROUND CHECKS	204.00
14427	CHRISTINE STANDEFER	CONTRACTOR FEES TRI TRAIN	33.60
14849	CLEMENTINE TOWNHOMES LLC	Sanitary Sewer Reimburse	18,054.00
13260	CLIFTON LARSON ALLEN LLP	FEB 20 UTILITY BILLING SE	12,998.19
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	229.80
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	399.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	2,127.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	4,080.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	429.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	399.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	4,615.20
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	199.80
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	3,076.20
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	399.60
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	4,255.20
1120	COLORADO ANALYTICAL LABORATORI	LAB ANALYSIS FEES IPP	4,610.20
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	42.50
1120	COLORADO ANALYTICAL LABORATORI	BACTERIA TESTING	17.50
14678	COLORADO AVIAN RESEARCH & REHA	CLOUD SHARING KESTREL CAM	100.00
10916	COLORADO CODE CONSULTING LLC	2020 Plan Review Consulti	937.50
12923	COLORADO HOMETOWN WEEKLY	2020 SUBSCRIPTION CMO	28.00
14894	COMMUNITY REACH CENTER INC	FEB 20 PROJECT EDGE	8,423.21
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	1,983.03
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	2,065.22
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	1,985.42
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	1,983.03
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	6,751.88
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	2,247.17
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	2,007.77
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	4,930.04
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	3,982.82

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CASH ACCOUNT: 001000 101001

WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	1,834.60
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	2,250.36
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	7,374.32
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	3,950.90
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	3,981.22
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	3,901.42
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	8,003.94
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	2,102.73
13897	COMPASS MINERALS AMERICA INC	2020 Quiksalt Purchase	1,987.82
13162	CORE & MAIN LP	DISTRO - PARTS	1,252.38
6137	COTTONWOOD DITCH COMPANY	2020 COTTONWOOD ASSESSMEN	1,080.00
13370	CRIBARI LAW FIRM, PC	MAR 20 PROSECUTING ATTORN	2,983.50
1600	DAVIDSON DITCH & RESERVOIR CO	2020 DAVIDSON ASSESSMENT	11,219.92
6642	DAVIDSON HIGH LINE LATERAL DIT	2020 DAVIDSON HIGH ASSESS	4,680.00
13843	DIETZE AND DAVIS, PC	MAR 20 MUNICIPAL JUDGE SE	2,800.00
10638	DLT SOLUTIONS LLC	Annual AutoDesk Software	4,257.00
1520	DRCOG	2019 Lidar & Contour	4,100.00
1520	DRCOG	DRCOG 2020 DRAPP Flights	2,580.00
10885	EATON SALES & SERVICE LLC	FUEL TANK REPAIR	297.55
14924	ECO PROMOTIONAL PRODUCTS INC	REUSABLE GROCERY BAGS	1,598.56
14527	ECONICS INNOVATIONS INC	2020 SOFTWARE SUBSCRIPTIO	7,485.00
11468	EMPLOYERS COUNCIL SERVICES INC	EMPLOYEE COUNCIL MEMBERSH	6,000.00
6654	ENTERPRISE IRRIGATING DITCH CO	2020 ENTERPRISE IRRIGATIN	1,360.90
14915	ENVIROSIM ASSOCIATES LTD	Annual BioWin Software	3,040.00
13196	ESRI INC	2020 ESRI ELA Agreement	25,000.00
13196	ESRI INC	2020 Business Analyst Web	250.00
12270	FASTENAL COMPANY	STREETS SAFETY GLOVES	24.00
13615	FELSBURG HOLT & ULLEVIG INC	Nawatny RidgeTraffic Stud	2,617.26
12819	FRANCOTYP-POSTALIA INC	POSTAGE METER	126.00
7113	GALLS LLC	UNIFORMS & EQUIPMENT PERE	42.44
7113	GALLS LLC	UNIFORMS & EQUIPMENT PERE	28.93

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CASH ACCOUNT: 001000 101001 WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
6847	GENERAL AIR SERVICE & SUPPLY	CYLINDER RENTAL	79.16
1175	GEORGE T SANDERS COMPANY	MINERS FIELD RESTROOM VAL	487.08
13069	GLACIER CONSTRUCTION CO INC	SCWTP Onsite Chlorine Gen	153,377.50
2310	GRAINGER	SOAP DISPENSER - CS	8.20
2310	GRAINGER	LAMP RECYCLING -CH,LI,PC	283.20
2310	GRAINGER	SARGENT DOOR CLOSER CS	371.80
14472	HILL AND POLLOCK LLC	FEB 20 WATER LEGAL SERVIC	5,104.00
6656	HOWARD DITCH COMPANY	2020 HOWARD ASSESSMENT	250.00
14815	HPM INC	Playground Replacement Pr	76,218.96
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT AND TEEN BOOK	67.11
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT	154.44
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT	11.95
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT CHILDRENS BOO	165.83
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	79.49
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT CHILDRENS BOO	57.18
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	61.69
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	239.24
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	208.46
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	156.93
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	117.43
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	30.43
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	96.50
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	104.78
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.29
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	25.39
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	77.58
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	15.04
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	88.66
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	91.44
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	33.51
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	19.95
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	199.65
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	30.58
2615	INGRAM LIBRARY SERVICES INC	STATE GRANT/ADULT BOOKS A	75.62
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	284.36
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	273.77
13280	INSIGHT PUBLIC SECTOR INC	CUTEPDF PRO - PD/FINANCE	73.26
13280	INSIGHT PUBLIC SECTOR INC	CUTEPDF PRO - FACILITIES	36.63
13280	INSIGHT PUBLIC SECTOR INC	ADOBE PRO FINANCE -KIM	335.58
13280	INSIGHT PUBLIC SECTOR INC	MICROSOFT TSCALS PD MOBIL	1,212.40

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CASH ACCOUNT: 001000 101001		WARRANT: 040720	04/07/2020
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
13778	INVISION GIS LLC	GIS & AM Implementation S	10,093.75
14933	JAMES CREASEY	ADULT SOCCER REFEREES	558.00
14239	JC GOLF ACCESSORIES	2020 Resale Merchandise	204.91
14053	JCG TECHNOLOGIES INC	ANNUAL SUPPORT RECORDING	450.00
14922	JOHN BRUNNER & COMPANY INC	Rec Center Pool Heater Se	5,756.31
13490	JOHNSON CONTROLS FIRE PROTECTI	FIRE SYSTEM MONITORING MU	530.09
14033	KDG ENGINEERING LLC	SH42/SHORT ST CROSSING DE	5,720.00
14912	LANDS END BUSINESS OUTFITTERS	Uniform Training Shirts P	2,985.87
13782	LEXISNEXIS RISK DATA MANAGEMEN	FEB 20 INFORMATION SEARCH	456.30
13382	LODESTONE DESIGN GROUP	Heritage Park Restroom Re	900.00
5432	LOUISVILLE FIRE PROTECTION DIS	JAIL TRANSPORT CR#20-49	250.00
14071	MARY RITTER	CONTRACTOR FEES 13904-3	436.80
14071	MARY RITTER	CONTRACTOR FEES 13905-3	123.90
6763	MCGINN DITCH COMPANY	2020 MCGINN ASSESSMENT	3,000.00
13525	MICHAEL BAKER JR INC	CM Contract 42 and Short	23,670.00
14214	MICROAGE	2020 ManageEngine Softwar	8,912.89
13565	MOTT MACDONALD LLC	SCWTP Disinfection Constr	21,794.30
14345	MTECH MECHANICAL	HVAC SERVICE CALL RSC	110.00
14345	MTECH MECHANICAL	NDHU SERVICE RSC POOL	220.00
14649	MURRAYSMITH INC	SWSP Expansion	17,362.02
14649	MURRAYSMITH INC	SWQMP Consultant Contract	3,557.75
14928	NORCON COMMUNICATIONS INC	SECURITY WINDOW SPEAKER P	1,194.63
14928	NORCON COMMUNICATIONS INC	SECURITY WINDOW SPEAKER C	1,194.63
6427	NORTHERN COLO WATER CONSERVANC	2020 WINDY GAP ANNUAL BIL	77,728.56
14648	OCCUPATIONAL HEALTH CENTERS OF	LEVEL 1 PHYSICAL	152.00
99999	RHI ELECTRIC	APPLIED FOR WRONG LICENSE	75.00
99999	R&O HEATING INC	DUPLICATE 2020 PROFESSIO	100.00
99999	LIFETIME WINDOWS AND SIDING	APPLIED FOR LICENSE INSTE	75.00
99999	VINCE COMELLA	ACTIVITY REFUND RSC	50.00

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CASH ACCOUNT: 001000 101001 WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
99999	MARY BRUNNER	ACTIVITY REFUND	148.00
99999	FRANCESCA GIONGO	ACTIVITY REFUND	50.50
99999	LARISSA GRAY	ACTIVITY REFUND	202.00
99999	DAVE HARPER	ACTIVITY REFUND	51.00
99999	JERI GROOVER	ACTIVITY REFUND	42.00
99999	AMR OF COLORADO	BLOOD DRAW PD	140.01
99999	1882 VENTURES LLC	BUSINESS ASSISTANCE REBAT	952.50
99999	SPRINT	GPS CELLPHONE TRACKING	100.00
99999	SPRINT	GPS CELLPHONE TRACKING	100.00
99999	HILLTOP SECURITIES INC	REDTAIL RIDGE METRO DIST	12,174.00
14899	OTAK INC	Engineering Services BMX	2,502.50
14926	OUTDOOR CUSTOM SPORTSWEAR LLC	UNIFORM SHIRTS AND COATS	1,814.14
13649	OVERDRIVE INC	ELECTRONIC DATABASE LIB	312.00
13649	OVERDRIVE INC	ELECTRONIC DATABASE	557.47
13649	OVERDRIVE INC	ELECTRONIC DATABASE ADULT	226.00
13649	OVERDRIVE INC	ELECTRONIC DATABASE ADULT	66.50
13649	OVERDRIVE INC	ELECTRONIC DATABASE	432.17
14524	PC SOLUTIONS & INTEGRATION INC	ANNUAL EXTREME SUPPORT RE	3,447.52
5898	PIONEER SAND COMPANY INC	PROPANE	95.99
5898	PIONEER SAND COMPANY INC	STREETS - VEHICLE	10.00
14675	POINT AND PAY LLC	FEB 20 CREDIT CARD FEES	4,766.88
700	PRAIRIE MOUNTAIN MEDIA	P&E DISPOSING OF PROPERTY	21.00
14394	PROS PLUS LLC	VOLLEYBALL REFEREE	70.00
14844	REPUBLIC SERVICES INC #535	MAR 20 CITY TRASH SERVICE	3,741.69
13419	ROADSAFE TRAFFIC SYSTEMS CORP	TRAFFIC MITIGATION & STRE	3,381.53
13419	ROADSAFE TRAFFIC SYSTEMS CORP	TRAFFIC MITIGATION	1,714.56
13695	ROCKY MOUNTAIN PUMP & CONTROLS	Rebuild Irrigation Pump S	7,945.00
11345	SAGE AND SAVORY CATERING	COUNCIL MEALS	1,280.00
12843	SCL HEALTH	PRE E-SCREEN	216.90
11395	SHRED-IT USA LLC	SHREDDING SERVICE RSC	140.02
4300	SILL-TERHAR MOTORS INC	FORD F-150 TRUCK UNIT 611	36,844.00
14396	SPRONK WATER ENGINEERS INC	FEB 20 Water Rights Engin	6,277.50
7404	SUN BADGE COMPANY	SHIPPING CHARGES BADGE OR	18.00

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CASH ACCOUNT: 001000 101001

WARRANT: 040720 04/07/2020

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
11125	TERRACON CONSULTANTS INC	Monitoring of inclinomete	825.00
11125	TERRACON CONSULTANTS INC	Monitoring of inclinomete	825.00
6644	THE EAST BOULDER DITCH COMPANY	2020 EAST BOULDER ASSESSM	150.00
14065	TYLER TECHNOLOGIES INC	Tyler Consultant Utility	26.95
14065	TYLER TECHNOLOGIES INC	ANNUAL POSTAL EXPRESS SUB	1,730.65
14532	UNITED REFRIGERATION INC	HVAC FILTERS CS	225.83
14532	UNITED REFRIGERATION INC	TOOLS FM	74.66
11087	UNITED SITE SERVICES OF COLORA	TOILET RENTAL CENTENNIAL	240.36
6009	UNIVERSITY OF COLORADO	BUSINESS CARDS PD	177.12
14711	VOLANCE LANGUAGE SERVICES LLC	SWAHILI TRANSLATION SERVI	12.23
4900	VRANESH AND RAISCH LLP	FEB 20 WINDY GAP LEGAL SE	2,866.50
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES - RSC	186.10
9511	WESTERN PAPER DISTRIBUTORS INC	JANITORIAL SUPPLIES CS	55.26
10884	WORD OF MOUTH CATERING INC	SR MEAL PROGRAM 3/9-3/27/	4,835.00
=====		=====	=====
214 INVOICES		WARRANT TOTAL	864,445.87
=====		=====	=====

***City Council
Emergency Meeting
Minutes***

**March 16, 2020
City Hall, Council Chambers
749 Main Street
7:00 PM**

Call to Order – Mayor Stolzmann called the meeting to order at 7:00 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
Councilmember J. Caleb Dickinson
Councilmember Deborah Fahey
Councilmember Jeff Lipton***

Absent: ***Councilmember Chris Leh***

Staff Present: ***Heather Balser, City Manager
Meredyth Muth, City Clerk***

Others Present: ***Kathleen Kelly, City Attorney***

APPROVAL OF AGENDA

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

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

None.

REGULAR BUSINESS

City Manager Balser gave an update on the City’s responses to COVID-19 noting all City facilities have been closed to the public as of today. She stated the governor has limited

all gatherings of over 50 people and closed bars, gyms, and theaters as well. She encouraged people to check the City's web site for current information.

Mayor Stolzmann added the President today asked people to limit any gathering of more than 10 people.

RESOLUTION NO. 27, SERIES 2020 – A RESOLUTION PROVIDING FOR THE CONTINUATION OF A DECLARATION OF LOCAL DISASTER EMERGENCY IN AND FOR THE CITY OF LOUISVILLE

Mayor Stolzmann introduced the item noting she signed the emergency into effect over the weekend and for it to continue the Council needs to approve this resolution.

City Manager Balser noted that if approved this resolution would remain in effect until Council revokes it by resolution. This will allow us the City to be eligible for state and federal reimbursement in the future and to make sure the City has the necessary powers to address this emergency.

Mayor Pro Tem Maloney moved to approve Resolution No. 27, Series 2020; Councilmember Lipton seconded the motion.

Voice vote: all in favor.

RESOLUTION NO. 26, SERIES 2020 – A RESOLUTION AMENDING THE CITY COUNCIL RULES OF PROCEDURE TO PROVIDE FOR ELECTRONIC MEETING PARTICIPATION

Mayor Stolzmann introduced the resolution noting the proposed changes allow the Council to meet electronically in certain emergency circumstances.

Attorney Kelly noted this proposal allows electronic meetings for emergencies; the changes include a definition of an electronic meeting and basic rules. She added that Councilmember Leh provided some suggested changes which are available to the Council on the dais. Staff also has one suggested change from what was originally approved to clarify.

Mayor Stolzmann noted these changes for electronic meetings are only for emergency situations, not for regular meetings.

Mayor Pro Tem Maloney suggested the initial language is sufficient for this evening's needs and that Councilmember Leh's changes could be considered at a later time. He added that having this option only for emergency situations is important; electronic meetings shouldn't be a regular occurrence.

Mayor Pro Tem Maloney moved to approve Resolution No. 26 as originally written with the one staff suggestion; Councilmember Lipton seconded the motion.

Councilmember Dickinson stated that this rule notes quasi-judicial items would not be handled by electronic meeting and asked how quasi-judicial matters could be handled if the emergency goes on for an extended time.

Mayor Stolzmann stated she thinks having quasi-judicial hearings electronically could leave the City open to liability claims. She suggested changes can be made at a later date if needed, but for now not having quasi-judicial hearings electronically makes sense.

Attorney Kelly stated staff is working on a way to address this if the emergency continues for an extended time. She stated staff is working to find a way to meet constitutional due process requirements for all parties if we have to continue to meet electronically. She hopes to have suggestions for that at a later date.

Mayor Pro Tem Maloney agrees with Councilmember Dickinson that this is important, but don't want to make changes from the dais without further discussion.

DISCUSSION/DIRECTION/ACTION – CITY COUNCIL MEETING SCHEDULE MARCH 31 – APRIL 30

Muth stated staff is asking the Council to look at the upcoming meeting schedule to determine how it wants to proceed with that schedule given current circumstances. The only requirement is that Council meets twice each month, other than that Council can set the meeting schedule as it feel appropriate.

Mayor Stolzmann suggested the Council cancel the March 31 meetings and address the April 7 meeting as it gets closer.

Councilmember Dickinson would to go ahead with the March 31 meeting as he feels some of those items are time-sensitive.

Councilmember Lipton stated if Council is doing meetings electronically we should try to have as many items as we can to keep current, including executive sessions.

Mayor Pro Tem Maloney suggested postponing the dinner meetings scheduled for April but keep the rest as much as we can.

Members agreed to that proposal.

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

Mayor Stolzmann reminded everyone of the recommendations for social distancing and checking email and the web site to keep current on information.

Councilmember Dickinson asked people to remind teenagers this is a real issue as people are reporting seeing groups of teens congregating.

Councilmember Brown stated the Colorado State Health Department listed recommendations for parents and guardians in this time and it includes avoiding playdates for kids.

ADJOURN

Members adjourned at 7:33 pm.

Ashley Stolzmann, Mayor

Meredyth Muth, City Clerk

City Council Meeting Minutes

**March 17, 2020
Electronic Meeting
6:00 PM**

Call to Order – Mayor Stolzmann called the meeting to order at 6:05 p.m.

Roll Call was taken and the following members were present electronically:

City Council: **Mayor Ashley Stolzmann**
 Mayor Pro Tem Dennis Maloney
 Councilmember J. Caleb Dickinson
 Councilmember Deborah Fahey (joined at 6:15 pm)
 Councilmember Chris Leh
 Councilmember Jeff Lipton

Absent: **Councilmember Kyle Brown**

Staff Present: **Heather Balsler, City Manager**
 Megan Davis, Deputy City Manager
 Nathan Mosely, Parks, Recreation & Open Space Director
 Rob Zuccaro, Planning 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 called for changes to the agenda and hearing none asked for a motion. Mayor Pro Tem Maloney moved to approve the agenda; Councilmember Lipton seconded the motion.

Roll call vote; 5-0 approved (Councilmember Brown and Councilmember Fahey absent).

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

None.

APPROVAL OF THE CONSENT AGENDA

Mayor Stolzmann noted a request to remove item I and add it to the regular agenda. She asked for a motion to approve the consent agenda with that change. Councilmember Lipton moved to approve the consent agenda as amended; Councilmember Dickinson seconded.

Roll call vote; 5-0 approved (Councilmember Brown and Councilmember Fahey absent).

- A. ***Approval of Bills***
- B. ***Approval of Minutes: February 25, 2020; March 3, 2020***
- C. ***Award Contract for Construction Services for Heritage Park Restroom Renovation and Cleo Mudrock Dugout Roofing Project***
- D. ***Approval of Second Amendment to Street Faire License Agreement***
- E. ***Approval of Resolution No. 21, Series 2020 – A Resolution Approving an Intergovernmental Agreement Between the Colorado Department of Transportation and the City of Louisville Concerning a Grant for the At-Grade Crossing Improvements at Five Pedestrian Crossing Intersections Along South Boulder Road***
- F. ***Approval of Resolution No. 22, Series 2020 – A Resolution Approving and Intergovernmental Agreement Between the Colorado Department of Transportation and the City of Louisville Concerning a Grant for the Conceptual Design Plan for the State Highway 42 Multimodal Improvements Project***
- G. ***Approval of Resolution No. 23, Series 2020 – A Resolution Approving a Contract Between the Colorado Department of Transportation and the City of Louisville Concerning a Grant for the Rock Creek and Coal Creek Trail Connection***
- H. ***Approval of Landscape Maintenance Services Contract***
- I. ***Approval of Resolution No. 24, Series 2020 – A Resolution Establishing a Cottonwood Park Task Force to Provide Advisory Recommendations on the Master Plan for Cottonwood Park – **moved to regular*****
- J. ***Approval of Resolution No. 25, Series 2020 – A Resolution Approving a Public Infrastructure Assistance Agreement Between the City of Louisville, the Louisville Revitalization Commission, and 824 South, Inc.***

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

Mayor Stolzmann stated she participated in a phone meeting with members of the Colorado Senate delegation including Senators Bennet and Gardner. It was a discussion

of an upcoming financial package for Covid-19 and includes giving more people access to SNAP programs with increased unemployment levels and increases in health care levels to address the current issues. Additional rounds of legislation will be coming.

Mayor Stolzmann reminded people there is a lot of information available for people on the City's website and people should check that frequently.

Councilmember Lipton stated recovery from the pandemic will require the City to do a financial check and be conservative looking at what revenue is coming and what we are committing to spend out of reserves. He feels the City should use an abundance of caution moving forward. He added he wants to pay particular interest to small businesses and help them connect to Federal and State resources and anything we can do locally.

Councilmember Leh encouraged everyone to socially distance as much as possible. He agreed the Council will work to find help for businesses.

Councilmember Dickinson agreed this will be a long process and difficult for small businesses but the City will do what it can to help.

Councilmember Fahey encouraged people to buy gift cards online to help businesses.

CITY MANAGER'S REPORT

City Manager Balser reminded everyone to socially distance. She reminded people to check the City's website for updates and sign up for notifications. She stated staff is working to connect businesses to available resources.

REGULAR BUSINESS

APPROVAL OF RESOLUTION NO. 24, SERIES 2020 – A RESOLUTION ESTABLISHING A COTTONWOOD PARK TASK FORCE TO PROVIDE ADVISORY RECOMMENDATIONS ON THE MASTER PLAN FOR COTTONWOOD PARK – *moved from consent regular*

Mayor Stolzmann introduced the item and noted Councilmember Leh has a suggested edit.

Councilmember Leh stated a resident reached out and was concerned the task force would be moving forward during the pandemic. Councilmember Leh reassured everyone this is only authorizing the task force; the work will not start until people can participate.

Councilmember Leh added he would like a Council liaison for the Task Force or have a Councilmember appointed to the committee.

Councilmember Leh moved to approve the resolution with an amendment to add a Councilmember to the list of members to be appointed and that the Councilmember be Chair. Mayor Pro Tem Maloney seconded the motion.

Councilmember Dickinson asked Councilmember Leh why he feels this is needed as all recommendations from the Task Force will come back to the City Council.

Councilmember Leh stated he thinks it is important for the task force to have some context to know what else the City is doing and how that affects their recommendations. A Councilmember can give that context to keep them focused on what is realistic.

Councilmember Dickinson stated he does not feel the change is necessary.

Roll call vote; 5-1 approved (Councilmember Dickinson voting no and Councilmember Brown absent).

APPOINTMENT OF PRESIDING MUNICIPAL JUDGE AND DEPUTY MUNICIPAL JUDGES

Councilmember Leh reviewed the process used to get here. The City advertised the positions and received 30 highly qualified applicants. After reviewing those the Legal Review Committee conducted five interviews and is recommending appointing David Thrower Presiding Judge and Rob Gunning and Karolyn Moore as Deputy Judges. He reviewed some of the experience of each of the judges. If appointed, staff will bring back contracts for Council approval and follow that by swearing in the new judges.

Councilmember Leh made a motion to appoint David Thrower as Presiding Judge and appoint Rob Gunning and Karolyn Moore as Deputy Judges of the Louisville Municipal Court subject to approval of contracts; seconded by Councilmember Fahey who added the applicants were very qualified and she feels these are the three most appropriate for Louisville.

Mayor Stolzmann agrees there were great applicants and she feels confident anyone coming before one of these judges will receive a fair and just hearing.

Roll call vote; 5-0 approved (Councilmember Brown absent).

CITY ATTORNEY'S REPORT

None.

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

Mayor Stolzmann gave an update on the trip she and Deputy City Manager Davis took to Washington DC to lobby for various issues. She stated they had meetings with the FAA to discuss airport noise and met with elected officials on transportation issues including discussion of the railroad quiet zones. She stated an infrastructure bill may be coming soon.

Councilmember Lipton stated the Street Faire continues to plan, hoping all will be normal by the summer and is working to contract with talent.

Councilmember Dickinson stated the Economic Vitality Committee's work this year will be focusing on efforts towards recovery for businesses.

ADVANCED AGENDA

Mayor Pro Tem Maloney stated the Council does have meetings scheduled and he would like to continue holding electronic meetings to meet the city's needs. He stated it is important to keep things moving forward.

Councilmember Fahey reported the CC4CA is updating its policy statements and reported on the latest Community Solutions meeting.

ADJOURN

Members adjourned at 6:57 pm.

Ashley Stolzmann, Mayor

Meredyth Muth, City Clerk

SUBJECT: APPROVAL OF SPECIAL MEETING APRIL 14 AT 7:00 PM

DATE: APRIL 7, 2020

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

Staff recommends Council change the April 14 Study Session to a Special Meeting to schedule an executive session for the City Council to complete its annual review of the City Manager.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve change of April 7 study session to special meeting.

ATTACHMENT(S):

None

**SUBJECT: APPROVAL OF CONTRACTS FOR PRESIDING JUDGE AND
DEPUTY JUDGES FOR THE LOUISVILLE MUNICIPAL COURT**

DATE: APRIL 7, 2020

PRESENTED BY: MEREDYTH MUTH, CITY CLERK

SUMMARY:

On March 17, the City Council approved the appointments of David Thrower as Presiding Municipal Judge and Robert Gunning and Karolyn Moore as Deputy Municipal Judges for the Louisville Municipal Court for terms beginning May 1, 2020 and ending December 31, 2021. That approval was contingent upon the Council approving contracts for each of the three positions.

Draft contracts for each position are attached. These have been reviewed and approved by the City Attorney's Office and by each appointee as well. The compensation for each position was set by the Council at the December 17, 2019 meeting and is included in the 2020 budget. Staff recommends approval of the contracts.

FISCAL IMPACT:

All costs are already included in the 2020 budget.

PROGRAM/SUB-PROGRAM IMPACT:

The appointments in the Court help the City meet the goal of having a justice system that is fair, effective, and efficient.

RECOMMENDATION:

Approve contracts.

ATTACHMENT(S):

1. Thrower Contract
2. Gunning Contract
3. Moore Contract

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input checked="" type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

AGREEMENT FOR MUNICIPAL JUDGE SERVICES

THIS AGREEMENT is made and entered into effective the 1st day of May, 2020, by and between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the “City”) and DAVID J. THROWER, an individual.

WITNESSETH:

WHEREAS, pursuant to Section 9-3 of the Louisville Home Rule Charter, the City has established the Louisville Municipal Court, and the City Council of the City is vested with the authority to appoint a presiding municipal judge; and

WHEREAS, due to a vacancy in the office of presiding municipal judge, the City requires the personal services of a new presiding municipal judge for the unexpired term of the previous presiding municipal judge in accordance with Section 9-3(b) of the Louisville Home Rule Charter; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, any vacancy in the office of presiding municipal judge shall be filled by appointment for the remainder of the unexpired term; and

WHEREAS, David J. Thrower is a duly licensed attorney in the State of Colorado who has held himself out to the City as having the requisite expertise and experience to perform the presiding municipal judge services sought by the City; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, the City Council of the City desires to appoint David J. Thrower as presiding municipal judge of the Louisville Municipal Court, for an initial term expiring December 31, 2021;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

1. Appointment. The City Council hereby appoints David J. Thrower as Presiding Municipal Judge for the Louisville Municipal Court (hereafter “Presiding Judge”), for the term specified in Section 2, below.

2. Term. The Presiding Judge is appointed for a term commencing on October 4, 2016. Pursuant to Section 9-3(b) of the Louisville Home Rule Charter, such term shall expire December 31, 2021.

3. Services. The Presiding Judge shall preside over the regularly-scheduled sessions of the Louisville Municipal Court (approximately four per month) and over such other Municipal Court sessions as may be necessary for the proper functioning of the Court. The Presiding Judge shall perform all such duties and exercise all such powers as are required of and vested in a municipal court judge by the Louisville Home Rule Charter and Louisville Municipal Code, and

other applicable laws, regulations, and codes of conduct (including but not limited to the Colorado Code of Judicial Conduct) that are applicable to the position. The Presiding Judge shall also perform the administrative duties of a presiding municipal judge and perform the swearing in of City elected officials and police officers.

4. Removal or Resignation; Termination. During the term, the Presiding Judge may be removed from office by the affirmative vote of two-thirds of the entire City Council for cause, as set forth in Section 9-3 of the Louisville Home Rule Charter. The Presiding Judge may also voluntarily resign by providing at least 30 days' advance written notice to the City Council, unless a shorter notice period is agreed to by the City Council. In the event of any such removal or resignation, or any other termination of this Agreement prior to the expiration of the term, the Presiding Judge shall be paid solely for services rendered through the effective date of such removal, resignation or termination.

5. Compensation. Pursuant to Section 9-3 of the Louisville Home Rule Charter, the compensation of the Presiding Judge is established by the City Council and is not dependent upon the outcome of the matters to be decided by the judge. Pursuant to Ordinance No. 1706, Series 2015 (codified at Louisville Municipal Code Section 2.32.050), the Presiding Judge shall receive as full compensation for the Presiding Judge's services the amount of \$2,800 per month (not to exceed \$33,600 yearly), which monthly payment amount shall be prorated on a daily basis for the days of service in the first and final month of the term. The Presiding Judge shall submit monthly an invoice for services for the preceding month. The City shall pay the invoice within 30 days of receipt thereof.

6. Additional Judges. The City may employ, at the City's expense, such other additional judges as the City determines to be necessary or otherwise in the best interest of the City during the term of this Agreement.

7. Independent Contractor Status. The Presiding Judge shall be an independent contractor and not an employee of the City and shall make no representation that she is a City employee for any purpose. Further:

a. ***No Payment of Employment Taxes or Other Withholdings.*** The City shall not withhold or pay or be obligated to withhold or pay any payroll or employment taxes (including, but not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, state unemployment insurance tax, and state worker's compensation insurance tax) or other amounts with respect to any services performed by or fees paid or expenses reimbursed to the Presiding Judge.

b. ***No Payment of Workers' Compensation/Unemployment Compensation.*** The City shall not provide or be obligated to provide to Presiding Judge any workers' compensation or unemployment compensation insurance coverage.

8. Payments Subject to Appropriation. Notwithstanding any other provisions contained herein, the financial obligations of the City under this Agreement are subject to annual appropriation of funds by the City Council, and nothing herein is intended or shall be constructed

to create any City debt or multiple-fiscal year obligation whatsoever. A failure to appropriate sufficient funds in any year to pay the full amount due, or which may be due hereunder for the following year shall constitute a termination subject to Section 4 of this Agreement. The City hereby states that it has appropriated in the 2016 budget sufficient funds for the payment of all amounts due, or which may be due hereunder in the 2016 fiscal year.

9. Miscellaneous Provisions. The parties agree that this Agreement is a personal services contract. No party shall assign this Agreement or delegate duties under this Agreement or any portion thereof. This Agreement may only be amended by written instrument signed by the Presiding Judge and Mayor and City Clerk of the City, after approval of such amendment by the City Council. This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. If one or more provisions of this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained in this Agreement shall not in any way be affected. This Agreement may be signed in counterparts. Faxed, electronic, and scanned signatures shall be accepted as originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown.

CITY OF LOUISVILLE, COLORADO

By: _____
Ashley Stolzmann, Mayor

Date: _____

ATTEST:

Meredyth Muth, City Clerk

David J. Thrower

Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 2020
by David J. Thrower.

My commission expires on: _____

Notary Public

(SEAL)

AGREEMENT FOR DEPUTY MUNICIPAL JUDGE SERVICES

THIS AGREEMENT is made and entered into effective the 1st day of May, 2020, by and between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the “City”) and ROBERT R. GUNNING, an individual.

WITNESSETH:

WHEREAS, pursuant to Section 9-3 of the Louisville Home Rule Charter, the City has established the Louisville Municipal Court, and the City Council of the City is vested with the authority to appoint a presiding municipal judge and such deputy municipal judges as the Council deems necessary; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, the City Council of the City desires to appoint Robert R. Gunning as a deputy municipal judge of the Louisville Municipal Court, for an initial term expiring December 31, 2021; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

1. Appointment. The City Council hereby appoints Robert R. Gunning as a Deputy Municipal Judge for the Louisville Municipal Court (hereafter “Deputy Judge”), for the term specified in Section 2, below.

2. Term. The Deputy Judge is appointed for a term commencing on May 1, 2020. Pursuant to Section 9-3(b) of the Louisville Home Rule Charter, such term shall expire December 31, 2021.

3. Services. The Deputy Judge shall preside as needed over the regularly-scheduled sessions of the Louisville Municipal Court and over such other Municipal Court sessions as may be necessary for the proper functioning of the Court. The Deputy Judge shall perform all such duties and exercise all such powers as are required of and vested in a municipal court judge by the Louisville Home Rule Charter and Louisville Municipal Code, and other applicable laws, regulations, and codes of conduct (including but not limited to the Colorado Code of Judicial Conduct) that are applicable to the position. The Deputy Judge shall also perform the administrative duties of a municipal judge and perform the swearing in of City elected officials and police officers if needed. The Deputy Judge acknowledges that this Agreement does not grant any exclusive privilege or right to supply services to the City.

4. Removal or Resignation; Termination. During the term, the Deputy Judge may be removed from office by the affirmative vote of two-thirds of the entire City Council for cause, as set forth in Section 9-3 of the Louisville Home Rule Charter. The Deputy Judge may also voluntarily resign by providing at least 30 days’ advance written notice to the City Council, unless a shorter notice period is agreed to by the City Council. In the event of any such removal or resignation, or any other termination of this Agreement prior to the expiration of the term, the

Deputy Judge shall be paid solely for services rendered through the effective date of such removal, resignation or termination.

5. Compensation. Pursuant to Section 9-3 of the Louisville Home Rule Charter, the compensation of the Deputy Judge is established by the City Council and is not dependent upon the outcome of the matters to be decided by the judge. Pursuant to Section 2.12.060 of the Louisville Municipal Code, and Resolution No. 59, Series 2019, the Deputy Judge shall receive one hundred and forty dollars (\$140.00) per hour as full compensation for such deputy municipal judge's services. The Deputy Judge shall submit monthly an invoice for services for the preceding month. The City shall pay the invoice within 30 days of receipt thereof.

6. Additional Judges. The City may employ, at the City's expense, such other additional judges as the City determines to be necessary or otherwise in the best interest of the City during the term of this Agreement.

7. Independent Contractor Status. The Deputy Judge shall be an independent contractor and not an employee of the City and shall make no representation that she is a City employee for any purpose. Further:

a. ***No Payment of Employment Taxes or Other Withholdings.*** The City shall not withhold or pay or be obligated to withhold or pay any payroll or employment taxes (including, but not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, state unemployment insurance tax, and state worker's compensation insurance tax) or other amounts with respect to any services performed by or fees paid or expenses reimbursed to the Deputy Judge.

b. ***No Payment of Workers' Compensation/Unemployment Compensation.*** The City shall not provide or be obligated to provide to Deputy Judge any workers' compensation or unemployment compensation insurance coverage.

8. Payments Subject to Appropriation. 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. The City hereby states that it has appropriated in the 2020 budget sufficient funds for the payment of all amounts due, or which may be due hereunder in the 2020 fiscal year.

9. Miscellaneous Provisions. The parties agree that this Agreement is a personal services contract. No party shall assign this Agreement or delegate duties under this Agreement or any portion thereof. This Agreement may only be amended by written instrument signed by the Deputy Judge and Mayor and City Clerk of the City, after approval of such amendment by the City Council. This Agreement represents the entire Agreement between the parties and there

are no oral or collateral agreements or understandings. If one or more provisions of this Agreement should be invalid, illegal or unenforceable in any respect, the remaining provisions contained in this Agreement shall not in any way be affected. This Agreement may be signed in counterparts. Faxed, electronic, and scanned signatures shall be accepted as originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown.

CITY OF LOUISVILLE, COLORADO

By: _____
Ashley Stolzmann, Mayor

Date: _____

ATTEST:

Meredyth Muth, City Clerk

DEPUTY JUDGE

Robert R. Gunning

Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 2020,
by _____.

My commission expires on: _____

Notary Public

(SEAL)

AGREEMENT FOR DEPUTY MUNICIPAL JUDGE SERVICES

THIS AGREEMENT is made and entered into effective the 1st day of May, 2020, by and between the CITY OF LOUISVILLE, a Colorado home rule municipal corporation (the “City”) and KAROLYN VAL MOORE, an individual.

WITNESSETH:

WHEREAS, pursuant to Section 9-3 of the Louisville Home Rule Charter, the City has established the Louisville Municipal Court, and the City Council of the City is vested with the authority to appoint a presiding municipal judge and such deputy municipal judges as the Council deems necessary; and

WHEREAS, pursuant to Section 9-3(b) of the Louisville Home Rule Charter, the City Council of the City desires to appoint Karolyn Val Moore as a deputy municipal judge of the Louisville Municipal Court, for an initial term expiring December 31, 2021; and

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties hereby agree as follows:

1. Appointment. The City Council hereby appoints Karolyn Val Moore as a Deputy Municipal Judge for the Louisville Municipal Court (hereafter “Deputy Judge”), for the term specified in Section 2, below.

2. Term. The Deputy Judge is appointed for a term commencing on May 1, 2020. Pursuant to Section 9-3(b) of the Louisville Home Rule Charter, such term shall expire December 31, 2021.

3. Services. The Deputy Judge shall preside as needed over the regularly-scheduled sessions of the Louisville Municipal Court and over such other Municipal Court sessions as may be necessary for the proper functioning of the Court. The Deputy Judge shall perform all such duties and exercise all such powers as are required of and vested in a municipal court judge by the Louisville Home Rule Charter and Louisville Municipal Code, and other applicable laws, regulations, and codes of conduct (including but not limited to the Colorado Code of Judicial Conduct) that are applicable to the position. The Deputy Judge shall also perform the administrative duties of a municipal judge and perform the swearing in of City elected officials and police officers if needed. The Deputy Judge acknowledges that this Agreement does not grant any exclusive privilege or right to supply services to the City.

4. Removal or Resignation; Termination. During the term, the Deputy Judge may be removed from office by the affirmative vote of two-thirds of the entire City Council for cause, as set forth in Section 9-3 of the Louisville Home Rule Charter. The Deputy Judge may also voluntarily resign by providing at least 30 days’ advance written notice to the City Council, unless a shorter notice period is agreed to by the City Council. In the event of any such removal or resignation, or any other termination of this Agreement prior to the expiration of the term, the

Deputy Judge shall be paid solely for services rendered through the effective date of such removal, resignation or termination.

5. Compensation. Pursuant to Section 9-3 of the Louisville Home Rule Charter, the compensation of the Deputy Judge is established by the City Council and is not dependent upon the outcome of the matters to be decided by the judge. Pursuant to Section 2.12.060 of the Louisville Municipal Code, and Resolution No. 59, Series 2019, the Deputy Judge shall receive one hundred and forty dollars (\$140.00) per hour as full compensation for such deputy municipal judge's services. The Deputy Judge shall submit monthly an invoice for services for the preceding month. The City shall pay the invoice within 30 days of receipt thereof.

6. Additional Judges. The City may employ, at the City's expense, such other additional judges as the City determines to be necessary or otherwise in the best interest of the City during the term of this Agreement.

7. Independent Contractor Status. The Deputy Judge shall be an independent contractor and not an employee of the City and shall make no representation that she is a City employee for any purpose. Further:

a. ***No Payment of Employment Taxes or Other Withholdings.*** The City shall not withhold or pay or be obligated to withhold or pay any payroll or employment taxes (including, but not limited to, FICA, FUTA, federal personal income tax, state personal income tax, state disability insurance tax, state unemployment insurance tax, and state worker's compensation insurance tax) or other amounts with respect to any services performed by or fees paid or expenses reimbursed to the Deputy Judge.

b. ***No Payment of Workers' Compensation/Unemployment Compensation.*** The City shall not provide or be obligated to provide to Deputy Judge any workers' compensation or unemployment compensation insurance coverage.

8. Payments Subject to Appropriation. 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. The City hereby states that it has appropriated in the 2020 budget sufficient funds for the payment of all amounts due, or which may be due hereunder in the 2020 fiscal year.

9. Miscellaneous Provisions. The parties agree that this Agreement is a personal services contract. No party shall assign this Agreement or delegate duties under this Agreement or any portion thereof. This Agreement may only be amended by written instrument signed by the Deputy Judge and Mayor and City Clerk of the City, after approval of such amendment by the City Council. This Agreement represents the entire Agreement between the parties and there are no oral or collateral agreements or understandings. If one or more provisions of this Agreement should

be invalid, illegal or unenforceable in any respect, the remaining provisions contained in this Agreement shall not in any way be affected. This Agreement may be signed in counterparts. Faxed, electronic, and scanned signatures shall be accepted as originals.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown.

CITY OF LOUISVILLE, COLORADO

By: _____
Ashley Stolzmann, Mayor

Date: _____

ATTEST:

Meredyth Muth, City Clerk

DEPUTY JUDGE

Karolyn Val Moore

Date: _____

STATE OF COLORADO)
) ss.
COUNTY OF _____)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2020,
by _____.

My commission expires on: _____

Notary Public

(SEAL)

SUBJECT: DISCUSSION/DIRECTION/ACTION – ECONOMIC VITALITY STRATEGIC PLAN, BUSINESS IMPACTS FROM COVID-19 AND CONSIDERATION OF FINANCIAL ASSISTANCE

DATE: APRIL 7, 2020

PRESENTED BY: MEGAN E. PIERCE, ECONOMIC VITALITY DIRECTOR

SUMMARY:

One of the priority items on the City Council’s 2020 Work Plan is developing an Economic Vitality Strategic Plan, including goals and implementation action items. While the Council Economic Vitality Committee has made progress on this Work Plan priority, we also recognize the significant changes in our economic environment due the impacts of COVID-19 closures and mandates on local businesses.

DISCUSSION:

The Council Economic Vitality Committee consists of Chair and Councilmember Caleb Dickinson, Mayor Ashley Stolzmann, and Councilmember Dennis Maloney. The Committee has met four times during Q1 2020. Since this was a new Council Committee, we first focused on developing a Purpose and Objectives to guide our work; these statements are presented below.

Purpose: *The Louisville Economic Vitality Committee (EVC) provides leadership, policy recommendations, and support for the City’s programs to promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services.*

Objectives: *1) Facilitate the development of an Economic Vitality Strategic Plan, including goals and specific supporting actions. 2) Make recommendations in support of the City’s Economic Prosperity Program by maintaining positive business relationships; assisting property owners, brokers, and companies in finding locations and/or constructing new buildings; and attracting/retaining a diverse mix of businesses that provide employment opportunities for Louisville residents. 3) Monitor progress toward the Economic Vitality Strategic Plan goals through Key Performance Indicators and annually review prioritization.*

With Purpose and Objectives in mind, the EVC discussed and began outlining the components of the Strategic Plan; the focus initially has been on the Vision Statement and Strategic Goals. A visual of the Committee’s planning process is included as *Attachment #1*.

At its early March meeting, the Committee developed and agreed to drafts of both the Vision Statement and Goals, which are presented below. The intent at that time was to

share these elements for Council input and confirmation before proceeding to develop the more detailed and specific Plan components.

Vision Statement: *Louisville is dedicated to producing reliable revenue to support City services which enhance our quality of life by fostering an economic environment that generates high quality jobs, innovative companies, and a diversity of businesses, employees, and customers.*

Strategic Goals:

- *Develop differentiated tools and programs focused on increasing total retail sales and sources of revenue generating activities;*
- *Focus retention and attraction strategies on underutilized retail spaces, blighted properties, and long-term vacancies;*
- *Improve our business climate through collaborative relationships and effective processes;*
- *Facilitate a mix of diverse and quality job opportunities for Louisville residents; and*
- *Invest in green practices and programs that enhance environmental sustainability in our business community.*

We want to share what has been developed to-date, but our focus on April 7 will be the impacts to our business community from COVID-19 and the resources we have been utilizing to provide local businesses support.

Beginning on March 18, the City started its “Support Local” campaign; the goal of which is to share creative and free ways to support local businesses during this challenging time and to offer businesses a central platform to share information with residents. Because of the recent public health mandates, many businesses have had to take actions such as temporary closures, reduced or altered hours, and shift to online resources for sale and services. The Support Local webpage (<https://www.louisvilleco.gov/business/economic-development/support-local>) allows local businesses to submit information about their hours, menus, gift card purchases, etc. so that residents continue to patronize locally to the extent possible.

We had over 70 submissions to the Support Local webpage within the first week; we now have over 80 posts as of the time of this report. Staff will continue inputting new submissions and updating others as they change. This information is also being shared through the City’s other communication resources, such as soliciting social media posts from local businesses. Also recently launched is a takeout and delivery map—featuring local food service and restaurant businesses that remain open to provide take-out, curbside pick-up, and delivery options. The map resides on the Support Local webpage, so viewers can also gather more information about open businesses. Through social media and email, we have received very positive feedback about these channels, as

small businesses must seek out and occupy new channels in these unprecedented times.

The other significant tool developed for local businesses is a dedicated Business Resources page (<https://www.louisvilleco.gov/business/economic-development/services>). Here we are making frequent updates on Executive and Public Health Orders, US Small Business Administration Economic Injury Disaster Loans (EIDL), CARES Act and Paycheck Protection Program, lending and financial resources, training and educational opportunities, unemployment information, and more. Again, the goal has been to create a clear and consistent platform that local business owners and managers can use as a one-stop-shop for up-to-date information. The Chamber of Commerce and Downtown Business Association (DBA) have been important partners in sharing messages and resources with their membership. The Chamber has used their email list and Facebook page extensively to promote all of the City's business and public health content.

There are several other avenues staff is currently pursuing to assist our business community, including a business-to-business (B2B) platform where businesses could collaborate and share ideas and opportunities; seminars or a series of seminars providing tools and best practices businesses can pursue to improve their market and brand position; and potential vendors that could provide Louisville a gift card platform in which merchants can participate.

On March 23, the City issued a survey to local businesses, seeking their feedback about the impacts to their businesses and support they may need as a result of COVID-19. A copy of the survey instrument is included as *Attachment #2*. Within five business days, we had 129 responses to the survey. Because our goal was to reach as many business stakeholders as possible, the link was distributed via multiple platforms, so we do not know the actual population surveyed and therefore do not have a factual response rate.

The summarized survey data is included as *Attachment #3*. The summary is organized to show the quantitative data first, and then there are individual pages with each of the "other" or "open ended" response questions. The contact information and names of businesses were gathered through the survey but are not included in this document. For the quantitative data, the summary presents both the percentage response and the response count. On several questions, respondents were permitted to select "all that apply"—meaning the response count may be higher than the number of total respondents. On those questions, the actual respondent count is also provided.

The majority of survey respondents (33.33%) identified themselves as having a "Professional Service" business (Question #3). We did get some responses for all of the categories of business provided, and you will see in the "other" comments for Question #3, that there was additional diversity not categorized. A more significant majority (75%)

also stated they were a primary employer (Question #4). Most respondents (72.66%) indicated they are a member of the Louisville Chamber of Commerce; 25% of respondents also said they are a member of the DBA (Question #15). Question #16 shows the survey had respondents from all of the commercial areas of Louisville, including Downtown (36.43%), McCaslin Corridor (21.71%), South Boulder Road Area (13.95%), Colorado Technology Center (9.30%), and Centennial Valley Business Park (1.55%). The “other” category of Question #16 presents that we did have some respondents that service Louisville but may not be located here, likely because they are Chamber members.

The survey was released shortly before Boulder County Public Health issued its “Stay at Home” order and closed shortly after Governor Polis’ Executive Order became effective. Question #5 shows that the majority of businesses responding (59.84%) were still open. It is feasible this number may have shifted slightly since the public health orders became effective, especially since some businesses may not have been identified as “critical” and not permitted to remain open. Over 70% of respondents said they do not carry business interruption insurance (Question #6); however, even those that did have the insurance indicated it may not cover the pandemic or they are still unsure if it will.

62.50% of respondents to Question #8 stated that in the past week, the sales in their business have decreased by more than 50%. The open ended responses to Question #7 further illuminates the drastic changes that have occurred in a short time period and the serious implications they have had on local businesses. The comments highlight that many are trying to adapt their model in line with the health regulations, but others have simply had to close and lay-off staff. Responses to Question #10 further describes what businesses have done to try to adapt in the short-term; the majority have increased sanitation practices (66.93%) and increased measures to ensure social distancing (65.35%), but a significant number have also simply had to reduce their business hours (39.37%). In the “other” category for Question #10, many respondents included actions such as changes to use technology, staff reductions, offering of delivery or curbside pick-up, etc.

Question #9 asked respondents to further describe what future impacts they anticipate from COVID-19. Responses to the open ended question vary widely, but many expressed uncertainty because of the unknown time period for closures and expected recovery. The longer the situation remains uncertain, respondents stated more concerns about ability to restart their business, keep people employed, or pay their basic business overhead and expenses. Several mention that a possible scenario is the inability to re-open their business at all.

Over 60% of respondents to Question #11 said the current resources and support that would be most helpful was information regarding Federal Relief Programs. Application for the US Small Business Administration’s loans became available just after the survey. Also, the CARES Act passage on March 27 provides additional aid. The “other”

comments to Question #11 primarily focused on potential for deferred payments or rent assistance. That theme of comments was also predominate in responses to Question #12, which asked more specifically about resources and support needed in the future. In addition to financial assistance, a number of respondents also indicated they will need help in staying relevant and re-developing their customer bases through marketing and promotion.

Amid the serious struggles, responses to Question #13 showed that businesses are being pro-active and creative. They have undertaken new ways of working and interacting with their customers—those who are able moving as much as possible to virtual platforms. A number of respondents said they are using this unanticipated turn of events to build a new or improved website or extend their brand through social media. The last survey question in the document (#14) asks respondents for their suggestions of support for local businesses and the Louisville economy in response to COVID-19. Numerous respondents were appreciative of the measures the City has undertaken, but there are also consistent themes of people that feel they will need financial support in the forms of rent abatement, utility payment deferrals, sales tax relief, grants, etc.

Staff is continuing to engage with local businesses and another survey may be warranted to gather additional data about the ongoing financial impacts and closures of local businesses. There are also regional and metro surveys of local businesses being administered, so we will continue to track those results for insights.

DIRECTION/ACTION:

In addition to monitoring and distributing information about the federal aid that has recently become available, staff has been tracking regional communities and efforts to provide financial assistance or resources to local businesses. Below is a summary of programs that have been launched or programs that have been re-focused given the current environment. Where available, we have also included the program descriptions or applications as reference (see *Attachments #4 - #6*)

- *Town of Lyons, Revolving Loan Fund (RLF)*. Lyons has had the RLF in place for six years; it was originally started and is replenished with a grant from the USDA. The town has a Committee that determines eligibility and amount of grants per program requirements. On March 18, Lyons determined the RLF would be used to help local businesses. The committee will oversee loans, for a maximum of \$10,000 with 0% interest, to be paid back over nine months. The first payment will not be due until July 15.
- *Town of Superior, Small Business Emergency Relief Grant Program*. On March 30, Superior launched a grant applicant process, which is initially being funded with \$250,000. They intend to provide \$5,000 and \$10,000 grants to help small businesses immediately offset some of the economic impacts of the pandemic. The program is open to small businesses and restaurants with a brick-and-mortar presence in the community (not home-based businesses), including locally-owned franchises.

- *City of Grand Junction, Extensions on Returns and Payments.* On March 23, Grand Junction passed an ordinance granting extensions for filing returns and making payments of Sales, Use, and Lodging Taxes. The ordinance provides for relief from interest and penalties. The City will continue to levy and collect these taxes, but parties can apply for an emergency refund and the City is also willing to accept partial payments.
- *Denver Economic Development and Opportunity (DEDO), Small Business Emergency Relief.* Denver is providing up to \$7,500 in cash grants to assist eligible small businesses that may have had to temporarily close, have difficulty with paying their rent and utilities, or have had to lay off staff. The program is being rolled out in monthly phases, with the first application period having closed on March 31; it is limited to business owners within the City and County of Denver.
- *City and County of Broomfield, Enhance Broomfield Modified Grant Program.* On March 31, Broomfield approved modifying its existing grant program to assist local small businesses with support grants of up to \$7,500 per business. A business can only receive one grant in 2020. The program is intended to promote business success, resulting in employee retention, business and tax revenues, and sustaining business activity. Only businesses within Broomfield may apply and applications will be processed until available funds are exhausted.

As materials for City Council are being prepared, we are learning of a number of other programs in surrounding areas that are in the stages of development and/or approval. For instance, City of Lafayette will be considering a grant program on Tuesday evening and City of Westminster will be considering \$1.5 million in funding for businesses at its Monday meeting. Staff will update the presentation materials for Tuesday with any new information received.

Per the 2019 Sales Tax Reports (as presented at the February Finance Committee), the City collected the following revenues:

- Sales Tax: \$17,192,097
- Lodging Tax: \$454,714
- Auto Use Tax: \$1,736,096
- Building Use Tax: \$2,088,265
- Consumer Use Tax: \$1,940,122

It is likely all of these revenue sources will be impacted by the COVID-19 pandemic, though projections on those exact impacts remain uncertain. Currently, Louisville has 944 in-city licensed businesses; 742 of these are brick-and-mortar businesses and 202 are home-based businesses. We also have 60 in-city businesses that have not yet renewed their licenses for 2020; staff believes approximately half of those yet to renew would be brick-and-mortar entities. Below is a break-down of licensed in-city brick-and-mortar businesses by both area of the City and by industry category.

- City Areas:
 - McCaslin-Western (Interchange, McCaslin North, Centennial Valley, and South Suburban): 238
 - South Boulder Road (South Boulder Road, Hwy 42 North, and Louisville Plaza): 146
 - Downtown (Downtown, Pine Street, and Hwy 42): 180
 - Colorado Technology Center: 178
- Industry Category:
 - Grocery: 22
 - Food/Beverage: 80
 - Communications/Utilities: 6
 - Building/Construction: 16
 - General Merchandise: 38
 - Services (Hotels, Finance/Leasing, Medical, Consulting, Personal/Business Services, Repair Services): 429
 - Other (Manufacturing, Furniture, Apparel, Agriculture, Wholesale, and Automotive): 151

In structuring a program, staff recommends financial assistance in the form of a grant program. From an administrative perspective, we are not readily able to design a lending program. It is also important to note that most communities are not pursuing Sales Tax deferrals or holidays, because businesses that remit Sales Tax do that because they hold the money in trust for the City. Sales Tax is filed and remitted a month in arrears (so what was due in March was collected in February). Sales Tax is not intended to be used by businesses to cover operational costs; deferring those revenues to the City may also cause an impact on City services and programs.

A grant program could be put in place by determining factors of eligibility, agreeing to an amount of funding, and creating and distributing application materials. Staff is still investigating whether accepting a grant from the City might impact a business being eligible for the federal loan and forgiveness programs. Staff recommends considering several eligibility factors if the City Council wishes to pursue financial assistance, including:

- Submit complete application;
- Own a brick-and-mortar business in Louisville;
- Demonstrate need and hardship due specifically to COVID-19;
- Be current on all City accounts; and
- Provide reasonable explanation as to how funds will be used to support the business now or to re-open in the future.

Many local business should be eligible to access the federal aid programs. However, what has been opened for application to-date are mostly loans, though new options are rolling out that include loan forgiveness. Still, there is much timing sensitivity, which is

why some local communities have opted to implement grant funding rather than loans. The Boulder Small Business Development Center offers one-on-one coaching and assistance to Louisville businesses that are pursuing the federal loan programs, but these are still complex application processes. Businesses often do not succeed in submitting a complete application on the first try, and even the immediate relief funding cannot be released until a complete application is approved. Local community programs can be less administratively burdensome and also convey a sincere investment in the vitality of local businesses.

Staff recommends that the City Council discuss its interest in a small business grant program and the potential amount of initial funding it would be comfortable allocating. If desired, the specific program structure and application guidelines could be worked on by the Economic Vitality Committee and/or input from the Finance Committee, with City Council approval. Or, to expedite the process in light of other surrounding communities that have already released programs, based on City Council direction regarding eligibility factors and funding amounts, staff can finalize the structure and application and release it through our business channels as soon as possible.

FISCAL IMPACT:

Not yet determined; will be dependent on City Council direction. The total amount of General Fund allocation to a grant/loan program will be brought forward as a 2020 budget amendment at a later date.

PROGRAM/SUB-PROGRAM IMPACT:

The Economic Vitality Strategic Plan is intertwined with the sub-program objective to maintain positive business relationships throughout the community and to attract and retain a diverse mix of businesses.

RECOMMENDATION:

Discuss the work to-date of the Economic Vitality Committee as well as the impacts of COVID-19 on the local economy and business community. Provide staff with direction and action steps on potential financial assistance program for local businesses.

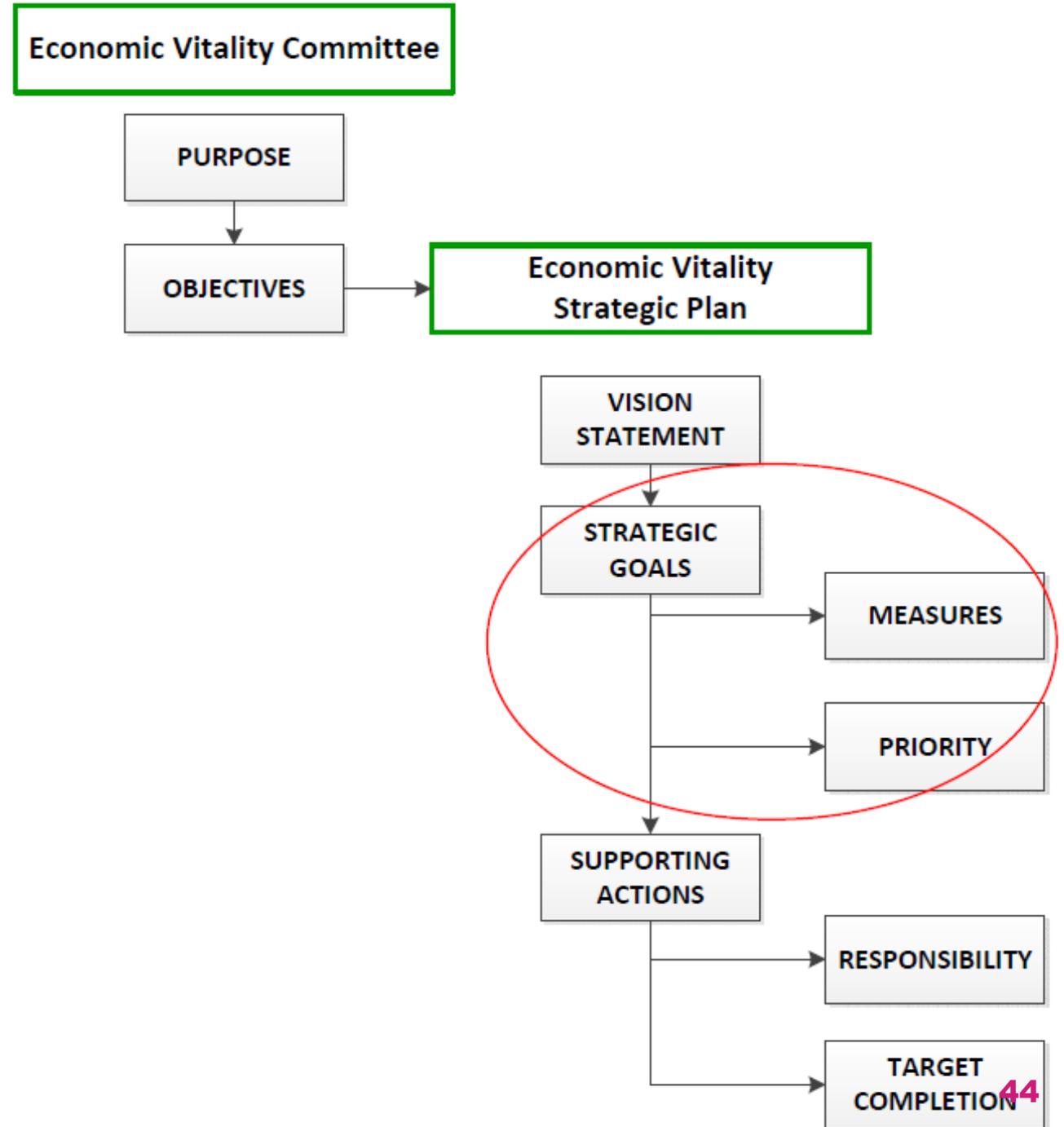
ATTACHMENTS:

1. EVC Planning Process Visual
2. COVID-19 Impacts to Business Survey Tool
3. Survey Results Document
4. Town of Superior, Small Business Emergency Relief Grant Program
5. City of Grand Junction, Emergency Ordinance to Amend Municipal Code Regarding Lodging, Sales, and Use Tax
6. City and County of Broomfield, Enhance Broomfield Modified Grant Program
7. Presentation

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input checked="" type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

Planning Process



COVID-19 Impacts to Business

The City of Louisville knows this is a very challenging time for our local businesses. We would appreciate you sharing feedback about the impacts to your business and resources you may need for support at this time.

1. Please provide your contact information:

Name

Email Address

Phone Number

2. Name of your business/organization:

3. What is your type of business? (select all that apply)

Retail

High Tech

Restaurant/Bar/Brewery

Manufacturing

Personal Service

Nonprofit

Professional Service

Other (please specify)

4. Is your business a primary employer?

Yes

No

5. Is your business currently open?

Yes

No

6. Do you have business interruption insurance?

- Yes
- No

If so, does that insurance cover interruption caused by virus or pandemic or a government shutdown of businesses?

7. How is COVID-19 currently impacting your organization?

8. In the past week, sales in my business have:

- Increased
- Remained Flat
- Decreased by less than 10%
- Decreased by 10-30%
- Decreased by 31-50%
- Decreased by more than 50%

9. What future impacts do you anticipate?

10. What changes have you currently made to your business?

- Increased sanitation practices
- Increased measures to ensure social distancing
- Updating employee leave policies
- Allowing employees to work from home
- Added to-go business offerings
- Reduced business hours
- Other (please specify)

11. What resources and support would be most helpful for your organization at this time?

- Information regarding Federal Relief Programs
- Health information resources
- Employee resources
- Other (please specify)

12. What resources and support do you anticipate needing in the future?

13. What, if any, creative changes to your business practices have you implemented recently in response to COVID-19?

14. Do you have further suggestions for support for local businesses and the Louisville economy in response to COVID-19?

15. Which of the following organizations are you members of? (select all that apply)

- Louisville Chamber of Commerce
- Downtown Business Association (DBA)
- None of the above

16. Which of the following best describes the location of your business?

- Downtown
- Colorado Technology Center
- McCaslin Corridor
- Centennial Valley Business Park
- South Boulder Road Area
- Other (please specify)

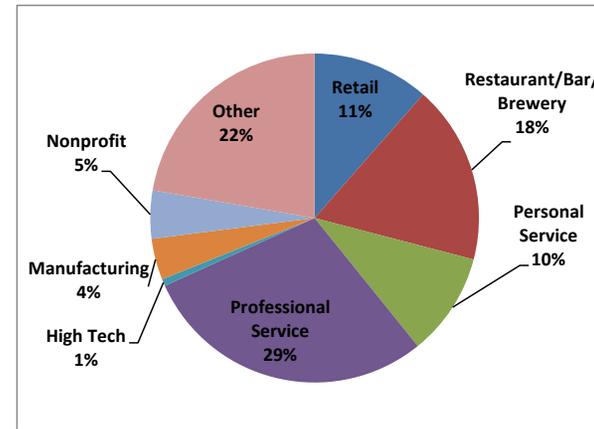
**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

Survey Question Responses

3. What is your type of business? (select all that apply)

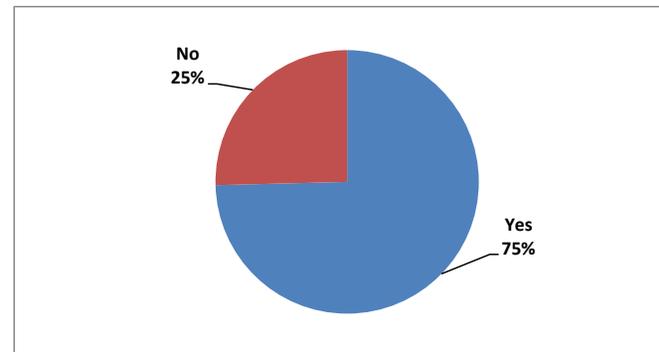
	<i>Response</i>	<i>Count</i>
Retail	13.18%	17
Restaurant/Bar/Brewery	20.16%	26
Personal Service	11.63%	15
Professional Service	33.33%	43
High Tech	0.78%	1
Manufacturing	4.65%	6
Nonprofit	5.43%	7
Other	25.58%	33
TOTAL		148
Actual Respondents		129

**Responses to "Other" are included on a separate tab*



4. Is your business a primary employer?

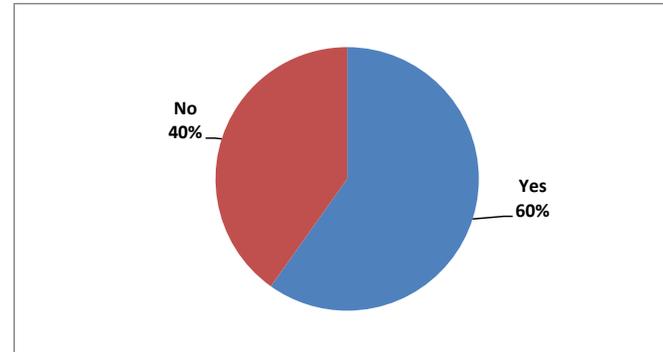
	<i>Response</i>	<i>Count</i>
Yes	74.60%	94
No	25.40%	32
TOTAL		126



**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

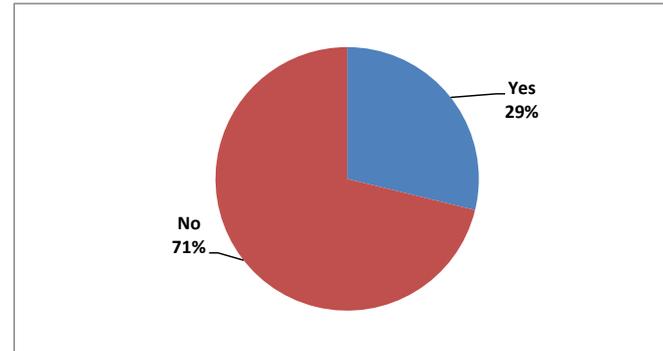
5. Is your business currently open?

	<i>Response</i>	<i>Count</i>
Yes	59.84%	76
No	40.16%	51
TOTAL		127



6. Do you have business interruption insurance?

	<i>Response</i>	<i>Count</i>
Yes	28.35%	36
No	70.08%	89
TOTAL		125

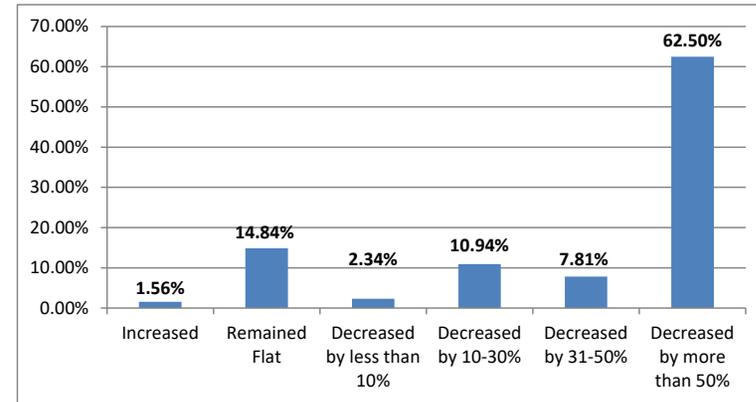


**Responses to "If so, does that insurance cover interruption caused by virus or pandemic or a government shutdown of businesses?" are included on a separate tab*

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

8. In the past week, sales in my business have:

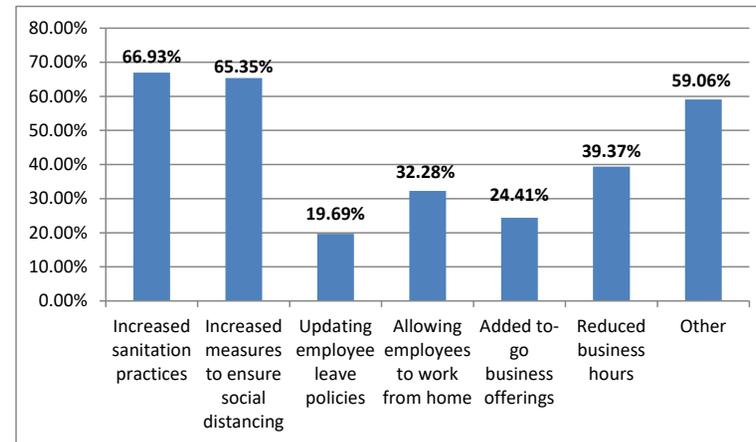
	<i>Response</i>	<i>Count</i>
<i>Increased</i>	1.56%	2
<i>Remained Flat</i>	14.84%	19
<i>Decreased by less than 10%</i>	2.34%	3
<i>Decreased by 10-30%</i>	10.94%	14
<i>Decreased by 31-50%</i>	7.81%	10
<i>Decreased by more than 50%</i>	62.50%	80
TOTAL		128



10. What changes have you currently made to your business?

	<i>Response</i>	<i>Count</i>
<i>Increased sanitation practices</i>	66.93%	85
<i>Increased measures to ensure social distancing</i>	65.35%	83
<i>Updating employee leave policies</i>	19.69%	25
<i>Allowing employees to work from home</i>	32.28%	41
<i>Added to-go business offerings</i>	24.41%	31
<i>Reduced business hours</i>	39.37%	50
<i>Other</i>	59.06%	75
TOTAL		390
Actual Respondents		127

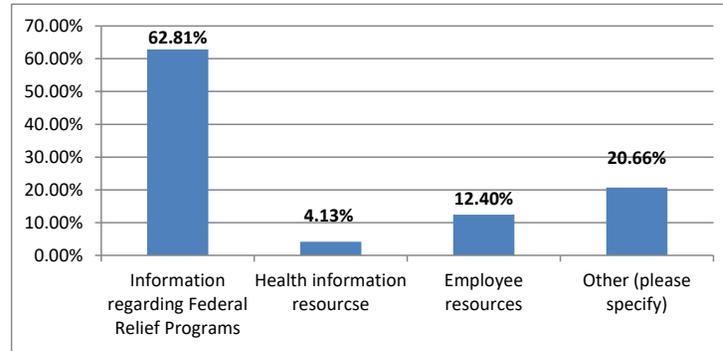
*Responses to "Other" are included on a separate tab



**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

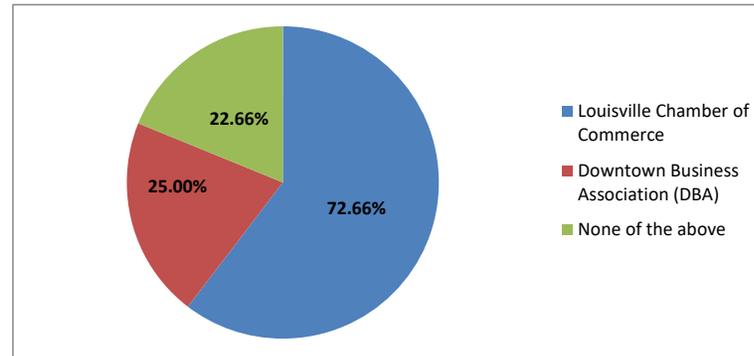
11. What resources and support would be most helpful for your organization at this time?

	<i>Response</i>	<i>Count</i>
<i>Information regarding Federal Relief Programs</i>	62.81%	76
<i>Health information resource</i>	4.13%	5
<i>Employee resources</i>	12.40%	15
<i>Other (please specify)</i>	20.66%	25
TOTAL		121



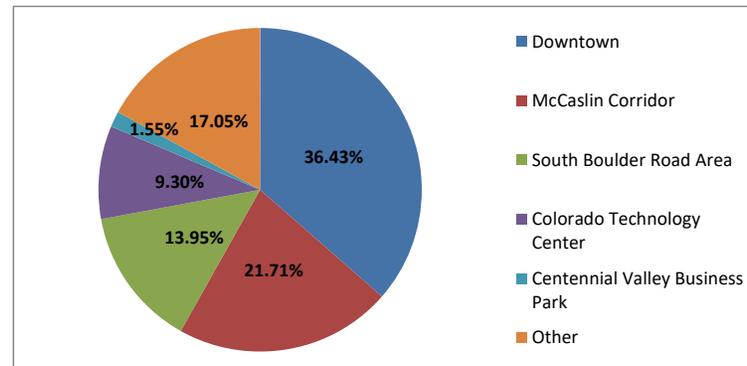
15. Which of the following organizations are you members of? (select all that apply)

	<i>Response</i>	<i>Count</i>
<i>Louisville Chamber of Commerce</i>	72.66%	93
<i>Downtown Business Association (DBA)</i>	25.00%	32
<i>None of the above</i>	22.66%	29
TOTAL		154
Actual Respondents		128



16. Which of the following best describes the location of your business?

	<i>Response</i>	<i>Count</i>
<i>Downtown</i>	36.43%	47
<i>McCaslin Corridor</i>	21.71%	28
<i>South Boulder Road Area</i>	13.95%	18
<i>Colorado Technology Center</i>	9.30%	12
<i>Centennial Valley Business Park</i>	1.55%	2
<i>Other</i>	17.05%	22
TOTAL		129



*Responses to "Other" are included on a separate tab

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

3. What is your type of businesses? Responses to "Other, please specify":	
1	Residential Glass -- New Construction and Existing
2	CPAs
3	Coffee Shop
4	Own commercial and residential rentals on Main Street
5	Catering
6	Distributor
7	Salon / Spa / Tattoo
8	Home based business
9	Laundromat
10	Healthcare Service Chiropractor
11	Childcare
12	Solar Panels
13	yoga studio
14	School photography
15	Psychotherapy
16	Hotel
17	Wholesale Distributor
18	Freelance graphic design + marketing
19	Banking
20	Retail/ Wholesale Home Improvement
21	Tattoo, Piercing and body jewelry
22	Realtor
23	Yoga Studio
24	Education/Child Care
25	Auto Service - Car Wash
26	Sportings goods and garmet decoration
27	2 events in Louisville
28	Mental Health Therapist
29	Healthcare
30	warehouse distribution, outdoor gear
31	Massage Therapy
32	Dry Cleaners
33	Custom cabinets for schools, medical offoces and nursing homes

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

6. If so, does that insurance cover interruption caused by virus or pandemic or a government shutdown of businesses?	
1	No
2	no
3	I'm not sure
4	I don't know
5	Does not appear to
6	we're self insured through parent corp Trelleborg AB
7	not sure
8	Not that I know
9	No
10	I don't know
11	no
12	No.
13	no
14	No
15	Only if it is caused by a direct physical loss & that doesn't apply here
16	no.
17	No
18	I don't think so. Most don't.
19	not sure if we have coverage for this though
20	I actually don't know if I'm covered for business interruption but will check now.
21	no
22	No , I don't think so
23	no
24	Don't know.
25	No, our policy requires that we have BOTH a confirmed case (difficult since they are not testing most people) AND be shut down by a government agency. Goddard Systems INC (the franchisor) is currently trying to negotiate with the insurance company on our behalf, but totally unsuccessful so far.
26	We do, but no one is insured for a virus.
27	nope!
28	NO
29	No
30	No
31	No
32	IDK
33	No, it does not cover that.
34	No.
35	Yes
36	losses incurred by government mandated shut down of 30 consecutive days.
37	NO
38	No, they refuse to cover any virus/pandemic
39	No
40	Not sure. Have asked my agent if so.
41	No
42	unknown
43	I am not sure
44	No.
45	NO

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

7. How is COVID-19 currently impacting your organization?	
1	My store is closed. Very limited phone orders.
2	Yes. We have had to close our acupuncture clinic which is a revenue stream for us
3	Split shifts. Estimating digital and phone only. Extra extra extra cleaning, sanitizing and distancing practices. Restricted showroom and in-store ordering/pickup.
4	Our Sales are Down over 60% and we have laid off 2/3rds of our employees
5	Had to close the doors as of Mach 21 to May 1st. Too close to customers.
6	We are a children's and young adult theatre company. Our production for our Tapestry Theatre was cancelled and hopefully will be re-scheduled later this spring. Our rehearsals for many of our other productions are on hold until we are able to resume classes and rehearsals.
7	We are shut down. No income.
8	12 out 15 employees are working from home. We will be fine. The client conversations we are having are a completely different story. The majority of our small business clients are Louisville based and they are frightened.
9	Sales are down approximately 30-50% each day, depending on the day.
10	Our shop is closed (and has been since 3/14). I currently take orders over the phone or email for no contact delivery only, but that is only generating about 10% of my typical sales.
11	Absolutely
12	Layoffs, decrease in business, prospect of closure, lack of run through on product contributing to product waste, Financial crisis
13	I have lost 95% of my business in the past 2 weeks.
14	We are extremely worried that the small businesses that lease in our buildings may never open again.
15	We are all working from home
16	We are closed and only able to do business via the website and social media which is not much as people don't have disposable income. No employees have been severely impacted since I only had very part time people and they have other sources of income from spouses.
17	Clint cancelled all order for service because of the current government restrictions.
18	It is completely shut down and all staff has been laid off. We are trying to sell gift cards and shed our liquor inventory but I don't anticipate much coming from this.
19	We have some projects currently in design and/or construction which are experiencing slight impacts from client meeting difficulties, response from government agencies on approvals, permits, etc. and inspections on construction projects. But we are able to continue to work on these projects, maintaining safe distancing between employees and others who we need to interact with. However, projects in early planning stages are impacted more severely by cancelled client meetings, and cancelled or curtailed public meetings, including city councils, planning commissions, and other municipal boards and commissions, and neighborhood outreach on projects. This is slowing down our ability to secure future production work for our staff which could lead to future layoffs. We are estimating that our pipeline is only secure now for 2-4 months depending on the COVID-19 situation and it's effects on our clients and government agencies which we need to interact with.
20	My shop will close and I'll have no income to cover my rent and other business expenses.
21	We have laid off our entire staff, and trying curbside service with a very limited menu executed by myself, wife and some friends and volunteers to generate enough \$ to pay for the essentials such as electricity, insurance.
22	We have either had to reschedule client meetings, or change them to Zoom virtual meetings when possible. We have moved to a skeleton staff on-site, with staggered schedules to avoid too many people in close proximity. The rest of our team is working remotely from our homes, and have forwarded our office phones to our cell phones. Some of our associates live in areas that do not have great internet connections, and working from home becomes a challenge as connectivity affects the level of service they can provide our clients. We are troubleshooting this currently.

**CITY OF LOUISVILLE
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7. How is COVID-19 currently impacting your organization?	
23	Very limited hours, menu and staff. All other staff was laid off
24	Down 60%
25	Horrible. Staff is scared and orders have slowed. Most staff working from home but it's very difficult on the business
26	we've changed to take-out delivery and have maintained our same sales as pre coronavirus
27	We are extremely busy assisting our customers with remote access assistance. So far we have been able to all stay healthy. Our employees are dealing with home care for children but are able to work at home and split time with their spouse.
28	Devastating. May not be able to re-open. Over 50 employees laid off
29	Bad.
30	We're closed for business with no opportunities to make money until we re-open.
31	I am no longer able to do home parties and unable to do events to meet new customers
32	We've had to close for 6 weeks.
33	Cleaning , maintenance & collections are more costly. I am 63 yrs old and my family is concerned about my direct involvement.
34	Killing us with daily calls dropping to zero but we can also help recover due to our skill set
35	We have lost 95% of our expected income and clients.
36	It has reduced it. Many people don't want me coming into their homes even though I'm healthy.
37	Have had to close and am losing business
38	Real estate market has dropped significantly - lost several deals this month and likely will not have too many transactions in 2020.
39	We can only have one appointment at a time to reduce risk. Promoting our business is more difficult. We are about a quarter of our usual business volume.
40	Not meeting with clients or other attorneys. Not going to Court.
41	We are experiencing a severe decrease in business.
42	We only have about 20 students in attendance today out of about 126 total enrolled. We have had to cut teachers hours by 40% and recommend that they apply for the work-share program with Colorado unemployment. We may have to make further cuts depending on how many of our families pay April tuition. It is a very serious situation for a business that runs on a relatively small profit margin. We are desperately hoping that the programs being talked about to support small businesses pass.
43	A lot. I am shut down through at least 4/31.
44	We decided to Close To protect employees and guests and help with the prevention of spread and community contact.
45	Completely shut down, all employees except one furloughed (filing for unemployment). Landlord still collecting rent at \$7551 a month, have lots of overhead still but no way to pay it, including not paying ourselves (the owners). Tough times is an understatement. Worried about the future of my practice and the patients we serve.
46	Stopped face to face to drive-up service only
47	We have had to lay off all employees at this time and shut down all manufacturing as ALL of our events have been canceled for the next several months which is 80% of our revenue and bars/restaurants and liquor stores are not ordering alcohol products at this time - that is our remaining 20% of our revenue.
48	The governor has forced us to shut down
49	Lesser volume, less hours
50	Sales have dipped by about 30% and staff availability has dipped about the same. Due to closure orders, our dining area has been closed.
51	Sales are down 90%
52	People won't sit with me to have a consultation nor will they proceed with solar out of fear of what may come financially.

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7. How is COVID-19 currently impacting your organization?	
53	We closed the doors, so we're offering classes online the best that we can.
54	We have been forced to let go of all but three of our employees due to the 88% decrease in revenue. We have various overhead expenses (rent, especially) that will need to be paid at the end of the month, but will be cash-strapped to do so
55	Reduced Business, Reduced Service offerings, Fewer hours for our employees
56	All our customers are not ordering because no organizations or schools are open
57	we are shut down til September- assumed...could be later
58	I have to see clients online instead of in-person, which is significantly impacting the quality of the work we do.
59	We are doing door pickup only. Our total sales for the last 6 days were \$350. We are the restaurant at coal creek golf course. So obviously no golfers. We have struggled the last 6 months, and now just when the weather is getting good this happens. We get 2/3's of our business from the golf community and summer caterings, and tournaments. We could loose this sale opportunity if this last awhile.
60	Our work is slowing, but we are still able to work remotely. I have cancelled meetings with clients, but can still work on design decisions remotely.
61	Ascent is now running its services and mid-week programming completely online. In addition, we are increasing our focus on how we can help. I've been talking to Shelley at the Chamber, Andy at Moxie and others about how we could help. We have some ideas on ways that could be useful, including wondering if we should start a "Louisville Disaster Relief Fund" that people can contribute to and receive a tax deduction. We're unsure how to administer that though, but, as a non-profit, we could help in this way. Also considering other ways to use our building space as a service to hospitals and businesses if needed. Please keep us in mind for this!
62	My practice has drastically decreased since last week. I have moved to virtual therapy sessions, but people are either anxious about the new format, worried about their own income source, or have kids at home and less ability to take time for therapy. I also have my kids home, so less able to work as many hours/offer guaranteed privacy
63	We've shut our doors for a bit and are praying business returns when we reopen
64	Greater than 75% reduction in new leads. Cancellation of projects that were already booked/signed. Delay of most interior painting project.
65	We had to close our first production before the run ended, and we have to postpone our next show, hoping that we can reschedule later in the year. Of course, we may have to postpone the whole season until 2021, but we're trying to be optimistic and proactive.
66	moving from primarily an in-person service to remote/virtual.
67	We are a gym so our clients are unable to come workout in our facility.
68	We have closed the week of 3/23 (and perhaps longer) but as we operated through the week of 3/16 we lost approx 75% of our business.
69	We have all employees outside of warehouse(2 employees) working from home. We manufacture and sell outdoor apparel and due to the closing of most retail in the US we are heavily affected.
70	Yes, we are more than likely going to have to close this business.
71	We can not open or employ the 15-20 students we had planned on employing this year. Half of our family income is nonexistent.
72	Reduced/Shortened Work Hours, not allowing clients to walk-in for service. All clients are handled via email or Phone.
73	Thankfully, we are able to work remotely. However, residential internet speeds are not adequate for the number of people in our neighborhood working remotely and other internet usage. The slow internet speeds create difficulties for work flow within our team and increased video conferencing. When BVSD is back in session next week, I expect to see further reduction in internet speeds.

**CITY OF LOUISVILLE
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7. How is COVID-19 currently impacting your organization?	
74	Sales are less than 1/4 of normal this month and expected to decline. Will not be able to meet fixed expenses for rent and utility.
75	We have temporarily closed our retail store (in Denver), and all employees are WFH until further notice. We may have to lay off our 2 retail employees. We are keeping our shipping open for ecommerce shipments, but sales have dropped considerably.
76	We are seeing 30-40% of our normal patient load. This week I am not having my staff come in because they are over 60 years old and I don't want to expose them more. So we are running the front desk ourselves now.
77	Sales are down I would say at least 95%, I have 3 employees that we are paying out of a personal acct so they dont leave, and they are able to provide something for their families. We still have bills to pay with no money coming in. We are trying to do business remotely through email, but my vendors are closing and shipments are projected to come in June. We provide promotional items for businesses and large events, and the events have all been cancelled. I am sure we share the frustration with everyone.
78	I'm not allowed to see clients until April 30th. I'm in Pain Management and yet I have to close, while other therapy professions are allowed to stay open. It seems very unfair.
79	We are down to 90% of sales and only reason we are open is because we have customer who needs us.
80	Severe loss of business revenue - forced layoff of a majority of employees.
81	Jobsites have closed not allowing us to deliver product. Projects have been put on hold. Before this we had work into November. Now we will run out of work in 8-10 weeks.
82	Clients concerned about their finances are cancelling appointments
83	Major hit on sales.
84	I had to lay off all of my staff and I have zero income coming in. I cannot pay the most basic bills such as very high rent / overhead.
85	We are unable to see patients and therefore cannot pay employees.
86	Still waiting to see how much of an impact we will have. OUR manufacturing division may have to shut down and lay off all those employees but so far our projects division is still doing jobs. Since we work on infrastructure
87	Employees are working remotely. Businesses we work with are delayed in getting back to us regarding the services we offer to them. Delay in CDOT contract.
88	We have had to close our dining room, but we are staying open for takeout and delivery. Our staff's hours have been reduced drastically. We saw an uptake when the governor approved alcohol to go, but I am not sure how long we can stay on operating this way. We can basically choose between paying rent and paying our employees at this point because the landlord doesn't seem willing to work with us. Our Boulder landlord forgave April rent and 1/2 of May.
89	Office is shut down and we are working remotely. We are a civil engineering firm that works with municipalities in Colorado. The City of Louisville is one of our clients. If construction and design projects are put on hold by municipalities we will be heavily impacted.
90	I have closed my office. I provide energy work one-on-one with clients, and fall into the 'massage' category. So per state mandate, I have been closed since last week.
91	We are completely shut down. We may not have any revenue until August.
92	We can no longer take in person photo shoots and we are a portrait studio. We've had multiple cancellations-from small shoots to large corporate events.
93	We are limiting staff, but trying to stay open to handle essential vehicle needs.
94	slow down of work coming in
95	Our business is regularly take-out and delivery already, so we have only had to limit our contact with the public and monitor our employee health much more stringently
96	We are shut down by government order
97	Many of my clients don't want to do virtual therapy and want to wait to see me in person.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

7. How is COVID-19 currently impacting your organization?	
98	Very little business-considerably less traffic
99	I am closed?
100	Commercial businesses/Restaurants closed Residential cleanings cancelling because of health/financial considerations
101	My "regular" dog walks have cancelled due to humans being at home. Spring break and other travels have been cancelled for the foreseeable future and so clients do not need pet care.
102	Our shop has been closed since the 19th. So we will be losing a month and 12 days worth of business. I cannot afford to pay my staff during this time and will likely have to close my business permanently.
103	The hotel has lost about 80% of it's business. We had to let go half of our staff.
104	Our business is to supply estheticians with products they need for services. Salons and spas have been shut down until April 30.
105	Completely shut down
106	No in office patient appointments, only telemedicine appointments.
107	Most of my current projects were cancelled by clients concerned about economic downfall and I have not received one new project inquiry via phone or email since the schools were shut down on Thursday, March 12.
108	We had to close all primary operations
109	no direct impact/confirmed cases; most office staff working from home, plant operations running at approx. 80% capacity
110	I'm isolating so cannot visit clients' homes to clear and pack.
111	We had to close
112	Sales are down by 90+ %
113	we are temporarily closing our Louisville branch for a few weeks - not sure when we will reopen depending on gov't restrictions and staffing availability. This is effective 3/26/2020
114	Clients do not want strangers in their homes for fear of infection. Now cannot visit showroom due to stay at home.
115	Clients moved to online therapy and a number of clients for each partner have put therapy on hold due to increased childcare, partner losing a job, or saving money due to impact of COVID-19.
116	We are closed and can't work until April 30th.
117	No buyers and no sellers
118	Devastation, loss of business, work force reduce drastically, virtually no revenue
119	I am closed
120	We are closed and we had to lay off employees :(
121	The closure means that our teachers have lost their primary source of income, the families have lost the support we provide to their parenting roles, and the children have lost the continuity of care and social connectedness that helps them grow and learn.
122	We are unable to operate any of our youth soccer programs
123	We have an increased client load, and have had to change our operational procedures significantly.
124	I have had to transition my services completely to online via zoom working solely from my studio with contractors working from their home. We have had to create extremely discounted online packages which helps to bring 'some'revenue in, however, while we do have some clients taking advantage, due to other service organizations offering FREE classes, this has obviously impacted our revenue. I am grateful for those of our clients dedicated to our business, the the lack of normal income coming in has affected our bottom line. We will continue with this discounted policy as i am dedicated to the health and well being of my clients and will continue to creatively create options for my clients to keep moving.
125	completely shut down with no income
126	We are a fitness center and we are closed under Governor Polis.
127	100% closure

**CITY OF LOUISVILLE
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9. What future impacts do you anticipate?	
1	I am hopeful that I can stay in business. I have a lot of inventory that I need to sell. Depending on how long this goes, I hope to still have my store.
2	We are a non profit school and barely break even each year. Any lose of income is detrimental to our cash flow and meeting our expenses.
3	The same thing everyone else is. No paychecks = no money to put back into the economy.
4	It is hard to determine. As more regulations come out we are trying to adjust our business to stay open and keep as many people employed as we can.
5	Small biz -you don't work you don't get paid -bills still want to be paid.
6	Loss of income should we not be able to re-schedule performances; re-scheduling many spring classes with limited rehearsal space and performance space.
7	Multiple fronts. Financial, appointment difficulty, Layoffs, rent payment difficulties, debt accumulation
8	Decreased revenue through the business closures our clients experience.
9	We are working hard to cut expenses and working with vendors to get relief where possible. We have applied for disaster relief through the SBA. If sales continue to be low for a long period of time, then we have consider closing permanently or selling the business.
10	Although I am primarily a retail store, I sell perishable items (chocolate and candy) and I will have to dispose of a good percentage of my inventory after 2-3 months of being closed. The businesses debt will grow, as I am still required to pay rent, utilities and insurance to maintain the business infrastructure. I will also have to take on more debt to restock the store when I can re-open. Basically, each week we are closed the hole gets deeper.
11	Keeping Employees
12	continued layoffs, waste of products, Closure resulting in the end of 22 years in business.
13	I do not anticipate much if any income throughout the entire duration of this pandemic. I am very worried about losing my lease due to inability to pay rent.
14	Loss of rents, change in downtown experience, mental heath problems for business owners due to extreme stress
15	Unknown
16	Larger decreases in income, probably over 50-100%
17	Ability to pay bills and maintain limited staff.
18	Cash flow will be practically non existent until this crisis is over and we will be paying back any loans we secured to get through this for quite a while.
19	See #7. We understand that Denver and Boulder are taking more drastic measures regarding "lock down" than has been ordered by Governor Polis. I strongly object to a sledgehammer approach to all parts of the State and all communities and believe that the Governor's measured approach is very appropriate. I believe that Louisville is much different than Denver and Boulder and that it should not be subject to the types of restrictions being imposed on these more densely populated cities. Such extreme and unnecessary measures would only hurt our local economy more severely than we are already facing. You can see every day that , as a community, we are rising to the occasion, practicing safe distancing, avoiding large gatherings, etc. I have faith in our community that we can handle this without heavy handed restrictions.
20	Unable to pay rent, employees, myself and possible loss of entire business.
21	IF this continues, It will be very difficult to find the \$ to reopen the business.
22	In response to question #8, our business is not based on sales. As financial advisors, our income is based on a percentage of the assets we manage. The current market situation has had an impact in that respect, but right now our main focus is keep our clients calm, on track, and be a voice of reason for them. As things progress, we are preparing for the order to shelter in place, which means our entire staff will be remote. We will have designated team members stop by the office for mail in order to check for time-sensitive items. There are some meetings that are best held in person, such as those pertaining to interviewing new clients, these will be on hold and that impacts the ability to grow our business.

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COVID-19 BUSINESS IMPACT SURVEY**

9. What future impacts do you anticipate?	
23	We set up delivery and hoping to increase business
24	Probably drop even more, a loss of almost all of my wholesale business.
25	Depends on how long this last
26	can't say
27	I expect that we won't add new customers during this time (the next few months) as customers will likely stick with who they know. There is a risk that customers don't make it through this which could cause a drop in business. We have had a couple of customers hold off on orders because they are nervous their business is going to drop off.
28	Unclear
29	Bad
30	We just need to get our doors back open ASAP.
31	I figure my sales will decrease because I will only be able to work virtually
32	Trouble paying for lease and other bills that are required to operate the salon. Fear of losing our two booth renters.
33	It is hard to project as washing clothes is a essential service. Clean clothes are important in personal hygiene.
34	either failure or success, day by day
35	Loss of employees, loss of clients, loss of sales.
36	It may be slow for a while. It's hard to predict.
37	don't know...
38	Real estate market will flatten like it did in 2008-2009
39	I am not deterred by this. The law of life and the intelligence of human beings will create a way to move on with life. There will be no better than chiropractic to take care of your frame, your nervous system and their relation to your immune system. This will touch our economy in every way, and it will also open people's eyes to the fact that they CAN protect themselves and their family through the daily actions they take from now on. I anticipate rolling out "well-being made affordable" programs and doing our share of "hardship" cases as this will devastate many in our economy and our world.
40	Depends how long pandemic lasts.
41	Not being able to pay employees or possibly rent
42	I think it will be really difficult to keep families enrolled and paying tuition if they are not sending their children. Some understand that our teachers live paycheck to paycheck and have been supportive up until now but we are seeing more disenrollments.
43	I have completely lost my income until I can see clients again.
44	Loss of revenue and increase of debts
45	If this goes on for longer than a month, we may end up going bankrupt.
46	We are an essential business, we will remain open via drive-up
47	Without an SBA loan we do not believe we will be able to continue our business.
48	Major losses, all staff on unemployment insurance
49	Moving out
50	I expect to run out of cashflow to continual fix costs like rent, insurance, etc.
51	Can't do this for long
52	Layoffs
53	I anticipate that sales will continue to be lower than they would otherwise.
54	Lasting fear that people have to be around other strangers, resulting in lost/decimated revenues; inability to pay interest on past-due expenses; a recessed economy that prevents people from dining out (seeing that it, and other luxury goods, are the first to be cut from personal expenses).
55	it will get worse with greater government regulation
56	not sure

**CITY OF LOUISVILLE
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9. What future impacts do you anticipate?	
57	may not reopen til Nov or Dec.may not do the 2 run races in town b/c social distancing and rules in Sept Oct
58	Increased cancellations.
59	Loss of golfers, caterings, golf tournaments, and local community support.
60	Not sure. Projects in the middle of install will likely stall out very soon. This impacts our clients.
61	* Potential slowing of fundraising for 550 McCaslin project. * Reduced income projections for rest of year. * Some layoffs and cuts. :(* Re-thinking our entire "model" because we are an organization that is built around in-person contact.
62	My business will continue to be affected as I don't believe people will feel comfortable spending the money on therapy and/or not meeting their therapist in person.
63	Laying off staff and not taking a paycheck for a bit myself.
64	Lower business demand. Strain on cash flow. Potential need for layoffs.
65	As noted, we don't know what will happen for the rest of the year's shows. Obviously, it depends on when and if the health emergency is under control and on when the Louisville Center for the Arts re-opens. In case of a full year of shut-down, we'll lose a lot of revenue in ticket sales.
66	We see it as an opportunity to grow and expand through technology and reach. We don't see it as an inhibitor
67	we will be "ok" if this closure only lasts til the end of April, however if it extends into May/June we will be in a very difficult position paying our rent, insurance, coaches, etc.
68	A minimum of 75% loss of revenue for every week that we are closed (we can perform some telehealth). We think we will ramp-up quickly once it everyone comes out of quarantine, but who knows for sure.
69	Q2/Q3 will be close to total loss. We hope to salvage 40-60% of Q4 pending the state of the economy and are forecasting that our sales in 2021 will be down 40% compared to 2019
70	full closure
71	Zero income, zero ability to employ youth in our town
72	
73	We expect reduced demand for engineering service as the economy continues to slide into recession/depression.
74	Unable to make expense payments. May not be able to bring staff back.
75	We have completely lost all sales for spring/summer 2020. It will likely cause our retailers to have to sell Spring product in the fall, this decreasing our fall/winter sales. If businesses are still closed an jobs are not recovered for those employees, we likely will have significantly decreased sales in Q3 and Q4.
76	Possible closure or emergency patients only, depending if the state closes us down, like many other businesses. Employee layoffs and financial stress. Since we are small business owners, we don't get bailed out and we don't want to have to take out loans that we have to pay back when there's not as much \$\$ coming in.
77	I am not sure I will be able to pay and keep my employees which are specifically skilled. I am not sure how businesses will feel about rescheduling events as things are unsure right now about what will transpire with the virus. Our house is tied into the business and it scares me that we may lose our house as well as the business. I am not sure business will continue as it did before the virus; meaning I believe it will take months before sales are back to normal and I don't know if we can wait for that. We may have to close before then...
78	It will take a few months to gain savings and clientele ...it will be interesting.
79	The longer this goes on, we will not be able to pay utility, rent, payroll etc. Worst case would be closure permanently
80	Lost sales revenue will continue and recovery is uncertain and unlikely without government intervention (mandated rent/tax deferment)

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

9. What future impacts do you anticipate?	
81	This could mean a full closure of the business. If things change for the better, it could mean record profits trying to meet the needs of our customers. Who knows?
82	More reduction in clients
83	No \$ for rent etc
84	I am not sure I will be able to re-open in a month because my landlord expects April's rent by April 1st. I will most likely get kicked out of my location, unfortunately.
85	Depends on the outcome of the disaster loan I've applied for and how long the COVID related problems last. Worst case scenario, we will shut down permanently.
86	Decrease in Manufacturing sales by 50%
87	Changes in my workforce headcount.
88	I don't see us being open much longer, either by order of the State or because we can't maintain enough sales to make it worth being open.
89	Hard to tell a this point.
90	When the need for social distancing passes, I suspect that I will be busier than before the crisis affected business' ability to stay open.
91	No business until August.
92	We anticipate this lasting a long time, and at least 2-3 months of disruption for our business.
93	Loss of operating capital depending on the length of these business closures.
94	unknown
95	We are worried about our customer base needing to tighten their spending due to loss of income from government shutdown of their jobs.
96	We have no income until the closure order is lifted
97	I think people will be reluctant to see out therapy.
98	Not being able to Pay rent!
99	Depending on the duration, it will take a considerable amount of capital to reopen. Besides unpaid bills, we will also need capital to get the ball rolling again.
100	Continued lack of need for my services since people are sheltering in place. Until it's safe/people feel comfortable traveling again, I expect no pet sitting jobs in the next couple of months (which is my main income). Things may pick up a little when employees go back to work, but that is a very small portion of my income.
101	If I'm unable to receive external funds/loans, I'll have to permanently close.
102	We believe it will take over 6 months or more to recover depending how the economy bounces back after this is over.
103	It depends how long we need to stay at social distancing and isolation.
104	Complete loss of income for the immediate future. I need to find work. Unable to pay office rent and other expenses in the future if something doesn't change
105	Likely that thing will be slow through the next 2-3 weeks. If the stay at home order continues, I think I may see an bump up as people will be more accustomed to being home and doing telemedicine.
106	My guess is business will continue to be slow since graphic design and marketing are generally bonus budget projects and not always essential to people running their organization. I would guess most clients are just pausing any current projects to see what happens over the next few months with their businesses, schools, etc. I will start looking for a new job elsewhere if business does not pickup before then but know many other service providers are in the same boat.
107	Not sure that people will want to return to an arcade for fear of germs, nor a bar, shows, etc.
108	reduced overall demand coupled with urgent/expedited orders for critical items
109	Slow economic return. People may postpone acquiring new property.
110	We are going to struggle to open up again.
111	That depends on the length of the crisis

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

9. What future impacts do you anticipate?	
112	we will reopen just not sure when. Our branch hours may permanently change
113	Severe lack of business due to the fact that we must enter homes to measure for our products, and we must meet with people to touch & feel product samples.
114	Clients losing money and not being able to afford therapy services even at reduced rates.
115	We expect it hard to make any money. We hope our landlord will work with us, so we don't loose our retail space, but at this time they are not willing to work with us.
116	The real estate market has slowed down and with a recession and with investors losing money in the stock market, it will impact the real estate market for awhile
117	Way too many variables in the future. Almost impossible to predict the impacts.
118	Closed for 2 months, at least
119	Hiring, cash flow trouble
120	I worry that when we reopen many families will choose not to return due to their personal loss of income.
121	Staff furlough / unemployment Reduction in the size of business
122	We will have long-term fundraising challenges as businesses and individuals bounce back from the impacts they have experienced due to closures.
123	Unsure. Definitely continued decline in normal monthly income until all this passes over. I will continue to offer our services online to memberswe are seeing a slight increase of participation. Hoping that continues. However, if the decline continues, we still have to meet monthly expenses, specifically rent and we are hoping our landlord will give us some leeway.
124	Impacts are likely to linger beyond mandatory shut down period until people feel comfortable in a crowd
125	Continued decreased sales and potential layoffs.
126	Slow business recovery. People will be tight on there spending specially for buying art and home decor

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

10. What changes have you currently made to your business? Responses to "Other, please specify":	
1	closed
2	making modifications to online school for our students
3	See above.
4	Added Delivery Service
5	Closed
6	Closed
7	Moved meetings to Zoom.
8	Trimmed staff hours, cut expenses
9	Closed entirely, laid off all employees
10	Daily Communications with our staff
11	Curbside pick up, limited menu offerings
12	Business is closed
13	Teleconferencing for clients and consultants instead of in-person meetings
14	Added online gift card purchase option
15	Virtual meetings for clients
16	limited menu
17	dropped staff by 2/3.
18	modified menu to offer dinner
19	moved business completely virtual
20	We had to close
21	Safety gear training
22	now closed
23	We are staying open to relieve hospitals and other clinics of cases that are not emergency or COVID19 related.
24	Held meetings over the telephone.
25	Cut staff hours by 40%
26	I cannot currently practice.
27	We are shut down.
28	Only available for emergencies per government order
29	Offer online/phone consultations
30	Worked for free
31	reduced service offerings
32	not to do any events
33	Cut our staff from 9 employees to 2
34	Online Services and mid-week offerings
35	Telehealth
36	Offering remote estimating with no in-person interaction.
37	We've completely shut down until we get a go-ahead from the powers-that-be.
38	at home workouts
39	Furloughed 33% of our employees.
40	All employees working from home w/1 employee manning warehouse.
41	Closed the shop
42	We closed our physical office and asked all employees to work remotely for the foreseeable future.
43	We are treating patients and running the front desk.
44	have staff gmail calendar so only one staff member in office at a time
45	I'm not allowed to work
46	Internet sales

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

10. What changes have you currently made to your business? Responses to "Other, please specify":	
47	I am offering curbside pickup of herbs, but, that is barely any money and will not pay rent. Not even close. We cannot work from home - we offer acupuncture and massage services and were mandated to close via DORA.
48	closed to patient care
49	Every day is a new challenge. We are adding family style meal options and bulk options for people. We've added delivery to our online ordering.
50	Closed. I am a sole employee. I rent space, and cleaning is provided by the landlord.
51	1/2 crew is now in place
52	Closed business
53	Providing phone and video therapy (telemedicine)
54	Increased social media marketing and offering services via FaceTime
55	We are closed.
56	I'm doing all the recommended practices with sanitation and social distancing, but it has no impact on my business since I have no work.
57	Closure
58	We are doing some online free training for our customers that are off work now
59	Forced to shut down by governor. Cancelled chamber membership - for now
60	I have just made my clients aware that I am still operating and available for design services but on a slightly different schedule with our kids home and husband home working too. We are taking shifts throughout the day working/caretaking the kids.
61	Had to lay off all of our employees
62	restricted visitors/contractors, no face-to-face meetings
63	Closed
64	Showroom by appointment only
65	All clients are being seen online for teletherapy
66	We had no choice but to close
67	Not meeting buyers & seller in person.
68	Ozone 8 are building nightly
69	Closed
70	Temporarily Closed
71	We have had to learn how to navigate the technology that could be used to stay in contact with our children and families. For a preschool that values hands-on, play-based learning for young children, this is totally outside of our wheelhouse and counter to what we stand for. We can be, and are, creative and out-of-the-box thinkers, but this has challenged us in ways we never even considered.
72	Online services for our clients. We had to change our business model in less than 24 hours
73	shut down
74	Closed
75	Store - open by appointment only

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

11. What resources or support would be most helpful for your organization at this time? Responses to "Other, please specify"	
1	none
2	All of the above, in case I don't already have them.
3	deferred credit card payments and deferred rent payments
4	logical measured response from local government (unlike Denver & Boulder). Increase efforts to enable City council, boards and commissions to continue to function and process approvals.
5	some guidance/support and strongarming on closures. We should not have as much open right now as we do.
6	How the city is going to defer any monies owed..water, sanitation, taxes, etc
7	Local & state support to assist in reduced sales.
8	Decrease lease payment when business is unable to operate/generate revenue
9	Communication w/ residents/members that they should proceed w/ solar and meet with me virtually
10	Just notifying the public that we still have yoga available via stream.
11	Dont' know
12	its all up in the air
13	In what ways can we help you?
14	Pause on rent expense that's not being used right now
15	Paying rent
16	Most helpful would be a widespread awareness of our existence and our need for the community to back us by attending our shows when we're able to re-open.
17	accurate local data
18	I would like to not have to incur any more government fees and charges while I close up my business. ie: family paid leave, etc.
19	Increased spending on infrastructure
20	I feel that I'm okay for now. My spouse is employed and working from home, so we still have income.
21	I don't think there is much that can be done.
22	Tax deferment
23	End to virus.
24	Funding
25	Kill the virus. It will protect the health and will being of America and beyond.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

12. What resources and support do you anticipate needing in the future?	
1	Possibly small business loan.
2	A loan with a low interest rate for a non profit higher education school would help continue our existence.
3	PPE. Ability to stock my business with what it needs from places like Costco without limits on products. Better yet, being stocked to begin with. Financial. But I hope not.
4	Can't anticipate at this time.
5	Don't know
6	additional grants to help us pay rent while we don't have new income to pay for rent, royalties for future productions.
7	Money
8	Primarily working capital. Given that we just hit 3 months of being open, we were still in the red as many start-ups are when first opening.
9	I need low or no interest small business loans to pay down the debt that is mounting, direct grants to help my laid off employees (who for the most part work too few hours to qualify for unemployment, but are still dependent on the income they made when working at the shop). Would also very much like clear guidelines around any Shelter in Place/Stay at Home orders the city issues. Does that mean that I cannot take and assemble phone orders for no-contact delivery if I am the only person on the store premises?
10	RENT RELIEF for our businesses- if we can give and continue giving incentives to Alfalfa's, then we certainly can assist businesses that have been good to our City
11	Pauses on rent payment, taxes and loan relief.
12	Rent abatement would be the most helpful at this time. I am in Koko plaza.
13	Financial
14	unknown
15	Same as above
16	Financial relief and returning to normal.
17	A relief package in the form of grants rather than loans. Debt will just be an additional burden as we try to recover.
18	I don't see much specific support for my business that the city will be able to provide. I would encourage as much relief and support as possible for our local businesses that are most affected, such as restaurants, bars and entertainment venues. I also think that the city has a primary role in outreach and assistance for our vulnerable seniors who will need connections (such as senior center activities and support programs) as much as they will need more health and wellness care. Please facilitate volunteer programs etc. to assist if possible.
19	Deferment of rent, loan payments, interest and government aid.
20	Financial & tax relief
21	turn to community
22	business support. financial support? sales tax relief during/after this?
23	It's hard to say at this point. I'm hopeful our business model will carry us through this and we can help others more than needing help.
24	Everything...loans, grants, deferred payments, etc
25	Money
26	I will need marketing to remind people that I can still help them.
27	Assistance in promoting our business as a active & essential service in this Pandemic.
28	Cash
29	Financial support, employee resources
30	Hard to tell yet.
31	decreased in lease payment to keep business viable until we can reopen
32	Not sure.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

12. What resources and support do you anticipate needing in the future?	
33	Promotion of being the healthiest community the united states has ever seen! We have enough beer festivals, let's drive our health to be sustainable, just like Mayor Ashley made the recreation facilities energy sustainable. The potential of Louisville lies in its' people.
34	Guidelines on continued social distancing and interaction with public.
35	I don't know
36	Help navigating the Federal and state relief programs for business.
37	Income replacement
38	Marketing for re-opening, small business support and perhaps news articles on our business when reopened
39	We need government assistance to pay our employees and cover overhead.
40	Financial and housing
41	An SBA Loan
42	Government assistance of any kind for the business and staff
43	All
44	Financial support towards fixed costs
45	More of the same
46	I would need rent relief.
47	Low-interest loans, grants, a stimulus package passed through congress, state-level tax relief, abated rent, readjustment of the commercial RE market in Boulder County.
48	Customers to return upon end of government mandated shutdowns
49	delaying payments to vendors (dating)
50	for my business...nothing city can do
51	Start up cost, replenishing our inventory, hiring up to 14 new employees,. catching up with outstanding bills.
52	I'm not sure what the City can give us, but remember us as a resource: 1. Potential Disaster Relief Fund 2. Warehouse space that could be used by local businesses or hospital if helpful. 3. Army of volunteers we can mobilize.
53	Financial
54	Paying rent
55	Grants to keep staff. Marketing to spread the word that we offer remote estimates without in-person interaction.
56	We'd appreciate the same sort of attention that other businesses receive in encouraging the community to support local businesses and artists.
57	not sure
58	aid in paying our rent - options for that
59	Advice on procuring SBA and other federal relief financial packages/loans.
60	We need to be able to keep our warehouse open as long as Fedex and UPS are operating.
61	Zero to low interest loans
62	We may seek a business loan for operating expenses if clients are slow to pay our invoices.
63	Rent relief. Maybe a loan.
64	Help with our employees who are being laid off)if it comes to that). I need to know how to help them get signed up for unemployment, and ease their fears that they are out of a salary and will not be able to survive, pay their mortgages/rent, and provide for their families.
65	It would be nice if the government gave small businesses grants. We work very hard, pay a lot of taxes, and in situations like this, we don't get much support at all.
66	Relief loans, relief for my employees as unemployment will take 6 weeks and they need to pay bills and eat before 6 weeks. I would like for landlords and utilities to offer deferment without penalties as continuing to have to pay bills when nothing is coming in is almost impossible to keep our head above water.
67	How about Financial help, that doesn't involve paying off interest.
68	Rent cut, payroll cut, low interest financial would be good

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

12. What resources and support do you anticipate needing in the future?	
69	Freeze/deferment on rents/taxes and insurance premiums.
70	Money
71	Rent reduction
72	Rent help
73	Will there be any relief for operations expenses? Rent support? Mostly, I will need overhead support to get my bills paid to re-open. Then, I will need to rehire my staff if they are still available.
74	Loan to keep afloat until things get better, and rent / mortgage forgiveness.
75	Not sure at this time
76	Funding for nonprofit organizations; funding to offer employers TDM incentives, subsidies, etc.
77	loans to help us pay employees and get restarted when this passes.
78	A reduction in rent would be appreciated, and perhaps help with marketing letting the community know when I'm open for business again (and when a postponed community wellness fair will be rescheduled).
79	not sure
80	I do not want to lay off my studio manager, but it could happen. I would like to be able to keep her on. I can also forsee our overheads which include rent, insurances, internet, phone to stay the same even though we are not making nearly enough money.
81	Financial support for the business perhaps. Not sure what will be needed.
82	We simply want to be able to have the city tell us we can keep working as we always have at this site. At this time the city has told us no , we can no longer continue work the auto motive at this site. That would mean that 6 families would no longer be supported at Fordyce Auto Center .
83	Relief from fixed expenses until business can reopen
84	I don't know.
85	Just more business
86	How to decipher the Federal Aid Package and new unemployment laws.
87	Loans/grants
88	Stipends/loans
89	Companies traveling back to the area and potential new business through new travelers coming to the area.
90	I don't know yet.
91	Help finding a job for now Understanding of how to prevent this in the future if possible from a global epidemiological perspective
92	Not sure
93	I don't know that there are any resourced the city can provide me as a self-employed freelance business of one.
94	Adding a second staff member on a part-time basis. A new web site is in development.
95	Financial support
96	Funding
97	financial and mental help and services.
98	Extension of credit to pay fixed expenses and employees if possible.
99	Marketing support, referrals and support with community outreach to help support the mental health of our community and members
100	We need all the help we can get
101	Is there unemployment benefits for the self employed?
102	Operating capital
103	Funding, rent relief
104	Rent abatement Energy bill abatement Internet bill abatement
105	Marketing that will bring people to our door!
106	financial
107	Fundraising support

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

12. What resources and support do you anticipate needing in the future?	
108	At this point, information and keeping abreast of all that the city and county is doing. At this time we feel we can handle the brunt of this unless it continues through the summer.
109	loans, grants, or delay in required city/state tax payments
110	Financial
111	Grant or a low interest business loan

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

13. What, if any, creative changes to your business practices have you implemented recently in response to COVID-19?	
1	phone orders
2	Modifying all classes to online.
3	See above.
4	We have set up social distancing stations for customers to wait at for people who do not want to order online.
5	Closed
6	Moving all non-essential contact to digital document sharing and web conferencing.
7	We have launched a skeleton mobile ordering system, and are preparing to work with GrubHub.
8	Mostly adapting to phone and delivery orders.
9	Working remotely- since we can't talk in person, we have to communicate by other means- not that it is creative, but we have encouraged our staff to get outside
10	Curbside pick up, Limited menu selections
11	Working from home, trying to help folks to remain positive
12	On-line meetings with team- not so creative!
13	I've uploaded 75% of my store onto my website and have been marketing it via social media and contacts
14	Deliver or pickup family meals for four, Individual packed meal for ten at offices, grab and go meals for offices, reduced minimum order requirements, free delivery in Louisville/ Superior/ Lafayette & Broomfield.,
15	We are looking into selling our liquor stock and gift cards. We are also exploring offering on-line, interactive entertainment like trivia and comedy content.
16	Mainly remote meeting protocol for clients, and some government agencies.
17	Adding eGift card to my website (I don't have an online shop) offering sales by phone for pick up, delivery or shipping.
18	Curbside service
19	Virtual meetings using Zoom, utilizing the Microsoft Teams app so that our team can easily stay in contact during the work day. Posting helpful and uplifting articles and resources to our Social Media accounts.
20	more social media outreach and adding delivery
21	building an online store.
22	We have started using Microsoft Teams for increased communication allowing us to chat or communicate from a distance. Although, that's become common practice for most of our customers.
23	Fondue to go..never thought I'd see it happen
24	Cleaning. Sanitation
25	We're trying to make the public, and the government, aware of the advantage of salon suites as it pertains to cleanliness.
26	I am learning how to virtual parties and ways to connect with customers virtually
27	Establishment of a new website to promote business and assure the public of increased sanitation.
28	Marketing to help businesses and consumers recover from contaminated spaces
29	We are going to promote gift cards to be used towards future services
30	Social distancing & frequent handwashing.
31	prior to closing, scheduled so no overlap in clients. increased sanitation
32	Trying to teach real estate classes online
33	We are rolling out the red carpet and giving people the royalty treatment. Appointment times are spaced to give everyone space, to give people time for emotional processing, question asking, and to leave space for a healing moment. There have been so many short, but meaningful conversations I have had with clients about the new ways they are connecting with their loved ones and the fears they hold about a pandemic like this. I think this virus will teach us a level of empathy and compassion we have never seen. I know Health and wholeness will come onto many hearts, and will become a focus in the minds of many of the younger generation.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

13. What, if any, creative changes to your business practices have you implemented recently in response	
34	Currently determining how a mediation can be held remotely.
35	Closed lobby, using after hours key drop and phone calls instead of in person
36	Cut staff back 40% and shared info on CO work share unemployment program. Cleaning even more often!
37	They way we set up our to-go system, made signs and used as much precaution as needed, gloves, sanitized pens, designated pick-up stations, continuous sanitation measures, installed hand sanitizer stations, always had our doors open to limit frequency of touched surfaces and have taken phone payments to completely eliminate close contact and once we saw an increase of cases in boulder county we decided to temporarily close until We are permitted for dine-in service.
38	Trying out teledentistry but that is next to impossible because of the unique nature of our work...people can't easily take pictures or videos of problems in their mouths.
39	We are doing drive-thru purchases with 20% off total purchase and free shipping on orders of 2 or more bottles online. Free shipping and 10% off 6 or more bottles on line.
40	There isn't anything we can do per govt shutdown. You can't practice dentistry over the internet.
41	To go and call in orders and curbside orders
42	Virtual consultations
43	We took our entire business online.
44	Reduced offerings, additional sanitation. special offers
45	none. assuming the worst
46	We are selling produce that will go bad. But that will runout soon. Doing door service. Creating a almost daily menu with what ever food we have.
47	Moving to telehealth : phone or video counseling
48	A hearing aid drop off box and mailbox but not sure my landlord will allow that long term
49	Remote estimating.
50	Our board meetings are being carried on via conference calls. We're looking at ways to insure that our directors and actors have the opportunity to complete and perform their shows. We're also looking at ways to maintain the engagement of our current patrons.
51	utilize technology, innovated our processes and methodology to increase remote deliver. Focus on our non-profit to support community better and give more access to individuals affected. Put out relevant information to our clients in order to use the home time best
52	sanitation practices for when we re-open
53	Switched to as many telehealth appointments as possible.
54	shopping). Curb side and free local delivery.
55	employee, and we can continue to fulfill any trickles of orders that come in while we are on WFH for all other
56	more time between patients for sensitization and social distancing.
57	at a time. Have called customers with orders and shipped their order instead of having them pick them up at the
58	We made to sure that we shorten hours and one person at a time policy. Also we are trying to do delivery services
59	Transitioning to takeaway/curb side. Reliance on email/online guest communication.
60	Working on it
61	Moved to video counseling
62	Ecommerce
63	I am offering Telehealth conferences, but, they have been slow to get started with patients.
64	Trying telehealth services for a select subset of patients.
65	Alternating days worked to keep social distancing
66	Adding Zoom video conferencing.
67	I'm still touching base with clients, just to maintain connections.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

13. What, if any, creative changes to your business practices have you implemented recently in response	
68	We are in the process of designing a webpage on our site that will allow people to pre purchase photo sessions which will help us out. We are also still working to create products for our past clients to have cash flow.
69	1/2 crew working now at site.
70	Allowing contactless transactions for both pick-up and delivery.
71	Closed
72	Just providing telemedicine
73	Offering my services via FaceTime and online
74	Closed.
75	Extra precautions in regards to sanitation of multi-use surfaces, i.e. door handles, light switches, bathroom surfaces, checkout area.
76	Reaching out to our surrounding Chambers, cities, hospitals, insurance companies, traveling nurses, and essential local businesses. Special rates for all Government agencies, hospitals, patients, first responders/their family, and essential business employees.
77	We are offering free online webinars and we also have changed our shipping policies so we can ship directly to our customer's customers.
78	none really. I can't work online/remotely with integrity
79	Doing more social media, email newsletters, working on some virtual programs
80	I have flexed my available work hours to include nights and weekends to work around other clients who have children at home and need alternative work hours.
81	Closed it
82	We started doing delivery ourselves.
83	Offering virtual tours of our showroom and virtual meetings with clients in their homes.
84	Moving all online
85	We went to a closed door policy, appointment only, and then had to close.
86	Virtual tours & Facebook events for buyers to view homes for sale.
87	Mobil pick up and delivery service.
88	I have started live stream yoga classes
89	None, we are closed
90	Working on increased online presence.
91	Sending membership on line skills and drills videos to practice at home
92	curbside pickup of meals for volunteers, no contact deliveries to clients, and volunteer mobilization to make phone calls to clients to combat isolation
93	We have always been impeccably clean. We have just upgraded that to the entire building as we have other business' in our building
94	none
95	Stronger social media
96	Looking to create a virtual gallery tour - to sell art online

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

14. Do you have further suggestions for support for local businesses and the Louisville economy in response to COVID-19?	
1	no
2	Financial help for non profits
3	I pray for us all.
4	If the city has any ideas on how to defer rent payments? as our sales have taken such a drastic hit, rent will be our biggest expense and if there is some sort of relief programs that would be very helpful
5	Talking to Landlords to help with rent compensation
6	Make money available with no or low interest
7	There is a lot of bad information floating around. Small businesses should bond together to create strength through unity, so they have proper representation and can block out the noise from uniformed sources.
8	Not that I can think of, sorry!
9	Again, real clarity around Shelter in Place/Stay At Home orders for retail businesses would be very helpful. Would that order require we shut down entirely? Can owners take orders via phone/email/online and deliver them with no contact (like a restaurant)? Supporting community efforts is important to me as a small business owner, so I comply with any mandates—I just want to know how restrictive the order is so I can plan how my business reacts and understand the financial implications up front. Thank you.
10	We have tried to buy take out, but that is just the tip of the iceberg. I am very concerned we will have many businesses and especially smaller businesses that will succumb
11	Pause rent payments, tax and loan relief to help us get through this hard time and come out the other side.
12	It would be helpful if all the buildings agreed upon a rent abatement until this crisis has passed.
13	Help to slow reduce contact by shutting down all but extremely essential contact. I don't believe take out and delivery of food is essential.
14	Get the word out about our online presence and urge people to shop local business if they are in the position to shop.
15	Just keep people focused on supporting local business now and in the future. Still taking order for future wedding, birthday, picnics, and events in the future.
16	A big help would be deferral of tax payments. The feds have deferred income taxes. It would help if Louisville can defer sales tax but the biggest help would be if the county deferred property taxes. The timing could not be worse to have a huge once-a-year payment due in the middle of this crisis. This would allow landlords to offer some relief tenants.
17	Anything at this point. Feels like we've exhausted most avenues.
18	Lost for answers, we are trying to remake our business model into something that no one has any experience with.
19	It's always helpful to have a clear list of what the state & city's policies are each day, and the expected dates for re-assessment of those policies. A lot of this information gets lost in the noise sometimes.
20	Keep us open...even at at skeletal level and we can survive this.
21	pivot fast to stay in business.
22	I think Louisville is doing a great job. Social activity at a distance seemed at a high this past weekend. Many Retailers are making the best of this. The city is doing a great job with communications. Financial impact is going to be the biggest problem for many of us. Making payroll and rent are the 2 biggest expenses. Most of us know that if everyone chips in 10% we can probably take care of those that need it most. That number might need to be a little higher for a while. And, I don't have any ideas right now how that help gets distributed. I have always thought of Government as the Community and as a community we are going to need to come together with creative solutions to keep us all in business. I'm happy to help think about that if you need me.
23	Defer our bills
24	Let people know that we still open for business
25	Stay positive. This will pass eventually and will create a pent up demand for a lot of goods and services.

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

14. Do you have further suggestions for support for local businesses and the Louisville economy in response to COVID-19?	
26	I know this is unknown territory for all of us. I am praying for you guys right now. I know many of you, and the generosity of this community and the brotherly/sisterly love we have received has kept us going. We will prevail through this and we will pay it forward in time. Thank you for caring, sharing and supporting us. You are a great chamber. much love, the docs schrock
27	Hang in there and seek ideas from the City, Chamber, and DBA.
28	We need better leadership and financial aid!
29	The sharing of website announcements and FB announcements for each others goods and services that are still available tot he public in safe ways!
30	Get ppe so dentists can reopen.
31	promote the benefits of all "essential" businesses to the community to assist in their welfare as well as to the businesses able to maintain some level of operation
32	I think as much as we can support one another! I don't have any ideas in particular though.
33	People need to be encouraged to engage in commerce. Regulations are focused on limiting commerce
34	allowing food trucks freedom to travel/drop/ similar to a ice cream truck....not sure rules now....i know they must not be near other restaurants or need special permission/permits... lacks your rules for them and for people who need food
35	Please wave the city sales tax!
36	In an odd way, it's an exciting time of reinvention for us. Perhaps when restrictions ease, there could be some creative ideas allowed. Example: Ascent teams with Cinebarre to offer drive-in movie experience in parking lot. It gets Cinebarre some business on new release movies and gets people out of their homes but still respecting social distance requirements because they are in their cars. Andy (Moxie) had an idea of using his suppliers to source essential items that are getting sold out in stores (TP, flour, etc.). He doesn't have room for pallets of essentials at his location though. Perhaps those could be stored and distributed from Ascent to make sure people are getting basic resources. Megan - if you hear needs in the community, use us!
37	Suspend rents until back to normal
38	Requiring landlords to provide accessible mailboxes when closed. My landlord has locked our building and we have no way to receive mail making it much worse.
39	I've seen a few get into politics in their online postings while asking for support - I think all businesses should keep anything political out of it while asking for support.
40	If I knew what sort of help could be offered to a business such as ours, I'd have a better notion of what else could be done. Fortunately, we don't have anyone dependent on a salary from our organization as it is entirely volunteer.
41	to keep positive energy going. We will do our best to support local businesses as well.
42	Perhaps some sort of referral system where other businesses can advertise in our office and vice versa.
43	We have made the commitment to pay our employees full wages regardless of their remote workloads. In order for this to be sustainable we need to be able to continue operating our warehouse as long as Fedex and UPS are operating.
44	It would be helpful to have mandatory deferred rent for businesses that were forced to close, aid to help pay salaries for out of work employees, differed tax payments for small businesses who need to pay their employees and healthcare first and foremost in order to keep their doors open, debt relief for all companies who have taken out loans to help keep their employees working.
45	Wondering if small businesses can get grants that we don't have to pay back...of any kind!
46	Defer payments like rent and utilities until business is up and going, , maybe putting an order in to only use Louisville businesses during shutdowns like these, shipping direct to customers to limit social interaction, etc.
47	Allow MT's that are Nationally Licensed, who work along side doctors and Chiro's to stay working! Why are we any less valuable?
48	Maybe some emergency grants or solving issues with rent would definitely help

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

14. Do you have further suggestions for support for local businesses and the Louisville economy in response to COVID-19?	
49	Keep up on what you have been doing. The e-mails are informative.
50	You've been doing a good job. Thnaks
51	Can we work on getting relief for rent and utilities for April and May? That would help to at least not go bankrupt immediately.
52	I think the more businesses could partner like Zucca and Huckleberry are doing, the better.
53	so far the City's response has been helpful.
54	No. It seems that leaders have been very thoughtful, good about gathering information, and supportive of local businesses. THANK YOU!
55	The site you set up is great. Any relief for businesses who pay rent downtown? Keep pushing out or featuring businesses during this time on social media/email/etc...
56	Just be smart and be SAFE, all in this together
57	No
58	Providing funds for small businesses.
59	Stay in contact with other businesses that remain open. Keep a open line so we all can share the business that we can.
60	No
61	no
62	Not sure
63	Just keep reminding everyone to continue supporting small business when possible, not just with food and supply purchases but with business service providers too.
64	Bartering at a safe distance with rain checks available.
65	Supporting local businesses.
66	Let people out to get the necessities like beer. Stop the fear and provide hope
67	You all are doing a great job to support local businesses.
68	Just help us. Ask the landlords to not charge us rent for the time we can not be working
69	No
70	Our community needs to "lock arms" and support local business. Less on line purchases support brick and mortar stores.
71	We need landlords to provide rent relief
72	It would be great to help each other - perhaps the city can purchase food from local restaurants to feed volunteers or people in need. Marketing help
73	Just to help get the word out about our specific businesses, especially if there can be no cost to us.
74	no
75	Partnerships to keep everyone afloat
76	I like the steps taken so far by the Chamber in support of what we are going through, low interest loans to those in need
77	a tax holiday or delay in use tax or property tax would be beneficial
78	N/A
79	1. Give incentives to Louisville residents to shop local to help jump start local economy. 2. Allow businesses to skip sales tax payment three to six months

**CITY OF LOUISVILLE
COVID-19 BUSINESS IMPACT SURVEY**

16. Which of the following best describes the location of your business? Responses to "Other, please specify":	
1	Delo Plaza
2	I live in Louisville, but my office is next to Centaurus.
3	We are just east of downtown on Courtesy Rd by the sports park.
4	Boulder Law Firm, but very active in Louisville
5	based out of my home in Coal Creek Ranch
6	Boulder, Louisville, Broomfield area
7	I live in Dutch creek but work at people's homes, businesses, and rental properties.
8	Serving Louisville/Lafayette/Superior/Boulder communities
9	home
10	Coal creek golf course
11	Boulder County
12	home business
13	hyway 42 and south boulder roads
14	In home off McCaslin & 128
15	We service the area.
16	I travel to my clients homes to care for their pets. I serve Louisville and Lafayette.
17	McCaslin and Dillon rd
18	Home based business
19	Home
20	Broomfield Flatirons
21	Showroom in north Lafayette, warehouse in Louisville CTC
22	Lafayette (we serve Louisville)



Grant Application Form

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027

303-499-3675 ▪ (fax) 303-499-3677 ▪

www.superiorcolorado.gov

Small Business Emergency Relief Grant Program Application

The Town of Superior values our small businesses and wants to support them during the COVID-19 pandemic, so the Town has created the Town of Superior Small Business Emergency Relief Grant Program (the "Program"). Under the Program, the Town will provide \$5,000 and \$10,000 grants to help small businesses immediately offset some of the economic impacts due to this pandemic.

The Program is open to small businesses and restaurants with a brick-and-mortar presence within the Town's boundaries, including locally-owned franchises, provided that home-based businesses are not eligible for the Program. To be eligible for the Program, the business must have had 40 or fewer full-time employees on March 10, 2020 (the date of the Governor's disaster declaration). \$10,000 grants are available for small businesses with between 10-40 full-time employees. \$5,000 grants are available for small businesses with less than 10 employees.

The Town will review Applications as submitted. Grant awards will be determined at the discretion of the Town based on the responses provided in this Application. Submitting an application is not a guarantee of a grant award, and the Town may terminate the Program at any time, for any reason.

Contact Information **(required)*

First Name *

Last Name *

Email Address *

Contact Phone Number *

Business Information

Business Name *

Type of Business (restaurant, salon, etc.) *

NAICS (if known) *

Business Address Line 1 *

Business Address Line 2 *

City *

State *

Zip Code *

Business Phone Number *

Tell us about your business:

What are the impacts to your business? Check all that apply. *

- Business closure
- Reduced hours of operation
- Employee layoffs
- Revenue decline
- Increased operating costs (e.g. employee paid leave)
- Access to capital to address increased costs
- Inability to respond to home-delivery requests
- Interrupted supply/delivery
- Employee absenteeism
- Inability to serve customers
- Decreased customers
- Request of rent deferral/abatement
- Utilization of reserves

Additional comments:

Grant amount you are applying for:

- \$5,000
- \$10,000

Are you pursuing other sources of funding? *Yes/No
If yes, which source(s): *

Number of employees before COVID-19: *

Number of employees currently: *

Annual gross revenue before COVID-19: *

- Less than \$250,000
- Between \$250,000 and \$500,000
- Between \$500,000 and \$750,000
- Between \$750,000 and \$1M
- Between \$1M and \$2M
- Greater than \$2M

If applicable, provide the percentage (%) decline revenue comparing month last year with the same month this year. *

Sustainability Plan *

Describe what will you do with grant money?

What is your plan to stabilize and continue your business during and after the stay-in-place order?

Are you investing your own funds to support your business?

Are you current with all financial obligations (rent, utilities, sales tax remittance)?

If not, please provide a list of obligations that are not current along with the duration of the delinquency.

Any other comments you would like to share?

In addition to completing and submitting this form, please include the following documents:

- 2018 Tax Return/K-1 (or 2019, if filed)
- Certificate of good standing from the Colorado Secretary of State
- Copy of current lease for the space in which the business is located

Statement of Understanding & Certification by Applicant

I have read the program eligibility criteria for the Small Business Emergency Relief Grant Program and I certify that I am authorized to sign this application as or on behalf of the Applicant. I agree to assist the Town in verifying any of the information contained in this application from any available source as requested.

By signing below, I certify that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a Small Business Emergency Relief Grant and that the information provided is true and complete to the best of my knowledge.

By entering my name and title below, I am electronically signing my application.

Name: *

Title: *

All Applications will become property of the Town of Superior, and all Applications are subject to the Colorado Open Records Act, C.R.S. § 24-6-200.1, *et seq.*, provided that the Town will use its best efforts to maintain the confidentiality of any confidential financial information submitted, as permitted by law.

Please save this form to your computer after filling it out and email your saved form and supporting documentation to: MartinT@superiorcolorad.gov

**Please download & save this form to your computer
before attaching to an email and sending**

ORDINANCE NO. 4912

AN EMERGENCY ORDINANCE TO AMEND THE GRAND JUNCTION MUNICIPAL CODE REGARDING LODGING, SALES AND USE TAX IN THE CITY OF GRAND JUNCTION, COLORADO

RECITALS:

On March 10, 2020, Governor Polis issued an Executive Order declaring a State of Emergency in response to the novel coronavirus of 2019 (COVID-19) pandemic

On March 13, 2020 President Trump declared a national emergency in response to the COVID-19 pandemic.

On March 23, 2020 the Grand Junction City Council declared a local emergency due to the health and economic impacts of the COVID-19 pandemic.

Pursuant to the local declaration of emergency and by and with this emergency ordinance, the City is authorized to assist persons and businesses impacted by complying with the Federal, State or local public health official's imposition or recommendation of social distancing, self-quarantine and other measures related to COVID-19 that have direct and indirect impacts on business and economic conditions.

The temporary assistance afforded by this ordinance includes granting extensions for filing returns and making payments, relief from interest and penalties, and filing a claim for a temporary refund of taxes paid to the City. With approval of this ordinance emergency tax relief will be available from the City for businesses that collect and remit City sales, use and lodging taxes that have been directly affected by and because of the declared COVID-19 emergency.

The City of Grand Junction has the authority pursuant to its Charter, ordinances and law to declare a state of emergency when it appears that the general health, safety and welfare of the inhabitants of the City are threatened. The threats of the COVID-19 virus emergency are not just related to people's health but instead, and possibly to a much greater extent, relate to their economic health and well-being.

Given the unprecedented economic impacts, some of which are known and some of which remain unknown, of the COVID-19 outbreak on the local, regional, State and national economy the City Council finds and determines that tax relief is necessary, proper and that adoption of this ordinance will further the general health, safety and welfare of the community.

The City Council further determines that the Sales and Use and Lodging Tax Codes ("Codes") shall be temporarily amended to provide for:

- (1) refunds as requested by businesses that collect and remit City sales, use and lodging taxes that have been directly affected by and because of the declared COVID-19 emergency.
- (2) temporary relief from payment of tax collected by the extension of tax return payment due dates, relief of penalty and interest.
- (3) all taxes imposed by the Codes shall continue to be levied and collected except as until specifically amended by this ordinance.
- (4) the taxes imposed by the Codes in this chapter shall be in addition to all other taxes imposed by law.

At the March 23, 2020 public hearing the City Council discussed this Ordinance and determined that amendment of the Codes is necessary given the current emergency ... and the City Council deems it necessary to immediately modify the some of the regulations found in the Codes.

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

Title 3, Chapters 08.060, 12.260 and 12.370 of the Grand Junction Municipal Code are amended as follows (deletions ~~struck through~~; additions underlined):

3.08.060 Collection and refund of disputed tax or emergency refund – Refund procedure. (in relevant part)

(a) Collection and Refund of Disputed Tax or Emergency Refund. Should a dispute arise between the purchaser and vendor as to whether or not the sale of lodging is exempt from taxation under this chapter, nevertheless, the vendor shall collect and the purchaser shall pay such tax, and the vendor shall thereupon issue to the purchaser a receipt or certificate, on forms prescribed by the Finance Director, showing the names of the purchaser and vendor, the date, price, amount of tax paid, and a brief statement of the claim of exemption. The purchaser thereafter may apply to the Finance Director for a refund of such taxes, and it shall be the duty of the Finance Director to determine the question of exemption, subject to review by the courts.

As provided by Emergency Ordinance # _____ a vendor licensed by the City may apply, within 30 days after the due date for filing a return and paying lodging taxes collected in the month of February 2020 and remitted to the City in March 2020, for a refund of lodging taxes collected in the month of February 2020 and remitted to the City in March 2020 in accordance with the Refund Procedure in this title. The application shall be made upon such forms as shall be prescribed and furnished by the Finance Director, which forms shall contain such information as the Finance Director shall prescribe.

(b) Refund Procedure.

(1) Generally. A refund shall be made, or credit allowed, for the tax paid under dispute by any purchaser who has an exemption as in this chapter set out or as an Emergency Refund as provided in Emergency Ordinance # _____. Such refund shall be made by the Finance Director after compliance with the conditions of this title section.

(2) Application. Applications for a refund of disputed tax must be made within 60 days after the purchase of the lodging on which the exemption is claimed and must be supported by the affidavit of the purchaser accompanied by the original paid invoice or sales receipt and a certificate issued by the vendor, and be made upon such forms as shall be prescribed and furnished by the Finance Director, which forms shall contain such information as the Finance Director shall prescribe.

Applications for an Emergency Refund as provided in Emergency Ordinance # _____ must be made within 30 days after the due date for filing a return and paying lodging taxes collected in the month of February 2020 and remitted to the City in March 2020 and be made upon such forms as shall be prescribed and furnished by the Finance Director, which forms shall contain such information as the Finance Director shall prescribe.

(3) Decisions. Upon receipt of an application for a refund of Disputed Tax or for an Emergency Refund, the Finance Director shall examine the same as soon as is practicable and shall give notice to the applicant by an order in writing of the decision thereon. The Finance Director is authorized to pay any Emergency Refund of lodging tax without further authorization by City Council.

(4) Partial Payments or Other Accommodation(s). The City Manager may accept any partial payment made and apply such payments towards the tax due. Acceptance of such payments shall not in any way limit the power to collect any total tax liability, neither will a refund, forbearance of collection for a time certain or on other condition(s) or other procedure including but not limited to temporary relief from payment of tax collected by the extension of tax return due dates, relief from imposition of penalty and/or interest on late payments or other implementation of Emergency Ordinance # _____ be cause or be legal basis for any vendor, taxpayer or other person to claim or assert that this Chapter is waived, lessened or unenforceable upon the expiration of the Emergency.

No tax overpayment shall be refunded or application for an Emergency Refund approved unless a claim for refund is signed and submitted to the City by the taxpayer.

3.12.260 Authority of City Manager. (in relevant part)

The power to administer this title chapter is hereby vested in the City Manager, who may delegate his/her authority to the Finance Director.

(a) Forms and Procedures. The City Manager shall prescribe forms and administrative procedures for the ascertainment, assessment, and collection and refund of the tax levied by this title chapter.

(g) Partial Payments or Other Accommodation(s). The City Manager may accept any partial payment made and apply such payments towards the tax due. Acceptance of such payments shall not in any way limit the power to collect any total tax liability, neither will a refund, forbearance of collection for a time certain or on other condition(s) or other procedure including but not limited to temporary relief from payment of tax collected by the extension of tax return due dates, relief from imposition of penalty and/or interest on late payments or other implementation of Emergency Ordinance # _____ be cause or be legal basis for any vendor, taxpayer or other person to claim or assert that this Chapter is waived, lessened or unenforceable upon the expiration of the Emergency.

3.12.370 Claim for Refund.

No tax overpayment shall be refunded or application for an Emergency Refund approved unless a claim for refund is signed and submitted to the City by the taxpayer.

(a) Application. An application for refund of tax shall:

(1) Be made on a claim for refund form furnished by the City; and,

(2) Be signed by the taxpayer; and

(3) Include adequate documentation of the claim, and if approved, execute documents required by the City. If an Emergency Refund is approved, enter into a payment agreement on terms acceptable to the City and the taxpayer. The Finance Director is authorized to pay any Emergency Refund without further authorization by City Council.

(b) Decision. The City Manager shall examine the claim for refund and give written notice to the taxpayer of the amount to be refunded or denied.

(c) Refunds Not Assignable. The right of any person to obtain a refund pursuant to this chapter shall not be assignable.

(d) False Claims. No person shall make any false statement in connection with a claim for refund.

(e) As provided by Emergency Ordinance # _____ a vendor licensed by the City may apply to the Finance Director for a refund of sales and use taxes collected in the month of February 2020 and remitted to the City in March 2020 in accordance with the Refund Procedure in this title.

(f) Applications for an Emergency Refund as provided in Emergency Ordinance # must be made within 30 days after the due date for filing a return and paying sales and use taxes collected in the month of February 2020 and remitted to the City in March 2020 and be made upon such forms as shall be prescribed and furnished by the Finance Director, which forms shall contain such information as the Finance Director shall prescribe.

Applicability, declaration of emergency and effective date.

City Council hereby declares that a special emergency exists and that this ordinance is necessary to ensure the preservation of the peace and the public health, safety and welfare by effectuating the Council's publicly articulated purposes as stated herein and in the Declaration of Emergency of even date herewith.

In declaring a special emergency, and by and with the adoption of this ordinance, the City Council is conscientiously stewarding the public's funds by infusing these funds back into the economy through the vendor (business).

This Ordinance, immediately on its final passage, shall be recorded in the City book of ordinances kept for that purpose, authenticated by the signatures of the Mayor and the City Clerk. The full text of the amending ordinance, in accordance with the Charter of the City of Grand Junction, is to be published in full.

This Ordinance shall apply to the City of Grand Junction. This Ordinance shall take effect immediately upon passage and with the unanimous approval of City Council.

Severability.

This Ordinance is necessary to protect the public health, safety and welfare of the residents of the City. If any provision of this Ordinance is found to be unconstitutional or illegal, such finding shall only invalidate that part or portion found to violate the law. All other provisions shall be deemed severed or severable and shall continue in full force and effect.

All other provisions of Title 3 of the Grand Junction Municipal Code shall remain in full force and effect.

Sunset.

Within sixty days of the adoption of this ordinance, the City Council shall consider the effectiveness of the ordinance at achieving its stated purposes and protecting the general health, safety and welfare of the residents of the City. Without further action by the City Council, the terms and provisions of this ordinance shall expire on the 73rd day (May 21, 2020) after the effective date hereof without subsequent action by the City Council.

Adopted and ordered published in pamphlet form this 23rd day of March, 2020



A handwritten signature in blue ink, which appears to read "Rick Taggart", is written over a horizontal line.

Rick Taggart
President of the Council

ATTEST:

A handwritten signature in blue ink, which appears to read "Wanda Winkelmann", is written over a horizontal line.

Wanda Winkelmann
City Clerk



ENHANCE BROOMFIELD MODIFIED GRANT PROGRAM

PROGRAM DESCRIPTION

Overview

Many Broomfield small businesses have been negatively impacted by changes in customer market demand and governmental actions enacted to protect the public health and alter the spread of the COVID-19 pandemic within the United States, Colorado, and Broomfield. The Enhance Broomfield Modified Grant Program is designed to assist local small businesses with support grants of up to \$7,500 per business. The expectation is the average grant would be about \$4,000, and any business could only receive one grant in 2020. This program is intended to promote business success, resulting in employee retention, business and tax revenues, and sustaining business activity. This program is for businesses located within the City & County of Broomfield only.

The grant application process has now begun, and applications will be considered on a rolling basis. There are limited funds available for this program, and awards will be made based on demonstrated financial need and potential for future business viability (as demonstrated through the application and the requested supporting materials). Applications may be submitted at any time, and continue to until available funds are exhausted. Applications will be reviewed first by Broomfield's staff for completeness and eligibility. **All applications and associated materials will be considered confidential, working papers.**

Following a determination of eligibility, applications will be reviewed and scored by the Review Committee composed of City and County of Broomfield staff and representatives from local financial institutions and local business. A critical criteria for evaluation of the application will be demonstration of the financial need due to impacts from COVID-19 market changes and the viability of the business to continue throughout 2020. Following evaluation by the Review Committee, the City and County Manager shall have the final action for any application for award, Approve, defer, or denial.

The application has been designed, along with the requested supporting materials, to be similar to the Small Business Administration's EIDL (Economic Injury Disaster Loan) program application and requested supporting materials. We would advise, but do not require, any business seeking support under this program to consider and apply for support under the SBA EIDL program. Both the Broomfield Chamber staff and our Economic Vitality can provide links and information about that program.

In addition, the Broomfield Chamber and the Broomfield Community Foundation are considering additional business support programs to help meet the impacts on Broomfield's businesses and community resulting from the COVID-19 pandemic. You can choose at the end of the application, to grant us permission to share your application and materials with the Broomfield Community Foundation for consideration under a program they may initiate to provide short-term financial assistance to Broomfield businesses. Please both visit the Broomfield Chamber website, www.broomfieldchamber.com or Broomfield's COVID-19 business support site, broomfield.org/COVIDEconomicssupport to learn about additional business support programs in the future.



PROGRAM DETAILS

Use of Funds

These cash grants are designed to assist eligible small businesses that may have temporarily closed, having difficulty with paying their rent and utilities, or have or are considering reducing staff (number or hours). Eligible uses of funds include direct business expenses related to the continued operation; such as payroll, inventory or supplies, lease rent, and utilities for the business.

Eligibility Guidelines

- Business located and operating in Broomfield, with no more than three locations (with one in Broomfield).
- Are in good standing with both the City and County of Broomfield (e.g. not in default on any taxes) and the CO Secretary of State
- Providing services to Broomfield residents or producing goods/products within Broomfield.
- Have no less than 2 full time equivalent (FTE) employees, of which one must be non-related person, and no more than 25 employees.
- Demonstrated business/financing need, including but not limited to:
 1. Documented loss of future contracts/orders or sales declines from February 2020 or forward commitments, which are related to the COVID-19 caused market change,
 2. Previous monthly financials for February 2020, and if available for for any/all months in 2019 and 2020, and
 3. A summary of accounts and financial resources on-hand (such as funds on deposit or other easily liquid assets).
- Application must demonstrate a business strategy for ensuring or returning to business viability through 2020, this strategy should include:
 - Summary business plan, highlighting both how the business will or is surviving in the immediate market disruption (2-3 months) and will adjust the business to ensure longer term viability.
 - Evidence of access to or commitment of other capital resources to ensure business sustainability (such as, letter of commitment from a financing lender or equity investor).
 - Explanation on the intended uses of the business support funds, which may include business expenses (such as, payroll, inventory or supplies, lease rent, and utilities).
- Preferences will be given to locally-owned, operated businesses.



Terms of Grant Funding

1. Any business receiving a business support grant shall commit to achieving an employment level of at least at 50% of the February 2020 employment, within 60-days of the business grant award.
2. All granted funds shall be used solely in the furtherance of sustaining and the success of the Broomfield-located business operation.
3. Other terms may be identified as part of the funding award.

Awards and Disbursement of Funds

Awards will depend upon the number of applicants, availability of funds, and demonstrated need. Once funds for the program are depleted, the program will be suspended pending additional funding. Applicants that are awarded funding under the program will receive a project award notification which will outline all terms and conditions of the award including: deadlines, submission requirements, and eligible expenses. Awardees will be required to submit a W-9 to the City and County of Broomfield. The City and County of Broomfield reserves the right to make awards different from the specific amount(s) requested. Release of funds may take up to three weeks.

Application

Applicants must complete a formal application, which is available for download on the City and County of Broomfield's COVID Economic Support website, broomfield.org/COVIDEconomicSupport. Applications may be emailed to jamendoza@broomfield.org , or mailed to:

City and County of Broomfield
Economic Vitality
RE: Enhance Broomfield
One DesCombes Drive
Broomfield, CO 80020

Only complete applications will be accepted, and all submissions will become property of the City and County of Broomfield. Applicants are encouraged to mark any and all information that is to be kept confidential as such.



ENHANCE BROOMFIELD MODIFIED GRANT APPLICATION

Applicant Information

Business Name: _____

Number of Full Time Employees Feb 2020/Current _____

Owner(s) Names: _____

Business Location: _____

City: _____ State: _____ ZIP: _____

Phone No: _____ Email: _____

Type of Business: _____

Years in Current Location: _____ Lease Expiration: (if applicable) _____

Property Owner: (if different from business owner) _____

Property Manager: (if applicable) _____

Mailing Address: (if different from business location) _____

Please give us a brief background and description of your business:

Please explain the impacts resulting from the COVID-19 pandemic on your business:



ENHANCE BROOMFIELD MODIFIED GRANT APPLICATION

Please identify the resulting operational actions you/your business took as a result of the COVID-19 pandemic market impacts? (Check all that apply)

- Business closure
- Reduced hours of operation
- Employee layoffs
- Revenue decline
- Increased operating costs (e.g. employee paid leave)
- Access to or increased cost of capital needed to address increased business costs
- Inability to respond to home-delivery requests
- Interrupted supply/delivery
- Employee absenteeism
- Inability to serve customers
- Decreased customers

Annual gross revenue before COVID-19:

- At or less than \$1 million annually
- Between \$1 million and \$2 million annually
- At or greater than \$2 million annually

Supporting Documentation

Either electronically, or drop-off or mail the following supportive materials:

1. Summary business plan, highlighting both how the business will or is surviving in the immediate market disruption (2-3 months) and will adjust the business to ensure longer term viability,
2. Explanation on the intended uses of the business support funds, which may include business expenses (such as, payroll, inventory or supplies, lease rent, and utilities),
3. Documents showing loss of future contracts/orders or sales declines from February 2020 or forward commitments, which are related to the COVID-19 caused market change,
4. Monthly financials for February 2020, and if available for for any/all months in 2019 and 2020,
5. Summary of accounts and financial resources on-hand (such as funds on deposit or other easily liquid assets), and
6. Evidence of access to or commitment of other capital resources to ensure business sustainability (such as, letter of commitment from a financing lender or equity investor).

Failure to submit a complete application will delay processing, as only complete applications are reviewed for consideration of an award. Applications are reviewed on a weekly basis as long as funds are available. Award determinations may take up to 2 weeks.



ENHANCE BROOMFIELD MODIFIED GRANT APPLICATION

To avoid any Conflicts of Interest, please answer the following two questions:

- 1. Are you an employee of the City and County of Broomfield, or an immediate family member of an employee of the City and County of Broomfield?
2. Are you a sitting City Council member of the City and County of Broomfield, or an immediate family member of a sitting City Council member of the City and County of Broomfield?

I give authorization to the City and County of Broomfield to share this application and the associated supportive materials to the Broomfield Community Foundation for consideration of this application for small business financial support. Please check, and initial.

Give permission ___ Initial _____

Do not grant permission ___ Initial _____

Certification

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statements herein, I am subject to possible revocation of any investment awards issued as result of my false application, and any other remedies prescribed by law.

Applicant Signature: _____

Applicant Name: (Please Print) _____ Date: _____

Co-Applicant Signature: _____

Co-Applicant Name: (Please Print) _____ Date: _____

For questions or assistance on the Enhance Broomfield Modified Grant Program, the application, requested supporting materials or other Broomfield business support efforts, please contact Jill Mendoza at 303-438-6220 or jamendoza@broomfield.org.

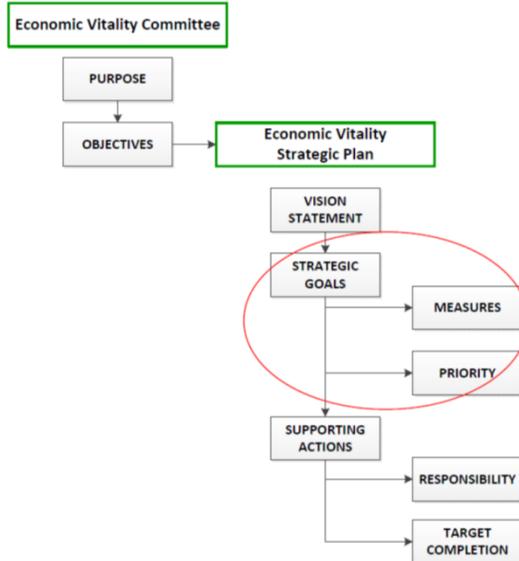
Economic Vitality Strategic Plan,
Business Impacts from COVID-19
and Consideration of Financial
Assistance

Megan E. Pierce
Economic Vitality Director
April 7, 2020

WORK TO-DATE

ECONOMIC VITALITY COMMITTEE

Strategic Plan Process



EVC Purpose and Objectives

- **Purpose:** The Louisville Economic Vitality Committee (EVC) provides leadership, policy recommendations, and support for the City's programs to promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services.
- **Objectives:**
 - Facilitate the development of an Economic Vitality Strategic Plan, including goals and specific supporting actions.
 - Make recommendations in support of the City's Economic Prosperity Program by maintaining positive business relationships; assisting property owners, brokers, and companies in finding locations and/or constructing new buildings; and attracting/retaining a diverse mix of businesses that provide employment opportunities for Louisville residents.
 - Monitor progress toward the Economic Vitality Strategic Plan goals through Key Performance Indicators and annually review prioritization.

Strategic Plan- Vision Statement and Goals



- **Vision Statement:** Louisville is dedicated to producing reliable revenue to support City services which enhance our quality of life by fostering an economic environment that generates high quality jobs, innovative companies, and a diversity of businesses, employees, and customers.
- **Strategic Goals:**
 - Develop differentiated tools and programs focused on increasing total retail sales and sources of revenue generating activities;
 - Focus retention and attraction strategies on underutilized retail spaces, blighted properties, and long-term vacancies;
 - Improve our business climate through collaborative relationships and effective processes;
 - Facilitate a mix of diverse and quality job opportunities for Louisville residents; and
 - Invest in green practices and programs that enhance environmental sustainability in our business community.

COVID-19

BUSINESS SUPPORT AND IMPACTS

Support Local Campaign



How to support a local business for free

FOLLOW THEIR SOCIAL MEDIA	\$0.00
LEAVE A REVIEW ON YELP OR GOOGLE	\$0.00
SHARE A POST	\$0.00
LIKE A POST	\$0.00
TAG A FRIEND	\$0.00
COMMENT A NICE WORD	\$0.00
COMMENT AN EMOJI	\$0.00
POST A PIC	\$0.00
REFRAIN FROM NEGATIVITY	\$0.00

City of Louisville
COLORADO • SINCE 1878
LouisvilleCO.gov/SupportLocal

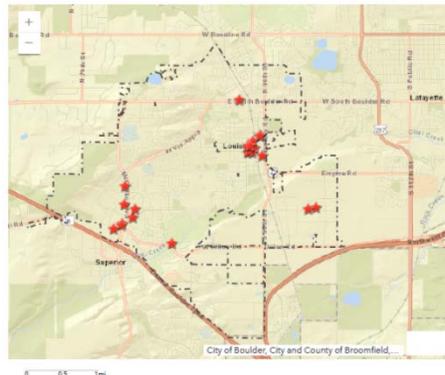
- Online submission form
- Promoted by City, Chamber, and DBA
- 82 participating businesses

Food and Beverage Map



Local Restaurants Open for Takeout & Delivery

More detail on listed restaurants and promotions on offer is also listed under "Food & Beverage" establishments.



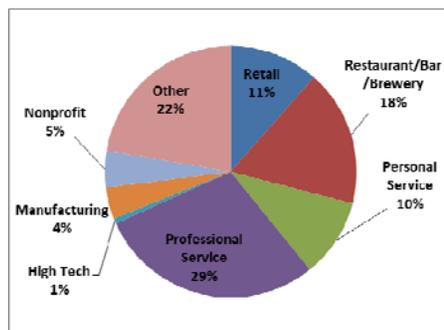
- Submit for inclusion with City or Chamber; incorporated Support Local submissions
- Those providing takeout, curbside, or delivery services
- 36 business listings

COVID-19 Impacts Survey



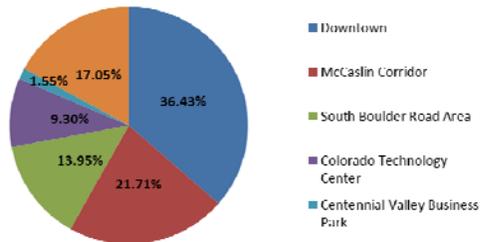
- Administered March 23; five days to respond
- Distributed via City email lists to local business owners and managers
 - Also shared by Chamber and Downtown Business Association
- 129 respondents
- Summary presentation of quantitative data and open-ended comments

Question #3: Business Type



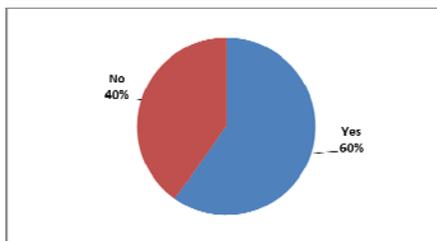
- 33.33% self-identified as “Professional Service” business
- 75% of businesses said they were a primary employer

Question #16: Business Location



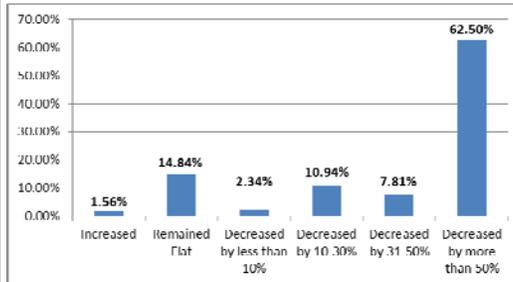
- Respondents from all of the commercial areas within Louisville
- Most respondents from Downtown
- A few respondents outside of Louisville
- Most respondents a member of Chamber (72.66%)

Question #5: Businesses Open



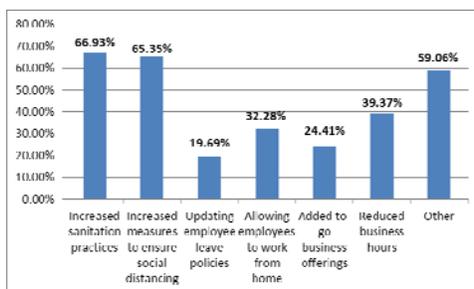
- Survey administered shortly before Governor's Stay at Home order
- Almost 60% said they were still open
- Over 70% of respondents said they did not carry business interruption insurance

Question #8: Sales Change



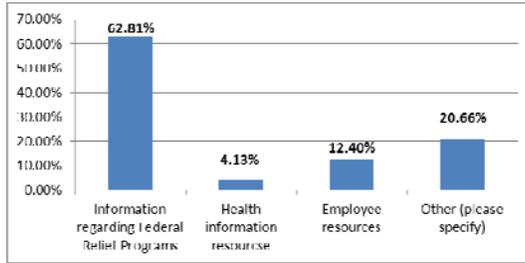
- 62.50% stated business sales have decreased by more than 50%
- Comments highlight the severe distress businesses are experiencing

Question #10: Changes to Business



- Almost 40% of respondents have reduced business hours
- “Other” comments- changes to use in technology, staff reductions, offering of delivery or curbside pick-up

Question #11: Resources and Support



- High demand for information on federal aid programs; applications for SBA loans came out just after survey distribution
- “Other” comments seeking deferred payments or rent assistance

CONSIDERATION

FINANCIAL ASSISTANCE

Community Programs



- Town of Lyons, Revolving Loan Fund
- Town of Superior, Small Business Emergency Relief Grant Program
- City of Grand Junction, Extensions on Returns and Payments
- DEDO, Small Business Emergency Relief
- City and County of Broomfield, Enhance Broomfield Modified Grant Program

Louisville Businesses



- 944 in-city licensed businesses
 - 742 brick-and-mortar
 - 202 home-based
 - 60 in-city not yet renewed licenses for 2020
- In-city, brick-and-mortar businesses by area:
 - McCaslin: 238
 - South Boulder Road: 146
 - Downtown: 180
 - Colorado Technology Center: 178

Louisville Businesses (cont.)



- In-city licensed, brick-and-mortar businesses by industry category
 - Grocery: 22
 - Food/Beverage: 80
 - Communications/Utilities: 6
 - Building/Construction: 16
 - General Merchandise: 38
 - Services: 429
 - Other: 151

Federal Financial Assistance



- Paycheck Protection Program (PPP), part of the CARES Act
 - Loans administered through 7a lenders approved and registered through the US SBA
- Economic Injury Disaster Loan
 - Including Loan Advance/Grant
 - Administered through US SBA
- SBA Express Bridge Loan

Program Parameters/Eligibility



- Complete application
- Brick-and-mortar business within Louisville
- Demonstrated need and hardship specific to COVID-19
- Current on all City accounts
- Reasonable explanation as to use of funds
- Amount of grant funding
 - Budget amendment at later date

Recommendation



Discuss the actions of the Economic Vitality Committee as well as the impacts of COVID-19 on the local economy and business community.

Provide Direction and/or Action on potential financial assistance program for local businesses.

**SUBJECT: RESOLUTION NO 30, SERIES 2020, A RESOLUTION
REGARDING QUASI-JUDICIAL HEARINGS AT MEETINGS
CONDUCTED BY ELECTRONIC PARTICIPATION**

DATE: APRIL 7, 2020

PRESENTED BY: KATHLEEN KELLY, CITY ATTORNEY

SUMMARY:

At the emergency meeting held on March 16, 2020, the City Council adopted Resolution No. 26, Series 2020, which amended the City Council Rules of Procedure to authorize regular or special meetings of the City Council to be conducted by electronic means. At the City Council's special meeting held on March 31, 2020, the City Council adopted Resolution No. 29, Series 2020, which authorized boards, commissions, and committees ("Appointed Bodies") established by the City Council to also hold electronic meetings. Neither the City Council nor Appointed Bodies are currently authorized to hold quasi-judicial hearings or take any quasi-judicial actions at electronic meetings.

Adoption of Resolution No. 30, Series 2020, would (1) amend the City Council Rules of Procedure to allow the City Council to hold quasi-judicial hearings at electronic meetings if it finds "the nature and expected duration of a health epidemic or pandemic or other state of emergency affecting the City is or will be extraordinary" and procedures have been adopted by Resolution; (2) make the finding required by the City Council Rules of Procedure, that the COVID-19 Pandemic is extraordinary because current information indicates the City Council and Appointed Bodies may not be able to meet in person for an extended period of time; and (3) authorize City Council and Appointed Bodies to hold quasi-judicial hearings at meetings held by electronic means according to the procedures set forth in the Resolution.

The Resolution contains several procedures intended to satisfy constitutional due process requirements of notice and a fair hearing before an impartial decision-making body. The procedures have also been drafted so as to provide some administrative flexibility moving forward. Holding quasi-judicial hearings electronically is a new and untested procedure that may require some refinement and City staff may face unexpected challenges when preparing for electronic hearings.

Electronic quasi-judicial hearings will be optional at the request of the applicant and applicants will be required to acknowledge the legal risk involved and agree to proceed electronically at their own risk. Because of the heightened risk involved with land use applications, those applicants must also agree to defend and indemnify the City in case of any legal challenge arising from holding the hearing electronically. If an applicant does not want to take the risk, or will not agree to the conditions in the Resolution, the matter will not be scheduled until an in-person hearing can be provided. Also, if at any

point there are technical or other challenges that make it no longer feasible or prudent to hold the hearing electronically, the City Manager or their designee can vacate the electronic hearing.

FISCAL IMPACT:

None.

PROGRAM/SUB-PROGRAM IMPACT:

Adoption of the resolution will allow the City Council and Appointed Bodies to hold quasi-judicial hearings at electronic meetings, which will enable the City to continue processing these applications during periods when the City Council has determined the nature and expected duration of a health epidemic or pandemic or other state of emergency affecting the City is or will be extraordinary.

RECOMMENDATION:

Approval of resolution, which will authorize City Council and Appointed Bodies to hold quasi-judicial hearings at meetings held by electronic participation.

ATTACHMENT(S):

- 1. Resolution No. 30, Series 2020
- 2. City Council Rules of Procedure (redline)

STRATEGIC PLAN IMPACT:

<input type="checkbox"/>	 Financial Stewardship & Asset Management	<input type="checkbox"/>	 Reliable Core Services
<input type="checkbox"/>	 Vibrant Economic Climate	<input type="checkbox"/>	 Quality Programs & Amenities
<input type="checkbox"/>	 Engaged Community	<input checked="" type="checkbox"/>	 Healthy Workforce
<input type="checkbox"/>	 Supportive Technology	<input type="checkbox"/>	 Collaborative Regional Partner

**RESOLUTION NO. 30
SERIES 2020**

**A RESOLUTION REGARDING QUASI-JUDICIAL HEARINGS AT MEETINGS
CONDUCTED BY ELECTRONIC PARTICIPATION**

WHEREAS, on March 15, 2020, the Mayor of the City of Louisville, pursuant to Chapter 2.32 of the Louisville Municipal Code and C.R.S. § 24-33.5-709, executed a Declaration of Local Disaster Emergency in and for the City of Louisville (the “Mayor’s Declaration”) in response to the widespread pandemic Novel Coronavirus (COVID-19); and

WHEREAS, by Resolution No. 27, Series 2020, adopted on March 16, 2020, the City Council continued in effect the Mayor’s Declaration until terminated by resolution of the City Council; and

WHEREAS, by Resolution No. 26, Series 2020, also adopted on March 16, 2020, the City Council amended its Rules of Procedure to provide for electronic meeting participation in certain situations, including when meeting in person is not practical or prudent due to a health epidemic or pandemic; and

WHEREAS, on March 25, 2020, the Governor of the State of Colorado issued Executive Order 2020-17, ordering the Colorado Department of Health and Environment (“CDPHE”) to issue a state-wide “Stay at Home” public health order; and

WHEREAS, also on March 25, 2020, the CDPHE issued an Amended Public Health Order 20-24 Implementing Stay at Home Requirements, which Order has since been updated twice, and which Order requires all individuals currently living within the State of Colorado to stay at home whenever possible, and only to leave to perform or utilize “Necessary Activities,” as defined in the Order; and

WHEREAS, by Resolution No. 29, series 2020, adopted on March 31, 2020, the City Council authorized boards, commissions, and committees established by the City Council (“Appointed Bodies”) to also hold meetings by electronic participation when meeting in person is not practical or prudent due to a health epidemic or pandemic; and

WHEREAS, the City Council Rules of Procedure, as amended by Resolution No. 26 do not permit quasi-judicial hearings be held at electronic meetings; and

WHEREAS, Appointed Bodies also may not hold quasi-judicial hearings at electronic meetings unless and until the City Council adopts a resolution establishing guidelines for such matters that confirm with the requirements of the City’s Home Rule Charter, the Louisville Municipal Code, and constitutional due process requirements; and

WHEREAS, current available information indicates the City Council and Appointed Bodies may not be able to meet in person for an extended period of time and thus the nature and extent of the COVID-19 Pandemic is extraordinary; and

WHEREAS, the City Council finds that holding quasi-judicial hearings constitutes an important function of City government; that not holding such hearings for an extended period of time may present a burden to City residents, property owners, and businesses; and that the public health, safety, and welfare of the City will best be secured and protected during this COVID-19 Pandemic by permitting quasi-judicial hearings to proceed at electronic meetings in accordance with the procedures set forth herein.

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

Section 1. The amended City Council Rules of Procedure are hereby approved in the form accompanying this Resolution.

Section 2. The City Council and Appointed Bodies are hereby authorized to hold quasi-judicial hearings at a meeting by Electronic Participation, subject to the following procedures:

A. Applicant's Written Request. In the event a pending quasi-judicial matter is scheduled for a public meeting to be conducted by Electronic Participation, or an applicant wishes to request an as-yet unscheduled hearing be conducted by Electronic Participation, a written request shall be made on a form provided by the City. The applicant shall acknowledge that holding a quasi-judicial hearing by Electronic Participation presents certain legal risks and involves an area of legal uncertainty, and the applicant shall agree that moving forward with a quasi-judicial hearing by Electronic Participation shall be at their own risk. Land use applicants shall additionally agree to defend and indemnify the City in any action that may arise out of, or in connection with, conducting the hearing by Electronic Participation.

B. City Manager to Determine Suitability of Conducting Quasi-Judicial Hearing by Electronic Participation. The procedures adopted by this Resolution create no right in any party to a quasi-judicial matter to have a hearing conducted by Electronic Participation. Upon receipt of a written request, the City Manager or their designee shall determine whether the City has the capability to hold the particular type of hearing by Electronic Participation, what available form of Electronic Participation is most appropriate for the type of hearing, and set date(s) for the hearing(s). Such hearings shall be open to the public and provide the ability for interested members of the public to join the hearing electronically. The method chosen by the City Manager or their designee shall ensure the public has the ability to view or listen to the hearing in real time and interested parties may speak. If at any point the City Manager or their designee determines it not possible or prudent to hold the hearing by Electronic Participation, whether due to technical issues or an inability to do so while meeting constitutional due process requirements, the

hearing shall be vacated and the matter will be held in abeyance until in-person meetings have resumed.

C. Notice Requirements.

1. The required notice for the hearing and the agenda for the meeting at which the hearing will be held shall each include information about how the hearing will be conducted and how the public can access, observe, and participate in the hearing. If such notice as required by the Louisville Municipal Code or otherwise by law has already been provided for a hearing to be held in person, such additional notice shall be given as to reasonably inform interested persons that such hearing will instead be held by Electronic Participation; provided, however, this additional notice shall not be deemed jurisdictional.

2. The notice shall advise that relevant documents will be made available online, that any interested party may contact the City Clerk to receive a paper copy if unable to access the online documents, and that the City will reasonably accommodate interested parties who lack necessary equipment or the ability to access equipment. Interested parties will be encouraged to submit written comments in advance of the hearing, which comments will be made a part of the record of the hearing.

D. Documents. The City Clerk or Secretary of the applicable board or commission shall set deadlines for submission of documents depending on the nature of the hearing. Materials relevant to the hearing, including but not limited to materials related to specific applications and other documents to be shown electronically during the hearing, will be made available online at least 72 hours in advance for public inspection prior to, during, and after the hearing.

E. Hearing Procedures. At the outset of the hearing, the presiding officer of the Public Body shall describe the hearing procedure, including how testimony and public comment will be received. The applicant shall be given an opportunity to object to the hearing procedure. The presiding officer shall rule on any such objection, and the decision of the presiding officer shall be final.

F. Record. The City Clerk or Secretary of the applicable board or commission shall ensure that all equipment used for the hearing is adequate and functional for allowing clear communication among the participants and for creating a record of the hearing as required by law. Provided, however, the City Clerk or Secretary shall not be responsible for resolving any technical difficulties incurred by any person participating in the hearing.

PASSED AND ADOPTED this 7th day of April, 2020.

Ashley Stolzmann, Mayor

ATTEST:

Meredyth Muth, City Clerk



CITY COUNCIL

RULES OF PROCEDURE

adopted ~~March 17~~January 21, 2020
by Resolution No. ~~2610~~, Series 2020

amended April 7, 2020
by Resolution No. 30, 2020

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RULES OF PROCEDURE FOR THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO

I. DEFINITIONS

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

“Chair” means the Mayor or member of the Council who presides over a meeting, special meeting, executive session, or study session of the City Council, subject to Rule III I below.

“City” means the City of Louisville, Colorado.

“Code” means the Louisville Municipal Code.

“Council” or “City Council” means the body constituting the City Council of the City, consisting of six (6) Councilmembers and the Mayor.

“Councilmember” means each member of the City Council except the Mayor.

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

“Emergency” means a matter which could not have been reasonably anticipated or foreseen and on which immediate action is genuinely and urgently necessary for the preservation of the public health, safety, or welfare.

“Entire Council” means all of the seven (7) members of the City Council.

“Member of the Council” means the Mayor and each Councilmember.

“Rules” means the City Council Rules of Procedure.

II. AUTHORITY

The [Home Rule Charter of the City of Louisville](#) provides that the Council may determine its own rules of procedure for meetings. The following Rules shall be in effect upon their adoption by the Council until such time as they are amended or new Rules adopted.

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

If any Rule, on its face or as applied, conflicts with applicable provisions of the Charter or ordinances, those provisions shall apply and that Rule shall not.

III. GENERAL RULES

- A. **LOCATION:** All in-person Council meetings shall take place in a public building that is accessible to members of the public, with or without reasonable accommodation in accordance with applicable law.
- B. **OPEN TO THE PUBLIC:** All meetings and study sessions, including those conducted by Electronic Participation pursuant to Section IV.H, shall be open to the public. The Council may conduct executive sessions in compliance with the Charter, Code, and applicable provisions of the Colorado Open Meetings Law.
- C. **MEETING NOTICE:** Notice for all meetings and study sessions shall be given as required by the Charter. At the first regular meeting of every year, the City Council shall designate the locations for posting of notices of its meetings.
- D. **MINUTES:** Minutes of each regular and special meeting shall be taken and retained permanently in the records of the City. A summary shall be prepared for each study session.
- E. **QUORUM:** A quorum is needed for the transaction of business at each regular and special meeting of the Council. A quorum shall be defined as a majority of the members of the Council holding office at the time of the meeting.
- F. **ABSENCES:** No member of the Council shall have more than six (6) absences from regular Council meetings during any period of twelve (12) consecutive calendar months. The date of the seventh (7th) absence shall be deemed to be the date on which the office was vacated.
- G. **APPLICABILITY OF THE CODE OF ETHICS:** Each member of the Council shall adhere to the Code of Ethics (Charter Section 5-6).
- H. **DISCLOSURE OF INTEREST AND RECUSAL:** Any member of the Council who has an interest in, or whose interest would be affected by, any proposed official action before the Council shall immediately and publicly disclose the nature and extent of the interest; shall not participate in any discussion or decision concerning the proposed action; shall not attempt to publicly or privately influence the City Council, any public body, or any employee in connection with the action; and shall leave the room

where the discussion or decision is taking place during the time the proposed action is being discussed and the decision is being made.

- I. CHAIR: The Chair is the member of Council who presides over a Council meeting and shall do so according to these Rules and applicable law. The Mayor serves as Chair of all Council meetings at which the Mayor is present. In the Mayor's absence, the Councilmember appointed as Mayor Pro Tem will serve as Chair. In the absence of both the Mayor and the Councilmember appointed as Mayor Pro Tem, then the Councilmember with the greatest seniority on Council, followed by alphabetical order, will serve as Chair.

IV. **MEETINGS**

- A. REGULAR MEETINGS: Council shall hold regular meetings twice each month. Regular meetings shall be conducted on the first and third Tuesday of the month, excluding holidays, and shall convene at 7:00 p.m. unless another day or time is set by prior approval of a majority of the Council. A regular meeting may be held on at least seventy-two (72) hours written notice.
- B. SPECIAL MEETINGS: A special meeting shall be called by the City Clerk on the request of any four (4) members of the Council, and shall be held on at least forty-eight (48) hours written notice. In addition to other means, a request for a special meeting may be effected by e-mailing such request to the City Clerk or by a motion approved a majority of the entire Council.
- C. EMERGENCY SPECIAL MEETINGS: An emergency special meeting shall be called by the City Clerk on the request of the City Manager or any four (4) members of the Council and shall be held on at least twenty-four (24) hours written notice to each member of the Council. In addition to other means, a request for an emergency special meeting may be effected by e-mailing or telephoning such request to the City Clerk. Each person requesting the meeting must have determined that the meeting is urgently necessary to take action on an unforeseen matter requiring immediate action; and the basis for the determination shall be stated in the notice of the meeting.

The Council shall not take action on any item of business at any special meeting unless the item to be acted on has been stated in the notice of the meeting; or the item to be acted on is reasonably related to the item which was stated in the notice of the meeting.

- D. STUDY SESSIONS: The purpose of study session meetings is to enable the Council to obtain information about and discuss matters of public

business in a less formal atmosphere. No preliminary or final policy decision, fiscal decision, rule, regulation, resolution, ordinance, action approving a contract, action calling for the payment of money, or other formal action shall be made or taken at any study session.

At any study session, any member of the public who in good faith believes that a study session is proceeding in violation of this section IV.D shall be entitled to submit a brief written objection to the Chair of the study session; the written objection shall specify the grounds for the objection. The Chair shall exercise discretion in determining whether the study session complies with this section, and shall conduct the study session in accordance with that determination.

Study sessions are generally held on the 2nd and 4th Tuesday of each month.

- E. EXECUTIVE SESSIONS: It is the policy of the City that the activities of City government should be conducted in public to the greatest extent feasible in order to assure public participation and enhance public accountability. The Council may hold an executive session only at a regular or special meeting and for the sole purpose of discussing topics approved by the Charter.

Adoption of any proposed policy, position, resolution, rule, regulation, or formal action, or informal or "straw" vote, shall not occur at any executive session.

Executive Session Procedure:

1. A request for an executive session may be made only by a member of the Council, the City Attorney or other attorney representing the City, the Municipal Judge, or the City Manager.
2. The request to go into an executive session shall be made in an open session at a regular or special meeting of the Council. The requesting party shall give as detailed and specific a statement as possible avoiding disclosure of any confidential matters, as to the topic or topics to be discussed and the reasons for requesting an executive session.
3. Immediately after a request to go into an executive session, and prior to any motion to go into executive session, the City Clerk shall read the statement concerning executive sessions required by the Code.

4. The executive session shall only be held upon an affirmative vote of two-thirds (2/3) of the entire Council. A separate vote shall be held on each topic requested to be considered in the executive session. Following the vote and immediately prior to retiring into the executive session, the Mayor (or the Councilmember appointed as Mayor Pro Tem, as the case may be) shall announce the topic or topics of the executive session.
 5. Immediately upon retiring into the executive session, the requesting party shall explain in detail the nature of the topic and the reasons for requesting the executive session. Those in attendance may then discuss the propriety of the executive session.
 6. Before any discussion on the merits of any topic in the executive session, the City Attorney or other attorney representing the City shall give an opinion as to the propriety of the executive session and shall provide guidelines as to the limitations that apply to the discussion.
 7. At any time, any participant may object to the continuation of the executive session. Upon the making of such objection, all discussion shall cease, and the Council shall reconvene in an open session for the purpose of determining the propriety of continuing the executive session. An affirmative vote of two-thirds (2/3) of the entire Council shall be required to continue the executive session.
 8. Upon completion of the executive session, the Council shall reconvene in an open session. The person who requested the executive session shall provide as detailed an explanation as allowed by law without disclosing any confidential matter or any matter which would adversely affect the City's interests, and shall announce what procedure, if any, will follow from the executive session.
 9. Discussions that occur in executive session shall be recorded, and access to the record shall be provided, in the manner and to the extent provided in the State statutes concerning open meetings and the State statutes concerning open records.
- F. RESCHEDULING: The Council may reschedule meetings for dates and times outside its regular meeting schedule to avoid holidays, elections, and other matters, to achieve a quorum, or to allow for additional time for a meeting. To reschedule such meetings, the Council first must provide notice and approve of the proposal to reschedule. Notice to reschedule a meeting may be given on any regular or special meeting agenda.

G. CANCELLATION: Any scheduled meeting may be cancelled by the Mayor with the consent of three (3) Councilmembers in the event unforeseen emergent conditions exist which make conduct of the meeting impractical (for example, in the case of power outage) or travel to the meeting unduly hazardous (for example, in the case of blizzard conditions). In the event of such cancellation, all agenda items for such meeting shall not abate but shall be deemed continued to next regular meeting of the Council.

H. ELECTRONIC PARTICIPATION: In the event meeting in person is not practical or prudent due to a health epidemic or pandemic or other state of emergency affecting the City, the City Manager or any four (4) members of the Council may determine a regular or special meeting shall be held by Electronic Participation.

1. At least twenty-four (24) hours written notice shall be provided to each Councilmember that the meeting will be held by Electronic Participation and the agenda for such meeting shall be revised to reflect it will be held by Electronic Participation.

2. The City Manager shall take reasonable and practical measures to ensure that:

a. Each such meeting is open to the public at all times, and information is provided to enable the public to Electronically Participate;

b. All Councilmembers can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

c. All votes are conducted by roll call; and

d. Each such meeting provides City staff and the public a reasonable opportunity to be heard.

3. ~~Any quasi-judicial matter scheduled for a meeting held by Electronic Participation shall be continued by motion of the Council to the date and time of the next regular or special meeting to be held in person. If the Council is unable to determine when the next in-person regular or special meeting will be held, quasi-judicial matters scheduled for a meeting held by Electronic Participation shall be vacated and new public notice will be provided when such quasi-judicial matters are rescheduled. No public hearings on quasi-judicial matters and no votes on quasi-judicial actions shall be taken during a meeting held by~~

Electronic Participation except (1) upon a finding by the City Council that the nature and expected duration of a health epidemic or pandemic or other state of emergency affecting the City is or will be extraordinary; and (2) in accordance with procedures to be adopted by Resolution of the City Council that provide such hearings will be conducted in a manner that reflects, to the greatest extent practicable, hearings conducted in person. Otherwise, any quasi-judicial matter scheduled for a meeting of the Council held by Electronic Participation shall be continued by motion of the City Council to the date and time of the next regular or special meeting to be held in person. If the Council is unable to determine when the next in-person meeting will be held, such quasi-judicial matters shall be vacated and new public notice provide when such quasi-judicial matters are rescheduled.

V. MAYOR AND MAYOR PRO TEM

- A. The Mayor shall preside over meetings of the Council when present and able to perform mayoral responsibilities. The Mayor shall have the same voting powers as any Councilmember.
- B. By the affirmative vote of a majority of the entire Council, a Councilmember shall be appointed as Mayor Pro Tem, for a two-year term, to perform the responsibilities of the Mayor when the Mayor is absent or is otherwise unable to perform the responsibilities of the Mayor.

VI. MEETING PROCEDURE

A. PREAMBLE

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

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

C. ORDER OF BUSINESS AT REGULAR MEETINGS: The order of business at regular Council meetings shall be as follows; however, Council in its sole discretion may adjust such order to accommodate schedules or when otherwise deemed appropriate.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. APPROVAL OF AGENDA
4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA, OR ON THE CONSENT AGENDA
5. CONSENT AGENDA
6. COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA
7. CITY MANAGER'S REPORT
8. REGULAR BUSINESS
9. CITY ATTORNEY'S REPORT
10. COUNCIL COMMENTS, COMMITTEE REPORTS, AND IDENTIFICATION OF FUTURE AGENDA ITEMS
11. ADJOURNMENT

D. CONSENT AGENDA: The Consent Agenda contains items considered routine and shall be approved, adopted, accepted, or otherwise acted upon, by motion of the Council and voice vote for approval of the Consent Agenda, unless the Mayor or a Councilmember specifically requests an item be considered under Regular Business. Items removed from the Consent Agenda and considered under Regular Business will be placed in the agenda order as determined by the Chair.

If the City Council fails to adopt a motion to approve the Consent Agenda, then each item will be added to the Regular Business agenda and considered individually.

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

1. All regular and special meetings of the Council shall be open to the public. Members of the public shall have a reasonable opportunity to be heard at each meeting. The Chair may permit public comment on any item at the time such item is being considered by the Council.
 2. Regular meetings include specifically designated times for citizens to make public comment. Each speaker shall be limited to three (3) minutes.
 3. The Chair may exercise discretion and permit multiple citizens to designate someone to speak for them and aggregate their three-minute limit time up to a maximum of six (6) minutes of speaking time for their designated spokesperson. Those pooling their time must be physically present, identify themselves, and designate their spokesperson. A designated spokesperson may not speak for more than one group.
 4. On any item with a second round of public comments, such as a second round of public comment on an ordinance, during such second round each speaker shall be limited to three (3) minutes and time may not be pooled.
 5. The Chair shall enforce compliance with the time limits, and time shall be kept on a public comment clock. The public comment clock shall be controlled by the City Clerk.
- F. **WRITTEN COMMUNICATIONS:** Interested parties, or their authorized representatives, may address the Council by submitting written communication concerning any matter on the Council agenda. Such a written communication may be submitted by electronic mail or by addressing the communication to the City Clerk who will distribute copies to the Council. The communication will be entered into the record without the necessity of reading. A copy of the communication shall be posted at the meeting for the public to review. Anonymous written communications will not be accepted into the record.
- G. **ACTION:** The Council shall act only by ordinance, resolution, or motion. Each action shall be recorded in the minutes of the meeting. The Council may select the appropriate form for its action, except where a specific form is required by the Charter or the Code. The Council may take any of the following actions on an agenda item: approve, approve subject to conditions, disapprove or deny, continue to a date certain, adopt a motion to take no further action, remand a matter to a board or commission having jurisdiction, or such other action as is permitted by

law.

H. VOTING:

1. Except where a greater number is required by the Charter (as summarized below), resolutions and motions require the affirmative vote of a majority of the members of the Council present.
2. Except where a greater number is required by the Charter (as summarized below), the final adoption of any ordinance shall require the affirmative vote of a majority of the entire Council.
3. The following items require the affirmative vote of a majority of the entire Council for approval: The appointment of a Councilmember as Mayor pro tem; the appointment or removal of the City Manager, City Attorney or City Prosecutor; the appointment or removal of a board, commission, task force or committee member; and the adoption of a resolution to revise the boundaries of any City ward.
4. The following items require the affirmative vote of two-thirds (2/3) of the entire Council: The appointment or removal of the Presiding Municipal Judge or any deputy municipal judge; the adoption of an emergency ordinance; the holding of an executive session; the adoption of an ordinance submitting a proposed amendment to the City Charter to a vote of the registered electors of the City; and an ordinance placing open space into a less protected classification under the Charter.
5. No member of the Council shall vote on any matter concerning the member's own conduct.
6. Each member of the Council's vote on an ordinance or resolution shall be recorded in the minutes.
7. Any member of the Council absent from a session of a quasi-judicial hearing of the Council shall not vote on the matter(s) that was the subject of such hearing, unless the member of the Council has first listened to or viewed the recording of the earlier session of the hearing from which the member of Council was absent.
8. A member of the Council shall not attend or watch any quasi-judicial hearing of any lower tribunal of the City in which the lower tribunal considers any matter which may be submitted to Council through the hearing process or an appeal. If a member of the Council does attend

or watch such a hearing, he or she shall recuse himself or herself from consideration of the matter if it comes before the Council.

I. ORDINANCE REQUIRED: The following acts of the Council shall be by ordinance:

1. Authorizing the borrowing of money, imposing a new tax, increasing a tax rate, or approving a lease-purchase agreement;
2. Approving any transfer of fee ownership in real property owned by the City;
3. Approving any transfer of water rights owned by the City; or
4. Establishing any regulation for violation of which a fine, imprisonment, or both may be imposed.

J. ORDINANCES PROCEDURE:

1. Adoption Procedure – Non-Emergency Ordinances

- a) First Reading: The ordinance shall be introduced by title at a regular or special meeting of the Council. The Council shall vote to amend, adopt, or reject the ordinance, or take such other action as it deems appropriate. If the ordinance is adopted on first reading, it shall be published in full as required by the Charter.
- b) Second Reading: The ordinance shall be introduced by title at a second regular or special meeting of the Council, which shall be held not earlier than four (4) days after the first publication. The Council shall vote to amend, finally adopt, or reject the ordinance, or take such other action as it deems appropriate. Upon final adoption, the ordinance shall be published by title; however, if the ordinance is amended prior to final adoption, the amendment shall be published in full. If published by title, the ordinance shall contain a notice that copies of the full ordinance are available at City offices and on the City's website.

2. Adoption Procedure – Emergency Ordinances

- a) The Council may finally adopt an ordinance on an emergency basis without necessity of two readings and prior publication under circumstances constituting an emergency when expedited Council action is required.

- b) An emergency ordinance may be introduced and finally adopted at any regular or special meeting after only one (1) reading and need not be published before final adoption. An emergency ordinance shall take effect upon final adoption or on such later date as specified in the ordinance. Following final adoption, an emergency ordinance shall be published in full.
- c) An emergency ordinance shall require the affirmative vote of two-thirds (2/3) of the entire Council. The facts showing the emergency shall be specifically stated in the ordinance.

3. Public Hearing

- a) No ordinance shall be adopted without first holding at least one (1) public hearing on the ordinance.
- b) Except for an emergency ordinance, the public hearing shall be held at the meeting at which the ordinance is to be considered on second reading, and prior to Council action on second reading. The public hearing on an emergency ordinance shall be held at the meeting at which the emergency ordinance is to be considered.
- c) The Chair shall provide at least one (1) opportunity for public comments on the ordinance prior to the initial Council discussion of the ordinance. Therefore, if any member of the Council desires Council discussion of the ordinance at the time of first reading, the Chair shall afford an opportunity for public comments prior to Council discussion and action on first reading.
- d) The Chair shall provide at least one (1) additional opportunity for public comments on the ordinance following the initial Council discussion but before Council action on the ordinance.

VII. PARLIAMENTARY PROCEDURE

- A. POINTS OF ORDER: The Chair shall determine all points of order, subject to the rights of any member of the Council to appeal to the Council, in which case the point of order shall be resolved by vote of a majority of the members of Council present.
- B. RIGHT OF THE FLOOR: Any member of the Council desiring to speak shall be recognized by the Chair.

- C. **CLOSE OF PUBLIC COMMENT PERIOD:** The Chair shall close the public comment period of a public hearing. The public comment period shall stay closed during Council discussion unless the Chair determines the public comment period shall be reopened for the receipt of new information.
- D. **MOTIONS:** Motions may be made by any member of the Council, including the Chair, provided that before the Chair offers a motion, the opportunity for making a motion should be offered to other members of the Council. Any member of the Council, other than the person offering the motion, may second a motion.
- E. **PROCEDURES FOR MOTIONS:** The following is the general procedure for making motions:
1. Before a motion can be considered or debated it must be seconded; however, no action taken shall be invalidated simply because a motion was not properly made, seconded or recorded.
 2. A member of the Council who wishes to make a motion should do so through a verbal request to the Chair.
 3. Once the motion has been made and seconded, the Chair shall open the matter for discussion offering the first opportunity to the moving party and thereafter to any member of the Council recognized by the Chair.
 4. Once the matter has been discussed and the Chair calls for a vote, no further discussion will be allowed; provided, however, that members of the Council may be allowed to explain their votes.
- F. **AMENDMENTS TO MOTIONS:** Once a motion has been made and seconded, any member of the Council who did not make or second the motion may offer an amendment to the motion. If the members of the Council who made and seconded the motion accept the offered amendment, then the motion shall be considered amended without necessity of a separate motion on the “friendly amendment” and the Council may then vote on the motion, as amended. If such an offered “friendly amendment” is rejected by either of the members who made or seconded the motion, then a Council vote shall be taken on the proposed amendment. For sake of clarity, Council shall strive to ensure that no main motion shall be amended more than two (2) times, either by a friendly amendment or amendments adopted by Council vote.

- G. **SUBSTITUTE MOTIONS:** Any member of the Council shall have the right to make a substitute motion. Such a motion shall be offered only to substitute a new motion for the entirety of a pending motion. A substitute motion requires a second, may be amended in accordance with previous section, and shall take precedence over the pending motion. If the substitute motion is not seconded or is not adopted, then the Council shall proceed with consideration of the pending motion as if the substitute motion were never made.
- H. **DISCUSSION:** Speakers shall confine themselves to the question under discussion. All discussion must be germane to the agenda item.
- I. **MOTION TO END DEBATE:** Any member of the Council may make a motion to end debate (also known as “calling the question”). If such a motion is made and seconded, the Chair shall immediately call for a vote on the motion. If the motion is not approved by 2/3 of the members of the Council present and voting, the Chair shall allow for debate to continue. If the motion is approved, the Chair shall call for a motion on the matter under consideration.
- J. **ALL MEMBERS MAY SPEAK:** Each member of the Council shall have the right to speak and ask questions prior to a vote.
- K. **AFTER VOTING:** Once a vote has been taken on a motion, there shall be no further discussion on that motion unless a motion to reconsider is properly made, seconded, and adopted.
- L. **MOTION TO RECONSIDER:** A motion to reconsider may only be made at the same meeting at which the motion to be reconsidered was made or at the next regular meeting of the Council. The motion must be made by a member of the Council on the prevailing side of the motion to be reconsidered. The required second on the motion need not be a member of Council from prevailing side. The motion is debatable but only for the reasons to explain or justify reconsideration and not for the purpose of debating the merits of the motion. An affirmative vote of 2/3 of the members of the Council present and voting is required for approval of the motion for reconsideration.
- M. **TABLE:** The Table of Common Motions set forth in Section XI of the Rules is adopted for Council’s reference.

VIII. MEETING CIVILITY

- A. **CIVILITY AMONG MEMBERS OF THE COUNCIL:** The Chair shall

preserve reasonable order and decorum and confine Council and members of the public to discussion of the questions under consideration.

The Chair shall preserve reasonable decorum and decide all questions of order, subject to appeal to the entire Council, in which case the point of order shall be resolved by a vote of the majority of the members of the Council present.

During Council meetings, members of the Council shall preserve reasonable order and decorum and shall not delay or interrupt the proceedings or refuse to obey the order of the Chair or the Rules. Every member of the Council desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine himself or herself to the questions under debate. Once recognized, no member of the Council shall be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member of the Council.

Members of the public desiring to address the Council on any item on the agenda shall be recognized by the Chair, state their names, and are requested to state their place of residence (by address or by city, town, or county of residence). Each member of the public shall speak in an audible tone for the record, and shall limit their remarks to the questions under discussion.

IX. TABLE OF COMMON MOTIONS

Type of Motion	Second needed?	Debatable?	Vote	Effect
Main	Yes	Yes	Dependent upon subject matter of motion (see "Voting" requirements, page 9)	Proposes a new idea or action
Amend	Yes	Yes	Majority of the members of the Council present and voting	Amends the language of pending main motion
Substitute	Yes	Yes	Majority of the members of the Council present and voting	Replaces pending main motion in its entirety
End Debate (call the question)	Yes	No	2/3 of the members of the Council present and voting	Ends debate on a matter
Continue matter to date certain	Yes	Yes	Majority of the members of the Council present and voting	Suspends consideration of matter until a later meeting date
Recess	Yes	No	Majority of the members of the Council present and voting	Postpones meeting for a period of time
Adjourn	Yes	Yes	Majority of the members of the Council present and voting	Ends meeting
Reconsider; motion must be made by member on prevailing side	Yes; by any member	Yes; but only as to reasons for reconsideration.	2/3 of the members of the Council present and voting	Reconsideration of previously-adopted motion; must be at same meeting or next regular meeting
Table	Yes	No	Majority of the members of the Council present and voting	Places main motion and all pending amendments aside temporarily with the intention of bringing them back at a later time for action
Postpone indefinitely	Yes	Yes	Majority of the members of the Council present and voting	Kills main motion being discussed



City Council
April 7, 2020

Addendum #1
Items Received at the Meeting

Meredyth Muth

From: French, Katie G <kgfrench@ball.com>
Sent: Monday, April 6, 2020 3:37 PM
To: City Council
Subject: Voting NO on Resolution 30

This is to formally vote NO on Resolution 30. The members of the city still has rights to what is going on with the city during this time.

This message and any enclosures are intended only for the addressee. Please notify the sender by email if you are not the intended recipient. If you are not the intended recipient, you may not use, copy, disclose, or distribute this message or its contents or enclosures to any other person and any such actions may be unlawful. Ball reserves the right to monitor and review all messages and enclosures sent to or from this email address.

From: [Susan](#)
To: [City Council](#)
Subject: Resolution #30
Date: Monday, April 6, 2020 9:24:54 AM

Dear Mayor and City Council

I just heard about Resolution #30 that you will be considering tomorrow. I am appalled that you would consider passing a resolution that would allow quasi judicial decisions to be made without significant public input. This resolution will do just that. The fact that many important issues such as land use decisions could be made without your constituents having the opportunity to provide their opinions is not OK.

I realize that we are in a very unusual circumstance because of the coronavirus but that doesn't mean we need to override the processes that are very important in our community decisions.

Please do not pass this resolution.

Susan Morris
939 West Maple Ct
Louisville

From: [VICTORIA](#)
To: [City Council](#)
Subject: Resolution NO 30 series 202
Date: Sunday, April 5, 2020 9:39:40 PM

Dear Mayor and City Council members.

I am requesting a vote against Resolution NO 30 Series 202 that would allow Quasi-judicial hearings at meetings now during this Covid situation when many citizens are unable to attend physically and electronically also. We are very busy dealing with children and families during this crisis and many are distracted from city matters. Land use decisions and any, decisions, for that matter which affect citizens should be put on hold as all of our lives have been put on hold. City business that pertains to anything that affects the quality of life of the citizens needs to wait to be heard when all have the opportunity to attend in person. Also, many elderly do not have access to computers.

Thank you for your time and attention to this.

Victoria Hart

From: [Gail Hartman](#)
To: [City Council](#)
Subject: Comments re: Resolution No. 30, Series 2020
Date: Sunday, April 5, 2020 7:24:03 PM

To the City Council,

I am writing to urge you not to pass Resolution No. 30, Series 2020—regarding quasi-judicial hearings at meetings conducted by electronic participation—because the City cannot guarantee equitable access for public participation in electronic meetings.

As the Vice President of Content for a national and international educational technology company, I am keenly aware of the multitude of legal requirements to guarantee equitable access for all via technology. Given the current COVID-19 pandemic, it's impossible for the City of Louisville to guarantee that every Louisville residence and business has the ability to participate freely in electronic City Council meetings. Looking past all the technical constraints of Zoom or other online meeting software, the fact is that many people may not have updated computer equipment necessary to log on and participate via video and/or audio. That means there is no guarantee of equitable access for the public to participate.

Since electronic meetings are only available to those who have reliable Internet access—at home, since there is a stay-at-home state mandate and since all public libraries, restaurants, etc. are closed)—that means the City would have to guarantee that every member of the public has access to a reliable ISP at home and that Comcast, CenturyLink, and every other ISP option in the city is working flawlessly. (I laughed aloud when I typed that sentence because, like all Louisville customers of Comcast, we know exactly how unreliable that ISP can be!) Without 100% of the public having access to a reliable ISP, it means there is no guarantee of equitable access for the public to participate in electronic meetings.

Further, the City would need to guarantee that every online meeting and all related documentation is fully WCAG and ADA compliant. Ask any technology company and they will tell you the months and sometimes years of work it takes to do so. For example, being complaint would mean making sure every part of the City Council meetings and related documentation is screen reader compatible for vision and/or hearing impaired individuals in our community and all video, audio, graphics on documentation, etc. would need to have accurate Alternative Text (Alt Text) and closed captioning. And that's just one of thousands of WCAG and ADA accommodations the City would need to guarantee so that every member of the public who wished to participate in electronic meetings could do so. Without those accommodations, there is no guarantee of equitable access for the public to participate in electronic meetings.

Finally, if the Council makes a decision about any quasi-judicial matter during the pandemic that the public objects to, the public would still only have 30 days to collect signatures for a referendum. That would probably be illegal given Colorado's "stay-at-home" mandate. Staying at home does not include going door to door and standing next to many people to get signatures. I'm not a lawyer, but this one seems to be a no brainer for a lawsuit against the City.

In sum, I urge you to vote no on Resolution No. 30, Series 2020 because the City cannot guarantee equitable access for public participation in electronic meetings.

Thank you,

Gail Hartman

Louisville, CO

From: [John Leary](#)
To: [City Council](#)
Subject: Resolution 30, 2020
Date: Sunday, April 5, 2020 5:01:01 PM
Attachments: [COMMENTS TO CITY COUNCIL ON RESOLUTION 30 2020.docx](#)

Members of the City Council,

Attached find my comments on the proposed Resolution 30 2020

Thanks,

John Leary

COMMENTS TO CITY COUNCIL ON RESOLUTION 30 2020
Submitted by John Leary, 1116 Lafarge Ave

I am strongly opposed to your passage of Resolution 30 at your April 7th meeting. You have taken an oath of office committing to support the Constitution of the State of Colorado, the statutes of the State of Colorado, the Home Rule Charter and ordinances of the City of Louisville. Approving this resolution could easily put you in the position to violate your oath. Furthermore, the justification for passing Resolution 30 is not to protect the rights of the Citizens of Louisville, but is rather to remove the liability associated with potential lawsuits that may result from its implementation.

Through the Colorado Constitution the people have reserved for themselves the right to legislate. *Colo. Const. Art. V, Sec. 1.* "This right is of the first order; it is not a grant to the people but a reservation by them for themselves."¹ Legislation by the people is done via initiative and referendum.

Over the years, I have been told by several Councilmembers that they believe in representative government and thus opposed the use of initiative and referendum. It is not a choice they had, or you have. Per Article XX, Section 4(4) of the Colorado Constitution "any franchise relating to any street, alley, or public place of the said city and county shall be subject to the initiative and referendum powers reserved to the people under section 1 of article V of this constitution."² The process for the implementation of referendum and initiative is dictated by requirements in State statutes, our City charter and City ordinances.

So, here is the problem. The same conditions that make it necessary to have electronic meetings, put unmanageable constraints on the use of referendum and initiative. Health threatening person to person contacts cannot reasonably be

¹ Colorado Supreme Court – McKee et. al. vs The City of Louisville, 1980.

² According to The New Oxford American Dictionary on my computer, in this context franchise means "an authorization granted by a government or company to an individual or group enabling them to carry out specified commercial activities,"

avoided in the signature gathering and witnessing process required by State law. These contacts would clearly violate the social distance standards in effect now and indefinitely into the future.

In sum, the pandemic surrounding us calls for adjusting the normal processes the City employs to govern. Resolution 30 is all about absolving you of liability if you get caught denying the rights of the public. That is no way to govern.

A final thought from the Colorado Constitution: “All political power is vested in and derived from the people; all government, of right, originates from the people, is founded upon their will only, and is instituted solely for the good of the whole.”³

Thank you.

John Leary

³ Colorado Constitution, Article II, Section 1.

From: [Jack Hoskinson](#)
To: [City Council](#)
Subject: NO VOTE
Date: Monday, April 6, 2020 6:55:18 PM

Good evening

I suggest the council NO! The government must stay transparent on all matters. All the agenda that the council should table all topics. But I NO the votes on this matters have already been taken. Cause we know this council doesn't care about the citizens of Louisville. You all are using this format to pass things without the citizens of Louisville knowing about thing to reject. Thank you

J.Hoskinson

From: [christianne Maldonado Rader](#)
To: [City Council](#)
Subject: RESOLUTION NO 30, SERIES 2020, A RESOLUTION REGARDING QUASI-JUDICIAL HEARINGS AT MEETINGS CONDUCTED BY ELECTRONIC PARTICIPATION
Date: Monday, April 6, 2020 6:14:37 PM

Dear Mayor and City Councilmembers:

I am writing to request that you vote against Resolution NO 30, Series 202 that would allow Quasi-judicial hearings at meetings conducted by electronic participation. Land Use decisions made without in-person citizen participation will not allow full public input. Not only is this very poor civic procedure, but it's also legally questionable.

Thank you for considering my input

With Appreciation on all you do,

M. Christianne Maldonado

From: [Karen Michelle Wilke](#)
To: [City Council](#)
Subject: Resolution 30 Series 2020
Date: Monday, April 6, 2020 5:24:55 PM

Hello,

It has come to my attention that you will be voting on resolution 30 series 2020. From my understanding, this resolution allows the city council to make decisions on "quasi-judicial" matters, without full transparency, while meetings are being held electronically. Obviously I find this problematic, especially given that people are distracted by the current pandemic and may not even be aware that this issue is being voted on. In addition, because this resolution has the potential to violate transparency rules this resolution may have huge impacts to the way we live and work in our city. As such, I strongly urge you to vote NO on this resolution. It is the only responsible vote at this time.

Regards,
Karen Wilke

From: [Jill Kranitz](#)
To: [City Council](#)
Subject: Resolution 30 Series 2020
Date: Monday, April 6, 2020 4:43:35 PM

Council Members,

I strongly urge a NO vote on Resolution 30 Series 2020.

Thank you,
Concerned Louisville Resident
Jill Kranitz

From: [Clarice Streets](#)
To: [City Council](#)
Subject: Please Vote NO on Resolution 30 Series 2020
Date: Tuesday, April 7, 2020 8:06:12 AM

Dear Louisville City Council,

I am writing to formally voice my input on this matter. The fundamental requirement for government to operate with the greatest degree of visibility to the citizens is an integral value of democracy. Please DO NOT vote for this Resolution, which flies in the face of this value.

Thank you,
Clarice Streets

--

Clarice Streets
156 Pheasant Run
Louisville, CO 80027
(802) 393-0035

From: [Stephanie Wirth](#)
To: [City Council](#)
Subject: Tebo Properties - City Council Letter
Date: Tuesday, April 7, 2020 7:51:43 AM

Dear Ms. Mayor & Council Members

It is my understanding that March and April meetings were canceled. In representing the owner, Tebo Properties, we have a property we are pursuing the historic preservation program, and I am concerned about the delays imposed by the COVID-19 restrictions.

If May's HPC meeting is canceled, the backlog of applications could take months to work through causing further delays. Finding an online or virtual meeting solution is critical to keep the City's important business moving forward, and matches what other municipalities are doing. Business needs to keep moving forward for the vitality of Louisville's community when it can do so in a safe and productive manner given our current COVID-19 situation.

Please don't hesitate to reach out with any further questions.

Stephanie Wirth

Tebo Properties

3111 28th Street, Boulder, CO 80301

303.447.8326

swirth@teboproperties.com

From: [Frederick Rubner](#)
To: [City Council](#)
Subject: Resolution 30 Series 2020
Date: Tuesday, April 7, 2020 8:35:43 AM

To Whom It May Concern:

I write to request a 'NO' vote on Resolution 30 Series 2020. I make this request given my concern over City Council transparency.

Respectfully,

Frederick J. Rubner
838 Cleveland Ct.
Louisville, CO 80027
608.338.3226

From: [Keith Pieper](#)
To: [City Council](#)
Subject: Yes for transparency, no for Resolution 30 Series 2020
Date: Tuesday, April 7, 2020 8:28:18 AM

Honorable council members -

I was recently made aware of Resolution 30 Series 2020 that would result in limited transparency. As in all matters of government decision making, I appreciate open transparency to encourage accountability. Please vote no for Resolution 30 Series 2020.

[Keith Pieper](#) #explorer #builder #creator #scouter

[720-724-0429](tel:720-724-0429) • Louisville, CO

kmp@keithpieper.com (kpieper876@gmail.com)

[Schedule a Meeting](#)

From: [TALBOT WILT](#)
To: [City Council](#)
Subject: City Council and Commission Meetings
Date: Tuesday, April 7, 2020 9:46:55 AM

Ms. Mayor and Council Members

It has come to my attention that the City Council is reviewing the process by which City Commissions, such as the Planning and Historic Preservation Commissions may be allowed to proceed in an online format. As property owners of a Louisville residence, currently under review with the Historic Preservation Program, my wife and I are gravely concerned with the potential for further delays to our project due to COVID-19 restrictions.

The cancellation of the March and April meetings have caused considerable delays to our project in both time and monetary expense. If the May HPC meeting is also cancelled the associated costly delays may seriously jeopardize our ability to complete our plans for historic preservation of this property.

The Council's ability to allow the commissions to continue with their work, through online or virtual meetings, is critical not only to the success of our proposed historical preservation project but that of many other projects in our community. Of equal if not even greater importance is keeping business in general alive and well in our City of Louisville. Online and virtual meeting solutions have been successfully implemented in many other municipalities and I am certain that Louisville is capable of doing so as well.

Through the use of technology the business of our community can proceed in a safe and productive manner which falls within best practice guidelines of the current COVID-19 situation. Conversely, if Council delays an online solution for the Planning and HPC meetings, a strong signal will be sent to the community at large implying that the business of the City is shut down. Let us not allow COVID-19 to unnecessarily paralyze our lives.

I respectfully request that Council approve an online solution for HPC meetings to move forward without further delays.

Michael Talbot Wilt and Diana Serpe
908 Rex Street, Louisville

From: outlook_CF8E818051516ADE@outlook.com
To: [City Council](#)
Subject: council meeting
Date: Tuesday, April 7, 2020 9:36:55 AM

Hello,

I have a property currently under historic preservation program.

Is it not possible to find an online solution to these meetings? This several month delay is possibly going to prevent my project from being realized, as I was on somewhat of a time constraint before Covid-19.

Please consider approving an online option so that the council meetings can go forward.

Thanks very much,
JoAnna Alidu

From: [tamar.krantz](#)
To: [City Council](#)
Subject: vote no on Resolution NO 30, Series 2020
Date: Tuesday, April 7, 2020 10:21:29 AM

City Council,

I'm writing to ask you to vote no on Resolution NO 30, Series 2020 that would allow Quasi-judicial hearings at meetings conducted by electronic participation.

I appreciate that you are working hard to continue business as usual while there are so many obstacles. I see that there are several pending applications requiring public hearings before the planning commission and city council. I am most concerned about the hearings related to Redtail ridge and Medtronic developments being held online.

Hearings for these developments should be delayed until full public participation can be assured. There are huge implications for wildlife, open space, traffic, and the character of our town. I would look forward to commenting on these impacts in person.

Thanks for considering my email comment.

Tamar Krantz
691 West St.

From: [Patsy James](#)
To: [City Council](#)
Subject: NO ON RESOLUTION 30
Date: Tuesday, April 7, 2020 10:49:35 AM

This resolution 30 is a bad idea and should be voted down

I can't understand why anyone else would think it's OK not to be transparent with the community.

Please vote No on #30.

Vote in the Best interest of the community. Regain the cities image.

Kindly

Patsy James

725 hoover lsv.

From: [Viki Lawrence](#)
To: [City Council](#)
Subject: Resolution # 30.
Date: Tuesday, April 7, 2020 10:46:03 AM

To the Louisville City Council:

I feel that it is very important to allow public comment in full on issues that will impact the local citizens. I understand that there are uncharted times and it's difficult to know what to do, but making major decisions without the required and accessible public comment is not a good idea.

Please do not go to electronic participation, it's just not a level or fair playing field. Do not pass Resolution #30 tonight. Especially in light of the Redtail Ridge hearings.

Viki Lawrence
511 W Spruce Way
Louisville

From: [Andy Johnson](#)
To: [City Council](#)
Subject: Moving Forward with Commission Meetings
Date: Tuesday, April 7, 2020 10:54:22 AM

Ms. Mayor and Council Members,

It is clear that these times are challenging for local businesses and construction projects in Louisville, in Colorado, and around the nation. The Planning Commission and Historic Preservation Commission meetings in Louisville have been unable to meet for two months, and projects under review have come to a complete standstill. This greatly effects homeowners and the building industry trades and professionals alike, and is becoming costly to everyone involved.

There are multiple projects in our office, DAJ Design, that are under review with the historic preservation commission and soon to be under review with the Planning Commission. We are very aware that our office has just a fraction of the total projects under review with both commissions. It is critical for the success of all home and commercial building improvement projects to move forward in a timely manner and follow the current City's calendar of scheduled meetings. Failure to do so will cause a significant backlog of applications to be reviewed that may add additional months to the duration of projects, and creates a general sense of uncertainty of the City's strategy to conduct it's critical business of project review.

Many of our residential clients carry two mortgages during the planning and construction stages of a project. Construction costs in today's world are high, and the adage, "time is money," couldn't be any more true. Therefore, all project planning and construction timelines are tight. Any delay by a month or more has significant cost implications in terms of project carry-costs that can alter the path of a project moving forward or not. The cancelation of March and April's HPC meetings have significantly effected our projects, as well as many other's, currently under review. The net effect will mean losing the historic preservation portion of the project, or the entire improvement project will be canceled.

The delays and additional costs moving forward are unnecessary. Many other communities have leveraged online meeting technology to solve planning and historic preservation review. Its time for Louisville to do the same. This is relatively "low hanging fruit" to grab, so to speak, when compared to the larger problems faced by our health care industry.

Please send a message to our community that the City is open for business and approve an online solution for the Planning Commission and the Historic Preservation Commission to continue reviewing projects. Let's demonstrate that we are resilient and can find creative solutions to keep business moving forward in Louisville.

Thank you and be well.

Andy Johnson, AIA

DAJDESIGN

w. 303.527.1100

m. 303.249.1624

From: [Joe Turnbow MD](#)
To: [City Council](#)
Subject: Resolution 30 Series 2020
Date: Tuesday, April 7, 2020 11:04:02 AM

**I urge a NO vote on Resolution 30 Series 2020. There is nothing so urgent that we cannot have full transparency.
And we certainly do NOT need anymore high density housing in Louisville!**

---- Joe Turnbow, M.D.

Sent from [Mail](#) for Windows 10

From: [Kathleen Urbanic](#)
To: [City Council](#)
Cc: [Lisa Ritchie](#)
Subject: Historic preservation program - please read
Date: Tuesday, April 7, 2020 12:59:33 PM

Dear Ms. Mayor and Council Members -

Thank you so much for contributing to our town as government officials. I imagine it's a challenging role especially in these times.

My family has lived in Louisville for about a decade. We moved from Germany to Louisville and picked Louisville for it's walkability, fantastic community and great schools. We love it here.

We currently live in Old Town in a tiny bungalow that is currently under the historic preservation program. We have completed the HSA and are working within the process to update and preserve our home as a landmarked property. We are very concerned about delays in the process. We know Louisville should be able to continue to operate using virtual meeting to continue important business. We need to be safe but also productive during this time. Any more delays may jeopardize my project, and who knows how long this crisis will last. Having a virtual/online solution is critical.

Take care and stay healthy -

Kathleen and Ted
Kathleen Urbanic and Ted Barber
1200 Jefferson Ave
720.239.3530

From: [Thomas Rice](#)
To: [City Council](#)
Cc: [Lisa Ritchie](#)
Subject: Electronic Meetings
Date: Tuesday, April 7, 2020 1:33:05 PM

Council Members:

I write to offer my support for conducting electronic meetings of the planning commission during the time frame wherein it has been determined that in person meetings are not feasible due to health concerns. If technology can be arranged that would allow such electronic meetings to be open and accessible to the public, and if this would include the ability of all (including the public) to see any graphics or tangible evidence that are presented during the meeting, and if this would include the ability of the commission to receive live public comment during the meeting, then I would fully support such an approach to our meetings (on a temporary basis until it has been determined that in person meetings can be resumed). I would also suggest that any applicant who prefers to not participate in an electronic meeting format be given the option to continue their matter until in person meetings are resumed.

Such an approach would allow the commission to move forward with its business while at the same time facilitating as much as possible the important public policy of conducting the City's business in an open to the public manner.

Please feel free to call with any questions. Thanks. T

Thomas S. Rice
869 Bluestem Lane
Louisville, CO 80027
email: tsullivanrice@msn.com
phone: 303-818-4461

From: [STEVE RASOR](#)
To: [City Council](#)
Subject: tonight's meeting
Date: Tuesday, April 7, 2020 1:44:00 PM

City Council,

Your dedication to public service in these troubling times deserves high praise. However, I was surprised to happen upon Res. 30/202, Item 7B when glancing through your agenda for tonight. It seems to contradict your own Home Rule Charter which emphasizes open government, transparency, and public involvement. I urge you to oppose the resolution.

Thank you for considering all opinions.

Steve Rasor

From: [Steve Poppitz](#)
To: [City Council](#)
Subject: Resolution 30
Date: Tuesday, April 7, 2020 3:06:46 PM

Dear council,

I can understand your holding votes on emergency issues, should they occur during this lock down.

But, I would suggest that most of your votes should be postponed during this time.

Many of the regular attendees to council meetings are of a certain age group, as am I, and many will/may find the agenda difficult to find which I believe may nullify the 'Sunshine Laws'.

I hope you are all well, now if you'll excuse me, I think I will wash my hands,

Steve

Steve Poppitz

Old Town Living, LLC

sbpoppitz@gmail.com

(303) 419-8337

From: [sherry sommer](#)
To: [City Council](#)
Subject: Resolution 30
Date: Tuesday, April 7, 2020 2:44:07 PM

Members of City Council,

Tonight you will be considering Resolution 30. It would allow quasi judicial matters to be considered during the period in which you are meeting electronically.

Considering the current circumstances, as well as the far reaching implications of this Resolution if it were to pass, I feel that NO is the only appropriate vote.

As we all realize, the reason you are meeting electronically is because we are in the midst of a global health crisis with far reaching implications. If we consider the context, the timing of this Resolution is horribly off.

Many residents are not able to engage in local politics as they would normally. In fact we all are experiencing some kind of disruptive change. We have been told that this week will be the saddest most will experience in our Nation. This is preoccupying us all. Add to this big picture crisis, the upended routines of our lives—job loss, illness and death, children not in school, not being able to travel freely or even visit grocery stores normally. Daily life feels overwhelming.

At the same time, this Resolution has been put forward as a way to allow Developers to conduct business as usual, so they can operate as if we were not living through this period of disruption.

To add insult to injury, land use decisions in the pipeline will create still more and quite dramatic changes for residents. Redtail development alone will dramatically change our landscape, eliminating view sheds, habitat and Open Space, and bringing more noise, population growth, and use of the Library and Senior and Recreation Center.

Would passing this Resolution be fair to residents or in the interest of the vast majority? We we are in a health care crisis.

In addition to the extraordinarily terrible timing of the resolution, we also have to consider that this is not the time for any 'business as usual' that would be conducted with reduced participation by those who are able. This is not the time to undermine participation in or transparency of the Democratic process.

Electronic meetings are not as effective as in person meetings. Not everyone has internet connection and not everyone will be made aware of what is on the agenda. Residents are limited in their ability to gather for discussions about issues and even to contact neighbors due to fear of the virus.

As I campaigned for City Council, I knocked on many hundreds of doors and heard concerns from residents. I would say the top concern was development, particularly high density development. Many people referred specifically to fears about how the former ConocoPhillips site would be developed. I heard a lot of worry about this.

Please, I urge you to vote NO on this Resolution. In doing so you will be respecting the democratic process and the rights of the people you represent.

Sincerely,

Sherry Sommer
910 S Palisade Court

Sent from my iPhone

From: [Sheila Smith](#)
To: [City Council](#)
Subject: Resolution 30 Series 2020
Date: Tuesday, April 7, 2020 2:42:38 PM

I urge all council members to vote NO on Resolution 30 Series 2020. This resolution, while perhaps seeming innocent, has the potential of setting up a secret government. STOP please, and THINK! There will be plenty of time to figure out how to keep government transparent and/or how to postpone voting for the time being.

If you watch national news, you can see all kinds of attempts to thwart or skew elections and voting, destroying what few remnants of democracy we have left. Please don't become part of this ignorant trend.

Thank you for taking the time to read this!

--

Sheila Smith

Some day, after mastering the winds, the waves, the tides, and gravity, we shall harness the energies of Love. Then, for a second time in the history of the world, we will have discovered fire.
~Tielhard de Chardin

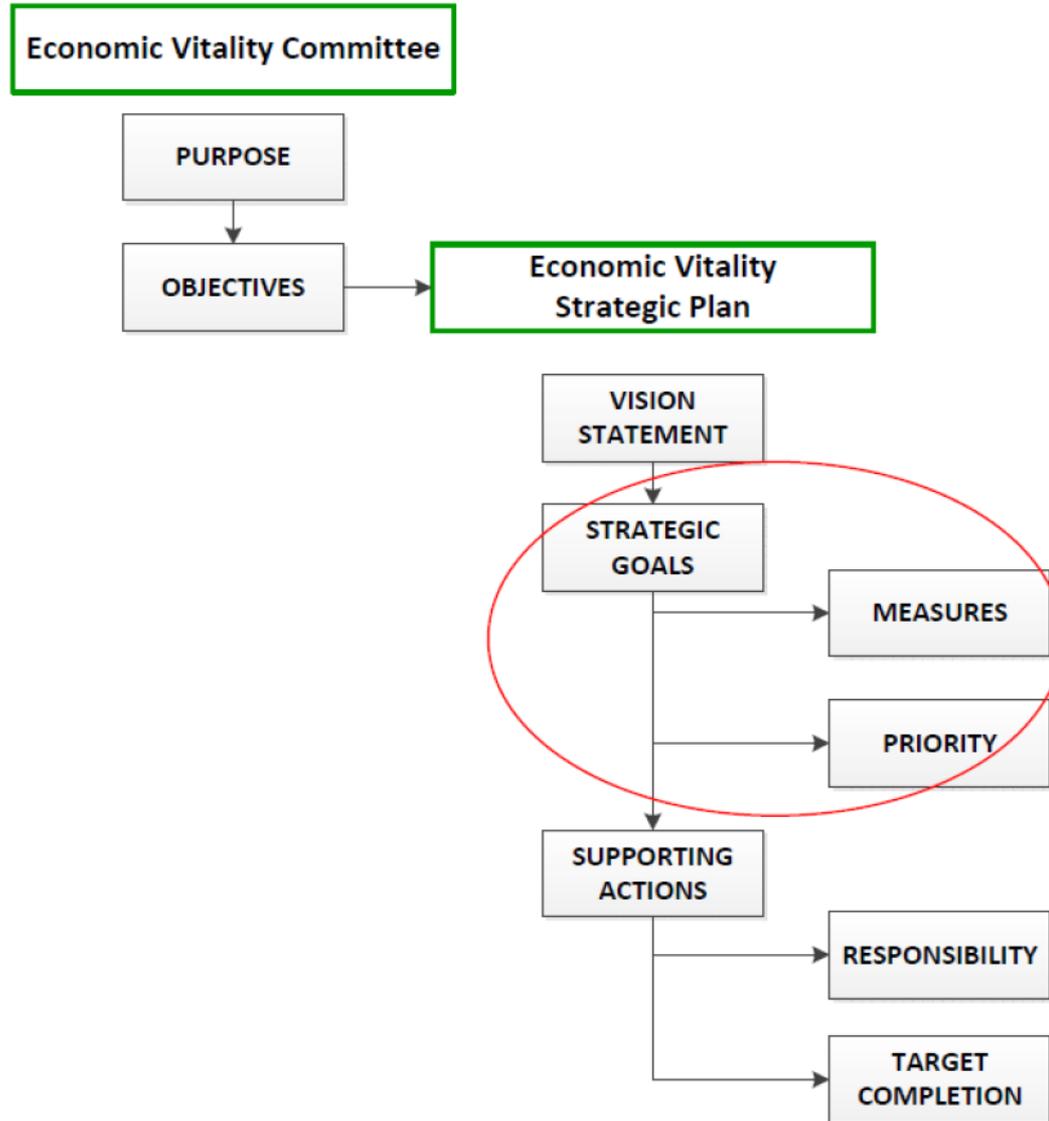
Economic Vitality Strategic Plan, Business Impacts from COVID-19 and Consideration of Financial Assistance

Megan E. Pierce
Economic Vitality Director
April 7, 2020

WORK TO-DATE

ECONOMIC VITALITY COMMITTEE

Strategic Plan Process



EVC Purpose and Objectives

- **Purpose:** The Louisville Economic Vitality Committee (EVC) provides leadership, policy recommendations, and support for the City’s programs to promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support City services.
- **Objectives:**
 - Facilitate the development of an Economic Vitality Strategic Plan, including goals and specific supporting actions.
 - Make recommendations in support of the City’s Economic Prosperity Program by maintaining positive business relationships; assisting property owners, brokers, and companies in finding locations and/or constructing new buildings; and attracting/retaining a diverse mix of businesses that provide employment opportunities for Louisville residents.
 - Monitor progress toward the Economic Vitality Strategic Plan goals through Key Performance Indicators and annually review prioritization.

Strategic Plan- Vision Statement and Goals

- **Vision Statement:** Louisville is dedicated to producing reliable revenue to support City services which enhance our quality of life by fostering an economic environment that generates high quality jobs, innovative companies, and a diversity of businesses, employees, and customers.
- **Strategic Goals:**
 - Develop differentiated tools and programs focused on increasing total retail sales and sources of revenue generating activities;
 - Focus retention and attraction strategies on underutilized retail spaces, blighted properties, and long-term vacancies;
 - Improve our business climate through collaborative relationships and effective processes;
 - Facilitate a mix of diverse and quality job opportunities for Louisville residents; and
 - Invest in green practices and programs that enhance environmental sustainability in our business community.

COVID-19 BUSINESS SUPPORT AND IMPACTS

RESILIENT LOUISVILLE

Support Local Campaign

How to support a local business for free

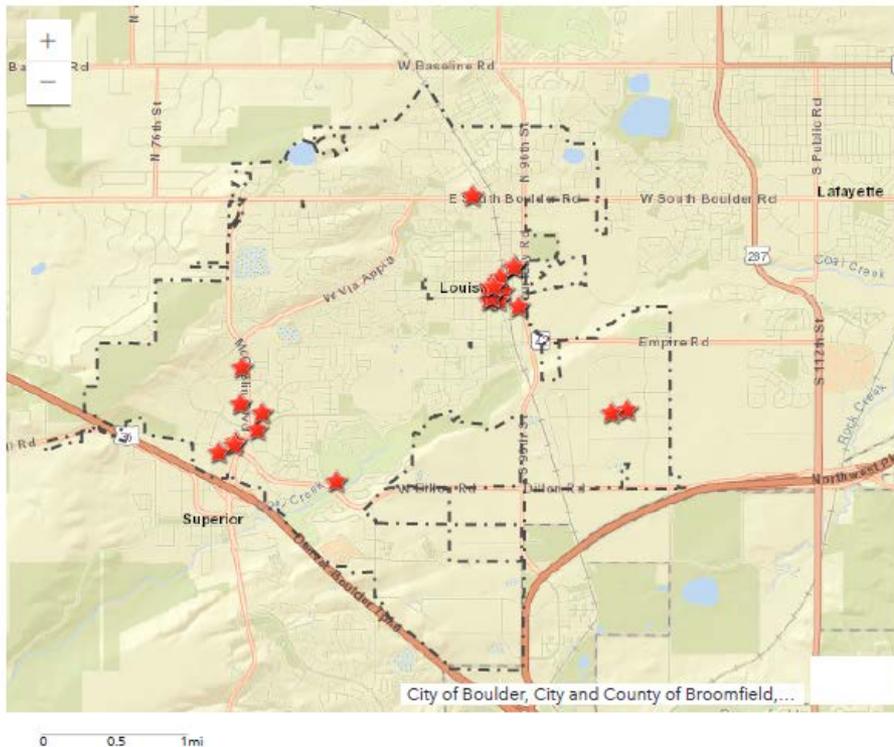
FOLLOW THEIR SOCIAL MEDIA	\$0.00
LEAVE A REVIEW ON YELP OR GOOGLE	\$0.00
SHARE A POST	\$0.00
LIKE A POST	\$0.00
TAG A FRIEND	\$0.00
COMMENT A NICE WORD	\$0.00
COMMENT AN EMOJI	\$0.00
POST A PIC	\$0.00
REFRAIN FROM NEGATIVITY	\$0.00

- Online submission form
- Promoted by City, Chamber, and DBA
- 82 participating businesses

Food and Beverage Map

Local Restaurants Open for Takeout & Delivery

More detail on listed restaurants and promotions on offer is also listed under "Food & Beverage" establishments.

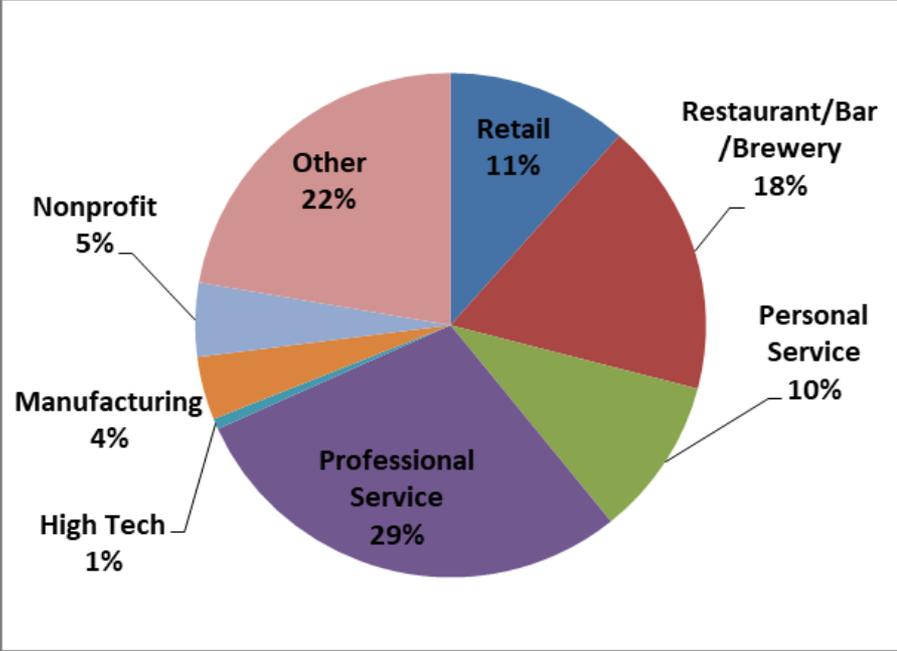


- Submit for inclusion with City or Chamber; incorporated Support Local submissions
- Those providing takeout, curbside, or delivery services
- 36 business listings

COVID-19 Impacts Survey

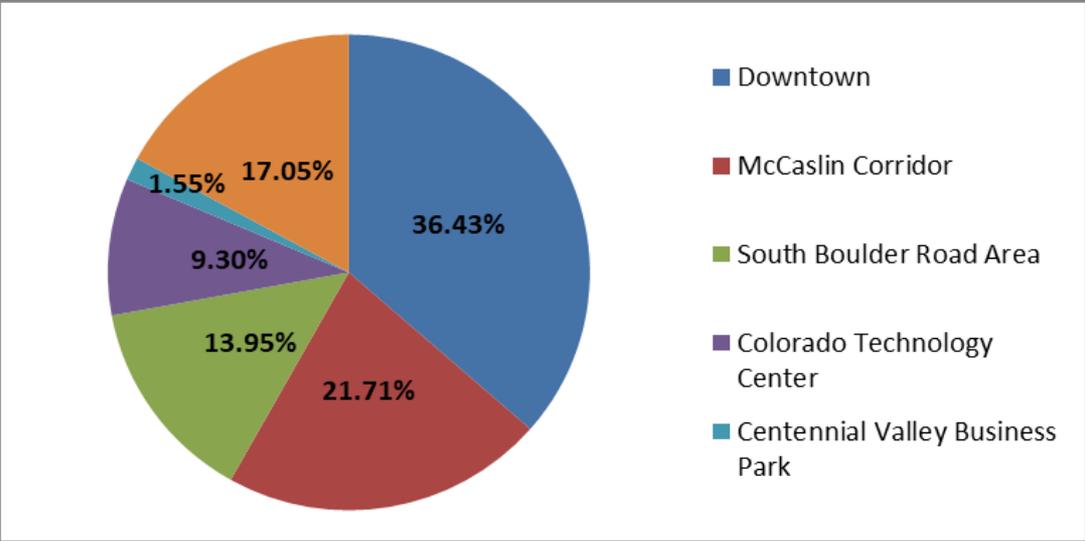
- Administered March 23; five days to respond
- Distributed via City email lists to local business owners and managers
 - Also shared by Chamber and Downtown Business Association
- 129 respondents
- Summary presentation of quantitative data and open-ended comments

Question #3: Business Type



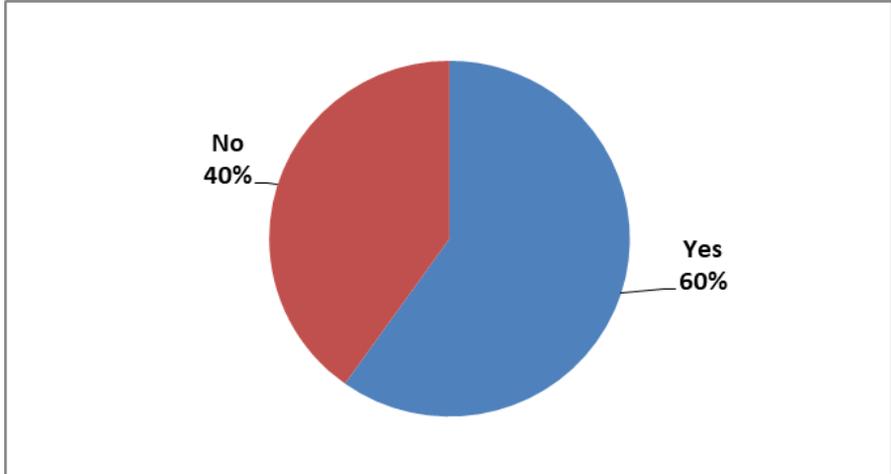
- 33.33% self-identified as “Professional Service” business
- 75% of businesses said they were a primary employer

Question #16: Business Location



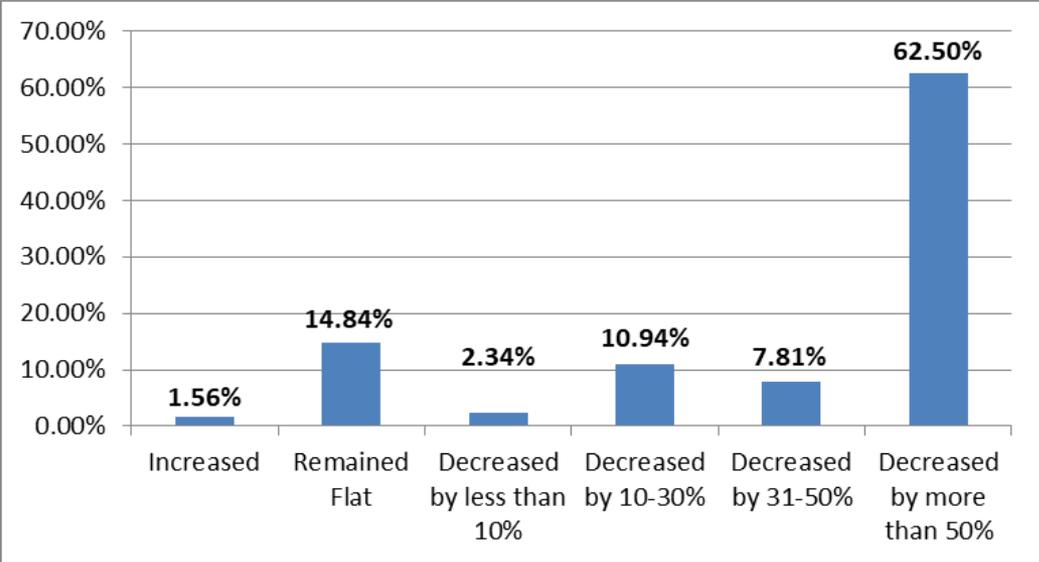
- Respondents from all of the commercial areas within Louisville
- Most respondents from Downtown
- A few respondents outside of Louisville
- Most respondents a member of Chamber (72.66%)

Question #5: Businesses Open



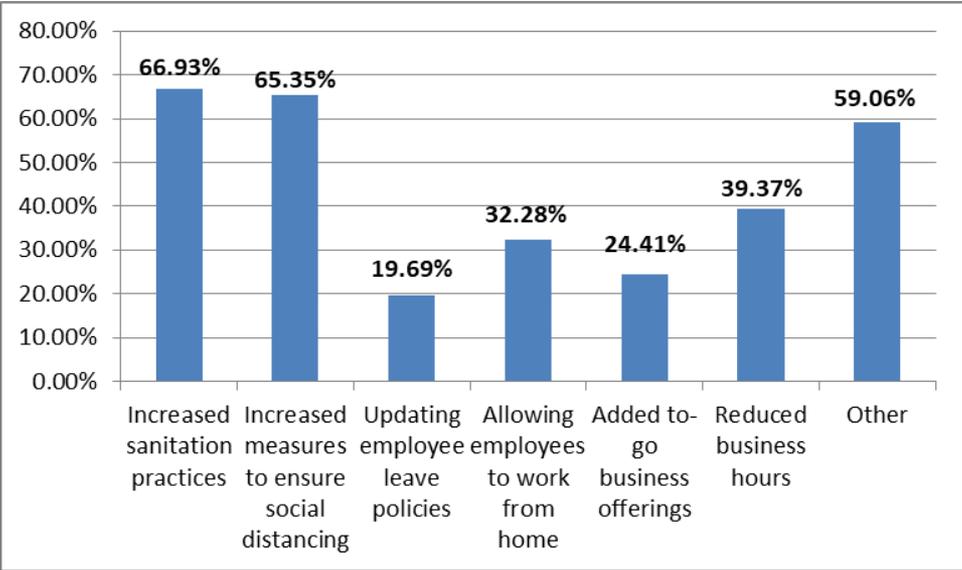
- Survey administered shortly before Governor’s Stay at Home order
- Almost 60% said they were still open
- Over 70% of respondents said they did not carry business interruption insurance

Question #8: Sales Change



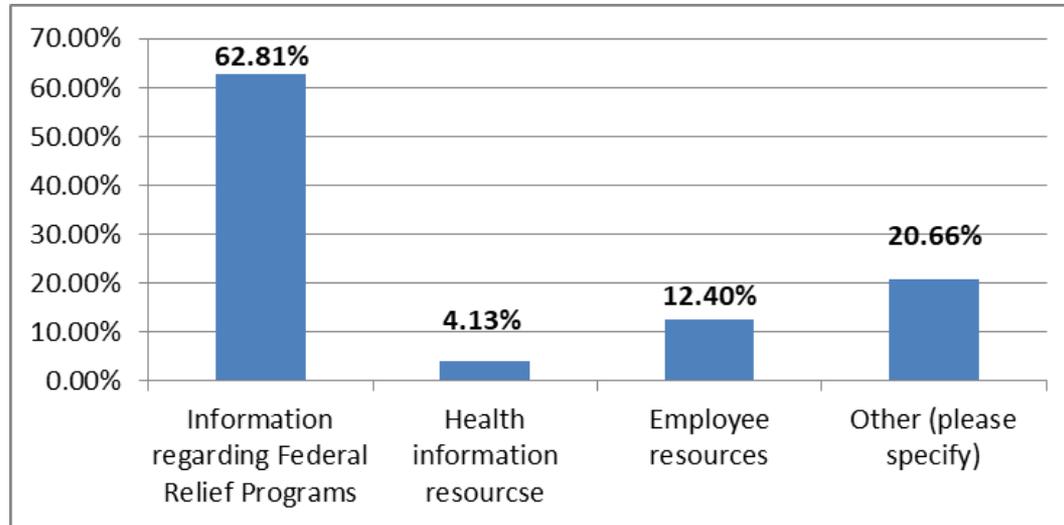
- 62.50% stated business sales have decreased by more than 50%
- Comments highlight the severe distress businesses are experiencing

Question #10: Changes to Business



- Almost 40% of respondents have reduced business hours
- “Other” comments- changes to use in technology, staff reductions, offering of delivery or curbside pick-up

Question #11: Resources and Support



- High demand for information on federal aid programs; applications for SBA loans came out just after survey distribution
- “Other” comments seeking deferred payments or rent assistance

CONSIDERATION OF FINANCIAL ASSISTANCE

EMERGENCY SOLUTIONS GRANT

Community Programs

- Town of Lyons, Revolving Loan Fund
- Town of Superior, Small Business Emergency Relief Grant Program
- City of Grand Junction, Extensions on Returns and Payments
- DEDO, Small Business Emergency Relief
- City and County of Broomfield, Enhance Broomfield Modified Grant Program

Community Programs (cont.)

- Town of Breckenridge, Small Business Rent Relief Program
- City of Englewood, COVID-19 Small Business Support and Recovery Grant
- City of Lafayette, Small Business Support Program

- 944 in-city licensed businesses
 - 742 brick-and-mortar
 - 202 home-based
 - 60 in-city not yet renewed licenses for 2020
- In-city, brick-and-mortar businesses by area:
 - McCaslin: 238
 - South Boulder Road: 146
 - Downtown: 180
 - Colorado Technology Center: 178

Louisville Businesses (cont.)

- In-city licensed, brick-and-mortar businesses by industry category
 - Grocery: 22
 - Food/Beverage: 80
 - Communications/Utilities: 6
 - Building/Construction: 16
 - General Merchandise: 38
 - Services: 429
 - Other: 151

Federal Financial Assistance

- Paycheck Protection Program (PPP), part of the CARES Act
 - Loans administered through 7a lenders approved and registered through the US SBA
- Economic Injury Disaster Loan
 - Including Loan Advance/Grant
 - Administered through US SBA
- SBA Express Bridge Loan

Emergency Solutions Grant



- **Basic Program Eligibility:**
 - Business located within Louisville
 - Business is current on all City accounts
 - Submit complete application, including:
 - 2018 Tax Return (2019 if filed)
 - W-9
 - Certificate of Good Standing from Colorado Secretary of State

Emergency Solutions Grant (cont.)

- Think about applicant criteria on a continuum
 - Fewer and less technical criteria will result in a high number of applications
 - But, without specific criteria and documentation, it will be difficult to evaluate the viability of businesses for the next year to 18 months
- Staff needs objective and specific criteria to fairly review applications and determine eligibility that is reasonably equitable

Potential Grant Criteria / Application Information

- Criteria:
 - Brick-and-mortar businesses (no home-based)?
 - Limit based on number of employees?
 - Preference for businesses owned by Louisville residents?
 - For franchises or businesses with multiple locations, a limit on number?
 - Tied to Sales, Lodging, and/or Use Tax generating businesses?

Potential Grant Criteria / Application Information (cont.)

- Application Information:
 - Demonstrate financial loss from February to March (or to past years)?
 - Show decline in employment (number of people or hours)?
 - Demonstrate loss of future contracts or orders?
 - Evidence of access to or commitment of other capital resources?
 - Evidence of application for Federal / State financial assistance?

Potential Grant Criteria / Application Information (cont.)

- Application Information (cont.)
 - Demonstrate efforts to reduce expenses (like obtaining rent relief)?
 - Detail on intended use of grant funds?
 - Ask for business strategy for remainder of 2020 and 2021?

Other Grant Considerations

- Determination on timeline
 - Rolling application period with applications reviewed and approved until funding allocated
 - OR
 - Specified deadline
- Amount of grant funding (General Fund)
 - Urban Renewal Area (URA) funding possibilities vs. restraints
 - Budget amendment at a later date

Recommendation

Discuss the actions of the Economic Vitality Committee as well as the impacts of COVID-19 on the local economy and business community.

Provide Direction and/or Action on potential financial assistance program for local businesses.