

City Council

Agenda

Tuesday, October 4, 2016
City Hall, Council Chambers
749 Main Street

Special Meeting – Executive Session 6:00 PM

1. **CALL TO ORDER**
2. **EXECUTIVE SESSION**

PENDING LITIGATION

(Louisville Charter, Section 5-2(d) – Authorized Topics – Consultation with an attorney representing the City with respect to pending litigation, and C.R.S. 24-6-402(4)(b))

City Manager and City Attorney are Requesting the City Council Convene an Executive Session for the Purpose of Consultation with Respect to Pending Litigation

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

3. **REPORT – DISCUSSION/DIRECTION/ACTION – PENDING LITIGATION**
4. **ADJOURN TO REGULAR MEETING**

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.

**Regular Meeting
7:00 PM**

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

5. CONSENT AGENDA

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

A. Approval of Bills

B. Approval of September 20, 2016 Minutes

C. Resolution No. 48, Series 2016 – A Resolution Approving a Grant Agreement with the Department of Public Safety of Homeland Security and Emergency Management for the County Road Bridge

D. Approval of Easement with the Louisville Fire Protection District – 88th Street Improvements

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

7. CITY MANAGER'S REPORT

8. REGULAR BUSINESS

7:15 – 7:30 pm

A. SWEARING IN OF MUNICIPAL JUDGE KRISTAN WHEELER

- Action

7:30 – 9:00 pm **B. DISCUSSION/DIRECTION – CITY MANAGER’S PROPOSED
2017 – 2018 BUDGET AND 2017 – 2021 CAPITAL
IMPROVEMENTS PLAN**

1) CULTURAL SERVICES

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

2) COMMUNITY DESIGN

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

3) ECONOMIC PROSPERITY

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

4) UTILITIES

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

5) ADMINISTRATION AND SUPPORT SERVICES

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

9. CITY ATTORNEY’S REPORT

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

11. ADJOURNMENT

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CASH ACCOUNT: 001000 101001		WARRANT: 091516	09/15/2016
VENDOR	VENDOR NAME	PURPOSE	AMOUNT
1115	COLONIAL INSURANCE	#9711888 SEP 16 EMPLOYEE	271.99
5255	FAMILY SUPPORT REGISTRY	Payroll Run 1 - Warrant 0	211.50
14002	KANSAS PAYMENT CENTER	Payroll Run 1 - Warrant 0	270.46
14321	MCCASLIN RETAIL LLC	994 W DILLON IMPROVE GUAR	54,613.77
99999	SKYLAR EDGE	RETURNED ACH PP18	19.19
99999	LUCY KELLY	UTILITY REFUND 651 W SAND	314.94
99999	GARRETT & NISSA RECK	UTILITY REFUND 165 S CART	283.32
99999	KARLA SHAW	UTILITY REFUND 785 W LOIS	314.45
11094	WESTERN DISPOSAL SERVICES	AUG 16 RESIDENTIAL TRASH	118,240.55
11094	WESTERN DISPOSAL SERVICES	AUG 16 CITY TRASH SERVICE	2,610.25
11081	XEROX FINANCIAL SERVICES LLC	SEP 16 COPIER LEASE	990.00
=====		=====	=====
11 INVOICES		WARRANT TOTAL	178,140.42
=====		=====	=====

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P 1
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CASH ACCOUNT: 001000 101001

WARRANT: 092216 09/22/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
9813	HEATHER BALSER	TRAVEL ADVANCE 9/25-9/28/	192.00
13778	INVISION GIS LLC	LUCITY SOFTWARE	133.75
13778	INVISION GIS LLC	Invision GIS Professional	7,113.75
13778	INVISION GIS LLC	Invision GIS Professional	8,691.25
13778	INVISION GIS LLC	Invision GIS Professional	4,775.00
13778	INVISION GIS LLC	Invision GIS Professional	7,523.75
3370	PETTY CASH - JILL SIEWERT	PETTY CASH LIBRARY	138.96
3875	XCEL ENERGY	AUG 16 FLASHERS	6.01
3875	XCEL ENERGY	AUG 16 TRAFFIC LIGHTS	1,317.63
3875	XCEL ENERGY	AUG 16 STREET LIGHTS	44,018.56
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10 INVOICES		WARRANT TOTAL	73,910.66
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P 1
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CASH ACCOUNT: 001000 101001 WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14307	A & J GARAGE DOORS INC	Golf Maintenance Garage D	5,321.13
13547	A G WASSENAAR INC	GEOTECH SERVICES	602.50
13547	A G WASSENAAR INC	GEOTECH SERVICES	5,452.00
13547	A G WASSENAAR INC	INSPECTION SERVICES	512.00
14175	ACTION DIRECT LLC	LAF/LSVL BOUNDARY DRAINAG	53,555.69
14175	ACTION DIRECT LLC	LSVL/SUPERIOR WTR INTERCO	12,807.20
14121	ACUSHNET COMPANY	RESALE MERCHANDISE	251.15
14121	ACUSHNET COMPANY	RESALE MERCHANDISE	1,388.60
14121	ACUSHNET COMPANY	RESALE MERCHANDISE	41.97
14121	ACUSHNET COMPANY	RESALE MERCHANDISE	717.40
14121	ACUSHNET COMPANY	RESALE MERCHANDISE	113.63
312	ADVANCED EXERCISE EQUIPMENT IN	Recumbent & Upright Lifec	15,905.00
10832	AGFINITY INC	Fall Fertilizer Applicati	3,753.90
11249	AGGREGATE INDUSTRIES WCR INC	2016 ASPHALT RESURFACING	32,587.16
14245	ALLIXA CONSULTING INC	CONTRACT AUDITOR	14,250.00
11455	APC CONSTRUCTION CO LLC	STREET RESURFACING	49,445.60
11455	APC CONSTRUCTION CO LLC	2016 HOT CHIP SEAL	224,095.31
14201	AXIOM STRATEGIES INC	OCT 16 LEGISLATIVE SERVIC	3,000.00
8575	BC INTERIORS	Furniture for Clerk's Off	1,760.50
13855	BIG AIR JUMPERS INC	NITE AT REC INFLATABLES	658.00
13855	BIG AIR JUMPERS INC	NITE AT REC INFLATABLES	582.00
14140	BLUE RIVER FORESTRY & TREE CAR	TREE REMOVAL & STUMP GRIN	1,595.00
640	BOULDER COUNTY	JUL 16 RECYCLING FEES	1,286.00
640	BOULDER COUNTY	BSO SPECIAL EVENT DUTY	5,700.00
640	BOULDER COUNTY	BUSINESS CARDS PD	55.08
7140	BOULDER COUNTY HOUSING AUTHORI	ALKONIS PROJECT REBATE FE	64,788.20
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	300.40
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	40.56
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	254.35
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	169.85
7706	BRANNAN SAND & GRAVEL CO LLC	ASPHALT	175.76
9838	BRIGHTVIEW LANDSCAPE SERVICES	DOWNTOWN FLORAL MAINTENAN	1,476.60
8569	C & S PRECISION SHARPENING SER	SHARPEN CHIPPER KNIVES	40.00

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P 2
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VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14279	CAREY KING	CONTRACTOR FEES YOGA	44.80
935	CENTENNIAL PRINTING CO	NO PARKING SIGNS	317.00
935	CENTENNIAL PRINTING CO	SELF INK STAMPS PD	105.00
670	CENTER FOR RESOURCE CONSERVATI	SLOW THE FLOW AUDIT PROGR	6,024.00
670	CENTER FOR RESOURCE CONSERVATI	SMART CONTROLLER PROGRAM	1,440.00
670	CENTER FOR RESOURCE CONSERVATI	SLOW THE FLOW AUDIT AMEND	657.00
670	CENTER FOR RESOURCE CONSERVATI	SLOW THE FLOW AUDIT AMEND	2,349.00
670	CENTER FOR RESOURCE CONSERVATI	SLOW THE FLOW AUDIT PROGR	345.00
13352	CGRS INC	AUG 16 REMOTE POLLING	25.00
13352	CGRS INC	ANNUAL INSPECTION WTP GEN	200.00
13964	CHANDLER ASSET MANAGEMENT	AUG 16 INVESTMENT FEES	1,642.45
1005	CHEMATOX LABORATORY INC	DRUG SCREENS	510.00
1005	CHEMATOX LABORATORY INC	DRUG SCREEN	255.00
2220	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE NWTP	4,535.09
2220	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE SWTP	4,600.57
2220	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE SWTP	4,598.86
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	127.98
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	127.98
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	127.98
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	127.98
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WWTP	127.98
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	170.71
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	170.71
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	170.71
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	170.71
4785	CINTAS CORPORATION #66	UNIFORM RENTAL WTP	170.71
14047	CITY OF NORTHGLENN	LAB ANALYSIS FEES WTP	210.00
11467	CLEAR CREEK CONSULTANTS INC	STATION AUDIT/MEASURE	552.50
13260	CLIFTON LARSON ALLEN LLP	AUG 16 UTILITY BILLING SE	11,486.47
13820	COLORADO BARRICADE CO	FALL FESTIVAL BARRICADE R	409.80
14308	COLORADO CIVIL INFRASTRUCTURE	2016 Sewer Main Replaceme	39,040.25
14308	COLORADO CIVIL INFRASTRUCTURE	Waterline Reepacement	21,845.25
14308	COLORADO CIVIL INFRASTRUCTURE	2016 Sewer Main Replaceme	48,996.25
11264	COLORADO DEPT OF PUBLIC HEALTH	LEAD TESTING	61.50
11264	COLORADO DEPT OF PUBLIC HEALTH	SWTP PERMIT FEE COG603236	630.00

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P 3
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CASH ACCOUNT: 001000 101001 WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14331	COLORADO RURAL WATER ASSOC	2016 MEMBERSHIP HARVEY	233.32
11446	COMPUTER EXPLORERS INC	CONTRACTOR FEES ENGR	735.00
14166	CONCRETE EXPRESS INC	LAF/LSVL BOUNDARY DRAINAG	469,911.02
9973	CPS DISTRIBUTORS INC	CLEAN OUT REPAIR SWTP	43.27
13370	CRIBARI LAW FIRM, PC	PROSECUTING ATTORNEY	3,641.00
14326	CROP PRODUCTION SERVICES INC	GRANULAR FERTILIZER GC	2,000.00
10776	DAILY CAMERA	CAMERA SUBSCRIPTION CMO	157.30
14329	DAVID A BEACH	801 LAFARGE STRUCTURE ASS	700.00
14329	DAVID A BEACH	805 LAFARGE STRUCTURE ASS	700.00
14303	DEEP FREEZE MECHANICAL LLC	Furnace & A/C Unit Replac	3,989.11
14063	DENVER TECHNOLOGY SERVICES	RADAR GUN POWER PLUG	80.00
13392	DESIGN MECHANICAL INC	HVAC SERVICE RSC	583.61
13685	DEWBERRY ENGINEERS INC	WWTP CONSTRUCTION MANAGEM	44,532.86
13929	DHE COMPUTER SYSTEMS LLC	LAPTOP CCGC	948.81
13929	DHE COMPUTER SYSTEMS LLC	Technology Upgrades for C	4,124.35
13843	DIETZE AND DAVIS, PC	SEP 16 MUNICIPAL COURT JU	1,291.50
1505	DPC INDUSTRIES INC	CHLORINE NWTP	798.00
1505	DPC INDUSTRIES INC	CHLORINE SWTP	798.00
1505	DPC INDUSTRIES INC	CAUSTIC SODA SWTP	5,882.00
1505	DPC INDUSTRIES INC	CAUSTIC SODA NWTP	5,858.20
13463	E-Z EXCAVATING INC	Front St. Pass Thru Const	34,966.00
14240	ELIZABETH A SOLEK	725 LINCOLN FLEXIBLE GRAN	5,000.00
11562	ENDRESS AND HAUSER INC	S-DAT PROMAG 53 PROGRAMME	317.52
11562	ENDRESS AND HAUSER INC	FLOW METER BOARDS WWTP	2,384.87
12270	FASTENAL COMPANY	RESTOCK BINS WWTP	102.28
1082	FLINT TRADING INC	Thermo Plastic Street Sig	5,961.60
13610	FOOTHILLS SECURITY SYSTEMS INC	FIRE/SECURITY MONITORING	248.85
14137	GEAR FOR SPORTS INC	RESALE MERCHANDISE	1,656.51

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P 4
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CASH ACCOUNT: 001000 101001 WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
6847	GENERAL AIR SERVICE & SUPPLY	CYLINDER RENTAL OPS	73.30
2310	GRAINGER	EXTENSION CORD WWTP	63.55
2310	GRAINGER	BREAKROOM SUPPLIES WTP	123.76
2310	GRAINGER	BREAKROOM SUPPLIES WTP	293.48
2310	GRAINGER	STAR KEY SET WWTP	14.32
13571	GRAYBAR ELECTRIC CO INC	DOWNTOWN LIGHT POLES	6,428.58
11214	GRAYLING	AUG 16 PROFESSIONAL SERVI	2,500.00
11214	GRAYLING	SEP 16 PROGESSIONAL SERVI	2,500.00
246	GREEN MILL SPORTSMAN CLUB	RANGE USE	100.00
2405	HACH COMPANY	Turbidity Sensor	4,835.50
2415	HARCROS CHEMICALS INC	SODIUM SILICATE SWTP	1,200.00
2475	HILL PETROLEUM	UNLEADED/BIODIESEL FUEL G	595.28
14016	HUG SPORTS LLC	CONTRACTOR FEES YOUTH SPO	3,277.00
9710	INDUSTRIAL CHEMICALS CORP	SODIUM SILICATE SWTP	10,366.56
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	85.43
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	34.04
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	35.91
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	315.60
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	171.80
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	57.90
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	59.29
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	469.50
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	24.70
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	263.55
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	88.18
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	52.89
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	211.85
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	50.38
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	27.45
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	135.78
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	272.95
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	40.11
2615	INGRAM LIBRARY SERVICES INC	CHILDRENS BOOKS AND MEDIA	187.59
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	7.77
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	28.60
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	254.58
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	60.43
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	8.24
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.85
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	13.79

09/28/2016 11:48
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P 5
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CASH ACCOUNT: 001000 101001

WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	16.49
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	107.16
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	26.63
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.30
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	40.21
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	29.69
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	109.30
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.82
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	560.10
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	60.63
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	29.70
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	8.97
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	76.48
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	76.94
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	4.79
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	15.95
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	244.40
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	126.94
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	102.24
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	36.46
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.85
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	44.55
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	9.57
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	92.01
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	230.51
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	33.51
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	30.10
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	13.72
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	78.09
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.84
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	91.29
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	274.12
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	46.93
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	11.99
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	6.54
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	118.76
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	24.94
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	110.56
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	14.84
2615	INGRAM LIBRARY SERVICES INC	ADULT BOOKS AND MEDIA	11.97
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	45.61
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	85.97
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	96.95
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	185.69
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	47.32
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	96.73
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	9.89
2615	INGRAM LIBRARY SERVICES INC	TEEN BOOKS AND MEDIA	56.05
2615	INGRAM LIBRARY SERVICES INC	REFERENCE BOOKS	28.11
2615	INGRAM LIBRARY SERVICES INC	REFERENCE BOOKS	7.20

CASH ACCOUNT: 001000 101001 WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
11267	INSIDE OUT HEALTH AND FITNESS	CONTRACTOR FEES PIYO	177.10
14154	INTEGRA TELECOM	OCT 16 PHONE CIRCUITS	928.71
13817	ISRAEL ALVARADO	NITE AT REC DJ SERVICES	300.00
13817	ISRAEL ALVARADO	NITE AT REC DJ SERVICES	300.00
13346	ISS FACILITY SERVICES DENVER	JUN 16 JANITORIAL SERVICE	20,430.76
13346	ISS FACILITY SERVICES DENVER	SEP 16 JANITORIAL SERVICE	19,585.69
5530	J P COOKE COMPANY	2017 DOG TAGS	173.01
14239	JC GOLF ACCESSORIES	RESALE MERCHANDISE	259.97
14239	JC GOLF ACCESSORIES	BULK DELUX TEES	325.64
14239	JC GOLF ACCESSORIES	FLAT EMBOSSED REPAIR TOOL	363.63
14332	JOHN PAVELICH	1021 MAIN STRUCTURE ASSES	900.00
11289	JVA INC	RAW WATER LINE DESIGN SER	240.00
11075	LEFT HAND TREE & LANDSCAPE LLC	PRUNING	910.00
14322	LEISURE TIME AWARDS INC	POLICE BADGE LAPEL PINS	1,480.00
13782	LEXISNEXIS RISK DATA MANAGEMEN	INFORMATION SEARCHES PD	156.50
3070	LL JOHNSON DISTRIBUTING CO	LIQUID FERTILIZER	1,620.00
5432	LOUISVILLE FIRE PROTECTION DIS	DUI BLOOD DRAWS 8/27-9/4/	105.00
1172	LYLE SIGNS INC	STREET SIGNS	743.19
11463	MATTHEW BENDER & CO INC	REFERENCE BOOKS	90.61
14321	MCCASLIN RETAIL LLC	BUSINESS ASSISTANCE REBAT	54,978.55
2046	MOUNTAIN STATES IMAGING LLC	DOCUMENT SCANNING PD	33.00
13942	MURRAY DAHL KUECHENMEISTER & R	URBAN RENEWAL LEGAL FEES	6,176.45
11365	NATIONAL METER & AUTOMATION IN	CABLE CONNECTS	189.49
6427	NORTHERN COLO WATER CONSERVANC	2017 WY SECTION 131 ALLOT	87,227.40
99999	OCEANFIRST INSTITUTE	CHILDRENS PROGRAMMING	150.00
13649	OVERDRIVE INC	CHILDRENS AUDIO BOOKS	367.93
13649	OVERDRIVE INC	CHILDRENS EBOOKS	562.22

09/28/2016 11:48
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P 7
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CASH ACCOUNT: 001000 101001 WARRANT: 100416 10/04/2016

VENDOR	VENDOR NAME	PURPOSE	AMOUNT
14144	PING INC	RESALE MERCHANDISE	719.41
14144	PING INC	RESALE MERCHANDISE	83.52
14144	PING INC	RESALE MERCHANDISE	1,254.70
14144	PING INC	RESALE MERCHANDISE CREDIT	-130.65
14144	PING INC	RESALE MERCHANDISE	859.60
14144	PING INC	RESALE MERCHANDISE	1,087.11
14144	PING INC	RESALE MERCHANDISE	60.92
14160	PRECISE MRM LLC	GPS SOFTWARE/POOLED DATA	798.72
14200	RAMAKER & ASSOCIATES INC	CEMETERY SOFTWARE	837.50
8024	RC SPECIAL EVENTS	VOL APPRECIATION EQUIP RE	331.35
13893	REBECCA TSUI	CONTRACTOR FEES TAI CHI	132.30
6500	RECORDED BOOKS LLC	CHILDRENS BOOKS AND MEDIA	6.95
6500	RECORDED BOOKS LLC	ADULT BOOKS AND MEDIA	727.00
13668	RESOURCE BASED INTERNATIONAL	AUG 16 WATER RIGHTS ADMIN	13,080.00
5369	SGS ACCUTEST INC	LAB ANALYSIS FEES WTP	301.50
5369	SGS ACCUTEST INC	LAB ANALYSIS FEES WTP	301.50
5369	SGS ACCUTEST INC	LAB ANALYSIS FEES WTP	873.50
13538	SQUARE STATE SKATE	CONTRACTOR FEES SKATEBOAR	2,114.00
13673	STERLING INFOSYSTEMS INC	BACKGROUND CHECKS	1,813.06
11151	SUMMIT CHEMICALS	ALUMINUM CHLOROHYDRATE NW	10,967.10
13399	SUSTAINABLE TRAFFIC SOLUTIONS	SHORT ST DESIGN ADDENDUM	3,313.20
14330	THE WALKER LAW FIRM, PC	COURT APPOINTED ATTORNEY	285.80
14236	TYLER BUSINESS FORMS	LASER CHECK STOCK	296.79
14065	TYLER TECHNOLOGIES INC	TYLER SOFTWARE	6,250.08
14266	US HEALTHWORKS PROVIDER NETWOR	PHYSICALS	1,500.00
6509	USA BLUEBOOK	THERMO COUPLER WWTP	104.07
6509	USA BLUEBOOK	THERMO COUPLER WWTP	-87.95
10960	VANCE BROTHERS INC	PATCHING EQUIP PARTS	244.00
8681	WASTE MANAGEMENT OF DENVER	JULY 4TH PORT-O-LETS	43.79
8681	WASTE MANAGEMENT OF DENVER	JULY 4TH PORT-O-LETS	2,886.09
8681	WASTE MANAGEMENT OF DENVER	FALL FESTIVAL PORT-O-LETS	249.77
8681	WASTE MANAGEMENT OF DENVER	FALL FESTIVAL PORT-O-LETS	494.53

City Council Meeting Minutes

**September 20, 2016
City Hall, Council Chambers
749 Main Street
7:00 PM**

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

Roll Call was taken and the following members were present:

City Council: *Mayor Bob Muckle, Mayor Pro Tem Jeff Lipton, City Councilmembers Jay Keany, Chris Leh, Susan Loo, Dennis Maloney, and Ashley Stolzmann*

Staff Present: *Malcolm Fleming, City Manager
Heather Balsler, Deputy City Manager
Aaron DeJong, Director of Economic Development
Kurt Kowar, Director of Public Works
Kevin Watson, Director of Finance
Rob Zuccaro, Director of Planning & Building Safety
Chris Neves, Director of Information Technology
Beth Barrett, Director of Library & Museum Services
Dave Hayes, Police Chief
Kathleen Hix, Director of Human Resources
Meredyth Muth, City Clerk*

Others Present: *Sam Light, City Attorney*

PLEDGE OF ALLEGIANCE

All rose for the pledge of allegiance.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF THE CONSENT AGENDA

Mayor Muckle called for changes to the consent agenda. Councilmember Loo asked for changes to the September 6 minutes. Muckle moved to approve the consent agenda as amended, seconded by Councilmember Maloney. All were in favor.

- A.** Approval of Bills
- B.** Approval of Minutes: August 30, 2016; September 6, 2016
- C.** Approval of Interim Appointment of Monica Sheets to the Planning Commission
- D.** Resolution No. 45, Series 2016 – A Resolution Approving a Final Planned Unit Development Plan (PUD) to Construct a 30,000 Square Foot Industrial/Manufacturing Building with Associated Site Improvements on Lots 11 & 12, Block 3, CTC Filing 1
- E.** Award Bid for 2016 Crackseal Project
- F.** Approval of On Call Geographic Information System and Asset Management System Support Services with Invision GIS, LLC
- G.** Approve Short Street Reconstruction Change Order with H2 Development Services, LLC
- H.** Approval of Interim Appointment of Alison Gorsevski to the Board of Adjustment

COUNCIL INFORMATIONAL COMMENTS ON PERTINENT ITEMS NOT ON THE AGENDA

None.

CITY MANAGER'S REPORT

City Manager Fleming stated Xcel Energy will be replacing streetlights with new LED lights soon. This will only be for the cobra head streetlights, not the more decorative street lights. The City will realize a significant energy savings from the new lights.

He added that Burlington Northern Railroad will be closing South Boulder Road to repair the tracks sometime in the first week of October, but a specific time is not yet known. The closure should last about two days and the City will have to do some paving work at the location to repair the street from the rail disturbance. Staff is working to get the word out about the closure so drivers have time to plan alternate routes.

REGULAR BUSINESS

**PRESENTATION – 2016 GENERAL ELECTION –
HILLARY HALL, BOULDER COUNTY CLERK & RECORDER**

Boulder County Clerk and Recorder Hillary Hall made a presentation regarding the upcoming election on November 8th. She gave residents some tips for the election:

- Check your registration to make sure it is current
- It is a mail ballot election, but in person voting is also available
- You can register to vote up to election day
- The ballots will be mailed October 17
- If you can, please return your ballot as early as possible.
- You can return your ballot by mail (\$.68), at a drop off location, or in a voter center

This will be the largest election in Boulder County history. Returning your ballot early will make the counting process easier. Of the mail ballots expected to be returned on November 8, almost 60% of those or approximately 32,000 come in after 5 p.m. Returning ballots earlier will make the county process much easier.

Ms. Hall noted there is a new 24-hour drop off location in Louisville at the Police Station and the drop off location at the Steinbaugh Pavilion will again be available this year.

RESOLUTION NO. 46, SERIES 2016 – A RESOLUTION APPROVING A BUSINESS ASSISTANCE AGREEMENT WITH MOLECULAR PRODUCTS, LLC FOR AN ECONOMIC DEVELOPMENT PROJECT IN THE CITY OF LOUISVILLE

Economic Development Director Aaron DeJong stated this Business Assistance Agreement with Molecular Products, which is a Boulder-based business looking to open a new facility, would create an estimated 25 jobs initially, moving up to 50-60 positions within five years. The positions would pay wages significantly higher than the Boulder County average wage. The proposed incentives are a 50% rebate of building permit fees and a 50% rebate of construction use tax estimated to equal \$5000 and capped at \$10,000. The company is looking at locations both domestically and internationally.

Director DeJong stated the proposed package meets the goals of the business assistance program with the expansion of jobs, job diversity, and it conforms to the comprehensive plan.

Ted Telford representing Molecular Products spoke noting the company is looking at a variety of locations.

Public Comments: None.

Councilmember Loo moved to approve Resolution No. 46, Series 2016. Councilmember Keany seconded the motion. Roll call vote, all were in favor.

DISCUSSION/DIRECTION – POSSIBLE TERM LIMITS FOR BOARD AND COMMISSION MEMBERS AND MEMBERS OF THE LOUISVILLE REVITALIZATION COMMISSION

City Clerk Muth stated this is a discussion of possible term limits for board and commission members. The initial draft ordinance would establish a limit of two terms for each board member except for Planning Commission members who would be limited to 12 years (which equals two of the Commission's 6-year terms). She noted the Council would need to determine how many years or terms a person is required to sit out before he/she is eligible for reappointment.

Public Comment

Mark Persichetti, 1402 Taft Place, member of the Sustainability Advisory Board since 2004 suggested the ordinance is not necessary to broaden opportunities for public service. The existing decision making process gives the Council the option to not reappoint a person. He stated he does not feel he is entitled to be reappointed and the Council can appoint or reappoint as appropriate. If Council does feel the need to pass this, he suggested members should be required to sit out one year to be eligible for reappointment.

Tom Tennesson, 775 Owl Court, member of the Local Licensing Authority (LLA), agreed with the previous speaker. He stated most members of the Licensing Authority sit for an average of seven years. The LLA has two long-serving members and without them the board would lose the continuity that is fundamentally important to the LLA. Council can always deny reappointment to anyone. The current system is more flexible and works.

Councilmember Leh stated he is against term limits for a variety of reasons. It is important to retain good board members with knowledge and institutional history. Having term limits makes it easy for the City Council to not reappoint someone, but the Council really should take the board appointment process seriously appointing the best possible people regardless of how long they have served. The Council needs to make the tough decisions when it is necessary. For some boards and commissions it is absolutely essential to have institutional knowledge. Term limits create an artificial reason to not appoint someone to a board. If someone engages in malfeasance we can remove them, but there is no reason to remove someone just for having served a certain number of years. The Council should set a clear expectation that members are not guaranteed reappointment and should base each reappointment decision on the person's merits not number of years.

Councilmember Leh noted that if term limits are created he strongly encouraged the Board of Adjustment, the Building Code Board of Appeals, the Planning Commission, the Revitalization Commission, and the Historical Commission not be included.

Councilmember Leh added it would be disrespectful to those board members who have served long and hard, and with distinction, to dismiss them due to an artificial limitation.

Councilmember Stolzmann stated her strong support for term limits because it creates broader community engagement. Members of boards serve the Council but also then promote ideas and civic engagement among their friends and neighbors. Members both give ideas to the Council and take information back to the community. Having more members would limit the “echo chamber effect” where we get in a rut and don’t take in account different perspectives. Historically, the Council doesn’t look at new candidates fully but rather generally reappoints existing members.

Councilmember Stolzmann stated that if we don’t have term limits the Council should rethink the board application process so new applicants are given full consideration against reapplying members.

Councilmember Stolzmann stated technical expertise and continuity comes from City staff not by board members. The role of a board member is to represent what citizens want, not technical expertise. Members can learn new processes and come up to speed and serve on any board. If institutional knowledge is needed, members can look at the record. If people are term limited they can continue to be engaged in the process without being a voting board member.

Councilmember Stolzmann stated the Library Board of Trustees would be willing to reduce their terms from five years to three years.

Councilmember Loo said all that is required is Council to not reappoint members if there are better applicants. She agreed with Councilmember Leh’s comments. Regarding the technical knowledge, she stated boards really do need members with technical experience for the quasi-judicial committees. It takes a long time to really understand the process and the applications. Members who do not understand the details and understand how to apply the criteria may rely too heavily on staff and can rubber stamp items. What we are looking for from boards is an outside perspective on items, not a rubber stamp. She stated each Councilmember should agree to make the hard decision when reappointments come up.

Councilmember Maloney stated term limits would help broaden community involvement. He feels members can come up to speed quickly on topics, and getting broader engagement from residents would be a great boon. Many people don’t apply to boards because they see everyone reappointed each year. He stated the Golf Course Advisory Board supports term limits.

Councilmember Loo stated in her five years she has seen some commissions on which everyone wants to serve and they get many more applicants than needed. Other boards frequently have vacancies that cannot be filled. Term limits would make it even harder to fill those positions.

Councilmember Keany noted he sees some benefit to having more turn over, but that can happen without term limits if Council would have the fortitude to not reappoint people when it is appropriate. On the other hand, there are times when there are not enough applicants for some boards and frequently the Council has appointed people to a board to which they did not apply and that has not turned out well.

Councilmember Keany sees benefit to both arguments. Perhaps the Council needs to make more conscious decisions at reappointment time, if we are not willing to do that, term limits will force our hands. He stated the Youth Advisory Board should be excluded as they can serve from 7- 12 grade and should be allowed to serve that entire time if they are interested, but this makes the Council pick and choose to which boards it applies and that is messy. Perhaps the Council should put off this discussion for a year and see how the next appointment process goes. We should appoint the best people for the job not just people who are already serving.

English Hopkins, 855 West Dillon Road, on the Parks and Public Landscaping Board, stated one advantage to having term limits is it creates a sense of urgency for the member to focus on their participation and contribute to the board.

John Leary, 1116 LaFarge Avenue, stated he has sat in on many board interviews and he thinks incumbency is weighted much higher than the qualifications of those who apply. Council does not have a history of making tough decisions when needed.

Mayor Pro Tem Lipton stated his experience is that members work hard to do their best for the community. He was not reappointed to the Planning Commission once for political reasons and it was hurtful. He knows that for those who are not reappointed it can be a difficult experience, but he stated automatic removal from a board is a loss of a great resource. He stated he agreed with arguments on both sides and sees strengths and weaknesses. He wonders what the unintended consequences might be. He noted future Councils can change this if the process is not working. He stated we do need more turnover for certain boards, but this may not be the best way to do this. He agreed incumbents have gotten preference from the Council in the reappointment process.

Councilmember Leh added he thinks this is a solution in search of a problem. The answer to this is already in Council's hands. This discussion alone will pressure the Council to think more actively about who is appointed and who might bring something new to a board. The Council can do everything that is proposed without the ordinance, but can't do everything we do now if term limits apply. Future Councils can impose this if we aren't doing a good job.

Councilmember Leh noted many residents on boards have been here much longer than staff members and are the institutional knowledge. He added no one serves in perpetuity unless Council allows it. He stated the City gets a lot of applications each year and it is up to Council to get the appropriate turn over on the boards.

Sherry Sommer, 910 South Palisade Court, asked what are the criteria the Council uses to reappoint someone.

Mayor Muckle suggested tabling the issue for this year. He stated if there are people who are not contributing to a board they should not be reappointed. The Council can be clear with applicants that they may not be reappointed and we want new members on boards who bring new perspectives. There is a way to move it forward and get turnover without imposing term limits. He challenged the Council to achieve this goal without imposing term limits.

Councilmember Stolzmann suggested changes to the appointment process: televising the interviews and deliberations, competency questions for technical boards, questions determined ahead of time, scoring criteria, and 15-minute interviews. These changes would hold the Council to a higher standard.

Councilmember Leh agreed this is the answer. He stated the Council should make clearer what appointment expectations are.

Councilmember Loo stated televising is not a good idea as it will intimidate many applicants. It would make the process uncondusive to getting a wide range of people and limit the number of applicants. People are already nervous about the interview.

Councilmember Keany stated standardizing questions and a scoring sheet would be good. He agreed televising the interviews might be intimidating to applicants. He stated it is hard to judge competency in an interview. Someone might not interview well but be more than competent and function well on a board.

Tom Tennesson noted on his appointment to the Local Licensing Authority he was given a huge book to understand what they do. It was with the help of existing members that he developed the competency and a proficiency that makes him a good member now. He stated it would be ill-advised to try to judge competency in an interview setting.

Councilmember Maloney stated it doesn't sound like there is support for this for this year, but gaining broader involvement would be really good. We should be better at looking at all applications and giving them an honest shot.

Mayor Muckle asked staff to work a scoring sheet and interview questions stating he would help in that endeavor.

Councilmember Keany wondered if all reapplicants should be asked "why should we reappoint you?" as a way to get better information.

ESTABLISHING AN IMPACT FEE LIAISON COMMITTEE AND APPOINTMENT OF COMMITTEE MEMBERS

1. RESOLUTION NO. 47, SERIES 2016 – A RESOLUTION ESTABLISHING AN IMPACT FEE LIAISON COMMITTEE TO PROVIDE ADVISORY RECOMMENDATIONS TO CITY COUNCIL REGARDING CHAPTER 3.18 OF THE LOUISVILLE MUNICIPAL CODE AND THE ADOPTION OF AN UPDATED SCHEDULE OF DEVELOPMENT IMPACT FEES FOR CITY CAPITAL FACILITIES

2. APPOINTMENT OF MEMBERS TO IMPACT FEE COMMITTEE

Mayor Muckle stated the City reevaluates impact fees every five years to determine if the fees we are charging are defensible and reasonable. This process will form a task force to advise Council on the fees and if they need to be adjusted. The suggested list of task force members was created by the Mayor and Councilmember Maloney with staff help.

Councilmember Loo noted Councilmember Maloney needs to be added to the list of members as the Council liaison to the Committee.

No public comment.

Mayor Muckle moved to approve Resolution No. 47, seconded by Councilmember Keany. All in favor.

Mayor Muckle moved to approve the list of members adding Councilmember Maloney as the chair of the committee. Councilmember Keany seconded.

City Attorney Light noted that if Councilmember Maloney is to be added as a voting member, the previous resolution must be amended to change the number of members from eight to nine. Councilmember Stolzmann made a motion to reconsider Resolution 47, seconded by Mayor Muckle. Mayor Muckle moved to amend Resolution No. 47 to change it to nine members, seconded by Councilmember Keany. All in favor.

Mayor Muckle moved to approve the list of committee members with Councilmember Maloney to be the chair. Councilmember Keany seconded. All in favor.

Councilmember Loo left the room.

APPOINTMENT OF PRESIDING MUNICIPAL JUDGE

Councilmember Leh stated the Legal Review Committee has worked to recruit, interview, and recommend someone to fill the current vacancy of the Presiding Municipal Judge in the Louisville Court since the June retirement of Judge Bruce Joss.

The Committee vetted 13 applicants for the position, all well qualified. The committee narrowed it down to Kristan Wheeler who is currently an associate judge in other

municipalities. The group found her to be an excellent candidate, her references spoke glowingly about her willingness to work cooperatively, to manage her docket, and she would be a great person to be the face of Louisville in our court. The Committee unanimously recommends Judge Wheeler for the position for the salary noted in the Louisville Municipal Code (\$31,200 annually).

Attorney Light proposed a motion to appoint Kristan Wheeler as presiding municipal judge to a term commencing on October 4, 2016 and expiring January 2, 2018 and authorizing the Mayor to sign the agreement for municipal judge services. Muckle so moved, seconded by Mayor Pro Tem Lipton. Roll call vote, all in favor (Councilmember Loo absent.)

PRESENTATION – CITY MANAGER’S PROPOSED 2017 – 2018 BUDGET AND 2017 – 2021 CAPITAL IMPROVEMENTS PLAN

City Manager Fleming noted this is the first biennial budget from staff. The City Charter does require an annual budget and this process will allow for approving the two annual budgets separately. He went over what sections and items are included in the proposed budget. He noted the program area information shows how each program is funded and what the proposed expenditures are. He added the Capital Improvement Plan sheets have been updated to match the proposed budget information.

Councilmember Loo returned to the room.

City Manager Fleming noted the budget priorities (capital project; public safety; open space, parks, and streetscapes; and support services) in the budget. He added the proposal includes new staff positions in a number of departments and maintains reserves of above 20% at least through 2018.

He stated that in later meetings revenue assumptions, expenditure targets, and subprogram level revenue and expenditures will be included. At this time this information is not available from our new software system.

He asked what other information the Council would like to see at future meetings adding each meeting will focus on specific programs. The final public hearing is scheduled for October 18 with adoption anticipated on November 1.

Councilmember Loo stated the Parks board did not request an administrative assistant but rather a program manager similar to the open space manager position.

Mayor Pro Tem Lipton noted his concern regarding the order of magnitude of increase in the budget. He sees a 16% increase over two years. He worries that the cumulative effect is a very large increase. He would like confirmation of what the cumulative effect is. He feels the presentation is very transparent.

Mayor Muckle noted his concern regarding hiring staff positions if we can't afford to keep them in the long-term.

Public Comments

Deb Fahey, 1118 West Enclave Circle, stated her concern the top two priorities of the citizen survey were addressed but the third priority, sustainability, is not even mentioned.

John Leary, 1116 Lafarge Avenue, asked how fees that are waived, such as business assistance and building fee waivers, are covered. He suggested some areas of historic preservation are mandatory not voluntary. He feels it is not clear in the budget that any items from the Small Area Plan will ever be funded or completed. He added that if the Citizen Survey is being used as an annual metric it will need to be completed more than every four years. He would like to see more budgeted for tree replacement due to the Emerald Ash Borer infestation.

Councilmember Stolzmann stated the Finance Committee has been studying the golf fund loan from the wastewater fund and what options there are for repayment. She noted some alternatives include having the general fund repay the wastewater fund and reevaluating the loan payment schedule or no longer keeping the golf fund as an enterprise fund. Once the Committee has more information the members will make a specific recommendation.

The next budget meeting will be September 27 to discuss Transportation, Public Safety and Justice.

City Manager Fleming noted for the 2018 budget there will only be updates to this proposal before approval in November of 2017. It will be a much more streamlined process as part of the biennial process.

SET MEETING TIME FOR OCTOBER 4 CITY COUNCIL MEETING

Mayor Muckle noted the need for an executive session on October 4. Would Council like to have the executive session at 6 pm or after the regular items.

Mayor Muckle moved that a special meeting be called for October 4 at 6:00 pm for an executive session. Councilmember Keany seconded. All in favor.

EXECUTIVE SESSION – PERSONNEL MATTERS

Attorney Light stated the Mayor is requesting the City Council convene an executive session for the purposes of discussion of personnel matters.

City Clerk Muth read Section 2.90.050, the public statement from the Louisville Municipal Code, governing the topics that may be discussed in an executive session.

City Attorney Light stated the authority for conducting an Executive Session is the Louisville Code of Ethics, Section 5-2(b), CRS 24-6-402(4)(f). The matter does not concern any employee who has asked for a discussion of a matter in open session, nor any member of this body or any elected official, or the appointment of any person to fill a position on this body or of an elected official, nor does it concern personnel policies that require discussion of matters personal to particular employees.

MOTION: Mayor Muckle moved the City Council convene an executive session for the purpose of discussion of personnel matters for informational purposes only, the executive session to include members of the City Council, the City Manager, the Human Resources Director, the Deputy City Manager, and the City Attorney, seconded by Councilmember Keany. All in favor. The Council adjourned to executive session at 9:30 p.m.

The meeting reconvened at 11:00 p.m.

REPORT – DISCUSSION/DIRECTION/ACTION – PERSONNEL MATTERS

City Attorney Light reported on the executive session, he stated the executive session was requested by the Mayor for the discussion of personnel matters as authorized by the City Charter for informational purposes only. No further report.

CITY ATTORNEY'S REPORT

No report.

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

No items.

ADJOURN

MOTION: Mayor Muckle moved for adjournment, seconded by Councilmember Stolzmann All were in favor. The meeting was adjourned at 11:03 p.m.

Robert P. Muckle, Mayor

Meredyth Muth, City Clerk

SUBJECT: RESOLUTION NO. 48, SERIES 2016 – A RESOLUTION APPROVING A GRANT AGREEMENT WITH THE DEPARTMENT OF PUBLIC SAFETY OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT FOR THE COUNTY ROAD BRIDGE FLOOD

DATE: OCTOBER 4, 2016

PRESENTED BY: KURT KOWAR, PUBLIC WORKS

SUMMARY:

The County Road Bridge is under the reimbursement jurisdiction of the Colorado Department of Transportation (CDOT) and the Federal Highway Authority (FHWA) for flood reconstruction funding. FHWA is funding 80% of design and construction costs and the State is funding 10%.

Staff applied for a grant with the State of Colorado Department of Public Safety Division of Homeland Security and Emergency Management (DHSEM) to fund the remaining 10% of design and construction costs and received approval. The attached agreement is in regards to this remaining 10% of funding.

The City Attorney has reviewed the Agreement and has found the agreement acceptable.

FISCAL IMPACT:

The cost of the County Road Bridge Replacement, including design and construction, as calculated by CDOT is \$3.65 M. Under this agreement for the remaining 10% in cost not funded by FHWA or the state, the total reimbursable grant amount is \$365,460.00.

RECOMMENDATION:

Staff recommends City Council pass Resolution No. 48, Series 2016 authorizing the Mayor Pro Tem to sign the attached Agreement on behalf of the City.

ATTACHMENT(S):

1. Resolution No. 48, Series 2016
2. Grant Agreement

**RESOLUTION NO. 48
SERIES 2016**

**A RESOLUTION APPROVING A GRANT AGREEMENT WITH THE DEPARTMENT
OF PUBLIC SAFETY DIVISION OF HOMELAND SECURITY AND EMERGENCY
MANAGEMENT FOR THE COUNTY ROAD BRIDGE**

WHEREAS, the Colorado Department of Public Safety, Division of Homeland Security and Emergency Management has appropriated funds for disaster assistance and is distributing appropriated funds to local governments; and

WHEREAS, the City of Louisville desires to participate in such grant funding for the purpose of completing the bridge replacement, retaining walls, roadside safety features and signing, striping, permanent and temporary erosion control, fencing and restoration of existing features within the right-of-way for the County Road Bridge across Coal Creek damaged by the September 2013 flood; and

WHEREAS, the City has determined that it will be mutually beneficial and in the public interest to enter into a Grant Agreement with the Colorado Department of Public Safety, Division of Homeland Security and Emergency Management in order to accept grant funding to replace and upgrade the damaged County Road Bridge; and

WHEREAS, the City is authorized to enter into cooperative agreements or contracts pursuant to the Colorado Constitution, Article XIV § 18, and § 29-1-203, C.R.S.

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

1. The Colorado Department of Public Safety, Division of Homeland Security and Emergency Management Grant Agreement (the “Agreement”) for the Louisville County Road Bridge Project, is hereby approved in essentially the same form as the copy of such Agreement accompanying this Resolution.

2. The Mayor or Mayor Pro Tem are authorized to execute the Agreement on behalf of the City, except that the Mayor or City Manager are hereby further granted authority to negotiate and approve such revisions to said Agreement as the Mayor or City Manager determines are necessary or desirable for the protection of the City, so long as the essential terms and conditions of the Agreement are not altered.

3. The Mayor, Mayor Pro Tem, City Manager, City Clerk and City staff are hereby authorized to execute all documents and do all other things necessary on behalf of the City to effect the provisions of the Agreement and perform the obligations of the City under the Agreement, including but not limited to execution and delivery of all certifications, reports, forms, option letters, contract amendments and other documents appropriate or required in connection with the Agreement and completion of the scope of work to be funded through the Agreement.

4. All action heretofore taken in furtherance of the purposes of the Agreement are hereby ratified and confirmed.

PASSED AND ADOPTED this 4th day of October, 2016.

Jeff Lipton, Mayor Pro Tem

ATTEST:

Meredyth Muth, City Clerk

Routing # CMS # 94111
Subrecipient DUNS #182743120

STATE OF COLORADO
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Grant Agreement

with the

CITY OF LOUISVILLE

TABLE OF CONTENTS

1. PARTIES.....	2
2. EFFECTIVE DATE AND NOTICE OF NONLIABILITY.....	2
3. RECITALS.....	2
4. DEFINITIONS.....	2
5. TERM.....	3
6. STATEMENT OF PROJECT.....	3
7. PAYMENTS TO GRANTEE.....	4
8. REPORTING - NOTIFICATION.....	5
9. GRANTEE RECORDS.....	5
10. CONFIDENTIAL INFORMATION-STATE RECORDS.....	6
11. CONFLICTS OF INTEREST.....	7
12. REPRESENTATIONS AND WARRANTIES.....	7
13. INSURANCE.....	8
14. BREACH.....	9
15. REMEDIES.....	9
16. NOTICES and REPRESENTATIVES.....	11
17. RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE.....	11
18. GOVERNMENTAL IMMUNITY.....	12
19. STATEWIDE GRANT MANAGEMENT SYSTEM.....	12
20. GENERAL PROVISIONS.....	12
21. COLORADO SPECIAL PROVISIONS.....	14
SIGNATURE PAGE.....	17
EXHIBIT A – APPLICABLE LAWS.....	1
EXHIBIT B – STATEMENT OF PROJECT (SOP).....	1
EXHIBIT C - GRANT CHANGE LETTER.....	1

1. PARTIES

This Grant Agreement ("Grant") is entered into by and between the **CITY OF LOUISVILLE** ("Grantee"), and the STATE OF COLORADO acting by and through the Colorado Department of Public Safety, Division of Homeland Security and Emergency Management (hereinafter called the "State or DHSEM").

2. EFFECTIVE DATE AND NOTICE OF NONLIABILITY

This Grant shall not be effective or enforceable until it is approved and signed by the Colorado State Controller or designee (hereinafter called the "Effective Date"). The State shall not be liable to pay or reimburse Grantee for any performance hereunder, including, but not limited to costs or expenses incurred, or be bound by any provision hereof prior to the Effective Date.

Provided, however, that *authorized* Pre-award Costs incurred after the date of the Colorado Disaster Emergency Act and prior to the Effective Date of this agreement may be submitted for reimbursement as provided in §7(B)(v) below.

3. RECITALS

A. Authority, Appropriation, and Approval

Authority to enter into this Grant exists in C.R.S. § 28-3-104 and relevant portions of the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701 and Executive Orders: D2013-026, D2013-027, D2013-028, D2013-030, D2013-031, D2013-033, D2014-001, D2014-002, D2014-006, D2014-01 and any subsequent amendments. Funds have been budgeted, appropriated and otherwise made available and a sufficient unencumbered balance thereof remains available for payment. Required approvals, clearance and coordination have been accomplished from and with appropriate agencies.

B. Grantee

Grantee is an eligible recipient of Grant Funds made available by the Program, as defined below, and awarded by this Grant Agreement. Grantee is aware of, willing and able to comply with all provisions specific to the Program, as set forth in **Exhibit A** and to complete the Project described in **Exhibit B**.

C. Purpose

DHSEM administers funds made available for the purpose of disaster recovery projects that were effected in the 2013 floods.

D. References

All references in this Grant to sections (whether spelled out or using the § symbol), subsections, exhibits or other attachments, are references to sections, subsections, exhibits or other attachments contained herein or incorporated as a part hereof, unless otherwise noted.

4. DEFINITIONS

The following terms as used herein shall be construed and interpreted as follows:

A. Budget

"Budget" means the budget for the Work described in **Exhibit B**.

B. Evaluation

"Evaluation" means the process of examining Grantee's Work and rating it based on criteria established in §6 and **Exhibit B**.

C. Exhibits and Other Attachments

The following are attached hereto and incorporated by reference herein: **Exhibit A** (Applicable Laws), **Exhibit B** (Statement of Project), and **Exhibit C** (Grant Change Letter).

D. Goods

"Goods" means any physical item produced, or acquired by Grantee either separately or in conjunction with the Services rendered hereunder.

E. Grant

"Grant" means this Grant, its terms and conditions, attached exhibits, documents incorporated by reference under the terms of this Grant, and any future modifying agreements, exhibits, attachments or references incorporated herein pursuant to Colorado State law, Fiscal Rules, and State Controller Policies.

F. Grant Funds

"Grant Funds" means available funds payable by the State to Grantee pursuant to this Grant.

G. Party or Parties

“Party” means the State or Grantee and “Parties” means both the State and Grantee.

H. Program

“Program” means the Colorado State Emergency Act, Disaster Emergency Fund that provides the funding for this Grant.

I. Pre-award Costs

“Pre-award Costs” when applicable, means the costs incurred or performance of Work by Grantee or Sub-grantees prior to the Effective Date of this Grant. Such costs shall have been detailed in Grantee’s grant application and specifically authorized by the State and identified in the Statement of Project, attached hereto as **Exhibit B**.

J. Project

“Project” means the Project described in the Recitals and Statement of Project sections hereof.

K. Project Budget

“Project Budget” means the Project Budget described in **Exhibit B**.

L. Review

“Review” means examining Grantee’s Work to ensure that it is adequate, accurate, correct and in accordance with the criteria established in §6 and **Exhibit B**.

M. Services

“Services” means the required services to be performed by Grantee pursuant to this Grant.

N. Subgrantee

“Subgrantee” means third-parties, if any, engaged by Grantee to aid in performance of its obligations.

O. Work

“Work” means the tasks and activities Grantee is required to perform to fulfill its obligations under this Grant and **Exhibit B**, including the performance of the Services and delivery of the Goods.

P. Work Product

“Work Product” means the tangible or intangible results of Grantee’s Work, including, but not limited to, software, research, reports, studies, data, photographs, negatives or other finished or unfinished documents, drawings, models, surveys, maps, materials, or work product of any type, including drafts prepared by Grantee in completing the Project and in performance of Grantee’s other obligations hereunder.

5. TERM

A. Initial Term-Work Commencement

The Parties respective performances under this Grant shall commence on the earlier of either the Effective Date or September 19, 2013. This Grant shall terminate on **July 31, 2017** unless sooner terminated or further extended as specified elsewhere herein.

B. Two Month Extension

The State, at its sole discretion upon written notice to Grantee as provided in §16, may unilaterally extend the term of this Grant for a period not to exceed two months if the Parties are negotiating a replacement Grant (and not merely seeking a term extension) at or near the end of any initial term or any extension thereof. The provisions of this Grant in effect when such notice is given, including, but not limited to prices, rates, and delivery requirements, shall remain in effect during the two month extension. The two-month extension shall immediately terminate when and if a replacement Grant is approved and signed by the Colorado State Controller.

6. STATEMENT OF PROJECT

A. Completion

Grantee shall complete the Work and its other obligations as described herein and in **Exhibit B**. The State shall not be liable to compensate Grantee for any Work performed prior to the Effective Date or after the termination of this Grant, except as expressly permitted in this Grant.

B. Goods and Services

Grantee shall procure Goods and Services necessary to complete the Work. Such procurement shall be accomplished using the Grant Funds and shall not increase the maximum amount payable hereunder by the State.

C. Employees

All persons employed by Grantee or Subgrantees shall be considered Grantee's or Subgrantees' employee(s) for all purposes hereunder and shall not be employees of the State for any purpose as a result of this Grant.

7. PAYMENTS TO GRANTEE

The State shall, in accordance with the provisions of this §7, pay Grantee in the following amounts and using the methods set forth below:

A. Maximum Amount

The maximum amount payable under this Grant to Grantee by the State is **\$365,460.00**, as determined by the State from available funds. Grantee agrees to provide any additional funds required for the successful completion of the Work. Payments to Grantee are limited to the unpaid obligated balance of the Grant as set forth in **Exhibit B**. If permitted by the State may pay certain eligible, Pre-award Costs incurred within the applicable grant period.

B. Payment

i. Advance, Interim and Final Payments

Any advance payment allowed under this Grant or in **Exhibit B** shall comply with State Fiscal Rules and be made in accordance with the provisions of this Grant or such Exhibit. Grantee shall initiate any payment requests by submitting invoices to the State in the form and manner set forth and approved by the State.

ii. Interest

The State shall fully pay each invoice within 45 days of receipt thereof if the amount invoiced represents performance by Grantee previously accepted by the State. Uncontested amounts not paid by the State within 45 days may, if Grantee so requests, bear interest on the unpaid balance beginning on the 46th day at a rate not to exceed one percent per month until paid in full; provided, however, that interest shall not accrue on unpaid amounts that are subject to a good faith dispute. Grantee shall invoice the State separately for accrued interest on delinquent amounts. The billing shall reference the delinquent payment, the number of day's interest to be paid and the interest rate.

iii. Available Funds-Contingency-Termination

The State is prohibited by law from making fiscal commitments beyond the term of the State's current fiscal year. Therefore, Grantee's compensation is contingent upon the continuing availability of State appropriations as provided in the Colorado Special Provisions, set forth below. If federal funds are used with this Grant in whole or in part, the State's performance hereunder is contingent upon the continuing availability of such funds. Payments pursuant to this Grant shall be made only from available funds encumbered for this Grant and the State's liability for such payments shall be limited to the amount remaining of such encumbered funds. If State or federal funds are not appropriated, or otherwise become unavailable to fund this Grant, the State may immediately terminate this Grant in whole or in part without further liability in accordance with the provisions herein.

iv. Erroneous Payments

At the State's sole discretion, payments made to Grantee in error for any reason, including, but not limited to overpayments or improper payments, and unexpended or excess funds received by Grantee, may be recovered from Grantee by deduction from subsequent payments under this Grant or other Grants, grants or agreements between the State and Grantee or by other appropriate methods and collected as a debt due to the State. Such funds shall not be paid to any person or entity other than the State.

v. Retroactive Payments

The State shall pay Pre-award Costs only if (1) the State allows reimbursement for Pre-award Costs by a Grantee or Subgrantee, or (2) the Pre-award Costs have been specifically detailed in Grantee's grant application, authorized by the State and incorporated in the Budget for the Work described in **Exhibit B**. Any such retroactive payments shall comply with State Fiscal Rules and Grantee and any Subgrantees

shall have complied with all federal laws, rules and regulations applicable to the Work before the State shall make such payments. Grantee shall initiate any retroactive payment request by submitting invoices to the State that set out Grantee's compliance with the provisions of this Grant.

vi. Repayment

Grantee shall conduct, in a satisfactory manner as determined by the State, the Project as set forth in this Grant Agreement. The discretionary right of the State to terminate under §15(C) notwithstanding, it is expressly understood and agreed by Grantee that the State shall have the right to terminate the Grant Agreement and to recapture, and be reimbursed for any payments made by the State (i) that exceed the maximum allowable grant payment; (ii) that are not allowed under applicable laws, rules, and regulations; or (iii) that are otherwise inconsistent with this Grant Agreement, including any unapproved expenditures. One year after completion of the Project for which funds were awarded, the Grantee must report and certify whether additional funds were received for disaster-related expenses paid under this Grant, the amount, and when funds were received. If additional funds were received that are determined to be duplicative, the recipient must repay the State the total amount of additional funds received.

C. Use of Funds

Grant Funds shall be used only for eligible costs identified herein and/or in the Budget. Grantee may request budget modifications by submitting a written Grant Change Request to the State. In response to such requests, the State may, in its sole discretion, agree to modify, adjust, and revise the Budget, delivery dates, and the goals and objectives for the Work, and make such other modifications that do not change the total amount of the Budget.

8. REPORTING - NOTIFICATION

Reports, Evaluations, and Reviews required under this §8 shall be in accordance with the procedures of and in such form as prescribed by the State and in accordance with §16, if applicable.

A. Performance, Progress, Personnel, and Funds

Grantee shall comply with all reporting requirements, if any, set forth in **Exhibit B**.

B. Litigation Reporting

Within 10 days after being served with any pleading related to this Grant or Project, in a legal action filed with a court or administrative agency, Grantee shall notify the State of such action and deliver copies of such pleadings to the State's principal representative as identified herein. If the State's principal representative is not then serving, such notice and copies shall be delivered to the Director of DHSEM.

C. Performance Outside the State of Colorado and/or the United States

Following the Effective Date, Grantee shall provide written notice to the State, in accordance with §16 (**Notices and Representatives**), within 20 days of the earlier to occur of Grantee's decision to perform, or its execution of an agreement with a Subgrantee to perform, Services outside the State of Colorado and/or the United States. Such notice shall specify the type of Services to be performed outside the State of Colorado and/or the United States and the reason why it is necessary or advantageous to perform such Services at such location or locations. All notices received by the State pursuant to this §8(C) shall be posted on the Colorado Department of Personnel & Administration's website. Knowing failure by Grantee to provide notice to the State under this §8(C) shall constitute a material breach of this Grant.

D. Noncompliance

Grantee's failure to provide reports and notify the State in a timely manner in accordance with this §8 may result in the delay of payment of funds and/or termination as provided under this Grant.

E. Subgrants

Copies of any and all subgrants entered into by Grantee to perform its obligations hereunder shall be submitted to the State or its principal representative upon request by the State. Any and all subgrants entered into by Grantee related to its performance hereunder shall comply with all applicable federal and state laws and shall provide that such subgrants be governed by the laws of the State of Colorado.

9. GRANTEE RECORDS

Grantee shall make, keep, maintain and allow inspection and monitoring of the following records:

A. Maintenance

Grantee shall make, keep, maintain, and allow inspection and monitoring by the State of a complete file of all records, documents, communications, notes and other written materials, electronic media files, and communications, pertaining in any manner to the Work or the delivery of Services (including, but not limited to the operation of programs) or Goods hereunder. Grantee shall maintain such records (the Record Retention Period) until the last to occur of the following: (i) a period of five years after the date this Grant is completed or terminated, or (ii) final payment is made hereunder, whichever is later, or (iii) for such further period as may be necessary to resolve any pending matters, or (iv) if an audit is occurring, or Grantee has received notice that an audit is pending, then until such audit has been completed and its findings have been resolved (the "Record Retention Period").

B. Inspection

Grantee shall permit the State, the federal government and any other duly authorized agent of a governmental agency to audit, inspect, examine, excerpt, copy and/or transcribe Grantee's records related to this Grant during the Record Retention Period for a period of three years following termination of this Grant or final payment hereunder, whichever is later, to assure compliance with the terms hereof or to evaluate Grantee's performance hereunder. The State reserves the right to inspect the Work at all reasonable times and places during the term of this Grant, including any extension. If the Work fails to conform to the requirements of this Grant, the State may require Grantee promptly to bring the Work into conformity with Grant requirements, at Grantee's sole expense. If the Work cannot be brought into conformance by re-performance or other corrective measures, the State may require Grantee to take necessary action to ensure that future performance conforms to Grant requirements and exercise the remedies available under this Grant, at law or inequity in lieu of or in conjunction with such corrective measures.

C. Monitoring

Grantee shall permit the State, the federal government, and other governmental agencies having jurisdiction, in their sole discretion, to monitor all activities conducted by Grantee pursuant to the terms of this Grant using any reasonable procedure, including, but not limited to: internal evaluation procedures, examination of program data, special analyses, on-site checking, formal audit examinations, or any other procedures. All monitoring controlled by the State shall be performed in a manner that shall not unduly interfere with Grantee's performance hereunder.

D. Final Audit Report

If an audit is performed on Grantee's records for any fiscal year covering a portion of the term of this Grant, Grantee shall submit a copy of the final audit report to the State or its principal representative at the address specified herein.

10. CONFIDENTIAL INFORMATION-STATE RECORDS

Grantee shall comply with the provisions of this §10 if it becomes privy to confidential information in connection with its performance hereunder. Confidential information, includes, but is not necessarily limited to, state records, personnel records, and information concerning individuals.

A. Confidentiality

Grantee shall keep all State records and information confidential at all times and to comply with all laws and regulations concerning confidentiality of information. Any request or demand by a third party for State records and information in the possession of Grantee shall be immediately forwarded to the State's principal representative.

B. Notification

Grantee shall notify its agent, employees, Subgrantees, and assigns who may come into contact with State records and confidential information that each is subject to the confidentiality requirements set forth herein, and shall provide each with a written explanation of such requirements before they are permitted to access such records and information.

C. Use, Security, and Retention

Confidential information of any kind shall not be distributed or sold to any third party or used by Grantee or its agents in any way, except as authorized by this Grant or approved in writing by the State. Grantee shall provide and maintain a secure environment that ensures confidentiality of all State records and other

confidential information wherever located. Confidential information shall not be retained in any files or otherwise by Grantee or its agents, except as permitted in this Grant or approved in writing by the State.

D. Disclosure-Liability

Disclosure of State records or other confidential information by Grantee for any reason may be cause for legal action by third parties against Grantee, the State or their respective agents. Grantee shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Grantee, or its employees, agents, Subgrantees, or assignees pursuant to this §10.

E. Health Insurance Portability & Accountability Act of 1996 (“HIPAA”)

This HIPAA section applies to or does not apply to this Grant. Federal law and regulations governing the privacy of certain health information requires a “Business Associate Contract” between the Department and Grantee [45 C.F.R. §164.504(e)]. Attached and incorporated herein by reference and agreed to by the Parties is a HIPAA Business Associate Addendum for HIPAA compliance. Terms of the Addendum shall be considered binding upon execution of this Grant and shall remain in effect during the term of this Grant, including any extension.

11. CONFLICTS OF INTEREST

Grantee shall not engage in any business or personal activities or practices or maintain any relationships which conflict in any way with the full performance of Grantee’s obligations hereunder. Grantee acknowledges that with respect to this Grant, even the appearance of a conflict of interest is harmful to the State’s interests. Absent the State’s prior written approval, Grantee shall refrain from any practices, activities or relationships that reasonably appear to be in conflict with the full performance of Grantee’s obligations to the State hereunder. If a conflict or appearance exists, or if Grantee is uncertain whether a conflict or the appearance of a conflict of interest exists, Grantee shall submit to the State a disclosure statement setting forth the relevant details for the State’s consideration. Failure to promptly submit a disclosure statement or to follow the State’s direction in regard to the apparent conflict constitutes a breach of this Grant.

12. REPRESENTATIONS AND WARRANTIES

Grantee makes the following specific representations and warranties, each of which was relied on by the State in entering into this Grant.

A. Standard and Manner of Performance

Grantee shall perform its obligations hereunder in accordance with the highest standards of care, skill and diligence in the industry, trades or profession and in the sequence and manner set forth in this Grant.

B. Legal Authority – Grantee and Grantee’s Signatory

Grantee warrants that it possesses the legal authority to enter into this Grant and that it has taken all actions required by its procedures, by-laws, and/or applicable laws to exercise that authority, and to lawfully authorize its undersigned signatory to execute this Grant, or any part thereof, and to bind Grantee to its terms. If requested by the State, Grantee shall provide the State with proof of Grantee’s authority to enter into this Grant within 15 days of receiving such request.

C. Licenses, Permits, Etc.

Grantee represents and warrants that as of the Effective Date it has, and that at all times during the term hereof it shall have, at its sole expense, all licenses, certifications, approvals, insurance, permits, and other authorization required by law to perform its obligations hereunder. Grantee warrants that it shall maintain all necessary licenses, certifications, approvals, insurance, permits, and other authorizations required to properly perform this Grant, without reimbursement by the State or other adjustment in Grant Funds. Additionally, all employees and agents of Grantee performing Services under this Grant shall hold all required licenses or certifications, if any, to perform their responsibilities. Grantee, if a foreign corporation or other foreign entity transacting business in the State of Colorado, further warrants that it currently has obtained and shall maintain any applicable certificate of authority to transact business in the State of Colorado and has designated a registered agent in Colorado to accept service of process. Any revocation, withdrawal or non-renewal of licenses, certifications, approvals, insurance, permits or any such similar requirements necessary for Grantee to properly perform the terms of this Grant shall be deemed to be a material breach by Grantee and constitute grounds for termination of this Grant.

13. INSURANCE

Grantee and its Subgrantees shall obtain and maintain insurance as specified in this section at all times during the term of this Grant: All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Grantee and the State.

A. Grantee

i. Public Entities

If Grantee is a "public entity" within the meaning of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended (the "GIA"), then Grantee shall maintain at all times during the term of this Grant such liability insurance, by commercial policy or self-insurance, as is necessary to meet its liabilities under the GIA. Grantee shall show proof of such insurance satisfactory to the State, if requested by the State. Grantee shall require each Grant with Subgrantees that are public entities, providing Goods or Services hereunder, to include the insurance requirements necessary to meet Subgrantee's liabilities under the GIA.

ii. Non-Public Entities

If Grantee is not a "public entity" within the meaning of the GIA, Grantee shall obtain and maintain during the term of this Grant insurance coverage and policies meeting the same requirements set forth in §13(B) with respect to Subgrantees that are not "public entities".

B. Grantee and Subgrantees

Grantee shall require each Grant with Subgrantees, other than those that are public entities, providing Goods or Services in connection with this Grant, to include insurance requirements substantially similar to the following:

i. Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Grantee and Subgrantee employees acting within the course and scope of their employment.

ii. General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: (a) \$1,000,000 each occurrence; (b) \$1,000,000 general aggregate; (c) \$1,000,000 products and completed operations aggregate; and (d) \$50,000 any one fire. If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Subgrantee shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Grantee a certificate or other document satisfactory to Grantee showing compliance with this provision.

iii. Automobile Liability

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

iv. Additional Insured

Grantee and the State shall be named as additional insured on the Commercial General Liability and Automobile Liability Insurance policies (leases and construction Grants require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent).

v. Primacy of Coverage

Coverage required of Grantee and Subgrantees shall be primary over any insurance or self-insurance program carried by Grantee or the State.

vi. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 45 days prior notice to the Grantee and Grantee shall forward such notice to the State in accordance with §16 (Notices and Representatives) within seven days of Grantee's receipt of such notice.

vii. Subrogation Waiver

All insurance policies in any way related to this Grant and secured and maintained by Grantee or its Subgrantees as required herein shall include clauses stating that each carrier shall waive all rights of

recovery, under subrogation or otherwise, against Grantee or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

C. Certificates

Grantee and all Subgrantees shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Grant. No later than 15 days prior to the expiration date of any such coverage, Grantee and each Subgrantee shall deliver to the State or Grantee certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Grant or any subgrant, Grantee and each Subgrantee shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this §13.

14. BREACH

A. Defined

In addition to any breaches specified in other sections of this Grant, the failure of either Party to perform any of its material obligations hereunder, in whole or in part or in a timely or satisfactory manner, constitutes a breach. The institution of proceedings under any bankruptcy, insolvency, reorganization or similar law, by or against Grantee, or the appointment of a receiver or similar officer for Grantee or any of its property, which is not vacated or fully stayed within 20 days after the institution or occurrence thereof, shall also constitute a breach.

B. Notice and Cure Period

In the event of a breach, notice of such shall be given in writing by the aggrieved Party to the other Party in the manner provided in §16. If such breach is not cured within 30 days of receipt of written notice, or if a cure cannot be completed within 30 days, or if cure of the breach has not begun within 30 days and pursued with due diligence, the State may exercise any of the remedies set forth in §15. Notwithstanding anything to the contrary herein, the State, in its sole discretion, need not provide advance notice or a cure period and may immediately terminate this Grant in whole or in part if reasonably necessary to preserve public safety or to prevent immediate public crisis.

15. REMEDIES

If Grantee is in breach under any provision of this Grant, the State shall have all of the remedies listed in this §15 in addition to all other remedies set forth in other sections of this Grant following the notice and cure period set forth in §14(B). The State may exercise any or all of the remedies available to it, in its sole discretion, concurrently or consecutively.

A. Termination for Cause and/or Breach

If Grantee fails to perform any of its obligations hereunder with such diligence as is required to ensure its completion in accordance with the provisions of this Grant and in a timely manner, the State may notify Grantee of such non-performance in accordance with the provisions herein. If Grantee thereafter fails to promptly cure such non-performance within the cure period, the State, at its option, may terminate this entire Grant or such part of this Grant as to which there has been delay or a failure to properly perform. Exercise by the State of this right shall not be deemed a breach of its obligations hereunder. Grantee shall continue performance of this Grant to the extent not terminated, if any.

i. Obligations and Rights

To the extent specified in any termination notice, Grantee shall not incur further obligations or render further performance hereunder past the effective date of such notice, and shall terminate outstanding orders and subcontracts with third parties. However, Grantee shall complete and deliver to the State all Work, Services and Goods not cancelled by the termination notice and may incur obligations as are necessary to do so within this Grant's terms. At the sole discretion of the State, Grantee shall assign to the State all of Grantee's right, title, and interest under such terminated orders or subcontracts. Upon termination, Grantee shall take timely, reasonable and necessary action to protect and preserve property in the possession of Grantee in which the State has an interest. All materials owned by the State in the possession of Grantee shall be immediately returned to the State. All Work Product, at the option of the State, shall be delivered by Grantee to the State and shall become the State's property.

ii. Payments

The State shall reimburse Grantee only for accepted performance up to the date of termination. If, after termination by the State, it is determined that Grantee was not in breach or that Grantee's action or inaction was excusable, such termination shall be treated as a termination in the public interest and the rights and obligations of the Parties shall be the same as if this Grant had been terminated in the public interest, as described herein.

iii. Damages and Withholding

Notwithstanding any other remedial action by the State, Grantee also shall remain liable to the State for any damages sustained by the State by virtue of any breach under this Grant by Grantee and the State may withhold any payment to Grantee for the purpose of mitigating the State's damages, until such time as the exact amount of damages due to the State from Grantee is determined. The State may withhold any amount that may be due to Grantee as the State deems necessary to protect the State, including loss as a result of outstanding liens or claims of former lien holders, or to reimburse the State for the excess costs incurred in procuring similar goods or services. Grantee shall be liable for excess costs incurred by the State in procuring from third parties replacement Work, Services or substitute Goods as cover.

B. Early Termination in the Public Interest

The State is entering into this Grant for the purpose of carrying out the public policy of the State of Colorado, as determined by its Governor, General Assembly, and/or Courts. If this Grant ceases to further the public policy of the State, the State, in its sole discretion, may terminate this Grant in whole or in part. Exercise by the State of this right shall not constitute a breach of the State's obligations hereunder. This subsection shall not apply to a termination of this Grant by the State for cause or breach by Grantee, which shall be governed by §15(A) or as otherwise specifically provided for herein.

i. Method and Content

The State shall notify Grantee of such termination in accordance with §16. The notice shall specify the effective date of the termination and whether it affects all or a portion of this Grant.

ii. Obligations and Rights

Upon receipt of a termination notice, Grantee shall be subject to and comply with the same obligations and rights set forth in §15(A)(i).

iii. Payments

If this Grant is terminated by the State pursuant to this §15(B), Grantee shall be paid an amount which bears the same ratio to the total reimbursement under this Grant as the Services satisfactorily performed bear to the total Services covered by this Grant, less payments previously made. Additionally, if this Grant is less than 60% completed, the State may reimburse Grantee for a portion of actual out-of-pocket expenses (not otherwise reimbursed under this Grant) incurred by Grantee which are directly attributable to the uncompleted portion of Grantee's obligations hereunder; provided that the sum of any and all reimbursement shall not exceed the maximum amount payable to Grantee hereunder.

C. Termination for Convenience

In addition to the Remedies found in §15 of the main Grant agreement, the State may in its sole discretion terminate this Grant at any time the State desires. The State shall effect such termination by giving written notice of termination to the Grantee and specifying the effective date thereof, at least twenty (20) days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contract or under this Contract shall, at the opinion of the State, become its property. In addition to the Remedies listed in §15 of the main Grant agreement, this Grant may be terminated in whole or part as follows:

- i.** By the State with consent of the Grantee in which case the Subrecipient and State shall agree upon the termination conditions including the effective date and in the case of partial termination, the portion to be terminated.
- ii.** By the Grantee upon written notification to the State, setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. However, if, in the case of a partial termination, the States determines that the remaining portion of the Grant will not accomplish the purposes for which the Grant was made, the State may terminate the Grant in its entirety.

D. Remedies Not Involving Termination

The State, in its sole discretion, may exercise one or more of the following remedies in addition to other remedies available to it:

i. Suspend Performance

Suspend Grantee’s performance with respect to all or any portion of this Grant pending necessary corrective action as specified by the State without entitling Grantee to an adjustment in price/cost or performance schedule. Grantee shall promptly cease performance and incurring costs in accordance with the State’s directive and the State shall not be liable for costs incurred by Grantee after the suspension of performance under this provision.

ii. Withhold Payment

Withhold payment to Grantee until corrections in Grantee’s performance are satisfactorily made and completed.

iii. Deny Payment

Deny payment for those obligations not performed, that due to Grantee’s actions or inactions, cannot be performed or, if performed, would be of no value to the State; provided, that any denial of payment shall be reasonably related to the value to the State of the obligations not performed.

iv. Removal

Demand removal of any of Grantee’s employees, agents, or Subgrantees whom the State deems incompetent, careless, insubordinate, unsuitable, or otherwise unacceptable, or whose continued relation to this Grant is deemed to be contrary to the public interest or not in the State’s best interest.

v. Intellectual Property

If Grantee infringes on a patent, copyright, trademark, trade secret or other intellectual property right while performing its obligations under this Grant, Grantee shall, at the State’s option (a) obtain for the State or Grantee the right to use such products and services; (b) replace any Goods, Services, or other product involved with non-infringing products or modify them so that they become non-infringing; or, (c) if neither of the foregoing alternatives are reasonably available, remove any infringing Goods, Services, or products and refund the price paid therefore to the State.

16. NOTICES and REPRESENTATIVES

Each individual identified below is the principal representative of the designating Party. All notices required to be given hereunder shall be hand delivered with receipt required or sent by certified or registered mail to such Party’s principal representative at the address set forth below. In addition to, but not in lieu of a hard-copy notice, notice also may be sent by e-mail to the e-mail addresses, if any, set forth below. Either Party may from time to time designate by written notice substitute addresses or persons to whom such notices shall be sent. Unless otherwise provided herein, all notices shall be effective upon receipt.

A. State:

Ezzie Michaels, Grants and Contracts Manager
Department of Public Safety,
Division of Homeland Security and Emergency Management
9195 E. Mineral Ave., Ste. 200
Centennial, CO 80112
Ezzie.michaels@state.co.us

B. Grantee:

Heather Balser, Deputy City Manager
City of Louisville
749 Main Street
Louisville, CO 80027
Email: heatherb@louisvilleco.gov

17. RIGHTS IN DATA, DOCUMENTS, AND COMPUTER SOFTWARE

Any software, research, reports, studies, data, photographs, negatives or other documents, drawings, models, materials, or Work Product of any type, including drafts, prepared by Grantee in the performance of its obligations

under this Grant shall be the exclusive property of the State and, all Work Product shall be delivered to the State by Grantee upon completion or termination hereof. The State's exclusive rights in such Work Product shall include, but not be limited to, the right to copy, publish, display, transfer, and prepare derivative works. Grantee shall not use, willingly allow, cause or permit such Work Product to be used for any purpose other than the performance of Grantee's obligations hereunder without the prior written consent of the State.

18. GOVERNMENTAL IMMUNITY

Notwithstanding any other provision to the contrary, nothing herein shall constitute a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, CRS §24-10-101, et seq., as amended. Liability for claims for injuries to persons or property arising from the negligence of the State of Colorado, its departments, institutions, agencies, boards, officials, and employees is controlled and limited by the provisions of the Governmental Immunity Act and the risk management statutes, CRS §24-30-1501, et seq., as amended.

19. STATEWIDE GRANT MANAGEMENT SYSTEM

If the maximum amount payable to Grantee under this Grant is \$100,000 or greater, either on the Effective Date or at anytime thereafter, this §19 applies.

Grantee agrees to be governed, and to abide, by the provisions of CRS §24-102-205, §24-102-206, §24-103-601, §24-103.5-101 and §24-105-102 concerning the monitoring of vendor performance on state Grants and inclusion of Grant performance information in a statewide Grant management system.

Grantee's performance shall be subject to Evaluation and Review in accordance with the terms and conditions of this Grant, State law, including CRS §24-103.5-101, and State Fiscal Rules, Policies and Guidance. Evaluation and Review of Grantee's performance shall be part of the normal Grant administration process and Grantee's performance will be systematically recorded in the statewide Grant Management System. Areas of Evaluation and Review shall include, but shall not be limited to quality, cost and timeliness. Collection of information relevant to the performance of Grantee's obligations under this Grant shall be determined by the specific requirements of such obligations and shall include factors tailored to match the requirements of Grantee's obligations. Such performance information shall be entered into the statewide Grant Management System at intervals established herein and a final Evaluation, Review and Rating shall be rendered within 30 days of the end of the Grant term. Grantee shall be notified following each performance Evaluation and Review, and shall address or correct any identified problem in a timely manner and maintain work progress.

Should the final performance Evaluation and Review determine that Grantee demonstrated a gross failure to meet the performance measures established hereunder, the Executive Director of the Colorado Department of Personnel & Administration (Executive Director), upon request by the DHSEM, and showing of good cause, may debar Grantee and prohibit Grantee from bidding on future Grants. Grantee may contest the final Evaluation, Review and Rating by: (a) filing rebuttal statements, which may result in either removal or correction of the evaluation (CRS §24-105-102(6)), or (b) under CRS §24-105-102(6), exercising the debarment protest and appeal rights provided in CRS §§24-109-106, 107, 201 or 202, which may result in the reversal of the debarment and reinstatement of Grantee, by the Executive Director, upon a showing of good cause.

20. GENERAL PROVISIONS

A. Assignment and Subgrants

Grantee's rights and obligations hereunder are personal and may not be transferred, assigned or subgranted without the prior, written consent of the State. Any attempt at assignment, transfer, or subgranting without such consent shall be void. All assignments, subgrants, or Subgrantees approved by Grantee or the State are subject to all of the provisions hereof. Grantee shall be solely responsible for all aspects of subgranting arrangements and performance.

B. Binding Effect

Except as otherwise provided in §20(A), all provisions herein contained, including the benefits and burdens, shall extend to and be binding upon the Parties' respective heirs, legal representatives, successors, and assigns.

C. Captions

The captions and headings in this Grant are for convenience of reference only, and shall not be used to interpret, define, or limit its provisions.

D. Counterparts

This Grant may be executed in multiple identical original counterparts, all of which shall constitute one agreement.

E. Entire Understanding

This Grant represents the complete integration of all understandings between the Parties and all prior representations and understandings, oral or written, are merged herein. Prior or contemporaneous additions, deletions, or other changes hereto shall not have any force or effect whatsoever, unless embodied herein.

F. Indemnification-General

Grantee shall indemnify, save, and hold harmless the State, its employees and agents, against any and all claims, damages, liability and court awards including costs, expenses, and attorney fees and related costs, incurred as a result of any act or omission by Grantee, or its employees, agents, Subgrantees, or assignees pursuant to the terms of this Grant; however, the provisions hereof shall not be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. 2671 et seq., as applicable, as now or hereafter amended.

G. Jurisdiction and Venue

All suits, actions, or proceedings related to this Grant shall be held in the State of Colorado and exclusive venue shall be in the City and County of Denver.

H. Modification

i. By the Parties

Except as specifically provided in this Grant, modifications of this Grant shall not be effective unless agreed to in writing by the Parties in an amendment to this Grant, properly executed and approved in accordance with applicable Colorado State law, State Fiscal Rules, and Office of the State Controller Policies, including, but not limited to, the policy entitled MODIFICATIONS OF CONTRACTS - TOOLS AND FORMS.

ii. By Operation of Law

This Grant is subject to such modifications as may be required by changes in Federal or Colorado State law, or their implementing regulations. Any such required modification automatically shall be incorporated into and be part of this Grant on the effective date of such change, as if fully set forth herein.

I. Order of Precedence

The provisions of this Grant shall govern the relationship of the Parties. In the event of conflicts or inconsistencies between this Grant and its exhibits and attachments including, but not limited to, those provided by Grantee, such conflicts or inconsistencies shall be resolved by reference to the documents in the following order of priority:

- i.** Colorado Special Provisions,
- ii.** The provisions of the main body of this Grant,
- iii.** Exhibit A – Applicable Laws,
- iv.** Exhibit B – Statement of Project,
- v.** Exhibit C – Grant Change Letter.

J. Severability

Provided this Grant can be executed and performance of the obligations of the Parties accomplished within its intent, the provisions hereof are severable and any provision that is declared invalid or becomes inoperable for any reason shall not affect the validity of any other provision hereof.

K. Survival of Certain Grant Terms

Notwithstanding anything herein to the contrary, provisions of this Grant requiring continued performance, compliance, or effect after termination hereof, shall survive such termination and shall be enforceable by the State if Grantee fails to perform or comply as required.

L. Taxes

The State is exempt from all federal excise taxes under IRC Chapter 32 (No. 84-730123K) and from all State and local government sales and use taxes under CRS §§39-26-101 and 201 et seq. Such exemptions apply when materials are purchased or services rendered to benefit the State; provided however, that certain political subdivisions (e.g., City of Denver) may require payment of sales or use taxes even though the product or service is provided to the State. Grantee shall be solely liable for paying such taxes as the State is prohibited from paying for or reimbursing Grantee for them.

M. Third Party Beneficiaries

Enforcement of this Grant and all rights and obligations hereunder are reserved solely to the Parties, and not to any third party. Any services or benefits which third parties receive as a result of this Grant are incidental to the Grant, and do not create any rights for such third parties.

N. Waiver

Waiver of any breach of a term, provision, or requirement of this Grant, or any right or remedy hereunder, whether explicitly or by lack of enforcement, shall not be construed or deemed as a waiver of any subsequent breach of such term, provision or requirement, or of any other term, provision, or requirement.

O. CORA Disclosure

To the extent not prohibited by federal law, this Grant and the performance measures and standards under CRS §24-103.5-101, if any, are subject to public release through the Colorado Open Records Act, CRS §24-72-101, et seq.

21. COLORADO SPECIAL PROVISIONS

These Special Provisions apply to all Grants except where noted in italics.

A. CONTROLLER'S APPROVAL. CRS §24-30-202 (1).

This Grant shall not be deemed valid until it has been approved by the Colorado State Controller or designee.

B. FUND AVAILABILITY. CRS §24-30-202(5.5).

Financial obligations of the State payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available.

C. GOVERNMENTAL IMMUNITY.

No term or condition of this Grant shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protections, or other provisions, of the Colorado Governmental Immunity Act, CRS §24-10-101 et seq., or the Federal Tort Claims Act, 28 U.S.C. §§1346(b) and 2671 et seq., as applicable now or hereafter amended.

D. INDEPENDENT CONTRACTOR.

Grantee shall perform its duties hereunder as an independent contractor and not as an employee. Neither Grantee nor any agent or employee of Grantee shall be deemed to be an agent or employee of the State. Grantee and its employees and agents are not entitled to unemployment insurance or workers compensation benefits through the State and the State shall not pay for or otherwise provide such coverage for Grantee or any of its agents or employees. Unemployment insurance benefits will be available to Grantee and its employees and agents only if such coverage is made available by Grantee or a third party. Grantee shall pay when due all applicable employment taxes and income taxes and local head taxes incurred pursuant to this Grant. Grantee shall not have authorization, express or implied, to bind the State to any agreement, liability or understanding, except as expressly set forth herein. Grantee shall (a) provide and keep in force workers' compensation and unemployment compensation insurance in the amounts required by law, (b) provide proof thereof when requested by the State, and (c) be solely responsible for its acts and those of its employees and agents.

E. COMPLIANCE WITH LAW.

Grantee shall strictly comply with all applicable federal and State laws, rules, and regulations in effect or hereafter established, including, without limitation, laws applicable to discrimination and unfair employment practices.

F. CHOICE OF LAW.

Colorado law, and rules and regulations issued pursuant thereto, shall be applied in the interpretation, execution, and enforcement of this grant. Any provision included or incorporated herein by reference which conflicts with said laws, rules, and regulations shall be null and void. Any provision incorporated herein by

reference which purports to negate this or any other Special Provision in whole or in part shall not be valid or enforceable or available in any action at law, whether by way of complaint, defense, or otherwise. Any provision rendered null and void by the operation of this provision shall not invalidate the remainder of this Grant, to the extent capable of execution.

G. BINDING ARBITRATION PROHIBITED.

The State of Colorado does not agree to binding arbitration by any extra-judicial body or person. Any provision to the contrary in this Grant or incorporated herein by reference shall be null and void.

H. SOFTWARE PIRACY PROHIBITION. Governor's Executive Order D 002 00.

State or other public funds payable under this Grant shall not be used for the acquisition, operation, or maintenance of computer software in violation of federal copyright laws or applicable licensing restrictions. Grantee hereby certifies and warrants that, during the term of this Grant and any extensions, Grantee has and shall maintain in place appropriate systems and controls to prevent such improper use of public funds. If the State determines that Grantee is in violation of this provision, the State may exercise any remedy available at law or in equity or under this Grant, including, without limitation, immediate termination of this Grant and any remedy consistent with federal copyright laws or applicable licensing restrictions.

I. EMPLOYEE FINANCIAL INTEREST/CONFLICT OF INTEREST. CRS §§24-18-201 and 24-50-507.

The signatories aver that to their knowledge, no employee of the State has any personal or beneficial interest whatsoever in the service or property described in this Grant. Grantee has no interest and shall not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of Grantee's services and Grantee shall not employ any person having such known interests.

J. VENDOR OFFSET. CRS §§24-30-202 (1) and 24-30-202.4.

[Not applicable to intergovernmental agreements] Subject to CRS §24-30-202.4 (3.5), the State Controller may withhold payment under the State's vendor offset intercept system for debts owed to State agencies for: (a) unpaid child support debts or child support arrearages; (b) unpaid balances of tax, accrued interest, or other charges specified in CRS §39-21-101, et seq.; (c) unpaid loans due to the Student Loan Division of the Department of Higher Education; (d) amounts required to be paid to the Unemployment Compensation Fund; and (e) other unpaid debts owing to the State as a result of final agency determination or judicial action.

K. PUBLIC GRANTS FOR SERVICES. CRS §8-17.5-101.

[Not applicable to agreements relating to the offer, issuance, or sale of securities, investment advisory services or fund management services, sponsored projects, intergovernmental agreements, or information technology services or products and services] Grantee certifies, warrants, and agrees that it does not knowingly employ or contract with an illegal alien who will perform work under this Grant and will confirm the employment eligibility of all employees who are newly hired for employment in the United States to perform work under this Grant, through participation in the E-Verify Program or the State program established pursuant to CRS §8-17.5-102(5)(c), Grantee shall not knowingly employ or contract with an illegal alien to perform work under this Grant or enter into a grant with a Subgrantee that fails to certify to Grantee that the Subgrantee shall not knowingly employ or contract with an illegal alien to perform work under this Grant. Grantee (a) shall not use E-Verify Program or State program procedures to undertake pre-employment screening of job applicants while this Grant is being performed, (b) shall notify the Subgrantee and the granting State agency within three days if Grantee has actual knowledge that a Subgrantee is employing or contracting with an illegal alien for work under this Grant, (c) shall terminate the subgrant if a Subgrantee does not stop employing or contracting with the illegal alien within three days of receiving the notice, and (d) shall comply with reasonable requests made in the course of an investigation, undertaken pursuant to CRS §8-17.5-102(5), by the Colorado Department of Labor and Employment. If Grantee participates in the State program, Grantee shall deliver to the granting State agency, Institution of Higher Education or political subdivision, a written, notarized affirmation, affirming that Grantee has examined the legal work status of such employee, and shall comply with all of the other requirements of the State program. If Grantee fails to comply with any requirement of this provision or CRS §8-17.5-101 et seq., the granting State agency, institution of higher education or political subdivision may terminate this Grant for breach and, if so terminated, Grantee shall be liable for damages.

L. PUBLIC GRANTS WITH NATURAL PERSONS. CRS §24-76.5-101.

Grantee, if a natural person eighteen (18) years of age or older, hereby swears and affirms under penalty of perjury that he or she (a) is a citizen or otherwise lawfully present in the United States pursuant to federal law,

(b) shall comply with the provisions of CRS §24-76.5-101 et seq., and (c) has produced one form of identification required by CRS §24-76.5-103 prior to the effective date of this Grant.

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SIGNATURE PAGE

THE PARTIES HERETO HAVE EXECUTED THIS GRANT

*** Persons signing for Grantee hereby swear and affirm that they are authorized to act on Grantee's behalf and acknowledge that the State is relying on their representations to that effect.**

<p style="text-align: center;">GRANTEE THE CITY OF LOUISVILLE</p> <p>By: _____</p> <p>Title: _____</p> <p style="text-align: center;">_____ *Signature</p> <p>Date: _____</p>	<p style="text-align: center;">STATE OF COLORADO John Hickenlooper, GOVERNOR Department of Public Safety, Division of Homeland Security and Emergency Management Kevin R. Klein, Director</p> <p style="text-align: center;">_____ By: Kevin R. Klein, Director</p> <p>Date: _____</p>
<p style="text-align: center;">2nd Grantee Signature if Needed</p> <p>By: _____</p> <p>Title: _____</p> <p style="text-align: center;">_____ *Signature</p> <p>Date: _____</p>	<p style="text-align: center;">LEGAL REVIEW Cynthia H. Coffman, Attorney General</p> <p>By: _____</p> <p style="text-align: center;">Signature - Attorney General</p> <p>Date: _____</p>

ALL GRANTS REQUIRE APPROVAL BY THE STATE CONTROLLER

CRS §24-30-202 requires the State Controller to approve all State Grants. This Grant is not valid until signed and dated below by the State Controller or delegate. Grantee is not authorized to begin performance until such time. If Grantee begins performing prior thereto, the State of Colorado is not obligated to pay Grantee for such performance or for any goods and/or services provided hereunder.

<p>STATE CONTROLLER Robert Jaros, CPA, MBA, JD</p> <p>By: _____</p> <p style="text-align: center;">Colorado Department of Public Safety, Dean McDaniel, Controller</p> <p>Date: _____</p>

EXHIBIT A – APPLICABLE LAWS

Laws, regulations, and authoritative guidance incorporated into this Grant include, without limitation:

1. Age Discrimination Act of 1975, 42 U.S.C. Sections 6101, et seq.
2. Age Discrimination in Employment Act of 1967, 29 U.S.C. 621-634
3. Americans with Disabilities Act of 1990 (ADA), 42 U.S.C. 12101, et seq.
4. Equal Pay Act of 1963, 29 U.S.C. 206(d)
5. Immigration Reform and Control Act of 1986, 8 U.S.C. 1324b
6. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794
7. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d
8. Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e
9. Title IX of the Education Amendment of 1972, 20 U.S.C. 1681, et seq.
10. Colorado Local Governments Audit Law. CRS 29-1-601 et. Seq.
11. Colorado Fiscal Procedures Manual, Office of the State Controller, Department of Personnel & Administration
12. State of Colorado Procurement Manual, Office of the State Controller, Colorado Department of Personnel & Administration
13. Titles 29-32 of Colorado Revised Statutes as applicable to the entity type
14. CRS 24-34-301, et seq., as amended (Colorado Civil Rights Division – Commission – Procedures)
15. CRS 24-33.5-701, et seq., as amended (Colorado Disaster Emergency Act)

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EXHIBIT B – STATEMENT OF PROJECT (SOP)

Colorado State Emergency Act, Disaster Emergency Fund

1 GENERAL DESCRIPTION OF THE PROJECT

1.1 Project Description. Extreme rain amounts caused flood waters which destroyed 50' of roadway approaches, guardrail and embankment on north and south sides of the Coal Creek Bridge, beyond feasible repairs. Repairs are necessary to restore essential traffic, emergency access and egress and construct a new bridge inclusive of current design standards. Project includes the following repairs:

- Bridge replacement to the current design standards including waterway opening, roadway lane and shoulder widths, abutments and wingwalls.
- Retaining walls to avoid right-of-way acquisition and impacts to adjacent public open space.
- Roadside safety features including protection of hazards, guardrail, foreslopes, ditches, and backslopes.
- Signing, striping, permanent and temporary erosion control, fencing and restoration of existing features within the right-of-way.

1.2 Responsibilities. The Grantee shall be responsible for the completion of the Project and to provide required documentation to DHSEM in a timely manner.

1.3 Pre-award Costs. All expenses that have been incurred after September 19, 2013, but prior to the Effective Date may be submitted for reimbursement.

2 DEFINITIONS

2.1 List specialized terminologies used in the SOP: NONE.

2.2 List abbreviations used in the SOP: NONE.

3 DELIVERABLES

3.1 Outcome. The final outcome will repair the Coal Creek Bridge along with the embankment.

3.2 Service Area. The performance of the services described within this Grant shall be located in the City of Louisville, Larimer County.

3.3 Project Performance Plan. The Parties shall comply with the milestones, performance goals and timelines outlined in the PPP.

4 PERSONNEL

4.1 Responsible Administrator. Grantee's performance hereunder shall be under the direct supervision of Joliette Woodson, an employee or agent of Grantee, who is hereby designated as the Responsible Administrator of this project.

4.2 Other Key Personnel. NONE.

4.3 Replacement. Grantee shall immediately notify DHSEM if any key personnel cease to serve. Provided there is a good-faith reason for the change, if Grantee wishes to replace its key personnel, it shall notify DHSEM and seek its approval, which shall be at DHSEM's sole discretion, as DHSEM issued this Grant in part reliance on Grantee's representations regarding Key Personnel. Such notice shall specify why the change is necessary, who the proposed replacement is, what their qualifications are, and when the change will take effect. Anytime key personnel cease to serve, DHSEM, in its sole discretion, may direct Grantee to suspend work on the Project until such time as their replacements are approved. All notices sent under this subsection shall be sent in accordance with §18 of the Grant.

5 PAYMENT

Payments shall be made in accordance with the provisions set forth in §7 of the Grant.

5.1 Payment Schedule. Grantee shall disburse Grant Funds received from the State within fifteen days of receipt. Excess funds shall be returned to the DHSEM.

Payment	Amount	
Interim Payment(s)	\$328,914.00	Paid upon receipt of actual expense documentation and written requests from the Grantee for reimbursement of eligible approved program activities.
Final Payment	\$ 36,546.00	Paid upon substantial completion of the Project, provided that the Grantee has submitted, and the DHSEM has accepted, all required reports.
Total	\$365,460.00	

* The project must be constructed as designed or Interim Payments may be subject to recoupment.

5.2 Remittance Address. If mailed, payments shall be remitted to the following address unless changed in accordance with §16 of the Grant:

City of Louisville
 749 Main Street
 Louisville, CO 80027

5.3 Interest. Grantee or subgrantee may keep interest amounts up to \$100 per year for administrative expenses.

5.4 Payments. The estimated amount payable by the State to the Grantee during each State fiscal year of this Agreement shall be:

\$365,460.00 in FY2017
\$0.00 in FY2017
\$0.00 in FY2017

6 ADMINISTRATIVE REQUIREMENTS

The following subsections of this section are applicable to this Grant: §6.1 through §6.5; or §6.1, 6.2, 6.3 and 6.5.

6.1 Reporting. Grantee shall submit the following reports to the DHSEM using the state-provided forms. The DHSEM may withhold payment(s) if such reports are not submitted timely.

6.1.1 Financial Status Reports. One copy of the quarterly Financial Status Report shall be submitted within 20 calendar days of the end of each calendar quarter.

6.1.2 Project Completion Report. Within 30 days after the completion of the Project or the final draw, whichever is later, the Grantee shall submit one copy of the Project Completion Report, and two copies of the final Financial Status Report.

6.2 Procurement Standards: Selection of subcontractors and purchase of materials to accomplish a Subproject shall follow appropriate procurement standards as outlined in The State of Colorado's Procurement Manual and Fiscal Policies. If the standards in the Procurement Manual and Fiscal Policies conflict with this Grant, the provisions of this Grant shall prevail. Procurement documentation shall be submitted to DHSEM at the time of occurrence.

6.3 Monitoring. The DHSEM shall monitor this Grant in accordance with its Risk Based Monitoring Policy, and §9(B)&(C) and 12(B) of Grant Agreement.

6.4 Use Covenant. Grantee shall record a use covenant for each Project property in the land records in the county in which such Project property is located, using a form substantially similar to **Exhibit D. A**

copy of the recorded use covenant shall be provided to the DHSEM at the time of recording, and is a condition for payment.

6.4.1 Transfer of Use Covenant. The use covenant may terminate upon foreclosure or transfer in lieu of foreclosure, unless the owner of record, before the foreclosure, or anyone with business or family ties to the owner, obtains an ownership interest in the property.

6.4.2 Noncompliance with Use Covenant. If the Project is not used for housing the above described beneficiaries, at the above described rents during the affordability term, Grantee or its successors and assignees, heirs, grantees, or lessees, shall be required to repay to the State, within sixty days of the State’s request, the full amount of the Grant funds distributed for use on the Project. In lieu of repayment, the DHSEM may authorize the Grantee, or its successors and assignees, heirs, grantees, or lessees, to retain such funds for other project(s) or repay the funds to one or more public housing entities or private non-profit corporations.

6.5 Bonds. If Project includes construction or facility improvements, Grantee, Subgrantee and/or their subcontractors performing such Work shall secure the bonds hereunder from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR Part 223 and authorized to do business in Colorado.

6.5.1 Bid Bond. A bid guarantee from each bidder of Work equivalent to five (5) percent of the bid price. The “bid guarantee” shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder shall, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

6.5.2 Performance Bond. A performance bond on the part of the Grantee, Subgrantee or their subcontractor for 100 percent of the awarded contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Grantee, Subgrantee or their subcontractor's obligations under such contract.

6.5.3 Payment Bond. A payment bond on the part of the Grantee, Subgrantee or their subcontractor for 100 percent of the awarded contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

6.5.4 Substitution. Grantee may request and DHSEM may approve, at its sole discretion, a waiver to allow another form of surety in lieu of the bonding requirements in this §6.55. Such surety shall be in the form of an Irrevocable Letter of Credit (ILC) or cash collateral, in form and substance acceptable, and payable, to the State. The amount of the surety shall be no less than the total amount of the Grant.

7 PROJECT BUDGET

Project Activities	DEF Funds	FHWA Funds	State Funds	Total Cost
Design	\$ 65,848.70	\$ 526,789.56	\$ 65,848.69	\$ 658,486.95
Construction Mgmt	\$ 36,216.79	\$ 289,734.26	\$ 36,216.78	\$ 362,167.83
Construction	\$ 263,394.51	\$ 2,107,158.27	\$ 263,394.78	\$ 2,633,947.57
Total	\$ 365,460.00	\$ 2,923,682.09	\$ 365,460.25	\$ 3,654,602.35
Total Grant Fund	\$			365,460.00

EXHIBIT C - GRANT CHANGE LETTER

**GRANT CHANGE LETTER
NUMBER "SAMPLE ONLY"**

**To The
AGREEMENT
Between the**

**STATE OF COLORADO
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

And

INSERT GRANTEE NAME

Date:	Original Contract #:	Original Contract CMS #	CMS Routing #
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In accordance with Section _____ of the Original Grant Agreement between the State of Colorado, acting by and through the Department of Public Safety, Division of Homeland Security and Emergency Management, and Contractor's Name beginning Insert start date and ending on Insert ending date, the provisions of the Contract and any amendments thereto affected by this Grant Award Letter are modified as follows:

- 1) **Project Description.** Subrecipient shall perform the activities listed in Subrecipient’s Application dated _____, which is incorporated by reference herein in accordance with the provisions of the Original Contract.

Budget

Project Activities	DEF Funds	Other Funds	Other Fund Source	Total Cost
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total	\$0.00	\$0.00		\$0.00

- 2) **Price/Cost.** The maximum amount payable by the State for performance of this Grant Agreement is \$ _____.
- 3) **Performance Period.** Subrecipient shall complete its obligations under this Grant Agreement on or before _____.
- 4) **Effective Date.** The effective date hereof is upon approval of the State Controller or _____, whichever is later.

5) **Additional Requirements.** None

<p style="text-align: center;">STATE OF COLORADO John W. Hickenlooper, GOVERNOR DEPARTMENT OF PUBLIC SAFETY Division of Homeland Security and Emergency Management</p> <p>By: _____ Kevin Klein, Director</p> <p>Date: _____</p>	<p style="text-align: center;"><u>ALL GRANTS REQUIRE APPROVAL BY THE STATE CONTROLLER</u></p> <p>CRS §24-30-202 requires the State Controller to approve all State Grants. This Grant is not valid until signed and dated below by the State Controller or delegate. Subrecipient is not authorized to begin performance until such time. If Subrecipient begins performing prior thereto, the State of Colorado is not obligated to pay Subrecipient for such performance or for any goods and/or services provided hereunder.</p>
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<p style="text-align: center;">STATE CONTROLLER Robert Jaros, CPA, MBA, JD</p> <p>By: _____ "SAMPLE ONLY" Department of Public Safety</p> <p>Date: _____</p>
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**SUBJECT: APPROVAL OF EASEMENT WITH LOUISVILLE FIRE
PROTECTION DISTRICT – 88TH STREET IMPROVEMENTS**

DATE: OCTOBER 4, 2016

**PRESENTED BY: SAM LIGHT, CITY ATTORNEY
MALCOLM FLEMING, CITY MANAGER
KURT KOWAR, DIRECTOR OF PUBLIC WORKS**

SUMMARY:

In 1999-2000, the Colorado Department of Transportation (CDOT) completed replacement of the 88th Street Bridge over US 36. As part of that project and at the City's request, CDOT also completed improvements to northbound 88th from the bridge extending to Campus Drive, adding a right turn lane and sidewalk on the east side of the street to facilitate access to the Monarch Campus.

The property at the southeast corner of the Campus Drive/88th Street intersection is owned by the Louisville Fire Protection District (LFPD). At the time of the project, the LFPD agreed to grant an easement to the City for the portions of the street, sidewalk and related improvements on its property and an easement was prepared at that time. In preparing for an upcoming sale of this parcel, LFPD and its title company could not locate records confirming that the easement had been signed and recorded in the land records. Therefore, in order to both confirm and define the City's rights and easement, it is desirable for the LFPD and City to sign and record an easement at this time.

Enclosed are copies of a survey showing the City street improvements, along with the proposed Easement Deed.

FISCAL IMPACT:

None

RECOMMENDATION:

City Council approve the attached Easement Deed from LFPD to the City, authorize the Mayor Pro Tem to sign the Easement Deed, and authorize the Mayor Pro Tem and staff to negotiate and approve final, non-substantive changes to the Easement Deed.

ATTACHMENT(S):

1. Survey of Property and Street Improvements
2. Easement Deed

Parcel Description
(PROVIDED BY HERITAGE TITLE COMPANY)
DEED RECORDED ON 07/02/1998 AT REC. NO. 1819920

LEGAL DESCRIPTION:
A PARCEL OF LAND LOCATED IN THE NORTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE SIXTH PRINCIPAL MERIDIAN, IN THE CITY OF LOUISVILLE, COUNTY OF BOULDER IN THE STATE OF COLORADO MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCING AT THE WEST QUARTER CORNER OF SAID SECTION FROM WHENCE THE SOUTHWEST CORNER OF SAID SECTION BEARS S00°04'32"W 2828.17 FEET; THENCE ALONG THE EAST/WEST CENTERLINE OF SAID SECTION S89°34'11"E 35.00 FEET TO A POINT ON THE EAST LINE OF 88TH STREET AS DESCRIBED AT RECEPTION NO. 189003 OF THE RECORDS
OF THE BOULDER COUNTY CLERK AND RECORDER, SAID POINT BEING THE TRUE POINT OF BEGINNING;
THENCE ALONG SAID CENTERLINE S89°34'11"E 255.23 FEET; THENCE PARALLEL TO THE WEST LINE OF SAID SECTION, S00°04'32"W 256.00 FEET; THENCE, PARALLEL TO SAID CENTERLINE N89°34'11"W 255.23 FEET TO A POINT ON THE EAST LINE OF 88TH STREET; THENCE ALONG SAID EAST LINE N 00°04'32"E 256.00 FEET TO THE TRUE POINT OF BEGINNING.

ALTA/NSPS LAND TITLE SURVEY

A PARCEL OF LAND, LOCATED IN THE SOUTHWEST QUARTER OF SECTION 20, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

SHEET 1 OF 1

TOTAL AREA = 65,338 SQ FT, OR 1.50 ACRES, MORE OR LESS



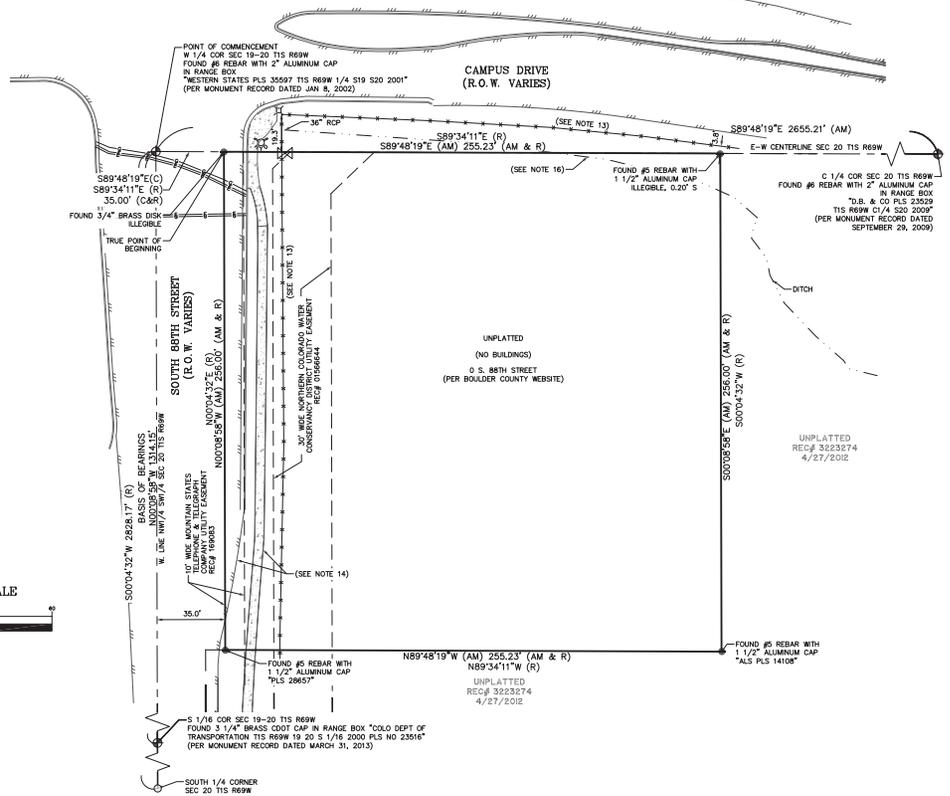
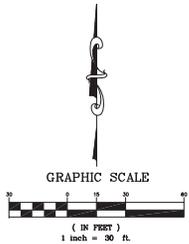
Vicinity Map
NOT TO SCALE

Legend

- FOUND ALIQUOT MONUMENT AS DESCRIBED
- FOUND MONUMENT AS DESCRIBED
- CALCULATED POSITION (NOT FOUND OR SET)
- (AM) AS MEASURED AT TIME OF SURVEY
- (C) CALCULATED FROM RECORD AND AS MEASURED INFORMATION
- (R) AS PER RECORD INFORMATION
- CONCRETE
- EDGE OF ASPHALT
- FENCE
- ⊕ FIRE HYDRANT
- ELECTRIC LINE
- ⊗ TRAFFIC LIGHT
- GAS LINE
- DITCH
- WATER BLOW OFF VALVE

Boundary Closure Report

COURSE: N00°08'58"W LENGTH: 256.00'
COURSE: S89°48'19"E LENGTH: 255.23'
COURSE: S00°04'32"E LENGTH: 256.00'
COURSE: N89°48'19"W LENGTH: 255.23'
PERIMETER: 1022.46' AREA: 65,338 SQ. FT.
ERROR CLOSURE: 0.00 COURSE: N00°00'00"E
ERROR NORTH: 0.000 EAST: 0.000
PRECISION 1: 1022460000



Notes

1. COMMONWEALTH LAND TITLE INSURANCE COMPANY FOR HERITAGE TITLE COMPANY COMMITMENT NUMBER 451-HM15-AM15-NO. 3, DATED JULY 11, 2016 AT 7:30 A.M., WAS ENTIRELY RELIED UPON FOR RECORDED INFORMATION REGARDING RIGHTS-OF-WAY, EASEMENTS AND ENCUMBRANCES IN THE PREPARATION OF THIS SURVEY. THE PROPERTY SHOWN AND DESCRIBED HEREON IS ALL OF THE PROPERTY DESCRIBED IN SAID TITLE COMMITMENT.
2. ACCORDING TO COLORADO LAW, YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
3. THIS ALTA/NSPS LAND TITLE SURVEY WAS PREPARED FOR THE EXCLUSIVE USE OF 88TH STREET PROPERTIES, LLC AND HERITAGE TITLE COMPANY, NAMED IN THE STATEMENT HEREON. SAID STATEMENT DOES NOT EXTEND TO ANY UNNAMED PERSON WITHOUT AN EXPRESS STATEMENT BY THE SURVEYOR NAMING SAID PERSON.
4. THIS SURVEY IS VALID ONLY IF PRINT HAS SEAL AND SIGNATURE OF SURVEYOR.
5. BASIS OF BEARINGS: GPS DERIVED BEARINGS BASED ON A BEARING OF N00°08'58"W ALONG THE WEST LINE OF NORTHWEST 1/4 OF THE SOUTHWEST 1/4, BETWEEN A FOUND 3 1/4" BRASS COT CAP IN RANGE BOX "COLO DEPT OF TRANSPORTATION T1S R69W 19 20 S 1/16 2000 PLS NO 2356" AT THE SOUTH SIXTEENTH CORNER OF SECTIONS 19-20 AND A FOUND #6 REBAR WITH 2" ALUMINUM CAP IN RANGE BOX "WESTERN STATES PLS 35597 T1S R69W 1/4 S19 S20 2001" AT THE WEST 1/4 CORNER OF SECTION 20 AS SHOWN HEREON. COLORADO STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, NORTH AMERICAN DATUM 1983 (NAD83). ALL BEARINGS SHOWN HEREON ARE RELATIVE THERETO.
6. ONLY SURFACE EVIDENCE OF UTILITIES VISIBLE AT THE TIME OF THE FIELDWORK IS SHOWN HEREON. ALL UNDERGROUND UTILITIES MUST BE FIELD LOCATED BY THE APPROPRIATE AGENCY OR UTILITY COMPANY PRIOR TO ANY EXCAVATION, PURSUANT TO C.R.S. SEC. 9-1.5-103.
7. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT AND/OR BOUNDARY MONUMENT OR ACCESSORY, COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE C.R.S. SEC. 18-6-103. ANY PERSON WHO WILLFULLY DESTROYS, DEFACES, CHANGES, OR REMOVES TO ANOTHER PLACE ANY SECTION CORNER, QUARTER-SECTION CORNER, OR MEASUREMENT POINT, ON ANY GOVERNMENT LINE OF SURVEY, OR WILLFULLY CUTS DOWN ANY WITNESS TREE OR ANY TREE BLAZED TO MARK THE LINE OF A GOVERNMENT SURVEY, OR REMOVES, OR DEFACES ANY MONUMENT, OR ANY MEASUREMENT OR BENCH MARK OF ANY GOVERNMENT SURVEY, SHALL BE FINED UNDER THIS TITLE OR IMPRISONED NOT MORE THAN SIX MONTHS, OR BOTH, 18 U.S.C. § 1858.
8. THE DISTANCE MEASUREMENTS SHOWN HEREON ARE U.S. SURVEY FOOT.
9. SUBSURFACE BUILDINGS, IMPROVEMENTS OR STRUCTURES ARE NOT NECESSARILY SHOWN. BUILDINGS AND OTHER IMPROVEMENTS OR STRUCTURES ON ADJACENT PROPERTIES THAT ARE MORE THAN FIVE (5) FEET FROM ANY OF THE PROPERTY LINES OF THE SUBJECT PROPERTY ARE NOT NECESSARILY SHOWN.
10. DATE OF FIELDWORK: JULY 7, 2016 (CREW CHIEF C. GABET)
11. THE FOLLOWING DOCUMENTS ARE MENTIONED IN THE ABOVE REFERENCED TITLE DOCUMENT AND APPEAR TO AFFECT THE SUBJECT PROPERTY BUT CANNOT BE SHOWN GRAPHICALLY. THE FOLLOWING LIST CONTAINS THE TITLE COMMITMENT EXCEPTION NUMBER, DATE RECORDED, RECEPTION NUMBER AND/OR BOOK AND PAGE:
 - #10 SEPT 15, 1879 BK R PG 591 PATENT
 - #11 MARCH 20, 1918 BK 417, PG 38 MINERAL RESERVATION AS RESERVED IN DEED
 - MARCH 2, 2006 REC# 2776197 DEED
 - MARCH 2, 2006 REC# 2776374 DEED
 - #14 NOV 19, 1981 REC# 473354 ZONING ORDINANCE
 - #15 NOV 19, 1981 REC# 473305 ANNEXATION AGREEMENT
 - #17 FEB 12, 1997 REC# 1676840 INCLUSION OF SUBJECT PROPERTY IN THE MUNICIPAL SUBDISTRICT OF THE NORTHERN COLORADO WATER CONSERVANCY DISTRICT
 - #18 FEB 12, 1997 REC# 1676839 INCLUSION OF SUBJECT PROPERTY IN THE NORTHERN COLORADO WATER CONSERVANCY DISTRICT
 - #19 TERMS, CONDITIONS AND PROVISIONS OF THAT UNRECORDED GRANT OF EASEMENT AND AGREEMENT DATED MAY 9, 1996 BY AND BETWEEN STORAGE TECHNOLOGY CORPORATION AND DISTRICT NO. RE-2, A COLORADO SCHOOL DISTRICT. (NO DOCUMENT PROVIDED)
 - #20 JUNE 30, 1999 REC# 1955530 CERTIFICATE OF ORGANIZATION FOR THE NORTHEAST PARKWAY PUBLIC HIGHWAY AUTHORITY
 - #21 JAN 25, 2013 REC# 3284515 ORDINANCE REGARDING ZONING OF THE CONOCO PHILLIPS CAMPUS PLANNED COMMUNITY ZONE DISTRICT ZONING AGREEMENT
 - #22 JAN 25, 2013 REC# 3284516 ORDINANCE REGARDING ZONING OF THE CONOCO PHILLIPS CAMPUS PLANNED COMMUNITY ZONE DISTRICT ZONING AGREEMENT
12. THE FOLLOWING DOCUMENTS ARE MENTIONED IN THE ABOVE REFERENCED TITLE DOCUMENT AND ARE ILLISIBLE. THE FOLLOWING LIST CONTAINS THE TITLE COMMITMENT EXCEPTION NUMBER, DATE RECORDED, RECEPTION NUMBER AND/OR BOOK AND PAGE:
 - #12 DEC 29, 1942 BK 725 PG 77 EASEMENT GRANTED TO PUBLIC SERVICE COMPANY OF COLORADO
13. FENCES ARE NOT COINCIDENT WITH PARCEL LINES AS SHOWN HEREON.
14. CONCRETE WALK AND 88TH STREET IMPROVEMENTS EXTEND ACROSS WEST LINE OF SUBJECT PARCEL WITHOUT THE APPARENT BENEFIT OF A RECORDED EASEMENT AS SHOWN HEREON.
15. THE MAJORITY OF FOUND MONUMENTS FALL WITHIN MEASUREMENT TOLERANCES OF 0.15' UNLESS OTHERWISE NOTED.
16. A DITCH CROSSES THE SUBJECT PARCEL AS SHOWN HEREON.
17. FLOOD INFORMATION: THE SUBJECT PROPERTY IS LOCATED IN ZONE X UNSHADED, AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP: COMMUNITY-PANEL NO. 08013C-0084 - X DATED DECEMBER 18, 2012. FLOOD INFORMATION IS SUBJECT TO CHANGE (ALTA/NSPS LAND TITLE SURVEY TABLE A, OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS, ITEM 3).
18. THE TOTAL AREA OF THE SUBJECT PROPERTY IS 65,338 SQ. FT. OR 1.50 ACRES, MORE OR LESS. AREA AS SHOWN HEREON IS A RESULTANT FACTOR, NOT A DETERMINATIVE FACTOR, AND MAY CHANGE SIGNIFICANTLY WITH MINOR VARIATIONS IN FIELD MEASUREMENTS OR THE SOFTWARE USED TO PERFORM THE CALCULATIONS. FOR THIS REASON, THE AREA IS SHOWN AS A "MORE OR LESS" FIGURE, AND IS NOT TO BE RELIED UPON AS AN ACCURATE FACTOR FOR REAL ESTATE SALES PURPOSES (ALTA/NSPS LAND TITLE SURVEY TABLE A, OPTIONAL SURVEY RESPONSIBILITIES AND SPECIFICATIONS, ITEM 4).

Surveyor's Certificate

TO 88TH STREET PROPERTIES, LLC AND HERITAGE TITLE COMPANY:
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4 & 8 OF TABLE A THEREOF. THE FIELDWORK WAS COMPLETED ON JULY 7, 2016.
PURSUANT TO COLORADO STATE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS RULE 6-2.2 THE UNDERGROUND UTILITIES CERTIFIED THAT THIS MAP OR PLAT WAS PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, IS ACCURATE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, IS IN ACCORDANCE WITH APPLICABLE STANDARDS OF PRACTICE AND IS NOT A GUARANTEE OR WARRANTY, EITHER EXPRESSED OR IMPLIED.
JOHN B. GUYTON COLORADO P.L.S. #16406
CHAIRMAN & CEO, FLATRONS, INC.

DATE	2016-08-15 09
REVISION	
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ALTA/NSPS LAND TITLE SURVEY
PREPARED FOR
88TH ST PROPERTIES, LLC
HERITAGE TITLE COMPANY
COPYRIGHT 2016 FLATRONS, INC.

Flatrions, Inc.
Surveying, Engineering & Geomatics
465 EIGHTH AVE. SUITE 400 BOULDER, CO 80501
PHONE: (303) 441-9600 FAX: (303) 441-9609

JOB NUMBER: 16-67.772
DATE: 08-04-2016
DRAWN BY: E. PRESCOTT
CHECKED BY: JK/JZG/JW

SHEET 1 OF 1

EASEMENT DEED

THIS EASEMENT DEED is made by and between the **Louisville Fire Protection District**, a special district organized and existing under and by virtue of the laws of the State of Colorado (hereinafter "Grantor") and the **City of Louisville, Colorado**, a municipal corporation organized and existing under and by virtue of the laws of the State of Colorado, whose address is 749 Main Street, Louisville, Colorado, 80027 (hereinafter "Grantee").

W I T N E S S E T H:

THAT THE GRANTOR, for good and valuable consideration, other than monetary consideration, the receipt and sufficiency of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto the Grantee a perpetual exclusive easement and right of way (the "Easement") on, over, under, through and across that certain property described on Exhibit A (commonly known as the "LFPD Parcel"), attached hereto and incorporated herein by reference, for the construction, installation, operation, maintenance, repair and replacement of public facilities and services, including without limitation street pavement, curbs, gutters, sidewalks, bikepaths, street lights, traffic signals, gas pipelines, water pipelines, fire hydrants, sanitary sewer lines, culverts, drainage ditches, drainage facilities, storm sewer facilities, grading, landscaping, telephone and electric lines and poles and cables, and other utilities and services.

TOGETHER WITH all the rights and privileges as are necessary or incidental to the reasonable and proper use of such Easement.

SUBJECT TO the following terms and conditions:

1. Grantor shall not place, erect or construct, or allow to be placed, erected or constructed on the Easement area any equipment or structure or other improvement whatsoever which may interfere with the Grantee's full use and enjoyment of the rights hereunder.
2. The Easement shall be a perpetual covenant running with the land and burdening the LFPD Parcel.
3. This Easement and the rights and obligations provided for hereunder shall be binding upon and inure to the benefit of Grantor and Grantee, and their respective successors and assigns.
4. Grantor, its successors and assigns shall not grant any easements on, under, over or across the Easement area that would conflict or interfere with Grantee's full use and enjoyment of its rights hereunder.
5. The Grantee acknowledges that the Grantor: (1) assumes no responsibilities or obligations with regard to the facilities and services installed within the Easement area pursuant to this Grant, except as otherwise provided herein; and (2) as

between the Grantor and Grantee, Grantee shall bear the full responsibility for the maintenance and operation of the facilities and services installed within the Easement area pursuant to this Grant.

MISCELLANEOUS PROVISIONS. This Agreement concerns real property located in the State of Colorado and shall be interpreted and enforced according to the laws of the State of Colorado. This Agreement constitutes the entire agreement between the parties with respect to the matters covered hereby. This Agreement shall be recorded in the real property records of the Clerk and Recorder of Boulder, Colorado.

Grantor warrants and will forever defend the title to the Easement herein conveyed against all persons claiming under Grantor.

SIGNATURE PAGES FOLLOW

GRANTEE:
CITY OF LOUISVILLE

By: _____
Jeff Lipton, Mayor Pro Tem

ATTEST:

Meredyth Muth, City Clerk

Acknowledgment

STATE OF COLORADO)
)ss
COUNTY OF BOULDER)

The foregoing instrument was acknowledged before this _____ day of _____, 2016, by Jeff Lipton, as Mayor Pro Tem, and Meredyth Muth, as City Clerk, of the City of Louisville, Colorado.

Witness my hand and official seal.

My commission expires on: _____

(S E A L)

Notary Public

EXHIBIT A

A tract or parcel of land, in the N ½ of the NW ¼ of Section 20, Township 1 South, Range 69 West, of the Sixth Principal Meridian, in Boulder County, Colorado, said tract or parcel of land being more particularly described as follows:

Beginning at the west ¼ corner of said Section 20, thence east 35 feet along the east and west centerline of said section 20 to the TRUE POINT OF BEGINNING;

1. Thence east 28.00 feet along the east and west centerline of said Section 20
2. Thence S. 00 04' 32" W., a distance of 256.00 feet;
3. Thence N. 89 34' 11" W. a distance of 28.00 feet;
4. Thence N. 00 04' 32" E. a distance of 256.00 feet to the TRUE POINT OF BEGINNING

SUBJECT: SWEARING IN OF MUNICIPAL JUDGE KRISTAN WHEELER

DATE: OCTOBER 4, 2016

PRESENTED BY: CITY CLERK'S OFFICE

SUMMARY:

On September 20, the City Council appointed Kristan Wheeler to be Municipal Judge for a term ending January 2, 2018. Judge Wheeler will be in attendance at the October 4 meeting to be sworn in.

FISCAL IMPACT:

None

RECOMMENDATION:

N/A

ATTACHMENT(S):

None

**SUBJECT: 2017-2018 PROPOSED BUDGET – CITY MANAGER
PRESENTATION AND COUNCIL DISCUSSION/DIRECTION ON:**

- 1. CULTURAL SERVICES**
- 2. COMMUNITY DESIGN**
- 3. ECONOMIC PROSPERITY**
- 4. UTILITIES**
- 5. ADMINISTRATION AND SUPPORT SERVICES**

DATE: OCTOBER 4, 2016

**PRESENTED BY: MALCOLM FLEMING, CITY MANAGER
KEVIN WATSON, FINANCE DIRECTOR
BECKY CAMPBELL, LIBRARY PUBLIC SERVICES SUPVSR
ROB ZUCCARO, PLANNING & BUILDING SAFETY DIRECTOR
AARON DEJONG, ECONOMIC DEVELOPMENT DIRECTOR
KURT KOWAR, PUBLIC WORKS DIRECTOR
HEATHER BALSER, DEPUTY CITY MANAGER
MEREDYTH MUTH, CITY CLERK
KATHLEEN HIX, HUMAN RESOURCES DIRECTOR
CHRIS NEVES, INFORMATION TECHNOLOGY DIRECTOR**

SUMMARY:

On September 20, the City Manager summarized the proposed 2017-2018 Biennial Budget and 2017 – 2021 Capital Improvements Plan. To facilitate review of the Budget, we have scheduled Council’s preliminary review of the Budget’s 10 Program areas to occur over three separate meetings. On September 27, Council reviewed the Transportation and Public Safety Programs. The focus of this communication is on the Program areas listed in the subject above.

After considering this information we ask Council to identify any changes Council wants to see in these Program areas, or additional information Council members want. Based on Council direction during this meeting, and during the October 12th meeting covering the three remaining Program areas, staff will finalize the proposed Budget for consideration during the public hearing on October 18th. Based on public comments and Council direction during the October 18th public hearing, staff will finalize the Budget for adoption during the Council’s November 1, 2016 meeting.

FISCAL IMPACT:

See attachments. As we continue to use and develop the capability of the new IAN (Information Access Now) system, we are debugging the system. While preparing for this meeting, we discovered software errors in previous wage and benefit projections.

SUBJECT: 2017-2018 PROPOSED BUDGET

DATE: OCTOBER 4, 2016

PAGE 2 OF 2

The current fund projections indicate that unless we rely on non-reoccurring revenue to support some on-going expenditures (something staff does not recommend) there will likely be insufficient revenue in 2017 and 2018 to support all of the recommendations in the proposed budget presented on September 20. Staff will continue to review, check and update the projections.

To ensure Council adopts a budget that is sustainable over time, staff asks Council to comment on and clarify Council's top priorities (see "Summary of Top Priorities" in the attached information for the items under consideration). Staff will use Council's priorities to prepare options for consideration and to refine and balance the proposed budget for consideration during the October 18 public hearing and adoption on November 1st.

RECOMMENDATION:

Council direction on priorities, and on any changes or additional information Council wants regarding the listed Programs in the proposed Budget.

ATTACHMENTS:

1. See attached letter with links to information on each Program, Sub-Program and related information



COLORADO • SINCE 1878

September 28, 2016

Mayor Muckle, City Council, Louisville Residents and Businesses and City Employees:

As noted previously, to facilitate review of the Budget, we have scheduled Council's preliminary review of the Budget's 10 Program areas to occur over three separate meetings. The focus of this communication is on the Cultural Services, Community Design, Economic Prosperity, Utilities, and Administration and Support Services Programs. In the following pages (or by clicking the links on this page) you will find:

- [Summary of Top Priorities \(to provide context, the table reflects all Programs\)](#)

- **Cultural Services Program Information**
 - [Summary of Expenditures, FTEs and Revenues](#)
 - [Description of and Justification for Top Priorities](#)
 - [Contributing Projects](#)
 - Library Services Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Museum Services Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Cultural Arts and Special Events Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)

- **Community Design Program**
 - [Summary of Expenditures, FTEs and Revenues](#)
 - [Description of and Justification for Top Priorities](#)
 - [Contributing Projects](#)
 - Community Design Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Development Review Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Historic Preservation Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)

- **Economic Prosperity Program**
 - [Summary of Expenditures, FTEs and Revenues](#)
 - [Description of and Justification for Top Priorities](#)

- [Contributing Projects](#)
 - *
- **Utilities Program**
 - [Summary of Expenditures, FTEs and Revenues](#)
 - [Description of and Justification for Top Priorities](#)
 - [Contributing Projects](#)
 - Water Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Wastewater Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Stormwater Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Solid waste, Recycling and Composting Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - *
- **Administration and Support Services Program**
 - [Summary of Expenditures, FTEs and Revenues](#)
 - [Description of and Justification for Top Priorities](#)
 - [Contributing Projects](#)
 - Governance and Administration Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Public Information and Involvement Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - City Clerk/Public Records Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Legal Support Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Human Resources and Organizational Development Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Finance, Accounting and Tax Administration Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Information technology Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
 - Sustainability Sub-Program
 - * [Summary of Expenditures, FTEs and Revenues](#)
 - * [Key Indicators](#)
- **UPDATED [Summary of Revenues, Expenditures and Changes to Fund Balances](#) 2017**
- **UPDATED [Summary of Revenues, Expenditures and Changes to Fund Balances](#) 2018**

- **[NEW Calculation of General Fund Operational Surplus/Deficit](#)**
- **[Summary of Revenue Assumptions](#)**
- **[Summary of Expenditure Targets](#)**
- **[Web Link to 2017-2021 5-Year Capital Improvements Program](#)**
- **[Web Link to City Manager's September 20, proposed Budget](#)**

After considering this information we ask Council to identify any changes Council wants to see in the proposed Budget, or additional information Council members want. Based on Council direction during this meeting, and during the October 12 meeting covering the 3 remaining Program areas, staff will finalize the budget for consideration during the public hearing on October 18th. Based on public comments and Council direction during the October 18th public hearing, staff will finalize the Budget for adoption during the Council's November 1, 2016 meeting.

Summary of Top Priorities

The table below summarizes top priorities included in the proposed operating budget and the fund source for each item. The description of and justification for each proposal is listed below the table. Detail on all Capital projects is included in the 2017-2021 5-Yr Capital Improvements Program.

Summary of Top Priorities										
Priority	Recommended Funding	Total Cost (or Savings)	Funding Source							
			General	Open Space & Parks	Capital Projects	Utility	Historic Preservation	Cemetery	Golf	Bond ¹
2017										
G1	Merit Increases, Market Adjustments, Position Audits ¹	890,000	400,500	89,000	89,000	267,000	8,900	8,900	26,700	-
G2	Crime Prevention Tech	82,882	82,882	-	-	-	-	-	-	-
G3	Police Officer (2)	159,764	159,764	-	-	-	-	-	-	-
G4	Applications Support Specialist	112,949	86,971	5,647	12,424	6,326	1,581	-	-	-
G5	Purchasing Manager	124,835	69,907	9,987	2,497	39,947	2,497	-	-	-
G6	Collections & Community Impact Supervisor	82,024	82,024	-	-	-	-	-	-	-
G7	Senior Accountant	102,383	57,334	8,191	2,048	32,762	2,048	-	-	-
G8	Library & Museum PT Hours	11,291	11,291	-	-	-	-	-	-	-
G9	Rec & Senior Center PT Hours ²	10,000	10,000	-	-	-	-	-	-	-
G10	Asphalt Street Supplies	100,000	100,000	-	-	-	-	-	-	-
G11	Museum: New Furnace for Jacoe Store (One Time \$)	20,000	20,000	-	-	-	-	-	-	-
G12	General Legal Expenses	100,000	100,000	-	-	-	-	-	-	-
G13	McCaslin & SoBoRd Design Guidelines (One Time \$)	60,000	60,000	-	-	-	-	-	-	-
G14	Investment Consulting	35,000	35,000	-	-	-	-	-	-	-
G15	Orgizational Strategic Planning Workshop (One Time \$)	30,000	30,000	-	-	-	-	-	-	-
O1	Administrative Assistant	61,172	-	30,586	-	-	-	-	30,586	-
O2	Parks Tech III Turf Cultural Practices	66,838	24,062	39,100	-	835	-	2,841	-	-
O3	Senior Natural Resources Specialist	84,613	4,231	80,382	-	-	-	-	-	-
O4	Open Space and Parks Seasonal Positions	25,120	-	25,120	-	-	-	-	-	-
B1	Project Manager (Professional Services Contract) ³	129,142	-	-	-	-	-	-	-	129,142
GC	Golf Course Seasonal Positions	20,250	-	-	-	-	-	-	20,250	-
U1	GIS Consulting Services	100,000	10,000	-	-	90,000	-	-	-	-
		2,408,263	1,343,966	288,013	105,969	436,870	15,026	11,741	77,536	129,142
2018										
G1	Merit Increases, Market Adjustments, Position Audits ¹	950,000	427,500	95,000	95,000	285,000	9,500	9,500	28,500	-
G2	Police Officer (2)	159,764	159,764	-	-	-	-	-	-	-
G3	Museum Tech I (increase from PT to FT)	33,225	33,225	-	-	-	-	-	-	-
G4	IDDSG & Housing Policy Consulting (One Time \$)	50,000	50,000	-	-	-	-	-	-	-
G5	Budget Manager	118,601	29,650	23,720	29,650	29,650	-	-	5,930	-
		1,311,590	700,139	118,720	124,650	314,650	9,500	9,500	34,430	-

(1) Estimate based on 4% average increase for Merits of Meets=1%, Exceeds=3%, Outstanding=5%, plus Market Adjustments based on survey with Market comparables. Allocation across funds is an

(2) Fully offset by fee revenue.

(3) Only if voters approve ballot measures 2A and 2B. Requires budget amendment. Funding for 2017 and 2018.

Cultural Services Program

Summary of Expenditures, FTEs and Revenues

Cultural Services Program										
GOAL: Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	1,340,500	1,481,490	140,990	11%	55%	1,579,220	97,730	7%	67%	
Supplies	123,250	149,630	26,380	21%	6%	135,640	(13,990)	-9%	6%	
Services	600,370	631,840	31,470	5%	24%	638,230	6,390	1%	27%	
Capital Outlay	61,670	409,300	347,630	564%	15%	5,000	(404,300)	-99%	0%	
Other										
Program Total	2,125,790	2,672,260	546,470	26%	100%	2,358,090	(314,170)	-12%	100%	
FTEs	22.27	23.47	1.20	5%		23.97	0.50	2%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Special Event Permits	6,000	6,000	-	0%	1%	6,000	-	0%	1%
	Superior IGA - Library	289,170	296,400	7,230	3%	63%	311,220	14,820	5%	71%
	Fall Festival	10,000	10,000	-	0%	2%	10,000	-	0%	2%
	Art Center Rentals	9,000	9,000	-	0%	2%	9,000	-	0%	2%
	Library Fines	48,000	48,000	-	0%	10%	48,000	-	0%	11%
	Library - Other	6,100	6,000	(100)	-2%	1%	6,000	-	0%	1%
	Fund Total	368,270	375,400	7,130	2%	80%	390,220	14,820	4%	89%
Impact Fee Fund	Impact Fee - Library	233,250	94,290	(138,960)	-60%	20%	50,650	(43,640)	-46%	11%
	Fund Total	233,250	94,290	(138,960)	-60%	20%	50,650	(43,640)	-86%	11%
Program Total		601,520	469,690	(131,830)	-22%	100%	440,870	(28,820)	-6%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(1,524,270)	(2,202,570)				(1,917,220)			

Description of and Justification for Top Priorities

- 2017. Library Collection & Community Impact Supervisor.** \$82,024 from the General Fund starting in 2017 and annually thereafter. **Description:** 1. Orders all new library materials for quick and efficient delivery to residents. 2) Analyzes community use and survey data to purchase materials that match the needs and wants of residents. 3) Oversees Technical Services division for smooth and efficient operation. 4) Works limited hours on public desk. **Justification:** Due to increasing attendance at Library programs as well as demand for in-depth technology and reference help, the seven librarians who work public service desks are hard pressed to deliver excellent customer service while accomplishing back-of-house duties such as selection of new materials. The proposed position consolidates the work involved in managing the Library's collection of books and other materials by reducing duplication of effort in the current decentralized system, which in turn allows public service librarians to concentrate their efforts on serving Library users. Technical Services employees have lacked a division supervisor since 2011. This position provides oversight to guide staff in taking advantage of new electronic tools that simplify the ordering, acquisition, cataloging, and processing of materials so that they reach the waiting hands of residents quickly and in appropriate numbers.
- 2017. Library and Museum Increase in Part-Time Hours.** A total of \$11,291 starting in 2017 and then annually thereafter from the General Fund. **Description and Justification:** 1. \$5,220 increases substitute

hours by 5 hrs./wk. for additional staff coverage in Adult, Teen, and Children's reference desks due to illness, vacations, outreach & programming. 2. \$1,090 increases substitute hours by 75 hours for additional staff coverage in Circulation due to illness, vacations, outreach & programming. 3. \$481 adjustment for wage adjustments for Page staff in Circulation to maintain competitive wages. 4. \$3,000 to establish an Oral History Intern position to prepare recorded oral histories for public access via streaming, transcription, and for broadcast on Channel 8 (about 100 have been done with funding from the History Foundation, but are not available for public viewing/listening). 5. \$1,500 to establish Summer Intern at Museum to help with tours and questions during busy summer hours. Friday Night Art Walk open houses at the Museum now draws 100-200+ visitors.

3. **2017. New HVAC for Jacoe Store.** \$20,000 one-time funds in 2017 from the General Fund. **Description:** The Museum's Jacoe Store building HVAC is 25 years old and is showing signs of heat exchanger degradation. The unit is at the end of its expected life and should be replaced. **Justification:** If the unit fails or if degradation gets worse, it could release toxic gases into the occupied space and this building at the Museum would have to be closed. The unit will be replaced with one that is far more energy efficient and reliable.
4. **2018. Museum Tech I.** \$33,225 net cost (\$51,082 for the full-time position, less \$17,857 [the amount currently paid for the part-time position]) starting in 2018 and annually thereafter from the General Fund. **Description:** 1) Assists with program development and delivery. 2) Catalogs and scans historic photos, documents, and artifacts for inclusion in the Museum's PastPerfect database for 24/7 public access. 3) Assists in supervision of Museum volunteers. 4) Assists with development of new displays. 5) Presents programs at area schools and acts as Museum tour guide for school groups. **Justification:** The Museum currently employs a half-time Museum Tech I. In order to expand collection access, programming and outreach in line with the recommendations of the 2016 Business Plan (part of the Museum's 2016 Master Plan), additional staffing is required. Expanding the Museum Tech I position to full time will result in expanded public access to historic photos, documents, and artifacts in the Museum's catalog. The number of programs offered and program attendance has risen since the hire of the Museum Tech I; increasing the hours for the position will continue that trend.

Cultural Services Contributing Projects

City of Louisville Programs, Goals, Sub-Programs, and 2017-2018 Proposed Contributing Projects				
Programs	Goals	Sub-Programs	2017 Proposed Contributing Projects	2018 Proposed Contributing Projects
Cultural Services	Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.	Library Services	<ol style="list-style-type: none"> 1. Develop a slate of STEM instruction for all ages 2. Focus on upper elementary, or 'Tween,' services, including creation of a seating area 	<ol style="list-style-type: none"> 1. Second floor reorganized to maximize space for individual and small group study 2. Louisville Times run from 1942-2007 digitized for public access
		Museum Services	<ol style="list-style-type: none"> 1. Complete initial design for Visitors Center/Historical Museum campus expansion 2. Expand programming about Louisville's past, featuring the resources of the Historical Museum 3. Complete Historic Structure Assessments on Tomeo House and the Jacoe Store 4. Create Museum Expansion Task Force 	<ol style="list-style-type: none"> 1. Work with Task Force on all actions needed for fall ballot measure 2. Focus on making oral histories of long-time Louisville residents available to the public 3. Tomeo House accurately reflects turn-of-the-century life of a Louisville mining family
		Cultural Arts & Special Events	<ol style="list-style-type: none"> 1. Continue July 4 and Labor Day Festivities. 2. Contingent on 2016 evaluation continue support for Louisville Street Faire 3. Investigate Cultural Arts Master Plan 4. Develop Public Art Policy for Council consideration 5. Help coordinate Spring Cleanup event 	<ol style="list-style-type: none"> 1. Continue July 4 and Labor Day Festivities. 2. Implement Council adopted Public Art Policy 3. Help coordinate Spring Cleanup event

Library Services Sub-Program

Summary of Expenditures, FTEs and Revenues

Library Services Subprogram										
GOAL: Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
	Personnel	1,222,640	1,343,000	120,360	10%	62%	1,396,840	53,840	4%	72%
	Supplies	114,680	137,470	22,790	20%	6%	124,720	(12,750)	-9%	6%
	Services	387,560	382,300	(5,260)	-1%	18%	405,910	23,610	6%	21%
	Capital Outlay	25,420	293,300	267,880	1054%	14%	5,000	(288,300)	-98%	0%
	Other									
	Program Total	1,750,300	2,156,070	405,770	23%	100%	1,932,470	(223,600)	-10%	100%
	FTEs	0.00	-	-			-	-		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Superior IGA - Library	289,170	296,400	7,230	3%	67%	311,220	14,820	5%	75%
	Library Fines	48,000	48,000	-	0%	11%	48,000	-	0%	12%
	Library - Other	6,100	6,000	(100)	-2%	1%	6,000	-	0%	1%
	Fund Total	343,270	350,400	7,130	2%	79%	365,220	14,820	4%	88%
Impact Fee Fund	Impact Fee - Library	233,250	94,290	(138,960)	-60%	21%	50,650	(43,640)	-46%	12%
	Fund Total	233,250	94,290	(138,960)	-60%	21%	50,650	(43,640)	-86%	12%
Program Total		576,520	444,690	(131,830)	-23%	100%	415,870	(28,820)	-6%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(1,173,780)	(1,711,380)				(1,516,600)			

Cultural Services Program Key Indicators Library Services Sub-Program

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

Objectives

Provide information and technology to all members of the community, with assistance from an approachable, knowledgeable staff. Foster lifelong learning by delivering wide-ranging, hands-on learning activities and programs to all ages. Practice and reinforce the skills needed for reading readiness with young children so that they are poised to be successful learners when they enter school.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Resident Population of Louisville and	Residents	32,904	33,000	33,000
\$ Per Resident	Exp./ Resident	\$51	\$53	\$55
Workload				
Check-outs and Renewals	Items	494,889	490,000	485,000
Library Card Holders	Resident Library Card	17,931	18,150	18,150
Programs for Adults, Teens, and Children	# of Programs	818	820	820
Programs for Adults, Teens, and Children	Attendance	21,473	22,000	22,500
Ave Number of WiFi Users	Daily	125	135	150
Visitors	Annual	249,421	230,000	230,000
Efficiency				
Check-outs per FTE ¹	Items/FTE	25,007	23,786	23,544
Program Attendance per 1,000 Served ²	Units	665	670	680
Summer Reading Program Participation (age 11 and under)	Total registrants	1,558	1,755	1,780
Average Wireless Users	Daily	125	140	155
Ave. Times Study Room Requestors Turned Away	Daily	No Data	New Metric	New Metric
Ave. Time from Item Check-in to Back on Shelf	Hours	16	16	16
Ave. Days for Newly Acquired Items to be Ready for Checkout	Days	13	13	13
Effectiveness				
"Overall performance of Louisville Public Library" Rating ³	% Excellent or Good	96% (2012)	96%	NA
"Louisville Public Library programs" Rating ³	% Excellent or Good	96% (2012)	98%	NA
"Services at the Louisville Public Library" Rating ³	% Excellent or Good	97% (2012)	98%	NA
"Louisville Public Library services online" Rating ³	% Excellent or Good	93% (2012)	93%	NA

¹ For comparison purposes, the statewide average is 16,667. (Source: Library Research Service)

² Statewide average is 543. (Source: Library Research Service)

³ Based on the 2016 Citizen Survey results.

Museum Services Sub-Program

Summary of Expenditures, FTEs and Revenues

Museum Services Subprogram										
GOAL: Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
Personnel		68,450	80,090	11,640	17%	37%	126,110	46,020	57%	82%
Supplies		7,170	8,760	1,590	22%	4%	7,520	(1,240)	-14%	5%
Services		19,110	39,790	20,680	108%	18%	20,470	(19,320)	-49%	13%
Capital Outlay		-	90,000	90,000	#DIV/0!	41%	-	(90,000)	-100%	0%
Other										
Program Total		94,730	218,640	123,910	131%	100%	154,100	(64,540)	-30%	100%
FTEs		1.57	1.49	(0.08)	-5%		1.99	0.50	34%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
		-	-	-			-	-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(94,730)	(218,640)				(154,100)			

Cultural Services Program Key Indicators Museum Services Sub-Program

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.

Objectives

Promote, collect, preserve, and interpret the history of Louisville, with emphasis on the coal mining period from 1877-1955. Make historical artifacts and documents accessible both physically and virtually. Educate children and adults about Louisville's past through programs, displays, and publications.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Resident Population of Louisville	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$4	\$4	\$4
Workload				
Total Collection Size ¹	Items	19,300	19,800	20,300
Total Items Cataloged	Items	9,206	9,406	9,606
Programs and Outreach Offered	Programs Offered	14	30	30
Efficiency				
Attendance to Resident Ratio	Att./ Population	1%	10%	10%
Average Attendance per Program	Att./ Program	20	63	63
Effectiveness				
Program Attendance ²	Attendance	274	1,900	1,900
"Overall Performance of the Louisville Historical Museum" ³	% Excellent or Good	New Metric	89%	TBD
"Louisville Historical Museum Programs" Rating ³	% Excellent or Good	New Metric	90%	TBD
"Louisville Historical Museum Campus" Rating ³	% Excellent or Good	New Metric	88%	TBD
History Foundation Paying Members ⁴	Members	1,321	1,386	1,460
Web Access Users (Site Visits)	Total Site Visits	12,200	12,800	13,400
Percent of Residents Who are Members	% of Total	7%	7%	7%
Historic Photos and Documents Catalogued and Accessible (Total) ⁵	Items	2,416	2,500	2,600
Staff Time per Acquisition	Hours	New Metric	New Metric	New Metric
Visitors	Annual	2,913	3,500	3,500

¹ Includes digitized images.

² New programming added including First Friday Art Walk open houses.

³ Based on the 2016 Citizen Survey results.

⁴ The families represented by family memberships are assumed to consist of an average of three people.

⁵ Not all photos that the Museum has in its collection and digitizes may legally be made accessible online.

Cultural Art and Special Events Sub-Program

Summary of Expenditures, FTEs and Revenues

Cultural Arts & Special Events Subprogram										
GOAL: Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	49,410	58,410	9,000	18%	20%	56,270	(2,140)	-4%	21%	
Supplies	1,400	3,400	2,000	143%	1%	3,400	-	0%	1%	
Services	193,700	209,750	16,050	8%	70%	211,850	2,100	1%	78%	
Capital Outlay	36,250	26,000	(10,250)	-28%	9%	-	(26,000)	-100%	0%	
Other										
Program Total	280,760	297,560	16,800	6%	100%	271,520	(26,040)	-9%	100%	
FTEs	0.60	0.60	-	0%		0.60	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Special Event Permits	6,000	6,000	-	0%	24%	6,000	-	0%	24%
	Fall Festival	10,000	10,000	-	0%	40%	10,000	-	0%	40%
	Art Center Rentals	9,000	9,000	-	0%	36%	9,000	-	0%	36%
	Fund Total	25,000	25,000	-	0%	100%	25,000	-	0%	100%
Program Total		25,000	25,000	-	0%	100%	25,000	-	0%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(255,760)	(272,560)				(246,520)			

Cultural Services Program Key Indicators Cultural Arts & Special Events Sub-Program

Goals

Provide services, facilities and activities that inform, involve, engage and inspire the community and preserve the community heritage. Continue City sponsored events

Objectives

High-quality, diverse community-wide special events, public art, cultural arts programming for residents of and visitors to Louisville. Provide facilities for community cultural arts programming.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$3	\$8	Pending Budget
Workload				
Cultural Council Events Managed	Events	38	43	40
Collaboration with other Community Arts Organizations	Hours	New Metric	?	?
Marketing Materials Produced	Items	55	46	45
Contracts Managed	Items	47	32	35
Fall Festival	Attendees	6,500	6,800	7,000
4 th of July Fireworks	Attendees	3,800	3,500	3,800
Efficiency				
\$ per event	Street Faire			
	July 4th			
	Fall Festival			
	LCC Events			
Marketing Materials \$/Attendee	Cost/ Attendance	\$4,156/ 8,054	\$8,970/ 10,300	Pending Budget
Staff time/Volunteer Hours	Hours/Hours	2,080/1,240	2,200/1,526	2,080/1,200
Effectiveness				
“Opportunities to Participate in Special Events and Community Activities” Rating ¹	% Excellent or Good	87% (2012)	87%	90%
Average Rating of Programs ²	Rating on scale of 1 to 4	New Metric	New Metric	3.5
Total LCC Revenue of Tickets Sold	\$	\$3,431	\$6,054	\$6,100
Arts Center Utilization	Hours			
¹ Based on the 2016 Citizen Survey results for “Opportunities to attend cultural activities”. ² Based on evaluation cards submitted at conclusion of each program with rating on a scale of 1=Excellent, 2=Good, 3=Fair, 4=Poor.				

Community Design Program

Summary of Expenditures, FTEs and Revenues

Community Design Program										
GOAL: Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	1,184,470	1,275,770	91,300	8%	61%	1,323,000	47,230	4%	53%	
Supplies	20,190	30,460	10,270	51%	1%	24,840	(5,620)	-18%	1%	
Services	687,330	679,120	(8,210)	-1%	33%	594,260	(84,860)	-12%	24%	
Capital Outlay	340,850	100,000	(240,850)	-71%	5%	561,120	561,120	561%	22%	
Other			-		0%		-		0%	
Program Total	2,232,840	2,085,350	(147,490)	-7%	100%	2,503,220	517,870	25%	100%	
FTEs	13.41	13.61	0.20	1%		13.63	0	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Contractors Licenses	56,380	57,150	770	1%	3%	58,660	1,510	3%	3%
	Construction/Bldg Permits	1,126,060	1,634,720	508,660	45%	74%	1,257,700	(377,020)	-23%	67%
	Development Fees	62,550	63,800	1,250	2%	3%	65,080	1,280	2%	3%
	Code Book Sales	100	-	(100)	-100%	0%	-	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	1,245,090	1,755,670	510,580	41%	79%	1,381,440	(374,230)	0%	74%
Historic Preservation Fund	Sales Tax	451,100	466,890	15,790	4%	21%	483,230	16,340	3%	26%
	Use Taxes	184,150	170,640	(13,510)	-7%	8%	144,160	(26,480)	-16%	8%
	Development Fees	500		(500)	-100%	0%	-	-		0%
	Interest	4,000	5,000	1,000	25%	0%	5,000	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	639,750	642,530	2,780	0%	29%	632,390	(10,140)	-2%	34%
Program Total		1,696,190	2,222,560	526,370	31%	100%	1,864,670	(357,890)	-16%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(536,650)	137,210				(638,550)			

Description of and Justification for Top Priorities

- 2017. McCaslin and South Boulder Road Design Guidelines.** A total of \$60,000 from the General Fund in 2017. **Description:** Staff needs consulting assistance to help develop the McCaslin and South Boulder Rd Design Guidelines (\$30,000 each) to implement those aspects of the Small Area Plans adopted for those areas. **Justification:** City Council adopted the South Boulder Road Small Area Plan and will soon be considering the McCaslin Small Area Plan. Each of these areas have unique development challenges and opportunities that aren't fully addressed through the City's current design guidelines. Developing design guidelines for these areas reflecting the adopted Small Area Plans will be necessary to fully implement the Plans and will provide updated standards and processes that are more predictable for lands owners and developers, and more effective in promoting high quality development and redevelopment in these areas of the City.
- 2018. Industrial Development Design Standards and Guidelines (IDDSG) and Housing Policy Study.** A total of \$50,000 from the General Fund in 2018. **Description:** Consulting assistance (\$30,000) to help update the IDDSG, including amendments to standards and guidelines governing signage, design and lighting. Consulting assistance (\$20,000) to help advise the City in discussions with Boulder County and other cities surrounding Louisville regarding ways to promote more affordable housing.

Justification: IDDSG. The IDDSG was adopted in 2000 and is in need of updating. Current issues staff would like to addressed include, but are not limited to, the following: 1) Landscaping standards do not support low water use, xeric landscaping and waivers are often needed; 2) Parking standards are outdated and do not cover many of the uses seen in the City’s industrial areas. Updating the parking standards will allow for more appropriate parking requirements for many businesses; 3) The lighting code does not adequately promote energy efficiency or dark sky lighting standards; 4) Site planning requirements need to be updated to better promote multimodal transportation linkages, such as requiring or promoting more sidewalks and multimodal paths and connections; 5) the sign code does not meet current content neutrality legal requirements and many waiver have been requested and granted in the City’s industrial areas. The sign code should better reflect what is supported by the City so waivers aren’t required; and 6) The architectural standards are outdated and should be updated to promote better design in the City’s industrial areas. In general, an updated IDDSG will help to ensure the City development review processes are predictable for lands owners and developers, and effective and efficient in promoting new, high quality development in the City’s industrial areas. Housing Study. The 2013 Comprehensive Plan (Principle NH-6, p. 38) states that the City should define City-wide goals for affordable and low income housing. In addition, the 2016 Citizen Survey identifies a “variety of housing options and availability of affordable quality housing” as an issue that the City has achieved lower ratings on between 2012 and 2016. The housing study would assist the City in developing policies that could promote, provide incentives or requirements for affordable and attainable housing mix in the City as part of new development. A housing study is consistent with the Comprehensive Plan and would help to address an area of concern in our most recent Citizen Survey. Regional efforts for affordable housing are also anticipated and a study would help define the City’s role in developing regional solutions.

Community Design Program Contributing Projects

City of Louisville Programs, Goals, Sub-Programs, and 2017-2018 Proposed Contributing Projects				
Programs	Goals	Sub-Programs	2017 Proposed Contributing Projects	2018 Proposed Contributing Projects
Community Design	Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.	Community Design	<ol style="list-style-type: none"> 1. Continue design guidelines development reflecting approved Small Area Plans 2. Review/Update subdivision process to avoid unanticipated density 3. Coordinate with and support Bo Co and surrounding jurisdictions on Affordable Housing 4. Coordinate with ED to update sign code 5. Coordinate with OS on Open Space Zoning Action plan 	<ol style="list-style-type: none"> 1. Continue preparation of neighborhood plans 2. Expand use of GIS related applications 3. Coordinate on Streetscapes priority list.
		Development Review	<ol style="list-style-type: none"> 1. Continue implementation IAN/EnerGov user portal 2. Evaluate Development Review cost recovery 3. Ensure completion of Kestrel to CV to SoBoRd connection 	<ol style="list-style-type: none"> 1. Increase E-review of building plans and development review
		Historic Preservation	<ol style="list-style-type: none"> 1. Implement Historic Preservation Revolving Loan Fund 2. Pursue reauthorization of Historic Preservation Tax 3. Update HP web page and handouts 4. Develop and implement program to buy, landmark, and sell with Affordable Housing covenants for historic homes 	Evaluate historic preservation strategies within neighborhood plans

Community Design Sub-Program

Summary of Expenditures, FTEs and Revenues

Community Design Subprogram										
GOAL: Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
	Personnel	381,220	372,860	(8,360)	-2%	80%	391,300	18,440	5%	41%
	Supplies	3,640	10,030	6,390	176%	2%	7,630	(2,400)	-24%	1%
	Services	58,470	84,670	26,200	45%	18%	74,670	(10,000)	-12%	8%
	Capital Outlay	259,850	-	(259,850)	-100%	0%	486,120	561,120		51%
	Other			-		0%		-		0%
	Program Total	703,180	467,560	(235,620)	-34%	100%	959,720	567,160	121%	100%
	FTEs	3.84	3.96	0.12	3%		3.96	-	0%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Contractors Licenses	-	-	-			-	-		
	Construction/Bldg Permits	-	-	-			-	-		
	Development Fees	-	-	-			-	-		
	Code Book Sales	-	-	-			-	-		
	Other Revenue &/or Fund Reserves	-	-	-			-	-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(703,180)	(467,560)				(959,720)			

Community Design Program Key Indicators Community Design Sub-Program

Goals

Sustain an inclusive, family-friendly community with a small-town atmosphere, effective and efficient building services and effective preservation of the City's historic structures through a voluntary system.

Objectives

A well-connected and safe community that is easy for all people to walk, bike, or drive in. Neighborhoods that are rated highly by residents and thriving commercial areas. An open and inclusive long-range planning process with significant public participation.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp/ Resident	New Metric	\$9	\$9
Workload				
Municipal Code Amendments	# Processed	3	3	4
Long-Range Planning Projects (Area Plans, Neighborhood Plans, etc.)	Hours	2	2	2
Community Open Houses/Meetings	Events	8	1	6
Efficiency				
\$/Code Amendment	\$/Amendment	New Metric	\$12,707	\$9,409
\$/Long-Range Plan	\$/Plan	New Metric	\$76,244	\$75,276
Hours per Completed Plan ¹	Hours/Plan	New Metric	780	1400
Staff Hours per Open House/Meetings	Hours/Event	New Metric	20	16
Effectiveness				
"Overall Performance of the Louisville Planning Department" Rating ²	% Excellent or Good	76% (2012)	63%	77% (2020)
"The Public Input Process on City Planning Issues" Rating ²	% Excellent or Good	71% (2012)	71%	72% (2020)
"Sense of Community" Rating ²	% Excellent or Good	92% (2012)	87%	93% (2020)
"Overall Image or Reputation of Louisville" Rating ²	% Excellent or Good	98% (2012)	96%	98% (2020)
"Ease of Walking in Louisville" Rating ²	% Excellent or Good	91% (2012)	91%	92% (2020)
New Development Audit Rating ³	Rating	New Metric	7	8
¹ May not track by year because plans may take longer than one year to complete ² Based on the 2016 Citizen Survey results. ³ Annual audit of how well developments satisfy pre-selected scoring criteria. 1-10 rating, with 10 being most consistent with goal and objective of Community Design sub-program.				

Development Review Sub-Program

Summary of Expenditures, FTEs and Revenues

Development Review Subprogram										
GOAL: Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	702,100	796,740	94,640	13%	83%	818,960	22,220	3%	83%	
Supplies	14,750	18,230	3,480	24%	2%	15,010	(3,220)	-18%	2%	
Services	177,180	147,200	(29,980)	-17%	15%	147,340	140	0%	15%	
Capital Outlay	-	-	-	0%	0%	-	561,120		0%	
Other	-	-	-		0%	-	-		0%	
Program Total	894,030	962,170	68,140	8%	100%	981,310	580,260	60%	100%	
FTEs	8.52	8.54	0.02	0%		8.54	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Contractors Licenses	56,380	57,150	770	1%	6%	58,660	1,510	3%	4%
	Construction/Bldg Permits	1,126,060	1,634,720	508,660	45%	170%	1,257,700	(377,020)	-23%	91%
	Development Fees	62,550	63,800	1,250	2%	7%	65,080	1,280	2%	5%
	Code Book Sales	100	-	(100)	-100%	0%	-	-	0%	0%
	Other Revenue &/or Fund Reserves	-	-	-		0%	-	-		0%
	Fund Total	1,245,090	1,755,670	510,580	41%	100%	1,381,440	(374,230)	0%	100%
Program Total		1,245,090	1,755,670	510,580	41%	100%	1,381,440	(374,230)	-21%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		351,060	793,500				400,130			

Community Design Program Key Indicators Development Review Sub-Program

Goals

Sustain an inclusive, family-friendly community with a small-town atmosphere, effective and efficient building services and effective preservation of the City's historic structures through a voluntary system

Objectives

Review development applications and enforce the building, zoning and subdivision laws of the city to promote public health, safety, comfort, convenience, prosperity, general welfare and consumer protection.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp/ Resident	New Metric	\$47	\$52
Workload				
Pre-Application Conferences	# Held	New Metric	46	39
Development Review Applications (PUD, SRU, Plats, etc.)	# Processed	28	42	35
Administrative Reviews/Amendments	# Processed	13	18	15
Building Permits Processed	# Processed	1,304	1,430	1,370
Building Inspections Completed	# Completed	8,831	10,157	10,500
Efficiency				
Direct Cost per Development Application	\$/Application	New Metric	\$8,281	\$10,472
Direct Cost per Building Permit Review	\$/Permit	New Metric	\$218	\$250
Direct Cost per Inspection	\$/Inspect	New Metric	\$28	\$31
Building Permit Review Time	Ave Review Time	35 Days	28 Days	25 Days
Development Review Time	Ave Review Time	New Metric	18 Weeks	18 Weeks
Effectiveness				
"Planning Review Process for New Development" Rating ¹	% Excellent or Good	71% (2012)	63%	72% (2020)
"Building Permit Process" Rating ¹	% Excellent or Good	New Metric	60%	65% (2020)
"Building/Construction Inspection Process" Rating ¹	%Excellent or Good	77% (2012)	65%	78% (2020)
Building Inspection Rollovers	Ave/Month	21	41	30
Customer Service and Program Rating ²	Rating	New Metric	3	3.25
¹ Based on the 2016 Citizen Survey results.				
² Based on evaluation cards submitted with each permit and development plan application, rating scale of 4=Excellent, 3=Good, 2=Fair, 1=Poor				

Historic Preservation Sub-Program

Summary of Expenditures, FTEs and Revenues

Historic Preservation Subprogram										
GOAL: Sustain an inclusive, family-friendly community with a small-town atmosphere; effective and efficient building services; and effective preservation of the City's historic structures through a voluntary system.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	101,150	106,170	5,020	5%	16%	112,740	6,570	6%	20%	
Supplies	1,800	2,200	400	22%	0%	2,200	-	0%	0%	
Services	451,680	447,250	(4,430)	-1%	68%	372,250	(75,000)	-17%	66%	
Capital Outlay	71,000	100,000	29,000	41%	15%	75,000	(25,000)	-25%	13%	
Other			-		0%		-		0%	
Program Total	625,630	655,620	29,990	5%	100%	562,190	(93,430)	-14%	100%	
FTEs	1.06	1.11	0.05	5%		1.13	0	2%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Historic Preservation Fund	Sales Tax	451,100	466,890	15,790	4%	73%	483,230	16,340	3%	76%
	Use Taxes	184,150	170,640	(13,510)	-7%	27%	144,160	(26,480)	-16%	23%
	Development Fees	500		(500)	-100%	0%	-	-		0%
	Interest	4,000	5,000	1,000	25%	1%	5,000	-	0%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	639,750	642,530	2,780	0%	100%	632,390	(10,140)	-2%	100%
Program Total		639,750	642,530	2,780	0%	100%	632,390	(10,140)	-2%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		14,120	(13,090)				70,200			

Community Design Program Key Indicators Historic Preservation Sub-Program

Goals

Sustain an inclusive, family-friendly community with a small-town atmosphere through the effective preservation of the City's historic structures through a voluntary system.

Objectives

Provide incentives to preserve the historic character of old town to encourage the promotion and preservation of Louisville's history and cultural heritage. Provide incentives and processes to preserve historic buildings.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	New Metric	\$5	\$5
Workload				
Historic Preservation Commission & Subcommittee Application Reviews	# Processed	New Metric	34	40
Administrative Reviews/Determinations	# Processed	New Metric	14	15
Social Histories Reports	# Reports	20	27	25
Outreach Events	# of Events	7	5	5
Special Projects (Preservation Master Plan, Historic Context Studies, etc.)	Hours	833	120	600
Efficiency				
Direct cost per HPC Applications Processed	\$/# Processed	New Metric	\$2,447	\$2,080
Direct cost per Historic Preservation Administrative Review	# Processed/ FTE	New Metric	\$1,445	\$1,386
Public Hearing Application Review Time to HPC	Average Review Time	New Metric	47 Days	45 Days
Subcommittee Review Time	Average Review Time	New Metric	10 Days	10 Days
Administrative Demolition Application Review Time	Average Review Time	New Metric	2 Days	2 Days
Ratio of Grant Funds Awarded to Administrative Costs	% Grants to Admin Costs	89%	67%	75%
Effectiveness				
Historic Structure Assessments (HSA) Resulting in Landmarking ²	% Approved to Completed	22%	20%	25%
Landmarked Structures	# per year	3	6	4
Participants at Outreach Events ³	Average Participants	15	15	20
Demolition Stays Resulting in Preservation ⁴	% Resulting in Preservation	0%	33%	50%

¹Based on the 2016 Citizen Survey results.

²Landmarking may not take place the same year as HSA

³Partially based on sign in sheet at farmers market and other drop in events that do not fully reflect all contacts made at event.

⁴Landmaking, conservation easement, survey, interpretive sign, zoning incentive.

⁵Excludes Historic Structure Assessment grant applications in 2016 because application timeframes were not tracked.

Economic Prosperity Program

Summary of Expenditures, FTEs and Revenues

Economic Prosperity Program and Business Retention & Development Subprogram										
GOAL: Promote a thriving business climate that provides job opportunities, facilitates investment and produces reliable revenue to support City services.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	142,330	157,520	15,190	11%	75%	160,450	2,930	2%	68%	
Supplies	200	900	700	0%	0%	900	-	0%	0%	
Services	57,400	52,510	(4,890)	-9%	25%	53,150	640	1%	23%	
Capital Outlay	776,230	-	(776,230)	-100%	0%	20,000	20,000		9%	
Other			-		0%		-		0%	
Program Total	976,160	210,930	(765,230)	-78%	100%	234,500	23,570	11%	100%	
FTEs	1.02	1.02	-	0%		1.02	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	LRC Support Service Fees	33,180	34,030	850	3%	100%	34,900	870	3%	100%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	33,180	34,030	850	3%	100%	34,900	870	3%	100%
Program Total		33,180	34,030	850	3%	100%	34,900	870	3%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(942,980)	(176,900)				(199,600)			

Description of and Justification for Top Priorities

1. No Proposed Increases in 2017 or 2018.

Economic Prosperity Program Contributing Projects

City of Louisville Programs, Goals, Sub-Programs, and 2017-2018 Proposed Contributing Projects				
Programs	Goals	Sub-Programs	2017 Proposed Contributing Projects	2018 Proposed Contributing Projects
Economic Prosperity	Promote a thriving business climate that provides job opportunities, facilitates investment and produces reliable revenue to support city services.	Business Retention and Development	<ol style="list-style-type: none"> 1. Sam's Club redevelopment 2. Evaluate options and resources for Economic Gardening 3. Evaluate ED branding 4. Collect and evaluate business sector local data 5. Continue coordination of CTC connection 	Continue being a resource to business community
		Urban Renewal	<ol style="list-style-type: none"> 1. Continue implementation of 550 S. McCaslin Urban Renewal Plan 2. Identify other Urban Renewal potential projects 	Implement highest priority Urban Renewal public infrastructure improvements

**Economic Prosperity Program Key Indicators
Business Retention and Development Sub-Program**

Goals

Promote a thriving business climate that provides job opportunities, facilitates investment, and produces reliable revenue to support city services.

Objectives

Maintain positive business relationships throughout the community and assist property owners, brokers, and companies in finding locations and/ or constructing new buildings in the City. Attract and retain a diverse mix of businesses that provide good employment opportunities for Louisville residents.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
Licensed Businesses	Units			
\$ Per Resident	Exp./ Resident			
Workload				
BAP Agreements Negotiated	Units	4	4	4
Meetings Facilitated	Units	22	20	22
Retention Visits	Units	20	30	40
Lease Management (Old City Shops, Koko Plaza)	Items	2	2	2
Efficiency				
Construction Dollars per BAP Incentive	\$	\$41.74	\$40.00	\$40.00
Incentives per Job Added	\$	\$487.00	\$450.00	\$450.00
Annual Sales Tax \$ per \$1.00 BAP Incentive	\$	\$0.84	\$0.85	\$0.85
Effectiveness				
New Annual Sales and Use Tax Revenue	\$			
Vacancy Rates ¹	Office	New	11%	
	Retail	New	15%	
	Industrial	New	6%	
1. Target rate is Office=10% to 15%, Retail=15%, Industrial=10% to 15%				

Utilities Program

Summary of Expenditures, FTEs and Revenues

Utilities Program										
GOAL: Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	3,109,800	3,194,980	85,180	3%	16%	3,329,720	134,740	4%	26%	
Supplies	563,250	531,650	(31,600)	-6%	3%	548,940	17,290	3%	4%	
Services	3,980,500	4,130,620	150,120	4%	21%	4,187,160	56,540	1%	33%	
Capital Outlay	39,686,060	11,926,510	(27,759,550)	-70%	60%	4,676,710	(7,249,800)	-61%	37%	
Other			-		0%		-		0%	
Program Total	47,339,610	19,783,760	(27,555,850)	-58%	100%	12,742,530	(7,041,230)	-36%	100%	
FTEs	43.61	38.94	(4.67)	-11%		39.26	0.32	1%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Water Utility Fund	Grant Revenue	737,760	-	(737,760)	-100%	0%	-	-		0%
	User Fees	5,486,000	6,190,080	704,080	13%	25%	6,557,280	367,200	6%	33%
	Tap Fees	9,214,460	10,673,110	1,458,650	16%	44%	6,499,920	(4,173,190)	-67%	32%
	Miscellaneous Revenue	157,810	155,210	(2,600)	-2%	1%	155,210	-	0%	1%
	Other Revenue &/or Fund Reserves			-		0%		-	0%	0%
	Fund Total	15,596,030	17,018,400	1,422,370	9%	70%	13,212,410	(3,805,990)	-61%	66%
Wastewater Utility Fund	Grant Revenue	550,000	-	(550,000)	-100%	0%	-	-		0%
	User Fees	2,921,700	3,299,250	377,550	13%	14%	3,364,880	65,630	2%	17%
	Tap Fees	1,973,100	1,152,290	(820,810)	-42%	5%	569,580	(582,710)	-51%	3%
	Miscellaneous Revenue	88,210	88,210	-	0%	0%	88,210	-	0%	0%
	Transfer from Golf Course Fund	225,000	225,000	-	0%	1%	225,000	-	0%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	5,758,010	4,764,750	(993,260)	-17%	20%	4,247,670	(517,080)	-11%	21%
Storm Water Utility Fund	Grant Revenue	3,450,000	100,000	(3,350,000)	-97%	0%	150,000	50,000	50%	1%
	Permits	2,000	2,000	-	0%	0%	2,000	-	0%	0%
	User Fees	706,910	706,910	-	0%	3%	706,910	-	0%	4%
	Miscellaneous Revenue	7,000	7,000	-	0%	0%	7,000	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	4,165,910	815,910	(3,350,000)	-80%	3%	865,910	50,000	6%	4%
Solid Waste/Recycling Fund	User Fees	1,625,720	1,675,640	49,920	3%	7%	1,722,020	46,380	3%	9%
	Miscellaneous Revenue	700	1,000	300	43%	0%	1,000	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	1,626,420	1,676,640	50,220	3%	7%	1,723,020	46,380	3%	9%
Program Total	27,146,370	24,275,700	(2,870,670)	-11%	100%	20,049,010	(4,226,690)	-17%	100%	
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(20,193,240)	4,491,940				7,306,480			

Description of and Justification for Top Priorities

- 2017. Contracted GIS Implementation Services.** \$100,000 in 2017 and 2018 from the Water (\$35,000), Wastewater (\$35,000) and Stormwater (\$20,000) Utility Funds, and the General Fund (\$10,000).

Description: Staff is gradually implementing a Citywide Geographic Information System (GIS) with current efforts focused on Utilities and Transportation program specific tasks using the Lucity software platform (which, to reduce costs, we are implementing in coordination with Lafayette and Estes Park through an Intergovernmental Agreement). **Justification:** GIS is a critical tool most jurisdictions have been using for

decades. Because of Louisville’s relatively small size, the significant expense of previous GIS systems and Louisville’s limited resources, staff has continued to manage the City’s physical assets using other means. However, GIS technology has improved dramatically, costs for GIS have come down and managing a GIS has become somewhat easier. This has made it possible for Louisville, with consulting assistance, to start developing GIS capability and to more effectively manage the City’s numerous physical assets. When the Lucity software is fully implemented and becomes a mainstay for operations, uses will likely expand to other program areas, including Planning and Building Safety, Open Space and Parks, and Public Safety. Over the next year or two, staff will continue to rely on outsourced GIS and Asset Management services and skillsets. When development of Lucity’s current program areas is complete and we understand better what it takes to support the City’s GIS and AM systems on an ongoing day-to-day basis, we will evaluate whether it would be more cost effective to establish a staff position to handle the duties covered by this contract. However, at this point staff believes the work is too broad for one person/position to successfully handle, and it would be difficult to find and/or not cost effective to recruit one person to fill such a position.

Utilities Program Contributing Projects

City of Louisville Programs, Goals, Sub-Programs, and 2017-2018 Proposed Contributing Projects				
Programs	Goals	Sub-Programs	2017 Proposed Contributing Projects	2018 Proposed Contributing Projects
Utilities	Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.	Water	<ol style="list-style-type: none"> 1. Complete major portions of downtown water distribution system rehabilitation. 2. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Complete major portions of downtown water distribution system rehabilitation. 2. Evaluate Utility Financials.
		Wastewater	<ol style="list-style-type: none"> 1. Complete major portions of downtown sewer collection system rehabilitation. 2. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Complete major portions of downtown sewer collection system rehabilitation. 2. Evaluate Utility Financials.
		Stormwater	<ol style="list-style-type: none"> 1. Implement Citywide Drainage maintenance projects. 2. Improve Operations Stormwater Maintenance Practices. 3. Evaluate Utility Financials. 	<ol style="list-style-type: none"> 1. Implement Citywide Drainage maintenance projects. 2. Evaluate Utility Financials.
		Solid Waste, Recycling and Composting	<ol style="list-style-type: none"> 1. Begin implementation of any Citizen Survey results regarding waste diversion opportunities. 2. Develop ongoing outreach information program. 	Prepare, issue, and complete RFP process for Single Hauler Waste Collection contract to renew 1st Qtr 2019.

Water Sub-Program

Summary of Expenditures, FTEs and Revenues

Water Subprogram										
GOAL: Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	1,754,430	1,792,850	38,420	2%	18%	1,863,850	71,000	4%	25%	
Supplies	447,160	379,220	(67,940)	-15%	4%	391,910	12,690	3%	5%	
Services	1,794,230	1,794,660	430	0%	18%	1,801,170	6,510	0%	24%	
Capital Outlay	7,799,480	6,240,760	(1,558,720)	-20%	61%	3,323,540	(2,917,220)	-47%	45%	
Other			-		0%		-		0%	
Program Total	11,795,300	10,207,490	(1,587,810)	-13%	100%	7,380,470	(2,827,020)	-28%	100%	
FTEs	29.23	21.96	(7.27)	-25%		22.12	0.16	1%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Water Utility Fund	Grant Revenue	737,760	-	(737,760)	-100%	0%	-	-		0%
	User Fees	5,486,000	6,190,080	704,080	13%	36%	6,557,280	367,200	6%	50%
	Tap Fees	9,214,460	10,673,110	1,458,650	16%	63%	6,499,920	(4,173,190)	-67%	49%
	Miscellaneous Revenue	157,810	155,210	(2,600)	-2%	1%	155,210	-	0%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	15,596,030	17,018,400	1,422,370	9%	100%	13,212,410	(3,805,990)	-61%	100%
Program Total		15,596,030	17,018,400	1,422,370	9%	100%	13,212,410	(3,805,990)	-22%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		3,800,730	6,810,910				5,831,940			

Utilities Program Key Indicators Water Sub-Program

Goals

Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.

Objectives

Consistently provide safe and great tasting water, routinely testing quality for compliance with State and Federal Standards. Operate and maintain facilities efficiently, allowing for reasonable and equitable rates while maintaining optimal quality.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$128	\$126	\$130
Workload				
Surveys to Detect Water Main Leaks	Feet	135,104	272,789	216,024
Water Main Flushing	Feet	488,813	407,893	488,813
Water Main Valves Exercised	Units	(Ea. Zone)	L-1723	M-1335
Potable Water Measured and Billed	MG	1,003	1,000	1,005
Hydrants Maintained	Units	211	501	445
Potable Water Produced Annually (MG)	HBWTP ²	793	681	883
	SCWTP ²	317	518	407
Efficiency				
Energy per MGD	E/MGD	1,195	1,161	1,200
Potable Water Unaccounted	% ³	9%	9%	9%
Cost per MGD Billed	\$/MGD	\$1,263	\$1,087	\$1,200
Effectiveness				
"Quality of Louisville Water" Rating ¹	% Excellent or Good	89% (2012)	91%	NA
Compliance with State & Federal Standards	Full Compliance	Yes	Yes	Yes
¹ Based on the 2016 Citizen Survey results. ² HBWTP is the Howard Berry Water Treatment Plant, SCWTP is the Sid Copeland Water Treatment Plant ³ Doesn't include non-revenue water such as Hydrant Flushing, Backwash, etc. Just Metered vs Produced.				

Wastewater Sub-Program

Summary of Expenditures, FTEs and Revenues

Wastewater Sub-Program										
GOAL: Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
Personnel		1,022,290	1,031,470	9,180	1%	14%	1,077,000	45,530	4%	37%
Supplies		107,870	143,340	35,470	33%	2%	147,590	4,250	3%	5%
Services		661,970	759,090	97,120	15%	10%	808,740	49,650	7%	28%
Capital Outlay		22,184,550	5,305,500	(16,879,050)	-76%	73%	904,170	(4,401,330)	-83%	31%
Other				-		0%		-		0%
Program Total		23,976,680	7,239,400	(16,737,280)	-70%	100%	2,937,500	(4,301,900)	-59%	100%
FTEs										
		10.56	13.04	2.48	23%		13.14	0.10	1%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Wastewater Utility Fund	Grant Revenue	550,000	-	(550,000)	-100%	0%	-	-		0%
	User Fees	2,921,700	3,299,250	377,550	13%	69%	3,364,880	65,630	2%	79%
	Tap Fees	1,973,100	1,152,290	(820,810)	-42%	24%	569,580	(582,710)	-51%	13%
	Miscellaneous Revenue	88,210	88,210	-	0%	2%	88,210	-	0%	2%
	Transfer from Golf Course Fund	225,000	225,000	-	0%	5%	225,000	-	0%	5%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	5,758,010	4,764,750	(993,260)	-17%	100%	4,247,670	(517,080)	-11%	100%
Program Total		5,758,010	4,764,750	(993,260)	-17%	100%	4,247,670	(517,080)	-11%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(18,218,670)	(2,474,650)				1,310,170			

Utilities Program Key Indicators Wastewater Sub-Program

Goals

Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.

Objectives

Protect public health and the environment by collecting and treating wastewater in compliance with Federal, State, and Local laws.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$53	\$52	\$52
Workload				
Sewer Line Jetting and Cleaning	Linear Feet	178,027	275,000	200,000
Industrial Pretreatment Program	# of SIUs	6	5	7
Efficiency				
Average Wastewater Treated (Daily)	MGD	1.96	1.92	1.94
Treatment Cost per 1,000 Gallons ¹	\$/1,000 Gallons	\$1	\$1	\$1
Energy Usage per MGD	Energy(kWh)/MG	4,156	4,292	4,442
Available Reclaimed Wastewater Used ²	%	68%	75%	84%
	MG	44	49	55
Effectiveness				
CDPHE Compliance	Full Compliance	Yes	Yes	Yes
USEPA Compliance	Full Compliance	Yes	Yes	Yes
Odor Complaints ³	Complaints	New Metric	August	None
"Waste Water (Sewage System)" Rating ⁴	% Excellent of Good	90% (2012)	92%	NA
¹ The acceptable range for treatment operating cost per thousand gallon is between \$0.95 and \$3.25 ² The City's water rights limit the total amount of wastewater that may be used to 65 MG. ³ The acceptable range for odor complaints is between 0 and 10 ⁴ Based on the 2016 Citizen Survey results.				

Stormwater Sub-Program

Summary of Expenditures, FTEs and Revenues

Storm Water Subprogram										
GOAL: Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	231,810	254,100	22,290	10%	39%	263,260	9,160	4%	36%	
Supplies	3,700	4,570	870	24%	1%	4,920	350	8%	1%	
Services	67,130	67,980	850	1%	10%	68,370	390	1%	9%	
Capital Outlay	9,702,030	330,250	(9,371,780)	-97%	50%	399,000	68,750	21%	54%	
Other			-		0%		-		0%	
Program Total	10,004,670	656,900	(9,347,770)	-93%	100%	735,550	78,650	12%	100%	
FTEs	2.89	2.91	0.02	1%		2.92	0.01	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Storm Water Utility Fund	Grant Revenue	3,450,000	100,000	(3,350,000)	-97%	12%	150,000	50,000	50%	17%
	Permits	2,000	2,000	-	0%	0%	2,000	-	0%	0%
	User Fees	706,910	706,910	-	0%	87%	706,910	-	0%	82%
	Miscellaneous Revenue	7,000	7,000	-	0%	1%	7,000	-	0%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	4,165,910	815,910	(3,350,000)	-80%	100%	865,910	50,000	6%	100%
Program Total		4,165,910	815,910	(3,350,000)	-80%	100%	865,910	50,000	6%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(5,838,760)	159,010				130,360			

Utilities Program Key Indicators Stormwater Sub-Program

Goals

Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.

Objectives

Maintain our storm water system to protect Coal Creek specifically and the natural and built environment generally. Proactively reduce pollutants in the water by educating the public, sweeping the streets, maintaining an efficient & effective storm water system and leveraging intergovernmental partnerships.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$5	\$4	\$5.00
Workload				
Inlets Cleaned	Count	24	152	178
Quality Monitoring Tests	Tests	15	16	24
Street Sweeping	Lane Miles	3,316	2,400	3,000
Public Information and Education Items	Events	9	8	9
Efficiency				
Cost per Mile of Collection System	\$/Mile	\$4,000	\$4,813	\$8,685
Maintenance and Repairs per FTE	MR/FTE	36	228	267
Effectiveness				
CDPHE Compliance	Full Compliance	Yes	Yes	Yes
Number Illicit Discharges	#	1	3	5
"Storm Drainage (Flooding Management)" Rating ¹	% Excellent or Good	88% (2012)	89%	NA
Number of Times Each Street is Swept	Times	1.5	2	2
¹ Based on the 2016 Citizen Survey results.				

Solid Waste, Recycling and Composting Sub-Program

Summary of Expenditures, FTEs and Revenues

Solid Waste, Recycling & Composting Subprogram										
GOAL: Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
	Personnel	101,270	116,560	15,290	15%	7%	125,600	9,040	8%	8%
	Supplies	4,520	4,520	-	0%	0%	4,520	-	0%	0%
	Services	1,457,180	1,508,890	51,710	4%	93%	1,508,890	-	0%	92%
	Capital Outlay	-	-	-	-	0%	-	-	-	0%
	Other	-	-	-	-	0%	-	-	-	0%
	Program Total	1,562,970	1,629,970	67,000	4%	100%	1,639,010	9,040	1%	100%
	FTEs	0.93	1.03	0.10	11%		1.08	0.05	5%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
Solid Waste/Recycling Fund	User Fees	1,625,720	1,675,640	49,920	3%	100%	1,722,020	46,380	3%	100%
	Miscellaneous Revenue	700	1,000	300	43%	0%	1,000	-	0%	0%
	Other Revenue &/or Fund Reserves			-	-	0%		-	-	0%
	Fund Total	1,626,420	1,676,640	50,220	3%	100%	1,723,020	46,380	3%	100%
Program Total		1,626,420	1,676,640	50,220	3%	100%	1,723,020	46,380	3%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		63,450	46,670				84,010			

Utilities Program Key Indicators Solid Waste, Recycling, and Composting Sub-Program

Goals

Ensure safe, reliable, great tasting water; properly treated wastewater; effective stormwater control; successfully managed solid waste; and competitive prices for all services.

Objectives

Enable residents to dispose of their solid waste in a convenient, environmentally responsible, cost effective manner.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Total Single Family Households ¹	Households	6,504	6,550	6,600
Workload				
Total Single Family Households Served ²	Households	5,227	5,250	5,300
Efficiency				
Total Expenditures per Ton of Material	\$/Ton	\$214	\$217	\$219
Average Monthly Billing Cost/Account	\$	\$24	\$24	\$25
Solid Waste Tonnage (Landfill)	Tons	4,129	4,200	4,250
Recyclables Tonnage	Tons	1,678	1,700	1,750
Compostable Materials Tonnage	Tons	1,251	1,300	1,350
Effectiveness				
% of Waste Diverted from Landfill ³	%	48%	48%	48%
Solid Waste Lbs/Household (Landfill)	Lbs/Household	1,587	1,600	1,600
Recyclables Lbs/Household	Lbs/Household	645	650	650
Compostable Materials Lbs/Household	Lbs/Household	481	500	500
¹ Includes all single family households charged the hazardous waste fee ² Includes all single family households receiving Western Disposal trash collection services ³ Includes branch recycling, leaf drop off, and scrap metal recycling				

Administration and Support Services Program

Summary of Expenditures, FTEs and Revenues

Administration & Support Services Program										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	2,352,580	2,646,780	294,200	13%	59%	2,815,800	169,020	6%	62%	
Supplies	170,190	155,930	(14,260)	-8%	3%	157,330	1,400	1%	3%	
Services	1,522,080	1,561,300	39,220	3%	35%	1,546,000	(15,300)	-1%	34%	
Capital Outlay	614,650	114,500	(500,150)	-81%	3%	35,000	(79,500)	-69%	1%	
Other			-		0%		-		0%	
Program Total	4,659,500	4,478,510	(180,990)	-4%	100%	4,554,130	75,620	2%	100%	
FTEs	20.16	26.50	6.34	31%		27.08	0.58	2%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Licenses	85,730	85,730	-	0%	17%	85,730	-	0%	17%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	85,730	85,730	-	0%	17%	85,730	-	0%	17%
PEG Fund	PEG Fees - Comcast	25,000	25,000	-	0%	5%	25,000	-	0%	5%
	Interest	200	200	-	0%	0%	200	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	25,200	25,200	-	0%	5%	25,200	-	0%	5%
Impact Fee Fund	Impact Fees - Municipal Govt	104,060	81,050	(23,010)	-22%	16%	91,060	10,010	0%	18%
	Interest	200	200	-	0%	0%	200	-	0%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	104,260	81,250	(23,010)	-22%	16%	91,260	10,010	0%	18%
Technology Mgmt Fund	Equipment Replacement	70,190	70,170	(20)	0%	14%	70,170	-	0%	14%
	Interest	1,000	1,000	-	0%	0%	800	(200)	-20%	0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	71,190	71,170	(20)	0%	14%	70,970	(200)	0%	14%
Fleet Management Fund	Equipment Replacement	238,620	242,960	4,340	2%	48%	242,960	-	0%	47%
	Interest	3,000	5,000	2,000	0%	1%	3,000	(2,000)	-40%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	241,620	247,960	6,340	3%	48%	245,960	(2,000)	0%	47%
Program Total	528,000	511,310	(16,690)	-3%	100%	519,120	7,810	2%	100%	
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(4,131,500)	(3,967,200)				(4,035,010)			

Description of and Justification for Top Priorities

- 2017 and 2018. Merit Increases, Market Adjustments and Position Audits.** Approximately \$890,000 from all Funds, depending on the number of staff in each program area. **Description:** The City provides merit increases for performance that is documented as "Outstanding" (5.0%) or "Exceeds Expectations" (3.0%) and "Meets Expectations" (1.0%). We anticipate that the distribution of these merit increase will

result in a 3.5% average annual increase in wages. Also, in order to maintain the City's commitment to Police Officers and the established pay range and steps, Officers whose performance demonstrates merit receive a 5% increase. Employees who have reached the top of their pay range and who would not otherwise receive any pay increase, are eligible to receive a one-time bonus of \$250 to \$1,000, depending on their performance evaluation. **Justification:** Reflecting the guiding principle that "Talented, motivated, well-trained employees are the City's most important asset", the City provides merit increases to recognize employee performance and to maintain our commitment to enable high performing employees to move through their pay range over time. The City must also keep the City's compensation and benefits package competitive to retain good employees and be able to effectively recruit new employees when that is necessary. To do this we annually compare our pay and benefits with other similar employers in our market area and by making adjustments based on that data. The 2017-2018 proposed budget includes funding to implement these actions.

2. **2017. Application Support Specialist.** \$112,949 from various funds starting in 2017. **Description:** Support Enterprise Applications City-wide. Data Reporting, Application Patching and Updates, Data Access & Security, Technical Project Management (associated to applications) and Training. **Justification:** Needed to support additional enterprise system updates, data reporting, security, technical project management and training associated with systems which require a higher level of care and feeding and support, specifically IAN.
3. **2017 Purchasing Manager.** \$124,835 from various funds starting in 2017 and annually thereafter. **Description:** Manage the City's procurement process by working with departments to ensure compliance with the Purchasing Policy. Assist departments with purchasing documents (RFP's, RFQ's, etc.). Review and update Purchasing Manual. Review and approve purchase requisitions and process purchase orders. **Justification:** City staff continues to struggle with maintaining compliance with the Purchasing Policy. Current Accounts Payable staff does not have the time to assist departments with purchasing procedures and processes and provide training on this. More attention needs to be made at the beginning of the purchasing cycle, as opposed to at the end (after the invoice has been received). This position would help relieve accounts payable staff of having to review purchase requisitions for policy compliance.
4. **2017. Senior Accountant.** \$102,382 from various funds starting in 2017 and annually thereafter. **Description:** Management of the ERP Fixed Asset module. Assist departments with managing the Project Accounting module. Design and monitor the equipment replacement contributions and the financial health of the internal service funds. Monitor and report on Capital Improvement Plan status. **Justification:** The new ERP system will require additional resources to manage the Fixed Asset module and the Project Accounting module. This will include coordinating with AP to accurately record the capitalization of fixed assets into the General Ledger. More resources are also needed to review the charges that departments are classifying as fixed assets. Currently, Finance only capitalizes a portion of the amounts charged to capital outlay line items. This position would also be responsible for calculating and monitoring the replacement contributions to the internal service funds and could assist with the CIP reporting requested by the Finance Committee.
5. **2017 and 2018. General Legal Expenses.** \$100,000 increase (from \$200,000 to \$300,000) from the General Fund in 2017. **Description:** General legal services provided by the City Attorney. **Justification:** This level of expenditure reflects the ongoing assistance Council and staff requests of the City Attorney with a broad range of issues including drafting complex contracts, responding to claims, advising Council on legislative changes and numerous other issues.
6. **2017. Investment Consulting.** \$35,000 from the General Fund in 2017 and 2018. **Description:** Hire a qualified Colorado-based investment firm to provide comprehensive full-retainer investment consulting, monitoring, employee education and advice service for the investments of the City's General Employees' Pension Plan with ICMA-RC. **Justification:** The City provides retirement benefits to employees by contributing 5.5% of the employee's base salary into a 401(a) Plan administered by the International City/County Management Association-Retirement Corporation (ICMA-RC). Participation is mandatory and employees are required to contribute 5.0% of their salary, tax deferred, each pay period. Employees may also voluntarily contribute to a 457 Deferred Compensation Plan, also administered by ICMA-RC. It is a

tax-sheltered, supplemental retirement/pension plan that allows employees to defer up to \$17,500 per year or a maximum of 100% of their pre-deferral taxable income, or whichever is less. Even though the plans are administered by ICMA-RC, the City has a fiduciary responsibility to oversee these plans. To ensure the City is satisfying its fiduciary responsibilities, and providing the best investment options at the lowest cost for employees, staff believes it is important to retain an independent investment consultant with experience in public sector plans, to advise and represent the City. Numerous Colorado cities, special districts and other jurisdictions retain such consultants to advise and assist them in fulfilling their fiduciary responsibilities to their employees, including Aurora, Boulder, Englewood, Golden, Lakewood, Littleton, Longmont, Loveland, Northglenn, Vail, Westminster, Wheat Ridge and many others.

7. **2017. Organizational Strategic Planning Workshop.** \$30,000 one-time funds in 2017 from the General Fund. **Description:** a facilitated, strategic planning workshop including City Council, the Management Team, and Division Managers. **Justification:** The City is a complex multi-million dollar organization that must balance numerous competing demands for service, identify the highest priorities, and execute decisions in an inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient manner. That's a tall order! Most businesses of similar size to the City and many municipalities use consultants with special expertise in strategic planning to assist them in developing their action plans.

Administration and Support Services Program Contributing Projects

City of Louisville Programs, Goals, Sub-Programs, and 2017-2018 Proposed Contributing Projects				
Programs	Goals	Sub-Programs	2017 Proposed Contributing Projects	2018 Proposed Contributing Projects
Administration & Support Services	Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.	Governance & Administration	<ol style="list-style-type: none"> 1. Manage new initiatives to stay within citywide resources (staff and \$) and avoid staff burnout 2. Implement 1st YR of Biennial Budget 3. Refine Key Indicators/Performance Measures 4. Coordinate w County/partners on Affordable Housing 5. Begin incorporation of IAN reports in communications 6. Coordinate consideration of Historic Preservation Tax reauthorization 	<ol style="list-style-type: none"> 1.. Manage new initiatives to stay within citywide resources (staff and \$) and avoid staff burnout 2. Implement 2nd Yr Biennial Budget 3. Expand incorporation of IAN reports in communications.
		Public Information & Involvement	Implement eNewsletter with new email service to complement existing mailed newsletter	Update website design
		City Clerk/Public Records	<ol style="list-style-type: none"> 1. Candidate election 2. Continue to convert paper records to electronic/searchable format 	<ol style="list-style-type: none"> 1. TABOR Election 2. Continue to convert paper records to electronic/searchable format
		Legal Support	<ol style="list-style-type: none"> 1. Provide staff training on ways to minimize legal review expenses without increasing risk exposure. 2. Review and update contract and other formats 	Develop proposed Code updates to ensure match with Charter
		Human Resources & Organizational Development	<ol style="list-style-type: none"> 1. Adopt and implement organizational succession plans for Phase 1 departments 2. Develop comprehensive formal citywide training program with a comprehensive leadership component 	<ol style="list-style-type: none"> 1. Adopt and implement organizational succession plans for Phase 2 departments 2. Implement comprehensive formal citywide training program with a comprehensive leadership component
		Finance, Accounting & Tax Administration	<ol style="list-style-type: none"> 1. Complete implementation of the Financial Management System (FMS) component of the Information Access Now (IAN) 2. Restructure the 2017-2018 Biennial Budget Document to incorporate changes for program budgeting, performance measures, and performance management 	Use the new IAN to improve service levels and to enhance financial transparency
		Information Technology	<ol style="list-style-type: none"> 1. Maintain current (acceptable) Operating Service Levels 2. Complete Document Management assessment and direction (Laserfiche/Tyler) 3. Complete Electronic Security Compliance Audit 4. GIS Assessment and Strategic Plan 5. Select Police/Court Records Mgmt System (PD/Clerk) 6. Develop Mobile Computing Strategy 7. Update City Access Services (Security/Door Access/Surveillance, etc.) 	<ol style="list-style-type: none"> 1. Main Operating Service Levels 2. Finish install of Police/Courts Records Management systems. 3. Implement GIS action plan
		Sustainability	<ol style="list-style-type: none"> 1. Implement Council approved elements of Sustainability Plan 2. Develop detailed list of sustainability resources available for residents and businesses and marketing program for same. 	<ol style="list-style-type: none"> 1. Update Sustainability Plan 2. Add Community Garden site

Governance and Administration Sub-Program

Summary of Expenditures, FTEs and Revenues

Governance & Administration Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	732,330	666,490	(65,840)	-9%	53%	690,350	23,860	4%	52%	
Supplies	2,900	3,100	200	7%	0%	3,100	-	0%	0%	
Services	641,970	594,430	(47,540)	-7%	47%	625,590	31,160	5%	47%	
Capital Outlay	-	-	-	0%	0%	-	-	0%	0%	
Other	-	-	-	-	0%	-	-	-	0%	
Program Total	1,377,200	1,264,020	(113,180)	-8%	100%	1,319,040	55,020	4%	100%	
FTEs	2.25	5.81	3.56	158%		5.83	0.02	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-		0%	-	-		0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	-	-	-		0%	-	-		0%
PEG Fund	PEG Fees - Comcast	25,000	25,000	-	0%	23%	25,000	-	0%	21%
	Interest	200	200	-	0%	0%	200	-	0%	0%
	Other Revenue &/or Fund Reserves			-				-		0%
	Fund Total	25,200	25,200	-	0%	24%	25,200	-	0%	22%
Impact Fee Fund	Impact Fees - Municipal Govt	104,060	81,050	(23,010)	-22%	76%	91,060	10,010	12%	78%
	Interest	200	200	-	0%	0%	200	-	0%	0%
	Other Revenue &/or Fund Reserves			-				-		0%
	Fund Total	104,260	81,250	(23,010)	-22%	76%	91,260	10,010	0%	78%
Program Total		129,460	106,450	(23,010)	-18%	100%	116,460	10,010	9%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(1,247,740)	(1,157,570)				(1,202,580)			

**Administration & Support Services Program Key Indicators
Governance & Administration Sub-Program**

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Governance based on thorough understanding of the community's diverse interests executed through clear and effective policy direction. Administration that supports informed policy making, ensures the City has the financial capacity to sustain Council adopted levels of service, monitors and manages service delivery to maintain effectiveness and efficiency, and promotes a healthy organizational culture.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
Workload				
Issues on Council's Agenda	Agenda Items	100	120	80
Total All Funds Budget	\$	\$57,650,990	\$71,338,290	Pending Budget
Public Meetings ¹	Meetings	48	50	48
Communications ²	Items	321	247	250
Efficiency				
Average meeting time per Agenda Issue	Minutes/Issue	27	34	27
\$ per Capita	City Budget \$/	\$18	\$22	Pending Budget
	Sub-Program \$/	New Metric	New Metric	Pending Budget
Avg. days to complete identified Tasks ³	Days	New Metric	New Metric	7 days
Effectiveness				
"Overall Performance of Louisville City government" Rating ³	Rating	84% (2012)	78%	84%
"Quality of Services Provided by City" Rating ⁴	Rating	95% (2012)	93%	95%
Bond Rating	S&P Rating	AA+	AA+	AA+
"City Operates by Strong Values and Ethics" Rating ⁴	Rating	4.3	4.3	4.4
"City is Going in the Right Direction" Rating ⁵	Rating	4.0	4.2	4.3
"We do Things Efficiently and Well" Rating ⁵	Rating	3.6	3.7	3.8
¹ City Council regular meetings and study sessions. ² City Council Communications in weekly packet for regular meetings and study sessions. ³ Based on 2016 Citizen Survey results the total percentage rating either "Excellent" or "Good". ⁴ Rating from 1 (Disagree) to 5 (Agree) on the annual Employee Survey.				

Public Information and Involvement Sub-Program

Summary of Expenditures, FTEs and Revenues

Public Information & Involvement Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance,										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
	Personnel	247,360	262,420	15,060	6%	80%	272,170	9,750	4%	80%
	Supplies	8,100	200	(7,900)	-98%	0%	200	-	0%	0%
	Services	67,650	66,150	(1,500)	-2%	20%	66,150	-	0%	20%
	Capital Outlay	-	-	-	0%	0%	-	-	0%	0%
	Other	-	-	-	-	0%	-	-	-	0%
	Program Total	323,110	328,770	5,660	2%	100%	338,520	9,750	3%	100%
FTEs										
		2.97	3.01	0.04	1%		3.01	-	0%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves	-	-	-			-	-		
	Fund Total	-	-	-			-	-		
PEG Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves	-	-	-			-	-		
	Fund Total	-	-	-			-	-		
Impact Fee Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves	-	-	-			-	-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(323,110)	(328,770)				(338,520)			

**Administration & Support Services Program Key Indicators
Public Information & Involvement Sub-Program**

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Easy and timely access to all relevant information about City programs and services. Processes that give anyone interested opportunities to get involved and influence decision making.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp/ Resident	\$10	\$11	Pending Budget
Workload				
Newsletters Produced	Units	4	4	4
Meetings Broadcast on Channel 8/ Streaming Online ¹	Units	53	31	35
Public/Media Inquiries	Items	336	324	312
Website Content Updates Monthly	Updates/Month	New Metric	2,244	2,300
Efficiency				
Ave Response Time/ Inquiry	Days/Inquiry	New Metric	New Metric	1 day
Residents Who Speak at City Council regular meetings	Attendees	138	118	125
Effectiveness				
Website Visitors	Visitors	New Metric	New Metric	115,000
“Opportunities to Participate in Community Matters” Rating ³	% Excellent or Good	78% (2012)	84%	90%
“Information about City Council, Planning Commission and Other Official City Meetings” Rating ³	% Excellent or Good	78% (2012)	80%	82%
“Louisville Website” Rating ²	% Excellent or Good	78% (2012)	78%	80%
“Information about City Plans and Programs” Rating ³	% Excellent or Good	74% (2012)	75%	76%
¹ City Council, Planning Commission and Historic Preservation Commission Meetings ² Based on the 2016 Citizen Survey results.				

City Clerk/Public Records Sub-Program

Summary of Expenditures, FTEs and Revenues

City Clerk/Public Records Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	191,250	230,370	39,120	20%	72%	238,780	8,410	4%	73%	
Supplies	5,300	10,520	5,220	98%	3%	10,520	-	0%	3%	
Services	62,380	77,510	15,130	24%	24%	77,870	360	0%	24%	
Capital Outlay	5,000	-	(5,000)	-100%	0%	-	-	0%	0%	
Other			-		0%		-		0%	
Program Total	263,930	318,400	54,470	21%	100%	327,170	8,770	3%	100%	
FTEs	2.17	3.17	1.00	46%		3.17	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund	Licenses	85,730	85,730	-	0%	100%	85,730	-	0%	100%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	85,730	85,730	-	0%	100%	85,730	-	0%	100%
PEG Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
Impact Fee Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
Program Total	85,730	85,730	-	0%	100%	85,730	-	0%	100%	
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(178,200)	(232,670)				(241,440)			

Administration & Support Services Key Indicators City Clerk/Public Records Sub-Program

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Provide efficient and transparent processes for residents to access public documents and notice of public hearings/events. Transparent, consistent and responsive management of the licensing authority and special events permits.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$13	\$13	\$13
Workload				
Public Information Requests Filled	Requests	177	200	200
City Council Agenda Items Processed ¹	Items	437	350	350
Board & Commission Applications Processed	Items	54	60	60
Special Event Permits Processed	Items	74	66	70
Open Government Trainings Offered	Units	4	4	4
Pages added to Records Archive	Pages	122,477	100,000	150,000
Efficiency				
Open Government Training Cost per Attendee	Cost/Attendee	\$52	\$34	\$40
Agenda Item Review & Packet Production Time ²	Minutes per item	New Metric	60	50
Ave. Special Event Permit Processing Time ³	Hours per permit	New Metric	3.5	3.5
Effectiveness				
Customer Service Survey Results ⁴	Rating 1 to 4	New Metric	New Metric	3.5
¹ Includes regular City Council meetings, Special City Council Meetings, and Study Sessions ² Includes agenda and item preparation, City Manager item review, and packet production. ³ Time for Clerk's Office, Parks, Operations, Police for permit review and processing ⁴ Based on evaluation cards submitted rating customer service on a scale of 1=Excellent, 2=Good, 3=Fair, 4=Poor.				

Legal Support Sub-Program

Summary of Expenditures, FTEs and Revenues

Legal Support Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	-	-	-	0%	0%	-	-	0%	0%	
Supplies	-	-	-	0%	0%	-	-	0%	0%	
Services	260,000	300,000	40,000	15%	100%	300,000	-	0%	100%	
Capital Outlay	-	-	-	0%	0%	-	-	0%	0%	
Other	-	-	-		0%	-	-		0%	
Program Total	260,000	300,000	40,000	15%	100%	300,000	-	0%	100%	
FTEs	-	-	-			-	-			
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(260,000)	(300,000)				(300,000)			

Administration & Support Services Program Key Indicators Legal Support Sub-Program

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Effective, cost efficient and responsive legal advice for City Council, Management, and Staff in legal matters pertaining to their official powers and duties. Represent the City in all legal proceedings, finalize all legal documents for the City.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident	\$7	\$10	Pending Budget
Workload				
City Legal Work	Hours	1,333	1,318	1,303
Water Attorney Legal Work	Hours	463	150	200
Urban Renewal Legal Work	Hours	26	45	35
Legal Opinions ¹	Items	New Metric	New Metric	100
Legislation Drafted ²	Items	127	95	110
Education/Trainings Offered ³	Units	4	4	4
Documents Prepared or Reviewed ⁴	Items	79	49	60
Efficiency				
Ave Time to Process Contracts	Days/Contract	New Metric	New Metric	30 days
City Legal Work \$/Year				
Water Legal Work \$/Year				
Urban Renewal Work \$/Year				
Effectiveness				
Customer Service Survey Results ⁵	Rating 1 to 4	New Metric	New Metric	3.5

¹ Analysis or explanation of City legal issue by City Attorney

² Resolutions, proclamations and ordinances approved by City Council

³ Open government trainings also included in City Clerk/Public Records Sub-Program

⁴ Contracts and agreements (new and amendments to existing) reviewed by City Council at regular meetings.

⁵ Based on evaluation cards submitted rating customer service on a scale of 1=Excellent, 2=Good, 3=Fair, 4=Poor.

Human Resources and Organizational development Sub-Program

Summary of Expenditures, FTEs and Revenues

Human Resources & Organizational Development Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	324,510	362,310	37,800	12%	65%	374,020	11,710	3%	70%	
Supplies	4,500	10,500	6,000	133%	2%	10,500	-	0%	2%	
Services	110,750	186,920	76,170	69%	33%	147,420	(39,500)	-21%	28%	
Capital Outlay	-	-	-	0%	0%	-	-	0%	0%	
Other	-	-	-	-	0%	-	-	-	0%	
Program Total	439,760	559,730	119,970	27%	100%	531,940	(27,790)	-5%	100%	
FTEs	3.78	3.78	-	0%		3.78	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-			-	-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(439,760)	(559,730)				(531,940)			

Administration & Support Services Program Key Indicators Human Resources & Organizational Development Sub-Program

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Be an employer of choice, with low employee turnover and high morale. Attract and retain highly qualified and dedicated employees by providing competitive compensation and benefits, effective employee training, and ongoing career and professional development opportunities. Maintain a positive work environment through regular position classification and review, workforce planning, salary administration and employee relations. Maintain a safe workplace through employee safety training.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Workload				
Citywide FTEs	FTE Positions	199	218	227
Citywide Employees (Full & Part Time)	Active Employees	375	450	500
Recruiting/Hiring/Screening (Vacant Positions Filled)	Positions	207	225	250
Applications Reviewed	Applications	2,621	2,800	3,000
Training Classes Offered to Employees	Classes	15	20	20
Personnel Actions (PA) processed	PAs	1,081	1,200	1,400
Employee Relations Issues	Complaints/concerns brought to HR	New Metric	20	15
Volunteer Backgrounds and Verifications of Employment processed	Number completed	129/133	250/150	250/175
Efficiency				
\$ Per FTE (Benefits) ¹	Dollars	\$11,320	\$11,195	\$11,866
Average Time to Fill a Vacancy ²	Calendar Days	New Metric	30 days	30 days
HR FTEs/ Total FTEs (4.525 HR FTEs)	HR FTE/Total FTE	1/44	1/48	1/50
HR Budget/General Fund Expenditures ³	%/General Fund	2.3%	2.6%	2.6%
Effectiveness				
"My Job has Met or Exceeded My Expectations" Rating ⁴	Rating	4.2	N/A	4.5
Employee Turnover	% Turnover among	16%	12%	10%
Performance Appraisals Completed on Schedule	% completed within 30 days of due date	35%	50%	80%
Satisfaction Rating for Training Classes Offered (1-10 rating scale)	Training evaluation forms	New Metric	8	8.5
Workers Compensation Rating	Experience Mod	0.77	0.75	0.75

¹ Reduction from 2015 to 2016 was due to a decrease in premium, not benefits. This indicates cost of Health, Dental, and Vision benefits.

² Time to fill benefitted full-time vacancy when position is open for 14 days (Data based on date position was posted until date position is offered to the candidate.)

³ Includes General Fund Expenditures less Interfund Transfers, Total=\$17,011,210 (2016), \$16,339,230 (2015)

⁴ Rating from 1 (Disagree) to 5 (Agree) on the Employee Survey administered during odd-numbered years.

Finance, Accounting and Tax Administration Sub-Program

Summary of Expenditures, FTEs and Revenues

Finance, Accounting & Tax Administration Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	466,630	631,430	164,800	35%	85%	722,190	90,760	14%	87%	
Supplies	7,510	6,250	(1,260)	-17%	1%	5,850	(400)	-6%	1%	
Services	156,100	105,880	(50,220)	-32%	14%	106,770	890	1%	13%	
Capital Outlay	-	-	-	0%	0%	-	-	0%	0%	
Other	-	-	-	-	0%	-	-	-	0%	
Program Total	630,240	743,560	113,320	18%	100%	834,810	91,250	12%	100%	
FTEs	5.11	6.09	0.98	19%		6.65	0.56	9%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves	-	-	-			-	-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(630,240)	(743,560)				(834,810)			

**Administration & Support Services Program Key Indicators
Finance, Accounting & Tax Administration Sub-Program**

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Efficiently and effectively provide all financial and accounting services as required by the City, including all accounting and financial reporting. Maintain financial policies and internal controls to ensure organizational compliance with laws and regulations. Ensure accurate and timely budget development, implementation, and monitoring. Provide long-term financial planning, debt administration, cash and investment management, cash disbursements, cash receipts, and front counter operations.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp./ Resident			
Workload				
Journal Entries Posted	Entries	4,651	4,660	4,675
Accounts Payable & P-Card Transactions	Transactions	9,519	9,920	9,975
Receipts Processed	Transactions	28,224	28,400	29,000
Sales & Use Tax Returns Processed	Returns	10,853	11,650	12,100
Payroll Checks & NOD's Processed	Transactions	8,220	8,630	8,890
Utility Bills Processed ⁴	Billings	85,170	86,020	86,880
Combined Utility Revenue Collected	Dollars	\$10M	\$11M	\$12M
Average Cash & Investment Balance and Rate of Return ¹	Ave Dollars	\$41M	\$37M	\$38M
	Rate of Return	0.47%	0.75%	1.25%
Efficiency				
Direct Op Cost to Process One PR Trans	Cost/Trans (\$'s)	\$8.75	\$8.74	\$8.91
Direct Op Cost to Process One AP Trans	Cost/Trans (\$'s)	\$7.46	\$7.65	\$7.97
Direct Op Cost to Process One Utility Bill	Cost/Bill (\$'s)	\$2.90	\$3.10	\$3.19
Effectiveness				
Unmodified Audit Opinion	Yes/No	Yes	Yes	Yes
GFOA CAFR and Budget Awards	Yes/No	Yes	Yes	Yes
Revenue Forecast Accuracy ²	Accuracy	99%	91%	95%
Sales & Use Tax Audit Evaluation Rating ³	Rating	90%	95%	95%
Sales/Use Tax Training Evaluation Rating ³	Rating	94%	98%	98%

¹ Excludes CWRPDA loan proceeds within escrow and URA bond proceeds.

² Excludes interfund transfers for all years and wastewater/storm water bond proceeds in 2015.

³ Based on evaluation cards submitted at conclusion of each audit and each program.

⁴ Costs for this workload measure are included in the Utilities Program

Information Technology Sub-Program

Summary of Expenditures, FTEs and Revenues

Information Technology Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
	2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total	
Personnel	317,580	420,380	102,800	32%	60%	443,020	22,640	5%	71%	
Supplies	90,300	88,300	(2,000)	-2%	13%	88,300	-	0%	14%	
Services	59,840	74,840	15,000	25%	11%	59,840	(15,000)	-20%	10%	
Capital Outlay	548,650	114,500	(434,150)	-79%	16%	35,000	(79,500)	-69%	6%	
Other			-		0%		-		0%	
Program Total	1,016,370	698,020	(318,350)	-31%	100%	626,160	(71,860)	-10%	100%	
FTEs	3.12	3.89	0.77	25%		3.89	-	0%		
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-		0%	-	-		0%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	-	-	-	#DIV/0!	0%	-	-	#DIV/0!	0%
Technology Mgmt Fund	Equipment Replacement	70,190	70,170	(20)	0%	99%	70,170	-	0%	99%
	Interest	1,000	1,000	-	0%	1%	800	(200)	-20%	1%
	Other Revenue &/or Fund Reserves			-		0%		-		0%
	Fund Total	71,190	71,170	(20)	0%	100%	70,970	(200)	0%	100%
Program Total		71,190	71,170	(20)	0%	100%	70,970	(200)	0%	100%
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(945,180)	(626,850)				(555,190)			

Administration & Support Services Program Key Indicators Information Technology Sub-Program

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Maintain a secure and connected network ensuring all users have appropriate technological resources to effectively perform their jobs. Provide outstanding internal customer service to efficiently resolve employee help desk issues.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
IT Staff	# IT FTE	3	4	5
City Staff FTE	# City Staff FTE	185	185	185
Workload				
Data Networks Supported	Items	24	38	38
Enterprise Devices Supported	Items	500	500	500
Servers Supported	Items	48	50	48
Workstations Supported	Items	300	300	300
Total Help Desk Tickets	Items	1,566	1,865	1,865
Enterprise Applications Supported	Items	New Metric	21	21
Efficiency				
IT Expense per FTE	Expense/ FTE	\$2,222	\$3,028	\$3,574
IT Budget % of City Operating Budget	%/Budget	New Metric	2%	2%
Average Expenditures Per Workstation	\$/Workstation	\$1,600	\$1,600	\$1,600
Effectiveness				
IT-to-Staff FTE Ratio	% of FTE	1.6%	2.2%	2.7%
Infrastructure Availability	% of time	99%	99%	99%
Performance Rating on Internal Survey ¹	*	HIGH	HIGH	HIGH
% RUN Operations (Standard 80%)	%	New Metric	65%	TBD
% GROW Operations (Standard 15%)	%	New Metric	9%	TBD
% TRANSFORM Operations (Std 5%)	%	New Metric	26%	TBD
External Comparison- IT Departments (3) ²	Comparison	New Metric	See Below	TBD

¹ Based on electronic survey submitted at conclusion of each ticket with rating on a scale of HIGH, MEDIUM, LOW

² Compare to 3 similar sized City IT departments based on IT-to-Staff FTE Ratio, IT Expense-per-FTE, and IT Budget % of City Operating Budget:

City	IT % of City Operating Budget	IT-to-Staff FTE Ratio	IT Expense per FTE
Louisville	1.70%	2.16%	\$3,028
Lafayette	1.55%	1.22%	\$3,067
Golden	2.29%	2.67%	\$6,590
Arvada	3.35%	3.76%	\$9,120
Westminster	3.21%	2.98%	\$6,630
Longmont	2.27%	2.25%	\$6,261

Sustainability Sub-Program

Summary of Expenditures, FTEs and Revenues

Sustainability Subprogram										
GOAL: Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration and support.										
Expenditures										
		2016 Projected	2017 Budget	Change	% Change	% of Total	2018 Budget	Change	% Change	% of Total
Personnel		15,100	16,510	1,410	9%	44%	16,600	90	1%	44%
Supplies		1,730	1,990	260	15%	5%	1,990	-	0%	5%
Services		5,560	18,660	13,100	236%	50%	18,860	200	1%	50%
Capital Outlay		53,500	-	(53,500)	-100%	0%	-	-	0%	0%
Other				-		0%		-		0%
Program Total		75,890	37,160	(38,730)	-51%	100%	37,450	290	1%	100%
	FTEs	0.10	0.10	-	0%		0.10	-	0%	
Revenues										
Fund	Description	2016 Projected	2017 Budget	\$ Change	% Change	% of Total	2018 Budget	\$ Change	% Change	% of Total
General Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
PEG Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
Impact Fee Fund		-	-	-			-	-		
	Other Revenue &/or Fund Reserves			-				-		
	Fund Total	-	-	-			-	-		
Program Total		-	-	-			-	-		
Surplus/(Deficiency) of Program Revenue over Program Expenditures		(75,890)	(37,160)				(37,450)			

Administration & Support Services Program Key Indicators Sustainability Sub-Program

Goals

Ensure inclusive, responsive, transparent, friendly, fiscally responsible, effective and efficient governance, administration, and support.

Objectives

Use environmental, economic, and human resources to meet present and future needs without compromising the ecosystems on which we depend. Actively pursue energy efficient upgrades to realize cost savings and reduce environmental impacts.

INDICATOR	UNIT	2015 ACTUAL	2016 ESTIMATED	2017 PROJECTED
Context Data and General Information				
Population	Residents	20,047	20,100	20,100
\$ Per Resident	Exp/ Resident			
Workload				
Sustainability Programs	Units	New Metric		
Waste Generation and Diversion	Items			
Sourcing Practices	Items	New Metric		
Efficiency				
BTUs/Gross Square Foot	BTU/GSF			
Effectiveness				
GHG Emissions/per Capita	CHG/Capita	New Metric		
Water Use/per Capita	Gallons/Capita	New Metric		
Energy Use/per Capita	KwH/Capita	New Metric		
% of City Fleet Using Alternative Fuels	%	New Metric		
Cost Savings from Energy Upgrades	\$ Saved	New Metric		
“Encouraging Sustainability for Both Residential and Commercial Properties” Rating ¹	% Essential or Important	New Metric	67%	
¹ Based on the 2016 Citizen Survey results.				

Summary of Revenues, Expenditures and Changes to Fund Balances 2017

City of Louisville, Colorado
 Schedule of Revenue, Expenditures, and Changes to Fund Balances
 All Funds
 2017 Budget

Fund Number	Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses [1]	Ending Fund Balance	Amount of Change	Percent of Change
101	General	\$ 4,984,944	\$ 19,305,040	\$ 18,588,030	\$ 5,701,954	\$ 717,010	14%
	Special Revenue Funds:						
201	Open Space & Parks	3,106,193	3,213,400	3,488,270	2,831,323	(274,870)	-9%
202	Conservation Trust - Lottery	577,118	275,660	377,950	474,828	(102,290)	-18%
203	Cemetery Perpetual Care	528,254	35,660	2,300	561,614	33,360	6%
204	Cemetery	29,323	163,240	161,110	31,453	2,130	7%
205	PEG Fees	53,730	25,200	25,040	53,890	160	0%
206	Parking Improvement	6,159	50	-	6,209	50	1%
207	Historic Preservation	822,733	642,530	626,620	838,643	15,910	2%
	Total Special Revenue Funds	5,123,509	4,355,740	4,681,290	4,797,959	(325,550)	-6%
	Capital Project Funds						
301	Capital Projects	835,351	7,258,420	5,315,180	2,778,591	1,943,240	233%
302	Impact Fee	2,853,166	1,194,130	2,726,900	1,320,396	(1,532,770)	-54%
	Total Capital Project Funds	3,688,517	8,452,550	8,042,080	4,098,987	410,470	11%
401	Debt Service Fund	723,000	837,350	780,670	779,680	56,680	8%
	Enterprise Funds (WC Basis)						
501	Water Utility	10,870,492	17,018,400	11,178,100	16,710,792	5,840,300	54%
502	Wastewater Utility	8,615,851	4,764,750	8,542,920	4,837,681	(3,778,170)	-44%
503	Stormwater Utility	914,810	815,910	943,770	786,950	(127,860)	-14%
510	Solid Waste & Recycling Utility	98,326	1,676,640	1,629,960	145,006	46,680	47%
520	Golf Course	291,793	1,761,450	2,070,830	(17,587)	(309,380)	
	Total Enterprise Funds	20,791,271	26,037,150	24,365,580	22,462,841	1,671,570	8%
	Internal Service Funds (WC Basis)						
602	Technology Management	193,041	71,170	85,750	178,461	(14,580)	-8%
603	Fleet Management	650,130	245,960	207,450	688,640	38,510	6%
	Total Internal Service Funds	843,171	317,130	293,200	867,101	23,930	3%
	Total All Funds	\$ 36,154,413	\$ 59,304,960	\$ 56,750,850	\$ 38,708,523	\$ 2,554,110	7%

[1] General Fund Expenditures Include a Projected Turnback, which amounts to **670,730**

Summary of Revenues, Expenditures and Changes to Fund Balances 2018

City of Louisville, Colorado
 Schedule of Revenue, Expenditures, and Changes to Fund Balances
 All Funds
 2018 Budget

Fund Number	Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses [1]	Ending Fund Balance	Amount of Change	Percent of Change
101	General	\$ 5,031,229	\$ 19,698,290	\$ 19,366,990	\$ 5,362,529	\$ 331,300	7%
	Special Revenue Funds:						
201	Open Space & Parks	2,831,318	2,481,470	4,057,900	1,254,888	(1,576,430)	-56%
202	Conservation Trust - Lottery	474,828	277,640	557,400	195,068	(279,760)	-59%
203	Cemetery Perpetual Care	561,614	35,980	2,300	595,294	33,680	6%
204	Cemetery	31,452	174,030	170,600	34,882	3,430	11%
205	PEG Fees	53,890	25,200	25,040	54,050	160	0%
206	Parking Improvement	6,209	50	-	6,259	50	1%
207	Historic Preservation	838,643	632,390	532,190	938,843	100,200	12%
	Total Special Revenue Funds	4,797,954	3,626,760	5,345,430	3,079,284	(1,718,670)	-36%
	Capital Project Funds						
301	Capital Projects	2,778,594	7,262,260	7,315,840	2,725,014	(53,580)	-2%
302	Impact Fee	1,320,396	723,850	1,193,900	850,346	(470,050)	-36%
	Total Capital Project Funds	4,098,990	7,986,110	8,509,740	3,575,360	(523,630)	-13%
401	Debt Service Fund	779,680	556,470	1,336,150	0	(779,680)	-100%
	Enterprise Funds (WC Basis)						
501	Water Utility	16,710,793	13,212,410	8,289,410	21,633,793	4,923,000	29%
502	Wastewater Utility	4,837,683	4,247,670	4,240,750	4,844,603	6,920	0%
503	Stormwater Utility	786,954	865,910	1,022,360	630,504	(156,450)	-20%
510	Solid Waste & Recycling Utility	145,003	1,723,020	1,639,010	229,013	84,010	58%
520	Golf Course	(17,590)	1,848,020	2,011,900	(181,470)	(163,880)	
	Total Enterprise Funds	22,462,843	21,897,030	17,203,430	27,156,443	4,693,600	21%
	Internal Service Funds (WC Basis)						
602	Technology Management	178,461	71,170	35,750	213,881	35,420	20%
603	Fleet Management	688,640	247,960	145,440	791,160	102,520	15%
	Total Internal Service Funds	867,101	319,130	181,190	1,005,041	137,940	16%
	Total All Funds	\$ 38,037,798	\$ 54,083,790	\$ 51,942,930	\$ 40,178,658	\$ 2,140,860	6%
	[1] General Fund Expenditures Include a Projected Turnback, which amounts to					698,620	

•Calculation of General Fund Operational Surplus/Deficit

City of Louisville, Colorado
2017 - 2018 Biennial Budget
General Fund
Calculation of Operational Surplus/Deficit

	2016 Orig Bdgt	2016 06/30 Bdgt	2016 07/01 Bdgt	2016 Actuals	2016 Estimates	2017 Req Bdgt	2018 Req Bdgt
Operating Revenue							
Total Revenue	18,121,240	18,418,420	18,418,420	13,148,204	18,277,610	19,305,040	19,698,290
Less: Nonrecurring, Building-Related Revenue	1,080,450	1,080,450	1,080,450	849,610	854,310	1,357,530	974,970
Less: Nonrecurring & Nonoperational Grants	-	-	-	-	-	-	-
Less: Nonrecurring Asset Sales	-	-	-	-	-	-	-
Less: Nonrecurring Interfund Transfers	-	-	-	-	-	-	-
Total Recurring/Operational Revenue	17,040,790	17,337,970	17,337,970	12,298,594	17,423,300	17,947,510	18,723,320
Operating Expenditures							
Total Expenditures	17,492,660	17,664,450	17,990,895	12,896,789	18,633,492	19,258,755	20,065,614
Less: Nonrecurring Interfund Transfers	72,500	72,500	72,500	823,093	900,900	-	-
Less: Projected "Turnback"	510,336	515,490	525,283	359,632	520,428	670,730	698,620
Total Recurring/Operational Expenditures	16,909,824	17,076,460	17,393,111	11,714,064	17,212,164	18,588,025	19,366,994
Operating Surplus/(Deficit)	130,966	261,510	(55,141)	584,530	211,136	(640,515)	(643,674)

City of Louisville, Colorado
2017 - 2018 Biennial Budget
Summary of Revenue Assumptions for Revenue Sources > \$100,000

Revenue Category	2015 Actual	2016 Estimate	2017 Budget	2018 Budget	Percent of Change		
					2016	2017	2018
Taxes:							
Sales Tax	12,136,428	12,618,890	13,063,660	13,520,880	4.0%	3.5%	3.5%
Property Tax	3,061,387	3,572,400	3,664,330	3,497,080	16.7%	2.6%	-4.6%
Use Tax - Building Materials	1,579,782	2,182,940	1,755,090	964,950	38.2%	-19.6%	-45.0%
Use Tax - Consumer	1,450,301	1,595,340	1,595,340	1,595,340	10.0%	0.0%	0.0%
Use Tax - Auto	1,372,205	1,337,900	1,391,410	1,447,080	-2.5%	4.0%	4.0%
Franchise Taxes	1,080,497	1,037,270	1,057,880	1,078,930	-4.0%	2.0%	2.0%
Lodging Tax	469,709	493,190	517,850	543,740	5.0%	5.0%	5.0%
Specific Ownership Tax	173,891	182,590	189,890	197,490	5.0%	4.0%	4.0%
Licenses & Permits:							
Construction Permits	975,696	1,386,400	1,362,830	974,970	42.1%	-1.7%	-28.5%
Minor Building-Related Permits	289,546	247,250	252,200	257,240	-14.6%	2.0%	2.0%
Intergovernmental Revenue:							
Highway Users Tax	627,019	627,020	651,100	664,100	0.0%	3.8%	2.0%
State Lottery	187,326	196,690	198,660	200,640	5.0%	1.0%	1.0%
Charges for Services:							
Water Tap Fees	2,798,805	9,214,460	10,673,110	6,499,920	229.2%	15.8%	-39.1%
Water User Fees	4,703,930	5,486,000	6,190,080	6,557,280	16.6%	12.8%	5.9%
Wastewater User Fees	2,693,881	2,921,700	3,299,250	3,364,880	8.5%	12.9%	2.0%
Impact Fees	1,062,759	2,849,250	1,168,130	704,850	168.1%	-59.0%	-39.7%
Wastewater Tap Fees	381,700	1,973,100	1,152,290	569,580	416.9%	-41.6%	-50.6%
Recreation Center Fees	1,899,196	1,937,340	1,963,570	1,979,820	2.0%	1.4%	0.8%
Solid Waste User Fees	1,394,851	1,475,460	1,520,460	1,566,840	5.8%	3.0%	3.1%
Storm Water User Fees	702,926	706,910	706,910	706,910	0.6%	0.0%	0.0%
Fines & Forfeitures							
Court Fines	128,974	134,130	134,130	134,130	4.0%	0.0%	0.0%

City of Louisville, Colorado
2017 - 2018 Biennial Budget
Summary of Changes to Major Expenditure Categories

Expenditure Category	2015 Actual	2016 Estimate	2017 Budget	2018 Budget	Percent of Change		
					2016	2017	2018
Salaries & Wages:							
Regular Wages	10,580,003	11,819,100	13,060,180	13,671,760	11.7%	10.5%	4.7%
Temporary Wages	1,261,194	N/Ap	N/Ap	N/Ap	N/Ap	N/Ap	N/Ap
Variable Wages	N/Ap	852,710	943,770	954,300	N/Ap	10.7%	1.1%
Seasonal Wages	N/Ap	616,980	627,580	664,780	N/Ap	1.7%	5.9%
Overtime	398,899	402,390	386,210	396,420	0.9%	-4.0%	2.6%
Employee Benefits:							
Employee Insurance & EAP	1,671,233	1,966,290	2,163,650	2,434,940	17.7%	10.0%	12.5%
FICA Expense	899,567	1,050,090	1,087,000	1,132,580	16.7%	3.5%	4.2%
Retirement Contribution	620,141	675,870	755,150	789,300	9.0%	11.7%	4.5%
Workers Compensation	176,211	169,170	181,080	188,630	-4.0%	7.0%	4.2%
Total Employee Compensation	15,607,248	17,542,600	19,204,610	20,232,710	12.4%	9.5%	5.4%
Supplies:							
General Operating Supplies	N/Av	844,282	841,250	852,310	N/Av	-0.4%	1.3%
Vehicle Maintenance Supplies	181,098	289,070	307,690	321,250	59.6%	6.4%	4.4%
Street Supplies	168,009	148,500	208,880	210,270	-11.6%	40.7%	0.7%
Computer Supplies	N/Av	137,570	157,220	147,140	N/Av	14.3%	-6.4%
Uniforms & Clothing	83,098	107,310	116,410	121,250	29.1%	8.5%	4.2%
All Supplies	1,422,019	1,759,860	1,876,890	1,903,960	23.8%	6.6%	1.4%
Purchased Services:							
Professional Services	1,959,583	2,532,360	2,622,680	2,536,370	29.2%	3.6%	-3.3%
Utilities	1,491,284	1,794,750	2,039,910	2,205,130	20.3%	13.7%	8.1%
Solid Waste Hauling	1,401,061	1,393,930	1,447,040	1,447,040	-0.5%	3.8%	0.0%
Parts, Repairs, & Maintenance	851,758	1,210,930	1,090,210	1,104,750	42.2%	-10.0%	1.3%
Legal Services	443,846	428,350	466,500	467,500	-3.5%	8.9%	0.2%
Insurance Premiums & Deductibles	354,769	389,520	461,260	500,250	9.8%	18.4%	8.5%
Boulder Dispatch Services	296,277	296,280	296,280	301,820	0.0%	0.0%	1.9%
Communications	120,565	130,504	174,690	181,450	8.2%	33.9%	3.9%
All Purchased/Contracted Services	8,430,141	10,190,280	10,913,360	11,122,300	20.9%	7.1%	1.9%