

City Council
SPECIAL MEETING
Agenda
Tuesday, October 13, 2015
City Hall, Council Chambers
749 Main Street
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

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

- A.** Approval of Funding to Hire Executive Recruiting Firm for Planning and Building Safety Director Position
- B.** Approval of Intergovernmental Agreement for Potable Water Interconnect with Town of Superior

5. REGULAR BUSINESS

**A. DISCUSSION/DIRECTION - CITY MANAGER'S PROPOSED
2016 BUDGET AND 2016 – 2020 CAPITAL IMPROVEMENTS
PLAN (CIP)**

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

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

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.

7. ADJOURNMENT

**SUBJECT: APPROVAL OF FUNDING TO HIRE EXECUTIVE RECRUITER
FOR PLANNING & BUILDING SAFETY DIRECTOR POSITION**

DATE: OCTOBER 13, 2015

PRESENTED BY: KATHLEEN HIX, HUMAN RESOURCES DIRECTOR

SUMMARY:

Planning & Building Safety Director, Troy Russ will be leaving the City of Louisville to pursue an opportunity in the private sector. His last day as a full-time City employee will be October 30, 2015. He will then provide contract/consulting services to complete some significant tasks, specifically the ERP/permitting software implementation until the end of January 2016. Due to the complexity of hiring a Planning & Building Safety Director, we are requesting additional funding in the human resources budget to fund the cost of hiring an executive recruiting firm and associated costs for the recruitment. This is not a budgeted item but average General Fund budget turnback will likely cover the cost. A budget amendment may be needed at a later date.

A draft outline of the process is as follows:

- October 13 – City Council reviews funding request for executive recruiting firm
- October 14 – Request for Proposals (RFPs) are sent to top-notch recruiting firms
- November 2 – 13 Focus Groups are held with stakeholders regarding qualities, characteristics, experience, and education needed for the position as well desired management, communications and interpersonal style.
- November 13 – RFPs are due
- November 16 – 20 – RFPs are reviewed by City Manager and Selection Committee comprised of city employees.
- November 30 – Anticipate contract with selected executive recruiting firm
- December 1 – Work begins with selected firm to incorporate feedback from focus groups into high-quality marketing materials, actively recruit prospective candidates, complete comprehensive background information on selected candidates, and assist with interview process and community open house, and coordinate media relations activities.
- January – Firm begins advertising and actively recruiting
- February – Formal recruitment period ends
- March – Finalist selected and offer extended
- April – Selected candidate begins employment with the City of Louisville

FISCAL IMPACT:

Staff estimates it will cost \$25,000 - \$35,000 for a recruiter, plus as much as \$15,000 in additional recruiting expenses (advertising, materials, travel for candidates, etc.)

SUBJECT: APPROVAL OF FUNDING FOR EXECUTIVE RECRUITER

DATE: OCTOBER 13, 2015

PAGE 2 OF 2

RECOMMENDATION:

Staff recommends Council approve allocating up to \$50,000 from the General Fund for expenses associated with recruiting the City's next Planning and Building Safety Director.

SUBJECT: RESOLUTION NO. 72, SERIES 2015 – A RESOLUTION APPROVING AN AGREEMENT WITH THE TOWN OF SUPERIOR FOR THE EMERGENCY POTABLE WATER INTERCONNECT

DATE: OCTOBER 13, 2015

PRESENTED BY: KURT KOWAR, PUBLIC WORKS DEPARTMENT

SUMMARY:

Staff is recommending approval of an Intergovernmental Agreement with the Town of Superior outlining operational protocols for a new interconnect system between the Superior and Louisville potable water systems.

In 2013 City of Louisville and Town of Superior staff discussed the concept of a potable water interconnect between the City and the Town to provide both municipalities with a redundant treated water supply. Doing so would:

- Provide Superior redundancy for potable water treatment in the event of an emergency.
- Improve Louisville redundancy for potable water treatment in the event of an emergency.
- Provide extra capacity for Louisville potable water supply in future years when peak day demands in the summer may slightly exceed Louisville existing water treatment capacity. The interconnect investment was \$300,000 versus \$5-10 million dollars for a full water treatment plant expansion.
- Potentially provide for potable water supply of both communities during the winter from one water treatment plant. Currently each community runs their separate water treatment plants during the winter. Power costs and general wear tear on water treatment plants could be minimized in this scenario.

In 2014, Louisville's City Manager and Town of Superior's Town Manager executed a letter of understanding for sharing design expenses associated with the interconnect. The attached Intergovernmental Agreement describes the construction, operation, maintenance, and improvement responsibilities between the two municipalities. The proposed interconnect would be Louisville's second potable water interconnect, with the first being with the City of Lafayette. The project would result in Superior's only emergency water supply.

SUBJECT: EMERGENCY POTABLE WATER INTERCONNECT IGA

DATE: OCTOBER 13, 2015

PAGE 2 OF 2

RECOMMENDATION:

Staff recommends City Council pass Resolution No. 72, Series 2015 authorizing the Mayor to sign the attached Agreement on behalf of the City.

ATTACHMENT(S):

1. Resolution
2. Agreement

**RESOLUTION NO. 72
SERIES 2015**

A RESOLUTION APPROVING AN AGREEMENT WITH THE TOWN OF SUPERIOR FOR THE DESIGN, CONSTRUCTION, MAINTENANCE, AND OPERATION OF AN EMERGENCY POTABLE WATER INTERCONNECT

WHEREAS, the City of Louisville (“Louisville”) and the Town of Superior (“Superior”) previously entered into an agreement to jointly design an emergency potable water interconnect; and

WHEREAS, a new Agreement has been proposed between Louisville and Superior to provide for construction, maintenance, and operating guidelines for the emergency potable water interconnect; and

WHEREAS, Louisville’s Council finds that the proposed agreement is in the best interests of Louisville and its citizens.

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

1. The Mayor is authorized to execute the agreement on behalf of Louisville.

PASSED AND ADOPTED this _____ day of _____, 2015.

Robert P. Muckle, Mayor

ATTEST:

Nancy Varra, City Clerk

**INTERGOVERNMENTAL AGREEMENT
POTABLE WATER INTERCONNECT**

THIS INTERGOVERNMENTAL AGREEMENT (the "Agreement") is made and entered into this ___ day of _____ 2015 (the "Effective Date"), by and between **THE CITY OF LOUISVILLE**, a Colorado municipal corporation ("Louisville"), and **SUPERIOR METROPOLITAN DISTRICT NO. 1** ("SMD1"), a Colorado special district. Louisville and SMD1 are hereafter referred to from time to time individually as the "Party" or collectively as the "Parties."

WITNESSETH

WHEREAS, the Parties own and operate independent municipal potable water distribution systems;

WHEREAS, the Parties wish to design and construct an interconnect between the two distribution systems located in the approximate vicinity of Marshall Road and the Howard Berry Water Treatment Plant, to allow each Party to provide water to the other in certain circumstances (the "Interconnect");

WHEREAS, in this Agreement, the Party providing the water through the Interconnect shall be referred to as the "Seller" and the Party consuming the water shall be referred to as the "Buyer"; and

WHEREAS, the Parties are authorized by Article XIV, § 18 of the Colorado Constitution and C.R.S. § 29-1-201, *et seq.*, to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Cost Share. The cost to design, construct, and maintain the Interconnect shall be shared as follows: 50% by SMD1 and 50% by Louisville.

2. Design Phase Lead Agency. SMD1 shall be the lead agency for the design phase and shall contract with an engineering consultant for design of the Interconnect, which consultant shall be agreed upon by both Parties. Design meetings shall be held only if representatives from the engineering consultant, Louisville, and Superior are present. SMD1 shall provide Louisville with the design plans and specifications for the Interconnect for Louisville's review, comment and approval, which approval shall not be unreasonably withheld. Louisville shall reimburse SMD1 for 50% of the total design costs within 30 days of receipt of an itemized invoice from SMD1.

3. Construction Phase Lead Agency. Louisville shall be the lead agency for the construction phase and shall enter into an agreement with a contractor for construction of the Interconnect, which contractor shall be agreed upon by both Parties. Construction progress meetings shall be held only if representatives from the engineering consultant, Louisville, and Superior are present and, if applicable, contractor representatives. Superior shall reimburse

Louisville for 50% of the total construction costs within 30 days of receipt of an itemized invoice from Louisville.

4. Interconnect Capacity. The Interconnect shall be able to transmit 2 million gallons per day to either Party without pumping.

5. Interconnect Ownership; Maintenance. The Interconnect shall be jointly owned and maintained by the Parties on an equal share basis. A maintenance schedule for the Interconnect shall be drafted prior to the Interconnect's construction completion, which schedule shall be mutually agreed upon by the Parties. Because location of the Interconnect is at Louisville's Howard Berry Water Treatment Plant, Louisville expressly grants SMD1 and its employees and contractors a right of access to enter the Howard Berry Water Treatment Plant for the purpose of inspecting, maintaining and repairing the Interconnect at any time, upon 48 hours prior notice to Louisville. All repairs other than routine maintenance and replacement shall first be approved by both Parties. Costs for repair and replacement shall be borne equally by both Parties. The Party undertaking any maintenance shall provide an itemized invoice to the other Party, which shall reimburse the first Party for 50% of the total costs for the maintenance activities within 30 days of receipt of the itemized invoice.

6. Use Request. The Buyer shall request use of water from the Seller at least 24 hours in advance. The 24-hour notification period may be waived by the Seller's Director of Public Works or designee. The Seller's approval of the provision of emergency or supplementary water to the Buyer shall not be unreasonably withheld. The Interconnect shall be used for provision of emergency or supplementary water supply with the water quantity limited by the amount needed to complete specified tasks. "Emergency water" means that water necessary to alleviate a shortage that is occurring or will imminently occur for one Party that would, if the Interconnect is not activated, result in an imminent threat to the public health, welfare, or safety of that Party. "Supplementary water" means a shortage of untreated (raw) water, inadequate capacity for treatment, or water that is needed by a Party for maintenance of its water treatment plant. The Seller, in its reasonable discretion, shall have the right to limit the flow rate, volume, the time of day water is provided, the day of the week water is provided and overall duration of water sale.

7. Interconnect Startup Fees. No startup fees for initiating use of the Interconnect shall be charged by either Party.

8. Water Quality. Treated water quality shall meet requirements set forth by the Colorado Department of Public Health and Environment ("CDPHE"). It is the responsibility of the Seller to supply water quality meeting CDPHE standards. It is the responsibility of the Buyer to notify its customers of water quality issues, if required.

9. Metering and Rates. The Interconnect shall be designed so as to record the flow of water in either direction. The water flowing through the Interconnect shall be billed by the Seller to the Buyer at a flat rate of \$3.00/1,000 gallons. This flat rate may be adjusted by the percentage change (up or down) of the Consumer Price Index for All Urban Consumers (CPI-U) in the Denver/Boulder/Greeley Area from the most recent non-seasonally adjusted data available

for aforementioned index. If the Buyer provides raw water to be treated and returned, the rate shall be 80-percent of the flat rate stated above.

10. Billing and Payment. The Seller shall read the water meter and invoice the Buyer within 30 days after the use has stopped. If the water sale continues longer than a month, monthly invoices shall be provided. The Buyer shall pay each invoice within 30 days of receipt.

11. Term and Termination. This Agreement shall be in effect until terminated by either Party in writing served upon the other party no later than 180 days prior to the expected date of termination. Termination of the Agreement shall not release either Party's obligations to pay for design, construction, or maintenance costs previously incurred or water previously used. Upon termination of this Agreement, the Parties shall in good faith negotiate a termination agreement addressing the disposition of the Interconnect.

12. Notice. All notices, demands, requests, consents, approvals, offers, statements, and other instruments or communication required or permitted to be given hereunder shall be in writing and shall be deemed to be effective upon electronic delivery, hand delivery or 72 hours after mailing by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Louisville: City Manager
 City of Louisville
 749 Main Street
 Louisville, CO 80027

If to SMD1: Town Manager
 Town of Superior
 124 East Coal Creek Drive
 Superior, CO 80027

13. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by either Party shall not constitute a waiver of any of the other terms or obligation of this Agreement.

14. Integration. This Agreement constitutes the entire agreement between the Parties, superseding all prior oral or written communications.

15. Third Parties. There are no intended third-party beneficiaries to this Agreement.

16. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Boulder County, Colorado.

17. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall constitute one and the same agreement.

18. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

19. Assignment. Neither this Agreement nor any of the rights or obligations of the Parties shall be assigned by either Party without the written consent of the other.

20. Subject to Annual Appropriation. Consistent with Article X, § 20 of the Colorado Constitution, any financial obligation of each Party not performed during the current fiscal year is subject to annual appropriation, shall extend only to monies currently appropriated, and shall not constitute a mandatory charge, requirement, debt or liability beyond the current fiscal year.

21. No Joint Venture or Partnership. Nothing contained in this Agreement is intended to create a partnership or joint venture between the Parties and any implication to the contrary is hereby expressly disavowed. It is understood and agreed that this Agreement does not provide for the joint exercise by the Parties of any activity, function, or service nor does it create a joint enterprise, nor does it authorize either Party to act as an agent of the other Party for any purpose whatsoever.

22. Responsibility for Legal Proceedings. Louisville shall be responsible for defending itself in any civil action brought against Louisville by any person claiming injury and damages as a result of the performance of this Agreement. Likewise, SMD1 shall be responsible for defending itself in any civil action brought against SMD1 by any person claiming injury and damages as a result of the performance of this Agreement. SMD1, its officers, contractors and employees shall not be deemed to assume any liability for acts, errors, or omissions of Louisville or any officer or employee thereof arising out of the performance of this Agreement. Likewise, Louisville, its officers, contractors and employees shall not be deemed to assume any liability for acts, errors, or omissions of SMD1 or any officer, contractor or employee thereof arising out of the performance of this Agreement.

23. Governmental Immunity. The Parties and their officers, attorneys and employees are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the Parties and their officers, attorneys or employees.

24. Modification. This Agreement may only be modified upon written agreement of the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date.

**SUPERIOR METROPOLITAN
DISTRICT NO. 1**

Clint Folsom, President

ATTEST:

Phyllis L. Hardin, Secretary

CITY OF LOUISVILLE, COLORADO

Robert P. Muckle, Mayor

ATTEST:

Nancy Varra, Town Clerk

SUBJECT: CITY MANAGER’S PROPOSED 2016 BUDGET AND 2016-2020 CAPITAL IMPROVEMENTS PLAN (CIP)

DATE: OCTOBER 13, 2015

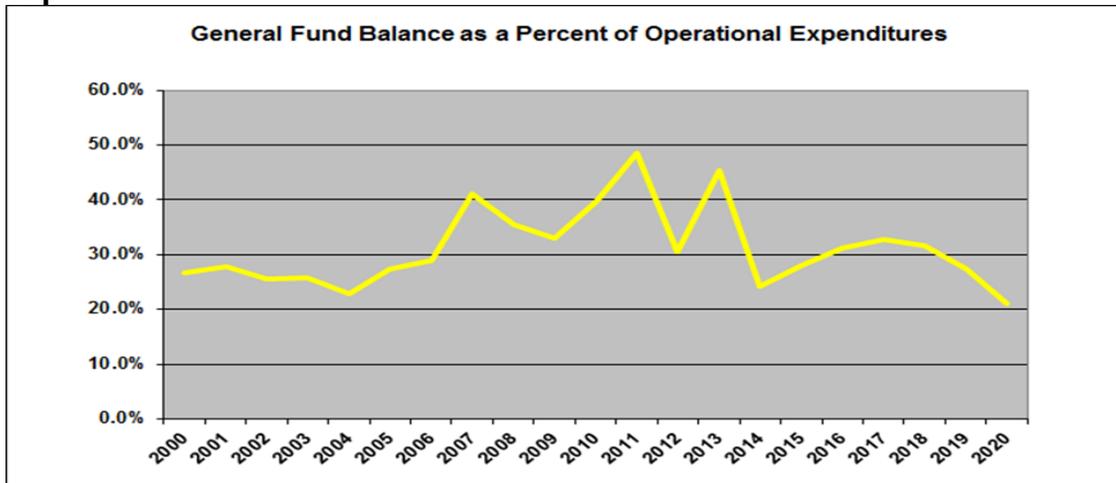
PRESENTED BY: MALCOLM FLEMING, CITY MANAGER

SUMMARY:

The City Manager provided an overview of the 2016 Budget during the September 15, 2015 City Council meeting and then addressed Council’s and the public’s questions regarding the budget during the September 21 Council meeting. This meeting and the attached materials are intended to address the issues Council raised during the previous meetings and to provide another opportunity for the public and Council to ask questions about the proposed budget and provide direction on any changes or additional information Council wants to see incorporated into the proposed budget for consideration during the public hearing on the budget scheduled for October 20th.

The September 21st proposed 2016 budget presented by the City Manger can be found [at this link](#). During the September 21st City Council meeting Council Members raised several issues. Those issues and staff’s response are summarized below:

- **Follow-up on Fiscal Policies** - a memo is attached regarding the changes suggested to the fiscal policies based on the conversation at the September 21st meeting. The Finance Committee will discuss these changes and consider specific reserve policy changes during its December meeting and bring all fiscal policy changes back for formal approval during the December 15 City Council meeting. Any proposed 2016 changes to Recreation Fees will be assumed in the fiscal model going forward. (#1)
- **A graph showing the Fund Balance as a percentage of operating expenditures** is below.



This graph will be included in future 2016 budget documents.

- **Reserves in the Conservation Trust Fund.** Proposed options for changes to the fiscal policies will be discussed in detail during the December 15 City Council meeting (per above). However, the projected cost to purchase the three properties identified in the City's September 1, 2015 recommendation to Boulder County, considering likely funding partners, would be about \$3.5 million.
- **Additional options for paving,** cost, OCI achieved, locations, etc. – please see attached. (#2)
- **More information on Weed Coordinator/Vegetation Control** – Based on further review, staffs recommends instead of adding a full-time position, provide \$30,000 to contract for additional weed/vegetation control. If approved, the Parks and Recreation Department will work with the contractor to map, monitor, control and evaluate results in 2016. Contracting will be more cost effective, permit more immediate results and cover more problem areas than adding a full-time position as originally suggested. Additionally, staff can determine if similar resources are needed each year (or not) based on weather conditions and adjust the contract amount accordingly.
- **More information on Open Space Ranger Position,** metrics and what a full-time position might accomplish – please see attached memo. (#3, 2 attachments)
- **More information on CMO Intern** – Reasons to hire an intern:
 - 1) New perspective on organizational issues
 - 2) Ease of use with technology
 - 3) Help with projects or tasks that existing staff do not have sufficient time to complete because of other higher priorities. Such projects include:
 - Performance Measures Project
 - ❖ Refine existing performance measures in to meaningful measures for residents, City Council, and staff
 - ❖ Research and provide comparison data for what we should be measuring
 - ❖ Review ICMA's updated Center For Performance Measurement tools
 - Economic Development Support
 - Research analysis of other cities marketing plans for economic development
 - Trend Analysis including sales tax trends before and after an event and other types of trend analyst
 - TIF research

- Researching social media policies and making recommendations for the City of Louisville
 - Researching BYOD (bring your own device) policies applicable to phones and computers and making recommendations for future IT resource needs
 - Researching and providing templates for a bi-annual budget
- 4) Gain advocates for the organization
- Allow interns to test-drive a career
 - Using talents of individual without having to make a long-term hiring commitment
 - Allows staff to develop their supervisory skills while training and mentoring an intern
- **Why do we need additional rate study in 2016** - the budget for the Utility Rate Study is the estimated cost for a consultant to provide an updated 5 year rate plan. The costs include data transfer, data quality check, update of the model to the next 5 year horizon, discussion and update of changes from the previous 5 year plan, and final input of modeling parameters to provide the next 5 year rate projections. This is not additional study of what we should do; but rather an update of what we need to do. Given the current project load for Public Works and Finance, staff does not have the large blocks of time needed to perform the analysis and spreadsheet work required to complete this task. This has also been communicated and discussed with the Water Committee and they are in agreement with this course of action.
 - **Define purpose and goals of neighborhood plans** – The City’s residential housing stock is aging and rehabilitation issues within residential areas have created challenges to the City’s approved Planned Unit Development and existing zoning. Outside of Old Town, the City’s residential areas are governed by independent Planned Unit Developments (PUDs). While these PUDs are comprehensive, many are not equipped to facilitate needed reinvestment. The proposed Neighborhood Plans would provide a coherent public planning process to address long-term stabilization issues such as: housing rehabilitation, cut-through traffic and speeding, safe routes to school, aging infrastructure, and access to community services. Funding for this effort would be used for legal consultation needed to address the PUD / RE Zone District, traffic counts on various streets, and cost estimating assistance.
 - **Discussion of Front Street and Downtown Alley Study** – A key recommendation of the Downtown Parking and Pedestrian Action Plan focused on extending the reach of the pedestrian to better access remote parking spaces throughout downtown. The Front Street and Downtown Alley Study would facilitate a proactive community outreach and streetscape design effort with the DBA, the Louisville Arts District, Downtown property and business owners to evaluate and make recommendations for improving the pedestrian experience

along Front Street and the two downtown alleys, which provide critical pedestrian and vehicle access to surface parking areas in downtown, including: the new 55 spaces leased at Koko Plaza, the 26 spaces being constructed near the Grain Elevator and new parking in the redevelopment district being accessed by the South Street Gateway. Funding would be used by staff for technical support, including cost estimating and three dimensional rendering.

- **Final CIP with changes from June and the September 21 budget discussion** – please see attached. (#4)
- **Program Revenue** table based on the Programs and Subprograms in the 2016 proposed budget – please see attached. (#5)
- **Why is \$90,000 for the City Services Facility proposed in the 2016 budget** - Staff is providing a “best educated guess” estimate for what costs will be for the new facility. The historical “Building Maintenance” program recognizes a \$35,746 budget reduction. The new “City Services Building Maintenance” carries over costs from “Building Maintenance”. 72% of the budget is fixed costs such as Utilities, Trash, and Janitorial services. The remaining costs are for general costs throughout the year for various services or parts that may be needed. Overall, the new facility is double the size of the old facility and has significantly more heating and cooling space that results in higher costs.
- **Street Faire in the 2016 proposed budget** – Current proposed 2016 budget includes \$25,000 for to match a similar amount from the DBA for flowers and lights. Discussions with the DBA on the financial structure and costs for 2016 have resulted in the following proposed outline:
 - Flowers and Holiday Lights become sole City responsibility. Cost \$50,000 total with \$25,000 for flowers and \$25,000 for lights. City to take over these operations, likely contractual, not City staff.
 - Street Faire Concept (SF):
 - The new SF concept is a 50/50 split of all SF expenses. This will include splitting the cost of a new paid SF Coordinator.
 - A Committee composed of DBA and City representatives will share the SF financials and make necessary decisions concerning the faire
 - If after the season, the SF is revenue negative, the City will absorb any losses
 - If after the season, the SF is net revenue positive, the net will be split between the City and the DBA on a basis yet to be determined, with the understanding that the DBA needs capital going into the first six months or so of the year to pay band deposits and related expenses

- The City and DBA will work together to hire someone for the position of SF coordinator/director/supervisor, possibly using the City's request for proposals process
 - DBA to retain artistic autonomy concerning musical palette, genre, band size and budget. # of concerts still under discussion.
 - DBA to maintain creative control over marketing materials.
 - Based on previous performance of nine evenings/bands, staff projects that the City's net cost will be in the \$105,000 range assuming a 50/50 split of net revenue.
- **Discussion on the non-profit grant program** – please see attached. (#6)
 - **Information on agenda management software, web streaming and email outreach** – see below.
 - 1) The City will continue web streaming for 2016 but plans to switch to a new system. This system combines with the minutes system the City Clerk is already using so that minutes and the video can be interactive.
 - 2) The agenda management software is a back end system that creates the packet in a database and then posts the packet online so it is also interactive with the video and minutes modules. The combined system described above is the same cloud-based suite of products Boulder County uses for their web streaming and it allows the user to have one web browser window open that shows the video; agenda, packet and supporting documents; and minutes at the same time, [Example](#). The total cost for the agenda management and streaming suite is \$9,000 more than last year's cost for web streaming alone, but \$4,000 of the cost is a one-time set up cost.
 - 3) The email outreach program is Constant Contact. Currently various departments use a variety systems and email lists to complete outreach. This system gives users an easy interface to create graphically attractive email marketing campaigns without significant time or training. It is the same system the Town of Superior and the Louisville Chamber of Commerce currently use.
 - **Information specifically on the changes in Cultural Events Budgets 2014, 2015, 2016** – the Cultural Arts and Special Events two are separate budget items. *Special Events* covers July 4th, Fall Festival, Parade of Lights, and Street Faire. With the exception of the 2016 Street Faire conversation, the other events have stayed steady for the past three years. The Cultural Arts Budget changed in 2014 with the addition of the Cultural Arts and Special Events Coordinator. The following changes since 2014 can be seen:

- 1) Beginning in 2014 one-half of the salary for the Cultural Arts & Special Events Coordinator is paid from this budget
 - 2) Additional funding for supplies (\$800/year), staff education (\$800/year), marketing (\$6,000/year), printing (\$1,900/year), and staff training related travel (\$1,900/year)
 - 3) Custodial Services and Trash Removal for the Arts Center were previously paid out of the Recreation Center budget but now are line items associated specifically with the Arts Center (\$9,100/year).
 - 4) New programs for 2016 are a program for the LCC to provide grants to local artists and arts groups (\$6,000) and Opportunity Programming funds (\$3,500) for staff to have funds available for opportunities for arts programming that may present themselves during the year
 - 5) WiFi was added to the Arts Center in 2015. The cost is split 75%/25% between to the Arts Center and Memory Square Pool.
 - 6) Three capital requests related to Cultural Arts are in the 2016 proposed budget:
 - ❖ *Community Sculpture Garden*: \$30,000 each in 2019 and 2020
 - ❖ *Center for the Arts Audio Visual Equipment*: \$11,300 for audio visual equipment and installation in order to provide consistent, uniform sound and visual projection systems, similar to that presently provided within other City facilities (City Hall and the Public Library).
 - ❖ *Center for the Arts: ADA Compliance and Storage Remodel*: In 2015, \$5,000 was provided for an architectural review of the storage capabilities and previously identified ADA compliance issues. The ADA compliance issues must be addressed in the very near future and reasonable modifications to the historical structure have been proposed. For greatest efficiency and the best utilizations of resources, the ADA and storage issues should be addressed simultaneously. Given the age of the facility and the possibility of unknown issues associated with certain aspects of this project (particularly related to water lines), the architect estimated the work to be roughly \$20,000-\$30,000.
- **Provide information on the HPC grant for Neihoff House**, what occurs if don't receive grant funding – This is requesting money from the Louisville HPF. If funding is not granted the building's exterior will not be restored.
 - **Legal costs associated with urban renewal efforts at the Former Sam's Club** - No condemnation actions have been initiated warranting legal costs at this time. If a condemnation action is necessary to advance a redevelopment project at 550 S. McCaslin Blvd, a future budget amendment detailing proposed costs will be presented.

SUBJECT: PROPOSED 2015 BUDGET AND 2015-2020 CIP

DATE: OCTOBER 13, 2015

PAGE 7 OF 7

- **Economic development changes from 2014-2015**, whether successful and any adjustments to the 2016 budget - Several additions were made to the ED operating budget in 2015. The advertising budget was increased by \$6,600 to create new marketing brochures. This project was canceled to pay for Urban Renewal Plan creation costs. Business Development costs were increased by \$18,000 to increase outreach to developers, retailers, brokers and businesses. Due to the continued workload in economic development, significant increases in outreach have not been achieved. 2015 funds will be turned back at the end of the year, and staff has requested scaled back levels in the 2016 budget request.
- **Department Priorities** – please see attached. (#7)

FISCAL IMPACT:

See above and attachments.

RECOMMENDATION:

Discuss the proposed budget and provide direction to staff on specific revisions Council would like to see included for consideration during the October 21 Public Hearing.

ATTACHMENTS:

1. Fiscal Polices Memo
2. Actions and Funding to resurface streets below OCI 35
3. Open Space Ranger Info
4. [Final CIP](#)
5. Program Revenue Table
6. Non-Profit Program Memo
7. Department Priorities

SUBJECT: CHANGES TO FINANCIAL POLICIES

DATE: OCTOBER 13, 2015

PRESENTED BY: KEVIN WATSON, FINANCE DIRECTOR

SUMMARY:

Per City Council's request at the September 21, 2015 Budget Session, the following changes have been made to the proposed Financial Policies.

3.4 Bond Counsel. The City will retain an external bond counsel through a competitive process administered by the Finance Department and City Attorney's Office. ~~The City will utilize external bond counsel for all debt issues.~~ All ~~debts~~ debt issues of the City will include a written opinion by bond counsel on the validity of the bond offering, the security for the offering, and whether and to what extent interest on the bonds is exempt from income and other taxation.

~~**4.7 Fees for Recreational Services.** The City will set fees for recreational services at a level to support seventy five percent (75%) of the direct and indirect costs of children's programs. Non-resident recreation participants will pay the regular program fees plus an additional fee of 25% or \$5.00, whichever is higher.~~

4.7 Fees for Children's Recreational Services and Senior Programs. The City may set fees for children's recreational programs and senior services at levels below the full cost of providing those services.

4.8 Fees for Non-Resident Recreational Services. Non-residents may be required to pay higher fees than residents for City services.

The policy on reserves for the Open Space & Parks Fund will be discussed at a later meeting. Once that policy is finalized, the entire set of Financial Policies will be brought forward to the City Council for formal adoption.

**SUBJECT: ACTIONS AND FUNDING TO RESURFACE ALL STREETS
CURRENTLY BELOW OCI RATING OF 35**

DATE: OCTOBER 13, 2015

**PRESENTED BY: KURT KOWAR, PUBLIC WORKS DIRECTOR
MALCOLM FLEMING, CITY MANAGER**

SUMMARY:

Among the City Council's goals for 2015 is having a plan to achieve an average Overall Condition Index (OCI) of 75 by 2019 with a minimum OCI of 35 on all streets by a specified date. To achieve this goal, staff has prepared an alternative street Booster Program scenario that would complete all utility work needed and resurface all streets currently under 35 OCI as part of the 2016 - 2020 capital improvement plan.

To complete this plan a number of water and sewer line replacements must be completed. The City contracts provide for a two-year warranty period on the pavement patches associated with water and sewer line replacements. In years 1-3 of the plan, staff would undertake aggressive water and sewer replacements. As the two-year warranties begin to expire in years 3-5 of the plan staff would follow-up with the paving and concrete repairs on those street segments.

The attached map illustrates streets color coded by the year they would be paved. Streets are labeled with the year and a letter to denote the timing of utility replacement and which utility, "w" or "s". To provide context, it is also helpful to consider the current 5-Year Resurfacing Plan. Here is a [Link to 5 Year Resurfacing Plan](#)

The cost estimates for this work are based on high-level data (segment length and width, average current costs for similar work plus a 20% contingency, and concrete costs calculated as 50% of paving costs). Detailed reviews of each segment would have to be completed to refine these cost estimates. Utility replacement costs are also based on recent project costs. The following table summarizes these cost estimates.

SUBJECT: ACTIONS AND FUNDING TO RESURFACE STREETS BELOW OCI 35**DATE: OCTOBER 13, 2015****PAGE 2 OF 4**

Funds Needed To Raise All Streets Above OCI 35 Within 5 years						
	2016	2017	2018	2019	2020	Total
Water*	\$497,176	\$1,819,900	\$2,051,480	\$0	\$0	\$4,368,556
Sewer*	\$0	\$687,968	\$913,156	\$0	\$0	\$1,601,124
Paving*	\$583,391	\$1,006,653	\$476,671	\$1,762,835	\$1,861,364	\$5,690,914
Concrete**	\$291,696	\$503,327	\$238,336	\$881,417	\$930,682	\$2,845,457
Subtotal	\$1,372,263	\$4,017,848	\$3,679,643	\$2,644,252	\$2,792,046	\$14,506,051
Total Paving & Concrete	\$875,087	\$1,509,980	\$715,007	\$2,644,252	\$2,792,046	\$8,536,371
Current Funds in Booster Program	\$460,000	\$600,000	\$300,000	\$1,000,000	\$500,000	\$2,860,000
Additional Capital Project Funds Needed	\$415,087	\$909,980	\$415,007	\$1,644,252	\$2,292,046	\$5,676,371
Current Funds in Water Fund	\$220,000	\$230,000	\$245,000	\$255,000	\$260,000	\$1,210,000
Current Funds in Sewer Fund	\$315,000	\$330,000	\$350,000	\$365,000	\$370,000	\$1,730,000
Additional Water Funds Needed	\$277,176	\$1,589,900	\$1,806,480	-\$255,000	-\$260,000	\$3,158,556
Additional Sewer Funds Needed	-\$315,000	\$357,968	\$563,156	-\$365,000	-\$370,000	-\$128,876
Total Additional CPF and Utility Funds Needed	\$377,263	\$2,857,848	\$2,784,643	\$1,024,252	\$1,662,046	\$8,834,927

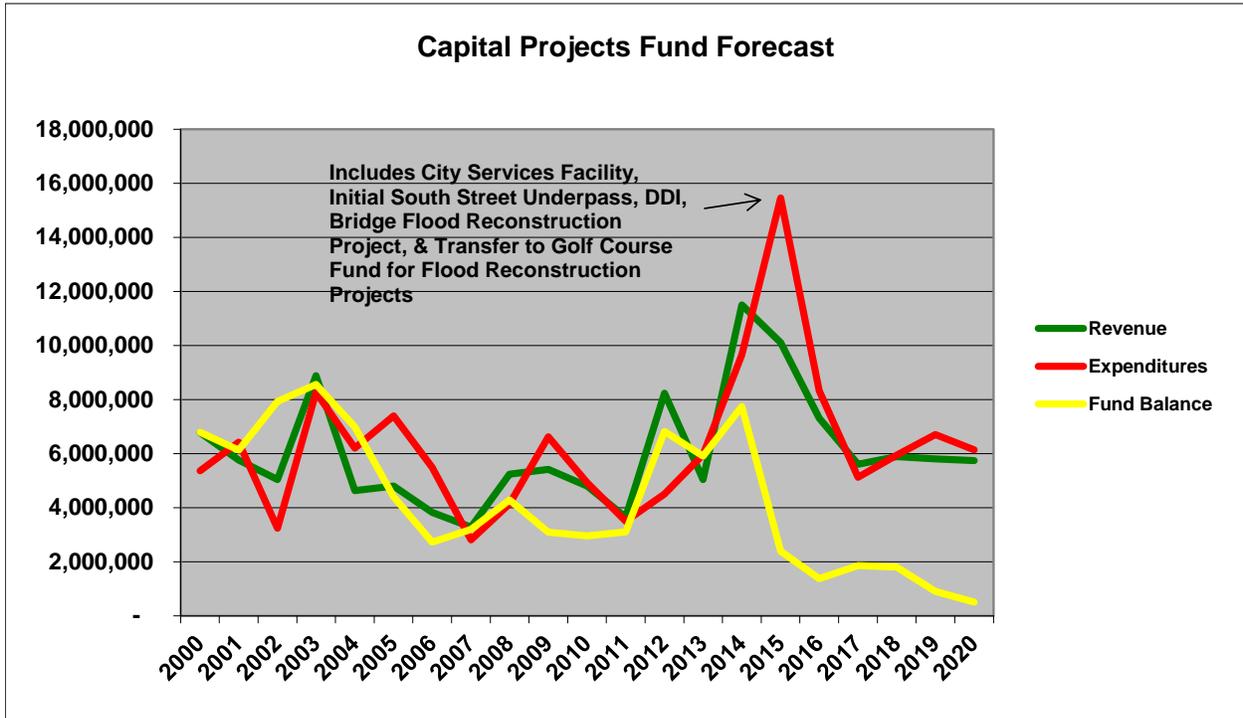
*Includes 20% Contingency
**Assumes Concrete is equal to 50% of Paving cost.

As the table indicates, implementing this plan would require increasing the current level of Capital Project Funds (CPF) for the 5-Year Booster Program by about \$415,000 in 2016 to as much as \$2.3 million in 2020, with the total CPF for the Booster Program increasing by \$5.7 million over the 5 year period.

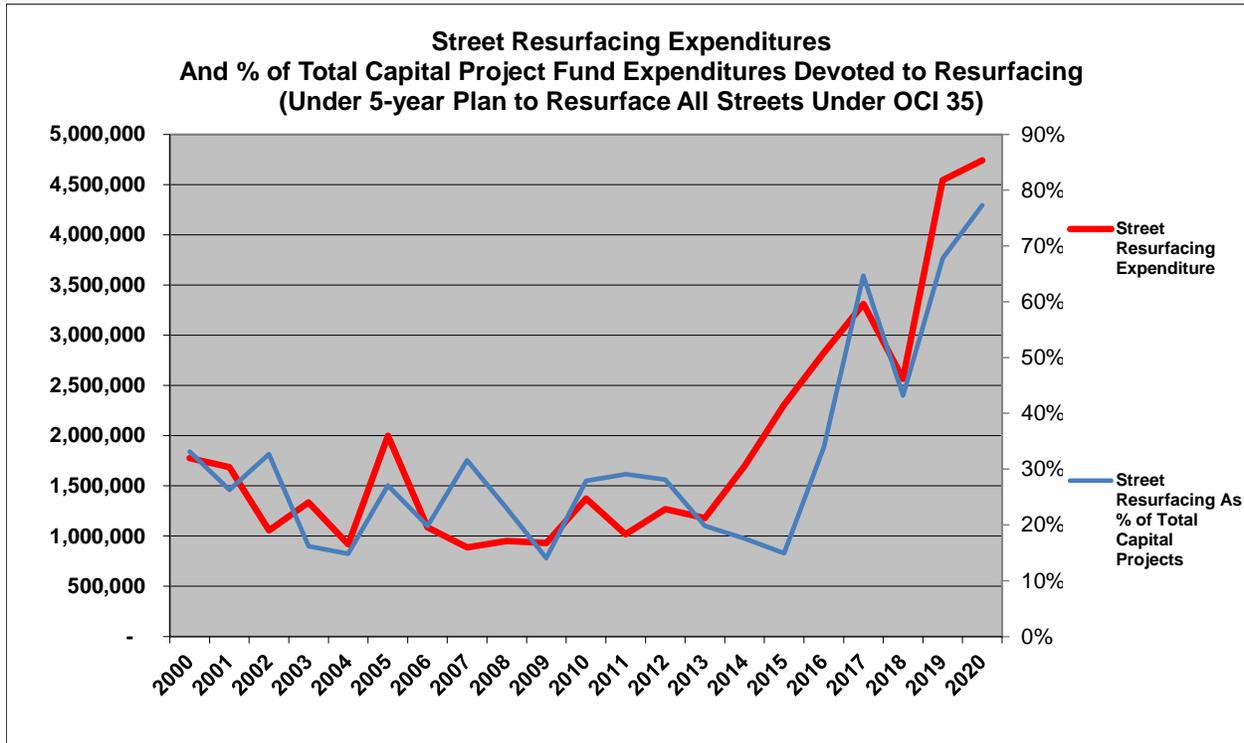
There is not sufficient funding in the Capital Projects Fund under the 2016-2020 Capital Improvement Program tentatively approved by Council on June 9, 2015 (and further updated based on direction by Council since that meeting). However, by deferring or deleting other projects, it would be possible to increase the Booster Program to these levels. The table below lists some projects for consideration.

Preliminary Project Options To Provide Additional Funds For Paving		
SH 42 Corridor Improvements--Steel Ranch Underpass (Net Savings)	760,600	(1)
CTC/96th Street Connector (Net of Funding from CTC Metro)	550,000	
Community Park Sprayground Renovation	285,000	
Recreation Equipment (2017-2020)	280,000	
Communications Fiber Project	250,000	
Visitor Center & Historical Museum (Design Only)	227,500	
Wayfinding Implementation	200,000	
Rec Center - Ceiling Renovation	100,000	
Rec Center - Door Replacement	85,000	
Repurpose In-Line Skating Rink	81,000	
Police Department Basement Restrooms and Lockers	60,000	
Community Sculpture Garden - Art in the Park	60,000	
Rec Center - Lobby Floor Renovation	50,000	
Rec Center - Carpet Replacement	35,000	
Rec Center - Aerobics Floor Replacement	30,000	
	3,054,100	
(1) Net savings after eliminating \$750,000 County Contribution		

Delaying the projects listed above would result in the following Capital Projects Fund forecast and a 2020 year-end fund reserve of just over \$500,000.



Focusing efforts on street resurfacing in this manner, combined with the ongoing level of funding for street resurfacing elsewhere in the City, which the proposed budget maintains at a level of roughly \$1.9 million annually over the next five years, would significantly increase the level of funding for street resurfacing and the percentage of the Capital Projects Fund devoted to this specific area when compared with the funding levels since 2000. The following graph reflects this impact.



Implementing the plan would also require a total \$3.2 million increase in Water Funds (mostly in 2017 and 2018) over the same 5-year period. If Council wants to implement this plan, staff will complete further analysis to determine the impacts of the expedited utility replacement costs on City water and sewer rates.

FISCAL IMPACT:

Please refer to tables and graphs above.

RECOMMENDATION:

Discussion and Direction from Council

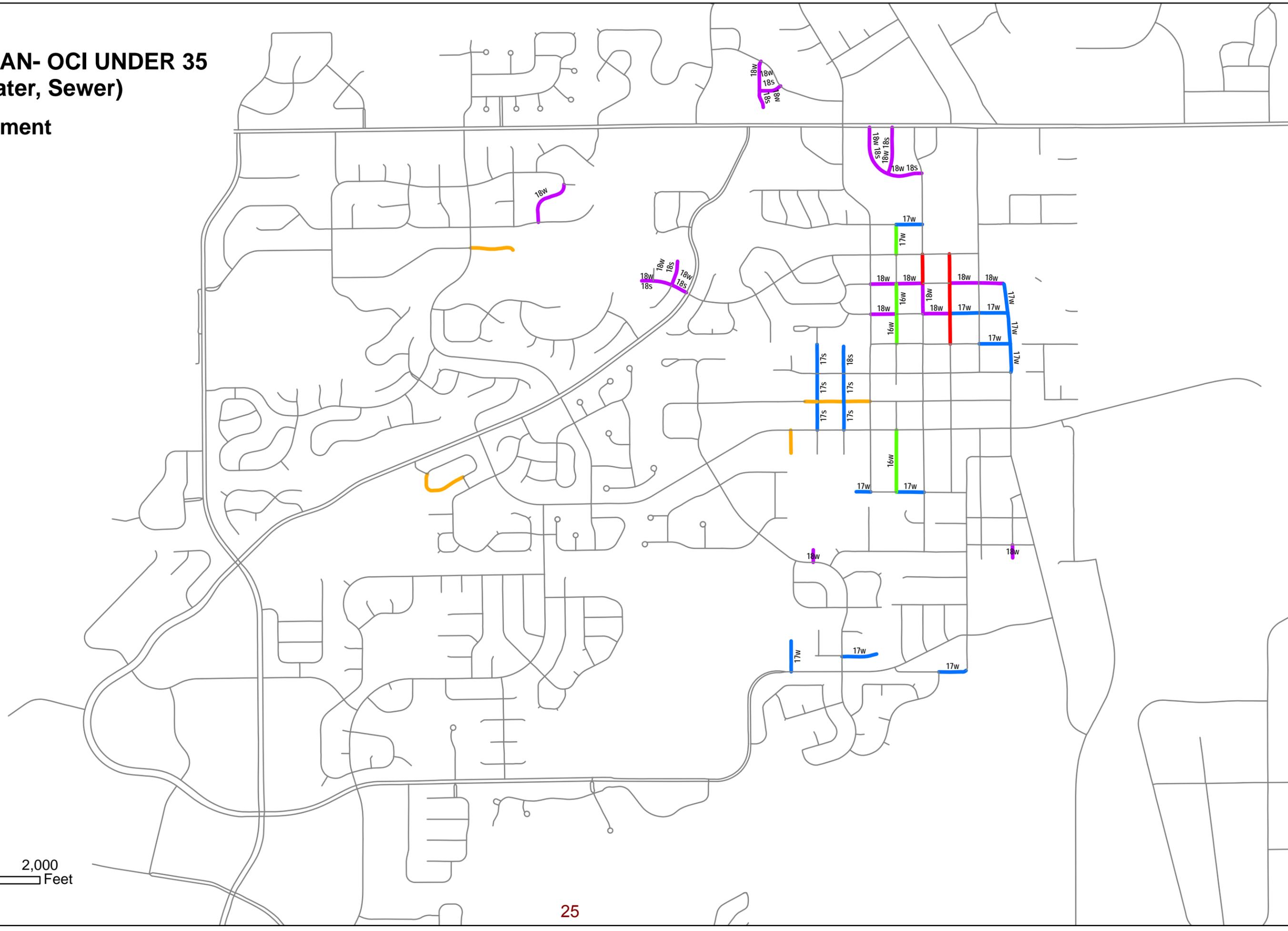
ATTACHMENT(S):

- 1. 5 Year Plan OCI Under 35
- 2. [Link to 5 Year Resurfacing Plan](#)

5 YEAR PLAN- OCI UNDER 35 Streets (Water, Sewer)

Street Pavement Year5Paving

- <Null>
- 2016
- 2017
- 2018
- 2019
- 2020



0 1,000 2,000 Feet

Memorandum

To: Malcolm Fleming, City Manager
From: Joe Stevens, Director of Parks & Recreation
Date: September 25, 2015
Re: Summary of 2015 Parks and Open Space Ranger Program

During the 2015 budgetary process, City Council approved the seasonal position (1040 hours) for a Parks and Open Space Ranger. At the September 21, 2015 City Council meeting, there was discussion about making the position full-time with Council requesting more information on 2015 accomplishments as well as what the position would entail if a full-time position is authorized for 2016. This memo and the attachment provides additional information that should help City Council evaluate and determine whether or not a full-time position should be authorized in 2016.

2015 Accomplishments

The Parks & Open Space Seasonal Ranger position began May 5th, 2015. Duties were divided between Education & Outreach (80% of the time) and Enforcement/Education of the Municipal Code (20% of the time). Responsibilities of the Ranger include: acting as an ambassador for the Department, ensuring public safety, monitoring and protecting natural resources, developing education and outreach programs, assisting City staff, and enforcement of Open Space and Parks Rules and Regulations.

The Ranger recorded over 1,200 citizen contacts, created and delivered 15 education and outreach programs, identified significant public safety hazards (slope failures and flooding), observed and monitored burrowing owls on Davidson Mesa, responded to two medical emergencies, guided four lost people to their homes, and assisted City staff. The Ranger patrolled 20 Open Space properties, 32 miles of formal trails, 12 Parks and the Golf Course. The Ranger assisted in maintaining golf course closures while under construction and visited all park events serving alcohol to more than 40 people. The Ranger did not issue any citations or warnings, but rather relied on education to enforce rules and regulations and if citations were warranted, the Ranger contacted the Police Department for support.

Consideration of Full Time Ranger Position

There is considerable opportunity to increase Ranger activities and responsibilities, primarily in the areas of education & outreach and enforcement. Proposed additional projects include engagement with Louisville schools to develop curricular and extra-curricular programs, weed mapping, some limited maintenance responsibilities, implementation of a Junior Ranger Program, outreach to Senior Citizens, increase citizen science & maintenance volunteer opportunities, expansion of the Ranger Talks program to weekly presentations, developing a

Ranger Riders program, increased monitoring of natural resources, fostering cooperative relationships with OSAB, other City boards and jurisdictions and other duties as assigned.

Given the culture and disposition of Louisville citizens, a continued emphasis on engagement and education before enforcement seems to provide an effective pathway to reducing Code violations in Open Space and Parks. However, if a full-time position is approved staff would consider expanding the authority of this position to issue both warning and citations as warranted. Staff also recommends amending the formal title to Parks and Open Space Ranger/ Naturalist to more accurately reflect duties and responsibilities for the position.

Attachments: Comprehensive listing of 2015 accomplishments

Ranger Accomplishments 2015

Summary of Ranger Activity, 2015

Hazards and Public Safety

- Floodwaters over bridges and trails (May and June)
- Debris on trails
- Low hanging branches
- Ditch bank failure encroaching into trails
- Removed broken glass, litter, dog waste and animal corpses

Coyote Run Slope Failure

- Identified slope failure weeks before public attention
- Established a perimeter with Warning signs
- Oversaw University student research
- Met with Geotechnical Engineer
- Reviewed Geotechnical Report
- Met with residents to explain extent of instability, movement and hazard

Naturalist

- Identified new Burrowing Owl nest on Davidson Mesa
- Monitored Owl and Raptor nests throughout City
- Monitored Weed growth and dispersion on Open Space
- Installed temporary signs for animal activity (turtle, coyote)
- Responded to reported sighting of Mountain Lion (North)
- Responded to report of Bear (Callahan)
- Responded to citizen calls regarding wildlife (deer, snakes, coyotes, rabbits, raccoons, prairie dogs, mice/rodents)
- Removed animal corpses from Open Space and Parks (Rabbits, prairie dogs, cat, mice, voles, snakes, birds)
- Recorded Hecla Lake water Level daily
- Deployed, monitored and maintained two Wildlife cameras

Education and Outreach Programs

- Wildlife Detectives
- Hiking Louisville
- Riding Louisville trails
- Coal Creek Clean-up
- Climate Change Symposium
- Trail Etiquette Program

- Trailhead booths
- Hecla Lake
- Lake Park
- Davidson Mesa
- Meet the Ranger
- Open Space adventures for Seniors
- Mayor Walks (Coal Creek Trail and Central Louisville)
- Posting to Social Media (54 postings to Fans of Louisville Open Space)
- Working with Harney family to develop Historical Education sign for Harney Pond at Lake Park

Ambassador

- > 1200 personal contacts
- 4 lost persons
- 2 medical responses
- Golf Course Preview
- Street Faire (six)
- Golf Course Grand Opening
- Touch a Truck
- Memorial Day Flags
- Fourth of July
- Labor Day Parade
- Pints in the Park
- Oktoberfest
- All Park events >40persons where alcohol was served

Enforcement

- 228 contacts for Dog Off-leash
- 4 Dogs at Large Returned to Owners
- 15 reminders to clean up dog waste
- 25 Trespassing at Golf Course
- 16 Fishing without a license
- 4 boating without a permit
- 8 illegal parking
- 2 illegal horseback riding
- 1 driving off road
- 6 Glass containers
- 2 Collecting or hunting
- 5 Remotely-Piloted Aircraft on Open Space
- Mapped encroachments at Harper Lake, Hillside, North Open Space

- Removed one fully developed illegal campsite (Callahan) and one transient sleeping camp (Harper Lake)
- Discouraged a habitual daytime sleeper on table at Lake Park
- Observed and reported graffiti (McCaslin underpass, 96th St Bridge, Louisville Reservoir, Annette Brand Park, Warembourg Open Space, Davidson Mesa, Lake Park, Community Park)
- Assisted Louisville PD on search for runaway, aggressive bicyclist, search for transients, dogs in vehicles, bees' nest, bear sighting.

Davidson Mesa DOLA Survey

- 621 responses
- Wrote report
- Created PPT
- Presented results to OSAB

Training

- Three full-day ride-along with Rangers (Boulder Open Space and Mountain Parks, Boulder County, Jefferson County)
- One half-day ride-along with Code Enforcement (Louisville PD)
- One full day training on Self-defense and situational awareness (Louisville PD)
- Two-hour training with Louisville HR

Administrative

- Collated and maintained a Combined Events calendar
- Reviewed Wayfinding plans, routes, signs
- Reviewed Geotechnical Report
- Reviewed the Social Trails Management Protocol
- Planned a Ranger Education Program with >15 proposed topics
- Collated and Summarized OSAB Brainstorming Session
- Reviewed Municipal Code pertaining to Open Space, Golf Course and Parks for differences, gaps
- Revised Open Space mailing list
- Recorded all public contacts
- Weekly report of unusual observations, activity to supervisor
- Summary of accomplishments

SUBJECT: UPDATE TO CAPITAL IMPROVEMENTS PLAN

DATE: OCTOBER 13, 2015

PRESENTED BY: KEVIN WATSON, FINANCE DIRECTOR

SUMMARY:

Per City Council's request at the September 21, 2015 Budget Session, the 2016-2020 Capital Improvements Plan (C-I-P) document has been amended (2016 – 2020 C-I-P), as follows:

- The detailed Project Request sheets have been reviewed, and adjusted as necessary, to correspond to the City Manager's Recommended C-I-P as presented in the Summary by Fund Section.
- Only one Project Request sheet is presented for those projects that have funding from multiple funds.

City Council also requested a summary of changes from the Recommended C-I-P that was presented at the June 9, 2015 Budget Retreat to the Recommended C-I-P that was presented on September 21, 2015:

Open Space & Parks Fund:

- Trail Improvements (\$302,500 through 2020) moved to operations.
- Trail Count Survey (\$15,000) removed.
- Arboretum Sign (\$7,500) consolidated with other projects.
- Bucket Truck (\$85,000) split with other funds (Cemetery, Capital Projects, and Utilities).
- Prescribed Burns (\$30,000) moved to operations.
- Open Space Zoning moved (\$33,000) from 2018-2019 to 2017.

Conservation Trust – Lottery Fund:

- Improvements at Community Dog Park (\$250,000) were redistributed from 2017 to 2017 – 2020 and reduced slightly to \$247,500.

Capital Projects Fund:

- Enterprise Resource Planning System cost distribution between the Capital Projects Fund, Water Fund, and Wastewater fund was changed.
- FM Radio Stations for Police Department was reduced from \$32,000 to \$26,000.
- Camera System for Police Department and Municipal Court was added (\$15,000).
- Library Parking Garage Lighting Upgrade (\$17,500) was removed.
- Decorative Newspaper Vending Machines (\$40,000) was removed.

SUBJECT: UPDATE TO CAPITAL IMPROVEMENT PLAN

DATE: OCTOBER 13, 2015

PAGE 2 OF 2

- Downtown Parking Transit (\$440,000) was added for 2016.
- SH42 Corridor Improvements increased by \$200,000 for 2017.
- Fuel Tank Decommissioning (\$30,000) was authorized for 2015 and removed from the C-I-P.
- GPS for Snow Removal Equipment (\$7,000) was authorized for 2015 and removed from the C-I-P.
- Front Street Pass through Community Park (\$10,000) was moved from 2018 to 2016.
- Median Improvements was adjusted back to original request (\$88,000 in 2017 and \$25,000 in 2018).
- Aquatic Center Expansion added \$25,000 in 2016 and \$60,000 in 2017.

Golf Course Fund:

- Golf Maintenance Facility moved \$122,000 from 2016 to 2017.

**Schedule of Program Revenue
(Excludes Interfund Transfers)
2016 Recommended Budget**

Programs	Program Revenue		
	Fund Source	Description	Amount
Transportation	General	Highway Users Tax	291,720
		County Road and Bridge Tax	42,300
	Parking Improvement	Interest Earnings	50
	Capital Projects	Grant Revenue	1,000,000
		Contributions	130,000
		Capital Contributions from URD	65,000
	Impact Fee	Impact Fee - Transportation	90,010
	Total Program Revenue		
Total Non-Programmatic Revenue and/or Source/Use of Reserves			6,509,380
Total Program Resources Available for 2016			8,128,460
Utilities	Water Utility	Unclassified Charges for Services	38,000
		Commercial Users Fee	2,025,020
		Residential User Fee	2,295,140
		Delinquent Charges	20,000
		Water Tap Fees	8,527,100
		Miscellaneous Revenues	50,000
		Interest Earnings	50,000
		Solar Power Renewable Energy Credit	15,000
	Wastewater Utility	Grant Revenues	1,000,000
		Commercial User Fee	695,200
		Residential User Fee	2,417,540
		Delinquent Charges	4,000
		Pretreatment Fees	7,500
		Sewer Tap Fees	2,010,200
		RV Dump Station Fees	6,000
		Interest Earnings	40,000
	Solar Power Renewable Energy Credit	8,000	
	Storm Water Utility	Storm Water Permit Fees	2,000
		Grant Revenues	2,490,000
		Commercial User Fee	388,990
		Residential Users Fee	401,240
	Solid Waste & Recycling Revenue	Delinquent Charges	900
		Admin Fee-Trash & Recycle Billing	84,400
		Boulder County Hazardous Waste Fee	49,200
		Residential Users Fee	1,475,460
		Delinquent Charges	3,660
Interest Earnings		700	
Prepaid Extra Bag Tags		3,000	
Recycling Revenue	(19,660)		
Total Program Revenue			24,088,590
Total Non-Programmatic Revenue and/or Source/Use of Reserves			7,980,590
Total Program Resources			32,069,180

Programs	Program Revenue		
	Fund Source	Description	Amount
Public Safety & Justice	General	Court Fines	170,000
		Fingerprint Fee	2,000
	Total Program Revenue		172,000
	Total Non-Programmatic Revenue and/or Source/Use of Reserves		5,061,130
	Total Program Resources		5,233,130
Parks	General	Arborist License	400
		Boat Permit	1,000
	Open Space & Parks Fund	Sales Tax	910,710
	Conservation Trust - Lottery	Grant Revenues	266,250
		State Lottery	185,840
	Cemetery Perpetual Care	Interest Earnings	2,000
		Burial Permits - Restricted	33,330
	Cemetery	Interest Earnings	2,000
		Burial Permit	33,330
		Burial Fees (Opening & Closing)	31,850
	Impact Fee	Interest Earnings	500
		Impact Fee - Parks and Trails	294,480
Total Program Revenue		1,761,690	
Total Non-Programmatic Revenue and/or Source/Use of Reserves		1,270,420	
Total Program Resources		3,032,110	
Open Space & Trails	Open Space & Parks	Sales Tax	422,000
		Use Tax - Consumer	154,250
		Use Tax - Auto	132,400
		Use Tax - Building Materials	174,440
		Interest Earnings	15,000
	Total Program Revenue		898,090
Total Non-Programmatic Revenue and/or Source/Use of Reserves		-	
Total Program Resources		898,090	

Programs	Program Revenue			
	Fund Source	Description	Amount	
Recreation		Senior Meals Reimbursement	29,300	
		Senior Grants	5,200	
		Rec Center Membership Fee	779,880	
		Rec Center Daily User Fees	78,060	
		Rec Center Merchandise	1,200	
		Rec Center Nite at the Rec Merchandise	10,750	
		Rec Center Swim Lessons	120,000	
		Rec Center Aquatics Contracted	150	
		Rec Center Aquatics Red Cross	1,500	
		Rec Center Youth Activity Fees	174,000	
		Rec Cen Youth Activities Contracted	50,000	
		Rec Center Youth Red Cross	2,600	
		Rec Center Nite at the Rec	31,500	
		Rec Center Adult - Fitness	60,500	
	General	Rec Center Adult Fitness Contracted	42,000	
		Rec Center Adult Fitness Red Cross	800	
		Rec Center Youth Sports Fees	100,000	
		Rec Center Youth Sports-Contracted	30,000	
		Rec Center Adult Sports Fees	40,000	
		Rec Center Child Care Fees	7,700	
		Senior Fees	63,000	
		Senior Fees - Contracted	8,300	
		Senior Meals Contributions	19,000	
		Rec Center Concession Fee	6,180	
		Memory Square Swim Admission	35,000	
		Memory Square Swim Lessons	5,000	
		Rec Center Swim Team	20,000	
		Wedding Ceremony Fee	180	
		Rec Center - Rentals	95,000	
		Unclassified Rentals	31,250	
		Impact Fee	Impact Fee - Recreation	194,470
			Green Fees	1,170,000
			Annual Season Passes	135,000
			Golf Cart Rentals	243,600
			Driving Range Fees	135,000
			Food & Beverage Sales	15,000
			Pro Shop Merchandise Sales	145,000
	Golf Course		Pull Cart Rentals	8,000
			Club Rentals	9,000
			Golf Lesson Fees	8,000
			Club Repair Fees	8,000
		Handicap Fees	1,000	
		Miscellaneous Revenues	55,000	
		Interest Earnings	500	
		Golf Course - Rentals	24,000	
	Total Program Revenue		3,999,620	
	Total Non-Programmatic Revenue and/or Source/Use of Reserves		1,090,000	
	Total Program Resources		5,089,620	

Programs	Program Revenue		
	Fund Source	Description	Amount
Cultural Services	General	Special Event Permit	4,500
		IGA - Superior Library	265,150
		Fall Festival	10,000
		Library Fines	57,000
		Library Account Payment Machine	5,000
		Library Copies	1,300
		Library - Rentals	350
		Art Center Rentals	10,000
	Impact Fee	Impact Fee - Library	52,480
	Debt Service	Property Tax Revenue	812,440
Interest Earnings		4,000	
Total Program Revenue			1,222,220
Total Non-Programmatic Revenue and/or Source/Use of Reserves			1,518,910
Total Program Resources			2,741,130
Community Design	General	Contractors License	75,680
		Construction Permit	1,109,350
		Building Permit Business Assistance	(28,900)
		Excavating Permit	17,000
		Plumbing Permit	8,670
		Heat/Air Conditioning Permit	32,080
		Electrical Permit	33,160
		Minor Permit	75,770
		Elevator Inspection Permit	25,220
		Development Fees	50,000
	Historic Preservation	Sales Tax	443,660
		Use Tax - Consumer	56,380
		Use Tax - Auto	48,650
		Use Tax - Building Materials	53,460
Interest Earnings			4,000
Total Program Revenue			2,004,180
Total Non-Programmatic Revenue and/or Source/Use of Reserves			(392,680)
Total Program Resources			1,611,500
Economic Prosperity	General	LRC Support Service Fees	33,180
		General Property Tax Revenue	763,330
	Urban Revitalization District	Interest Earnings	2,000
		Bond Proceeds	3,750,000
	Total Program Revenue		
Total Non-Programmatic Revenue and/or Source/Use of Reserves			(93,260)
Total Program Resources			4,455,250

Programs	Program Revenue		
	Fund Source	Description	Amount
Administration & Support Services	General	Business License	60,500
		Dog License	6,000
		Liquor License	12,000
		Medical & Retail Marijuana License	3,000
	PEG Fee	PEG Funds	26,000
		Interest Earnings	200
	Impact Fee	Impact Fee - Municipal Government	179,020
	Technology Management	Equipment Replacement	70,190
		Interest Earnings	800
	Fleet Management	Equipment Replacement	238,620
		Interest Earnings	3,000
	Total Program Revenue		599,330
	Total Non-Programmatic Revenue and/or Source/Use of Reserves		3,132,080
	Total Program Resources		3,731,410

SUBJECT: NON-PROFIT GRANT PROGRAM

DATE: OCTOBER 13, 2015

PRESENTED BY: KEVIN WATSON, FINANCE DIRECTOR

SUMMARY:

Per City Council's request at the September 21, 2015 Budget Session, the following table summarizes the applications received for the City's Non-Profit Grant Program. The Finance Committee is scheduled to review these requests at their November 16 meeting and make final recommendations to the City Council at their December 14 meeting.

**Non-Profit Grants & Contributions
2013 Through 2016 Request**

Organization	2013 Grant	2014 Grant	2015 Grant	2016 Request
Association for Community Living in Boulder County	500	500	500	1,000
Boulder County CareConnect	-	-	1,000	5,000
Boulder County Legal Services	400	600	600	1,000
Center Stage Theater Company	400	-	-	-
Clinica Family Health Services	5,000	5,000	4,000	5,000
Coal Creek Meals on Wheels	2,000	2,000	2,000	3,000
Community After Prom Parent Association	-	-	-	1,000
Community Food Share	2,500	2,500	2,500	2,500
Dental Aid	1,000	1,000	1,000	2,000
Flatirons Habitate for Humanity	-	-	[1]	10,000
Good Samaritan Medical Center Foundation	-	-	-	3,000
Imagine Foundation - Developmental Disabilities Center	400	500	[2]	2,000
Impact on Education	1,000	1,000	1,000	5,000
Intercambio Uniting Communities	-	-	-	3,500
Louisville Community Food Bank	700	800	800	800
Louisville Senior Advisory Board	-	-	-	4,250
Safehouse Progressive Alliance for Nonviolence	1,500	1,500	1,500	2,500
Saint Benedict Health & Healing - Free Medical Clinics	400	400	400	3,000
Sister Carmen Community Center	2,700	2,700	2,700	2,700
TRU Community Care	1,500	1,500	1,500	1,500
Voices for Children CASA	-	-	500	750
Totals	20,000	20,000	20,000	59,500

[1] The \$10,000 grant for Flatirons Habitate was funded from the excess Stadium Tax within the Capital Projects Fund. These funds were restricted to projects within the City of Louisville.

[2] The \$500 grant for Imagine Foundation was funded from the excess Stadium Tax within the Capital Projects Fund.

2016 Departmental Priorities

(Not in any particular order but are the focus of each Department for 2016)

City Manager/City Clerk/Communications/Cultural Arts and Special Events

- Biennial Budget Process Implementation
- City Council Retreat/Focus for 2016
- Agenda Management Software Implementation and Training
- Citizen Survey
- Refine Special Events Process
- Potential Ballot measure for 2016

Finance Department

- ERP Implementation

Economic Development Department

- Pursue infrastructure improvements in the URAs to address blight/facilitate additional development
- Implement a variety of downtown improvements to address parking concerns

IT Department

- ERP Rollout
- Upgrade and stabilize the City network infrastructure.
- Focus on business continuity (disaster recovery) through configuration, documentation and testing.

Human Resources Department

- ERP Implementation

Library & Museum Services Department

- Migrate to the new platform for the library's Integrated Library System
- Expand membership and governance of the newly-created Flatirons Library Consortium nonprofit
- Augment online access to historic Louisville photos and documents
- With the Planning Department, complete Historic Structure Assessments on Tomeo House and the Jacoe Store

Parks and Recreation Department

- Task Force implementation and preferred design for Rec and Senior Center Expansion
- Steady state golf course operations/revenue neutral
- Review and assess current operations at new CSF

Police Department

- Fully Staffed
- PD Strategic Plan
- Implementation of Body Cams

Planning and Building Safety

- Small Area Plans Complete
- Director Recruitment

Public Works/Utilities

- Complete County Rd. Bridge Reconstruction
- Complete South Street Gateway
- 2016 booster plan and paving schedule completed
- Substantial completion of WWTP
- Water intake facility reconstructed