City of Louisville
COLORADO • SINCE 1878

City Council

Agenda

Monday, November 2, 2015
City Hall, Council Chambers
749 Main Street
7:00 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

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

5. CONSENT AGENDA

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

A. Approval of Bills
B. Approval of Minutes: October 13, 2015
C. Approval to Make December 7, 2015, 5:30 – 10:00 PM and December 8, 2015, 5:30 – 10:00 PM as a Special Meeting for the Purpose of Conducting Board and Commission Interviews
D. State Highway 42 and Short Street Geometric Improvements
  1. Approve a Contract between the City of Louisville and KDG Engineering (KDG) for the State Highway 42 and Short Street Geometric Improvements

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.

2. Approve a Contract Amendment Between the City of Louisville and KDG Engineering (KDG) for the State Highway 42 and Traffic Signal Improvements Construction Management agreement

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

7:10 – 7:15 pm

7. RECOGNITION OF MAYOR PRO TEM DALTON'S SERVICE

7:15 – 7:30 pm

8. 15 MINUTE RECESS – RECEPTION

9. CITY MANAGER'S REPORT

10. REGULAR BUSINESS

7:30 – 7:45 pm

A. LIFE IN LOUISVILLE PHOTOGRAPHY CONTEST

- Presentation

7:45 – 8:00 pm

B. ADOPTION OF 2016 BUDGET

1. RESOLUTION NO. 79, SERIES 2015 – A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF DECEMBER 2016

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

2. RESOLUTION NO. 80, SERIES 2015 – ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2015

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

3. RESOLUTION NO. 81, SERIES 2015 – A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2015, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2016 BUDGET YEAR

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

8:00 – 8:15 pm

C. APPROVAL OF LICENSE, IMPROVEMENT AND ASSISTANCE AGREEMENT WITH THE DOWNTOWN BUSINESS ASSOCIATION FOR 2016 STREET FAIRE

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

8:15 – 9:15 pm

D. DELO FLATS PRELIMINARY PLAT AND PUD *SOUTHEAST CORNER OF GRIFFITH STREET AND CANNON STREET*

1. ORDINANCE NO. 1704, SERIES 2015 – AN ORDINANCE APPROVING A REZONING OF A 4.39-ACRE PARCEL OF LAND LOCATED AT 1100 GRIFFITH STREET, 1331 CANNON STREET, AND 1301 COURTESY ROAD FROM CITY OF LOUISVILLE INDUSTRIAL (I) ZONING TO CITY OF LOUISVILLE MIXED-USE RESIDENTIAL (MU-R) AND COMMERCIAL COMMUNITY (MU-CC) – 2nd Reading – Public Hearing (Advertised *Daily Camera* 10/25/2015)

- Mayor Opens Public Hearing
- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Additional Public Comments
- Mayor Closes Public Hearing
- Action

2. **RESOLUTION No. 78, SERIES 2015 – A RESOLUTION APPROVING A PRELIMINARY SUBDIVISION PLAT, SPECIAL REVIEW USE (SRU) AND A PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) TO DEVELOP MIXED-USE COMMERCIAL, 13 LIVE/WORK UNITS AND 33 APARTMENT UNITS**
    - Staff Presentation
    - Public Comments (Please limit to three minutes each)
    - Council Questions & Comments
    - Action

9:15 – 9:30 pm

E. DISCUSSION/DIRECTION/ACTON – CITY-WIDE MARGINAL COST FISCAL MODEL

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

9:30 – 9:45 pm

F. ORDINANCE NO. 1705, SERIES 2015 – AN ORDINANCE REPEALING CHAPTER 14.20 AND AMENDING SECTIONS 4.02.030, 8.12.170, 8.12.200 AND 8.12.240 OF THE LOUISVILLE MUNICIPAL CODE REGARDING THE PARKS AND PUBLIC LANDSCAPING ADVISORY BOARD – 2nd Reading – Public Hearing – (Advertised *Daily Camera* 10/25/2015)

- Mayor Opens Public Hearing
- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Additional Public Comments
- Mayor Closes Public Hearing
- Action

G. PURCHASING POLICY – *CONTINUED FROM 9/15/2015*

9:45 – 10:00 pm

1. **RESOLUTION NO. 62, SERIES 2015 – A RESOLUTION AMENDING CITY OF LOUISVILLE PURCHASING POLICIES**
    - Staff Presentation
    - Public Comments (Please limit to three minutes each)
    - Council Questions & Comments
    - Action

2. ORDINANCE NO. 1701, SERIES 2015 – AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 3.08 OF THE LOUISVILLE MUNICIPAL CODE PERTAINING TO THE PROCUREMENT OF GOODS, SERVICES AND CONTRACTS FOR PUBLIC WORKS – 2ND Reading – Public Hearing (Advertised Daily Camera 9/06/15)

- Mayor Opens Public Hearing
- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Additional Public Comments
- Mayor Closes Public Hearing
- Action

10:00 – 10:05 pm

H. ORDINANCE NO. 1697, SERIES 2015 – AN ORDINANCE AMENDING SECTIONS 3.08.030, 13.12.020 AND 13.12.040 OF THE LOUISVILLE MUNICIPAL CODE TO ADDRESS WATER SERVICE CONNECTIONS AND WATER TAP FEES FOR LIVE-WORK LAND USES – 2nd Reading – Public Hearing (Advertised *Daily Camera* 07/19/2015) – CONTINUED FROM JULY 28, 2015, SEPTEMBER 15, 2015, OCTOBER 6, 2015 – *Staff Requests Continuance to DECEMBER 15, 2015*

- Mayor Opens Public Hearing
- Staff Presentation
- Public Comments (Please limit to three minutes each)
- Council Questions & Comments
- Additional Public Comments
- Mayor Closes Public Hearing
- Action

10:05 – 10:10 pm

I. ORDINANCE NO. 1706, SERIES 2015 – AN ORDINANCE AMENDING CHAPTER 2.32 OF THE LOUISVILLE MUNICIPAL CODE TO INCREASE THE SALARY OF THE PRESIDING MUNICIPAL JUDGE – 1st Reading – Set Public Hearing 11/17/2015

- City Attorney Introduction
- Action

10:10 – 10:15 pm **J. ORDINANCE NO. 1707, SERIES 2015 – AN ORDINANCE AMENDING THE CITY'S NUISANCE ABATEMENT LAWS AND OTHER CRIMINAL ORDINANCES IN CONNECTION THEREWITH; AMENDING SECTION 9.04.040 OF THE LOUISVILLE MUNICIPAL CODE TO ESTABLISH THE MUNICIPAL OFFENSE OF FAILURE TO APPEAR; AMENDING THE DOLLAR LIMITS FOR PROPERTY OFFENSES IN SECTIONS 9.46.010 AND 9.04.020 OF SUCH CODE; AMENDING THE CLASSIFICATION OF TRAFFIC INFRACTIONS UNDER SECTIONS 904 AND 1416 OF THE CITY-ADOPTED MODEL TRAFFIC CODE, AND AMENDING SECTION 4.04.100 OF SUCH CODE TO MAKE VIOLATIONS OF OPEN SPACE REGULATIONS PUNISHABLE UNDER THE GENERAL PENALTY PROVISION OF THE CODE – 1st Reading – Set Public Hearing 11/17/2015**

- City Attorney Introduction
- Action

11. CITY ATTORNEY'S REPORT

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

13. ADJOURNMENT

City of Louisville
Cash Disbursement Edit List

Batch: 92114 Period: 10/15/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	FOR BANK ACCOUNT:	4 FIRST NATIONAL BANK OF COLORAD			Control Disbursement Account	
1115-1	COLONIAL INSURANCE					
	1001470	#9711888 OCT 15 EMPLOYEE PREM	10/04/15	11/03/15	536.13	536.13
1205-1	COLORADO DEPT OF REVENUE					
	3QSTX2015	3Q 2015 SALES TAX	09/30/15	10/30/15	107.00	
	3QSTX2015	3Q 2015 SALES TAX	09/30/15	10/30/15	8,592.00	8,699.00
326-1	COORS DISTRIBUTING CO					
	573988	COORS BEER CCGC CONCESSION	10/14/15	11/13/15	213.91	213.91
5255-1	FAMILY SUPPORT REGISTRY					
	100915	EMPLOYEE GARNISHMENT PP#21	10/09/15	11/08/15	211.50	
	100915A	EMPLOYEE GARNISHMENT PP#21	10/09/15	11/08/15	135.00	346.50
14002-1	KANSAS PAYMENT CENTER					
	100915	EMPLOYEE GARNISHMENT PP#21	10/09/15	11/08/15	270.46	270.46
6464-1	LAND TITLE GUARANTEE CO					
	70455291	MAYHOFFER LSVL OWNERS POLICY	10/01/15	10/31/15	596.00	
	70455296	MAYHOFFER LAF OWNERS POLICY	10/01/15	10/31/15	680.00	1,276.00
10	TONY DESANTIS					
	081115	OFFICE CHAIR PW	08/11/15	09/10/15	119.99	119.99
10721-1	SYSCO DENVER A DIV OF SYSCO USA INC					
	610176965	RESALE FOOD CCGC RESTAURANT	10/02/15	10/12/15	593.84	593.84
55	GERALD BERG					
	U!00001004	12538/452022102: UTILITY REFUN	10/14/15	10/14/15	11.51	
	U!00001004	12538/452022102: UTILITY REFUN	10/14/15	10/14/15	38.37	
	U!00001004	12538/452022102: UTILITY REFUN	10/14/15	10/14/15	3.83	
	U!00001004	12538/452022102: UTILITY REFUN	10/14/15	10/14/15	13.42	67.13
14102-1	WELLS FARGO FINANCIAL LEASING INC					
	5002532451	NOV 15 GOLF EQUIPMENT LEASE	10/05/15	11/04/15	9,138.96	9,138.96
11094-1	WESTERN DISPOSAL SERVICES					
	100115CITY	SEP 15 CITY TRASH SERVICE	10/01/15	10/31/15	2,418.05	
	100115CITY	SEP 15 CITY TRASH SERVICE	10/01/15	10/31/15	362.80	
	100115CITY	SEP 15 CITY TRASH SERVICE	10/01/15	10/31/15	155.00	
	100115CITY	SEP 15 CITY TRASH SERVICE	10/01/15	10/31/15	283.00	
	100115CITY	SEP 15 CITY TRASH SERVICE	10/01/15	10/31/15	462.00	
	100115RES	SEP 15 RESIDENTIAL TRASH SERVI	10/06/15	11/05/15	117,302.32	120,983.17
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	BANK TOTAL PAYMENTS				142,245.09	142,245.09
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	GRAND TOTAL PAYMENTS				142,245.09	142,245.09

City of Louisville
Cash Disbursement Edit List

Batch: 92191 Period: 10/23/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	FOR BANK ACCOUNT:	4 FIRST NATIONAL BANK OF COLORAD			Control Disbursement Account	
5369-1	ACCUTEST MOUNTAIN STATES INC					
	D8-65709	LAB ANALYSIS FEES WTP	08/05/15	09/04/15	240.00	240.00
2325-1	ALAN SCARPELLA					
	101915	DUPLICATE COBRA PAYMENT SEP 15	10/19/15	11/18/15	99.99	99.99
13880-1	CAMERON FOWLKES					
	102115	PE LICENSE RENEWAL FOWLKES	10/21/15	11/20/15	53.00	53.00
11298-1	DELTA DENTAL OF COLORADO					
	DELTA1115	#007562-0000 NOV 15 EMPL PREM	10/23/15	11/22/15	12,911.99	12,911.99
2310-1	GRAINGER					
	9760918442	FUSES WWTP	06/08/15	07/08/15	120.03	
	9763338366	FUSES WWTP	06/10/15	07/10/15	126.95	246.98
6455-1	KAISER PERMANENTE					
	0017834924	05920-01-16 NOV 15 EMPL PREM	10/07/15	11/06/15	129,101.55	129,101.55
4	SEAGREN CONSTRUCTION LLC					
	092915	REFUND BLDG USE TAX C13-0279	09/29/15	10/29/15	4,715.80	4,715.80
9105-1	POSTMASTER					
	102215	NEWSLETTER MAILING	10/22/15	11/21/15	2,349.51	2,349.51
55	FIDELITY NATIONAL TITLE					
	U!00001005	17629/333074521: 1562 MADISON	10/22/15	10/22/15	89.37	89.37
3875-1	XCEL ENERGY					
	474738767	SEP 15 GROUP ENERGY	10/08/15	11/07/15	30,427.96	
	474738767	SEP 15 GROUP ENERGY	10/08/15	11/07/15	1,868.08	
	474738767	SEP 15 GROUP ENERGY	10/08/15	11/07/15	11,616.21	
	474738767	SEP 15 GROUP ENERGY	10/08/15	11/07/15	17,988.16	
	474738767	SEP 15 GROUP ENERGY	10/08/15	11/07/15	5,965.55	67,865.96
3876-1	XCEL ENERGY					
	100115	SET POWER PEDESTAL 611 FRONT	10/01/15	10/31/15	3,095.37	3,095.37
11371-1	XCEL ENERGY					
	473792418	SEP 15 FLASHERS	10/01/15	10/31/15	5.80	
	473793785	SEP 15 STREET LIGHTS	10/01/15	10/31/15	45,149.73	
	474364295	SEP 15 TRAFFIC LIGHTS	10/06/15	11/05/15	1,230.77	46,386.30
	BANK TOTAL PAYMENTS				267,155.82	267,155.82
	GRAND TOTAL PAYMENTS				267,155.82	267,155.82

Batch: 92245 Period: 11/02/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	FOR BANK ACCOUNT:	4 FIRST NATIONAL BANK OF COLORAD			Control Disbursement Account	
12750-1	A BEST ENTERPRISES INC					
	23811	RACQUETBALL HIT WALL PANEL	10/12/15	11/11/15	2,985.00	
	23817	RACQUETBALL HIT WALL MATERIALS	10/13/15	11/12/15	1,085.00	4,070.00
9751-1	ADAMS COUNTY SHERIFF DEPT					
	93023	ACADEMY CLASS DELLAVECCHIA	08/20/15	09/19/15	5,050.00	5,050.00
14163-1	ALPINE DEMOLITION INC					
	926	BUILDING DEMOLITION 611 FRONT	09/17/15	10/17/15	11,513.00	11,513.00
9891-1	AMBIANCE					
	10187	OCT 15 PLANT MAINT	10/10/15	11/09/15	195.00	195.00
11455-1	APC CONSTRUCTION CO LLC					
	PP1092515	2015 STREET RESURFACING	09/28/15	10/28/15	144,042.33	144,042.33
1192-1	ARBOR OCCUPATIONAL MEDICINE PLLC					
	8625	PHYSICALS/DRUG SCREENS	10/01/15	10/31/15	135.00	135.00
10493-1	ARROW OFFICE EQUIPMENT LLC					
	475455-1	OFFICE FURNITURE PD	10/14/15	11/13/15	1,039.20	1,039.20
13786-15	AVANT DATACOMM SOLUTIONS INC					
	W15-12511-01	VIDEO CAMERA SYSTEM REPAIR RSC	10/07/15	11/06/15	635.00	635.00
14054-1	AVI SYSTEMS INC					
	88385993	WIRELESS MICROPHONES LIB	10/26/15	11/25/15	10,995.35	10,995.35
13855-1	BIG AIR JUMPERS INC					
	O17654	NITE AT REC INFLATABLES	10/16/15	11/15/15	535.00	
	O17656	NITE AT REC INFLATABLES	10/23/15	11/22/15	535.00	1,070.00
14140-1	BLUE RIVER FORESTRY & TREE CARE INC					
	1703	COTTONWOOD TREE REMOVAL	10/20/15	11/19/15	1,852.00	1,852.00
640-1	BOULDER COUNTY					
	11699	CONSORTIUM HOUSING STUDY	10/01/15	10/31/15	4,680.00	4,680.00
7739-1	BOULDER COUNTY					
	11603	SEP DRUG TASK FORCE FEES	09/01/15	10/01/15	257.00	257.00
8588-1	BOULDER COUNTY					
	11692	AUG 15 RECYCLING REBATE	10/05/15	11/04/15	1,915.35	1,915.35
13344-1	BROWN HILL ENGINEERING & CONTROLS LLC					
	10283	SCADA MAINTENANCE WTP	09/11/15	10/11/15	1,175.00	
	10284	FILTER FLOW METER CALIBRATION	09/11/15	10/11/15	250.00	1,425.00
13046-1	BRUCE A BUSH CONSULTING LLC					
	1502	CONFINED SPACE TRAINING WWTP	10/21/15	11/20/15	750.00	750.00
13025-1	CARTEGRAPH SYSTEMS INC					
	SIN000684	CARTELITE LICENSE RENEWAL	10/08/15	11/07/15	1,730.66	
	SIN000684	CARTELITE LICENSE RENEWAL	10/08/15	11/07/15	865.34	2,596.00
248-1	CDW GOVERNMENT					

Batch: 92245 Period: 11/02/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	XZ62356	TOUCH SCREEN MONITOR CCGC F&B	09/14/15	10/14/15	558.53	
	ZM59776	CISCO ANNUAL SMARTNET MAINT	10/06/15	11/05/15	3,315.08	
	ZS13177	MERAKI WIRELESS ACCESS POINTS	10/15/15	11/14/15	485.39	
	ZS13177	MERAKI WIRELESS ACCESS POINTS	10/15/15	11/14/15	485.39	4,844.39
14036-1	CENTER COPY BOULDER INC					
	43207	PROPERTY REPORTS PD	10/09/15	11/08/15	118.00	118.00
4785-1	CINTAS CORPORATION #66					
	66380429	UNIFORM RENTAL WWTP	09/14/15	10/14/15	108.54	
	66384179	UNIFORM RENTAL WWTP	09/21/15	10/21/15	108.54	
	66387916	UNIFORM RENTAL WWTP	09/28/15	10/28/15	108.54	325.62
10164-1	COLORADO MOTOR VEHICLES					
	093015	DEFAULT JUDGMENT FEES	09/30/15	10/30/15	90.00	90.00
11454-1	COMPRISE TECHNOLOGIES INC					
	1510-4347	SAM SOFTWARE LICENSE/SUPPORT	10/08/15	11/07/15	2,589.78	2,589.78
13578-1	COMPUTER HOUSE CALLS					
	11200151	CONTRACTOR FEES COMPUTERS	10/20/15	11/19/15	290.87	290.87
13370-1	CRIBARI LAW FIRM, PC					
	102215	PROSECUTING ATTORNEY	10/22/15	11/21/15	5,245.75	5,245.75
14174-1	DIRECT TV					
	26901121257	DIRECT TV GCC	10/10/15	11/09/15	145.97	145.97
13790-1	EAGLE-NET ALLIANCE					
	160186	OCT 15 INTERNET SERVICE	10/01/15	10/31/15	870.20	870.20
1785-1	ECO-CYCLE INC					
	316718	FALL FESTIVAL ZERO WASTE	10/19/15	11/18/15	906.75	906.75
13963-1	ENSCICON CORPORATION					
	88986	ENGINEERING SERV SULLIVAN	10/13/15	11/12/15	740.00	
	88986A	ENGINEERING SERV SULLIVAN	10/13/15	11/12/15	740.00	1,480.00
1970-1	FEDEX					
	5-184-17525	SHIP FLOODPLAIN ISO	10/08/15	11/07/15	28.25	
	5-191-66417	SHIP PD EMPLOYMENT TESTS	10/15/15	11/14/15	50.50	78.75
13098-1	G4S SECURE SOLUTIONS INC					
	7524562	BAILIFF SERVICES 10/5/15	10/11/15	11/10/15	110.00	110.00
10722-1	GALE/CENGAGE LEARNING					
	56457109	ADULT BOOKS AND MEDIA	10/09/15	11/08/15	151.55	151.55
13069-1	GLACIER CONSTRUCTION CO INC					
	PP1093015	ELDORADO INTAKE CONSTRUCTION	09/30/15	10/30/15	31,033.63	
	PP2101615	ELDORADO INTAKE CONSTRUCTION	10/16/15	11/15/15	23,392.34	54,425.97
246-1	GREEN MILL SPORTSMAN CLUB					
	104	RANGE USE	10/11/15	11/10/15	100.00	100.00
14168-1	HAMILTON LINEN & UNIFORM					

Batch: 92245 Period: 11/02/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	86589	LINENS F&B	09/29/15	10/29/15	53.03	
	89484	LINENS F&B	10/06/15	11/05/15	41.11	
	92349	LINENS F&B	10/13/15	11/12/15	50.47	
	S85501	LINENS F&B	09/22/15	10/22/15	35.00	
	S87818	LINENS F&B	09/29/15	10/29/15	12.50	
	S90052	LINENS F&B	10/02/15	11/01/15	40.76	232.87
11361-1	HARMONY K LARKE					
	1532191-1	CONTRACTOR FEES LITTLE ARTIST	10/21/15	11/20/15	399.00	399.00
13989-1	HORIZON VEGETATION MANAGEMENT					
	22338	NOXIOUS WEED CONTROL	10/05/15	11/04/15	6,369.34	
	22339	NOXIOUS WEED CONTROL	10/05/15	11/04/15	2,598.67	8,968.01
13999-1	INTEGRAL STEPS					
	102015	CHILDRENS PROGRAM	10/20/15	11/19/15	100.00	100.00
14048-1	INTERFACE COMMUNICATIONS CO					
	PP2100215	PASCHAL SIGNAL	10/02/15	11/01/15	159,183.58	159,183.58
13778-1	INVISION GIS					
	1274	LUCITY SOFTWARE	10/03/15	11/02/15	642.50	
	1274	LUCITY SOFTWARE	10/03/15	11/02/15	642.50	
	1274	LUCITY SOFTWARE	10/03/15	11/02/15	642.50	
	1274	LUCITY SOFTWARE	10/03/15	11/02/15	642.50	2,570.00
13817-1	ISRAEL ALVARADO					
	2015-25	NITE AT REC DJ SERVICES	10/16/15	11/15/15	275.00	
	2015-26	NITE AT REC DJ SERVICES	10/23/15	11/22/15	275.00	550.00
5530-1	J P COOKE CO					
	361863	2016 CITY DOG TAGS	10/12/15	11/11/15	170.66	170.66
12861-1	KIRSTEN BEEMER					
	1532125-1A	CONTRACTOR FEES HIP HOP	10/08/15	11/07/15	100.80	100.80
13972-1	KRW ASSOCIATES LLC					
	COL102-2015	COMMANDER ASSESSMENT CENTER	10/14/15	11/13/15	7,900.00	7,900.00
3005-1	LEWAN & ASSOCIATES INC					
	794623	M553DN COLOR PRINTERS	10/07/15	11/06/15	719.00	
	794623	M553DN COLOR PRINTERS	10/07/15	11/06/15	719.00	1,438.00
291-1	LODA ENTERPRISES INC					
	490199-1	RECEIPT PAPER	10/07/15	11/06/15	247.56	247.56
13397-1	LUCKY PIE LLC					
	101415	REFUND RENT DEPOSIT/OCT RENT	10/14/15	11/13/15	8,988.97	8,988.97
11463-1	MATTHEW BENDER & CO INC					
	75505835	PEACE OFFICER HANDBOOKS	09/28/15	10/28/15	189.50	189.50
5	MJT COMMUNICATIONS INC					
	11545	INSTALL DATA PORT PD	10/07/15	11/06/15	354.25	354.25

Batch: 92245 Period: 11/02/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
5	ACE CASH EXPRESS INC					
	2015-1015-014	COURT ORDER RECORDS	10/15/15	11/14/15	7.10	7.10
6	VI RABIN					
	100815	CRAFT GROUP STORAGE BINS	10/08/15	11/07/15	62.93	62.93
6	MARY MULCAHEY					
	101515	BLOOMIN SENIORS SUPPLIES	10/15/15	11/14/15	234.90	234.90
11061-1	MOUNTAIN PEAK CONTROLS INC					
	7782	SCADA/ALARM CHANGES WWTP	10/12/15	11/11/15	575.00	575.00
226-1	MOUNTAIN STATES EMPLOYERS COUNCIL					
	312132	WORKERS COMPENSATION BASICS	10/06/15	11/05/15	195.00	195.00
13942-1	MURRAY DAHL KUECHENMEISTER & RENAUD LLP					
	12591	URBAN RENEWAL LEGAL FEES	09/30/15	10/30/15	1,029.90	1,029.90
14035-1	NANCY E THOMADSEN					
	1530040-2	CONTRACTOR FEES DISCOVER MUSIC	10/26/15	11/25/15	63.00	
	1530040-3	CONTRACTOR FEES DISCOVER MUSIC	10/26/15	11/25/15	63.00	126.00
11304-1	NORAA CONCRETE CONSTRUCTION					
	PP2092515	CONCRETE REPLACEMENT	10/06/15	11/05/15	9,315.70	9,315.70
13597-1	NORTH LINE GIS LLC					
	1215	ESRI ARCGIS SUPPORT	10/08/15	11/07/15	1,210.00	1,210.00
13649-1	OVERDRIVE INC					
	1100-174542000	ADULT AUDIO BOOKS	10/18/15	11/17/15	623.86	
	1100-175944317	CHILDRENS EBOOKS	10/16/15	11/15/15	1,099.09	
	1100-180900313	CHILDRENS AUDIO BOOKS	10/16/15	11/15/15	848.87	2,571.82
99	JUSTINE CAMPBELL					
	911517	ACTIVITY REFUND	10/15/15	11/14/15	35.00	35.00
6500-1	RECORDED BOOKS LLC					
	75216694	ADULT BOOKS AND MEDIA	10/01/15	10/31/15	371.20	371.20
12447-1	ROCKY MOUNTAIN ACCESS CONTROLS INC					
	2015020A-07	TELEPHONE ENTRY UNIT SWTP	10/16/15	11/15/15	350.00	350.00
44	AULIO BONILLA					
	2015-3	2015 SENIOR WATER REBATE	10/23/15	11/22/15	100.00	100.00
14023-1	SOLECTEK CORPORATION					
	0041431-IN	WIRELESS NETWORK EQUIPMENT	10/06/15	11/05/15	2,532.19	2,532.19
14063-1	TECHNOLOGY SERVICES					
	1516115	RADAR REPAIR	10/03/15	11/02/15	75.00	
	1516116	RADAR REPAIR	10/03/15	11/02/15	75.00	150.00
1047-1	THE DAVEY TREE EXPERT COMPANY					
	909408478	TREE REMOVAL	09/24/15	10/24/15	485.00	
	909483403	TREE REMOVAL	10/15/15	11/14/15	1,445.00	1,930.00
12287-1	TIMOTHY WIRTH					

Batch: 92245 Period: 11/02/15

Vendor/ Remit#	Invoice Number	Description	Invoice Date	Due Date	Invoice Amount	Check Amount
	101415	PIANO TUNING ART CTR	10/14/15	11/13/15	125.00	125.00
13527-1	TLC TREE EXPERT INC					
	08-2015	SPRUCE TREE REMOVAL	08/12/15	09/11/15	300.00	
	08-2015A	ELM TREE REMOVAL	08/12/15	09/11/15	950.00	1,250.00
14173-1	TRIBBLE STONE CO INC					
	66665	STONE MONUMENT	10/14/15	11/13/15	1,533.50	1,533.50
14065-1	TYLER TECHNOLOGIES INC					
	045-145121	TYLER SOFTWARE	10/07/15	11/06/15	3,955.27	
	045-145121	TYLER SOFTWARE	10/07/15	11/06/15	847.56	
	045-145121	TYLER SOFTWARE	10/07/15	11/06/15	847.56	5,650.39
13426-1	UNIQUE MANAGEMENT SERVICES INC					
	314565	COLLECTION SERVICES	10/01/15	10/31/15	170.05	170.05
13241-1	UNITED REPROGRAPHIC SUPPLY INC					
	IN66286	OCE PRINTER QTR USAGE FEE	10/06/15	11/05/15	182.72	182.72
11087-1	UNITED SITE SERVICES					
	114-3374168	TOILET RENTAL SKATE PARK	10/06/15	11/05/15	188.65	
	114-3380437	TOILET RENTAL MEMORY SQUARE	10/08/15	11/07/15	193.60	
	114-3380438	TOILET RENTAL STEINBAUGH	10/08/15	11/07/15	193.60	
	114-3380439	TOILET RENTAL PIRATES PARK	10/08/15	11/07/15	193.60	
	114-3380440	TOILET RENTAL ANNETTE BRAND	10/08/15	11/07/15	193.60	963.05
6509-1	USA BLUEBOOK					
	767404	LAB EQUIPMENT WWTP	10/02/15	11/01/15	423.85	423.85
5115-1	WL CONTRACTORS INC					
	26337	SEP 15 FIBER MAINTENANCE	10/09/15	11/08/15	100.00	
	26337	SEP 15 FIBER MAINTENANCE	10/09/15	11/08/15	1,750.00	1,850.00
10884-1	WORD OF MOUTH CATERING INC					
	2015-22	SR MEAL PROGRAM 10/12-10/23/15	10/23/15	11/22/15	2,945.50	2,945.50
13558-1	ZIONS CREDIT CORP					
	610527	OCT 15 SOLAR POWER EQUIP LEASE	10/21/15	11/20/15	1,767.62	
	610527	OCT 15 SOLAR POWER EQUIP LEASE	10/21/15	11/20/15	883.81	2,651.43
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	BANK TOTAL PAYMENTS				493,929.26	493,929.26
					---	---
	GRAND TOTAL PAYMENTS				493,929.26	493,929.26

City of Louisville
COLORADO • SINCE 1878

City Council

Special Meeting Minutes

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

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

Roll Call was taken and the following members were present:

City Council: ***Mayor Robert Muckle, Mayor Pro Tem Hank Dalton. Council members: Ashley Stolzmann, Susan Loo Jay Keany, Chris Leh and Jeff Lipton***

Staff Present: ***Malcolm Fleming, City Manager***
Heather Balser, Deputy City Manager
Kurt Kowar, Public Works Director
Kevin Watson, Finance Director
Dave Hayes, Police Chief
Chris Neves, IT Director
Aaron DeJong, Economic Development Director
Troy Russ, Planning and Building Safety Director
Beth Barrett, Library & Museum Director
Kathleen Hix, Human Resources Director
Joe Stevens, Parks and Recreation Director
Meredyth Muth, Public Relations Manager
Carol Hanson, Deputy City Clerk

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 Council member Loo. All were in favor.

APPROVAL OF THE CONSENT AGENDA

MOTION: Mayor Muckle moved to approve the consent agenda seconded by Council member Keany. All were in favor**.**

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

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

Mayor Muckle called for a staff presentation.

City Manager Fleming stated he had included, in the packet, staff responses to the issues Council raised during the previous meetings. He asked for some follow up direction for the public hearing next week to include the following items: Fiscal Policies (will also be addressed in the Finance Committee), key areas including the reserves in the Conservation Open Space and Parks Fund and additions to paving specifying any further funding scenarios Council would like to see. Background information was provided on a number of positions if Council would like to discuss those in more detail. The Rate Study, Neighborhood Plans and Alley Study information has been provided for discussion. The Street Faire proposed budget is a key area staff would like direction on.

COUNCIL COMMENT - PAVING

Mayor Muckle suggested beginning the discussion with street paving. He mentioned Council member Lipton had sent an email concerning paving and an effort to include more money spent on paving to raise the quality of the overall condition. Mayor Muckle was happy proposing spending more money on street paving to get more streets done sooner, but was not sure he wanted to spend a lot more money on paving by taking other high priority items out of the budget.

Council member Keany was in favor of investing more money than already budgeted and being more aggressive at least within a ten year period. He suggested delaying any recreation center improvements until the task force finished looking at it.

Mayor Muckle agreed, although he wanted assurance the recreation center would be okay in the meantime.

Council member Stolzmann favored Council member Lipton's suggestion to do more streets sooner. She referred to a previous comment concerning chip seal lasting ten years and felt every street should be repaired within a ten year period to keep them in

good condition. She didn't feel this could be accomplished without doing something as aggressive as Council member Lipton suggested in his email.

Council member Loo and Mayor Pro Tem Dalton agreed.

Council member Lipton thought the City was in the unfortunate position of having to catch up on paving. He noted Public Works Director Kowar's analysis was good, but did not find the neighborhood and collector streets' condition acceptable. He felt this was the year to fund heavily and proceed with an aggressive plan. He had proposed about $700,000 in budget cuts of non-critical items to relieve the burden of cost. He wanted to make a statement with this budget that the paving was going to be hit hard. He suggested deferring some budget items to allow for the paving.

Council member Leh thanked Council member Lipton for his email. Overall, he thought Council member Lipton's suggestions were solid. Council member Leh wanted good roads in the City and noted there might be even more cuts to be found in the budget.

Mayor Muckle noted the amount spent on roads had been increasing for the last five years. Many of the roads are aging all at the same time. He did not see the urgency in fixing everything all at one time and continuing to have the same problem all the time. He asked Public Works Director Kowar if this amount of money would bend the curve on the paving and if it was true all of the roads would get 10 years life from the hot chip seal process.

Public Works Director Kowar noted chip seal could last 10-15 years, 10 years was conservative and it depends on the traffic on any particular street. A piece of the analysis concerning cost projection could be done in time and another piece is the roads in the middle with the lower scores which are in catch-up mode. He felt Council was heading in the direction of more road paving and he was getting his staff focused on ramping up the paving. Analysis of more specific road categories can be done over time with the transition to new software and converging with expectations. Staff can concentrate on a plan and analysis as the current construction season winds down. The 2016 bid package is about ready to go out for large arterial streets and a second bid package is likely for booster streets not already in the budget.

Council member Keany noted Council member Lipton is suggesting a $500,000 increase in funding. Public Works Director Kowar's memo in the packet suggests a much larger number. He was in favor of shifting funds to add $500,000 to the 2016 budget on top of what is already committed and then have a discussion early in 2017.

Council member Lipton stated his number was not based on any analysis. The number was $500,000 and he now sees it will require much more to get the very worst roads up to satisfactory condition. His goal is to see the roads in better condition than poor, serious or failing. He realized the turnaround would not happen in one year but there was a need to carve out funds for 2016 to avoid a deeper hole in 2017, 2018 and 2019.

Council member Stolzmann felt Council should provide staff with the level of expectation and then ask the Public Works Director to determine the cost. She asked for clarification on the dollar amounts the previous council members spoke of. She felt Public Works Director Kowar was saying $415,000 additional dollars were needed. Council member Keany responded, yes this was the figure for 2016, but he was also looking at the additional funds in water and sewer. Council member Stolzmann noted the water and sewer projects are incredibly large, with large dollar increases and those dollar amounts will not contribute significantly above that. She was not concerned about the dollars spent on water and sewer.

City Manager Fleming noted there would not have to be dramatic cuts in 2016 to meet the level of funding, but a problem could arise in 2017 and 2018 due to phasing of water and sewer funds and following up on work done previously.

Public Works Director Kowar emphasized the water and sewer replacement is the constraint. It is what is holding back the booster program on the streets. It is important to be aggressive on the water and sewer; the rate increases are primarily a function of increasing revenues to meet the debt service coverage requirements. There is a good reserve in the Utility Fund and this is a good use of it. Staying aggressive over the next three years in the utility and getting that part out of the way is important. Then when the paving funding is established, staff would be ready to go.

Council member Stolzmann would like to do more in 2016, but recognized not everything can be done now. It is not about a dollar amount, but about setting a goal and determining the cost. Multi-year budgeting may help in getting a better rate. She supported being aggressive in 2016 and developing a plan for out years to buckle down and budget for paving. This would include addressing streets not involved in the water/sewer replacement.

Council member Loo asked City Manager Fleming to clarify if there was not a problem to find the moneys in 2016 and what was the dollar figure. City Manager Fleming pointed to a table in the packet showing the additional funding needed to raise all streets above Overall Condition Index (OCI) 35 in five years. For 2016, the Capital Projects Fund would need to increase $415,000, accomplished by either drawing down the fund reserves which still leaves $1 million in reserves or as both he and Council member Lipton suggested, other cuts if Council wishes to keep the Capital Projects Fund reserves higher than the million dollars.

Mayor Pro Tem Dalton noted the Public Works bid process is changing and could result in a staff capacity issue. Road conditions as a goal needs to take place not in this budget but urgently addressed in 2016. This budget needs an added half million dollars as a down payment toward paving.

Mayor Muckle noted $415,000 was determined as reasonable by Public Works for 2016.

Council member Lipton suggested a second booster program to get to collector and residential streets so as to take care of the damage needing immediate attention. He would like to see more than a half million dollars added for 2016.

Council member Stolzmann noted the $415,000 suggested by Public Works was for the booster program. She agreed not letting streets fall into the poor categories and supported Council member Lipton's proposal for cuts from the current budget to add money for paving.

Mayor Muckle asked if staff would be ready to address the streets if money was budgeted. Public Works Director Kowar noted the short answer was yes, however, staff would need some time to put the plan together as there was no shortage of places to pave streets. Mayor Muckle wanted a rational plan laid out when determining the order of paving streets.

Council member Loo remarked it now looked like Council was looking at a million dollars for paving in 2016 and asked how to proceed to secure the million dollars.

PUBLIC COMMENTS

Michael Menaker,1827 W. Choke Cherry Drive, Louisville, CO while generally in favor of Council member Lipton's suggestions and paving goals, asked Public Works Director Kowar to be cautious about over working staff to get this paving done. It is more than concrete and asphalt, it is also about people. He noted he had not heard many comments about roads during Council meetings, however, had heard many other things requested by residents.

COUNCIL COMMENT

Mayor Muckle noted there are many other things to provide and was reluctant to put aside things such as the Downtown Neighborhood Plan to pave streets.

Council member Lipton said there is risk in being the first one to suggest cuts in favor of other projects such as the paving. He was flexible about the list he had provided and noted City Manager Fleming had ideas for cuts as well.

Mayor Muckle asked staff to come back with a list of items to take out of the 2016 budget to provide another million dollars for paving.

Council member Loo asked if the staff recommendations were for 2016. Mayor Muckle replied, yes, one million dollars for 2016, then 2017 would be a better year to achieve the objective by spending time really looking at the paving issue.

Council member Loo wanted to give staff an idea of Council's general direction as what to cut from the 2016 budget.

City Manager Fleming suggested staff come back with $1.5 million of identified possibilities for cuts so Council would then have the opportunity to select from those suggestions.

Council member Keany supported $500,000 in 2016, $1 million in 2017 and 2018 and 1.5 million dollars in 2019 and 2020 as a starting point.

Mayor Pro Tem Dalton thought one million dollars in 2016 was the right number.

Mayor Muckle polled the Council and determined there was support for one million dollars of additional funding for paving in 2016.

City Manager Fleming noted in the longer term, looking at streets, there would be bid information by December which will give better information on how current costs are trending. Based on current information, an inventory of streets can be put together to show the overall condition index for each segment to allow Council to determine where the funds should be applied and show value over time.

Public Works Director Kowar did not want to forget about the water and sewer. He was hearing "stay on track and get that out of the way", but wanted to confirm Council's direction.

Mayor Muckle confirmed stay on track and get it out of the way. Council member Lipton did not want to increase water rates any further, but was okay with the projects if it could be done with current revenues.

Mayor Muckle noted if the water lines are not replaced downtown, the streets will not be done either.

Council member Stolzmann stated the water rates are going up. She encouraged staff to use Council member Lipton's email as a starting point for cuts. She felt downtown parking is being addressed. She did have a lot of citizens asking for street repair and was proud to try to find budget dollars for paving the streets.

Council member Lipton asked staff to re-prioritize current revenue before raising water rates to pave streets.

Council member Stolzmann noted the water rates were going up to replace water lines.

City Manager Fleming said because of the wastewater treatment plant project and drawing funds from the combined utility fund, the City is required to keep certain

balances in those funds. Staff has identified projects critical for upkeep of the water and sewer system and over the last year an effort has been made to phase in the rate increases as slowly as possible. The fund reserves are just above the fund balances needed to meet the obligation for the loan repayment. He noted a chart was included in the packet showing, based on the current estimates and projections, what would have to be added to the water and sewer funds each year to replace downtown waterlines before ability to pave those streets; break even in 2016, 1.8 to 1.9 million dollars in 2017, $2.4 million in 2018. This would result in rate increases. Staff needs to know which is Council priority – keeping rates low or paving the streets in the timeframe proposed.

Mayor Muckle didn't think anyone was excited about raising rates, but wanted to fix water lines in the downtown area and move forward with paving those streets.

Council member Loo questioned the CIP for the Sid Copeland water treatment pump station improvements, a $2.4 million expenditure in 2016. She asked if the Water Committee took a good look at this. The CIP sheet mentions the interconnect with Superior, which she thought was a good idea, but thought the consensus was not to go forward without a definite monetary commitment from Superior.

Public Works Director Kowar noted this project is upgrading or replacing the existing pump station at the north water treatment plant and is not related to the interconnect.

Council member Loo asked why the CIP item mentioned the interconnect with Superior.

Public Works Director Kowar noted staff aims to take care of existing facilities before expansion. The second part is having an insurance policy by establishing the interconnect with the Town of Superior for future peak demand.

Council member Stolzmann suggested updating the language on the CIP sheet.

Council member Loo agreed, noting the sheet clearly refers to the interconnect with the Town of Superior.

Mayor Muckle agreed the update to the pump station shouldn't have been lumped together with the interconnect.

Mayor Muckle asked staff to come back with budget cut suggestions in excess of one million dollars to address the paving.

Mayor Muckle suggested talking about the Street Faire and asked for a staff presentation.

Street Faire

Economic Development Direction DeJong reported Jim Tienken and Mayor Pro Tem Dalton have been working on discussion points for a proposal for the City and the Downtown Business Association (DBA) to work on the Street Faire for 2016 and beyond.

Street Faire in the 2016 proposed budget – Current proposed 2016 budget includes $25,000 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 (SF) Concept:
  - 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 – 2015 revenue including beer sales, sponsorships, fees and annual membership fees for the DBA and the $20,000 City contribution; total revenues $409,000; costs $379,000; for a net positive of $30,000.
  - 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. Number of concerts still under discussion.
  - DBA to maintain creative control over marketing materials.
  - Based on previous performance of nine evenings/bands, staff projects the City's net cost will be in the $110,000 range assuming a 50/50 split of net revenue.

Mayor Pro Tem Dalton noted the Street Faire made enough money to make back the costs plus the $50,000 the lights and flowers. All revenues go to pay expenses and any surplus would be divided on some formula between the City and the DBA. The City would pick up expenses if greater.

COUNCIL COMMENT

Council member Stolzmann spoke about sole sourcing and following purchasing policies such as RFP for posters, etc. If the DBA wants to still put on the Street Faire and ask for a City contribution, she felt okay. If the City is a partner she felt obligated to do requests for proposal and give people an opportunity to bid. The share back piece should be after lights and flowers.

Jim Tienken, 404 W. Spruce Lane, Louisville, CO noted he was here as president of the DBA. There could be a long discussion about lights and flowers being provided by the City since the DBA has provided them in the past. DBA is a small group of dedicated volunteers and need a way to partner with the City for the Street Faire to continue. DBA sources of income come from primarily the Street Faire and then from membership dues, which are voluntary. 2015 showed about $7,000 for dues. $25,000 for lights and flowers will require dipping into savings and will significantly reduce DBA reserves. 2015 Street Faire had no weather impacts to revenue. Fixed costs per Street Faire night are around $24,000 before paying a band or selling a beer. 2015 numbers were outside the norm in terms of revenue. The DBA can't continue to do the flowers or lights. 2015 the DBA will provide the holiday lights. DBA proposes the City take over the flowers and lights. He noted the DBA has great contractors for both.

Council member Lipton expressed his appreciation for the great program the DBA has provided over the years. He asked if this is a financially sustainable program or if there is Street Faire fatigue.

Mr. Tienken noted the DBA viewed the Street Faire as steps above other concerts in the area due to the national touring acts brought in. The large bands could be reduced and still be above other surrounding community concert venues. Street Faire has become more and more work and money. Volunteers give the time they can and two of those key volunteers cannot continue. The expertise those volunteers brought will be hard to replace.

Council member Lipton asked if the Street Faire was expanding, stable or in decline. Mr. Tienken thought it stable in revenue growth. Council member Lipton asked if the revenue line included the sales tax. Mr. Tienken noted the DBA pays sales tax to the City as expense. Economic Director DeJong noted the reported $19,000 sales tax is for all entities not just the City.

Council member Lipton asked about reduction of nights reducing revenue. Fixed costs might remain the same even with reduced nights.

Mr. Tienken noted some costs might remain the same, however, there are also some costs reduced with a reduction in nights.

Mayor Muckle thanked Mr. Tienken. Mr. Tienken in turn thanked Council for looking at this proposal to continue this very important event within the City.

Mayor Muckle called for public comment.

PUBLIC COMMENT

Gail Wetrogan, 930 McKinley Avenue, Louisville, CO noted the people who live nearby pay the price of inconvenience and having their peace disturbed.

Michael Menaker, 1827 W. Choke Cherry Drive, Louisville, CO noted many Council members volunteer for the Street Faire. He saw the City approaching the Street Faire as a problem to be managed rather than an opportunity to be nurtured. Tonight he saw an effort to turn that around and he was supportive. Improvements in security and offsite parking were real benefits and reduced the impact on the neighborhoods. Given the chances of a rain-out, he urged the City to move forward with nine nights.

Mayor Muckle spoke to Ms. Wetrogan's comment. He noted the City is grappling with the impact on the neighborhood and trying to mitigate those impacts.

COUNCIL COMMENT

Council member Leh thanked Mr. Tienken and all the volunteers who have provided such a great program over the years. He asked about the proposal and the mention of the DBA retaining artistic autonomy for bands and the number of concerts. Mr. Tienken noted the number of concerts is still under discussion. Council member Leh stated, number of concerts set aside, a concern he heard expressed was what sort of event the Street Faire will be in the future. He noted the emphasis on bigger, better bands had garnered criticism because of the impact on the City.

Mr. Tienken did not see any appetite on the DBA's part to continue the very popular bands; that strains the system and process, increases impacts on the neighborhood and stretches the budget. There are nuances and complexities to planning the bands and the days they play.

Council member Leh wondered if artistic autonomy changes if the City partners. Mr. Tienken noted the City could have input, but he did not want to see any dictates about which bands perform.

Council member Keany echoed the thanks to the DBA and remembered when the Street Faire consisted of a flatbed trailer in front of the old library. He didn't want to detract from the popularity of the big bands but noted there are complaints from the downtown residents during those large gatherings. He noted a certain number of blocks downtown will always be impacted and the work to reduce that impact should continue.

Mayor Muckle was comfortable with the DBA continuing to pick the bands.

Council member Loo asked if the Street Faire was trademarked. Mr. Tienken answered it was. Council member Loo noted Street Faire as a brand was successful and if the City wants to partner, resist the temptation to micro-manage. If it can't continue to be done correctly and well, don't do it at all.

Council member Lipton agreed with Council member Loo; Street Faire has a unique brand and energy and must continue to be done well. He suggested earmarking $130,000 in the budget for 2016 for Street Faire.

Mr. Tienken noted one of the assumptions of previous numbers, the $20,000 received from the City was included, so would make the number closer to $150,000. The cost of a staff person is unknown. DBA does not want to book bands appearing all across the metro area. Street Faire was begun to get people to come downtown and not as a profit generating idea. As businesses grew downtown, so did the revenue and effort needed to provide the Street Faire, lights and flowers.

Council member Stolzmann wanted more detail and formalized presentation when special events are discussed at the next Council meeting. She wondered if flowers could perhaps be done internally. She liked the lights but thought the purchasing policy should be followed. She did not see the dollar figure Council member Lipton had mentioned.

Mayor Muckle asked staff to come back with numbers and details for a partnership with the DBA and producing the Street Faire.

Economic Director Dejong said the proposal would be $50,000 for flowers and lights in 2016, a difference of $30,000 from the 2015 budget and an additional $100,000 for the partnership of the Street Faire for 2016. More information will be available at the next meeting.

Fiscal Policies

Mayor Muckle inquired if Council was comfortable with the discussion on the Fiscal Policy coming back after Finance Committee

Council member Loo stated her understanding there would be payment of monies from other funds to the Combined Utility Fund for the water Parks and Recreation uses. City Manager Fleming remarked that was correct, the percentage has been ramped up in the proposed budget for 2016 to 75%.

Fund Balances

Mayor Muckle noted Council member Lipton had expressed a desire for the reserves to grow to above 20% and felt the graph in the packet showed for the next couple of years this was true.

Council member Keany asked for Council member Lipton to comment on the percentage.

City Manager Fleming noted the graph being considered shows the percentage of what has been reflected in the General Fund forecast. Projected reserve at the end of 2016 is 31.4% and at the end of 2020 back to 22% and goes as high as 33% in 2017 in terms of operational expenditures the reserve represents.

Council member Lipton asked if this was dependent on how much was spent in the Capital Fund.

City Manager Fleming noted this is the General Fund, but could depend somewhat on transfers to the Open Space and Parks Fund and to the Capital Projects Fund if necessary.

Mayor Muckle noted the graph might bend down by transfers from this fund to Capital Projects based on the earlier conversation about streets.

Council member Lipton appreciated the scale showing increased percentage. Trying to reconcile what he saw before and now. He was hoping to get to 23%-25% in reserves in future years.

Mayor Muckle supported growing reserves, was not sure he could support growing beyond 20% next year, but could depend on projects such as the paving.

Mayor Muckle suggested moving on to discussing the reserves in the Open Space & Parks Fund and whether to withhold money out of the Open Space & Parks Fund and put it in the General Fund giving more flexibility. He was not in favor of doing so.

Council member Stolzmann was under the impression the decision had been made to take the City Manager's recommendation until meetings in December when this will be redone.

Mayor Muckle asked if Council agreed to include this in the fiscal policy discussion in December. Council concurred.

Weed Control

Mayor Muckle noted staff had a new recommendation to contract weed control.

Council member Stolzmann wondered if this was just the Weed Coordinator revisited and what level of weed control could be expected next year with the budget proposal.

Parks and Recreation Director Stevens reported the goal was to have more of an immediate impact. More mowing and taking care of weed infestation in open areas. Existing staff will map where there are successes for future management.

Council member Stolzmann asked if this only affected one of the three proposed positions.

City Manager Fleming replied, yes, the proposed Weed Coordinator position and duties will be changed to contract funding. Controlled burns will still be studied.

Open Space Ranger

Mayor Muckle supported the Open Space Ranger as a year round, fulltime position.

Council member Loo was supportive with caveats; wasn't thrilled to have the open space ranger at activities not considered open space activities. She had heard from citizens and also believed the educational pieces were not as important as actually having the ranger in the open space, writing tickets and patrolling.

Council member Stolzmann supported the full time position with similar concerns expressed by Council member Loo. She discussed what a ranger should be doing; addressing maintenance, vandalism, weeds, dog issues, warnings, and ability for proactive enforcement role when appropriate.

Mayor Muckle agreed with what had been said, but also supported some of the educational pieces for the position.

Council member Leh supported the Open Space Ranger as a fulltime position. A member of the public had asked what training the ranger had in wildlife control and other things they might face.

Parks and Recreation Director Stevens noted the job description would address some of the training required. This year, training had been provided by the City's Police Department on approaching non-cooperative persons.

Council member Keany suggested if the Ranger was at the Street Faire or other events, they could man a booth telling about open space rules and regulations. He preferred the Ranger be on the trails and in the open space enforcing the rules and educating the people there.

Parks and Recreation Director Stevens addressed having the Ranger attend special events. Modifications to the role at Street Faire were made about half way through the summer and more adjustments can be made if Council approves the position.

Mayor Muckle would like to see funding available for education and training for the Ranger.

Parks and Recreation Director Stevens reported there had been job shadowing in neighboring communities with similar positions. The Open Space Advisory Board (OSAB) has championed an outreach and education piece for the Ranger.

Council member Stolzmann was concerned about the continuing discussion of the ranger providing education in the schools when three Council members had stated they wanted the ranger to be actively engaged in maintenance, enforcement and education through talking to people on the trails.

Mayor Muckle felt everyone supported a clearer role on enforcement, but had not heard objection to his assertion there was still value in the educational part of the job.

Council member Stolzmann felt the Ranger would be educating by being in the field and there is plenty for the Ranger to do in the field.

Council member Leh asked if Council member Stolzmann didn't want the Ranger going to any schools. Council member Stolzmann thought it was okay on occasion, but working in the field should be the main focus.

Parks and Recreation Director Stevens noted the education is only one element of the job.

Council member Loo thought this was a message to staff to note educational items should be just a small part; clarify the Ranger should perform Ranger duties.

Mayor Muckle clarified the Ranger could be on the ground most of the time and be creative about including educational and other activities.

Council member Lipton noted this was the first year. The Ranger was riding trails a lot of the time and the educational piece is a part of the job. He trusted staff to take the suggestions and make the right adjustments

City Manager Intern

Mayor Muckle supported the intern position; there will be benefit in terms of communication.

Council member Loo felt too much time would be spent getting this intern up to speed about City government.

Council member Keany was willing to support the position for one year.

Council member Stolzmann suggested Council address items of highest concern, since staff may remove many items from the budget to meet Council's direction to cut budget items to fund paving projects. She supported asking the City Manager to specifically consider the $725,000 worth of budget cuts suggested by Council member Lipton's memo.

Mayor Muckle asked the City Manager to come back with the suggested budget cuts at the next meeting.

Mayor Muckle called for public comment.

PUBLIC COMMENT

Mike Frontzac, 643 Fairfield Lane, Louisville, CO said he had come in contact with the Open Space Ranger and wanted to see the Ranger in a Code Enforcement Uniform to be more identifiable. He liked the idea of the Open Space Ranger and felt he was doing a good job but wondered what the training was.

Mayor Muckle noted the Ranger was in uniform later in the season.

Mr. Frontzac expressed disappointment in hearing Planning and Building Safety Director Russ was leaving the employ of the City.

COUNCIL COMMENT ON BUDGET ITEMS

Council member Lipton asked Council member Stolzmann to comment on the Utility Rate Study. Since she was on the committee reviewing rates, he wanted her view if recalibrating or validating the models was something needing to be done this year; or could the models settle in for a year and do some validation later.

Council member Stolzmann noted Public Works Director Kowar made a good argument concerning the variability in the projects done, the water usage and system development fees. His narrative convinced her of the value to understand how much of an increase will be needed and on what schedule.

Council member Lipton suggested with the Planning and Building Safety Director leaving perhaps some of the planning items could be delayed until a new Director is appointed.

Council member Lipton asked about a graph from the September 21, 2015 comparing General Fund recurring operational revenue with recurring operational expenditures resulting in an annual operating surplus/(deficit). He noted operating expenses exceed operating revenues in the near future. He wondered if this should impact the thinking on operating budgets for 2016 and beyond. How large do we want to expand government programs for the long term.

Mayor Muckle noted the curve has looked like this for several years due to the conservative estimates on revenue in future years and expenses not being precise.

City Manager Fleming agreed it was based on a conservative view. It is important to see and keep in mind when looking at building related revenues, to not become dependent on one-time revenues. Finance Director Watson explained this graph was created when Council member Keany expressed concern the City was funding ongoing expenses with one-time revenues. Creating a definition of operational costs; recurring revenue and recurring expenses help to show how the fund balance reserves are being built with one-time revenues.

Council member Lipton was concerned the budget looked out of balance with this graph. It appears the 2016 budget is balanced with one-time revenues. He wanted to plan to talk about this in the longer term.

Mayor Muckle agreed this needed to be a topic of discussion since policy states the City does not fund operational expenses with one-time revenues.

Council member Stolzmann didn't feel the Parks operating expenditures were correctly captured and after the discussion in December, this problem may be made worse.

Finance Director Watson noted within the financial policies a balanced budget is defined and the intent is to have a structurally balanced budget. The time to have the conversation may be during the financial policy discussion.

Council member Loo asked about the proposed funding in 2017 of the Visitor Center and Historical Museum. With the escalating cost of doing business, she would like to start to have a serious conversation about the dollars spent on design. There is no reason to design if it is not going to be built. She suggested the citizens interested in this might look at raising funds. With the sun-setting of the Historic Preservation Fund, the Historical Commission and Historic Preservation Commission could do a letter of understanding to put the Museum in dedicated funding. She asked if the increased visits to the Museum were school children.

Library and Museum Director Barrett noted there were more school tours, but not a significant part of the increased numbers. Having the Museum open during the Friday nights of Art Walk and the added hours for the Museum both increased visits.

Council member Loo suggested looking at other ways to finance the visitor center and museum in 2017.

Council member Lipton remembered talking with Historical Commission concerning funding a modest design or concept plan to assist in raising funds.

Mayor Muckle noted to raise funding there has to be a project concept to describe.

Deputy City Manager Balser recollected two conversations; some initial work should be done to show a concept and some significant design to show what is proposed to be done and what real costs are likely to be incurred, whether for grant funding or a ballot issue.

Council member Lipton couldn't see spending $227,000 dollars for a conceptual design and renderings.

Mayor Muckle made a pitch for the Downtown Neighborhood Plan. He had heard from many citizens in the past month. Council member Stolzmann asked what a neighborhood plan meant to him. Mayor Muckle said a public process so the neighbors could share their concerns for the neighborhood and then trying to address those concerns.

Council member Stolzmann thought that could be done, but her impression of a neighborhood plan was a process of one potential output being re-zoning of the area. She was supportive of a process to address neighborhood concerns and adding those to a capital project list but was not supportive of an in depth process where the downtown area was re-zoned to allow for high density development

Mayor Muckle felt the public process would not end up there. Not wanting to predict outcomes, he envisioned developing a pattern book to help to determine what happens with scraped buildings, etc.

Council member Keany heard at the Ward One meeting the downtown was being overbuilt. The neighborhood plan would allow citizens to plan what they would like to see in the future.

Planning and Building Safety Director Russ noted the neighborhood plan was a public outreach looking at infrastructure, housing issues, character issues, zoning, connection to trails and recommendations would come out of those interactions. Sequencing of the neighborhood plan was after the completion of the McCaslin small area plan.

Council member Loo noted Council member Lipton's memo suggested Council decide what resources should be focused on. She supported finding that focus.

PUBLIC COMMENT

Debbie Fahey, 1118 W. Enclave Circle, Louisville, CO supported focusing on priorities. She saw a lot of focus on downtown but would like some focus on Ward 2 and other areas.

COUNCIL COMMENT

Mayor Muckle asked for final comments.

Council member Stolzmann noted the departmental priorities list did not really reflect priorities as Council suggested earlier in the year. She didn't disagree with the projects listed, but disagreed to labeling them as priorities.

City Manager Fleming thanked Council for their direction and stated staff will work on a response.

Council member Lipton asked about grant funding.

Council member Keany noted Finance Committee discussed an incremental increase to grant funding each year as it has been stagnant for years.

Mayor Muckle noted Council member Stolzmann had asked to put all the things the City donates to together to be able to look at all of them at a glance. He supported a small increase to the amount given.

Council member Stolzmann felt it would be helpful to show the other non-profit contributions including the contribution proposed to go to the DBA, Chamber of Commerce, Via and Senior Meals program. When looking at the contributions as a whole, it would be easier to balance them out and determine if increases are appropriate.

Mayor Pro Tem Dalton endorsed that approach.

COUNCIL COMMENTS, COMMITTEE REPORTS AND IDENTIFICATION OF FUTURE AGENDA ITEMS

No items to report.

ADJOURNMENT

MOTION: Mayor Muckle moved to adjourn, seconded by Mayor Pro Tem Dalton. All were in favor. The meeting was adjourned at 10:03 p.m.

_____
Robert P. Muckle, Mayor

_____
Carol Hanson, Deputy City Clerk

SUBJECT: **APPROVAL TO MAKE DECEMBER 7, 2015, 5:30 – 10:00 PM, AND DECEMBER 8, 2015, 5:30 – 10:00 PM A SPECIAL MEETING FOR THE PURPOSE OF CONDUCTING BOARD AND COMMISSION INTERVIEWS**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **MEREDYTH MUTH, CITY MANAGER'S OFFICE**

SUMMARY:
The City is currently accepting applications for 2016 board and commission vacancies with an application deadline of November 16. Staff requests City Council approve a Special Meeting be held on December 7, 2015, 5:30 – 10:00 PM and continuing on December 8, 2015, 5:30 – 10:00 PM for the purpose of conducting interviews for 2016 City of Louisville Board and Commission vacancies.

Should this interview schedule be approved, the 2016 board and commission appointments will be made at the December 15th City Council meeting.

FISCAL IMPACT:
None.

RECOMMENDATION:
Approve December 7 & 8, 2015 as a Special Meeting for Board and Commission interviews.

ATTACHMENT(S):
None

SUBJECT: **STATE HIGHWAY 42 AND SHORT STREET GEOMETRIC IMPROVEMENTS**

1. **APPROVE A CONTRACT BETWEEN THE CITY OF LOUISVILLE AND KDG ENGINEERING (KDG) FOR THE STATE HWY 42 AND SHORT STREET GEOMETRIC IMPROVEMENTS**

2. **APPROVE A CONTRACT AMENDMENT BETWEEN THE CITY OF LOUISVILLE AND KDG ENGINEERING (KDG) FOR THE STATE HWY 42 AND TRAFFIC SIGNAL IMPROVEMENTS CONSTRUCTION MANAGEMENT AGREEMENT**

DATE: **NOVEMBER 2, 2015**

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

SUMMARY:

First, staff recommends approval of a contract with KDG Engineering for geometric design improvements (curbs, medians, turn lanes) of State Highway 42 and Short Street in the amount of $347,132 and a 10% staff controlled design contingency of $34,713.20.

Second, staff recommends approval of a contract amendment with Sustainable Traffic Solutions, Inc. (STS) for construction management services related to installation of a previously designed traffic signal (steel poles and traffic lights) for State Highway 42 and Short Street in the amount of $7,768.89. This amount includes a staff controlled contingency of $1,069.

Due to Colorado Department of Transportation Funding criteria surrounding $500,000 of FASTER grant funding, geometric improvements are being performed in advance of traffic signal improvements. Together, the geometric and traffic signal improvements will provide a safe and efficient intersection.

Short Street at SH 42 is the anticipated location for access to the existing Louisville/Lafayette Sports Complex, Highway 42 Urban Renewal Core Area, and the proposed northwest Rail RTD station overflow parking area. A traffic signal will support a regional trail connection, infill development traffic, and future traffic from development of the RTD station area for downtown Louisville.

This project will construct the intersection improvements including utility and drainage improvements and will accommodate sidewalks, bike lanes, and transit stops. Offset

left-turn lanes with a median separation will provide a refuge for pedestrians crossing Highway 42.

The City issued a Request for Proposals (RFP) for the subject work and received three proposals. The selection committee evaluated the proposals based on knowledge, experience with similar projects and understanding of the scope. Staff ranked KDG Engineering (KDG) first based on a combination of cost, project understanding, and understanding of CDOT design and review processes.

Consultant	Proposal Fee	Ranking
KDG Engineering	$334,711	1
Huitt Zollar	$295,375	2
JR Engineering	$306,681	3

The selected consultant is not the low bidder, however, KDG has the best understanding of the scope including the role of CDOT in the review and permitting process. CDOT requested additional environmental tasks to be performed after RFP's were received and therefore the proposal fee for design and construction management services was increased from $334,711 to $347,132.

Separate from this contract, in 2013 the City contracted with Sustainable Traffic Solutions, Inc. (STS) to design a traffic signal. CDOT approved these plans but will not allow signal construction until traffic meets signal installation warrants as specified in the Manual on Uniform Traffic Control Devices. STS will complete a new traffic signal warrant study in 2016 as infill development is completed. Once the signal meets warrants and CDOT approves construction, STS will coordinate with KDG and perform construction management services specifically related to the traffic signal. The cost of this work is $10,694.00.

ADVANTAGES:
KDG has extensive experience with the CDOT review and permitting process.

STS is already under contract for the traffic signal design of the State Highway 42 Traffic Signal Improvements.

DISADVANTAGES:
KDG is not the lowest bidder.

No disadvantages for STS.

FISCAL IMPACT:
The City will fund design and construction management services. City funds, Boulder County funds and Faster Funds will pay for construction costs.

Total Budget (042-499-55310-68)	$ 500,000.00
KDG Design and Construction Maintenance Contract	$ 347,132.00
KDG Contingency (10%)	$ 34,713.20
Total KDG Budget	$ 381,845.20
STS Warrant Study And Const. Management Addendum	$ 10,694.00
STS Contingency (10%)	$ 1,069.00
STS funds remaining in Purchase Order	($ 3,994.11)
Total STS Budget Addendum	$ 7,768.89
Remaining Project Budget	$ 110,385.91

RECOMMENDATION:
Staff recommends City Council award the contract to KDG Engineering per their proposal cost of $347,132.00, authorize staff to contract addendums up to $34,713.20 for additional work and project contingency, and authorize the Mayor, Public Works Director and City Clerk to sign and execute contract documents on behalf of the City.

Staff recommends City Council approve the contract addendum with Sustainable Traffic Solutions, Inc. per their cost of $10,694.00, authorize staff to contract addendums up to $1,069.00 for additional work and project contingency, and authorize the City Manager, Public Works Director and City Clerk to sign and execute contract documents on behalf of the City.

ATTACHMENT(S):
1. KDG Contract
2. STS Contract Amendment

INDEPENDENT CONTRACTOR AGREEMENT
BY AND BETWEEN THE CITY OF LOUISVILLE
AND KDG ENGINEERING LLC.
FOR PROFESSIONAL SERVICES

1.0 PARTIES

The parties to this Agreement are the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the "City", and KDG Engineering LLC., a Colorado Limited Liability Corporation, hereinafter referred to as the "Contractor".

2.0 RECITALS AND PURPOSE

2.1 The City desires to engage the Contractor for the purpose of providing professional design and construction management and inspection services as further set forth in the Contractor's Scope of Services (which services are hereinafter referred to as the "Services").

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

3.0 SCOPE OF SERVICES

The Contractor agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. Contractor shall furnish all tools, labor and supplies in such quantities and of the proper quality as are necessary to professionally and timely perform the Services. Contractor acknowledges that this Agreement does not grant any exclusive privilege or right to supply Services to the City.

4.0 COMPENSATION

4.1 The City shall pay the Contractor for Services under this Agreement a total not to exceed the amounts set forth in Exhibit "A" attached hereto and incorporated herein by this reference. For Services compensated at hourly or per unit rates, or on a per-task basis, such rates or costs per task shall not exceed the amounts set forth in Exhibit A. The City shall pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.) which are deemed necessary for performance of the Services and which are pre-approved by the City Manager. The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Contractor's efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside Contractor fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any Services which exceeds the amount payable under the terms of this Agreement.

4.2 The Contractor shall submit monthly an invoice to the City for Services rendered and a detailed expense report for pre-approved, reimbursable expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Contractor shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

5.0 PROJECT REPRESENTATION

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

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

6.0 TERM

The term of this Agreement shall be November 4, 2015 to December 31, 2016, unless sooner terminated pursuant to Section 13, below. The Contractor's Services under this Agreement shall commence upon execution of this Agreement by the City and Contractor shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.

The Contractor acknowledges that all financial obligations of the City hereunder beyond 2014 are expressly subject to annual budgeting and appropriation by the City Council of the City in its discretion. Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision.

7.0 INSURANCE

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

below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of Services hereunder. The required coverages are:

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

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

7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE HUNDRED AND FIFTY THOUSAND DOLLARS ($150,000) per person in any one occurrence and SIX HUNDRED THOUSAND DOLLARS ($600,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS ($50,000) per occurrence, with respect to each of Contractor's owned, hired or non-owned vehicles assigned to or used in performance of the Services. If the Contractor has no owned automobiles, the requirements of this paragraph shall be met by each officer or employee of the Contractor providing services to the City of Louisville under this contract.

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

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

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

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

7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently $150,000 per person and $600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

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

9.0 QUALITY OF WORK

Contractor's Services shall be performed in accordance with the highest professional workmanship and service standards in the field to the satisfaction of the City.

10.0 INDEPENDENT CONTRACTOR

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

10.1. CONTRACTOR SHALL SATISFY ALL TAX AND OTHER GOVERNMENTALLY IMPOSED RESPONSIBILITIES INCLUDING, BUT NOT LIMITGED TO, PAYMENT OF STATE, FEDERAL AND SOCIAL SECURITY TAXES, UNEMPLOYMENT TAXES, WORKERS' COMPENSATION AND SELF-EMPLOYMENT TAXES. NO STATE, FEDERAL OR LOCAL TAXES OF ANY KIND SHALL BE WITHHELD OR PAID BY THE CITY.

10.2. CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS EXCEPT AS MAY BE PROVIDED BY THE INDEPENDENT CONTRACTOR NOR TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE INDEPENDENT CONTRACTOR OR SOME ENTITY OTHER THAN THE CITY.

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

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

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

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

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

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

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

11.0 ASSIGNMENT

Contractor shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the City's prior written consent.

12.0 DEFAULT

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

13.0 TERMINATION

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

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

14.0 INSPECTION AND AUDIT

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

15.0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City and in hardcopy or an electronic format acceptable to the City, or both, as the City shall determine. Contractor shall not provide copies of any such material to any other party without the prior written consent of the City. Contractor shall not use or disclose confidential information of the City for purposes unrelated to performance of this Agreement without the City's written consent.

16.0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the parties shall each bear and be responsible for their own attorneys' fees and court costs.

16.2 Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Boulder County and the federal district court for the District of Colorado in connection with any dispute arising out of or in any matter connected with this Agreement.

16.3 In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the City and the Consultant agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to non-binding mediation. If such nonbinding mediation does not result in the resolution of the dispute within forty-five (45) days after the date that either party submits the issue to mediation, then any party may pursue all legal or equitable remedies available to it."

17.0 COMPLIANCE WITH LAWS; WORK BY ILLEGAL ALIENS PROHIBITED

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

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

18.0 INTEGRATION AND AMENDMENT

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

19.0 NOTICES

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

If to the City:

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

Fax: (303) 335-4550

If to the Contractor:

KDG Engineering, LLC
3500 S. Wadsworth Blvd. Ste 400
Lakewood, CO 80235
Telephone: (720) 420-9069

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

20.0 EQUAL OPPORTUNITY EMPLOYER

20.1 Contractor will not discriminate against any employee or applicant for employment because of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, veteran status, or any other applicable status protected by state or local law. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to any status set forth in the preceding sentence. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

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

Section 21.0— Third-Party Beneficiaries

21.1 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the City or the Consultant. The Consultant's services under this Agreement are being performed solely for the City's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

In witness whereof, the parties have executed this Agreement to be effective as of the day and year of signed by the City.

CITY OF LOUISVILLE,
a Colorado home rule municipal corporation

By:_____ _____
Robert P. Muckle, Mayor Date

Attest:_____ _____
Nancy Varra, City Clerk Date

CONTRACTOR:
_____

By:_____
Title:_____ _____
Date

Exhibit A – Scope of Services

[See Following Page(s)]

Exhibit B

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

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

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

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

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

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

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

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

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

The undersigned hereby certifies as follows:

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

Proposer:
_____

By_____
Title:_____

_____
Date

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with the City of Louisville including, but not limited to, any relationship with any City of Louisville elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Louisville elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIPS EXIST _____

RELATIONSHIP EXISTS (Please explain relationship)

_____

_____

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true as of the date; and

2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.

_____ _____

Printed or Typed Name Title

_____

Signature

PROJECT COST WORKSHEET (COST PLUS FIXED FEE)

BASED ON MASTER PRICING AGREEMENT V2015 OLA#321001235 CMS#15-HAA-XB-000086

(Hours based on the Scope of Services in the RFP. Once we review the existing data and discuss the scope of work in detail, the scope and estimate could be reduced considerably. For example, we assumed two full time inspectors and a half-time materials tester. CDOT may allow us to only get by with one inspector.)

PROJECT NUMBER SH 42 AND SHORT STREET GEOMETRIC IMPROVEMENTS
LOCATION City of Louisville
FIRM NAME KDG Engineering LLC
NAME OF PREPARER Stanley Kobayashi PHONE NUMBER 720.420.9069
SCOPE OF WORK DATE 10/8/2015
TYPE OF PROPOSAL: **COST PLUS FIXED FEE** Contract # _____ Task Order # _____

1A. LABOR RATES

		(a)	(b)	(c)	(d)
EMPLOYEE NAME	EMPLOYEE CLASSIFICATION	BILLING RATE COST/HOUR	ADJUSTED RATE	MULTIPLIER	LABOR RATE $/HOUR (b=d)
Kobayashi, Stanley	Sr. Bridge Engineer	$140.00	$127.27	1	$127.27
Long, Joe	Bridge Engineer	$75.00	$68.18	1	$68.18
Yamamoto, Stuart	Bridge Engineer	$88.00	$80.00	1	$80.00

(b) Adjusted Rate = $.00 / hr divided by Fee (10.0%)

Adjusted Rate = Labor Rate (b) = (d)

NOTE: Items 1A, 3, and 4 (as applicable) are prepared to submit rates.
Items 1B, 2, 3, and 4 (as applicable) are completed to compute a project cost.

1B. LABOR COSTS:

EMPLOYEE COST			DESIGN	CONSTRUCTION		
EMPLOYEE NAME	EMPLOYEE CLASSIFICATION	LABOR RATE $/HOUR (From 1d)	ESTIMATED NUMBER OF WORK HOURS	ESTIMATED NUMBER OF WORK HOURS	TOTAL HOURS	ESTIMATED COST PER EMPLOYEE
Kobayashi, Stanley	Sr. Bridge Engineer	$127.27	155	84	239	$30,418.18
Long, Joe	Bridge Engineer	$68.18	216	26	242	$16,500.00
Yamamoto, Stuart	Bridge Engineer	$80.00	256	725	981	$78,480.00
		(From 1c)				
		TOTAL LABOR	$54,934.55	$70,463.64		**$125,398.18**

(*) leave blank for non-project specific or non-task specific contract

2. FEE	**(10.0%) X Section 1 B.)**	$5,493.45	$7,046.36		**$12,539.82**
	FIXED FEE				

3A. OTHER DIRECT COST RATES (IN-HOUSE): *

	ESTIMATED UNITS			ESTIMATED COST		TOTAL
ITEM	DESIGN	CONSTRUC.	UNIT RATES	DESIGN	CONSTRUC.	
Mileage	300	5064	$0.575	$172.50	$2,911.80	$3,084.30
Reproduction	490		$0.200	$98.00	$0.00	$98.00
Postage	6		$12.00	$72.00	$0.00	$72.00
			SUBTOTAL (*)	$342.50	$2,911.80	$3,254.30

*** Prior Approval from CDOT Project Manager required**

3B. OTHER DIRECT COSTS (OUTSIDE): *

ITEM	ESTIMATED UNITS DESIGN	ESTIMATED UNITS CONSTRUC.	UNIT RATES	ESTIMATED COST DESIGN	ESTIMATED COST CONSTRUC.	TOTAL
Per Diem			$0.00	$0.00	$0.00	
Mileage			$0.000	$0.00	$0.00	
				$0.00	$0.00	
				$0.00	$0.00	
				$0.00	$0.00	
Other			$0.00	$0.00	$0.00	
			SUBTOTAL	$0.00	$0.00	$0.00
KDG ENGINEERING:			**SUBTOTAL (SUM 1B+2+3A+3B)**	**$60,770.50**	**$80,421.80**	**$141,192.30**

*** Prior Approval from CDOT Project Manager required**

4A. OUTSIDE SERVIES RATES (SUBCONSULTANTS)

FIRM NAME	ESTIMATED COST DESIGN	CONSTRUC.	TOTAL
Harris Kocher Smith Roadway & Hydraulics	$69,575.00	$0.00	
Harris Kocher Smith Survey & ROW	$33,100.00	$0.00	
Pinyon Environmental	$29,567.00	$0.00	
Yeh & Associates	$18,000.00	$55,697.00	
SUBTOTAL	$150,242.00	$55,697.00	$205,939.00

4B. OUTSIDE SERVICES (VENDORS): *

FIRM NAME	ESTIMATED COST DESIGN	CONSTRUC.	TOTAL
NONE	$0.00	$0.00	
NONE	$0.00	$0.00	
	$0.00	$0.00	$0.00

*** Prior Approval from CDOT Project Manager required**

	DESIGN	CONSTRUC.	TOTAL
TOTAL OUTSIDE SERVICES	**$150,242.00**	**$55,697.00**	**$205,939.00**

	DESIGN	CONSTRUC.	TOTAL
TOTAL ESTIMATED COST (Sum of 1B+2+3A+3B+4A+4B)	**$211,012.50**	**$136,118.80**	**$347,131.30**

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE THE WAGE RATES AND OTHER FACTUAL UNIT RATES SUPPORTING THE COMPENSATION TO BE PAID BY THE DEPARTMENT FOR THE PROFESSIONAL SERVICES ON THIS DOCUMENT ARE ACCURATE, COMPLETE AND CURRENT AT THE TIME OF CONTRACTING, AND INCLUDE NO UNALLOWABLE OR DUPLICATE COSTS.

Stanley H. Kobayashi
(TYPED NAME)

Stanley H. Kobayashi
(SIGNATURE)

10/8/2015
(DATE SIGNED)

KDG Engineering LLC

EXHIBIT 5

SH 42 AND SHORT STREET

WORK HOURS ESTIMATE OF FEES

OCT. 5, 2015

GUESS BY STAN

	TASK DESCRIPTION	KDG - CIVIL						HKS - TRANSP., TRAFFIC, HYDRAULICS							
		PM	Proj. Engr.	Bridge Engr	Direct Costs	KDG Task Hours	KDG Fees	Sr. Engr.	Hydr. Engr.	Proj. Engr.	CAD TECH	Admin. Asst.	Direct Costs	HKS Task Hours	HKS Fees
		Stan Kobayashi, PE	Stuart Yamamoto, EIT	Joe Long, EIT				Mike Kibbee, PE, PTOE	Scott Stosnider, PE, CFM						
		$140.00	$88.00	$75.00				$150.00	$125.00	$125.00	$95.00	$65.00			
I	**PROJECT MANAGEMENT/PRE-DESIGN MTG**														
2 (1)	PRE-DESIGN MEETING (1)	3	3		$86	6	$770	3	3					6	$825
(2)	COORDINATION WITH OTHER AGENCIES	2	4			6	$632	2	2					4	$550
2.B (1)	PROGRESS MEETINGS (4)	8	4		$40	12	$1,512	8	4					12	$1,700
(2)	PROJECT MANAGEMENT (MONTHLY REPORTS, PHONE CALLS, ETC.)	16			$61	16	$2,301	8	4					12	$1,700
	SUBTOTAL PROJECT MANAGEMENT HOURS	29	11	0	$187	40	$5,215	21	13	0	0	0	$0	34	$4,775
II	**ON-SITE INSPECTION**														
1	ON-SITE INSPECTION (COMBINE WITH KICKOFF MTG)														
	FIELD EXAMINATION OF CONDITIONS	3	3			6	$684	3	3					6	$825
	REPORT OF CONDITIONS	1				1	$140	1	1					2	$275
							$0								$0
	SUBTOTAL ON-SITE INSPECTION HOURS	4	3	0	$0	7	$824	4	4	0	0	0	$0	8	$1,100
III	**PRE-DESIGN PHASE**														
							$0								$0
3	SUPPLEMENTAL SURVEYING	2				2	$280								$0
							$0								$0
4	GEOTECHNICAL AND PAVEMENT JUSTIFICATION	2													
	TEST HOLES @ 500', SOIL SAMPLES,						$0								$0
	TESTING, GEOTECH & PAVT REPORT						$0								$0
							$0								$0
					$78		$78								$0
	SUBTOTAL PRELIMINARY DESIGN HOURS	4	0	0	$78	4	$638	0	0	0	0	0	$0	0	$0
IV	**FINAL DESIGN**														
							$0								$0
5	ENVIRONMENTAL AND HISTORICAL	8													
							$0								$0
							$0								$0
6	FLOODPLAIN AND DRAINAGE INVESTIGATION	4	48	24		76	$6,584		80		60	40		180	$18,300
							$0								$0
							$0								$0
7	UTILITY COORDINATION														
	Coordination and Potholing (under Survey)	4	18	24		46	$3,944								$0
8	RIGHT OF WAY	4	16			20	$1,968								$0
	LEGALS, ROW OWNERSHIP MAP						$0								$0
9	ROADWAY DESIGN	8	16					150		80	80	32			$42,180
	INCORPORATE TRAFFIC SIGNAL PLANS	2	4			6	$632	8	8		8			24	$2,960
10	PUBLIC MEETINGS	8	8	24		40	$3,624								$0
							$0								$0
							$0								$0
11.A	60% DESIGN SUBMITTAL														
	DESIGN	24	48			72	$7,584								$0
	PLANS	24	24	80		128	$11,472								$0
	QUANTITIES & COSTS	4	24	24		52	$4,472								$0
	REVIEW MEETING	4	4			8	$912								$0
11.B	100% DESIGN SUBMITTAL						$0								$0
	REVISE PLANS, QUANTS, COSTS	16	32	40	$78	88	$8,134								$0
	CDOT PERMITS	8				8	$1,120					4		4	$260
							$0								
	SUBTOTAL FINAL DESIGN	118	242	216	$78	576	$54,094	158	88	80	148	76	$0	550	$63,700
	TOTAL DESIGN HOURS	155	256	216	$343	627	$60,771	183	105	80	148	76	$0	592	$69,575

KDG Engineering LLC

EXHIBIT 5

SH 42 AND SHORT STREET

WORK HOURS ESTIMATE OF FEES

OCT. 5, 2015

GUESS BY STAN

TASK DESCRIPTION	KDG - CIVIL						HKS - TRANSP., TRAFFIC, HYDRAULICS							
	PM	Proj. Engr.	Bridge Engr	Direct Costs	KDG Task Hours	KDG Fees	Sr. Engr.	Hydr. Engr.	Proj. Engr.	CAD TECH	Admin. Asst.	Direct Costs	HKS Task Hours	HKS Fees
	Stan Kobayashi, PE	Stuart Yamamoto, EIT	Joe Long, EIT				Mike Kibbee, PE, PTOE	Scott Stosnider, PE, CFM						
	$140.00	$88.00	$75.00				$150.00	$125.00	$125.00	$95.00	$65.00			
V CONSTRUCTION ENGINEERING SUPPORT														
14.1 PREBID CONFERENCE	3.0				3.0	$420								$0
14.2 PREBID QUESTIONS	2.0		2.0		4.0	$430								$0
14.3 BID REVIEW	1.0				1.0	$140								$0
14.a PRECONSTRUCTION MEETING	4.0	4.0			8.0	$912								$0
14.b RFI'S & SHOP DRAWINGS	4.0	4.0			8.0	$912								$0
14.c MONTHLY MEETINGS (4 FOR ESTIMATING)	4.0	8.0			12.0	$1,264								$0
14.d ON-SITE INSPECTION SERVICES (4 MONTHS USED FOR ESTIMATING)	64.0	693.0	24.0	$2,912	781.0	$74,656								$0
14.e AS-BUILT PLAN GENERATION	2.0	16.0			18.0	$1,688								$0
						$0								$0
						$0								$0
SUBTOTAL CONSTRUCTION SERVICES	84.0	725.0	26.0	$2,912	835.0	$80,422	0	0	0	0	0	$0	0	$0
TOTAL HOURS AND FEES	239	981	242	$3,255	1,462	$141,193	183	105	80	148	76	$0	592	$69,575

KDG Engineering LLC

EXHIBIT 5

SH 42 AND SHORT STREET

WORK HOURS ESTIMATE OF FEES

OCT. 5, 2015

	TASK DESCRIPTION	GEOTECHNICAL - YEH										HKS - SURVEYING						ENVIRONMENTAL - PINYON									
		Princ. Engr.	Proj. Engr.	Field Engr.	Staff Engr	Sr. Tech	Tech	Admin	Direct Costs	Yeh Geotech Task Hours	Yeh Geotech Fees	SURV. MGR.	1 MAN CREW	PROJ. SURV.	Direct Costs	HKS Surv. Task Hours	Fees	PM	Proj. Specl. Mgr.	Proj. Specl.	Field Tech	Admin	Direct Costs	Pinyon Task Hours	PInyon Fees	TOTAL TASK HOURS	TOTAL FEES
		$180.00	$145.00	$98.00	$85.00	$67.00	$60.00	$50.00				$130	$120	$110				$187	$148	$109	$105	$70					
I	**PROJECT MANAGEMENT/PRE-DESIGN MTG**																										
2 (1)	PRE-DESIGN MEETING (1)										$0					0	$0								$0	12	$1,595
(2)	COORDINATION WITH OTHER AGENCIES										$0					0	$0								$0	10	$1,182
2.B (1)	PROGRESS MEETINGS (4)										$0					0	$0								$0	24	$3,212
(2)	PROJECT MANAGEMENT (MONTHLY REPORTS, PHONE CALLS, ETC.)										$0					0	$0								$0	28	$4,001
	SUBTOTAL PROJECT MANAGEMENT HOURS	0	0	0	0	0	0	0	$0	0	$0	0	0	0	$0	0	$0	0	0	0	0	0	$0	0	$0	**74**	**$9,990**
II	**ON-SITE INSPECTION**																										
1	ON-SITE INSPECTION (COMBINE WITH KICKOFF MTG)																										
	FIELD EXAMINATION OF CONDITIONS										$0					0	$0								$0	12	$1,509
	REPORT OF CONDITIONS										$0					0	$0								$0	3	$415
											$0					0	$0								$0		
	SUBTOTAL ON-SITE INSPECTION HOURS	0	0	0	0	0	0	0	$0	0	$0	0	0	0	$0	0	$0	0	0	0	0	0	$0	0	$0	**15**	**$1,924**
III	**PRE-DESIGN PHASE**																										
											$0					0	$0								$0		
3	SUPPLEMENTAL SURVEYING										$0	4	60	48		112	$13,000								$0	114	$13,280
											$0					0	$0								$0		
4	GEOTECHNICAL AND PAVEMENT JUSTIFICATION																										
	TEST HOLES @ 500', SOIL SAMPLES,	2	16	32		16	32	4	$8,992	102	$18,000					0	$0								$0	102	$18,000
	TESTING, GEOTECH & PAVT REPORT										$0					0	$0								$0		
											$0					0	$0								$0		
											$0					0	$0								$0		$78
	SUBTOTAL PRELIMINARY DESIGN HOURS	2	16	32	0	16	32	4	$8,992	102.0	$18,000	4	60	48	$0	112	$13,000	0	0	0	0	0	$0	0	$0	**218**	**$31,638**
IV	**FINAL DESIGN**																										
											$0					0	$0								$0		
5	ENVIRONMENTAL AND HISTORICAL																	1	53	116	59	24	$1,017	253	$29,567	253	$29,567
											$0					0	$0								$0		$0
											$0					0	$0								$0		$0
6	FLOODPLAIN AND DRAINAGE INVESTIGATION										$0					0	$0								$0	256	$24,884
											$0					0	$0								$0		$0
											$0					0	$0								$0		$0
7	UTILITY COORDINATION																										
	Coordination and Potholing (under Survey)										$0				$10,000	0	$10,000								$0	46	$13,944
8	RIGHT OF WAY										$0					0	$0								$0	20	$1,968
	LEGALS, ROW OWNERSHIP MAP										$0	10		80		90	$10,100								$0	90	$10,100
9	ROADWAY DESIGN																										
	INCORPORATE TRAFFIC SIGNAL PLANS										$0					0	$0								$0	30	$3,592
10	PUBLIC MEETINGS										$0					0	$0								$0	40	$3,624
											$0					0	$0								$0		$0
											$0					0	$0								$0		$0
11.A	60% DESIGN SUBMITTAL																										
	DESIGN										$0					0	$0								$0	72	$7,584
	PLANS										$0					0	$0								$0	128	$11,472
	QUANTITIES & COSTS										$0					0	$0								$0	52	$4,472
	REVIEW MEETING										$0					0	$0								$0	8	$912
11.B	100% DESIGN SUBMITTAL										$0					0	$0								$0		
	REVISE PLANS, QUANTS, COSTS										$0					0	$0								$0	88	$8,134
	CDOT PERMITS										$0					0	$0								$0	12	$1,380
											$0																
	SUBTOTAL FINAL DESIGN	0	0	0	0	0	0	0	$0	0	$0	10	0	80	$10,000	90	$20,100	1	53	116	59	24	$1,017	253	$29,567	**1,469**	**$167,461**
	TOTAL DESIGN HOURS	2	16	32	0	16	32	4	$8,992	102	$18,000	14	60	128	$10,000	202	$33,100	1	53	116	59	24	$1,017	253	$29,567	**1,776**	**$211,013**

KDG Engineering LLC

EXHIBIT 5

SH 42 AND SHORT STREET

WORK HOURS ESTIMATE OF FEES

OCT. 5, 2015

TASK DESCRIPTION	GEOTECHNICAL - YEH										HKS - SURVEYING						ENVIRONMENTAL - PINYON								TOTAL TASK HOURS	TOTAL FEES
	Princ. Engr.	Proj. Engr.	Field Engr.	Staff Engr	Sr. Tech	Tech	Admin	Direct Costs	Yeh Geotech Task Hours	Yeh Geotech Fees	SURV. MGR.	1 MAN CREW	PROJ. SURV.	Direct Costs	HKS Surv. Task Hours	Fees	PM	Proj. Specl. Mgr.	Proj. Specl.	Field Tech	Admin	Direct Costs	Pinyon Task Hours	PInyon Fees		
	$180.00	$145.00	$98.00	$85.00	$67.00	$60.00	$50.00				$130	$120	$110				$187	$148	$109	$105	$70					
V CONSTRUCTION ENGINEERING SUPPORT																										
14.1 PREBID CONFERENCE										$0					0	$0								$0	3	$420
14.2 PREBID QUESTIONS										$0					0	$0								$0	4	$430
14.3 BID REVIEW										$0					0	$0								$0	1	$140
14.a PRECONSTRUCTION MEETING										$0					0	$0								$0	8	$912
14.b RFI'S & SHOP DRAWINGS										$0					0	$0								$0	8	$912
14.c MONTHLY MEETINGS (4 FOR ESTIMATING)										$0					0	$0								$0	12	$1,264
14.d ON-SITE INSPECTION SERVICES (4 MONTHS USED FOR ESTIMATING)				80	633			$6,486	713	$55,697					0	$0								$0	1,494	$130,353
14.e AS-BUILT PLAN GENERATION										$0					0	$0								$0	18	$1,688
										$0					0	$0								$0		
										$0					0	$0								$0		
SUBTOTAL CONSTRUCTION SERVICES	0	0	0	80	633	0	0	$6,486	713	$55,697					0	$0							0	$0	**1,548**	**$136,119**
TOTAL HOURS AND FEES	2	16	32	80	649	32	4	$15,478	815	$73,697	14	60	128	$10,000	202	$33,100	1	53	116	59	24	$1,017	253	$29,567	**3,324**	**$347,132**

EXHIBIT C

Addendum No. 6 to Service Agreement

This Addendum to that certain Services Agreement dated April 16, 2013 is made effective as of _____, 2015_, by and between the undersigned parties. The Addendum immediately preceding this Addendum was dated Oct. 19, 2015.

1. Services to be provided: Additional Design and Construction Management Services at SH 42 and Short St.

2. Fees: $10,694.00

3. Schedule: Thru December 31, 2016.

CITY OF LOUISVILLE
749 Main Street
Louisville, CO 80027

By: _____
Malcolm Fleming, City Manager

Attest: _____
Nancy Varra, City Clerk

Company: Sustainable Traffic Solutions, Inc.

Address: 823 West 124th Drive

Westminster, CO 80234

By: _____

Attest: _____

Sustainable Traffic Solutions
Joseph L. Henderson PE, PTOE
Traffic Engineer / Principal

October 9, 2015

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

RE: Proposal to Provide Traffic Engineering Support During the Design and Construction of SH 42 / Short Street

Dear Joliette,

Based on your request, STS has prepared this proposal to provide support to the City and KDG Engineering during the design and construction of SH 42 / Short Street. The work that you have requested includes:

- Assist KDG Engineering during the intersection design by answering questions related to the traffic signal and modifying the signal design to accommodate the intersection design;
- Conduct a signal warrant study; and
- Assist the City with the management of the traffic signal construction.

Scope of Services

1. **Design Support to KDG Engineering.** STS will answer questions posed by KDG Engineering related to the traffic signal design and modify the signal design to accommodate the intersection design.
2. **Meetings.** Two meetings with the City staff and KDG Engineering are assumed in the fee estimate.
3. **Signal Warrant Study.** STS will conduct a signal warrant study based on the requirements of the Manual on Uniform Traffic Control Devices[1] (MUTCD). The following warrants will be evaluated:
   - **Warrant 1 – Eight-Hour Vehicular Volume**
   - **Warrant 2 – Four-Hour Vehicular Volume**
   - **Warrant 3 – Peak Hour**
   - **Warrant 7 – Crash Experience**

   The study will be conducted based on the following scope.

   a. **Traffic Counts.** The following count data will be collected on an average weekday.

      i. **Approach Volumes.** These data will be collected for 24-hours on all three approaches to the intersection.

[1] Manual on Uniform Traffic Control Devices. Federal Highway Administration. 2009.

ii. **Peak Hour Count Data.** Turning movement count data will be collected during the morning, noon, and evening peak periods.

b. **Crash Data.** Crash data will be provided by CDOT.

c. **Signal Warrant Study.** A signal warranty study will be prepared for warrants 1, 2, 3, and 7.

d. **Report.** STS will prepare a letter report summarizing the analysis, conclusions, and recommendations.

If the City would like to have any of the warrants evaluated that have been excluded, a fee can be developed to evaluate them.

4. **Management of the Signal Construction.** STS will assist the City with the management of the signal construction. The following tasks are anticipated:

   a. Review submittals
   b. Site visits – 8
   c. Review pay applications – 3
   d. Develop signal timing
   e. Prepare as-built plans for the signal
   f. Telephone consultation with the contractor - 2

Schedule

STS will accommodate the schedule established by KDG Engineering and the City.

Estimated Fee

The work described in the proposal will be invoiced on a time and materials basis at an amount not to exceed 10,694.00. The table attached to the letter shows the hours and expenses assumed in the fee estimate.

We look forward to working with you on this project. Please contact Joe at 303.589.6875 or at joe@sustainabletrafficsolutions.com with questions.

Sincerely,

SUSTAINABLE TRAFFIC SOLUTIONS, INC.

Julia B. Henderson
President

Joseph L. Henderson, PE, PTOE
Project Manager / Principal

Sustainable Traffic Solutions

Project: Proposal to Provide Traffic Engineering Support During the Design and Construction of SH 42 / Short Street

Date: October 9, 2015

Task	Task Description	Personnel						Outside Expenses	Total Cost
		Joe Henderson		Traffic Tech		Subtotal			
		$125	/Hour	$90	/Hour	Hours	Cost		
1	Design Support to KDG Engineering	16	$2,000	4	$360	20	$2,360		$2,360
2	Meetings	6	$750		$0	6	$750	$29	$779
3	Signal Warrant Study								
3a	Traffic Counts	1	$125		$0	1	$125	$1,100	$1,225
3b	Crash Data	1							
3c	Signal Warrant Study	6	$750		$0	6	$750		$750
3d	Report	2	$250		$0	2	$250		$250
4	Management of the Signal Construction								
4a	Review Submittals	8	$1,000		$0	8	$1,000		$1,000
4b	Site Visits (8)	20	$2,500		$0	20	$2,500	$115	$2,615
4c	Review Pay Applications (3)	3	$375		$0	3	$375		$375
4d	Develop Signal Timing	8	$1,000		$0	8	$1,000		$1,000
4e	Prepare As-Built Plans for the Signal		$0	1	$90	1	$90		$90
4f	Telephone Consultation with the Contractor (2)	2	$250		$0	2	$250		$250
Total		**73**	**$9,000**	**5**	**$450**	**77**	**$9,450**	**$1,244**	**$10,694**

SUBJECT: **LIFE IN LOUISVILLE PHOTOGRAPHY CONTEST**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **SUZANNE JANSSEN, CITY MANAGER'S OFFICE**

SUMMARY:
Twenty Front Range residents submitted photographs depicting "Life in Louisville" for the 8th Annual Photography Contest. These photos chronicle events and daily life from September 5, 2014 through September 8th, 2015, and will be added to the City's archives to serve as a cultural reference for future generations. All images are available for public viewing on the City's website and may be used for publication by the City and approved media requests.

The artwork selection panel reviewed the 115 submissions; double the responses received in 2014. The panel thanks all of the respondents and encourages continued participation in future years. Staff also thanks the two local photographers, MaryLynn Gillaspie and Erin Cox, and Council Member Keany for their time spent jurying this annual contest. During the jury process, all entries were separated into six major categories: Black & White, Old Town, People, Nature, Places, and Students. The panel selected the top three photographs in each category and one Grand Prize Winner.

In each of the winning photographs, the jury found something unique to Louisville and that represents the history, community and sense of place that makes Louisville a great place to live. Councilmember Keany will present certificates to the winners of each category as we project the awarded artworks.

The jury requested that the winners of each category remain unknown until this presentation. Therefore, winners will not be revealed in this packet.

ATTACHMENT(S):
1. Link to submissions to the 2015 Life in Louisville Photography Contest

SUBJECT: **ADOPTION OF 2016 BUDGET**

1. **RESOLUTION NO. 79, SERIES 2015 – A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF DECEMBER 2016**

2. **RESOLUTION NO. 80, SERIES 2015 – ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016**

3. **RESOLUTION NO. 81, SERIES 2015 – A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2015, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2016 BUDGET YEAR**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **MALCOLM FLEMING, CITY MANAGER**

SUMMARY:
The City Manager presented a proposed 2016 Citywide Budget on September 15, 2015. During the September 21st and the October 13th, 2015 Special Meetings, and during the Public Hearing held on October 20th and continued on October 26th, 2015, City Council had detailed discussions and proposed numerous changes to the Manager's September 15th proposal. The attached budget presented for final adoption reflects Council's direction during these meetings and reflects the following changes made since the October 26, 2015 Public Hearing:

1. Main Street Patios ($40,000) and Arts Center Audio Equipment ($11,300) have been deferred from 2016 to 2017 in the C-I-P.

2. FM Radio Stations ($26,000) has been removed from the 2016-2020 C-I-P.

3. The 2015 estimate for Desktop Management Software was reduced to $0 (from $15,000) to offset the $15,000 for the Agenda Management Software that is retained in the 2016 C-I-P.

4. The Historic Preservation Intern ($20,150), Recreation Center Pool Heating System Exchange Rebuild ($12,500), Memory Square Pool Equipment ($10,000, which leaves $600 for Memory Square Wifi), Neighborhood Plans ($30,000), and the Front Street Alley Project ($20,000) have been removed from the 2016 operating budget.

5. Interfund Transfer from the General Fund to the Capital Projects Fund ($72,500) has been added to reflect the General Fund reductions made to provide additional funding for paving.

6. Added an additional $160,000 to the 2016 Pavement Booster Program (to reflect the total of C-I-P and General Fund cuts noted above), bringing the total 2016 budget for paving and related utility work $3,810,000, including $1,950,000 for the Street Reconstruction Program, $1,045,000 for the Pavement Booster Program, $500,000 for waterline replacements, and $315,000 for sewer line replacements.

7. The $1 million grant from the Colorado Department of Public Health and Environment for the Wastewater Treatment Plant Upgrade was included in both 2015 and 2016. It has been removed from the 2015 Estimate.

8. The grant from Urban Drainage & Flood Control and the Contribution from Lafayette for the City-Wide Storm Sewer Outfall Improvements Project have been adjusted to the current estimates and moved to 2016 (a portion was previously estimated for 2015).

9. TIF Rebate – Safeway/Loftus Development ($91,200) has been added to the Urban Revitalization District Fund.

10. Due to new information obtained during the current Utility Rate Study, an additional $105,000 has been added to the Water Utility Fund C-I-P, $677,000 has been added to the Wastewater Utility Fund C-I-P, and $225,000 has been added to the Storm Water Utility Fund C-I-P. These amounts reflect the following changes and/or projects:

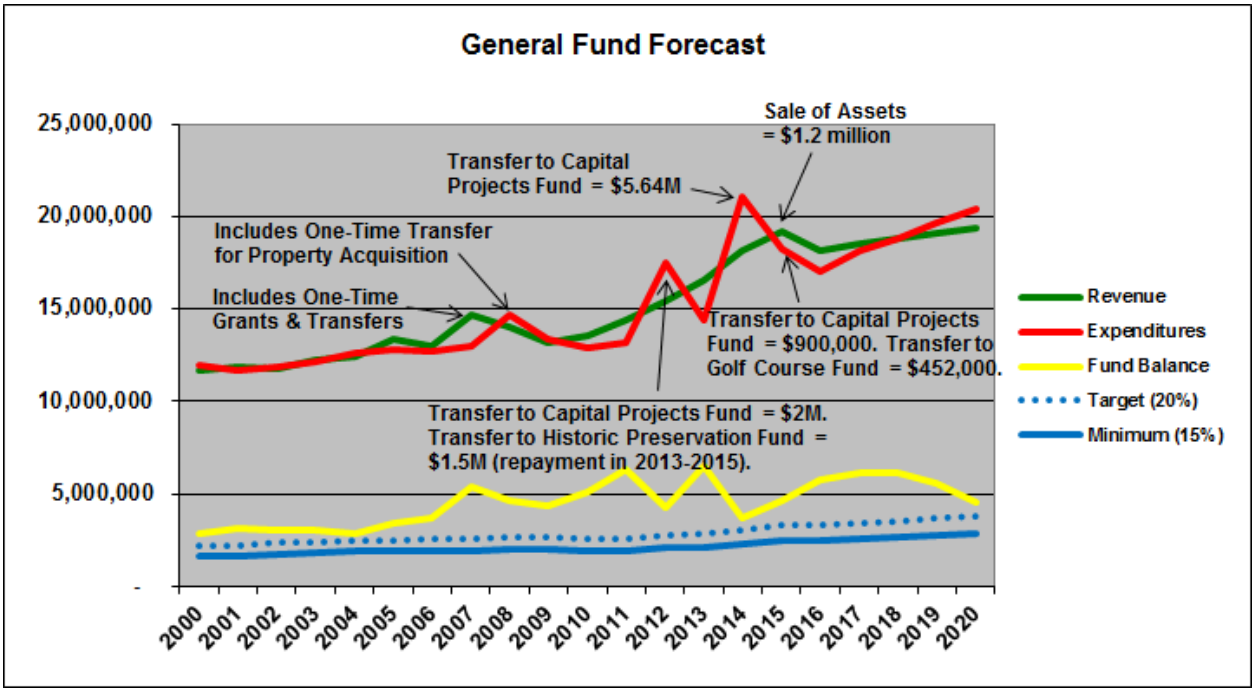
    A. Water Facilities SCADA Upgrades. Increase by $105,000, from $145,000 to $250,000. This increase represents updated cost estimates to complete work covered by the CIP that is in the 2016 project budget.

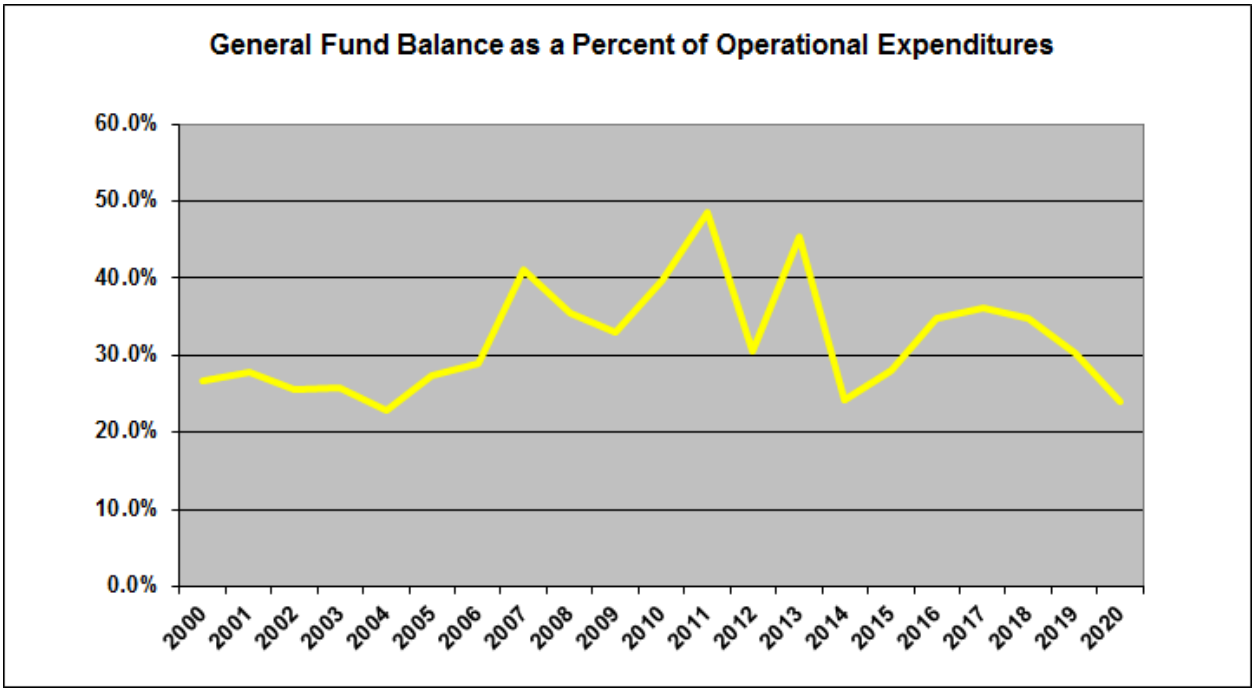
    B. Golf Course Reuse Automation of Valve Actuator (SCADA). $77,000. This project will automate portions of the reuse system to operate more cost effectively.

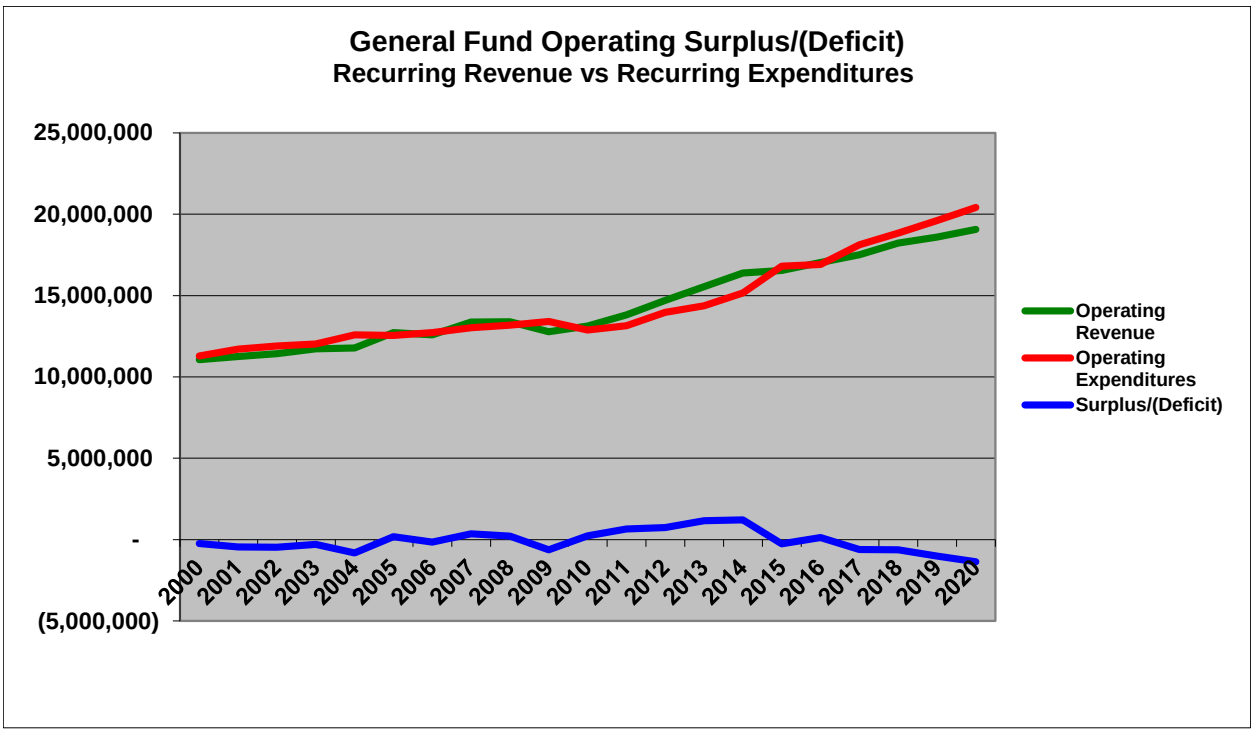
C. Fiber to WWTP. $50,000. This project, coordinated with the IT Department, is necessary to provide adequate bandwidth for the new Wastewater Treatment Plant's SCADA and other operational systems.

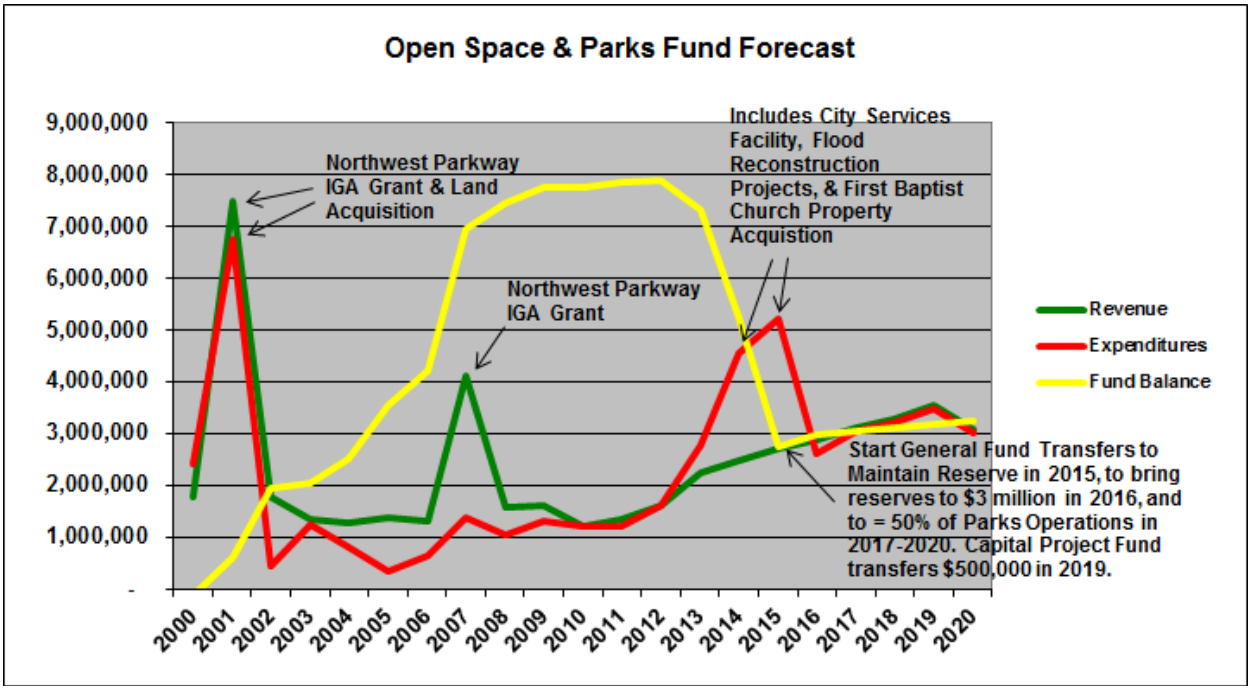
D. Core Area Utility. $225,000. This increase reflects stormwater improvements identified as during the current construction activity as necessary at Highway 42 to complete a link between the Core Area redevelopment and the Eastern Outfall Stormwater improvements.

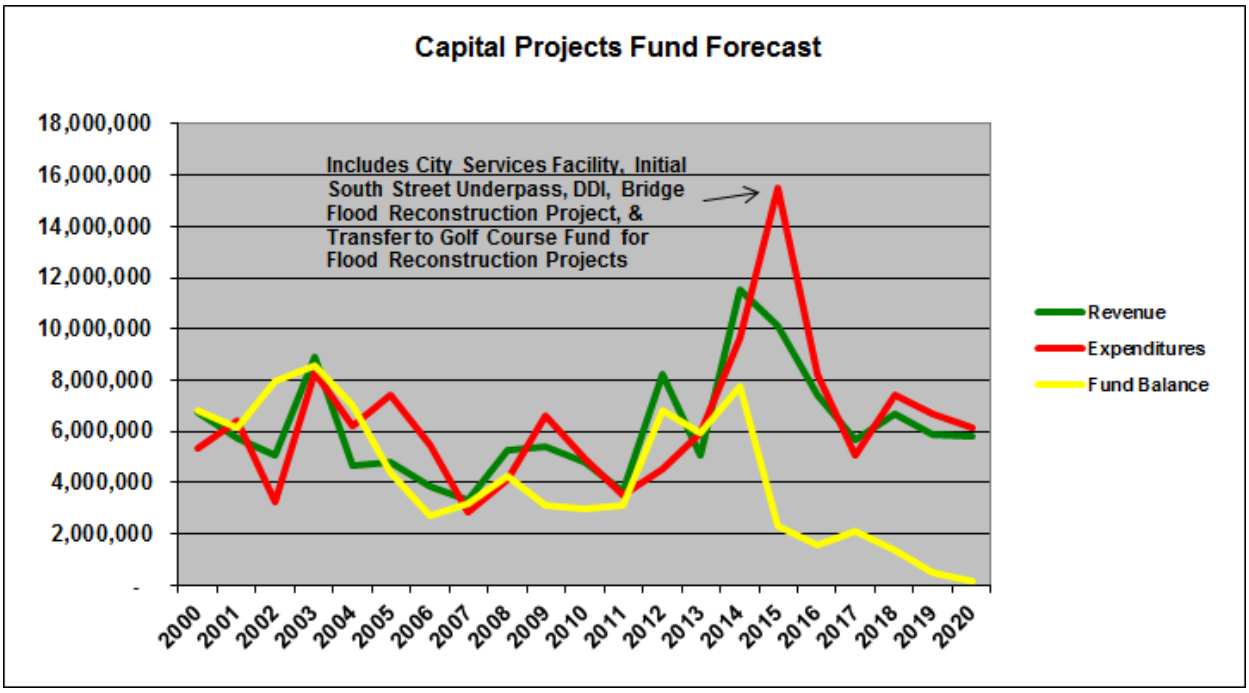
With these changes the General Fund, Open Space and Parks Fund, Capital Projects Fund, Combined Utility Fund, and Golf Course Fund forecasts are as shown below.

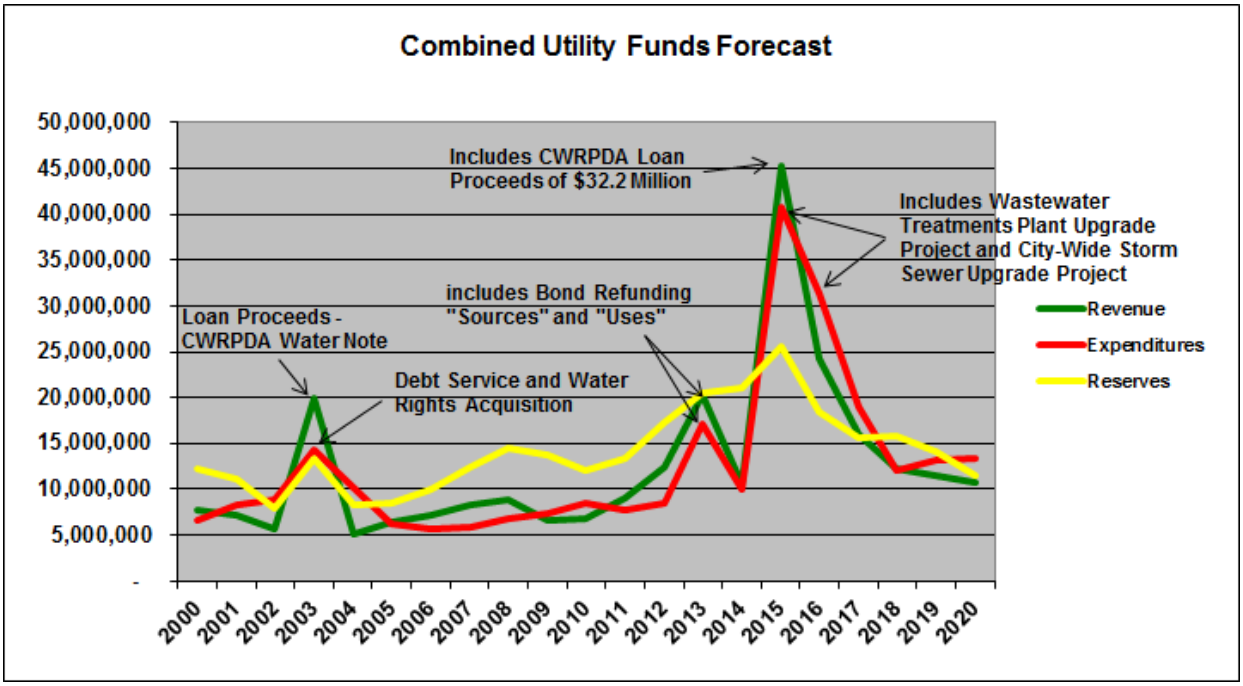



General Fund Balance as a Percent of Operational Expenditures
60.0%
50.0%
40.0%
30.0%
20.0%
10.0%
0.0%
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020


General Fund Operating Surplus/(Deficit)
Recurring Revenue vs Recurring Expenditures
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
-
(5,000,000)
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Operating Revenue
Operating Expenditures
Surplus/(Deficit)


Open Space & Parks Fund Forecast
9,000,000
8,000,000
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Northwest Parkway IGA Grant & Land Acquisition
Northwest Parkway IGA Grant
Includes City Services Facility, Flood Reconstruction Projects, & First Baptist Church Property Acquistion
Start General Fund Transfers to Maintain Reserve in 2015, to bring reserves to $3 million in 2016, and to = 50% of Parks Operations in 2017-2020. Capital Project Fund transfers $500,000 in 2019.
Revenue
Expenditures
Fund Balance


Capital Projects Fund Forecast
18,000,000
16,000,000
14,000,000
12,000,000
10,000,000
8,000,000
6,000,000
4,000,000
2,000,000
-
2000
2001
2002
2003
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
2018
2019
2020
Includes City Services Facility, Initial South Street Underpass, DDI, Bridge Flood Reconstruction Project, & Transfer to Golf Course Fund for Flood Reconstruction Projects
Revenue
Expenditures
Fund Balance


Combined Utility Funds Forecast
50,000,000
45,000,000
40,000,000
35,000,000
30,000,000
25,000,000
20,000,000
15,000,000
10,000,000
5,000,000
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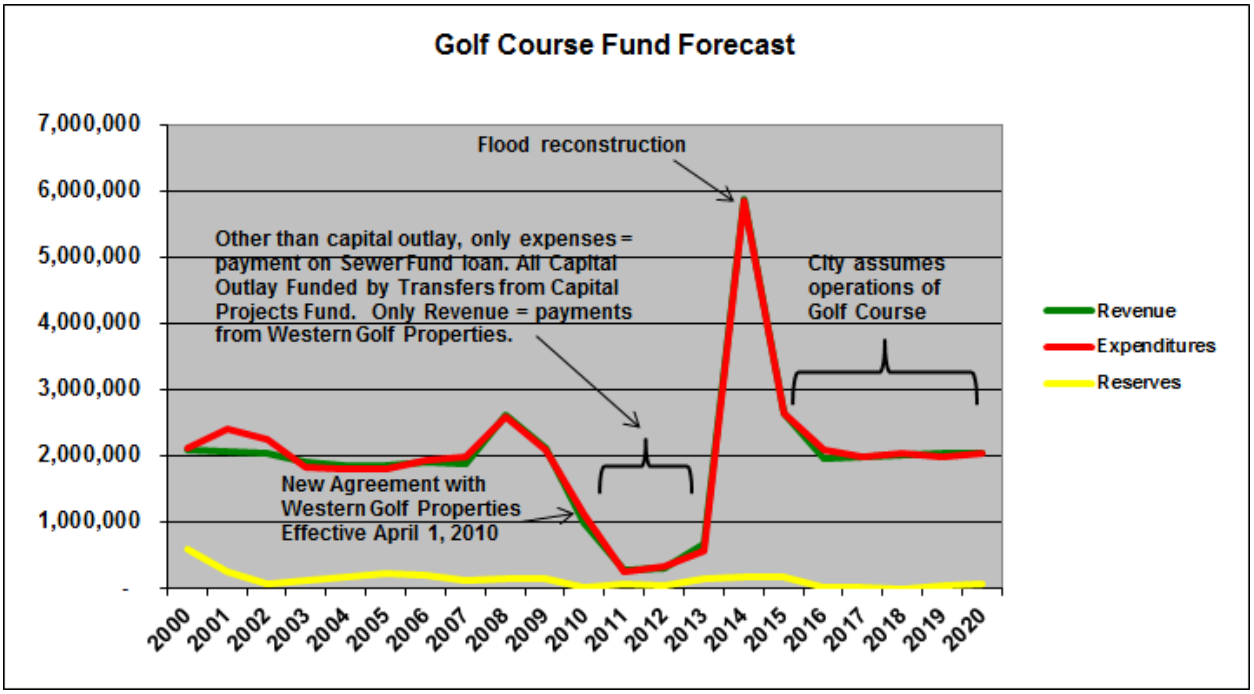
2019
2020
Includes CWRPDA Loan Proceeds of $32.2 Million
Includes Wastewater Treatments Plant Upgrade Project and City-Wide Storm Sewer Upgrade Project
includes Bond Refunding "Sources" and "Uses"
Loan Proceeds - CWRPDA Water Note
Debt Service and Water Rights Acquisition
Revenue
Expenditures
Reserves


Golf Course Fund Forecast
7,000,000
6,000,000
5,000,000
4,000,000
3,000,000
2,000,000
1,000,000
-
2000
2001
2002
2003
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2005
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2020
Flood reconstruction
Other than capital outlay, only expenses = payment on Sewer Fund loan. All Capital Outlay Funded by Transfers from Capital Projects Fund. Only Revenue = payments from Western Golf Properties.
City assumes operations of Golf Course
New Agreement with Western Golf Properties Effective April 1, 2010
Revenue
Expenditures
Reserves

These forecasts are based on the following revenue assumptions and expenditure targets.

Summary of Significant Revenue Assumptions

Revenue Category	2014 Actual	2015 Estimate	Percent of Change from Prior Year 2015	2016	2017	2018	2019	2020
Taxes:								
Sales Tax	11,461,675	12,020,340	4.9%	3.5%	3.5%	3.5%	-0.2%	3.5%
Property Tax	2,996,509	3,067,650	2.4%	16.5%	2.1%	3.6%	-22.7%	3.6%
Use Tax - Consumer	1,459,890	1,489,090	2.0%	2.0%	1.0%	1.0%	-2.6%	1.0%
Use Tax - Building Materials	1,217,640	1,886,710	54.9%	-19.8%	-24.8%	-33.1%	-44.9%	-24.0%
Use Tax - Auto	1,235,703	1,266,600	2.5%	2.3%	2.0%	2.0%	-1.9%	2.0%
Franchise Taxes	1,123,486	1,072,230	-4.6%	2.1%	2.0%	2.0%	1.9%	1.9%
Lodging Tax	428,075	470,880	10.0%	4.0%	3.0%	3.0%	2.5%	2.5%
Specific Ownership Tax	160,034	164,030	2.5%	2.0%	2.0%	2.0%	2.0%	2.0%
Licenses & Permits:								
Construction Permits	714,821	1,270,620	77.8%	-12.7%	-8.8%	-38.2%	-28.2%	-21.6%
Minor Building-Related Permits	245,101	261,500	6.7%	-36.3%	2.0%	2.0%	2.0%	2.0%
Intergovernmental Revenue:								
Highway Users Tax	608,508	620,680	2.0%	-4.7%	1.0%	1.0%	1.0%	1.0%
State Lottery	183,996	184,000	0.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Charges for Services:								
Water User Fees	4,641,032	4,294,680	-7.5%	10.9%	10.8%	3.8%	0.8%	0.8%
Water Tap Fees	2,260,605	3,927,190	73.7%	117.1%	-45.1%	-66.8%	-53.4%	-100.0%
Wastewater User Fees	2,289,406	2,650,410	15.8%	19.9%	10.7%	2.4%	1.2%	1.3%
Recreation Center Fees	1,869,815	1,835,990	-1.8%	0.7%	-0.2%	0.0%	0.0%	0.0%
Solid Waste User Fees	1,227,599	1,399,460	14.0%	5.4%	3.1%	3.1%	3.1%	3.0%
Impact Fees	469,423	1,740,200	270.7%	-53.4%	22.1%	-67.8%	-47.5%	-100.0%
Wastewater Tap Fees	489,959	485,100	-1.0%	314.4%	-43.4%	-81.1%	-38.2%	-100.0%
Storm Water User Fees	629,963	705,560	12.0%	12.0%	6.7%	1.5%	1.0%	1.0%
Fines & Forfeitures								
Court Fines	188,008	141,010	-25.0%	6.4%	0.0%	0.0%	0.0%	0.0%

Summary of Significant Expenditure Targets

Revenue Category	2014 Actual	2015 Estimate	Percent of Change from Prior Year 2015	2016	2017	2018	2019	2020
Salaries & Wages:								
Regular Wages	10,123,438	10,969,540	8.4%	7.3%	4.0%	4.0%	4.0%	4.0%
Temporary Wages	955,954	1,277,100	33.6%	12.8%	3.9%	3.9%	3.9%	3.9%
Overtime	345,091	386,500	12.0%	2.4%	4.0%	4.0%	4.0%	4.0%
Employee Benefits:								
Employee Health Insurance	1,576,320	1,895,500	20.2%	2.6%	6.5%	7.0%	7.0%	7.0%
FICA Expense	838,967	967,180	15.3%	7.4%	3.6%	4.0%	4.0%	4.0%
Retirement Contribution	595,362	626,880	5.3%	6.7%	3.4%	4.0%	4.0%	4.0%
Workers Compensation	158,980	176,640	11.1%	-3.8%	2.0%	2.0%	2.0%	2.0%
Supplies:								
Chemicals	294,273	355,200	20.7%	4.2%	4.0%	4.5%	5.0%	5.0%
Vehicle Maintenance Supplies	230,506	253,330	9.9%	6.3%	4.0%	4.5%	5.0%	5.0%
Street Supplies	137,336	148,500	8.1%	0.7%	4.0%	4.5%	5.0%	5.0%
Uniforms & Clothing	83,318	100,000	20.0%	4.3%	3.0%	3.0%	3.0%	3.0%
Library Books	73,852	75,030	1.6%	8.6%	1.0%	1.0%	1.0%	1.0%
Other Operating Supplies	498,295	629,770	26.4%	20.2%	4.0%	4.5%	5.0%	5.0%
Purchased Services:								
Professional Services	1,656,252	2,229,320	34.6%	6.1%	-0.3%	2.9%	2.9%	2.9%
Solid Waste Hauling	1,232,614	1,404,250	13.9%	3.0%	3.1%	3.1%	3.1%	3.1%
Utilities	1,316,522	1,502,680	14.1%	21.1%	10.3%	4.0%	4.0%	4.0%
Repairs & Maintenance	1,219,178	969,640	-20.5%	12.5%	-1.2%	4.5%	5.0%	5.0%
Insurance Premiums	321,009	350,990	9.3%	10.5%	4.9%	5.9%	5.9%	5.9%
Legal Services	325,412	375,610	15.4%	-2.4%	3.4%	3.4%	3.4%	3.4%
Boulder Dispatch Service	289,249	296,230	2.4%	0.0%	2.5%	2.5%	2.5%	2.5%
Communications	108,839	137,040	25.9%	4.4%	0.0%	0.0%	0.0%	0.0%
Other Purchased Services	1,140,845	1,846,110	61.8%	2.1%	0.4%	3.9%	4.0%	4.2%

FISCAL IMPACT:
The table below summarizes the projected fiscal impact of the 2016 budget on each fund. Please note that the General Fund expenditures include a 3% "turnback" adjustment and, therefore, are 3% less than the total proposed appropriation for the General Fund.

Schedule of Revenue, Expenditures, and Changes to Fund Balances
All Funds
2016 Final Budget

Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses [1]	Ending Fund Balance	Amount of Change	Percent of Change
General	$ 4,601,173	$ 18,121,240	$ 16,982,320	$ 5,740,093	$ 1,138,920	25%
Special Revenue Funds:						
Urban Revitalization District	202,717	4,515,330	4,348,160	369,887	167,170	82%
PEG Fees	32,758	26,200	24,040	34,918	2,160	7%
Parking Improvement	6,145	50	-	6,195	50	1%
Open Space & Parks	2,750,547	2,869,620	2,620,500	2,999,667	249,120	9%
Conservation Trust - Lottery	307,378	454,090	251,200	510,268	202,890	66%
Cemetery Perpetual Care	488,955	35,330	2,300	521,985	33,030	7%
Cemetery	100,223	196,630	196,630	100,223	-	0%
Historic Preservation	740,821	605,730	486,880	859,671	118,850	16%
Total Special Revenue Funds	4,629,545	8,702,980	7,929,710	5,402,815	773,270	17%
Capital Project Funds						
Capital Projects	2,322,337	7,419,300	8,209,490	1,532,147	(790,190)	-34%
Impact Fee	1,842,303	817,960	1,744,900	915,363	(926,940)	-50%
Total Capital Project Funds	4,164,640	8,237,260	9,954,390	2,447,510	(1,717,130)	-41%
Debt Service Fund	638,585	816,440	736,050	718,975	80,390	13%
Enterprise Funds (WC Basis)						
Water Utility	6,155,064	13,442,990	10,158,010	9,440,044	3,284,980	53%
Wastewater Utility	19,287,131	6,507,120	17,692,310	8,101,941	(11,185,190)	-58%
Stormwater Utility	208,091	4,243,130	3,468,930	982,291	774,200	372%
Golf Course	157,869	1,957,100	2,098,300	16,669	(141,200)	-89%
Solid Waste & Recycling Utility	50,422	1,596,760	1,557,710	89,472	39,050	77%
Total Enterprise Funds	25,858,577	27,747,100	34,975,260	18,630,417	(7,228,160)	-28%
Internal Service Funds (WC Basis)						
Technology Management	149,447	70,990	30,750	189,687	40,240	27%
Fleet Management	609,497	241,620	233,850	617,267	7,770	1%
Total Internal Service Funds	758,944	312,610	264,600	806,954	48,010	6%
Total All Funds	$ 40,651,464	$ 63,937,630	$ 70,842,330	$ 33,746,764	$ (6,904,700)	-17%

[1] General Fund Expenditures Include a 3% Projected Turnback, which amounts to $ 510,340

Total interfund transfers are estimated at $3,521,170 for 2015 and are proposed at $2,452,450 for 2016. The two schedules below summarize the interfund transfer for 2015 and 2016.

Inter-Fund Transfers Matrix
2015 Estimate

	Transfers In							
Transfers Out	General Fund	OS&P Fund	Cemetery Fund	Capital Projects Fund	Impact Fee Fund	Waste-water Fund	Golf Course Fund	Total
General Fund		256,560 *a*	141,630 *b*	900,000 *c*	98,370 *d*		451,610 *e*	1,848,170
Cemetery Perpetual Care Fund			2,000 *f*					2,000
Historic Preservation Fund	250,000 *g*							250,000
Capital Projects Fund							863,000 *h*	863,000
Impact Fee Fund		161,000 *i*		172,000 *i*				333,000
Golf Course Fund						225,000 *j*		225,000
Total	250,000	417,560	143,630	1,072,000	98,370	225,000	1,314,610	3,521,170

a Annual recurring support for operations and capital.
b Annual recurring support for operations and capital.
c A one-time, non-recurring transfer to help fund capital projects scheduled for 2015.
d A one-time, non-recurring transfer for waived Impact Fees from (Boulder County Housing Authority).
e A one-time, non-recurring transfer to fund operations prior to the re-opening of the Golf Course.
f Annual recurring transfer of interest earned used to fund operations and captial.
g Final repayment on $1.5 million loan to fund acquistion of the Grain Elevator.
h A one-time, non-recurring transfer for Golf Course capital projects.
i Annual transfer of impact fee revenue for projects eligible for this type of funding.
j Annual repayment on $1.8 million loan for capital projects and debt defeasance. Final payment scheduled for 2021.

Inter-Fund Transfers Matrix
2016 Recommended Budget

	Transfers In				
Transfers Out	OS&P Fund	Cemetery Fund	Capital Projects Fund	Waste-water Fund	Total
General Fund	280,000 *a*	128,950 *b*	72,500 *c*		481,450
Cemetery Perpetual Care Fund		2,000 *d*			2,000
Impact Fee Fund	739,000 *e*		1,005,000 *e*		1,744,000
Golf Course Fund				225,000 *f*	225,000
Total	1,019,000	130,950	1,077,500	225,000	2,452,450

a Annual recurring support for operations and capital.
b Annual recurring support for operations and capital.
c A one-time, non-recurring transfer to help fund capital projects scheduled for 2016.
d Annual recurring transfer of interest earned used to fund operations and captial.
e Annual transfer of impact fee revenue for projects eligible for this type of funding.
f Annual repayment on $1.8 million loan for capital projects and debt defeasance.

RECOMMENDATION:
Staff recommends Council formally approve the 2016 budget, appropriate funds, and levy property taxes by adopting:

- Resolution No. 79, Series 2015, adopting the budget;
- Resolution No. 80, Series 2015, appropriating funds; and
- Resolution No. 81, Series 2015, levying property taxes.

ATTACHMENTS:

1. Resolution No. 79, Series 2015, summarizing expenditures and revenues for each fund and adopting a budget for the City of Louisville, Colorado for the calendar year beginning the first day of January 2016 and ending the last day of December 2016.

2. Resolution No. 80, Series 2015, the annual appropriation resolution for the City of Louisville, Colorado for the calendar year beginning January 1, 2016 and ending December 31, 2016.

3. Resolution No. 81, Series 2015, levying general property taxes for the year 2015 to help defray the costs of government for the City of Louisville, Colorado for the 2016 budget year.

4. 2016 Proposed Budget – Summary by Fund.

5. Five-Year Capital Improvements Plan 2016-2020 – Summary of Recommended Projects.

RESOLUTION NO. 79
SERIES 2015

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE CITY OF LOUISVILLE, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2016 AND ENDING ON THE LAST DAY OF DECEMBER 2016.

WHEREAS, the City Council of Louisville has appointed the City Manager to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the City Manager submitted a proposed budget to the City Council of Louisville on September 15, 2015, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 20 and October 26, 2015, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, whatever increases may have been made in the expenditures, like increases have been made to revenue, or reserves have been used, so that the budget remains in balance, as required by law.

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

SECTION 1. That the estimated revenue and expenditures for each fund as provided for in the budget are as summarized below in Schedule A.

SECTION 2. That the budget as submitted, amended, and herein summarized by fund, a copy of which is attached hereto and incorporated herein by this reference, hereby is approved and adopted as the budget of the City of Louisville for the calendar year beginning on the first day of January 2016 and ending on the last day of December 2016.

SECTION 3. That the budget hereby approved and adopted shall be signed by the Mayor and City Clerk and made a part of the public record of the City of Louisville, Colorado.

Schedule A

City of Louisville, Colorado
Summary of Budgeted Revenue, Expenditures, and Projected Changes to Fund Balances
All Funds
2016 Budget

	General Fund	Special Revenue Funds	Capital Project Funds	Debt Service Fund	Enterprise Funds (Bdgt Basis)	Internal Service Funds (Bdgt Basis)	Total All Funds
Beginning Fund Balance	4,601,173	4,629,545	4,164,640	638,585	25,858,577	758,944	40,651,464
Revenue & Other Sources:							
Taxes	13,278,120	3,160,470	5,036,590	812,440	-	-	22,287,620
Licenses & Permits	1,435,430	66,660	-	-	2,000	-	1,504,090
Intergovernmental Revenue	1,138,770	478,090	1,000,000	-	4,450,000	-	7,066,860
Charges for Services	1,795,980	31,850	810,460	-	22,763,140	308,810	25,710,240
Fines & Forfeitures	213,300	-	-	-	-	-	213,300
Interest Earnings & Miscellaneous	259,640	65,960	312,710	4,000	306,960	3,800	953,070
Other Financing Sources	-	3,750,000	-	-	-	-	3,750,000
Interfund Transfers	-	1,149,950	1,077,500	-	225,000	-	2,452,450
Total Revenue & Other Sources	18,121,240	8,702,980	8,237,260	816,440	27,747,100	312,610	63,937,630
Expenditures & Other Uses:							
Administration & Operations	17,011,210	2,905,610	494,990	-	9,233,710	1,500	29,647,020
Debt Service	-	354,000	-	736,050	2,486,570	-	3,576,620
Capital Outlay	-	4,339,300	7,715,400	-	23,029,980	263,100	35,347,780
Other Financing Uses	-	328,800	-	-	-	-	328,800
Interfund Transfers	481,450	2,000	1,744,000	-	225,000	-	2,452,450
Total Expenditures & Other Uses	17,492,660	7,929,710	9,954,390	736,050	34,975,260	264,600	71,352,670
Ending Fund Balance	5,229,753	5,402,815	2,447,510	718,975	18,630,417	806,954	33,236,424

PASSED AND ADOPTED this 2nd day of November, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

RESOLUTION NO. 80
SERIES 2015

ANNUAL APPROPRIATION RESOLUTION FOR THE CITY OF LOUISVILLE, COLORADO FOR THE CALENDAR YEAR BEGINNING JANUARY 1, 2016 AND ENDING DECEMBER 31, 2016.

WHEREAS, the City Council has adopted the annual budget for the 2016 budget year and it is necessary to appropriate the revenues provided in the budget to and for the purposes described below.

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

SECTION 1. That out of the estimated revenue to be derived from all sources, as set forth in the 2016 budget, to be received into the funds listed below, which together with estimated reserves at January 1, 2016, make a total of estimated revenue and reserves, there is hereby appropriated to each such fund for the fiscal year beginning January 1, 2016, the amount listed as follows:

Total 2016 Appropriations:

Fund Description	2016 Appropriation
General	$ 17,492,660
Urban Revitalization District	4,348,160
PEG Fees	24,040
Open Space & Parks	2,620,500
Conservation Trust - Lottery	251,200
Cemetery Perpetual Care	2,300
Cemetery	196,630
Historic Preservation	486,880
Capital Projects	8,209,490
Impact Fee	1,744,900
Debt Service	736,050
Water Utility	10,158,010
Wastewater Utility	17,692,310
Stormwater Utility	3,468,930
Golf Course	2,098,300
Solid Waste & Recycling Utility	1,557,710
Technology Management	30,750
Fleet Management	233,850
Total Appropriations	$ 71,352,670

PASSED AND ADOPTED this 2nd day of November 2015.

City of Louisville

By: _____
Robert P. Muckle
Mayor

ATTEST:

By: _____
Nancy Varra
City Clerk

RESOLUTION NO. 81
SERIES 2015

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2015, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CITY OF LOUISVILLE, COLORADO FOR THE 2016 BUDGET YEAR.

WHEREAS, the City Council of the City of Louisville has adopted the annual budget for the 2016 budget year in accordance with the Local Government Budget Law, on November 2, 2015; and

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is $2,801,989; and

WHEREAS, the amount of money necessary from property tax revenue to balance the budget for the estimated debt service payments of the approved bonded debt is $824,814; and

WHEREAS, the 2014 net valuation for assessment for the City of Louisville as certified by the County Assessor is $540,507,225; and

WHEREAS, the City of Louisville is exempt from the statutory property tax revenue limitation (5.5% limit) due to the voter approval of Ballot Issue 2A on November 6, 2001; and

WHEREAS, the City of Louisville is exempt from the fiscal year spending limitation imposed by Article X, Section 20, to the Colorado Constitution, approved by the voters on November 3, 1992, due to the voter approval of Ballot Issue 2A on November 6, 2001.

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

SECTION 1. That for the purpose of meeting all general operating expenses of the City of Louisville during the 2016 budget year, there is hereby levied a tax of 5.184 mills upon each dollar of the total valuation for assessment of all taxable property within the City for the year 2015.

SECTION 2. That for the purpose of meeting payments for bonded indebtedness of the City of Louisville during the 2016 budget year, there is hereby levied a tax of 1.526 mills upon each dollar of the total valuation for assessment of all taxable property within the City for the year 2015.

SECTION 3. That the City Clerk is hereby authorized and directed to immediately certify to the County Commissioners of Boulder County, Colorado, the mill levies for the City of Louisville as herein above determined and set.

PASSED AND ADOPTED this 2nd day of November 2015.

City of Louisville

By: _____
Robert P. Muckle
Mayor

ATTEST:

By: _____
Nancy Varra
City Clerk

City of Louisville

COLORADO ▪ SINCE 1878

2016 Proposed Budget

Summary by Fund
November 2, 2015

City of Louisville, Colorado
Schedule of Revenue, Expenditures, and Changes to Fund Balances
All Funds
2016 Final Budget

Fund Description	Beginning Fund Balance	Revenue & Other Sources	Expenditures & Other Uses [1]	Ending Fund Balance	Amount of Change	Percent of Change
General	**$ 4,601,173**	**$ 18,121,240**	**$ 16,982,320**	**$ 5,740,093**	**$ 1,138,920**	**25%**
Special Revenue Funds:						
Urban Revitalization District	**202,717**	4,515,330	4,348,160	**369,887**	167,170	82%
PEG Fees	**32,758**	26,200	24,040	**34,918**	2,160	7%
Parking Improvement	**6,145**	50	-	**6,195**	50	1%
Open Space & Parks	**2,750,547**	2,869,620	2,620,500	**2,999,667**	249,120	9%
Conservation Trust - Lottery	**307,378**	454,090	251,200	**510,268**	202,890	66%
Cemetery Perpetual Care	**488,955**	35,330	2,300	**521,985**	33,030	7%
Cemetery	**100,223**	196,630	196,630	**100,223**	-	0%
Historic Preservation	**740,821**	605,730	486,880	**859,671**	118,850	16%
Total Special Revenue Funds	**4,629,545**	**8,702,980**	**7,929,710**	**5,402,815**	**773,270**	**17%**
Capital Project Funds						
Capital Projects	**2,322,337**	7,419,300	8,209,490	**1,532,147**	(790,190)	-34%
Impact Fee	**1,842,303**	817,960	1,744,900	**915,363**	(926,940)	-50%
Total Capital Project Funds	**4,164,640**	**8,237,260**	**9,954,390**	**2,447,510**	**(1,717,130)**	**-41%**
Debt Service Fund	**638,585**	**816,440**	**736,050**	**718,975**	**80,390**	**13%**
Enterprise Funds (WC Basis)						
Water Utility	**6,155,064**	13,442,990	10,158,010	**9,440,044**	3,284,980	53%
Wastewater Utility	**19,287,131**	6,507,120	17,692,310	**8,101,941**	(11,185,190)	-58%
Stormwater Utility	**208,091**	4,243,130	3,468,930	**982,291**	774,200	372%
Golf Course	**157,869**	1,957,100	2,098,300	**16,669**	(141,200)	-89%
Solid Waste & Recycling Utility	**50,422**	1,596,760	1,557,710	**89,472**	39,050	77%
Total Enterprise Funds	**25,858,577**	**27,747,100**	**34,975,260**	**18,630,417**	**(7,228,160)**	**-28%**
Internal Service Funds (WC Basis)						
Technology Management	**149,447**	70,990	30,750	**189,687**	40,240	27%
Fleet Management	**609,497**	241,620	233,850	**617,267**	7,770	1%
Total Internal Service Funds	**758,944**	**312,610**	**264,600**	**806,954**	**48,010**	**6%**
Total All Funds	**$ 40,651,464**	**$ 63,937,630**	**$ 70,842,330**	**$ 33,746,764**	**$ (6,904,700)**	**-17%**

[1] General Fund Expenditures Include a 3% Projected Turnback, which amounts to $ 510,340

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
General Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**6,332,836**	**4,257,451**	**6,490,323**	**3,658,783**	**3,658,783**	**4,601,173**	**4,601,173**	**4,601,173**		
Revenue										
Taxes	10,873,531	11,721,810	12,431,405	12,766,440	12,625,850	12,943,450	13,231,330	13,278,120	511,680	4.01%
Licenses & Permits	1,006,154	1,153,558	1,025,249	1,331,980	1,643,000	1,747,320	1,435,430	1,435,430	103,450	7.77%
Intergovernmental Revenue	1,064,232	1,121,516	1,329,780	1,096,750	1,172,360	1,171,800	1,138,770	1,138,770	42,020	3.83%
Charges for Services	1,820,192	1,816,836	1,822,559	1,810,400	1,806,400	1,801,060	1,795,980	1,795,980	(14,420)	-0.80%
Fines & Forfeitures	228,212	223,608	250,634	227,470	201,410	233,300	233,300	213,300	(14,170)	-6.23%
Miscellaneous Revenue	329,873	300,380	323,535	248,470	283,090	259,640	259,640	259,640	11,170	4.50%
Other Financing Sources	6,014	15,804	748	-	1,215,000	-	-	-	-	
Interfund Transfers	64,000	250,000	1,000,000	250,000	250,000	-	-	-	(250,000)	-100.00%
Total Revenue	**15,392,209**	**16,603,512**	**18,183,910**	**17,731,510**	**19,197,110**	**18,156,570**	**18,094,450**	**18,121,240**	**389,730**	**2.20%**
Expenditures										
Central Charges	275,201	308,943	311,941	352,580	344,440	376,330	376,330	376,330	23,750	6.74%
Legislative - City Council	140,834	125,459	127,823	121,670	126,280	165,870	180,870	260,870	139,200	114.41%
Legislative - Events	65,441	62,993	28,142	66,000	60,860	58,250	63,250	88,250	22,250	33.71%
Municipal Court	169,633	181,563	183,586	211,760	213,340	229,480	228,410	228,410	16,650	7.86%
City Manager - Administration	312,877	328,378	362,584	361,680	361,190	458,170	447,840	447,840	86,160	23.82%
City Manager - Cable Television	7,524	8,284	9,753	10,460	11,200	12,010	12,010	12,010	1,550	14.82%
City Manager - ADA Compliance	382	760	372	300	2,200	2,500	2,500	2,500	2,200	733.33%
City Manager - Community Facilitation	98,145	115,882	125,998	206,460	201,010	261,210	229,760	229,760	23,300	11.29%
Economic Development	154,012	155,398	168,590	199,420	179,620	198,550	198,290	198,290	(1,130)	-0.57%
City Attorney	130,020	145,741	196,866	150,000	225,000	225,000	200,000	200,000	50,000	33.33%
City Clerk	191,500	171,130	171,429	262,270	260,190	253,350	256,730	256,730	(5,540)	-2.11%
Human Resources	289,120	307,002	335,680	373,700	410,450	407,760	437,090	437,090	63,390	16.96%
Information Technology	274,642	279,575	286,975	394,040	393,790	408,650	415,860	415,860	21,820	5.54%
Finance & Accounting	230,166	240,609	279,645	293,960	276,570	310,360	312,030	312,030	18,070	6.15%
Sales Tax Administration	104,608	117,973	128,723	213,620	206,580	164,670	166,790	166,790	(46,830)	-21.92%
Police Administration	308,855	323,928	339,607	348,960	375,890	486,790	439,180	439,180	90,220	25.85%
Patrol/Investigations	3,382,872	3,797,379	3,998,352	4,235,190	4,179,050	4,613,090	4,222,900	4,222,900	(12,290)	-0.29%
Youth Services	300,799	-	-	-	-	-	-	-	-	
Code Enforcement	161,059	164,227	165,034	173,550	177,590	173,800	172,370	172,370	(1,180)	-0.68%
Public Works Administration	134,953	135,498	141,798	141,230	127,730	162,590	164,010	158,970	17,740	12.56%
Engineering	235,193	257,955	278,829	282,090	305,080	311,570	315,140	315,140	33,050	11.72%
Streets Maintenance	1,026,568	1,108,881	1,431,074	1,114,490	1,164,660	1,144,190	1,145,910	1,145,910	31,420	2.82%
Snow & Ice Removal	145,370	143,995	156,341	205,670	191,490	197,280	197,600	197,600	(8,070)	-3.92%
Sign Maintenance	64,472	60,872	68,997	82,990	76,550	80,070	80,500	80,500	(2,490)	-3.00%
Buidling Maintenance	193,681	200,580	223,337	266,010	277,520	237,550	239,270	234,230	(31,780)	-11.95%
Recreation Center Building Maintenance	400,039	396,566	444,342	484,370	491,810	517,520	521,920	509,420	25,050	5.17%
Police Department Building Maintenance	123,125	133,871	143,958	202,850	181,650	172,280	170,270	170,270	(32,580)	-16.06%
Library Building Maintenance	200,486	220,240	224,479	301,660	301,540	277,510	280,020	280,020	(21,640)	-7.17%
City Services Building Maintenance	-	-	-	-	-	89,620	89,350	89,350	89,350	
Fleet Maintenance	174,553	165,370	173,721	109,120	110,490	113,870	113,140	113,140	4,020	3.68%
Planning Administration	211,468	214,026	433,470	672,640	657,590	552,969	521,800	471,800	(200,840)	-29.86%
Community Planning	284,432	237,901	-	-	-	-	-	-	-	
Building Safety	529,178	455,516	430,808	541,600	529,130	568,370	582,670	582,670	41,070	7.58%
Library Services	1,206,486	1,230,883	1,321,070	1,417,420	1,392,710	1,476,020	1,479,070	1,479,070	61,650	4.35%
Museum Services	43,227	48,664	70,545	74,430	85,640	82,430	85,750	85,750	11,320	15.21%
Parks & Recreation Administration	114,914	125,242	143,341	139,810	138,430	142,500	142,000	142,000	2,190	1.57%
Recreation & Senior Services Administration	54,980	58,277	64,852	65,010	91,240	127,780	127,600	127,600	62,590	96.28%
Recreation Center Management	376,577	404,790	450,632	473,150	484,130	536,366	496,420	496,420	23,270	4.92%
Recreation Center Aquatics	332,379	363,700	399,169	419,110	417,690	440,270	440,240	440,240	21,130	5.04%
Total Fitness & Wellness	108,500	117,787	121,225	113,460	119,400	112,420	112,140	112,140	(1,320)	-1.16%
Youth Activities	210,063	219,385	222,022	247,360	249,670	253,600	253,070	253,070	5,710	2.31%
Memory Square Pool	116,347	126,443	133,993	131,840	133,180	150,110	151,800	141,800	9,960	7.55%
Youth Sports	133,542	139,904	157,032	150,780	152,260	155,030	154,690	154,690	3,910	2.59%
Adult Sports	14,850	13,991	13,724	16,900	15,510	16,240	16,190	16,190	(710)	-4.20%
Seniors	237,011	237,852	256,037	255,460	272,020	265,300	279,470	279,470	24,010	9.40%
Cultural Arts	47,493	51,919	65,823	80,920	76,450	94,520	96,990	87,490	6,570	8.12%
Senior Meals	95,855	89,903	91,326	100,100	100,020	100,870	106,790	106,790	6,690	6.68%
Nite at the Rec	57,262	61,377	65,331	76,320	74,860	74,610	74,390	74,390	(1,930)	-2.53%
Parks	280,471	293,966	-	-	-	-	-	-	-	
Forestry	92,190	92,322	87,196	145,700	135,100	150,650	151,380	151,380	5,680	3.90%
Athletic Field Maintenance	64,989	64,587	59,995	51,120	47,750	54,430	46,490	46,490	(4,630)	-9.06%
Transfers	3,559,250	63,150	5,919,881	2,386,720	1,848,170	514,810	1,053,585	481,450	(1,905,270)	-79.83%
Total Expenditures	**17,467,594**	**14,370,639**	**21,015,450**	**18,725,950**	**18,254,720**	**17,979,185**	**18,051,875**	**17,492,660**	**(1,233,290)**	**-6.59%**
Projected "Turnback" (3% of Budget)				**(490,180)**		**(523,930)**	**(509,950)**	**(510,340)**		
Net Expenditures	**17,467,594**	**14,370,639**	**21,015,450**	**18,235,770**	**18,254,720**	**17,455,255**	**17,541,925**	**16,982,320**		
Revenue Over/(Under) Net Expenditures	**(2,075,385)**	**2,232,873**	**(2,831,541)**	**(504,260)**	**942,390**	**701,315**	**552,525**	**1,138,920**		
Ending Fund Balance	**4,257,451**	**6,490,323**	**3,658,783**	**3,154,523**	**4,601,173**	**5,302,488**	**5,153,698**	**5,740,093**		
As % of Net Expenditures (excluding transfers)	**30.6%**	**45.4%**	**24.2%**	**19.9%**	**28.0%**	**31.3%**	**31.3%**	**34.8%**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Urban Revitalization District Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**5,457**	**(0)**	**589**	**726,607**	**726,607**	**202,717**	**202,717**	**202,717**		
Revenue										
Taxes	57,253	64,110	191,316	363,740	392,900	472,860	763,330	763,330	399,590	109.86%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	490,000	490,000	-	-	-	(490,000)	-100.00%
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	185	40	93,952	700	2,000	2,000	2,000	2,000	1,300	185.71%
Other Financing Sources	-	-	750,000	-	-	3,750,000	3,750,000	3,750,000	3,750,000	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**57,438**	**64,150**	**1,035,268**	**854,440**	**884,900**	**4,224,860**	**4,515,330**	**4,515,330**	**3,660,890**	**428.45%**
Expenditures										
Administration & Operations	57	33	122	50	200	100	200	200	150	300.00%
Admin & Ops - Current GF Labor Costs	33,943	32,947	37,560	34,681	34,681	43,260	33,180	33,180	(1,501)	-4.33%
Admin & Ops - Prior LRC Liability	28,896	30,580	(1,660)	7,319	7,319	-	-	-	(7,319)	-100.00%
Capital Contribution - City of Louisville	-	-	-	45,000	45,000	65,000	65,000	65,000	20,000	44.44%
Repayment of TIF Revenue to BC	-	-	-	54,250	28,090	33,810	54,580	54,580	330	0.61%
TIF Rebate - Safeway/Loftus Development	-	-	-	-	-	-	-	91,200		
Debt Service	-	-	55,500	1,500	1,500	354,000	354,000	354,000	352,500	23500.00%
Capital Outlay	-	-	-	-	-	-	-	-	-	
Capital Contribution - Regional Detention Facility	-	-	-	325,000	325,000	-	-	-	(325,000)	-100.00%
Payments from Construction Fund - DELO	-	-	217,728	967,000	967,000	3,750,000	3,750,000	3,750,000	2,783,000	287.80%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**62,896**	**63,560**	**309,250**	**1,434,800**	**1,408,790**	**4,246,170**	**4,256,960**	**4,348,160**	**2,822,160**	**196.69%**
Ending Fund Balance	**(0)**	**589**	**726,607**	**146,247**	**202,717**	**181,407**	**461,087**	**369,887**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
PEG Fees Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**23,163**	**43,594**	**67,792**	**43,598**	**43,598**	**32,758**	**32,758**	**32,758**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	26,387	24,136	25,437	25,000	26,000	26,000	26,000	26,000	1,000	4.00%
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	148	129	204	250	200	200	200	200	(50)	-20.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**26,535**	**24,266**	**25,642**	**25,250**	**26,200**	**26,200**	**26,200**	**26,200**	**950**	**3.76%**
Expenditures										
Administration & Operations	6,104	68	49,836	15,040	37,040	24,040	24,040	24,040	9,000	59.84%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**6,104**	**68**	**49,836**	**15,040**	**37,040**	**24,040**	**24,040**	**24,040**	**9,000**	**59.84%**
Ending Fund Balance	**43,594**	**67,792**	**43,598**	**53,808**	**32,758**	**34,918**	**34,918**	**34,918**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Parking Improvement Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**(51)**	**(51)**	**6,074**	**6,095**	**6,095**	**6,145**	**6,145**	**6,145**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	-	6,120	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	-	4	22	50	50	50	50	50	-	0.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**-**	**6,124**	**22**	**50**	**50**	**50**	**50**	**50**	**-**	**0.00%**
Expenditures										
Administration & Operations	-	-	-	-	-	-	-	-	-	
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	
Ending Fund Balance	**(51)**	**6,074**	**6,095**	**6,145**	**6,145**	**6,195**	**6,195**	**6,195**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Open Space & Parks Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**7,869,779**	**7,898,898**	**7,340,069**	**5,253,147**	**5,253,147**	**2,750,547**	**2,750,547**	**2,750,547**		
Revenue										
Taxes	1,378,318	1,544,390	1,646,595	1,711,830	1,787,650	1,846,590	1,793,800	1,795,410	83,580	4.88%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	51,121	26,865	283,660	258,000	267,760	-	-	-	(258,000)	-100.00%
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	42,890	25,160	133,819	25,000	55,480	15,000	15,000	55,210	30,210	120.84%
Other Financing Sources	-	123,905	3,475	202,770	202,770	-	-	-	(202,770)	-100.00%
Interfund Transfers	158,320	515,140	408,480	762,120	417,560	1,120,550	1,663,635	1,019,000	256,880	33.71%
Total Revenue	**1,630,648**	**2,235,460**	**2,476,030**	**2,959,720**	**2,731,220**	**2,982,140**	**3,472,435**	**2,869,620**	**(90,100)**	**-3.04%**
Expenditures										
Administration & Operations	1,080,468	1,096,602	1,728,545	2,040,710	1,953,030	2,323,840	2,369,660	2,368,250	327,540	16.05%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	521,062	1,697,687	2,834,406	3,178,630	3,280,790	408,300	400,800	252,250	(2,926,380)	-92.06%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**1,601,530**	**2,794,289**	**4,562,951**	**5,219,340**	**5,233,820**	**2,732,140**	**2,770,460**	**2,620,500**	**(2,598,840)**	**-49.79%**
Ending Fund Balance	**7,898,898**	**7,340,069**	**5,253,147**	**2,993,527**	**2,750,547**	**3,000,547**	**3,452,522**	**2,999,667**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Conservation Trust - Lottery
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**520,061**	**351,640**	**501,761**	**624,068**	**624,068**	**307,378**	**307,378**	**307,378**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	185,495	200,431	183,996	191,070	184,000	452,090	452,090	452,090	261,020	136.61%
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	2,437	6,916	2,059	2,500	2,500	2,000	2,000	2,000	(500)	-20.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**187,932**	**207,347**	**186,055**	**193,570**	**186,500**	**454,090**	**454,090**	**454,090**	**260,520**	**134.59%**
Expenditures										
Administration & Operations	31,899	286	351	300	400	400	400	400	100	33.33%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	324,455	56,940	63,397	502,790	502,790	391,200	391,200	250,800	(251,990)	-50.12%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**356,354**	**57,227**	**63,748**	**503,090**	**503,190**	**391,600**	**391,600**	**251,200**	**(251,890)**	**-50.07%**
Ending Fund Balance	**351,640**	**501,761**	**624,068**	**314,548**	**307,378**	**369,868**	**369,868**	**510,268**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Cemetery Perpetual Care Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**370,596**	**397,020**	**424,220**	**456,255**	**456,255**	**488,955**	**488,955**	**488,955**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	26,662	27,473	32,300	26,260	33,000	33,330	33,330	33,330	7,070	26.92%
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	2,005	1,023	1,563	2,500	2,000	2,000	2,000	2,000	(500)	-20.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**28,667**	**28,496**	**33,863**	**28,760**	**35,000**	**35,330**	**35,330**	**35,330**	**6,570**	**22.84%**
Expenditures										
Administration & Operations	238	274	265	250	300	300	300	300	50	20.00%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	2,005	1,023	1,563	2,500	2,000	2,000	2,000	2,000	(500)	-20.00%
Total Expenditures	**2,243**	**1,297**	**1,827**	**2,750**	**2,300**	**2,300**	**2,300**	**2,300**	**(450)**	**-16.36%**
Ending Fund Balance	**397,020**	**424,220**	**456,255**	**482,265**	**488,955**	**521,985**	**521,985**	**521,985**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Cemetery Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**50,022**	**72,290**	**84,863**	**100,223**	**100,223**	**100,223**	**100,223**	**100,223**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	26,662	27,473	32,300	26,260	33,000	33,330	33,330	33,330	7,070	26.92%
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	29,909	26,673	31,227	26,260	31,550	31,850	31,850	31,850	5,590	21.29%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	347	171	347	400	500	500	500	500	100	25.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	61,255	64,173	72,993	135,730	143,630	145,260	130,950	130,950	(4,780)	-3.52%
Total Revenue	**118,174**	**118,491**	**136,866**	**188,650**	**208,680**	**210,940**	**196,630**	**196,630**	**7,980**	**4.23%**
Expenditures										
Administration & Operations	94,156	103,434	121,398	171,650	161,680	189,690	175,380	175,380	3,730	2.17%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	1,750	2,484	108	47,000	47,000	21,250	21,250	21,250	(25,750)	-54.79%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**95,906**	**105,918**	**121,506**	**218,650**	**208,680**	**210,940**	**196,630**	**196,630**	**(22,020)**	**-10.07%**
Ending Fund Balance	**72,290**	**84,863**	**100,223**	**70,223**	**100,223**	**100,223**	**100,223**	**100,223**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Historical Preservation Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**796,632**	**1,707,439**	**1,783,277**	**905,271**	**905,271**	**740,821**	**740,821**	**740,821**		
Revenue										
Taxes	459,446	515,068	549,181	574,690	594,220	617,610	602,150	601,730	27,040	4.71%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	5,427	23,286	8,900	-	-	-	-	-	-	
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	5,864	5,286	6,819	6,000	4,000	4,000	4,000	4,000	(2,000)	-33.33%
Other Financing Sources	-	-	-	200,000	200,000	-	-	-	(200,000)	-100.00%
Interfund Transfers	1,500,000	-	-	-	-	-	-	-	-	
Total Revenue	**1,970,737**	**543,639**	**564,900**	**780,690**	**798,220**	**621,610**	**606,150**	**605,730**	**(174,960)**	**-22.41%**
Expenditures										
Administration & Operations	71,047	94,839	56,959	226,690	100,670	308,250	178,230	158,080	(68,610)	-30.27%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	956,706	99,208	114,004	286,800	286,800	-	-	-	(286,800)	-100.00%
Other Financing Uses	32,176	23,755	271,943	325,200	325,200	328,800	328,800	328,800	3,600	1.11%
Transfers	-	250,000	1,000,000	250,000	250,000	-	-	-	(250,000)	-100.00%
Total Expenditures	**1,059,929**	**467,802**	**1,442,905**	**1,088,690**	**962,670**	**637,050**	**507,030**	**486,880**	**(601,810)**	**-55.28%**
Ending Fund Balance	**1,707,439**	**1,783,277**	**905,271**	**597,271**	**740,821**	**725,381**	**839,941**	**859,671**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Special Revenue Funds
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**10,347,381**	**10,470,831**	**10,208,644**	**8,115,265**	**8,115,265**	**4,629,545**	**4,629,545**	**4,629,545**		
Revenue										
Taxes	1,895,016	2,123,567	2,387,092	2,650,260	2,774,770	2,937,060	3,159,280	3,160,470	510,210	19.25%
Licenses & Permits	53,324	54,946	64,600	52,520	66,000	66,660	66,660	66,660	14,140	26.92%
Intergovernmental Revenue	268,430	274,718	501,993	964,070	967,760	478,090	478,090	478,090	(485,980)	-50.41%
Charges for Services	29,909	32,793	31,227	26,260	31,550	31,850	31,850	31,850	5,590	21.29%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	57,903	38,730	238,785	37,400	66,730	25,750	25,750	65,960	28,560	76.36%
Other Financing Sources	-	123,905	753,475	402,770	402,770	3,750,000	3,750,000	3,750,000	3,347,230	831.05%
Interfund Transfers	1,719,575	579,313	481,473	897,850	561,190	1,265,810	1,794,585	1,149,950	252,100	28.08%
Total Revenue	**4,024,157**	**3,227,973**	**4,458,645**	**5,031,130**	**4,870,770**	**8,555,220**	**9,306,215**	**8,702,980**	**3,671,850**	**72.98%**
Expenditures										
Administration & Operations	1,347,254	1,359,063	1,993,375	2,550,940	2,323,410	2,923,690	2,835,970	2,905,610	354,670	13.90%
Debt Service	-	-	55,500	1,500	1,500	354,000	354,000	354,000	352,500	23500.00%
Capital Outlay	1,803,973	1,856,320	3,229,643	5,352,220	5,454,380	4,635,750	4,628,250	4,339,300	(1,012,920)	-18.93%
Other Financing Uses	32,176	23,755	271,943	325,200	325,200	328,800	328,800	328,800	3,600	1.11%
Transfers	717,304	251,023	1,001,563	252,500	252,000	2,000	2,000	2,000	(250,500)	-99.21%
Total Expenditures	**3,900,707**	**3,490,161**	**6,552,024**	**8,482,360**	**8,356,490**	**8,244,240**	**8,149,020**	**7,929,710**	**(552,650)**	**-6.52%**
Ending Fund Balance	**10,470,831**	**10,208,644**	**8,115,265**	**4,664,035**	**4,629,545**	**4,940,525**	**5,786,740**	**5,402,815**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Capital Projects Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**3,102,291**	**6,821,948**	**5,904,028**	**7,741,737**	**7,741,737**	**2,322,337**	**2,322,337**	**2,322,337**		
Revenue										
Taxes	3,837,337	4,422,975	4,489,561	4,610,270	5,211,450	5,502,080	5,049,470	5,036,590	426,320	9.25%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	953,085	(3,963)	274,915	3,945,240	3,561,410	1,000,000	1,000,000	1,000,000	(2,945,240)	-74.65%
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	45,785	41,281	77,756	65,000	260,400	265,000	265,000	305,210	240,210	369.55%
Other Financing Sources	9,090	2,300	14,344	-	300	-	-	-	-	
Interfund Transfers	3,381,499	574,350	6,641,193	1,585,000	1,072,000	1,018,000	1,005,000	1,077,500	(507,500)	-32.02%
Total Revenue	**8,226,796**	**5,036,943**	**11,497,769**	**10,205,510**	**10,105,560**	**7,785,080**	**7,319,470**	**7,419,300**	**(2,786,210)**	**-27.30%**
Expenditures										
Administration & Operations	437,413	475,101	530,981	527,630	483,000	494,090	494,090	494,090	(33,540)	-6.36%
Debt Service	449,925	450,225	-	-	-	-	-	-	-	
Capital Outlay	3,327,887	4,595,499	5,508,708	15,301,150	14,178,960	7,118,650	7,472,450	7,715,400	(7,585,750)	-49.58%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	291,914	434,038	3,620,370	1,196,000	863,000	-	-	-	(1,196,000)	-100.00%
Total Expenditures	**4,507,139**	**5,954,863**	**9,660,060**	**17,024,780**	**15,524,960**	**7,612,740**	**7,966,540**	**8,209,490**	**(8,815,290)**	**-51.78%**
Ending Fund Balance	**6,821,948**	**5,904,028**	**7,741,737**	**922,467**	**2,322,337**	**2,494,677**	**1,675,267**	**1,532,147**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Impact Fee Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**708,675**	**1,090,799**	**844,545**	**332,633**	**332,633**	**1,842,303**	**1,842,303**	**1,842,303**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	900,922	840,433	469,423	706,420	1,740,200	1,518,370	810,460	810,460	104,040	14.73%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	6,453	3,952	4,356	5,000	5,000	7,500	7,500	7,500	2,500	50.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	98,370	98,370	-	-	-	(98,370)	-100.00%
Total Revenue	**907,374**	**844,385**	**473,779**	**809,790**	**1,843,570**	**1,525,870**	**817,960**	**817,960**	**8,170**	**1.01%**
Expenditures										
Administration & Operations	730	1,149	791	900	900	900	900	900	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	524,520	1,089,490	984,900	492,000	333,000	1,767,000	1,744,000	1,744,000	1,252,000	254.47%
Total Expenditures	**525,250**	**1,090,639**	**985,691**	**492,900**	**333,900**	**1,767,900**	**1,744,900**	**1,744,900**	**1,252,000**	**254.01%**
Ending Fund Balance	**1,090,799**	**844,545**	**332,633**	**649,523**	**1,842,303**	**1,600,273**	**915,363**	**915,363**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Total Capital Project Funds
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**3,915,581**	**7,912,748**	**6,748,573**	**8,074,370**	**8,074,370**	**4,164,640**	**4,164,640**	**4,164,640**		
Revenue										
Taxes	3,837,337	4,422,975	4,489,561	4,610,270	5,211,450	5,502,080	5,049,470	5,036,590	426,320	9.25%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	953,085	(3,963)	274,915	3,945,240	3,561,410	1,000,000	1,000,000	1,000,000	(2,945,240)	-74.65%
Charges for Services	900,922	840,433	469,423	706,420	1,740,200	1,518,370	810,460	810,460	104,040	14.73%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	52,293	45,233	82,112	70,000	265,400	272,500	272,500	312,710	242,710	346.73%
Other Financing Sources	9,090	2,300	14,344	-	300	-	-	-	-	
Interfund Transfers	3,381,499	574,350	6,641,193	1,683,370	1,170,370	1,018,000	1,005,000	1,077,500	(605,870)	-35.99%
Total Revenue	**9,134,225**	**5,881,328**	**11,971,547**	**11,015,300**	**11,949,130**	**9,310,950**	**8,137,430**	**8,237,260**	**(2,778,040)**	**-25.22%**
Expenditures										
Administration & Operations	438,157	476,250	531,772	528,530	483,900	494,990	494,990	494,990	(33,540)	-6.35%
Debt Service	449,925	450,225	-	-	-	-	-	-	-	
Capital Outlay	3,432,543	4,595,499	5,508,708	15,301,150	14,178,960	7,118,650	7,472,450	7,715,400	(7,585,750)	-49.58%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	816,434	1,523,528	4,605,270	1,688,000	1,196,000	1,767,000	1,744,000	1,744,000	56,000	3.32%
Total Expenditures	**5,137,059**	**7,045,503**	**10,645,750**	**17,517,680**	**15,858,860**	**9,380,640**	**9,711,440**	**9,954,390**	**(7,563,290)**	**-43.18%**
Ending Fund Balance	**7,912,748**	**6,748,573**	**8,074,370**	**1,571,990**	**4,164,640**	**4,094,950**	**2,590,630**	**2,447,510**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Debt Service Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**943,058**	**1,083,534**	**696,969**	**664,665**	**664,665**	**638,585**	**638,585**	**638,585**		
Revenue										
Taxes	658,027	664,014	685,085	697,650	697,650	742,610	812,440	812,440	114,790	16.45%
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	-	-	-	-	-	-	-	-	-	
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	7,288	4,248	3,701	5,000	4,000	4,000	4,000	4,000	(1,000)	-20.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**665,314**	**668,263**	**688,785**	**702,650**	**701,650**	**746,610**	**816,440**	**816,440**	**113,790**	**16.19%**
Expenditures										
Administration & Operations	-	-	-	-	-	-	-	-	-	
Debt Service	524,838	1,054,828	721,089	727,780	727,730	736,050	736,050	736,050	8,270	1.14%
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**524,838**	**1,054,828**	**721,089**	**727,780**	**727,730**	**736,050**	**736,050**	**736,050**	**8,270**	**1.14%**
Ending Fund Balance	**1,083,534**	**696,969**	**664,665**	**639,535**	**638,585**	**649,145**	**718,975**	**718,975**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Water Utility Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**3,035,472**	**6,392,300**	**9,673,652**	**10,269,699**	**10,269,699**	**6,155,064**	**6,155,064**	**6,155,064**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	96,408	(26,299)	250,000	900,000	-	-	-	(250,000)	-100.00%
Charges for Services	8,753,392	8,510,631	6,901,636	8,375,340	8,221,870	13,516,760	12,905,260	13,287,780	4,912,440	58.65%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	119,521	202,110	104,375	100,000	110,840	115,000	115,000	155,210	55,210	55.21%
Other Financing Sources	-	8,357,876	-	-	5,250	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**8,872,913**	**17,167,025**	**6,979,712**	**8,725,340**	**9,237,960**	**13,631,760**	**13,020,260**	**13,442,990**	**4,717,650**	**54.07%**
Expenditures										
Central Charges	525,315	569,050	606,666	604,290	597,520	614,420	620,310	620,310	16,020	2.65%
Utility Billing	78,660	90,944	84,098	90,330	93,320	102,410	102,270	102,270	11,940	13.22%
Water Plant Operations	1,416,403	1,359,255	1,370,303	1,654,220	1,499,960	1,671,310	1,721,140	1,716,110	61,890	3.74%
Raw Water Operations	545,393	821,014	889,795	1,082,380	1,117,180	1,083,500	1,090,970	1,090,970	8,590	0.79%
Distribution	342,991	362,318	357,476	404,210	438,010	505,520	509,390	509,390	105,180	26.02%
Debt Service	1,533,641	9,335,299	935,196	942,880	943,380	942,950	942,950	942,950	70	0.01%
Replacement Capital	551,332	438,261	1,053,803	1,783,570	2,396,860	-	-	-	(1,783,570)	-100.00%
New Capital	474,348	909,531	1,086,328	6,200,090	6,266,365	4,811,010	4,794,760	5,176,010	(1,024,080)	-16.52%
Transfers	48,000	-	-	-	-	-	-	-	-	
Total Expenditures	**5,516,085**	**13,885,672**	**6,383,665**	**12,761,970**	**13,352,595**	**9,731,120**	**9,781,790**	**10,158,010**	**(2,603,960)**	**-20.40%**
Ending Fund Balance	**6,392,300**	**9,673,652**	**10,269,699**	**6,233,069**	**6,155,064**	**10,055,704**	**9,393,534**	**9,440,044**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Wastewater Utility Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Estimate	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**8,761,460**	**9,028,301**	**9,003,173**	**8,638,276**	**8,638,276**	**19,287,131**	**19,287,131**	**19,287,131**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	3,280	1,619	1,250,000	250,000	1,000,000	1,000,000	1,000,000	(250,000)	-20.00%
Charges for Services	2,353,947	2,492,741	2,785,539	3,597,710	3,141,510	5,006,920	5,140,440	5,193,910	1,596,200	44.37%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	77,472	41,289	47,675	43,000	43,210	48,000	48,000	88,210	45,210	105.14%
Other Financing Sources	15,000	42,004	-	12,750,000	26,352,720	-	-	-	(12,750,000)	-100.00%
Interfund Transfers	180,000	90,000	-	225,000	225,000	225,000	225,000	225,000	-	0.00%
Total Revenue	**2,626,419**	**2,669,313**	**2,834,834**	**17,865,710**	**30,012,440**	**6,279,920**	**6,413,440**	**6,507,120**	**(11,358,590)**	**-63.58%**
Expenditures										
Central Charges	289,005	374,080	335,429	407,090	420,320	430,680	433,750	433,750	26,660	6.55%
Utility Billing	65,720	71,977	69,163	72,680	79,770	87,970	87,800	87,800	15,120	20.80%
Collections	190,527	140,257	127,861	182,040	189,270	187,430	187,980	187,980	5,940	3.26%
WWTP Operations	747,816	775,874	810,108	970,380	1,037,640	1,139,060	1,117,900	1,117,900	147,520	15.20%
Pretreatment	105,011	101,661	78,465	86,590	101,680	98,910	98,590	98,590	12,000	13.86%
Debt Service	-	-	-	1,826,100	503,230	1,281,200	1,281,200	1,281,200	(544,900)	-29.84%
Replacement Capital	559,357	289,801	250,872	386,960	389,950	-	-	-	(386,960)	-100.00%
New Capital	386,141	940,793	1,527,832	16,561,850	16,641,725	14,353,090	14,336,840	14,485,090	(2,076,760)	-12.54%
Transfers	16,000	-	-	-	-	-	-	-	-	
Total Expenditures	**2,359,578**	**2,694,442**	**3,199,731**	**20,493,690**	**19,363,585**	**17,578,340**	**17,544,060**	**17,692,310**	**(2,801,380)**	**-13.67%**
Ending Fund Balance	**9,028,301**	**9,003,173**	**8,638,276**	**6,010,296**	**19,287,131**	**7,988,711**	**8,156,511**	**8,101,941**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Storm Water Utility Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Estimate	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**1,518,213**	**1,845,570**	**1,883,070**	**2,240,961**	**2,240,961**	**208,091**	**208,091**	**208,091**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000	-	0.00%
Intergovernmental Revenue	-	1,772	74,051	1,000,000	-	2,490,000	2,490,000	3,450,000	2,450,000	245.00%
Charges for Services	519,956	529,482	630,850	825,520	706,460	743,510	791,130	791,130	(34,390)	-4.17%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	12,006	5,183	7,950	7,500	7,500	-	-	-	(7,500)	-100.00%
Other Financing Sources	367,582	-	-	5,500,000	5,379,030	-	-	-	(5,500,000)	-100.00%
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**901,543**	**536,937**	**714,852**	**7,335,020**	**6,094,990**	**3,235,510**	**3,283,130**	**4,243,130**	**(3,091,890)**	**-42.15%**
Expenditures									-	
Administration & Operations	157,193	141,933	209,094	151,730	160,160	181,860	182,880	182,880	31,150	20.53%
Debt Service	-	-	-	575,100	103,080	262,420	262,420	262,420	(312,680)	-54.37%
Capital Outlay	416,993	357,504	147,867	8,043,500	7,864,620	2,709,000	2,798,630	3,023,630	(5,019,870)	-62.41%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**574,186**	**499,437**	**356,961**	**8,770,330**	**8,127,860**	**3,153,280**	**3,243,930**	**3,468,930**	**(5,301,400)**	**-60.45%**
Ending Fund Balance	**1,845,570**	**1,883,070**	**2,240,961**	**805,651**	**208,091**	**290,321**	**247,291**	**982,291**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Total Utility Funds
2012 - 2016

	2012 Actual	2013 Actual	2014 Estimate	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**13,315,145**	**17,266,171**	**20,559,895**	**21,148,936**	**21,148,936**	**25,650,286**	**25,650,286**	**25,650,286**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000	-	0.00%
Intergovernmental Revenue	-	101,460	49,372	2,500,000	1,150,000	3,490,000	3,490,000	4,450,000	1,950,000	78.00%
Charges for Services	11,627,294	11,532,854	10,318,026	12,798,570	12,069,840	19,267,190	18,836,830	19,272,820	6,474,250	50.59%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	208,999	248,582	160,000	150,500	161,550	163,000	163,000	243,420	92,920	61.74%
Other Financing Sources	382,582	8,399,880	-	18,250,000	31,737,000	-	-	-	(18,250,000)	-100.00%
Interfund Transfers	180,000	90,000	-	225,000	225,000	225,000	225,000	225,000	-	0.00%
Total Revenue	**12,400,875**	**20,373,275**	**10,529,398**	**33,926,070**	**45,345,390**	**23,147,190**	**22,716,830**	**24,193,240**	**(9,732,830)**	**-28.69%**
Expenditures										
Administration & Operations	4,464,036	4,808,362	4,938,458	5,705,940	5,734,830	6,103,070	6,152,980	6,147,950	442,010	7.75%
Debt Service	1,533,641	9,335,299	935,196	3,344,080	1,549,690	2,486,570	2,486,570	2,486,570	(857,510)	-25.64%
Capital Outlay	2,388,171	2,935,890	4,066,703	32,975,970	33,559,520	21,873,100	21,930,230	22,684,730	(10,291,240)	-31.21%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	64,000	-	-	-	-	-	-	-	-	
Total Expenditures	**8,449,849**	**17,079,551**	**9,940,357**	**42,025,990**	**40,844,040**	**30,462,740**	**30,569,780**	**31,319,250**	**(10,706,740)**	**-25.48%**
Ending Fund Balance	**17,266,171**	**20,559,895**	**21,148,936**	**13,049,016**	**25,650,286**	**18,334,736**	**17,797,336**	**18,524,276**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Golf Course Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**57,362**	**47,878**	**141,957**	**157,869**	**157,869**	**157,869**	**157,869**	**157,869**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	94,110	1,978,938	525,000	525,000	-	-	-	(525,000)	-100.00%
Charges for Services	-	-	-	1,112,400	752,080	2,227,440	1,877,600	1,877,600	765,200	68.79%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	185,066	132,612	61,273	12,000	55,550	500	79,500	79,500	67,500	562.50%
Other Financing Sources	-	48	-	-	-	-	-	-	-	
Interfund Transfers	121,914	434,038	3,828,821	1,496,000	1,314,610	-	-	-	(1,496,000)	-100.00%
Total Revenue	**306,980**	**660,808**	**5,869,031**	**3,145,400**	**2,647,240**	**2,227,940**	**1,957,100**	**1,957,100**	**(1,188,300)**	**-37.78%**
Expenditures										
Administration & Operations	3,588	133	248,673	1,215,290	1,034,240	1,501,530	1,528,050	1,528,050	312,760	25.74%
Debt Service	10,962	6,376	5,139	10,200	-	-	-	-	(10,200)	-100.00%
Capital Outlay	121,914	470,221	5,599,307	1,423,570	1,388,000	467,250	345,250	345,250	(1,078,320)	-75.75%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	180,000	90,000	-	225,000	225,000	225,000	225,000	225,000	-	0.00%
Total Expenditures	**316,464**	**566,729**	**5,853,119**	**2,874,060**	**2,647,240**	**2,193,780**	**2,098,300**	**2,098,300**	**(775,760)**	**-26.99%**
Ending Fund Balance	**47,878**	**141,957**	**157,869**	**429,209**	**157,869**	**192,029**	**16,669**	**16,669**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Solid Waste & Recycling Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**81,524**	**88,379**	**53,691**	**77,622**	**77,622**	**50,422**	**50,422**	**50,422**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	101	29	-	-	-	-	-	-	
Charges for Services	1,126,067	1,165,484	1,313,376	1,539,900	1,489,910	1,612,720	1,612,720	1,612,720	72,820	4.73%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	39,441	15,545	18,950	19,200	(4,300)	(15,960)	(15,960)	(15,960)	(35,160)	-183.13%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**1,165,507**	**1,181,130**	**1,332,355**	**1,559,100**	**1,485,610**	**1,596,760**	**1,596,760**	**1,596,760**	**37,660**	**2.42%**
Expenditures										
Administration & Operations	1,158,652	1,215,817	1,308,424	1,548,550	1,512,810	1,567,810	1,567,780	1,557,710	9,160	0.59%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	-	-	-	-	-	-	-	-	-	
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**1,158,652**	**1,215,817**	**1,308,424**	**1,548,550**	**1,512,810**	**1,567,810**	**1,567,780**	**1,557,710**	**9,160**	**0.59%**
Ending Fund Balance	**88,379**	**53,691**	**77,622**	**88,172**	**50,422**	**79,372**	**79,402**	**89,472**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Total Enterprise Funds
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**13,454,030**	**17,402,428**	**20,755,544**	**21,384,427**	**21,384,427**	**25,858,577**	**25,858,577**	**25,858,577**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000	-	0.00%
Intergovernmental Revenue	-	195,672	2,028,338	3,025,000	1,675,000	3,490,000	3,490,000	4,450,000	1,425,000	47.11%
Charges for Services	12,753,361	12,698,337	11,631,402	15,450,870	14,311,830	23,107,350	22,327,150	22,763,140	7,312,270	47.33%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	433,506	396,739	240,222	181,700	212,800	147,540	226,540	306,960	125,260	68.94%
Other Financing Sources	382,582	8,399,928	-	18,250,000	31,737,000	-	-	-	(18,250,000)	-100.00%
Interfund Transfers	301,914	524,038	3,828,821	1,721,000	1,539,610	225,000	225,000	225,000	(1,496,000)	-86.93%
Total Revenue	**13,873,362**	**22,215,213**	**17,730,784**	**38,630,570**	**49,478,240**	**26,971,890**	**26,270,690**	**27,747,100**	**(10,883,470)**	**-28.17%**
Expenditures										
Administration & Operations	5,626,276	6,024,312	6,495,556	8,469,780	8,281,880	9,172,410	9,248,810	9,233,710	763,930	9.02%
Debt Service	1,544,604	9,341,675	940,335	3,354,280	1,549,690	2,486,570	2,486,570	2,486,570	(867,710)	-25.87%
Capital Outlay	2,510,085	3,406,111	9,666,010	34,399,540	34,947,520	22,340,350	22,275,480	23,029,980	(11,369,560)	-33.05%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	244,000	90,000	-	225,000	225,000	225,000	225,000	225,000	-	0.00%
Total Expenditures	**9,924,964**	**18,862,098**	**17,101,901**	**46,448,600**	**45,004,090**	**34,224,330**	**34,235,860**	**34,975,260**	**(11,473,340)**	**-24.70%**
Ending Fund Balance	**17,402,428**	**20,755,544**	**21,384,427**	**13,566,396**	**25,858,577**	**18,606,137**	**17,893,407**	**18,630,417**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Technology Management Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**396,747**	**276,885**	**287,381**	**161,847**	**161,847**	**149,447**	**149,447**	**149,447**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	47,750	47,750	47,750	47,750	47,750	70,190	70,190	70,190	22,440	46.99%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	1,669	720	697	1,000	800	800	800	800	(200)	-20.00%
Other Financing Sources	-	-	-	-	-	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**49,419**	**48,470**	**48,447**	**48,750**	**48,550**	**70,990**	**70,990**	**70,990**	**22,240**	**45.62%**
Expenditures										
Administration & Operations	950	879	643	750	950	750	750	750	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	18,332	37,095	173,338	60,000	60,000	30,000	30,000	30,000	(30,000)	-50.00%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	150,000	-	-	-	-	-	-	-	-	
Total Expenditures	**169,282**	**37,974**	**173,981**	**60,750**	**60,950**	**30,750**	**30,750**	**30,750**	**(30,000)**	**-49.38%**
Ending Fund Balance	**276,885**	**287,381**	**161,847**	**149,847**	**149,447**	**189,687**	**189,687**	**189,687**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Fleet Management Fund
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**1,136,514**	**1,112,746**	**987,746**	**767,527**	**767,527**	**609,497**	**609,497**	**609,497**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	225,620	240,030	216,460	216,460	216,460	238,620	238,620	238,620	22,160	10.24%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	6,398	2,726	3,554	5,000	3,000	3,000	3,000	3,000	(2,000)	-40.00%
Other Financing Sources	-	23,336	15,318	-	15,050	-	-	-	-	
Interfund Transfers	-	-	-	-	-	-	-	-	-	
Total Revenue	**232,018**	**266,092**	**235,332**	**221,460**	**234,510**	**241,620**	**241,620**	**241,620**	**20,160**	**9.10%**
Expenditures										
Administration & Operations	750	712	575	750	1,790	750	750	750	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	255,036	390,380	454,976	390,750	390,750	233,100	233,100	233,100	(157,650)	-40.35%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	-	-	-	-	-	-	-	-	-	
Total Expenditures	**255,786**	**391,092**	**455,551**	**391,500**	**392,540**	**233,850**	**233,850**	**233,850**	**(157,650)**	**-40.27%**
Ending Fund Balance	**1,112,746**	**987,746**	**767,527**	**597,487**	**609,497**	**617,267**	**617,267**	**617,267**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
Total Internal Service Funds
2000 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**2,192,807**	**1,835,379**	**1,699,900**	**929,374**	**929,374**	**758,944**	**758,944**	**758,944**		
Revenue										
Taxes	-	-	-	-	-	-	-	-	-	
Licenses & Permits	-	-	-	-	-	-	-	-	-	
Intergovernmental Revenue	-	-	-	-	-	-	-	-	-	
Charges for Services	273,370	287,780	264,210	264,210	264,210	308,810	308,810	308,810	44,600	16.88%
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	28,676	22,226	4,251	6,000	3,800	3,800	3,800	3,800	(2,200)	-36.67%
Other Financing Sources	-	23,336	15,318	-	15,050	-	-	-	-	
Interfund Transfers	170,000	-	-	-	-	-	-	-	-	
Total Revenue	**472,045**	**333,342**	**283,779**	**270,210**	**283,060**	**312,610**	**312,610**	**312,610**	**42,400**	**15.69%**
Expenditures										
Administration & Operations	256,105	41,347	1,218	1,500	2,740	1,500	1,500	1,500	-	0.00%
Debt Service	-	-	-	-	-	-	-	-	-	
Capital Outlay	273,367	427,475	628,314	450,750	450,750	263,100	263,100	263,100	(187,650)	-41.63%
Other Financing Uses	-	-	-	-	-	-	-	-	-	
Transfers	300,000	-	424,773	-	-	-	-	-	-	
Total Expenditures	**829,473**	**468,821**	**1,054,305**	**452,250**	**453,490**	**264,600**	**264,600**	**264,600**	**(187,650)**	**-41.49%**
Ending Fund Balance	**1,835,379**	**1,699,900**	**929,374**	**747,334**	**758,944**	**806,954**	**806,954**	**806,954**		

City of Louisville, Colorado
Schedule of Revenue, Expenditures, & Changes to Fund Balances
All Funds
2012 - 2016

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2015 Estimate	2016 Req Bdgt	2016 Rec Bdgt	2016 Final Bdgt	Am't of Change	% of Change
Beginning Fund Balance	**37,185,692**	**42,962,371**	**46,599,953**	**42,826,884**	**42,826,884**	**40,651,464**	**40,651,464**	**40,651,464**		
Revenue										
Taxes	17,263,911	18,932,367	19,993,142	20,724,620	21,309,720	22,125,200	22,252,520	22,287,620	1,563,000	7.54%
Licenses & Permits	1,061,478	1,209,004	1,091,849	1,386,500	1,711,000	1,815,980	1,504,090	1,504,090	117,590	8.48%
Intergovernmental Revenue	2,285,747	1,587,943	4,135,026	9,031,060	7,376,530	6,139,890	6,106,860	7,066,860	(1,964,200)	-21.75%
Charges for Services	15,777,754	15,676,179	14,218,821	18,258,160	18,154,190	26,767,440	25,274,250	25,710,240	7,452,080	40.82%
Fines & Forfeitures	228,212	223,608	250,634	227,470	201,410	233,300	233,300	213,300	(14,170)	-6.23%
Miscellaneous Revenue	909,538	807,557	892,606	548,570	835,820	713,230	792,230	953,070	404,500	73.74%
Other Financing Sources	397,686	8,565,272	783,885	18,652,770	33,370,120	3,750,000	3,750,000	3,750,000	(14,902,770)	-79.90%
Interfund Transfers	5,636,988	1,927,701	11,951,486	4,552,220	3,521,170	2,508,810	3,024,585	2,452,450	(2,099,770)	-46.13%
Total Revenue	**43,561,314**	**48,929,631**	**53,317,449**	**73,381,370**	**86,479,960**	**64,053,850**	**62,937,835**	**63,937,630**	**(9,443,740)**	**-12.87%**
Expenditures										
Administration & Operations	21,576,137	22,208,461	24,117,491	27,889,980	27,498,480	30,056,965	29,579,560	29,647,020	1,757,040	6.30%
Debt Service	2,519,367	10,846,728	1,716,924	4,083,560	2,278,920	3,576,620	3,576,620	3,576,620	(506,940)	-12.41%
Capital Outlay	8,019,968	10,285,404	19,032,675	55,503,660	55,031,610	34,357,850	34,639,280	35,347,780	(20,155,880)	-36.31%
Other Financing Uses	32,176	23,755	271,943	325,200	325,200	328,800	328,800	328,800	3,600	1.11%
Transfers	5,636,988	1,927,701	11,951,486	4,552,220	3,521,170	2,508,810	3,024,585	2,452,450	(2,099,770)	-46.13%
Total Expenditures	**37,784,635**	**45,292,049**	**57,090,518**	**92,354,620**	**88,655,380**	**70,829,045**	**71,148,845**	**71,352,670**	**(21,001,950)**	**-22.74%**
Ending Fund Balance	**42,962,371**	**46,599,953**	**42,826,884**	**23,853,633**	**40,651,464**	**33,876,269**	**32,440,454**	**33,236,424**		

Note: This Schedule Does Not Contain the 3% General Fund Turnback Amounts

City of Louisville

COLORADO ▪ SINCE 1878

Five Year
Capital Improvements Plan
2016 – 2020

Summary of
Recommended Projects
November 2, 2015

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Open Space & Parks Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Property Acquisition	23,530	23,530	-	-	-	-	-	-
City Services Facility (25%)	2,680,600	2,760,600	-	-	-	-	-	-
Fuel Tank Decommissioning (25%)	-	3,750	-	-	-	-	-	-
Trail Improvements	25,000	25,000	-	-	-	-	-	-
Annual Tree Planting Program	15,000	25,710	15,000	15,000	15,000	15,000	15,000	75,000
Trails Reconstruction Projects - Flood	-	7,700	-	-	-	-	-	-
Lastoka Property Conservation	17,000	17,000	10,000	8,000	8,000	5,000	-	31,000
Hecla Lake Reservoir Improvements	20,000	20,000	-	-	-	-	-	-
US36 Underpass at Davidson Mesa	162,500	162,500	-	-	-	-	-	-
Wayfinding & Signs	25,000	25,000	25,000	25,000	25,000	25,000	25,000	125,000
Irrigation Replacements & Improvements	15,000	15,000	-	-	-	-	-	-
New Equipment - Truck	70,000	70,000	35,000	-	-	-	-	35,000
Machinery & Equipment	125,000	125,000	75,000	75,000	75,000	75,000	75,000	375,000
Trail Projects (50% 2017-2019)	-	-	-	82,500	62,500	37,500	-	182,500
Interpretive Education	-	-	8,000	5,800	-	-	-	13,800
Boundary Treatments	-	-	6,500	-	35,000	30,000	6,700	78,200
Irrigation Clock Replacements	-	-	15,000	50,000	50,000	50,000	50,000	215,000
~~Arboretum Renovation~~ Moved to Lottery Fund	-	-	-	-	-	-	-	-
Bucket Truck (40%)	-	-	34,000	-	-	-	-	34,000
Snow Removal Equipment (50%)	-	-	25,000	-	-	-	-	25,000
Environmental Site Assessment - 1600 Empire Road (25%)	-	-	3,750	-	-	-	-	3,750
Open Space & Parks Trails/Signs Wayfinding (93%)	-	-	-	319,100	350,500	572,500	92,400	1,334,500
Open Space Management Plan Updates	-	-	-	-	20,000	20,000	-	40,000
Vault Restroom	-	-	-	-	34,000	-	-	34,000
Open Space Zoning	-	-	-	33,000	-	-	-	33,000
Joe Carnival Site Improvements	-	-	-	-	-	-	-	-
Total Open Space & Parks Fund	**3,178,630**	**3,280,790**	**252,250**	**613,400**	**675,000**	**830,000**	**264,100**	**2,634,750**
	-	-						

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Conservation Trust - Lottery Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Restroom Improvement Program	187,090	187,090	-	-	-	-	-	-
Recreation Campus Restroom	199,500	199,500	-	-	-	-	-	-
Tennis Court Resurfacing	16,000	16,000	16,000	16,000	16,000	16,000	16,000	80,000
Park Renovations	39,660	39,660	-	117,000	-	117,000	-	234,000
Signage & Trails Wayfinding	20,540	20,540	-	-	-	-	-	-
Emergency Tree Work	10,000	10,000	-	-	-	-	-	-
Memory Square Improvements	30,000	30,000	-	-	-	-	-	-
Playground Replacements	-	-	-	224,000	224,000	-	224,000	672,000
Trail Projects (100% 2016, 50% 2017-2019)	-	-	100,000	82,500	62,500	37,500	-	282,500
Open Space & Parks Trails/Signs Wayfinding (7%)	-	-	-	-	-	-	100,000	100,000

(continued)

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Conservation Trust - Lottery Fund (continued)

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Hecla Lake Aeration	-	-	40,000	-	-	-	-	40,000
~~Multi-Purpose Field (Design Only)~~	-	-	-	-	-	-	-	-
Tennis Court Renovations	-	-	50,000	-	-	-	-	50,000
Arboretum Renovation	-	-	44,800	-	-	-	-	44,800
Improvements at Community Dog Park	-	-	-	7,500	50,000	40,000	150,000	247,500
Cottonwood Park Development	-	-	-	-	-	-	-	-
City Bike Sharing Program	-	-	-	-	-	-	-	-
Sports Complex 'Facelift' with Lafayette	-	-	-	-	-	-	-	-
Cowboy Park Amenities	-	-	-	-	-	-	-	-
Platform Tennis	-	-	-	-	-	-	-	-
Light Upgrades at Recreation Center Campus	-	-	-	-	-	-	-	-
Total Conservation Trust - Lottery Fund	**502,790**	**502,790**	**250,800**	**447,000**	**352,500**	**210,500**	**490,000**	**1,750,800**
	-	-						

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Cemetery Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
General Cemetery Improvements	47,000	47,000	17,000	17,000	17,000	17,000	17,000	85,000
Bucket Truck (5%)	-	-	4,250	-	-	-	-	4,250
Cemetery Expansion Project (Phase II)	-	-	-	-	-	-	-	-
Total Cemetery Fund	**47,000**	**47,000**	**21,250**	**17,000**	**17,000**	**17,000**	**17,000**	**89,250**
	-	-						

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Capital Projects Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
General Government:								
Property Acquisition	385,000	-	-	-	-	-	-	-
Louisville Housing Authority & Habitat for Humanity	10,560	10,500	-	-	-	-	-	-
City Hall Fire Sprinkler System	23,530	32,160	-	-	-	-	-	-
Fiber Enhancement - Library & Museum	30,000	30,000	-	-	-	-	-	-
Sculpture Maintenance	8,000	8,000	-	-	-	-	-	-
Victor Hellburg Memorial	30,000	30,000	-	-	-	-	-	-
Arts Center ADA Improvements	5,000	5,000	-	-	-	-	-	-
Upgrade City Website	10,740	10,740	-	-	-	-	-	-
Downtown Bicycle Parking	10,000	10,000	-	-	-	-	-	-
Downtown Pedestrian Improvements	10,000	10,000	-	-	-	-	-	-

(continued)

City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Capital Projects Fund (continued)

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
General Government (continued):								
Library Copier Replacement	21,000	21,000	-	-	-	-	-	-
Enhanced Security System for Human Resources	10,000	10,000	-	-	-	-	-	-
Police Dept Furniture, Fixtures, Equipment	21,500	21,500	-	26,000	8,500	8,500	12,000	55,000
Police Dept Intercom Radio System Replacement	7,670	7,670	-	-	-	-	-	-
Police Dept Printer, Copier, Scanner Replacemt	20,000	20,000	-	-	-	-	-	-
LTE D-Block Radio Program	15,000	15,000	15,000	15,000	15,000	-	-	45,000
Rolling Shelving Storage for Evidence	10,000	10,000	-	-	-	-	-	-
Handheld Portable Radio Replacement	12,000	12,000	-	-	-	-	-	-
TruCAM Video Laser	6,500	6,500	-	-	-	-	-	-
City-Wide Telephone System Upgrade	125,000	125,000	-	-	-	-	-	-
Video Display in Patrol Area	6,200	6,200	-	-	-	-	-	-
Toughbooks, Printers, Docking Stations	8,000	8,000	-	-	-	-	-	-
Enterprise Resource Planning System (77.5%)	525,000	581,250	310,000	-	-	-	-	310,000
Lucity Software (25%)	18,750	18,750	6,250	-	-	-	-	6,250
Minute Recording System	5,490	5,490	-	-	-	-	-	-
IT Core Routing & Switching - City Hall	50,000	50,000	-	-	-	-	-	-
Technology - City Services Facility	25,000	25,000	-	-	-	-	-	-
Desktop Management Software	15,000	-	-	-	-	-	-	-
Desktop Productivity Suite of Software	48,000	48,000	-	-	-	-	-	-
Library Network (Data) Switching	30,000	30,000	-	-	-	-	-	-
Police Network (Data) Switching	20,000	20,000	-	-	-	-	-	-
Software Update - Self-Check Machines	15,000	15,000	-	-	-	-	-	-
Main Street Patios	-	-	-	40,000	-	-	-	40,000
Surveillance Upgrades at City Hall	-	-	30,000	-	-	-	-	30,000
Virtualization Phase II - Business Continuity	-	-	80,000	-	-	-	-	80,000
Library Furniture Replacement, Reupholstering	-	-	6,050	-	-	-	-	6,050
Integrated Library System Upgrade	-	-	19,370	-	-	-	-	19,370
Ballistic Helmets for Police Officers	-	-	14,000	-	-	-	-	14,000
~~FM Radio Stations~~	-	-	-	-	-	-	-	-
Body Cams	-	-	45,000	-	-	-	-	45,000
Police Records Management System Replacement	-	-	-	300,000	-	-	-	300,000
Handheld Portable Radio Replacement	-	-	12,000	12,000	12,000	-	-	36,000
~~Police Department Basement Restrooms and Lockers~~	-	-	-	-	-	-	-	-
Camera System - Police & Courts Building	-	-	15,000	-	-	-	-	15,000
Fire Proof File Cabinet	-	-	5,000	-	-	-	-	5,000
~~Downtown Parking Structure Feasibility Study (50% City)~~	-	-	-	-	-	-	-	-
Bus then Bike Shelter (net)	-	-	25,000	-	-	-	-	25,000
~~Community Sculpture Garden - Art in the Park~~	-	-	-	-	-	-	-	-
Center for the Arts - AudioVisual Equipmpent	-	-	-	11,300	-	-	-	11,300
Center for the Arts - ADA Compliance & Storage Remodel	-	-	30,000	-	-	-	-	30,000
IT Security Audit (Net)	-	-	-	30,000	-	-	-	30,000
Visitor Center & Historical Museum (Design Only)	-	-	-	20,000	-	-	-	20,000
~~Old Town Bike Boulevard~~	-	-	-	-	-	-	-	-
~~Wayfinding Implementation~~	-	-	-	-	-	-	-	-
Total Capital Projects - General Govt	**1,537,940**	**1,202,760**	**612,670**	**454,300**	**35,500**	**8,500**	**12,000**	**1,122,970**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Capital Projects Fund (continued)

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Public Works:								
City Services Facility (25%)	2,680,600	2,760,600	-	-	-	-	-	-
Fuel Tank Decommissioning (25%)	-	3,750	-	-	-	-	-	-
Concrete Replacement	90,000	67,340	90,000	90,000	90,000	90,000	90,000	450,000
Street Reconstruction Program	1,446,500	1,951,300	1,950,000	1,800,000	1,850,000	1,900,000	1,950,000	9,450,000
Pavement Booster Program	220,000	359,030	1,045,000	1,500,000	715,000	2,650,000	2,800,000	8,710,000
Bridge Reconstruction Projects - Flood	3,160,000	3,204,600	-	-	-	-	-	-
Highway 42 & Pine Street Intersection	5,040	5,040	-	-	-	-	-	-
Wayfinding	78,900	78,900	-	-	-	-	-	-
South Street Underpass (95%)	2,476,870	900,000	1,576,870	-	-	-	-	1,576,870
State Highway 42 Traffic Signals	426,190	394,540	-	-	-	-	-	-
Wayfinding - McCaslin & Centennial Valley	90,610	90,610	-	-	-	-	-	-
McCaslin/US36 Interchange (DDI)	1,275,730	1,425,730	-	-	-	-	-	-
BNSF RR Underpass/N Drainage (34%)	45,460	45,460	51,000	119,000	136,000	204,000	-	510,000
Short Street Traffic Signal	4,000	4,000	-	-	-	-	-	-
Downtown Parking/Transit Project	320,000	417,000	440,000	-	-	-	-	440,000
SH 42 Short Crossing Improvements	500,000	200,000	-	-	-	-	-	-
Dillon Road/St Andrews Intersection	391,000	391,000	-	-	-	-	-	-
Downtown Surface Parking Expansion	100,000	215,000	-	-	-	-	-	-
Motor Vehicle/Road Equipment	135,100	135,100	-	-	-	-	-	-
Traffic Signals	95,000	95,000	53,000	68,000	53,000	53,000	53,000	280,000
GPS for Snow Removal Equipment	-	7,000	-	-	-	-	-	-
Environmental Site Assessment - 1600 Empire Road (25%)	-	-	3,750	-	-	-	-	3,750
SH 42 Corridor Improvements	-	-	1,500,000	200,000	1,540,000	400,000	250,000	3,890,000
Railroad Quiet Zones	-	-	120,000	-	1,200,000	-	-	1,320,000
Contract Striping w/Epoxy Paint	-	-	70,000	-	70,000	-	70,000	210,000
Kaylix Ave Extension South	-	-	-	50,000	400,000	-	-	450,000
Kaylix Ave Extension North (Net)	-	-	-	25,000	150,000	-	-	175,000
BCHA Affordable Housing Assistance	-	-	-	-	486,120	-	-	486,120
Front St. Pass through to Community Park	-	-	10,000	-	-	-	-	10,000
~~Communications Fiber Project~~	-	-	-	-	-	-	-	-
~~CTC/96th Street Connector (Net of Funding from CTC Metro)~~	-	-	-	-	-	-	-	-
Dillon & 104th Traffic Signal	-	-	-	-	-	-	45,000	45,000
Total Capital Projects - Public Works	**13,541,000**	**12,751,000**	**6,909,620**	**3,852,000**	**6,690,120**	**5,297,000**	**5,258,000**	**28,006,740**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Capital Projects Fund (continued)

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Parks & Recreation:			-	-	-	-	-	-
Pond Liner Replacement (50%)	41,960	44,950	-	-	-	-	-	-
~~Median Improvements~~	39,680	39,680	-	-	-	-	-	-
Athletic Fields Annual Upgrades	14,000	14,000	14,000	14,000	14,000	14,000	14,000	70,000
Rec Center - Senior Kitchen Appliances	25,000	25,000	-	-	-	-	-	-
Recreation Equipment	65,000	65,000	70,000	-	-	-	-	70,000
ADA Requirements	18,670	18,670	-	-	-	-	-	-
Rec Center - Pool Upgrades	17,900	17,900	-	-	-	-	-	-
Tennis Court Renovations (2016 in Lottery Fund)	-	-	-	168,000	-	84,000	-	252,000
Rec Center - Industrial Washer & Dryer	-	-	18,000	-	-	-	-	18,000
Rec Center - Dri-Deck	-	-	10,000	-	10,000	-	10,000	30,000
Rec Center - Lap Line Replacement	-	-	7,000	-	-	-	-	7,000
Rec Center - Tennis Ball Machine	-	-	6,610	-	-	-	-	6,610
~~Rec Center - Parking Lot Lighting~~	-	-	-	-	-	-	-	-
~~Rec Center - Aerobics Floor Replacement~~	-	-	-	-	-	-	-	-
~~Rec Center - Door Replacement~~	-	-	-	-	-	-	-	-
~~Rec Center - Carpet Replacement~~	-	-	-	-	-	-	-	-
Bucket Truck (50%)	-	-	42,500	-	-	-	-	42,500
Recreation Center - Aquatic Center Expansion	-	-	25,000	60,000	-	-	-	85,000
Reuse Water Line Expansion (50%)	-	-	-	10,000	-	-	-	10,000
Rec Center - Power Washer	-	-	-	15,000	-	-	-	15,000
Rec Center - Pool Concrete Resurfacing	-	-	-	-	-	-	-	-
~~Repurpose In-Line Skating Rink~~	-	-	-	-	-	-	-	-
~~Rec Center - Lobby Floor Renovation~~	-	-	-	-	-	-	-	-
Park Irrigation Upgrades	-	-	-	-	165,000	220,000	165,000	550,000
~~Rec Center - Ceiling Renovation~~	-	-	-	-	-	-	-	-
~~Community Park Sprayground Renovation~~	-	-	-	-	-	-	-	-
Rec Center - Pool Table	-	-	-	-	-	-	6,000	6,000
Rec Center - Circuit Weight Equipment	-	-	-	-	-	-	70,000	70,000
City Hall/White House Plaza	-	-	-	-	-	-	-	-
City Entry Signs	-	-	-	-	-	-	-	-
Total Capital Projects - Parks & Rec	**222,210**	**225,200**	**193,110**	**267,000**	**189,000**	**318,000**	**265,000**	**1,232,110**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Water Utility Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Vehicle & Equipment Replacement	28,300	28,300	-	-	-	-	23,000	23,000
Sid Copeland WTP Contact Tank Improvements	160,000	160,000	-	-	-	-	-	-
Water Line Replacement	210,000	210,000	500,000	3,630,000	245,000	255,000	260,000	4,890,000
US36 Raw Waterline Replacement	177,000	177,000	-	-	-	-	-	-
3 MG Tank	2,340	2,340	-	-	-	-	-	-
Valve R and R	5,930	14,900	-	-	-	-	-	-
Eldorado Intake - Flood Reconstruction	1,200,000	1,804,320	-	-	-	-	-	-
Raw Water Master Plan	150,000	150,000	-	-	-	-	-	-
City Services Facility (25%)	2,680,600	2,760,600	-	-	-	-	-	-
Fuel Tank Decommissioning (25%)	-	3,750	-	-	-	-	-	-
Lateral Lining	93,780	93,780	-	-	-	-	-	-
Sludge Treatment/Handling	2,210,000	2,210,000	-	-	-	-	-	-
North Plant Carbon Feed	12,460	12,460	-	-	-	-	-	-
Heating Upgrades (HBWTF)	32,000	32,000	-	-	-	-	-	-
North Plant Flooring Replacement	15,000	15,000	-	-	-	-	-	-
Pressure Reducing Valve/Vault Removal	25,000	26,900	-	-	-	-	-	-
Enterprise Resource Planning System (11.25%)	112,500	84,375	45,000	-	-	-	-	45,000
Lucity Asset Management Software (25%)	18,750	18,750	6,250	-	-	-	-	6,250
Computer Software	-	6,500	-	-	-	-	-	-
Water System Tie-In with Superior	450,000	450,000	-	-	-	-	-	-
NCWCD-Windy Gap Firming Project	400,000	400,000	375,000	275,000	580,000	580,000	580,000	2,390,000
Utility Rate Study	-	2,250	-	-	-	-	-	-
Environmental Site Assessment - 1600 Empire Road (25%)	-	-	3,750	-	-	-	-	3,750
SCWTP Contact Tank Improvements	-	-	600,000	-	-	-	-	600,000
SCWTP Pump Station Improvements	-	-	2,410,000	-	-	-	-	2,410,000
Louisville Pipeline Condition Assessment	-	-	250,000	-	-	-	-	250,000
SCWTP Drying Bed Rehabilitation	-	-	75,000	170,000	-	-	-	245,000
Water Facilities Security Upgrades	-	-	100,000	120,000	-	-	-	220,000
HBWTP Filter Media Replacement	-	-	155,000	-	-	-	-	155,000
Howard Diversion Upgrades	-	-	10,000	-	-	-	-	10,000
SCWTP Recycle Pond Maintenance	-	-	50,000	-	50,000	80,000	-	180,000
SCWTP - Recycle Pump Rehabilitation	-	-	7,000	-	-	-	-	7,000
Water Facilities SCADA Upgrades	-	-	250,000	-	25,000	-	-	275,000
HBWTP - Groundwater Pumps	-	-	10,000	-	-	-	-	10,000
Harper Lake Stop Logs	-	-	55,000	-	-	-	-	55,000
Bulk Water Meter/Backflow Replacement	-	-	17,600	-	-	-	-	17,600
PRV Replacement	-	-	40,000	-	-	-	-	40,000
Solar Buyout - WTP	-	-	216,410	-	-	-	-	216,410
Louisville Lateral Ditch Piping	-	-	-	200,000	200,000	200,000	200,000	800,000
HBWTP Flash Mixer Replacement	-	-	-	85,000	-	-	-	85,000
Tube Settler Replacement	-	-	-	575,000	-	730,000	-	1,305,000
WTP Facility Painting	-	-	-	120,000	-	-	-	120,000
Chlorine Dioxide Generator Rehabilitation	-	-	-	80,000	-	-	-	80,000
Sid C Facility Floc/Sed Basin Covers	-	-	-	-	850,000	610,000	-	1,460,000
SBR Ditch Lining	-	-	-	-	80,000	80,000	80,000	240,000
SWSP Transmission Capacity	-	-	-	-	-	120,000	1,200,000	1,320,000
Water Plants Disinfectant Evaluation	-	-	-	-	-	100,000	450,000	550,000
Total Water Utility Fund	**7,983,660**	**8,663,225**	**5,176,010**	**5,255,000**	**2,030,000**	**2,755,000**	**2,793,000**	**18,009,010**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Wastewater Utility Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Pond Liner Replacement (50%)	41,960	44,950	-	-	-	-	-	-
Roof Structure	20,000	20,000	-	-	-	-	-	-
Sewer Utility Line Replacement	300,000	300,000	315,000	1,250,000	350,000	365,000	370,000	2,650,000
Sewer Main Video	25,000	25,000	25,000	25,000	25,000	25,000	25,000	125,000
City Services Facility (25%)	2,680,600	2,760,600	-	-	-	-	-	-
Fuel Tank Decommissioning (25%)	-	3,750	-	-	-	-	-	-
WWTP Facilities Plan & Aeration Basin Repair	-	5,250	-	-	-	-	-	-
Louisville/Superior Integration Study	-	19,000						
Enterprise Resource Planning System (11.25%)	112,500	84,375	45,000	-	-	-	-	45,000
Lucity Asset Management Software (25%)	18,750	18,750	6,250	-	-	-	-	6,250
Wastewater Plant Upgrade	13,750,000	13,750,000	13,735,000	3,063,000	-	-	-	16,798,000
Environmental Site Assessment - 1600 Empire Road (25%)	-	-	3,750	-	-	-	-	3,750
Reuse System Replacement	-	-	95,000	-	30,600	-	60,500	186,100
WWTP Laboratory Equipment	-	-	6,500	6,500	-	-	-	13,000
CTC Lift Station Controls	-	-	20,000	-	-	-	-	20,000
Solar Buyout - WWTP	-	-	106,590	-	-	-	-	106,590
Reuse Water Line Expansion (50%)	-	-	-	10,000	-	-	-	10,000
WWTP Security Upgrades	-	-	-	-	35,000	-	-	35,000
Drum Thickener Component Replacement	-	-	-	-	-	25,000	25,000	50,000
HYCOR Drum Thickener	-	-	-	-	-	-	200,000	200,000
Vehicle and Equipment Replacement	-	-	-	64,000	-	-	-	64,000
Filter Feed Pumps	-	-	-	-	-	45,000	-	45,000
Golf Course Reuse Automation of Valve Actuator (SCADA)	-	-	77,000	-	-	-	-	77,000
Fiber to WWTP	-	-	50,000	-	-	-	-	50,000
4x4 Pickup	-	-	-	-	-	-	25,000	25,000
Local Limits Consulting and Development	-	-	-	20,000	-	-	-	20,000
Poymer Liquid Drum Thick	-	-	-	-	-	20,000	-	20,000
Laboratory Grade Water DI Unit	-	-	-	5,500	-	-	-	5,500
Booster Pump Drum Thick	-	-	-	-	-	5,000	-	5,000
Total Wastewater Utility Fund	**16,948,810**	**17,031,675**	**14,485,090**	**4,444,000**	**440,600**	**485,000**	**705,500**	**20,560,190**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Storm Water Utility Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
South Street Underpass (5%)	133,380	50,000	83,380	-	-	-	-	83,380
Lucity Asset Management Software (25%)	18,750	18,750	6,250	-	-	-	-	6,250
Sand-Salt Storage Building	135,000	135,000	-	-	-	-	-	-
BNSF RR Underpass/N Drainage (66%)	146,370	146,370	99,000	231,000	264,000	396,000	-	990,000
Core Area Utility	600,000	500,000	225,000	-	-	-	-	225,000
Storm Sewer Detention Pond Maintenance	110,000	110,000	110,000	110,000	110,000	110,000	110,000	550,000
CCS Drainage	250,000	250,000	-	-	-	-	-	-
Golf Course Drainage Mitigation	150,000	154,500	-	-	-	-	-	-
City-Wide Storm Sewer Outfall Improvements	6,500,000	6,500,000	2,500,000	-	-	-	-	2,500,000
Total Storm Water Utility Fund	**8,043,500**	**7,864,620**	**3,023,630**	**341,000**	**374,000**	**506,000**	**110,000**	**4,354,630**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Golf Course Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Machinery & Equipment - Maintenance Equipment	750,000	675,000	-	-	-	-	-	-
Golf Course Flood Reconstruction	227,570	310,000	-	-	-	-	-	-
Golf Course Startup	250,000	200,000	-	-	-	-	-	-
CCGC Identity Package	68,000	68,000	-	-	-	-	-	-
Perimeter Fencing	15,000	15,000	-	-	-	-	-	-
New Equipment - Truck	28,000	35,000	-	-	-	-	-	-
Golf Course Clubhouse HVAC	35,000	35,000	-	-	-	-	-	-
Information Technology	50,000	50,000	-	-	-	-	-	-
Coal Creek Range Furniture	-	-	5,000	-	-	-	-	5,000
Chemical Storage	-	-	35,000	-	-	-	-	35,000
Golf Maintenance Facility Improvements	-	-	251,000	122,000	-	-	-	373,000
Snow Removal Equipment (50%)	-	-	25,000	-	-	-	-	25,000
Clubhouse South Deck Repair	-	-	25,000	-	-	-	-	25,000
Bucket Truck (5%)	-	-	4,250	-	-	-	-	4,250
Year-Round Golf Learning & Fitting Center	-	-	-	49,800	-	-	-	49,800
Golf Shop Furniture & Fixtures	-	-	-	-	10,000	-	-	10,000
Irrigation Pump and Motor Maintenance	-	-	-	-	30,000	-	-	30,000
Back 9 Restroom/Shelter	-	-	-	-	105,600	-	-	105,600
Golf Launch Monitor	-	-	-	-	-	16,000	-	16,000
Total Golf Course Fund	**1,423,570**	**1,388,000**	**345,250**	**171,800**	**145,600**	**16,000**	**-**	**678,650**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Technology Management Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Computer Hardware Replacement	60,000	60,000	30,000	30,000	30,000	30,000	30,000	150,000
Total Technology Management Fund	**60,000**	**60,000**	**30,000**	**30,000**	**30,000**	**30,000**	**30,000**	**150,000**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
Fleet Management Fund

Project Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Motor Vehicle/Road Equipment	390,750	390,750	233,100	205,100	150,300	187,500	193,130	969,130
Total Fleet Management Fund	**390,750**	**390,750**	**233,100**	**205,100**	**150,300**	**187,500**	**193,130**	**969,130**
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City of Louisville
Five-Year Capital Improvement Program
For the Years 2016 Through 2020
All Funds

Fund Description	2015 Budget	2015 Estimate	2016 Proposed	2017 Proposed	2018 Proposed	2019 Proposed	2020 Proposed	5-Year Totals
Open Space & Parks Fund	3,178,630	3,280,790	252,250	613,400	675,000	830,000	264,100	2,634,750
Conservation Trust - Lottery Fund	502,790	502,790	250,800	447,000	352,500	210,500	490,000	1,750,800
Cemetery Fund	47,000	47,000	21,250	17,000	17,000	17,000	17,000	89,250
Capital Projects Fund	15,301,150	14,178,960	7,715,400	4,573,300	6,914,620	5,623,500	5,535,000	30,361,820
Water Utility Fund	7,983,660	8,663,225	5,176,010	5,255,000	2,030,000	2,755,000	2,793,000	18,009,010
Wastewater Utility Fund	16,948,810	17,031,675	14,485,090	4,444,000	440,600	485,000	705,500	20,560,190
Storm Water Utility Fund	8,043,500	7,864,620	3,023,630	341,000	374,000	506,000	110,000	4,354,630
Golf Course Fund	1,423,570	1,388,000	345,250	171,800	145,600	16,000	-	678,650
Technology Management Fund	60,000	60,000	30,000	30,000	30,000	30,000	30,000	150,000
Fleet Management Fund	390,750	390,750	233,100	205,100	150,300	187,500	193,130	969,130
Total for All Funds	**53,879,860**	**53,407,810**	**31,532,780**	**16,097,600**	**11,129,620**	**10,660,500**	**10,137,730**	**79,558,230**

SUBJECT: **APPROVAL OF LICENSE, IMPROVEMENT AND ASSISTANCE AGREEMENT WITH THE DOWNTOWN BUSINESS ASSOCIATION FOR 2016 STREET FAIRE**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **AARON M. DEJONG, ECONOMIC DEVELOPMENT**
HANK DALTON, MAYOR PRO-TEM

SUMMARY:
The Downtown Business Association (DBA) is seeking a partnership with the City to operate the Downtown Street Faire in 2016. Additions to the License, Improvement and Assistance Agreement have been made to formalize the City's participation. The main financial considerations regarding the City's participation are:

1. City will provide police services for the Street Faire season (estimated cost of $8,500 for 7 events).
2. City will provide parking shuttle services (estimated cost of $3,600 for 7 events)
3. City will provide full funding to the DBA to hire an event coordinator to handle planning and operations duties of the Street Faire (estimated at $50,000).
4. Should Street Faire revenues not exceed the DBA's costs to operate the Street Faire, the City will provide a payment equal to 100% of the net loss from operations.

BACKGROUND:
The DBA has put on the Downtown Street Faire for 15 years and the Faire has grown into a premier community concert series helping foster the renaissance in downtown Louisville. The Street Faire has been mostly volunteer-operated for the past 15 years. The Street Faire operation for 2016 and beyond will not have key volunteer help, necessitating changes to how the event is produced and executed. The DBA needs City assistance to transition the operation of the event.

City Council reviewed a term sheet on October 20, 2015 and directed staff to bring a formal agreement to a future meeting. Some members expressed interest in having two City representatives on the Street Faire committee, a profit sharing condition, and a limit to the payment should expenses be greater than revenues. The DBA is unwilling to accept those proposals.

DISCUSSION:
Modifications to the existing License Agreement with the DBA are proposed to formalize the City's financial and service participation. The License Agreement is attached in

redline format to highlight the changes. This License Agreement is only for the 2016 Street Faire season. The changes are as follows:

1) The 2016 Street Faire season will be a 7 event program.
2) The DBA will create a 5-person Street Faire Committee where the operations of the event are discussed and decided. The City Manager will select a City representative to serve as one of the 5 Committee members.
    a. The Street Faire Committee maintains artistic autonomy concerning musical palette, genre, band size and budget
    b. Street Faire financial information will be made available to the City through the City's Street Faire Committee representative
3) The City will provide full funding for a Street Faire Coordinator contracted by the DBA.
    a. The Street Faire Coordinator will be responsible for coordinating and operations
    b. This position will be the contact person for all Street Faire items.
    c. Scope of Work for the position will be created and developed by the Street Faire committee
    d. City is allowed review and comment on the Coordinator contract.
    e. City will assist in publicizing, screening, and contracting for the position
4) The City will provide police services at no charge to the DBA
5) The City will provide parking shuttle service at no cost to the DBA
    a. The Street Faire Coordinator will be responsible for coordinating and operations
6) The DBA will handle costs and operations of the event except for Police, Street Faire Coordinator, and parking shuttle services as noted below.
7) In the event the revenues are less than the DBA's costs to operate the 2016 Louisville Street Faire, as determined by the Street Faire Committee, the City will provide a payment equaling 100% of the shortfall within 90 days of the final documentation of the Louisville Street Faire revenues and expenses for the year.

FISCAL IMPACT:
Attached is an analysis to estimate the Street Faire revenues and costs for 2016 and the respective obligations for the DBA and City. The analysis is based on actual revenues and expenses of the 2015 Street Faire Program. Revenues and expenses that are variable depending on the frequency of concerts have been reduced to 7/9ths of 2015. 2015 had no weather related impacts to revenues, so the analysis reduced variable revenues to 90% of 2015 revenues to provide a more cautious estimate.

Under the above business term assumptions, the City's assistance to the Street Faire program assuming 90% of 2015's performance is as follows:

City police services	$8,556

Parking Shuttle	$3,578
Street Faire Coordinator	$50,000
City payment for loss from operations	$8,752
TOTAL	$70,886

A budget item totaling $75,000 is in the 2016 Operating budget to fund the above commitments.

Costs for the 2016 downtown flower and winter lights programs (approximately $50,000) would be in addition to the City's Street Faire participation. This item is budgeted separately in the 2016 Budget.

RECOMMENDATION:
Staff recommends approval of the License, Improvement, and Assistance Agreement with the DBA.

ATTACHMENTS:
1. Staff Presentation
2. License, Improvement, and Assistance Agreement in redline
3. 2016 Street Faire Operation Analysis

City of Louisville
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2016 Louisville Street Faire License Agreement

Aaron DeJong, Economic Development

November 2, 2015

Background

City of Louisville
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- Street Faire completed its 15th season
  - Helped foster downtown's growth
  - Mostly volunteer operated
- For 2016, the Street Faire is needing to evolve
  - Less volunteer coordination
  - Increasing costs to operate
- DBA needs City assistance to continue the event for 2016 and beyond

Background

City of Louisville
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- Direction on Oct. 20th to bring for consideration a formal agreement
- Council Members expressed interest in:
  - Having two City representatives on the Street Faire committee,
  - A profit sharing condition, and
  - A limit to the payment should expenses be greater than revenues.
- The DBA rejected those proposals

Proposed Agreement

City of Louisville
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- The 2016 Street Faire season will be a 7 event program.
- The DBA will create a 5-person Street Faire Committee, including 1 member selected by the City Manager, where the operations of the event are discussed and decided.
  - DBA maintains artistic autonomy concerning musical palette, genre, band size and budget.
  - Street Faire financial information will be made available to the City

Proposed Agreement

City of Louisville
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- The City provides full funding for a Street Faire Coordinator contracted by the DBA.
  - Street Faire Coordinator responsible for coordinating and operations
  - Coordinator will be contact person for all Street Faire items
  - Scope of Work for position to be created and developed by the Street Faire Committee
  - City to review and comment on the Coordinator contract
  - City to assist in the publicizing, screening, and contracting for the position

Proposed Agreement

City of Louisville
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- The City will provide police services at no charge to the DBA
- The City will provide parking shuttle service at no cost to the DBA
  - The Street Faire Coordinator will be responsible for coordinating and operations
- The DBA will handle costs and operations of the event except for Police, Street Faire Coordinator, and parking shuttle services.

Proposed Agreement

City of Louisville
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- In the event the revenues are less than the DBA's costs to operate the 2016 Louisville Street Faire, as determined by the Street Faire Committee, the City will provide a payment equaling 100% of the shortfall
  - within 90 days of the final documentation of the Louisville Street Faire revenues and expenses for the year.

Estimated Costs

City of Louisville
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1. City police services	$8,556
2. Parking Shuttle	$3,578
3. Street Faire Coordinator	$50,000
4. Potential payment for loss from operations	$8,752
TOTAL	**$70,886**

- $75,000 included in 2016 Operating Budget

City of Louisville
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Council Action:

Approve License, Improvement, and Assistance Agreement with the Downtown Business Association

LICENSE ~~AND~~, IMPROVEMENT AND ASSISTANCE AGREEMENT
(2016 Louisville Street Faire)

THIS LICENSE AND IMPROVEMENT AGREEMENT (hereinafter "Agreement") is made and entered into this ____ day of ~~April,~~_____, 2015, by and between the City of Louisville, Colorado, a municipal corporation (hereinafter "City") and the Downtown Business Association of Louisville, Inc., a Colorado nonprofit corporation (hereinafter "DBA").

WHEREAS, the City is the owner of certain real property located at 824 Front Street, Louisville, Colorado, which property is legally described on Exhibit A and depicted on Exhibit B, attached hereto and incorporated herein by reference; and

WHEREAS, the DBA desires to occupy such property from the City on a non-exclusive basis for conduct of the Louisville Street Faire; and

WHEREAS, the City is willing to grant the DBA a revocable license to use and occupy such property on a non-exclusive basis, upon the other terms and conditions of this Agreement~~.~~; and

WHEREAS, the City and DBA also desire to set forth mutual agreements regarding the City's provision of financial and service assistance for operation of the 2016 Louisville Street Faire.

NOW, THEREFORE, the City and DBA agree as follows:

1. Licensed Premises. The City hereby grants to the DBA a non-exclusive and revocable license to use and occupy that certain real property legally described on Exhibit A, depicted on Exhibit B, and having a street address of 824 Front Street, Louisville, Colorado, 80027, together with improvements thereon (hereinafter the "Licensed Premises"). The DBA may use and occupy the Licensed Premises during the "DBA Exclusive Use Times" designated pursuant to this Agreement.

2. Term. This Agreement shall continue until terminated as provided herein or by written agreement of the parties.

3. Exclusive Use Periods. A. For the year ~~2015~~2016, the DBA shall have exclusive use of the Licensed Premises for conduct of the Downtown Louisville Street Faire ("Street Faire") on the dates set forth on Exhibit C, attached hereto and incorporated herein by reference. There shall be no more than 7 event dates. By April 30 of each year after ~~2015~~2016, the DBA and the City shall designate by mutual written addendum to this Agreement the DBA exclusive use dates and times for that year. Such addendum shall be executed by the City Manager and the DBA and attached to this Agreement. If the parties are unable to reach mutual agreement by January 31 on that year's dates and times of DBA use, then the City at its option may terminate this Agreement or set such dates and times as it determines, either action to be by written notice given to the DBA. The designated periods of the DBA's exclusive use shall be referred to in this Agreement as the "DBA Exclusive Use Times".

B. The DBA's use and occupancy of the Licensed Premises shall be limited to the DBA Exclusive Use Times designated pursuant to this Agreement. Except for the DBA Exclusive Use Times, the City shall have the right to occupy or use all portions of the Licensed Premises for any purpose of the City, including but not limited to renting or licensing the Licensed Premises to other groups for performances or events. Any such rental or license by the City to third parties shall not include any of the DBA's personal property stored on the Licensed Premises.

C. Notwithstanding anything in this Agreement to the contrary, the mutual designation by the parties of any DBA Exclusive Use Times shall not in any way limit or impair, or be construed to limit or impair, the City's rights to terminate this Agreement for breach or for convenience as set forth in Sections 20 and 21 of this Agreement.

D. The DBA agrees that it does not have or claim, and shall not at any time in the future have or claim, any ownership interest or estate in the Licensed Premises, or any other interest in real property included in the Licensed Premises, by virtue of this Agreement or by virtue of Licensee's occupancy or use of the Licensed Premises. The permission granted to the DBA to use the Licensed Premises is a revocable license and not a leasehold interest or any other estate in the property.

4. Purposes. The Licensed Premises may be occupied and used by the DBA pursuant to this Agreement solely for the following purposes:

A. Construction, installation, maintenance, operation, repair and replacement of site improvements for conduct of the Street Faire, pursuant to the provisions of this Agreement;

B. Conduct of the ~~weekly~~ Street Faire during the DBA Exclusive Use Times, which consists of musical performances, food vending, arts and crafts booths, service and consumption of alcohol beverages as that term is defined in C.R.S. §12-47-103~~-~~, and similar festival activities. The Street Faire shall be conducted subject to all terms and conditions of this Agreement, and in accordance with the following standards and limitations:

(1) Amplified sound shall not be permitted beyond 10:00 p.m.
(2) No Street Faire activities shall extend beyond 10:00 p.m.
(3) Set-up for the weekly Street Faire shall commence no earlier than 3:00 p.m. on the day of the Faire.
(4) No carnival or amusement rides (defined to include rides with moving passenger compartments or tracks) shall be permitted.
(5) Alcohol service shall be limited in accord with the terms of the liquor license issued to the DBA pursuant to the Colorado Liquor Code and shall be served and consumed only within the area designated on such license. The alcohol service area shall be in a location and of a set-up acceptable to the City. The DBA shall be responsible for compliance with all special event permitting

requirements of the Colorado Liquor Code as they pertain to conduct of the Street Faire.

(6) Promptly after the end of a Street Faire, the DBA shall have all temporary equipment and facilities removed from the Licensed Premises or stored upon the Licensed Premises in a location acceptable to the City.

5. Utilities and Trash. The City will provide electrical service and trash pickup for the Street Faire. The Street Faire Coordinator shall have primary responsibility for coordinating details of the provision of trash services for the Street Faire, consistent with the terms of the City contract with the trash services vendor.

6. Site Improvements.

A. The DBA shall have the right to construct and install site improvements on the Licensed Premises as approved by the City to facilitate the use of the Licensed Premises as a performance site for the Street Faire.

B. The DBA at its sole expense shall be responsible for the construction and installation of the improvements to be undertaken by it. Upon completion, final inspection and acceptance by the City, all improvements to the Licensed Premises shall be considered the Property of the City, and the DBA shall upon request provide the City with a bill or sale or other instrument conveying such improvements to the City. The City shall at such time issue a letter confirming acceptance of the improvements. At the time of the completion of the work, the DBA shall provide the City with copies of all receipts and other documents evidencing the full actual costs of the improvements made to the Licensed Premises, which shall be subject to verification by the City.

C. All work by the DBA upon the Licensed Premises shall be completed according to plans and specifications that are satisfactory to and approved by the City in advance of the commencement of such work. The DBA shall not commence any work on the Licensed Premises unless and until final written plans and specifications have been submitted to and approved by the City, in the City's sole discretion. Any such plans and specifications shall include all information required for issuance of a building permit, and shall be prepared and submitted to the City at least 20 days prior to the date of commencement of the work. Upon receipt, the City shall review and either approve or disapprove such plans, and in the event of disapproval shall advise the DBA of the changes or additional information required to make such plans acceptable to the City. Such process shall be repeated until the City has approved final plans and specifications for the work.

D. All work shall be completed in compliance with all codes, ordinances, rules and regulations of the City, in a good and workmanlike manner with appropriate building permits. Where required by City codes, ordinances, rules and regulations, the plans and specifications shall be stamped by a licensed architect or engineer. The DBA shall provide the City with lien waivers from all contractors or material providers providing work upon the Licensed Premises, in forms acceptable to the City. The DBA shall indemnify and hold harmless the City from all expense, liens, claims or

damages to either persons or property arising out of or resulting from any work performed on the Licensed Premises at the instance of the DBA.

E. Except for the improvements specifically authorized by the City, the DBA shall not place, build, expand, or add to any structures or other items on the Licensed Premises.

7. General Use and Care of Licensed Premises. The DBA shall use reasonable care and caution to prevent damage, destruction or injury to the Licensed Premises. The DBA shall comply with all applicable ordinances, resolutions, rules, and regulations in the DBA's use and occupancy of the Licensed Premises. Upon final acceptance, the City shall be responsible for repair and maintenance of the site improvements installed by the DBA, except that the DBA shall be responsible for any repairs attributable to the negligence or other fault of the DBA. Upon final acceptance, the DBA shall also be responsible for operation of improvements during the DBA's Exclusive Use Times.

8. Signs. The DBA shall not place or permit any signs on the Licensed Premises, except that the DBA may place temporary banner signs on the Licensed Premises in connection with the Street Faire, which signage shall comply with the City's sign ordinances and regulations. Any other proposed for the Licensed Premises shall be subject to the prior written approval of the City, which approval may be granted or denied in the City's sole discretion.

9. Hazardous Materials. The DBA shall not keep any hazardous materials in or about the Licensed Premises without prior written consent of the City, which will be granted or denied in the City's sole discretion. "Hazardous material" includes but is not limited to asbestos, other asbestotic material (which is currently or may be designated in the future as a hazardous material), any petroleum base products, pesticides, paints and solvents, polychlorinated biphenyl, lead, cyanide, DDT, acids, ammonium compounds, and other chemical products (excluding commercially used cleaning materials in ordinary quantities) and any substance or material defined or designated as a hazardous or toxic substance, or other similar term, by any federal, state, or local law.

10. Compliance. If the DBA fails to comply with its obligations under this Agreement, the City may at its sole option terminate this Agreement as provided herein or take such measures as it determines necessary to bring the Licensed Premises into compliance with the terms hereof, and the cost of any such measures shall be paid by the DBA.

11. Acknowledgment of General Condition. The DBA acknowledges that its use and occupancy hereunder is of the Licensed Premises in its present, as-is condition with all faults, whether patent or latent, and without warranties or covenants, express or implied. The DBA acknowledges the City shall have no obligation to repair, replace or improve any portion of the Licensed Premises in order to make such Premises suitable for the DBA's intended uses; however, the foregoing shall not limit the City's obligations to maintain and repair site improvements as provided in Section 7 of this Agreement.

12. Acknowledgment and Acceptance of Specific Matters. The DBA specifically acknowledges that the Licensed Premises may not currently meet standards under federal, state or local law for the DBA's intended use, including but not limited to accessibility standards under the Americans with Disabilities Act and Uniform Building Code and adopted and in force in the City of Louisville. Compliance with such standards, if required for the DBA's use, shall be at the sole cost and expense of the DBA. If the DBA determines that compliance with such standards for the DBA's use is not feasible or economical, then the DBA may terminate this Agreement and the parties shall be released from any further obligations hereunder.

13. Taxes. The Licensed Premises is presently exempt from any real property taxation. In the event the County Assessor determines that the Licensed Premises is subject to the lien of general property taxes due to the DBA's use or occupancy, the DBA shall be responsible for the payment of taxes.

14. Liens. The DBA shall be solely responsible for and shall promptly pay for all services, labor or materials furnished to the Licensed Premises at the instance of the DBA. The City may at the DBA's expense discharge any liens or claims arising from the same.

15. DBA's and City's Property. The City shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property of the DBA placed or located on, at, or in the Licensed Premises, it being acknowledged and understood by the DBA that the safety and security of any such property is the sole responsibility and risk of the DBA. Except as otherwise specifically provided in this Agreement, the DBA shall have no responsibility, liability, or obligation with respect to the safety or security of any personal property of the City placed or located on, at, or in the Licensed Premises, it being acknowledged and understood by the City that the safety and security of any such property is the sole responsibility and risk of the City. The DBA shall not remove any of the City's personal property from the Licensed Premises. The City shall not remove any of the DBA's personal property from the Licensed Premises, except as permitted incident to termination of this Agreement.

16. Right of Entry. Notwithstanding any other provisions of this Agreement to the contrary, the City shall at all times have the right to enter the Licensed Premises to inspect, improve, maintain, alter or utilize the Licensed Premises in any manner authorized to the City. In the exercise of its rights pursuant to this Agreement, the DBA shall avoid any damage or interference with any City installations, structures, utilities, or improvements on, under, or adjacent to the Licensed Premises.

17. Indemnity and Release. The DBA shall be solely responsible for any damages suffered by the City or others as a result of the DBA's use and occupancy of the Licensed Premises. The DBA agrees to indemnify and hold the City, its elected and appointed officers, agents, and employees harmless from and against all liability, claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of, resulting from, or in any way connected with (a) the DBA's use and occupancy of the Licensed Premises; (b) the conduct of the Street Faire; (c) any liens

or other claims made, asserted or recorded against the Licensed Premises as a result of the DBA's use or occupancy thereof; or (d) the rights and obligations of the DBA under this Agreement.

18. Insurance. The DBA shall at its expense obtain, carry and maintain during the term of this Agreement, and shall require each contractor or subcontractor of the DBA performing work on the Licensed Premises to obtain, carry and maintain, a policy of comprehensive public liability insurance insuring City and the DBA against any liability arising out of or in connection with the DBA's use, occupancy or maintenance of the Licensed Premises or the condition thereof. Such insurance shall be at all times in an amount of not less than $1,000,000 combined single limit for bodily injury and property damage. Such policy shall include coverage for liquor liability and such other endorsements and coverages as the City may reasonably require. Such insurance shall include the DBA, its officers, employees and volunteers as named insureds, and shall also name City, its officers and employees as additional insureds. A certificate of insurance shall be completed by the DBA's insurance agent(s) as evidence that a policy or policies providing the coverages, conditions, and minimum limits required herein are in full force and effect, and shall be subject to review and approval by City prior to commencement of the DBA's occupancy of the Licensed Premises. As between the parties hereto, the limits of such insurance shall not limit the liability of the DBA.

19. No Waiver of Immunity or Impairment of Other Obligations. The City is relying on and does not waive or intend to waive by any provision of this Agreement the monetary limitations (presently $350,000 per person and $990,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 et seq., as from time to time amended, or otherwise available to the City, and its officers and employees.

20. Termination for Breach. At the City's option, it shall be deemed a breach of this Agreement if the DBA defaults in the performance of any term or condition of this Agreement. In the event the City elects to declare a breach of this Agreement, the City shall have the right to give the DBA thirty (30) days written notice requiring compliance with the terms and conditions of this Agreement, or delivery of possession and cessation of further use of the Licensed Premises. In the event any default remains uncorrected after thirty (30) days written notice, the City, at City's option, may declare the license granted herein terminated and revoke permission for any further DBA use of the Licensed Premises without prejudice to any other remedies to which the City may be entitled. Additionally, City in the event of default may, but shall not be obligated to, correct or remedy the DBA's default at the DBA's expense. Any such action by City to correct or remedy a default by City shall not be deemed a waiver or release of default or a discharge of any liability of the DBA for the expense of correcting or remedying such default.

21. Termination for Convenience. The City shall also have the right at its option to terminate this Agreement for its convenience and without any cause of any nature by giving written notice at least ninety days (90) days in advance of the termination date.

~~22.~~

22. Street Faire Committee. The DBA will form a Street Faire Committee that will handle all decision making duties for operations of the Louisville Street Faire. The committee will

be a 5-person committee of and appointed by the Board of Directors of the DBA, except that the City Manager will choose one member of the 5-person committee to represent the City's interests, with the remaining members selected by the DBA Board. The Street Faire Committee maintains artistic autonomy concerning musical palette, genre, band size and budget. Louisville Street Faire financial information will be made available to the City through the City's Street Faire Committee representative.

23. City Financial and Service Assistance. With respect to operation of the Louisville Street Faire for 2016 only, the City and DBA agree as follows:

A. The City will provide police services at no charge to the DBA. The City will decide in its sole discretion, the level of police services needed to ensure proper public safety. The DBA shall be responsible for the costs of any additional private security.

B. The City will provide parking shuttle service at no cost to the DBA. The City will decide in its sole discretion the parking shuttle level of service. The City shall contract for the shuttle service. The Street Faire Coordinator shall have primary responsibility for coordinating shuttle service operations, consistent with the terms of the City contract with the shuttle service vendor.

C. The City will provide the full funding for a Street Faire Coordinator contracted by the DBA to be responsible for the Louisville Street Faire operations. This position will be the contact person for the City for all Louisville Street Faire items. A scope of work for the Coordinator contract will be created and developed by the Street Faire Committee. The DBA shall allow the City to review and comment on the Coordinator contract prior to solicitation and award thereof. The City, in its discretion and as requested by the Street Faire Committee will assist the DBA in publicizing, screening, and contracting for the position. The Street Faire Coordinator shall be a contractor of the DBA and the DBA shall be solely responsible for award and administration of the Coordinator contract. The Street Faire Coordinator shall not be a contractor or employee of the City and the Coordinator contract shall include acknowledgments of same in the form required by the City.

D. In the event the revenues are less than the DBA's costs to operate the 2016 Louisville Street Faire, as determined by the Street Faire Committee, the City will provide a payment equaling 100% of the shortfall within 90 days of the final documentation of the Louisville Street Faire revenues and expenses for the year.

24. Restoration of Licensed Premises. At the termination of this Agreement by lapse of time or otherwise, DBA shall deliver up the Licensed Premises in as good a condition as when the DBA took possession, excepting only ordinary wear and tear. At the time of such termination, the DBA at its sole option and expense may remove from the Licensed Premises any items of personal property owned by the DBA. Any items of personal property not removed by the date of termination shall become the property of the City, and the DBA shall execute and deliver to the City, at the time of termination, a bill of sale for such items of personal property. Any fixtures, structures, or

improvements owned by the DBA or on the Licensed Premises at the time of termination shall, at the City's sole option, be deemed the property of the City, or removed at the DBA's sole expense.

~~23~~25. Notices. Any notices or communication required or permitted hereunder shall be given in writing and shall be personally delivered, or sent by facsimile transmission or by United States mail, postage prepaid, registered or certified mail, return receipt requested, addressed as follows:

City:	DBA:
City of Louisville Attn: City Manager 749 Main Street Louisville, CO 80027	Downtown Business Association of Louisville, Inc. Attn: James Tienken, President 824 Pine Street Louisville, CO 80027

or to such other address or the attention of such other person(s) as hereafter designated in writing by the parties. Notices given in the manner described above shall be effective, respectively, upon personal delivery, upon facsimile receipt, or upon mailing.

~~24~~26. Existing Rights. The DBA understands that the license granted hereunder is granted subject to prior franchise agreements and subject to all easements and other interests of record applicable to the Licensed Premises. Licensee shall be solely responsible for coordinating its activities hereunder with the holders of such franchise agreements or of such easements or other interests of record, and for obtaining any required permission for such activities from such holders if required by the terms of such franchises or easements or other interests.

~~25~~27. No Waiver. Waiver by the City of any breach of any term of this Agreement shall not be deemed a waiver of any subsequent breach of the same or any other term or provision thereof.

~~26~~28. No Assignment. Except as provided in this Section 26, this Agreement and the license granted herein is personal to the parties hereto. The DBA shall not transfer or assign any rights or obligations under this Agreement, for monetary or any other consideration, without the prior written approval of the City, which approval is solely at the discretion of the City. Consent is hereby given for the DBA to assign to the Main Street Louisville Business Improvement District, a business improvement district organized pursuant to C.R.S. Section 31-25-1201 et seq. (hereinafter "District") the right to occupy the Licensed Premises in conjunction with the DBA; provided, however, that such consent shall not be deemed effective until the District has executed and delivered to the City its written agreement to be bound by all terms and conditions of this Agreement. No such assignment shall relieve the DBA of its obligation to fully comply with the terms and conditions of this Agreement.

~~27~~29. Entire Agreement. This Agreement is the entire agreement between the City and the DBA, may be amended only by written instrument subsequently executed by the City and the DBA.

This Agreement replaces the License and Improvement Agreement between the City and the DBA dated April 4, 2003 ("Original Agreement"). Such Original Agreement is hereby terminated; as provided therein, all of the terms and conditions of the Original Agreement concerning release, indemnification, termination, remedies and enforcement shall survive termination.

~~28~~30. Survival. All of the terms and conditions of this Agreement concerning release, indemnification, termination, remedies and enforcement shall survive termination of this Agreement.

31. Financial Obligations. The DBA acknowledges that all financial obligations of the City hereunder beyond 2015 are expressly subject to annual budgeting and appropriation by the City Council of the City in its discretion. Nothing in this Agreement is intended or shall be deemed or construed as creating any multiple-fiscal year direct or indirect debt or financial obligation on the part of the City within the meaning of Colorado Constitution Article X, Section 20 or any other constitutional or statutory provision. Nor shall any provision of this Agreement constitute a mandatory charge, requirement or liability beyond the current fiscal year or above amounts appropriated by the City Council of the City. The DBA understands and agrees that any decision of the City Council to not appropriate funds shall be without recourse, penalty or liability to the City.

NEXT PAGE IS THE SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date first above written.

CITY OF LOUISVILLE

By:_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

DOWNTOWN BUSINESS ASSOCIATION
OF LOUISVILLE, INC.

By:_____
Jim Tienken, President

ATTEST:

_____
Secretary

EXHIBIT A
LEGAL DESCRIPTION

PARCEL A:

The North 126 Feet of Block A, Town of Louisville, County of Boulder, State of Colorado,

Except that portion as conveyed by deed recorded March 11, 1963, in Book 1270 at Page 156.

The above-described parcel is also known as (through deeds of record) the South Half of Lot 2 and all of Lot 3, Block A, Town of Louisville.

PARCEL B:

The westerly 25 feet of the former Colorado and Southern Railroad right of way lying adjacent to the tract as set forth as Parcel A, above, County of Boulder, State of Colorado.

EXHIBIT B

MAP OF LICENSED PREMISES
(See Following Page)

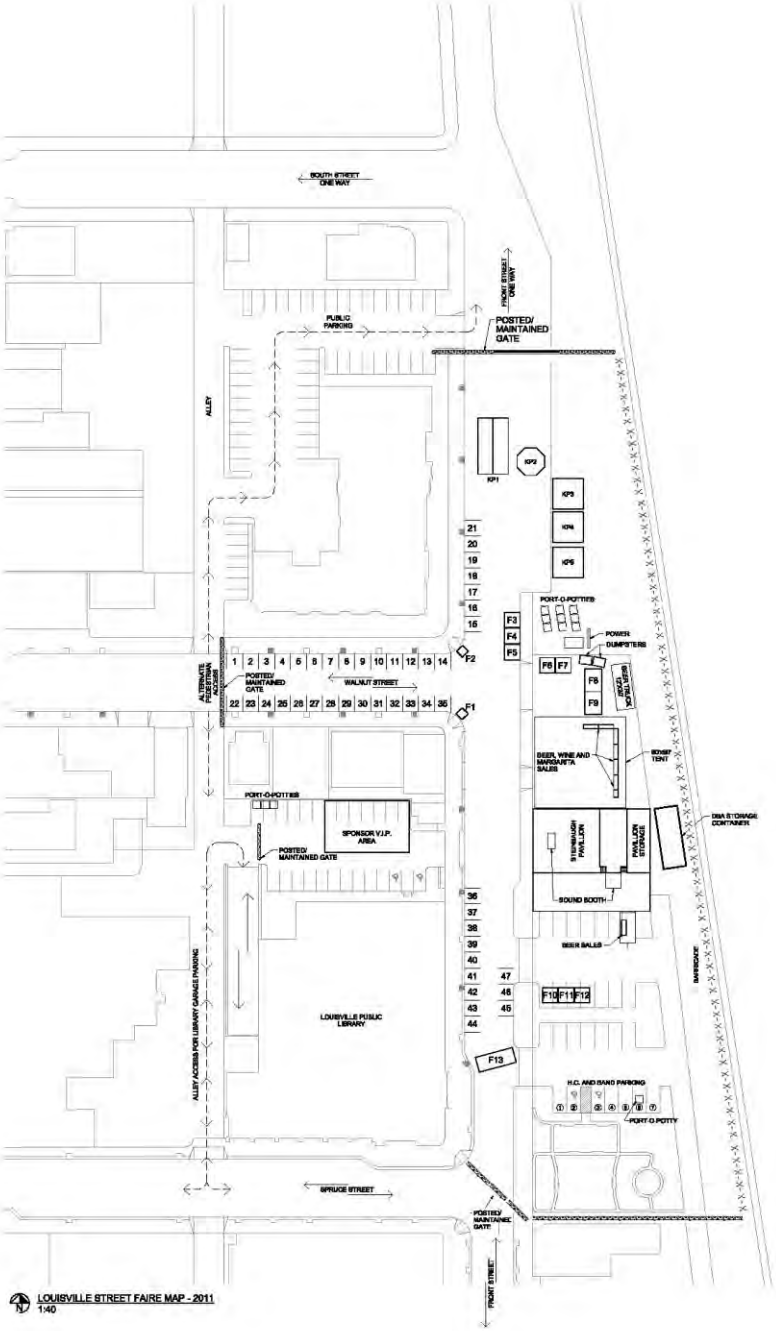


EXHIBIT C

DBA EXCLUSIVE USE TIMES – ~~2015~~2016

~~Friday, June 12, 2015~~

~~Friday, June 19, 2015~~

~~Friday, June 26, 2015~~

~~Friday, July 10, 2015~~

~~Friday, July 17, 2015~~

~~Friday, July 24, 2015~~

~~Friday, July 31, 2015~~

~~Friday, August 7, 2015~~

~~Friday, August 14, 2015~~

7 Event Nights

To Be Decided by April 30 ,2016

The parties have executed this Exhibit C (~~2015~~2016 Exclusive Use Dates) to the License and Improvement Agreement on the dates set forth their respective signatures.

CITY OF LOUISVILLE

By:_____
Malcolm Fleming
City Manager

DOWNTOWN BUSINESS ASSOCIATION OF LOUISVILLE, INC.

By:_____
Jim Tienken,
President

2016 Street Faire Operations Analysis

	2015	2016	2016	2016
	Actuals	9 to 7 nights Assumes 2015 performance 78%	% sales of 2016 90%	
Revenue			DBA Components	City Components
Beer Sales	$ 257,330	$ 200,145	$ 180,130.67	$ -
Sponsorship	$ 104,700	$ 81,433	$ 81,433	$ -
Fees (*reduced by $10k from City, $7k membership fees)	$ 30,000	$ 23,333	$ 23,333	$ -
Revenue Total	$ 392,030	$ 304,912	$ 284,897	$ -
Costs				
Sales Tax	$ 19,883	$ 16,712	$ 15,040.91	$ -
Alcohol	$ 41,173	$ 32,023	$ 32,023	$ -
Band	$ 93,500	$ 72,722	$ 70,000	$ -
Mugs glasses kegs	$ 7,761	$ 6,036	$ 6,036	$ -
insurance	$ 15,023	$ 11,685	$ 11,685	$ -
Marketing	$ 22,913	$ 22,913	$ 22,913	$ -
Green Room Hotels	$ 20,601	$ 16,023	$ 16,023	$ -
VIP Area	$ 14,826	$ 11,531	$ 11,531	$ -
Back of house labor	$ 18,870	$ 14,677	$ 14,677	$ -
Security (Argus)	$ 11,962	$ 9,304	$ 9,304	$ -
Security (Police)	$ 11,000	$ 8,556	$ -	$ 8,556
Toilets	$ 4,478	$ 3,483	$ 3,483	$ -
Waste	$ -	$ -	$ -	$ -
Tent up/down	$ 2,634	$ 2,634	$ 2,634	$ -
Capital	$ 10,325	$ 10,325	$ 10,325	$ -
Street Faire Coordinator		$ 50,000	$ -	$ 50,000
Outside Services (Alan, Craig, Marilyn, and Ben)	$ 72,977	$ 56,760	$ 56,760	$ -
Shuttle (50/50 Share of costs in 2015)	$ 2,309	$ 3,578	$ -	$ 3,578
EMT	$ 4,050	$ 3,150	$ 3,150	$ -
Appreciation Dinner	$ 4,915	$ 4,915	$ 4,915	$ -
Misc	$ 3,150	$ 3,150	$ 3,150	$ -
Total Cost	$ 382,349	$ 360,176	$ 293,650	$ 62,133
NOI	$ 9,680	$ (55,264)	$ (8,752)	$ 8,752
Total City Costs				$ 70,886

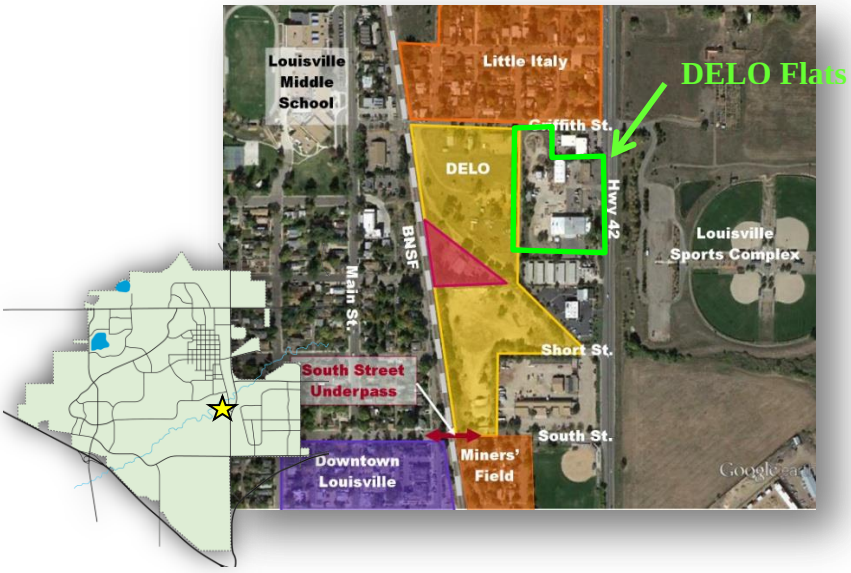
SUBJECT: **DELO FLATS PRELIMINARY PLAT AND PUD**
SOUTHEAST CORNER OF GRIFFITH STREET AND CANNON STREET

1. **ORDINANCE NO. 1704, SERIES 2015 - AN ORDINANCE APPROVING A REZONING OF A 4.39-ACRE PARCEL OF LAND LOCATED AT 1100 GRIFFITH STREET, 1331 CANNON STREET, AND 1301 COURTESY ROAD FROM CITY OF LOUISVILLE INDUSTRIAL (I) ZONING TO CITY OF LOUISVILLE MIXED-USE RESIDENTIAL (MU-R) AND COMMERCIAL COMMUNITY (MU-CC) – 2nd Reading – Public Hearing – Advertised *Daily Camera* – 10/25/2015**

2. **RESOLUTION NO. 78, SERIES 2015 – A RESOLUTION APPROVING A PRELIMINARY SUBDIVISION PLAT, SPECIAL REVIEW USE (SRU) AND A PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) TO DEVELOP MIXED-USE COMMERCIAL, 13 LIVE/WORK UNITS AND 33 APARTMENT UNITS**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **SEAN MCCARTNEY, PRINCIPAL PLANNER - PLANNING AND BUILDING SAFETY DEPARTMENT**



SUMMARY:
The applicant, DELO East, Inc., has submitted a plan to replat and rezone 4.39 acres of property in the Highway 42 Redevelopment District's core area and develop 2.39 acres as 33 apartments units, 13 live/work units, and up to 54,000 sf of adaptable commercial floor area. The project is located along the eastern frontage of Cannon Street south of Griffith Street within three previously platted Louisville Subdivisions: Industrial Area, Louisville Trade Center, and Caledonia Place Subdivisions.

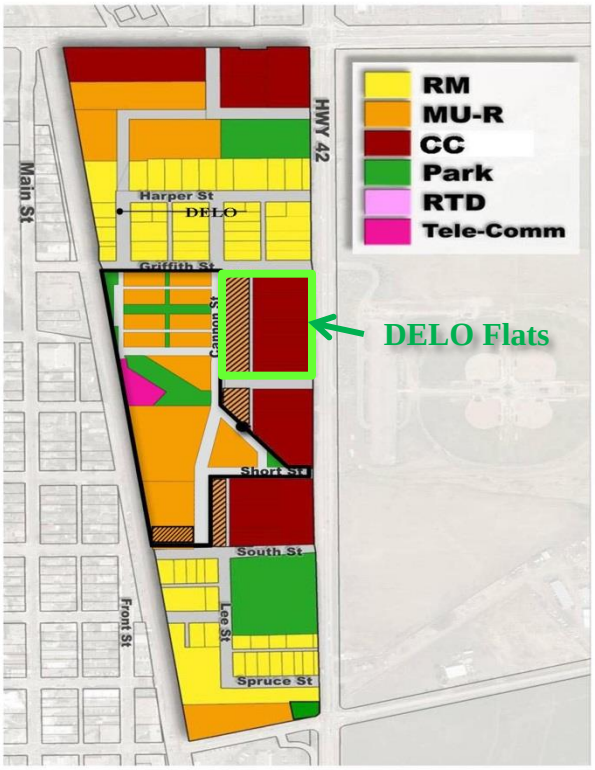
Highway 42 Revitalization Area, Highway 42 Framework Plan and Mixed Use Development Design Standards and Guidelines (MUDDSG)
The proposed DELO Flats development is the 5th development request in the area commonly referred to as the "Highway 42 Revitalization Area".

The HWY. 42 Revitalization Area is bound by South Boulder Road (north), Highway 42 (east), BNSF Rail line (west) and Pine Street (south). The plan was established to facilitate a pedestrian oriented revitalization of the blighted area near the proposed Regional Transportation District's (RTD) FasTracks' Northwest Commuter Rail station.

Development in the Revitalization Area is regulated by the Mixed Use Overlay District (Sec. 17.14 of the LMC) and the Mixed Use Development Design Standards and Guidelines (MUDDSG).

REQUEST:
The applicant is requesting a rezoning from Industrial (I) to Mixed-Use Residential (MU-R) and Commercial Community (CC) with a preliminary plat, PUD, and SRU to allow for the construction of 46 residential units (33 apartment units and 13 live-work units) at an overall density of 19.25 units per acre. The request includes 54,000 square feet of adaptable commercial floor area. The SRU is requested to build exclusive residential buildings within the MU-R District. The MU-R allows up to 20 units per acre.

EXHIBIT A



Zoning
Section 17.14.020 of the Louisville Municipal Code (LMC) requires any property undergoing development or redevelopment in the revitalization area be rezoned consistent with the Land Use Plan depicted in Exhibit A of Chapter 17.14. Staff believes the proposed rezoning request is consistent with Exhibit A.

Special Review Use (SRU)
The applicant is requesting ground floor residential uses along portions of Cannon Street. Section 17.14.050 of the LMC identifies ground floor residential along Cannon Street in the MU-R zone district as a special review use.

The purpose of an SRU is to create performance standards, or development features, that a scalable land use must retain in order to be compatible with the neighborhood. The intent of the ground floor retail requirement along Cannon Street in the MUDDSG was to boost the economic performance of the district and create an activated architectural ground floor and street experience to ensure a high quality pedestrian environment.

However, during the time since adopting the ground floor retail requirement in the MUDDSG, many people have questioned the viability of ground floor retail along a secondary street such as Cannon Street. Over the last several years, the Louisville Revitalization Commission (LRC) has facilitated a number of forums focusing on the potential retail performance of ground floor retail if it is located on Cannon Street and whether this requirement creates a liability for the district that may limit investment in the area. During these forums participants noted that Cannon Street is a secondary street that is not expected to carry an adequate volume of traffic necessary to support ground floor retail.

While the questionable viability of ground floor retail on Cannon Street provides grounds for granting a SRU, exclusive residential architecture introduces a number of design challenges that must be addressed to ensure a high quality pedestrian experience. If poorly designed, residential architecture (unlike retail) could “turn its back” to the street and remove many important architectural features that are necessary to ensure a high quality pedestrian experience, such as operable doors and windows, building entries, and higher quality ground floor architectural details.

Staff believes a SRU should be granted, provided it is subject to the appropriate design requirements. Specifically, the following design conditions the applicant must satisfy with the final PUD submittal:

Design Conditions
The Applicant shall satisfy the following architectural details for the residential buildings along Cannon Street at Final PUD:

1) HORIZONTAL VARIATION
    a. Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.
    b. Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.
    c. Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.
    d. Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.
    e. Provide operable doors and windows on the ground floor street front of buildings
    f. Main residential building entrances should reflect different design than retail storefronts, restaurants, and commercial entrances.

2) VERTICAL VARIATION
    a. Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.
    b. Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors
    c. Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.
    d. Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
    e. Provide more fenestration on the ground floor than upper floors.

Staff recommends requiring the above Design Conditions be demonstrated prior to final submittal.

Special Review Use Criteria:
Louisville Municipal Code § 17.40.100.A lists five criteria to be considered by the City Council in reviewing a Special Review Use application, which follows below. The City Council is authorized to place conditions on their recommendation of approval, if they believe those are necessary to comply with all of the criteria. Staff's conclusions on whether the proposal satisfies each criterion are summarized below and reflect the information and proposal details covered in the subsequent sections of this Communication.

1. *That the proposed use / development is consistent in all respects with the spirit and intent of the comprehensive plan and of this chapter, and that it would not be contrary to the general welfare and economic prosperity of the city or the immediate neighborhood;*

Exhibit A, which designates the land use framework for the MUDDSG, originally required ground floor retail along Cannon and South Street. In 2012 the City Council amended the MUDDSG to permit ground floor residential, along Cannon and South Street, as a special review use (SRU). The 2013 Comprehensive Plan reflects the land use framework as it was established in the MUDDSG and updated by City Council.

The fiscal impact of the development is generally consistent with the original fiscal impact analysis of the original Revitalization Plan. For these reasons and based on the additional information contained in the subsequent sections of this report, staff believes this request is consistent with the spirit and intent of the Comprehensive Plan and the criterion can be met, provided the applicant has satisfied the design conditions noted above at final PUD.

2. *That such use / development will lend economic stability, compatible with the character of any surrounding established areas;*

The request for ground floor residential use lends economic stability to the surrounding established area in that the future residents will likely become patrons of the restaurants and retail businesses found in Downtown Louisville. This area is within walking distance of downtown via the planned adjacent South Street Gateway. Future residents will likely walk, not drive, to Downtown to shop and dine without adding vehicle congestion and further impacting the tight parking conditions downtown. Staff believes this criterion would be met.

3. *That the use / development is adequate for the internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including storm drainage facilities, sewage and water facilities, grades, dust control and such factors directly related to public health and convenience;*

The proposed development is currently being reviewed at the preliminary planning level. Final design detailing will be presented at the Final PUD submittal. However, the preliminary plan with design conditions listed in the special review use section provide adequate internal efficiency considering residents, recreation (pedestrian plaza), public access (to transit platform and South Street underpass), safety and all public utilities. For these reasons and based on the additional information contained in the subsequent sections of this Council Communication, staff believes this criterion can be met provided the applicant satisfies the conditions stated above.

4. *That external effects of the proposal are controlled, considering compatibility of land use; movement or congestion of traffic; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of*

trash, together with other factors deemed to affect public health, welfare, safety and convenience;

Most of the design details discussed in this criterion will be finalized at final PUD. Chapter 17.14 of the LMC adequately controls the external effects of the proposed ground floor residential on Cannon Street. The compatibility of land use, movement of traffic, signs and landscaping, lighting and trash are details to be resolved at time of final PUD. While the information provided in the preliminary proposal suggests the development could satisfy this criterion, this will need to be confirmed when the final details of the proposed development are submitted. Staff believes this criterion can be met with the conditions stated above.

5. *That an adequate amount and proper location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.*

Staff will continue to work with the applicant to make sure pedestrian walks, landscape spaces and parking spaces are properly located. Staff believes this criterion can be met with the SRU design conditions stated above.

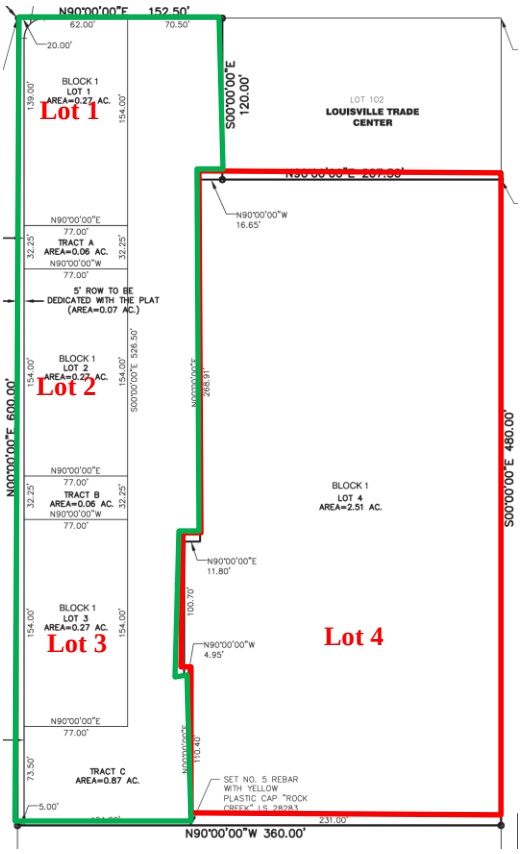
Preliminary Subdivision Plat

The platting for the DELO development involves a replat of the Louisville Trade Center, Industrial Area and Caledonia Place Subdivisions. The Industrial Area Subdivision was originally approved by City Council in 1959. The Industrial Area Subdivision was a replat of portions of the Caledonia Place Subdivision which was originally approved by City Council in 1890. The Louisville Trade Center Subdivision was a replat of the Industrial Area Subdivision in 1984.

The Preliminary Plat divides the parcel into 4 lots and two tracts:

A. Lots 1-3 are proposed to be utilized for the development of the 46 residential units and commercial floor area.
B. Lot 4 establishes the boundaries for the rezoning to CC (MUDDSG). Two existing structures are located on Lot 4. Lot 4 is not included in the boundary for the preliminary PUD.
C. The tracts will be used for public access to and from Cannon Street.

No public right-of-way is proposed to be dedicated with this plat as the properties are adequately served by Cannon Street, Griffith Street and Hwy 42.



The four lots being created would meet the Lot requirements for both Title 16 and Section 17.14 in the LMC. However, if the replat is approved, the existing structures on Lot 4 would not comply with the LMC's setback requirements and would be considered legal non-conforming structures. If rezoned to CC, the current industrial uses on Lot 4 would also be legal non-conforming to the CC zone district.

Note the applicant is not proposing to develop Lot 4, or change the existing use. The applicant is simply requesting the rezoning of Lot 4 from Industrial to CC.

Non-conforming structures, or uses, resulting from the proposed replat and rezoning of Lot 4 are not prohibited in the LMC. Section 17.56.170 regulates non-conforming structure and uses. The section states, *"structures or premises which are not in conformity with the provisions of this chapter may be continued, subject to the following conditions:*

A. No such use shall be expanded or enlarged except in conformity with the provisions of this chapter.

B. Substantial improvement, as defined in section 17.56.010, to any nonconforming structure or use must result in the permanent change of the structure or use to a conforming use.

C. If such use is discontinued for 12 consecutive months, any future use of the building and premises shall conform to this chapter.

D. Uses or adjuncts thereof which are public nuisances shall not be permitted to continue as nonconforming uses.

E. Any alterations, additions, or repairs to any existing nonconforming structure shall be protected, where applicable by flood proofing measures, pursuant to section 17.56.250"

In summary, the applicant may replat and rezone a property to include legal non-conforming structures and land uses. However, once the applicant requests to

"develop" the property through the PUD process they will be required to bring the structures and land uses into compliance with Section 17.14.

Public Land Dedication
Section 16.16.060.B of the LMC requires a subdivider to dedicate for park, school, or other public purposes determined by the City Council, a minimum of 12 percent for nonresidential subdivisions and a minimum of 15 percent for residential subdivisions of the total land area of the tract being subdivided. Section 16.16.060.B.4 also states, "The requirements of the section shall not apply in cases where satisfactory dedication arrangements were made and approved by the city council at the time of annexation or previous subdivision of the same property." City staff, based on consultation with the City Attorney, has in past cases interpreted these provisions in LMC to mean that land dedication is not required for projects that have been previously platted in the City. This property was originally platted as part of the Industrial Area subdivision (1959) and the Caledonia Place Subdivision (1890). Consequently, to be consistent with past practice, staff and the City Attorney believe that land dedication is not required in this case.

Preliminary PUD Development Plan
The DELO Flats development is subject to the City's Mixed Use Development Design Standards and Guidelines (MUDDSG) and the design themes of the original DELO development.

Land Use
Land uses in the MU-R zone district require a minimum mixture of two different land uses for developments larger than five acres. To fulfill the requirement, the proposed development is requesting residential, live-work, and commercial land uses. The proposed three land uses are allowed in the MU-R and comply with the proposed zoning requirements of Section 17.14.

DELO Flats	Use(s)	# of Du's	Height
Residential	Apartments	33	Min: 2 stories/35' Max: 3 stories/45'
Live/Work	Residential and Adaptable Commercial/Office	13	Min: 2 stories/35' Max: 3 stories/45'
Adaptable Space	Commercial/office	54,000 SF	Min: 2 stories/35' Max: 3 stories/45'

As mentioned above, the land uses and two existing buildings on Lot 4 are industrial uses and will be allowed to continue to operate as non-conforming uses in accordance with Section 17.56.170 of the LMC. This parcel will need to comply with the dimensional and bulk standards established in the MUDDSG, as well as Section 17.14.050, Permitted Uses and District Specific Regulations upon a redevelopment request.

Density
The density of the proposed development is 19.25 units per acre (46 units/2.39 acres = 19.25 units per acre). The actual size of the development area is 1.87 acres. However, according to Section 17.14.060.C.1.a., *"residential density … is calculated as gross density, and shall be measured as an average including over the gross land area of only the residential portion of the site (as determined by the City), plus one-half (1/2) the area of any adjacent street or alley right-of-way. For developments with mixed-use buildings containing both residential and nonresidential uses, residential density is measured including the gross land occupied by the entire mixed-use building."*

The applicant has provided an exhibit showing how density was calculated (see attached). As the exhibit demonstrates, the property is 1.87 acres, ½ of Griffith right-of-way is .11 acres and ½ of Cannon right-of-way is .41 acres (1.87 acres + .11 acres + .41 acres = 2.39 acres). The density of 19.25 units per acre is less than the maximum of 20 units per acre currently allowed in the MU-R zone district.

Live/Work
The MU-R is one of four zone districts in the City of Louisville where live/work is permitted by-right. The other three zone districts are CC (MUDDSG), CC (downtown only), and CB (downtown only).

The live/work use allows both residential and commercial within the same structure, as long as residential is not more than 66% of the total floor area. Keeping this calculation in mind establishes that the 13 live/work units, included in this development, will also result in a certain amount of commercial use. The applicant has named the live/work commercial space as adaptable space (as shown on the PUD). According to the applicant there could be approximately 54,000 SF of adaptable commercial space.

The final PUD will provide more specifics as to what uses are permitted within the adaptable commercial space. Parking will be provided for the intended uses.

Height
Section 17.14.060 of the LMC requires a minimum building height of 35 feet and two stories, while allowing a maximum height of 45 feet and three stories in the MU-R district. The proposed development complies with the height and story requirements established in the MUDDSG.

Section 8 of the MUDDSG also requires a transition of height for any development which abuts the Residential Medium (RM) zone district. The LMC states *"within 50 feet from the edge of the street right-of-way, the average height of a building shall not exceed 35 feet."* The proposed Lot 1 is located within a transition zone.

The applicant has placed a note in the PUD stating the development will comply with the transition requirements.

Transportation
The proposed development is located adjacent to Griffith Street and Cannon Street. The extension of Cannon Street creates a spine road, parallel to Highway 42 that the other internal roadways will connect to and throughout the revitalization district. The proposed density and vehicle trip calculation is consistent with the density used to calculate the traffic impacts of the Highway 42 Gateway Plan.

The other essential design feature of this development is its proximity to the South Street Gateway Pedestrian Underpass. The Underpass, which the City is waiting for the BNSF railway to build, will provide a necessary alternative for residents of DELO, Miners Field and Little Italy to access Downtown Louisville without utilizing their vehicles. The Gateway will be pedestrian and bicycle friendly, allowing for direct access to the shops and restaurants of Downtown Louisville. The underpass should reduce the overall daily need for vehicle trips downtown, thereby alleviating potential additional traffic and parking impacts on downtown.

Waivers
The proposed development is requesting two waivers to the yard and bulk standards of Chapter 17.14 and the MUDDSG, sidewalk width and street tree placement as documented in Section 17.14.090.

Waiver	Requirement	Request	Location
Minimum Sidewalk Width	10’	5’	Lots 1-3
Street Trees	1 per 20’	1 per 50’	Lots 1-3

Minimum Sidewalk Width
The applicant is requesting a 5’ sidewalk width waiver to the MUDDSG requirement of 10’. Staff is not capable of evaluating this request at this time. The preliminary PUD submitted does not provide enough design information to evaluate the validity of this request and will defer its recommendation to City Council until Final PUD review.

Street Trees
The applicant is requesting to reduce the overall street tree requirement from 1 street tree per every 20’ of street length, to 1 street tree per every 50’ of street length. Staff does not recommend approval of this waiver as street trees are a key design feature necessary to create an inviting and successful pedestrian environment.

Community Character
The original intent of the Highway 42 Revitalization Area was to bring in elements similar to Downtown Louisville (i.e. street grid, building heights, pedestrian scale, street

frontage etc.) while allowing a different form to take place in regards to architectural character and form. The MUDDSG requires buildings to be built along, and front streets, while providing for high quality pedestrian circulation.

The proposed DELO Flats development, with staff's recommended SRU conditions, demonstrates preliminary compliance with the intent of the Highway 42 Revitalization Area.

Referral Comments

Boulder Valley School District (BVSD)

The Boulder Valley School District (BVSD) was a referral for this development. A letter from BVSD dated August 31, 2015 states this development proposes *"a student impact of 4 students on the Louisville Elementary, 1 student on Louisville Middle School and 3 students on Monarch High School feeder system."* The letter goes on to state *"…Louisville Middle and Monarch High are able to accommodate projected growth. Louisville Elementary, however, will likely reach its program capacity within 5 years should growth within the existing housing stock of central Louisville continue at its recent pace. Elementary capacity in Louisville as a whole, however, is ample to accommodate continued enrollment growth."*

PLANNING COMMISSION ACTION

The Planning Commission held a public hearing on September 10, 2015 to consider the applicant's proposal. The Commission passed a resolution recommending approval of the SRU, preliminary plat, and preliminary PUD by a 6-0 vote.

The majority of the conversation was positive. The primary questions were regarding:

- The use of Lot 4
- BVSD impacts
- The need for the additional design conditions
- Compatibility with the adjacent Louisville Tire
- Impacts to Griffith and the adjacent Little Italy neighborhood

In summary, the Planning Commission concluded this will be a high-quality project and supported the development. Most of the public who spoke were in support of the project, however one resident from the Little Italy neighborhood expressed concerns regarding potential traffic impacts.

FISCAL IMPACT:

Staff has finished the City's new marginal cost Fiscal Impact Model and anticipates its formal adoption by City Council on November 2nd. If the model is approved by City Council, staff will use the model to evaluate the anticipated fiscal impacts of all future developments requesting voluntary changes in zoning, or a special review use.

The zoning changes associated with this application are mandatory and required within Chapter 17.14 and do not require a fiscal impact evaluation. However, the special review use request of placing retail on the ground floor does require a fiscal assessment to determine the economic impacts of the specific request.

This is a preliminary Planned Unit Development (PUD) request. As such, this is also a preliminary special review use request as no special review use can be permitted until a final PUD is approved. Staff will conduct a full fiscal impact assessment, using the new fiscal model during the final PUD review process.

RECOMMENDATION:
Staff recommends City Council approve Ordinance No. 1704, Series 2015, with the following conditions:

1. Defer the sidewalk width waiver request until final submittal.
2. Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
3. Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
4. Applicant shall demonstrate the following architectural details for the residential buildings along Cannon Street at Final PUD:
   1) Horizontal Variation
      a. Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.
      b. Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.
      c. Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.
      d. Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.
      e. Provide operable doors and windows on the ground floor street front of buildings
      f. Main residential building entrances should read differently from retail storefronts, restaurants, and commercial entrances.

   2) Vertical Variation
      a. Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.
      b. Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors
      c. Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.

d. Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
e. Provide more fenestration on the ground floor than upper floors.

Staff has determined the waivers are appropriate under LMC Section 17.14.090 to allow for an effective development given the location and surrounding land uses.

ATTACHMENTS:

1. Ordinance No. 1704, Series 2015
2. Resolution No. 78, Series 2015
3. Application documents – Land Use Application, Letter of Intent, etc.
4. Preliminary Plat
5. Preliminary PUD
6. BVSD Referral Letter
7. Planning Commission Minutes – September 10, 2015
8. Presentation

ORDINANCE NO. 1704
SERIES 2015

AN ORDINANCE APPROVING A REZONING OF A 4.39-ACRE PARCEL OF LAND LOCATED AT 1100 GRIFFITH STREET, 1331 CANNON STREET, AND 1301 COURTESY ROAD FROM CITY OF LOUISVILLE INDUSTRIAL (I) ZONING TO CITY OF LOUISVILLE COMMERCIAL COMMUNITY (CC) AND CITY OF LOUISVILLE MIXED-USE RESIDENTIAL (MU-R).

WHEREAS, BOOM, LLC is the owner of certain real property totaling approximately 4.39 acres, which property is designated as a portion of the Louisville Trade Center, Industrial Area and Caledonia Place subdivisions, is within the Highway 42 Revitalization Area and the legal description of which is attached hereto as Exhibit A (the "Property"); and

WHEREAS, the landowner of said property has submitted to the City Council of the City of Louisville a request to approve a rezoning of the Property from Industrial (I) to Commercial Community (CC) and Mixed-Use Residential (MU-R); and

WHEREAS, the Louisville Planning Commission has held a public hearing on the proposed rezoning and has forwarded a recommendation to the City Council to approve the rezoning, and the City Council has duly considered the Commission's recommendation; and

WHEREAS, the City Staff and Louisville Planning Commission have reviewed the proposed rezoning and found it to comply with the comprehensive plan, Louisville zoning regulations and other applicable sections of the Louisville Municipal Code; and

WHEREAS, the City Council finds the request complies with the Highway 42 Revitalization Area Land Use Plan Exhibit referenced in Section 17.14.090 of the Louisville Municipal Code; and

WHEREAS, the City Council has held a public hearing on the proposed rezoning and has provided notice of the public hearing as provided by law; and

WHEREAS, no protests were received by the City pursuant to C.R.S. § 31-23-305; and

WHEREAS, the Commercial Community (CC) and Mixed-Use Residential (MU-R) zoning classification for the Property are consistent with the City of Louisville comprehensive plan, Louisville zoning regulations and other applicable sections of the Louisville Municipal Code.

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

Section 1. Pursuant to the zoning ordinances of the City, that certain Property located at 1100 Griffith Street, 1331 Cannon Street, and 1301 Courtesy Road within the Highway 42 Revitalization Area and legally described on Exhibit A, attached hereto and incorporated herein by reference, is hereby zoned from City of Louisville Industrial (I) to City of Louisville Commercial

Community (CC) and City of Louisville Mixed Use Residential (MU-R), and the City zoning map shall be amended accordingly. The portions of the Property rezoned to CC and MU-R are identified on Exhibit A.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this ___ day of ___, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light | Kelly, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

Exhibit A
Legal Description

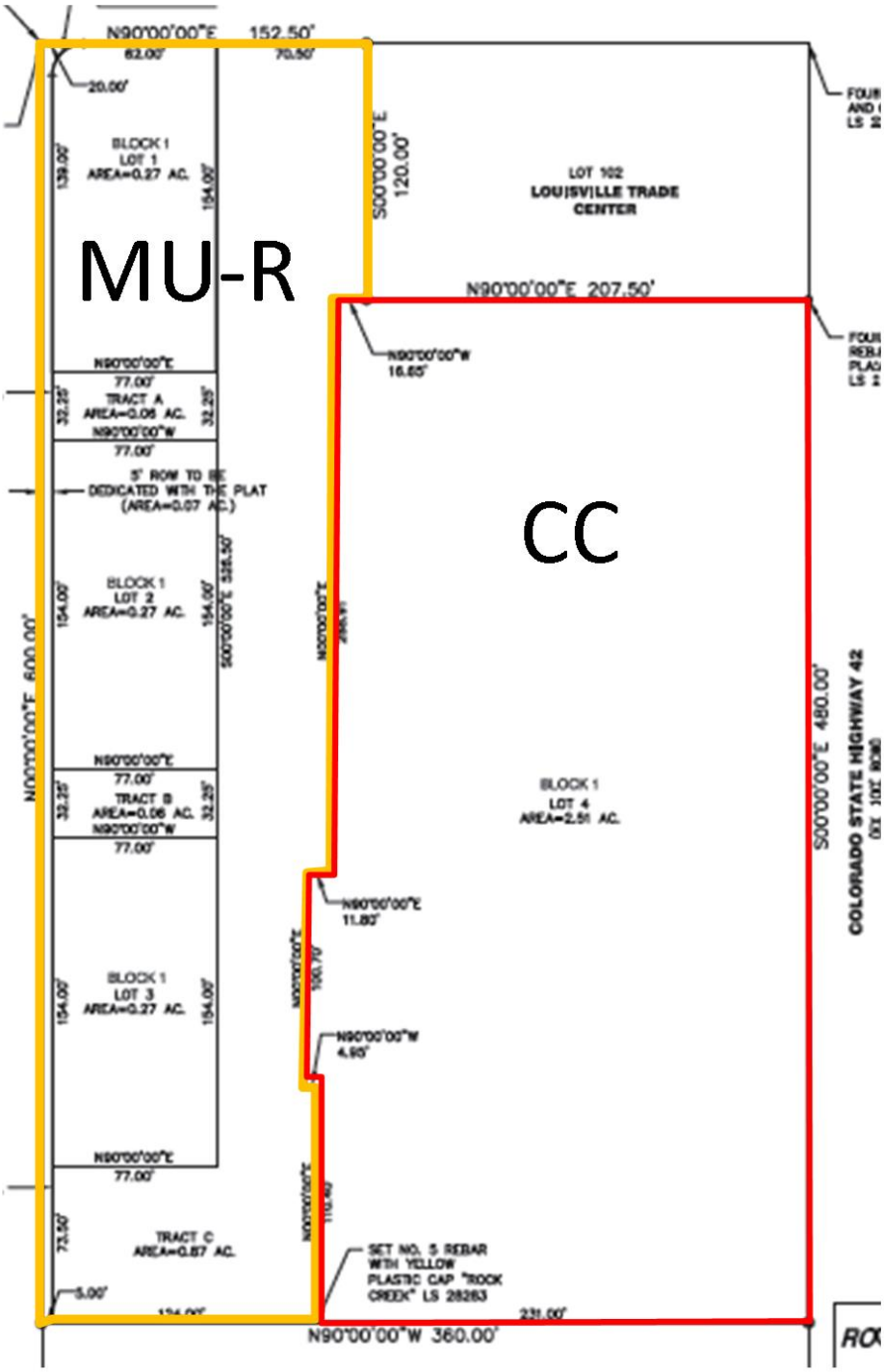
LOT 101, LOUISVILLE TRADE CENTER, LOTS 2 THROUGH 5, BLOCK A, INDUSTRIAL AREA SUBDIVISION AND A PORTION OF LOT 4, BLOCK 13, CALEDONIA PLACE LOCATED IN THE NORTHEAST ¼ OF SECTION 8, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 101;
THENCE NORTH 90º00'00" EAST A DISTANCE OF 152.50 FEET ALONG THE SOUTH RIGHT-OF WAY LINE OF GRIFFITH STREET TO THE NORTHEAST CORNER OF SAID LOT 101;
THENCE SOUTH 00º00'00" EAST, 120.00 FEET ALONG THE EAST LINE OF SAID LOT 101 TO THE SOUTHEAST CORNER OF SAID LOT 101 BEING A POINT ON THE NORTH LINE OF SAID LOT 2;
THENCE NORTH 90º00'00" EAST, 207.50 FEET ALONG THE NORTH LINE OF SAID LOT 2 TO THE NORTHEAST CORNER OF SAID LOT 2;
THENCE SOUTH 00º00'00" EAST A DISTANCE OF 480.00 ALONG THE EAST LINE OF SAID INDUSTRIAL AREA SUBDIVISION TO THE SOUTHEAST CORNER OF SAID LOT 5;
THENCE NORTH 90º00'00" WEST, 360.00 FEET ALONG THE SOUTH LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5;
THENCE NORTH 00º00'00" WEST, 600.00 FEET ALONG THE WEST LINE OF SAID LOTS 5, 4, 3, 2 AND 101 TO THE NORTHWEST CORNER OF AID LOT 101, THE POINT OF BEGINNING;

CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO

AREA = 4.39 ACRES

EXHIBIT A


MU-R
CC
N90°00'00"E 152.50'
62.00'
70.50'
20.00'
BLOCK 1
LOT 1
AREA=0.27 AC.
139.00'
154.00'
S00°00'00"E
120.00'
LOT 102
LOUISVILLE TRADE
CENTER
N90°00'00"E 207.50'
N90°00'00"W
16.65'
N90°00'00"E
77.00'
TRACT A
AREA=0.06 AC.
32.25'
N90°00'00"W
77.00'
5' ROW TO BE
DEDICATED WITH THE PLAT
(AREA=0.07 AC.)
BLOCK 1
LOT 2
AREA=0.27 AC.
S00°00'00"E 526.50'
N00°00'00"E 600.00'
N90°00'00"E
77.00'
TRACT B
AREA=0.06 AC.
N90°00'00"W
77.00'
BLOCK 1
LOT 3
AREA=0.27 AC.
N90°00'00"E
77.00'
73.50'
TRACT C
AREA=0.87 AC.
5.00'
BLOCK 1
LOT 4
AREA=2.51 AC.
S00°00'00"E 480.00'
COLORADO STATE HIGHWAY 42
N90°00'00"E
11.82'
N90°00'00"W
4.95'
SET NO. 5 REBAR
WITH YELLOW
PLASTIC CAP "ROCK
CREEK" LS 28283
231.00'
N90°00'00"W 360.00'

RESOLUTION NO. 78
SERIES 2015

RESOLUTION NO. 78, SERIES 2015 – A RESOLUTION APPROVING A PRELIMINARY SUBDIVISION PLAT, SPECIAL REVIEW USE (SRU) AND A PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD) TO DEVELOP MIXED-USE COMMERCIAL, 13 LIVE/WORK UNITS AND 33 APARTMENT UNITS

WHEREAS, there has been submitted to the Louisville City Council an application for approval of a preliminary Subdivision Plat, special review use (SRU) and a preliminary Planned Unit Development (PUD) to develop Mixed-Use Commercial, 13 live/work units and 33 apartment units; and

WHEREAS, the subject property is in the Highway 42 Revitalization Area; and

WHEREAS, Section 17.14.020 of the LMC requires any property in the Highway 42 Revitalization Area be rezoned in conformance with the Land Use Plan incorporated as Exhibit A in LMC Chapter 17.14 before being developed or redeveloped; and

WHEREAS, the Land Use Plan (Exhibit A) requires the existing Industrial (I) zoning to be rezoned to Mixed-Use Residential (MU-R) and Commercial Community (CC); and

WHEREAS, the ground floor residential along Cannon Street requires a special review use permit and staff has found the request with conditions meets the five criteria established in Section 17.40.100 in the LMC; and

WHEREAS, the City Staff has reviewed the information submitted and found it to comply with the LMC Sec. 16.12.030, Sec. 17.14.090, Sec. 17.28.170; and Sec. 17.40.100.

WHEREAS, after a duly noticed public hearing on October 16, 2015 where evidence and testimony were entered into the record, including the findings in the Louisville Planning Commission Staff Report dated September 10, 2015, the City Council finds the DELO Flats SRU, Rezoning, Preliminary Subdivision Plat, Preliminary PUD Plan, and LMC amendments should be approved with the following conditions:

1. Defer the sidewalk width waiver request until final submittal.
2. Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
3. Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
4. The applicant shall demonstrate the following architectural details for the residential buildings along Cannon Street at Final PUD:
   Horizontal Variation
   i. Vary the horizontal plane of a building to provide visual interest and

enrich the pedestrian experience, while contributing to the quality and definition of the street wall.

ii. Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.

iii. Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.

iv. Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.

v. Provide operable doors and windows on the ground floor street front of buildings

vi. Main residential building entrances should read differently from retail storefronts, restaurants, and commercial entrances.

Vertical Variation

vii. Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.

viii. Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors

ix. Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.

x. Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.

xi. Provide more fenestration on the ground floor than upper floors.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Louisville, Colorado does hereby approves an SRU, Rezoning, Preliminary Subdivision Plat, and Preliminary PUD for the DELO Flats Subdivision with the following conditions:

1. Defer the sidewalk width waiver request until final submittal.
2. Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
3. Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
4. The applicant shall demonstrate the following architectural details for the residential buildings along Cannon Street at Final PUD:

   Horizontal Variation

   i. Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.

   ii. Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.

   iii. Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.

   iv. Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.

v. Provide operable doors and windows on the ground floor street front of buildings
vi. Main residential building entrances should read differently from retail storefronts, restaurants, and commercial entrances.

Vertical Variation

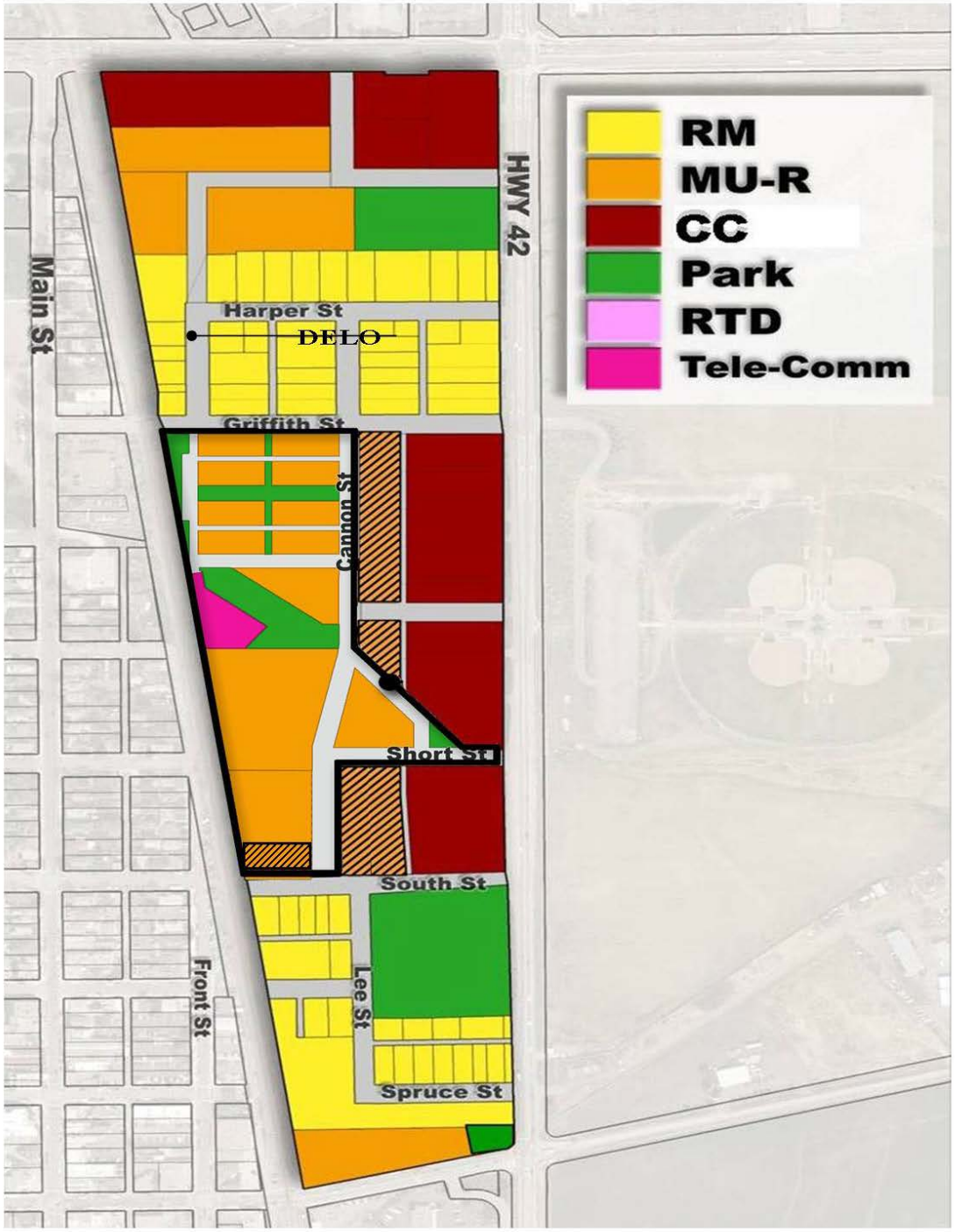
xii. Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.
xiii. Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors
xiv. Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.
xv. Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
xvi. Provide more fenestration on the ground floor than upper floors.

PASSED AND ADOPTED this ___ day of_____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk


RM
MU-R
CC
Park
RTD
Tele-Comm
Main St
Front St
Harper St
DELO
Griffith St
Cannon St
Short St
South St
Lee St
Spruce St
HWY 42

City of Louisville
COLORADO · SINCE 1878

Department of Planning and Building Safety

749 Main Street • Louisville CO 80027 • 303.335.4592 • www.louisvilleco.gov

LAND USE APPLICATION

CASE NO. _____

APPLICANT INFORMATION

Firm: DeLo East, LLC
Contact: Justin McClure
Address: 21 S. Sunset St.
Longmont, CO 80503
Mailing Address: Same as Above
Telephone: 720-524-3620
Fax:
Email: Justinrmcs@gmail.com

OWNER INFORMATION

Firm: BOOM, LLC
Contact: Elizabeth Law-Evans
Address:
Mailing Address: 1045 Emerald
Broomfield, CO 80020
Telephone:
Fax:
Email: elizabeth.lawevans@gmail.com

REPRESENTATIVE INFORMATION

Firm: RMCS, Inc.
Contact: Justin McClure
Address: 21 S. Sunset St.
Longmont, CO 80503
Mailing Address: Same as Above
Telephone: 720-524-3620
Fax:
Email: Justinrmcs@gmail.com

PROPERTY INFORMATION

Common Address: 1301 Courtesy Road
Legal Description: Lot 101,2,3,4,5 Blk A
Subdivision Industrial Area - Lo
Area: 4.39 a/c Sq. Ft.

TYPE (S) OF APPLICATION

- ☐ Annexation
- ☐ Zoning
- ☒ Preliminary Subdivision Plat
- ☐ Final Subdivision Plat
- ☐ Minor Subdivision Plat
- ☒ Preliminary Planned Unit Development (PUD)
- ☐ Final PUD
- ☐ Amended PUD
- ☐ Administrative PUD Amendment
- ☒ Special Review Use (SRU)
- ☐ SRU Amendment
- ☐ SRU Administrative Review
- ☐ Temporary Use Permit:
- ☐ CMRS Facility:
- ☐ Other: (easement / right-of-way; floodplain; variance; vested right; 1041 permit; oil / gas production permit)

PROJECT INFORMATION

Summary: A Proposal for the redevelopment of a 4.39 acre industrial property located in the Core Project Area. The redevelopment consists of multi-family residential and commercial uses.

Current zoning: I Proposed zoning: MU-R&CC

SIGNATURES & DATE

Applicant: [signature]
Print: Justin McClure
Owner: [signature]
Print: Randy Law
Representative: [signature]
Print: Justin McClure

CITY STAFF USE ONLY

- ☐ Fee paid:
- ☐ Check number:
- ☐ Date Received:

DeLo East, LLC

21 S. Sunset St. Longmont, CO 80503

June 5, 2015

Mr. Sean McCartney, Principal Planner
Mr. Troy Russ, Planning Director
Mr. Scott Robinson, Planner II
City of Louisville Planning Department
749 Main Street
Louisville, CO 80027

RE: Submittal for the Preliminary PUD and Plat for the Flats at DeLo

Mr. Russ,

DeLo East, LLC would like to thank the Planning Commission for giving us the opportunity to present the preliminary PUD and Plat for the Flats at DeLo. This property is bounded to the north by Griffith Street, to the west by Cannon Street and Highway 42 to the east. The property is currently zoned industrial and is centrally located within the Highway 42 Revitalization Area. The Core Project Area, as identified within the Highway 42 Framework Plan, includes several blighted properties that are no longer eligible for industrial uses. The purpose of this proposed plan is to promote local objectives with respect to appropriate downtown land use, private investment and public improvements that will help to provide a variety of land use and product types that have the ability to respond to market changes over time. This proposal requests that the property described above to be rezoned MU-R/CC, per the Louisville Municipal Code and the Highway 42 Framework Plan, thus acting as a catalyst to providing residents of Louisville with a mix of uses enhancing the DeLo Neighborhood. This project will make a significant contribution to the DeLo Neighborhood while enhancing the already vibrant, Historic Downtown Louisville.

The Flats at DeLo will consist of approximately 33 apartment homes and 54,000 square feet of adaptable space inclusive of 13 live/work units. The Flats at DeLo is adjacent to the DeLo Neighborhood located along Cannon Street with easy access to Nawatny Greenway, Caledonia Plaza and the Canon Street Woonerf to the southwest. Additionally, the apartment homes are within walking distance of the South Street Pedestrian Gateway, Miners Field, and Historic Downtown Louisville. The mix of uses proposed exceeds the requirements of the municipal code thus contributing to the existing diverse use matrix. DeLo East, LLC is proud to partner with the City of Louisville to further the revitalization of the Core Project Area.

Respectfully,

Alex Carlson

delo FLATS
PRELIMINARY PLAT

A Replat of a Portion of Lots 2 Through 5, Block A, Industrial Area Subdivision, Lot 101, Louisville Trade Center and Lot 4, Block 13, Caledonia Place located in the Northeast ¼ of Section 8, Township 1 South, Range 69 West of the 6th P.M, County of Boulder, City of Louisville, State of Colorado

LEGAL DESCRIPTION

LOT 101, LOUISVILLE TRADE CENTER, LOTS 2 THROUGH 5, BLOCK A, INDUSTRIAL AREA SUBDIVISION AND A PORTION OF LOT 4, BLOCK 13, CALEDONIA PLACE LOCATED IN THE NORTHEAST ¼ OF SECTION 8, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

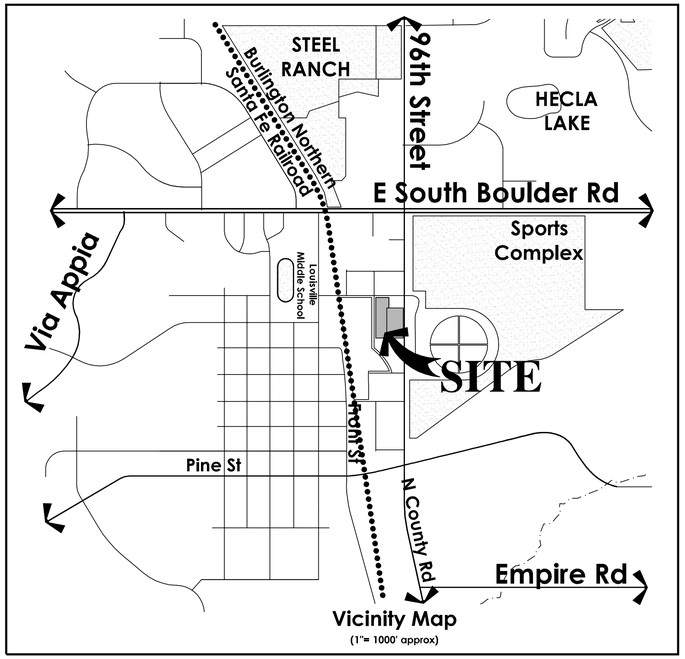
BEGINNING AT THE NORTHWEST CORNER OF SAID LOT 101;
THENCE NORTH 90°00'00" EAST A DISTANCE OF 152.50 FEET ALONG THE SOUTH RIGHT-OF WAY LINE OF GRIFFITH STREET TO THE NORTHEAST CORNER OF SAID LOT 101;
THENCE SOUTH 00°00'00" EAST, 120.00 FEET ALONG THE EAST LINE OF SAID LOT 101 TO THE SOUTHEAST CORNER OF SAID LOT 101 BEING A POINT ON THE NORTH LINE OF SAID LOT 2;
THENCE NORTH 90°00'00" EAST, 207.50 FEET ALONG THE NORTH LINE OF SAID LOT 2 TO THE NORTHEAST CORNER OF SAID LOT 2;
THENCE SOUTH 00°00'00" EAST A DISTANCE OF 480.00 ALONG THE EAST LINE OF SAID INDUSTRIAL AREA SUBDIVISION TO THE SOUTHEAST CORNER OF SAID LOT 5;
THENCE NORTH 90°00'00" WEST, 360.00 FEET ALONG THE SOUTH LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5;
THENCE NORTH 00°00'00" WEST, 600.00 FEET ALONG THE WEST LINE OF SAID LOTS 5, 4, 3, 2 AND 101 TO THE NORTHWEST CORNER OF SAID LOT 101, THE POINT OF BEGINNING;

CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO.

AREA = 4.39 ACRES

NOTES

1. BASIS OF BEARINGS: BEARINGS SHOWN HEREON ARE BASED ON THE ASSUMPTION THAT THE EASTERLY RIGHT-OF-WAY LINE OF THE BURLINGTON NORTHERN SANTA FE (BNSF) RAILROAD BEARS NORTH 08 DEGREES, 11 MINUTES AND 00 SECONDS WEST BETWEEN A FOUND NO. 4 REBAR AT THE INTERSECTION OF THE NORTHERLY RIGHT-OF-WAY LINE OF SOUTH STREET AND THE EASTERLY RIGHT-OF-WAY LINE OF SAID BNSF RAILROAD AND A FOUND NO. 5 REBAR WITH YELLOW PLASTIC CAP STAMPED EPP & ASSOCIATES, LS 14815 AT THE NORTHWESTERLY CORNER OF LOT 2, BLOCK C, INDUSTRIAL AREA.
2. SURVEY INFORMATION SHOWN HEREON AS PROVIDED BY ROCK CREEK SURVEYING, LLC DATED JUNE 1, 2015.
3. ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACES ANY PUBLIC LAND SURVEY MONUMENT OR LAND BOUNDARY MONUMENT OR ACCESSORY COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE 18-4-508, C.R.S.
4. ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED ON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVERED 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 CERTIFICATION SHOWN HEREON. CRS 13-80-105.
5. PROPOSED VEHICULAR CONNECTIONS MAY BE REFINED, WITH FUTURE CONSTRUCTION PLAN SUBMITTALS.
6. ACCESS IS GRANTED HEREWITH OVER AND ACROSS ALL PAVED AREAS FOR EMERGENCY, PUBLIC AND PRIVATE VEHICULAR ACCESS.
7. DISTANCES SHOWN HEREON ARE BASED UPON THE U.S. SURVEY FOOT.
8. EXISTING ENCUMBRANCES AND USES ARE NOTED ON THE DRAWINGS AND ARE NOT SUPERSEDED BY THE OWNERSHIP/USE TABLE.
9. THE CITY OF LOUISVILLE SHALL REVIEW AND APPROVE THE LOCATIONS OF UTILITY LINES, PEDESTALS AND CABINETS WITHIN PUBLIC PROPERTY AND EXCLUSIVE CITY UTILITY EASEMENTS.



Vicinity Map
(1"= 1000' approx)

OWNERSHIP AND USE SUMMARY

TRACT	TOTAL AREA (ACRES)	OWNERSHIP	PRIMARY USES	MAINTENANCE
TRACT A	0.06	DELO EAST, LLC	PRIVATE UTILITIES, DRY UTILITY EASEMENTS, AND DRAINAGE	DELO FLATS HOA
TRACT B	0.06	DELO EAST, LLC	PRIVATE UTILITIES, DRY UTILITY EASEMENTS, AND DRAINAGE	DELO FLATS HOA
TRACT C	0.87	DELO EAST, LLC	PRIVATE UTILITIES, PRIVATE PARKING, EMERGENCY ACCESS, DRY UTILITY EASEMENTS, MONUMENTATION AND DRAINAGE	DELO FLATS HOA
TOTAL	0.99			

NOTE: *EXISTING ENCUMBRANCES AND USES ARE NOTED ON THE DRAWINGS AND ARE NOT SUPERSEDED BY THE OWNERSHIP / USE TABLE.*

SHEET INDEX	
NUMBER	TITLE
1	COVER SHEET
2	PRELIMINARY PLAT

LEGEND:

- FOUND 5/8" REBAR W/ALUMINUM CAP STAMPED "RMCS LS 28667"
- SET 5/8" REBAR W/ALUMINUM CAP STAMPED "ROCK CREEK LS 28283"
- FOUND #5 REBAR
- DRY U.E. — DRY UTILITY EASEMENT
- C.U.E. — CITY OF LOUISVILLE EXCLUSIVE UTILITY EASEMENT
- A.E. — ACCESS EASEMENT

OWNERSHIP CERTIFICATE:

OWNER: BOOM, LLC, A COLORADO CORPORATION

BY: _____

DATE: _____

ACKNOWLEDGEMENT:

STATE OF COLORADO)
) SS
COUNTY OF BOULDER)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDED BEFORE ME THIS

____ DAY OF _____, 20___, BY_____.

WITNESS MY HAND AND SEAL.

MY COMMISSION EXPIRES _____

_____
NOTARY PUBLIC

DEDICATION STATEMENT:

THERE IS HEREBY DEDICATED TO THE CITY OF LOUISVILLE THE ADDITIONAL FIVE-FOOT CANNON STREET RIGHT-OF-WAY AS SHOWN ON THE ACCOMPANYING PLAT FOR THE PUBLIC USE THEREOF FOREVER. THERE IS HEREBY FURTHER DEDICATED TO THE EXCLUSIVE USE OF THE CITY OF LOUISVILLE THOSE CITY EXCLUSIVE UTILITY EASEMENTS AS SHOWN AND DESCRIBED ON THE ACCOMPANYING PLAT FOR THE PURPOSES SO DESIGNATED, AND HEREBY FURTHER DEDICATED TO THE CITY OF LOUISVILLE AND ALL SERVING PUBLIC UTILITIES THOSE OTHER EASEMENTS AS SHOWN AND DESCRIBED ON THE ACCOMPANYING PLAT FOR THE PURPOSES SO DESIGNATED.

SURVEYOR'S CERTIFICATE:

I, ROBERT A. RICKARD, A DULY REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO DO HEREBY CERTIFY THAT THE SUBDIVISION PLAT OF DELO SUBDIVISION TRULY REPRESENTS THE RESULTS OF A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION WAS DONE IN ACCORDANCE WITH APPLICABLE STATE OF COLORADO REQUIREMENTS FOR LAND SURVEYORS.

_____ _____

ROBERT A. RICKARD, PLS NO. 28283 DATE
FOR AND ON BEHALF OF
ROCK CREEK SURVEYING, LLC

NOTICE: 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 CERTIFICATION SHOWN HEREON.

PLANNING COMMISSION CERTIFICATE:

RECOMMENDED APPROVAL THIS _____ DAY OF _____, 20___
BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO.

RESOLUTION NO. _____, SERIES _____.

CITY COUNCIL CERTIFICATE:

APPROVED THIS _____ DAY OF _____, 20___,
BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO.

RESOLUTION NO. _____, SERIES _____.

_____, _____
MAYOR: CITY CLERK:

CLERK AND RECORDERS CERTIFICATE:

STATE OF COLORADO)
) SS
COUNTY OF BOULDER)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT _____

O'CLOCK AT _____.M, ON THIS _____ DAY OF _____, 20___,

AND IS RECORDED IN PLAN FILE_____, FEE _____.

PAID: _____ FILM NO. _____

RECEPTION NO. _____,

RECORDER: _____, DEPUTY: _____

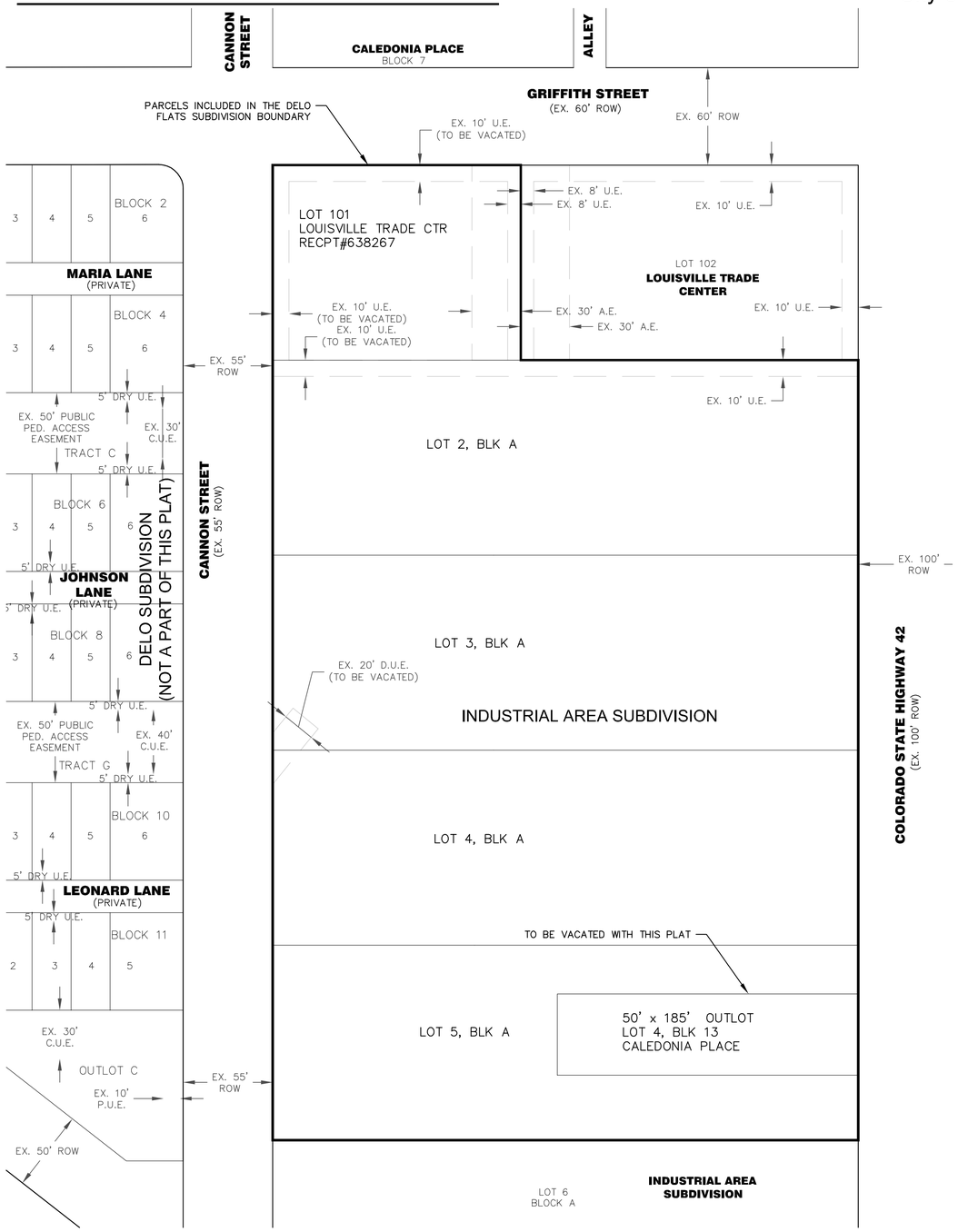
ROCK CREEK SURVEYING, LLC
3021 GARDENIA WAY
SUPERIOR, COLORADO 80027
(303) 521-7376

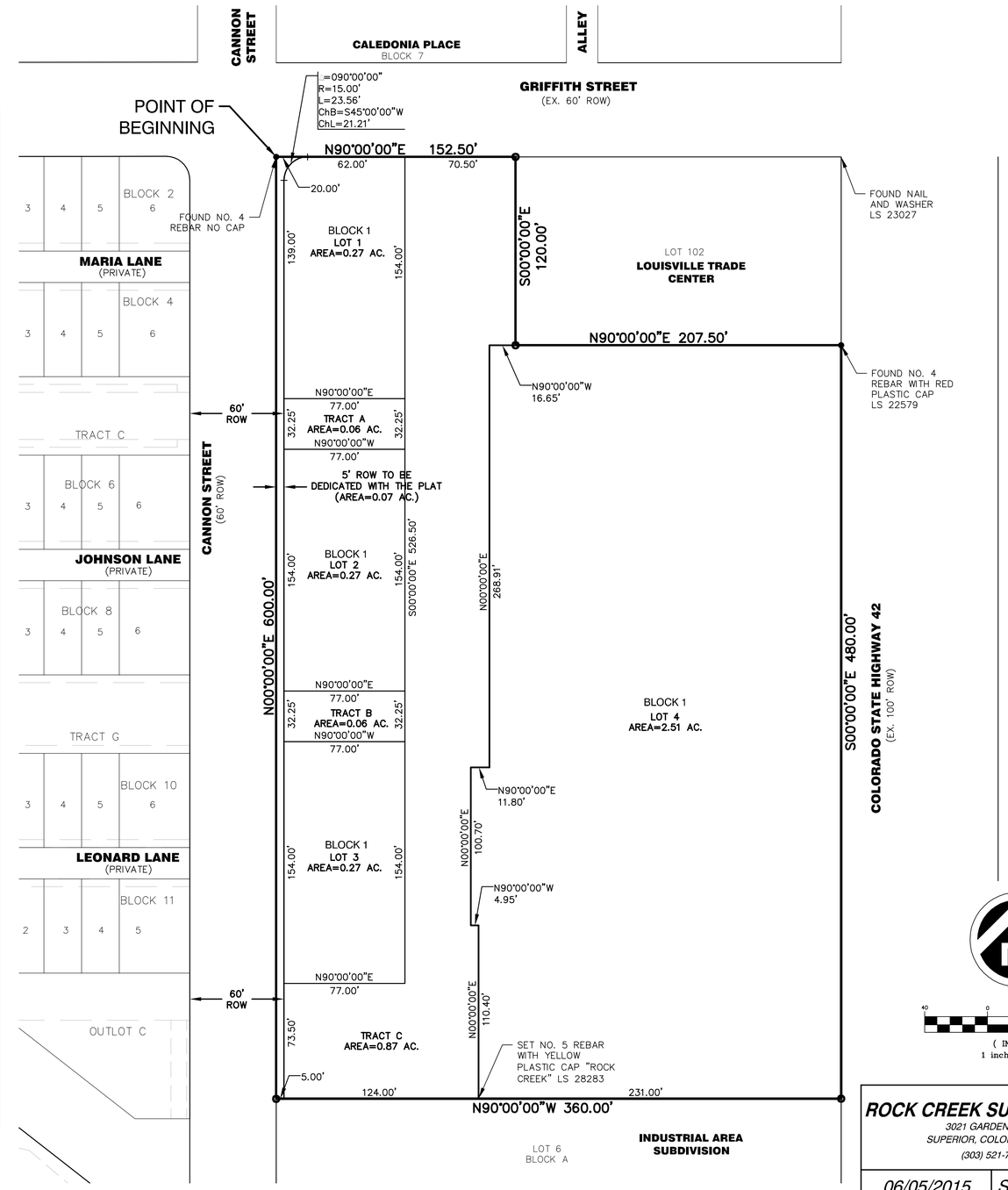
05/28/2015 | SHEET 1 OF 2

delo FLATS
PRELIMINARY PLAT

A Replat of a Portion of Lots 2 Through 5, Block A, Industrial Area Subdivision, Lot 101, Louisville Trade Center and Lot 4, Block 13, Caledonia Place located in the Northeast ¼ of Section 8, Township 1 South, Range 69 West of the 6th P.M, County of Boulder, City of Louisville, State of Colorado

PARCELS INCLUDED IN THE DELO FLATS SUBDIVISION





40 0 20 40 80
(IN FEET)
1 inch = 40 ft.

ROCK CREEK SURVEYING, LLC
3021 GARDENIA WAY
SUPERIOR, COLORADO 80027
(303) 521-7376

06/05/2015 | SHEET 2 OF 2

delo FLATS Preliminary Planned Unit Development

A part of section 8, township 1 south, range 69 west of the 6th p.m.
City of Louisville, County of Boulder, State of Colorado

LEGAL DESCRIPTION

LOT 101, LOUISVILLE TRADE CENTER, LOTS 2 THROUGH 5, BLOCK A, INDUSTRIAL AREA SUBDIVISION AND A PORTION OF LOT 4, BLOCK 13, CALEDONIA PLACE LOCATED IN THE NORTHEAST ¼ OF SECTION 8, TOWNSHIP 1 SOUTH, RANGE 69 WEST OF THE 6TH P.M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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THENCE SOUTH 00°00'00" EAST, 120.00 FEET ALONG THE EAST LINE OF SAID LOT 101 TO THE SOUTHEAST CORNER OF SAID LOT 101 BEING A POINT ON THE NORTH LINE OF SAID LOT 2;
THENCE NORTH 90°00'00" EAST, 207.50 FEET ALONG THE NORTH LINE OF SAID LOT 2 TO THE NORTHEAST CORNER OF SAID LOT 2;
THENCE SOUTH 00°00'00" EAST A DISTANCE OF 480.00 ALONG THE EAST LINE OF SAID INDUSTRIAL AREA SUBDIVISION TO THE SOUTHEAST CORNER OF SAID LOT 5;
THENCE NORTH 90°00'00" WEST, 360.00 FEET ALONG THE SOUTH LINE OF SAID LOT 5 TO THE SOUTHWEST CORNER OF SAID LOT 5;
THENCE NORTH 00°00'00" WEST, 600.00 FEET ALONG THE WEST LINE OF SAID LOTS 5, 4, 3, 2 AND 101 TO THE NORTHWEST CORNER OF SAID LOT 101, THE POINT OF BEGINNING;

CITY OF LOUISVILLE, COUNTY OF BOULDER, STATE OF COLORADO.

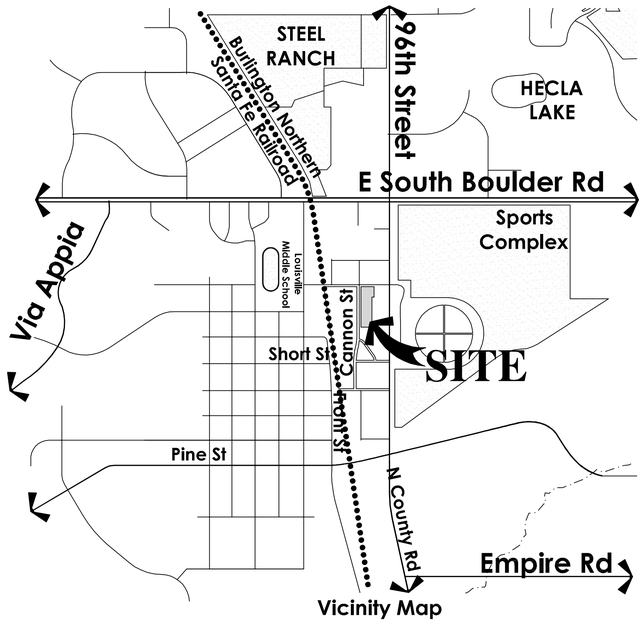
AREA = 4.39 ACRES

NOTES

1. SURVEY BY ROCK CREEK, DATED 6/01/2015
2. PROPOSED VEHICULAR CONNECTIONS SHOWN AS ARROWS MAY BE REFINED, WITH FUTURE CONSTRUCTION PLAN SUBMITTALS.
3. TIMING AND PHASING OF DEVELOPMENT SHALL BE DEPENDENT UPON MARKET CONDITIONS.

GENERAL NOTES AND STANDARDS

1. DELO FLATS IS A MASTER PLANNED DEVELOPMENT AND IS COMPRISED OF TWO SEPARATE AND DISTINCT PRODUCT TYPES: MULTI–UNIT DWELLING APARTMENTS, CONDOMINIUMS, AND COMMERCIAL/OFFICE SPACE.
2. ANY AND ALL TRACTS, AS DEPICTED ON THE PROJECT PLAT, SHALL BE MAINTAINED BY THE HOA. THE DEVELOPER MAY CONDUCT ACTIVITIES (INCLUDING BUT NOT LIMITED TO GRADING) ON ALL DEDICATED LANDS FOR THE PURPOSE OF CONSTRUCTING PUBLIC AND PRIVATE IMPROVEMENTS.
3. ENTRY MONUMENTS, PROJECT IDENTITY AND WAY–FINDING SIGNAGE ARE CONCEPTUAL IN NATURE AT THE LOCATIONS SHOWN WITHIN THIS DEVELOPMENT PLAN. FINAL LOCATIONS SHALL BE DETERMINED DURING THE CONSTRUCTION DOCUMENTATION PROCESS, BUT SHALL CONFORM TO THE STANDARDS WITHIN THIS DEVELOPMENT PLAN.
4. THERE ARE NO HISTORIC STRUCTURES WITHIN THE DELO FLATS PROJECT AREA.
5. ACCESSIBLE SIDEWALKS AND PEDESTRIAN WAYS SHALL BE PROVIDED THAT MEET ADA STANDARDS FOR RUNNING SLOPE AND CROSS SLOPE.
6. AMENITY/RECREATION STRUCTURES, IF ANY, ARE NOT INCLUDED IN DENSITY CALCULATIONS, HOWEVER MAY BE INCLUDED IN LOT COVERAGE CALCULATIONS. SUCH STRUCTURES ARE SUBJECT TO BULK AND DIMENSION STANDARDS SPECIFIED FOR ACCESSORY STRUCTURES AS DESCRIBED IN THIS DEVELOPMENT PLAN.
7. PARKING STRUCTURES, CARPORTS, AND PARKING GARAGES, WHETHER ATTACHED TO DWELLING UNITS OR DETACHED, SHALL BE APPROVED AS ACCESSORY STRUCTURES AND USES NECESSARY AND CUSTOMARILY INCIDENTAL TO THE RESIDENTIAL USE, SUBJECT TO BULK AND DIMENSION STANDARDS AS DESCRIBED IN THIS DEVELOPMENT PLAN. PARKING STRUCTURES, GARAGES AND SIMILAR STRUCTURES ARE NOT INCLUDED IN DENSITY CALCULATIONS, HOWEVER ARE INCLUDED IN LOT COVERAGE CALCULATIONS. FURTHERMORE, IT IS UNDERSTOOD THAT LIVING SPACES ARE NOT PERMITTED IN OR ABOVE DETACHED GARAGES, OR AS AN ACCESSORY USE.
8. NO RESTRICTIONS ARE IMPOSED WITH REGARD TO PROJECT PHASING OTHER THAN AS EXPRESSLY SET FORTH IN THIS DEVELOPMENT PLAN OR IN ANY DEVELOPMENT AGREEMENT BETWEEN THE OWNER AND THE CITY.
9. THE GROUND FLOOR PROGRAM MAY BE RESIDENTIAL, SUBJECT TO SRU CRITERIA, AND/OR COMMERCIAL, AND SHALL BE INTERCHANGEABLE, PROVIDED THAT THE TOTAL NUMBER OF DWELLING UNITS DOES NOT EXCEED THE MAXIMUM NUMBER OF DWELLING UNITS DESCRIBED HEREIN.
10. MULTI–UNIT DWELLING APARTMENTS SHALL BE ALLOWED TO TRANSITION TO CONDOMINIUMS, AT THE SOLE DISCRETION OF THE DEVELOPER, WITHOUT ADDITIONAL REQUIREMENTS.
11. THE LIGHTING CONFIGURATION, DESIGN, FIXTURE TYPES, ETC. AS DEPICTED HEREIN IS SUBJECT TO FURTHER ANALYSIS, DESIGN AND AVAILABILITY, AND AS SUCH MAY VARY FROM THE FINAL PUD TO FINAL CONSTRUCTION DOCUMENTS. PROPOSED LIGHTING WILL INCLUDE DIRECTIONAL COVERS AND SHALL BE DIRECTED AWAY FROM THE RESIDENCES.
12. ALL DELO FLATS PROJECT CALCULATIONS, INCLUDING: DENSITY, LANDSCAPING, PARKING, ETC. SHALL BE CALCULATED ON THE AGGREGATE DELO FLATS PROJECT AREAS.



Vicinity Map
(1"= 1000' approx)

ADAPTABLE SPACE PERSPECTIVE

SHEET INDEX	
NUMBER	TITLE
1	COVER SHEET
2	SITE PLAN, NOTES AND STANDARDS
3	PRELIMINARY LANDSCAPE PLAN
4	HORIZONTAL CONTROL PLAN
5	OVERALL UTILITY PLAN
6	OVERALL GRADING AND DRAINAGE PLAN
7	TYPICAL SITE DETAILS

OWNERSHIP AND USE SUMMARY

TRACT	TOTAL AREA (ACRES)	OWNERSHIP	PRIMARY USES	MAINTENANCE
TRACT A	0.06	DeLo East, LLC	PRIVATE UTILITIES, DRY UTILITY EASEMENTS, AND DRAINAGE	DeLo FLATS HOA
TRACT B	0.06	DeLo East, LLC	PRIVATE UTILITIES, DRY UTILITY EASEMENTS, AND DRAINAGE	DeLo FLATS HOA
TRACT C	0.87	DeLo East, LLC	PRIVATE UTILITIES, PRIVATE PARKING, EMERGENCY ACCESS, DRY UTILITY EASEMENTS, MONUMENTATION AND DRAINAGE	DeLo FLATS HOA
TOTAL	0.99			

NOTE: *EXISTING ENCUMBRANCES AND USES ARE NOTED ON THE DRAWINGS AND ARE NOT SUPERSEDED BY THE OWNERSHIP / USE TABLE.*

PROJECT DESCRIPTION

PROJECT PLATTED AREA: ±4.39 AC.
TOTAL GROSS PROJECT AREA: ±2.39AC.

CURRENT ZONING: LIGHT INDUSTRIAL (I)

PROPOSED ZONING: MIXED USE RESIDENTIAL (MU-R) & MIXED USE COMMERCIAL (MU-CC)

ACCESS: CANNON STREET (VIA GRIFFITH STREET)

CITY COUNCIL SIGNATURE BLOCK

APPROVED THIS _____ DAY OF _____, 201___ BY THE CITY COUNCIL OF THE CITY OF LOUISVILLE, COLORADO.

_____ _____
MAYOR CITY CLERK

PLANNING COMMISSION CERTIFICATION

RECOMMENDED APPROVAL THIS _____ DAY OF _____, 201___ BY THE PLANNING COMMISSION OF THE CITY OF LOUISVILLE, COLORADO. RESOLUTION NO. _____, SERIES _____.

_____
CHAIRMAN

CLERK & RECORDER CERTIFICATE - COUNTY OF BOULDER, STATE OF COLORADO

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT _____ O'CLOCK, ____.M., THIS _____ DAY OF _____, OF 201____, AND IS RECORDED IN PLAN FILE _____, FEE _____, PAID _____ FILM NO. _____, RECEPTION

_____ _____
RECORDER DEPUTY

OWNERSHIP SIGNATURE BLOCK

BY SIGNING THIS FDP/PUD, THE OWNER ACKNOWLEDGES AND ACCEPTS ALL THE REQUIREMENTS AND INTENT SET FORTH BY THIS PDP/PUD. WITNESS OUR HANDS AND SEALS THIS _____ DAY OF _____, 201__.

_____
OWNER: _____, A COLORADO CORPORATION
JUSTIN McCLURE, VICE–PRESIDENT

_____
NOTARY (NOTARY SEAL)

SHEET TITLE

COVER SHEET

SUBMITTAL

designed by: sos
drawn by: sd
checked by: jdm
project #: 030013

no	date	description
1	06.05.15	Initial Submittal
2	08.13.15	second Submittal

scale:

north

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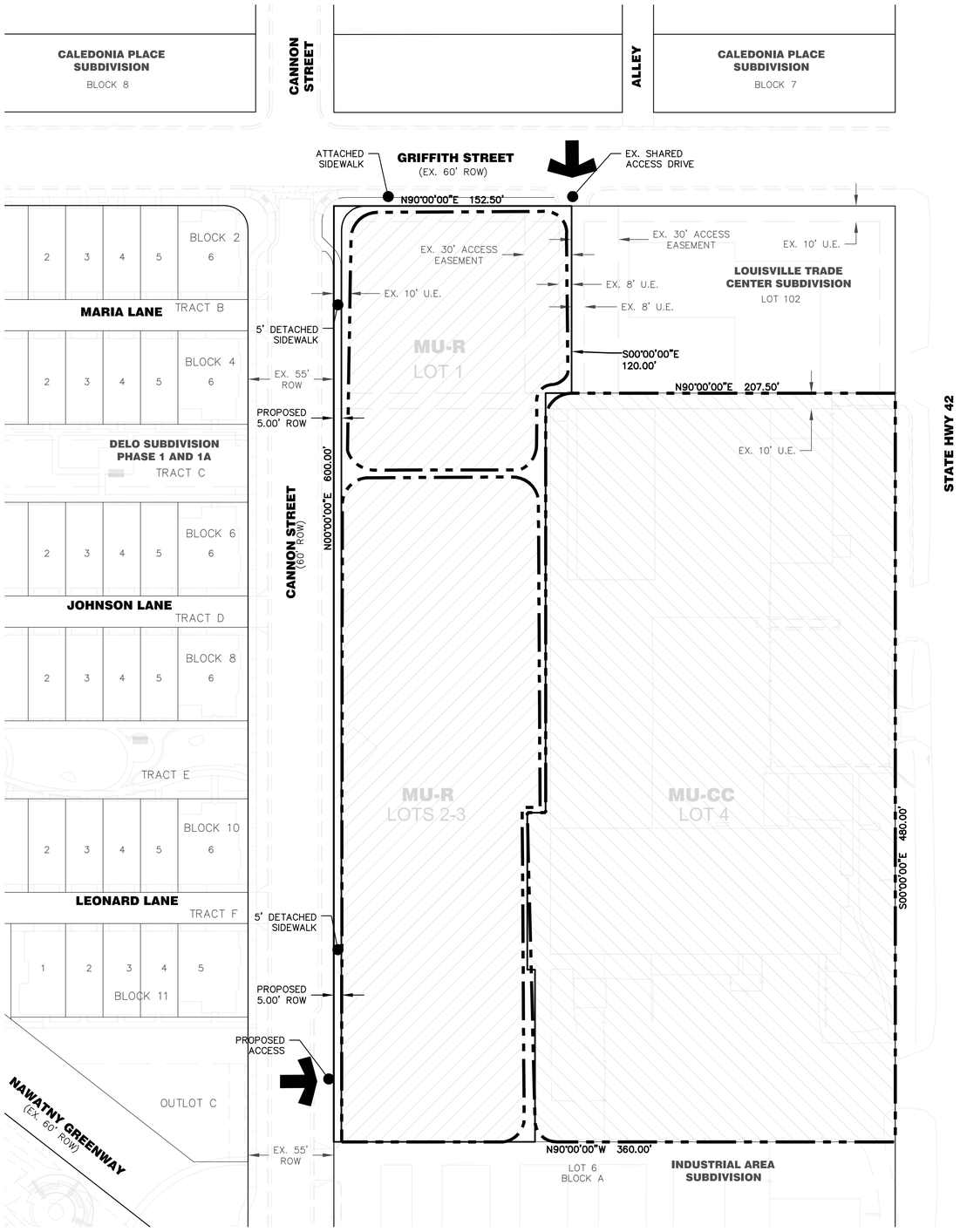
sheet 1 of 7

delo FLATS Preliminary Planned Unit Development

A part of section 8, township 1 south, range 69 west of the 6th p.m.
City of Louisville, County of Boulder, State of Colorado



USE CHART

PRINCIPAL[1] USE GROUP	USES[2]	LOCATION[3]
RESIDENTIAL	MULTI–UNIT DWELLING APARTMENTS/CONDOMINIUMS	LOTS 1–3
ADAPTABLE SPACE	PROFESSIONAL/BUSINESS/ OFFICES/RETAIL & LIVE–WORK	LOTS 1–3

[1] THE ANTICIPATED PRINCIPAL USES EXCEEDS THE MU–R MINIMUM REQUIREMENTS OF TWO USES AND PROVIDES A PUBLIC BENEFIT.

[2] ALL USES PER TABLE 1 OF SECTION 17.14.050.A ARE ALLOWED, WHICH MAY FURTHER DIVERSIFY THE RANGE OF USES WITHIN THE PROJECT.

[3] ALLOWED USES MAY OCCUR ON ANY PROPOSED LOTS WITHIN THE PUD, IN WHOLE OR IN PART.

ADAPTABLE SPACE SUMMARY

LAND USE[1]	MU–R
ADAPTABLE SPACE	54,000 SQ–FT

[1] MAY CONSIST OF LIVE–WORK UNITS

DENSITY SUMMARY

PROJECT PLATTED AREA: ±4.39 AC.
TOTAL GROSS PROJECT AREA: ±2.39 AC.[2]

	GROSS PROJECT AREA (AC)	UNITS[3]	DENSITY[1]
TOTAL:	±2.39 AC.	46 DU	19.25 DU/ACRE

[1] THE DENSITY CALCULATION IS CONSISTENT WITH CITY OF LOUISVILLE CODE SECTION 17.14.06.C.1.A.

[2] TOTAL GROSS PROJECT AREA INCLUDES LOTS 1–4 PLUS ½ OF THE RIGHT–OF–WAY AREA FOR THE DIRECTLY ADJACENT STREETS, AND IS SYNONYMOUS WITH THE AREA CONSISTENT WITH CODE OUTLINED IN FOOTNOTE 1.

[3] THE TOTAL NUMBER OF UNITS MAY BE TRANSFERRED WITHIN THE PROJECT PLATTED AREA.

BULK & DIMENSION STANDARDS

	ADAPTABLE SPACE	MULTI–UNIT DWELLING[8] APARTMENTS, CONDOMINIUMS
MIN. LOT WIDTH	40'	40'
MIN. LOT COVERAGE	40%	40%
MIN. LANDSCAPE COVERAGE	10%	10%
MAX. FOOTPRINT	10,000 SF	15,000 SF[7]
MAX. LENGTH ALONG STREET	200'	200'
MIN. % STREET FRONTAGE	70%	70%
PARKING SETBACK	5' (0' TO MU–CC)	5' (0' TO MU–CC)
BUILDING SETBACKS		
MIN. & MAX. PUBLIC STREET/OUTLOT/ TRACT SETBACK (PRINCIPAL USES)[4,5]	MAXIMUM: 10'	MAXIMUM: 10'
MIN. SIDE YARD SETBACK[1,2,4] (PRINCIPAL & ACCESSORY USES)	0'	0'
MIN. REAR YARD SETBACK[4] (PRINCIPAL USES)	20'[6]	20'[5]
MIN. REAR YARD SETBACK[2] (ACCESSORY USES)	0'	0'
MAX. BUILDING HEIGHT		
PRINCIPAL USES[3]	MIN: 2 STORIES/35' MAX: 3 STORIES/45'	MIN: 2 STORIES/35' MAX: 3 STORIES/45'
ACCESSORY USES[2]	20' MAX	20'

[1] FEE SIMPLE LOTS CREATED WITHIN BUILDINGS SHALL HAVE NO SETBACK REQUIREMENT BETWEEN INTERNAL UNITS.

[2] ACCESSORY STRUCTURES AS ALLOWED PER APPLICABLE CITY CODE AND PER MASTER PLAN AND THIS PUD.

[3] ANY BUILDING DIRECTLY ADJACENT TO GRIFFITH STREET SHALL BE SUBJECT TO MUDDSG, SECTION 8, RESIDENTIAL PROTECTION AND TRANSITIONAL STANDARDS.

[4] ROOFLINES, OVERHANGINGS, PATIOS, DECKS, PORCHES AND BALCONIES MAY EXTEND INTO THE ADJACENT TRACTS. SETBACKS SHALL BE MEASURED FROM THE BUILDING FACE AND NOT THE AFORE MENTIONED EXTENSIONS.

[5] TO BE ADMINISTERED SOLELY AS A FRONT SETBACK.

[6] REAR SETBACK SHALL BE MEASURED FROM PROPERTY LINES, NOT TRACT OR OUTLOT BOUNDARIES.

[7] AN SRU SHALL BE REQUIRED FOR BUILDING FOOTPRINTS IN EXCESS OF 10,000 SQ–FT.

[8] GROUND FLOOR RESIDENTIAL SHALL BE ALLOWED SUBJECT TO THE CITY'S SRU CRITERIA

NOTES AND STANDARDS

1. THE PROJECT WILL BE ORGANIZED AROUND TWO PRIMARY POINTS OF ACCESS KNOWN AS CANNON STREET, AND GRIFFITH STREET. THIS SITE LAYOUT ENHANCES ACCESS TO PUBLIC PLAZAS, GREEN SPACES, GREENWAYS, AND MULTI–MODAL TRANSPORTATION OPPORTUNITIES.
2. REFER TO THE LAND USE SUMMARY AND/OR SUBDIVISION AGREEMENT FOR TRACT OWNERSHIP AND GENERAL MAINTENANCE INFORMATION INCLUDING DELINEATION OF MAINTENANCE RESPONSIBILITIES.
3. USES ALLOWED BY RIGHT: ALL USES AS PERMITTED IN THE LOUISVILLE MUNICIPAL CODE SECTION 17.14.050A, TABLE 1 IN ADDITION TO THOSE NOTED ON THE MASTER PLAN AND GENERAL NOTES.
4. THE PROPOSED OFFICE AND APARTMENTS/CONDOMINIUMS SHALL BE PROTECTED WITH A FIRE SPRINKLER SYSTEM THAT SHALL BE OFF A LOOPED MAIN SUCH THAT NO MORE THAN ONE SERVICE IS OFF A DEAD–END LINE.
5. ALL LANDSCAPING DEPICTED IS CONCEPTUAL AND IS SUBJECT TO CHANGE WITH SUBSEQUENT CONSTRUCTION PLAN SUBMITTALS.
6. ALL BUILDING HEIGHTS RELATIVE TO ASSOCIATED GRADE SHALL BE MEASURED PER THE CITY OF LOUISVILLE MUNICIPAL CODE.
7. LOT 4, AS IDENTIFIED ON THE DeLo FLATS PLAT AND PUD, SHALL BE SUBJECT TO SECTION 17.12.070 OF THE LOUISVILLE CODE, WITH THE FOLLOWING EXCEPTIONS: THAT ALL EXISTING USES MAY CONTINUE UNTIL SUCH TIME AS A SUBSEQUENT LAND USE APPLICATION NOT CONSISTENT WITH SECTION 17.12.070.C.3.A OCCURS. ALL EXISTING INDUSTRIAL USES MAY CONTINUE IN PERPETUITY UNTIL SUCH LAND USE APPLICATION AND ITS SUBSEQUENT CONSTRUCTION DOCUMENTS ARE APPROVED BY THE CITY.
8. WHERE APPLICABLE, ARCHITECTURE SHALL COMPLY WITH THE RESIDENTIAL TRANSITION STANDARDS AS OUTLINED WITHIN THE BULK AND DIMENSIONS STANDARDS FOOTNOTE 3.

SHEET TITLE
SITE PLAN, NOTES AND STANDARDS

SUBMITTAL

designed by: sos
drawn by: sd
checked by: jdm
project #: 030013

no	date	description
1	06.05.15	Initial Submittal
2	08.13.15	second Submittal

scale: 1"=20'
0 10 20 40

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1001 16th Street, 38-180
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sheet 2 of 7

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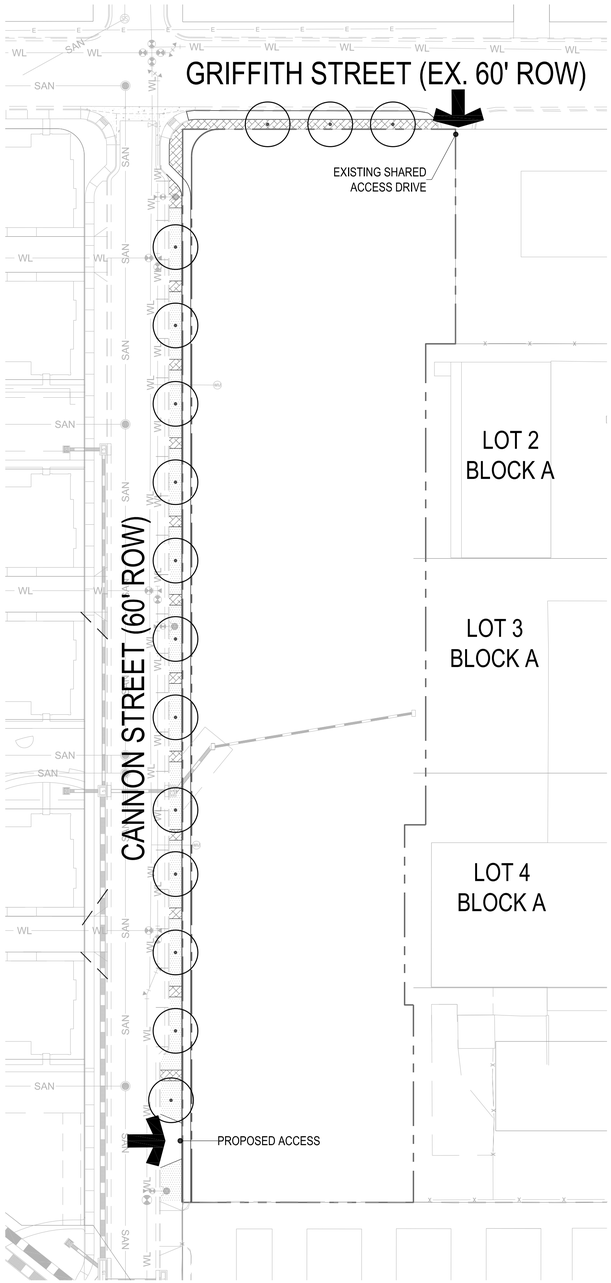
A part of section 8, township 1 south, range 69 west of the 6th p.m.
City of Louisville, County of Boulder, State of Colorado



1 MASTER LANDSCAPE PLAN
SCALE: 1"=40'

GENERAL LANDSCAPE NOTES:

1. FINAL CONSTRUCTION DOCUMENTS SHALL CONFORM TO THE REQUIREMENTS OUTLINED WITHIN THIS PUD SUBMITTAL.
2. LANDSCAPE PLANS ARE SCHEMATIC IN NATURE AND ARE SUBJECT TO MODIFICATIONS TO MEET THE CITY'S REQUIREMENTS, THE DEVELOPER'S PROGRAM, OR OTHER NECESSARY REQUIREMENTS.
3. THE LOCATION OF LANDSCAPE PLANTINGS MAY BE ALTERED TO PROVIDE ADEQUATE CLEARANCE FROM THE FINAL LOCATION OF UNDERGROUND UTILITIES. THE BASE OF DECIDUOUS TREES SHALL BE PLANTED NO CLOSER THAN 5' FROM WET UTILITIES. THE BASE OF EVERGREEN TREES SHALL BE PLANTED NO CLOSER THAN 10' FROM ALL WET UTILITIES UNLESS OTHERWISE DIRECTED BY THE CITY
4. GRASS AREAS DESIGNATED AS IRRIGATED TURF SHALL BE SEEDED OR SODDED WITH A DROUGHT TOLERANT GRASS MIXTURE.
5. THE SIZE OF DECIDUOUS TREES SHALL BE A MINIMUM OF 2 1/2" CALIPER AND THE SIZE OF EVERGREEN TREES SHALL BE A MINIMUM OF 6'-8' IN HEIGHT.
6. THE SIZE OF DECIDUOUS AND EVERGREEN SHRUBS SHALL BE A MINIMUM OF 5 GALLONS.
7. WHENEVER POSSIBLE, MECHANICAL DEVICES SHALL BE SCREENED WITH LANDSCAPE MATERIAL.
8. SITE MONUMENTATION AND AMENITIES THROUGHOUT THE DEVELOPMENT WILL BE CONSTRUCTED IN CONCERT WITH ASSOCIATED PHASED IMPROVEMENTS
9. RIGHT OF WAY, PRIVATE STREETS AND THEIR ASSOCIATED IMPROVEMENTS WILL BE PRIVATELY MAINTAINED BY THE OWNERS ASSOCIATION WHICH SHALL INCLUDE INCLUDE LANDSCAPE MAINTENANCE AND SNOW REMOVAL. OTHER PUBLIC OR PRIVATE IMPROVEMENTS, INCLUDING CAPITAL IMPROVEMENTS TO THE ROW AND THEIR ASSOCIATED MAINTENANCE SHALL BE FURTHER DEFINED IN THE SUBDIVISION AGREEMENT.
10. ALL LANDSCAPE IMPROVEMENTS SHALL BE DESIGNED AND INSTALLED WITH THE INTENT TO PRESERVE THE PEDESTRIAN EXPERIENCE WHILE ENSURING PUBLIC SAFETY AND MAINTAINING A HIGH AESTHETIC QUALITY WITHIN THE SITE.
11. PLANT DIVERSITY SHOULD BE CONSIDERED WHEN SELECTING STREET TREES. THE MAXIMUM PERCENTAGE OF ANY ONE TREE SPECIES ON SITE SHOULD NOT EXCEED 33%.
12. EACH STREET TREE SHALL BE IRRIGATED VIA DRIP IRRIGATION OR A DRIP RING EMITTER.
13. COMMON AREAS - ONE TREE AND THREE SHRUBS PER 2,000 SQUARE FEET OF SOFTSCAPE OR A COMBINATION THEREOF AS AGREED UPON WITH THE PLANNING DEPARTMENT
14. A LOW WATER PLANT PALETTE IS PROPOSED. ADDITIONAL PLANTS MAY BE PROPOSED IN SUBSEQUENT PROCESSES.
15. THE USE OF ROOT BARRIERS IS REQUIRED FOR CANOPY TREES PLANTED IN PARKWAYS THAT ARE LESS THAN 10' IN WIDTH.
16. THE CITY SHALL WAIVE PART OF THE TAP FEE FOR THE PORTION OF LANDSCAPE IRRIGATION WITHIN THE CITY ROW, HOWEVER, THE WATER USAGE, AND MAINTENANCE SHALL BE THE RESPONSIBILITY OF THE OWNERS ASSOCIATION.

LANDSCAPE CHART

ROW	LF	REQ.	PRO.
GRIFFITH STREET	134	7	3 + 776 SF OF SHRUB PLANTINGS
CANNON STREET	542	27	13 + 754 SF OF SHRUB PLANTINGS

REQUIREMENT: 1 TREE PER 20 LF OF PUBLIC ROW.

THE LANDSCAPE DRAWINGS WITHIN DELO FLATS WILL USE THE MUDDSG PRINCIPLES WITHIN THE CITY OF LOUISVILLE TO GUIDE THE LANDSCAPE DESIGN.

LEGEND

CANOPY TREE

SHRUB BED / GROUND COVER

SOD

SUGGESTED PLANT PALETTE:

BOTANICAL NAME	COMMON NAME
DECIDUOUS TREES	
ACER MIYABEI 'STATE STREET'	STATE STREET MAPLE
CELTIS OCCIDENTALIS	WESTERN HACKBERRY
GINKGO BILOBA 'SARATOGA'	MAIDENHAIR TREE
GLEDITSIA TRIACANTHOS 'IMPERIAL'	IMPERIAL HONEYLOCUST
TILIA CORDATA 'GREENSPIRE'	GREENSPIRE LITTLELEAF LINDEN
ULMUS X 'FRONTIER'	FRONTIER ELM
EVERGREEN TREES	
PINUS HELDREICHII	BOSNIAN PINE
PINUS NIGRA	AUSTRIAN BLACK PINE
ORNAMENTAL TREE	
ACER GINNALA 'FLAME'	FLAME AMUR MAPLE
AMELANCHIER CANADENSIS 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY
PYRUS CALLERYANA 'CHANTICLEER'	CHANTICLEER PEAR
DECIDUOUS SHRUBS	
AMELANCHIER ALNIFOLIA 'REGENT'	SASKATOON SERVICEBERRY
BERBERIS THUNBERGII 'HELMOND PILLAR'	COLUMNAR BARBERRY
CARYOPTERIS X CLANDONENSIS 'DARK KNIGHT'	BLUE MIST SPIREA
CORNUS SERICEA 'ISANTI'	ISANTI REDOSIER DOGWOOD
CORNUS SERICEA 'KELSEYI'	KELSEYI DOGWOOD
EUONYMUS ALATUS 'COMPACTUS'	COMPACT BURNING BUSH
HYDRANGEA ARBORESCENS 'ANNABELLE'	ANNABELLE SMOOTH HYDRANGEA
PHYSOCARPUS OPULIFOLIUS 'DART'S GOLD'	YELLOW NINEBARK
RHUS TRILOBATA 'GRO LOW'	SKUNKBUSH SUMAC
ROSA X 'PINK KNOCKOUT'	ROSE
SPIRAEA JAPONICA 'ANTHONY WATERER'	SPIREA
VIBURNUM LENTAGO	NANNYBERRY
EVERGREEN SHRUBS	
EUONYMUS FORTUNEI 'COLORATA'	PURPLE-LEAF WINTER CREEPER
JUNIPERUS CHINENSIS 'HOLBERT'	HOLBERT JUNIPER
JUNIPERUS HORIZONTALIS 'BLUE CHIP'	BLUE CHIP JUNIPER
JUNIPERUS HORIZONTALIS 'HUGHES'	HUGHES JUNIPER
JUNIPERUS SABINA 'ARCADIA'	ARCADIA JUNIPER
JUNIPERUS SCOPULORUM 'COLOGREEN'	COLOGREEN JUNIPER
JUNIPERUS SCOPULORUM 'MOONGLOW'	MOONGLOW JUNIPER
JUNIPERUS X MEDIA 'SEA GREEN'	SEA GREEN JUNIPER
TAXUS X MEDIA 'TAUNTONI'	TAUTON YEW
GRASSES	
CALAMAGROSTIS BRACHYTRICHA	REED GRASS
CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	FEATHER REED GRASS
HELICTOTRICHON SEMPERVIRENS	BLUE OAT GRASS
MISCANTHUS SINENSIS 'MORNING LIGHT'	EULALIA GRASS
MISCANTHUS SINENSIS 'YAKU JIMA'	DWARF MAIDEN GRASS
PENNISETUM ALOPECUROIDES 'HAMELN'	HAMELN DWARF FOUNTAIN GRASS
PENNISETUM ALOPECUROIDES 'RED HEAD'	RED HEAD FOUNTAIN GRASS
ANNUALS/PERENNIALS	
ACHILLEA X 'MOONSHINE'	MOONSHINE YARROW
COREOPSIS VERTICILLATA 'MOONBEAM'	THREADLEAF COREOPSIS
ECHINACEA PURPUREA 'MAGNUS'	MAGNUS PURPLE CONEFLOWER
HEMEROCALLIS X 'STELLA DE ORO'	STELLA DE ORO DAYLILY
RUDBECKIA FULGIDA 'GOLDSTURM'	GOLDSTURM BLACK-EYED SUSAN

SHEET TITLE
PRELIMINARY LANDSCAPE PLAN

SUBMITTAL

designed by: sta
drawn by: klm
checked by: pms
project #: 000000

no	date	description
1	06.05.15	Initial Submittal
2	08.14.15	Second Submittal

scale: 1"=40' (0, 20, 40, 80)

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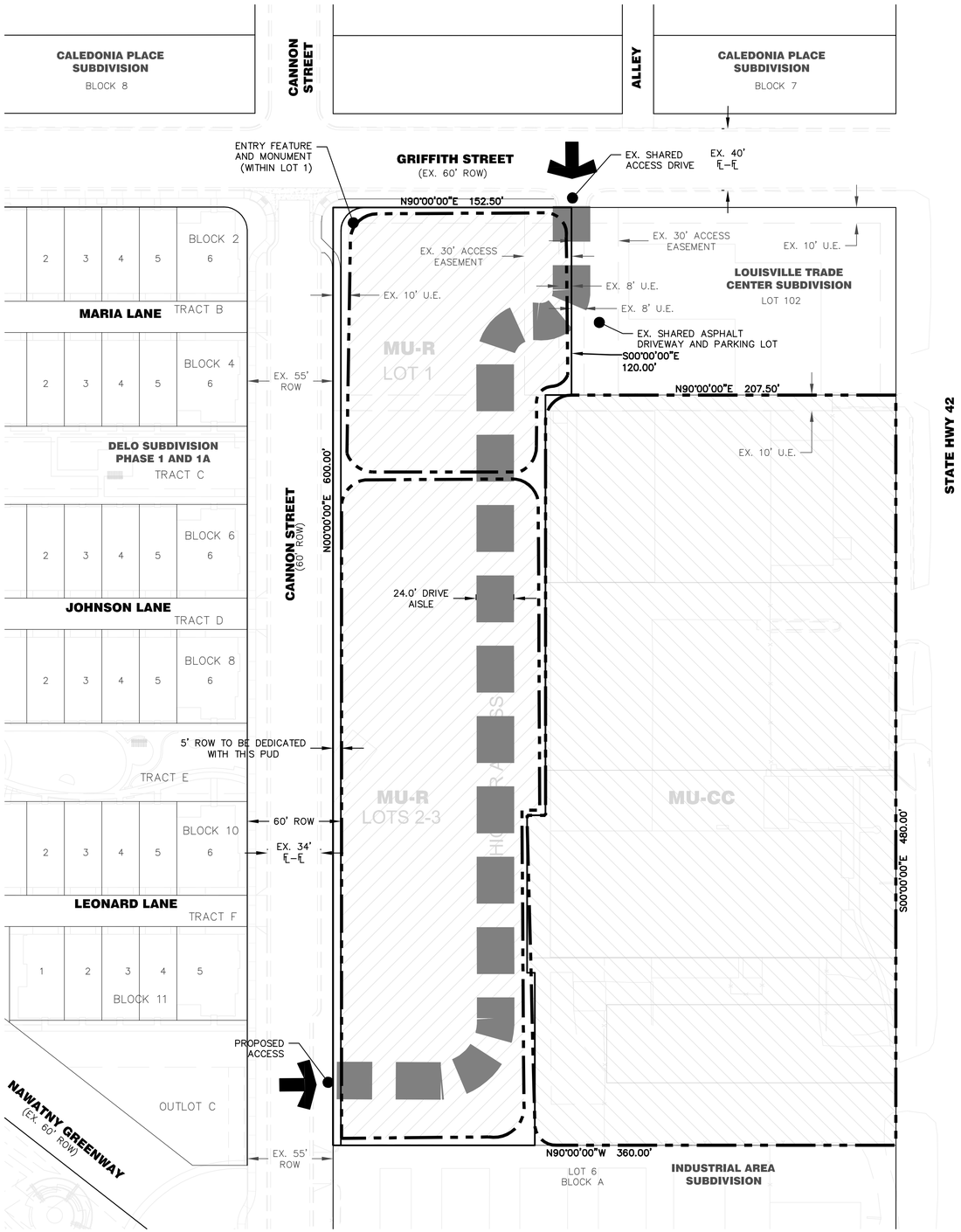

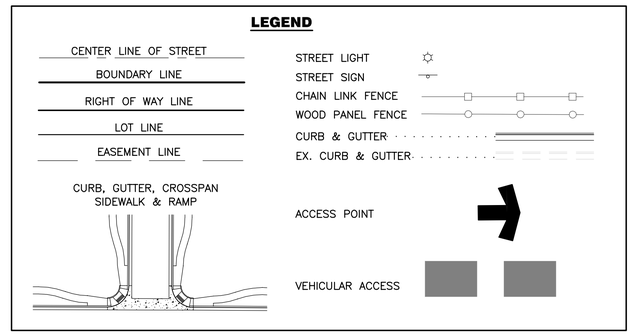

NOTES

1. THE HORIZONTAL LAYOUT PRESENTED IN THIS PLAN IS A REPRESENTATION OF THE DESIGN INTENT FOR THE delo FLATS DEVELOPMENT, SPECIFIC ELEMENTS ARE SUBJECT TO REVISION IN ORDER TO ACCOMMODATE UNFORSEEN CIRCUMSTANCES AND CHANGING PROJECT CONDITIONS.
2. DEDICATION OF A SURFACE MAINTENANCE ACCESS EASEMENT ALONG THE EASTERN CANNON STREET RIGHT–OF–WAY SHALL OCCUR WITH THE FINAL PLAT.

SHEET TITLE

HORIZONTAL CONTROL PLAN

SUBMITTAL

designed by: sos
drawn by: sd
checked by: jdm
project #: 030013

no	date	description
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2	08.13.15	second Submittal

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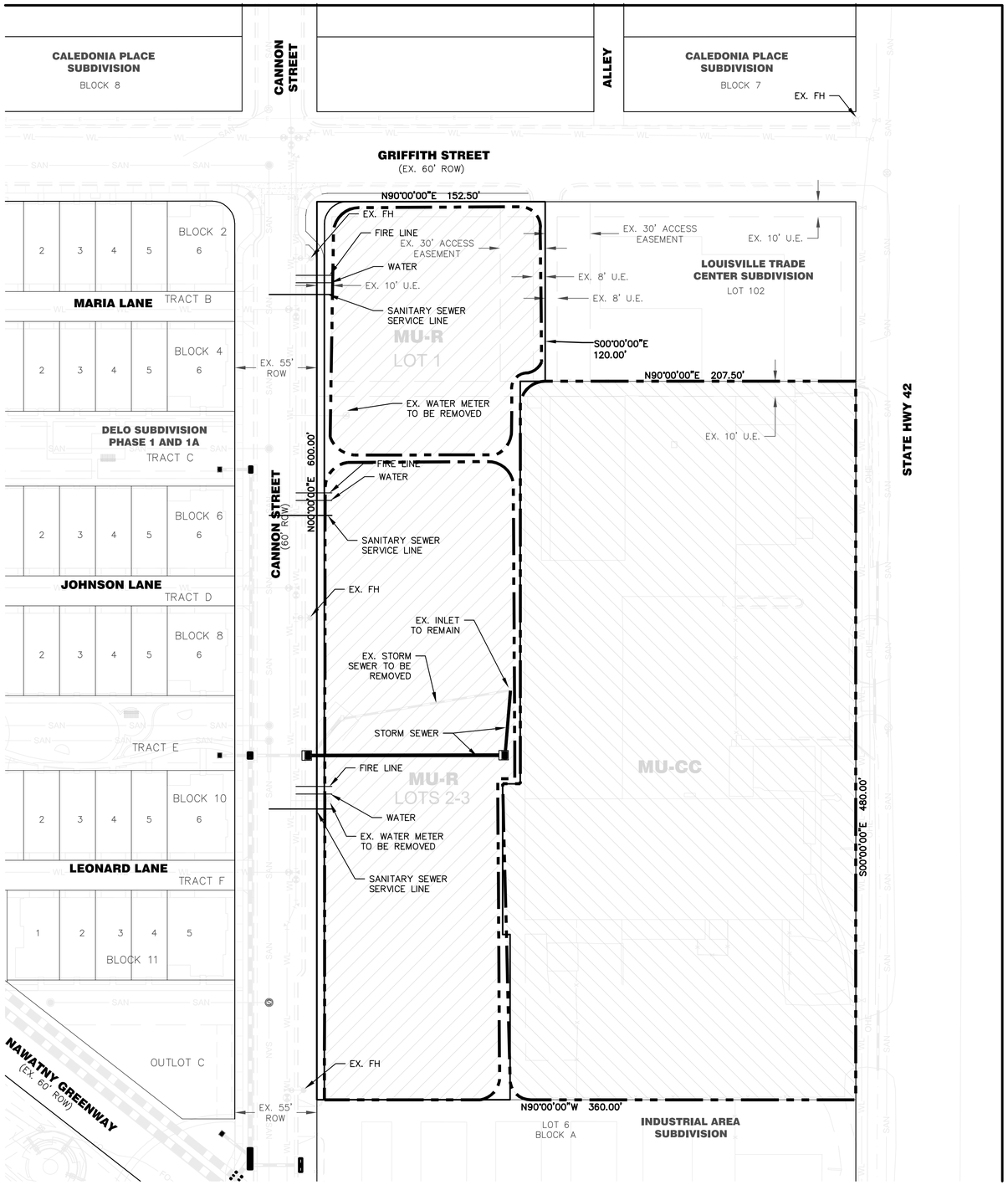

SYMBOLS AND LINETYPES LEGEND

- CENTER LINE OF STREET
- BOUNDARY LINE
- RIGHT OF WAY LINE
- LOT LINE
- EASEMENT LINE
- PROPOSED CONTOURS 5800
- EXISTING CONTOURS 5700
- WATERLINE W/ GATE VALVE & TEE
- SANITARY SEWER W/ MANHOLE
- STORM SEWER W/ INLET & F.E.S.
- CURB, GUTTER, CROSSPAN SIDEWALK & RAMP
- SWALE
- EX. WATERLINE W/ VALVE & TEE
- EX. SANITARY SEWER W/ MANHOLE
- EX. SANITARY SEWER FORCE MAIN
- EX. STORM SEWER W/ INLET & F.E.S.
- EX. UNDERGROUND ELECTRICITY LINE
- EX. OVERHEAD ELECTRICITY LINE
- EX. GAS LINE
- EX. TELEPHONE LINE
- EX. FIBER OPTIC LINE
- EX. FIRE HYDRANT
- FIRE HYDRANT
- FLOW ARROW
- SLOPE ARROW 2.0%
- STREET LIGHT
- STREET SIGN
- CHAIN LINK FENCE
- WOOD PANEL FENCE
- CURB & GUTTER
- EX. CURB & GUTTER

NOTES

1. THE UTILITY LAYOUT PRESENTED IN THIS PLAN IS A REPRESENTATION OF THE DESIGN INTENT FOR THE delo FLATS DEVELOPMENT, SPECIFIC ELEMENTS ARE SUBJECT TO REVISION IN ORDER TO ACCOMMODATE UNFORSEEN CIRCUMSTANCES AND CHANGING PROJECT CONDITIONS.
2. FOR THE PURPOSES OF CLARITY, CERTAIN EXISTING UTILITIES ARE NOT SHOWN ON THIS PLAN. THESE INCLUDE MOST DRY UTILITIES AND UTILITIES BEING ABANDONED OR REMOVED AS A PART OF THIS PROJECT.
3. PER COLORADO MODAL TRAFFIC CODE, VEHICLES CANNOT PARK WITHIN 15' OF A FIRE HYDRANT.

delo FLATS

SHEET TITLE

OVERALL UTILITY PLAN

SUBMITTAL

designed by: sos
drawn by: sd
checked by: jdm
project #: 030013

no	date	description
1	06.05.15	Initial Submittal
2	08.13.15	second Submittal

scale: 1"=20'

0 10 20 40

north

planning & la
PCS Group Inc.
1001 16th Street, 3B-180
Denver, CO 80265
Phone (303) 531-4905
www.pcsgroupco.com

engineering
J3 Engineering Consultants
11101 W. 120th Ave, Ste 240
Broomfield, CO 80021
Phone (303)368-5601
Fax (303)368-5603
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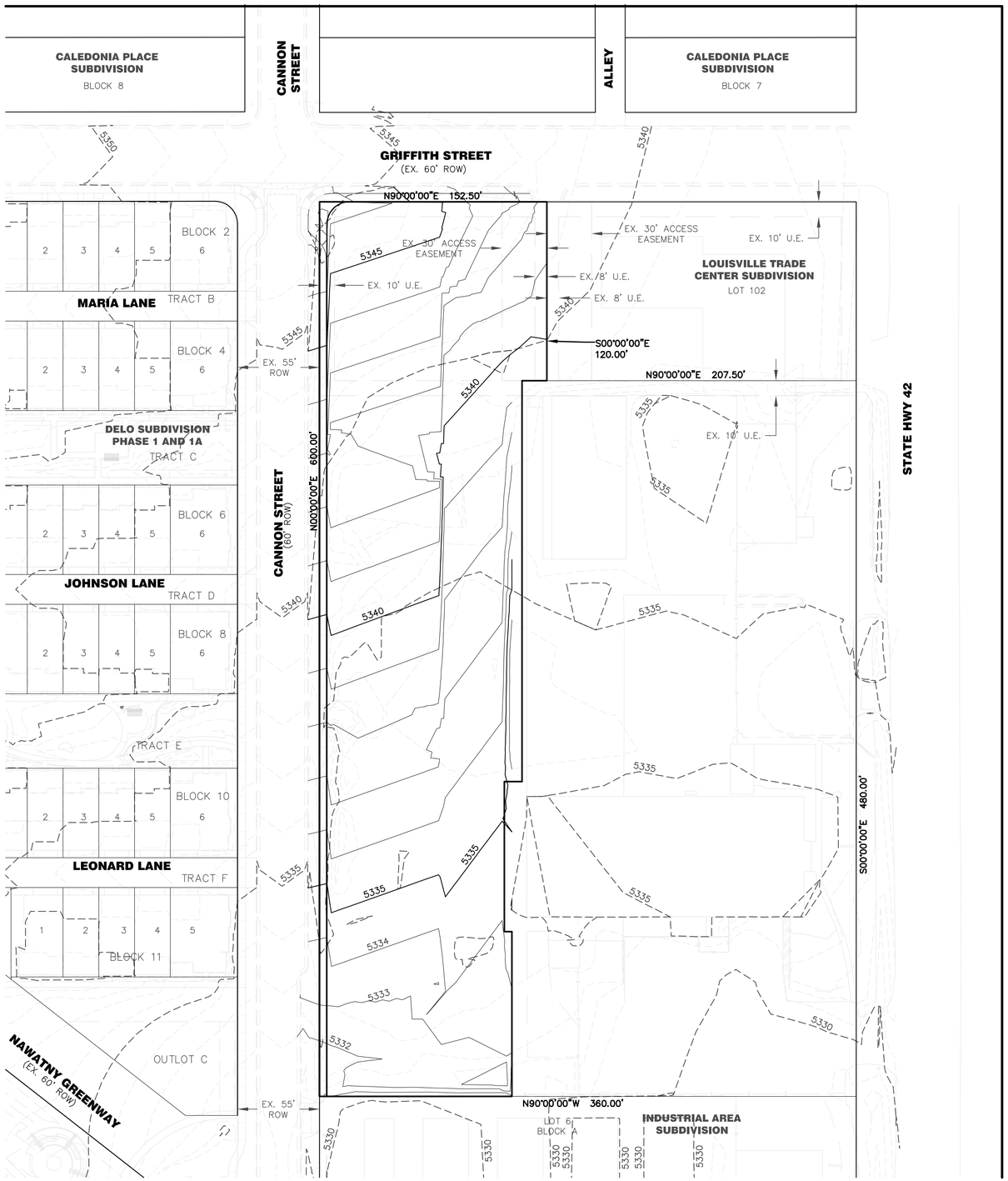
architecture
OZ Architecture
3003 Larimer Street
Denver, CO 80205
Phone (303)861-5704
WWW.OZarch.com

owner's representative
RMCS
21 South Sunset Street
Longmont, CO 80503
Phone: 720.524.3620

sheet 5 of 7

delo FLATS Preliminary Planned Unit Development

A part of section 8, township 1 south, range 69 west of the 6th p.m.
City of Louisville, County of Boulder, State of Colorado



SYMBOLS AND LINETYPES LEGEND

- CENTER LINE OF STREET
- BOUNDARY LINE
- RIGHT OF WAY LINE
- LOT LINE
- EASEMENT LINE
- PROPOSED CONTOURS 5800
- EXISTING CONTOURS 5700
- WATERLINE W/ GATE VALVE & TEE
- SANITARY SEWER W/ MANHOLE
- STORM SEWER W/ INLET & F.E.S.
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- STREET LIGHT
- STREET SIGN
- CHAIN LINK FENCE
- WOOD PANEL FENCE
- CURB & GUTTER
- EX. CURB & GUTTER

NOTES

1) THE GRADING PRESENTED IS CONCEPTUAL BUT SHALL BE CONSIDERED THE BASIS FOR SUBSEQUENT GRADING PLANS.
2) THE PROPOSED SITE GRADING WILL TIE TO THE ADJACENT DESIGN CONSTRAINTS AND WILL ALLOW FOR THE CONVEYANCE OF RUNOFF TO THE PUBLIC STORM SEWER SYSTEM WITHIN CANNON STREET. GRADES MAY TRANSITION ACROSS THE SITE THROUGH LANDSCAPE, HARDSCAPE, RETAINING WALLS OR BUILDING ARCHITECTURE OR ANY COMBINATION THEREOF. THE SITE GRADING SHALL BE REFINED DURING THE SUBSEQUENT FINAL PUD AND CONSTRUCTION DOCUMENTS.

SHEET TITLE

OVERALL GRADING AND DRAINAGE PLAN

SUBMITTAL

designed by: sos
drawn by: sd
checked by: jdm
project #: 030013

no	date	description
1	06.05.15	Initial Submittal
2	08.13.15	second Submittal

scale: 1"=20'

0 10 20 40

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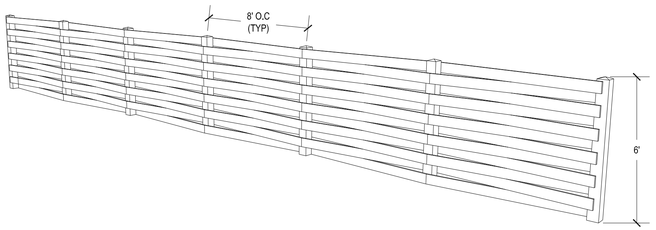


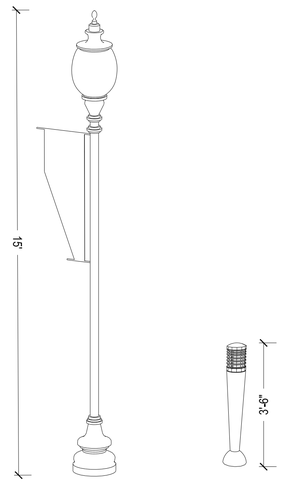
1 CONCEPTUAL BUFFER FENCE
SCALE: NTS PERSPECTIVE SKETCH

SCREENING & FENCING

SCREENING AND BUFFERING AREAS BETWEEN SERVICE AREAS AND PLAZAS, STREETSCAPES, PEDESTRIAN CORRIDORS AND PARKS, WILL AID TO THE AESTHETICS OF THE COMMUNITY.

DESIGN NOTES & STANDARDS

- THE SCREENING OF SERVICE AREAS AND TRASH ENCLOSURES SHALL COMPLY WITH THE CITY OF LOUISVILLE DESIGN STANDARDS.
- TRASH ENCLOSURES AND SERVICE AREAS SHALL BE LOCATED TO THE REAR OF OR BETWEEN BUILDINGS WHENEVER FEASIBLE.
- TRASH DUMPSTERS SHALL BE LOCATED WITHIN WALLED AND GATED ENCLOSURES AND PLACED ON A CONCRETE SLAB. SERVICE AREAS VISIBLE FROM ADJACENT AREAS SHALL BE SCREENED BEHIND WALLS OR DECORATIVE FENCES IN COMBINATION WITH DENSE LANDSCAPING.
- FENCING ALONG THE PROPERTY BOUNDARY SHOULD BE ALLOWED IF NEEDED TO AID IN THE SEPARATION AND PROTECTION OF ADJACENT USES.
- DETAILED LOCATIONS FOR FENCES AND ENCLOSURES WILL BE FINALIZED WITHIN THE CONSTRUCTION DOCUMENTS



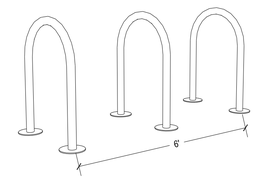
2 LIGHTS - POLE W/ BANNER & BOLLARD
SCALE: NTS PERSPECTIVE SKETCH

LIGHTING DESCRIPTION

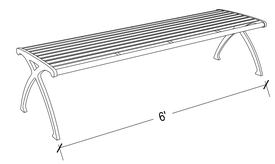
LIGHTING IS COMPRISED OF THE FOLLOWING CATEGORIES: PARKING LOT LIGHTING, STREET LIGHTING, BUILDING LIGHTING, PLAZA/PEDESTRIAN LIGHTING AND LANDSCAPE LIGHTING. LIGHTING SHALL CONSIST OF QUALITY FIXTURES THAT ARE BOTH APPEALING AND PROVIDE SAFETY FOR BOTH PEDESTRIANS AND AUTOMOBILES. LIGHTING SHALL COMPLIMENT THE BUILDING ARCHITECTURE, SIGNAGE, PARKING, LANDSCAPING AND PLAZA DESIGNS. FIXTURES ARE TO BE USED THAT REDUCE GLARE AND MINIMIZE IMPACT TO SURROUNDING PROPERTIES.

DESIGN NOTES & STANDARDS

- PARKING LOT LIGHTING IS TO BE OF A ZERO CUTOFF TYPE AND BE NO TALLER THAN 25 FEET IN HEIGHT. THE FIXTURES ARE TO BE IN THE STYLE, TYPE AND COLOR THAT COMPLIMENT THE ARCHITECTURE AND CHARACTER OF THE PROJECT.
- STREET LIGHTING IS TO BE ZERO OR PARTIAL CUTOFF TYPE AND BE NO TALLER THAN 15 FEET IN HEIGHT.
- BUILDING MOUNTED LIGHTING IS ENCOURAGED TO ENHANCE THE ADJACENT SIDEWALKS AS WELL AS THE ARCHITECTURE ITSELF. LIGHTING MAY BE USED TO ENHANCE IMPORTANT ARCHITECTURAL FEATURES OF THE BUILDING IT SERVES.
- LANDSCAPE LIGHTING IS TO ENHANCE THE LANDSCAPE FEATURE IT SERVES, AS WELL AS TO FURTHER ENHANCE THE SAFETY OF THE PEDESTRIAN AREA.



BICYCLE RACKS
(DEPICTION IS FOR PURPOSES OF INTENT ONLY. PROPOSED BIKE RACKS SHALL MATCH THE DOWN TOWN CITY OF LOUISVILLE'S EXISTING BIKE RACKS)



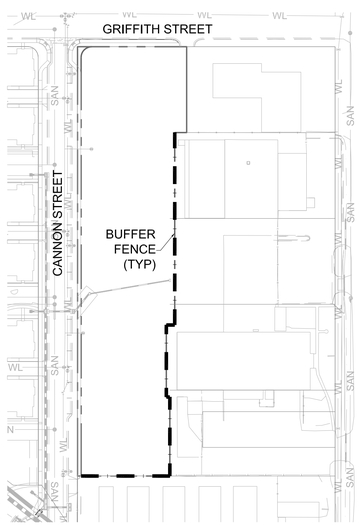
BENCH

3 SITE FURNISHINGS
SCALE: NTS PERSPECTIVE SKETCH

SITE FURNISHINGS AND DETAILS - KIT OF PARTS PROJECT DESCRIPTION

THE SITE FURNITURE IN DELO FLATS SHALL BE CONSISTENT WITH THAT OF THE SITE FURNITURE IN DOWNTOWN LOUISVILLE.

THE DEVELOPMENT OF THIS PROMINENT SITE WILL SERVE TO STRENGTHEN AND UNIFY THE SURROUNDING AREA. LIGHTING, STREET FURNISHINGS, PLANTERS, TREE GRATES, ETC. WILL ENHANCE AND UNIFY THE OVERALL PROJECT, CONTRIBUTING TO THE SENSE OF PLACE AND OVERALL CHARACTER. THE INTENT IS TO BENEFIT ALL USERS WITH A THEMATIC, WELL LIT, SAFE AND PLEASANT ENVIRONMENT. A KIT-OF-PARTS HAS BEEN DEVELOPED AS A STARTING POINT FOR THE DESIGN OF THE STREET FURNISHINGS WITHIN THE THE STREETSCAPE AND PUBLIC AREAS AND WILL HELP TO GUIDE THE SITE PLANNING PROCESS WHICH FOLLOWS THIS DOCUMENT. THE FURNISHINGS BEING SHOWN ARE INTENDED TO PORTRAY THE CHARACTER AND QUALITY FOR DELO FLATS.



1 MASTER FENCE PLAN
SCALE: 1"=100'

SHEET TITLE

TYPICAL SITE DETAILS

SUBMITTAL

designed by: sta
drawn by: klm
checked by: pms
project #: 000000

no	date	description
1	06.05.15	Initial Submittal
2	08.14.15	Second Submittal

scale: VARIES

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sheet 7 of 7

Boulder Valley School District

6500 East Arapahoe, PO Box 9011
Boulder, CO 80301

Planning Office
303-245-5794
Fax: 303-447-5118
www.bvsd.org

August 31, 2015

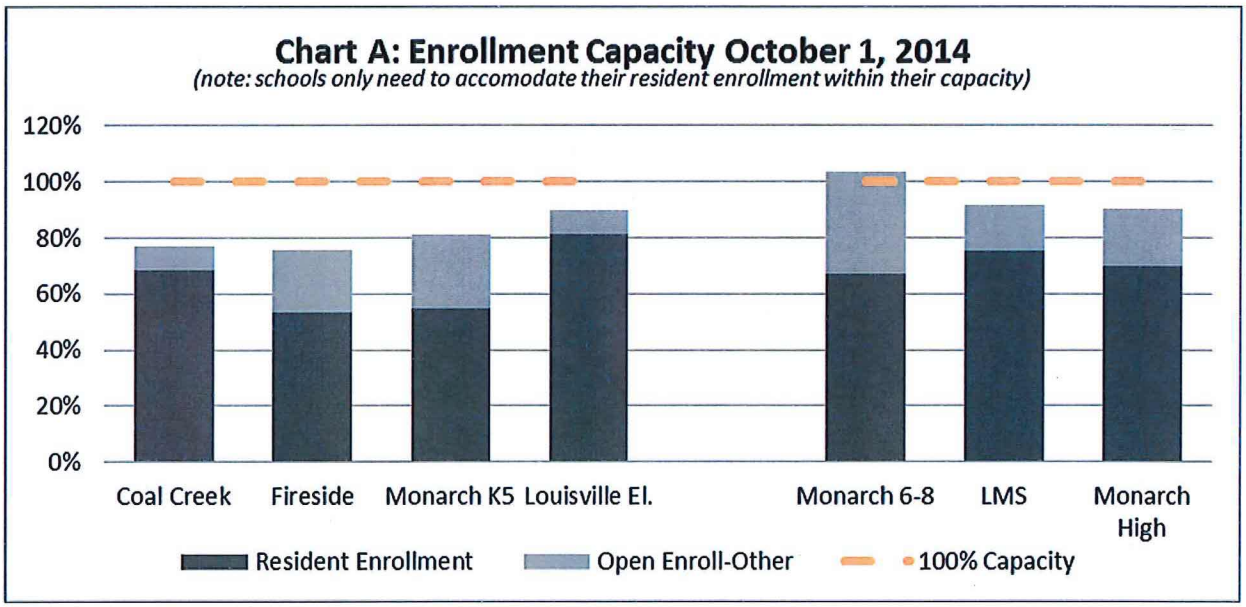
City of Louisville
Dept. of Planning and Building Safety
Attn: Sean McCartney
749 Main St.
Louisville, CO 80027

RE: DELO Flats Preliminary PUD

Dear Sean:

Thank you for submitting the DELO Flats Preliminary PUD materials for review by the Boulder Valley School District (BVSD). BVSD reviews development application in terms of capacity impacts on neighborhood schools and impacts on school land or facilities.

Chart A below shows the current program capacity and enrollment composition for each school in Louisville. On the whole, Louisville schools possess a sizeable ability to accommodate additional students, particularly when considering the level of current capacity being occupied by open enrolled students (those from outside a school's attendance area that a school is not required to accommodate). As the chart shows, however, the capacity to accommodate additional students does vary between schools.



The DELO Flats Preliminary PUD application proposes to add 33 apartment and 13 live/work units with an anticipated student impact of 4 student on Louisville Elementary, 1 student on Louisville Middle, and 3 students on Monarch High school feeder.

When considering this and all other development activity in Louisville (Attachment A), and resident enrollment growth within the attendance areas of Louisville schools, Louisville Middle and Monarch High are able to accommodate projected growth (Chart B). Louisville Elementary, however, will likely reach its program capacity within 5 years should growth within the existing housing stock of central Louisville continue at its recent pace. Elementary capacity in Louisville as a whole, however, is ample to accommodate continued enrollment growth.

CHART B

			Projected Enrollment				
School	**Capacity**	**2014-15**	**2015-16**	**2016-17**	**2017-18**	**2018-19**	**2019-20**
Louisville El.	651	584	593	624	631	648	646
% capacity		*90.1%*	*91.0%*	*95.8%*	*96.9%*	*99.5%*	*99.2%*
Louisville M.S.	691	633	622	638	649	671	660
% capacity		*91.4%*	*90.0%*	*92.3%*	*93.9%*	*97.1%*	*95.7%*
Monarch H.S.	1833	1,653	1,750	1,767	1,805	1,823	1,788
% capacity		*90.7%*	*95.5%*	*96.3%*	*98.5%*	*99.5%*	*97.5%*

Projection notes and assumptions:

- *Capacity methodology held over from 2012 and currently under review.*
- *Only the impacts of housing units expected during projection period are included.*
- *Enrollment growth in existing neighborhoods is assumed to be near current levels over the next 5 years.*
- *Louisville El. will graduate out the last significant number of open enrolled (O.E.) students in 2018.*
- *Louisville Middle and Monarch High will see increasing restrictions on O.E. through the projections period but will still retain sizeable O.E. populations in the 5 year projection period shown above.*

Recent enrollment growth at Louisville Elementary continues to be managed by restricting open enrollment thus reducing the proportion of enrollment from outside the school's attendance area. In addition, the preschool program at the school has been relocated to Fireside Elementary in the 2014-15 school year and the current computer lab space has been converted for classroom use. At the end of last school year, approximately 51 open enrolled students occupied seats at the school and continued restrictions will eventually make these seats available to new resident students. Should actual enrollment growth meet or exceed projected growth and open enrollment restrictions alone prove inadequate, other options to manage enrollment growth may be considered by the District. These could include additional changes in offered programming, the addition of portable classrooms, the addition of permanent classrooms, busing of students, or changes to attendance boundaries.

If you have any other questions, concerns, or further clarifications, feel free to contact me at 303-245-5794 or via e-mail at glen.segrue@bvsd.org.

Sincerely,

Glen Segrue, A.I.C.P.
Senior Planner

ATTACHMENT A: Planned Residential Development and Student Yield

Louisville Elementary *(revised 8/19/15)*

ELEM Att. Area	Unbuilt Residential Units* SFD	Dup	Twnhm	Condo	Apt	All	Elem_Yld	MS_Yld	HS_Yld
COAL CREEK									
Platted or Under Construction									
Copper Hill	2	0	0	0	0	2	1	0	0
Village Square	0	0	0	0	111	111	10	3	4
						113	**11**	**4**	**5**
	2	**0**	**0**	**0**	**111**	**113**	**11**	**4**	**5**
Louisville El.									
Platted or Under Construction									
917 Main St	0	2	0	0	0	2	0	0	0
Coal Creek Station	0	51	0	0	0	51	10	4	4
Concord Partners LLC	4	0	0	0	0	4	1	1	1
DELO Phase I	0	0	55	0	0	55	7	3	4
DELO Phase II	0	0	5	0	130	135	12	4	6
Kestrel	0	0	0	0	120	120	11	4	5
North End	13	12	0	60	0	85	10	4	10
North End Phase II	12	0	6	36	0	54	6	3	6
The Lanterns	0	24	0	0	0	24	5	2	2
						530	**62**	**24**	**38**
In Development Review									
Alkonis Annex SFD	24	0	0	0	0	24	7	4	5
DELO Flats	0	0	0	13	33	46	4	1	3
North End Phase 1a	0	0	0	37	0	37	2	1	4
North End Phase III	18	0	0	0	0	18	5	3	4
North End Phase IV	10	0	0	0	0	10	3	2	2
						135	**21**	**10**	**17**
Additional Residential Development Potential									
Zoned for Additional Density	65	0	118	0	0	183	33	16	22
						183	**33**	**16**	**22**
	146	**89**	**184**	**146**	**283**	**848**	**116**	**50**	**77**
Monarch K-5									
Platted or Under Construction									
Coal Creek Crossing	53	0	0	0	0	53	15	8	11
Discover Office Park	0	0	23	0	0	23	3	1	2
Superior Town Center	0	0	643	0	0	643	77	32	51
						719	**95**	**41**	**64**
In Development Review									
Superior Town Center	400	0	0	356	0	756	137	67	116
Varra Estates	11	0	0	0	0	11	3	2	2
						767	**141**	**69**	**118**
Additional Residential Development Potential									

*lots unbuilt as indicated in parcel records as of 5/01/15 and periodic site inspections

8/31/2015

ATTACHMENT A: Planned Residential Development and Student Yield

Louisville Elementary *(revised 8/19/15)*

ELEM Att. Area	Unbuilt Residential Units* SFD	Dup	Twnhm	Condo	Apt	All	Elem_Yld	MS_Yld	HS_Yld
Monarch K-5 CP Units	76	0	0	0	0	76	22	11	15
						76	**22**	**11**	**15**
	540	**0**	**666**	**356**	**0**	**1,562**	**258**	**121**	**197**
	688	**89**	**850**	**502**	**394**	**2,523**	**384**	**175**	**279**

*lots unbuilt as indicated in parcel records as of 5/01/15 and periodic site inspections

8/31/2015

Regular Business – Public Hearing Items:

- **DELO Flats Preliminary Plat/PUD, Resolution 27, Series 2015:** A request for a preliminary Plat and PUD for 33 Apartment Units, 13 Live/Work units, and proposed commercial floor area on an assemblage of 3 properties totaling 4.39 acres.
  - Applicant, Owner and Representative: DELO East, LLC
  - Case Manager: Sean McCartney, Principal Planner

Conflict of Interest and Disclosure:
None.

Public Notice Certification:
Posted in City Hall, Public Library, Recreation Center, and Courts and Police Building on August 21, 2015. Mailed to surrounding property owners on August 21, 2015. Published in the Boulder Daily Camera on August 23, 2015.

Staff Report of Facts and Issues:
McCartney presented from Power Point:

- Located on east area of BNSF tracks. It is located adjacent to Little Italy and Louisville Tire. There are existing uses that will be part of the overall plat but not the development point presently. There is proximity to the South Street Underpass and Miners Field. It is adjacent to Highway 42.
- Project Request is Preliminary Plat, Preliminary PUD, SRU and Rezoning
  - Preliminary PUD
    - Density
    - Bulk and mass
    - Concept level design
  - Regulatory Documents
    - Louisville Municipal Code (LMC)
    - MUDDSG
  - Reflects Highway 42 Framework Plan
- **Preliminary Zoning.** Any development proposed in this area requires rezoning to match Exhibit A in MUDDSG. This remaining area is zoned industrial, bounded on the north by Griffith Street, on the east by Highway 42, a portion of Short Street, the old Lafayette Street, and Cannon Street. The DELO developments are zoned MU-R and DELO Plaza is MU-R and MU-CC. One portion will be zoned MU-R and one portion will be zoned MU-CC. The current MU-CC area has uses allowed in MUDDSG.
  - Proposed zoning will be ground floor residential along Cannon Street.
- **Purpose. <u>SPECIAL REVIEW USE DEFINITION (Sec. 17.08.520.)</u>**
  - Special review use means a use which, although not permitted outright in a particular district, may be permitted by the planning commission or the city council in accordance with the standards and procedures set out in chapter 17.40.
    1. *That the proposed use/development is consistent in all respects with the spirit and intent of the comprehensive plan and of this chapter, and that it would not be contrary to the general welfare and economic prosperity of the city or the immediate neighborhood;*

       2012 Comprehensive Plan

       Encourage a diversity of housing types and provide a transition in scale from higher density uses in the core of the Urban Center to the adjacent neighborhoods. **Conclusion: Staff finds this criterion has been met.**

2. *That such use/development will lend economic stability, compatible with the character of any surrounding established areas;*
   A. The proposal of ground floor residential use lends economic stability to the surrounding established area in that the future residents will become consumers of the restaurants and specialty retail businesses found in Downtown Louisville.
   B. This area is within walking distance of downtown via the adjacent South Street Underpass.
   C. Future residents will be walking to downtown, there will be the added amenity of additional consumers without the addition of vehicular congestion on the downtown streets and parking spaces.
   Conclusion: Staff finds this criterion has been met.
3. *That the use/development is adequate for the internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including storm drainage facilities, sewage and water facilities, grades, dust control and such other factors directly related to public health and convenience;*
   The proposed site plan provides an efficient internal functioning roadway system. The plan will:
   A. Primary access off Griffith Street and Cannon Street
   B. Proposed rear access, from Griffith Street, to connect with Cannon Street to south of development.
   C. Proposes the use of an existing platted shared access easement
   D. The final PUD will provide more details on the specifics of the proposed access. **Conclusion: Staff finds this criterion has been met.**
4. *That external effects of the proposal are controlled, considering compatibility of land use; movement or congestion of traffic; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of trash, together with other factors deemed to affect public health, welfare, safety and convenience;*
   The proposal will generate minimal negative external impacts on adjacent land uses.
   A. Land owner to the east (Louisville Tire) has expressed concern regarding the proposed secondary access from Griffith. They mention the Louisville Trade Center plat done in 1984 and PUD done in 1986. Plat shows 60' wide access easement between both properties shown on plat as 102 and 101. The access easement was established for the development of a shared parking lot. Staff spoke with the applicant. Since we are at preliminary level, Staff feels comfortable that the applicant will continue to work with adjacent land owner to make sure whatever discrepancy or issue is created from this easement will be addressed.
   B. Applicant has stated they will continue to work with adjacent owner on easement issues prior to submittal of final PUD.
   Conclusion: Staff finds this criterion has been met.
5. *That an adequate amount and proper location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities.*
   The proposed site plan provides an opportunity for significant upgrade to the current pedestrian environment.

Conclusion: Staff finds this criterion has been met.

Troy Russ states the SRU is preliminary and the Planning Commission (PC) is not recommending approving an SRU this evening. SRUs are tied to the Final PUD. Staff is presenting the preliminary findings on the SRU but PC will see it at Final.

- **Architectural Details**
  Staff recommends the following architectural details for consideration if SRU is approved (similar to previous DELO submittals):
  - **Horizontal Variation**
    - Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.
    - Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.
    - Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.
    - Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.
    - Provide operable doors and windows on the ground floor street front of buildings.
    - Main residential building entrances should read differently from retail storefronts, restaurants, and commercial entrances.
  - **Vertical Variation**
    - Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.
    - Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors.
    - Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.
    - Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
    - Provide more fenestration on the ground floor than upper floors.
- **Preliminary Plat**
  - 4.39 acres site
  - Replat of three separate plats:
    - Industrial Area Subdivision (1959)
    - Louisville Trade Center (1984)
    - Caledonia Place Subdivision (1890)
  - Divides the parcel into 4 lots and 2 tracts:
    - Lots 1-3 - 46 residential units and 54,000 sf commercial development
    - Lot 4 establishes the MU-CC boundaries
  - Tracts used for public access.
  - All properties are adequately served by Cannon Street.
  - The 4 lots comply with Title 16 and Section 17.14.
  - The existing structures on Lot 4 are and will continue to be legal non-conforming.
  - Non-conforming lots are not prohibited.
  - The applicant may replat and rezone a property to include legal non-conforming structures and land uses.

    - If Lot 4 is redeveloped, the property must comply with Section 17.14
    - 60' Access Easement – Louisville Trade Center
        - Shown on Plat as a 60' shared access easement.
        - Shown on PUD as area designated for parking.
        - Applicant preliminarily shows this as an area for a secondary access.
        - Applicant shall continue to work with adjacent land owner to clarify the use of this easement.
- **Preliminary PUD**
    - 1.87 acres in size (2.39 acres for density calculations purposes) (19.25 DU/Acre).
    - 46 residential units, 33 apartments
    - 13 Live/Work adaptable space usable for commercial, Up to 54,000 SF commercial/office (includes live/work adaptable space)
    - Height: 35'/2 stories min. 45'/3 stories max.
    - *Must comply with Section 8 for transition to RM zone district of Little Italy; requires a transition zone (no higher than 35' tall 50' from edge of right of way)*
    - BVSD states:
        - *"A student impact of 4 students on the Louisville Elementary, 1 student on Louisville Middle School and 3 students on Monarch High School feeder system."*
        - *"Louisville Elementary, however, will likely reach its program capacity within 5 years should growth within the existing housing stock of central Louisville continue at its recent pace. Elementary capacity in Louisville as a whole, however, is ample to accommodate continued enrollment growth."*
- **Waivers**
    - Minimum Sidewalk Width: Requirement is 10'; Applicant asks for 5' for Lots 1-3. Not enough detail in development to evaluate need. Staff requests to defer request until final PUD.
    - Street Trees: Requirement is 1 per 20'; Applicants asks for 1 per 50' for Lots 1-3. Staff does not recommend approval of this waiver as street trees are a key design feature.
- **Recommendation:**
    - Staff recommends approval of the requested zoning change, SRU, preliminary plat, and preliminary PUD for the development called DELO Flats.
    - Staff recommends the following conditions of approval:
        - Defer the sidewalk width waiver request until final submittal.
        - Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
        - Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
        - The Applicant shall demonstrate architectural details for the residential buildings along Cannon Street at final PUD.

Staff Recommendations:
Staff recommends Planning Commission move to approve **Resolution 27, Series 2015,** A resolution recommending approval of a replat and rezoning for 4.39 acres which includes a 2.39 acre preliminary PUD, and Special Review Use (SRU) within the core area of the Highway 42 Revitalization District. If approved, the project area would be rezoned from Industrial (I) to Mixed-Use Residential (MU-R) and Mixed-Use Commercial (MU-CC) and developed to include 33 apartments, 13 live-work units, and 10,000 SF commercial floor area.

Email Submittal:

Email from Cyndi Summers dated Thursday, September 10, 2015. Motion made by Tengler to enter into the record at 6:52 pm, seconded by Brauneis, passed by voice vote.

Map Submittal:
PUD Map of Louisville Trade Center. Tengler made motion to enter into the record at 6:53 pm seconded by Brauneis, passed by voice vote.

Commission Questions of Staff:
Moline asks why a minimum 10' sidewalk is required?
McCartney says when the MUDDSG, we wanted it to reflect the Downtown Standards. We have 8' to 12' widths in some areas along Main Street.

Brauneis asks when was the MUDDSG created?
McCartney says approximately in 2007.
Russ says this is not a unique situation. Coal Creek Station came forward with a proposed alley on BNSF property. At preliminary, it is about use and the site design needs to be resolved. We made it clear and put a condition on the approval that prior to approval, the alley right of way must be resolved with BNSF. The PC has not seen Coal Creek Station because they are still resolving it with BNSF. The site detailing will clarify what the access is and how it functions. At this time, Staff does not have enough information but we are making it clear that the applicant must resolve it prior to approval.

Moline asks about Lot 4 which is part of the subdivision plat, but not part of the PUD proposal. Are there any other kinds of information that we would normally expect to see at a preliminary plat stage? There is little information about that parcel in the Staff report or the applicant's proposal. Are there access issues for Lot 4 that borders Highway 42? Lot 4's future plans are not being displayed at this preliminary plat.
McCartney says there are existing uses there that will remain existing. Looking outside, it will look as it always has. The back property line is a little different than existing. Lot 4 access issues will not change at all.
Russ says when you look at a plat, you look at the functionality of a lot and does it have public access and utility easements. Can it be serviced by public utilities? The PC has done plat approvals without PUD.

O'Connell says we recently heard from BVSD regarding another DELO development about Louisville Elementary School (LES) reaching capacity within five years. BVSD said they were working on the solution already.
Russ says the City Manager and I have been working with BVSD. They have a five year plan for Louisville Elementary that they provided to City Council, and it is going to the Board this fall. BVSD looks at what is approved. They did not include evaluation of what allowed. They monitor every year. The way the projections work in Old Town is unknown. They gave us two projections; one is a high growth assumption of students out of the established neighborhood of Old Town; and one is a low growth scenario. Three years ago, they gained 50 students. They used one projection based on that growth rate and it showed a significant over-capacity by 2019. They did a low growth scenario based on the traditional growth rates of Louisville. Since then, they lost 12 students two years ago and only gained back 9 unofficially this year. They are still not up to the level that they were two years ago. It is a guessing game on what Old Town does. They feel comfortable with the new developments. They have growth assumptions. They have bonding money set aside for LES over the next two years to deal with capacity issues.

Russell asks about the design conditions. I do not recall ever seeing design conditions as detailed as these. Are we doing this because we are providing a deviation from some intended use? We want something vibrant and oriented toward the City.
Russ says the nature of commercial in the Main Street environment is a walkable environment where they are engaged to the street. They want the doors to operate with the on-street parking. What we have seen in other communities such as Broomfield's Interlocken is they have actually turned their back on the street and internalize towards driveways and parking areas. These are the exact same conditions that we provided on all the DELO submittals.

Russell asks if this requires a higher level of design up to the point of final submittal than would typically be required otherwise?
McCartney says at final, regardless if we included these or not, there will be a high level of detail.

Pritchard asks Russ that, as he continues his conversation with the City Manager and the school district, they need to be kept abreast to what has been improved and what entitlements.
Russ says there is a point of contention between the City and BVSD on what is approved versus what is allowed and what we think should be in the plan. We are continually talking with them about the zoning that will yield students. The BVSD should take that into account and they haven't to date. They have only done what is approved. Every project is referred to the school district. The school district planner knows that DELO is coming in with 19 units per acre within the zoning allowance.

Applicant Presentation:
Justin McClure, RMCS, Inc., 21 South Sunset Street, Longmont, CO 80503.
105 Cherrywood Lane, Louisville, CO
David Waldner, RMCS, Inc. Alex Carlson, RMCS, Inc. Elizabeth Law-Evans, BOOM LLC

McClure presents Power Point slide demonstration.
McClure says RMCS, Inc. has been investing, designing, and working hard within this Urban Renewal area since 2008, the core project area as it is defined in the City of Louisville. To stand in front of you in 2015 and to see so much progress going on in that area, which is in transition, is a pleasure and honor. When we talk about ownership and applicant, DELO East, I am a joint venture partner in this project. I want to impress upon this Commission that this is my project. This is not something I am working on behalf of another group. The last time I had the fortune of being in front of this Commission, I was serving as an owner's representative.

This has been called the BOOM property because it used to be explosive fabrication decades ago. It is indicative of the industrial zoning that was phased out per the Louisville Municipal Code (LMC). I like to think that my company and I have been contributing factors in repurposing this area and creating what we hope to be one of the most innovative neighborhoods ever developed. It is specific to the City of Louisville, but it may be one of the more interesting developments in the State of Colorado.

Staff does a fantastic job with details on presentation and I have had the good fortune of investing in Louisville for over a decade. I have a site plan and illustratives that are not a requirement of the preliminary PUD or preliminary plat at this time, but as most of the Commissioners know, I have a propensity to design and love good design. I am excited to show some of the design concepts. Everything right now is conceptual in nature.

Before I do so, there were a handful of questions that came up as a result of Staff's presentation. One of the key questions is associated with a 60' access easement. I will take this opportunity to acknowledge the Louisville Trade Center and Louisville Tire representatives. We have been in conversation with them and have a history of being good neighbors. One of the problems with urban infill is land assemblage and the associated complexities. We like to think we are good neighbors. We want to make sure that as we move forward, we address everyone's concerns 110%. It is not just the City of Louisville but our adjacent property owners.

Everybody would be able to agree that DELO, in terms of a blighted area and given the proximity to Downtown, is a value add. All the adjacent property owners over there would agree. In terms of the specifics associated with this access easement, on the site plan we are not utilizing the aforementioned access easement to access our property. At this point in the process, there is nothing preliminary affecting that easement. No documents are recorded and we are not altering the existing use associated with that easement.

We are in front of you this evening requesting approval for a zoning request and a land use issue at a high level. We are proposing some unique product types that are novel and have never been introduced in the City of Louisville and, to my knowledge, anywhere in Colorado. I am confident that between preliminary and final, we can resolve issues with adjacent property owners. There is a significant amount of time and investment required to generate the level of detail required for a final submittal (elevations, access, turning radiuses, and curb returns). There is a significant amount of detail that needs to be generated between final and now. This particular site plan does not use that joint access easement that was previously referenced by Staff. DELO Plaza is not included in this site plan.

The project has 33 apartment homes and what we call adaptable spaces which are dual use in terms of complying with City of Louisville Live-Work component in MUDDSG. It provides great diversity in terms of generating a commercial use and tax base while providing opportunity for unique businesses. These adaptable spaces are approximately 30' wide by 60' deep. It would be able to accommodate commercial uses and retail uses on the ground floor which is approximately 1800 SF and residential uses on the top floor which is approximately 1200 SF. The Live-Work Standards in the LMC state that no greater than 66% of the development can be allocated toward residential. Looking at our square footage and design, we are compliant with the criteria in MUDDSG. It gives you an idea of the quality we are proposing and the level of architecture and the unique product type. We have been putting out the horizontal and vertical architecture. It has been associated with DELO Phase II proper, 130 apartment homes that are currently under construction. Regarding street trees and sidewalks, we are at a preliminary level. I love beautiful street scenes and we want to develop a high quality street pedestrian experience. As Staff mentioned, on the west side of Cannon Street, due to the easement complex at the direction of Public Works, all street trees from that area were removed. We replaced them with ornamental grasses and other landscape buffers. Essentially, the west side of Cannon Street has a 5' detached walk with no street trees. We originally proposed street trees with the original DELO Phase I submittal years ago. As we get to final design, we agree with Staff's recommendations on the resolution. From my perspective, we need to come forward with a final level of design so we can have a more intelligent discussion about location of street trees, and the street standards.

Commission Questions of Applicant:
Moline asks about the Louisville Tire facility. They are probably on land that was industrially zoned and will remain that way. Do you have a sense of your development being compatible with the long-term industrial use that might remain there?

McClure says when we are in a redevelopment area and urban infill, we want to see this redeveloped and repurposed with high quality infrastructure integrated as quickly as possible. When you encourage and attract new clients, tenants, restaurants, offices, and home buyers, you want to make sure that they are not in an area that feels like it is being redeveloped, but that it is redeveloped. We have industrial-based properties with nonconforming uses that are adjacent to us. We make sure as we go through the process to mitigate impact and add collective value. One key factor seen on the slide is the MU-CC designation. What we hope to do, and can do, is encourage a level of quality and redevelopment within this Cannon Street block that then encourages redevelopment with Highway 42. We ran into this issue with DELO Plaza. We want a high quality redevelopment. By adding value to the west side of this block, we encourage redevelopment of the east side of the block. The problem I am referencing with DELO Plaza is not the quality of its sign or the quality of its development, it is the fact that the properties "cash" flow, and no one is motivated to do anything because they "cash" flow. There are criteria within the LMC that if you don't have tenants for a certain amount of time, then you are forced to rezone and accommodate MU-R and MU-CC and Section 17 and Highway 42. How this particular Lot 4 MU-CC is accessed in the future is a question mark. With this particular component of the development, the preliminary does not impact that. This is why we are so flexible with access. There is an access control plan in place and access points along Highway 42 in place. It is encouraged to have buildings adjacent to Highway 42, not have parking exposed, and not have it look like an auto-oriented retail type environment. That is within code. Without some type of rear interior access, it is going to be difficult to accomplish the City's objectives. There is always a design solution. There are alternative ways to do things, alternative ways to think about process, and be proactive. I think this is an easy solution. I am confident we will be able to resolve the issue.

Public Comment:

Scott Osgood, 838 W. Dahlia Court, Louisville, CO 80027

I am here today not as a resident of Louisville but as the attorney for the Gallawa family which owns the Louisville Tire property, Lot 102, of the Louisville Trade Center. I am an anomalous situation because my clients are in favor, in general, with the development that is being proposed with DELO. They are, at the same time, greatly concerned about the conceptual proposal to put a driveway through their parking lot. The parking lot was designed and created an easement on the plat in the 1980s with the intention that both Lot 101, which is now for the most part Lot 1 of the redevelopment, and Lot 102. Lot 101 never developed and that parking area, all 60' of it both on our side of the line and on the DELO side of the line, has been used exclusively by Louisville Tire and its predecessor since the mid 1980s. They have become very dependent on that parking and it would hurt to lose it. The conceptual proposal to put a driveway through there, even as an alley, is a great concern. I wanted to show up tonight partly to get these documents admitted. I thank you for doing so. The original plan was submitted on three pages, Plan File 16, File 2, Nos 12, 13, 14. The other documents were revised as Plan File P20F3-34. The documents clearly indicate that the function of that 60' stub to nowhere was to provide parking for both lots. Since only one lot got developed, only one lot ended using all of it. The BOOM property fenced off that entire area so it became enclosed for the use of Louisville Tire only. This has been the case since the 1980s. They think they have all sorts of potential claims with that area and I will not get into a discussion of adverse possession with you. I don't think that is your function. That is between the parties. But as it does affect you, I wanted to specifically highlight the reasons for the concern and they are two-fold:

1. The easement, although called an access easement, was really for parking and the access was to the parking spaces.
2. As with all easements, the burden only flows to the benefitted property and can't be extended beyond that. The property benefitted only Lot 101 of the Louisville Trade Center and does not

include any benefit to what would now be part of Lot 1, Lot 2, Lot 3, and Lot 4 of the DELO development. The easement doesn't give access to any of those properties under any circumstances, no matter whether it was for parking or not. It only goes to the edge of what was originally Lot 101 of the Louisville Trade Center.
I wanted to bring those to your attention and make a record about it. These are the reasons for concerns. It would be very harmful to a long time, successful Louisville business to deprive it of its parking. We are in accord with the Staff recommendation for approval of the project but with the condition that this issue, whether it is easement or whatever, be worked out between the parties before final approval. My clients just realized this issue within the last couple of weeks and we wanted to bring it out as soon as possible because it is very expensive to go through a development process, especially if you have to change things around. Anything can be designed but it is expensive to do that, and we want to get that out as soon as possible and design accordingly.

Brauneis asks if they are okay with the condition?
Osgood says we want to insist on it being a condition. We do not object to the preliminary approval.

Robert Tofte, 1417 Courtesy Road, Louisville, CO 80027
I live a couple houses over from the development facing Highway 42. I did not realize anything about this. I would say that Louisville Tire has been a great neighbor. They have always taken care of their property. The one thing that is important to them, I think, is being able to have cars parked somewhere. If the easement causes more cars to be parked on Griffith Street, particularly on the north side of Griffith Street where the Rizzi family lives, I think that would be very detrimental to the Little Italy neighborhood. When they are closed and tow trucks bring damaged cars, occasionally a car will go on that side of the street. Sometimes people who are coming just for information from Louisville Tire will park on that side of the street. There is going to be tremendous pressure in our neighborhood for parking. It is a one time affair, but during the parade on Monday, cars were parked on Cannon Street from Griffith as far as it was paved. There is no development and no residents there currently. I would encourage you to make sure in the final, we are not pushing the problem across Griffith or out into the neighborhoods by taking away some of Louisville Tire's parking area.

Michael Menaker, 1827 W Choke Cherry Drive, Louisville, CO 80027
Like Bob Tofte, I am a member of the Louisville Revitalization Commission but I am here tonight speaking as an individual. I am confident that it is above my pay grade to address the issue of adverse possession. I am comfortable with the condition. I am sure people will work it out. I want to speak briefly because I was struck by the timing of all of this. It wasn't too long ago, we had a conversation about another urban renewal plan and the question was, we don't know what is going to go over there. I pointed out at the time that it was similar to what happened here. The Highway 42 Framework Plan was passed by City Council at the time in 2003. The Urban Renewal Authority was not created until the end of 2006. The MUDDSG was passed in 2007 after a very long public process. We stand here now toward the end of 2015. It takes a while and yet, what was envisioned then is exactly what we see before us now: the elimination of blight; the creation of a vibrant neighborhood where industrial waste was present; attention to revitalizing the Highway 42 streetscape; and zoning as we envisioned it then. It is really gratifying to see the work of so many Councils, so many Planning Commissions, and the Urban Renewal Authority come to fruition. It takes time in Louisville because, unlike other jurisdictions, the City did not use eminent domain, the City did not assemble property, and the City did not act as a master developer. Yet, here we are with a vision that was outlined in 2003 before you now for preliminary approval. I couldn't be happier for the City of Louisville. I think it speaks well to

our community and our processes that it make take us a little time, but we got where we were aiming for and I urge you unanimously approve this preliminary development plan. I can't wait to see the final.

Meg Sandoval, 1401-B Cannon Street, Louisville, CO 80027
This is the only house facing all the construction. I am at the very edge of Little Italy. I am worried about the continued traffic pressure in that neighborhood. The speed limit on Highway 42 is too fast. It is impossible to travel north off of Griffith or Harper at certain times of the day because of the traffic. Also, at certain times of the day, it is impossible to get past Louisville Middle School. Little Italy is basically boxed in. I am worried that any further development that does not take into consideration the traffic problems is just going to increase. It is very difficult to travel out of that neighborhood. The construction has been terrible. The noise has been awful and it is going to continue for years. It is not that you need to do something to this neighborhood; you need to do something for that neighborhood. I am waiting to see something positive.

Bob Gallawa, 305 Kiowa, Boulder, CO 80303
Scott Osgood represented me in his presentation. Since then, the term "adverse possession" has been tossed out. I don't see very well, but I think what Justin McClure was showing satisfies our objection to what he had four days ago. As far as I'm concerned, and I think I can speak for my partner as I'm not the sole owner (my brother and his wife). We are in on this. I don't like to hear the words "adverse possession" tossed out. As far as I'm concerned, that is totally on hold. I can't see well and I can't hear well. I think I am going to be quite happy and adverse possession will not be in my vocabulary if, in fact, he showed what I think he showed. Let's not use that term again. From my conversation with him, I am quite satisfied that a satisfactory solution is within site. I can't say definitely but I like what I heard tonight. I think he eliminated our objection.

Pritchard says I agree with you. I am confident that the applicant will be getting with you very soon and showing you in great detail where he sees this going forward so we can avoid it. McClure says he has 25 different iterations of a site plan. I don't know exactly what I will be proposing. I understand his concern and the concern associated with the easement. I am confident that when I am able to pin down a final plan, I can address this issue. Given all the complexities associated with urban infill, this is not complicated. This can be resolved and worked out.
Pritchard says that I would say the applicant, based on our findings tonight, will be given the direction to address your concerns. I feel in order for him to move forward, these will have to be addressed. I am comfortable based on the applicant and my experience dealing with him from the Commission standpoint. The dialogue has started and you have time to work it out.

Commission Questions of Staff and Applicant:
Moline asks if Staff has any thoughts about the intersection of Highway 42 and Griffith? I have a sense that it's in the Highway 42 Gateway Plan and it eventually gets addressed, but that may be on a separate track from some of the development. Can you remind me?
Russ says the Highway 42 intersection with Griffith is in the top right corner of the illustration on the board. The Highway 42 plan calls for that to be a three-quarter movement so you can come from the south and make a left onto Griffith, but you won't be able to make a left from Griffith north on Highway 42. As we heard from the resident, you can do that now. The timing of that improvement is still years out because it is not funded. Coal Creek Station to the north has preliminary approval to extend Front Street to South Boulder Road. Little Italy and DELO will be able to go north on Front Street or Main Street, but not necessarily on Griffith in the Highway 42

plan. The only improvement the City does have funded right now is the Short Street intersection. The City has joint funding from both the State and Boulder County to do an intersection modification that starts at the first phase of the corridor.

Moline asks if additional residents related to this development would go into a future warrant for improvements at Griffith and Highway 42, or not necessarily?
Russ says the only warrant analysis with CDOT is for signals and these trips the residents would generate a certain allocation down to South Street and would help warrant that signal. CDOT would require that signal warranted. I think the Griffith interchange is a funding issue.

Russell asks the applicant, what is your anticipated build-out on this project?
McClure says assuming we garner approvals here and in the next 60 days, we want to work as diligently as possible to submit a final PUD. We like to think that final approvals could be garnered in the fall or winter of 2016 with construction subsequently thereafter as quickly as possible. I suspect 2017 first quarter for vertical construction.

O'Connell asks about the condition of possible adverse possession or the easement issue.
Russ says the adverse possession language was in the email. The City does not adjudicate civil issues and that is not a part of this condition. Staff's condition is related to the easement. The easement is a property right that is acknowledged on the plat. The easement concerns Louisville Trade Center. I want to make clear the adverse possession issue is between landowners. The City is not involved. We review PUDs based on public benefit, access to and from the properties clearly to the street, the lot size, and criteria to which you evaluate preliminary. Civil matters are resolved in a separate issue and the City is not involved.

O'Connell asks is there a requirement to be resolved prior to final approval versus continuing to work on it? Are the easement concerns something that ultimately drives on and on? What if it doesn't get resolved? What if it goes to Court?
Russ says that would get resolved. We believe the access is a property right that has been identified on a City approved plat and we have to respect that as it comes forward. Clearly, a preliminary does not resolve that but a final will. We are comfortable with this condition as part of the easement concern, not the adverse possession claim. If you have concerns, we can modify the resolution.

O'Connell says she would be interested in what other people on the Commission think about resolving it versus discussing it, or if the applicant has any issues with that language of resolution versus continue to work on it.
McClure says we are in full support of the language as written. I would add that we have a lot of work to do, a significant amount of work and investment between preliminary and final. Given how hard we have worked to get to where we are in the process now, we respectively request that we seek unanimous approval and we can move forward. The condition structured by Staff is strongly supported by us because it is good for the City of Louisville and good for our adjacent property owners. I am 110% confident that there is a solution. I'd like to work the solution out while I generate the necessary details that will allow me to submit a final approval. To digress, you never want to have a conversation where you don't know all the facts. We don't know all the facts because it is only in preliminary. When we finalize our market direction and we know our product types, we then can speak more intelligently to our final and desired access. Your approval this evening will put us in a position to go forth and justify that additional level of design which is when we'd like to address this issue.

Summary and request by Staff and Applicant:

Staff says from where we were this morning to where we are now, and hearing from the applicant and the landowners, we are extremely pleased and we recommend approval.

Closed Public Hearing and discussion by Commission:
Russell says he is in support. I am very confident that, given a year's time, we will work this out. We have two businesses that we can be very proud of. The developer does great work in this area and Louisville Tire is a fantastic business with which I am very well acquainted.
O'Connell is in support with the conditions as proposed.
Brauneis is in support. Moline is in support. Tengler is in support.
Pritchard is in support. We are looking at preliminary here and the level of detail is not required. I am pleased the applicant is in agreement with the conditions of approval.

Motion made by O'Connell to approve **Resolution No. 27, Series 2015:** A resolution recommending approval of a replat and rezoning for 4.39 acres which includes a 2.39 acre preliminary PUD, and Special Review Use (SRU) within the core area of the Highway 42 Revitalization District. If approved, the project area would be rezoned from industrial (I) to Mixed-Use Residential (MU-R) AND Mixed-Use Commercial (MU-CC) and developed to include 33 apartments, 13 live-work units, and proposed commercial floor area, with the following conditions:

1. Defer the sidewalk width waiver request until final submittal.
2. Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
3. Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
4. The Applicant shall demonstrate architectural details for the residential buildings along Cannon Street at final PUD.

Seconded by Moline. Roll call vote.

Name	Vote
Chris Pritchard	Yes
Jeff Moline	Yes
Steve Brauneis	Yes
Cary Tengler	Yes
Ann O'Connell	Yes
Scott Russell	Yes
Tom Rice	N/A
Motion passed/failed:	Pass

Motion passes 6-0.

City Council - Public Hearing

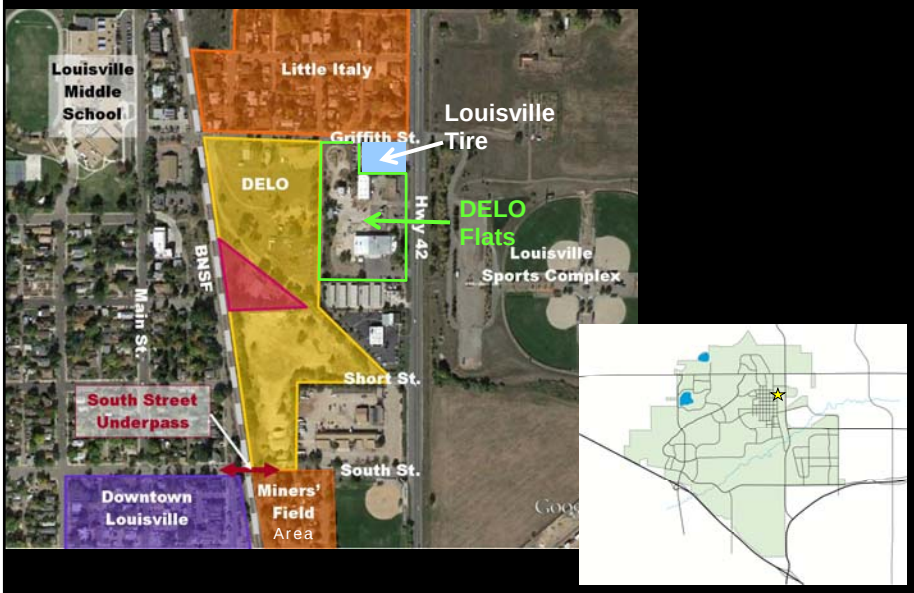
DELO Flats

Preliminary Plat, Preliminary PUD, SRU and Rezoning

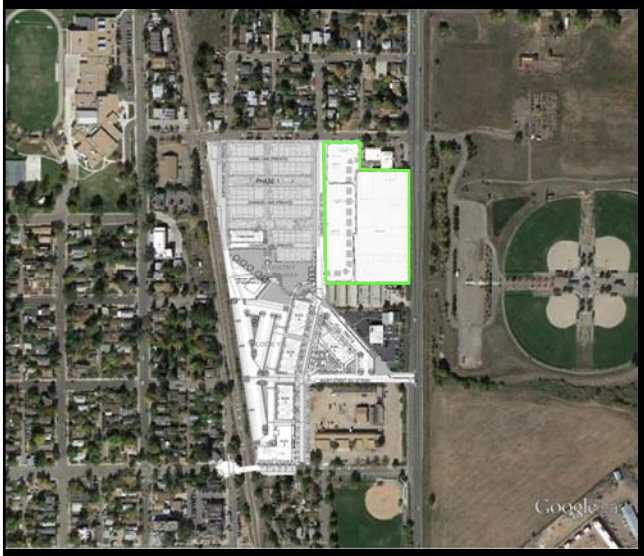
Resolution No. 27, Series 2015; Approving an SRU, Preliminary Plat and Planned Unit Development

Ordinance No. 1704, Series 2015; Rezoning a 4.39 acre parcel from Industrial (I) to Mixed-Use Residential (MU-R) and Commercial Community (CC)

DELO Flats – Preliminary Location



DELO Flats – Preliminary
Project Request



Preliminary Plat, Preliminary PUD, SRU and Rezoning

Preliminary
- Density
- Bulk and Mass
- Concept level

Regulatory Documents
- Louisville Municipal Code (LMC)
- MUDDSG

Reflects Highway 42 Framework Plan

DELO Flats - Preliminary
Zoning

DELO Flats – Preliminary Zoning

Current Zoning:

Industrial (I)

DELO Flats – Preliminary Zoning

Proposed Zoning:

Mixed-Use Residential (MU-R)

Commercial Community (CC)

DELO Flats – Preliminary Zoning

Proposed Zoning:

Ground floor residential along Cannon Street

DELO Flats – SRU Purpose

SPECIAL REVIEW USE DEFINITION (Sec. 17.08.520.)

Special review use means a use which, although not permitted outright in a particular district, may be permitted by the planning commission or the city council in accordance with the standards and procedures set out in chapter 17.40.

DELO Flats – SRU
Criteria #1

SPECIAL REVIEW USE CRITERIA:

1. *That the proposed use/development is consistent in all respects with the spirit and intent of the comprehensive plan and of this chapter, and that it would not be contrary to the general welfare and economic prosperity of the city or the immediate neighborhood;*

DELO Flats – SRU
Criteria #1

Density Range:
Floor Area Ratio: 1.0 – 2.0 with an overall average of 1.5
Unit per Acre: Up to 25 DU/Acre

Building Height: 2-3 Stories

Building Form and Design

1. Buildings front the street and the ground floor is activated on primary retail streets.
2. Human-scaled buildings.
3. Pedestrian design detailing on all building ground floors and around public gathering spaces.
4. The growth of the Center will preserve the character and scale of the neighborhoods within the Old Town Overlay District (Little Italy, Miners Field, and Old Town).

Infrastructure
Streets: Reduced speed and multimodal
Block Length: 300-400 Feet
Public Spaces and Trails: Interconnected and integrated into the urban center and nearby open spaces

Design Standards
Downtown - Downtown Framework; Downtown Design Handbook; and, Downtown Parking and Pedestrian Action Plan.
Revitalization District - Mixed Use Development Design Standards and Guideline and Highway 42 Framework Plan.

2012 Comprehensive Plan
Encourage a diversity of housing types and provide a transition in scale from higher density uses in the core of the Urban Center to the adjacent neighborhoods.

CONCLUSION – Staff finds this criterion has been met

DELO Flats – SRU
Criteria #2

SPECIAL REVIEW USE CRITERIA:

2. *That such use/development will lend economic stability, compatible with the character of any surrounding established areas;*

DELO Flats – SRU
Criteria #2

SPECIAL REVIEW USE CRITERIA:

2. *That such use/development will lend economic stability, compatible with the character of any surrounding established areas;*

1. The proposal of ground floor residential use lends economic stability to the surrounding established area in that the future residents will become consumers of the restaurants and specialty retail businesses found in Downtown Louisville.
2. This area is within walking distance of downtown via the adjacent South Street Underpass.
3. Future residents will be walking to Downtown, there will be the added amenity of additional consumers without the addition of vehicular congestion on the downtown streets and parking spaces.

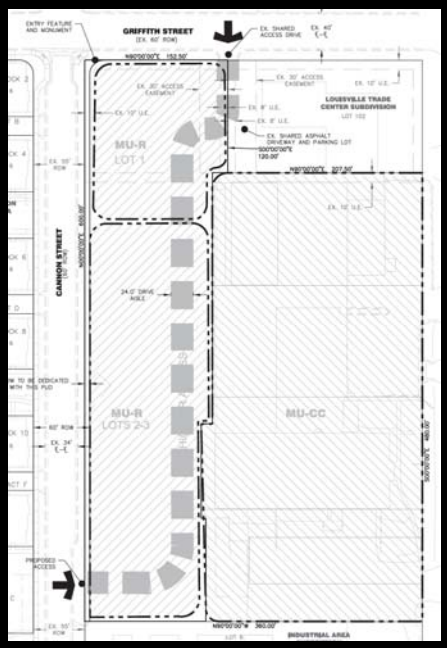
CONCLUSION – Staff finds this criterion has been met

DELO Flats – SRU
Criteria #3

SPECIAL REVIEW USE CRITERIA:

3. *That the use/development is adequate for the internal efficiency of the proposal, considering the functions of residents, recreation, public access, safety and such factors including storm drainage facilities, sewage and water facilities, grades, dust control and such other factors directly related to public health and convenience;*

DELO Flats – SRU
Criteria #3



The proposed site plan provides an efficient internal functioning roadway system. The plan will:

1. Primary access off Griffith Street and Cannon Street
2. Proposed rear access, from Griffith Street, to connect with Cannon Street to south of development.
3. Proposes the use of an existing platted shared access easement
4. The final PUD will provide more details on the specifics of the proposed access.

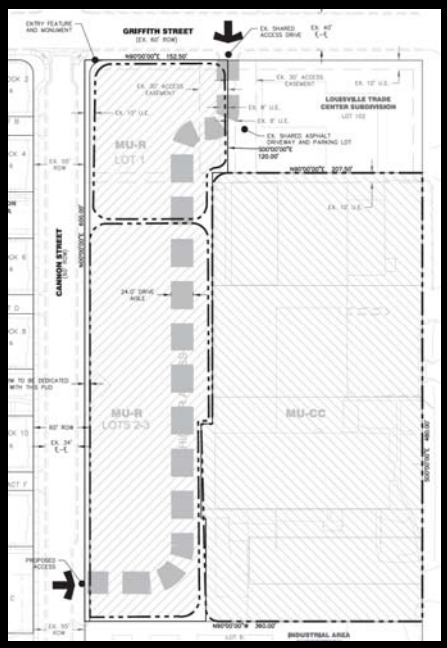
CONCLUSION
Staff finds this criterion has been met

DELO Flats – SRU
Criteria #4

SPECIAL REVIEW USE CRITERIA:

4. *That external effects of the proposal are controlled, considering compatibility of land use; movement or congestion of traffic; services, including arrangement of signs and lighting devices as to prevent the occurrence of nuisances; landscaping and other similar features to prevent the littering or accumulation of trash, together with other factors deemed to affect public health, welfare, safety and convenience;*

DELO Flats – SRU
Criteria #4



The proposal will generate minimal negative external impacts on adjacent land uses.

- *Land owner to the east has expressed concern regarding the proposed secondary access from Griffith.*
- *Applicant has stated they will continue to work with adjacent owner on easement issues prior to submittal of final PUD*

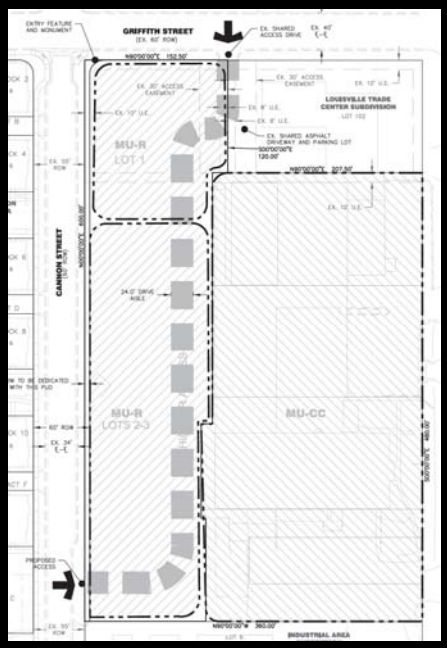
CONCLUSION
Staff finds this criterion has been met

DELO Flats – SRU
Criteria #5

SPECIAL REVIEW USE CRITERIA:

5. That an adequate amount and proper location of pedestrian walks, malls and landscaped spaces to prevent pedestrian use of vehicular ways and parking spaces and to separate pedestrian walks, malls and public transportation loading places from general vehicular circulation facilities

DELO Flats – SRU
Criteria #5



The proposed site plan provides an opportunity for significant upgrade to the current pedestrian environment.

CONCLUSION
Staff finds this criterion has been met

DELO Flats – SRU
Architectural Details

Staff recommends the following architectural details for consideration if SRU is approved (similar to previous DELO submittals):

Horizontal Variation

- Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.
- Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.
- Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.
- Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.
- Provide operable doors and windows on the ground floor street front of buildings
- Main residential building entrances should read differently from retail storefronts, restaurants, and commercial entrances.

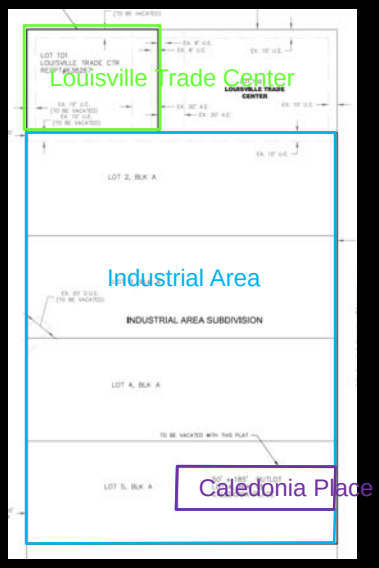
DELO Flats – SRU
Architectural Details

Vertical Variation

- Employ a different architectural treatment on the ground floor façade than on the upper floors, and feature high quality materials that add scale, texture and variety at the pedestrian level.
- Vertically articulate the street wall façade, establishing different treatment for the building's base and upper floors
- Use balconies, fenestration, or other elements to create an interesting pattern of projections and recesses.
- Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
- Provide more fenestration on the ground floor than upper floors.

DELO Flats - Preliminary Plat

DELO Flats - Preliminary Plat

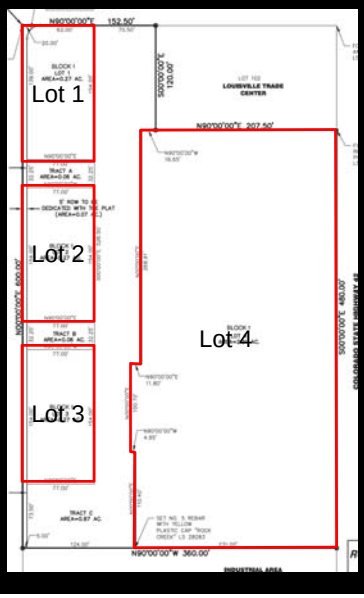


4.39 acres

Replat of three separate plats:

- Industrial Area Sub (1959)
- Louisville Trade Center (1984)
- Caledonia Place Sub (1890)

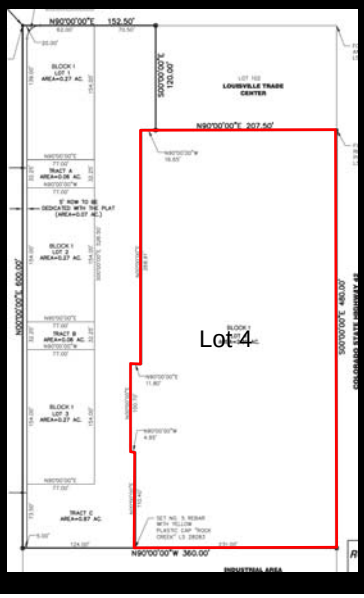
DELO Flats - Preliminary Plat



Divides the parcel into 4 lots and 2 tracts:

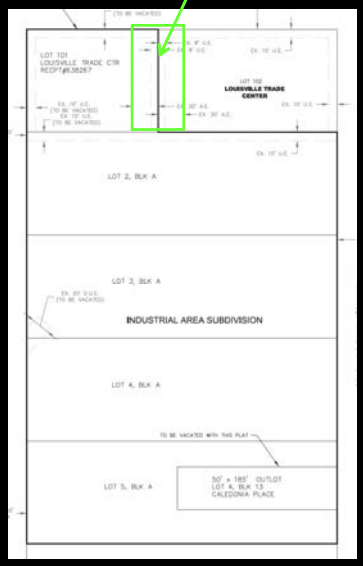
- Lots 1-3 46 residential units and 54,000 SF commercial development
- Lot 4 establishes the CC boundaries
- Tracts used for public access
- All properties are adequately served by Cannon Street

DELO Flats - Preliminary Plat



- The 4 lots comply with Title 16 and Section 17.14
- The existing structures on Lot 4 are legal non-conforming
- Non-conforming lots are not prohibited
- The applicant may replat and rezone a property to include legal non-conforming structures and land uses.
- If Lot 4 redeveloped the property must comply with Section 17.14

DELO Flats - Preliminary Plat



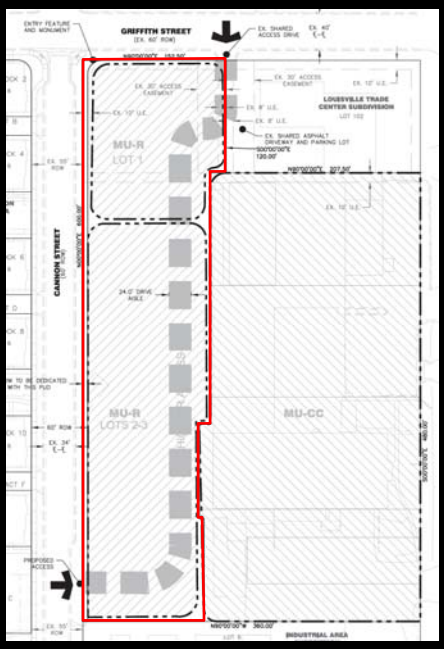
60' Access Easement – Louisville Trade Center

- Shown on Plat as a 60' shared access easement
- Shown on PUD as area designated for parking
- Applicant preliminarily shows this as an area for a secondary access
- Applicant shall continue to work with adjacent land owner to clarify the use of this easement.

DELO Flats - Preliminary

PUD

DELO Flats – Preliminary PUD



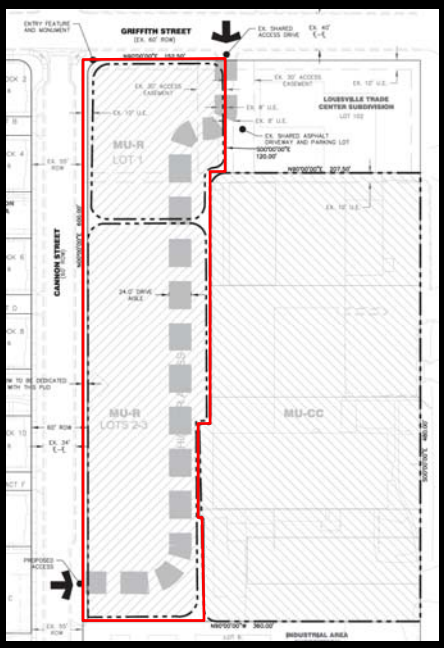
1.87 acres in size (2.39 acres for density purposes)

46 residential units
33 Apartments
13 Live/Work
(19.25 DU/Acre)

Up to 54,000 SF commercial/office (includes live/work adaptable space)

Height:
35'/2 stories min.
45'/3 stories max.
Must comply with Sect. 8 for transition to RM zone dist. (no higher than 35' tall 50' from edge of R.O.W.)

DELO Flats – Preliminary PUD



BVSD states:
"a student impact of 4 students on the Louisville Elementary, 1 student on Louisville Middle School and 3 students on Monarch High School feeder system."

"Louisville Elementary, however, will likely reach its program capacity within 5 years should growth within the existing housing stock of central Louisville continue at its recent pace. Elementary capacity in Louisville as a whole, however, is ample to accommodate continued enrollment growth."

DELO Flats - Preliminary

Waivers

DELO Flats - Preliminary

Waivers

Waiver	Requirement	Request	Location
Minimum Sidewalk Width	10’	5’	Lots 1-3
Street Trees	1 per 20’	1 per 50’	Lots 1 - 3

Minimum Sidewalk Width
Not enough detail in development to evaluate need. Staff request to defer request until final PUD.

Street Trees
Staff does not recommend approval of this waiver as street trees are a key design feature.

DELO Flats - Preliminary
Recommendation

DELO Flats - Preliminary
Recommendation

Staff recommends City Council approve the requested zoning change, SRU, preliminary plat, and preliminary PUD for the development called DELO Flats.

Staff recommends the following conditions of approval:

- Defer the sidewalk width waiver request until final submittal.
- Remove any reference to a street tree allotment of 1 street tree per 50 feet of street frontage.
- Easement concerns, with the Louisville Trade Center Plat, will be resolved prior to final approval.
- The Applicant shall demonstrate architectural details for the residential buildings along Cannon Street at final PUD.

DELO Flats - Preliminary Recommendation

The Applicant shall demonstrate pedestrian oriented architectural details for the residential buildings along Cannon Street at final PUD.

Horizontal Variation

- Vary the horizontal plane of a building to provide visual interest and enrich the pedestrian experience, while contributing to the quality and definition of the street wall.
- Horizontal variation should be of an appropriate scale and reflect changes in the building function, structure, and materials.
- Avoid extensive blank walls that would detract from the experience and appearance of an active streetscape.
- Provide well-marked public and private entrances to cue access and use through compatible architectural and graphic treatments.
- Provide operable doors and windows on the ground floor street front of buildings
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- Provide an identifiable break between the building's ground floors and upper floors. This break shall include a change in material, change in fenestration pattern or similar means.
- Provide more fenestration on the ground floor than upper floors.

SUBJECT: **DISCUSSION/DIRECTION/ACTION – CITY-WIDE MARGINAL COST FISCAL MODEL**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **TROY P. RUSS, AICP, AND SCOTT ROBINSON, AICP, PLANNING AND BUILDING SAFETY DEPARTMENT**

SUMMARY:
The City contracted TischlerBise, Inc. to create a new marginal cost fiscal impact model to replace the City's current average cost model. The fiscal model is used to estimate the fiscal impacts of proposed development. The fiscal model takes proposed development by land use type (retail, office, residential, etc.) and other inputs and computes projected tax and other revenues and projected operational and capital expenditures.

The proposed fiscal model will be used by City staff in three areas:

1. Estimating City-wide fiscal impacts associated with various land use scenarios developed as part of any Comprehensive Plan Update, or Small Area Planning process;
2. Evaluating the municipal fiscal impacts anticipated with various proposed individual land development applications;
3. Clarifying the City's levels of service during City Council goal setting, budgeting, and long-range staffing analysis.

The consultant has agreed to create two models, one marginal cost model for City-wide planning and budgeting, and one average cost hybrid model for evaluating individual development proposals. The two models use the same assumptions of capacity and levels of service. The City-wide model was presented to Council at the May 5, 2015 meeting, at which Council requested the model be brought back to the Finance Committee for further refinement. The model has since been reviewed by the Finance Committee on June 29, September 14, October 16, October 20, and October 26. During this time, bugs in the model were worked out and assumptions of facilities costs and capacities were refined.

At the October 26 Finance Committee meeting, the Committee asked for a few minor changes and some additional clarifying information to be presented, but recommended the model be brought to the full Council for adoption. Staff is now seeking adoption of the model.

THE MODEL:
City Council directed staff to create a new marginal cost model for three reasons. First, a marginal cost model would more accurately reflect the true costs and benefits to the

City of future development, particularly for infill development, than an average cost model. Second, the City's current model is several years old, and it would benefit the City to reevaluate the revenue and cost assumptions embedded in the model to reflect changes in the City and the market. Third, the proposed model would be more detailed and flexible than the existing model, including additional data and the ability to model scenarios not contemplated by the existing model.

Following City Council adoption, staff and the consultant will finalize the average cost hybrid version of the fiscal model and initiate staff training and implementation. Staff will use the approved marginal cost City-wide model to evaluate the fiscal impacts associated with alternative land use scenarios emerging from the South Boulder Road and McCaslin Blvd small area plans. The average cost hybrid model will be used to evaluate pending development review projects, including the Kestrel (Boulder County Housing Authority) project.

NEW INFORMATION:

At the October 26 Finance Committee meeting, the Committee asked for some modifications to the distribution of demand between residents of the City and those employed in the City. For capital facilities, residents and workers generate different demand levels based on their estimated use of or impact on the facility in question. The table below shows the available capacity in the marginal unit of each facility and the demand split between residents and jobs. The highlighted numbers have been changed based on Committee direction at the October 26 meeting. The Library split is based on usage estimates by Beth Barrett, Library and Museum Services Director.

Facilities Capacity								
Facility	**Available Capacity**	**Factor**	**Total**	**Unit**	**Residential split**	**Jobs split**	**Per Resident**	**Per Job**
Neighborhood Parks	20%	Population	190	Acres	100%	0%	0.0097	N/A
Arts Center	20%	Population	6,000	SF	100%	0%	0.31	N/A
Community Park Land & Improvements	20%	Pop & Jobs	94.3	Acres	90%	10%	0.0043	0.0008
Trails	20%	Pop & Jobs	53	Miles	90%	10%	0.0024	0.0005
Open Space	20%	Pop & Jobs	1,084	Acres	90%	10%	0.05	0.01
General Government	10%	Pop & Jobs	14,741	SF	80%	20%	0.60	0.25
Police Facilities	20%	Pop & Jobs	16,132	SF	80%	20%	0.66	0.28
Recreation Facilities	1%	Pop & Jobs	59,200	SF	75%	25%	2.27	1.28
Library Materials	1%	Pop & Jobs	91,432	Items	75%	25%	3.50	1.97
Library	15%	Pop & Jobs	32,229	SF	70%	30%	1.15	0.84
City Service Facility	20%	Pop & Jobs	46,107	SF	60%	40%	1.41*	1.59*

* The demand per job is higher than the demand per resident despite the 60/40 resident/job split because there are fewer jobs than residents in the City.

The totals for Neighborhood Parks and Open Space have also been adjusted based on the properties listed on the City website and in the Parks, Recreation, Trails, and Open Space master plan, and acreage from the Boulder County Assessor's website. The replacement costs for pools in the Community Parks Improvements list have also been increased, from $250,000 for the Memory Square pool and $1,200,000 for the Rec Center pool to $2,500,000 and $5,000,000 respectively based on cost estimates from Joe Stevens, Parks and Recreation Director.

The Finance Committee also asked for an explanation of how the number and type of projected new jobs impacts projected sales tax receipts in the model. Sales tax projections come from two factors in the model: number of residents, based on estimated income, percentage of income spent on retail goods, and percentage of that spending captured in the City; and square footage of retail space in the City based on estimates of retail sales per square footage. The model is calibrated so as to not double count the residential spending, but there is no direct link in the model between the number and type of jobs projected in the City and projected sales tax receipts.

FISCAL IMPACT:
The contract included a fixed fee of $48,580.

RECOMMENDATION:
Staff recommends City Council approve the City-wide marginal cost fiscal impact model.

ATTACHMENT(S):
1. TischlerBise's Presentation of the New Model
2. **DRAFT** Fiscal Impact Model User's Manual

Fiscal Model Overview

Finance Committee Presentation

May 5, 2015

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Fiscal, Economic & Planning Consultants

City's Objective

- Develop a marginal-cost fiscal impact model to demonstrate the impact of land development applications
- City will use to model land use and development scenarios
- Should reflect current capacities of City departments
- Account for different financing scenarios
- Easy to update

Fiscal Impact Models

- Project Based Fiscal Impact Model *(Average Cost Hybrid Approach)*
  - Geographic location
  - Timing/phasing of new development
  - Density
  - Physical development pattern
  - Road network (curvilinear vs. grid)
  - Transportation choices
- Citywide Fiscal Impact Model *(Case Study Marginal Approach)*
  - All of the above, plus….
  - Intervention strategies
  - Cumulative effect of development decisions

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Application Design

- Developed in Excel and Visual Basic
  - Allows for a powerful and flexible application
    - Easily modified
    - Additional modules can be integrated at a later date
  - Transparent structure avoids "black box" concerns
    - Data, assumptions, algorithms fully shown

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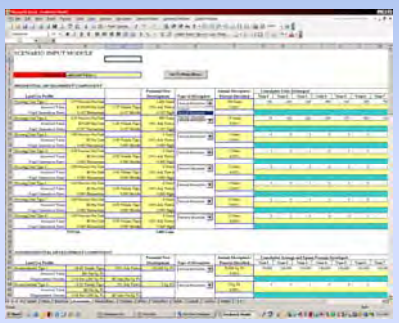
Application Design

- Land Use/Scenario Input Module
  - Development projects and growth scenarios are represented through demographic inputs
  - Unlimited number of land use categories can be reflected
  - Can be designed to reflect multiple subareas (fiscal analysis zones)



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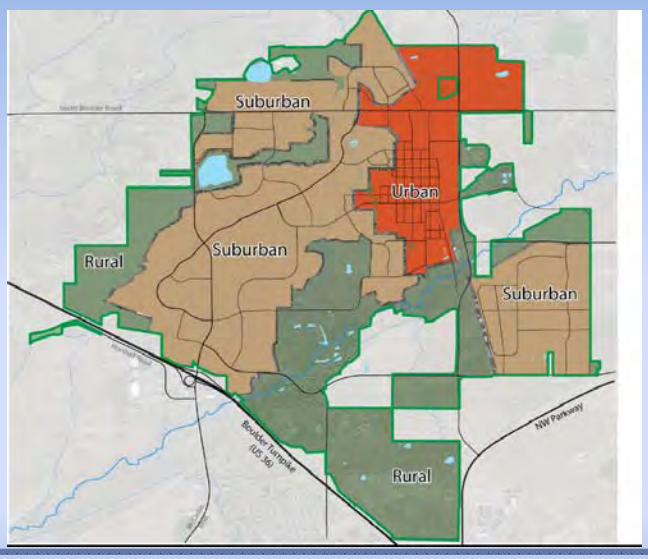
Model Geographies



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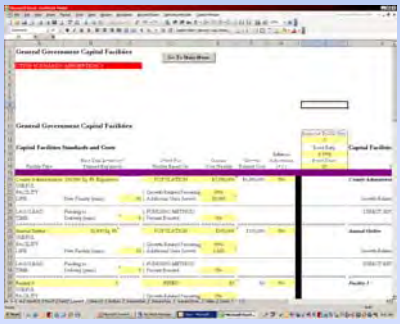
Application Design

- Capital Facilities
  - Option to have the model forecast the need for capital facilities or enter facilities directly
  - Recognize unused capacities and/or determine growth's proportionate share of the costs
  - Build new additions
  - Lag/lead time of construction
  - Financing mechanisms
  - Repurchase after useful life



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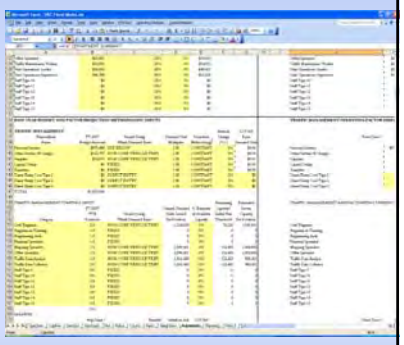
Application Design

- Operating Expenses
  - Can be organized by department or program area
  - Reflects program-related operating expenses versus facility-related operating expenses
  - Forecasts staff and related expenses
  - Ability to factor one-time costs
  - Ability to factor fixed costs



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Application Design

- Revenue
  - Will include capital and operating revenue
  - Includes both annual and one-time revenue
  - Ability to factor fixed revenue

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Maintenance of Tool

APPENDIX A: CHECKLIST FOR ANNUAL UPDATES

Each year several of the assumptions in the model should be updated to ensure that results are in line with the budget, capital infrastructure, and demographics of the City. Below is a checklist outlining the information that should be updated when the new budget is adopted.

1. **Base Year Demographics Module**
   - Population
   - Library population
   - Housing units (by type)
   - Jobs (by type)
   - Lane miles
   - Park acres (including open space located at schools)
   - Municipal facility square footage
   - School enrollment
2. **Project Input Module**
   - First projection year
   - Assessed values per unit for residential
   - Assessed values per thousand square feet for nonresidential
3. **General Fund Revenue, Capital Revenue, and School Revenue Modules**
   - Enter base year budget amounts for each category
   - Check the demand base for each revenue source
   - Add any new revenue sources in the "future revenue sources" section
4. **Operating Expenditure Modules (Mayor & City Council, Finance, Police, etc.)**
   - Enter base year budget amounts for each category
   - Check the demand base for expenditure type
   - Update the number of staff
   - Adjust the average salary per staff member where needed
   - Input the new benefits multiplier for each position

- Annual update
  - Demographics
  - Budget data
  - Capital facility inventories
  - Capital facility cost factors
- Implementation of fiscal impact model
  - User's Manual with LOS Assumptions as Appendix
  - Training (2 sessions)
  - Ongoing technical support

TischlerBise
Fiscal, Economic & Planning Consultants

10

City of Louisville, Colorado
Fiscal Impact Model User's Manual

March x, 2015

Prepared by:

Copyright Notices

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TischlerBise, Incorporated
4701 Sangamore Road, Suite S240
Bethesda, Maryland 20816

(800) 424-4318
info@tischlerbise.com

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I. WELCOME TO FISCALS

The City of Louisville, Colorado, has contracted with TischlerBise to provide a software application developed by TischlerBise specific to the City of Louisville specifications, the Louisville Fiscal Impact Model (known as FISCALS for copyright purposes), to evaluate the fiscal impact of specific development projects on the budget of the City of Louisville government. This User's Manual discusses the use and technical aspects of this FISCALS application.

The Louisville Fiscal Impact Model is an application, developed as a network of spreadsheet files in Microsoft Excel and Visual Basic for Applications (VBA). A basic level of competence with spreadsheet programs is recommended. Users are able to customize the application to particular needs, or TischlerBise can make changes as mutually agreed upon with the client.

This Manual is arranged in a progressive manner, beginning with the most general orientation, and progressing through increasing levels of detail. The Manual should provide virtually all of the information needed to operate and maintain the Fiscal Impact Model. If you wish to make significant modifications to the manner in which this application has been developed for the City, we recommend that you contact TischlerBise for advice or make arrangements for us to do the work for you.

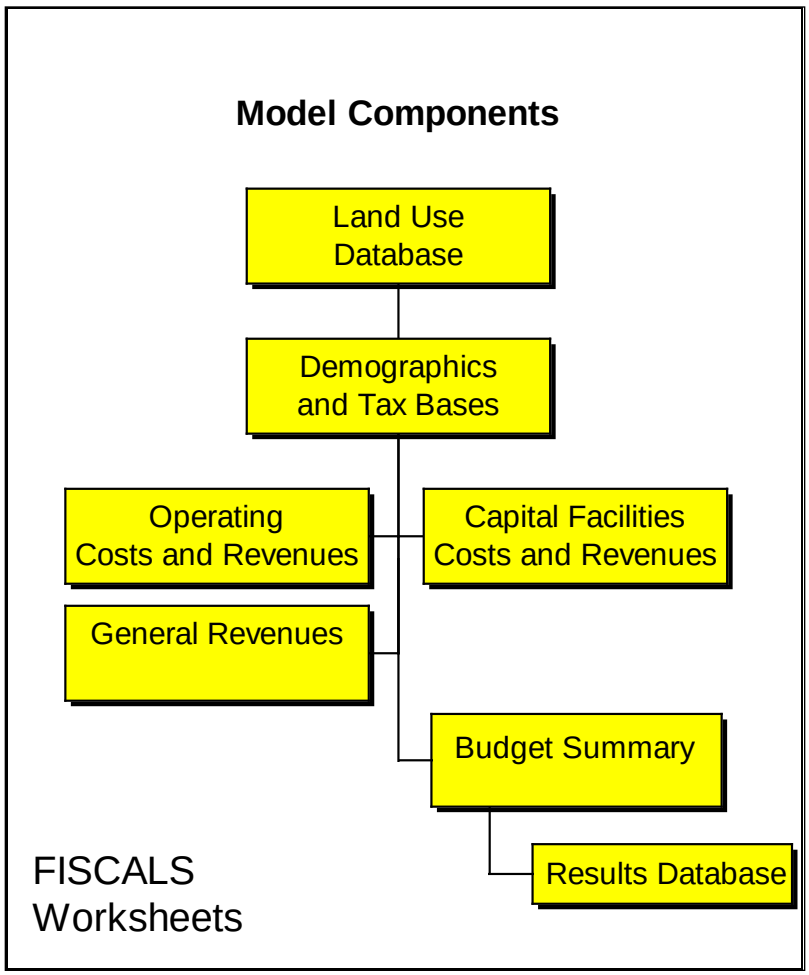
A. Overview of FISCALS

The Louisville Fiscal Impact Model has been developed to assess the fiscal impacts of new development projects. The application was developed to represent the particular budgetary structure of the City, as well as the types of outputs and analyses the City wishes to perform. Thus, while the Model provides a general framework in which fiscal impact issues are considered in a systematic order, the representation of budgets, levels of service, funding and debt policies, and future growth projections are as different and unique as each community in which they are employed. Furthermore, as a community grows and changes, levels of service, cost data, funding terms and other similar factors, which define expenditures, can be easily modified and updated. Alternative development schedules, represented by demographic projections, can be easily substituted to test different development proposals.

B. Basic Application Operation

This section describes how the Louisville Fiscal Impact Model operates and how to use it. The application was developed in Microsoft Excel and Visual Basic for Applications. To run the Louisville Fiscal Impact Model, you must first be running Excel, with the file "**Louisville Fiscal Model.xlsm**" open on your computer. The major components of this file are shown in the diagram below. The first module in the model is the **Scenarios** Input Module (Land Use Database), which contains data for each scenario or development proposal. The next modules, **Demand Base** and **Tax Base**, are used to calculate annual demand generators such as population, jobs, nonresidential building area, as well as the annual and cumulative tax base increases for the scenario or development proposal being analyzed. Each of the operating and capital modules refer to the Demand Base Module for the basic data that drives the model. The Tax Base Module is used by the revenue modules.

The middle group of modules address separate functional aspects of the model, such as **General Fund Revenues**, **Operating Costs (by department)**, and **Capital Facility Costs**. From each of the functional input/output modules, the "bottom line" costs and revenues are carried over to the **Output** module.



1. "DO's" and "DON'T's"

This Fiscal Impact Model is designed to address "95 percent" of all modeling and forecasting needs through editing and entering of data variables in specific data entry cells. Simply changing development schedules, level of service variables or base year budget data will likely comprise nearly all of the application's use. However, it is still possible that modifications to individual modules may be desired to reflect unique conditions. Because the Fiscal Impact Model is provided as a system of spreadsheet modules, the individual worksheet modules are open to modification by anyone familiar with Excel. While this enhances flexibility, it also provides a "Pandora's box"—where the proper functioning of the application may be impaired or destroyed through inappropriate changes. Adherence to the following rules should avoid most of the difficulties that could seriously impair or compromise the application.

a) DON'T erase cell contents.

If there are cells or worksheet areas not being used, and which are displaying values of 0, you may wish to use a hidden format to keep them from being displayed or printed, but these cells should not be erased. In general, the best approach is to hide entire columns and rows of the spreadsheet rather than the contents of individual cells.

b) DON'T move cells to other cell locations.

You run the risk of overwriting critical hidden cell contents in other locations. Furthermore, many cell ranges, particularly total and subtotal lines in the output tables, are "read" by other spreadsheets through linking formulas.

c) DO use great care if you copy cells.

Be sure that a cell range into which you are copying is truly empty and does not contain hidden formulas or entries. Be sure cell addresses adjust or are held as you really wish.

d) DO use great care in editing formulas.

Some of the cell references in formulas may not have an immediately recognizable purpose. These could be referencing look-up tables or other "internal" operations that may not be readily apparent. Do not remove a part of a formula just because its purpose is not obvious.

e) DON'T use a lot of direct cost entries.

Direct cost or other direct data entries (as opposed to modeled, calculated projections) do not always adjust as development schedules or other variables are altered. This could lead to incorrect results under different scenarios.

f) DO use the designed features of the application.

Resist the temptation to improvise. It is most likely that the designed features of the application can accommodate the type of calculation desired. Make sure that all costs are individually represented and attributed to specific demand bases, rather than just lumped together in a generic category with per-capita averages.

2. Direct Entry vs. Modeling

Most of the basic worksheet modules contain input areas in which the user can directly enter projections of demand and costs. Worksheets will model the need for costs and revenues, including capital facilities, unless the user enters "DIRECT ENTRY" in the input cells. When direct data entries are found, the worksheet formulas will simply accept the direct data entries and will not execute the demand calculation formulas.

Direct data entry has the advantage of directly loading detailed information that has been provided from other sources. If an operating department has provided a complete schedule of

capital facility costs that has been approved, it is by far more expedient to accept this information and enter it directly into the appropriate module. This also results in simpler confirmation that the results are in accordance with the information provided. And, for a single item in a single operation and single geographic area, such data can be relatively easy to find and modify if updated or revised data becomes available.

The disadvantage with direct entry is that it strips the application of a significant element of its power—the ability to easily model fiscal impacts as a result of changing or modifying development schedules. Facility projections, and cost projections that are modeled, that is, calculated based on demand, will change automatically as the demand projections themselves change. Substituting a new growth scenario, or simply updating growth projections, will immediately link to calculations throughout the application and provide for a revised fiscal impact evaluation. However, any cost or facility projections that are directly entered will not be changed as a result of revisions to demand. In this case, these items might have to be manually edited, year-by-year, and item-by-item to reflect the new demand assumptions. Or, if they are forgotten or ignored (because it is too difficult to obtain revised and approved projections from the original source), then the validity of the final result might be open to question.

3. Color Coding of Cells

To aid the user, a color-coding system for input/output cells is used throughout the Louisville Fiscal Impact Model. For example, **yellow cells are User Inputs**. Data entry cells that should be revised for each fiscal evaluation have yellow backgrounds and are surrounded by blue borders.

Single Family

Data entry cells that should be updated annually or as needed are simply yellow with no border.

General Property Tax Revenue	$2,346,440

Because cells are for user inputs doesn't mean that certain user input cells do not contain formulas. In some cases, particularly in the case of direct entries, a User Input cell may contain a formula such as an IF statement, instructing the model to use the direct entry data if certain conditions are met.

Cells with green shading are referred to as Demand Bases. 94

These cells contain formulas that convert scenario input information into annual demand bases that are used by the model to calculate costs and revenues. Examples of Demand Bases include population, housing units, vehicle trips, and calls for police services. Cells with no shading at all (white backgrounds) contain formulas that calculate various outputs throughout the model. The user should exercise great caution prior to editing, copying or erasing these types of cells, as any errors can greatly affect the accuracy and validity of the results.

II. INPUT/OUTPUT MODULES

This section of the User's Manual describes the design of the various input/output modules of the Louisville Fiscal Impact Model. The application is comprised of multiple input/output modules within the file "**Louisville Fiscal Model.xlsm**". These modules include an input module for up to three land use scenarios, an input module for base year demographic information, two modules for annual demand and tax base calculations, two modules for revenue calculations, numerous input/output modules for operating and capital costs, and several modules that summarizes the fiscal results. The table below summarizes the modules for the Louisville Fiscal Impact Model.

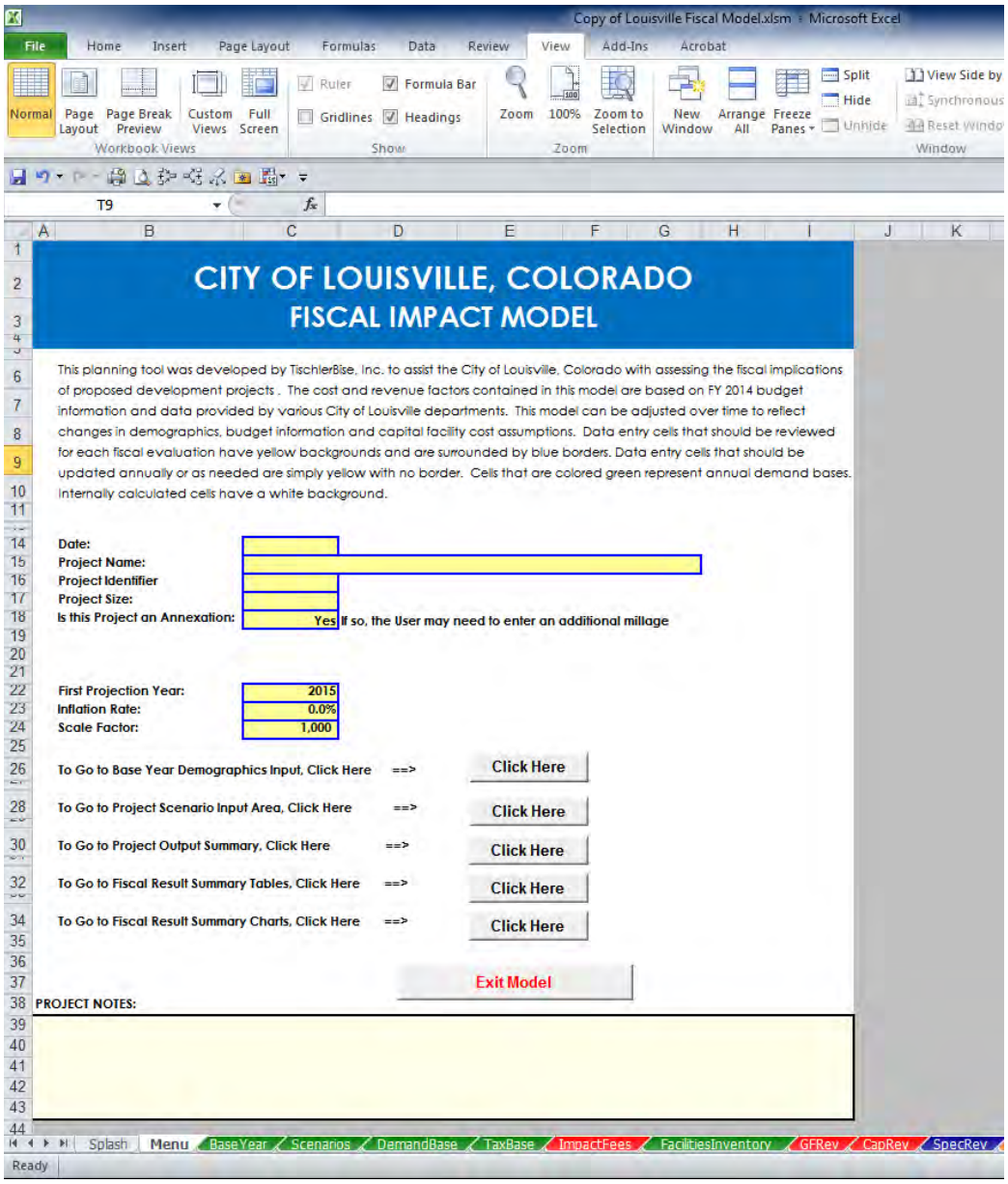
Calibration Modules	**Operating Modules**	**Capital Modules**	**Output Modules**
Base Year	Legislative	Parks and Trails	Output Summary
Scenarios (Scenario Inputs)	Admin 1	Recreation Facilities	Scenario 1 Outputs
Demand Base	Admin 2	Library	Scenario 2 Outputs
Tax Base	Finance	Municipal Facilities	Scenario 3 Outputs
Facilities Inventory	Planning	Transportation	Summary Tables
	Police		Summary Charts
Revenue Modules	Public Works 1		
General Fund Revenue	Public Works 2		
Capital Revenues	Library		
Impact Fees	Parks and Recreation 1		
Special Revenue Funds (revs and exps)	Parks and Recreation 2		
	Parks and Recreation 3		
	Parks and Recreation 4		
	Transfers		
	Special Revenue Funds (revs and exps)		

Each module described below has a main function, such as the input of base year budget data and calculation of operating costs for a particular department. This approach allows the user to navigate to the desired sections of the model.

A. Model Parameters

The worksheet named **Menu** contains a statement that provides a general description of the Louisville Fiscal Impact Model, describing some basic principles and general uses. It also contain a series of inputs in yellow that are referred to as the model parameters. These parameters tell the model the name of the project that is being evaluated, the size of the project (in acres), the first projection year, an inflation rate (normally zero), scale factor, and a place for notes on the project.

The specific user input cells are discussed below, reflected as they would appear on the computer screen.



Project Name	The name of the development proposal being evaluated is specified in this cell.
Project Identifier	Other identifier can be input here such as rezoning case number.

Project Size	The size (in acres) of the development proposal is specified in this cell.
Is this Project an Annexation?	Enter Yes/No whether the project is an annexation.
First Projection Year	The first projection year is specified in this cell. In the future, staff should update the model to coincide with each fiscal year and specify a different initial year for the fiscal analysis.
Inflation Rate	The inflation rate entered in this cell is used as the universal inflation rate for all costs and revenues throughout the model. If varying inflation rates are desired, there are Annual Change cells located in the cost and revenue modules. *Generally, TischlerBise recommends the use of constant dollars for fiscal impact studies (i.e., 0% inflation)*.
Scale Factor	The scale factor is what denomination the model's outputs are expressed in. A scale factor of 1,000 has been used in this model. This means that outputs in the model are expressed in thousands. Changing this cell does not result in the need for the user to editing any output formulas.
Project Notes	Provides a space for the user to include notes/descriptions on the project and/or scenarios being tested.

B. Base Year Demographics Input Module

The Base Year Demographics Input Module is where the user enters base year data pertaining to existing demographic and demand base information. The **Existing City Demand Base** table begins at cell A3 and can be accessed through use of the custom menu. For illustration purposes, a portion of this module is shown in the graphic below. This data is referenced by lookup tables through the model to calculate base year cost and revenue factors. **For each new budget year, the data in this table needs to be revised to generate the correct base year level of service factors.**

EXISTING CITY DEMAND BASE

	Year->	Base 2014
POPULATION		19,588
POP AND JOBS		31,167
SINGLE FAMILY		6,845
MULTIFAMILY		1,821
TOTAL UNITS		8,666
RETAIL JOBS		1,873
OFFICE JOBS		6,250
INSTITUTIONAL JOBS		302
INDUSTRIAL JOBS		3,154
TOTAL JOBS		11,579
RETAIL KSF		1,437
OFFICE KSF		1,664
INSTITUTIONAL KSF		222
INDUSTRIAL KSF		2,553
TOTAL NONRES SF		5,877
RES TRIPS		49,402
NONRES TRIPS		41,971
VEHICLE TRIPS		91,373

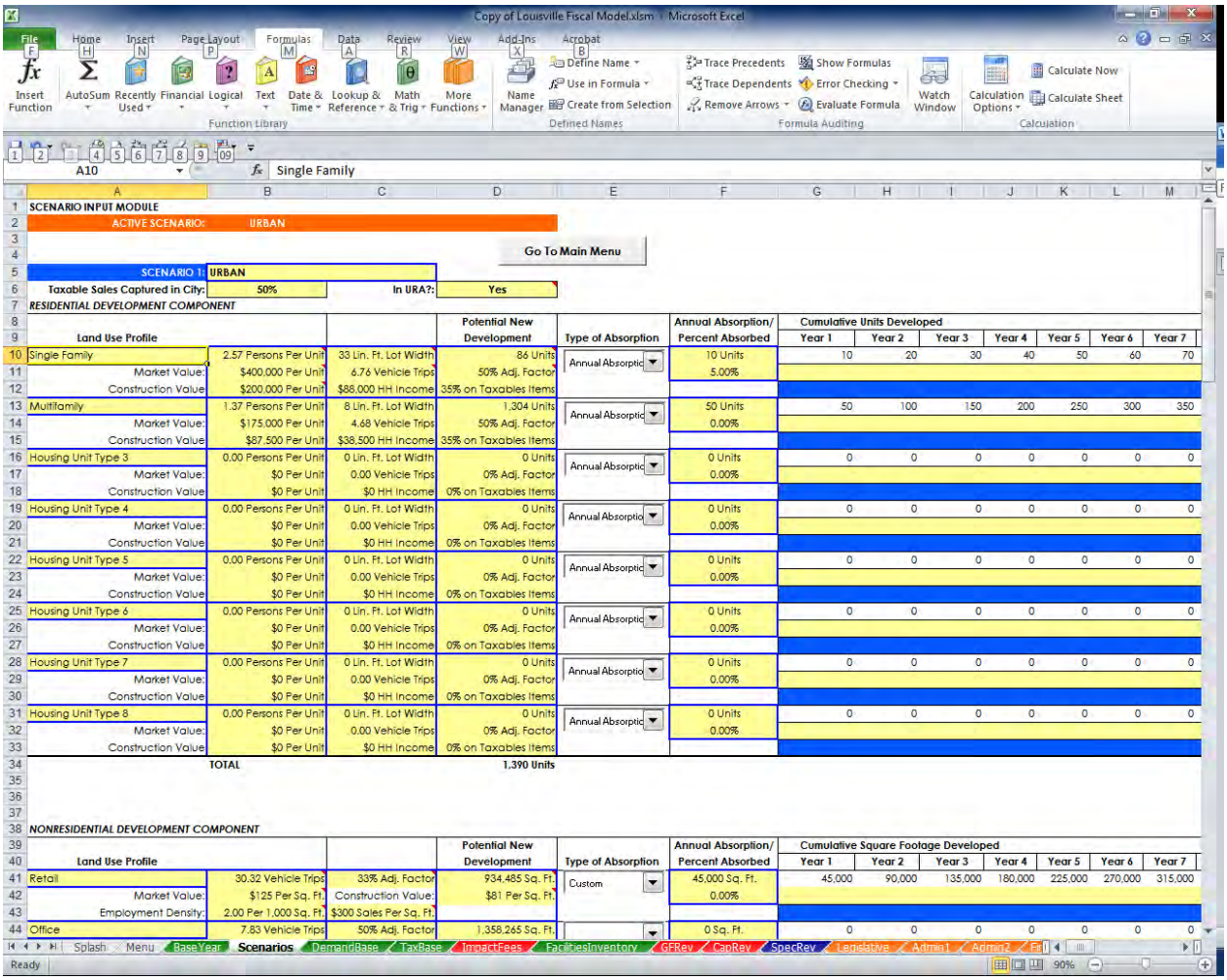
Other areas of the Base Year Demographic Module shaded in yellow (e.g., household size, police and fire calls for service) should be updated as necessary, likely no more than once a year.

C. Scenario Input Module

The Scenario Input Module is where the user enters data pertaining to development proposals or different absorption schedules for one proposal. Inputs include projections of residential (housing units) and nonresidential development (square feet), assessed values and demographic characteristics of new development.

1. Scenario Input

The Louisville Fiscal Impact Model contains input areas for three different development proposals or three different absorption schedules for a single development proposal. Each scenario has inputs for up to eight residential and six nonresidential land use types. A portion of the scenario input area is shown below for illustration.



The picture above shows the input area for residential and nonresidential land uses for Scenario One. Development projections for **new housing units** and **nonresidential square footage** are input into the model, and the model then calculates new population, and employment based on user inputs (persons per housing unit and nonresidential floor area per employee) located to the right.

As the picture indicates, a drop-down menu is available under the **Type of Absorption** column that allows the user to project new development in three different ways:

- First, the user can choose to project based on an annual absorption of number of units, such as 10 units annually.
- The second option is to choose an annual percentage rate absorption schedule, for instance, 25 percent annually. So for 100 units, the absorption will be 25 units per year.
- Finally, the user can elect to override the model and input population and employment data in the yellow input cells. This is done by selecting "Custom" from the pull down menu. This activates a macro that erases projection formulas in the white cells.

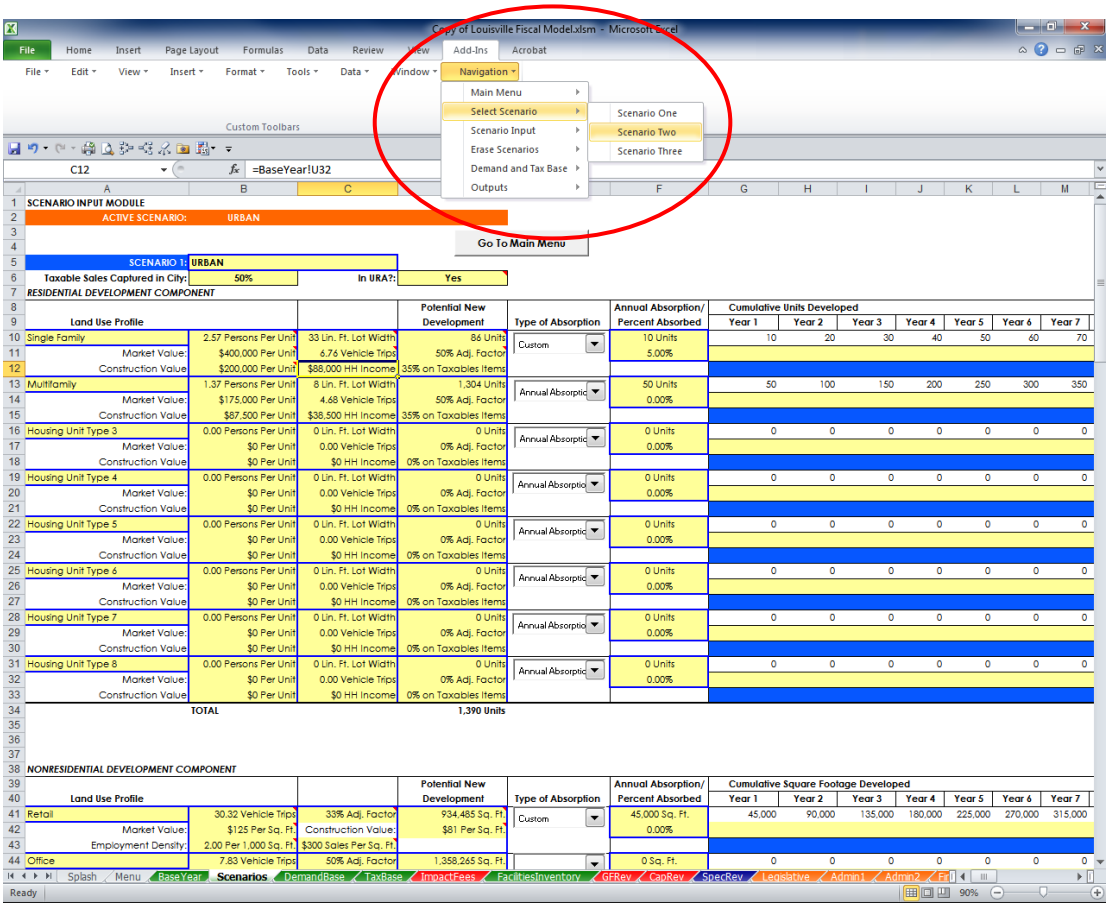
This is also the place for the following important user inputs:

- Household size (persons per household)
- Market value assumptions (value per residential unit or per square foot of nonresidential space)
- Construction value assumptions (assumed construction value per unit or square foot)
- Public road front footage, or linear feet lot width. This is used to calculate additional local lane miles that are then used in other revenue and expenditure calculations.
- Vehicle trip generation rates and adjustment factors for each of the residential and nonresidential land uses (trips per unit or square foot)
- Average household income per unit
- Employment density for nonresidential uses (employees per square foot)
- Sales per square foot for retail uses

TAKE NOTE: See comments inserted in this section for assistance. Also, see *Base Year Demographic Module* as a resource for the above data inputs if needed.

2. Activating a Scenario

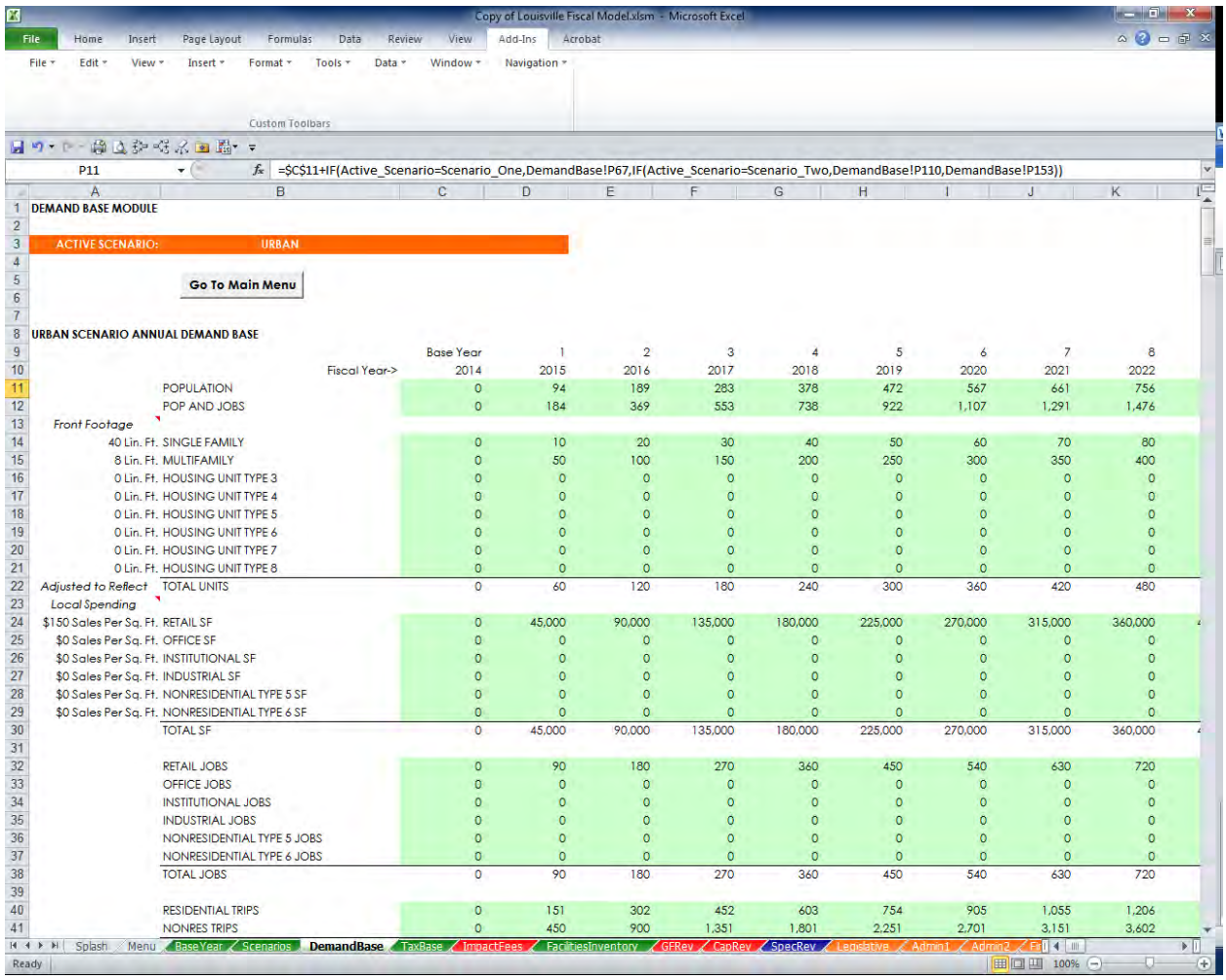
Although the model can evaluate three different land use scenarios, it evaluates one scenario at a time, and then uses a macro program (discussed later in this Manual) to run all three scenarios and organize outputs for each of the three scenarios. To activate a scenario, **the user must utilize the model's custom menu.** Using your mouse, select the Navigation menu from the menu bar, highlight Select Scenario and then click one of the three listed scenarios. The selection of one of the three scenarios activates a macro that pastes the active scenario name into the cell named Active_Scenario. This cell is referenced by numerous formulas within the model, thereby telling the model what data to retrieve. This is illustrated in the picture below.



D. Demand Base Module

1. Annual Demand Bases

The Demand Base module can be thought of as the "guts" of this application. Through linking formulas, this module converts scenario projection inputs into annual demand bases for the active scenario. The outputs of the Demand Base Module include population, dwelling units, employment and nonresidential square footage projections, vehicle trips, as well as other factors. These outputs are linked to other input/output modules in the model to project future costs and revenues. A portion of this module is replicated below.



P11 =$C$11+IF(Active_Scenario=Scenario_One,DemandBase!P67,IF(Active_Scenario=Scenario_Two,DemandBase!P110,DemandBase!P153))

DEMAND BASE MODULE

ACTIVE SCENARIO: URBAN

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URBAN SCENARIO ANNUAL DEMAND BASE

		Base Year	1	2	3	4	5	6	7	8
	Fiscal Year->	2014	2015	2016	2017	2018	2019	2020	2021	2022
	POPULATION	0	94	189	283	378	472	567	661	756
	POP AND JOBS	0	184	369	553	738	922	1,107	1,291	1,476
Front Footage										
40 Lin. Ft.	SINGLE FAMILY	0	10	20	30	40	50	60	70	80
8 Lin. Ft.	MULTIFAMILY	0	50	100	150	200	250	300	350	400
0 Lin. Ft.	HOUSING UNIT TYPE 3	0	0	0	0	0	0	0	0	0
0 Lin. Ft.	HOUSING UNIT TYPE 4	0	0	0	0	0	0	0	0	0
0 Lin. Ft.	HOUSING UNIT TYPE 5	0	0	0	0	0	0	0	0	0
0 Lin. Ft.	HOUSING UNIT TYPE 6	0	0	0	0	0	0	0	0	0
0 Lin. Ft.	HOUSING UNIT TYPE 7	0	0	0	0	0	0	0	0	0
0 Lin. Ft.	HOUSING UNIT TYPE 8	0	0	0	0	0	0	0	0	0
Adjusted to Reflect	TOTAL UNITS	0	60	120	180	240	300	360	420	480
Local Spending										
$150 Sales Per Sq. Ft.	RETAIL SF	0	45,000	90,000	135,000	180,000	225,000	270,000	315,000	360,000
$0 Sales Per Sq. Ft.	OFFICE SF	0	0	0	0	0	0	0	0	0
$0 Sales Per Sq. Ft.	INSTITUTIONAL SF	0	0	0	0	0	0	0	0	0
$0 Sales Per Sq. Ft.	INDUSTRIAL SF	0	0	0	0	0	0	0	0	0
$0 Sales Per Sq. Ft.	NONRESIDENTIAL TYPE 5 SF	0	0	0	0	0	0	0	0	0
$0 Sales Per Sq. Ft.	NONRESIDENTIAL TYPE 6 SF	0	0	0	0	0	0	0	0	0
	TOTAL SF	0	45,000	90,000	135,000	180,000	225,000	270,000	315,000	360,000
	RETAIL JOBS	0	90	180	270	360	450	540	630	720
	OFFICE JOBS	0	0	0	0	0	0	0	0	0
	INSTITUTIONAL JOBS	0	0	0	0	0	0	0	0	0
	INDUSTRIAL JOBS	0	0	0	0	0	0	0	0	0
	NONRESIDENTIAL TYPE 5 JOBS	0	0	0	0	0	0	0	0	0
	NONRESIDENTIAL TYPE 6 JOBS	0	0	0	0	0	0	0	0	0
	TOTAL JOBS	0	90	180	270	360	450	540	630	720
	RESIDENTIAL TRIPS	0	151	302	452	603	754	905	1,055	1,206
	NONRES TRIPS	0	450	900	1,351	1,801	2,251	2,701	3,151	3,602

In addition to annual demand bases that are the actual inputs for each scenario (housing units, nonresidential square feet), there are also annual demand bases generated from the demographic projections associated with each scenario. For example, new housing units and nonresidential square footage generate additional vehicle trips and calls for police services. Annual demand bases have been provided with formulas that link to other areas of the model to

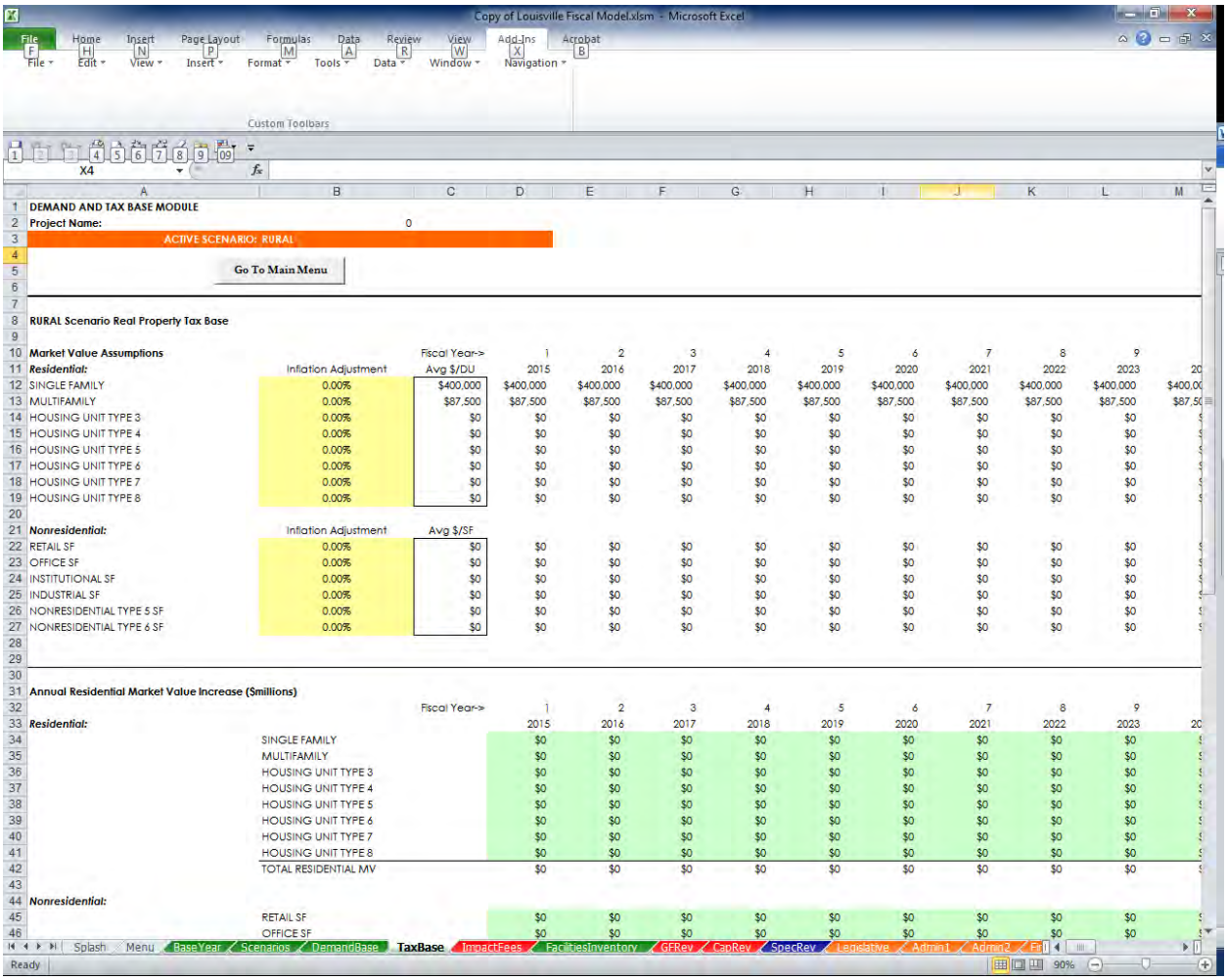
automatically project marginal increases. In another example, some Parks costs will increase as additional park acres are developed and purchased to serve new growth. Therefore, an annual demand base is created to track marginal park acre development and acquisition that is linked to the Parks Capital Facilities Module.

RESIDENTIAL TRIPS	0	151	302	452	603
NONRES TRIPS	0	450	900	1,351	1,801
VEHICLE TRIPS	0	601	1,202	1,803	2,404
PARK ACRES	0	5	10	16	21
RES POLICE CALLS	0	57	115	172	229
NONRES POLICE CALLS	0	32	64	95	127
CALLS FOR SERVICE	0	89	178	267	356
FACILITY SF	0	32,347	64,693	97,415	130,136
LANE MILES	0.0	0.3	0.6	0.9	1.2
CONSTRUCTION VALUE	$0	$10,031,250	$10,031,250	$10,031,250	$10,031,250

E. Tax Base Module

The Tax Base Module is used by the Revenue modules to calculate future real estate tax revenues. The first part of this module is the Real Property Tax Base for the active scenario. The formulas in this area convert the market value assumptions for each scenario to annual and cumulative market and assessed values for residential and nonresidential development.

As discussed above, the active scenario Real Property Tax Base is the sum of the marginal increases in assessed base for each land use type included in each scenario or absorption schedule. The table below contains an example of the input/output area for the individual land uses. Information is entered into the yellow cells pertaining to inflation adjustment (optional); average market values are from Scenario Input pages. In some cases this data is directly entered into the cells. In other cases, such as with market values, the cell is linked to information contained in the scenario input tables contained in the Scenario Input Module. This linkage eliminates the need for the user to manually input data into each cell each time a new scenario is analyzed.



DEMAND AND TAX BASE MODULE

Project Name: 0

ACTIVE SCENARIO: RURAL

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RURAL Scenario Real Property Tax Base

Market Value Assumptions		Fiscal Year->	1	2	3	4	5	6	7	8	9
Residential:	Inflation Adjustment	Avg $/DU	2015	2016	2017	2018	2019	2020	2021	2022	2023
SINGLE FAMILY	0.00%	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000	$400,000
MULTIFAMILY	0.00%	$87,500	$87,500	$87,500	$87,500	$87,500	$87,500	$87,500	$87,500	$87,500	$87,500
HOUSING UNIT TYPE 3	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 4	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 5	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 6	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 7	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 8	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nonresidential:	Inflation Adjustment	Avg $/SF									
RETAIL SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INSTITUTIONAL SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
INDUSTRIAL SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
NONRESIDENTIAL TYPE 5 SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
NONRESIDENTIAL TYPE 6 SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Annual Residential Market Value Increase ($millions)

	Fiscal Year->	1	2	3	4	5	6	7	8	9
Residential:		2015	2016	2017	2018	2019	2020	2021	2022	2023
	SINGLE FAMILY	$0	$0	$0	$0	$0	$0	$0	$0	$0
	MULTIFAMILY	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 3	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 4	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 5	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 6	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 7	$0	$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 8	$0	$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL RESIDENTIAL MV	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nonresidential:										
	RETAIL SF	$0	$0	$0	$0	$0	$0	$0	$0	$0
	OFFICE SF	$0	$0	$0	$0	$0	$0	$0	$0	$0

The market value is the value of the property from which the assessed value is determined, and is from the inputs for market value and inflation adjustment entered in the tables shown above (or from the scenario module). An input area is provided that converts market values to assessed values as well as for the lag time for new development to actually appear on the assessment rolls. This is shown in the shaded yellow cells below.

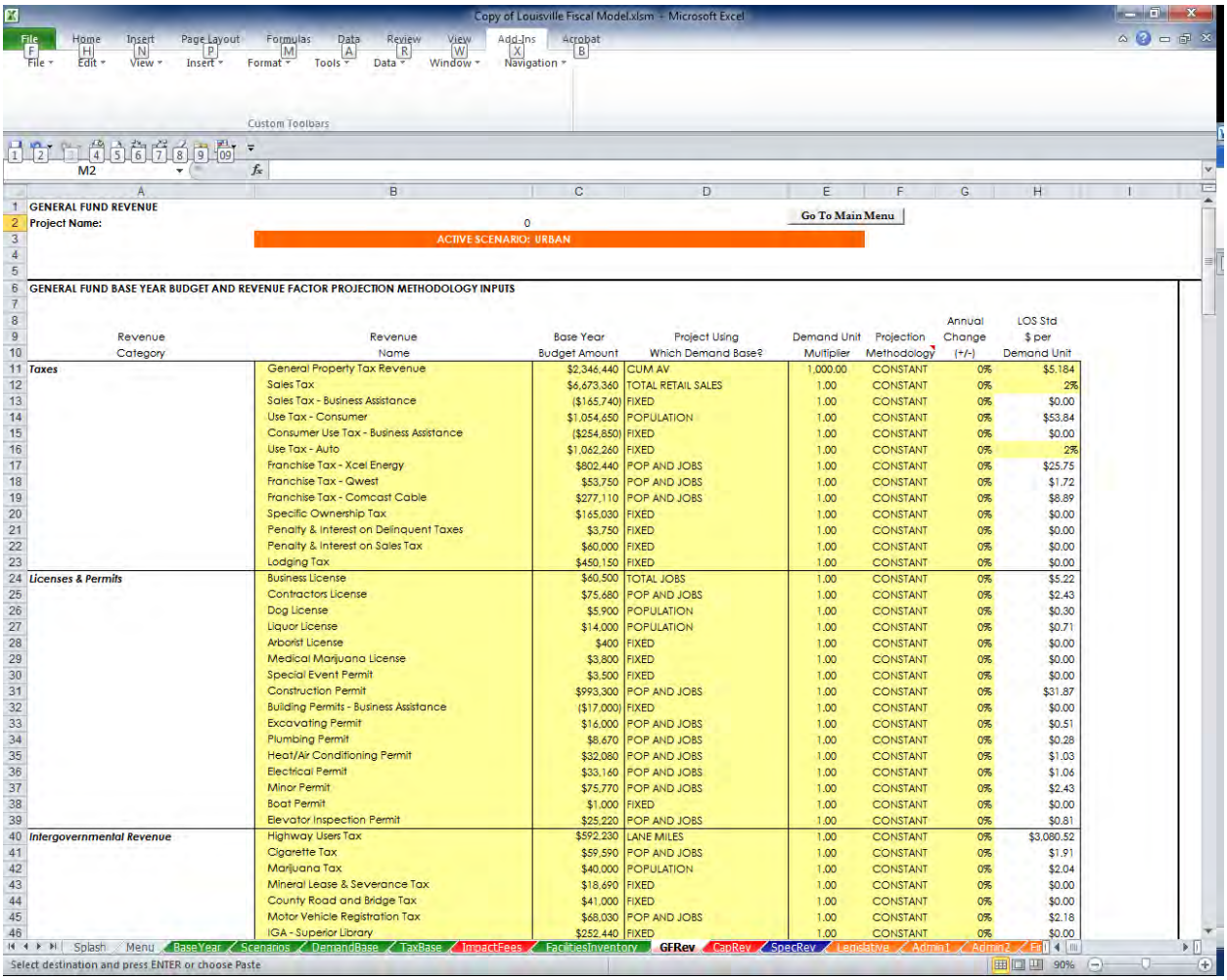
		Residential Percentage of MV to AV:	7.96%					
Annual Assessed Value Increase ($millions)		Commercial Percentage of MV to AV:	29%	Lag Time on Assessment Roll:			50%	
		Base Year	1	2	3	4	5	6
	Fiscal Year->	2014	2015	2016	2017	2018	2019	2020
	TOTAL RESIDENTIAL	$0	$0.5	$0.5	$0.5	$0.5	$0.5	$0.5
	TOTAL NONRESIDENTIAL	$0	$0.8	$0.8	$0.8	$0.8	$0.8	$0.8
	TOTAL ANNUAL ASSESSED VALI	$0.0	$1.3	$1.3	$1.3	$1.3	$1.3	$1.3
Cumulative Assessed Value Increase ($millions)								
		Base Year	1	2	3	4	5	6
	Fiscal Year->	2014	2015	2016	2017	2018	2019	2020
	CUM RES AV	$0.0	$0.5	$1.5	$2.5	$3.6	$4.6	$5.6
	CUM NONRES AV	$0.0	$0.8	$2.4	$4.1	$5.7	$7.3	$9.0
	CUM AV	$0.0	$1.3	$4.0	$6.6	$9.3	$11.9	$14.6

F. Revenue Modules

The first group of input/output modules of the Fiscal Impact Model are the Revenue Modules for the **General Fund, Capital Revenue (includes Impact Fees), and Special Revenue Funds**. As shown in the illustration below, base year budget information is entered in the left side of the base year budget input area. The next column represents the base year budget amounts.

The fourth column to the right indicates the demand base used to project the revenue; this is where the appropriate demand base for each revenue category is input in this column.

TAKE NOTE: The demand base must be the same category that is found in Existing City Demand Base (located in the Base Year Demographics Module) and Annual Demand Base. For example: POPULATION, TOTAL JOBS, POP AND JOBS), otherwise an error message will result. (FIXED, NOT FACTORED and DIRECT ENTRY can also be entered into these cells, as is explained further below.) This is illustrated below.



GENERAL FUND REVENUE

Project Name: 0

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ACTIVE SCENARIO: URBAN

GENERAL FUND BASE YEAR BUDGET AND REVENUE FACTOR PROJECTION METHODOLOGY INPUTS

Revenue Category	Revenue Name	Base Year Budget Amount	Project Using Which Demand Base?	Demand Unit Multiplier	Projection Methodology	Annual Change (+/-)	LOS Std $ per Demand Unit
Taxes	General Property Tax Revenue	$2,346,440	CUM AV	1,000.00	CONSTANT	0%	$5.184
	Sales Tax	$6,673,360	TOTAL RETAIL SALES	1.00	CONSTANT	0%	2%
	Sales Tax - Business Assistance	($165,740)	FIXED	1.00	CONSTANT	0%	$0.00
	Use Tax - Consumer	$1,054,650	POPULATION	1.00	CONSTANT	0%	$53.84
	Consumer Use Tax - Business Assistance	($254,850)	FIXED	1.00	CONSTANT	0%	$0.00
	Use Tax - Auto	$1,062,260	FIXED	1.00	CONSTANT	0%	2%
	Franchise Tax - Xcel Energy	$802,440	POP AND JOBS	1.00	CONSTANT	0%	$25.75
	Franchise Tax - Qwest	$53,750	POP AND JOBS	1.00	CONSTANT	0%	$1.72
	Franchise Tax - Comcast Cable	$277,110	POP AND JOBS	1.00	CONSTANT	0%	$8.89
	Specific Ownership Tax	$165,030	FIXED	1.00	CONSTANT	0%	$0.00
	Penalty & Interest on Delinquent Taxes	$3,750	FIXED	1.00	CONSTANT	0%	$0.00
	Penalty & Interest on Sales Tax	$60,000	FIXED	1.00	CONSTANT	0%	$0.00
	Lodging Tax	$450,150	FIXED	1.00	CONSTANT	0%	$0.00
Licenses & Permits	Business License	$60,500	TOTAL JOBS	1.00	CONSTANT	0%	$5.22
	Contractors License	$75,680	POP AND JOBS	1.00	CONSTANT	0%	$2.43
	Dog License	$5,900	POPULATION	1.00	CONSTANT	0%	$0.30
	Liquor License	$14,000	POPULATION	1.00	CONSTANT	0%	$0.71
	Arborist License	$400	FIXED	1.00	CONSTANT	0%	$0.00
	Medical Marijuana License	$3,800	FIXED	1.00	CONSTANT	0%	$0.00
	Special Event Permit	$3,500	FIXED	1.00	CONSTANT	0%	$0.00
	Construction Permit	$993,300	POP AND JOBS	1.00	CONSTANT	0%	$31.87
	Building Permits - Business Assistance	($17,000)	FIXED	1.00	CONSTANT	0%	$0.00
	Excavating Permit	$16,000	POP AND JOBS	1.00	CONSTANT	0%	$0.51
	Plumbing Permit	$8,670	POP AND JOBS	1.00	CONSTANT	0%	$0.28
	Heat/Air Conditioning Permit	$32,080	POP AND JOBS	1.00	CONSTANT	0%	$1.03
	Electrical Permit	$33,160	POP AND JOBS	1.00	CONSTANT	0%	$1.06
	Minor Permit	$75,770	POP AND JOBS	1.00	CONSTANT	0%	$2.43
	Boat Permit	$1,000	FIXED	1.00	CONSTANT	0%	$0.00
	Elevator Inspection Permit	$25,220	POP AND JOBS	1.00	CONSTANT	0%	$0.81
Intergovernmental Revenue	Highway Users Tax	$592,230	LANE MILES	1.00	CONSTANT	0%	$3,080.52
	Cigarette Tax	$59,590	POP AND JOBS	1.00	CONSTANT	0%	$1.91
	Marijuana Tax	$40,000	POPULATION	1.00	CONSTANT	0%	$2.04
	Mineral Lease & Severance Tax	$18,690	FIXED	1.00	CONSTANT	0%	$0.00
	County Road and Bridge Tax	$41,000	FIXED	1.00	CONSTANT	0%	$0.00
	Motor Vehicle Registration Tax	$68,030	POP AND JOBS	1.00	CONSTANT	0%	$2.18
	IGA - Superior Library	$252,440	FIXED	1.00	CONSTANT	0%	$0.00

The fifth column to the right is for the Demand Unit Multipliers. This value adjusts the projection factor by the entered percentage. For example, if a factor were based on a 50 percent per capita projection methodology, then 50 percent would be entered into the cell in decimal notation. The results of the Demand Unit Multipliers are reflected in the output. A value of 1,000 is used for the real estate tax since the tax rate is per $1,000 in value and the cumulative value in the model is shown in millions ($1,000,000 / $1,000 = 1,000).

The sixth column to the right is for the Projection Methodologies. This variable works in conjunction with the seventh column to the right, the Annual Change. There are four revenue projection methodologies: (1) CONSTANT, (2) LINEAR, (3) LOGARITHMIC, and (4) POWER. The default input for each revenue category is CONSTANT. These methodologies are discussed further in the next section.

The final column is where the Level of Service Standard Per Demand Unit is calculated. Unless shaded yellow, this cell contains a LOOKUP formula that refers to Existing City Demand Base contained in the Base Year Demographics Module that automatically calculates the LOS standard. For example, if a revenue is projected based on population, the LOOKUP formula

divides the base year budget amount (in the third column) by the current population to arrive at the LOS standard. **Cells with yellow shading indicate that the factor has been entered directly. For example, the property tax rate of $5.184 has been direct entered.**

> **TAKE NOTE:** The yellow-shaded cells in the "LOS Standard" column on the General Fund Revenue page should be updated/checked annually or when rates change.

Scrolling to the right of the Input table is the **Operating Revenues Direct Entry Data or Adjusted Values** table. Here, the level of service factors are projected over a 20-year analysis period. In addition, direct entries for revenues can be entered into this table if you choose to do so for particular budget categories (by entering DIRECT ENTRY in the Based On projection cells). A portion of this table is shown below.

OPERATING FACTOR DIRECT ENTRY DATA OR ADJUSTED VALUES

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
General Property Tax Revenue	$5.18	$5.18	$5.18	$5.18	$5.18	$5.18
Sales Tax	$0.02	$0.02	$0.02	$0.02	$0.02	$0.02
Sales Tax - Business Assistance	($165,740.00)	($165,740.00)	($165,740.00)	($165,740.00)	($165,740.00)	($165,740.00)
Use Tax - Consumer	$53.84	$53.84	$53.84	$53.84	$53.84	$53.84
Consumer Use Tax - Business Assistance	($254,850.00)	($254,850.00)	($254,850.00)	($254,850.00)	($254,850.00)	($254,850.00)
Use Tax - Auto	$1,062,260.00	$1,062,260.00	$1,062,260.00	$1,062,260.00	$1,062,260.00	$1,062,260.00
Franchise Tax - Xcel Energy	$25.75	$25.75	$25.75	$25.75	$25.75	$25.75
Franchise Tax - Qwest	$1.72	$1.72	$1.72	$1.72	$1.72	$1.72
Franchise Tax - Comcast Cable	$8.89	$8.89	$8.89	$8.89	$8.89	$8.89
Specific Ownership Tax	$165,030.00	$165,030.00	$165,030.00	$165,030.00	$165,030.00	$165,030.00

Below the Operating Revenues Direct Entry Data or Adjusted Values table are the **General Fund Revenue Outputs**. This section contains calculated values that are derived using demand base data and factors from the base year budget data over the 20-year analysis period.

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
GENERAL FUND REVENUES						
General Property Tax Revenue	$0	$7	$21	$34	$48	$62
Sales Tax	$0	$145	$290	$434	$579	$724
Sales Tax - Business Assistance	$0	$0	$0	$0	$0	$0
Use Tax - Consumer	$0	$5	$10	$15	$20	$25
Consumer Use Tax - Business Assistance	$0	$0	$0	$0	$0	$0
Use Tax - Auto	$0	$0	$0	$0	$0	$0
Franchise Tax - Xcel Energy	$0	$5	$9	$14	$19	$24
Franchise Tax - Qwest	$0	$0	$1	$1	$1	$2
Franchise Tax - Comcast Cable	$0	$2	$3	$5	$7	$8
Specific Ownership Tax	$0	$0	$0	$0	$0	$0

Below the Revenue Output area is the **Revenue Summary**, which summarizes revenues by major category.

GENERAL FUND REVENUE SUMMARY

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
GENERAL FUND REVENUE BY CATEGORY						
Taxes	$0	$163	$334	$504	$674	$845
Licenses & Permits	$0	$8	$16	$23	$30	$38
Intergovernmental Revenue	$0	$2	$4	$6	$8	$9
Charges for Service	$0	$8	$16	$23	$31	$39
Fines and Forfeitures	$0	$1	$2	$3	$4	$5
Miscellaneous	$0	$0	$1	$1	$2	$2
Other Financing Sources	$0	$0	$0	$0	$0	$0
Transfers	$0	$0	$0	$0	$0	$0
Future Revenue Sources	$0	$0	$0	$0	$0	$0
TOTAL GENERAL FUND REVENUE:	$0	$183	$372	$561	$750	$939

1. Impact Fees

One-time Impact Fees are calculated by the model based on development assumptions. This is an automated calculation, which is captured in the Capital Revenue module.

However, the user is responsible for updating the Impact Fee Schedule when fees are adopted. This is found on the Impact Fees module at AA6.

Development Impact Fees	Square Feet	Parks & Trails	Municipal Government	Recreation	Library	Transportation	Subtotal
Residential (per unit)							
Single Family Detached	0-2 Bedrooms	$1,822	$413	$1,203	$325	$185	$3,948
	3 Bedrooms	$2,664	$604	$1,759	$475	$225	$5,727
	4 Bedrooms	$3,464	$786	$2,288	$617	$287	$7,442
	5+ Bedrooms	$4,233	$960	$2,796	$754	$379	$9,122
Single Family Attached	0-2 Bedrooms	$1,653	$375	$1,092	$295	$93	$3,508
	3+ Bedrooms	$2,580	$585	$1,704	$460	$149	$5,478
Multi-family	All Sizes	$1,516	$344	$1,001	$270	$144	$3,275
Nonresidential (per 1,000 square feet)							
Comm/Shop Ctr	50000 or less		$270			$430	$700
	50001-100000		$240			$380	$620
	100001 - 200000		$210			$330	$540
Business Park (R & D)			$300			$190	$490
Medical-Dental Office			$390			$530	$920
Office	50000 or less		$370			$230	$600
	50001 - 100000		$350			$190	$540
	100001 - 200000		$330			$170	$500
Hospital			$300			$240	$540
Mini-Warehouse			$0.40			$40	$40
Warehousing			$90			$50	$140
Manufacturing			$170			$60	$230
Light Industrial			$220			$100	$320
Lodging	per room		$42			$82	$124
Elementary	per student		$8			$19	$27
Secondary School	per student		$8			$25	$33
Day Care	per student		$15			$65	$80
Nursing Home	bed		$35			$35	$70

G. Operating Department Input/Output Module Design

The Operating Department Input/Output Modules are organized by City department, with line item inputs for expenses as generated from annual budget data entry. If there are any questions regarding how certain input variables are treated and how specific outputs are calculated, this section should provide the desired information. If the user undertakes any modifications to any of the modules, you should be completely familiar with the information provided here.

1. Operating Costs Inputs

Operating costs are generally meant to include any form of regular annual expenditures other than costs for the acquisition of capital facilities. Expenditures of this nature might include salaries, building operations, vehicle maintenance costs, insurance or fees, supplies, purchased services, or similar items. As much as possible, these should be summed for a reasonably broad area for each single line used. However, it should be reflective of the level of specificity of City budget data.

Beginning with inputs, as shown in the illustration below (excerpt from Police: Patrol/Investigations), base year budget information is entered in the left side of the base year budget input area, beginning with the expenditure name. Each input area contains enough entry cells for regular operating expenses, as wells as several cells for direct entries. An example of a direct entry would be showing a cost that was specific to the particular development being analyzed. For example, if for some reason a new government building was needed for the City as a result of a new development, staff could reflect the "lumpy" operating expenses that will be incurred when the facility is opened. The next column represents the base year budget amounts. The remaining input areas for the divisional operating costs are described below:

BASE YEAR BUDGET AND FACTOR PROJECTION METHODOLOGY INPUTS

PLANNING ADMINISTRATION

Expenditure Name	Base Year Budget Amount	Project Expenditure Factor Using:	Demand Unit Multiplier	Projection Methodology	Annual Change (pos. or neg.)	LOS Std $ per Demand Unit
Regular Salaries	$339,100	SEE BELOW	1.00	CONSTANT	0%	$0.00
Temporary Salaries	$4,550	SEE BELOW	1.00	CONSTANT	0%	$0.00
FICA Expense	$26,290	SEE BELOW	1.00	CONSTANT	0%	$0.00
Retirement Contribution	$18,650	SEE BELOW	1.00	CONSTANT	0%	$0.00
Health Insurance	$51,780	SEE BELOW	1.00	CONSTANT	0%	$0.00
Workers Compensation	$1,800	SEE BELOW	1.00	CONSTANT	0%	$0.00
Office Supplies	$3,000	POP AND JOBS	1.00	CONSTANT	0%	$0.10
Computer Supplies - Software	$1,600	POP AND JOBS	1.00	CONSTANT	0%	$0.05
Miscellaneous Supplies	$0	POP AND JOBS	1.00	CONSTANT	0%	$0.00
Professional Services - Consulting	$0	POP AND JOBS	1.00	CONSTANT	0%	$0.00
Professional Services - Recording Fees	$100	POP AND JOBS	1.00	CONSTANT	0%	$0.00
Professional Services - Other	$58,400	POP AND JOBS	1.00	CONSTANT	0%	$1.87
Parts/Repairs/Maintenance - Copiers	$5,000	POP AND JOBS	1.00	CONSTANT	0%	$0.16
Equipment Rental	$3,000	POP AND JOBS	1.00	CONSTANT	0%	$0.10
Education Expense	$6,000	POP AND JOBS	1.00	CONSTANT	0%	$0.19
Public Outreach	$7,000	POP AND JOBS	1.00	CONSTANT	0%	$0.22
Printing	$3,500	POP AND JOBS	1.00	CONSTANT	0%	$0.11
Travel	$8,000	POP AND JOBS	1.00	CONSTANT	0%	$0.26
Dues/Subscriptions/Books	$3,000	POP AND JOBS	1.00	CONSTANT	0%	$0.10
Computer Replacement	$1,080	FIXED	1.00	CONSTANT	0%	$1,080.00
Future	$0	FIXED	1.00	CONSTANT	0%	$0.00
Future	$0	FIXED	1.00	CONSTANT	0%	$0.00
Future	$0	FIXED	1.00	CONSTANT	0%	$0.00
Future	$0	FIXED	1.00	CONSTANT	0%	$0.00
Future	$0	FIXED	1.00	CONSTANT	0%	$0.00
Direct Entry Cost Type 1	$0	DIRECT ENTRY	1.00	CONSTANT	0%	$0.00
Direct Entry Cost Type 2	$0	DIRECT ENTRY	1.00	CONSTANT	0%	$0.00
Direct Entry Cost Type 3	$0	DIRECT ENTRY	1.00	CONSTANT	0%	$0.00
TOTAL	$541,850					

a) Project Using Which Demand Base?

Enter the name of the demand base upon which calculations of need for the operating unit will be based. Just as with revenues, the demand base must exactly match one of the categories contained in the Existing City Demand Base table (in the Base Year Demographics Module) and the Annual Demand Base input area located in the Demand Base Module. Entering the word DIRECT ENTRY indicates that projection data from other sources will be directly entered in the direct data entry area, rather than using the module's modeling formulas. Entering FIXED indicates that costs are not impacted by growth.

TAKE NOTE: The demand base must exactly match one of the categories from the Existing City Demand Base (located in the Base Year Demographics Module) and the Annual Demand Base (e.g., POPULATION, TOTAL JOBS, POP AND JOBS, etc.), otherwise an error message will result.

b) Demand Unit Multiplier

This defines "Demand Units" in proportion to the demand base. If demand for an operation is to be based on some portion of the demand base, this entry allows for this mathematical adjustment. The factor entered here will be multiplied by the selected demand base to create a value ("demand units"), which in turn will be used to compute the need for operating expenditures.

For example, let us assume that the office expenses budget for a particular department totals $500,000. However, $250,000 of that amount is a one-time expenditure that will not be included in next year's budget. Therefore, to reflect the true level of service, the user can adjust the demand unit multiplier to .50 (i.e., 50%), as $250,000 is the variable portion of the $500,000 budget. In most cases, this mathematical adjustment will not be needed, and the **default entry is pre-set at 1.00 for most expenditures**.

c) Projection Methodology

One of four projection methodologies may be specified for each operating cost line item. "CONSTANT" should be entered whenever a snapshot approach is being used for the fiscal analysis. If costs have been increasing but are expected to level off over time, the user may choose to enter "LOGARITHMIC" as the preferred cost projection methodology. "LINEAR" cost increase will cause the model to increase the cost factor at a constant absolute change. The final projection alternative is "POWER", which will increase the specified cost factor at a cost percentage change. This projection methodology results in exponential growth of the operating cost. The factor will increase or decrease following the specified "curve" based on the percentage amount entered into the cell immediately to the right (discussed in Part d below). **The default setting is CONSTANT throughout**.

d) Annual Change

The annual percentage change will be used in the cost projection formulas described above, if necessary. The default value is 0 percent.

e) LOS Standard Per Demand Unit

The final column is where the Level of Service (LOS) Standard Per Demand Unit is calculated. Unless shaded yellow, this cell contains a LOOKUP formula that refers to the Existing City Demand Base (located in the Base Year Demographics Module) that automatically calculates the LOS standard. For example, if a cost is projected using population as the demand base, the LOOKUP formula divides the base year budget amount (in the second column) by the current population to arrive at the LOS standard. Cells with yellow shading indicate that the factor has been entered directly.

2. Operating Costs Inputs: Staffing Input

In the budget entry section, all staffing costs for the current fiscal year have been entered with a "SEE BELOW" demand base. When each position is entered individually in this staffing section, the model will automatically forecast when an additional staff person is needed in each staffing category.

In the Staffing Input section, the City should enter all positions each fiscal year including the category in the first column and the number of full-time equivalent positions in the second column. The demand base for the position should be entered in the third column. Like previous demand base entries, *the demand base must exactly match one of the categories contained in the Existing City Demand Base table in the Base Year Demographics Module as well as a category contained in the Annual Demand Base input area located in the Demand Base Module, otherwise an error message will result.* Entering the word DIRECT ENTRY indicates that projection data from other sources will be directly entered in the direct data entry area, rather than using the module's modeling formulas. Entering FIXED indicates that the positions are not impacted by growth.

Finally, an estimate of *available capacity* should be entered in the fifth column. Doing so ensures that a new position is not triggered while the existing staff are still able to perform more duties and provide additional services.

PLANNING ADMINISTRATION STAFFING INPUT Category	Base Year FTE Positions	Project Using Which Demand Base?	Current Demand Units Served Per Position	% Estimate of Available Capacity	Remaining Capacity/ Initial Hire Threshold	Estimated Service Capacity Per Position
Planning Director	1	FIXED	0	0%	0	0
Principal Planner	1	FIXED	0	0%	0	0
Planner II	1	FIXED	0	0%	0	0
Planner I - Preservation Planner	0.70	FIXED	0	0%	0	0
Sr. Administrative Assistant	0.5	FIXED	0	0%	0	0
Front Counter & Bldg Safety Asst	0.4	FIXED	0	0%	0	0
Staff Type 7	0	FIXED	0	0%	0	0
Staff Type 8	0	FIXED	0	0%	0	0
Staff Type 9	0	FIXED	0	0%	0	0
Staff Type 10	0	FIXED	0	0%	0	0

3. Operating Costs Inputs: Salaries

For the model to estimate the cost of the new positions generated by the entry of staffing shown in the above section, it is necessary to have the average salary for a new hire in each position listed in the Salaries section that appears just below the Staffing Input for each operating cost input.

The salaries currently entered in the model are in line with the position classifications as of FY2014. Each time the position classifications are changed, the average salaries should be updated in the model. When the benefits multiplier changes, it should be updated.

The inflation adjustment factor serves the same role as with the other operating costs. With a positive entry, it increases the inflation rate used in the model overall; with a negative entry, it offsets or decreases the model's overall inflation level for these position costs. For example, if staff costs are increasing at a rate of 6% while a 3% inflation rate has been used for the model, an inflation adjustment of 3% should be entered in this column for each position. The default is 0 percent.

SALARIES	Avg Salary / Staff Member	Benefits Multiplier	Inflation Adj (+/- Base)	LOS Std Total Cost
Planning Director	$122,045	30%	0%	$158,659
Principal Planner	$85,980	30%	0%	$111,774
Planner II	$55,485	30%	0%	$72,131
Planner I - Preservation Planner	$38,591	30%	0%	$50,168
Sr. Administrative Assistant	$23,434	30%	0%	$30,464
Front Counter & Bldg Safety Asst	$13,565	30%	0%	$17,635
Staff Type 7	$0	30%	0%	$0
Staff Type 8	$0	30%	0%	$0
Staff Type 9	$0	30%	0%	$0
Staff Type 10	$0	30%	0%	$0

4. Operating Cost Direct Entry or Adjusted Values Outputs

To the right of the input tables for operating costs are the Operating Cost Direct Enter Data or Adjusted Values outputs. Here, the level of service factors are projected over the 20-year analysis period. This section is populated automatically. However, **direct entries** for staffing or operating costs and revenues can be entered into this table if you choose to do so for particular budget categories (by entering DIRECT ENTRY in the Based On projection cells or by using the preset "Direct Entry Cost Type 1" line item). See *Section V of this Manual, Technical Reference, Part C* pertaining to direct entries. A portion of this table is shown below. The user should be aware that formulas in the base year are frequently constructed somewhat differently than in the second and all subsequent years and therefore should not be dragged to the right.

PLANNING ADMINISTRATION OPERATING FACTOR DIRECT ENTER DATA OR ADJUSTED VALUES

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
Regular Salaries	$0	$0	$0	$0	$0	$0
Temporary Salaries	$0	$0	$0	$0	$0	$0
FICA Expense	$0	$0	$0	$0	$0	$0
Retirement Contribution	$0	$0	$0	$0	$0	$0
Health Insurance	$0	$0	$0	$0	$0	$0
Workers Compensation	$0	$0	$0	$0	$0	$0
Office Supplies	$0	$0	$0	$0	$0	$0
Computer Supplies - Software	$0	$0	$0	$0	$0	$0
Miscellaneous Supplies	$0	$0	$0	$0	$0	$0
Professional Services - Consulting	$0	$0	$0	$0	$0	$0
Professional Services - Recording Fees	$0	$0	$0	$0	$0	$0
Professional Services - Other	$2	$2	$2	$2	$2	$2
Parts/Repairs/Maintenance - Copiers	$0	$0	$0	$0	$0	$0
Equipment Rental	$0	$0	$0	$0	$0	$0
Education Expense	$0	$0	$0	$0	$0	$0
Public Outreach	$0	$0	$0	$0	$0	$0
Printing	$0	$0	$0	$0	$0	$0
Travel	$0	$0	$0	$0	$0	$0
Dues/Subscriptions/Books	$0	$0	$0	$0	$0	$0
Computer Replacement	$1,080	$1,080	$1,080	$1,080	$1,080	$1,080
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 1	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 2	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 3	$0	$0	$0	$0	$0	$0

PLANNING ADMINISTRATION STAFFING DIRECT ENTER DATA

	Enter Number of Additional Staff Directly ONLY For Direct Entry Cat				
	1	2	3	4	5
	2015	2016	2017	2018	2019
Planning Director	0	0	0	0	0
Principal Planner	0	0	0	0	0
Planner II	0	0	0	0	0
Planner I - Preservation Planner	0	0	0	0	0
Sr. Administrative Assistant	0	0	0	0	0
Front Counter & Bldg Safety Asst	0	0	0	0	0
Staff Type 7	0	0	0	0	0
Staff Type 8	0	0	0	0	0
Staff Type 9	0	0	0	0	0
Staff Type 10	0	0	0	0	0

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
Planning Director	$122,045	$122,045	$122,045	$122,045	$122,045	$122,045
Principal Planner	$85,980	$85,980	$85,980	$85,980	$85,980	$85,980
Planner II	$55,485	$55,485	$55,485	$55,485	$55,485	$55,485
Planner I - Preservation Planner	$38,591	$38,591	$38,591	$38,591	$38,591	$38,591
Sr. Administrative Assistant	$23,434	$23,434	$23,434	$23,434	$23,434	$23,434
Front Counter & Bldg Safety Asst	$13,565	$13,565	$13,565	$13,565	$13,565	$13,565
Staff Type 7	$0	$0	$0	$0	$0	$0
Staff Type 8	$0	$0	$0	$0	$0	$0
Staff Type 9	$0	$0	$0	$0	$0	$0
Staff Type 10	$0	$0	$0	$0	$0	$0

In the example shown above, cost level of service factors are constant over time. This is because CONSTANT was chosen as the operating cost projection methodology.

5. Operating Cost Outputs

Below the Operating Cost Direct Enter Data or Adjusted Values outputs are the Operating Cost Outputs. This section contains calculated values that are derived using demand base data and various factors from the Cost Input Data. The contents of each of the output areas is described in detail below.

Again, the user should be aware that formulas in the base year are frequently constructed somewhat differently than in the second and all subsequent years. This is a result of the first year formula referencing data from the input section, and formulas for later years simply building on the prior year's value. Altering formulas in the first year, and then simply copying the revised formulas to all later years may produce erroneous results. Rather, it may be necessary to enter similar alterations in both first and second year cells, and then copy from the second year cell to all subsequent years. By carefully checking between the first and second year cells, you can determine if the second year formula is altered in any significant way (i.e., non-consecutive cell addresses in the formula).

The output area summarizes operating expenditures by **budget line item**. The Budget Summary module, discussed later, retrieves the total costs from each operating module. Excerpts are shown below:

PLANNING ADMINISTRATION

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
CUMULATIVE STAFF NEEDED BASED ON CITYWIDE NEED						
Planning Director	1	1	1	1	1	1
Principal Planner	1	1	1	1	1	1
Planner II	1	1	1	1	1	1
Planner I - Preservation Planner	0.7	1	1	1	1	1
Sr. Administrative Assistant	0.5	1	1	1	1	1
Front Counter & Bldg Safety Asst	0.4	0	0	0	0	0
Staff Type 7	0	0	0	0	0	0
Staff Type 8	0	0	0	0	0	0
Staff Type 10	0	0	0	0	0	0
Total Staff:	4.6	4.6	4.6	4.6	4.6	4.6
STAFF COST (in thousands)						
Planning Director		$0	$0	$0	$0	$0
Principal Planner		$0	$0	$0	$0	$0
Planner II		$0	$0	$0	$0	$0
Planner I - Preservation Planner		$0	$0	$0	$0	$0
Sr. Administrative Assistant		$0	$0	$0	$0	$0
Front Counter & Bldg Safety Asst		$0	$0	$0	$0	$0
Staff Type 7		$0	$0	$0	$0	$0
Staff Type 8		$0	$0	$0	$0	$0
Staff Type 10		$0	$0	$0	$0	$0
Total Staff Cost:		$0	$0	$0	$0	$0

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
OPERATING EXPENDITURES (in thousands)						
Regular Salaries	$0	$0	$0	$0	$0	$0
Temporary Salaries	$0	$0	$0	$0	$0	$0
FICA Expense	$0	$0	$0	$0	$0	$0
Retirement Contribution	$0	$0	$0	$0	$0	$0
Health Insurance	$0	$0	$0	$0	$0	$0
Workers Compensation	$0	$0	$0	$0	$0	$0
Office Supplies	$0	$0	$0	$0	$0	$0
Computer Supplies - Software	$0	$0	$0	$0	$0	$0
Miscellaneous Supplies	$0	$0	$0	$0	$0	$0
Professional Services - Consulting	$0	$0	$0	$0	$0	$0
Professional Services - Recording Fees	$0	$0	$0	$0	$0	$0
Professional Services - Other	$0	$1	$2	$2	$3	$3
Parts/Repairs/Maintenance - Copiers	$0	$0	$0	$0	$0	$0
Equipment Rental	$0	$0	$0	$0	$0	$0
Education Expense	$0	$0	$0	$0	$0	$0
Public Outreach	$0	$0	$0	$0	$0	$0
Printing	$0	$0	$0	$0	$0	$0
Travel	$0	$0	$0	$0	$0	$0
Dues/Subscriptions/Books	$0	$0	$0	$0	$0	$0
Computer Replacement	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Future	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 1	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 2	$0	$0	$0	$0	$0	$0
Direct Entry Cost Type 3	$0	$0	$0	$0	$0	$0
Total Operating Expenditures:	$0	$1	$3	$4	$4	$5
TOTAL STAFF & OPER COST:	$0	$1	$3	$4	$4	$5

Below the individual output areas for the different departments is the **Department Summary**, which summarizes operating costs by individual department area.

PLANNING ADMINISTRATION & BUILDING SAFETY DEPARTMENT SUMMARY						
	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
OPERATING EXPENDITURES BY DIVISION (in thousands)						
Planning Administration	$0	$1	$3	$4	$4	$5
Building Safety	$0	$7	$7	$7	$3	$3
Future Operating Department	$0	$0	$0	$0	$0	$0
==========	========	==========	==========	==========	==========	==========
Total Staff and Operating Expenditures:	$0	$8	$10	$11	$7	$8

Note: The model's formulas calculate operating costs based on the named demand base. The formula selects the demand base quantity, based on the demand base named for the respective year. It then factors this quantity by the multiplier, units served per operating unit, and combined inflation factors and base year unit costs. Results will display to the next highest whole number according to the scaling factor. The default scaling factor will result in cost values being displayed in thousands. Fractions of displayed amounts (i.e., fractions of thousands) will be retained in the calculations but will not display or print. For this reason, values may not always appear to total correctly, due to the rounding of the displayed values. Fractional values may be displayed by editing the format for these cells to display to one or more decimal positions.

H. Capital Facilities Input/Output Modules

Capital Facilities Input/Output Modules determine when new facilities (or parts of facilities) are needed to serve the projected new demand—based on delivery criteria provided by the user. These criteria can include recognition of capacities of existing facilities and useful life spans, thus providing for purchase of new facilities. The timing of delivery further recognizes lead- or lag-times, providing for funding needs at times before or after actual delivery, as may be appropriate for construction or ordering processes. The timing of debt payments may also be similarly adjusted relative to actual delivery. Funding, bonding, and debt mechanisms and terms, including direct funding ("pay as you go"), are at the discretion of the user. Finally, any capital facility may generate a corresponding item in the operations module, assuring that both acquisition and operation of the facility is fully represented.

The capital facilities input areas provides space for numerous capital facility listings. These can be used for individual facilities, such as a single building, or for a category of facilities such as police cars or neighborhood parks. The output of this application provides a schedule of when new facilities are to be obtained, when they may need to be replaced, and a funding schedule. A large work area contains debt service payment schedules for capital facilities.

Capital facilities input data and projections are arranged in "blocks" or horizontal bands of cells, one block for each facility listing. Within each of these bands, the functions of the cell input data and formulas is the same for each facility. The capital facility input area is designed to have specifications both on demand—how the facilities are required—and their cost and funding.

NOTE: The capital modules have been populated with Capital Facilities data specific to the City of Louisville based on the most recent Impact Fee Study. An inventory of existing capital facilities is included in the model as "**FacilitiesInventory**," which is linked to the Capital pages (with the exception of the Transportation Capital Page). The Facilities Inventory and Transportation Capital Page should be updated when the Impact Fees are updated or revised.

1. Capital Facilities Input

An example of the capital facility input area for Parks and Trail facilities is shown below. The inputs are meant to represent broad categories of facilities (depending on the category) such as Police stations or vehicles (if desired), or in this case acres of Community Parks and Improvements and miles of Trails, and where prototype information is developed regarding facility size, cost, etc. The contents of each of the input cells is described in detail below.

Parks and Trails Capital Facilities
Capital Facilities Standards and Costs

Facility Type	Base Year Inventory	Unit	Need For Facility Based On:	LOS by Capital Facility	Current Demand Units Served Per Facility	Current Cost/Unit in ($000s)	Inflation Adjustment (+/-)
Community Park Land & Improvements	94.3	Acres	POPULATION	0.0048	2176	$1,704	0%
USEFUL			| CAPACITY FACTORS:			Remaining Capacity/	
FACILITY			| Prototype Facility Size (Acres):		10.48	Initial Construction	
LIFE:	New Facility (years):	30	| Estimate of Available Facility Capacity:		50%	Threshold (Acres):	5.2
LAG/LEAD	Funding to		| FUNDING METHOD:				
TIME:	Delivery (years):	0	| Percent Bonded:	0%			
Trail	53	Trail Miles	POPULATION	0.0027	372.3954	$152	0%
USEFUL			| CAPACITY FACTORS:			Remaining Capacity/	
FACILITY			| Prototype Facility Size (Units):		1	Initial Construction	
LIFE:	New Facility (years):	30	| Estimate of Available Facility Capacity:		50%	Threshold (Acres):	0.5
LAG/LEAD	Funding to		| FUNDING METHOD:				
TIME:	Delivery (years):	0	| Percent Bonded:	0%			

a) Facility Type

Enter the name by which the facility/category will be identified. This name will be copied by the cell formula to all other appropriate locations in input and output tables.

b) Base Year Inventory

This entry denotes the current inventory of the facility type being modeled. There is a separate cell to enter the units by which the facility is to be projected and the unit type (in this example: Acres for Parks). Types of **units** include acres for parks, vehicles for police vehicles, lane miles for roads, etc. As shown in the example above, there is 94.3 acres of Community Parks in the City.

c) Need For Facility Based On

Enter the name of the demand base upon which calculations of need for the capital facility category will be based. **This entry must exactly match one of the categories contained in the Existing City Demand Base table (located in the Base Year Demographics Module) as well as a category contained in the Annual Demand Base area located in the Demand Base Module.**

Entering the word FIXED, or DIRECT ENTRY indicates that projection data from other sources will be directly entered in the direct data entry area, rather than using the module's modeling formulas, or that facilities are not impacted by growth. In the example shown above, Community Parks, the need for additional acreage is based on a projection of future population (POPULATION).

d) LOS (Level of Service) by Capital Facility/Current Demand Units Served per Facility

The value here is automatically calculated based on the previous inputs and indicates the current level of service for the particular type of facility. As shown in the example above, given the current number of acres of Community Parks (94.3) and POPULATION selected as the demand base, there are .0048 acres per person, or 4.8 acres per 1,000 people. Also provided is the amount of current demand units served per "prototype" facility. In this case, an average Community Park is 10.5 acres, which serve 2,176 people.

e) Current Cost Per Unit

This cell reflects the base cost per unit and is linked to the Facilities Inventory page. The cost shown here is the cost for a prototype facility. In this example, it is the average cost per acre ($162,672) multiplied by the prototype size of a Community Park (10.5 acres) for a total cost per park of $1.7 million (shown in thousands). This value is multiplied by the combined-effective inflation rate to arrive at a projected capital cost per unit for subsequent years. This cost should be an inclusive total, including all secondary or dependent costs (such as fees, or "soft costs") associated with the facility.

TAKE NOTE: Be sure to pay attention to the unit being projected—to ensure cost factor is appropriate. For example, if projecting square feet, cost should reflect cost per square foot ($200/sf). If projecting based on number of facilities, cost should reflect cost per facility ($200/sf x 10,000 sf Facility = $2 million).

f) Inflation Adjustment

A decimal fraction entry here will add to the underlying "universal" inflation rate established in the Scenario Input Module. If no universal inflation rate was assumed, an entry here will adopt one for the particular line item in which it is entered. If a universal rate was assumed in the Scenario Input Module, the entry here will modify or cancel it, depending upon your entry. For example, a negative entry here of -0.05 (-5.0%) will add to, and effectively cancel an underlying

positive rate of 0.05. Similarly, an entry here of 0.01 will add to an underlying rate of 0.05, creating an effective rate of 0.06. An entry of this latter nature may be appropriate if the particular facility cost where the entry is made is assumed to increase in value faster than the universal inflation rate established in the Scenario Input Module. The combined, net-effective inflation rate is then applied to the base year cost of a single capital facility unit. The default value is 0 percent.

g) Useful Facility Life

Enter the useful life (in years) before facilities have to be replaced. Useful lives for vehicles are particularly useful to represent in this manner. Useful lives for buildings and parks will typically be greater than the projection time frame of 20 years. If existing facilities are indicated as being initially available to meet future demands, the entry of useful life can represent when such facilities need to be replaced, or their capacities are consumed.

h) Lag/Lead Time: Funding to Delivery

This entry is used to indicate if expenditure for the facility is to occur at a time other than delivery of the facility. The entry should be expressed in years. Executing bonding one or two years prior to actual completion of a new building to allow for construction is a typical use of this entry. A pre-set entry of 0 years is provided as a default value.

i) Funding Method: Percent Bonded

Enter the percentage of the cost to be bonded (debt financed) in this cell. The value entered is linked to the module's amortization schedule formulas to incur debt and calculate debt service payments according to the other financing inputs made in this area.

For example, a value of 0 corresponds to "Pay-As-You-Go" funding and will result in 100 percent of facility being paid for with cash. A value of .50 will result in 50 percent being bonded and the other half being paid for with cash. The default percentage for all capital improvements/purchases is 0%. TischlerBise typically recommends that all capital improvements be Pay-Go in this analysis. By showing pay-go funding for all growth-related capital improvements, the true costs of capital improvements are depicted. If those facilities were bonded, debt service payment for some improvements would continue beyond the last projection year and therefore would not adequately be captured in the analysis.

j) Bonding to First Debt Service

This entry is used to indicate the number of years between execution of bonds and the first debt service. This might occur if bonding leads delivery time to allow for construction, but one or two years of forgiveness are allowed until the facility is completed and available for use. A preset entry of 0 years is provided as a default value.

This section allows for changing interest rate and term (how long the bond will be issued for) (in years). The bond length has been set to a default of 20 years and the bond interest rate at 6.0%.

Capital Facilities Standards and Costs

Facility Type	Base Year Inventory	Unit	Need For Facility Based On:	LOS by Capital Facility	Current Demand Units Served Per Facility	Current Cost/Unit in ($000s)	Inflation Adjustment (+/-)
Recreation Facilities	86,540	SF	POPULATION	4.4180	4897.0000	$3,488	0%
USEFUL FACILITY LIFE:	New Facility (years)	30	| CAPACITY FACTORS: | Prototype Facility Size (SF): | Estimate of Available Facility Capacity:		21,635 / 90%	Remaining Capacity/ Initial Construction Threshold (SF):	19,472
LAG/LEAD TIME:	Funding to Delivery (years):	0	| FUNDING METHOD: | Percent Bonded:	0%			

Bd to 1st Yr DS (Yrs)
0
Bond Rate:
6.00%
Bond Years:
20

2. *Direct Entry Capital Facilities*

There may be situations where it will be more appropriate to simply incorporate capital facility schedules provided by an operating department, rather than modeling future needs. This can be done by using the direct entry capabilities. This might particularly be the case where an approved capital facilities program (CIP) is in place, and the department simply wishes this to be incorporated without further reconsideration. **Remember that a capital facilities schedule that is modeled will change as assumptions and growth scenarios change, while a fixed schedule of facilities may have to be manually adjusted—or risk being out-of-step—if underlying growth assumptions are altered.** On the other hand, approved capital expenditure schedules have the advantage of official acceptance, and in some ways may be easier to enter in the template. An example from another model is used for purposes of explanation.

General Government Capital Facilities

Capital Facilities Standards and Costs

Facility Type	Base Year Inventory	Unit	Need For Facility Based On:	Countywide LOS by Capital Facility	Current Cost/Unit	Inflation Adjustment (+/-)
General Government Office	162,000	SF	DIRECT ENTRY		$200.00	0%
USEFUL FACILITY LIFE:	New Facility (years):	30			AMOUNT NEEDED TO MAINTAIN LOS:	Total New SF 0.0
LAG/LEAD TIME:	Funding to Delivery (years):	0	| FUNDING METHOD: | Percent Bonded:	0%		

To create a direct entry for a capital facility, the user would scroll to the right of the Input area and enter the size of the facility planned to be built. **It is important to be consistent between the units (e.g., square feet) entered in the Direct Entry Area and the units entered in the Input section.** In this example, square feet is used. The size of the planned facility is 10,000 square feet and the cost per square foot is $200—and shown in $1,000s directly above. (*If the user wanted the facility to be constructed under one scenario, but not under another, an IF statement formula should be used.*)

Capital Facilities Data and Adjusted Costs

	Base	1	2	3	4	5
Fiscal Year->	2006	2007	2008	2009	2010	2011
General Government Office	$0.200	$0.200	$0.200	$0.200	$0.200	$0.200
SF Needed to Maintain Current LOS:		0.000	0.000	0.000	0.000	0.000
DIRECT ENTRY AREA:			10,000.0			

3. Capital Facilities Output

Altering the contents of capital facilities output cells should not be done casually. For each type of capital facility, the following information is provided. The example from above is shown below.

Parks and Trails Capital Facilities Output

	Base	1	2	3	4	5
Fiscal Year->	2014	2015	2016	2017	2018	2019
Community Park Land & Improvements						
New Facilities Delivered (Inc. Replacemer		0.00	0.00	0.00	0.00	1.00
Facilities Retired		0.00	0.00	0.00	0.00	0.00
Available Facilities		0	0	0	0	1
New Facility Cost		$0.00	$0	$0	$0	$1,704
Directly Funded		$0	$0	$0	$0	$1,704
Bonding Executed		$0	$0	$0	$0	$0
==========	========	==========	==========	==========	==========	==========
Trail						
New Facilities Delivered (Inc. Replacemer		1.00	1.00	1.00	0.00	0.00
Facilities Retired		0.00	0.00	0.00	0.00	0.00
Available Facilities		1.00	2.00	3.00	3.00	3.00
New Facility Cost		$152	$152	$152	$0	$0
Directly Funded		$152	$152	$152	$0	$0
Bonding Executed		$0	$0	$0	$0	$0
==========	========	==========	==========	==========	==========	==========

a) New Facilities Delivered

This line shows the number of new capital facilities (in the respective unit of measure) to be delivered in each respective year.

b) Facilities Retired

Facilities will be subtracted as their useful lives are met. Values that show in this line are treated as negatives, subtracting from available inventory.

c) Available Facilities

This is the current net summation of existing facilities, new facilities added, and older facilities subtracted as they exhaust their useful lives.

d) New Facility Cost

This line represents the actual expenditures projected for capital facilities both in terms of amount and timing. The calculation reflects the number of facilities to be acquired in a given year, and the effects of the combined inflation rates on unit costs.

e) Directly Funded Costs

This line displays costs that are directly funded as of the year indicated, and not subject to debt financing. This corresponds to "pay-as-you-go" funding.

f) Bonding Executed

This line displays costs that are funded through debt. The timing of bond amounts may be dependent upon a lead-time input.

4. Debt Service Work Area

Below the capital facilities output areas are work areas used for the computation of debt service. For any type or block of capital facilities, expenditures in any year may initiate debt service payments. These payments may build up in "layers" each subsequent year. Thus, in Year 1, a single debt service may be incurred as a result of first year expenditures. In Year 2, a new expenditure will initiate a second debt service payment, in addition to the continuing payment initiated by the first year's bonding. In Year 3, another new payment may start in addition to the payments due from bonding executed in the first two years; and so forth. This "layering" of debt service payments can be seen in the layout of the work area. Each subsequent year has an additional line in the debt service schedule.

The individual cells in the debt service work area should not be edited or altered in any way. The formula in the work area cells reads the capital facilities output area to see if bonding has been incurred in a given year. The year that is read depends upon the lead/lag time settings selected in the input area. If bonding has occurred, and a debt service payment is appropriate for the given year (allowing for lead/lag time and duration of the bond), then the debt service payment is calculated based on the interest rate and bond term set in the input area. The debt service payment amounts which appear in the output area are the summation of all "layered" payments as of the respective year for a given capital facility block. An example from another model is shown below.

DEBT SERVICE WORK AREA

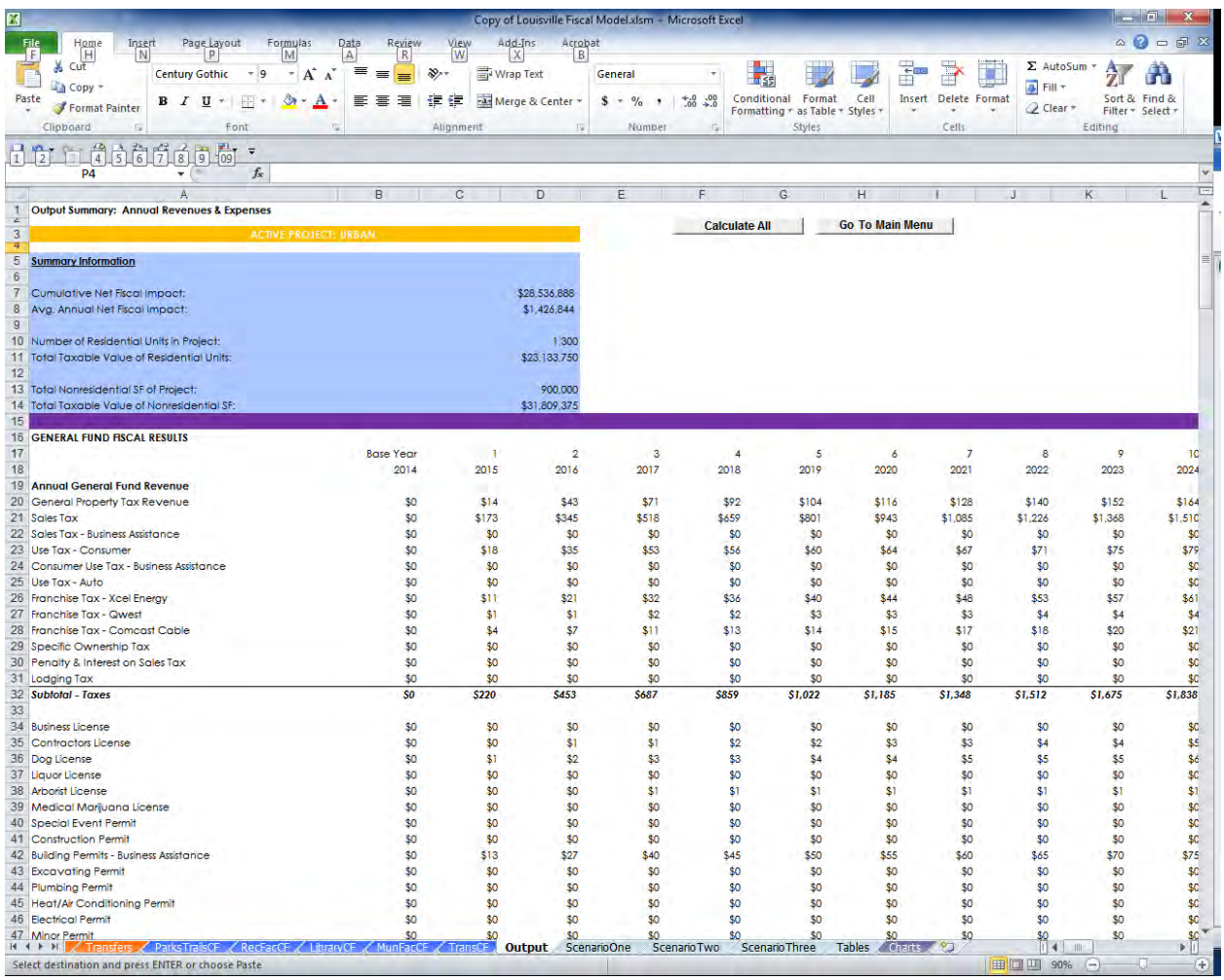
Year	Payment	=======	=======	=======	=======	=======	=======
1	$75	$75	$75	$75	$75	$75	$75
2	$75		$75	$75	$75	$75	$75
3	$75			$75	$75	$75	$75
4	$59				$59	$59	$59
5	$37					$37	$37
6	$27						$27
7	$20						

III. BUDGET SUMMARY AND OUTPUTS

A. General Overview

The Budget Summary is the final module in the calculation flow of the Fiscal Model file. This is the "bottom line" module where all revenues and all costs (both direct and bond funded) are summarized and compared for the active scenario.

The **Output** Module is comprised mostly of formulas that simply read subtotal results from the other modules and sums them together to arrive at annual and cumulative fiscal impacts. There is no user input in the module. Rather, the Output Module is the final collection point of all costs and revenues as individually projected in the other modules. A picture of the Output Module is shown below.



Output Summary: Annual Revenues & Expenses

ACTIVE PROJECT: URBAN

Calculate All | Go To Main Menu

Summary Information

Cumulative Net Fiscal Impact:	$28,536,888
Avg. Annual Net Fiscal Impact:	$1,426,844
Number of Residential Units in Project:	1,300
Total Taxable Value of Residential Units:	$23,133,750
Total Nonresidential SF of Project:	900,000
Total Taxable Value of Nonresidential SF:	$31,809,375

GENERAL FUND FISCAL RESULTS

	Base Year	1	2	3	4	5	6	7	8	9	10
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Annual General Fund Revenue											
General Property Tax Revenue	$0	$14	$43	$71	$92	$104	$116	$128	$140	$152	$164
Sales Tax	$0	$173	$345	$518	$659	$801	$943	$1,085	$1,226	$1,368	$1,510
Sales Tax - Business Assistance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Use Tax - Consumer	$0	$18	$35	$53	$56	$60	$64	$67	$71	$75	$79
Consumer Use Tax - Business Assistance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Use Tax - Auto	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franchise Tax - Xcel Energy	$0	$11	$21	$32	$36	$40	$44	$48	$53	$57	$61
Franchise Tax - Qwest	$0	$1	$1	$2	$2	$3	$3	$3	$4	$4	$4
Franchise Tax - Comcast Cable	$0	$4	$7	$11	$13	$14	$15	$17	$18	$20	$21
Specific Ownership Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Penalty & Interest on Sales Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lodging Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Subtotal - Taxes	***$0***	***$220***	***$453***	***$687***	***$859***	***$1,022***	***$1,185***	***$1,348***	***$1,512***	***$1,675***	***$1,838***
Business License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Contractors License	$0	$0	$1	$1	$2	$2	$3	$3	$4	$4	$5
Dog License	$0	$1	$2	$3	$3	$4	$4	$5	$5	$5	$6
Liquor License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Arborist License	$0	$0	$0	$1	$1	$1	$1	$1	$1	$1	$1
Medical Marijuana License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Special Event Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Permits - Business Assistance	$0	$13	$27	$40	$45	$50	$55	$60	$65	$70	$75
Excavating Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Plumbing Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heat/Air Conditioning Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electrical Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Minor Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

As discussed previously, the Louisville Fiscal Impact Model analyzes one scenario at a time. Therefore, to analyze the results for multiple scenarios, the user must utilize a macro program contained in the custom menu, or the **Calculate All** macro button located (see example below) at the top of the Output Module.

Pressing this macro button from the Output worksheet, or selecting, **Navigation —> Outputs —> Calculate All Scenarios** from the custom menu, the model's results are transferred to individual output worksheets for each scenario. Here, the results for all three scenarios can be observed in detail.

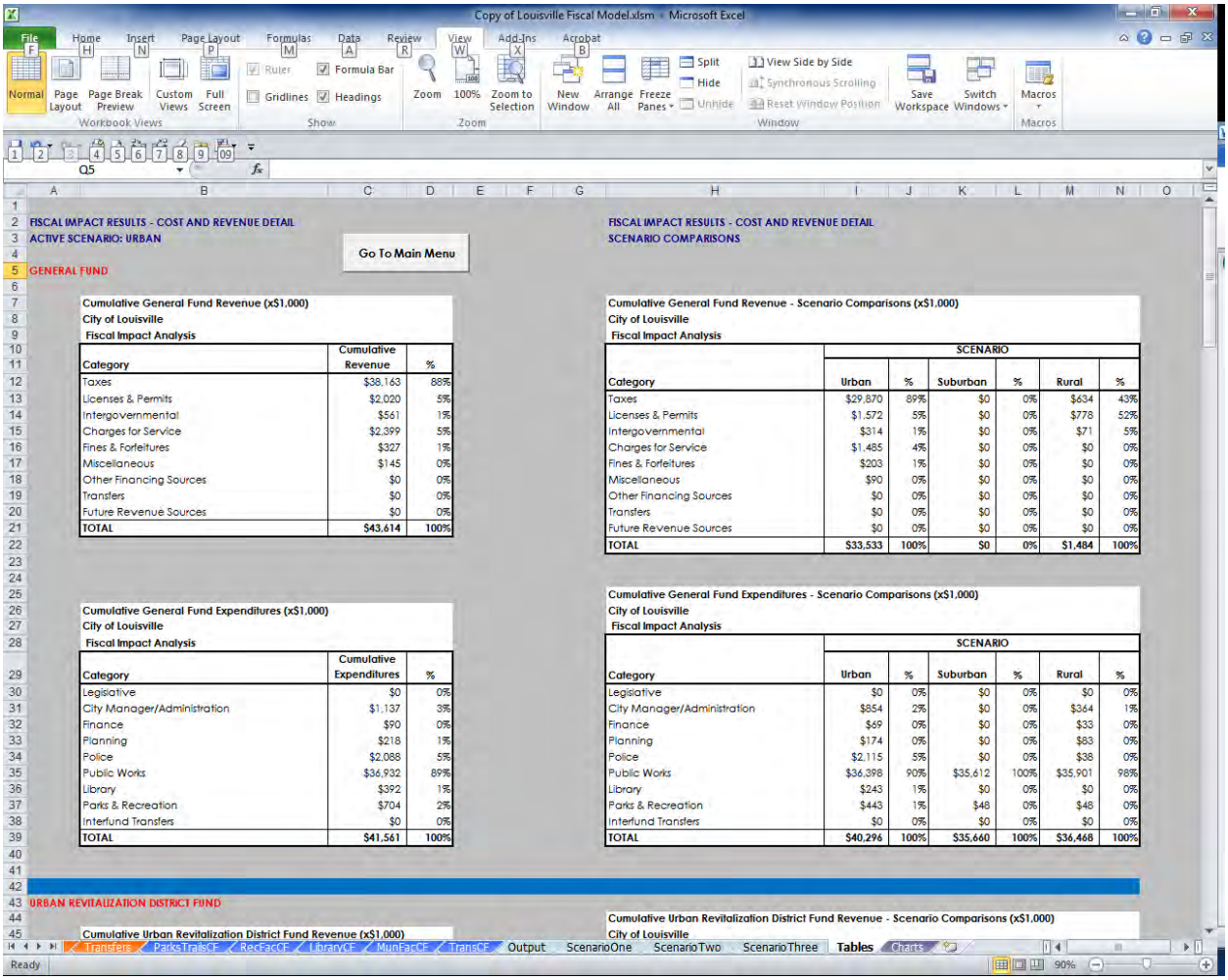
The Calculate All Scenarios macro program performs the following steps when activated.

1. Runs the Calculate Scenario Visual Basic Application macro program (CalcAll). The program will run each scenario and transfer the results to the individual scenario data worksheets.
2. The analysis is now complete. The various tables and charts contained in the model can now be observed.

B. Outputs

1. Scenario Comparisons

There are also two worksheets that contain summary outputs for each scenario. The worksheet labeled **Tables** contains revenue and expenditure details for the Active Scenario, as well as for the three scenarios the model is capable of evaluating. This is shown in the picture below.



FISCAL IMPACT RESULTS - COST AND REVENUE DETAIL
ACTIVE SCENARIO: URBAN

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GENERAL FUND

Cumulative General Fund Revenue (x$1,000)
City of Louisville
Fiscal Impact Analysis

Category	Cumulative Revenue	%
Taxes	$38,163	88%
Licenses & Permits	$2,020	5%
Intergovernmental	$561	1%
Charges for Service	$2,399	5%
Fines & Forfeitures	$327	1%
Miscellaneous	$145	0%
Other Financing Sources	$0	0%
Transfers	$0	0%
Future Revenue Sources	$0	0%
TOTAL	$43,614	100%

Cumulative General Fund Expenditures (x$1,000)
City of Louisville
Fiscal Impact Analysis

Category	Cumulative Expenditures	%
Legislative	$0	0%
City Manager/Administration	$1,137	3%
Finance	$90	0%
Planning	$218	1%
Police	$2,088	5%
Public Works	$36,932	89%
Library	$392	1%
Parks & Recreation	$704	2%
Interfund Transfers	$0	0%
TOTAL	$41,561	100%

URBAN REVITALIZATION DISTRICT FUND

Cumulative Urban Revitalization District Fund Revenue (x$1,000)

FISCAL IMPACT RESULTS - COST AND REVENUE DETAIL
SCENARIO COMPARISONS

Cumulative General Fund Revenue - Scenario Comparisons (x$1,000)
City of Louisville
Fiscal Impact Analysis

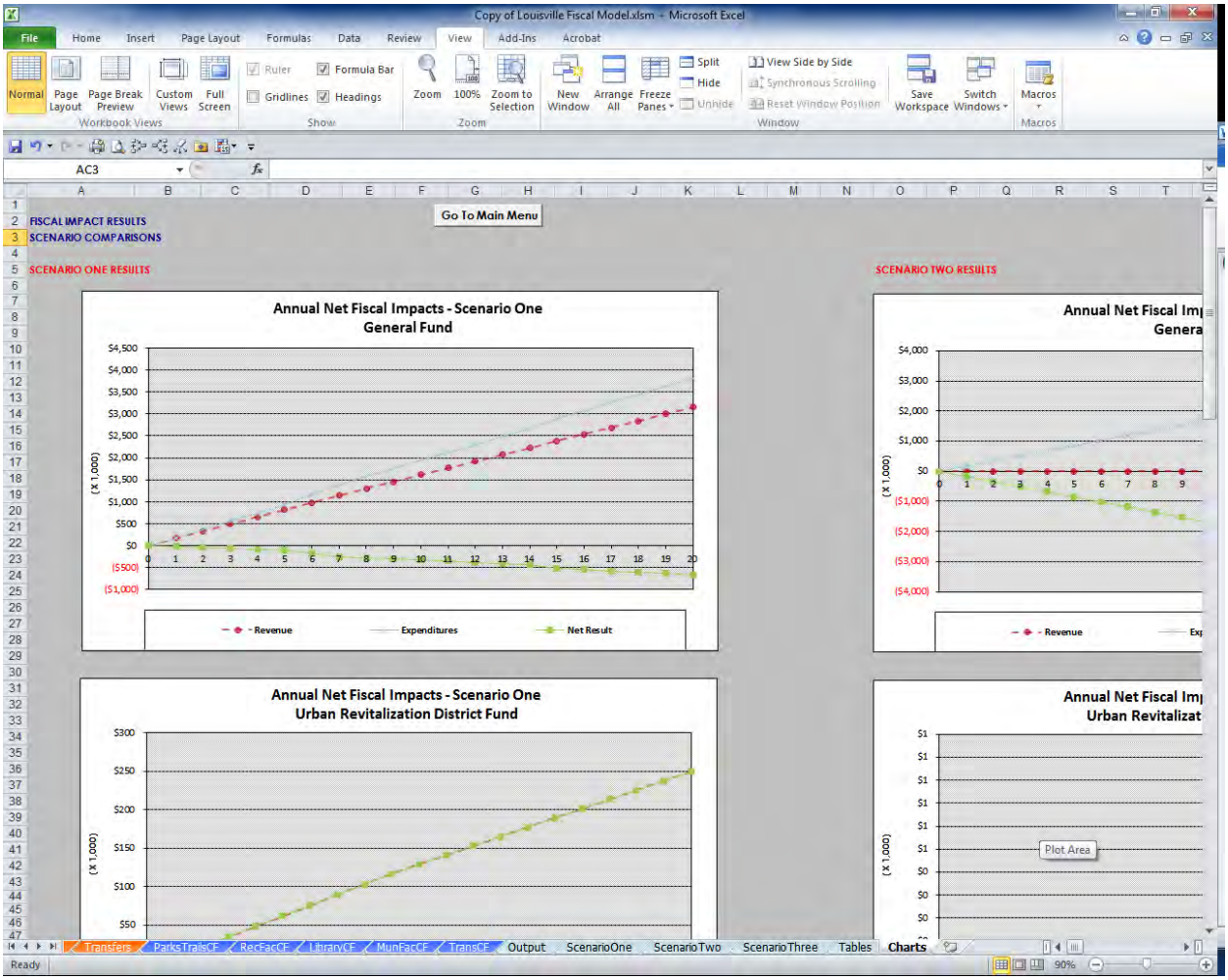
	SCENARIO					
Category	Urban	%	Suburban	%	Rural	%
Taxes	$29,870	89%	$0	0%	$634	43%
Licenses & Permits	$1,572	5%	$0	0%	$778	52%
Intergovernmental	$314	1%	$0	0%	$71	5%
Charges for Service	$1,485	4%	$0	0%	$0	0%
Fines & Forfeitures	$203	1%	$0	0%	$0	0%
Miscellaneous	$90	0%	$0	0%	$0	0%
Other Financing Sources	$0	0%	$0	0%	$0	0%
Transfers	$0	0%	$0	0%	$0	0%
Future Revenue Sources	$0	0%	$0	0%	$0	0%
TOTAL	$33,533	100%	$0	0%	$1,484	100%

Cumulative General Fund Expenditures - Scenario Comparisons (x$1,000)
City of Louisville
Fiscal Impact Analysis

	SCENARIO					
Category	Urban	%	Suburban	%	Rural	%
Legislative	$0	0%	$0	0%	$0	0%
City Manager/Administration	$854	2%	$0	0%	$364	1%
Finance	$69	0%	$0	0%	$33	0%
Planning	$174	0%	$0	0%	$83	0%
Police	$2,115	5%	$0	0%	$38	0%
Public Works	$36,398	90%	$35,612	100%	$35,901	98%
Library	$243	1%	$0	0%	$0	0%
Parks & Recreation	$443	1%	$48	0%	$48	0%
Interfund Transfers	$0	0%	$0	0%	$0	0%
TOTAL	$40,296	100%	$35,660	100%	$36,468	100%

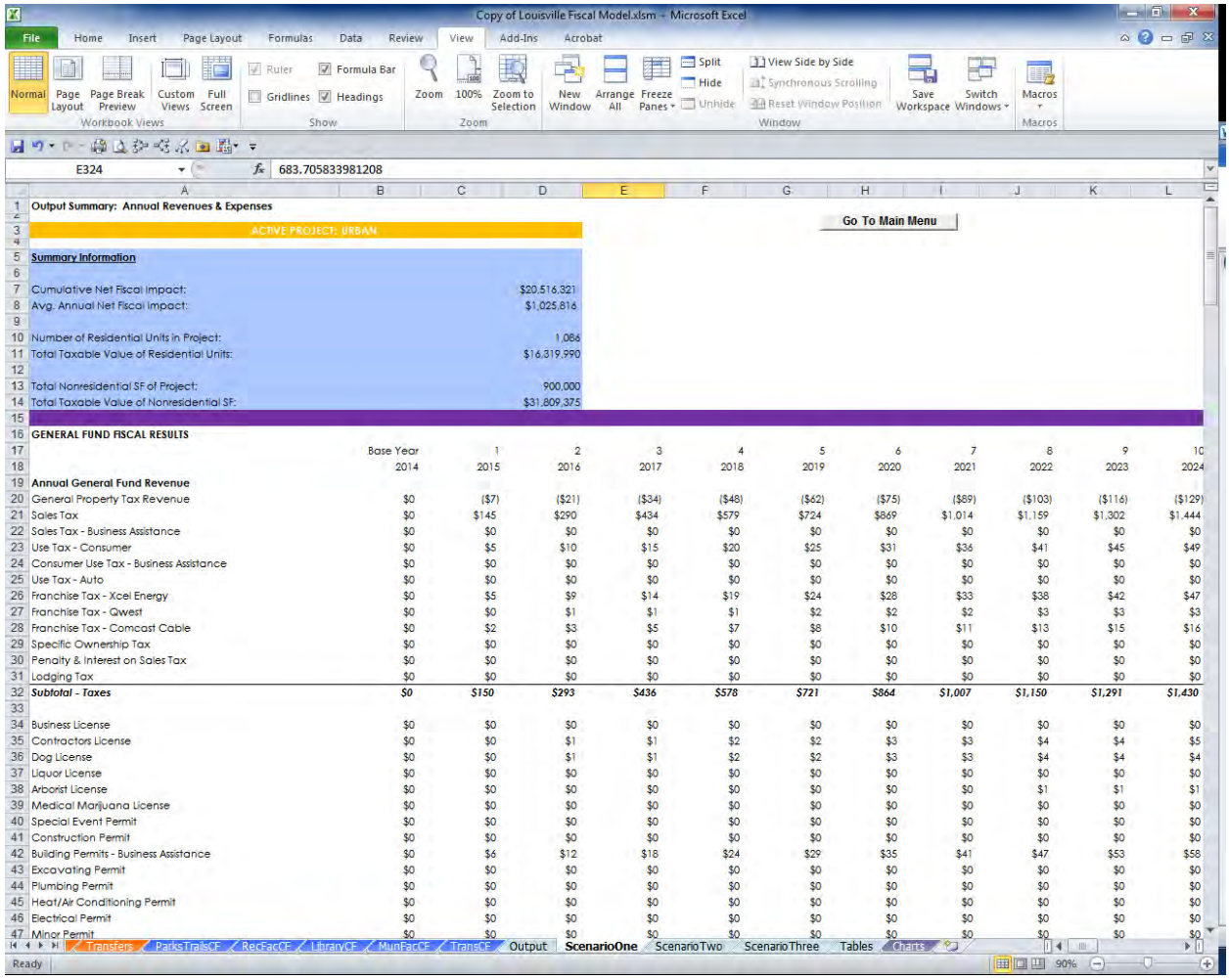
Cumulative Urban Revitalization District Fund Revenue - Scenario Comparisons (x$1,000)
City of Louisville

The **Charts** worksheet contains a series of charts that show annual results for the three scenarios evaluated by the model. Results are provided by **fund**.



2. Scenario Detail

The output pages Scenario One, Scenario Two, and Scenario Three, provide annual detail on revenues and expenditures by fund as well as a **snapshot summary** at the top of each sheet. A picture is provided below.



Output Summary: Annual Revenues & Expenses

ACTIVE PROJECT: URBAN

Go To Main Menu

Summary Information

Cumulative Net Fiscal Impact:	$20,516,321
Avg. Annual Net Fiscal Impact:	$1,025,816
Number of Residential Units in Project:	1,086
Total Taxable Value of Residential Units:	$16,319,990
Total Nonresidential SF of Project:	900,000
Total Taxable Value of Nonresidential SF:	$31,809,375

GENERAL FUND FISCAL RESULTS

	Base Year	1	2	3	4	5	6	7	8	9	10
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Annual General Fund Revenue											
General Property Tax Revenue	$0	($7)	($21)	($34)	($48)	($62)	($75)	($89)	($103)	($116)	($129)
Sales Tax	$0	$145	$290	$434	$579	$724	$869	$1,014	$1,159	$1,302	$1,444
Sales Tax - Business Assistance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Use Tax - Consumer	$0	$5	$10	$15	$20	$25	$31	$36	$41	$45	$49
Consumer Use Tax - Business Assistance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Use Tax - Auto	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Franchise Tax - Xcel Energy	$0	$5	$9	$14	$19	$24	$28	$33	$38	$42	$47
Franchise Tax - Qwest	$0	$0	$1	$1	$1	$2	$2	$2	$3	$3	$3
Franchise Tax - Comcast Cable	$0	$2	$3	$5	$7	$8	$10	$11	$13	$15	$16
Specific Ownership Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Penalty & Interest on Sales Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Lodging Tax	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Subtotal - Taxes	***$0***	***$150***	***$293***	***$436***	***$578***	***$721***	***$864***	***$1,007***	***$1,150***	***$1,291***	***$1,430***
Business License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Contractors License	$0	$0	$1	$1	$2	$2	$3	$3	$4	$4	$5
Dog License	$0	$0	$1	$1	$2	$2	$3	$3	$4	$4	$4
Liquor License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Arborist License	$0	$0	$0	$0	$0	$0	$0	$0	$1	$1	$1
Medical Marijuana License	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Special Event Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Construction Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Building Permits - Business Assistance	$0	$6	$12	$18	$24	$29	$35	$41	$47	$53	$58
Excavating Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Plumbing Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Heat/Air Conditioning Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Electrical Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Minor Permit	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

IV. CUSTOM MENUS

A customized menu has been integrated into the Louisville Fiscal Impact Model. In addition to Excel's regular menus, the Add-Ins > Navigation menu bar consists of six additional pull-down menu headings that contain numerous commands that are designed to assist the user with model operations. These commands assist the user with movement throughout the model, changing current scenarios, selecting demand bases and analyzing fiscal results.

A. Navigation

Under "Add-Ins," the pull-down menu heading of **Navigation** leads to additional commands designed to assist the user with inputs associated with calibrating the model and analyzing the fiscal results. This includes changing the active scenario, as well as other inputs. The following are the command headings under the Navigation menu:

Main Menu	Contains a submenu with commands that takes the user to the Main Menu or Exit the Model.
Select Scenario	Contains a submenu with three commands that allow the user to change the active scenario for the model.
Scenario Input	Contains a submenu with commands that takes the user to the Scenario Parameters Input area, as well as the specific input areas for the three Scenario Input areas to enter proposals and/or absorption schedules.
Erase Scenarios	Contains a submenu that erases data entered in respective scenario. This is useful to clean the slate from previous analyses.
Demand and Tax Base	Contains a submenu that directs the user to inputs related to the Base Year Demographics, as well as the Active Scenario Real Property Tax Base and Active Scenario Annual Demand Base.
Outputs	Contains a submenu that takes the user to the Active Scenario Budget Summary as well as the associated charts and tables, calculate all scenarios, and view various tables and charts from all three scenarios.

V. TECHNICAL REFERENCE

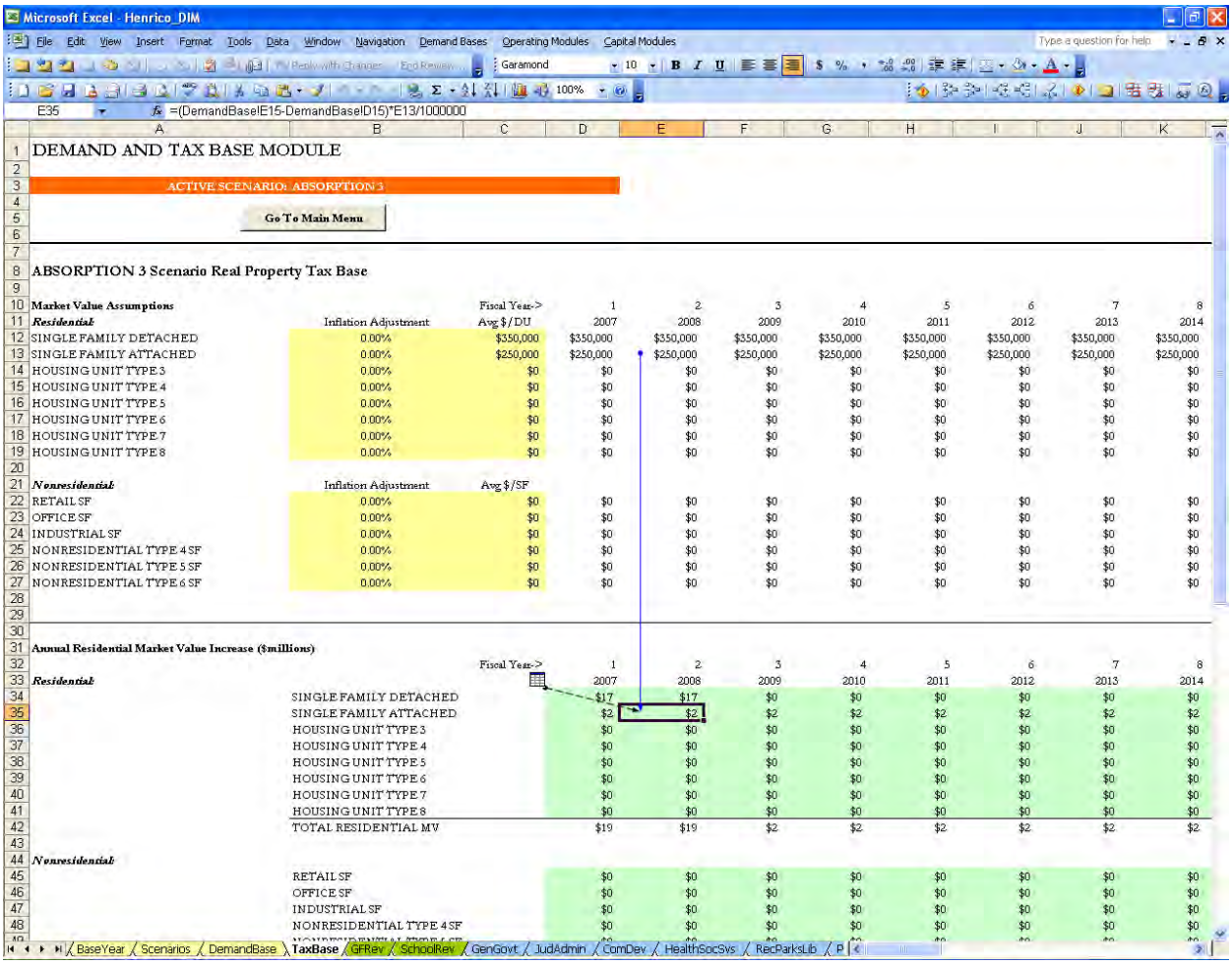
This section of the User's Manual provides technical references for various procedures and functions contained in Microsoft Excel. If there are any questions regarding how certain input variables are treated and how specific outputs are calculated, this section should provide the desired information. If the user undertakes any modifications to any of the worksheets, you should be completely familiar with the technical data provided here.

A. Helpful Excel Features

The Louisville Fiscal Impact Model uses several Excel features that make it easier to understand and modify the various modules in the model. To facilitate the use of these features, a brief description is given along with suggestions on how to use them.

1. Auditing

On the Tools menu, the user may select "Formula Auditing" to trace either the precedents or dependents for an individual cell. This feature temporarily adds arrows to help the user track down the components of a cells formula. This feature is helpful when trying to understand a formula or fix problems within a worksheet. An example of this tool is depicted in the graphic below (from another model).



Microsoft Excel - Henrico_DIM

File Edit View Insert Format Tools Data Window Navigation Demand Bases Operating Modules Capital Modules

E35 =(DemandBase!E15-DemandBase!D15)*E13/1000000

DEMAND AND TAX BASE MODULE

ACTIVE SCENARIO: ABSORPTION 3

Go To Main Menu

ABSORPTION 3 Scenario Real Property Tax Base

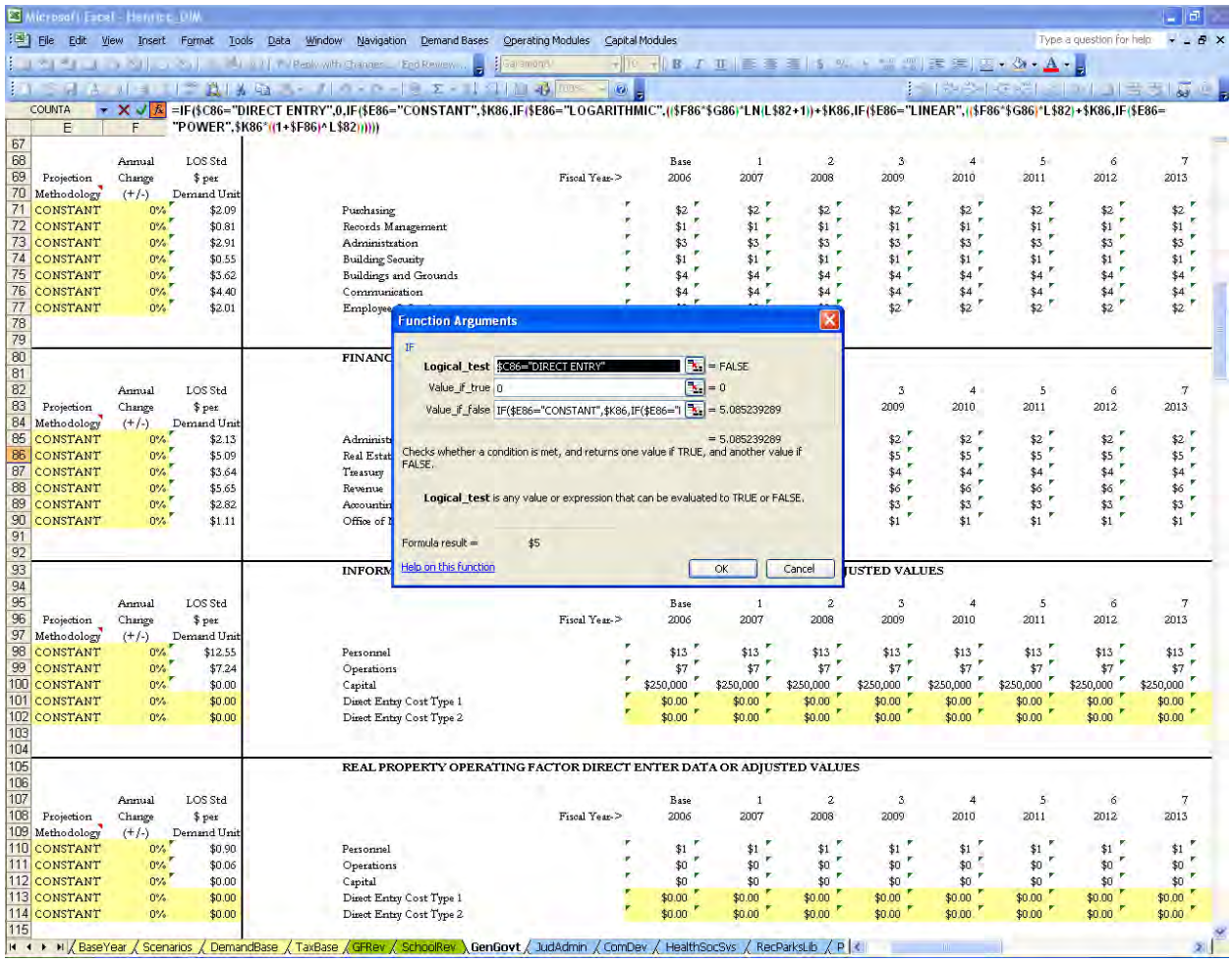
Market Value Assumptions		Fiscal Year->	1	2	3	4	5	6	7	8
Residential	Inflation Adjustment	Avg $/DU	2007	2008	2009	2010	2011	2012	2013	2014
SINGLE FAMILY DETACHED	0.00%	$350,000	$350,000	$350,000	$350,000	$350,000	$350,000	$350,000	$350,000	$350,000
SINGLE FAMILY ATTACHED	0.00%	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000
HOUSING UNIT TYPE 3	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 4	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 5	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 6	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 7	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
HOUSING UNIT TYPE 8	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
Nonresidential	Inflation Adjustment	Avg $/SF								
RETAIL SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
OFFICE SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
INDUSTRIAL SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
NONRESIDENTIAL TYPE 4 SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
NONRESIDENTIAL TYPE 5 SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0
NONRESIDENTIAL TYPE 6 SF	0.00%	$0	$0	$0	$0	$0	$0	$0	$0	$0

Annual Residential Market Value Increase ($millions)		Fiscal Year->	1	2	3	4	5	6	7	8
Residential			2007	2008	2009	2010	2011	2012	2013	2014
	SINGLE FAMILY DETACHED		$17	$17	$0	$0	$0	$0	$0	$0
	SINGLE FAMILY ATTACHED		$2	$2	$2	$2	$2	$2	$2	$2
	HOUSING UNIT TYPE 3		$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 4		$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 5		$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 6		$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 7		$0	$0	$0	$0	$0	$0	$0	$0
	HOUSING UNIT TYPE 8		$0	$0	$0	$0	$0	$0	$0	$0
	TOTAL RESIDENTIAL MV		$19	$19	$2	$2	$2	$2	$2	$2
Nonresidential										
	RETAIL SF		$0	$0	$0	$0	$0	$0	$0	$0
	OFFICE SF		$0	$0	$0	$0	$0	$0	$0	$0
	INDUSTRIAL SF		$0	$0	$0	$0	$0	$0	$0	$0
	NONRESIDENTIAL TYPE 4 SF		$0	$0	$0	$0	$0	$0	$0	$0

BaseYear / Scenarios / DemandBase / TaxBase / GFRev / SchoolRev / GenGovt / JudAdmin / ComDev / HealthSocSvs / RecParksLib / P

2. Function Wizard

This feature provides the user with a concise explanation of Excel functions and their various components. The function wizard is helpful when writing new formulas and when trying to understand the components of existing formulas used by the model. An example of the function wizard is shown in the figure below (from another model).



3. Chart Wizard

After results have been analyzed, the user may wish to incorporate additional charts. TischlerBise recommends that charts be inserted as a separate worksheet and then the worksheet renamed to help the user easily find the new graphic. The user should highlight or select the block of data to be graphed and then from the Insert menu, choose "Chart". The Chart Wizard will take the user through four steps with tabs available in each step for changing data. These steps will open Excel's Chart Wizard, which may be used to create the desired graphic. On the fourth step select the option "As New Sheet" to add the chart in a separate sheet in the Model.

B. Common Functions Used in FISCALS

There are several common Excel functions that may be found throughout the Fiscal Impact Model. A basic understanding of these functions may help the user edit formulas and adapt the worksheets to particular analysis.

1. Lookup Functions

This application frequently uses both horizontal and vertical lookup functions. The common use of this function is to obtain data for a particular geographic area or demand base. Use Excel's Function Wizard to identify the required and optional components of a lookup formula.

2. Logical Functions

Within the application, logical functions are used to test specific conditions and then alter worksheets according to these conditions. There are three common logical functions in the fiscal model. An "IF" formula is used to test a condition and then return one value if the condition is true and another value if the condition is false. The model may also use an "OR" function to test if either two conditions are true. The third type of logical function used in the model is the "MAX" function. This function is used to return the maximum of two variables and is used by the model to avoid negative numbers.

3. Naming of Cells and Ranges

Excel allows for the user to **name** cells and ranges. This is particularly useful when trying to write and understand complex formulas. There are numerous cells and ranges within the City of Louisville application that are named. For example, rather than referring to the Active Scenario Demand Base in a formula as "DemandBase!$B$11:$AB$60" the model refers to this range as **Scenario_Demand_Base**. Other examples include the cell where the scale factor is entered, which is referred to as Scale_Factor.

C. Direct Entries

As discussed earlier, direct data entry has the advantage of loading detailed information into the model. However, the user must be careful when using direct data entries, as incorrect outputs can occur if the user is unfamiliar with the flow of calculations throughout the model.

For example, the ability to reflect one-time costs/revenue may be desired, such as the case if a developer proffered a certain amount and staff wanted to reflect this amount in the analysis. To reflect a one-time cost or revenue, the most appropriate method would be to edit the output formula so that it is not a cumulative calculation. For example, most output formulas contain a MAX argument. Just after MAX, the formula contains a reference to the previous cell, which is then added to the results of VLOOKUP function. The user would simply delete the cell reference after MAX to reflect a one-time cost. The cell/row should then be shaded yellow and a

comment inserted (using the Insert Comment command) pertaining to the entry. The user can use the auditing function discussed above to trace formulas. An example is shown below:

Before:

MAX(L465+(((VLOOKUP($C165,Scenario_Demand_Base,M$461+2,FALSE)-VLOOKUP($C165,Scenario_Demand_Base,M$461+1,FALSE))*$D165*M165)/Scale_Factor),0)))))

After (reflecting one-time nature of output):

MAX(((VLOOKUP($C165,Scenario_Demand_Base,M$461+2,FALSE)-VLOOKUP($C165,Scenario_Demand_Base,M$461+1,FALSE))*$D165*M165)/Scale_Factor),0)))))

D. Adding Menu Items

For advanced users, adding additional menus and submenus to the application can be accomplished using the Visual Basic Editor found in Excel, under the Tools menu. Visual Basic for Applications (VBA) uses modules to store procedures and code. The code for the custom menu can be found in the module named Command. The existing code can be used as a guide to add menu headings, submenus and menu items. The user should look for green text, which are notes indicating what action(s) the code that follows executes. For example, to add a new demand base category and associated items under the Operating Modules menu, the user would scroll down to the code that accompanies demand bases. An example is shown below.

```
ADD A NEW MENU
  Set NewMenu = NewMenuBar.Controls.Add _
  (Type:=msoControlPopup)
  NewMenu.Caption = "&Operating Modules"
```

This menu currently contains eight menu headings. To add a ninth, the user can simply copy the relevant code, paste in the appropriate location and then edit for the appropriate heading. This is shown below:

```
EIGHTH MENU ITEM
  Set MenuItem = NewMenu.Controls.Add(Type:=msoControlPopup)
  With MenuItem
    .Caption = "Capital Projects Management"
  End With
```

```
'  First SubMenu Item
   Set SubMenuItem = MenuItem.Controls.Add(Type:=msoControlButton)
   With SubMenuItem
      .Caption = "Capital Projects Management Base Year Budget Input"
      .OnAction = "CPM"
   End With

'  Second SubMenu Item
   Set SubMenuItem = MenuItem.Controls.Add(Type:=msoControlButton)
   With SubMenuItem
      .Caption = "Capital Projects Management Summary"
      .OnAction = "CPMSum"
   End With
```

The user would then paste this code prior to the next ADD A NEW MENU command and edit appropriately (i.e. NINTH MENU ITEM and relevant captions). The user should note the .OnAction = code. This references an action, or event in the application. In this case a macro program named "CPM". To have a menu item that directs the user to a new department titled CDBG Programs, for example, the user would edit the .Caption code to read CDBG Base Year Budget Input and would enter the name of the macro that contains the procedure that directs the user to the CDBG Budget Input Area. (The user would have to record this macro.) In this case we will assume the macro is called "CDBGInput". Examples of macro code can be found under the Tools menu, Macro and then Macros, which will show a list of all the macros contained the application.

City of Louisville
COLORADO • SINCE 1878

CITY COUNCIL COMMUNICATION
AGENDA ITEM 8F

SUBJECT: **ORDINANCE NO. 1705, SERIES 2015 – AN ORDINANCE REPEALING CHAPTER 14.20 AND AMENDING SECTIONS 4.02.030, 8.12.170, 8.12.200 AND 8.12.240 OF THE LOUISVILLE MUNICIPAL CODE REGARDING THE PARKS AND PUBLIC LANDSCAPING ADVISORY BOARD – 2nd Reading (advertised *Daily Camera* 10/25/15)**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **MEREDYTH MUTH, PUBLIC RELATIONS MANAGER**

SUMMARY:
On September 15 the City Council passed Resolution No. 65, Series 2015 converting the Horticulture and Forestry Advisory Board (HFAB) into the Parks and Public Landscaping Advisory Board as of January 1, 2016. The attached ordinance removes Chapter 14.20 of the Louisville Municipal Code (LMC) in its entirety as that chapter deals only with the creation and duties of the HFAB. Additionally, it updates all other sections of the code that mention HFAB and replaces it with the Parks and Public Landscaping Advisory Board.

To clarify, Section 2 of the ordinance related to section 4.02.030.A.1 of the LMC where it reads “initial duties of the board shall include an inventory of city open space” relates to the duties of the Open Space Advisory Board and how it interacts with other boards. It is not asking the Parks and Public Landscaping Board to complete this inventory. Without the rest of the information from the LMC this clause may be confusing, so staff wanted to provide further explanation.

FISCAL IMPACT:
None

RECOMMENDATION:
Hold public hearing and approve Ordinance No. 1705, Series 2015.

ATTACHMENT(S):
1. Ordinance No. 1705, Series 2015

ORDINANCE NO. 1705
SERIES 2015

AN ORDINANCE REPEALING CHAPTER 14.20 AND AMENDING SECTIONS 4.02.030, 8.12.170, 8.12.200 AND 8.12.240 OF THE LOUISVILLE MUNICIPAL CODE REGARDING THE PARKS AND PUBLIC LANDSCAPING ADVISORY BOARD

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

WHEREAS, the City Charter allows for the City Council to establish by resolution the term, responsibilities, policies and other matters concerning each board or commission of the City; and

WHEREAS, by Ordinance No. 707, Series 1980, the City Council created the City Tree Board; and

WHEREAS, by Ordinance No. 1482, Series 2006, the Tree Board became the Horticulture and Forestry Advisory Board; and

WHEREAS, by Resolution No. 65, Series 2015, adopted on September 15, 2015, the City Council changed the name of the Horticulture and Forestry Advisory Board to the Parks and Public Landscaping Advisory Board and set forth the updated purpose, terms, responsibilities, powers, duties and other matters concerning the Parks and Public Landscaping Advisory Board; and

WHEREAS, in connection with its adoption of Resolution No. 65, the City Council desires to repeal Chapter 14.20 of the Louisville Municipal Code and amend certain other sections of the Louisville Municipal Code to reflect the change of the name of the Horticulture and Forestry Advisory Board to the Parks and Public Landscaping Advisory Board;

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

Section 1. Chapter 14.20 of the Louisville Municipal Code is hereby repealed in its entirety, subject to provisions of Section 7 of this ordinance.

Section 2. Subsection 4.02.030.A.1 of Chapter 4.02 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 4.02.030. Initial duties.

The board's initial duties shall include:

A. *Inventory of city open space.*

1. Working with city staff, the city ~~horticulture and forestry~~ parks and public landscaping advisory board, city consultants, and other applicable city boards or task forces, the board shall produce an inventory of open space and other undeveloped lands owned by the city that may be eligible for open space designation in the future. This inventory shall exclude all parks and developed recreation areas.

Section 3. Subsection 8.12.170.A of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 8.12.170. Standards and specifications for arboricultural practices.

A. *Approved species list.* The city forester, in cooperation with the ~~horticultural and forestry~~ parks and public landscaping advisory board, shall maintain a list of recommended small, medium, and large trees, bushes and shrubs for the city. No species other than those listed may be planted as street or park trees without the prior written approval of the city forester and the ~~horticultural and forestry~~ parks and public landscaping advisory board. The city forester in cooperation with the ~~horticulture and forestry~~ parks and public landscaping advisory board shall also adopt and maintain standards and specifications for the care and planting of such trees.

Section 4. Subsection 8.12.240.B of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 8.12.200. Arborist license required.

B. *Suspension or revocation.* The city forester is authorized to suspend or revoke the arborist license of any person or business that performs work which does not comply with ANSI Standards. License suspensions and revocations may be appealed to the ~~Horticultural and Forestry~~ parks and public landscaping a~~A~~dvisory ~~B~~board within ten days of notification. The city forester may reissue any arborist license previously revoked subject to the above minimum requirements and any additional requirements as may be prescribed by the city forester and approved by the ~~Horticultural and Forestry~~ parks and public landscaping a~~A~~dvisory ~~B~~board.

Section 5. Section 8.12.240 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 8.12.240. Appeals.

Any decision of the city forester concerning licensing or removal of trees may be appealed to and heard by the ~~horticultural and forestry~~ parks and public landscaping advisory board. To be effective, an appeal must be filed within ten days after the decision of the city forester. The appeal shall be in writing and shall be filed with the director of land management for placement on the board's agenda. The appeal shall clearly specify the reasons for which a hearing is requested.

Section 6. If any portion of this ordinance is held to be invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 7. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict; provided however, the creation and establishment of the Parks and Public Landscaping Advisory Board, formerly the Horticulture and Forestry Advisory Board and the Tree Board, is herein expressly ratified and confirmed.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 20th day of October, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light Kelly, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 2nd day of November, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

SUBJECT: **PURCHASING POLICY UPDATE – *CONTINUED FROM 9/15/2015***

1. **RESOLUTION NO. 62, SERIES 2015 – A RESOLUTION AMENDING CITY OF LOUISVILLE PURCHASING POLICIES**

2. **ORDINANCE NO. 1701, SERIES 2015 – AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 3.08 OF THE LOUISVILLE MUNICIPAL CODE PERTAINING TO THE PROCUREMENT OF GOODS, SERVICES AND CONTRACTS FOR PUBLIC WORKS – 2ND READING – PUBLIC HEARING (ADVERTISED *DAILY CAMERA* 9/06/15)**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **MEREDYTH MUTH, CITY MANAGER'S OFFICE**

SUMMARY:

At the September 15 City Council meeting the Council reviewed staff's proposed change to the City's Purchasing Policy allowing the City Manager approval of purchases up to $99,999.99 as long as the purchase is already approved in the annual budget and provided the purchase does not have policy implications that have not been addressed by the City Council. At that time, the Council stated they generally approved of the new limit for simple purchases but had concerns for items such as contracts, requests for proposals, and items that are over budget. Staff amended the proposal as noted below. The Finance Committee reviewed the changes at their October 19 meeting and was comfortable with the changes listed below.

Staff suggests amending the language in the policy to the following:

Additional Considerations: *Any proposed purchase in the following categories shall require City Council approval:*

- *Any request for proposal for consulting services over $50,000;*
- *Any sole source item over $50,000;*
- *Any item over $50,000 that is more than 10% over the approved budget;*
- *Any item with policy implications not previously addressed and resolved by City Council. Further, every City employee responsible for approving any contract—regardless of the dollar amount—shall refer to the City Manager for consideration any contract they believe may have such policy implications.*

Proposed Change to Purchasing Policy
The attached resolution and ordinance would approve a change in the purchasing policy allowing the City Manager to approve purchases up to $99,999.99 as long as the purchase does not fit in one of the categories listed above.

During the annual budget process the City Council reviews in detail the Five-Year Capital Improvement requests and the budget for every fund, the culmination of which is the annual budget approved by the City Council. The budget authorizes expenditures for specific purposes and projects. The Purchasing Policies establish the process whereby staff makes purchases or contracts for services already funded in the annual budget approved by the City Council.

Given the amount of detail and time put into the annual budget process, including the capital projects prioritization and budgeting, it can be redundant and time consuming to bring projects back to Council for contract/purchase approval. To ensure the City Council stays informed of expenditures in the $25,000 to $49,999 range (or the $99,999 range if approved), the City Manager includes a report in the second City Council packet of each month listing all such expenditures that he has approved.

The following table shows the existing purchasing levels and a recommended change for purchases over $50,000:

	CURRENT	PROPOSED CHANGES
	Cash purchases under $50	
Bid/Forms Required	• Petty Cash Requisition	
Approvals Required	Manager	
	$50.01 - $2,499.99	
Bid/Forms Required	• Check Request Form	
Approvals Required	Department Director or Designee	
	$2,500.00 - $9,999.99	
Bid/Forms Required	• Minimum 3 phone quotes/bids/proposals • Contract as appropriate • Purchase Requisition • Check Request	
Approvals Required	Department Director Finance Director	
	$10,000.00 - $24,999.99	

Bid/Forms Required	• Written bid process with a minimum of 3 bids/ quotes/ proposals • Contract as appropriate • Purchase Requisition • Check Request	
Approvals Required	Department Director Finance Director City Manager	
	$25,000 -$49,999.99	***$25,000 -$99,999.99***
Bid/Forms Required	• Competitive Bid Process • Contract • Purchase Requisition • Check Request	• Competitive Bid Process • Contract • Purchase Requisition • Check Request
Approvals Required	Department Director Finance Director City Manager City Manager notifies City Council of contract approval *NOTE: Any project/purchase in this price range not approved in the annual budget process requires City Council approval.*	Department Director Finance Director City Manager City Manager notifies City Council of contract approval *NOTE: Any project/purchase in this price range not approved in the annual budget process requires City Council approval.*
	$50,000 and above	***$100,000 and above***
Bid/Forms Required	• Competitive Bid Process • Contract • Purchase Requisition • Check Request	• Competitive Bid Process • Contract • Purchase Requisition • Check Request
Approvals Required	Department Director Finance Director City Manager City Council	Department Director Finance Director City Manager City Council

Additional Considerations: *Any proposed purchase in the following categories shall require City Council approval:*

- *Any request for proposal for consulting services over $50,000;*
- *Any sole source item over $50,000;*
- *Any item over $50,000 that is more than 10% over the approved budget;*
- *Any item with policy implications not previously addressed and resolved by City Council. Further, every City employee responsible for approving any contract—regardless of the dollar amount—shall refer to the City Manager for consideration any contract they believe may have such policy implications.*

Staff would continue to secure Council approval of all expenditures over $100,000 AND any project or purchase covered by the "Additional Considerations" provisions noted above. Additionally, the City Manager has the discretion to bring to the City Council any purchase/project he determines should have the Council's explicit approval because it may be of special interest.

Regardless of the approval level, all projects over $2,500 will continue to require a minimum of three quotes or bids. As the price of the purchase increases so do the bidding requirements with full competitive bid procedures required for purchases over $25,000. Additionally, a manager, director, or the City Manager can require a competitive bid process for any project if he/she determines it will get the best price for the project/purchase.

There are multiple steps in the purchase process including checks for both the proper approvals and to assure that there are sufficient funds budgeted prior to releasing a purchase requisition.

FISCAL IMPACT:
None, all purchases must still be budgeted for.

RECOMMENDATION:
Hold a public hearing and approve Resolution No. 62, Series 2015 and Ordinance No. 1701, Series 2015.

ATTACHMENT(S):
1. Resolution Amending 2012 Purchasing Policies
2. Ordinance Amending the Municipal Code to reflect the changes in the Purchasing Policies
3. Existing Purchasing Policies Adopted Redlined with Suggested Change

RESOLUTION NO. 62
SERIES 2015

A RESOLUTION AMENDING CITY OF LOUISVILLE PURCHASING POLICIES

WHEREAS, the City Council previously adopted the City of Louisville Purchasing Policy & Purchasing Card Program Requirements, dated August 7, 2012 (the "2012 Purchasing Policies"); and

WHEREAS, the City desires to update the purchasing policy; and

WHEREAS, the City has prepared the City of Louisville Purchasing Policies, attached hereto as ***Exhibit 1***; and

WHEREAS, City Council wishes to amend the 2012 Purchasing Policies, to be effective December 15, 2015.

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

Section 1. The City Council hereby amends the City of Louisville Purchasing Policies, attached hereto as *Exhibit 1*, to be effective December 15, 2015.

PASSED AND ADOPTED this 2nd day of November, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

Proposed Second Reading Amendments

Ordinance No. 1701, Series 2015 is revised to read as follows (amendments proposed for second reading are shown in track changes format):

ORDINANCE NO. 1701
SERIES 2015

AN ORDINANCE AMENDING CERTAIN SECTIONS OF CHAPTER 3.08 OF THE LOUISVILLE MUNICIPAL CODE PERTAINING TO THE PROCUREMENT OF GOODS, SERVICES AND CONTRACTS FOR PUBLIC WORKS

WHEREAS, the City Council by Resolution No. 62, Series 2015 has amended the City of Louisville Purchasing Policies, to be effective ~~October~~ December 15, 2015; and

WHEREAS, in connection with the adoption of the updated Purchasing Policies, the City Council desires to amend certain provisions of Chapters 3.08 of the Louisville Municipal Code pertaining to the procurement of goods, services and contracts for public works;

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

Section 1. Section 3.08.010 of the Louisville Municipal Code is hereby amended to read as follows (words added are underlined; words deleted are ~~stricken through~~):

Sec. 3.08.010. Public improvement construction by contract.

All work done by the city in the construction of works of public improvement shall be done by contract let to the lowest, best and responsive, responsible bidder at determined by the city, pursuant to purchasing procedures and requirements adopted by resolution of the city council, using the following purchasing levels:

Cost of Project	*Bid Procedure*
0 to $2,499.99	Bids or quotes not required
$2,500 to $9,999.99	Minimum of three telephone bids/quotes/proposals
$10,000 to $24,999.99	Minimum of three written bids/quotes/proposals
$25,000 to $99,999.99~~49,999.99~~	Competitive bid process - approval by City Manager except where the purchasing

policy expressly requires approval by City Council

Over $99,999.99~~50,000.00~~ Competitive bid process - approval by City Council

The city shall not be required to advertise for and receive bids for such technical, professional, or incidental assistance as it deems wise to employ in guarding the interests of the city against the neglect of contractors in the performance of such work.

Section 2. This amendment to the Louisville Municipal Code set forth herein shall take effect ~~October~~ December 15, 2015.

Section 3. If any portion of this ordinance is held to be invalid for any reason, such decisions shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 4. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 1st day of September, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light Kelly P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this 2nd day of November, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

City of Louisville

COLORADO ▪ SINCE 1878

PURCHASING POLICIES

Adopted ~~August 7, 2012~~November 2, 2015

Effective ~~October 1, 2012~~December 15, 2015

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OBJECTIVE

The City of Louisville is funded by tax dollars. As such, the City's purchasing policies and procedures have been established to ensure that tax dollars are spent in the most economical way. The City uses competitive means for the purchase of all products and services whenever possible and believes in open, fair competition. The purchasing levels in this policy are subject to periodic review and may be changed with City Council approval based on inflation and other factors.

USE OF POLICY

This policy and the award of bid provisions herein are solely for the fiscal responsibility and benefit of the City of Louisville, and confer no rights, duties or entitlements to any bidders or proposers.

SECTION I – DEFINITIONS

Capital Asset - Property, including durable goods, equipment, buildings, installations, and land valued at $5,000 or more, and having a useful life greater than one year.

Capital Improvement Projects – Any project to build, alter, repair, maintain or replace necessary public buildings, streets and alleys, public parks and facilities, municipal utilities, sidewalks, highways, parks or public grounds. Capital Improvement Projects are included in the City's five-year capital improvement plan.

Capital Outlay – Expenditures which result in the acquisition of or addition to capital assets ($5,000 or more).

Competitive Bid Process – Term used to encompass bidding, request for proposals, or request for qualifications when trying to get the best price or contractor for a project, including bidding the project to any and all interested vendors.

Cost of Operations – Expenditures categorized as wages, benefits, supplies or contractual services; non-capital.

Emergency conditions - A situation in which any department's operations may be severely hampered or a situation in which the preservation of life, health, safety or property may be at risk as determined by the Department Director and the City Manager.

Encumbrances – An amount of money committed by purchase order but not yet expended for the purchase of a specific good or service.

Expenditures – Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

Independent Contractor – any person having a contract with the City for specific work as defined in the contract's scope of work.

Invitation to Bid – A bidding process requesting bids submitted based on specifications for certain work included in the invitation.

Over Budget Expenditures - Expenditures which have exceeded the total amount of budget by line item, department, or fund.

Professional Services – Those services within the scope of the practice of architecture, engineering, professional land surveying, industrial hygiene, legal counsel, financial advisers, accountants/auditors, business consultants, recruiters, lobbyists, and banks.

Purchase Order – A document which authorizes the delivery of specified merchandise or the rendering of services at an authorized cost.

Request for Proposals – An invitation for suppliers, companies, or individuals, through a competitive process, to submit a proposal on a specific commodity or service.

Request for Qualifications – An invitation for suppliers, companies, or individuals to identify and delineate their qualifications for a specific project.

Retainage – A portion or percentage of payments due for work completed on a contract that is held back until the entire job (or some lesser defined portion thereof) is completed satisfactorily.

Services – The furnishing of a contractor's labor, time or effort not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. The term does not include professional services as previously defined.

Sole Source Purchase – A procurement of goods or services that can only be obtained from a single supplier capable of meeting all specifications and purchase requirements or when it is in the City's best interests.

Surplus Property – Materials and equipment which are no longer necessary to City operations, are obsolete, or are excessively expensive to maintain.

Unbudgeted expenditures – Expenditures for which no funds have been budgeted.

Written Bid Process – Term used to encompass bidding, request for proposals, or request for qualifications when trying to get the best price or contractor for a project. Does not require publication of notice on the City's web site if three valid bids can be obtained.

SECTION II – PURCHASING LEVELS

	< $50.00	$50.01 - $2,499.99	$2,500 - $9,999.99	$10,000 - $24,999.99	$25,000 - $~~49~~99,999.99	$~~5~~100,000 & > all purchases
Bid/ Proposals & Forms	Petty Cash Requisition Form	Check Request	1. A minimum of three (3) telephone bids/quotes/ proposals 2. Contract as appropriate 3. Purchase Requisition 4. Check Request	1. Written Bid Process with a minimum of three (3) written bids/quotes/ proposals 2. Contract as appropriate 3. Purchase Requisition 4. Check Request	1. Competitive Bid Process 2. Contract approved by City Manager Purchase Requisition 3. Check Request 4. City Manager notifies City Council of expenditure approval.	1. Competitive Bid Process 2. Contract approved by the City Council 3. Purchase Requisition 4. Check Request
				City Council approval required if project not in the annual budget.		
Approvals	Manager	Department Director or Designee	Department Director & Finance Director	Department Director, Finance Director, & City Manager	Department Director, Finance Director, & City Manager	Department Director, Finance Director, City Manager & City Council
Amendments & Change Orders			Increases greater than 5% or $2,500 (excluding any contingency) require additional approval			

Additional Considerations: *Any proposed purchase in the following categories shall require City Council approval:*

- *Any request for proposal for consulting services over $50,000;*
- *Any sole source item over $50,000;*
- *Any item over $50,000 that is more than 10% over the approved budget;*
- *Any item with policy implications not previously addressed and resolved by City Council. Further, every City employee responsible for approving any contract—regardless of the dollar amount—shall refer to the City Manager for consideration any contract they believe may have such policy implications.~~Any purchase that the City Manager deems to be questionable or that has policy implications shall require City Council approval.~~*

- ***All bids/quotes/proposals are public information and can be released to the public following bid award. The City may determine to not release trade secrets or other confidential commercial, financial or personal information.***
- ***Retain all bids/quotes/proposals for a minimum of three years as required by retention schedule.***
- ***One original signed contract must be submitted to Central Files with the completed project file.***

SECTION III – PURCHASE REQUISITIONS

A purchase requisition serves to inform the Finance Department of the needs of the departments, correctly identifies a material or service requested for the department's operations, and identifies the expenditure account number to which the purchase is to be charged.

TYPES OF PURCHASE REQUISITIONS

PETTY CASH REQUISITIONS

The petty cash fund shall be used to pay for small obligations which do not exceed $50.00. Petty cash requisitions (Appendix A) are submitted to the City's cashier and will be honored only if the requisition is properly completed and bears the appropriate departmental manager approval. Petty cash requisitions will be granted under the following circumstances:

- An employee is requesting a cash advance for expenditures relating to City business (sales receipt must be returned to cashier within one business day);
- An employee is requesting a reimbursement for expenditures relating to City business (sales receipts must be attached to the requisition).

It is the responsibility of the employee using the petty cash fund to obtain the City's tax-exempt number and present it at the time of purchase. Sales tax on purchases will not be reimbursed.

Purchases for less than $2,500, which are not paid out of petty cash, are processed using a check request form that has been approved by the Department Director (or his designee).

PURCHASE REQUISITIONS

Purchase requisitions shall be used to initiate the purchase of materials or services of $2,500 or more and for which a purchase order will be issued. Purchase requisitions will be granted under the following circumstances:

- The requesting department shall be responsible for ensuring budget availability, obtaining prices, designating vendors, and preparing purchase requisition far enough in advance of the required date;
- All requisitions must be approved by the Department Director and the Finance Director and, if over $10,000, approved by the City Manager;
- A purchase order number must be obtained prior to placing orders with vendors.

SECTION IV – PURCHASE ORDERS

A purchase order (P.O.) authorizes a vendor to release goods or services to the City and informs them that funds have been encumbered to pay for the goods or services. A purchase order becomes a binding contract when the order is completed and signed by an authorized representative of the City and the vendor demonstrates his acceptance of the purchase order through the initiation of some action to fill the order.

The Finance Department shall be responsible for the completion and issuance of all purchase orders following the approval of the purchase requisition. The Finance Department shall email the completed purchase order to the requisition initiator.

A standard purchase order is to be used for all purchases of $2,500 or more excluding the following areas. *Capital improvement projects cannot be exempt.*

EXEMPT ITEMS

- Council Approved Service Contracts;
- Debt Service;
- Ditch Assessment Charges;
- Dues & Subscriptions;
- Education Expenses;
- Grants, Contributions, and Intergovernmental Agreement Obligations;
- Insurance;
- Investment Transactions;
- Land Acquisition;
- Lease Payments;
- Maintenance and Support Licensing Agreements (associated with an approved contract);
- Payroll (checks, taxes, and deductions);
- Professional Services as defined;
- Travel Expenses;
- Utilities

PURCHASE ORDER AMENDMENTS

The Finance Department has the authority to pay an invoice that exceeds the purchase order by less than 5% or $2,500 (whichever is less).

When the actual expenditure exceeds the purchase order amount by 5% or $2,500 (whichever is less), a second and complete approval process must be obtained via purchase requisition (for overages of $2,500 or more) or by manual approval on the check request (for overages of less than $2,500).

SECTION V – BIDDING

Bidding procedures are used to provide vendors the opportunity to bid, to elicit greater vendor response, to meet City Charter and City Code requirements, to meet Colorado statutory requirements applicable to the City, and to promote competitive prices from vendors for the purchase of capital equipment and other items of significant monetary value. The City Manager and Department Directors reserve the right to call for competitive bids without regard to amount. As used herein, "bidding" shall include requests for bids, requests for proposals, requests for qualifications, and/or statements of qualifications. The responsible Department Director shall determine when bidding procedures shall utilize a request for bids, request for proposals, or request for qualifications, as appropriate.

All purchases of goods or acquisition of services above $25,000 and all purchases of cars, trucks, and heavy equipment shall require competitive bidding procedures unless otherwise required by the City Charter, City Code or state statute applicable to the City. Exemptions to this policy are bids obtained through the specific processes listed below in "State and Other Allowed Bids" and "Sole Source Purchases."

TYPES OF BIDS

INFORMAL BIDS/QUOTES/PROPOSALS FOR PROJECTS UNDER $25,000

All purchases within the financial parameters of $2,500 to $24,999 shall require informal bidding procedures.

- For purchases between $2,500 and $9,999 the requesting department shall obtain and document a minimum of three (3) verbal quotations. If three (3) quotations are not obtained, valid justification must be provided with the purchase requisition and approved by the Department Director and Finance Director;
- For purchases between $10,000 and $24,999 the requesting department shall use a contract and obtain and document a minimum of three (3) written quotations. If three (3) quotations are not obtained, valid justification must be provided and approved by the City Manager;
- Notwithstanding the above requirements, Department Directors or the City Manager may require a competitive bid process for any project regardless of the amount.

STEPS TO COMPLETE AN INFORMAL BID/QUOTE/PROPOSAL: (unless otherwise stated, the responsibility for these steps falls on the requesting department)

a) Develop specifications/information. Upon finalization of the specifications, prepare any documents required by the informal bid;

b) Mail a copy of specifications to identified vendors;

c) Use the RFP process if Department Director determines it appropriate for the project;

d) Post a copy of specifications/RFP to the City's official website www.LouisvilleCO.gov and send to any other appropriate web sites;

e) Evaluate the bid/proposal results and determine which bid/proposal serves the City's best interests;

f) Use the City-approved Contract form (Appendix G);

g) Initiate a Purchase Requisition;

h) Submit the Purchase Requisition and quotes to the Finance Department. If the recommended vendor has not submitted the low bid, ensure that there is adequate justification for the higher bid;

i) The Finance Department issues the Purchase Order.

COMPETITIVE BIDS FOR PROJECTS OVER $25,000

"Competitive/formal bidding" includes invitations to bid, requests for proposals (RFP), requests for qualifications (RFQ), and statements of qualifications (SOQ).

- All requests for competitive bids shall be published at least two (2) times in a newspaper of general circulation in the City. The last publication shall not be more than twenty (20) days or fewer than fourteen (14) days prior to the date set for the opening of bids. Such notice may also be published in other publications of limited circulation or trade journals. In addition to publication, the formal bid must be posted on the City's web site at www.LouisvilleCO.gov, and may be posted on other web sites.
- Notices, general instructions, conditions and specifications are not required to be published and may be mailed or emailed to identified vendors, and may be posted on the City's web site.

STEPS TO COMPLETE A COMPETITIVE BID: (unless otherwise stated, the responsibility for completing these steps falls on the requesting department)

a) Develop specifications. Upon finalization of the specifications, determine any special requirements, such as bid, performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below;

b) Prepare all bid documents required by the formal bid and public notice. All bid documents become public information upon completion of the bid opening, except that the City may determine not to disclose trade secrets or other confidential commercial,

financial or personal information. Bid documents shall contain the following information:

- Where the bidder can obtain bid documents;
- Any costs of bid documents;
- Bid submittal deadline;
- Date, time and location of bid openings;
- Any bond or insurance requirements;
- Any special requirements;
- A statement to the effect that the City reserves the right to reject any and all bids, and to accept the bid deemed to be the lowest cost and a reliable and responsible bidder;
- General conditions;
- Minimum specifications;
- Bid proposal form;
- Delivery date or completion date;
- Period of bid validity;
- Bidder/proposer must sign the Prohibition Against Employing Illegal Aliens at the time of submitting the bid and verify that bidder/proposer is lawfully present in the United States, if applicable.

c) Departments will be responsible for obtaining at least three (3) bids/proposals if available. If three (3) bids/proposals are not obtained, valid justification must be provided and approved by the City Manager;

d) Conduct the public bid opening per the advertised bid opening date (if required). Any bids received after the specified time will be returned to the bidder. These bids may need to be opened in order to process a return of the bid;

e) Evaluate the bid results and determine which bid serves the City's best interests. If the recommended vendor has not submitted the low bid, provide justification for the higher bid;

f) Reports:

- If under $~~50,000~~100,000, prepare a report for the City Manager listing the preferred vendor and justification;

- If over $~~50,000~~100,000 (or a project that is not in the approved annual budget), advise the City Manager's Office that the item needs to go on the City Council agenda and prepare a City Council item listing the preferred vendor and justification.

g) Use City Attorney approved contracts and insurance and bond requirements;

h) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;

i) Obtain signatures on all contracts;

j) Complete Purchase Requisition and forward to the Finance Department;

k) Finance Department issues a Purchase Order;

l) Notice of final payment and settlement is published by the Department two (2) times in the newspaper for all improvement projects, with the second notice to be published no later than ten (10) days before final payment is made (over $50,000).

STEPS TO COMPLETE A REQUEST FOR PROPOSAL: (unless otherwise stated, the responsibility for completing these steps falls on the requesting department)

a) Develop project information, determine any special requirements, such as performance and payment bonds; insurance; retainage; and any special requirements the requesting department may need. See bonding and insurance requirements listed below;

b) Prepare the request for proposal. All documents become public information upon completion of the proposal opening, except that the City may determine not to disclose trade secrets or other confidential commercial, financial or personal information. Request for Proposals shall contain the following information:

- Where the bidder can obtain information;
- Proposal submittal deadline;
- Date, time and location of RFP openings (only a list of the proposals will be made available until such time as all proposals can be evaluated);
- Any bond or insurance requirement;
- Any special requirements;
- A statement to the effect that the City reserves the right to reject any and all proposals, and to accept the proposal

deemed to be the lowest cost and a reliable and responsible proposal;

- General conditions;
- Minimum specifications;
- Bid proposal form (if there is one);
- Delivery date or completion date;
- Period of bid validity;
- Bidder/proposer must sign the Prohibition Against Employing Illegal Aliens at the time of submitting the bid and verify that bidder/proposer is lawfully present in the United States, if applicable.

c) Departments will be responsible for obtaining at least three (3) proposals if available. If three (3) proposals are not obtained, valid justification must be provided and approved by the City Manager.

d) The RFP may be mailed or emailed to identified vendors and shall be posted on the City's web site (www.LouisvilleCO.gov);

e) Conduct the public RFP opening per the advertised opening date. Any proposals received after the specified time will be returned to the bidder. These proposals may need to be opened in order to process the return (only a list of the proposals will be made available until such time as all proposals can be evaluated);

f) Evaluate the proposals and determine which proposal serves the City's best interests. If the recommended vendor has not submitted the low bid, provide justification for the higher bid;

g) Reports:

- If under $~~50,000~~100,000, prepare a report for the City Manager listing the preferred vendor and justification;
- If over $~~50,000~~100,000 (or a project that is not in the approved annual budget), advise the City manager's Office that the item needs to go on the City Council agenda and prepare a City Council item listing the preferred vendor and justification.

h) Use City Attorney approved contracts and insurance and bond requirements;

i) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;

j) Obtain signatures on all contracts;

k) Complete Purchase Requisition and forward to the Finance Department;

l) Finance Department issues a Purchase Order;

m) Final payment notices are published by the Department two (2) times in the newspaper for all improvement projects (over $50,000).

STEPS TO COMPLETE A REQUEST FOR QUALIFICATIONS: (unless otherwise stated, the responsibility for completing these steps falls on the requesting department).

a) Develop minimum qualifications for project. Upon finalization of the specifications, determine any special requirements the vendor must have. See bonding and insurance requirements listed below;

b) The RFQ may be mailed or emailed to identified vendors and shall be posted on the City's web site (www.LouisvilleCO.gov);

c) Prepare the request for qualifications. All documents received in response to the RFQ become public information upon completion of the RFQ, except that the City may determine not to disclose trade secrets or other confidential commercial, financial or personal information;

d) Once all RFQ's are evaluated and the list of qualified vendors is determined, a bid request or RFP for the specific project can be prepared and the above steps shall be followed with those specific vendors.

BONDING REQUIREMENT

Bonds shall be executed on forms prescribed or approved by the City Manager based on review by the City Attorney, as to form, and State of Colorado law. Normally, bonding should be used only on critical or complex purchasing actions. The City may declare the purchasing of any standard items of commerce and services from standard trades and professions, which are not altered or customized to unique City specifications, to be exempt from bonding requirements.

EXAMPLES OF BONDS

BID BONDS: The bid bond requirement may be satisfied by receipt of a certified bank check or a bid bond. The bid security is submitted as guarantee that the bid will be maintained in full force and effect for a period of thirty (30) calendar days after the opening of bids or as specified in the solicitation documents. If the supplier/contractor fails to provide the bid security with the bid, the bid shall be deemed non-responsive. The bid bond shall be at least 10% of the vendor's bid

price if the bid is over $150,000 and at least 5% of the vendor's bid if under $150,000.

PERFORMANCE BONDS: A performance bond, satisfactory to the City, may be required for any contract and will be used for all contracts for public buildings, works or improvements awarded in excess of $50,000 per state statute. The performance bond shall be in amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchasing department to be in the best interest of the City.

PAYMENT BONDS: A payment bond for the protection of all persons supplying labor and material to the contractor or its subcontractors may be required for all contracts awarded in excess of $50,000. The payment bond shall be in an amount equal to one hundred percent (100%) of the price specified in the contract, or any other higher amount determined by the purchasing department to be in the best interest of the City.

INSURANCE REQUIREMENT

All contractors are required to provide certificates of insurance with the City named as additional insured, for the following insurance coverages and amounts (except as waived by the City Manager):

Comprehensive General Liability

$1,000,000 each occurrence

$2,000,000 general aggregate

Automobile Liability

$150,000 combined single limit – bodily injury & property damage/per person

$600,000 combined single limit – bodily injury & property damage/two or more persons in any one occurrence

$50,000 auto physical damage

Workers' Compensation

Statutory limits

Employers' Liability Insurance

$100,000/ each accident

$500,000/ disease - policy limit

$100,000/ disease - each employee

Professional Liability (for licensed professional services)

$1,000,000 each occurrence

$2,000,000 general aggregate

BIDDER LIST AND BID EVALUATION

A Bidder's List may be established and maintained by individual Departments in an effort to promote competitive bidding from qualified vendors and to establish a source of supplier.

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process, including, but not limited to:

- The bidder's ability, capacity and skill to perform within the specified time limits;
- The bidder's experience, reputation, efficiency, judgment, and integrity;
- The quality, availability, and adaptability of the supplies or materials bid;
- Bidder's past performance;
- Sufficiency of bidder's financial resources to fulfill the contract;
- Bidder's ability to provide future maintenance or service;
- Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing facilities, equipment or hardware);
- If a bid other than low bid is recommended, the requesting department must demonstrate how the higher bid serves the best interests of the City.

STATE AND OTHER ALLOWED BIDS

City staff may use State of Colorado bids (solicited through the Bid Information and Distribution System) or bids from the Multiple Assembly of Procurement Officials (MAPO) or the General Services Administration (GSA) to get the benefit of the pricing available through those procurement systems.

These bids are permitted for any supply, equipment, or vehicle purchase on items under $500,000. These purchases, while exempt from the formal bid process, are subject to the normal approval process.

ANNUAL CONTRACTS

All service contracts must specifically state the term of the contract and the options for renewing the contract (if applicable) beyond the original term. In no case shall any service contract have an indefinite term. Contracts should begin and end within the current fiscal year. It must also be expressly stated in any multi-year service contract—which is any contract with a term extending beyond the current fiscal year—that all financial obligations of the City beyond the current fiscal year are subject to annual

appropriation. Standard language for this purpose is as follows: "Contractor acknowledges that any potential expenditure for this Agreement outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure, and nothing in this Agreement constitutes a debt or direct or indirect multiple fiscal year financial obligation of the City."

INTEGRATED PROJECT DELIVERY CONTRACTING PROCESS (DESIGN-BUILD)

The City Council may award an integrated project delivery ("IPD," sometimes referred to as "design-build") contract for a City capital improvements project, or other public project as defined in C.R.S. § 31-25-1303, upon a determination by the City Council that IPD represents a timely or cost-effective alternative for the public project. Prior to awarding an IPD contract, the requesting department head, upon consultation with the City Manager, shall solicit proposals for the project by issuing a request for proposals or request for qualifications to individuals or firms that have indicated an interest in participating in the proposed project or that have displayed evidence of expertise in the proposed project. Notice of the initial solicitation for an IPD procurement shall be published at least two (2) times in a newspaper of general circulation in the City. The last publication shall not be more than twenty (20) days or fewer than fourteen (14) days prior to the date set for the opening of bids. The City may also publish notice of the solicitation in a trade journal or post notice on the City's website. The IPD procurement shall be completed in compliance with the procedures above that are applicable to the selected method of competitive/formal bidding. After reviewing the proposals, the City Council may accept the proposal that, in its estimation, represents the best value to the City. In the procurement and administration of an IPD contract, the City may utilize, without limitation, the provisions and procedures set forth in C.R.S. § 31-25-1301 et seq.

SECTION VI – SOLE SOURCE PURCHASES, LOCAL VENDOR PURCHASES AND ETHICS

SOLE SOURCE PURCHASES

It is the policy of the City of Louisville to recognize and solicit quotes. Sole source purchases may be made if it has been determined that there is only one good or service that can reasonably meet the need and there is only one vendor who can provide the good or service. These purchases should be used if it is in the best interest of the City, and the following procedures shall apply:

PURCHASE IN THE AMOUNT OF $2,500 TO $9,999

To request a sole source purchase, prepare a memorandum justifying the sole source purchase and attach it to the purchase requisition.

Finance Department will review the requisition and justification for the sole source purchase. If the sole source justification is approved by the Finance Director, a purchase order will be issued. If the purchase is not approved, two (2) more telephone quotations are required.

PURCHASE IN THE AMOUNT OF $10,000- $49,999.00 ~~OR MORE~~

To request a sole source purchase, prepare a memorandum justifying the sole source purchase and attach it to the purchase requisition.

Bidding procedures may be waived by the City Manager when it has been demonstrated that the requested goods or services are a sole source purchase. If the sole source purchase is not approved, the department shall obtain additional bids or quotes in compliance with this Policy.

PURCHASE IN THE AMOUNT OF $50,000 OR MORE

To request a sole source purchase, prepare a memorandum justifying the sole source purchase and attach it to the purchase requisition.

Sole Source purchases over $50,000 require the approval of the City Council.

LOCAL VENDOR PREFERENCE

To encourage purchasing within the City of Louisville, it is the policy of the City of Louisville to recognize and solicit quotes/bids from local vendors. Whenever such local sources exist and are competitive, purchases shall be made from local vendors; however all purchasing ordinances and policies as well as any other City award factors still apply. To be considered within this policy, local vendors must have a current valid business registration or sales tax license on file with the City of Louisville.

As deemed appropriate solely within the discretion of the City, bids may be awarded to local vendors providing the proposal or quote is within 5% or $1000 (whichever is less) of the lowest bid.

In an event where it may be prohibited as a condition of any grant, or violation of law, the local vendor preference shall not be applied.

ETHICS IN CITY CONTRACTING

The City Code of Ethics, which is set forth in Sections 5-6 through 5-17 of the City Charter, sets forth ethical standards concerning City contracting. These standards apply to City officers, employees and public body members and include, among other standards, that employees not have an interest in a contract with the City, unless certain rules are met. These rules generally require that employees may only be interested in contracts where all procurement rules have been followed and the employee has complied with the City's disclosure and recusal rules. These rules further provide that an employee interested in a contract may not attempt to influence any City employee or decision maker who has influence or decision making power over the contract.

Town officers, employees and public body members involved in the procurement process are required to comply with the Code of Ethics and all laws governing such process.

SECTION VII – PURCHASING DURING EMERGENCY OR DISASTER CONDITIONS

An emergency shall be defined as a situation in which any department's operations may be severely hampered or a situation in which the preservation of life, health, safety or property may be at risk as determined by the Department Director and City Manager. The required purchasing procedures stipulated in the Purchasing Levels Section and other areas of this policy shall be waived for emergency purchases. A summary of all emergency purchases shall be prepared by the Finance Department and submitted for review by Mayor and City Council at the earliest City Council meeting possible.

When the need for an emergency purchase occurs during normal working hours, the user department will request approval from the City Manager or his designee. If approved, the City Manager shall give verbal approval of the transaction followed by electronic approval to the requesting department and to the Finance Department, which may be required to complete the transaction for the requesting department. The user department or Finance Department will note the emergency on the check request form, sales ticket or invoice.

During a partial or full activation of the Emergency Operations Center (EOC) that requires the presence of a Finance Department representative on site, the approval authority as set forth in the Purchasing Levels Section is hereby revised to read as follows:

- Department Director – Approval of emergency purchase up to $50,000.
- Finance Director – Approval of emergency purchase up to $100,000.
- City Manager – Approval of emergency purchase over $100,000.

SECTION VIII – RECEIVING PROCEDURES AND CHECK REQUESTS

RECEIVING PROCEDURES

- It shall be the responsibility of the receiving department/division to ensure that shipped goods are received as ordered and in good condition. Upon receipt of merchandise, check quantity, quality, and any specifications such as model number, etc. to ensure that the goods have been received as indicated on the packing slip and as ordered on the Purchase Order. Receiving documents (Packing Slip or Receipt of Goods Form – Appendix C) must be signed and dated by the employee receiving the goods;
- If the goods are faulty or damaged, notify the vendor and Accounts Payable immediately. If damage is concealed or not noticed at time of delivery, retain all boxes and packing lists and notify vendor immediately;
- All invoices shall be mailed by the vendor directly to the employee who made the purchase;
- It shall be the responsibility of the receiving department/division to inform Accounts Payable of the delivery and acceptance of an order by submitting the receiving documents with the check request for payment.

CHECK REQUESTS

Check request forms (Appendix B) are used to request payment for materials or services. Check requests must adhere to the following:

- Original invoice must be attached;
- All signed and dated receiving documents must be attached;
- All requests must be signed by the department director or an assigned designee;
- P.O. must be referenced if applicable;
- Full or partial payments must be indicated.

Checks will be cut in accordance with the Accounts Payable schedule.

SECTION IX – DISPOSAL OF SURPLUS PROPERTY

The purpose of this policy is to provide guidance regarding the disposal of City assets. The guiding principles are to ensure assets to be disposed of are made available to the public on an equitable basis, to realize the maximum return on investment when disposing of assets, and to ensure that assets are removed timely and accurately from the City's accounting books and records.

POLICY

- The Department Director shall be responsible for the determination of surplus equipment and salvageable items;
- The Operating Department shall be responsible for the disposal of all surplus property, excluding real property;
- All surplus items and obsolete articles shall be disposed of in one of the following manners:
    a) Transferred to another department;
    b) Sold to the highest bidder at public auction or via other public offer;
    c) Trade-in on the same or similar item;
    d) Recycled;
    e) Donated to an approved City-sponsored charitable organization;
    f) Junked or scrapped and properly disposed of in an environmentally responsible manner.

Because one of the guiding principles in disposing of assets is to maximize the return on the investment, the above list presents the methods of disposition in the order most likely to achieve this goal. Therefore use of a method other than transferring to another department or selling in a public forum should be documented and substantiated in the "Comment" section corresponding to the method chosen on the Asset Disposal Form.

Surplus property may not be given to an officer or employee of the City even if the City is disposing of it.

The disposal of evidence is handled by the Police Department under separate rules and regulations. The disposal of City records is handled by the City Clerk's office under separate records retention rules and regulations.

PROCEDURE

- Operating Departments should review assets on an annual basis, to determine if any are surplus or obsolete, based on the following criteria:
    a) Age and functionality;
    b) Mileage (vehicles);
    c) Maintenance history;
    d) Applicability to current City operations;
    e) Obsolescence;
    f) Availability of parts;
    g) Availability of support (intangible assets such as software).
- Department Director reviews and approves assets identified for disposal;
- Operating Department determines disposal method that realizes the best available net value and is conducted in a manner open and accountable to the public;
- Within 30 days of disposing the asset, the responsible department completes an Asset Disposal Form (Appendix D). The Form must include the Department Director's signature indicating approval of the disposition as well as the method of disposal;
- Operating Department forwards the Asset Disposal Form to the Finance Department.

SECTION X – PURCHASING CARD PROGRAM

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goal of the Program is to:

- Reduce the cost of processing small dollar purchases;
- Receive faster delivery of required merchandise;
- Simplify the payment process.

CARD ISSUANCE

The requesting employee's manager sends an email to the Program Administrator authorizing the issuance of a purchasing card. Upon receipt of the card, the Program Administrator reviews the card Guidelines (Appendix H) with the employee. The cardholder agrees to adhere to the Guidelines by signing the Purchasing Card User Agreement. The User Agreement is filed in the employee's personnel file. The cardholder is the only person entitled to use the card and the card is not to be used for personal use. Use of the card for personal use or any unauthorized use may result in discipline up to and including termination.

LIMITATIONS AND RESTRICTIONS

A credit limit is set on each card. There also is a single transaction limit placed on the card, which means the card will be declined if the cardholder attempts to purchase more than this set amount at one time. A purchase may not be split to avoid the single transaction limit. The card may not be used for purchases requiring a purchase requisition and purchase order.

The Purchasing Card Program also allows for Merchant Category blocking. The only Merchant Category that is blocked is "Other" which includes gambling, casinos, bowling alleys and some other entertainment. If the cardholder attempts to use the card at such a merchant, the purchase will be declined.

All requests for changes in limitations and restrictions must be made through the cardholder's manager to the Purchasing Card Administrator.

LOST OR STOLEN CARDS

The Purchasing Card should be kept in a secure location accessible only to the cardholder. **If the Purchasing Card is lost or stolen, notify the Program Administrator immediately at 303-335-4507 or the bank at 800-819-4249 during non-business hours.**

RECONCILEMENT AND PAYMENT

All transactions processed during the month will be included on a monthly statement of account for each cardholder. Monthly statements will be distributed by the Program Administrator to each department. Cardholders are responsible for reviewing the monthly statement for accuracy, providing a brief description and account number, and attaching a receipt for each transaction on the statement. The statement must be approved by the cardholder's departmental manager and submitted (with receipts) to the Program Administrator within 5 business days. The Program Administrator will audit the receipts with the statement and initiate payment.

DISPUTED OR FRAUDULENT CHARGES

If there is a discrepancy between the employee's records and the statement, the issue shall be addressed immediately. Depending on the type of discrepancy, the cardholder will need to contact either the merchant or the Program Administrator to resolve the disputed transaction.

If the cardholder believes the merchant has charged the account incorrectly or there is an outstanding quality or service issue, the first contact shall be with the merchant to try to resolve the error or problem. If the matter is resolved directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested to appear on the next statement.

If the merchant disagrees that an adjustment is necessary, the cardholder should immediately contact the Program Administrator who will work with the Purchasing Card provider to resolve the dispute.

Any fraudulent charge, i.e., a charge appearing that was not authorized, must be reported immediately to the Program Administrator. Prompt reporting of any such charge will help to prevent the City from being held responsible.

SALES AND USE TAX

The City of Louisville is tax exempt. The sales tax exemption number is printed on the front of the card. If an employee happens to pay tax on a purchase, that employee will be responsible to have the sales tax reversed or reimburse the City of Louisville for the taxes paid. Under very limited, specific circumstances this policy may be waived by the Finance Director.

LOSS OF PRIVILEGES

Failure to comply with the requirements of the Purchasing Card Guidelines may result in immediate revocation of the Purchasing Card privileges. Privileges can be restored **one time only** after a six-month waiting period following the loss of privileges. The restoration of privileges must be requested by the department director and will require a new Purchasing Card User Agreement. Any subsequent loss of privileges will be

permanent. The loss of purchasing card privileges shall be documented in the employee's personnel file.

SECTION XI – PURCHASING RULES FOR SPECIFIC EQUIPMENT

HARDWARE AND SOFTWARE

All hardware, software, and online services purchases must be reviewed and approved by the IT Division. Purchases will not be approved if the equipment is not compatible with the City's network or if the purchase requires the IT Division to acquire additional server space.

The IT Division determines the replacement schedule for all workstations and servers.

Servers and workstations only are paid for by the Technology Replacement Fund. All other computers and technology shall be purchased by departments out of their individual budgets.

COPIERS

Copiers must be kept for a minimum of four (4) years before they may be replaced.

SECTION XII – APPENDICES

APPENDIX A – Petty Cash Requisition Form

APPENDIX B – Check Request Form

APPENDIX C – Receipt of Goods Form

APPENDIX D – Asset Disposal Form

APPENDIX E – Sample Request for Proposals

APPENDIX F – Sample Request for Qualifications

APPENDIX G – Sample Independent Contractor Agreement

APPENDIX H – Purchasing Card Guidelines

APPENDIX A: PETTY CASH REQUISITION

Petty Cash Requisition

_____ Cash Advance _____ Purchase/Reimbursement

Date _____

Petty Cash Paid To: _____

Description: _____

Account #: _____ Amount: $_____

Requested by: _____

Department Approval: _____ Finance Approval: _____

APPENDIX B: CHECK REQUEST FORM

Check Request Form

City of Louisville

Submitted By:
Department Name

Requestor's Name

Vendor #

Vendor Name:

Vendor Address:

Vendor Contact:

Vendor Phone: **Vendor Fax:**

PO#

Check One:
New Vendor - Will Use Again
New Vendor - One-time Use Only

And Check If:
Capital Project (Need 2 Copies of Paperwork)

Check Request Requirements:
-If PO is associated with request, must include PO#
-If this is a capital item, 2 copies of Invoice and Backup are required
-Request must be signed by Dept. Director and Finance

Date Requested

Full Payment / Close PO
Partial Payment / Leave PO Open
Handtype Requested

Return Check To:

Approvals:
Department Director or Designee
Finance Director or Designee
City Manager or Designee

Invoice #	Invoice Date	Description	PO Line #	G/L Account #	Invoice Amount

If you have any questions concerning this request, please contact:
Accounts Payable 303-335-4507
Thank you!

Total $0.00

APPENDIX C: RECEIPT OF GOODS FORM

City of Louisville
COLORADO • SINCE 1878

RECEIPT OF GOODS

DATE:_____DEPARTMENT:_____

SIGNATURE OF RECEIVER _____

The following merchandise has been received in good condition:

PURCHASE ORDER # (if known)	QUANTITY ORDERED	QUANTITY RECEIVED	VENDOR NAME	BRIEF DESCRIPTION OF GOODS

NOTE: USE THIS FORM ONLY WHEN NO PACKING SLIP ACCOMPANIES THE DELIVERED GOODS – SOUND AUDIT PRACTICES REQUIRE ORIGINAL DOCUMENTS WHEN AVAILABLE

PLEASE FORWARD COMPLETED DOCUMENT ALONG WITH CHECK REQUEST AND ORIGINAL INVOICE TO ACCOUNTS PAYABLE.

APPENDIX D: ASSET DISPOSAL FORM

City of Louisville
COLORADO • SINCE 1878

Asset Disposal Form **Disposal Date:** _____

Description			
Manufacturer		Model	
Location		Year	
Asset Number		Serial Number	

Type of Disposition		Comments
Transferred		From: To:
Sold*		
Traded*		
Recycled*		
Junked		
Lost/Stolen		
Other		

*Include amount of proceeds in "Comments"

Name: _____ Title: _____

Department: _____ Phone: _____

Department Director: _____ Date: _____

Other Comments

Finance Use Only: Fixed Asset Y/N Asset Number _____
Cost _____ Accum Depr _____ Fund _____
Date ADG Updated _____ Date Sale Recorded in GL _____
Date Asset Removal Recorded in GL _____ By _____

APPENDIX E: SAMPLE REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS FOR

_____

The City of Louisville is accepting proposals from qualified contractors ("contractor") to _____. Please review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- Four (4) copies of each proposal shall be submitted per the RFP and one copy in MS Word or PDF on a CD.
- The City of Louisville will receive proposals in response to this RFP until _____, "our clock" on _____-. Proposals received after that time will not be reviewed. Proposals must be in a sealed envelope plainly marked with the project name "_____", and shall be addressed as follows:

  _____
  City of Louisville
  749 Main Street
  Louisville CO 80027

- Interviews of applicants selected by City for interview – beginning the week of _____.
- Anticipate final selection approximately _____.
- Contract signed by City Council approximately _____.

REQUEST FOR PROPOSALS FOR _____

Section 1. Summary of Request

Purpose – The City of Louisville is accepting proposals from qualified contractors to _____ as defined in the scope of work.

Questions regarding the proposal can be directed to:

NAME City of Louisville 749 Main Street Louisville CO 80027	303.335.4___ _____@LouisvilleCO.gov

Section 2. Scope of Work

The Scope of Work shall include but is not limited to the following:

ADD SPECIFICATIONS

Section 3. Standard Terms and Conditions

When preparing a proposal for submission in response to this RFP, contractors should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, to abandon the project and this RFP at any time, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.

- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- The following criteria will be used to evaluate all proposals:
    - The contractor's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
    - The reputation, experience, and efficiency of the contractor.
    - The ability of the contractor to provide quality services within time and funding constraints.
    - The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
    - Other selection factors within this RFP or the City's purchasing policies, or that City determines are relevant to consideration of the best interests of the City.
- All responses to this RFP become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

Section 4. Required Submittals

- Provide the name, address, and email address of contractor. If an entity, provide the legal name of the entity and the names of the entity's principal(s) who is proposed to provide the services.
- Provide a review of your qualifications and briefly explain how you plan to complete the required tasks.

- Provide references for your work.
- Provide the completed pre-contract certification and return with your proposal.

Thank you, we look forward to reviewing your proposal.

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

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

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

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

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

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

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

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

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

The undersigned hereby certifies as follows:

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

Proposer:
_____

By_____
Title:_____

_____
Date

APPENDIX F: SAMPLE REQUEST FOR QUALIFICATIONS

Request for Qualifications (RFQ)

Issued
DATE

DEPARTMENT
749 Main Street
Louisville, CO 80027
(303) 335-4505

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Schedule of Events .....
Introduction & Background .....
General Information & Requirements .....
Project Scope.....
Vendor Qualifications .....
Evaluation Criteria.....

SCHEDULE OF EVENTS

Event	Date(s)
Request for Qualifications (RFQ) Released	DATE
Deadline for Requesting RFQ Clarification	DATE
Response to Requests for RFQ Clarification	DATE
Responses to RFQ due by TIME	DATE
Qualified Vendors Selected	DATE
Request for Proposals (RFP) Distributed to Qualified Vendors	DATE
Qualified Vendors Response to RFP due by 4:00 p.m. MST	DATE
Product Demonstrations	DATE
Negotiation & Clarification	DATE
Approval of Contract	DATE
Begin Implementation	DATE

The City of Louisville reserves the right to modify this schedule at its sole discretion if it deems necessary.

INTRODUCTION & BACKGROUND

The City of Louisville, Colorado, hereinafter referred to as the City, seeks to prequalify firms to provide _____.

Add any other necessary and relevant information.

GENERAL INFORMATION & REQUIREMENTS

The first step in the City's Request for Proposal (RFP) process is this RFQ, which seeks to obtain information in order to prequalify vendors for participation and consideration in subsequent steps of the RFP. In order to be considered for prequalification, the respondent to this RFQ must be the provider of _____.

From the issuance date of this RFQ until a vendor(s) is selected and the selection is announced, vendors are not allowed to communicate with any City of Louisville staff or officials regarding this procurement, except at the direction of Malcolm Fleming, City Manager or _____, _____, the designated representatives of the City of Louisville. Any unauthorized contact may disqualify the vendor from further consideration.

Receipt of Proposals and Public Inspection
Upon receipt of qualifications, all marked trade secrets and company financial information will be removed from the responses and provided only to the evaluation committee members or persons participating in the contracting process. All remaining qualification materials will be available for public inspection after the final award process.

Claims to Keep Information Confidential
All responses to this RFQ become the property of the City upon receipt and regardless of selection or rejection, and will not be returned, except that the City may return late responses submitted after the response deadline. Any trade secrets or confidential commercial or financial information submitted with any response is subject to potential disclosure, and submitting it constitutes proposer's waiver of any recourse against the City in respect to disclosure and proposer's agreement to indemnify the City for any costs, legal fees or expenses incurred in relation to any proceeding concerning disclosure of such information. Any trade secrets or confidential commercial or financial information submitted with a response shall be clearly segregated and marked; provided; however, that neither cost information nor the total RFP will be considered proprietary. The City will notify the vendor of any request for disclosure of information so segregated and marked that may be subject to nondisclosure, and it will be the responsibility of the vendor to object and to pursue any legal actions pursuant to Colorado law. A vendor shall notify the City within 24 hours of notification by City of request for disclosure of the vendor's objections to disclosure and the vendor's intent to pursue lawful protection under Colorado law.

Initial Classification
All qualifications will be initially classified as being responsive or non-responsive based upon the requirements in Section 3.2. If a response is found to be non-responsive, it will not be considered further.

Evaluation

All responsive qualifications will be evaluated based on stated evaluation criteria. Submitted qualifications must be complete at the time of submission and may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested in the City's RFQ document.

Discussion/Negotiation
Although vendors may be prequalified without discussion, the City may initiate discussions with one or more Vendors should clarification be necessary. Vendors should be prepared to send qualified personnel to Louisville, to discuss technical and contractual aspects of their proposal.

Prequalification
Prequalification will be made to the vendors whose responsive qualifications are determined to best meet the evaluation criteria and therefore the most advantageous to the City. The City may prequalify as many software vendors as it feels serves its best interest.

Late Submissions
Regardless of cause, late qualifications will not be accepted and will automatically be disqualified from further consideration. It shall be the vendor's sole risk to assure delivery at the designated office by the designated time. Late qualifications will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

Preparing a Response
This RFQ contains the instructions governing the qualifications to be submitted and a description of the mandatory requirements. To be eligible for consideration, a vendor must meet the intent of all mandatory requirements. Compliance with the intent of all requirements will be determined by the City's evaluation committee. Responses that do not meet the full intent of all requirements listed in this RFQ may be subject to point reductions during the evaluation process or may be deemed non-responsive.

Vendors shall promptly notify the City of any ambiguity, inconsistency or error, which they may discover upon examination of this RFQ.

Vendors requiring clarification or interpretation of any section or sections contained in this RFQ shall make a written request to the City by the deadline. All written correspondence must be addressed to:

City of Louisville
_____ RFQ
_____

749 Main Street
Louisville, CO 80027
EMAIL ADDRESS

Each Vendor submitting written questions must clearly address each question by reference to a specific section, page, and item of this RFQ. **A written answer will be provided to all questions received by TIME AND DATE.** Written questions received after the deadline may not be considered.

Any interpretation, correction, or change to this RFQ will be made by written addendum by _____. Interpretations, corrections, or changes to this RFQ made in any other manner will not be binding and vendors shall not rely upon such interpretations, corrections, or changes.

Vendors must organize qualifications into sections following the format of this RFQ.

If no exception, explanation, or clarification is required in the vendor's response to a specific subsection, the vendor shall indicate so in the point-by-point response with the following:

"(Vendor's Name)", understands and will comply.

Points may be subtracted for non-compliance with specified qualification format requests. The City may also choose to not evaluate, may deem non-responsive, or may disqualify from further consideration any qualifications that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.

A vendor responding to a question with a response similar to, "Refer to our literature…" or "Please see www…….com" may be deemed non-responsive or receive point deductions. All materials related to a response must be submitted to the City in the RFQ response and not just referenced. Any references in an answer to another location in the RFQ materials shall have specific page numbers and sections stated in the reference. Each question is scored independently of one another and the scoring is based solely on the information provided in the response to the specific question.

Submitting Qualifications
Vendors must submit one (1) original and four (4) copies to:

City of Louisville
_____ RFQ
749 Main Street
Louisville, CO 80027

Qualifications must be received at the City of Louisville prior to TIME AND DATE. Qualifications received after this time will not be accepted for consideration. Facsimile submissions are not acceptable.

Each Vendor who submits qualifications represents that:

- The qualifications are based upon an understanding of the specifications and requirements described in this RFQ.
- Costs for developing and delivering responses to this RFQ and any subsequent presentations of the proposal as requested by the City are entirely the responsibility of the vendor. The City is not liable for any expense incurred by the vendor in the preparation and presentation of their qualifications.
- All materials submitted in response to this RFQ become the property of the City and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the City and the vendor resulting from this RFP process.

- An individual authorized to legally bind the business submitting the qualifications must sign the qualifications in ink.

Rights Reserved
While the City has every intention to award a contract as a result of the RFP, issuance of the RFP in no way constitutes a commitment by the City to award a contract. Upon a determination such actions would be in its best interests, the City in its sole discretion reserves the right to:

- waive any formality;
- cancel, terminate or abandon this RFQ or the RFP;
- reject any or all qualifications received in response to this document;
- waive any undesirable, inconsequential, or inconsistent provisions of this document, which would not have significant impact on any qualifications;
- not award, or if awarded, terminate any contract if the City determines adequate funds are not available.

Vendor Interview / Product Demonstration
After receipt of all qualifications and prior to the release of the next step in the RFP process, respondents may be required to make an oral presentation and product demonstration at the City Hall in Louisville, Colorado, to clarify their response or to further define their qualifications. Oral presentations and product demonstrations, if requested, shall be at the vendor's expense.

Contract Provisions and Terms
This RFQ and any addenda, the vendor's response including any amendments, any clarification question responses, and any negotiations shall be included in any resulting contract.

PROJECT SCOPE

ADD SPECIFICATIONS

VENDOR QUALIFICATIONS

The City may make such investigations as deemed necessary to determine the ability of the Vendor to supply the products and perform the services specified. The City reserves the right to reject any qualifications if the evidence submitted by, or investigation of, the vendor fails to satisfy the City that the vendor is properly qualified to carry out the obligations of the project.

ADD SPECIFICATIONS

EVALUATION CRITERIA

Evaluation Procedure
The evaluation committee will separate proposals into "responsive" and "non-responsive" proposals. Non-responsive proposals will be eliminated from further

consideration. The evaluation committee will then evaluate the remaining proposals and determine which vendors prequalify. Only prequalified vendors will be allowed to participate in subsequent steps of this RFP process.

Evaluation Criteria
The evaluation committee will review and evaluate the qualifications received according to the following criteria:

- Quality and relevance of references;
- Proven ability to deliver products in the scope of project;
- Financial stability;
- Training;
- Support;
- Other criteria within this RFQ or the City's purchasing policies, or that the City determines are relevant to consideration of the best interests of the City.

APPENDIX G: SAMPLE INDEPENDENT CONTRACTOR AGREEMENT

INDEPENDENT CONTRACTOR AGREEMENT
BY AND BETWEEN THE CITY OF LOUISVILLE
AND _____
FOR _____ SERVICES

1.0 PARTIES

The parties to this Agreement are the **City of Louisville**, a Colorado home rule municipal corporation, hereinafter referred to as the "City", and _____, [Name of Contractor] a _____[State of Formation and Type of Entity], hereinafter referred to as the "Contractor".

2.0 RECITALS AND PURPOSE

2.1 The City desires to engage the Contractor for the purpose of providing _____ services as further set forth in the Contractor's Scope of Services (which services are hereinafter referred to as the "Services").

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

3.0 SCOPE OF SERVICES

The Contractor agrees to provide the City with the specific Services and to perform the specific tasks, duties and responsibilities set forth in Scope of Services attached hereto as Exhibit "A" and incorporated herein by reference. Contractor shall furnish all tools, labor and supplies in such quantities and of the proper quality as are necessary to professionally and timely perform the Services. Contractor acknowledges that this Agreement does not grant any exclusive privilege or right to supply Services to the City.

4.0 COMPENSATION

4.1 The City shall pay the Contractor for Services under this Agreement a total not to exceed the amounts set forth in Exhibit "B" attached hereto and incorporated herein by this reference. For Services compensated at hourly or per unit rates, or on a per-task basis, such rates or costs per task shall not exceed the amounts set forth in Exhibit B. The City shall pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.) which are deemed necessary for performance of the Services and which are pre-approved by the City Manager. The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the Contractor's efforts, including but not limited to salaries, benefits, overhead, administration, profits, expenses, and outside Contractor fees. The Scope of Services and payment therefor shall only be changed by a properly authorized amendment to this Agreement. No City employee has the authority to bind the City with regard to any payment for any Services which exceeds the amount payable under the terms of this Agreement.

4.2 The Contractor shall submit monthly an invoice to the City for Services rendered and a detailed expense report for pre-approved, reimbursable expenses incurred during the previous month. The invoice shall document the Services provided during the preceding month, identifying by work category and subcategory the work and tasks performed and such other information as may be required by the City. The Contractor shall provide such additional backup documentation as may be required by the City. The City shall pay the invoice within thirty (30) days of receipt unless the Services or the documentation therefor are unsatisfactory. Payments made after thirty (30) days may be assessed an interest charge of one percent (1%) per month unless the delay in payment resulted from unsatisfactory work or documentation therefor.

4.3 Contractor acknowledges that any potential expenditure for this Agreement outside the current fiscal year is contingent upon appropriation, budgeting, and availability of specific funds for such proposed expenditure, and nothing in this Agreement constitutes a debt or direct or indirect multiple fiscal year financial obligation of the City.

5.0 PROJECT REPRESENTATION

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

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

6.0 TERM

The term of this Agreement shall be _____, 20___ to _____, 20___, unless sooner terminated pursuant to Section 13, below. The Contractor's Services under this Agreement shall commence upon execution of this Agreement by the City and Contractor shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.

7.0 INSURANCE

7.1 The Contractor agrees to procure and maintain, at its own cost, the policies of insurance set forth in Subsections 7.1.1 through 7.1.4. The Contractor shall not be

relieved of any liability, claims, demands, or other obligations assumed pursuant to this Agreement by reason of its failure to procure or maintain insurance, or by reason of its failure to procure or maintain insurance in sufficient amounts, durations, or types. The coverages required below shall be procured and maintained with forms and insurers acceptable to the City. All coverages shall be continuously maintained from the date of commencement of Services hereunder. The required coverages are:

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

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

7.1.3 Comprehensive Automobile Liability insurance with minimum combined single limits for bodily injury and property damage of not less than ONE HUNDRED AND FIFTY THOUSAND DOLLARS ($150,000) per person in any one occurrence and SIX HUNDRED THOUSAND DOLLARS ($600,000) for two or more persons in any one occurrence, and auto property damage insurance of at least FIFTY THOUSAND DOLLARS ($50,000) per occurrence, with respect to each of Contractor's owned, hired or non-owned vehicles assigned to or used in performance of the Services. If the Contractor has no owned automobiles, the requirements of this paragraph shall be met by each officer or employee of the Contractor providing services to the City of Louisville under this contract.

7.1.4 Professional Liability coverage with minimum combined single limits of ONE MILLION DOLLARS ($1,000,000) each occurrence and TWO MILLION DOLLARS ($2,000,000) aggregate.

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

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

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

7.5 The parties understand and agree that the City is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations (presently $150,000 per person and $600,000 per occurrence) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., 10 C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.

8.0 INDEMNIFICATION

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

9.0 QUALITY OF WORK

Contractor's Services shall be performed in accordance with the highest professional workmanship and service standards in the field to the satisfaction of the City.

10.0 INDEPENDENT CONTRACTOR

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

10.1. CONTRACTOR SHALL SATISFY ALL TAX AND OTHER GOVERNMENTALLY IMPOSED RESPONSIBILITIES INCLUDING, BUT NOT LIMITGED TO, PAYMENT OF STATE, FEDERAL AND SOCIAL SECURITY TAXES, UNEMPLOYMENT TAXES, WORKERS' COMPENSATION AND SELF-EMPLOYMENT TAXES. NO STATE, FEDERAL OR LOCAL TAXES OF ANY KIND SHALL BE WITHHELD OR PAID BY THE CITY.

10.2. CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS EXCEPT AS MAY BE PROVIDED BY THE INDEPENDENT CONTRACTOR NOR TO UNEMPLOYMENT INSURANCE BENEFITS UNLESS UNEMPLOYMENT COMPENSATION COVERAGE IS PROVIDED BY THE INDEPENDENT CONTRACTOR OR SOME ENTITY OTHER THAN THE CITY.

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

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

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

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

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

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

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

11.0 ASSIGNMENT

Contractor shall not assign or delegate this Agreement or any portion thereof, or any monies due to or become due hereunder without the City's prior written consent.

12.0 DEFAULT

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

13.0 TERMINATION

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

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

14.0 INSPECTION AND AUDIT

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

15.0 DOCUMENTS

All computer input and output, analyses, plans, documents photographic images, tests, maps, surveys, electronic files and written material of any kind generated in the performance of this Agreement or developed for the City in performance of the Services

are and shall remain the sole and exclusive property of the City. All such materials shall be promptly provided to the City upon request therefor and at the time of termination of this Agreement, without further charge or expense to the City and in hardcopy or an electronic format acceptable to the City, or both, as the City shall determine. Contractor shall not provide copies of any such material to any other party without the prior written consent of the City. Contractor shall not use or disclose confidential information of the City for purposes unrelated to performance of this Agreement without the City's written consent.

16.0 ENFORCEMENT

16.1 In the event that suit is brought upon this Agreement to enforce its terms, the parties shall each bear and be responsible for their own attorneys' fees and court costs.

16.2 Colorado law shall apply to the construction and enforcement of this Agreement. The parties agree to the jurisdiction and venue of the courts of Boulder County and the federal district court for the District of Colorado in connection with any dispute arising out of or in any matter connected with this Agreement.

17.0 COMPLIANCE WITH LAWS; WORK BY ILLEGAL ALIENS PROHIBITED

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

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

18.0 INTEGRATION AND AMENDMENT

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

19.0 NOTICES

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

If to the City:

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

If to the Contractor:

_____
_____
_____
_____

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

20.0 EQUAL OPPORTUNITY EMPLOYER

20.1 Contractor will not discriminate against any employee or applicant for employment because of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, veteran status, or any other applicable status protected by state or local law. Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to any status set forth in the preceding sentence. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.

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

In witness whereof, the parties have executed this Agreement to be effective as of the day and year of signed by the City.

CITY OF LOUISVILLE,
a Colorado home rule municipal corporation

By:_____
Charles L. Sisk, Mayor

Attest:_____
Nancy Varra, City Clerk

Date:_____

CONTRACTOR:
_____

By:_____
Title:_____
Date:_____

Exhibit A – Scope of Services

[See Following Page(s)]

Exhibit B

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

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

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

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

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

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

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

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

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

The undersigned hereby certifies as follows:

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

Proposer:
_____

By_____
Title:_____

_____
Date

Preparation Checklist for Completion of Sample Independent Contractor Agreement

NOTE: This Checklist Page is for the City's internal use only and should not be included as part of the final contract

Title Block:

- Insert Contactor Name
- Insert Type of Services

First Paragraph:

- Insert Contractor Name
- If Contractor is an entity, insert state of organization and entity type

Section 5:

- Insert name of City project manager in two places in Section 5.1
- Insert name of Contractor project manager in two places in Section 5.2

Section 6:

- Insert dates for term of Agreement; the commencement date generally should not be prior to the date the City intends to sign the Agreement

Section 19:

- Insert contact information for Contractor

Signature Page:

- Complete signature block for Contactor

Exhibit A:

- Add the Scope of Services; ensure the Scope of Services accurately, clearly and specifically lists all of the work to be completed by the Contractor.
- Ensure Exhibit A includes timeframes for completion of the Services. If the Services include several tasks with several completion deadlines, ensure all deadlines are included in Exhibit A.
- Ensure Exhibit A includes the not-to-exceed contract price; also, if the Services are compensated on an hourly, per-task or per-unit basis, ensure Exhibit A sets for the agreed upon rates, task or unit pricing.

APPENDIX H: PURCHASING CARD GUIDELINES

PURCHASING CARD GUIDELINES

Welcome to the City of Louisville Purchasing Card Program. The purchasing card is a credit card based system used to procure low value items and services.

PURPOSE

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases;
- Receive faster delivery of required merchandise;
- Simplify the payment process.

The Purchasing Card Program is intended for travel, maintenance, repair, operating and other low value purchases needed during the course of business.

Program Administrator:

Diane Kreager
(303) 335-4507

What limitations and restrictions are on the card?

The program is set up with the following limitations:

- Dollar limit per transaction
- Dollar limit per month
- Merchant Category – Other

The following restrictions apply to the purchasing card:

- May not be used to purchase items requiring a requisition and purchase order
- May not split or spread charges over multiple cards to avoid the single purchase transaction limit

For whom can a cardholder make purchases?

The cardholder can make City of Louisville business related purchases for any employee who reports to the same department or division.

Is personal use of the purchasing card allowed?

Use of the purchasing card for personal purchases is prohibited. Any purchases that are inadvertently used for a personal purchase must be reimbursed to the City. Personal use of the card may result in loss of privileges or other disciplinary action including termination of employment.

Can the card be shared?

The only person entitled to use a purchasing card is the person whose name appears on the face of the card. Do not lend the purchasing card to another person for use. Only the cardholder can sign for card transactions. Use by anyone other than the cardholder is prohibited.

Which suppliers may I use?

The purchasing card is a Master Card product. Any supplier or merchant who accepts Master Card can accept the purchasing card.

What are the guidelines for sales tax?

The City of Louisville is tax exempt. The sales tax exemption number is printed on the front of the card. When making a purchase, please tell the merchant that we do not pay sales tax.

What about receipts for memberships, dues and subscriptions?

For purchases in which a receipt is not normally given, use a copy of the completed application or order form as the receipt. It should clearly indicate payment was made using the purchasing card.

How are charges paid?

All transactions processed during the month will be included on a monthly statement of account for each cardholder. Monthly statements will be distributed by the Program Administrator to each department. Cardholders are responsible for reviewing the statement for accuracy, providing a brief description and account number, and attaching a receipt for each transaction on the statement. The statement must be approved by the cardholder's departmental manager and submitted (with receipts) to the Program Administrator within 5 business days. The Program Administrator will audit the receipts with the statement and initiate payment.

What if there is an incorrect charge?

Any charge that was not authorized must be reported immediately to the Program Administrator.

If there is an incorrect charge or an outstanding quality or service issue, first contact the merchant to try to resolve the error or problem. If the error involved an overcharge, a credit adjustment should be requested to appear on the next statement.

If an agreement cannot be reached with the merchant, contact the Program Administrator.

What if a receipt is lost?

If a receipt is lost, contact the vendor for a duplicate. If the vendor is unable to supply a duplicate, the cardholder is to attach a written statement describing the transaction in detail and submit it with the other receipts. This statement will need a supervisor or manager's signature to process. If the cardholder is unavailable to verify the purchase, the supervisor may sign for the cardholder.

Can it be used for telephone orders?

Orders may be made by telephone with an itemized receipt requested from the merchant. If an itemized receipt is unavailable, the cardholder is to attach a written statement describing the transaction in detail and submit it with the other receipts.

What if the purchasing card is lost?

The purchasing card should be kept in a secure location. It needs to be accessible only to the cardholder. **If the purchasing card is lost or stolen, notify the Program Administrator immediately at 303-335-4507 or the Bank at 800-819-4249 during non-business hours.**

What if the cardholder leaves the City?

The cardholder must return the purchasing card to the Program Administrator in the Finance Department. The Program Administrator will cancel the card.

How are purchases returned?

If an item needs to be returned, follow the merchant's return policy. Contact the Program Administrator if a copy of a receipt is needed.

Will use affect personal credit?

Use of the purchasing card will not have any impact on the cardholder's personal credit rating.

What may cause loss of privileges?

Failure to comply with the Purchasing Card Guidelines may result in immediate revocation of the purchasing card privileges if any of the following occur:

- Splitting charges to avoid the single purchase transaction limit
- Loaning the card to another employee for use
- Failure to notify the Program Administrator or Bank of a lost or stolen purchasing card
- Failure to submit the statement on time for payment
- Personal use of the purchasing card

Can privileges be restored?

Privileges can be restored <u>one time only</u> after a six-month waiting period following loss of privileges. The restoration of privileges must be requested by the Department Director and will require a new Purchasing Card User Agreement. Any subsequent loss of privileges will be permanent.

As with any City purchase, the card is not to be used for any product, service or with any merchant considered to be inappropriate for City funds.

PURCHASING CARD USER AGREEMENT

I agree to the following regarding the use of the Purchasing Card Program at the City of Louisville:

I understand that I am making financial commitments on behalf of the City of Louisville and will strive to obtain the best value for the City of Louisville.

I understand that under no circumstances will I use the purchasing card to make personal purchases either for others or myself.

I have been given a copy of the Purchasing Card Guidelines, received the training and understand the requirements for purchasing card use.

I will follow the established procedures for use of the purchasing card. Failure to do so may result in either loss of privileges or other disciplinary action including termination of employment.

I agree that should I violate the terms of this Agreement, I will reimburse the City of Louisville through cash, personal check or payroll deduction. If the costs incurred exceed my paycheck, I will be responsible for the remaining charges and any fees related to the collection of those charges.

I understand if the Department Director determines a purchase was inappropriate, I will reimburse the City of Louisville through cash, personal check or a payroll deduction or return the merchandise, at the discretion of the Director. If the costs incurred exceed my paycheck, I will be responsible for the remaining charges and any fees related to the collection of those charges.

I understand that failure to report a lost or stolen purchasing card may cause a liability for the City of Louisville. I will immediately notify the Program Administrator or Bank of a lost or stolen card. Failure on my part may cause me to be liable for unauthorized purchases and will result in losing purchasing card privileges.

_____
Employee Name and Number (print)

_____	_____
Employee Signature	Manager Signature
_____	_____
Date	Date

SUBJECT: **ORDINANCE NO. 1697 SERIES 2015 – AN ORDINANCE AMENDING SECTIONS 13.08.030, 13.12.020 AND 13.12.040 OF THE LOUISVILLE MUNICIPAL CODE TO ADDRESS WATER SERVICE CONNECTIONS AND WATER TAP FEES FOR LIVE-WORK LAND USES – 2nd Reading – Public Hearing – Advertised *Daily Camera* 07/19/2015**
CONTINUED from July 28, 2015, SEPTEMBER 15, 2015 AND OCTOBER 6, 2015 – Staff Requests Continuance to December 15, 2015

DATE: **NOVEMBER 2, 2015**

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

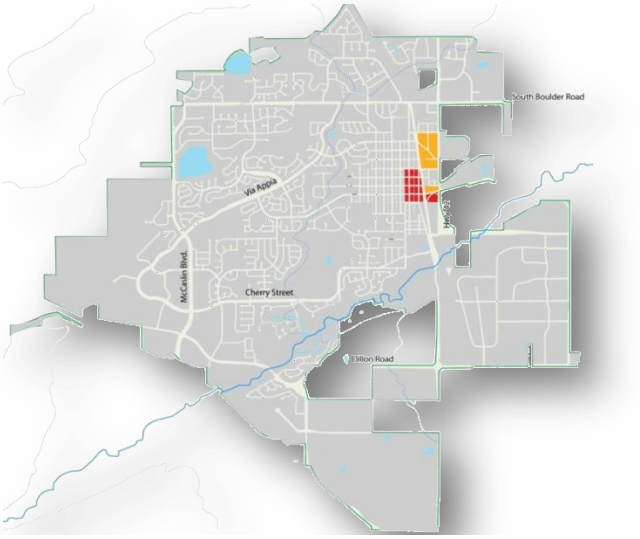
NEW Since September 15
Based on direction from the Water Committee, on September 15 the City Council continued this item to October 6th so staff could draft a new ordinance that focuses on service line design standards instead of tap fee accommodations. Staff recommends continuing the item to November 2, 2015 meeting to allow staff additional time to complete the draft ordinance.

NEW Since July 28th
City Council continued this item to September 15th. It was City Council's intent to have this item return to the Water Committee for further discussion prior to the September 15th City Council hearing.

Scheduling conflicts prevented a Water Committee recommendation being printed in this Council Communication as the meeting was schedule to go before the Water Committee on the 15th, in a special session, at 5:30 pm prior to the regular City Council hearing at 7:00 pm.

As a result, no additional information is provided in this Council Communication. Staff defers to Water Committee members' recommendations whether this item is ready for a public hearing during the regular session, or if the item should be continued to a future date.

SUMMARY:
On June 2, 2015, City Council approved Ordinance 1691, Series 2015, an Ordinance amending Title 17 of the Louisville Municipal Code (LMC) to define Live-Work land uses and allow their development in the City's Mixed Use Zone District and Downtown.



Locations in Louisville Live-Work is allowed

Live-Work properties are not allowed to sub-divide and shall remain under a single ownership. The LMC does not prohibit the renting of either the residential or commercial portions of Live-Work units. Commercial land uses will be limited to those allowed in the MUR and CC Zone Districts.

Live-Work developments are small in scale and fit into walkable commercial environments like downtown. Staff anticipates between 10 and 20 Live-Work units in the next 5-years and no more than 50-properties City-wide with the adopted ordinance. The Live-Work ordinance benefits Louisville with the following:

1) Supports a small-town feel by allowing business owners to live on premise;
2) Provides an economic incentive to preserve historic structures;
3) Provides an economically viable small scale development pattern consistent with the expectations of the Downtown Framework Plan;
4) Provides additional an economic incentive for commercial development; and,
5) Provides new category new development with lower parking and transportation impacts.

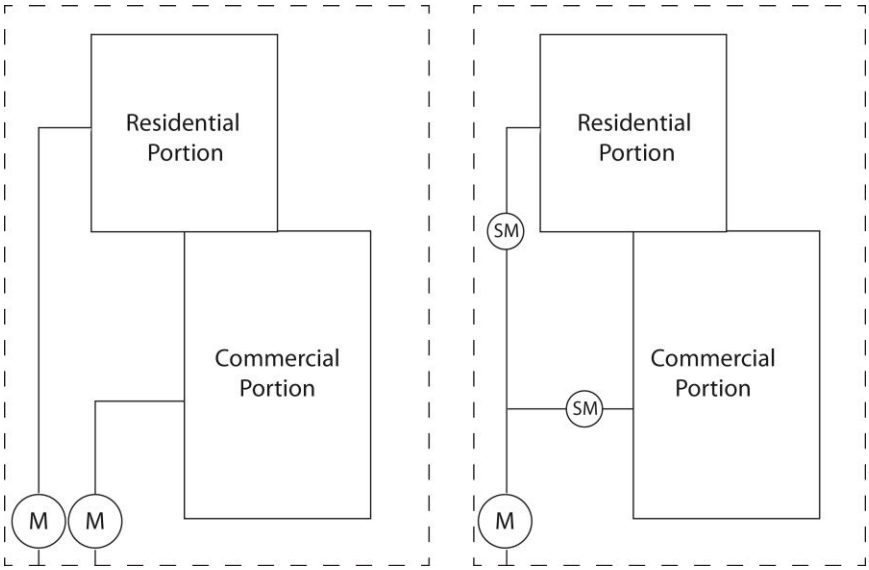
Staff has identified needed LMC amendments to ensure the City's water ordinance (Title 13) reflects the operating characteristics of the Live-Work land use category and present an water tap fee structure ensuring applicants are charged fairly for services.

Currently, Title 13 does not allow two or more *"premises"* to be supplied water from *"one and the same connection".* As a result, staff requires each premise to pay for individual

water taps. In this case, the owner of the property is required to pay a separate water tap fee for both the residential and commercial portions of the Live-Work unit.

The proposed changes to Title 13 recognize Live-Work land uses are defined as a single property with one or more structures that combine a commercial activity allowed by-right in the underlying zone district with a single residential living unit. The proposed changes to Title 13, if approved, would allow the property owner to purchase a single water tap based on the actual projected water demand.

No new customer class would be created and billing tiers based on demand would remain the same with the proposed ordinance. With this amendment, public works would provide one water meter at the curb stop and two sub-meters. One sub-meter would monitor water provided to the residential portion and the other sub-meter would monitor water to the commercial portion. The residential portion of the property would be charged residential water rates, while the commercial portion would be charged commercial rates.



Current administration of ordinance *Proposed administration of ordinance*

REQUESTED AMENDMENTS TO TITLE 13

Staff is proposing the following modifications to Sections 13.08.030, 13.12.020 and 13.12.040 of the LMC to address water service connections and water tap fees for live-work uses (words to be deleted are shown in strikeout; words to be added are underlined).

Sec. 13.08.030. Separate connection required.

Two or more premises may not be supplied from one and the same connection unless the property is being used for an approved live-work as defined in section 17.08.262 that adheres to the requirements in section 17.16.320, or structures on the premises were ~~are~~ served in such a manner on the effective date of Ordinance No. 914, Series 1986~~ the ordinance codified in this chapter~~. In the addition of a building or structure which adds a complete living unit in the case of a live-work use or multifamily residence, or which adds a pad or pads to a mobile home court, or which adds rooms or apartments to an apartment house in the event such rooms are served by plumbing fixtures, or any addition not listed in this section which adds more than five fixture units ~~points~~ as computed by reference to the Plumbing Code adopted by the city and set forth in title 15, as then in effect~~ Table A under section 13.12.030~~, such addition shall require the payment of an extension charge to be computed according to the method of computing tap fees as outlined in chapter 13.12. This section shall apply to extensions to all existing water services as well as to future services. In the event an approved live-work is divided in ownership contrary to the requirements in section 17.16.320, a separate connection and separate tap fee shall be required and paid prior to the issuance of certificates of occupancy.

Sec. 13.12.020. - Tap fee generally.

B. For each unattached dwelling unit, duplex unit and attached townhouse, a separate water tap must be purchased from the city and all required tap fees paid to the city. Apartment units shall not be treated as an unattached dwelling. The foregoing shall not apply to a single residential living unit that is being used for an approved live-work as defined in section 17.08.262 that adheres to the requirements in section 17.16.320.

D. The tap fee for nonresidential units and any live-work use shall be determined by the city, ~~and shall be~~ based upon ~~the size of the tap, as calculated pursuant to the~~ estimated annual water demand (gallons/year) and applicable provisions of the Plumbing Code adopted by the city and set forth in Title 15, as then in effect, and ~~by the estimated annual water demand (gallons/year), and by~~ reference to the table of fees established by the city manager in accordance with section 13.12.040.

Sec. 13.12.040. - Tap fee.

A. The tap fee shall be computed by reference to the provisions of this chapter using tap fee calculation forms maintained by the city. Tap fees shall be established and set forth in a table of fees established by the city manager. The city manager shall by order enacted and effective on the effective date of Ordinance No. 1633, Series 2013, and thereafter on January 1 of each year, establish a table of city water tap fees.

FISCAL IMPACT

Amending Sections 13.08.030, 13.12.020 and 13.12.040 of the LMC should not have a fiscal impact on the City of Louisville, as the proposed changes to the LMC and the subsequent Live-Work water and sewer tap fees would reflect the anticipated City costs.

These proposed changes to the LMC and subsequent water and sewer tap fees should reduce the overall infrastructure costs of a live-work land use, making the land use more economically viable.

The following table illustrates the existing water and sewer tap fees and related infrastructure costs for a Live-Work land use being developed in Louisville in comparison to what the proposed Ordnance and fee structure would allow. Note, Public Works cost analysis is an attachment to this communication.

Fee & Infrastructure Requirements	Existing Ord.	Proposed Ord.	Diff.
Residential Water Tap Fee	$25,900 (3/4" line)	$46,200 (1" line)	- $5,600
Commercial Water Tap Fee	$25,900 (3/4" line)		
Residential Sewer Tap Fee	$4,500	$7,900	- $1,100
Commercial Sewer Tap Fee	$4,500		
Com / Res Sewer Infrastructure (Piping)	$12,000*	$10,000*	- $2,000
Com / Res Water Infrastructure (Piping)	$9,000*	$8,000*	- $1,000
TOTAL COSTS	**$81,800**	**$72,100**	**-$9,700**

** Sample Infrastructure Costs provided by DAJ Design.*

RECOMMENDATIONS

Staff recommends City Council approve Ordinance No. 1697, Series 2015

ATTACHMENTS:

1. Ordinance No. 1697, Series 2015
2. Cost Assumption email from Public Works – May 21, 2015
3. City Council Water Committee July 10 Draft Minutes
4. City Council Water Committee Meeting Information for September 15, 2015

ORDINANCE NO. 1697
SERIES 2015

AN ORDINANCE AMENDING SECTIONS 13.08.030, 13.12.020, AND 13.12.040 OF THE LOUISVILLE MUNICIPAL CODE TO ADDRESS WATER SERVICE CONNECTIONS AND WATER TAP FEES FOR LIVE-WORK LAND USES

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

WHEREAS, the City Council is authorized by the City Charter and state law, including but limited to Charter Section 13-2 and C.R.S. §§ 31-15-708 and 31-35-101 et seq. to regulate the use of the City water system and to from time to time fix, establish, maintain, and provide for the collection of rates, fees, and charges for water services furnished by the City; and

WHEREAS, by Ordinance No. 1691, Series 2015, the City Council amended title 17 of the Louisville Municipal Code (LMC) to define and establish a live-work use category and allow development of live-work uses in those areas within the Commercial Community (C-C) and Commercial Business (C-B) zone districts that are within Downtown Louisville, and in the mixed use zone districts, as defined in the LMC; and

WHEREAS, live-work uses are defined as a single property with one or more structures that combine a commercial activity allowed by-right in the underlying zone district with a single residential living unit; and

WHEREAS, in connection with the allowance and regulation of live-work uses, the City Council finds it necessary and appropriate to amend certain sections of title 13 of the LMC to address water service connections and water tap fees for live-work uses;

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

Section 1. Section 13.08.030 of the Louisville Municipal Code is hereby revised to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 13.08.030. Separate connection required.

Two or more premises may not be supplied from one and the same connection unless the property is being used for an approved live-work as defined in section 17.08.262 that adheres to the requirements in section 17.16.320, or structures on the premises were ~~are~~ served in such a manner on the effective date of Ordinance No. 914, Series 1986 ~~the ordinance codified in this chapter~~. In the addition of a building or structure which adds a complete living unit in the case of a live-work use or multifamily residence, or which adds a pad or pads to a mobile home

court, or which adds rooms or apartments to an apartment house in the event such rooms are served by plumbing fixtures, or any addition not listed in this section which adds more than five fixture units ~~points~~ as computed by reference to the Plumbing Code adopted by the city and set forth in title 15, as then in effect ~~Table A under section 13.12.030~~, such addition shall require the payment of an extension charge to be computed according to the method of computing tap fees as outlined in chapter 13.12. This section shall apply to extensions to all existing water services as well as to future services. In the event an approved live-work is divided in ownership contrary to the requirements in section 17.16.320, a separate connection and separate tap fee shall required and paid prior to the issuance of certificates of occupancy.

Section 2. Subsections B and D of Section 13.12.020 of the Louisville Municipal Code is hereby revised to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 13.12.020. - Tap fee generally.

B. For each unattached dwelling unit, duplex unit and attached townhouse, a separate water tap must be purchased from the city and all required tap fees paid to the city. Apartment units shall not be treated as an unattached dwelling. The foregoing shall not apply to a single residential living unit that is being used for an approved live-work as defined in section 17.08.262 that adheres to the requirements in section 17.16.320.

. . .

D. The tap fee for nonresidential units and any live-work use shall be determined by the city, ~~and shall be~~ based upon ~~the size of the tap, as calculated pursuant to the~~ estimated annual water demand (gallons/year) and applicable provisions of the Plumbing Code adopted by the city and set forth in Title 15, as then in effect, and ~~by the estimated annual water demand (gallons/year), and by~~ reference to the table of fees established by the city manager in accordance with section 13.12.040.

Section 3. Subsection A of Section 13.12.040 of the Louisville Municipal Code is hereby revised to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 13.12.040. - Tap fee.

A. The tap fee shall be computed by reference to the provisions of this chapter using tap fee calculation forms maintained by the city. Tap fees shall be established and set forth in a table of fees established by the city manager. The city manager shall by order enacted and effective on the

effective date of Ordinance No. 1633, Series 2013, and thereafter on January 1 of each year, establish a table of city water tap fees.

Section 4. If any portion of this ordinance is held to be invalid for any reason such decisions shall not affect the validity of the remaining portions of this ordinance The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 5. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

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

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light | Kelly, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

Meredyth Muth

Subject: FW: Live/Work Tap Fees

From: Dmitry Tepo
Sent: Thursday, May 21, 2015 4:02 PM
To: Troy Russ
Cc: Tony DeSantis; Kurt Kowar; Cory Peterson
Subject: Live/Work Tap Fees

Troy,

I reviewed the 5 potential live/work locations you provided and compared their lot sizes and residential footprint to an average single family (SF) residence in the City. An average SF lot is 8,444 sf and interpolating data from the Comp Plan, an average house size is 1,587 sf. From the table below, we can see that the live/work lots are typically smaller than average, with larger than average houses. On the annual basis, we estimate that 57% of the water used by a SF residence is for indoor purposes. We know that the live/work units could have a smaller yard than a typical residence if the residential and commercial uses are standalone buildings, but because the residential component is larger, the overall demand reduction won't be that significant. If the commercial and residential are in one, multi-story building, there will be added outdoor demand that would result in overall demand in line with a typical SF residence. With our tap fees being charged to represent an average usage, we do not feel that on average, the residential component would demonstrate enough use reduction to justify a fee decrease.

Address	Lot Size (sf)	% of Average Residential Lot Size	Commercial (sf)	Residential (sf)	% of Average Res House in Louisville
Property #1	3,775	44.7%	2000	1000	63.0%
Property #2	?	?	1800	2200	138.6%
Property #3	7,796	92.3%	996	1,800	113.4%
Property #4	8,190	97.0%	1,196	2200	138.6%
Property #5	6,951	82.3%	1,411	2800	176.4%

Additionally, I found 3 offices that are of similar size as the proposed live/work units. You can see below, that all three have a significantly larger annual demand than the 117,000 gal/yr, which we see from a typical house. So an argument that a live/work tap fee should be the same as an SF tap fee does not hold up. You can also see the demand variability, which reinforces the need to charge the commercial use based on an estimated annual demand.

Address	Bldg (sf)	Lot (sf)	Annual Demand (gal)	Single Family Equivalents
Property #6	856	2,361	414,360	3.54
Property #7	1411	6,951	273,578	2.34
Property #8	1480	3,548	175,365	1.50

One last issue I wanted to touch on is applicants being able to petition for lower tap fees based on the lower estimated water usage. Utility tap fees are charged based on averages because we have no control over what the owner does after we charge the fees. Xeriscape could be converted to sod, rooms can be added to the structure, poorly maintained sprinkler systems can leak, which all results in the use of a larger portion of the infrastructure than the owner purchased. Eventually, the owner will make up the deficit in monthly charges, but with this arrangement, the utility is not collecting the money it needs when it needs it. This constraint is widely recognized in the industry and most

municipalizes charge based on averages, except some larger ones which have staff to deal with exceptions. Another problem we run into is water demand estimates provided by applicants are always low because they are quantifying what a building "should" use, not what it will use. For those reasons, we believe the structure we previously proposed below is equitable.

Proposed Live/Work Tap Fee (office + residential unit)
Residential & Commercial Water Tap Fee – $46,200 (minimum amount, that could increase based on demand)
Residential & Commercial Sewer Tap Fee – $7,900 (fixed amount)
TOTAL: $54,100 (minimum fee)

Thanks,

Dmitry Tepo, P.E.
Water Resources Engineer
City of Louisville
749 Main Street
Louisville, CO 80027
(303) 335-4607

City of Louisville
COLORADO • SINCE 1878

City Council
Water Committee

-Draft - Meeting Minutes

Friday, July 10, 2015
COUNCIL CHAMBERS, CITY HALL, 2ND FLOOR
7:30-9:30am

I. Call to Order – Jeff Lipton called the meeting to order at 7:30.

II. Roll Call was taken and the following members were present:

City Council: Jeff Lipton, Robert Muckle

Absent: Chris Leh

Staff Present: *Malcolm Fleming, Kurt Kowar, Cory Peterson, Terrell Phillips, Graham Clark, Kevin Watson, Alan Hill (Yates Law Firm), Paul Flack (RBI)*

Public: Tom Phare

III. *Approval of Agenda:* Agenda approved.

IV. Approval of the Minutes: The April 3, 2015, meeting minute approval was deferred to the next meeting.

V. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

None

VI. Update – Water Resources (Cory Peterson/Paul Flack)

- Water Supply Update
  i. The unusual rainfall in early summer has provided for higher than average water supply. South Boulder Creek has had a long period without a water rights administrative call. The City is currently meeting demand with direct deliveries form the Community Ditch and/or the Louisville Pipeline. All storage facilities are full and will be maintained at these levels as long as conditions allow.
- Windy Gap Firming Project Update

Staff attended a Windy Gap Participants' Committee Meeting on July 7th. A revised budget estimate was presented with a more formal estimate anticipated in the next couple of weeks. NCWCD is planning on soliciting for a design consultant later in the year with work expected to start in 2016.

- Gross Reservoir Update

  Mr. Flack reiterated Denver Water's plans to expand the capacity of Gross Reservoir. As part of the environmental approval process, Denver Water was required to create an environmental pool, which is an amount of water that is stored in Gross and is released to South Boulder Creek to promote aquatic life. Denver Water has an existing agreement with Lafayette for the filling and use of this environmental pool. We have been engaged in discussions with Lafayette on a possible spilt of this space to expand the reliability of our water supply. Recent conversations have moved away from this concept of splitting space and now center around a trade of supplies. Staff will continue to evaluate the options available and provide an update as progress is made. As mentioned before, Gross Reservoir could become a realistic opportunity to increase Louisville's local basin water storage under the correct terms and conditions.

VII. Update – CIP Projects (Cory Peterson/Kurt Kowar)

- Wastewater Treatment Plant Upgrades
  i. Status: Under construction (contractor: MHW)
  ii. Contract Cost: $31.2 million.
  iii. Estimated completion: July 2017

  Mr. Peterson mentioned that MHW has started the excavation portion of project which will consist of the majority of activity onsite for the next several weeks. Mr. Kowar discussed the recent incident of above average inflows to the plant theorized as a result of the high groundwater attributable to heavy precipitation over the last couple of months. Staff is assessing the situation to determine if this a short term issue that will be alleviated as groundwater levels return to normal or if further measures such as improvements to the collection system or modification to the plant rating are required.

- Louisville/Lafayette Drainageway Improvements
  i. Status: final design, construction bid advertisement dependent on permitting.
  ii. Engineer's estimate: $9 million total cost before UDFCD & City of Lafayette contributions.

  Mr. Fleming spoke to a Right-of-Way(ROW) issue on Spruce that was included as part of the unsuccessful Lee Street Connection deal. The property owner is awaiting council action on the Highway 42 Plan prior to providing the ROW to the City. Mr.

Kowar mentioned that the project has been spilt into two phases (phase 1-east of 42 and phase 2-west of 42). Phase 1 is currently under review by Boulder County with Phase 2 scheduled to be reviewed by Boulder County once the ROW issue is resolved.

- Louisville/Superior Interconnect
  - i. Status: final design, project will be bid the fall
  - ii. Engineer's estimate: $1 million

    Mr. Muckle requested a location of the planed interconnect. Mr. Peterson stated that a drawing/map showing the location will be provided.
- Howard Berry Water Treatment Plant Sludge Handling
  - i. Status: under construction (Moltz Construction)
  - ii. Engineer's estimate: $2.2 million

    Mr. Peterson provided a brief overview that construction was progressing satisfactorily with no major upsets.
- Eldorado Intake Reconstruction
  - i. Status: Notice of Award pending final approval from FEMA.
  - ii. Contract cost: $1.5 million

    Mr. Peterson explained that project was still on hold pending approval from FEMA. If the City were to proceed with contract award without environmental approval the City would be ineligible for the grant funds from CDBG. The next meeting with FEMA is scheduled for July 20th. Mr. Kowar spoke to the possible increase in undercutting to the diversion dam from the sustained runoff and the potential for a cost increase. More information will be known once a visual inspection can be performed.
  - iv. Community Ditch Reconstruction Project

    Mr. Peterson outlined FRICO's plan to start construction on the Upper Community Ditch the week of July 13th. Mr. Hill discussed the borrowing agreement between Louisville and FRICO that would allow Louisville to barrow Marshall Lake water earlier in the 2016 season and replace it later should it be needed for next year.
- Sid Copeland WTP Contact Tank
  - i. Status: An evaluation of the tank has been completed. A preliminary design contract has been executed to analyze options.
  - ii. Engineer's estimated for design: $20,000

    Mr. Peterson and Mr. Kowar provided a brief overview of project and the issue with the amount of contact time within the treatment process.

- Sid Copeland WTP Pump Station
    i. Status: Project scheduled for 2016
    ii. Engineer's estimate: $2.4 million

    Mr. Peterson and Mr. Kowar provided a brief overview of project as a look ahead to 2016.

- Lucity Asset Management

    Mr. Kowar stated that the system is up and running and staff training is occurring. Future goals of the system will allow for improved mapping and a uniform work orders.

- Water Resources Master Plan Update
    i. Status: Proposal received May 27th. Council Approval July 14th.
    ii. Contract Cost: $85,000

    Mr. Flack explained the approach of the Water Resources Master Plan. The intent of the revised plan is to be more of a working document that can be used and updated by staff on an ongoing basis. In addition, the revised plan will incorporate anticipated impacts from climate change. We'll be looking to seek input from the Water Committee throughout the plan drafting process.

VIII. Utility Rates

- 2016 Utility Rates Update

    Mr. Kowar outlined the approach for developing utility rates for 2016. Staff will seek proposals from outside consultants to assist with the 2016 rate analysis. The water committee will be provided updates on the 2016 rates as needed. Current water revenues are down as a result of the recent rain. Tap fees are also down and can be attributable to timing issues as new development come online. Sewer revenues are within projected ranges. If revenues continue to stay outside the projections, further follow up with the water committee has been requested.

- Customer Usage vs Revenue Reports

    Mr. Kowar spoke to the included customer usage and revenue graph. The committee requested some changes to the presented graph to illustrate the new customer classes which will be offered at the next meeting.

IX. Live / Work Ordinance

Mr. Peterson and Mr. Kowar explained the rationale behind the development of the taps fees incorporated in the Live / Work Ordinance. In addition, an overview of how this type of tap fee will be calculated was discussed.

XII. Update – Legal (Alan Hill)

Mr. Hill's update was moved up earlier to accommodate another commitment.

- SB 183 Update

  Mr. Hill explained that this bill was sign on May 4th and modified the standards for water court changes cases and establishes some new guidelines and baseline principles on how the water court will interpret future changes cases. This bill is anticipated to be beneficial to Louisville.

- Eldora / Mesa Trail

  Mr. Hill mentioned there is one remaining case his staff and Resource Based International are working on. This case involves Mesa Trail Ranch, which is requesting to move water up to a location where it can be used by the Ranch. The remaining issue in the Mesa Trail case is similar to the Eldora that was settled in June. The same restrictions are sought in Mesa Trail and a stipulation is planned.

- Coal Ridge

  Mr. Hill discussed the restrictive terms that are applied to the City's Coal Ridge shares. For 2015, the City has negotiated a one year lease agreement that would allow other Coal Ridge shareholders to divert the City's unused portion.

- California Case

  Mr. Hill outlined the recent developments with proposition 218 in California that has impacts on how tiered water rates can be applied. After analyzing its impacts it appear that this is not likely to develop in Colorado and may be appealed in California.

- Legal Billing / Time at Water Committee Meetings

  A general discussion on the purposes and intent of Mr. Hill's involvement with the Water Committee meetings was held. Mr. Hill will continue to attend for the entire duration of future meetings. In addition, we will start to incorporate other associated to provide a diversification of the information communicated to and from our legal consultants.

X. Conservation Rebates

Mr. Kowar explained that the 2016 operations budget will include funds for the conservation rebate program and will consist of "smart" irrigation controls and low flow irrigation heads. The initial budget will be set at $10,000 and the rebates are planned to be 25% of the cost of the unit.

XI. Taste and Odor/Water Quality Update

The City experienced a minor taste/odor event that lasted about a week in June. This event was a result of the abrupt temperate change from cool to hot.

XIII. Committee Operations

XIV. Agenda Items and Date for Next Meeting

- A correction was made to the future Committee meeting schedule: 7:30-9:30 am November 13, 7:30-9:30 am February 19, 2016.

XV. City Council Upcoming Agenda Items

- A calendar will be added to the agenda and efforts will be made to have meeting minutes disturbed within a few weeks.

XIII. Adjourn

The meeting was adjourned at 9:35 am by Mr. Lipton and seconded by Mr. Muckle.

Live Work Tap Fee Discussion

Presented by Public Works & Utilities
Water Committee, September 15, 2015

City of Louisville
COLORADO • SINCE 1878

Recent years have been a Tap Fee Evolution

- 2012 Struggles with Expectations Surrounding Tap Fee Costs (Many confused customers)
- 2013 Review of Tap Fee Equivalents, Multifamily with and without Separate Irrigation, Internal Multifamily, Townhouse, and Senior Living Units. (Attached Memo)
- 2013 Restructuring of Tap Fee Form. (Attached)
- 2013 Development of Tap Fee Spreadsheets for Water and Sewer to better track Components. (Attached)
- 2013/2014 Bring Clarity to Tap Credits around reuse of existing taps in redevelopment.
- 2015 Live Work, Possible Increases for Water based upon CBT and Wastewater based upon actual new WWTP Construction Costs.

Tap Fee Handout (Up to 2013)

Water

NOTICE

TAP FEE TABLE ESTABLISHED BY THE CITY MANAGER IN ACCORDANCE WITH SECTION 13 OF THE LOUISVILLE MUNICIPAL CODE

Pursuant to Section 13.12.020 of the Louisville Municipal Code delegating to the City Manager the authority to establish City water tap fees on a quarterly basis, effective, July 1, 2010 the table of tap fees shall be as follows:

Fee Calculations

Deman (gpm)	Tap Size	Tap Fee
0-22	¾"	$24,140
23-45	1"	$42,910
46-80	1 ½ "	$96,540
81-140	2"	$171,630
141-280	3"	$386,160
281-500	4"	$693,400

For taps larger than 4 inches, the tap fee and other terms and conditions of the issuance of the tap shall be established by written agreement approved by the City Council.

A single-family sewer tap fee for residential properties is $3221.00.

The posted table of city water tap fees is to be paid for the 3rd calendar quarter of 2010.

Sewer

NOTICE

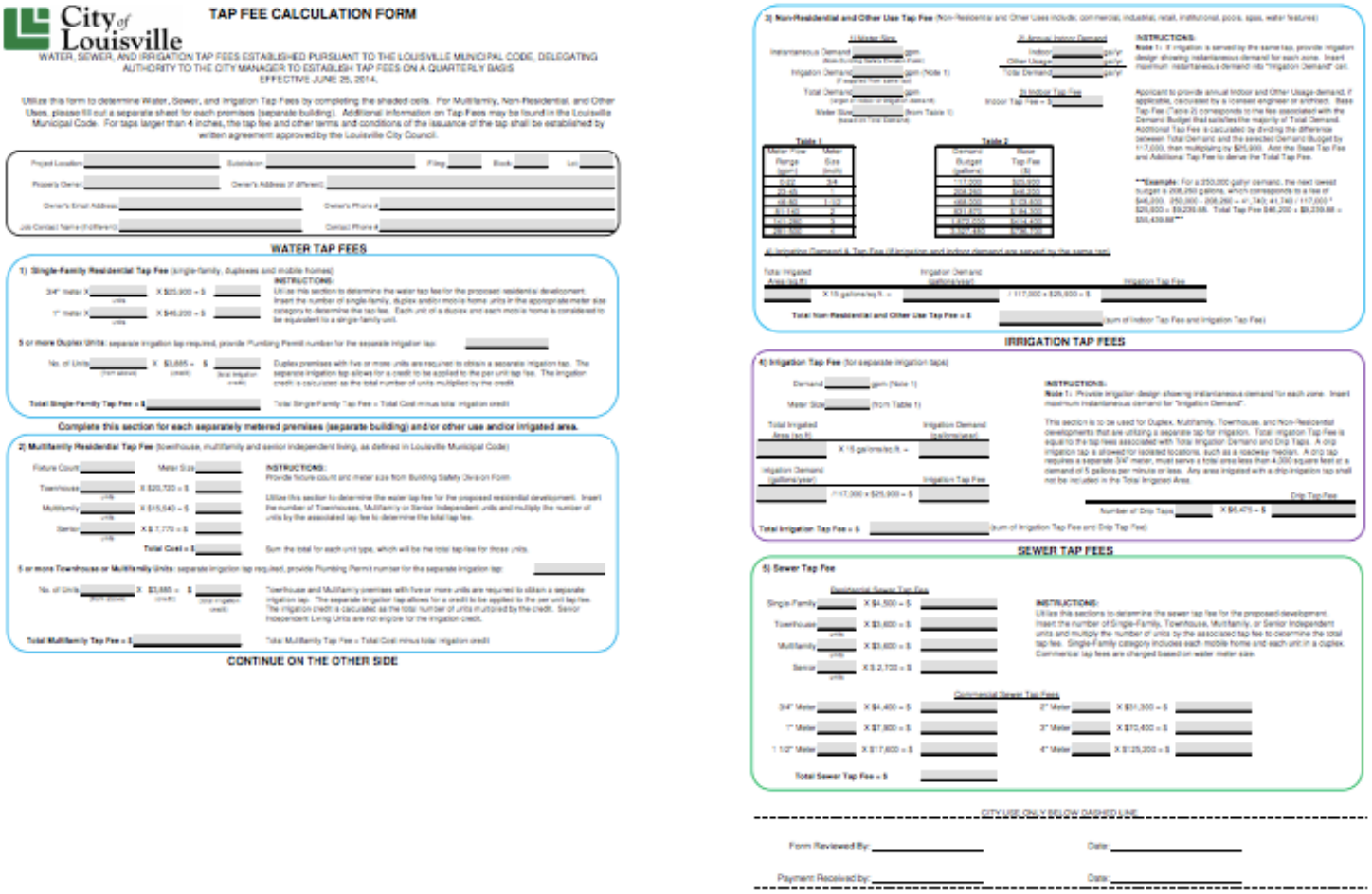
TAP FEE ESTABLISHED BY THE CITY MANAGER IN ACCORDANCE WITH SECTION 13 OF THE LOUISVILLE MUNICIPAL CODE

Pursuant to Section 13.24.030 of the Louisville Municipal Code delegating the City Manager the authority to establish tap fees on a quarterly basis, effective April 1, 2011 the tap fees shall be as follows:

A single-family sewer tap fee for residential properties is $3280.00.

The above tap fee for single-family dwelling, including mobile homes is to be paid for the _____calendar quarter of 2011.

Tap Fee Handout (2013 - Present)



City of Louisville

TAP FEE CALCULATION FORM

WATER, SEWER, AND IRRIGATION TAP FEES ESTABLISHED PURSUANT TO THE LOUISVILLE MUNICIPAL CODE, DELEGATING AUTHORITY TO THE CITY MANAGER TO ESTABLISH TAP FEES ON A QUARTERLY BASIS
EFFECTIVE JUNE 25, 2014.

Utilize this form to determine Water, Sewer, and Irrigation Tap Fees by completing the shaded cells. For Multifamily, Non-Residential, and Other Uses, please fill out a separate sheet for each premises (separate building). Additional information on Tap Fees may be found in the Louisville Municipal Code. For taps larger than 4 inches, the tap fee and other terms and conditions of the issuance of the tap shall be established by written agreement approved by the Louisville City Council.

Project Location: Subdivision: Filing: Block: Lot:
Property Owner: Owner's Address (if different):
Owner's Email Address: Owner's Phone #:
Job Contact Name (if different): Contact Phone #:

WATER TAP FEES

1) Single-Family Residential Tap Fee (single-family, duplexes and mobile homes)

3/4" meter X ____ units X $25,900 = $ ____
1" meter X ____ units X $46,200 = $ ____

INSTRUCTIONS: Utilize this section to determine the water tap fee for the proposed residential development. Insert the number of single-family, duplex and/or mobile home units in the appropriate meter size category to determine the tap fee. Each unit of a duplex and each mobile home is considered to be equivalent to a single-family unit.

5 or more Duplex Units: separate irrigation tap required, provide Plumbing Permit number for the separate irrigation tap: ____

No. of Units ____ (from above) X $3,885 = $ ____ (credit) (less irrigation credit)

Duplex premises with five or more units are required to obtain a separate irrigation tap. The separate irrigation tap allows for a credit to be applied to the per unit tap fee. The irrigation credit is calculated as the total number of units multiplied by the credit.

Total Single-Family Tap Fee = $ ____ "total Single-Family Tap Fee = Total Cost minus total irrigation credit

Complete this section for each separately metered premises (separate building) and/or other use and/or irrigated area.

2) Multifamily Residential Tap Fee (townhouse, multifamily and senior independent living, as defined in Louisville Municipal Code)

Fixture Count: ____ Meter Size: ____

Townhouse ____ units X $20,720 = $ ____
Multifamily ____ units X $15,540 = $ ____
Senior ____ units X $ 7,770 = $ ____
Total Cost = $ ____

INSTRUCTIONS: Provide fixture count and meter size from Building Safety Division Form

Utilize this section to determine the water tap fee for the proposed residential development. Insert the number of Townhouses, Multifamily or Senior Independent units and multiply the number of units by the associated tap fee to determine the total tap fee.

Sum the total for each unit type, which will be the total tap fee for those units.

5 or more Townhouse or Multifamily Units: separate irrigation tap required, provide Plumbing Permit number for the separate irrigation tap: ____

No. of Units ____ (from above) X $3,885 = $ ____ (credit) (total irrigation credit)

Townhouse and Multifamily premises with five or more units are required to obtain a separate irrigation tap. The separate irrigation tap allows for a credit to be applied to the per unit tap fee. The irrigation credit is calculated as the total number of units multiplied by the credit. Senior Independent Living Units are not eligible for the irrigation credit.

Total Multifamily Tap Fee = $ ____ "total Multifamily Tap Fee = Total Cost minus total irrigation credit

CONTINUE ON THE OTHER SIDE

3) Non-Residential and Other Use Tap Fee (Non-Residential and Other Uses include: commercial, industrial, retail, institutional, pools, spas, water features)

1) Meter Size

Instantaneous Demand ____ gpm (from Building Safety Division Form)
Irrigation Demand ____ gpm (Note 1) (if separate from same tap)
Total Demand ____ gpm (larger of indoor or irrigation demand)
Meter Size ____ (from Table 1) (based on Total Demand)

2) Annual Indoor Demand

Indoor ____ gal/yr
Other Usage ____ gal/yr
City Demand ____ gal/yr

3) Indoor Tap Fee

Indoor Tap Fee = $ ____

INSTRUCTIONS:
Note 1: If irrigation is served by the same tap, provide irrigation design showing instantaneous demand for each zone. Insert maximum instantaneous demand into "Irrigation Demand" cell.

Applicant to provide annual Indoor and Other Usage demand, if applicable, calculated by a licensed engineer or architect. Base Tap Fee (Table 2) corresponds to the fee associated with the Demand Budget that satisfies the majority of Total Demand. Additional Tap Fee is calculated by dividing the difference between Total Demand and the selected Demand Budget by 117,000, then multiplying by $25,900. Add the Base Tap Fee and Additional Tap Fee to derive the Total Tap Fee.

Table 1

Meter Flow Range (gpm)	Meter Size (inch)
0-22	3/4
23-45	1
46-90	1 1/2
91-140	2
141-250	3
251-500	4
501-800	6

Table 2

Demand Budget (gallons)	Base Tap Fee ($)
117,000	$25,900
208,250	$46,200
468,500	$129,500
931,375	$284,500
1,864,000	$634,400
4,664,875	$2,246,100

Example: For a 250,000 gal/yr demand, the next lowest budget is 208,250 gallons, which corresponds to a fee of $46,200. 250,000 - 208,250 = 41,740; 41,740 / 117,000 * $25,900 = $9,230.88. Total Tap Fee $46,200 + $9,230.88 = $55,430.88***

4) Irrigation Demand & Tap Fee (if irrigation and indoor demand are served by the same tap)

Total Irrigated Area (sq ft): ____ X 15 gallons/sq ft = ____ Irrigation Demand (gallons/year) / 117,000 x $25,900 = $ ____ Irrigation Tap Fee

Total Non-Residential and Other Use Tap Fee = $ ____ (sum of Indoor Tap Fee and Irrigation Tap Fee)

IRRIGATION TAP FEES

4) Irrigation Tap Fee (for separate irrigation taps)

Demand ____ gpm (Note 1)
Meter Size ____ (from Table 1)

Total Irrigated Area (sq ft): ____ X 15 gallons/sq ft = ____ Irrigation Demand (gallons/year)
Irrigation Demand (gallons/year) ____ / 117,000 x $25,900 = $ ____ Irrigation Tap Fee

INSTRUCTIONS:
Note 1: Provide irrigation design showing instantaneous demand for each zone. Insert maximum instantaneous demand for "Irrigation Demand".

This section is to be used for Duplex, Multifamily, Townhouse, and Non-Residential developments that are utilizing a separate tap for irrigation. Total Irrigation Tap Fee is equal to the tap fees associated with Total Irrigation Demand and Drip Taps. A drip irrigation tap is allowed for isolated locations, such as a roadway median. A drip tap requires a separate 3/4" meter, must serve a total area less than 4,356 square feet or a demand of 5 gallons per minute or less. Any area irrigated with a drip irrigation tap shall not be included in the Total Irrigated Area.

Drip Tap Fee
Number of Drip Taps ____ X $6,475 = $ ____

Total Irrigation Tap Fee = $ ____ (sum of Irrigation Tap Fee and Drip Tap Fee)

SEWER TAP FEES

5) Sewer Tap Fee

Residential Sewer Tap Fee

Single-Family ____ units X $4,500 = $ ____
Townhouse ____ units X $3,600 = $ ____
Multifamily ____ units X $3,600 = $ ____
Senior ____ units X $ 2,700 = $ ____

Commercial Sewer Tap Fees

3/4" Meter ____ X $4,400 = $ ____
1" Meter ____ X $7,900 = $ ____
1 1/2" Meter ____ X $17,600 = $ ____
2" Meter ____ X $31,300 = $ ____
3" Meter ____ X $70,400 = $ ____
4" Meter ____ X $125,200 = $ ____

Total Sewer Tap Fee = $ ____

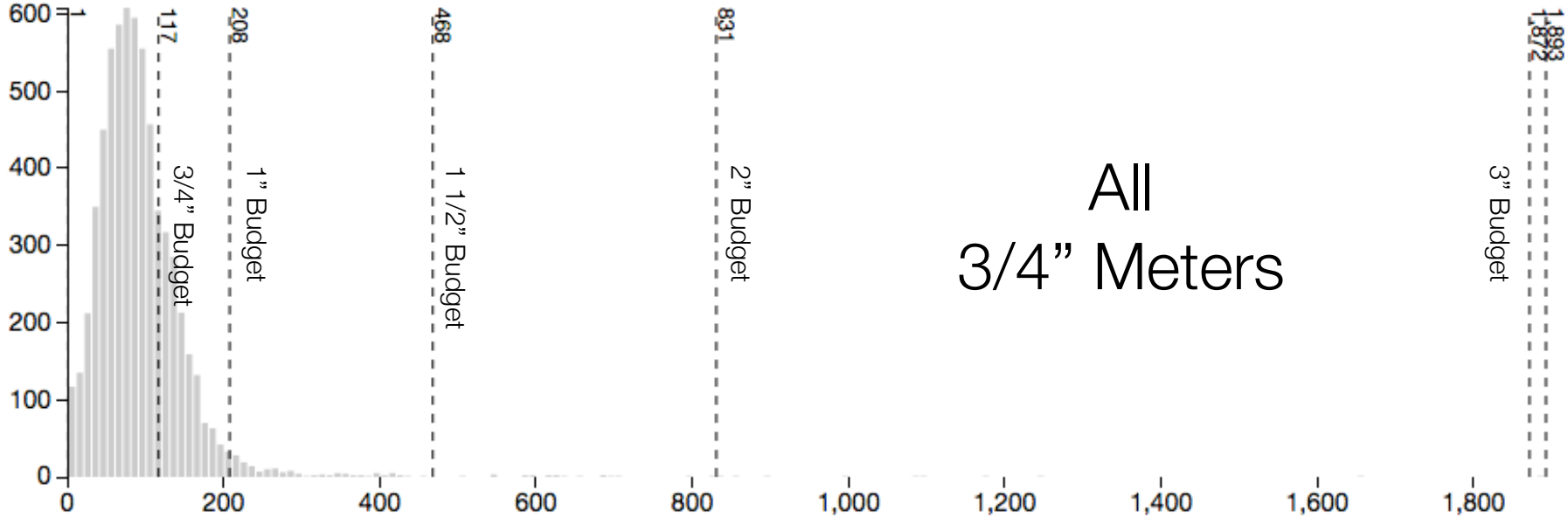
INSTRUCTIONS:
Utilize this sections to determine the sewer tap fee for the proposed development. Insert the number of Single-Family, Townhouse, Multifamily, or Senior Independent units and multiply the number of units by the associated tap fee to determine the total tap fee. Single-Family category includes each mobile home and each unit in a duplex. Commercial tap fees are charged based on water meter size.

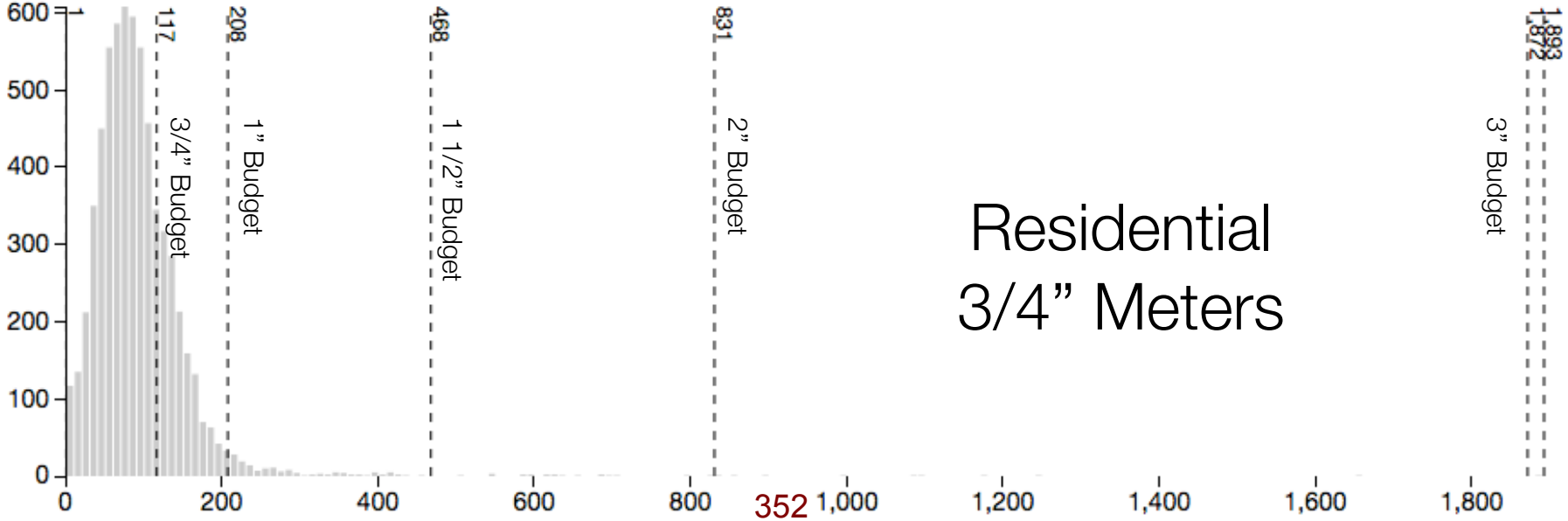
CITY USE ONLY BELOW DASHED LINE

Form Reviewed By: ____ Date: ____
Payment Received by: ____ Date: ____

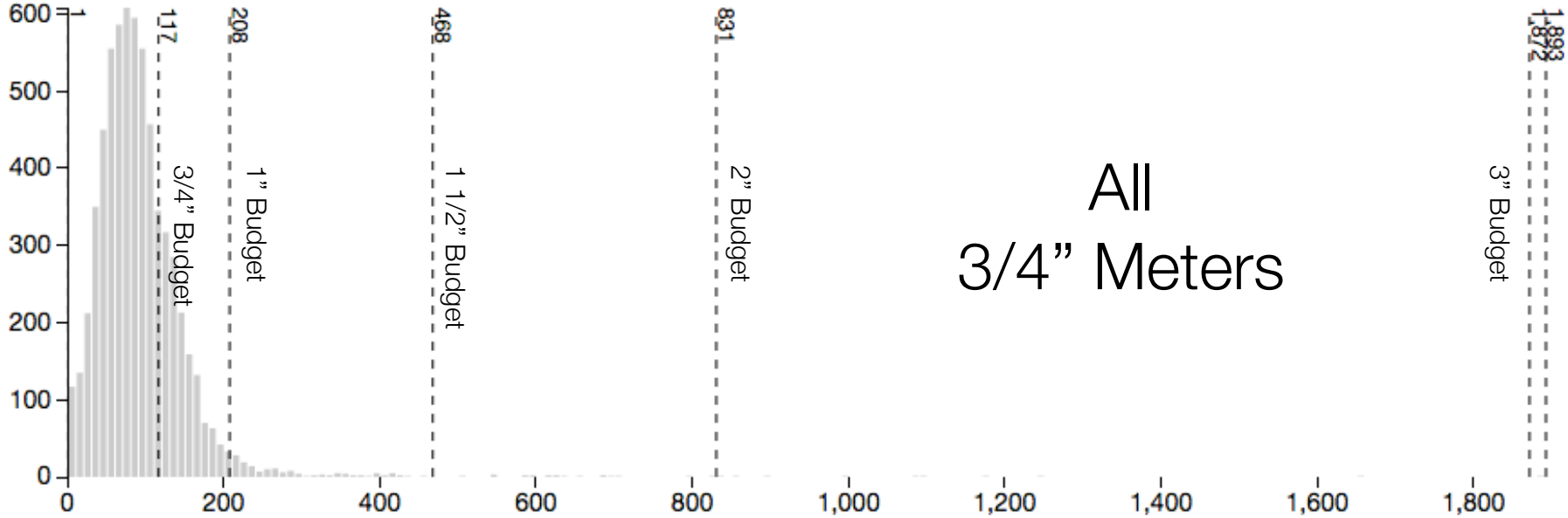
* Actual form to be handed out at meeting

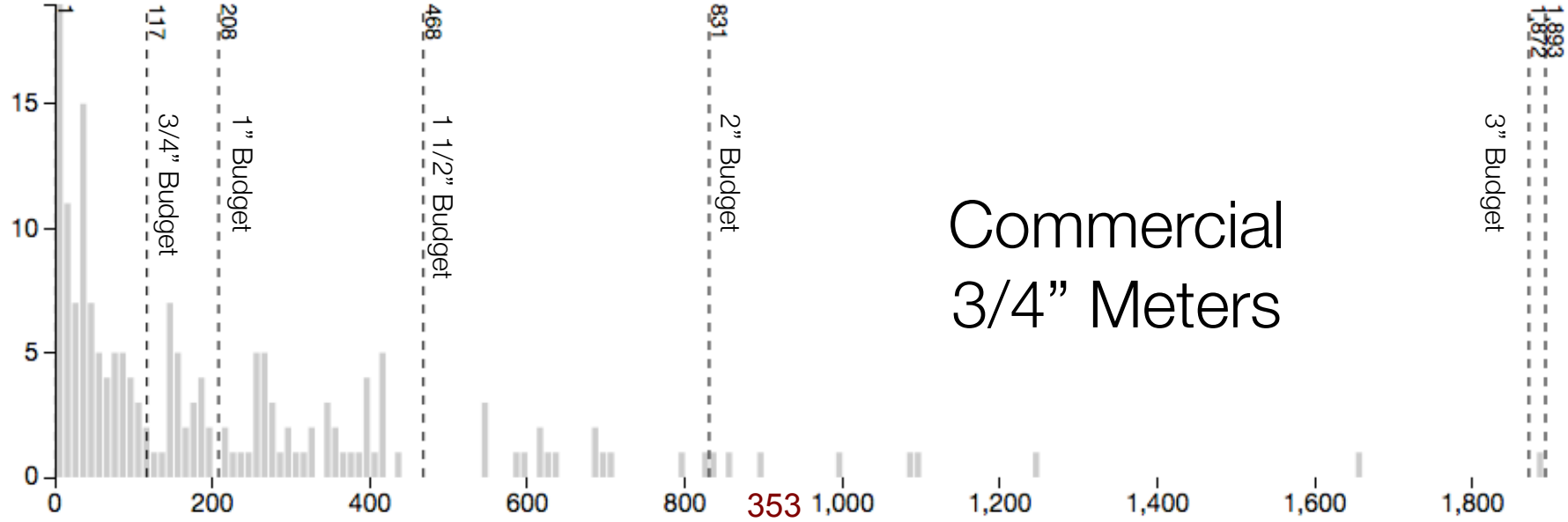
3/4” Meter Usage (All Meters vs Residential)



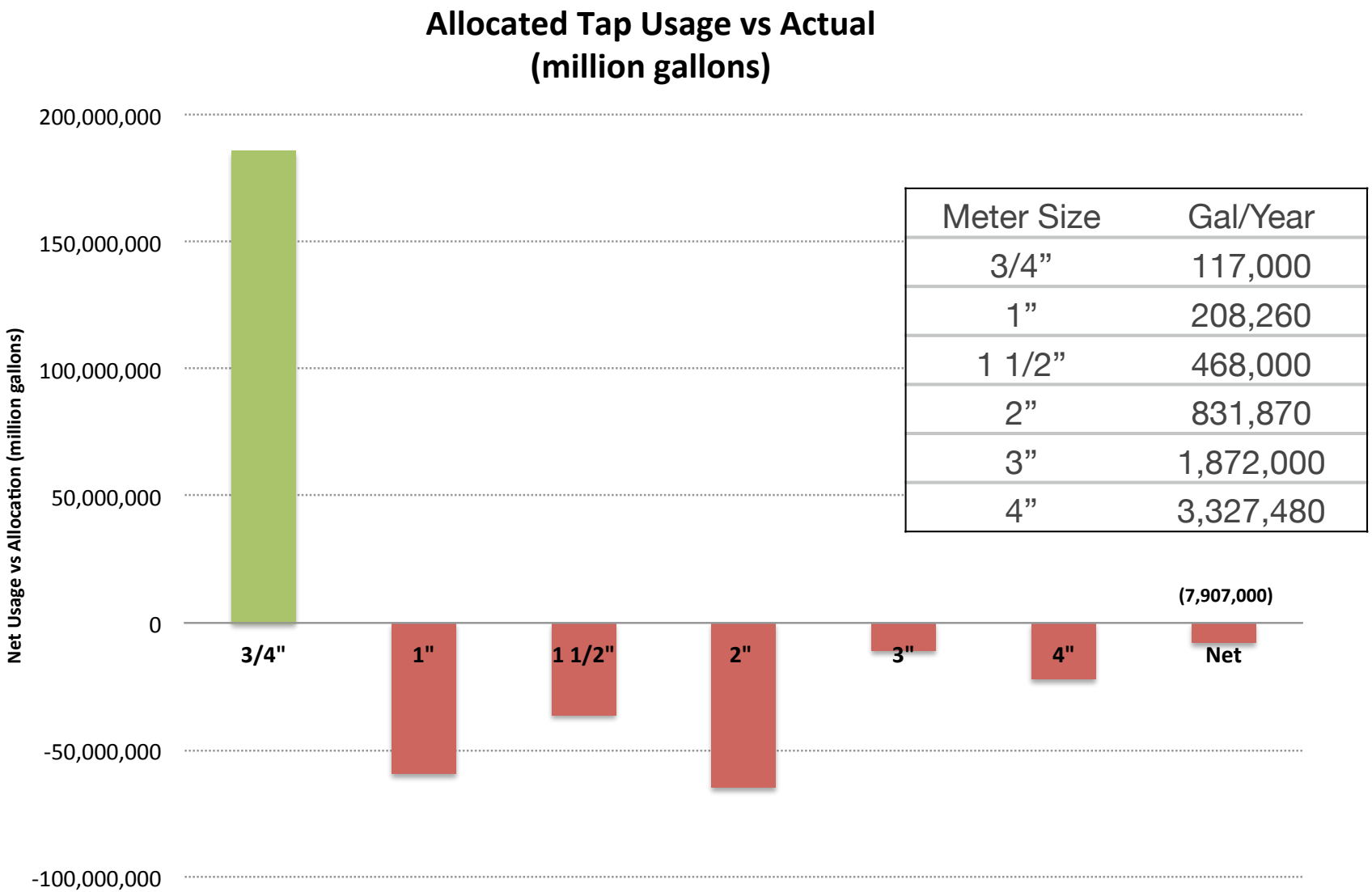


3/4” Meter Usage (All Meters vs Commercial)



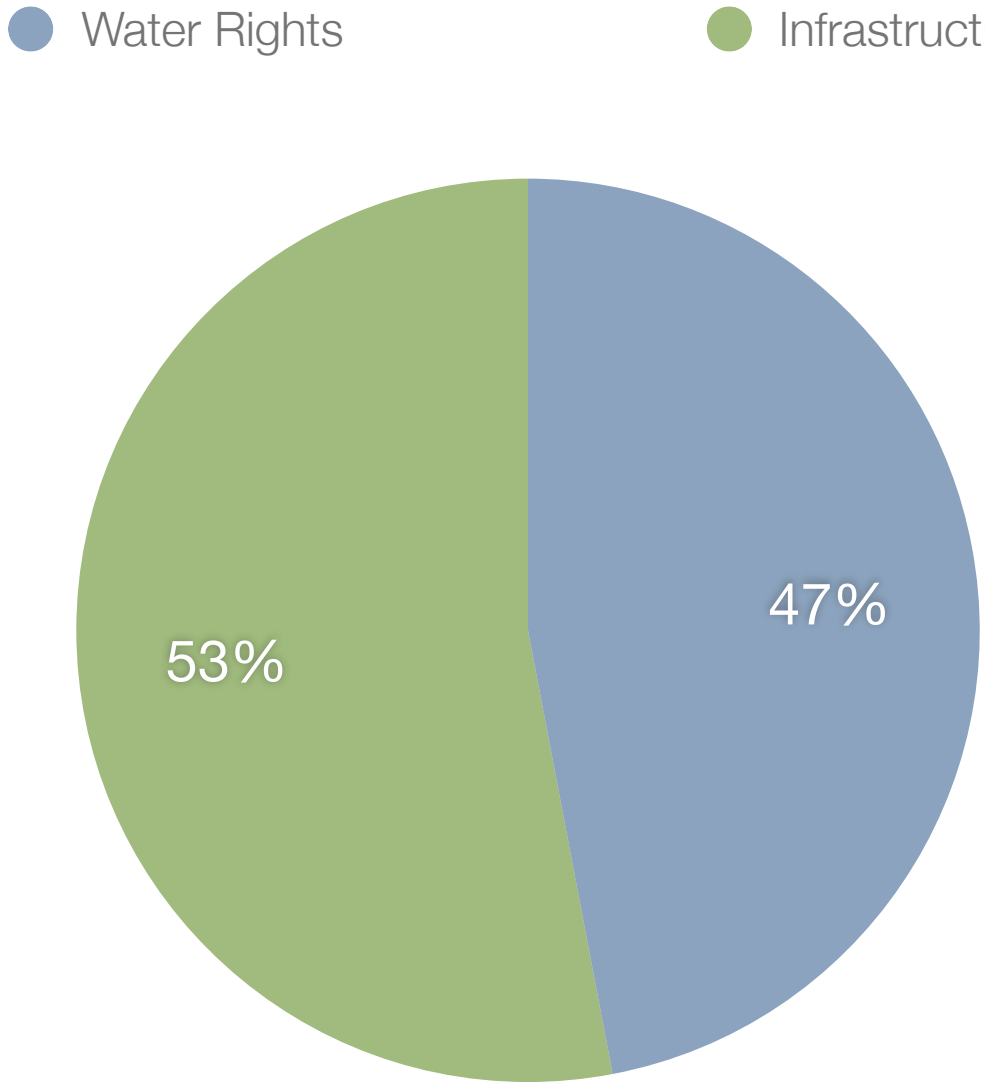


A Sample Year Actual Usage vs Tap Allocation



Meter Size	Gal/Year
3/4”	117,000
1”	208,260
1 1/2”	468,000
2”	831,870
3”	1,872,000
4”	3,327,480

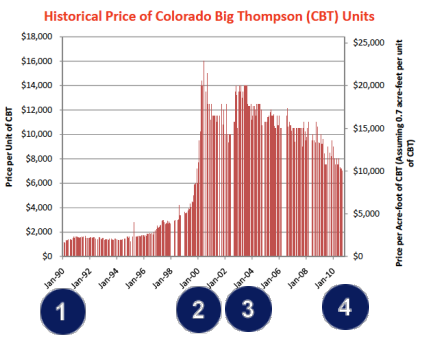
$25,900 Water Tap Fee Cost Breakout



Infrastructure estimated from replacement cost

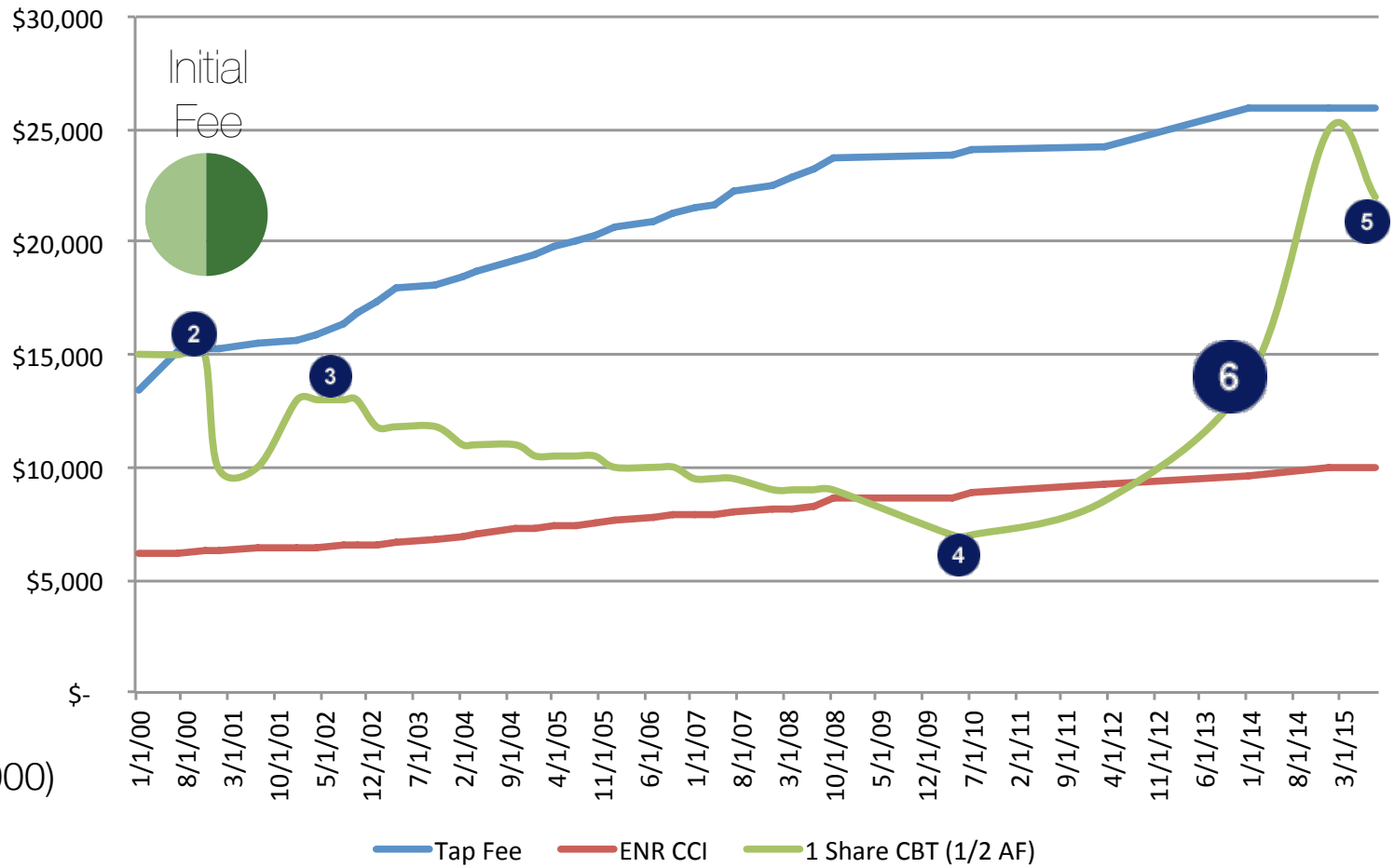
Water Rights calculated from cost of 1 share of CBT
$13,000 per share in 2013/2014

Historical Tap Fee Infrastructure Cost History

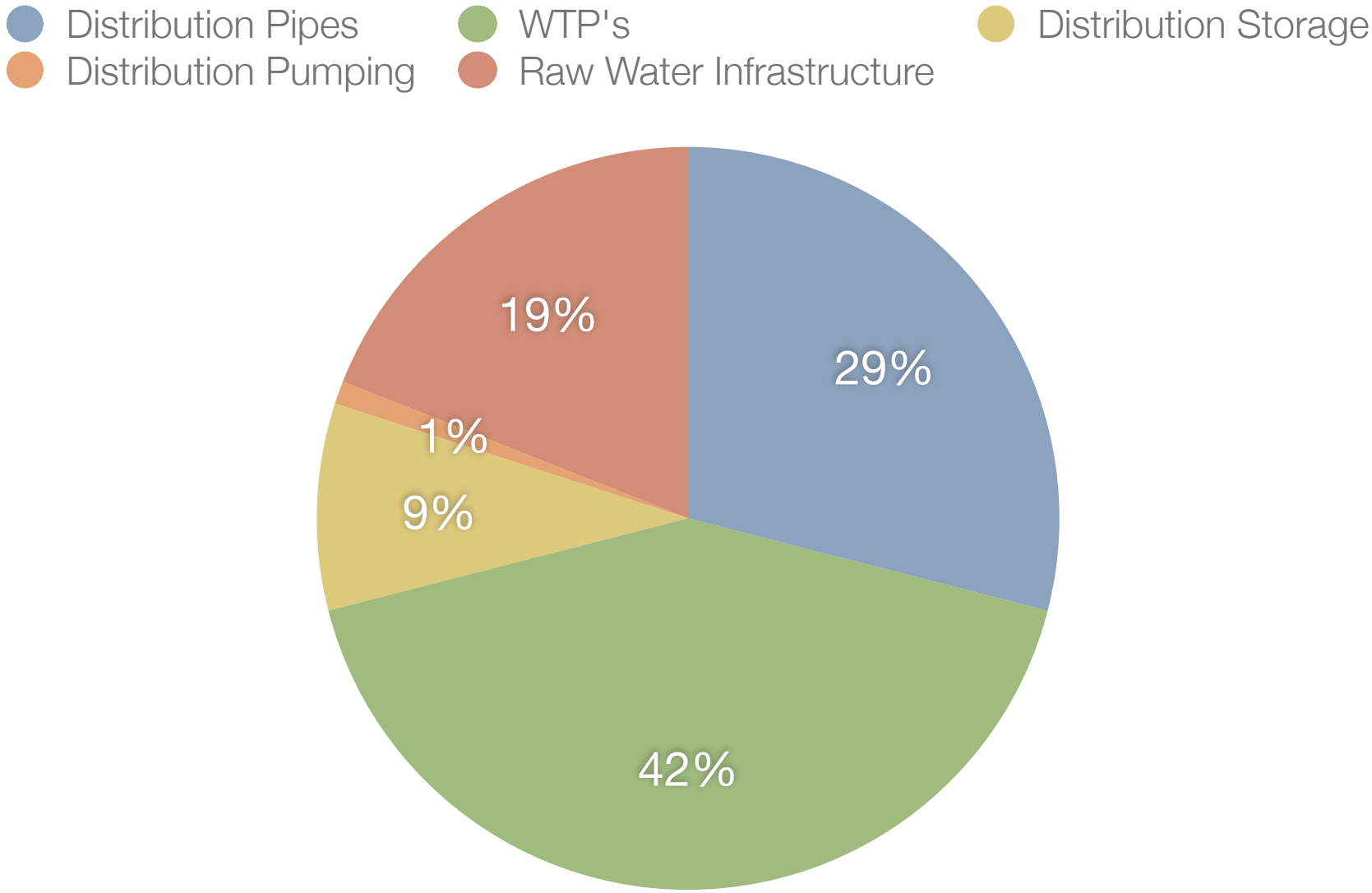


	Year	$/Share
1	1990	$1,600
2	2000	$16,000
3	2003	$14,000
4	2010	$7,000
5	2015	$22,000

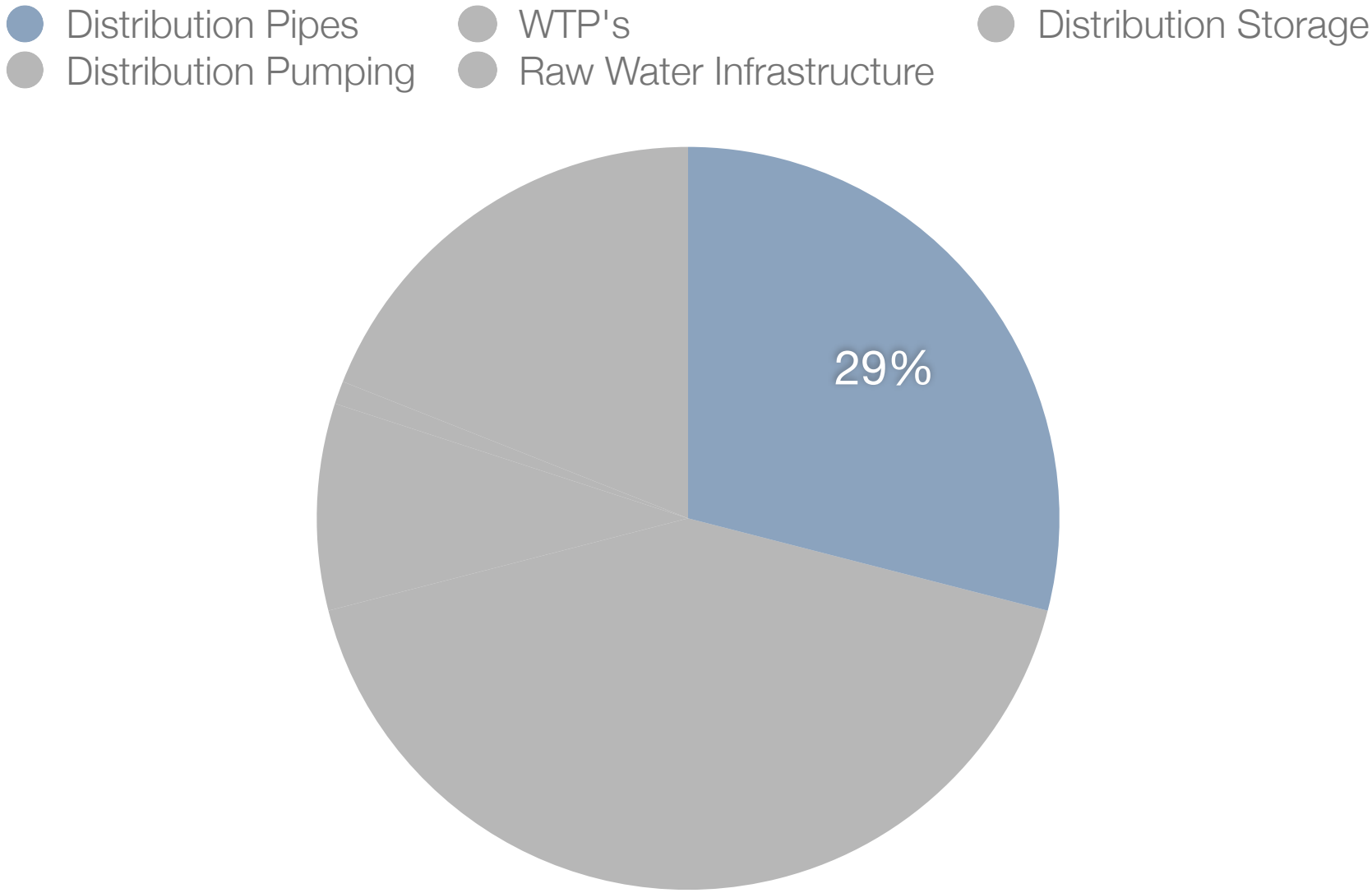
6 Tap Fee Basis (~$13,000)



Tap Fee Infrastructure Cost Breakout



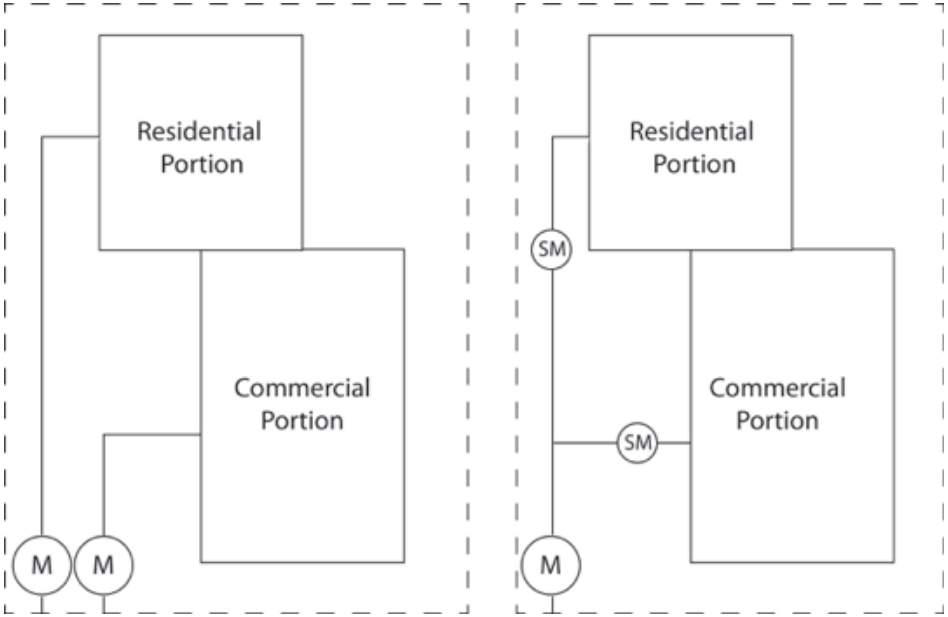
Geographical Tap Fee Infrastructure Differences



Scenario Discussion

Live Work Scenarios	New 3/4"	New 1"	New Sewer	Service Lines	Total	Difference
Existing Location 3/4" Tap w/o Live Work Tap	$ 25,900	$ -	$ 4,500	$ 21,000	**$ 51,400**	
Existing Location 3/4" Tap w/ Live Work Tap	$ 25,900	$ -	$ 4,500	$ 9,000	**$ 39,400**	**$ 12,000**
Existing Location 1" Tap w/o Live Work Tap	$ 25,900	$ -	$ 4,500	$ 21,000	**$ 51,400**	
Existing Location 1" Tap w/ Live Work Tap	$ -	$ -	$ -	$ -	**$ -**	**$ 51,400**
New Location w/o Live Work Tap	$ 51,800	$ -	$ 9,000	$ 42,000	**$102,800**	
New Location w/ Live Work Tap	$ -	$ 46,200	$ 7,900	$ 21,000	**$ 75,100**	**$ 27,700**

Note: By Ordinance existing locations receive a credit for existing taps in the amount of the original tap cash purchase.



Tap Size	Allocated Water Budget (gallons)	Cost of Distribution Pipes in Tap Fee
3/4”	117,000	$3,718
1”	208,260	$6,619
2 x 3/4”	234,000	$7,436

* This discussion is specific to one time tap fees. Monthly Billing is proposed to be Residential and Commercial not a new distinct customer class.

City of Louisville
COLORADO • SINCE 1878

Memorandum | Department of Public Works

To: Water Committee

CC: Malcolm Fleming, City Manager

From: Kurt Kowar, P.E., Director of Public Works

Date: 3/7/13

Re: Multifamily and Landscape Tap Fee Analysis

Background

The City of Louisville charges a Water Tap Fee under Municipal Code, Section 13.12.040.A.3, that is intended for the growth related capital expansion costs for water resources, water supply, water storage, transmission, treatment and distribution facilities, related costs and factors. The Water Tap Fee is established by and different customer classes are compared to the use of a single-family detached residential home or Single Family Equivalent (SFE). The current SFE or ¾" sized meter water tap fee is $24,140.

The water tap fee was last updated in 2010 and is by code to be reviewed quarterly. A utility rate study currently in the early initiation stages and scheduled for completion in the 4th quarter of 2013 will thoroughly review the tap fee cost components and update existing tap fees as necessary.

During the 2011 and 2012 calendar year, inquiries were received from various developers working within the City regarding multifamily tap fees and the cost associated with this type of development within the City. Multifamily tap fees are charged 100% percent ($24,140) for the first unit and then a minimum of 60% ($14,484) for each apartment unit thereafter.

In November of 2011 (RMCS) and February of 2012 (Confluence) letters were submitted to City Staff with cost comparisons for multifamily development between Louisville and various other Front Range municipalities. These letters were reviewed by Staff and it was determined that regardless of the cost differences, the letters were not all inclusive in their cost comparisons for various water fee components or had selected municipalities with significantly different cost structures and water resources than Louisville. Neither submission nor associate inquiry was deemed to provide enough due diligence or specific analysis to support a change in the City's tap fee methodology.

In April of 2012, RMCS submitted a letter and background information requesting consideration to reduce the equivalent of a multifamily unit (MFU) from 0.60 SFE to 0.30 SFE. The substantiation for this request was that Louisville did not have a residential housing component that catered to young professional dual income families and senior or empty nester families. In addition, it was also stated that multifamily units do not have outdoor uses such as turf areas, pressure washing, and typical maintenance that may be associated with a single family residential home. Given this additional specific data, City Staff performed additional research to validate or disprove the new information.

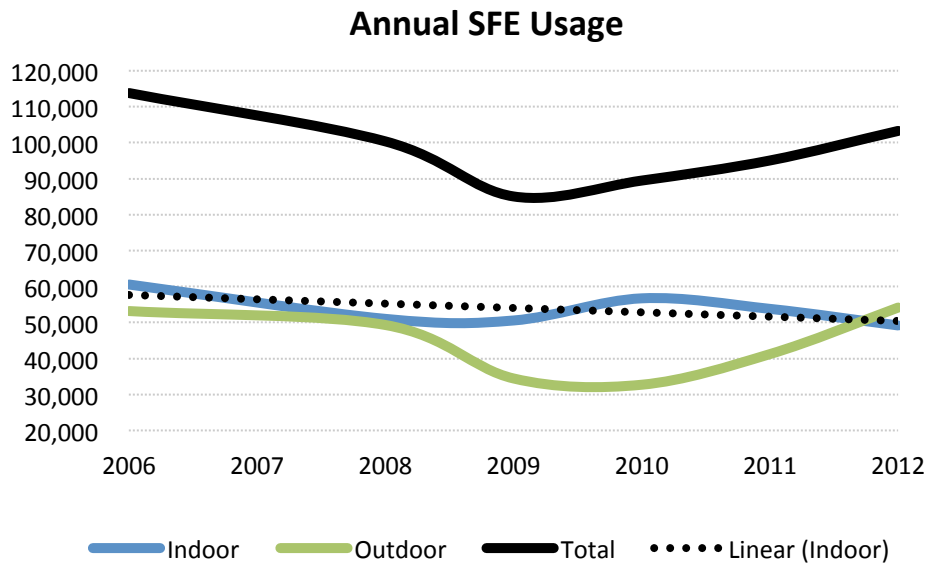
Analysis

In an effort to understand each class of customer (MFU and SFE) and the components of usage of that customer, Staff compared multifamily and single family residential indoor and outdoor water consumption. Analysis was based upon actual meter data from the City's utility billing system, US 2011 Census estimation of 2.43 people per household for Louisville, and the National Multi Housing Council estimation of 1.9 people per multifamily unit. Data from the utility billing system was for the years 2006 – 2012, excluding 2007 due to incomplete data.

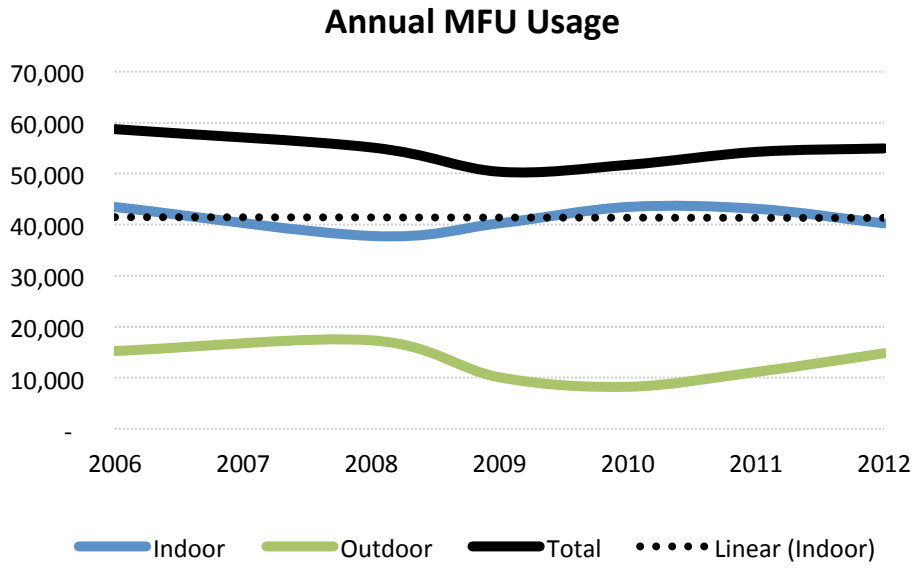
Overall Consumption Review

Indoor, outdoor, and total usage for the study period are shown for both SFE and MFU customer classes as a basis for comparison. Both sets of data show slight usage spikes in 2010 for indoor usage. The City undertook a meter replacement program during this time period and it is believed that the increase in usage is a reflection of the new meters reading with increased accuracy.

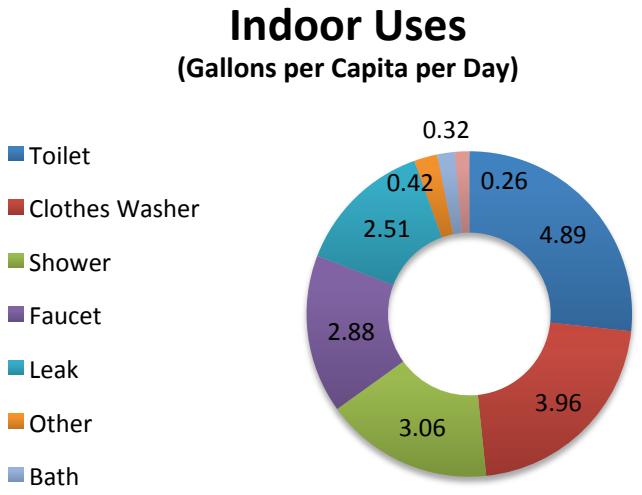
SFE Usage per Unit	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
Indoor	49,198	53,800	56,735	50,584	51,024	60,576	53,653	60,576
Outdoor	54,093	41,249	32,730	34,460	49,321	53,200	44,175	54,093
Total	103,290	95,049	89,466	85,044	100,345	113,776	97,828	114,669



MFU Usage per Unit	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
Indoor	40,218	43,130	43,484	40,290	37,801	43,475	41,400	43,484
Outdoor	14,778	11,142	8,248	10,095	17,347	15,255	12,811	17,347
Total	54,997	54,272	51,732	50,385	55,148	58,730	54,211	60,831



Indoor Consumption Comparison (GPCPD and Unit Comparison)



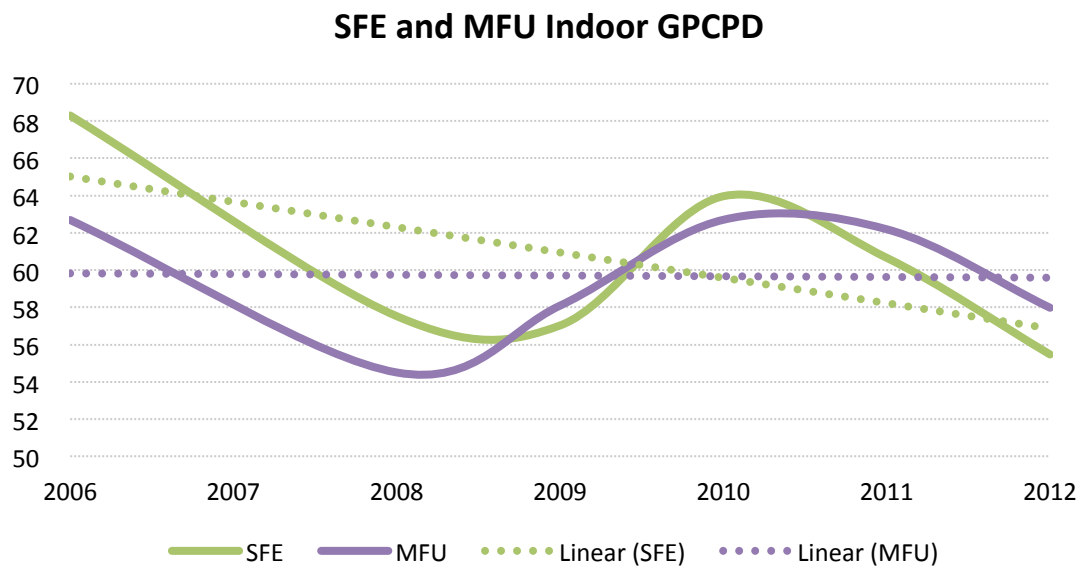
Indoor water consumption was reviewed to determine the base demands of multifamily and single family residential upon the water system. The base demand represents indoor usage only and does not include outdoor irrigation. Base demand is extrapolated for the whole year based upon meter readings from November through February for each year when irrigation is not a factor. Indoor usage can be characterized by day-to-day needs such as showering, flushing toilets, washing clothes, and using faucets.

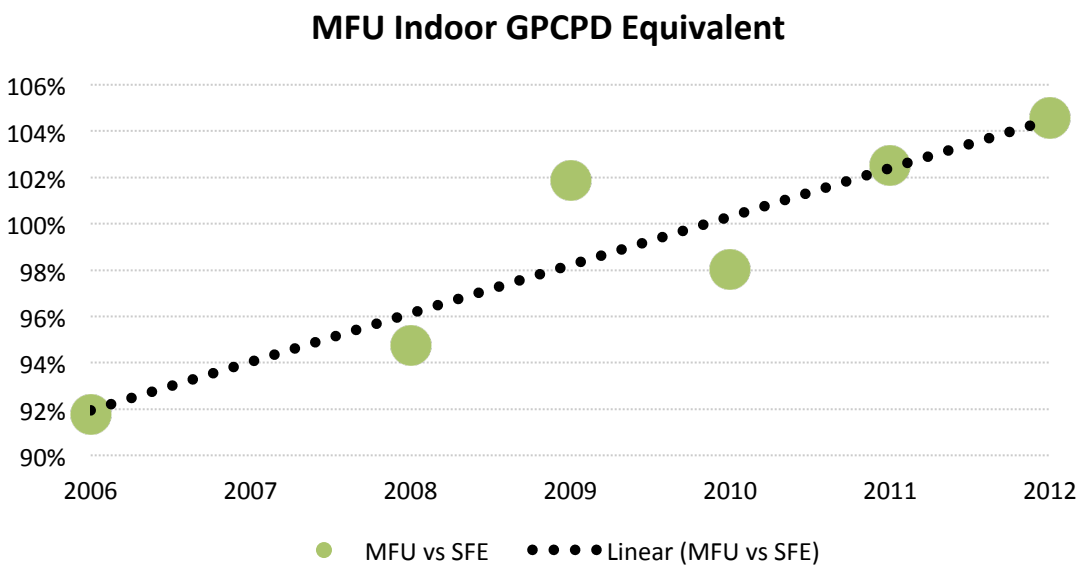
Specific to indoor water consumption, it was determined that regardless of multifamily or single family classification, demographics, or unit size that indoor usage in gallons per capita per day (GPCPD) was approximately the same with an overall indoor average for both customer classes of 60 gallons per capita per day. On a per unit basis, apartments tended to use on average 77% of the indoor use of an SFE indoor use and 42% of the total usage of an SFE. The comparison of

the indoor usages at 77% matches well with the population per unit comparison of 1.90 people per MFU to 2.43 people per SFE or 78% and provides a basis for validation of the methodology.

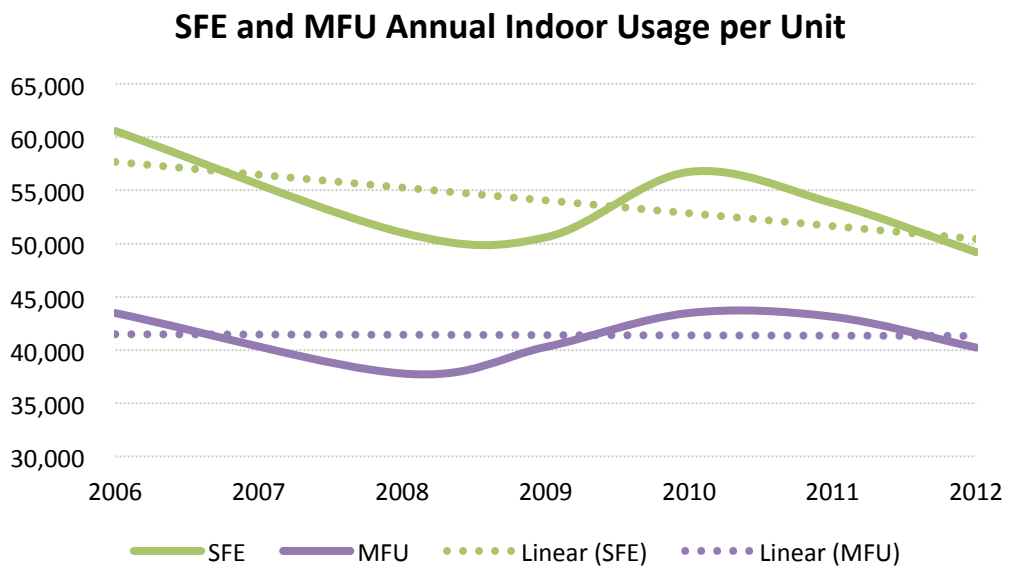
Overall, indoor use for an SFE appears to be trending down and is most likely a function of ongoing replacement of inefficient water appliances or fixtures with new high efficiency appliances and fixtures.

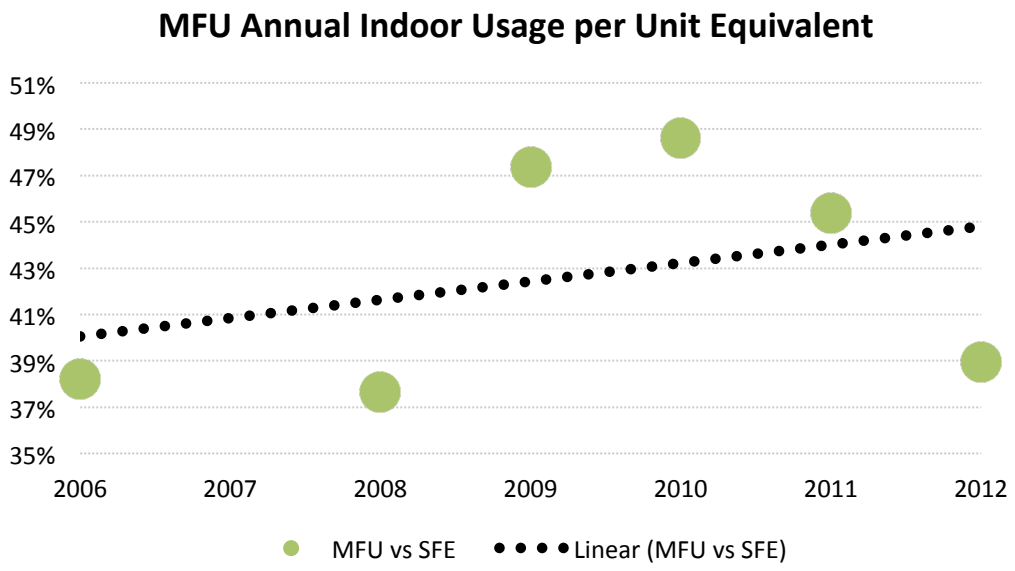
Indoor GPCPD	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	55.47	60.66	63.97	57.03	57.53	68.30	60.49	68.30
MFU	57.99	62.19	62.70	58.10	54.51	62.69	59.70	62.70
MFU vs SFE	105%	103%	98%	102%	95%	92%	99%	92%





Annual Indoor Usage per Unit	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	49,198	53,800	56,735	50,584	51,024	60,576	53,653	60,576
MFU	40,218	43,130	43,484	40,290	37,801	43,475	41,400	43,484
MFU vs SFE	82%	80%	77%	80%	74%	72%	77%	72%
MFU vs Total SFE	**39%**	**45%**	**49%**	**47%**	**38%**	**38%**	**42%**	**38%**





Based upon the data reviewed, indoors use between residential MFU and SFE customer classes is similar per capita and dependent upon the average residents per unit.

Comparison of indoor MFU against total SFE provides for a 6-year average of 0.42 equivalents.

It appears that the indoor component of the 0.60 SFE could be represented as 0.45 equivalents.

Outdoor Consumption Comparison (GPCPD and Unit Comparison)

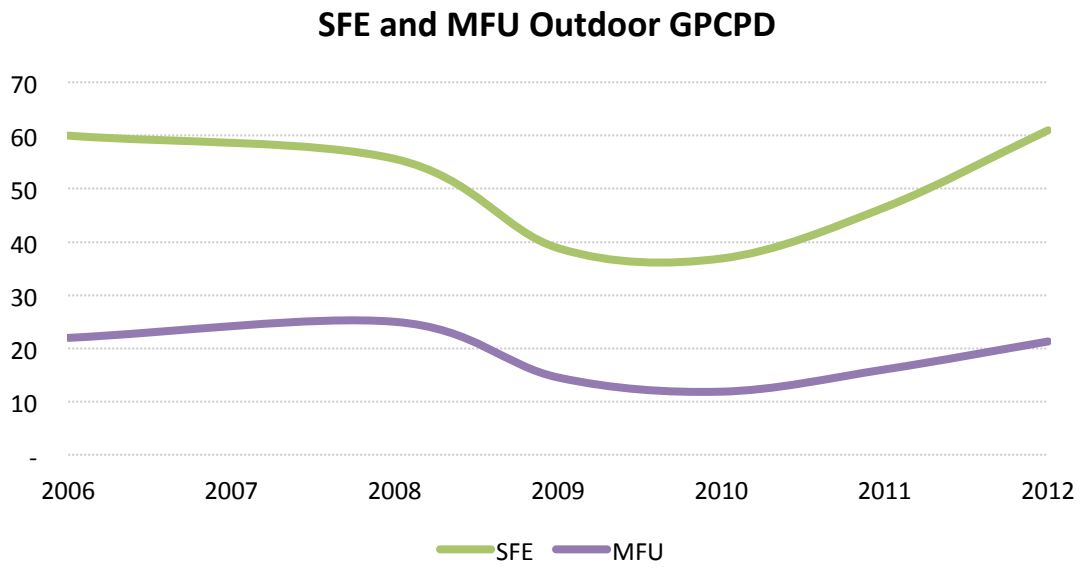
Outdoors water consumption can be mainly characterized by irrigation of landscaping and is variable from year to year dependent upon seasonal effects.

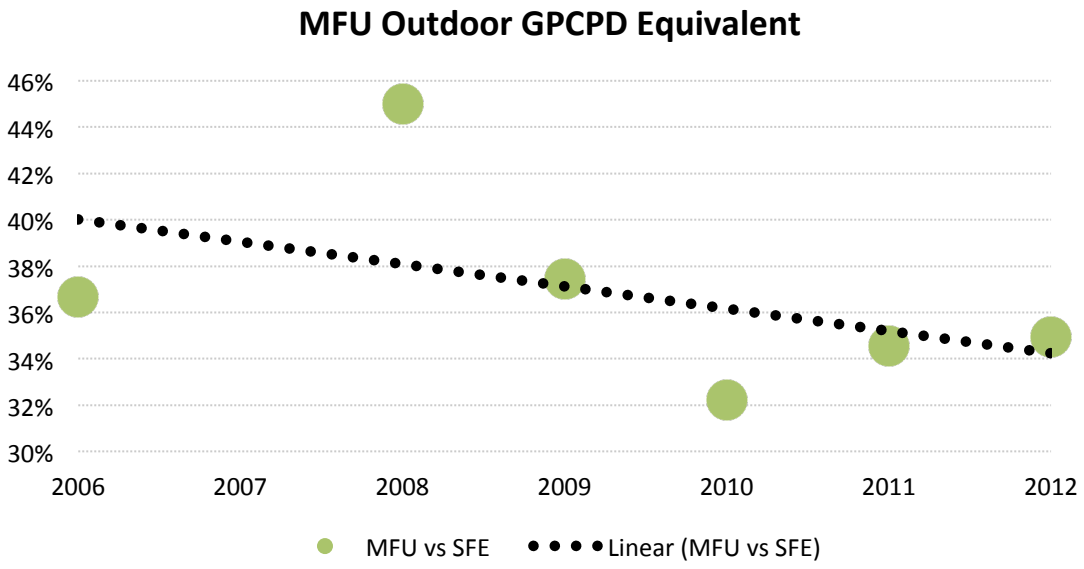
Both MFU and SFE residential customers have an irrigation component to their use. The difference however, is that an SFE manages it's irrigation practices while an MFU has common landscaping areas operated by a management company.

The common multifamily irrigation component places a demand on the water system and should be accounted back to an MFU in order to properly compare customers in an equitable manner.

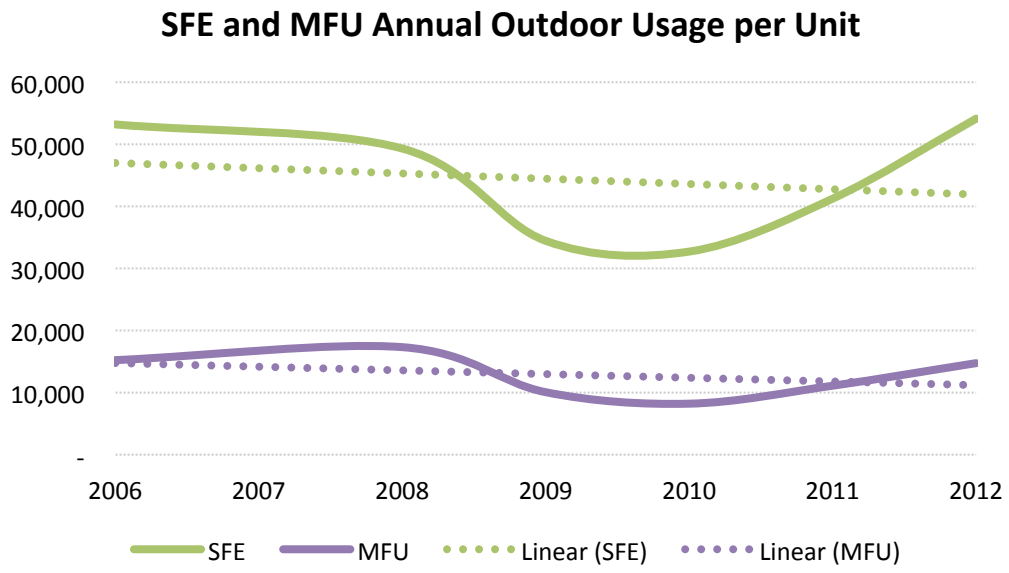
From a billing perspective, outdoor use by an SFE is more easily controlled through rate increases, as the cost is directly passed on to the customer. In the case of MFU outdoor watering, costs are typically distributed into the overhead of the management company or distributed amongst the MFU's within a complex. There is not as significant of a cost disincentive for the MFU population to save water. This was most relevant in review of 2002 post drought water conservation reductions by customer class. During the 2002 drought, single family residential was able to reduce system demands by 15% while multifamily only provided a 2% reduction.

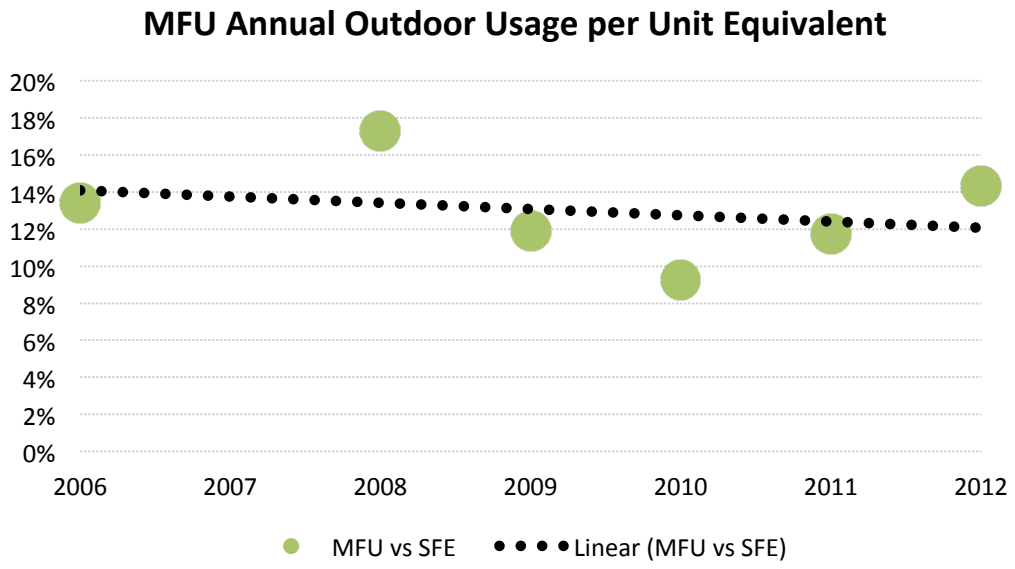
Outdoor GPCPD	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	60.99	46.51	36.90	38.85	55.61	59.98	49.81	60.99
MFU	21.31	16.07	11.89	14.56	25.01	22.00	18.47	25.01
MFU vs SFE	35%	35%	32%	37%	45%	37%	37%	41%





Annual Outdoor Usage per Unit	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	54,093	41,249	32,730	34,460	49,321	53,200	44,175	54,093
MFU	14,778	11,142	8,248	10,095	17,347	15,255	12,811	17,347
MFU vs SFE	27%	27%	25%	29%	35%	29%	29%	32%
MFU vs Total SFE	14%	12%	9%	12%	17%	13%	13%	15%





Based upon the data reviewed, outdoors use is fairly stable for MFU per capita, variable by season for SFE per capita, and dependent upon the average residents per unit.

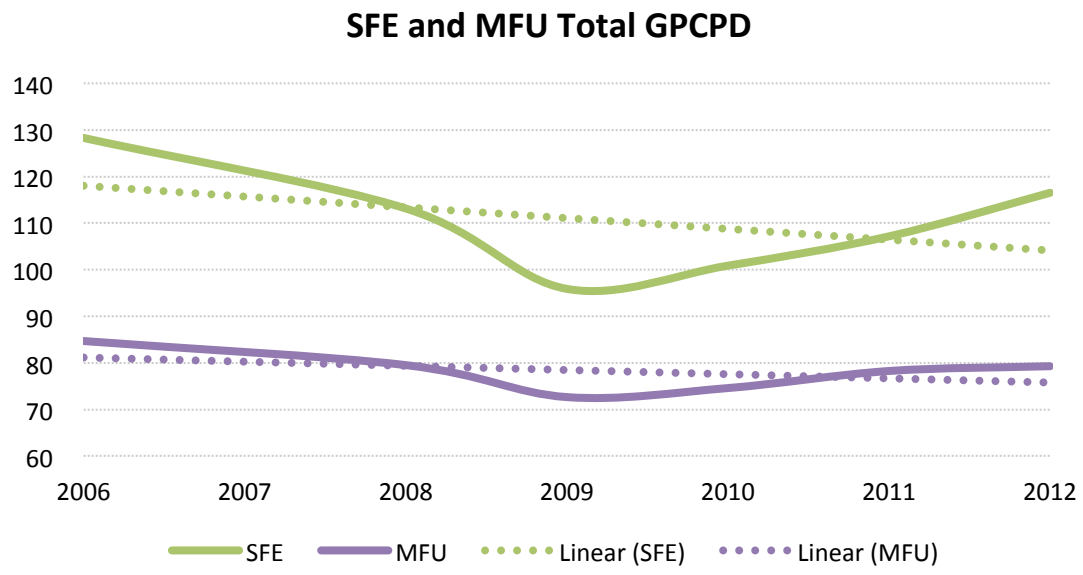
Comparison of outdoor MFU against total SFE provides for a 6-year average of 0.13 equivalents.

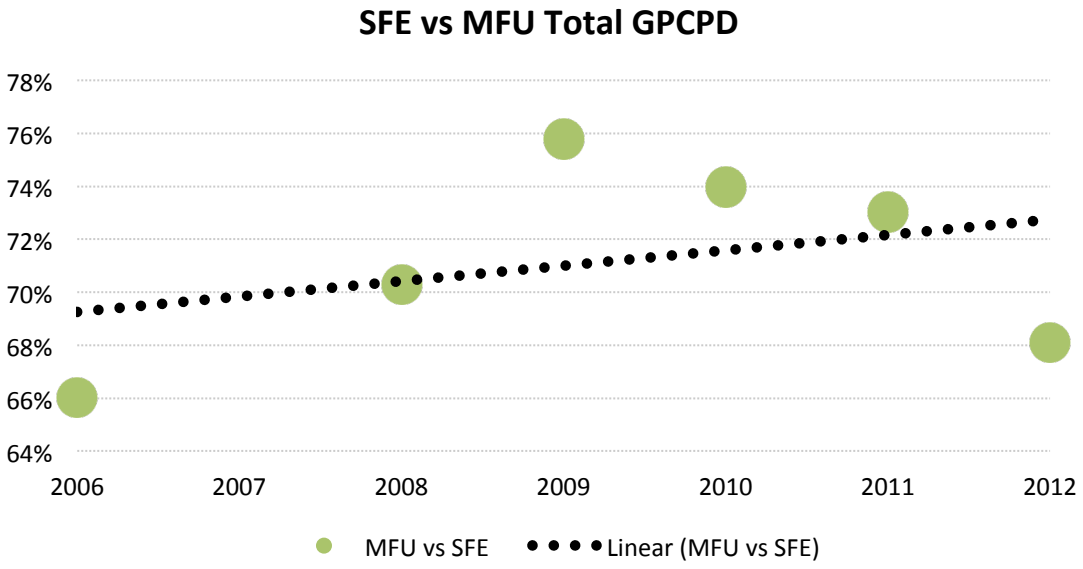
It appears that the outdoor component of the 0.60 SFE could be represented as 0.15 equivalents.

Total Consumption Comparison (GPCPD and Unit Comparison)

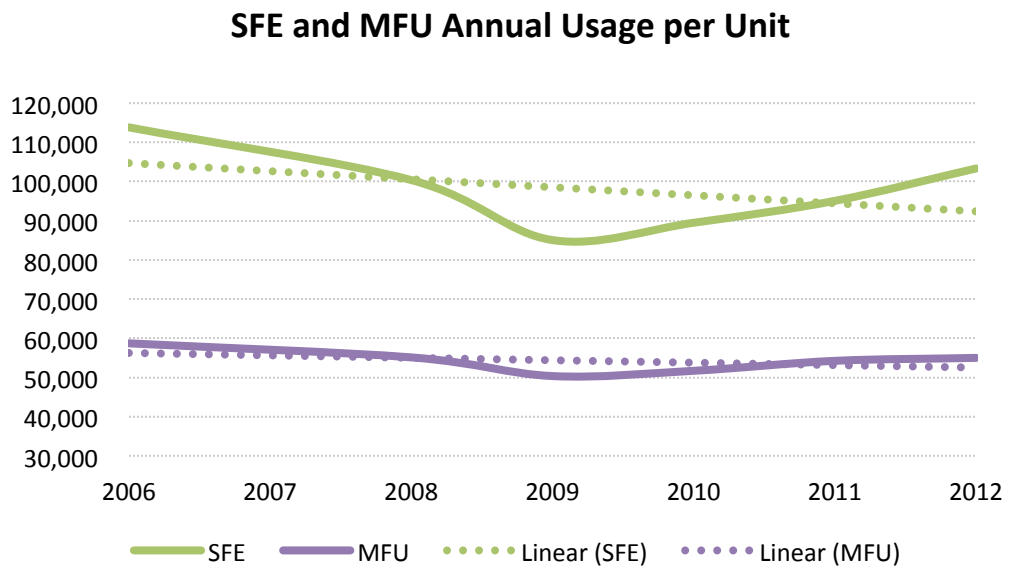
Review of each individual component is useful to determine how indoor and outdoor uses influence the overall demand on the water system and their breakdown within a utility fee cost structure. Overall, planning and administrative level functions revolve around a total impact to the water system. This total impact relative to a single-family home is the basis of the current cost structure for multifamily tap fees.

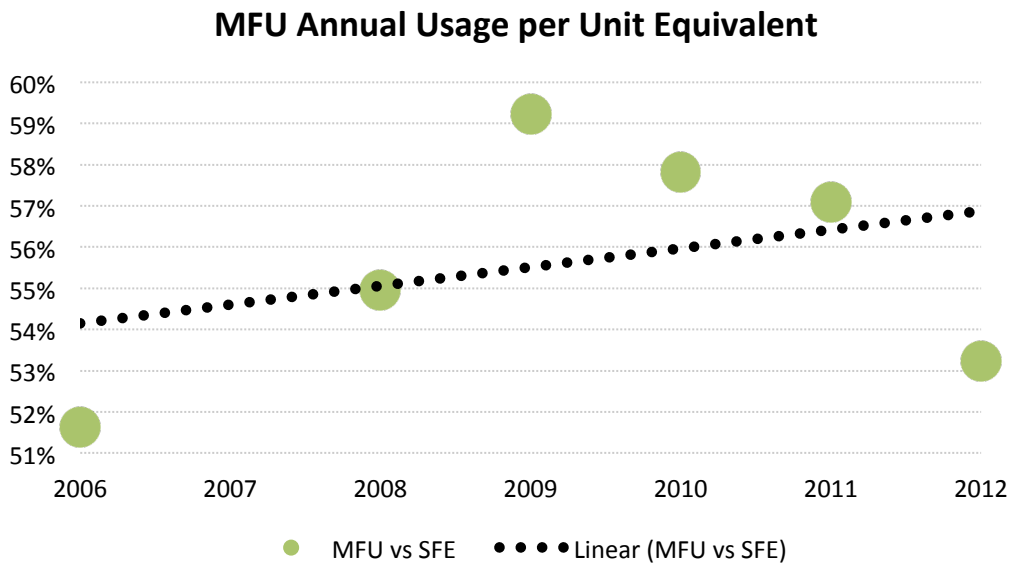
Total GPCPD	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	116.46	107.16	100.87	95.88	113.13	128.28	110.30	128.28
MFU	79.30	78.26	74.60	72.65	79.52	84.69	78.17	84.69
MFU vs SFE	68%	73%	74%	76%	70%	66%	71%	66%





Annual Usage per Unit	2012	2011	2010	2009	2008	2006	6 yr Avg	Maximum
SFE	103,290	95,049	89,466	85,044	100,345	113,776	97,828	113,776
MFU	54,997	54,272	51,732	50,385	55,148	58,730	54,211	58,730
MFU vs SFE	53%	57%	58%	59%	55%	52%	55%	52%





Based upon the data reviewed, total use is fairly stable for MFU per capita, variable by season for SFE per capita, and dependent upon the average residents per unit.

Comparison of total MFU against total SFE provides for a 6-year average of 0.55 equivalents.

It appears that the total component of the 0.60 SFE is equitable if interpreted in a manner that provides for both indoor and outdoor use to be included.

Studio or 1 Bedroom MFU vs. 2+ Bedroom MFU

Developers have proposed in discussions that a studio or 1 bedroom MFU should be charged a different tap fee than a 2 or more bedroom MFU under the premise that one person uses less than two or more people. While on the surface this may appear true, to create a fee structure that is based upon the assumption that a 1 bedroom or studio MFU will always only be populated with one person would be false. The residential population for these units could fall anywhere between 1 to 3 persons per unit.

It has also been observed that developers will attempt to "game" the structure of the system. A bedroom is defined as a room that has a closet. Designs can be proposed that include a bedroom and an office (a room without a closet). Often then, the office becomes inhabited as a second bedroom.

For the reasons stated above and as previously discussed with members of the Water Committee, it is not recommended that a tap fee be considered in any specificity beyond the traditional multifamily unit that currently exists.

Irrigation Tap Fees

Historically, the City has charged multifamily developments for 0.60 SFE per apartment unit with the landscape water supply provided as a connection that is installed after the meter that serves a multifamily building. Review of data has shown that this approach using a 0.60 SFE equivalent per apartment appears equitable for both the City and the Developer.

With the evolution of irrigation systems, accounting software, and better management practices, modern multifamily developers have proposed installation of separate landscape irrigation meters from the building meters. This allows better management of irrigation costs and accurate billing of indoor use. Such a structure is also advantageous to the City in periods of water conservation given the ability to apply a separate rate structure to an irrigation meter.

The Municipal Code does not clearly indicate what components are included for a 0.60 SFE multifamily apartment unit and goes on to indicate that all irrigation taps will be charged a full tap fee. If interpreted and billed as the Municipal Code currently exists, Developers may be overcharged for water resources dependent upon the size and nature of the various building and irrigation meters.

A byproduct of the multifamily tap fee research was review of how irrigation tap fees are currently charged. Traditionally, the City has charged for an irrigation tap on the basis of meter size. The meter size is calculated based upon the maximum instantaneous flow of water through the meter. Meter sizes are charged in accordance with the ratio of their size to the ¾" SFE meter cost. In almost all customer classes, the meter size cost methodology provides equitable cost recovery for the Utility. However, in cases of specialized industrial processes or irrigation, the meter size will not always be reflective of the total amount of water used.

Therefore, in these cases it is important to use both instantaneous demand and total annual demand to determine accurate costs for recovery when charging tap fees.

Cursory review of historical irrigation meter usage and associated tap fees indicates that the City has undercharged for water resources related to irrigation meters using the meter size cost basis methodology.

An actual ¾" irrigation meter scenario analysis is provided for context and review:

Projected Usage (gallons)		301,923
2012 Actual Usage (gallons)		496,000
2012 SFE Avg		103,000
Projected SFE		2.93
Actual SFE		4.82
SFE 3/4" Tap Fee	$	24,140
Actual Tap Fee Paid (3/4" Irrig Meter)	$	24,190
Projected Cost	$	70,761
Actual Cost	$	116,247
Irrigated Area (acre)		0.79

Staff will be recommending revisions to the Municipal Code to clarify costs for how separate landscape meters will be charged.

In review of the multifamily data, it does appear there is a consistent irrigation component to MFU use in the amount of 0.15 SFE per unit. Given this, it is feasible to consider one of the following options:

- **Do nothing and maintain a 0.60 SFE per multifamily unit with irrigation supplied from the buildings.**
- **Update the Municipal Code to maintain a 0.60 SFE per multifamily unit with a separate irrigation meter included.**
- **Update the Municipal Code to require a separate irrigation meter charged in full and reduce the existing 0.60 SFE to 0.45 SFE per multifamily unit.**

Wastewater Tap Fees

A second byproduct of the multifamily tap fee research was review of how wastewater tap fees are currently charged. Traditionally, the City has charged multifamily wastewater tap fees 100% percent ($3,221) for the first unit and then 60% ($1,932.60) for each apartment unit thereafter.

The data reviewed for the indoor component of MFU and SFU use indicates the City may be currently undercharging based upon a 0.60 SFE per apartment unit tap fee. The 6-year average of indoor MFU usage to SFE usage is 77%.

It appears that the wastewater component of the 0.60 SFE is inequitable to the City and would be more adequately represented as 0.80 SFE per multifamily unit.

Summary

Through 2011 to present, the development community as voiced concerns over the expense or inequity of tap fees specific to multifamily residential developments.

City Staff performed an internal review of multifamily residential and single-family residential indoor, outdoor, and total water usage per dwelling unit.

This review found that the current practice of charging 0.60 single-family equivalents per multifamily apartment unit appears equitable for water when landscaping is included. However, there are contradictions and exclusions within the Municipal Code that preclude the ability to provide for separate building and irrigation tap fees in an equitable manner for both the City and a Developer. It appeared that 0.15 of the 0.60 single-family equivalents per multifamily unit were reflective of irrigation usage and could validate a reduction to 0.45 single-family equivalents per multifamily unit if a separate irrigation meter was provided and paid in full. This essentially recognizes that as unit density increases the cost of irrigation per unit decreases and therefore charges for indoor and outdoor components are respective to their actual equivalents as demonstrated from actual real world data.

Additionally, it was determined that the current practice of charging 0.60 single-family equivalents per multifamily apartment unit for wastewater is inequitable to the City. It appears that the equitable charge would be 0.80 single-family equivalents per multifamily apartment unit for wastewater.

Finally, it was also determined that the current practice of charging based upon meter size for irrigation meters does not provide full cost recovery of water resources to the City. A new cost structure based upon the total annual water required per year for irrigation based upon a single-family equivalent should be put into place.

In efforts to summarize the substantial changes, an example multifamily development is provided to illustrate the impacts upon each component.

	Current Fee Structure	Data Supported Fee Structure
Water Equivalent	60%	45%
Units	227	227
SFE Water Tap Fee	$ 24,140	$ 24,140
Calculated MF Water Tap Fee	$ 3,297,524	$ 2,479,178
Irrigation Tap Fee	$ 96,540	$ 201,167
Calculated Total Water Tap Fee	**$ 3,394,064**	**$ 2,680,345**
SFE Equivalents	136.60	102.70
Irrig Equivalents	8.33	8.33
Total Water Equivalents	144.93	111.03
Wastewater Equivalent	60%	80%
SFE Wastewater Tap Fee	3,221.00	3,221.00
Calculated MF Wastewater Tap Fee	**$ 439,989**	**$ 585,578**
Total Water and Wastewater	**$ 3,834,053**	**$ 3,265,922**

Data supported fee structures will require revisions to the Municipal Code in order to implement and administrate the new tap fees.

TAP FEE CALCULATION FORM

WATER, SEWER, AND IRRIGATION TAP FEES ESTABLISHED PURSUANT TO THE LOUISVILLE MUNICIPAL CODE, DELEGATING AUTHORITY TO THE CITY MANAGER TO ESTABLISH TAP FEES ON A QUARTERLY BASIS
EFFECTIVE JUNE 25, 2014.

Utilize this form to determine Water, Sewer, and Irrigation Tap Fees by completing the shaded cells. For Multifamily, Non-Residential, and Other Uses, please fill out a separate sheet for each premises (separate building). Additional information on Tap Fees may be found in the Louisville Municipal Code. For taps larger than 4 inches, the tap fee and other terms and conditions of the issuance of the tap shall be established by written agreement approved by the Louisville City Council.

Project Location: _____ Subdivision: _____ Filing: _____ Block: _____ Lot: _____

Property Owner: _____ Owner's Address (if different): _____

Owner's Email Address: _____ Owner's Phone # _____

Job Contact Name (if different): _____ Contact Phone # _____

WATER TAP FEES

1) Single-Family Residential Tap Fee (single-family, duplexes and mobile homes)

3/4" meter X _____ units X $25,900 = $ _____

1" meter X _____ units X $46,200 = $ _____

INSTRUCTIONS:
Utilize this section to determine the water tap fee for the proposed residential development. Insert the number of single-family, duplex and/or mobile home units in the appropriate meter size category to determine the tap fee. Each unit of a duplex and each mobile home is considered to be equivalent to a single-family unit.

5 or more Duplex Units: separate irrigation tap required, provide Plumbing Permit number for the separate irrigation tap: _____

No. of Units _____ (from above) X $3,885 = (credit) $ _____ (total irrigation credit)

Duplex premises with five or more units are required to obtain a separate irrigation tap. The separate irrigation tap allows for a credit to be applied to the per unit tap fee. The irrigation credit is calculated as the total number of units multiplied by the credit.

Total Single-Family Tap Fee = $ _____

Total Single-Family Tap Fee = Total Cost minus total irrigation credit

Complete this section for each separately metered premises (separate building) and/or other use and/or irrigated area.

2) Multifamily Residential Tap Fee (townhouse, multifamily and senior independent living, as defined in Louisville Municipal Code)

Fixture Count _____ Meter Size _____

Townhouse _____ units X $20,720 = $ _____

Multifamily _____ units X $15,540 = $ _____

Senior _____ units X $ 7,770 = $ _____

Total Cost = $ _____

INSTRUCTIONS:
Provide fixture count and meter size from Building Safety Division Form

Utilize this section to determine the water tap fee for the proposed residential development. Insert the number of Townhouses, Multifamily or Senior Independent units and multiply the number of units by the associated tap fee to determine the total tap fee.

Sum the total for each unit type, which will be the total tap fee for those units.

5 or more Townhouse or Multifamily Units: separate irrigation tap required, provide Plumbing Permit number for the separate irrigation tap: _____

No. of Units _____ (from above) X $3,885 = (credit) $ _____ (total irrigation credit)

Townhouse and Multifamily premises with five or more units are required to obtain a separate irrigation tap. The separate irrigation tap allows for a credit to be applied to the per unit tap fee. The irrigation credit is calculated as the total number of units multiplied by the credit. Senior Independent Living Units are not eligible for the irrigation credit.

Total Multifamily Tap Fee = $ _____

Total Mulitfamily Tap Fee = Total Cost minus total irrigation credit

CONTINUE ON THE OTHER SIDE

3) Non-Residential and Other Use Tap Fee (Non-Residential and Other Uses include; commercial, industrial, retail, institutional, pools, spas, water features)

1) Meter Size

Instantaneous Demand _____ gpm
(from Building Safety Division Form)

Irrigation Demand _____ gpm (Note 1)
(if supplied from same tap)

Total Demand _____ gpm
(larger of indoor or irrigation demand)

Meter Size _____ (from Table 1)
(based on Total Demand)

2) Annual Indoor Demand

Indoor _____ gal/yr
Other Usage _____ gal/yr
Total Demand _____ gal/yr

3) Indoor Tap Fee

Indoor Tap Fee = $ _____

INSTRUCTIONS:
Note 1: If irrigation is served by the same tap, provide irrigation design showing instantaneous demand for each zone. Insert maximum instantaneous demand into "Irrigation Demand" cell.

Applicant to provide annual Indoor and Other Usage demand, if applicable, calculated by a licensed engineer or architect. Base Tap Fee (Table 2) corresponds to the fee associated with the Demand Budget that satisfies the majority of Total Demand. Additional Tap Fee is calculated by dividing the difference between Total Demand and the selected Demand Budget by 117,000, then multiplying by $25,900. Add the Base Tap Fee and Additional Tap Fee to derive the Total Tap Fee.

Example:** For a 250,000 gal/yr demand, the next lowest budget is 208,260 gallons, which corresponds to a fee of $46,200. 250,000 - 208,260 = 41,740; 41,740 / 117,000 * $25,900 = $9,239.88. Total Tap Fee $46,200 + $9,239.88 = $55,439.88

Table 1

Meter Flow Range (gpm)	Meter Size (inch)
0-22	3/4
23-45	1
46-80	1-1/2
81-140	2
141-280	3
281-500	4

Table 2

Demand Budget (gallons)	Base Tap Fee ($)
117,000	$25,900
208,260	$46,200
468,000	$103,600
831,870	$184,300
1,872,000	$414,400
3,327,480	$736,700

4) Irrigation Demand & Tap Fee (if irrigation and indoor demand are served by the same tap)

Total Irrigated Area (sq.ft)		Irrigation Demand (gallons/year)		Irrigation Tap Fee
_____	X 15 gallons/sq.ft. =	_____	/ 117,000 x $25,900 = $	_____

Total Non-Residential and Other Use Tap Fee = $ _____ (sum of Indoor Tap Fee and Irrigation Tap Fee)

IRRIGATION TAP FEES

4) Irrigation Tap Fee (for separate irrigation taps)

Demand _____ gpm (Note 1)

Meter Size _____ (from Table 1)

Total Irrigated Area (sq.ft)		Irrigation Demand (gallons/year)
_____	X 15 gallons/sq.ft. =	_____

Irrigation Demand (gallons/year)		Irrigation Tap Fee
_____	/117,000 x $25,900 = $	_____

INSTRUCTIONS:
Note 1: Provide irrigation design showing instantaneous demand for each zone. Insert maximum instantaneous demand for "Irrigation Demand".

This section is to be used for Duplex, Multifamily, Townhouse, and Non-Residential developments that are utilizing a separate tap for irrigation. Total Irrigation Tap Fee is equal to the tap fees associated with Total Irrigation Demand and Drip Taps. A drip irrigation tap is allowed for isolated locations, such as a roadway median. A drip tap requires a separate 3/4" meter, must serve a total area less than 4,000 square feet at a demand of 5 gallons per minute or less. Any area irrigated with a drip irrigation tap shall not be included in the Total Irrigated Area.

		Drip Tap Fee
Number of Drip Taps _____	X $6,475 = $	_____

Total Irrigation Tap Fee = $ _____ (sum of Irrigation Tap Fee and Drip Tap Fee)

SEWER TAP FEES

5) Sewer Tap Fee

Residential Sewer Tap Fee

Single-Family _____ X $4,500 = $ _____

Townhouse _____ units X $3,600 = $ _____

Multifamily _____ units X $3,600 = $ _____

Senior _____ units X $ 2,700 = $ _____

INSTRUCTIONS:
Utilize this sections to determine the sewer tap fee for the proposed development. Insert the number of Single-Family, Townhouse, Multifamily, or Senior Independent units and multiply the number of units by the associated tap fee to determine the total tap fee. Single-Family category includes each mobile home and each unit in a duplex. Commerical tap fees are charged based on water meter size.

Commercial Sewer Tap Fees

3/4" Meter _____ X $4,400 = $ _____

1" Meter _____ X $7,900 = $ _____

1 1/2" Meter _____ X $17,600 = $ _____

2" Meter _____ X $31,300 = $ _____

3" Meter _____ X $70,400 = $ _____

4" Meter _____ X $125,200 = $ _____

Total Sewer Tap Fee = $ _____

CITY USE ONLY BELOW DASHED LINE

Form Reviewed By: _____ Date: _____

Payment Received by: _____ Date: _____

City of Louisville

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Appendix E

Water System Development Charge Tables

Report Prepared By:

RAFTELIS

FINANCIAL CONSULTANTS, INC.

Table WSDC - 1

Water Utility
Development of 2014 Facilities System Development Charge

Treated Water Mains

Diameter (in.)		Inventory of Mains	Current Construction Cost per Staff	Current Cost
		linear feet	*per linear foot*	
Non-Backbone				
4		29,523		
6		123,783		
8		308,847		
	Total	462,153	NA	NA
Backbone				
12		150,197	$171.00	$25,684,000
14		1,830	$174.00	318,000
16		17,212	$177.00	3,047,000
18		9,114	$180.00	1,641,000
24		21,733	$186.00	4,042,000
30		935	$189.00	177,000
36		5,770	$192.00	1,108,000
	Total	206,791		$36,017,000

Water Treatment Plant

	Max Day Capacity	Current Construction Cost per Staff	Current Cost
	gallons per day	*per gpd*	
Total Water Treatment Plant	13,000,000	$4.00	$52,000,000

Treated Water Storage

	Volume	Current Construction Cost per Staff	Current Cost
	gallons	*per gallon*	
Total Treated Water Storage	8,500,000	$1.25	$10,625,000

Treated Water Pumping

	Current Construction Cost per Staff
Pump Station	$900,000
Pump Station	450,000
Total Treated Water Pumping	$1,350,000

Raw Water Infrastructure

	Current Construction Cost per Staff
NCWCD Pipeline (Carter Lake to Broomfield)	$4,739,000
NCWCD Superior Louisville Pump Station	2,288,000
Louisville NWTP & NCWCD Connecting Line	5,900,000
Eldorado Intake Buildings & Dam	850,000
Harper Lake Pump Station	900,000
Louisville Pipeline Interconnect	929,000
Louisville Pipeline (16-in)	4,013,000
Louisville Lateral (open ditch)	143,000
Cherry Street Pipeline	594,000
Louisville Reservoir	697,000
Harper Lake	2,374,000
Total Raw Water Infrastructure	$23,427,000

Fee Calculation

Total Facilities Current Cost	$	123,419,000
Less Principal on Outstanding Debt	$	(8,005,000)
Water System Equity	$	115,414,000
No. of Equivalents (a)		9,058
Water SDC, per equivalent	**$**	**12,742**

(a) One equivalent represents the water service characteristics of a typical single family residential customer. One multifamily unit equals 0.8 equivalents. Nonresidential customer equivalents are based on 3/4-inch meter capacity ratios.

TABLE WSDC-2

Water Utility
Development of Proposed Water Resource System Development Charge

Line No.			
1	Average annual SFE usage, gallons	120,000	gallons
2	Estimated water losses in City system (a)	15%	
3	Average annual production needed to serve an SFE, gallons	141,180	gallons
4	Gallons per acre-foot	325,850	gallons
5	SFE per acre-foot	2.308	SFE
6	Estimated C-BT current cost per acre-foot	$26,000	per acre-foot
7	Current C-BT cost per SFE	$11,260	per SFE

(a) Includes 15% local distribution system water losses.

TABLE WSDC-3

Water Utility
Schedule of Water System Development Charges

Meter Size	Existing	Proposed SDC		
		Facilties	Water Resource	Total
3/4	$ 24,140	$ 12,800	$ 11,300	$ 24,100
1	$ 42,910	$ 22,800	$ 20,200	$ 43,000
1 1/2	$ 96,540	$ 51,200	$ 45,200	$ 96,400
2	$ 171,630	$ 91,100	$ 80,400	$ 171,500
3	$ 386,160	$ 204,800	$ 180,800	$ 385,600
4	$ 693,400	$ 364,100	$ 321,400	$ 685,500

City of Louisville

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Appendix F

Wastewater System Development Charge Tables

Report Prepared By:

RAFTELIS

FINANCIAL CONSULTANTS, INC.

Table SSDC - 1

Wastewater Utility
Development of 2014 System Development Charge

Wastewater Mains					
Diameter (in.)		Inventory of Mains	Current Construction Cost per Staff		Current Cost
		linear feet	*per linear foot*		
Non-Backbone					
4		9,616			
6		26,414			
8		350,433			
10		15,131			
	Total	401,594	NA		NA
Backbone					
12		24,218	$220	$	5,328,000
15		19,200	$244	$	4,685,000
18		6,743	$260	$	1,753,000
21		5,386	$276	$	1,487,000
24		941	$292	$	275,000
	Total	56,488		$	13,528,000

Treatment Plant				
	Capacity	Current Construction Cost per Staff		Current Cost
	gallons per day	*per gpd*		
Total Water Treatment Plant	2,530,000	$10.00	$	25,300,000

Fee Calculation		
Total Facilities Current Cost	$	38,828,000
Less Principal on Outstanding Debt	$	-
Wastewater System Equity	$	38,828,000
No. of Equivalents (a)		8,964
Wastewater SDC per equivalent	**$**	**4,332**

(a) One equivalent represents the water service characteristics of a typical single family residential custc One multifamily unit equals 0.8 equivalents. Nonresidential customer equivalents are based on 3/4-inch meter capacity ratios.

Table SSDC - 2

Wastewater Utility
Schedule of 2014 System Development Charges

Type of Customer	Existing SDC	Proposed SDC Equivalent Ratio	Proposed SDC Proposed
Single Family, per unit	$ 3,221		$ 4,400
Multifamily, per unit	$ 2,577		$ 3,600
Nonresidential			
Meter Size			
inch			
3/4	(a)	1.00	$ 4,400
1	(a)	1.78	$ 7,900
1-1/2	(a)	4.00	$ 17,600
2	(a)	7.11	$ 31,300
3	(a)	16.00	$ 70,400
4	(a)	28.44	$ 125,200

(a) Existing fee based on 50% of water tap fee.

City of Louisville
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CITY COUNCIL COMMUNICATION
AGENDA ITEM 8I

SUBJECT: **ORDINANCE NO. 1706, SERIES 2015 – AN ORDINANCE AMENDING CHAPTER 2.32 OF THE LOUISVILLE MUNICIPAL CODE TO INCREASE THE SALARY OF THE PRESIDING MUNICIPAL JUDGE – 1st Reading – Set Public Hearing 11/17/2015**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **NANCY VARRA, CITY CLERK**

SUMMARY:
The salary of the Municipal Court Judge has not been increased since 2011. Based on increased workload, the City Council Legal Review Committee and staff recommend an increase of in the Judge's salary for 2016 to $2600 per month, up from $2000 per month. The increase is included in the 2016 budget.

FISCAL IMPACT:
$7,200.00 in the 2016 budget.

RECOMMENDATION:
Approve Ordinance No. 1706, Series 2015 on first reading, send it out for publication, and set a public hearing for November 17, 2015.

ATTACHMENT(S):

1. Ordinance No. 1706, Series 2015

ORDINANCE NO. 1706
SERIES 2015

AN ORDINANCE AMENDING CHAPTER 2.32 OF THE LOUISVILLE MUNICIPAL CODE TO INCREASE THE SALARY OF THE PRESIDING MUNICIPAL JUDGE

WHEREAS, Section 9-3(c) of the home rule charter provides that the City Council shall establish the compensation for the presiding municipal judge; and

WHEREAS, the City Council finds that the presiding municipal judge of the City should be compensated at the rate of $31,200 in 2016 and desires to amend Section 2.32.050 of the Louisville Municipal Code to so provide;

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

Section 1. Section 2.32.050 of the Louisville Municipal Code is hereby amended to read as follows (words deleted are ~~stricken through~~; words added are underlined):

2.32.050. Salary.

The presiding municipal judge shall receive as full compensation for the judge's services ~~a yearly salary of $24,000.00, payable on a monthly basis of $2,000.00 per month, effective January 1, 2011, and~~ a yearly salary of $31,200.00 payable on a monthly basis of $2,600.00 per month, effective January 1, 2016 ~~2011~~. Each deputy municipal judge shall receive compensation for such deputy municipal judge's services as is set by city council resolution.

Section 2. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this 2nd day of November, 2015

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light | Kelly, P.C.,
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING, this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

SUBJECT: **ORDINANCE NO 1707, SERIES 2015 – AN ORDINANCE AMENDING THE CITY'S NUISANCE ABATEMENT LAWS AND OTHER CRIMINAL ORDINANCES IN CONNECTION THEREWITH; AMENDING SECTION 9.04.040 OF THE LOUISVILLE MUNICIPAL CODE TO ESTABLISH THE MUNICIPAL OFFENSE OF FAILURE TO APPEAR; AMENDING THE DOLLAR LIMITS FOR PROPERTY OFFENSES IN SECTIONS 9.46.010 AND 9.04.020 OF SUCH CODE; AMENDING THE CLASSIFICATION OF TRAFFIC INFRACTIONS UNDER SECTIONS 904 AND 1416 OF THE CITY-ADOPTED MODEL TRAFFIC CODE, AND AMENDING SECTION 4.04.100 OF SUCH CODE TO MAKE VIOLATIONS OF OPEN SPACE REGULATIONS PUNISHABLE UNDER THE GENERAL PENALTY PROVISION OF THE CODE – 1st Reading – Set Public Hearing**

DATE: **NOVEMBER 2, 2015**

PRESENTED BY: **COLETTE CRIBARI, MUNICIPAL PROSECUTOR**

SUMMARY:

This ordinance updates the City's nuisance regulations and amends certain sections of the Louisville Municipal Code concerning municipal offenses. The first portion of the attached ordinance includes numerous changes to the City's Nuisance and Abatement Code. The second portion amends the City's ordinance on Failure to Appear, clarifying that Failure to Appear is a separate offense. The third portion amends the dollar amounts for Damage to City Property and Damage to Private Property. The fourth portion changes the classification of two recently adopted traffic code provisions from class B to class A infractions. The last portion makes violations of the City's open space regulations punishable as municipal offenses under the general penalty provision of the Code, rather than treating such violations as civil infractions. Further explanations are as follows:

NUISANCES

The first change would amend Title 8 by removing NUISANCES from Chapter 8.20 and adding a new Chapter 8.01 entitled NUISANCES. The Abatement provisions currently found under Chapter 8.20 would be deleted from that Chapter and included in the new Chapter 8.01. Chapter 8.20 would be retitled. The current Nuisance ordinance on abatement does not define nuisances and does not provide adequate procedures for abatement of nuisances, including notice and due process provisions. The new Chapter 8.01 outlines and defines specific prohibited nuisances. The new Chapter spells out the required steps necessary for law enforcement officials to abate the named nuisances, and provides due process rights of property owners to contest abatement

actions taken by the City. The new proposed Nuisance provisions are in line with similar ordinances of surrounding municipalities. The exact text of the provisions are set forth in the ordinance.

FEEDING LOTS AND FLY PRODUCING CONDITIONS

The second change would amend Chapter 8.20 by renaming the Chapter from NUISANCES to FEEDING LOTS AND FLY PRODUCING CONDITIONS. Section 8.20.010 *Abatement procedure* and Section 8.20.020 *Unlawful acts designated* would be deleted as those issues are covered in the new Chapter 8.01. Section 8.20.030 would be renamed to 8.20.010. Section 8.20.040 would be renamed to 8.20.020. The exact text of the provision is set forth in the ordinance.

CHAPTER 6.24 BEES

The third change would amend Section 6.24.060 *Declaration of nuisance* to remove language stating that nuisance bees may be "summarily destroyed or removed." This is replaced with language requiring law enforcement to instead proceed under Section 8.01 in order to abate bee hives deemed to be a nuisance. This change sets out specific procedures to be followed to abate bee hives deemed to be a nuisance, and provides due process to the owners of bee hives to contest the destruction of hives. The exact text of the provision is set forth in the ordinance.

ABATEMENT UPDATES TO OTHER SECTIONS OF THE CODE

The addition of a new chapter 8.01 Nuisances will require cross-reference changes in every section that allows abatement of specific nuisances. The change in each of these sections is to delete 8.20 and replace it with 8.01. The following sections are impacted: Sec 6.20.020 *Keeping of female chickens (hens) restricted*; Sec. 10.20.030 *Detached trailers*; Sec. 8.16.040(E) *Inoperable Vehicles*; Sec. 8.24.020 *Mining and Drilling Abatement;* and Sec. 6.16.050 *Places for Horses to be kept clean*. The exact text of the provision is set forth in the ordinance.

Sec. 9.04.040 FAILURE TO APPEAR

The City's current failure to appear ordinance does not provide a penalty for those persons who fail to appear in court after receiving a summons and complaint; who fail to appear for subsequent hearings; or who fail to comply with a court order. The proposed changes to this section make it unlawful to fail to appear or comply with a court order, and set out procedures for court personnel and the prosecutor to follow regarding a failure to appear or comply. The exact text of the provision is set forth in the ordinance.

Sec. 9.46.010 CITY PROPERTY
Sec. 9.46.020 PRIVATE PROPERTY

Damage to property is a misdemeanor offense under state statute C.R.S. 18-4-501 Criminal Mischief. The dollar value for a misdemeanor offense under this statute was raised by legislative action to $1000 in 2014. These ordinances are being revised to track this change in dollar amount from $500 to $1000. The exact text of the provision is set forth in the ordinance.

Sec. 10.04.020 ADDITIONS TO CITY-ADOPTED MODEL TRAFFIC CODE

In May 2015 City Council adopted Ordinance No. 1692, Series 2015, which added to the City-adopted version of the Model Traffic Code violations related to improper turning at a flashing yellow signal and cutting through private property or driveways as a shortcut from one street to another. That ordinance as proposed to Council inadvertently classified these two violations as class B traffic infractions, which carry no assessment of points. For enforcement purposes, it was and is staff's desire that these be classified as class A traffic infractions, which are subject to a four-point assessment. The attached ordinance reclassifies these two violations to class A traffic infractions.

Sec. 4.04.100 VIOLATION; PENALTY

Currently Section 4.04.100 provides that violations of the City's open space use regulations are civil infractions subject to tiered penalties of set amounts. For example, other than for violations involving firearms or fire related conduct, civil penalties are $25/$50/$100 for a first, second and third offense. The attached ordinance proposes to replace these provisions with the general municipal offense provision used throughout the Code for punishment of proscribed conduct; namely, that persons found guilty of a violation are subject to general penalty provision of Section 1.28.010. Under that Section as well as the Charter and state law, the Municipal Court has jurisdiction to impose punishment of a fine and/or jail not in excess of $2,650/one year. The Court within its jurisdiction has the authority to promulgate sentencing guidelines and determine appropriate punishment for each case, based on the circumstances.

FISCAL IMPACT: None

RECOMMENDATION:

Staff recommends the City Council approve Ordinance No. 1707, Series 2015 on first reading and set a public hearing for November 17, 2015.

ATTACHMENT(S):

1. Ordinance No. 1707, Series 2015

ORDINANCE NO. 1707
SERIES 2015

AN ORDINANCE AMENDING THE CITY'S NUISANCE ABATEMENT LAWS AND OTHER CRIMINAL ORDINANCES IN CONNECTION THEREWITH; AMENDING SECTION 9.04.040 OF THE LOUISVILLE MUNICIPAL CODE TO ESTABLISH THE MUNICIPAL OFFENSE OF FAILURE TO APPEAR; AMENDING THE DOLLAR LIMITS FOR PROPERTY OFFENSES IN SECTIONS 9.46.010 AND 9.04.020 OF SUCH CODE; AMENDING THE CLASSIFICATION OF TRAFFIC INFRACTIONS UNDER SECTIONS 904 AND 1416 OF THE CITY-ADOPTED MODEL TRAFFIC CODE, AND AMENDING SECTION 4.04.100 OF THE LOUISVILLE MUNICIPAL CODE TO MAKE VIOLATIONS OF OPEN SPACE REGULATIONS PUNISHABLE UNDER THE GENERAL PENALTY PROVISION OF THE CODE

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

WHEREAS, the City Council is authorized by the City Charter and state law, including without limitation C.R.S. § 31-15-401 et seq. to adopt and enforce regulations which may be necessary for the promotion of health or the suppression of disease and to declare what is a nuisance and abate the same and to impose fines upon parties who may create or continue nuisances or suffer nuisances to exist; and

WHEREAS, the City Council desires to repeal, re-enact and amended various provisions of the Louisville Municipal Code to updated its nuisance abatement laws, including without limitation amendments to the Louisville Municipal Code to define nuisance offenses punishable by the Louisville Municipal Court and update the City procedures for abatement of nuisances; and

WHEREAS, the City Council further desires to amend certain provisions of the Louisville Municipal Code to establish the municipal offense of failure to appear; increase the dollar limits for certain property offenses; amend the classification of traffic infractions under sections 904 and 1416 of the City-adopted Model Traffic Code, and make violations of open space regulations punishable under the general penalty provision of the Code.

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

Section 1. Title 8 of the Louisville Municipal Code is hereby amended by the addition of a new Chapter 8.01 to read as follows:

Chapter 8.01

NUISANCES

Sec. 8.01.010. Nuisance abatement; legislative declaration.
Sec. 8.01.020. Definitions.

Sec. 8.01.030. Nuisances prohibited.
Sec. 8.01.040. Right of entry.
Sec. 8.01.050. Abatement of nuisances—procedures.
Sec. 8.01.060. Recovery of abatement costs.
Sec. 8.01.070. Remedies not exclusive.
Sec. 8.01.080. Specified nuisances.

Sec. 8.01.010. Nuisance abatement; Legislative declaration.

The City Council declares that the determination and abatement of local nuisances for the protection of the public's health, safety and welfare is a matter of local concern and therefore subject to the valid exercise of the City's police powers pursuant to the constitution and laws of the Sate of Colorado, including without limitation C.R.S. 31-15-401(1)(c), and the City charter.

Section 8.01.020. Definitions.

As used within this title, the following words and terms shall have the following meaning except where otherwise specified, or where the context clearly indicates a different meaning:

Authorized inspector means a police officer, code enforcement officer, or other City personnel authorized to inspect and examine public or private property in the City to ascertain the nature and existence of any nuisance. Authorized inspectors may issue notices of violations, give verbal direction and implement other enforcement actions under this chapter.

Code Enforcement Officer means any officer(s) or employee(s) of the City designated or authorized by the chief of police or by the chief's authorized representative to enforce the provisions of this title.

Nuisance means a thing, act, failure to act, occupation, activity, condition or use of any building, land, substance or property which:

A. The continuous use or condition of which presents a substantial danger or hazard to the health, safety or welfare of the community, or works some substantial annoyance, inconvenience or injury to the public; or

B. The continuous use or condition of which violates any ordinances of this City; or

C. Shall otherwise constitute or be known or declared a nuisance by state statutes or the ordinances of the City; or

D. Pollutes or contaminates any surface or subsurface waters; or

E. Any activity, operation or condition which, after being ordered abated, corrected or discontinued by a lawful order of any department or officer of the City, continues to be conducted or continues to exist in violation of any statute or this Code or in violation of any regulation of the City, county, or the state.

Occupant means and includes any person who occupies the whole or part of a building, premises, or land, whether alone or with others.

Owner or property owner means any person leasing, owning, occupying, having the right to possession and/or control of any property located within the City boundaries.

Person means any individual, corporation, partnership, association, organization or other entity owning, occupying, keeping, leasing or having control of real property or any improvements thereon located within the City boundaries.

Public place means any place commonly or usually open to the general public or which is accessible to members of the general public.

Section 8.01.030. Nuisances prohibited.

A. It shall be unlawful for any person, owner, agent, or occupant of, or who has control of, any property within the City to:

1. Do, aid, abet or permit any activity or condition which creates or constitutes a nuisance; or fails to act where such failure causes or continues a nuisance; or

2. Fail, neglect, or refuse to comply with any lawful order made by the code enforcement officer or to fail to abate any nuisance within the time stated in a notice duly served upon such person.

B. A failure to abate any nuisance shall be deemed a separate offense for every period of forty eight (48) hours after due notice is given to abate the same pursuant to section 8.01.050.

Section 8.01.040. Right of entry.

A. Authorized inspectors, with probable cause, shall have the right to enter in or upon any lot, house or other building or premises to examine and determine if there exists an actual or potential violation of the requirements of this chapter. In the event that the owner or occupant refuses entry after a request to

enter has been made, the City is hereby empowered to seek assistance from the municipal court to obtain a search warrant for such entry.

B. Emergencies. If there is probable cause to believe that an apparent violation constitutes an immediate danger to public health or public safety, the authorized inspector is authorized to enter upon the subject private property, without giving prior notice, and may take any and all measures necessary to abate the violation and/or restore the property.

C. It is unlawful for any owner or occupant of the building or premises to deny entry to any authorized inspector, when conditions exist under subsection B of this section or when entry is made pursuant to a lawful search warrant.

D. Authorized inspectors, police officers and code enforcement officers who lawfully perform duties in good faith under this chapter shall be free from any action or liability on account thereof.

Section 8.01.050. Abatement of nuisances— Procedures.

A. Notice. The authorized inspector, upon the discovery of any nuisance on public or private property in the City shall notify the owner and/or occupant of the property of the nature of the nuisance and direct the owner and/or occupant to abate the nuisance within the time specified in the notice.

B. Service. The written notice to abate shall be served by an authorized inspector of the City by:

1. Personally delivering a copy of the notice to the owner, or any person over 18 years of age being a member of the family or cohabitant of the owner of the property described in the notice if the owner also resides at the property; or

2. Personally delivering a copy of the notice to the non-owner occupant or resident of the property described in the notice and mailing by certified mail a copy of the notice to the last known address of the owner as reflected in the Boulder County assessor records; or

3. If the property is unoccupied, by mailing a copy of the notice by certified mail to the last known address of the owner of the property described in the notice as reflected in the Boulder County assessor record, and by posting a copy of the notice in a conspicuous place at the unoccupied premises.

4. If notice is served by certified mail and the recipient fails to sign for the mailing or the mailing is returned without being served, notice may be given by mailing a copy of the notice through regular mail.

5. If personal service cannot be effected, notice shall be given by posting the premises, if possible; or if not possible, by posting such notice at the Louisville City Hall, the Louisville Police Department or the Louisville Municipal Court.

6. Upon the discovery of any nuisance on public or private property within the City that poses an imminent danger of damage or injury to or loss of life, limb, property or health, the authorized inspector may give notice, verbally or in writing, that it shall be abated by the City, unless properly abated by the owner or occupant within twenty four (24) hours of the giving of such notice, or such lesser period of time as the authorized inspector believes is reasonable.

7. In the case of any such nuisance in or upon any street avenue, alley, sidewalk, highway or public place in the City, the chief of police or other authorized inspector may abate the same forthwith without such notice being given.

C. Procedure:

1. The owner and/or occupant duly served with notice of a nuisance may protest such designation no later than twenty four (24) hours before the expiration of the final date to abate the nuisance named in the notice to abate. The protest must be filed in writing with the City Manager's office.

2. Should any such nuisance, within or upon any public or private premises not be abated forthwith after the notice provided in subsection A of this section is given, the City Manager or designee may declare such to be a nuisance and order the chief of police or the chief's designee to abate the nuisance.

3. In the event the owner and/or occupant protests the City Manager or designee's decision, such person has the right to appeal the decision solely regarding the legal issue of the existence of a nuisance. Such protest must be filed in writing with the municipal court within forty eight (48) hours of the decision of the City Manager or designee.

4. The chief of police or designee authorized to abate the nuisance shall have the authority to call for the necessary assistance and incur the necessary expenses therefor.

Section 8.01.060. Recovery of abatement costs.

A. If the City abates a violation, the City shall assess the actual cost of abatement, plus applicable administrative costs against the owner and/or occupant of the property or premises.

B. Within ten (10) days after abatement of the violation, the owner or occupant of the property will be notified of the costs of abatement, including administrative costs. Written notice shall be given by personal delivery to the owner and/or occupant, or by certified mail to the last known address of the owner as shown in the records of the county assessor. If notice is served by certified mail and the recipient fails to sign for the mailing or the mailing is returned without being served, notice may be given by mailing a copy of the notice through regular mail. The notice shall be effective upon the date of mailing or personal delivery. The property owner and/or occupant may file a written protest objecting to the amount of the assessment within ten (10) days of the date of the notice.

C. If no protest is filed, then the charges shall become due and payable on the date set forth in the notice, which date shall be after the expiration of the time in which to file a protest. Such charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

D. In the event a protest is filed, a hearing on such protest shall be held before the City Manager or designee within fifteen (15) days from the date of receipt of the written protest. If any charges are upheld upon completion of such hearing then such charges shall become due and payable ten (10) days after the issuance of the order upon such protest. If the charges are not timely paid, such charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

E. In the event the owner or occupant protests the City Manager or designee's decision, such person has the right to appeal the decision to the municipal court within ten (10) days of the decision.

F. If the amount due is not paid within ten (10) days of: (a) the decision of the City Manager or designee, (b) expiration of the time to file an appeal, and/or (c) order of the municipal court upholding the assessment under this section, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

G. Any unpaid assessment made pursuant to this section shall be certified by the Director of Finance to the office of the county treasurer for collection in the same manner as the collection of general property taxes.

H. Any unpaid assessment shall constitute a debt owing to the City and the City shall be entitled to judgment against the owner and/or occupant of the property.

8.01.070. Remedies not exclusive.

The remedies in this chapter are cumulative and the exercise of any one or more remedies shall not preclude or prevent the taking of any other action available at law or in equity. The remedies listed in this chapter are not exclusive of any other remedies under any applicable federal, state or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

8.01.080. Specified nuisances.

The following shall constitute nuisances subject to abatement under this chapter:

A. Accumulation of manure.

B. Cesspools or other stagnant bodies of water.

C. Garbage, litter, trash or refuse.

D. Anything in which flies may breed or multiply.

E. Feed lots of cattle, sheep or hogs.

F. Detached trailers parked in public right of way.

G. Beehives not in compliance with chapter 6.24.

H. Inoperable vehicles pursuant to section 8.16.040.

I. Junk as defined under section 8.16.010.

J. Certain farm animals outside zoned agricultural areas or in numbers exceeding that allowable under the ordinances.

K. Unclean stalls, coops, stables, or hutches.

L. Accumulation of refuse or recycling materials.

M. Hazardous wastes.

N. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a

public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.

O. Roosters.

P. Abandoned kitchen appliances.

Q. Contaminated or open wells and cisterns.

R. Any other condition or act specified as a nuisance under this code.

Section 2. Chapter 8.20 of the Louisville Municipal Code is hereby retitled; Sections 8.20.010 and 8.20.020 of said Chapter are repealed in their entirety, and Sections 8.20.030 and 8.20.040 are renumbered so that said Chapter reads as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

CHAPTER 8.20

~~NUISANCES~~ FEEDING LOTS AND FLY PRODUCING CONDITIONS

~~Sec. 8.20.010. Abatement procedure.~~
~~Sec. 8.20.020. Unlawful acts designated.~~
Sec. 8.20.0~~30~~10. Feeding lots prohibited.
Sec. 8.20.04~~0~~20. Fly-producing conditions.

Sec. 8.20.~~030~~010. Feeding lots prohibited.

It shall be unlawful for any person to maintain or keep within the City limits any cattle yards or hog yards for the purpose of feeding cattle, sheep, or hogs for fattening. All such yards are declared to be a nuisance and may be abated.

Sec. 8.20.~~040~~020. Fly-producing conditions.

A. It shall be unlawful for any person to maintain or keep within the City any of the following unsanitary, fly-producing, disease-causing conditions:

1. Any accumulation of manure on premises where animals are kept, unless the premises are kept clean and the manure is kept in a box or vault which is screened from flies and emptied at least once each week;

2. Cesspools or like places which are not securely screened to protect them from flies;

3. Garbage in any quantity which is not covered or screened to protect it from flies; or

4. Trash, litter, rags, or anything whatsoever in which flies may breed or multiply.

B. Any of the conditions designated in subsection A of this section are declared to be nuisances and may be abated as such, in addition to any penalty which may be imposed for a violation of this Code.

Section 3. Sections 6.24.060 and 6.24.070 of the Louisville Municipal Code are hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 6.24.060. Declaration of nuisance.

The keeping of any bee colonies in the City not in strict compliance with this chapter is declared to be a menace to the health and safety of the residents of the City and is hereby declared to be a nuisance. Any bee colony not residing in a hive structure intended for beekeeping, or any swarm of bees, or any colony residing in a standard or homemade hive which, by virtue of its condition, has obviously been abandoned by the beekeeper, is hereby declared to be a menace to the health and safety of the residents of the City and is hereby declared to be a nuisance. Any bee colonies kept in the City not in compliance with this chapter or otherwise declared to be a nuisance pursuant to this section may be ~~summarily destroyed or removed~~ subject to destruction or removal from the City at the direction of the chief of police, or his designee.

Sec. 6.24.070. Enforcement.

A. The chief of police, or his designee, shall be charged with enforcement of this chapter.

B. In addition to any other remedies, the chief of police, or his designee, may pursue remedies pursuant to the applicable provisions of chapter ~~8.20~~ 8.01 of this Code with respect to any nuisance declared under this chapter.

Section 4. Subsection D of Section 6.20.020 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 6.20.020. Keeping of female chickens (hens) restricted.

D. The keeping of any chicken hens in the City not in strict compliance with this chapter is declared to be a menace to the health and safety of the residents of the City and is hereby declared to be a nuisance and, in addition to any other remedies, may be abated pursuant to chapter ~~8.20~~ 8.01 of this Code.

Section 5. Section 10.20.030 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 10.20.030. Detached trailers.

A trailer, defined as any wheeled vehicle without motive power and designed to be drawn by a motor vehicle, shall not be parked detached from a towing vehicle in any public right-of-way in the City, unless such trailer is being utilized as set forth under section 10.20.020 of this chapter. Any person found guilty of violating this section shall be punished as provided in section 1.28.010. Each act or omission in violation of this section shall be deemed a separate violation and for each calendar day during which any violation continues, a separate violation shall be deemed to have been committed. Additionally, a detached trailer parked in the public right-of-way in violation of this section is declared a nuisance and is subject to abatement as provided in chapter ~~8.20~~ 8.01 of this Code. All remedies for violations of this section are cumulative and the exercise of one shall not be deemed to prevent the exercise of another nor to bar or abate any prosecution under this section.

Section 6. Section 6.16.050 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 6.16.050. Places for horses to be kept clean.

It shall be unlawful for any person who keeps any horse within the City to permit the yard or place within which the horse is kept to become foul, noisome, putrid, malodorous, unwholesome, offensive, or in any wise dangerous or detrimental to human health, comfort, or welfare, and any such place is declared to be a nuisance and subject to abatement pursuant to chapter 8.01.

Section 7. Subsection E of Section 8.16.040 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 8.16.040. Regulation of inoperable vehicles and vehicle repair work.

E. Any violation of this section may be subject to abatement as provided in chapter ~~8.20~~ 8.01 this Code and to the penalties described in section ~~8.16.050~~1.28.010. All remedies are cumulative and the exercise of one shall not be deemed to prevent the exercise of another nor to bar nor abate any prosecution under this section.

Section 8. Section 8.24.020 of the Louisville Municipal Code is hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 8.24.020. Abatement.

In addition to the fines and penalties provided in section 1.28.010, the City Council, the City Attorney, or any owner of real estate within the City may institute injunction, mandamus, abatement pursuant to chapter 8.01**,** or any other appropriate action or proceeding to prevent, enjoin, or abate mining or drilling as described in section 8.24.010.

Section 9. Section 9.04.040 of the Louisville Municipal Code is hereby repealed and re-enacted to read in full as follows:

Sec. 9.04.040. Failure to appear.

A. It is unlawful for any person to fail to appear in court as required by a summons, fail to appear at any post-arraignment proceeding or fail to comply with an order of the municipal court. In the event any person fails to comply, or fails to respond to a summons, order and/or notice directing an appearance in municipal court, the municipal prosecutor shall forthwith file a complaint against such person.

B. If a person fails to appear or comply with a court order, the clerk shall issue and have served a warrant for the person's arrest, except that a warrant will not be issued:

1. In those cases where the person is charged with a civil traffic infraction where entry of a default judgment is authorized by any provision of this Code; or

2. In those cases where the person is charged with any other ordinance violation deemed civil by any provision of this Code and for which imprisonment is not a possible penalty.

Section 10. Sections 9.46.010 and 9.46.020 of the Louisville Municipal Code are hereby amended to read as follows (words to be deleted are shown in ~~strikeout~~; words to be added are underlined):

Sec. 9.46.010. City property.

It shall be unlawful for any person to willfully, maliciously, wantonly, negligently or in any manner injure or destroy any property owned by the City where such damage caused is valued at less than ~~$500.00~~ $1,000.00.

Sec. 9.46.020. - Private property.

It shall be unlawful for any person to willfully, maliciously, wantonly, negligently or in any manner injure or destroy any property belonging to any person where such damage caused is valued at less than ~~$500.00~~ $1,000.00.

Section 11. Section 4.04.100 of the Louisville Municipal Code is hereby repealed and re-enacted to read in full as follows:

Sec. 4.04.100. Violation; penalty.

It shall be unlawful for any person to violate any provision of this chapter, and any person found guilty of violating any provision of this chapter shall be punished for each violation as provided in section 1.28.010.

Section 12. Subsection (2) of *Section 904, Flashing Yellow Signal*, of Section 10.04.020 of the Louisville Municipal Code, is hereby amended to delete "class B" and insert "class A" in its place. The effect of such amendment is that a person who operates a motor vehicle in violation of said *Section 904* commits a class A traffic infraction.

Section 13. Subsection (3) of *Section 1416, Driving Through Private Property or Driveways*, of Section 10.04.020 of the Louisville Municipal Code, is hereby amended to delete "class B" and insert "class A" in its place. The effect of such amendment is that a person who operates a motor vehicle in violation of said *Section 1416* commits a class A traffic infraction.

Section 14. If any portion of this ordinance is held to be invalid for any reason such decisions shall not affect the validity of the remaining portions of this ordinance The City Council hereby declares that it would have passed this ordinance and each part hereof irrespective of the fact that any one part be declared invalid.

Section 15. The repeal or modification of any provision of the Municipal Code of the City of Louisville by this ordinance shall not release, extinguish, alter, modify, or change in whole or in part any penalty, forfeiture, or liability, either civil or criminal, which shall have been incurred under such provision, and each provision shall be treated and held as still remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings, and prosecutions for the enforcement of the penalty, forfeiture, or liability, as well as for the purpose of sustaining any judgment, decree, or order which can or may be rendered, entered, or made in such actions, suits, proceedings, or prosecutions.

Section 16. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portions hereof are hereby repealed to the extent of such inconsistency or conflict.

INTRODUCED, READ, PASSED ON FIRST READING, AND ORDERED PUBLISHED this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk

APPROVED AS TO FORM:

_____
Light | Kelly, P.C.
City Attorney

PASSED AND ADOPTED ON SECOND AND FINAL READING this _____ day of _____, 2015.

_____
Robert P. Muckle, Mayor

ATTEST:

_____
Nancy Varra, City Clerk