

City Council Finance Committee

Meeting Agenda

November 21, 2024

4:00 PM

Virtual Meeting

Members of the public are welcome to attend and give comments remotely; however, the in-person meeting may continue even if technology issues prevent remote participation.

- You can call in to **+1 408 638 0968 or 833 548 0282 (Toll Free)**, Webinar ID **#878 7340 6932**.
- You can log in via your computer. Please visit the City's website here to link to the meeting: www.louisvilleco.gov/council

The Council will accommodate public comments during the meeting. Anyone may also email comments to the Council prior to the meeting at Council@LouisvilleCO.gov.

- I.** Call to Order
- II.** Roll Call
- III.** Approval of Agenda
- IV.** **ITEM 1** - Approval of Minutes, October 17th, 2024 (pg 3/225)
- V.** Public Comments on Items Not on the Agenda
- VI.** **ITEM 2** – Updates to City Purchasing Policy, (pg 6/225)– Ryder Bailey, CPA Finance Director

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or special transportation, should contact the City Clerk's Office at 303 335-4536 or MeredythM@LouisvilleCO.gov. A forty-eight-hour notice is requested.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión, por favor llame a la Ciudad al 303.335.4536 o 303.335.4574.

VII. ITEM 3 – Preliminary 2025 Work Plan Discussion, (pg 120/225)– Ryder Bailey, CPA Finance Director

VIII. ITEM 4 – Final 2024 Budget Amendment, (pg 126/225)– Ryder Bailey, CPA Finance Director

IX. ITEM 5 – 2025 Citywide Fees, (pg 146/225)– Ryder Bailey, CPA Finance Director

X. ITEM 6 – Q3 2024 Financial Report (pg 193/225), Mahyar Mansurabadi, Financial Analyst

XI. ITEM 7 – Q3 2024 CIP Report (pg 207/225), Julie Glaser, Senior Accountant

XII. ITEM 8 – Q3 2024 Revenue, Sales and Bag Tax Report, (pg 216/225) – Jess Zeas, Sales Tax Accountant-Auditor, Melissa Lundgren, Sales Tax, Accountant-Auditor, Travis Anderson, Revenue and Sales Tax Manager

XIII. Finance Director Updates

XIV. Discussion/Future Items for Next Committee Meeting, December 19th, 4:00PM

- Final 2025 Finance Committee Work Program Approved
- Final Assessed Valuation and Mill Levy Benchmarks
- Monthly Revenue & Monthly Sales Tax Report

XV. Adjourn

City Council Finance Committee

4:00 PM | Thursday, October 17, 2024

Virtual Meeting via Zoom
Regular Meeting

Call to Order – Councilmember Hoefner called the meeting to order at 4:01 PM and took roll call.

Committee Members Present: Yes Councilmember Hamlington
Yes Councilmember Hoefner
No Councilmember Kern

Staff Present: Samma Fox, Interim City Manager
Ryder Bailey, Finance Director
Meredyth Muth, Interim Deputy City Manager
Mahyar Mansurabadi, Financial Analyst
Jess Zeas, Jr. Finance Associate
Melissa Lundgren, Sales Tax
Ligea Ferraro, Executive Administrator
Kurt Kowar, Director of Public Works
Cory Peterson, Deputy Director of Utilities

Others Present: Julie Hughes, Chandler Group
Kara Hooks, Chandler Group
Kyle Perry, Chandler Group
Councilmember Fahey
Members of the Public

Approval of Agenda:

Councilmember Hamlington made a motion to approve the agenda. Seconded by Councilmember Hoefner. Agenda was Approved.

Approval of September 19, 2024 Meeting Minutes:

Councilmember Hamlington made a motion to approve the minutes. Councilmember Hoefner seconded. The meeting minutes were approved.

Approval of September 24, 2024 Meeting Minutes:

Councilmember Hamlington made a motion to approve the minutes. Councilmember Hoefner seconded. The meeting minutes were approved.

Public Comments on Items Not on the Agenda: None

Chandler Investment Economy & Investment Update:

The Finance Director introduced the Chandler Group team to the committee. The Chandler Group presented an economy and investment update to the committee. The presentation was included in the meeting packet.

Committee Comments:

Councilmember Hoefner asked if Chandler believes it will be a soft landing. Julie Hughes responded that Chandler does believe it will be a soft landing.

Councilmember Hamlington asked if there are any changes to the portfolio planned in order to position the city well for upcoming economic changes. Julie Hughes responded that the portfolio is very well positioned at this time.

Public Comments: None.

Utility Rate Update:

The Director of Public Works provided a presentation on the 2025 preliminary utility rates. The presentation was included in the meeting packet. After Fiscal Year End, Public Works will come back to the committee with a report on 2024 actuals and a final proposal for 2025 utility rates.

Committee Comments:

Councilmember Hoefner asked about the risks of option D. The Deputy Director of Utilities responded that, as we move funds from the Water fund to the Wastewater fund, we anticipate that the Water fund has enough balance to cover the expenditure. If there is an unexpected expenditure, less funds will end up being available and would lower the flexibility of the Water fund.

Councilmember Hamlington asked if money could be moved from the General Fund to the Water fund if an event happened which would deplete the water fund. The Director of Finance responded that he doesn't believe this is possible because enterprise funds are generally required to pay their own way. The Director of Finance will confer with Legal and follow up with the committee on Legal's opinion in this matter.

Councilmember Hoefner asked if the cash reserve presented on the water slide included the loan option. The Deputy Director of Utilities responded that the slide in question does include option D. The Director of Public Works added that the biggest risk to utility rate estimates is seasonal weather impacts.

There was a discussion about smoothing rates.

Councilmember Hamlington asked for more information about the O&M Turnback to better understand the history of the 10% turnback amount in relation to the proposal for 0%. The Director of Public Works responded that city utilities had always modeled 0% turnback in the past while the general fund uses 10% turnback in its modeling. During the 2022-2023 budget process direction was received from the Interim Mayor and City Council to align utilities' turnback approach with the general fund. Having 0% turnback would enable staff to perform more accurate estimates.

Councilmember Hoefner commented that he would prefer to see the city to move away from turnback as a budgeting tool and instead having more accurate budgets with money the city expects to spend in a year.

Councilmember Hamlington asked if it is common to have turnback in utilities. The Director of Public Works responded that the city hasn't done an audit of other utilities, but it is likely not common. He also noted that most utilities don't model annually like Louisville does. It's typical for utilities to perform a study, build a three-to-five-year plan, and then follow that plan for the length of the plan. Annual modeling allows Louisville to be agile in responding to changes in usage and expenses, keeping rates as low as possible. The present committee members expressed support for the 0% turnback approach.

Councilmember Hamlington asked about the Wastewater CIP adjustment. The Deputy Director of Utilities responded that the city's solids handling project is separate from the Redtail project. It was initially planned to move forward with the solids handling project in the next month or so, but the Redtail upgrades have altered the project schedule because it makes sense to have the Redtail upgrades and solids handling projects moving forward in a concerted plan in a way that spreads out funding for the portion which is outside of the Redtail project. It was noted that Redtail is paying for their portion of the project, which is considerably larger than the city's solids handling project.

There was a discussion around what the resident's bill will look like due to increases in both utilities and trash service. Councilmember Hamlington feels it is very important to educate the community as to why the bills are changing and how Louisville compares to our neighboring communities. The Director of Public Works responded that the PR materials will be presented to council if/when the finance committee approves the utility rate proposal to move forward. The Deputy Director of Utilities added that prior messaging in the utility bill insert communications to residents did include information on trash service rates. Councilmember Hoefner agreed that communication is important and commented that discussion at the study session was very important. He said he is pleased with where we have landed to moderate the large wastewater rate increase, and he is comfortable with the loan option at this particular time. Councilmember Hamlington also supports the loan option.

Public Comments: None.

Review of Preliminary Assessed Valuation and 2025 Mill Levies:

The Director of Finance presented the Preliminary Assessed Valuation / 2025 Mill Levies to the committee. The information was included in the meeting packet. Mill Levies are proposed to not change in 2025 from the 2024 level.

Committee Comments:

Councilmember Hoefner requested a chart showing how the city's Mill Levies compare with surrounding communities. The Director of Finance will provide this information at a future meeting.

Public Comments: None.

Monthly Revenue and Sales Tax Report:

The Sales Tax Department presented the Monthly Revenue and Sales Tax Report to the committee. The report was included in the meeting packet.

Committee Comments:

Councilmember Hoefner asked how the committee should consider the sales tax number in comparison to all tax revenues; specifically, whether sales tax revenue is more relevant than the other revenue categories. The Director of Finance responded that sales tax is the life blood of the city's revenue because revenue relies much more heavily on sales tax than the other tax revenues. He reviewed the other tax categories and their revenues with the committee in comparison to the amount of tax revenue.

Public Comments: None.

Finance Director Updates:

There will be a presentation on 11/4 for the 2025 city-wide budget.

Closing Questions/Comments from the Committee:

Councilmember Hoefner asked staff to provide preliminary thoughts on policy-type topics in addition to the day-to-day operational work of the committee for inclusion in the Work Plan discussion.

Items for the Next Regular Meeting, scheduled for November 21, 2024, 4:00-6:00 PM:

- 2025 Citywide Fees
- Final 2024 Budget Amendment
- Preliminary 2025 Work Program Discussion
- Quarterly Financial Reports
- Quarterly CIP Reports
- Q3 Revenues, Sales and Bag Tax Reports

Adjourn: The meeting adjourned at 5:08 PM

SUBJECT: CITY WIDE PURCHASING POLICY UPDATE

DATE: NOVEMBER 21, 2024

**PRESENTED BY: RYDER BAILEY, CPA, FINANCE DIRECTOR
MARIA OSTROM, CPA, INTERIM FINANCE MANAGER**

SUMMARY:

City Council approves and adopts the City's Purchasing Policy by resolution.

City Council, through Resolution No 37, Series 2021, last updated the Purchasing Policy on May 18th, 2021. It is best practice for City Staff to regularly review and update this Policy.

Recommended modifications to the Policy can be summarized as follows;

- Adjustments to Purchasing Level Authority, to align with neighboring jurisdictions and Federal Guidelines
- Incorporate Federal Procurement Requirements
- Clarify Cooperative Purchasing
- Administrative Clean Up

BACKGROUND:

Adjustments to Purchasing Level Authority:

Purchasing Level Authorities were last adjusted in 2015. Minimum PO requirement (\$2,500) dating back to 2006.

Staff surveyed ten cities (Frederick, Firestone, Lafayette, Longmont, Westminster, Broomfield, Thornton, Brighton, Superior and Golden), and all allow informal quotes <\$50,000 and require formal bid for purchases >\$50,000. This is consistent with Federal procurement guidelines. Longmont is the exception; formal bid level is >\$250,000. Federal procurement allows informal quotes under \$250,000 unless the local purchasing policy level is lower, then must use local policy.

Purchase requisitions are time consuming for staff around the City and slow the purchasing process. Finance processes over 400 purchase requisitions per year which a process that involves department or admin staff in all departments creating the requisitions, managers, directors and the Finance Director to review and approve. For any requisitions >\$10,000, the City Manager's approval is also required. Removing the

SUBJECT: CITY PURCHASING POLICY UPDATE

DATE: NOVEMBER 21, 2024

PAGE 2 OF 3

requirement for a requisition for all purchases <\$10,000 is anticipated to eliminate approximately **50%** of the workload related to requisitions. While a requisition would not be required for purchases between \$5,001 and \$10,000, Staff will be required to solicit multiple informal bids or justify sole source provider, and submit documentation to Finance in order for invoices to be paid.

Incorporate Federal Procurement Requirements:

- 2 CFR Part 200 (collectively known as “Uniform Guidance”) contains federal regulations jurisdictions are required to meet when using federal funds. Proposed purchasing levels and bid requirements meet or exceed the Uniform Guidance.
- Explanation of suspension and debarment requirements added to the Purchasing Policy along with a link to the federal website for verification of specific vendors.
- Definition of capital asset in the Purchasing Policy is amended from \$5k to \$10k which matches current City policy and meets federal procurement requirements.
- The current Purchasing Policy does not include federal procurement requirements. In July 2024, the City of Louisville was monitored by the State and this was a finding.

Clarify Cooperative Purchasing:

- Purchasing Policy currently allows staff to “piggyback” on contracts from State bid system, General Services Administration (GSA), or the Multiple Assembly of Procurement Officials (MAPO).
- Proposed amendment does not limit staff to the three named agencies, it allows use of any purchasing consortium along with other local governments if pricing available through those entities is advantageous to the City.
- Proposed amendment would eliminate the cap in which cooperative purchases could be leverage.

Administrative Clean Up: Add Links, Formatting Consistency

- Replaces appendix with links throughout the Purchasing Policy to ensure staff are using the most up to date document related to the purchasing requirement.
- Multiple changes to standardize formatting in the document.

FISCAL IMPACT:

Staff is unable to precisely quantify amount of staff time saved. However, revisiting the Purchasing Policy is anticipated to significantly reduce staff time spent on smaller purchases while maintaining existing procurement controls.

RECOMMENDATION:

SUBJECT: CITY PURCHASING POLICY UPDATE

DATE: NOVEMBER 21, 2024

PAGE 3 OF 3

Staff is seeking Committee feedback and recommendation of an update to the City Purchasing Policy to City Council at a future Council date.

ATTACHMENT(S):

- 1) Proposed City Purchasing Policy – Clean
- 2) Proposed City Purchasing Policy – Red Line
- 3) Summary of Benchmarked Jurisdictions
- 4) PowerPoint



PURCHASING POLICIES

*Adopted May 18, 2021
by Resolution No. 37, Series 2021*

Effective May 19, 2021

CONTENTS

OBJECTIVE	4
USE OF POLICY	4
SECTION I – DEFINITIONS	4
SECTION II – PURCHASING LEVELS	6
SECTION III – PURCHASE REQUISITIONS	7
Types of Purchase Requisitions	7
Petty Cash Requisitions	7
Purchase Requisitions.....	7
SECTION IV – PURCHASE ORDERS	7
Exempt Items	8
Purchase Order Amendments	8
SECTION V – BIDDING	8
Types of Bids	9
Informal Bids/Quotes/Proposals for projects under \$25,000	9
Competitive Bids for projects over \$25,000.....	10
Bonding Requirement	14
Examples of Bonds	15
Insurance Requirement	15
Bidder List and Bid Evaluation	16
State and Other Allowed Bids	16
Annual Contracts	16
Integrated Project Delivery Contracting Process (Design-Build)	17
SECTION VI – SOLE SOURCE PURCHASES, LOCAL VENDOR PURCHASES AND ETHICS	18
Sole Source Purchases	18
Purchase in the Amount of \$2,500 to \$9,999.....	18
Purchase in the Amount of \$10,000 or more.....	18
Local Vendor Preference	18
Ethics in City Contracting	19
SECTION VII – PURCHASING DURING EMERGENCY OR DISASTER CONDITIONS	20
SECTION VIII – CHECK REQUESTS	20
Check Requests	20
SECTION IX – DISPOSAL OF SURPLUS PROPERTY	21
Policy	21
Procedure	22
SECTION X – PURCHASING CARD PROGRAM	22
Card Issuance	23
Limitations and Restrictions	23
Lost or Stolen Cards	23
Reconcilement and Payment	23
Disputed or Fraudulent Charges	24
Sales and Use Tax	24
Loss of Privileges	24
SECTION XI – PURCHASING RULES FOR SPECIFIC EQUIPMENT	25
Hardware and Software	25
Copiers	25
SECTION XII - PURCHASES UTILIZING FEDERAL FUNDS	27
SECTION XIII – IMPORTANT LINKS	26

Petty Cash Requisition.....28
Check Request Form28
Asset Disposal Form27
Sample Request for Proposals27
Sample Request for Qualifications27
Sample Independent Contractor Agreement.....27
Purchasing Card Guidelines.....27

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 and prudent 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 \$10,000 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 multi-year capital improvement plan.

Capital Outlay – Expenditures which result in the acquisition of or addition to capital assets (\$10,000 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 - \$4,999.99	\$5,000 - \$9,999.99	\$10,000 - \$49,999.99	\$50,000 - \$99,999.99	\$100,000 & > all purchases
Required Process & Forms	Purchasing Card or Petty Cash Requisition Form	Purchasing Card or Check Request	1. A minimum of three (3) telephone or email bids/quotes/proposals 2. Contract as appropriate . 3. Purchasing Card or Check Request .	1. A minimum of three (3) written bids/quotes/proposals 2. Contract as appropriate 3. Purchase Requisition 4. Check Request	1. Bid Process as outlined in this Policy 2. Contract approved by City Manager 3. Purchase Requisition 4. Check Request	1. Bid Process as outlined in this Policy 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	Supervisor	Department Director or Designee	Department Director or Designee	Department Director or Designee, & Finance Director	Department Director, Finance Director, & City Manager	Department Director, Finance Director, City Manager & City Council
Amendments & Change Orders			Increases greater than 10% or more than \$10,000 (excluding any contingency) require additional approval			
Additional Considerations: <i>Any proposed purchase in the following categories shall require City Council approval:</i> <ul style="list-style-type: none"> □ Any request for proposal for professional services as defined over \$100,000; • Any sole source item over \$100,000; • 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. 						

- **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 CentralRecords at CentralRecords@LouisvilleCO.gov or contact the City Clerk’s Office with questions.**

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 ([Petty Cash Form](#)) 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.

PURCHASE REQUISITIONS

Purchase requisitions shall be used to initiate the purchase of materials or services of \$10,000 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 \$50,000, 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 \$10,000 or more excluding the following areas.

EXEMPT ITEMS

- Council Approved Service Contracts;
- Debt Service;
- Ditch Assessment Charges;
- Dues & Subscriptions;
- Education Expenses;
- Grants, Contributions, and Intergovernmental Agreement (IGA) 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 10% or \$10,000 (whichever is less).

When the actual expenditure exceeds the purchase order amount by 10% or \$10,000 (whichever is less), a second and complete approval process must be obtained via purchase order amendment (for overages of \$10,000 or more) or by manual approval on the check request (for overages of less than \$10,000).

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 \$50,000 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 \$50,000

All purchases within the financial parameters of \$5,000 to \$49,999 shall require informal bidding procedures.

- For purchases between \$5,000 and \$9,999 the requesting department shall obtain and document a minimum of three (3) verbal quotations and may use a contract when appropriate. If three (3) quotations are not obtained, valid justification must be provided and approved by the Department Director;
- For purchases between \$10,000 and \$50,000 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 Department Director and Finance Director;
- 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;
- b) Provide specifications to identified vendors in writing by mail or email or verbally over the phone;

- c) Use the RFP process if the Department Director determines it appropriate for the project;
- d) Evaluate the quote/bid/proposal results and determine which quote/bid/proposal serves the City's best interests;
- e) Use the City-approved Contract form ([Sample Independent Contractor Agreement](#));
- f) If purchase is greater than \$9,999.99, submit the Purchase Requisition with quotes/bids/proposals to the Finance Department. If the recommended vendor has not submitted the low bid, ensure that there is adequate justification for the higher bid. If purchase is less than \$10,000, the requesting department is responsible for maintaining documentation of informal quotes;
- g) The Finance Department issues the Purchase Order.

COMPETITIVE BIDS FOR PROJECTS OVER \$50,000

"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 on the City's website at LouisvilleCO.gov and the City's official bidding web site at least fourteen (14) days prior to the date set for the opening of bids. Requests for bids may also be posted in any other website, publication or journal suitable for the item being purchased with the same fourteen (14) day requirement.
- Notices, general instructions, conditions, addendums, and specifications must be published in the same website(s), publication(s), or trade journal(s) where the original request for bid was posted.

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 opening;
- 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) For purchases using federal funds, the requesting Department must verify on Sam.gov and retain documented proof that the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards;
 - g) Reports:

- If over \$50,000 but less than \$100,000, prepare a report for the City Manager listing the preferred vendor and justification;
 - If over \$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) 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 \$150,000).

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 (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) For purchases using federal funds, the requesting department must verify on Sam.gov and retain documented proof that the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards.
- h) Reports:
- If under \$100,000, prepare a report for the City Manager listing the preferred vendor and justification;

- If over \$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.
- i) Use City Attorney approved contracts and insurance and bond requirements;
- j) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;
- k) Obtain signatures on all contracts;
- l) Complete Purchase Requisition and forward to the Finance Department;
- m) Finance Department issues a Purchase Order;
- n) Final payment notices are published by the Department two (2) times in the newspaper for all improvement projects (over \$150,000).

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 (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 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 \$150,000 per state statute. The performance bond shall be in amount equal to 50% 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 \$150,000. The payment bond shall be in an amount equal to 50% 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, as specified in the contract agreement.

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.

COOPERATIVE PURCHASING

City staff may purchase goods or services under any general bid or purchase contracts of the United States Government, State of Colorado, other governmental jurisdictions at the prices, terms, and conditions specified in the general bid or purchase contract. If it is advantageous to the City, staff may purchase goods or services through a consortium for government agencies including but not limited to the State of Colorado bids (solicited through the Bid Information and Distribution System), the Multiple Assembly of Procurement Officials (MAPO), the General Services Administration (GSA), or Sourcewell to get the benefit of the pricing available through those procurement systems.

. These purchases do not require a sole source justification and are exempt from the formal bid process. They 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 \$5,000 TO \$9,999

To request a sole source purchase, prepare a memorandum justifying the sole source purchase with Department Director approval. Attach the sole source justification to the check request or Pcard reconciliation.

PURCHASE IN THE AMOUNT OF \$10,000- \$49,999.00

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 Finance Director 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 Manager.

Sole Source purchases over \$100,000 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 sales and use tax license (formerly business 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 \$1,000 (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 –CHECK REQUESTS

PAYMENT REQUESTS

Check request forms ([Check Request Form](#)) are used to request payment for materials or services. Check requests must adhere to the following:

- Original invoice must be attached;
- Attach additional documentation as appropriate, such as receiving documents, packing slips, informal quote documentation, and sole source justification.
- 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 (AP) schedule. AP staff may require additional information when appropriate.

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 ([Asset Disposal Form](#)). 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. 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 purchases;
- Receive faster delivery of required goods or services;
- Simplify the payment process.

CARD ISSUANCE

The requesting employee's manager sends a completed request form to the Program Administrator authorizing the issuance of a purchasing card. Upon receipt of the card, the Program Administrator reviews the card Guidelines ([Purchasing Card Guidelines](#)) with the employee. The cardholder agrees to adhere to the Guidelines by signing the Purchasing Card User Agreement. The User Agreement is filed by the Program Administrator. The cardholder is the only person entitled to use the card and the card is not to be used for personal use.

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.

All requests for changes in limitations and restrictions must be requested by the Department Director 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 bank immediately at 800-819-4249 and email the Program Administrator at ap@louisvilleco.gov.**

RECONCILEMENT AND PAYMENT

All transactions processed during the month will be available to each cardholder. Cardholders are responsible for reviewing the monthly statement for accuracy, providing a brief description and account number, and attaching an itemized receipt and other appropriate documentation (for example: invoices, verbal quotes, receiving documents, packing lists, or sole source justification) for each transaction on the statement. The statement must be approved by the cardholder's departmental manager and submitted

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 bank 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 purchasing card. If an employee happens to pay tax on a purchase, the employee should reach out to the vendor and attempt to have the sales tax reversed and refunded. If unable to obtain a reversal or refund, the employee may be required to reimburse the City of Louisville for the taxes paid

LOSS OF PRIVILEGES

Failure to comply with the requirements of the Purchasing Card Guidelines may result in immediate revocation of the Purchasing Card privileges. The restoration of privileges must be requested by the department director and will require a new Purchasing Card User Agreement

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.

Use the City’s standard Data Protection Contract Addendum, if necessary.

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.

SECTION XII –FEDERAL FUNDING

PURCHASES UTILIZING FEDERAL FUNDS

Louisville will meet or exceed procurement requirements as stated in 2 CFR Part 200 (Uniform Guidance) when using federal funds to purchase goods or services. Link: [Uniform Guidance](#). Department Directors, Project Managers and other purchasers should consult the Uniform Guidance to ensure purchases using federal funds, specifically bidding requirements and suspension and debarment regulations, comply with those outlined in federal regulations.

For purchases using federal funds, purchasing Department must verify and retain documented proof the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards (Link to federal website to verify this information: [SAM.gov | Search](#)).The Unique Entity Identifier (UEI) is a 12 digit alpha numeric code assigned to organizations applying for federal grant funds. An active UEI is required to apply for or receive grant awards. Only one UEI is allowed per organization and federal ID number. The City Manager’s Office will serve as the Account Administrator for the City’s UEI and is responsible for renewing the UEI each year.

SECTION XII – IMPORTANT LINKS

[Petty Cash Requisition Form](#)

[Check Request Form](#)

[Asset Disposal Form](#)

[Sample Request for Proposals](#)

[Sample Request for Qualifications](#)

[Sample Independent Contractor Agreement](#)

[Purchasing Card Guidelines](#)

[Sample Data Protection Addendum](#)



PURCHASING POLICIES

*Adopted May 18, 2021
by Resolution No. 37, Series 2021*

Effective May 19, 2021

CONTENTS

OBJECTIVE	<u>434</u>
USE OF POLICY	<u>434</u>
SECTION I – DEFINITIONS	<u>434</u>
SECTION II – PURCHASING LEVELS	<u>656</u>
SECTION III – PURCHASE REQUISITIONS	<u>767</u>
Types of Purchase Requisitions	<u>767</u>
Petty Cash Requisitions.....	<u>767</u>
Purchase Requisitions.....	<u>767</u>
SECTION IV – PURCHASE ORDERS	<u>868</u>
Exempt Items	<u>878</u>
Purchase Order Amendments	<u>878</u>
SECTION V – BIDDING	<u>979</u>
Types of Bids	<u>989</u>
Informal Bids/Quotes/Proposals for projects under \$25,000	<u>989</u>
Competitive Bids for projects over \$25,000.....	<u>10910</u>
Bonding Requirement	<u>151314</u>
Examples of Bonds	<u>151414</u>
Insurance Requirement	<u>161415</u>
Bidder List and Bid Evaluation	<u>171415</u>
State and Other Allowed Bids	<u>181516</u>
Annual Contracts	<u>181516</u>
Integrated Project Delivery Contracting Process (Design-Build)	<u>181617</u>
SECTION VI – SOLE SOURCE PURCHASES, LOCAL VENDOR PURCHASES AND ETHICS	<u>201718</u>
Sole Source Purchases	<u>201718</u>
Purchase in the Amount of \$2,500 to \$9,999.....	<u>201718</u>
Purchase in the Amount of \$10,000 or more.....	<u>201718</u>
Local Vendor Preference	<u>201718</u>
Ethics in City Contracting	<u>211819</u>
SECTION VII – PURCHASING DURING EMERGENCY OR DISASTER CONDITIONS	<u>221920</u>
SECTION VIII – RECEIVING PROCEDURES AND CHECK REQUESTS	<u>221921</u>
Receiving Procedures	<u>221921</u>
Check Requests	<u>231921</u>
SECTION IX – DISPOSAL OF SURPLUS PROPERTY	<u>232022</u>
Policy	<u>232022</u>
Procedure	<u>242123</u>
SECTION X – PURCHASING CARD PROGRAM	<u>252124</u>
Card Issuance	<u>252224</u>
Limitations and Restrictions	<u>262224</u>
Lost or Stolen Cards	<u>262224</u>
Reconcilement and Payment	<u>262224</u>
Disputed or Fraudulent Charges	<u>262325</u>
Sales and Use Tax	<u>272325</u>
Loss of Privileges	<u>272325</u>
SECTION XI – PURCHASING RULES FOR SPECIFIC EQUIPMENT	<u>282427</u>
Hardware and Software	<u>282427</u>
Copiers	<u>282427</u>
SECTION XII - PURCHASES UTILIZING FEDERAL FUNDS	<u>27</u>

SECTION XIII – <u>IMPORTANT LINKS</u>APPENDICES	<u>302528</u>
<u>Appendix A:</u> Petty Cash Requisition	<u>28312629</u>
<u>Appendix B:</u> Check Request Form	<u>28322730</u>
<u>Appendix C:</u> Receipt of Goods Form	<u>322831</u>
<u>Appendix D:</u> Asset Disposal Form	<u>332932</u>
<u>Appendix E:</u> Sample Request for Proposals	<u>343033</u>
<u>Appendix F:</u> Sample Request for Qualifications	<u>413840</u>
<u>Appendix G:</u> Sample Independent Contractor Agreement	<u>494648</u>
<u>Appendix H:</u> Purchasing Card Guidelines	<u>646163</u>

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 and prudent 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 \$510,000 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 fivemulti-year capital improvement plan.

Capital Outlay – Expenditures which result in the acquisition of or addition to capital assets (\$510,000 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.

~~obtained.~~

SECTION II – PURCHASING LEVELS

	< \$50.00	\$50.01 - \$2,499.99 , 999.99	\$2,500,000 - \$9,999.99	\$10,000 - \$24,999.99 49,999.99	\$25,000 50,000 - \$99,999.99	\$100,000 & > all purchases
Bid/ Proposals & Required Process & Forms	Purchasing Card or Petty Cash Requisition Form or purchasing card	<u>Purchasing Card or Check Request or purchasing card</u>	1. A minimum of three (3) telephone <u>or email</u> bids/quotes/proposals 2. Contract as appropriate 3. Purchase Requisition <u>4. Purchasing Card or Check Request or purchasing card.</u>	1. Written Bid Process with a minimum of three (3) written bids/quotes/proposals 2. Contract as appropriate 2.3. 3. Purchase Requisition 4. Check Request	1. Competitive Bid Process <u>as outlined in this Policy</u> 2. Contract approved by City Manager 3. Purchase Requisition 3.4. Check Request <u>4. City Manager notifies City Council of expenditure approval.</u>	1. <u>Competitive Bid Process as outlined in this Policy</u> 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	<u>Manager Supervisor</u>	Department Director or Designee	Department Director <u>or & Finance Director Designee</u>	Department Director <u>or, & Designee, & Finance Director, & City Manager</u>	Department Director, Finance Director, & City Manager	Department Director, Finance Director, City Manager & City Council
Amendments & Change Orders			Increases greater than 5 10% or <u>more than \$2,500</u> 10,000 (excluding any contingency) require additional approval			
<p>Additional Considerations: Any proposed purchase in the following categories shall require City Council approval:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Any request for proposal for consulting professional services <u>as defined</u> over \$1050,000; • Any sole source item over \$1050,000; • 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. 						

- **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 ~~the City Clerk.~~ Central Files Records at CentralRecords@LouisvilleCO.gov ~~with the completed project file.~~ or contact the City Clerk's Office with questions.**

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 Petty Cash Form](#)) 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~~10,000 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~~50,000, 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~~10,000 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 (IGA) 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 510% or \$~~2,500~~10,000 (whichever is less).

When the actual expenditure exceeds the purchase order amount by 510% or \$2,50010,000 (whichever is less), a second and complete approval process must be obtained via purchase ~~requisition~~ order amendment (for overages of \$2,50010,000 or more) or by manual approval on the check request (for overages of less than \$2,50010,000).

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 \$25,00050,000 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 \$25,00050,000

All purchases within the financial parameters of \$2,5005,000 to \$24,99949,999 shall require informal bidding procedures.

- For purchases between \$2,5005,000 and \$9,999 the requesting department shall obtain and document a minimum of three (3) verbal quotations and may use a contract when appropriate. 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 \$24,99950,000 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 Department Director and Finance Director ~~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) ~~Call, Mmail or email a copy of~~ Provide specifications to identified vendors in writing by mail or email or verbally over the phone;
- c) Use the RFP process if the 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)d) Evaluate the quote/bid/proposal results and determine which quote/bid/proposal serves the City's best interests;
- f)e) Use the City-approved Contract form (Sample Independent Contractor Agreement) Appendix G;
- g) ~~If initiate a Purchase Requisition, purchase is greater than \$9,999.99,;~~
- h)f) Submit the Purchase Requisition ~~and with~~ quotes/bids/proposals to the Finance Department. If the recommended vendor has not submitted the low bid, ensure that there is adequate justification for the higher bid. ~~if purchase is less than \$10,000, purchasing the requesting department is responsible for maintaining documentation of informal quotes;~~
- i)g) The Finance Department issues the Purchase Order.

COMPETITIVE BIDS FOR PROJECTS OVER \$25,00050,000

“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 on Bidnet the City's website at LouisvilleCO.gov and the City's official bidding web site at least fourteen (14) days prior to the date set for the opening of bids. Requests for bids may also be posted in ~~or~~ any other website, publication or journal suitable for the item being purchased with the same fourteen (14) day requirement. 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, addendums, and specifications must be published in the same website(s), publication(s), or trade journal(s) where the original request for bid was posted. ~~and 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;
 - e)f) For purchases using federal funds, purchasing the requesting Department must verify on Sam.gov and retain documented proof that the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards;
 - f)g) Reports:
 - If over \$50,000 but less than under \$100,000, prepare a report for the City Manager listing the preferred vendor and justification;
 - If over \$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)h) Use City Attorney approved contracts and insurance and bond requirements;
 - h)i) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;
 - i)j) Obtain signatures on all contracts;
 - j)k) Complete Purchase Requisition and forward to the Finance Department;
 - k)l) Finance Department issues a Purchase Order;

H/m) 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 \$150,000).

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) For purchases using federal funds, purchasing the requesting department must verify on Sam.gov and retain documented proof that the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards. (Link to federal website to verify this information: SAM.gov | Search);
- g)h) Reports:
 - If under \$100,000, prepare a report for the City Manager listing the preferred vendor and justification;
 - If over \$100,000 (or a project that is not in the approved annual budget), advise the City ~~manager's~~ 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)i) Use City Attorney approved contracts and insurance and bond requirements;
- i)j) Upon the City Manager's/City Council's award of bid, notify all bidders of the results;
- j)k) Obtain signatures on all contracts;
- k)l) Complete Purchase Requisition and forward to the Finance Department;
- l)m) Finance Department issues a Purchase Order;

- m)n) Final payment notices are published by the Department two (2) times in the newspaper for all improvement projects (over \$5150,000).

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

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.

~~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 \$150,000 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 \$150,000. 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, as specified in the contract agreement. ~~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 **COOPERATIVE PURCHASING**

City staff may purchase goods or services under any general bid or purchase contracts of the United States Government, State of Colorado, other governmental jurisdictions at the prices, terms, and conditions specified in the general bid or purchase contract. If it is advantageous to the City, staff may purchase goods or services through a consortium for government agencies including but not limited to use the State of Colorado bids (solicited through the Bid Information ~~and~~

~~Distribution and Distribution~~ System), ~~or bids from~~ the Multiple Assembly of Procurement Officials (MAPO), ~~or~~ the General Services Administration (GSA), ~~and/or Sourcewell~~ to get the benefit of the pricing available through those procurement systems.

~~Cooperative purchasing is. These bids are permitted for any supply, equipment, or vehicle purchase on items under \$500,000. These purchases, do not require a sole source justification and while are~~ -exempt from the formal bid process. ~~They,~~ 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~~ \$5,000 TO \$9,999

To request a sole source purchase, prepare a memorandum justifying the sole source purchase ~~and with attach it to the purchase requisition.~~ have Department Director approval. Attach the sole source justification to the check request or Pcard reconciliation.

~~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

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~~ Finance Director 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 Manager.

Sole Source purchases over \$100,000 require the approval of the City Council.

~~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~~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~~ and use tax license (formerly business 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 \$1,000 (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~~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 PAYMENT REQUESTS

Check request forms ([Check Request Form Appendix B](#)) are used to request payment for materials or services. Check requests must adhere to the following:

- Original invoice must be attached;
- Attach additional documentation as appropriate, such as receiving documents, packing slips, informal quote documentation, and sole source justification.
- ~~• 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 ([AP](#)) schedule. [AP staff may require additional information when appropriate. An example of additional information that may be required is the receiving document or packing slip.](#)

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~~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 ([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 goods or services](#);
- ~~□~~ Simplify the payment process.

CARD ISSUANCE

The requesting employee's manager sends ~~an email~~ completed request form to the Program Administrator authorizing the issuance of a purchasing card. Upon receipt of the card, the Program Administrator reviews the card Guidelines ([Purchasing 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~~ by the Program Administrator. 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~~ be requested by the Department Director 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 bank immediately at 800-819-4249 and email the Program Administrator at immediately at 303-335-4507 ap@louisvilleco.gov or the bank at 800-819-4249 during non-business hours.**

RECONCILEMENT AND PAYMENT

All transactions processed during the month will be included available on a monthly statement of account for to 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 an itemized receipt and other appropriate documentation (for example: invoices, verbal quotes, receiving documents, packing lists, or sole source justification) 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~~[Bbank](#) 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 [purchasing](#) card. If an employee happens to pay tax on a purchase, [the employee should attempt to reach out to the vendor and have attempt to have the sales tax reversed and refunded. If it is impractical to request a unable to obtain a reversal or refund, the that](#) employee ~~will~~[may](#) ~~be~~ [required to](#) ~~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.

~~As part of the IT Division's review, the IT Division shall determine whether a software purchase requires use of the Use City's the City's standard Data Protection Contract Addendum, if necessary. (attached hereto as Appendix~~

~~1). If the IT Division determines the software purchase requires use of the City's standard Data Protection Addendum, the Addendum must be attached to the appropriate City contract (e.g., Independent Contractor or Professional Services) and reviewed by the City Attorney's office. The IT Division maintains and updates as necessary the Addendum.~~

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 – FEDERAL FUNDING

PURCHASES UTILIZING FEDERAL FUNDS

Louisville will meet or exceed procurement requirements as stated in 2 CFR Part 200 (Uniform Guidance) when using federal funds to purchase goods or services. Link: [Uniform Guidance](#). Department Directors, Project Managers and other purchasers should consult the [Uniform](#)

Guidance to ensure purchases using federal funds, specifically bidding requirements and suspension and debarment regulations, comply with those outlined in federal regulations.

For purchases using federal funds, purchasing Department must verify and retain documented proof the person/entity selected as the winning bid is not debarred, suspended, or otherwise excluded from receiving or participating in Federal awards (Link to federal website to verify this information: [SAM.gov | Search](https://sam.gov)).

The Unique Entity Identifier (UEI) is a 12 digit alpha numeric code assigned to organizations applying for federal grant funds. An active UEI is required to apply for or receive grant awards. Only one UEI is allowed per organization and federal ID number. The City Manager's Office will serve as the Account Administrator for the City's UEI and is responsible for renewing the UEI each year. ~~Add language for UEI;~~

SECTION XII – APPENDICES-IMPORTANT LINKS

~~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 I – Sample Data Protection Addendum~~

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

<p>Submitted By: Department Name <input style="width: 100%;" type="text"/></p> <p>Requestor's Name <input style="width: 100%;" type="text"/></p> <p>Vendor # <input style="width: 100%;" type="text"/></p> <p>Vendor Name: <input style="width: 100%;" type="text"/></p> <p>Vendor Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Vendor Contact: <input style="width: 100%;" type="text"/></p> <p>Vendor Phone: <input style="width: 150px;" type="text"/> Vendor Fax: <input style="width: 150px;" type="text"/></p>	<p>PO# <input style="width: 100%;" type="text"/></p> <p>Check One: <input type="checkbox"/> New Vendor - Will Use Again <input type="checkbox"/> New Vendor - One-time Use Only</p> <p>And Check If: <input type="checkbox"/> Capital Project (Need 2 Copies of Paperwork)</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>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</p> </div>	<p>Date Requested <input style="width: 100%;" type="text"/></p> <p> <input type="checkbox"/> Full Payment / Close PO <input type="checkbox"/> Partial Payment / Leave PO Open <input type="checkbox"/> Handtype Requested </p> <p>Return Check To: <input style="width: 100%;" type="text"/></p> <p>Approvals: <input style="width: 100%;" type="text"/> Department Director or Designee <input style="width: 100%;" type="text"/> Finance Director or Designee <input style="width: 100%;" type="text"/> City Manager or Designee</p>
---	--	---

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

APPENDIX C: RECEIPT OF GOODS FORM



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



Asset Disposal Form

Disposal Date:

Description

Manufacturer Model

Location Year

Asset Number Serial Number

Type of Disposition	Comments
---------------------	----------

Transferred	<input type="checkbox"/>	<input style="width: 100%;" type="text" value="From: To:"/>
Sold*	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Traded*	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Recycled*	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Junked	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Lost/Stolen	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>
Other	<input type="checkbox"/>	<input style="width: 100%;" type="text"/>

*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 Interviews of applicants selected by City for interview	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:

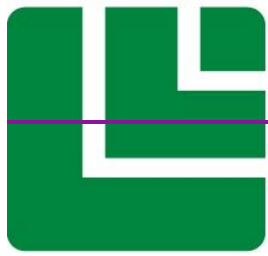
By _____

Title: _____

Date _____



APPENDIX F: SAMPLE REQUEST FOR QUALIFICATIONS



City *of* Louisville

Request for Qualifications (RFQ)

Issued DATE

DEPARTMENT
749 Main Street
Louisville, CO 80027 (303) 335-4505

TABLE OF CONTENTS

Page

Schedule of Events
2

Introduction & Background
3
General Information & Requirements
3
Project Scope
6
Vendor Qualifications
7
Evaluation Criteria
9

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

2019-Updated Version

INDEPENDENT CONTRACTOR AGREEMENT BY AND BETWEEN THE CITY OF LOUISVILLE AND _____ FOR _____ SERVICES

_____ 1.0 _____ PARTIES

This INDEPENDENT CONTRACTOR AGREEMENT (this "Agreement") is made and entered into this _____ day of _____, 20__ (the "Effective Date"), by and between 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").

2.2 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 not pay mileage and other reimbursable expenses (such as meals, parking, travel expenses, necessary memberships, etc.), unless such expenses are (1) clearly set forth in the Scope of Services, and (2) necessary for performance of the Services ("Pre-Approved Expenses"). The foregoing amounts of compensation shall be inclusive of all costs of whatsoever nature associated with the 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 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 _____ 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~~

~~6.1 The term of this Agreement shall be from the Effective Date to _____, 20____, unless sooner terminated pursuant to Section 13, below. The Contractor's Services under this Agreement shall commence on [(the Effective Date) or (on another date desired by the City, after the Effective Date)] and Contractor shall proceed with diligence and promptness so that the Services are completed in a timely fashion consistent with the City's requirements.~~

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

~~7.0 INSURANCE~~

~~7.1 The 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 selfinsured status may be substituted.~~

~~7.1.2 General Liability insurance with minimum combined single limits of \$1,000,000 each occurrence and \$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 \$400,000 per person in any one occurrence and \$1,000,000 for two or more persons in any one occurrence, and auto property damage insurance of at least \$50,000 per occurrence, with respect to each of Contractor's owned, hired or nonowned 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.~~

~~7.2 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 or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to the City, its officers, or its employees.~~

~~8.0 INDEMNIFICATION~~

~~To the fullest extent permitted by law, the 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 IMPOSE RESPONSIBILITIES INCLUDING, BUT NOT LIMITED 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 This Agreement shall be deemed entered into in Boulder County, Colorado, and shall be governed by and interpreted under the laws of the State of Colorado. Any action arising out of, in connection with, or relating to this Agreement shall be filed in the courts of Boulder County or the federal district court for the District of Colorado, and in no other court. [If out of state contractor: Contractor hereby waives its right to challenge the personal jurisdiction of the courts of Boulder County and the federal district court for the District of Colorado over it.] Colorado law shall apply to the construction and enforcement of 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. The City is constrained by a Colorado statute, C.R.S. § 8-17.5-101, et seq., requiring the City to use the term “illegal alien” in City contracts. In the spirit of the Parties’ contractual relationship and the Services to be provided by Consultant under this Agreement, the Parties acknowledge the term “illegal alien” is outdated, brands humans—as opposed to actions—as illegal, and may have an isolating, disorienting, dehumanizing, and denigrating effect on immigrants.~~

~~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 email transmission, addressed to the party for whom it is intended at the following address:~~

~~_____ If to the City:

_____ City of Louisville
_____ Attn: _____ 749 Main Street
Louisville, CO 80027
_____ e-mail: _____~~

~~_____ If to the Contractor:

_____~~

~~Except for notices by email transmission, any notice required or permitted under this Agreement 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. Notices by email transmission shall be effective on transmission, so long as no message of~~

~~error or non receipt is received by the party giving notice. 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~~

~~a) 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.~~

~~b) 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.~~

~~21.0 NO THIRD PARTY BENEFICIARIES~~

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

~~22.0 SUBCONTRACTORS~~

~~Contractor may utilize subcontractors identified in its qualifications submittal to assist with non-specialized works as necessary to complete projects. Contractor will submit any proposed subcontractor and the description of its services to the City for approval. The City will not work directly with subcontractors.~~

~~23.0 AUTHORITY TO BIND~~

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

In witness whereof, the parties have executed this Agreement to be effective as of the day and year first above written.

CITY OF LOUISVILLE

By: _____

Mayer

Attest: _____

City Clerk

CONTRACTOR:

By: _____
Title: _____

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 Everify 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:~~

~~c. 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~~

~~d. 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. § 8-17.5102, 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 8-17.5101(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~~
- ~~_____ Insert Effective Date~~
- ~~_____ 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 16.2:~~
- ~~_____ Remove brackets or remove language depending on whether Contractor is an in state or out of state contractor~~

~~Section 19:~~

- ~~_____ Insert contact information for Contractor~~

~~Signature Page:~~

- ~~_____ Complete signature block for Contactor~~
- ~~_____ Get the contractor to sign first before getting the signature of the Mayor or City Manager~~

~~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 one time only 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

APPENDIX I: SAMPLE DATA PROTECTION ADDENDUM

ADDENDUM — [Insert Name of Agreement to which Addendum is to be Attached]

This Addendum is attached to and made part of the [Insert Name of Agreement] dated _____, 20__ (“Agreement”) between _____ (“Vendor”) and the **City of Louisville, Colorado** (“City”).

WHEREAS, Vendor and City by this Addendum desire to amend the Agreement as set forth herein;

NOW THEREFORE, Vendor and City hereby agree to the following additions to the Agreement, and hereby agree **the provisions of this Addendum shall control in the event of any conflict:**

1. — Service Level:

A. — The products/services provided to City by Vendor shall be available 99.9% of the time, excluding unavailability due to City’s inability to maintain internet access or due to any failure in internet access caused by a third party internet provider, and excluding scheduled downtime, which downtime shall not exceed four (4) hours in duration in any one month period, of which City is notified at least 12 hours in advance and which shall occur outside of normal business hours (“Availability Requirement”). In the event the products/services do not meet the Availability Requirement (a “Service Level Failure”) in any calendar month, Vendor shall provide City with a credit on the next monthly invoice equal to the pro-rated charges for one (1) full day of the affected services (i.e., 1/30 of the monthly fee, assuming a 30-day month) for each day during which there was a Service Level Failure in such calendar month (a “Service Credit”).

B. — Vendor shall back up data provided by City and City customers (“City Data”) at an off site location at least as frequently as follows: for the first seven (7) days after such data has been provided, every fifteen (15) minutes; for the second seven (7) days after such data has been provided, every four (4) hours; and, after fourteen (14) days since such data has been provided, daily. Vendor shall ensure City Data can be restored from such back ups in the event of server failure or other failure resulting in data loss. Vendor shall ensure City Data is retained in such back ups for the entire term of the Agreement.

2. — Ownership and Confidentiality:

A. — All City Data is and shall remain owned by City. All City Data shall be capable of export to Microsoft Excel, Word, CSV or fixed length file formats (each a “Reproducible Format”).

B. — All City Data is and shall remain the confidential information of City. In fulfilling its obligations under the Agreement, Vendor shall exercise the same degree of care and protection with respect to City Data that it exercises with respect to its own confidential information, but in no event shall Vendor exercise less than a reasonable standard of care. Vendor shall only use, access and disclose City Data as necessary to fulfill its obligations under the Agreement. Except as provided in subsection (C), Vendor shall not directly or indirectly disclose, sell, copy, distribute, republish, market, demonstrate or allow any third party to have access to any City Data.

C. — If, in fulfilling its obligations under this Agreement, Vendor should disclose any City Data to any third party or subcontractor, Vendor shall cause such third party or subcontractor, through written agreement, to exercise the same degree of care and protection with respect to City Data as is required

of Vendor under this Agreement. Vendor agrees that it is fully responsible to City for the acts and omissions of its subcontractors and of persons directly or indirectly employed by Vendor. Nothing contained herein shall create any contractual relations between City and any subcontractor of Vendor. Vendor shall remain responsible to City for all activities of its subcontractors to the same extent as if such activities had been undertaken by Vendor itself.

D. — All domains and domain names used and/or created in connection with the products/services provided under the Agreement to City shall become, and all logos and information provided by City for use in such domains are and shall remain, the sole property of City.

3. — Personal Identifying Information and Breach.

A. — City Data may include City customer “Personal Identifying Information” (hereinafter referred to as “Personal Information”), as such term is defined in Title 24, Article 73, Part 1 of the Colorado Revised Statutes (“C.R.S.”). In maintaining, storing, and processing of Personal Information, Vendor shall comply with the obligations of a “Third Party Service Provider” as such term is defined in Section 24-73-102, C.R.S. Such obligations include but are not limited to implementation and maintenance of reasonable security procedures and practices that are: (a) appropriate to the nature of the Personal Information disclosed to Vendor; and (b) reasonably designed to help protect Personal Information from unauthorized access, use, modification, disclosure, or destruction.

B. — If Vendor becomes aware that a security breach of Personal Information may have occurred, Vendor shall notify the City within 3 days. Such notice shall at minimum contain (a) the date, estimated date, or estimated date range of the security breach; and (b) a description of the Personal Information that was acquired or reasonably believed to have been acquired as part of the security breach. The City may request, and upon such request Vendor shall provide, additional information relevant to the security breach; provided that, Vendor shall not be required to disclose confidential business information or trade secrets. Vendor shall, at its sole expense, indemnify, defend and hold harmless City, its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, arising out of any third party claim, action or proceeding brought against City, its elected and appointed officers and its employees for any security breach of Personal Information.

4. — Location of Servers. The parties agree all Vendor products/services shall be hosted, primarily, on servers located in _____ (“Primary Servers”). In the event of a failure in Primary Servers, such products/services shall be rolled over to servers located in _____ (“Backup Servers”). Vendor shall provide City with notice within one (1) hour of the roll over of the products/services to the Backup Servers.

5. — Termination. City may terminate the Agreement upon giving 30 days written notice to Vendor. Vendor may terminate this Agreement only if City fails to make a monthly payment in accordance with the Agreement, and fails to cure such failure within 5 days of receiving written notice from Vendor. Within 30 days of termination of the Agreement, Vendor shall provide to City the City Data in the Reproducible Format requested by City. If City does not request a particular Reproducible Format, Vendor shall provide City Data in CSV format. Vendor shall destroy all City Data after, but only after, it provides to the City the City Data in accordance with the requirements of this Section 5.

6. — Compliance with Laws and Indemnification. Vendor represents and warrants that it is, and throughout the term of the Agreement shall remain, in compliance with the Payment Card Industry Data Security Standards (“PCI Standards”); provided that, the City shall use the TSYS TransExpress

(TXP) platform and a Verifone VX-805 reader to complete all credit and debit transactions at _____ throughout the term of this Agreement; and, provided that, the City shall audit the _____ equipment from time to time to ensure no additional devices have been connected or disconnected from any Vendor products/services that may have an impact on compliance with PCI Standards. Vendor shall, at its sole expense, indemnify, defend and hold harmless City, its elected and appointed officers and its employees, from and against all liability, claims, and demands, on account of any injury, loss, or damage, arising out of any third party claim, action or proceeding brought against City, its elected and appointed officers and its employees for non-compliance with PCI Standards by Vendor or any of its officers, employees, agents or subcontractors.

7. Tax Exempt. Vendor acknowledges City is a tax-exempt entity and Vendor shall not collect taxes on the transactions contemplated under this Agreement; provided that, City shall provide Vendor with all documentation needed to evidence City's tax-exempt status.

8. Independent Contractor. It is the expressed intent of the parties that Vendor is an independent contractor and not the agent, employee or servant of City, and that: **VENDOR SHALL SATISFY ALL TAX OBLIGATIONS ON PAYMENTS MADE TO IT HEREUNDER INCLUDING BUT NOT LIMITED TO, PAYMENT OF STATE AND FEDERAL INCOME AND OTHER TAXES. NO FEDERAL, STATE OR LOCAL TAXES OF ANY KIND SHALL BE WITHHELD OR PAID BY CITY. VENDOR 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 CITY."**

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

10. Insurance; Non-waiver of Governmental Immunity. Vendor shall carry insurance of the type and in amounts sufficient to cover its indemnification obligations under this Agreement. The parties understand and agree that City is relying on, and does not waive or intend to waive by any provision of this contract, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, § 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to City, its officers, or its employees.

~~THIS ADDENDUM ACCEPTED AND AGREED TO BY:~~

~~[Insert Vendor Name] _____~~

City of Louisville, Colorado

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



Other Municipality Purchasing Levels
11/7/2024

Municipality	Petty Cash	Check Request/ No PO	PO minimum	Phone Quotes	Written Bids	Competitive / Formal Bids	Council/Board Approval Needed	Pcard Single Purchase limits	Pcard Monthly Purchase Limits
Louisville - Current	<\$50.00	\$50.01 - \$2,499.99	\$ 2,500	\$2,500 - \$9,999.99	\$10,000 - \$24,999.99	\$25,000 - \$99,999.00	>\$100,000 >\$50,000 items in policy	\$ 1,000	\$ 5,000
Louisville - Proposed	<\$50.00	\$50.01 - \$9,999.99	\$10,000	\$5,000 - \$9,999.99	\$10,000 - \$49,999.99	\$50,000 - \$99,999.00	>\$100,000 >\$50,000 items in policy	varies	varies
Frederick	not listed	< \$50.00	\$ 50.00	< \$10,000	\$10,000 - \$49,999.99	>= \$50,000	>\$100,000 >\$25,000 items not in budget	travel only	travel only
Firestone	not listed	< \$5,000	not listed	\$5,000 - \$25,000	\$25,001 - \$49,999	>= \$50,000	>\$50,000 for items in budget >\$10,000 for items not in budget	not listed	not listed
Lafayette	not listed	< \$25,000	\$25,000	\$7,500 - \$25,000	\$25,001 - \$49,999	> \$50,000	>\$100,000 >\$50,000 items in policy	\$ 25,000	n/a
Longmont	not listed	<= \$10,000	\$10,001	\$10,001 - \$250,000		> \$250,000	not listed / n/a	\$ 10,000	not listed
Westminster				\$10,000 - \$50,000		> \$50,000			
Broomfield	not listed	<\$5,000	\$ 5,000	\$10,000 - \$50,000		> \$50,000		\$ 5,000	not listed
Thornton	none	<\$5,000	\$ 5,000	\$5,001 - \$25,000	\$25,001 - \$50,000	> \$50,000	none	\$ 5,000	none
Brighton	not listed	n/a	\$ 15,001	\$15,001 - \$49,999		> \$50,000	not listed	\$ 15,000	not listed
Superior	not listed	n/a	n/a	\$2,000-\$15,000	\$2,000-\$15,000	>\$25,000	>\$100,000	\$2,000	\$5,000
Golden	\$50	<\$20,000	>\$20,001	\$10,000-\$20,000	\$20,000-\$50,000	>\$50,000 (>\$100k for cap improv)	>\$100,000	up to signature auth. (\$20k for Dept Heads)	



Purchasing Policy Updates - Finance Committee Meeting 11/21/24

Ryder Bailey, CPA, Finance Director

Today's Agenda

Summary of purchasing policy recommended changes:

- Updates to Purchasing Level Authority (*last modified in 2015*)
- Updated bidding process
- Clarifications, clean-up, expansions
 - Removed insurance specifications
 - Expands cooperative purchasing language
 - Clarifies where and how to report stolen or lost P-Card
 - Softens sales tax reimbursement language
 - Removed Appendix and attachments, add links to most up to date form/document.
 - Document is ~60% shorter
- Incorporates Federal Procurement requirements, when using Federal funds
- Seeking Finance Committee's feedback and support to update

Purchasing Levels – Proposed Changes

- Staff surveyed ten cities (Frederick, Firestone, Lafayette, Longmont, Westminster, Broomfield, Thornton, Brighton, Superior and Golden)
- Proposed thresholds are consistent with Federal Procurement guidelines
- Seeking to increase efficiencies and reduce staff time on requisitions (+400 year to date)
- Recently adjusted P-Card purchasing levels and re-negotiated rebate program with FNBO

Purchasing Levels – Proposed Changes

- Requisitions would no longer required for purchases < \$10K (currently \$2,500, unchanged since 2006)
- Added P-Card as allowable purchasing method for items up to \$10,000 (*Dependent upon individual limits*)
- **3 documented** phone or email quotes (informal) required for purchases between \$5K-\$10K
 - Documented quotes / sole source memo required with check request / invoice for Finance to pay
- **3 written & documented** quotes (informal) required for purchases between \$10K-\$50K, Finance Director approves requisition, City Manager approval would no longer required at this level.
 - Documented quotes / sole source memo are still required with REQ

Benchmarked – Purchasing Levels

Municipality	Petty Cash	Check Request/ No PO	PO minimum	Phone Quotes	Written Bids	Competitive / Formal Bids	Council/Board Approval Needed	Pcard Single Purchase limits	Pcard Monthly Purchase Limits
Louisville - Current	<\$50.00	\$50.01 - \$2,499.99	\$ 2,500	\$2,500 - \$9,999.99	\$10,000 - \$24,999.99	\$25,000 - \$99,999.00	>\$100,000 >\$50,000 items in policy	\$ 1,000	\$ 5,000
Louisville - Proposed	<\$50.00	\$50.01 - \$9,999.99	\$10,000	\$5,000 - \$9,999.99	\$10,000 - \$49,999.99	\$50,000 - \$99,999.00	>\$100,000 >\$50,000 items in policy	varies	varies
Frederick	not listed	< \$50.00	\$ 50.00	< \$10,000	\$10,000 - \$49,999.99	>= \$50,000	>\$100,000 >\$25,000 items not in budget	travel only	travel only
Firestone	not listed	< \$5,000	not listed	\$5,000 - \$25,000	\$25,001 - \$49,999	>= \$50,000	>\$50,000 for items in budget >\$10,000 for items not in budget	not listed	not listed
Lafayette	not listed	< \$25,000	\$25,000	\$7,500 - \$25,000	\$25,001 - \$49,999	> \$50,000	>\$100,000 >\$50,000 items in policy	\$ 25,000	n/a
Longmont	not listed	<= \$10,000	\$10,001	\$10,001 - \$250,000		> \$250,000	not listed / n/a	\$ 10,000	not listed
Westminster				\$10,000 - \$50,000		> \$50,000			
Broomfield	not listed	<\$5,000	\$ 5,000	\$10,000 - \$50,000		> \$50,000		\$ 5,000	not listed
Thornton	none	<\$5,000	\$ 5,000	\$5,001 - \$25,000	\$25,001 - \$50,000	> \$50,000	none	\$ 5,000	none
Brighton	not listed	n/a	\$ 15,001	\$15,001 - \$49,999		> \$50,000	not listed	\$ 15,000	not listed
Superior	not listed	n/a	n/a	\$2,000-\$15,000	\$2,000-\$15,000	>\$25,000	>\$100,000	\$2,000	\$5,000
Golden	\$50	<\$20,000	>\$20,001	\$10,000-\$20,000	\$20,000-\$50,000	>\$50,000 (>\$100k for cap improv)	>\$100,000	up to signature auth. (\$20k for Dept Heads)	

Bidding Process - Proposed Changes

- Purchases under \$50k do not require formal bidding. (*current requirement is \$25K+*)
- All Formal bids must still be posted on City's official bidding web site (currently Bidnet) and on City website.
- Removes some requirements for posting in newspaper.
- Adds requirement to verify and document vendor is not suspended or debarred *if* using federal funds (sam.gov).

Clarifications, Clean-up, Expansions

- Removes reference to specific insurance requirements within the document.
 - Insurance and bonding language may still be required but will be based on current agreement approved by City Attorney.
- Expands cooperative purchasing language
 - Current policy limits entities that can be used to leverage competitive terms and prices.
 - Added Sourcewell as named entity and clarified not limited to entities listed.
 - Eliminates \$ cap on when cooperative purchasing can be used.

Clarifications, Clean-up, Expansions (Cont.d)

- Clarifies who to report lost or stolen P-Card
 - Immediately call the bank, not Finance Dept, 24/7 support
- Softens sales tax reimbursement language when using P-Card
 - Employee should *attempt* to have vendor reverse sales tax or refund.
 - Employee *may* need to reimburse City.
- Removes Appendix and Attachments, replaces them with links to the latest documents

Incorporates Federal Procurement Rules

- City is required to follow Federal regulations when buying items with Federal funds.
 - CFR Part 200 (Uniform Guidance for Federal Awards)
 - Must verify vendor is not suspended or debarred and save proof was verified (link added to Sam.gov) SFO

Recommendation

Staff is seeking Finance Committee's feedback and recommendation of an update to the City Purchasing Policy by City Council at a future Council meeting date.

SUBJECT: FINANCE COMMITTEE'S 2025 PRELIMINARY WORK PLAN

DATE: NOVEMBER 21, 2024

PRESENTED BY: RYDER BAILEY, CPA, FINANCE DIRECTOR

SUMMARY:

This agenda item is to facilitate preliminary discussions on the 2025 Finance Committee work plan. Staff will return to Finance Committee at the next meeting with a final work plan for adoption.

SUMMARY:

1. Preliminary/Draft 2025 Finance Committee Work Plan - Clean
2. Preliminary/Draft 2025 Finance Committee Work Plan - Redline

2025 Proposed Finance Committee Work Plan

Major Work Initiatives for 2025

Finance Committee will review (at minimum) all budget amendments, CIP requests, operating budgets, and utility rates before they go to Council.

-
- 2026 Budget Development, Supplemental Year
 - Update Citywide Purchasing Policy
 - RFQ/RFP for Citywide Auditors
 - Exploration of Potential New Revenue Sources for City Major Capital Items – Study Session(s) – Tax Polling Firm Magellan Strategies
 - Parks Fund – Long Term Forecast Structural Issue
 - On-Going Financial Impact of Marshall Fire
 - Fees – CM Inflationary Factor vs Other
-

Quarterly Reports

Material exceptions to be discussed at monthly FiCom meetings

- Cash and Investment Reports
 - Financial Reports
 - Enterprise Dashboards: Recreation, Golf, Utilities
 - Utility Updates: Finances, Acquisitions, Rates, Marshall Fire impacts, Windy Gap/Chimney Hollow, Other
 -
-

First Quarter	Second Quarter
<p>Jan 16 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Property, Casualty and Liability Insurance Update • Utility Fund Update / Inter-Fund Loan / Final 2025 Rate Presentation and Discussion • 2025 Budget Process Recap / Feedback • Monthly Revenue & Sales Tax Reports • 	<p>April 17 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • 2024 EOY Revenues, Expenditures & Changes in Fund Balances (Cash Basis) • Operational Turnback Update • 2024 Year End CIP Report • Review Rollovers/Carry-Overs/1st Budget Amendment • Monthly Revenue & Sales Tax Report
<p>Feb 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • 2026 Budget Supplemental Year - Preliminary Calendar and Process • Sales Tax: 2024 Year End Reports, Audit Program • Write-off of Uncollectible Accounts Receivable 	<p>May 15 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Review of Fiscal/Reserve Policies • Q1 Financial Reports • Q1 Revenue, Sales and Bag Tax Reports • Q1 Cash and Investments Report
<p>March 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • 2024 Year End Cash and Investments • Chandler Investment Presentation - Economy & Investments • Monthly Revenue & Sales Tax Reports 	<p>June 19 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Rec Cen Renewal & Replacement Calculation • Monthly Revenue & Sales Tax Report • Initial 2026 Utility Rate Presentation and Discussion

Third Quarter	Fourth Quarter
<p>July 17 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Annual External Auditor’s Report • Monthly Revenue & Sales Tax Report 	<p>October 16 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Preliminary Assessed Valuation, if necessary • Budget Update, if necessary • Chandler Investment Presentation - Economy & Investments • Monthly Revenue & Sales Tax Reports
<p>August 21 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q2 Financial Report • Q2 Revenue, Sales and Bag Tax Reports • Q2 Cash and Investments Report • Mid-Year Enterprise Dashboard Updates • Budget Update/Discussion: Initial revenue estimates and major expenditure drivers • Revised 2026 Utility Rate Presentation and Discussion, if necessary 	<p>November 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q3 Financial Reports • Q3 Revenue, Sales and Bag Tax Reports • Q3 Cash and Investments Report • Preliminary 2026 Finance Committee Work Program Discussion • Final Budget Amendment • Citywide Fees
<p>September 18 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q2 CIP Report • Budget Update/Discussion, if necessary • Monthly Revenue & Monthly Sales Tax Reports • 	<p>December 18 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Final Assessed Valuation, is necessary • Final 2026 Committee Work Program Approved • Monthly Revenue & Monthly Sales Tax Report

2025 Proposed Finance Committee Work Plan

Major Work Initiatives for 2025

Finance Committee will review (at minimum) all budget amendments, CIP requests, operating budgets, and utility rates before they go to Council.

-
- 2026 Budget Development, Supplemental Year
 - Update Citywide Purchasing Policy
 - RFQ/RFP for Citywide Auditors
 - Exploration of Potential New Revenue Sources for City Major Capital Items – Study Session(s) – Tax Polling Firm Magellan Strategies
 - Parks Fund – Long Term Forecast Structural Issue
 - On-Going Financial Impact of Marshall Fire
 - Fees – CM Inflationary Factor vs Other
 - ~~Open Space and Parks Tax Measure Impacts / Budget Amendment~~
 - ~~Re-Implementation of Audit Program~~
-

Quarterly Reports

Material exceptions to be discussed at monthly FiCom meetings

- Cash and Investment Reports
- Financial Reports
- Enterprise Dashboards: Recreation, Golf, Utilities
- Utility Updates: Finances, Acquisitions, Rates, Marshall Fire impacts, Windy Gap/Chimney Hollow, Other
-

First Quarter	Second Quarter
<p>Jan 16 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Property, Casualty and Liability Insurance Update • Utility Fund Update / Inter-Fund Loan / Final 2025 Rate Presentation and Discussion • <u>2025 Budget Process Recap / Feedback</u> • <u>Monthly Revenue & Sales Tax Reports</u> • 	<p>April 17 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • <u>2024 EOY Revenues, Expenditures & Changes in Fund Balances (Cash Basis)</u> • <u>Operational Turnback Update</u> • 2024 Year End CIP Report • Review Rollovers/Carry-Overs/1st Budget Amendment • Review of Fiscal/Reserve Policies • Monthly Revenue & Sales Tax Report
<p>Feb 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • 2026 Budget Supplemental Year - Preliminary Calendar and Process • Sales Tax: 2024 Year End Reports, Audit Program • Write-off of Uncollectible Accounts Receivable • Q4/2024 Cash and Investments Report 	<p>May 15 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • <u>Review of Fiscal/Reserve Policies</u> • Q1 Financial Reports • Q1 Revenue, Sales and Bag Tax Reports • Q1 Cash and Investments Report •
<p>March 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • 2024 Year End Cash and Investments 	<p>June 19 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Rec Cen Renewal & Replacement Calculation

City of Louisville

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

<ul style="list-style-type: none"> • Chandler Investment Presentation - Economy & Investments • Monthly Revenue & Sales Tax Reports • Bag Tax Funded Programming update • Bag Tax 2024 Year-End Report 	<ul style="list-style-type: none"> • Monthly Revenue & Sales Tax Report • Initial 2026 Utility Rate Presentation and Discussion •
<p>Third Quarter</p>	<p>Fourth Quarter</p>
<p>July 17 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Annual External Auditor’s Report • Monthly Revenue & Sales Tax Report • 	<p>October 16 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Preliminary Assessed Valuation, <u>if necessary</u> • Budget Update, if necessary • Chandler Investment Presentation - Economy & Investments • Monthly Revenue & Sales Tax Reports •
<p>August 21 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q2 Financial Report • Q2 Revenue, Sales and Bag Tax Reports • Q2 Cash and Investments Report • Mid-Year Enterprise Dashboard Updates • Budget Update/Discussion: Initial revenue estimates and major expenditure drivers • Revised 2026 Utility Rate Presentation and Discussion, if necessary • 	<p>November 20 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q3 Financial Reports • Q3 CIP Reports • Q3 Revenue, Sales and Bag Tax Reports • Q3 Cash and Investments Report • Preliminary 2026 Finance Committee Work Program Discussion • <u>Final Budget Amendment</u> • <u>Citywide Fees</u>
<p>September 18 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Q2 CIP Report • Budget Update/Discussion, if necessary • Monthly Revenue & Monthly Sales Tax Reports • 	<p>December 18 - 4:00PM – 6:00PM</p> <ul style="list-style-type: none"> • Final Assessed Valuation, <u>is necessary</u> • Final 2026 Committee Work Program Approved • Monthly Revenue & Monthly Sales Tax Report •

SUBJECT: FINAL AMENDMENT TO THE CITY AND LRC'S 2024 BUDGET

- i. RESOLUTION NO. __, SERIES 2024 – A RESOLUTION AMENDING THE 2024 BUDGET BY AMENDING APPROPRIATIONS IN THE GENERAL FUND, GOLF FUND, OPEN SPACE FUND, PARKS FUND, OPEN SPACE AND PARKS FUND, CAPITAL PROJECTS FUND, STORM WATER UTILITY FUND, AND TECHNOLOGY MANAGEMENT FUND FOR ADDITIONAL APPROPRIATIONS WITHIN SUCH FUNDS AND ADJUSTING BUDGETED REVENUE IN THE GENERAL AND GOLF FUND.

- ii. RESOLUTION NO. __, SERIES 2024 – A RESOLUTION AMENDING THE 2024 BUDGET BY AMENDING APPROPRIATIONS IN THE LOUISVILLE REVITALIZATION COMMISSION

DATE: DECEMBER 3, 2024

PRESENTED BY: RYDER BAILEY, CPA, FINANCE DIRECTOR

SUMMARY:

Staff is seeking the Council's approval of the Final Amendment to the 2024 City and Revitalization Commission Budgets. This information was presented and recommended for approval by the City Finance Committee on November 21st, with minor adjustments summarized below. Attached to this communication are Appendices (A-D) to the proposed Resolutions. The amendment contains four general sections/purposes, which can be summarized as previously approved Council Capital and Operational Adjustments since the 2024 Budget Adoption, City Manager recommended appropriation adjustments, the Closing of the former Open Space and Parks Fund, Adjustments to City Sources/Revenue, and adjustments to LRC appropriations, all of which correspond to the following appendices:

- A. Adopt previous Council approved operational and capital appropriation adjustments to the 2024 expenditure budget. The total amount of this portion of the expenditure amendment, broken out by fund is:
 - a. Fund 101 – General - \$471,472
 - b. Fund 301 – Capital - \$168,786
 - c. Fund 503 – Utilities/Storm - \$0

Total - \$640,258

*- Line-item detail of this Section can be found in Appendix A

B. Adopt other Staff Recommended operating appropriation adjustments to 2024 expenditures for Museum Grant funded expenses, Golf Variable Staffing and Pro Shop resale merchandise, computer disposal and recycling and transfer appropriations required to close out the former Open Space and Parks fund to the newly created Open Space and Parks Funds. The total amount of this portion of the expenditure amendment, broken out by fund is:

- a. Fund 101 – General - \$35,000
- b. Fund 520 – Golf - \$200,000
- c. Fund 602 – Tech Management Fund - \$4,500
- d. Fund 201 – Open Space and Parks Fund - \$900,000
- e. Fund 210 – Open Space Fund - <\$500,000>
- f. Fund 211 – Park Fund - <\$400,000>

Total - \$239,500

*- Line-item detail of this Section can be found in Appendix B

C. Adopt Sources/ Revenue adjustments to the 2024 Budget. The total amount of this portion of the amendment, broken out by fund is:

- a. Fund 101 – General - \$235,000
- b. Fund 520 – Golf - \$200,000

Total - \$435,000

*- Line-item detail of this Section can be found in Appendix C

D. Louisville Revitalization Commission (LRC) recommended adjustments to appropriations.

- a. Fund 221* – Urban Revitalization District - <\$107,870>

Total -<\$107,870>

*- Line-item detail of this Section can be found in Appendix D

Note: The proposed LRC budget amendment was reviewed and approved by the LRC at their October 30th meeting.

SUMMARY OF ADJUSTMENTS SINCE THE NOVEMBER 21ST, FINANCE COMMITTEE MEETING:

The Finance Committee recommended Council approval of the Final Budget Amendment to the 2024 City and LRC Budgets.

RECOMMENDATION:

Council is being asked to approve the proposed budget amendments to the Budget Year 2024 necessary to complete budgeted and existing Capital projects and Department Operational functions and goals.

FISCAL IMPACT:

The proposed budget amendment increases the City expenditure budget by \$879,758, offset by additional revenues in the amount of \$435,000, for a net impact to all City funds of \$444,758.









The proposed budget amendment decreases the LRC 2024 Budget by \$107,870 to \$4,466,427.

Upon approval of this adjustment, all funds with reserve requirements are to remain in full compliance with Reserve Policies.

ATTACHMENTS

- 1. Resolution No. __, Series 2024 – Citywide
 - 1a. Appendices A - C
- 2. Resolution No. __, Series 2024 – Louisville Revitalization Commission
 - 2a. Appendix D
- 3. PowerPoint Presentation

STRATEGIC PLAN IMPACT:

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

Appendix A
City of Louisville, Colorado
2024 Budget Amendment Detail
Changes to 2024 Expenditure Budget - Items Previously Approved by Council

Account Number	Account Description	Current Budget	Proposed Amendment	Proposed Budget	Comments/Notes
101110-532909	Marshall Fire - Services	59,137	93,724	152,861	This effort supports recovery efforts for the Marshall Fire, funded by permit fees. Approved by Council on June 4th Pet Memorial Installation and Landscaping. Approved by Council on April 2nd. Senior Water Rebate Program adjustment. Approved by Council on August 6th. City funded portion of City Skate. Approved by Council on June 4th. Approved by Council on May 21st. On Call Plan Review and Plan Inspections, funded by permit fees. Approved by Council on July 30th. Emergency repairs to Steinbaugh. Approved by Council on July 1st.
101121-580050	Contingency	10,000	13,386	23,386	
101121-538420	Contributions and Grants	45,500	5,000	50,500	
101122-531100	City Skate	-	54,362	54,362	
101431-540111	Prof Serv - Traffic Signal Maintenance	155,000	25,000	180,000	
101530-540140	Prof Serv-Plan Review/Insp. Parts/Repairs/Maintenance -	200,000	200,000	400,000	
101736-550000	Bldgs-Facilities	6,000	80,000	86,000	
101 Total			471,472		
301191-620144	City Services Roof Repair	35,000	131,786	166,786	Maintenance and repairs of the City Services building roof - Approved by Council on May 7th Library Server replacements - Approved by Council on Oct 1st
301173-650099	Storage, Server, Backup Refresh	2,789	37,000	39,789	
301 Total			168,786		
503499-630096	Detention Pond Maintenance	623,784	(458,030)	165,754	Shift appropriations to two projects; SW Quality and MP - Approved by Council on Oct 1st Stormwater Quality Master Plan - Approved by Council on Oct 1st Stormwater Master Plan - Approved by Council on Oct 1st
503499-660287	Storm Water Quality Master Plan	328,019	413,517	741,536	
503499-660273	Storm Water Quality Master Plan	150,000	44,513	194,513	
503 Total			-		
Totals			640,258		

Appendix B
City of Louisville, Colorado
2024 Budget Amendment Detail
Changes to 2024 Expenditure Budget - Staff Recommendations

Account Number	Account Description	Current Budget	Proposed Amendment	Proposed Budget	Comments/Notes
101610-538395	Museum Grant Expense	33,086	35,000	68,086	Scientific and Cultural Facilities District Grant
101 Total			35,000		
520713-511100	Variable Salaries	94,889	150,000	244,889	Busier season required additional staff
520712-529100	Resale Merchandise	160,000	50,000	210,000	Higher than anticipated Pro Shop sales, need to replenish low stock
520 Total			200,000		
602120-540420	Prof Serv-Disposal & Recycling	500	4,500	5,000	Recycling e-waste
602 Total			4,500		
201910-990210	Transfer to Open Space	612,844	500,000	1,112,844	Transferring to OS Fund -Close out of Former Fund
210001-980201	Transfer from OS&P Fund	(612,844)	(500,000)	(1,112,844)	Transferring from OS&P to OS Fund - Close out of Former Fund
201910-990211	Transfer to Parks	1,100,562	400,000	1,500,562	Transferring to Parks Fund - Close out of Former Fund
211001-980201	Transfer from OS&P Fund	(1,100,562)	(400,000)	(1,500,562)	Transferring from OS&P to Parks Fund - Close out of Former Fund
Transfer Total		-	-		
Totals			239,500		

Appendix C
City of Louisville, Colorado
2024 Budget Amendment Detail
Changes to 2024 Revenue Budget

Account Number	Account Description	Current Budget	Proposed Amendment	Proposed Budget	Comments/Notes
101016-421500	Construction Permit Revenues	1,209,720	200,000	1,409,720	Fees to cover/offset On Call Plan Reviews and Plan Inspections. Approved by Council on July 30th.
101055-432570	State Grant Museum	33,086	35,000	68,086	Scientific and Cultural Facilities District Grant
101 Total			235,000		
520053-447100	Green Fees	1,361,000	150,000	1,511,000	Better than anticipated Green Fee revenues
520053-447130	Driving Range Fees	200,000	50,000	250,000	Better than anticipated Drivng Range revenues
101 Total			200,000		
Totals			435,000		

Appendix D
City of Louisville, Colorado
2024 Budget Amendment Detail
Adjustments to 2024 Urban Revitalization Budget

Account Number	Account Description	Current Budget	Proposed Amendment	Proposed Budget	Comments/Notes
		-			
221120-532000	Advertising/Marketing	75,870	(75,870)	-	LRC Oct 30th meeting Budget Adj recommendation
221120-532302	C-I-P Consulting - COL (Staffing Support)	75,000	(75,000)	-	LRC Oct 30th meeting Budget Adj recommendation
221120-532313	Cap Contr - COL - Undergrounding	187,000	(67,000)	120,000	LRC Oct 30th meeting Budget Adj rec. / Project Complete
221120-532319	Cap Contr - COL - Downtown Streetlight Convers	480,000	(84,700)	395,300	LRC Oct 30th meeting Budget Adj rec. / Project Complete
221120-532322	Cap Contr - COL - Downtown Conduit Paver Repa	268,300	(268,300)	-	LRC Oct 30th meeting Budget Adj recommendation
221120-530830	Façade Improvement Programming	350,000	(275,000)	75,000	LRC Oct 30th meeting Budget Adj recommendation
221120-530831	Property Improvement Programming	250,000	(250,000)	-	LRC Oct 30th meeting Budget Adj recommendation
221120-537213	Assistance Agreement - 1303 Empire Rd - Ironto	-	650,000	650,000	LRC Oct 30th meeting Budget Adj recommendation
221120-540900	Professional Services - Other	20,000	60,000	80,000	LRC Oct 30th meeting Budget Adj recommendation
221111-570100	Principal-Bonds	681,000	278,000	959,000	LRC Oct 30th meeting Budget Adj rec. / Pledged Revenue adj
221 Total			(107,870)		
Totals			(107,870)		



Harper Lake



City of
Louisville

Final Budget
Amendment City
and LRC
2024 Budgets

Ryder Bailey, CPA

Finance Director

December 3rd, 2024

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

- Staff is seeking City Council’s approval of the Final Budget Amendments to the 2024 City and Revitalization Commission’s Budgets.
- The Budget Amendment is largely administrative, as Financial Staff “batches” budget amendments from previously heard and approved Council items.
- This Budget Amendment also requests transfer appropriations necessary to close the former Open Space and Parks Fund into the Open Space and Parks Fund.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

- Today's amendment can be broken out into the following categories;
 - Previously Approved Council Adjustments to Operational Budgets and Capital Projects;
 - Staff Recommended Adjustments;
 - Adjustments required to close out of Former Open Space and Parks Fund;
 - Adjustments to Sources/Revenues; and
 - Louisville Revitalization Commission's recommended adjustments to their Budget.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

- Resolution Nos. **XX & XX** are the official amending documents and present the amendments by fund, the City's legal level of budgetary control.
- The bodies of the Resolutions present the budget changes by Fund totals.
- Appendices A - D to the Resolutions present the amendment by line item account, the greatest level of amendment detail.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Fiscal Impacts:

A. The total amount of previously approved Council operational and capital appropriation adjustments to the 2024 budget, broken out by Fund as follows;

- Fund 101 – General - \$471,472
- Fund 301 – Capital - \$168,786

Total - \$640,258

*Detail can be found in Attachment – Appendix A.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Fiscal Impacts:

B. The total amount of Staff Recommended appropriation adjustments to 2024 operating expenditures for Museum Grant funded expenses, Golf variable staffing and Pro Shop resale merchandise and computer disposal and recycling, broken out by Fund as follows;

- Fund 101 – General - \$35,000
- Fund 520 – Golf - \$200,000
- Fund 602 – Tech Management Fund - \$4,500

Total - \$239,500

*Detail can be found in Attachment – Appendix B.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

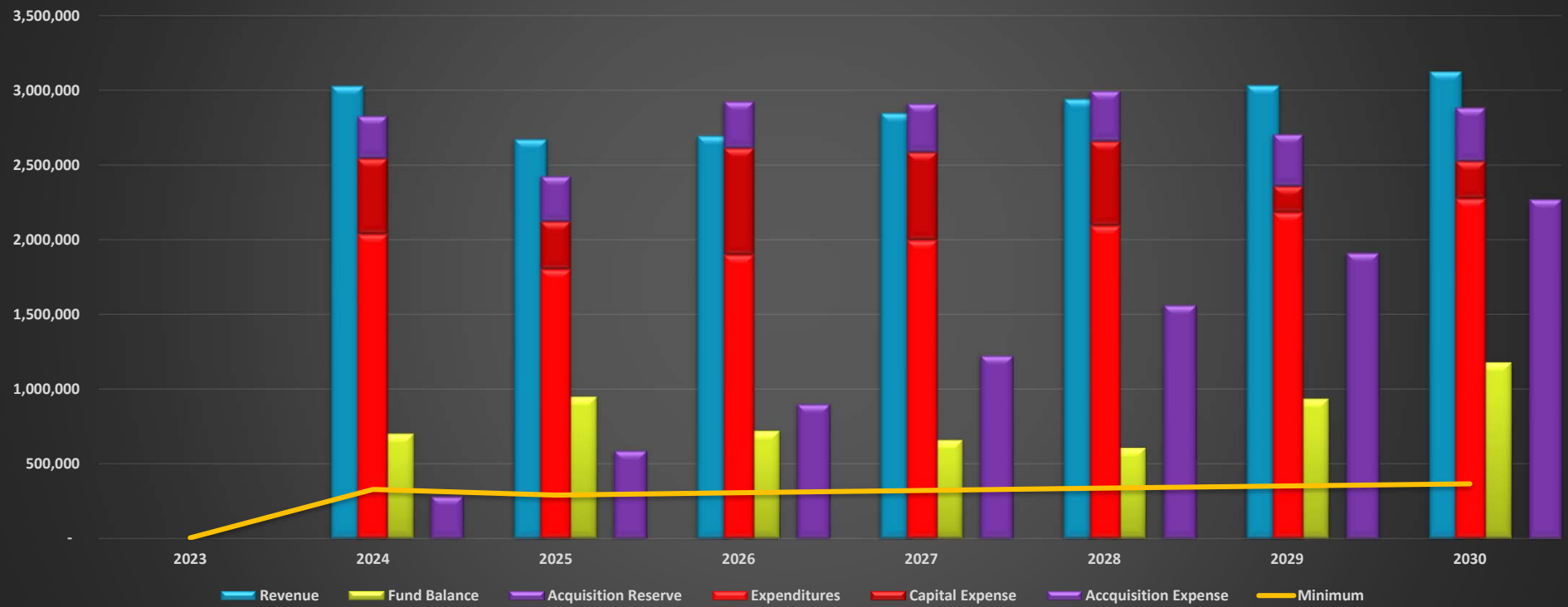
Fiscal Impacts:

Also within Appendix B, Staff is Recommending the following appropriation adjustments to transfers required to close to the formerly shared Open Space and Parks fund;

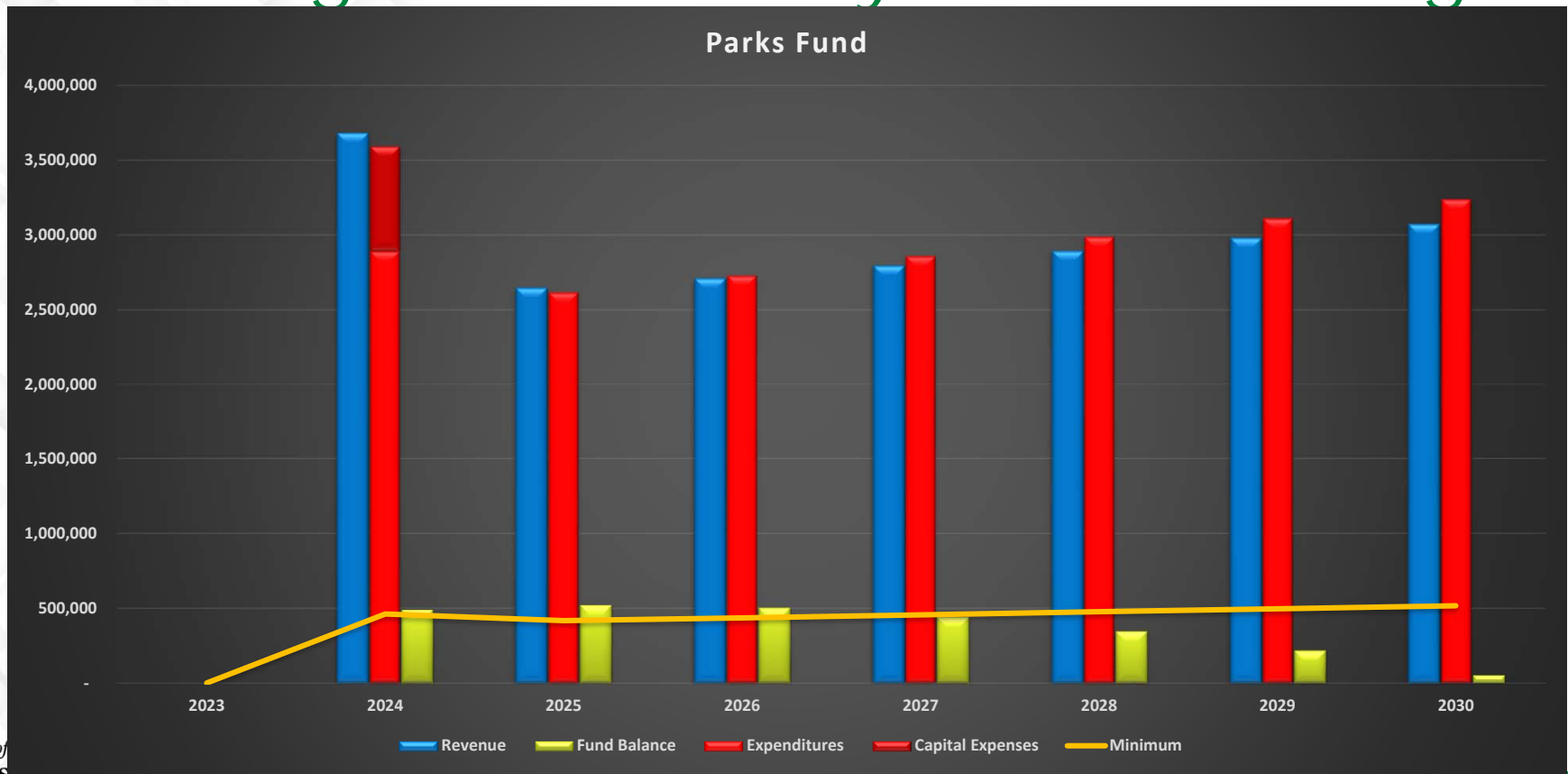
- Fund 201 – Open Space and Parks Fund – Transfer Out - \$900,000
- Fund 210 – Open Space Fund - Transfer In - <\$500,000>
- Fund 211 – Park Fund - Transfer In - <\$400,000>
- Current/Estimated Fund Balance in former Fund 201 - ~\$900,000
- Ensures Parks Fund minimum fund balance is met, with balance transfer to Open Space Fund
- Ensures each Fund meets minimum reserve requirements as of January 1, 2025.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Open Space Fund



Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets



Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Fiscal Impacts:

C. The total amount Sources/Revenue adjustments to the 2024 Budget for Permit, Grant, and Golf revenues are as follows;

Broken out by Fund;

- Fund 101 – General - \$235,000
- Fund 520 – Golf - \$200,000

Total - \$435,000

*Detail can be found in Attachment – Appendix C.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Fiscal Impacts:

D. The total amount of adjustments to existing appropriations for Louisville Revitalization Commission (LRC) are;

Broken out by Fund as follows;

- Fund 221* – Urban Revitalization District
- **Total <\$107,870>**

These adjustments were presented and approved by the LRC at their October 30th meeting.

*Detail can be found in Attachment – Appendix D.

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

Impacts to Financial Reserves:

- Upon budget amendment adoption, funds with reserve requirements will remain in full compliance with the City’s Reserve Policies.

Fund	Minimum Reserve Met (15%)	Target Reserve Met (25%)
General Fund	√	√
Open Space Fund	√	n/a
Parks Fund	√	n/a
Capital Fund	√	n/a
Golf Fund	√	n/a

Budget Amendment – Res. Nos. XX & XX Amending the 2024 City and LRC Budgets

The Finance Committee reviewed and recommended approval of a preliminary draft of the proposed amendment at their November 21st, meeting.

Staff's Recommendation is for Council to approve the Proposed Final Amendments to the 2024 City and Louisville Revitalization Commission's Budget.

Thank you, City Staff is available to answer questions.

**SUBJECT: APPROVAL OF RESOLUTION NO. XX, SERIES 2024 – A
RESOLUTION SETTING CERTAIN FEES, RATES, AND
CHARGES FOR THE CITY OF LOUISVILLE**

DATE: DECEMBER 3, 2024

**PRESENTED BY: RYDER BAILEY, CPA, FINANCE DIRECTOR
SAMMA FOX, INTERIM CITY MANAGER**

SUMMARY:

Each year, the City Council sets certain fees, rates and charges for the upcoming year by resolution. City Council, through Ordinance 1603, Series 2011, also authorized the City Manager to set certain fees, rates and charges not otherwise set by the Council.

The fees set by the City Manager include such things as fees for photo copies, maps and documents, development application reviews, recreation center programs and classes, rental rates for various facilities, and charges for cemetery plots and services. The City Manager sets these fees and charges in effort to recover costs and defray operational expenses.

For 2024, certain fees include a 2.0% adjustment which is based on the regional Denver-Aurora- Lakewood - Consumer Price Index for July 2024.

Of the total 293 City Manager Fees, 104 fees (35%) are to remain constant, 164 fees (56%) are proposed to be adjusted by an inflationary factor or CPI, while 25 fees (9%) were adjusted by another methodology. Other adjustments to fees include aligning with the State, benchmarking fees to other jurisdictions, or administrative corrections.

FINANCE COMMITTEE:

The Finance Committee reviewed the proposed fees/fines for 2025 on November 21st, 2024.

FISCAL IMPACT:

As a whole, charges for services make up a significant portion of the City's revenue.







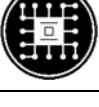

RECOMMENDATION:

Staff recommends approval of Resolution No. **XX**, Series 2024, setting certain fees, rates, and charges for the City of Louisville.

ATTACHMENT(S):

- 1) Resolution No. XX, Series 2024
- 2) Schedule of 2024 and 2025 City Manager Fee Comparisons
 - a) Impact Fee Attachment
- 3) Schedule of 2024 and 2025 City Council Fee Comparisons
 - a) Exhibit A – Council Fees

STRATEGIC PLAN IMPACT:

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

Resolution XX, Series 2024

Exhibit A

		1.05	1.02				
Code Section Ref.	Fee Description	2024 Fee (5%)	2025 Proposed Fee (2% incr.)	Exact % Change	Additional Fee Information	Staff Responsibility	Update Type
1.24.010	Credit on Fine or for time served	\$ 66	\$ 67	1.52%	Per 24hrs.	Deputy City Manager	Adjust Anually with CPI
3.20.402.C	Sales/Use Tax License	\$ 25	\$ 25	0.00%		Finance Director	No Change, Reviewed Annually
5.04.070	Business Registration-				Replaced by Sales/Use Tax License		Deleted Fee
5.08.040	Liquor Application and registration fee				List, see Table 1 (Fees Master PDF pgs 1 & 2 of 29)	Deputy City Manager	Adjust Anually with CPI
5.08.050	Liquor License annual fees (local)				List, see Table 1 (Fees Master PDF pgs 1 & 2 of 29)	Deputy City Manager	Adjust Anually with CPI
5.08.070	Liquor Special Event Permit fees				List, see Table 1 (Fees Master PDF pgs 1 & 2 of 29)	Deputy City Manager	Adjust Anually with CPI
5.10.060/5.11.060	Marijuana Establishment - Application fees	\$ 3,774	\$ 3,849	1.99%	plus \$100 for fingerprinting and background check	Deputy City Manager	Adjust Anually with CPI
5.10.090.C/5.11.100C	Marijuana Establishment - Late Renewal Application Fee	\$ 629	\$ 642	2.07%		Deputy City Manager	Adjust Anually with CPI
5.10.100/5.11.100/110	Marijuana Establishment - Annual Renewal/Operating License Fee	\$ 1,887	\$ 1,925	2.01%		Deputy City Manager	Adjust Anually with CPI
5.10.130.D/5.11.140D	Marijuana Establishment - Modification of Premises	\$ 1,887	\$ 1,925	2.01%		Deputy City Manager	Adjust Anually with CPI
5.10.110.B/5.11.120B	Marijuana Establishment - Change in Location Application Fee	\$ 1,887	\$ 1,925	2.01%		Deputy City Manager	Adjust Anually with CPI
5.10.130.C/5.11.140C	Marijuana Establishment - Transfer of Ownership Application Fee	\$ 3,774	\$ 3,849	1.99%		Deputy City Manager	Adjust Anually with CPI
5.12.020	Contractor's Licenses, application and fee	\$ -			List, see Table 2 (Fees Master PDF pg 3 of 29)	Planning Director	Adjust Anually with CPI
5.16.040	Massage Parlor, Application Fee	\$ 438	\$ 447	2.05%		Deputy City Manager	Adjust Anually with CPI
5.16.130	Massage Parlor, Initial fee, and annual renewal	\$ 438	\$ 447	2.05%	\$150 each renewal	Deputy City Manager	Adjust Anually with CPI
5.18.050	Sexually Oriented Businesses, License fee	\$ 251	\$ 256	1.99%	Annual	Planning Director	Adjust Anually with CPI
5.18.050	Sexually Oriented Businesses, Manager fee	\$ 66	\$ 67	1.52%		Planning Director	Adjust Anually with CPI
5.18.050	Sexually Oriented Businesses, Application Fee	\$ 629	\$ 642	2.07%		Planning Director	Adjust Anually with CPI
5.20.050	Cable TV system - New Application	\$ 1,258	\$ 1,283	1.99%		Deputy City Manager	Adjust Anually with CPI
5.20.050	Cable TV system - Transfer or Assignment	\$ 629	\$ 642	2.07%		Deputy City Manager	Adjust Anually with CPI
6.12.060	Dog License - Spayed or Neutered	\$ 14	\$ 14	0.00%		Deputy City Manager	No adjustment for 2025
	Dog License - Un-Spayed or Un-Neutered	\$ 20	\$ 20	0.00%		Deputy City Manager	No adjustment for 2025
6.20.010	Fowl running at large	\$ 0.25	\$ 0.25	0.00%	Per fowl	Police Chief	No Change, Adjust Anually with CPI
8.08.030	Cutting Weeds, recoup administrative costs	\$ 189	\$ 193	2.12%		Parks Director	Adjust Anually with CPI
8.12.200	Arborist License	\$ 41	\$ 42	2.44%	Annual	Parks Director	Adjust Anually with CPI
8.40.050	Pest Control, recoup administrative costs	\$ 64	\$ 65	1.56%		Police Chief	Adjust Anually with CPI
8.64.090	Residential Refuse and Recycling				List, see Table 6 (Fees Master PDF pgs 22-28 of 29)	Public Works Director	New contract, includes EV Trucks, Adjust Anually with CPI going frwd
9.40.050	Live Music event application fee	\$ 26	\$ 27	3.85%		Deputy City Manager	Adjust Anually with CPI
9.60.010	Failure to return library materials processing fee, plus cost of item	\$ 7	\$ 7	0.00%		Library Director	No Change, Adjust Anually with CPI
10.12.230	Bicycle License Fee	\$ -			No charge	Police Chief	No Charge
10.18.030	Parking Permit Fee	\$ -			No parking districts currently exist. Fee established by City Council.	City Manager	No Charge
12.12.030	Excavation Permit				List, see Table 7 (Fees Master PDF pg 29 of 29)	Public Works Director	Separate Process
13.08.130	Turn on water after the violation of supplying water to others	\$ 54	\$ 55	1.85%		Public Works Director	Adjust Anually with CPI
13.24.030	Sewer Tap (residential and non-residential)				List, see Table 3 (Fees Master PDF pg 3 of 29)	Public Works Director	Separate Process
13.12.090	Water Rates for Usage, (residential and non-residential)				List, see Table 5 (Fees Master PDF pg 7-15 of 29)	Public Works Director	Separate Process
	Inside City Limits					Public Works Director	Separate Process
	Outside City Limits				Double In-City rates from Table 5	Public Works Director	Separate Process
13.12.080	Bulk Water Rate:					Public Works Director	Separate Process
	Weekly Permit Fee	\$ 50	\$ 50	0.00%		Public Works Director	Separate Process
	Deposit for Meter	\$ 2,500	\$ 2,500	0.00%		Public Works Director	Separate Process
	Per 1,000 gallons	9.41	10.03	6.59%	List, see Table 5 (Fees Master PDF pg 21 of 29)	Public Works Director	Separate Process
13.28.030	Residential and Non-residential Sewer rates				List, see Table 5 (Fees Master PDF pg 16-18 of 29)	Public Works Director	Separate Process

Code Section Ref.	Fee Description	2024 Fee (5%)	2025 Proposed Fee (2% incr.)	Exact % Change	Additional Fee Information	Staff Responsibility	Update Type
13.32.110	Cost Recovery Fees for Wastewater (Annual):					Public Works Director	Separate Process
	Significant Contributor	\$ 1,000	\$ 1,000	0.00%	Annual, a user with a discharge permit requiring compliance rep	Public Works Director	Separate Process
	Small Significant Contributor	\$ 500	\$ 500	0.00%	Annual, a user with a discharge permit requiring compliance rep	Public Works Director	Separate Process
	Class A	\$ 500	\$ 500	0.00%		Public Works Director	Separate Process
	Class B	\$ 250	\$ 250	0.00%		Public Works Director	Separate Process
	Class C	\$ 100	\$ 100	0.00%		Public Works Director	Separate Process
	Class D	\$ 50	\$ 50	0.00%		Public Works Director	Separate Process
13.32.125	Surcharge rate for excess BOD and TSS (49 - 2017)	\$ 0.58	\$ 0.58	0.00%	BOD per pound	Public Works Director	Separate Process
	(Resolution 49, Series 2017)	\$ 0.58	\$ 0.58	0.00%	TSS per pound	Public Works Director	Separate Process
	(Resolution 49, Series 2017)	\$ 0.58	\$ 0.58	0.00%	Oil and Grease per pound	Public Works Director	Separate Process
13.37.040 F 1.	Storm water Utility Service Fee:				List, see Table 5 (Fees Master PDF pg 19 of 29)	Public Works Director	Separate Process
	Single Family Residential (Resolution 15, Series 2017)	\$ 6.70	\$ 7.64	14.03%	Per month - Single and Multi Family	Public Works Director	Separate Process
	All Others (Resolution 15, Series 2017)	\$ 6.70	\$ 7.64	14.03%	SF of impervious area/3,500 times \$4.23	Public Works Director	Separate Process
14.16.110	Parks, alcohol use				Deposit	Parks Director	Separate Process
Section 15, various	Building Permits, Inspections, and Review Fees:				List, see Table 4 (Fees Master PDF pgs 4-6 of 29)	Planning Director	Separate Process
15.20.040	Mobile Home, licenses, permits, deposits and fees	\$ 14	\$ 14	0.00%	Installer's License	Planning Director	Adjust Anually with CPI
	Mobile Home Water Deposit	\$ 40	\$ 41	2.50%	Water Deposit	Planning Director	Adjust Anually with CPI
15.24.030	Mobile Home Park operator license	\$ 14	\$ 14	0.00%	Operator License	Planning Director	Adjust Anually with CPI
17.20.025	Parking Improvement Fee - Downtown (Resolution 25, 2017)	\$ 23,521	\$ 24,227	3.00%	Per parking space	Planning Director	Adjust Annually by 3% (Constant)

2025 LIQUOR FEE SCHEDULE

Louisville Liquor Licensing - 303.335.4574

PROPOSED FOR USE IN 2025 - 2% INCREASE - DRAFT

Application Fees	City Fee		State Fee
	Current	Proposed	
Application Fee	\$757.00	\$772.00	\$1,100.00
Application Fee with Concurrent Review	\$757.00	\$772.00	\$1,200.00
Application Fee Transfer of Ownership	\$610.00	\$622.00	\$1,100.00
Application Fee Manager Permit		N/A	\$100.00
Application Late Renewal Fee (Not more than 90-days of license expiration date)		\$500.00	\$500.00
Application Reissue Fee (More than 90-days but less than 180-days of license expiration date)		\$500.00	\$500.00
Application Reissue Fine (More than 90-days but less than 180-days of license expiration date)	\$25.00 a day beyond 90-day expiration date		\$25.00 a day beyond 90-day expiration date
Annual Renewal Application Fee (Effective July 1, 2024)		See Below	\$250.00
Annual Art Gallery Fee		\$100.00	\$0.00

Retail License Fees		Current City Application Fee	Proposed City Application Fee	City License Fee <i>*Set by state schedule</i>	City Total	State Application Fee	State License Fee	State Total <i>*Pay through portal</i>
Art	New	\$757.00	\$772.00	\$41.25	\$813.25	\$1,100.00	\$308.75	\$1,408.75
	Transfer	\$610.00	\$622.00	\$41.25	\$663.25	\$1,100.00	\$308.75	\$1,408.75
	Renewal	\$58.00	\$59.00	\$41.25	\$100.25	\$250.00	\$308.75	\$558.75
Beer & Wine	New	\$757.00	\$772.00	\$48.75	\$820.75	\$1,100.00	\$351.25	\$1,451.25
	Transfer	\$610.00	\$622.00	\$48.75	\$670.75	\$1,100.00	\$351.25	\$1,451.25
	Renewal	\$58.00	\$59.00	\$48.75	\$107.75	\$250.00	\$351.25	\$601.25
Brew Pub	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$750.00	\$1,850.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$750.00	\$1,850.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$750.00	\$1,000.00
Club	New	\$757.00	\$772.00	\$41.25	\$813.25	\$1,100.00	\$308.75	\$1,408.75
	Transfer	\$610.00	\$622.00	\$41.25	\$663.25	\$1,100.00	\$308.75	\$1,408.75
	Renewal	\$58.00	\$59.00	\$41.25	\$100.25	\$250.00	\$308.75	\$558.75
Distillery Pub	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$750.00	\$1,850.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$750.00	\$1,850.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$750.00	\$1,000.00
Entertainment	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$75.00	\$325.00
Hotel & Restaurant	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$500.00	\$750.00
	Hotel Restaurant w/ one Optional Premises	\$0.00	\$0.00	\$75.00	\$75.00	\$250.00	\$600.00	\$850.00
	Each Additional OP License	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$100.00	\$350.00
	Resort Complex	\$0.00	\$0.00	\$75.00	\$75.00	\$250.00	\$500.00	\$750.00
	Campus Liquor Complex	\$0.00	\$0.00	\$75.00	\$75.00	\$250.00	\$500.00	\$750.00
	Related Facility – Resort Complex	\$0.00	\$0.00	\$15.00	\$15.00	\$250.00	\$160.00	\$410.00
Related Facility – Campus Liquor Complex	\$0.00	\$0.00	\$15.00	\$15.00	\$250.00	\$160.00	\$410.00	
Liquor-Licensed Drugstore	New	\$757.00	\$772.00	\$22.50	\$794.50	\$1,100.00	\$227.50	\$1,327.50
	Transfer	\$610.00	\$622.00	\$22.50	\$644.50	\$1,100.00	\$227.50	\$1,327.50
	Renewal	\$58.00	\$59.00	\$22.50	\$81.50	\$250.00	\$227.50	\$477.50
Lodging	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$500.00	\$750.00
Optional Premises		\$0.00	\$0.00	\$75.00	\$75.00	\$0.00	\$500.00	\$500.00
Racetrack	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$500.00	\$750.00
Retail Gaming Tavern	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$500.00	\$750.00
Retail Liquor Store	New	\$757.00	\$772.00	\$22.50	\$794.50	\$1,100.00	\$227.50	\$1,327.50
	Transfer	\$610.00	\$622.00	\$22.50	\$644.50	\$1,100.00	\$227.50	\$1,327.50
	Renewal	\$58.00	\$59.00	\$22.50	\$81.50	\$250.00	\$227.50	\$477.50
Tavern	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$500.00	\$1,600.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$500.00	\$1,600.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$500.00	\$750.00

Retail License Fees		Current City Application Fee	Proposed City Application Fee	City License Fee <i>*Set by state schedule</i>	City Total	State Application Fee	State License Fee	State Total <i>*Pay through portal</i>
Vintner's Restaurant	New	\$757.00	\$772.00	\$75.00	\$847.00	\$1,100.00	\$750.00	\$1,850.00
	Transfer	\$610.00	\$622.00	\$75.00	\$697.00	\$1,100.00	\$750.00	\$1,850.00
	Renewal	\$58.00	\$59.00	\$75.00	\$134.00	\$250.00	\$750.00	\$1,000.00
Fermented Malt Beverage On Premises	New	\$757.00	\$772.00	\$3.75	\$775.75	\$1,100.00	\$96.25	\$1,196.25
	Transfer	\$610.00	\$622.00	\$3.75	\$625.75	\$1,100.00	\$96.25	\$1,196.25
	Renewal	\$58.00	\$59.00	\$3.75	\$62.75	\$250.00	\$96.25	\$346.25
Fermented Malt Beverage & Wine Off Premises	New	\$757.00	\$772.00	\$3.75	\$775.75	\$1,100.00	\$96.25	\$1,196.25
	Transfer	\$610.00	\$622.00	\$3.75	\$625.75	\$1,100.00	\$96.25	\$1,196.25
	Renewal	\$58.00	\$59.00	\$3.75	\$62.75	\$250.00	\$96.25	\$346.25
Fermented Malt Beverage On/Off Premises	New	\$757.00	\$772.00	\$3.75	\$775.75	\$1,100.00	\$96.25	\$1,196.25
	Transfer	\$610.00	\$622.00	\$3.75	\$625.75	\$1,100.00	\$96.25	\$1,196.25
	Renewal	\$58.00	\$59.00	\$3.75	\$62.75	\$250.00	\$96.25	\$346.25

Local and State Issued Permit Fees		City Fee	State Fee
Retail Establishment Permit		\$3.75 plus \$25.00 app fee	\$93.25
Bed & Breakfast Permit		\$3.75	\$71.25
Each Resort-Complex-Related Facility Permit		\$15.00	\$160.00
Liquor Store Tasting Permit		\$50.00	\$0.00
Special Event Permit			
Malt, Vinous and Spirituous Liquor	Application	\$100.00	\$25.00 Per Day
Fermented Malt Beverage (3.2% Beer)	Application	\$100.00	\$10.00 Per Day
Festival Permit	Application	\$150.00	\$50.00
Mini Bar Permit with Hotel Restaurant License	New/Renewal	\$48.75	\$276.25

Additional Fees		City Fee	State Fee
Alternating Proprietor Licensed Premises		N/A	\$150.00
Change of Location		\$150.00	\$150.00
Change of Trade Name/Corporate Name		N/A	\$50.00
Corporate/LLC Change (Per Person)		\$100.00	\$0.00
Manager Registration (Hotel & Restaurant; Tavern; Lodging & Entertainment; Campus Liquor Complex)		\$30.00	\$30.00
Master File Background		N/A	\$250.00
Master File Location Fee (Per Location)		N/A	\$25.00
Modification of Premises		N/A	\$150.00

Exhibit A

Table 2: Contractor’s License, Application, and Fee (No Changes Proposed – Annual Inflation Not Applied)

Type	Class	Fee
GA	Building Contractor Class A*	\$175
GB	Building Contractor Class B*	\$116
GC	Building Contractor Class C*	\$88
D	Building Contractor Class D (Other)	\$88
P	Plumbing Contractor (both commercial and residential)	\$116
M	Mechanical Contractor (both commercial and residential)	\$116
PM	Plumbing & Mechanical Contractor (both commercial & residential)	\$116
PME	Plumbing, Mechanical, & Electrical (both commercial & residential)	\$116
E	Electrical Contractor Registration	\$-
S	Solar Contractor	\$88

*ICC Test required: General Building Contractor A, B, or C LICENSES require copy of corresponding passing test result of ICC National test prior to issuing license.

Table 3: Sewer Tap Fees (No Changes Proposed – Annual Inflation Not Applied)

Unit	Amount
Single Family Residential, per Unit	\$ 4,600
Multi-Family, per Unit (80% SFE)	\$ 3,680
Nonresidential, by Meter Size	
3/4"	\$ 4,600
1"	\$ 8,200
1 1/2 "	\$ 18,400
2"	\$ 32,800
3"	\$ 73,600
4"	\$130,900

Exhibit A

Table 4: Building Permits, Inspections, and Review Fees (Updated through Separate Process – Annual Inflation Not Applied)

BUILDING PERMIT FEES	
Total Valuation	Fees
\$0.00 to \$500.00	\$28.00 except as provided in Sec. 15.04.060.14€LMC for residential permits
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$4.00 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$82.00 for the first \$2,000.00 plus \$16.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$400.00 for the first \$25,000.00 plus \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$700.00 for the first \$50,000.00 plus \$8.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1000.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$4,000.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$6,000.00 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof

Exhibit A

Table 4 Continued: Building Permits, Inspections, and Review Fees (Updated through Separate Process – Annual Inflation Not Applied)

City of Louisville Valuation Data Table*		2024
1	Group (2018 International Building Code Louisville Colorado)	All
2	A-1 Assembly, theaters, with stage	273.51
3	A-1 Assembly, theaters, without stage	263.51
4	A-2 Assembly, nightclubs	233.39
5	A-2 Assembly, restaurants, bars, banquet halls	232.39
6	A-3 Assembly, churches	236.25
7	A-3 Assembly, general, community halls, libraries, museums	231.25
8	A-4 Assembly, arenas	272.51
9	B Business	240.93
10	E Educational	253.16
11	F-1 Factory and industrial, moderate hazard	142.51
12	F-2 Factory and industrial, low hazard	141.51
13	H-1 High Hazard, explosives	133.05
14	H234 High Hazard	133.05
15	H-5 HPM	240.93
16	I-1 Institutional, supervised environment	240.33
17	I-2 Institutional, hospitals	403.60
18	I-2 Institutional, nursing homes	280.29
19	I-3 Institutional, restrained	273.98
20	I-4 Institutional, day care facilities	240.33
21	M Mercantile	174.08
22	R-1 Residential, hotels	242.77
23	R-2 Residential, multiple family	203.34
24	R-3 Residential, one- and two-family	190.00
25	R-4 Residential, care/assisted living facilities	240.33
26	S-1 Storage, moderate hazard	132.05
27	S-2 Storage, low hazard	131.05
28	U Utility, miscellaneous	78.63
29	Basements Unfinished	55.00
30	Basements Finished	120.00
31	Pole Barns, Carports, Decks, Loafing Sheads, Covers	62.84
32	Private Garages	62.84

* Cost per sqft

Note: Minimum valuation shall be determined in accordance with the City of Louisville Building Valuation Data Table per square feet. The valuation is calculated based upon standard building valuation data and where the actual total contract construction cost differs, the higher of the two valuation figures shall be used to determine the building permit fee. The City has the right to audit any project to determine if the proper permit fee was paid.

Exhibit A

Table 4 Continued: Building Permits, Inspections, and Review Fees (Updated through Separate Process – Annual Inflation Not Applied)

OTHER INSPECTIONS AND FEES			
Item	Description	Cost	Note
1.	Inspection outside of normal business hours	\$200/ hour	Minimum charge: 2 hours
2.	Re-inspection fees assessed	\$200/ hour	
3.	Replacement of lost permit/inspection card	\$150	
4.	Administration fee for permit refund	\$75	
5.	For use of outside consultants for plan checking and inspections or both	Actual cost ¹	
6.	Temporary Certificate of Occupancy	\$175	
7.	Work without a permit – 1 st Offense	2 x Permit Fee	Minimum \$200
8.	Work without a permit – 2 nd Offense within 12 months	4 x Permit Fee	Minimum \$400

¹ Additional Administrative/Overhead Costs Required as Noted in Plan Review and Administration Fees Table.

PLAN REVIEW AND ADMINISTRATION FEES	
Type of Fees	Fees
In-House Plan Review Fee	65% of the building permit fee
Administrative/Overhead Costs of Outside Consultant Plan Reviews	20% of the building permit fee
Plan Review Fee for Phased Building Permit	100% of the building permit fee after issuance
Additional Plan Review Fee After Permit is Issued	\$150 per hour (minimum one hour)
Building Permit Requiring Zoning Verification Only	\$28.00



WATER RATES

Effective May 1, 2024, water rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2024 RESIDENTIAL WATER RATES - 3/4" METER

GALLONS	RATE
Zero - 5,000	\$20.63 (minimum monthly charge)
5,001 - 20,000	\$20.63 for the first 5,000 gallons, plus \$5.95 for each additional 1,000 gallons (or fraction thereof)
20,001 - 30,000	\$109.88 for the first 20,000 gallons, plus \$14.80 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	\$257.88 for the first 30,000 gallons, plus \$15.98 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	\$417.68 for the first 40,000 gallons, plus \$17.08 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	\$588.48 for the first 50,000 gallons, plus \$18.23 for each additional 1,000 gallons (or fraction thereof)

May 1, 2024 RESIDENTIAL WATER RATES - 1" METER

GALLONS	RATE
Zero - 5,000	\$20.63 (minimum monthly charge)
5,001 - 20,000	\$20.63 for the first 5,000 gallons, plus \$5.95 for each additional 1,000 gallons (or fraction thereof)
20,001 - 30,000	\$109.88 for the first 20,000 gallons, plus \$14.80 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	\$257.88 for the first 30,000 gallons, plus \$15.98 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	\$417.68 for the first 40,000 gallons, plus \$17.08 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	\$588.48 for the first 50,000 gallons, plus \$18.23 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 3/4" METER**

GALLONS	RATE
Zero - 20,000	\$11.36 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
20,001 - 30,000	\$77.16 for the first 20,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
30,001 - 40,000	\$158.66 for the first 30,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
40,001 - 50,000	\$246.66 for the first 40,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
50,001 and over	\$340.76 for the first 50,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 1" METER**

GALLONS	RATE
Zero - 40,000	\$22.71 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
40,001 - 60,000	\$154.31 for the first 40,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
60,001 - 80,000	\$317.31 for the first 60,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
80,001 - 100,000	\$493.31 for the first 80,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
100,001 and over	\$681.51 for the first 100,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 1-1/2" METER**

GALLONS	RATE
Zero - 80,000	\$34.06 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
80,001 - 120,000	\$297.26 for the first 80,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
120,001 - 160,000	\$623.26 for the first 120,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
160,001 - 200,000	\$975.26 for the first 160,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
200,001 and over	\$1,351.66 for the first 200,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 2" METER**

GALLONS	RATE
Zero - 160,000	\$45.36 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
160,001 - 240,000	\$571.76 for the first 160,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
240,001 - 320,000	\$1,223.76 for the first 240,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
320,001 - 400,000	\$1,927.76 for the first 320,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
400,001 and over	\$2,680.56 for the first 400,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 3" METER**

GALLONS	RATE
Zero - 320,000	\$90.85 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
320,001 - 480,000	\$1,143.65 for the first 320,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
480,001 - 640,000	\$2,447.65 for the first 480,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
640,001 - 800,000	\$3,855.65 for the first 640,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
800,001 and over	\$5,361.25 for the first 800,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 4" METER**

GALLONS	RATE
Zero - 640,000	\$181.67 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
640,001 - 960,000	\$2,287.27 for the first 640,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
960,001 - 1,280,000	\$4,895.27 for the first 960,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
1,280,001 - 1,600,000	\$7,711.27 for the first 1,280,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
1,600,001 and over	\$10,722.47 for the first 1,600,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)

**May 1, 2024 COMMERCIAL, IRRIGATION, AND MULTIFAMILY
WATER RATES - 6" METER**

GALLONS	RATE
Zero - 1,280,000	\$363.37 (minimum monthly charge), plus \$3.29 for each 1,000 gallons (or fraction thereof)
1,280,001 - 1,920,000	\$4,574.57 for the first 1,280,000 gallons, plus \$8.15 for each additional 1,000 gallons (or fraction thereof)
1,920,001 - 2,560,000	\$9,790.57 for the first 1,920,000 gallons, plus \$8.80 for each additional 1,000 gallons (or fraction thereof)
2,560,001 - 3,200,000	\$15,422.57 for the first 2,560,000 gallons, plus \$9.41 for each additional 1,000 gallons (or fraction thereof)
3,200,001 and over	\$21,444.97 for the first 3,200,000 gallons, plus \$10.03 for each additional 1,000 gallons (or fraction thereof)



SEWER RATES

Effective May 1, 2024, sewer rates for all accounts inside city limits are as follows (outside city limits = double these rates):

**May 1, 2024 SINGLE FAMILY RESIDENTIAL
SEWER RATES**

RATE	DESCRIPTION
\$6.28	Monthly Volume Charge, \$ per 1,000 gallons of Average Winter Consumption (AWC). AWC =
\$3.61	Monthly Billing Charge, \$ per Bill
\$8.55	Monthly Readiness to Serve Charge, \$ per Bill

**May 1, 2024 MULTI FAMILY RESIDENTIAL
SEWER RATES**

RATE	DESCRIPTION
\$6.28	Monthly Volume Charge, \$ per 1,000 gallons of Average Winter Consumption (AWC). AWC =
\$3.61	Monthly Billing Charge, \$ per Bill
\$8.55	Monthly Readiness to Serve Charge, \$ per Dwelling Unit

MARCH 19, 2024 ADOPTED WATER, SEWER AND STORMWATER RATES

**May 1, 2024 COMMERCIAL
SEWER RATES**

RATE	DESCRIPTION
\$6.28	Monthly Volume Charge, \$ per 1,000 gallons
\$3.61	Monthly Billing Charge, \$ per Bill
	Monthly Readiness to Serve Charge, \$ per Bill
\$8.55	3/4" Meter
\$14.90	1" Meter
\$32.65	1-1/2" Meter
\$57.80	2" Meter
\$129.05	3" Meter
\$228.71	4" Meter
\$334.79	6" Meter



**City of
Louisville** **STORMWATER RATES**

Effective May 1, 2024, stormwater rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2024 STORMWATER UTILITY RATES

RATE	DESCRIPTION
\$7.64	Monthly Billing Charge, \$ per Bill



REUSE RATES

Effective May 1, 2024, reuse water rates for all accounts inside city limits are as follows (outside city limits = double these rates):

May 1, 2024 REUSE WATER UTILITY RATES

RATE	DESCRIPTION
75% of Residential Rate (\$4.46)	All Non-City Customer Classes - Monthly Volume Charge, \$ per 1,000 gallons
\$0.93	City Customer Class - Monthly Volume Charge, \$ per 1,000 gallons



BULK RATES

Effective May 1, 2024, bulk water rates for all permits are as follows:

May 1, 2024 BULK WATER UTILITY RATES

GALLONS	RATE
Zero - 10,000	(included in rental rate)
10,001 and over	\$10.03 for each additional 1,000 gallons (or fraction thereof)

Louisville, CO service rates

The monthly cost of residential waste, recycling, and compost service

Effective October 1, 2024

Rates are based on your trash cart size and include the first bi-weekly recycling composting cart of any size up to 95-gallon.

Please select a cart size appropriate for your waste generation needs as all materials must be contained within the cart, lids closed.

Pricing includes a \$2.35 city administration fee.

Feedback

Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".

Accept

Opt-Out

More Info



Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".

H: 32" W: 18" D: 37"

\$22.91/month for trash

Holds three 13-gallon waste bags

Includes:

- 35-gallon Trash cart
- Up to one 95-gallon Compost cart
- Up to one 95-gallon Recycle cart



Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".



65-gallon

H: 40 1/2" W: 27" D: 28 1/2"

\$38.11/month for trash

Holds six 13-gallon waste bags

Includes:

- 65-gallon Trash cart
- Up to one 95-gallon Compost cart
- Up to one 95-gallon Recycle cart

Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".



Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".

H: 45" W: 29" D: 34"

\$53.31/month for trash

Holds ten 13-gallon waste bags

Includes:

- 95-gallon Trash cart
- Up to one 95-gallon Compost cart
- Up to one 95-gallon Recycle cart

Additional cart monthly rates

If you are currently using a large 95-gallon trash cart, additional carts are available if your needs require. Fees do apply and are price incrementally with the size of the extra cart needed.

- Extra 35-gallon Trash cart- \$15.20 per month
- Extra 65-gallon Trash cart- \$30.40 per month
- Extra 95-gallon Trash cart- \$45.60 per month
- Extra 35-gallon Recycling or Compost cart \$3.50 per month
- Extra 65-gallon Recycling or Compost \$7.00 per month
- Extra 95-gallon Recycling or Compost \$10.00per month

New Additional Service Option for Weekly Compost and/or Recycling Service by Opting in

Now residents have the option to Opted in to weekly Compost and/or Recycling Service. This service will invoice by directly to the resident by Republic Service on a quarterly basis at \$8.00 /mos. for Compost and \$8.00/mo. for Recycling service.

Residents do have the option to select one or both services. This service is optional, not a requirement.

Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".

Extra material tag cost and where to purchase

If you periodically have extra waste but not enough to increase your cart size Trash Tags are available to purchase at City Hall located at 749 Main Street and/or the Recreation Center located at 900 Via Appia.

A Trash Tag cost \$3.75 and must be placed on each 35-gallon size trash bag out for collection. Bags with Tags will be collected on your normal service day/ Bags outside of your cart without a Trash Tag will not be collected.

Some U.S. state privacy laws offer their residents specific consumer privacy rights, which we respect as described in our [privacy statement](#). To opt-out of our making available to third parties information relating to cookies and similar technologies for advertising purposes, select "Opt-Out". To exercise other rights you may have related to cookies, select "More Info".

Exhibit A

Table 7: Excavation, Right-of-Way, and Easement Work Permit Fees (Updated Annually through Separate Process – Annual Inflation Not Applied)

All Right-of-Way permits shall require a base fee. Additional fees shall be assessed to the permit depending on the services required, the type of work, location of work, and the inspection requirements. Permit fees shall be paid prior to the issuance of the right-of-way permit. Fees shall be doubled if work has begun prior to issuing the permit.

Right-of-Way Base Fees

All Permits Applications	\$75.00/each
--------------------------	--------------

Right-of-Way Inspection Service Fees

Initial Inspection	Included in permit fees
(A) Re-Inspections (2 nd , 3 rd , 4 th , etc.)	\$50.00/hr, 1 hour minimum
(B) Failure to Schedule Inspection	\$100.00/one-time fee
(C) Not ready for scheduled inspection	\$100.00/hr, 1 hour minimum
(D) After-Hours Inspection	\$100.00/ hr, 1 hour minimum

Utility Fees

Underground Dry Utilities (Gas, Communication, Electric)	\$0.30/Linear Foot
Underground Wet Utilities (Water, Sanitary, Storm)	\$1.00/Linear Foot
Water, Sanitary, Storm Main Connection Fee	\$80.00/each
Boring	\$0.30/Linear Foot
Dry Utility Appurtenances	\$5.50/each
Pothole Fee	\$11.00/each

Asphalt & Concrete Fees

Curb & Gutter, Sidewalk, Crossspan/Ramp Drive	\$0.30/Linear Foot, \$0.30/Square Foot
Asphalt Paving / Patching	\$20.00/Square Yard
Asphalt Patching New Asphalt (<5 years old)*	Additional \$10.00/Square Yard
Asphalt Patching Recent Surface Treatment (< 2 years old)*	Additional \$550.00/each cut

Other Applicable Fees

(E) No Permit for the job	2X permit Base Fee
(F) Emergency/ Expedite *	2X permit Base Fee
(G) Special Use*	\$75.00/week

*Refer to General Permit Requirements OR at the discretion of the Engineer

**FEES ESTABLISHED BY CITY MANAGER
TO BE EFFECTIVE JANUARY 1, 2025**

Control #	Fee Category	Fee Description	Detail	2024 Fee	1.02		Actual % Change	Responsible Department/Director	Process for Updating
					Proposed 2025 Fee				
1		Copies	8.5" x 11" B/W - per page	\$ 0.10	\$ 0.10		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
2		Copies	11" x 17" B/W - per page	\$ 0.25	\$ 0.25		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
3		Copies	8.5" x 11" Color - per page	\$ 0.75	\$ 0.75		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
4		Copies	11" x 17" Color - per page	\$ 2	\$ 2		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
5		Copies	Certified Copies - per page	\$ 2	\$ 2		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
6		Copies	24" x 36" B/W - per page	\$ 4	\$ 4		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
7		City Maps	Custom Maps-Black and White - per SF	\$ 5	\$ 5		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
8		Notary Fee	First 3 seals free, additional seals \$6 per seal	\$ 6	\$ 6		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
9	Mylar Printing	Per-page		\$ 5			-100.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
10		Police Report/Traffic Accident	\$7.00 for first 10 pages (no charge for victims & those involved in accidents). Additional pages are \$.25 each.	\$ 7	\$ 7		0.00%	Police Chief	Annual Inflator
11		Police Address Activity Report	\$5.00 per address	\$ 10	\$ 10		0.00%	Police Chief	Adjusted per Chief Input
12	Police CAD Report							Police Chief	Fee removed per Chief Input
13	Police Photographs	\$5.00 per CD						Police Chief	Fee removed per Chief Input
14		City Maps	Zoning Map (24" x 36")	\$ 6	\$ 6		0.00%	Planning Director	Annual Inflator / No Change due to Rounding
15		Copies of CD/DVDs		\$ 6	\$ 6		0.00%	Deputy City Manager	Annual Inflator / No Change due to Rounding
16		City Maps	City Street Map (small/color)	\$ 8	\$ 8		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
17		City Maps	Centerline Map (small)	\$ 8	\$ 8		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
18		City Maps	Traffic Count Map (free on website)	\$ 8	\$ 8		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
19		City Maps	Utility Atlas Plots - per SF	\$ 8	\$ 8		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
20		City Maps	Custom Maps – Color Mylar Printing - per SF	\$ 8	\$ 8		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
21		Police Background/History Check		\$ 15	\$ 15		0.00%	Police Chief	Annual Inflator / No Change due to Rounding
22		City Maps	City Street Map (large)	\$ 17	\$ 17		0.00%	Public Works Director	Annual Inflator / No Change due to Rounding
23		Photographs	CC & PL (does not include cost of copies)	\$ 15	\$ 15		0.00%		Annual Inflator / No Change due to Rounding
24		City Maps	Centerline Map (large)	\$ 25	\$ 26		4.00%	Public Works Director	Annual Inflator
25		Public Records Research Fee	First 2 hours free, then charged in 15-minute increments	\$ 26	\$ 41		59.12%	Deputy City Manager	State Memo - C.R.S 24-72-205 (6)
26		Police BWC Research/Redaction	\$30 per hour for BWC research/redaction. If placed on thumb drive an additional \$10 device fee would apply. No device fee if sent	\$ 30	\$ 31		3.33%	Police Chief	Annual Inflator
27		Technical Data	City Standard Details – CD	\$ 34	\$ 35		2.94%	Public Works Director	Annual Inflator
28		Technical Data	G.I.S. Information – ½ hr. minimum charge of \$25	\$ 40	\$ 41		2.50%	Public Works Director	Annual Inflator
29		Technical Data	Storm Drainage Standards	\$ 54	\$ 55		1.85%	Public Works Director	Annual Inflator
30		Special Event Permit - Small Impact Right-of-Way Closure		\$ 66	\$ 67		1.52%	Deputy City Manager	Annual Inflator
31		Technical Data	City Design Standards	\$ 66	\$ 67		1.52%	Public Works Director	Annual Inflator
32		Special Event Permit - Standard		\$ 527	\$ 538		2.09%	Deputy City Manager	Annual Inflator
33		Patio Rental	Per 12-Foot Section	\$ -	\$ 1,000			Econ Dev Director	Restoring to 2023 rate, Council was waived in 20
34		Extra Duty Officers/Supervisor/Police Vehicle	Per hour	\$ 80	\$ 82		2.50%	Police Chief	Annual Inflator
35		Extra Duty Supervisor	Per hour	\$ 99	\$ 101		2.02%	Police Chief	Annual Inflator
36		Extra Duty Police Vehicle	Vehicle Per Day Cost	\$ 53	\$ 54		1.89%	Police Chief	Annual Inflator
37	General	City Maps	Electronic Copies	\$ -	\$ -				

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
38		Police Reports (Non-electronic)	No charge for paper or electronic copies for victims and those involved in accidents/dispatch tapes subject to then current charge from Boulder County Sheriff's	-	-		Police Chief	No Change
39		Police Reports Requiring Research	City's standard hourly research fee. Dispatch tapes subject to then current charge from Boulder County Sheriff's Communications Center.	\$ 30	\$ 31	3.33%	Police Chief	Adjusted per Chief Input
40		Postage – Mailing	Charged at standard postal/shipping rate				Deputy City Manager	No Change
41	Library	Borrowing late fees	Art prints, Audio books, Books, CDs, Magazines - per day	\$ 0.10	\$ 0.10	0.00%	Library Director	No Change
42		Borrowing late fees	DVDs, Book club bags, Special Items (telescopes, dolls, etc.) - per day	\$ 0.50	\$ 0.50	0.00%	Library Director	No Change
43		Collection Agency	Referral Fee - per action, plus cost of item	\$ 15	\$ 15	0.00%	Library Director	Separate Process / No Change / CPI?
44		Meeting Room	Non-profit, Non-resident - per hour	\$ 35	\$ 35	0.00%	Library Director	Separate Process / No Change / CPI?
45		Meeting Room	Non-profit, Resident Groups - No charge				Library Director	No Change
46		Meeting Room	"For profit" enterprises - per hour	\$ 55	\$ 55	0.00%	Library Director	Separate Process / No Change / CPI?
47		Board Room - Upstairs	Non-profit, Non-resident - per hour	\$ 21	\$ 21	0.00%	Library Director	No Change due to rounding
48		Board Room - Upstairs	"For profit" enterprises - per hour	\$ 42	\$ 42	0.00%	Library Director	Separate Process / No Change / CPI?
49		Study Room	No charge	-	-		Library Director	No Change/No charge
49.1*		Meeting Room - Children's Area	Non-profit, Non-resident - per hour	\$ 21	\$ 21		Library Director	
49.2*	-	Meeting Room - Children's Area	"For profit" enterprises - per hour	\$ 42	\$ 42		Library Director	
51	Historic Photographs	Reproduction Fee	Per image	\$ 20	\$ 20	0.00%	Library Director	No Change
52		Commercial Use Fees:		-	-			
53		Published use, less than 5,000 copies	Per image	\$ 20	\$ 20	0.00%	Library Director	Separate Process / No Change / CPI?
54		Published use, more than 5,000 copies	Per image	\$ 40	\$ 40	0.00%	Library Director	Separate Process / No Change / CPI?
55		Display in a business or at an event	Per image	\$ 15	\$ 15	0.00%	Library Director	Separate Process / No Change / CPI?
56		Advertise or promotion	Per image	\$ 120	\$ 120	0.00%	Library Director	Separate Process / No Change / CPI?
57		Website/Internet	Per year	\$ 65	\$ 65	0.00%	Library Director	Separate Process / No Change / CPI?
58		Film/video production	Per image	\$ 125	\$ 125	0.00%	Library Director	Separate Process / No Change / CPI?
59		Performance or presentation	Per image	\$ 65	\$ 65	0.00%	Library Director	Separate Process / No Change / CPI?
60	Cemetery Fees	Cemetery Burial Space - Full Size	Resident	\$ 1,350	\$ 1,350	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
61		Cemetery Burial Space - Full Size	Non-Resident	\$ 3,859	\$ 3,859	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
62		Cremation Burial Space	Resident	\$ 735	\$ 735	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
63		Cremation Burial Space	Non-Resident	\$ 2,147	\$ 2,147	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
64		Infant Burial Space	Resident	\$ 735	\$ 735	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
65		Infant Burial Space	Non-Resident	\$ 2,415	\$ 2,415	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
66		Graves - Open & Close	Full Burial	\$ 1,397	\$ 1,397	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
67		Graves - Open & Close	Infant Size Burial	\$ 683	\$ 683	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
68		Graves - Open & Close	Cremation Burial	\$ 504	\$ 504	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
69		Graves - Disinterment		\$1,650-\$3,300	\$1,650-\$3,300	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
70		Graves - Open & Close	Less Than 48 Hours Notice	\$ 604	\$ 604	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
71		Graves - Open & Close	Overtime for Saturday Burial	\$ 604	\$ 604	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
72		Poly Vault	Cremation Burial	\$ 163	\$ 163	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
73		Concrete Vault	Cremation Burial	\$ 357	\$ 357	0.00%	Parks/Rec Director	Separate Process / Annually benchmarked by St
74	Facility Rentals (Parks & Rec, Cultural Services)	Birthday party package - Turf Gym	Resident BASIC	\$ 138	\$ 142	2.90%	Parks/Rec Director	3% incr
75			Resident PLUS	\$ 198	\$ 204	3.03%	Parks/Rec Director	3% incr
76		Birthday party package - Turf Gym	Non-resident BASIC	\$ 177	\$ 204	15.25%	Parks/Rec Director	PROS Director (3% Res, 7% NR)
77			Non-Resident PLUS	\$ 249	\$ 256	2.81%	Parks/Rec Director	3% incr, NR 25%+ than R
78		Birthday party package - Pool	Resident BASIC	\$ 117	\$ 121	3.42%	Parks/Rec Director	3% incr, NR 25%+ than R
79			Resident PLUS	\$ 198	\$ 204	3.03%	Parks/Rec Director	3% incr, NR 25%+ than R
80		Birthday party package - Pool	Non-resident BASIC	\$ 145	\$ 149	2.76%	Parks/Rec Director	3% incr, NR 25%+ than R
81			Non-Resident PLUS	\$ 250	\$ 255	2.00%	Parks/Rec Director	3% incr, NR 25%+ than R
82		Parks - All Other Park Shelters	Resident - 1st (4) hours	\$ 83	\$ 83	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
83		Parks - All Other Park Shelters	Non-Resident - 1st (4) hours	\$ 110	\$ 110	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
84		Parks - All Other Park Shelters	Resident - Each additional hour	\$ 23	\$ 23	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
85		Parks - All Other Park Shelters	Non-Resident - Each additional hour	\$ 28	\$ 28	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
86		Parks - All Other Park Shelters	Large Group Rates (>150) - Additional fee	\$ 122	\$ 122	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
87		Parks - Community Park Shelter <100	Resident - 1st (4) hours	\$ 132	\$ 132	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
88		Parks - Community Park Shelter <100	Non-Resident - 1st (4) hours	\$ 166	\$ 166	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
89		Parks - Community Park Shelter <100	Resident - Each additional hour	\$ 28	\$ 28	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
90		Parks - Community Park Shelter <100	Non-Resident - Each additional hour	\$ 41	\$ 41	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
91		Parks - Community Park Shelter >100	Resident - 1st (4) hours	\$ 244	\$ 244	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
92		Parks - Community Park Shelter >100	Non-Resident - 1st (4) hours	\$ 305	\$ 305	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
93		Parks - Community Park Shelter >100	Non-Resident - Each additional hour	\$ 61	\$ 61	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
94		Parks - Community Park Shelter >100	Non-Resident Resident - Each additional	\$ 78	\$ 78	0.00%	Parks/Rec Director	Separate Process - These fees were increased in t
95		Rooms - Arts Center	Resident non-profit rate per hour	\$ 40	\$ 40	0.00%	Library Director	Separate Process / CS Director to review annually
96		Rooms - Arts Center	Non-resident non-profit rate per hour	\$ 50	\$ 55	10.00%	Library Director	Separate Process / CS Director to review annually
97		Rooms - Arts Center	Resident rate per hour (4 hour minimum)	\$ 65	\$ 65	0.00%	Library Director	Separate Process / CS Director to review annually
98		Rooms - Arts Center	Non-resident rate per hour (4 hour minimum)	\$ 80	\$ 85	6.25%	Library Director	Separate Process / CS Director to review annually
99		Rooms - Grand or Summit	Resident - per hour	\$ 56	\$ 58	3.57%	Parks/Rec Director	PROS Director
100		Rooms - Grand or Summit	Non-Resident - per hour	\$ 72	\$ 74	2.78%	Parks/Rec Director	PROS Director
101		Rooms - Brooks or Crown	Resident - per hour	\$ 61	\$ 63	3.28%	Parks/Rec Director	PROS Director
102		Rooms - Brooks or Crown	Non-resident - per hour	\$ 78	\$ 80	2.56%	Parks/Rec Director	PROS Director
103		Rooms - Garibaldi, Imperial,	Resident - per hour	\$ 44	\$ 45	2.27%	Parks/Rec Director	PROS Director
104		Rooms - Garibaldi, Imperial,	Non-resident - per hour	\$ 56	\$ 58	3.57%	Parks/Rec Director	PROS Director
105		Rooms - Heritage Street Parking Area	Use of Heritage Street Parking Area -				Parks/Rec Director	Eliminated Fee
106		Rooms - Kitchen	Resident - per hour	\$ 28	\$ 29	3.57%	Parks/Rec Director	PROS Director
107		Rooms - Kitchen	Non-resident - per hour	\$ 34	\$ 35	2.94%	Parks/Rec Director	PROS Director
108		Rooms - South Gym	Resident - per hour	\$ 61	\$ 63	3.28%	Parks/Rec Director	PROS Director
109		Rooms - South Gym	Non-resident - per hour	\$ 83	\$ 85	2.41%	Parks/Rec Director	PROS Director
110		MAC Gym	Resident - per hour	\$ 94	\$ 97	3.19%	Parks/Rec Director	PROS Director
111		MAC Gym	Non-Resident per hour	\$ 116	\$ 119	2.59%	Parks/Rec Director	PROS Director
112		Rooms - Steinbaugh Pavillion <100 attendees	1st (4) hours	\$ 255	\$ 260	1.96%	Library Director	Separate Process / CS Director to review annually
113		Rooms - Steinbaugh Pavillion <100 attendees	Each additional hour	\$ 60	\$ 65	8.33%	Library Director	Separate Process / CS Director to review annually

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
114		Rooms - Steinbaugh Pavillion >100 attendees	1st (4) hours	\$ 340	\$ 350	2.94%	Library Director	Separate Process / CS Director to review annually
115		Rooms - Steinbaugh Pavillion >100 attendees	Each additional hour	\$ 90	\$ 100	11.11%	Library Director	Separate Process / CS Director to review annually
116		Rooms - Steinbaugh Pavillion Non-Profit/Educational	Non-profit or Educational group - per hour (2 hour min)	\$ 50	\$ 50	0.00%	Library Director	Separate Process / CS Director to review annually
117	Sports Complex	Drag, Line, and/or Change Bases		\$ 28	\$ 30	7.14%	Parks/Rec Director	PROS Director
118		Field Supervisor	Per hour (to be determined by LRC, if	\$ 19	\$ 20	5.26%	Parks/Rec Director	PROS Director
119		Hourly Rate per Field	Resident	\$ 33	\$ 34	3.03%	Parks/Rec Director	PROS Director
120		Hourly Rate per Field	Non-Resident	\$ 46	\$ 43	-6.52%	Parks/Rec Director	PROS Director
121		Sat/Sun - Daily Rental (includes all four fields, initial line and drag and lights)	Resident	\$ 1,245	\$ 1,282	2.97%	Parks/Rec Director	PROS Director
122		Sat/Sun - Daily Rental (includes all four fields, initial line and drag and lights)	Non-Resident	\$ 1,540	\$ 1,603	4.06%	Parks/Rec Director	PROS Director
123		Usage of Lights	Per hour/Per field	\$ 39	\$ 40	2.00%	Parks/Rec Director	PROS Director
124		Weekday - Daily Rental (includes all four fields, initial line and drag and lights)	Resident	\$ 660	\$ 680	3.03%	Parks/Rec Director	PROS Director
125		Weekday - Daily Rental (includes all four fields, initial line and drag and lights)	Non-Resident	\$ 820	\$ 850	3.66%	Parks/Rec Director	PROS Director
126	Other City Sports Fields	Any day - Daily Rental	Resident	\$ 220	\$ 227	3.18%	Parks/Rec Director	PROS Director
127		Any day - Daily Rental	Non-Resident	\$ 275	\$ 284	3.27%	Parks/Rec Director	PROS Director
128		Drag, Line, and/or Change Bases per	Each occurrence	\$ 28	\$ 30	7.14%	Parks/Rec Director	PROS Director
129		Field Supervisor	Per hour (to be determined by LRC, if	\$ 19	\$ 20	5.26%	Parks/Rec Director	PROS Director
130		Hourly Rental	Resident	\$ 28	\$ 29	3.57%	Parks/Rec Director	PROS Director
131		Hourly Rental	Non-Resident	\$ 35	\$ 36	2.86%	Parks/Rec Director	PROS Director
132		Tennis Courts		\$ 6	\$ 7	16.67%	Parks/Rec Director	PROS Director
133	Other Recreation Fees	Harper Lake Boat Permit - 1 boat/1	Resident	\$ 27	\$ 28	3.70%	Parks/Rec Director	PROS Director
134		Harper Lake Boat Permit - 1 boat/1	Non-Resident	\$ 49	\$ 52	6.12%	Parks/Rec Director	PROS Director
135		Recreation Ctr Sales -- Misc items	Cost plus 40%				Parks/Rec Director	No Change
136		Recreational Vehicle Sanitary Waste	Resident - per calendar year/per RV	\$ 23	\$ 23	0.00%	Public Works Director	No Change, due to rounding
137		Recreational Vehicle Sanitary Waste	Non-resident - per calendar year/per RV	\$ 35	\$ 36	2.86%	Public Works Director	CPI Adjustment
138	Recreation Center	10 Visit Pass	Resident Youth (3-17)	\$ 45	\$ 46.50	3.33%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
139		10 Visit Pass	Non-Resident Youth (3-17)	\$ 85	\$ 91	7.06%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
140		20 Visit Pass	Resident Youth (3-17)	\$ 90	\$ 93	3.33%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
141		20 Visit Pass	Non-Resident Youth (3-17)	\$ 170	\$ 182	7.06%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
142		10 Visit Pass	Resident Adult (18-59)	\$ 65	\$ 67	3.08%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
143		10 Visit Pass	Non-Resident Adult (18-59)	\$ 110	\$ 117.50	6.82%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
144		20 Visit Pass	Resident Adult (18-59)	\$ 130	\$ 134	3.08%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
145		20 Visit Pass	Non-Resident Adult (18-59)	\$ 220	\$ 235	6.82%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
146		10 Visit Pass	Resident Senior 60+	\$ 45	\$ 46.50	3.33%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
147		10 Visit Pass	Non-Resident Senior 60+	\$ 85	\$ 91	7.06%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
148		20 Visit Pass	Resident Senior 60+	\$ 90	\$ 93	3.33%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
149		20 Visit Pass	Non-Resident Senior 60+	\$ 170	\$ 182	7.06%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
150		Daily Admission	Resident Youth (3-17)	\$ 6	\$ 6.25	4.17%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
151		Daily Admission	Non-Resident Youth (3-17)	\$ 9.50	\$ 10	5.26%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
152		Daily Admission	Resident Adult (18-59)	\$ 8	\$ 8.25	3.13%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
153		Daily Admission	Non-Resident Adult (18-59)	\$ 12	\$ 13	8.33%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
154		Daily Admission	Resident Senior 60+	\$ 6	\$ 6.25	4.17%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
155		Daily Admission	Non-Resident Senior 60+	\$ 9.50	\$ 10	5.26%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
156		Monthly Pass	Youth (3-17) Resident	\$ 27.50	\$ 28	1.82%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
157		Monthly Pass	Youth (3-17) Non-Resident	\$ 40	\$ 43	7.50%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
158		Monthly Pass	Adult (18-59) Resident	\$ 46.50	\$ 48	3.23%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
159		Monthly Pass	Adult (18-59) Non-Resident	\$ 66.50	\$ 71	6.77%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
160		Monthly Pass	Senior 60+ Resident	\$ 27.50	\$ 28	1.82%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
161		Monthly Pass	Senior 60+ Non-Resident	\$ 40	\$ 43	7.50%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
162		Monthly Pass	Couple - Resident	\$ 70	\$ 72	2.86%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
163		Monthly Pass	Couple - Non-Resident	\$ 89	\$ 95	6.74%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
163.1		Monthly Pass	Single Head of Household - Resident	\$ 71	\$ 73	2.82%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
163.2		Monthly Pass	Single Head of Household - Non-Resident	\$ 101	\$ 108	6.93%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
164		Monthly Pass	Family - Resident	\$ 86.50	\$ 89	2.89%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
165		Monthly Pass	Family - Non-Resident	\$ 116	\$ 124	6.90%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
166		Monthly Pass	Business - Non - Resident Adult	\$ 52.75	\$ 56	6.16%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
167		Monthly Pass	Business - Non - Resident Senior	\$ 35	\$ 36	2.86%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
168		Annual Pass	Business - Non - Resident Adult	\$ 635	\$ 654	2.99%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
169		Annual Pass	Business - Non - Resident Senior	\$ 411	\$ 423	2.92%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
170		Annual Pass	Youth (3-17) Resident	\$ 264	\$ 272	3.03%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
171		Annual Pass	Youth (3-17) Non-Resident	\$ 408	\$ 438	7.35%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
172		Annual Pass	Adult (18-59) Resident	\$ 486	\$ 500	2.88%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
173		Annual Pass	Adult (18-59) Non-Resident	\$ 706	\$ 755	6.94%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
174		Annual Pass	Senior (60+) Resident	\$ 264	\$ 272	3.03%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
175		Annual Pass	Senior (60+) Non - Resident	\$ 408	\$ 438	7.35%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
176		Annual Pass	Couple - Resident	\$ 764	\$ 787	3.01%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
177		Annual Pass	Couple - Non-Resident	\$ 982	\$ 1,051	7.03%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
177.1		Annual Pass	Single Head of Household - Resident	\$ 672	\$ 692	2.98%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
177.2		Annual Pass	Single Head of Household - Non-Resident	\$ 936	\$ 1,002	7.05%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
178		Annual Pass	Family - Resident	\$ 819	\$ 844	3.05%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
179		Annual Pass	Family - Non-Resident	\$ 1,048	\$ 1,121	6.97%	Parks/Rec Director	RAB Direction (3% Res, 7% NR)
180	LRC Childcare	Annual Kids Corner Pass - First child	Resident	\$ 290	\$ 290	0.00%	Parks/Rec Director	No Change
181		Annual Kids Corner Pass - First child	Non-resident	\$ 363	\$ 363	0.00%	Parks/Rec Director	No Change
182		Annual Kids Corner Pass - Each additional child	Resident	\$ 58	\$ 58	0.00%	Parks/Rec Director	No Change
183		Annual Kids Corner Pass - Each additional child	Non-resident	\$ 73	\$ 73	0.00%	Parks/Rec Director	No Change
184		Drop-in 1 hour	Resident	\$ 7	\$ 7	0.00%	Parks/Rec Director	No Change
185		Drop-in 1 hour	Non-resident	\$ 9	\$ 9	0.00%	Parks/Rec Director	No Change
186		Punch Card - 10 hours/40 punches	Resident	\$ 41	\$ 41	0.00%	Parks/Rec Director	No Change
187		Punch Card - 10 hours/40 punches	Non-resident	\$ 51	\$ 51	0.00%	Parks/Rec Director	No Change
188	Other LRC Programs	American Red Cross CPR & AED	Resident	\$ 67	\$ 70	4.48%	Parks/Rec Director	
189		American Red Cross CPR & AED	Non-Resident	\$ 80	\$ 93	16.25%	Parks/Rec Director	
190		Aquatics Group Lessons	Resident	\$ 31	\$ 31	0.00%	Parks/Rec Director	
191		Aquatics Group Lessons	Non-Resident	\$ 39	\$ 41	5.13%	Parks/Rec Director	
192		Aquatics Private Lessons	Resident	\$ 32	\$ 33	3.13%	Parks/Rec Director	
193		Aquatics Private Lessons	Non-Resident	\$ 40	\$ 43.25	8.13%	Parks/Rec Director	
194		Aquatics Mini-Private Lessons	Resident	\$ 16	\$ 16	0.00%	Parks/Rec Director	
195		Aquatics Mini-Private Lessons	Non-Resident	\$ 20	\$ 21	5.00%	Parks/Rec Director	
196		Pool Rental (after hours) - Lap Pool per Hour	Resident	\$ 150	\$ 155	3.33%	Parks/Rec Director	
197		Pool Rental (after hours) - Lap Pool per Hour	Non-Resident	\$ 190	\$ 196	3.16%	Parks/Rec Director	
198		Pool Rental (after hours) - Progam Pool per Hour	Resident	\$ 150	\$ 155	3.33%	Parks/Rec Director	
199		Pool Rental (after hours) - Progam Pool per Hour	Non-Resident	\$ 190	\$ 196	3.16%	Parks/Rec Director	

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
200		Pool Rental (after hours) - Splash/Lazy River per Hour	Resident	\$ 110	\$ 113	2.73%	Parks/Rec Director	
201		Pool Rental (after hours) - Splash/Lazy River per Hour	Non-Resident	137.50	\$ 141	2.55%	Parks/Rec Director	
202		Pool Rental (after hours) - Hot Tub per Hour	Resident	\$ 25	\$ 26	4.00%	Parks/Rec Director	
203		Pool Rental (after hours) - Hot Tub per Hour	Non-Resident	\$ 31	\$ 33	6.45%	Parks/Rec Director	
204		Pool Rental Extra Guests - 41-80 guests		Daily Admission	Daily Admission		Parks/Rec Director	Separate Process / No Change
205		Pool Rental Extra Guests - 81-120 guests		Daily Admission	Daily Admission		Parks/Rec Director	Separate Process / No Change
206		Pool Rental Extra Guests - 121-160 guests		Daily Admission	Daily Admission		Parks/Rec Director	Separate Process / No Change
207		Pool Rental Extra Guests - 161-200 guests		Daily Admission	Daily Admission		Parks/Rec Director	Separate Process / No Change
208		Dance		\$80-\$120	\$80-\$120		Parks/Rec Director	No Change
209		Fitness Wellness Classes		\$21-\$575	\$21-\$575		Parks/Rec Director	Correction / Adjustment
210		Lifeguard training	Resident	\$ 42	\$ 43	2.38%	Parks/Rec Director	Correction / Adjustment
211		Lifeguard training	Non-Resident	\$ 42	\$ 45	7.14%	Parks/Rec Director	Correction / Adjustment
212		Senior Activities		\$0-\$125	\$0-\$125		Parks/Rec Director	No Change
213		Sports/Adult		\$30-\$500	\$30-\$500		Parks/Rec Director	No Change
214		Sports/Youth		\$32-\$90	\$32-\$90		Parks/Rec Director	No Change
215		Yoga/ Martial Arts		\$46-\$75	\$46-\$75		Parks/Rec Director	No Change
216		Youth Activities		\$13-\$934	\$13-\$934		Parks/Rec Director	No Change
217	Coal Creek Golf Course	Standard Green Fees (may vary for promotions, etc. with approval of Parks and Rec. Dir.)	18 hole weekday	\$49-\$59	\$51-\$62	5.00%	Parks/Rec Director	Separate Process RAB, get from David B.
218			18 hole weekend	\$60-\$70	\$63-\$73	5.00%	Parks/Rec Director	Separate Process RAB, get from David B.
219			9 hole weekday	\$ 28	29.00	5.00%	Parks/Rec Director	Separate Process RAB, get from David B.
220			9 hole weekend	\$ 30	32.00	5.00%	Parks/Rec Director	Separate Process RAB, get from David B.
221			Twilight weekday	41			Parks/Rec Director	Separate Process
222			Twilight weekend	42			Parks/Rec Director	Separate Process
223			Annual Membership/Unlimited Golf	\$2,300-\$3,300	\$ 2,367 - \$3,802	5-15%	Parks/Rec Director	Separate Process
224	Water Tap Fees	By Demand in gpm/tap size: 0-22 ¾" tap		\$ 53,500	\$ 53,500	0.00%	Public Works Director	No Change, Separate Process
225		(larger than 4" tap, fee by agreement with City Council)	23-45 1" tap	\$ 95,300	\$ 95,300	0.00%	Public Works Director	No Change, Separate Process
226			46-80 1½ " tap	\$ 214,000	\$ 214,000	0.00%	Public Works Director	No Change, Separate Process
227			81-140 2" tap	\$ 380,500	\$ 380,500	0.00%	Public Works Director	No Change, Separate Process
228			141-280 3" tap	\$ 856,000	\$ 856,000	0.00%	Public Works Director	No Change, Separate Process
229			281-500 4" tap	\$ 1,521,700	\$ 1,521,700	0.00%	Public Works Director	No Change, Separate Process
230	Storm Water Permit Fee		1 - 5 Acres	\$ 300	\$ 300	0.00%	Public Works Director	No Change, Separate Process
231			6 - 25 Acres	\$ 625	\$ 625	0.00%	Public Works Director	No Change, Separate Process
232			26 - 50 Acres	\$ 950	\$ 950	0.00%	Public Works Director	No Change, Separate Process
233			51 - 100 Acres	\$ 1,250	\$ 1,250	0.00%	Public Works Director	No Change, Separate Process
234			Above 101 Acres	\$ 1,500	\$ 1,500	0.00%	Public Works Director	No Change, Separate Process
235	Development Review	Annexation & Zoning	Annexation & initial zoning	\$ 8,386	\$ 8,554	2.00%	Planning Director	Annual Inflator
236	All Fees set forth in	Annexation & Zoning	Rezoning	\$ 5,020	\$ 5,120	1.99%	Planning Director	Annual Inflator
236.5		Concept Plan Review	PUD, PLAT, GDP, & Rezoning		\$ 250	n/a	Planning Director	Annual Inflator, New fee (2024) approved by
237		Wireless Communication Facility	Public review	\$ 3,439	\$ 3,508	2.01%	Planning Director	Annual Inflator
238		Wireless Communication Facility	Administrative review	\$ 659	\$ 672	1.97%	Planning Director	Annual Inflator
239		Other Land Use Fees	Municipal Code Amendment				Planning Director	Duplicate Fee
240		Other Land Use Fees	Easement or right-of-way vacation	\$ 2,312	\$ 2,358	1.99%	Planning Director	Annual Inflator

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
241		Other Land Use Fees	Floodplain development permit	\$ 587	\$ 599	2.04%	Planning Director	Annual Inflator
242		Other Land Use Fees	Historic Preservation Commission –	\$ -	\$ -	0.00%	Planning Director	No Change
243		Other Land Use Fees	Major Demo Permit Review	\$ 568	\$ 579	1.94%	Planning Director	Annual Inflator
244		Other Land Use Fees	Historic Preservation Commission –	\$ -	\$ -	0.00%	Planning Director	No Change
245		Other Land Use Fees	Minor Demo Permit Review	\$ 72	\$ 73	1.39%	Planning Director	Annual Inflator
246		Other Land Use Fees	Variance - Board of Adjustment	\$ 933	\$ 952	2.04%	Planning Director	Annual Inflator
247		Other Land Use Fees	Variance – Administrative	\$ 239	\$ 244	2.09%	Planning Director	Annual Inflator
248		Other Land Use Fees	Minor Impact Variance	\$ 108	\$ 110	1.85%	Planning Director	Annual Inflator
249		Other Land Use Fees	Oil & gas production permit	\$ 4,182	\$ 4,266	2.01%	Planning Director	Annual Inflator
250		Other Land Use Fees	1041 Permit	\$ 1,666	\$ 1,699	1.98%	Planning Director	Annual Inflator
251		Other Land Use Fees	Vested Right Request	\$ 1,990	\$ 2,030	2.01%	Planning Director	Annual Inflator
252		Other Land Use Fees	LP Gas Sales and Exchange	\$ 719	\$ 733	1.95%	Planning Director	Annual Inflator
253		Other Land Use Fees	Appeal of Zoning Administrator Decision	\$ 916	\$ 934	1.97%	Planning Director	Annual Inflator
254		Other Land Use Fees	Building Code Board of Appeals Appeal Application	\$ 916	\$ 934	1.97%	Planning Director	Annual Inflator
255		Other Land Use Fees	Nonconforming Use Certificate Request	\$ 2,301	\$ 2,347	2.00%	Planning Director	Annual Inflator
256		Planned Community Zone District	PCZD (≤ 100 acres)	\$ 6,459	\$ 6,588	2.00%	Planning Director	Annual Inflator
257		Planned Community Zone District	PCZD (> 100 acres)	\$ 7,272	\$ 7,417	1.99%	Planning Director	Annual Inflator
258		Planned Community Zone District	PCZD amendment	\$ 2,301	\$ 2,347	2.00%	Planning Director	Annual Inflator
259		Planned Unit Development	PUD – preliminary review (< 7 acres)	\$ 3,439	\$ 3,508	2.01%	Planning Director	Annual Inflator
260		Planned Unit Development	PUD – final review (≤ 7 acres)	\$ 3,439	\$ 3,508	2.01%	Planning Director	Annual Inflator
261		Planned Unit Development	PUD – preliminary review (> 7 acres)	\$ 4,182	\$ 4,266	2.01%	Planning Director	Annual Inflator
262		Planned Unit Development	PUD – final review (> 7 acres)	\$ 3,439	\$ 3,508	2.01%	Planning Director	Annual Inflator
263		Planned Unit Development	PUD – amendment	\$ 2,301	\$ 2,347	2.00%	Planning Director	Annual Inflator
264		Planned Unit Development	Administrative PUD amendment	\$ 666	\$ 679	1.95%	Planning Director	Annual Inflator
265		Special Review Use	Special Review Use (SRU)	\$ 1,521	\$ 1,551	1.97%	Planning Director	Annual Inflator
266		Special Review Use	SRU amendment	\$ 1,258	\$ 1,283	1.99%	Planning Director	Annual Inflator
267		Special Review Use	SRU (use only, no development)	\$ 629	\$ 642	2.07%	Planning Director	Annual Inflator
268		Special Review Use	SRU administrative	\$ 432	\$ 441	2.08%	Planning Director	Annual Inflator
269		Special Review Use	Day Care (Neighborhood 6 – 12 children)	\$ 441	\$ 450	2.04%	Planning Director	Annual Inflator
270		Subdivision	Preliminary plat (≤ 15 acres)	\$ 1,677	\$ 1,711	2.03%	Planning Director	Annual Inflator
271		Subdivision	Preliminary plat (> 15 acres)	\$ 4,277	\$ 4,363	2.01%	Planning Director	Annual Inflator
272		Subdivision	Final plat (all) & Final agreement(s) (with final PUD)	\$ 1,329	\$ 1,356	2.03%	Planning Director	Annual Inflator
273		Subdivision	Final plat (not accompanied by a PUD)	\$ 2,372	\$ 2,419	1.98%	Planning Director	Annual Inflator
274		Subdivision	Minor subdivision	\$ 2,372	\$ 2,419	1.98%	Planning Director	Annual Inflator
275		Temporary Uses	Temporary use permit (administrative)	\$ 239	\$ 244	2.09%	Planning Director	Annual Inflator
276		Temporary Uses	Temporary use permit (public review)	\$ 420	\$ 428	1.90%	Planning Director	Annual Inflator
277		Temporary Uses	Temporary sign permit	\$ 120	\$ 122	1.67%	Planning Director	Annual Inflator
278		Zoning Code Amendment		\$ 694	\$ 708	2.02%	Planning Director	Annual Inflator
279		Zoning Map Amendment		\$ 707	\$ 721	1.98%	Planning Director	Annual Inflator
280		Comprehensive Plan Amendment		\$ 707	\$ 721	1.98%	Planning Director	Annual Inflator
281		Public Hearing Notice Fee		\$150 for each public hearing plus actual mailing cost	\$150 for each public hearing plus actual mailing cost	0%	Planning Director	No Change
282	Impact Fees Revocable License Agreements		See Table 1 of Attachment 1				Planning Director	No Change
283			Staff/Attorney Fees				City Manager	No Change
284			Fees may be charged to recoup city costs, including city attorney fees				City Manager	No Change
285	Public Works	Temporary Easements	Construction, Slope, etc.	\$ 13	\$ 13	0.00%	Public Works Director	No Change
286		IPP Sampling Fees	Cost for sampling Industrial Users - Market Value	Market	Market		Public Works Director	No Change

Control #	Fee Category	Fee Description	Detail	2024 Fee	Proposed 2025 Fee	Actual % Change	Responsible Department/Director	Process for Updating
287	Utility Fees	Re-use Water Fee - City Customer Class		\$ 0.87	\$ 0.87	0.00%	Public Works Director	No Change
288		Re-use Water Fee - All Others		\$ 4.19	\$ 4.19	0.00%	Public Works Director	No Change
289		Account Delinquent Fee	Charged when bill is 30 days past due	\$5 + 1% interest	\$5 + 1% interest	0%	Finance Director	No Change
290		Final Bill/Transfer Fee	Covers cost of final reading, final billing and transfer account. Charged to seller when property is sold	\$ 25	\$ 25	0%	Finance Director	No Change
291		Reconnect Fee for Utilities	1 st occurrence				Finance Director	No Change
292		Reconnect Fee for Utilities	Normal business hours	\$ 25	\$ 25	0%	Finance Director	No Change
293		Reconnect Fee for Utilities	After hours	\$ 50	\$ 50	0%	Finance Director	No Change
294		Reconnect Fee for Utilities	2 nd occurrence				Finance Director	No Change
295		Reconnect Fee for Utilities	Normal business hours	\$ 50	\$ 50	0%	Finance Director	No Change
296		Reconnect Fee for Utilities	After hours	\$ 75	\$ 70	0%	Finance Director	No Change
297		Reconnect Fee for Utilities	Subsequent occurrences				Finance Director	No Change
298		Reconnect Fee for Utilities	Normal business hours	\$ 75	\$ 75	0%	Finance Director	No Change
299		Reconnect Fee for Utilities	After hours	\$ 100	\$ 100	0%	Finance Director	No Change
300		Red Tag Fee (Delinquency Notice)	Fee for hanging notice at time account is 30 days past due	\$ 15	\$ 15	0%	Finance Director	No Change
301	Service Fee for rejected payment		\$ 25	\$ 25	0%	Finance Director	No Change	
302	Voluntary Disconnect & Reconnect Fee	Per disconnect and per reconnect	\$ 25	\$ 25	0%	Finance Director	No Change	

Approved:
Samma Fox, Interim City Manager

Date: October 23, 2024

To: Samma Fox, Interim City Manager

CC: Ryder Bailey, Finance Director

From: Rob Zuccaro, Community Development Director

Re: November 1, 2024 Annual Adjustment to Impact Fees for Inflation

Municipal Code Section 3.18.040 requires an annual adjustment to the City's impact fees on November 1st of each year to reflect construction inflation.

Sec. 3.18.040.C.1.(a)

Annual adjustment of fees to reflect effects of inflation. The impact fees shown in Appendix A: Impact Fee Schedule, shall be adjusted annually to reflect the effects of inflation on those costs for city transportation capital facilities. On November 1, 2018, and on November 1 of each following year unless and until the Fees in Appendix A are revised or replaced, each impact fee amount set forth in Appendix A shall be adjusted for inflation, based on the most current Construction Cost Index published by Engineering News Record. Such adjustments in the Impact Fees shall become effective immediately upon calculation and certification by the city manager or manager's designee, and shall not require additional action by the city council to be effective.

The ordinance cites the most current Construction Cost Index published by Engineering News Record as the inflator. The most current Construction Cost Index published October 3, 2024 is +1.0% (attached). The table on the following page includes the current and adjusted fees based on this inflator (shown in yellow).

Per the ordinance, I am requesting that you certify the adjusted fees, which we will begin charging effective November 1, 2024.

Current and Adjusted Impact Fees Adjusted for Inflation

	Library	Parks and Trails	Parks and Trails Fee w/ 1.0% Inflator	Transportation	Transportation Fee w/ 1.0% Inflator
<i>Single-Family</i>					
1,100 sq. ft. of finished floor area or less	\$68	\$3,609.31	\$3,645.41	\$2,000.74	\$2,020.74
1,101 to 1,400	\$92	\$4,851.97	\$4,900.49	\$2,535.26	\$2,560.61
1,401 to 1,700	\$111	\$5,883.55	\$5,942.39	\$2,962.39	\$2,992.01
1,701 to 2,000	\$127	\$6,726.56	\$6,793.82	\$3,319.57	\$3,352.76
2,001 or more	\$149	\$7,899.28	\$7,978.27	\$3,811.64	\$3,849.75
<i>Multi-Family</i>					
750 or less	\$46	\$2,414.12	\$2,438.26	\$1,367.54	\$1,381.22
751 to 900	\$67	\$3,539.38	\$3,574.77	\$1,984.50	\$2,004.35
901 to 1,050	\$85	\$4,499.78	\$4,544.77	\$2,505.28	\$2,530.34
1,051 or more	\$110	\$5,836.10	\$5,894.46	\$3,229.64	\$3,261.94
<i>Nonresidential - per square foot</i>					
Commercial	\$0.00	\$0.00	\$0.00	\$3.87	\$3.90
Office	\$0.00	\$0.00	\$0.00	\$1.68	\$1.70
Institutional	\$0.00	\$0.00	\$0.00	\$2.33	\$2.35
Industrial	\$0.00	\$0.00	\$0.00	\$0.58	\$0.59

Certification of Impact Fee Adjustment Affective Nov. 1, 2024 to Nov. 1, 2025



 Samma Fox, Interim City Manager

Date: Oct. 23, 2023

Attachment: October 3, 2024 Engineering News Record Construction Cost Index

CONSTRUCTION ECONOMICS

ENR's 20-city average cost indexes, wages and materials prices.
Historical data for ENR's 20 cities can be found at ENR.com/economics

Construction Cost Index **+1.0%**
 ANNUAL INFLATION RATE **OCT. 2024**

1913=100	INDEX VALUE	MONTH	YEAR
CONSTRUCTION COST	13632.23	0.0%	+1.0%
COMMON LABOR	25538.95	0.0%	+0.5%
WAGE \$/HR.	48.52	0.0%	+0.5%

The Construction Cost Index's annual escalation rose 1%, while the monthly component stayed flat.

Building Cost Index **+1.8%**
 ANNUAL INFLATION RATE **OCT. 2024**

1913=100	INDEX VALUE	MONTH	YEAR
BUILDING COST	8404.93	0.0%	+1.8%
SKILLED LABOR	11805.47	0.0%	+1.4%
WAGE \$/HR.	65.52	0.0%	+1.4%

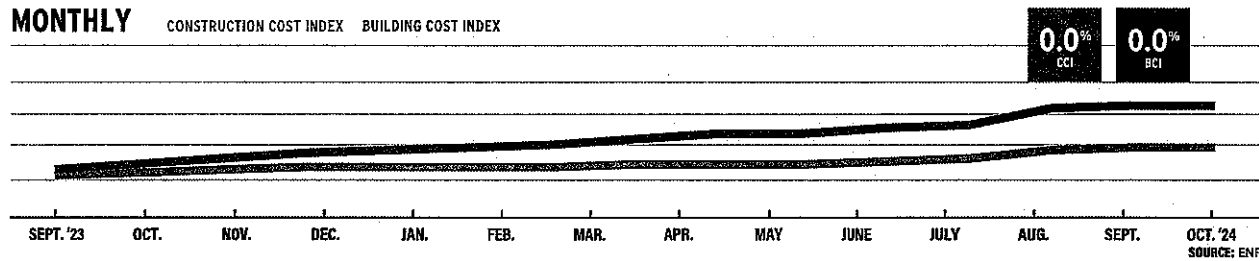
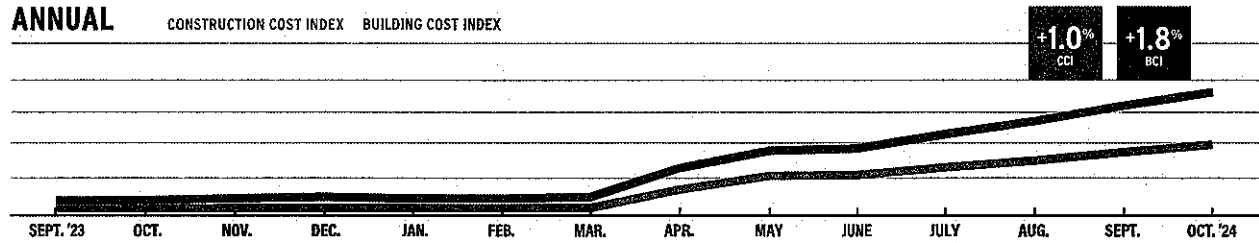
The Building Cost Index was up 1.8% on an annual basis, while the monthly component showed no change.

Materials Cost Index **0.0%**
 MONTHLY INFLATION RATE **OCT. 2024**

1913=100	INDEX VALUE	MONTH	YEAR
MATERIALS COST	6334.74	0.0%	+3.4%
CEMENT \$/TON	306.73	+7.5%	+47.5%
STEEL \$/CWT	109.33	+0.2%	+11.4%
LUMBER \$/MBF	894.11	-4.4%	-16.7%

The Materials Cost Index held steady this month, while the annual escalation rate increased 3.4%.

Inflation's Pulse Year-to-year and monthly percent changes for ENR's cost indexes



Cost Index Review

BASE YEAR	CONSTRUCTION		BUILDING		SKILLED WAGES		COMMON WAGES		
	1913	1967	1913	1967	1913	1967	1913	1967	
2023	Sept.	13485.67	1255.46	8240.55	1219.75	11686.01	1145.40	25080.22	1209.74
	Oct.	13497.97	1256.60	8255.58	1221.97	11697.70	1146.11	25080.22	1209.74
	Nov.	13510.57	1257.79	8268.19	1223.84	11697.70	1146.11	25080.22	1209.74
	Dec.	13514.76	1258.17	8272.36	1224.46	11697.70	1146.11	25080.22	1209.74
2024	Jan.	13515.02	1258.19	8277.69	1225.25	11709.40	1147.56	25080.22	1209.74
	Feb.	13518.12	1258.48	8288.93	1226.91	11674.53r	1149.51	25413.55r	1209.74
	Mar.	13532.01	1259.77	8302.79	1228.96	11674.53	1149.51	25413.55	1209.74
	Apr.	13532.08	1259.78	8305.54	1229.37	11681.59	1150.20	25413.55	1209.74
	May	13532.44	1259.81	8307.78	1229.70	11686.64	1150.78	25413.55	1209.74
	June	13546.80	1261.15	8322.09	1231.82	11702.82	1152.53	25429.87	1210.85
	July	13556.09	1262.01	8331.36	1233.19	11702.82	1152.53	25429.87	1210.85
	Aug.	13593.65	1265.51	8378.62	1240.19	11750.30	1157.47	25451.71	1212.00
Sept.	13632.23	1269.10	8404.89	1244.07	11805.47	1162.45	25538.95	1216.08	
Oct.	13632.34	1269.11	8404.93	1244.08	11805.47	1162.45	25538.95	1216.08	

INFLATION

+0.5%

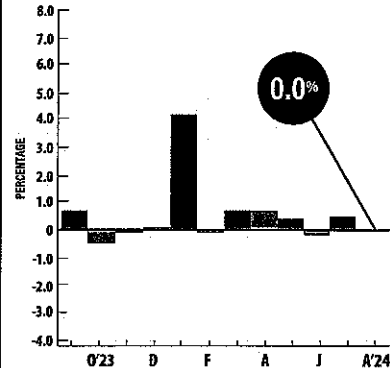
Common Labor Index

ANNUAL ESCALATION FOR COMMON LABOR ROSE 0.5% IN OCTOBER WHILE SKILLED LABOR EXPERIENCED A 1.4% ESCALATION OVER THE SAME TIME PERIOD.

CONSTRUCTION ECONOMICS

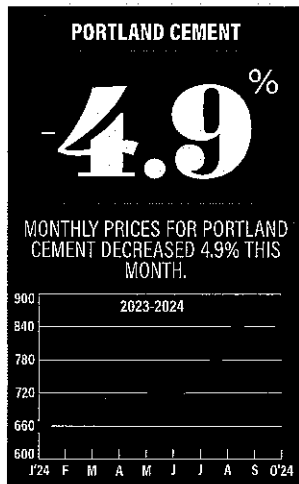
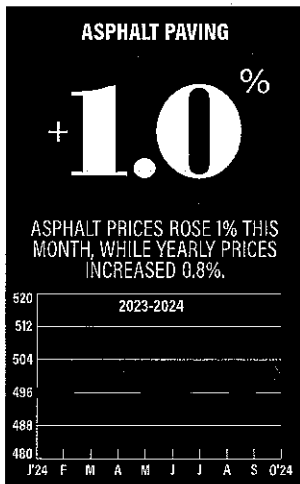
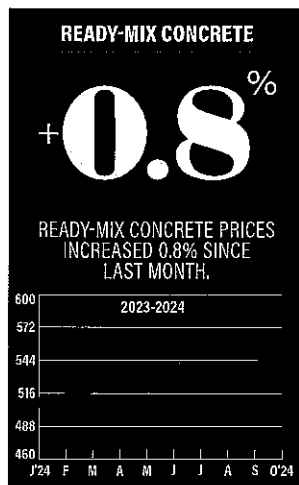
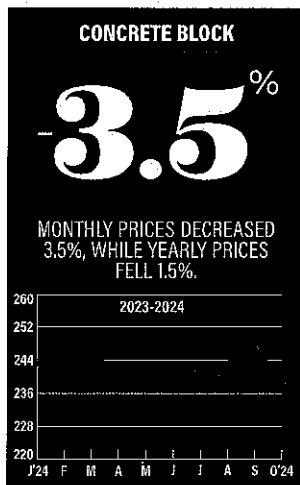
Cement prices showed no change in August, following a 0.1% increase in July, according to the Bureau of Labor Statistics' producer price index. Annual escalation for the index sits at 5.6%, down from 5.9% the previous month. ENR's 20-city average monthly price for masonry cement increased 1.7% in October, while yearly prices decreased 5.1%. All types of ready-mix concrete experienced yearly increases in October, according to ENR's data. Prices for concrete sand are up 2.2% since September, while yearly prices experienced a 36.5% increase.

**PRODUCER PRICE INDEX
CEMENT**
Monthly Percent Change



SOURCE: BUREAU OF LABOR STATISTICS

ENR's Materials Prices For October 2024



20-CITY AVERAGE

ITEM	UNIT	\$PRICE	%MONTH	%YEAR
ASPHALT PAVING				
PG 58	TON	618.13	+1.0	+0.8
Cutback, MC800	TON	547.53	+6.7	+24.9
Emulsion, RAPID SET	TON	518.81	0.0	+28.1
Emulsion, SLOW SET	TON	561.69	0.0	+28.2
PORTLAND CEMENT				
Type one	TON	291.70	-4.9	+40.6
MASONRY CEMENT				
70-lb bag	TON	14.36	+1.7	-5.1
CRUSHED STONE				
Base course	TON	26.67	+0.7	+14.0
Concrete course	TON	35.75	-0.7	+32.2
Asphalt course	TON	36.02	-0.5	+36.5
SAND				
Concrete	TON	32.78	+2.2	+36.5
Masonry	TON	33.95	-1.9	+33.1
READY-MIX CONCRETE				
3,000 psi	CY	181.23	+0.8	+11.2
4,000 psi	CY	193.89	+0.2	+12.7
5,000 psi	CY	216.95	+0.5	+15.6
CONCRETE BLOCK				
Normal weight: 8" x 8" x 16"	C	226.75	-3.5	-1.5
Lightweight: 8" x 8" x 16"	C	214.60	-0.6	+0.4
12" x 8" x 16"	C	363.34	+0.6	+9.6

SOURCE: ENR

CONSTRUCTION ECONOMICS

Asphalt, Cement, Aggregate, Concrete, Block For October 2024

City prices reflect quotes from single sources and can be volatile. They are not meant to be the prevailing price for a city. Data are a mix of list and transaction prices and may include ENR estimates. Do not compare prices between locations. Use city information to analyze national trends.

ITEM	UNIT	ATLANTA	BALTIMORE	BIRMINGHAM	BOSTON	CHICAGO	CINCINNATI	CLEVELAND	DALLAS	DENVER	DETROIT
ASPHALT PAVING											
PG 58	TON	550	—	725	637.50	770	591	795	645	603.12	601
CUTBACK, MC800	TON	450	984.5	750	422.61	—	—	378	625	468.89	388
EMULSION, RAPID SET	TON	843.5	695.85	602.5	750	—	—	369	485	357	355.5
EMULSION, SLOW SET	TON	807.35	728.35	650.7	891.70	475.48	—	388	485	755	411
PORTLAND CEMENT											
TYPE ONE	TON	393.62	-189.8	403.62	425.53	-409.93	200.76	200.76	378.72	382.98	+420
TYPE 1L	TON	420.64	+219.7	420.64	429.79	—	—	—	-414.89	—	—
MASONRY CEMENT											
70-LB BAG	TON	16.23	+15.93	14.93	15	+15.25	11.76	+11.76	-14.05	19	-14.15
CRUSHED STONE											
BASE COURSE	TON	50	38.49	25	22	+21	16	+16	+19.5	52	+14.7
CONCRETE COURSE	TON	60	48.25	24.86	+37.5	-32.99	14.5	+14.5	+18.67	50.3	-12.2
ASPHALT COURSE	TON	54	48.25	27.66	22	-42.5	14.5	+14.5	23	50.3	12.9
SAND											
CONCRETE	TON	30.25	54.11	25	26	+38	18	+18	45	17.25	14.1
MASONRY	TON	36	-46	21.25	40.65	-34.87	18	+18	-60	19.17	14.95
READY-MIX CONCRETE											
3,000 PSI	CY	195	162.5	-185	187	-259	157	157	110	180	157
4,000 PSI	CY	205	169.5	-195	191	275.28	160	160	120	190	180
5,000 PSI	CY	215	178.28	-205	218.19	+300.3	168	168	125	230	197
CONCRETE BLOCK											
NORMAL WEIGHT: 8" x 8" x 16"	C	225	277	237	308	-225	-139	-139	-255	215	188
LIGHTWEIGHT: 8" x 8" x 16"	C	225	203	186	233	308	-134	-134	285	200	174
12" x 8" x 16"	C	350	418	418	440	415	248	248	415	430	248
ITEM											
	UNIT	KANSAS CITY	LOS ANGELES	MINNEAPOLIS	NEW ORLEANS	NEW YORK	PHILADELPHIA	PITTSBURGH	ST. LOUIS	SAN FRANCISCO	SEATTLE
ASPHALT PAVING											
PG 58	TON	-527.5	552	—	600	—	536.20	594	615.25	525	550
CUTBACK, MC800	TON	+960	564	378	460	565.47	543.55	377.04	388.5	700	452
EMULSION, RAPID SET	TON	768	558	328	419	458.53	387.39	696.25	378	475	412
EMULSION, SLOW SET	TON	768	558	312.7	460	447.27	388.24	728.35	404	575	438
PORTLAND CEMENT											
TYPE ONE	TON	-205.19	452.98	-318	292.55	251.6	197.66	-189.8	240	145	135.55
TYPE 1L	TON	195	—	—	+563.83	251.6	197.66	219.7	240	—	—
MASONRY CEMENT											
70-LB BAG	TON	8.99	7.3	19.93	18.45	15.97	15.97	+15.93	14	12.97	9.56
CRUSHED STONE											
BASE COURSE	TON	18.95	+48.46	9.06	24.3	17.14	18.26	-38.49	20.2	44	19.77
CONCRETE COURSE	TON	23	+59.34	36	29	35.73	36.98	-48.25	33.33	43	36.3
ASPHALT COURSE	TON	25.25	+59.34	57	21.5	37.99	21.65	-48.25	40.4	43	36.3
SAND											
CONCRETE	TON	30.4	48.4	34	40	35.99	31	+54.11	29	45	20
MASONRY	TON	28.05	44.37	43	+65	23.2	20	-46	36.5	42	20
READY-MIX CONCRETE											
3,000 PSI	CY	210	+222.47	+252.12	166	165.16	160.16	162.5	171.7	195	170
4,000 PSI	CY	251.55	+228.66	+268.62	171	167	168.48	169.5	217.15	202	188
5,000 PSI	CY	390.24	+244.78	-315.48	177	186.57	177.84	178.28	232.3	208	222
CONCRETE BLOCK											
NORMAL WEIGHT: 8" x 8" x 16"	C	209	198	318	186	257	267	237	185.93	247	201
LIGHTWEIGHT: 8" x 8" x 16"	C	278	138	157	225	298	238	219	216.08	268	177
12" x 8" x 16"	C	+401	365	402	289	441	338	426	341.7	400	233

DUE TO GROWING POPULARITY AND APPROVAL FOR USE BY SEVERAL STATE DOT'S, ENR IS BEGINNING TO TRACK PORTLAND CEMENT TYPE 1L.
 + OR - DENOTES PRICE HAS RISEN OR FALLEN SINCE PREVIOUS REPORT. QUOTES ARE DELIVERED PRICES FOR PORTLAND AND MASONRY CEMENT, CONCRETE BLOCK AND READY-MIX CONCRETE. PRICES FOR CRUSHED STONE AND SAND ARE FOB PLANT. SOME PRICES MAY INCLUDE TAXES OR DISCOUNTS. FURTHER PRODUCT SPECIFICATIONS INCLUDE RAPID-SET EMULSION, CRS2; SLOW-SET EMULSION, CSS1H; BASE COURSE, 1/2" DOWN TO DUST, UNWASHED; CONCRETE COURSE, 1/2" THROUGH #4, WASHED; ASPHALT COURSE, 1/2" THROUGH #4, UNWASHED; CONCRETE SAND, 2NS MEDIUM CLEAN; MASONRY SAND, 2NS FINE CLEAN; CONCRETE BLOCK, 2 CORE. QUANTITIES ARE GENERALLY TRUCKLOADS.

**SUBJECT: STATEMENTS OF REVENUE AND EXPENDITURES FOR THE
THIRD QUARTER ENDED SEPTEMBER 30, 2024**

DATE: NOVEMBER 21, 2024

PRESENTED BY: MAHYAR MANSURABADI, FINANCIAL ANALYST

SUMMARY:

Attached are Statements of Revenues and Expenditures through the third quarter of 2024 and the year's ending December 31, 2023 and 2022. These statements have been prepared for the City's major operating and capital funds, including the:

- General Fund;
- Conservation Trust – Lottery Fund;
- Cemetery Fund;
- Historic Preservation Fund;
- Recreation Fund;
- Open Space Fund;
- Parks Fund;
- Capital Projects Fund;
- Water Utility Fund;
- Wastewater Utility Fund;
- Stormwater Utility Fund;
- Solid Waste & Recycling Fund; and
- Golf Course Fund.

Enterprise Funds are presented using the City's budgetary basis.

The statements contain two years (2022 and 2023) history. For the current year (2024), the statements contain:

- The original adopted budget
- The current/revised budget, as amended; and
- The actual year-to-date amounts through September 30.

Staff will be available at the meeting to answer any questions.

2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category		FY 2022	FY 2023	FY 2024				
Object Category	Obj Category Title	Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 101 – General Fund								
Account Type: Expenditure								
510000	Personnel	13,756,764.79	14,557,246.18	17,098,948.00	17,098,948.00	11,405,386.50	5,693,561.50	66.70 %
520000	Supplies	1,064,017.66	1,205,754.40	1,472,680.00	1,472,680.00	835,460.83	409,238.08	72.21 %
530000	Services	7,018,296.28	6,670,354.93	6,868,901.50	7,285,704.50	4,953,130.98	1,532,871.96	78.96 %
570000	Loans	21,634.97	149,937.81	8,480.00	8,480.00	6,377.14	2,102.86	75.20 %
580000	Depreciation Expense	328,630.16	454,883.37	327,449.00	327,449.00	339,444.07	-21,555.07	106.58 %
650000	Office Furniture and Fixtures	0.00	539,192.06	0.00	0.00	0.00	0.00	0.00 %
970000	Lease Asset - Capital Outlay	383,667.72	0.00	0.00	0.00	0.00	0.00	0.00 %
990000	Transfer Out	6,016,185.61	5,379,080.00	2,408,770.00	2,408,770.00	2,408,770.00	0.00	100.00 %
Total Expenditure		28,589,197.19	28,956,448.75	28,185,228.50	28,602,031.50	19,948,569.52	7,616,219.33	73.37 %
Account Type: Revenue								
410000	Tax Revenue	-19,924,264.26	-20,747,649.27	-22,159,315.00	-22,159,315.00	-16,056,779.34	-6,102,535.66	72.46 %
420000	License and Permits	-3,266,310.96	-3,671,626.75	-1,598,940.00	-1,598,940.00	-2,600,290.53	1,001,350.53	162.63 %
430000	Grant Revenue	-1,653,757.76	-2,218,520.79	-1,636,620.00	-1,915,578.00	-1,358,646.21	-556,931.79	70.93 %
440000	Fees	-183,356.77	-207,557.45	-247,000.00	-247,000.00	-203,022.38	-43,977.62	82.20 %
450000	Fines	-57,456.30	-90,556.80	-77,000.00	-77,000.00	-108,605.87	31,605.87	141.05 %
460000	Miscellaneous Revenue	-785,735.44	-894,201.19	-324,140.00	-324,140.00	-436,166.39	112,026.39	134.56 %
490000	Other Revenue	-383,667.72	-540,328.06	0.00	0.00	0.00	0.00	0.00 %
980000	Transfer In	-5,416,658.01	-190,190.00	-202,790.00	-322,790.00	-319,923.21	-2,866.79	99.11 %
Total Revenue		-31,671,207.22	-28,560,630.31	-26,245,805.00	-26,644,763.00	-21,083,433.93	-5,561,329.07	79.13 %
Total 101 – General Fund		-3,082,010.03	395,818.44	1,939,423.50	1,957,268.50	-1,134,864.41	2,054,890.26	-4.99 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 202 – Conservation Trust-LotteryFund								
Account Type: Expenditure								
530000	Services	189.56	313.51	100.00	100.00	243.02	-143.02	243.02 %
630000	Improv Other than Buildings	0.00	0.00	200,000.00	600,000.00	370,440.30	191,109.40	68.15 %
660000	Infrastructure	0.00	0.00	100,000.00	115,000.00	45,522.45	59,335.80	48.40 %
Total Expenditure		189.56	313.51	300,100.00	715,100.00	416,205.77	250,302.18	65.00 %
Account Type: Revenue								
430000	Grant Revenue	-270,769.07	-293,242.87	-308,660.00	-308,660.00	-179,854.75	-128,805.25	58.27 %
460000	Miscellaneous Revenue	2,654.99	-36,121.91	-2,440.00	-2,440.00	-17,226.50	14,786.50	706.00 %
Total Revenue		-268,114.08	-329,364.78	-311,100.00	-311,100.00	-197,081.25	-114,018.75	63.35 %
Total 202 – Conservation Trust-LotteryFund		-267,924.52	-329,051.27	-11,000.00	404,000.00	219,124.52	136,283.43	66.27 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 204 – Cemetery Fund								
Account Type: Expenditure								
510000	Personnel	97,775.90	75,830.01	73,878.00	73,878.00	66,811.19	7,066.81	90.43 %
520000	Supplies	2,138.13	5,369.70	8,750.00	8,750.00	4,990.27	3,193.37	63.50 %
530000	Services	104,817.00	102,429.36	131,850.00	131,850.00	103,381.24	21,924.83	83.37 %
640000	Motor Vehicle/Road Equipment	4,209.83	10,000.00	10,000.00	10,000.00	10,000.00	0.00	100.00 %
Total Expenditure		208,940.86	193,629.07	224,478.00	224,478.00	185,182.70	32,185.01	85.66 %
Account Type: Revenue								
420000	License and Permits	-67,394.00	-49,986.00	-33,760.00	-33,760.00	-40,867.50	7,107.50	121.05 %
440000	Fees	-39,200.00	-37,873.00	-41,760.00	-41,760.00	-66,588.00	24,828.00	159.45 %
460000	Miscellaneous Revenue	630.18	-7,883.15	-640.00	-640.00	-5,773.02	5,133.02	902.03 %
980000	Transfer In	-174,676.56	-182,330.00	-139,000.00	-139,000.00	-139,000.00	0.00	100.00 %
Total Revenue		-280,640.38	-278,072.15	-215,160.00	-215,160.00	-252,228.52	37,068.52	117.23 %
Total 204 – Cemetery Fund		-71,699.52	-84,443.08	9,318.00	9,318.00	-67,045.82	69,253.53	-643.22 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Object Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 207 – Historic Preservation Fund								
Account Type: Expenditure								
510000	Personnel	139,556.15	148,485.81	167,063.00	167,063.00	114,117.60	52,945.40	68.31 %
520000	Supplies	1,295.85	623.50	2,150.00	2,150.00	1,337.00	813.00	62.19 %
530000	Services	85,596.85	788,468.51	288,150.00	288,150.00	207,946.29	80,203.71	72.17 %
620000	Building Improvements-General	145,530.75	0.00	0.00	60,850.00	0.00	60,850.00	0.00 %
990000	Transfer Out	184,561.51	190,190.00	202,790.00	202,790.00	202,790.00	0.00	100.00 %
Total Expenditure		556,541.11	1,127,767.82	660,153.00	721,003.00	526,190.89	194,812.11	72.98 %
Account Type: Revenue								
410000	Tax Revenue	-922,807.56	-986,119.08	-1,012,750.00	-1,012,750.00	-707,488.66	-305,261.34	69.86 %
460000	Miscellaneous Revenue	4,992.86	-155,439.56	-46,600.00	-46,600.00	-71,351.85	24,751.85	153.12 %
Total Revenue		-917,814.70	-1,141,558.64	-1,059,350.00	-1,059,350.00	-778,840.51	-280,509.49	73.52 %
Total 207 – Historic Preservation Fund		-361,273.59	-13,790.82	-399,197.00	-338,347.00	-252,649.62	-85,697.38	74.67 %



COLORADO • SINCE 1878

2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 208 – Recreation Center Fund								
Account Type: Expenditure								
510000	Personnel	2,619,186.25	2,990,060.83	3,160,770.00	3,160,770.00	2,350,286.26	810,483.74	74.36 %
520000	Supplies	182,890.13	252,717.84	284,220.60	309,220.60	163,185.83	117,822.07	61.90 %
530000	Services	1,598,319.80	1,723,060.05	1,883,155.00	1,883,155.00	1,332,593.10	530,696.43	71.82 %
580000	Depreciation Expense	12,000.12	16,240.00	11,785.00	11,785.00	12,408.32	-623.32	105.29 %
620000	Building Improvements-General	15,019.00	1,157,184.78	0.00	86,200.00	15,717.74	70,482.26	18.23 %
630000	Improv Other than Buildings	0.00	0.00	260,000.00	260,000.00	17,100.00	184,227.00	29.14 %
640000	Motor Vehicle/Road Equipment	41,144.00	180,771.53	845,000.00	873,900.00	71,671.19	802,228.81	8.20 %
990000	Transfer Out	0.00	0.00	0.00	200,000.00	0.00	200,000.00	0.00 %
Total Expenditure		4,468,559.30	6,320,035.03	6,444,930.60	6,785,030.60	3,962,962.44	2,715,316.99	59.98 %
Account Type: Revenue								
410000	Tax Revenue	-1,108,408.35	-1,183,374.97	-1,217,980.00	-1,217,980.00	-853,495.98	-364,484.02	70.07 %
430000	Grant Revenue	-471,860.02	-212,733.16	-55,000.00	-55,000.00	-81,682.15	26,682.15	148.51 %
440000	Fees	-2,635,000.25	-3,305,174.90	-2,998,490.00	-2,998,490.00	-2,754,467.77	-244,022.23	91.86 %
460000	Miscellaneous Revenue	-73,085.73	-1,450,759.84	-48,060.00	-48,060.00	-163,298.34	115,238.34	339.78 %
980000	Transfer In	-1,258,280.00	-1,374,110.00	-1,422,200.00	-1,422,200.00	-1,422,200.00	0.00	100.00 %
Total Revenue		-5,546,634.35	-7,526,152.87	-5,741,730.00	-5,741,730.00	-5,275,144.24	-466,585.76	91.87 %
Total 208 – Recreation Center Fund		-1,078,075.05	-1,206,117.84	703,200.60	1,043,300.60	-1,312,181.80	2,248,731.23	-115.54 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category		FY 2022	FY 2023	FY 2024				
Object Category	Obj Category Title	Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 210 – Open Space Fund								
Account Type: Expenditure								
510000	Personnel	0.00	0.00	0.00	1,438,395.00	874,541.45	563,853.55	60.80 %
520000	Supplies	0.00	0.00	0.00	50,135.00	27,735.73	22,399.27	55.32 %
530000	Services	0.00	0.00	0.00	670,332.00	209,479.88	290,199.65	56.71 %
580000	Depreciation Expense	0.00	0.00	0.00	8,107.00	8,107.00	0.00	100.00 %
640000	Motor Vehicle/Road Equipment	0.00	0.00	0.00	20,000.00	0.00	20,000.00	0.00 %
660000	Infrastructure	0.00	0.00	0.00	486,029.00	50,838.70	424,812.70	12.60 %
Total Expenditure		0.00	0.00	0.00	2,672,998.00	1,170,702.76	1,321,265.17	50.57 %
Account Type: Revenue								
410000	Tax Revenue	0.00	0.00	0.00	-2,534,382.00	-1,763,494.97	-770,887.03	69.58 %
430000	Grant Revenue	0.00	0.00	0.00	-2,500.00	-59,926.06	57,426.06	2,397.04 %
460000	Miscellaneous Revenue	0.00	0.00	0.00	-37,026.00	-50,781.34	13,755.34	137.15 %
980000	Transfer In	0.00	0.00	0.00	-612,844.00	-612,844.00	0.00	100.00 %
Total Revenue		0.00	0.00	0.00	-3,186,752.00	-2,487,046.37	-699,705.63	78.04 %
Total 210 – Open Space Fund		0.00	0.00	0.00	-513,754.00	-1,316,343.61	621,559.54	220.98 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 211 – Parks Fund								
Account Type: Expenditure								
510000	Personnel	0.00	0.00	0.00	1,725,666.00	1,093,859.88	631,806.12	63.39 %
520000	Supplies	0.00	0.00	0.00	154,805.00	77,199.89	73,224.46	52.70 %
530000	Services	0.00	0.00	0.00	1,136,460.00	608,594.01	363,085.32	68.05 %
580000	Depreciation Expense	0.00	0.00	0.00	59,729.00	59,773.99	-44.99	100.08 %
630000	Improv Other than Buildings	0.00	0.00	0.00	511,486.00	16,302.46	492,548.54	3.70 %
640000	Motor Vehicle/Road Equipment	0.00	0.00	0.00	108,000.00	53,567.95	13,228.38	87.75 %
660000	Infrastructure	0.00	0.00	0.00	79,800.00	0.00	76,050.00	4.70 %
Total Expenditure		0.00	0.00	0.00	3,775,946.00	1,909,298.18	1,649,897.83	56.31 %
Account Type: Revenue								
410000	Tax Revenue	0.00	0.00	0.00	-1,520,630.00	-1,071,454.28	-449,175.72	70.46 %
430000	Grant Revenue	0.00	0.00	0.00	-2,500.00	0.00	-2,500.00	0.00 %
460000	Miscellaneous Revenue	0.00	0.00	0.00	-37,025.00	-71,168.11	34,143.11	192.22 %
490000	Other Revenue	0.00	0.00	0.00	0.00	-5,973.00	5,973.00	0.00 %
980000	Transfer In	0.00	0.00	0.00	-2,215,792.00	-2,118,462.00	-97,330.00	95.61 %
Total Revenue		0.00	0.00	0.00	-3,775,947.00	-3,267,057.39	-508,889.61	86.52 %
Total 211 – Parks Fund		0.00	0.00	0.00	-1.00	-1,357,759.21	1,141,008.22	114,100,922.00 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget,Adjusted Budget,Month-To-Date Actual,Year-To-Date Actual,Year-To-Date Encumbrances,Year-To-Date Variance,Year-To-Date Spent Pct
Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 301 – Capital Projects Fund								
Account Type: Expenditure								
510000	Personnel	370,091.55	321,598.48	421,445.00	421,445.00	277,942.66	143,502.34	65.95 %
530000	Services	7,662.35	7,542.19	8,610.00	8,610.00	5,936.69	2,673.31	68.95 %
620000	Building Improvements-General	553,039.36	303,421.77	815,240.00	1,713,191.00	158,956.37	1,335,678.99	22.04 %
630000	Improv Other than Buildings	130,580.78	1,103,137.96	3,897,650.00	7,497,832.00	387,101.73	6,486,173.20	13.49 %
640000	Motor Vehicle/Road Equipment	151,563.18	963,236.84	5,392,593.00	5,576,749.00	360,054.79	5,139,861.43	7.83 %
650000	Office Furniture and Fixtures	71,805.00	314,374.01	137,000.00	481,823.00	176,099.72	287,000.30	40.43 %
660000	Infrastructure	7,321,260.67	5,431,436.89	10,203,100.00	17,355,964.00	5,056,083.83	7,188,028.09	58.58 %
670000	Water Rights	0.00	0.00	0.00	120,000.00	120,000.00	0.00	100.00 %
990000	Transfer Out	135,860.00	148,360.00	153,550.00	153,550.00	153,550.00	0.00	100.00 %
Total Expenditure		8,741,862.89	8,593,108.14	21,029,188.00	33,329,164.00	6,695,725.79	20,582,917.66	38.24 %
Account Type: Revenue								
410000	Tax Revenue	-8,173,827.70	-8,341,604.65	-8,418,050.00	-8,418,050.00	-7,151,777.64	-1,266,272.36	84.96 %
430000	Grant Revenue	-502,329.18	-182,001.88	-6,975,417.00	-13,681,417.00	-1,460,572.88	-12,220,844.12	10.68 %
440000	Fees	-32,000.00	-32,000.00	-25,000.00	-25,000.00	0.00	-25,000.00	0.00 %
460000	Miscellaneous Revenue	-79,935.67	-1,114,507.17	-216,490.00	-1,106,290.00	-928,047.79	-178,242.21	83.89 %
490000	Other Revenue	0.00	0.00	0.00	0.00	-6,101.00	6,101.00	0.00 %
980000	Transfer In	-3,316,881.00	-3,031,568.62	-215,410.00	-465,410.00	0.00	-465,410.00	0.00 %
Total Revenue		-12,104,973.55	-12,701,682.32	-15,850,367.00	-23,696,167.00	-9,546,499.31	-14,149,667.69	40.29 %
Total 301 – Capital Projects Fund		-3,363,110.66	-4,108,574.18	5,178,821.00	9,632,997.00	-2,850,773.52	6,433,249.97	33.22 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 501 – Water Utility Fund								
Account Type: Expenditure								
510000	Personnel	1,996,401.08	1,976,992.44	2,240,368.00	2,240,368.00	1,579,862.27	660,505.73	70.52 %
520000	Supplies	1,393,491.04	502,107.84	605,031.00	605,031.00	365,409.39	66,526.36	89.00 %
530000	Services	3,021,480.76	2,360,120.86	2,097,720.00	2,216,333.00	1,664,647.27	327,283.86	85.23 %
570000	Loans	981,955.40	981,660.24	987,550.00	987,550.00	86,670.45	900,879.55	8.78 %
580000	Depreciation Expense	2,439.96	2,440.00	2,440.00	2,440.00	4,346.61	-1,906.61	178.14 %
620000	Building Improvements-General	5,629.44	26,654.45	2,500,000.00	2,707,316.00	57,091.81	2,646,818.96	2.23 %
630000	Improv Other than Buildings	0.00	0.00	0.00	350,000.00	0.00	350,000.00	0.00 %
640000	Motor Vehicle/Road Equipment	283,482.18	157,205.59	1,950,000.00	2,513,003.00	45,210.40	1,849,641.40	26.40 %
650000	Office Furniture and Fixtures	0.00	56,300.99	0.00	79,000.00	31,120.27	11,923.60	84.91 %
660000	Infrastructure	3,294,404.72	2,230,365.28	9,452,500.00	11,480,766.00	1,029,945.14	9,552,062.84	16.80 %
670000	Water Rights	0.00	2,820,226.25	250,000.00	250,000.00	0.00	250,000.00	0.00 %
Total Expenditure		10,979,284.58	11,114,073.94	20,085,609.00	23,431,807.00	4,864,303.61	16,613,735.69	29.10 %
Account Type: Revenue								
430000	Grant Revenue	-284.56	-1,212,317.53	0.00	0.00	-125,313.50	125,313.50	0.00 %
440000	Fees	-8,036,368.48	-6,753,881.96	-7,601,630.00	-7,601,630.00	-7,107,562.10	-494,067.90	93.50 %
460000	Miscellaneous Revenue	-1,601,529.11	-488,281.49	-362,830.00	-362,830.00	-516,492.86	153,662.86	142.35 %
490000	Other Revenue	-5,892,674.89	-14,152.00	0.00	0.00	-120,000.00	120,000.00	0.00 %
980000	Transfer In	-300,563.85	0.00	0.00	0.00	0.00	0.00	0.00 %
Total Revenue		-15,831,420.89	-8,468,632.98	-7,964,460.00	-7,964,460.00	-7,869,368.46	-95,091.54	98.81 %
Total 501 – Water Utility Fund		-4,852,136.31	2,645,440.96	12,121,149.00	15,467,347.00	-3,005,064.85	16,518,644.15	-6.80 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category		FY 2022	FY 2023	FY 2024				
Object Category	Obj Category Title	Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 502 – Wastewater Utility Fund								
Account Type: Expenditure								
510000	Personnel	1,231,813.24	1,367,567.55	1,595,582.00	1,595,582.00	1,096,983.21	498,598.79	68.75 %
520000	Supplies	169,244.29	169,379.93	217,305.00	217,305.00	117,312.00	-82,852.46	138.13 %
530000	Services	1,194,395.82	1,140,335.33	1,235,170.00	1,235,170.00	862,464.75	287,916.13	76.69 %
570000	Loans	1,272,150.58	1,270,583.12	1,285,190.00	1,285,190.00	1,282,221.18	2,968.82	99.77 %
580000	Depreciation Expense	2,859.96	2,860.00	2,860.00	2,860.00	2,860.00	0.00	100.00 %
620000	Building Improvements-General	0.00	8,230.00	0.00	0.00	0.00	0.00	0.00 %
640000	Motor Vehicle/Road Equipment	0.00	370,440.20	195,000.00	776,564.00	77,610.40	239,712.82	69.13 %
650000	Office Furniture and Fixtures	0.00	27,730.34	0.00	0.00	2,321.04	-2,321.04	0.00 %
660000	Infrastructure	328,451.38	1,333,231.87	540,500.00	5,551,124.00	352,263.52	1,077,353.84	80.59 %
Total Expenditure		4,198,915.27	5,690,358.34	5,071,607.00	10,663,795.00	3,794,036.10	2,021,376.90	81.04 %
Account Type: Revenue								
440000	Fees	-3,934,258.68	-4,319,932.89	-5,055,000.00	-5,055,000.00	-3,433,986.70	-1,621,013.30	67.93 %
460000	Miscellaneous Revenue	-99,111.89	-428,638.06	-135,760.00	-135,760.00	-188,354.32	52,594.32	138.74 %
980000	Transfer In	-298,154.62	0.00	0.00	0.00	0.00	0.00	0.00 %
Total Revenue		-4,331,525.19	-4,748,570.95	-5,190,760.00	-5,190,760.00	-3,622,341.02	-1,568,418.98	69.78 %
Total 502 – Wastewater Utility Fund		-132,609.92	941,787.39	-119,153.00	5,473,035.00	171,695.08	452,957.92	91.72 %



COLORADO • SINCE 1878

2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Obj Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 503 – Storm Water Utility Fund								
Account Type: Expenditure								
510000	Personnel	327,235.40	329,932.14	372,085.00	372,085.00	265,367.06	106,717.94	71.32 %
520000	Supplies	10,349.17	7,248.49	5,465.00	5,465.00	4,801.90	663.10	87.87 %
530000	Services	119,792.08	91,200.80	122,060.00	285,060.00	180,770.77	47,001.71	83.51 %
570000	Loans	260,560.97	260,239.89	263,230.00	263,230.00	262,623.60	606.40	99.77 %
630000	Improv Other than Buildings	208,893.82	251,258.59	165,000.00	1,586,608.00	147,618.40	1,417,554.60	10.66 %
640000	Motor Vehicle/Road Equipment	26,463.30	0.00	0.00	103,061.00	0.00	0.80	100.00 %
660000	Infrastructure	0.00	110,621.24	150,000.00	478,019.00	55,785.96	399,429.84	16.44 %
Total Expenditure		953,294.74	1,050,501.15	1,077,840.00	3,093,528.00	916,967.69	1,971,974.39	36.25 %
Account Type: Revenue								
420000	License and Permits	-600.00	-600.00	-2,000.00	-2,000.00	-300.00	-1,700.00	15.00 %
430000	Grant Revenue	0.00	-250,000.00	-250,000.00	-250,000.00	-145,658.61	-104,341.39	58.26 %
440000	Fees	-953,798.50	-1,143,012.95	-1,141,900.00	-1,141,900.00	-888,435.11	-253,464.89	77.80 %
460000	Miscellaneous Revenue	-11,471.35	-300,756.74	-19,550.00	-19,550.00	-35,564.67	16,014.67	181.92 %
980000	Transfer In	-86,507.45	0.00	0.00	0.00	0.00	0.00	0.00 %
Total Revenue		-1,052,377.30	-1,694,369.69	-1,413,450.00	-1,413,450.00	-1,069,958.39	-343,491.61	75.70 %
Total 503 – Storm Water Utility Fund		-99,082.56	-643,868.54	-335,610.00	1,680,078.00	-152,990.70	1,628,482.78	3.07 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category	Object Category Title	FY 2022	FY 2023	FY 2024				
		Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 510 – Solid Waste&Recyc Utility Fund								
Account Type: Expenditure								
510000	Personnel	71,336.26	82,043.11	96,034.00	96,034.00	66,753.52	29,280.48	69.51 %
520000	Supplies	9.00	9.00	6,000.00	6,000.00	9.00	5,991.00	0.15 %
530000	Services	1,491,111.68	1,616,532.98	1,695,550.00	1,695,550.00	1,074,649.90	620,900.10	63.38 %
Total Expenditure		1,562,456.94	1,698,585.09	1,797,584.00	1,797,584.00	1,141,412.42	656,171.58	63.50 %
Account Type: Revenue								
440000	Fees	-1,627,554.21	-1,708,403.37	-1,800,950.00	-1,800,950.00	-1,096,221.48	-704,728.52	60.87 %
460000	Miscellaneous Revenue	1,367.10	-11,102.93	-4,040.00	-4,040.00	-7,167.34	3,127.34	177.41 %
980000	Transfer In	-141,933.13	0.00	0.00	0.00	0.00	0.00	0.00 %
Total Revenue		-1,768,120.24	-1,719,506.30	-1,804,990.00	-1,804,990.00	-1,103,388.82	-701,601.18	61.13 %
Total 510 – Solid Waste&Recyc Utility Fund		-205,663.30	-20,921.21	-7,406.00	-7,406.00	38,023.60	-45,429.60	-513.42 %



2024 QE Report - Rev/Expenses by Fund by Obj Cat

As Of = @prior-month-end; Years = 3; Periods = 1..12; Balances = Adopted Budget, Adjusted Budget, Month-To-Date Actual, Year-To-Date Actual, Year-To-Date Encumbrances, Year-To-Date Variance, Year-To-Date Spent Pct
 Fund [101,202,204,207,208,210,211,301,501,502,503,510,520]

Object Category		FY 2022	FY 2023	FY 2024				
Object Category	Obj Category Title	Actual	Actual	Adopted Budget	Adjusted Budget	Year-To-Date Actual	Year-To-Date Variance	Year-To-Date Spent Pct
Fund: 520 – Golf Course Fund								
Account Type: Expenditure								
510000	Personnel	1,444,810.21	1,616,379.86	1,647,715.00	1,647,715.00	1,432,053.39	215,661.61	86.91 %
520000	Supplies	298,588.35	268,022.17	256,823.00	321,373.00	279,703.01	-43,312.05	113.48 %
530000	Services	772,428.07	547,115.03	559,675.00	588,675.00	407,580.63	115,782.78	80.33 %
580000	Depreciation Expense	2,869.80	2,860.00	2,860.00	2,860.00	2,860.00	0.00	100.00 %
630000	Improv Other than Buildings	0.00	13,020.70	91,250.00	96,250.00	46,500.00	49,750.00	48.31 %
640000	Motor Vehicle/Road Equipment	0.00	33,051.01	8,000.00	8,000.00	7,500.00	0.00	100.00 %
650000	Office Furniture and Fixtures	0.00	0.00	8,600.00	8,600.00	8,340.21	259.79	96.98 %
Total Expenditure		2,518,696.43	2,480,448.77	2,574,923.00	2,673,473.00	2,184,537.24	338,142.13	87.35 %
Account Type: Revenue								
430000	Grant Revenue	0.00	-5,359.00	0.00	0.00	0.00	0.00	0.00 %
440000	Fees	-2,384,492.81	-2,896,255.76	-2,508,800.00	-2,645,800.00	-2,480,727.76	-165,072.24	93.76 %
460000	Miscellaneous Revenue	-171,251.96	-141,390.82	-11,420.00	-11,420.00	-40,720.94	29,300.94	356.58 %
490000	Other Revenue	-50.00	-85,000.00	0.00	0.00	-2,499.95	2,499.95	0.00 %
Total Revenue		-2,555,794.77	-3,128,005.58	-2,520,220.00	-2,657,220.00	-2,523,948.65	-133,271.35	94.98 %
Total 520 – Golf Course Fund		-37,098.34	-647,556.81	54,703.00	16,253.00	-339,411.41	204,870.78	-1,160.51 %
		-13,550,683.80	-3,071,276.96	19,134,249.10	34,824,089.10	-11,360,241.75	31,378,804.83	9.89 %



**SUBJECT: CAPITAL IMPROVEMENT PROGRAM REPORT FOR THE THIRD
QUARTER ENDED SEPTEMBER 30, 2024**

DATE: NOVEMBER 21, 2024

**PRESENTED BY: JULIE GLASER, SENIOR ACCOUNTANT
RYDER BAILEY, CPA, FINANCE DIRECTOR**

SUMMARY:

Attached is the Capital Improvements Program report for the third quarter ended September 30, 2024. This report summarizes all capital projects that have been budgeted for 2024 and contains the current expenditures for the year.

Department and Finance Staff will be available at the meeting to facilitate discussion and answer questions.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annun of initial budget approval	Cumulative Project Progress	Current Notes on Project
202511-630048	Adam B/Bryon W	PARKS & RECREATION	CONSERVATION TRUST-LOTTERY FUND	Playgrounds (40%)	\$ 600,000	\$ 370,440	62%	2021	51%- 75% Complete	Carnival & Meadows playgrounds complete, ~\$30k retainage to be paid Q4 2024. \$200k to be carried over to 2025 for use at Memory Square playground.
202511-660015	Bryon W	PARKS & RECREATION	CONSERVATION TRUST-LOTTERY FUND	Wayfinding & Signs	\$ 115,000	\$ 45,522	40%	2021	0 - 25% Complete	\$65k to be allocated to phase two wayfinding (lake to lake trail) in Q4 and/or rolled over to 2025.
				Fund 202 Total	\$ 715,000	\$ 415,963	58%			
204799-640001	Abby M	PARKS & RECREATION	CEMETERY FUND	Machinery & Equipment (10%)	\$ 10,000	\$ 10,000	100%	2022	76% - 100% Complete	Unit delivered 11/5/2024.
				Fund 204 Total	\$ 10,000	\$ 10,000	100%			
207542-620113	Kevin F	COMMUNITY DESIGN	HISTORICAL PRESERVATION FUND	Historical Museum Structural	\$ 60,850	\$ -	0%	2019	In Design	Project plans have been received and are ready for RFP in 2024.
				Fund 207 Total	\$ 60,850	\$ -	0%			
208535-620139	Kathy M/Paul B	PARKS & RECREATION	RECREATION FUND	Miracote Deck	\$ 40,000	\$ -	0%	2023	Not Started	Carry forward all funds for 2025.
208535-640144	Kathy M	RECREATION CENTER	RECREATION FUND	Pump Replacements	\$ 15,000	\$ 4,242	28%	2022	51%- 75% Complete	Complete.
208538-640001	Abby M	PARKS & RECREATION	RECREATION FUND	Machinery & Equipment (10%)	\$ 10,000	\$ 9,883	99%	Annual	76% - 100% Complete	Carry forward all funds for 2025.
208539-620142	Kathy M/Bryon W	PARKS & RECREATION	RECREATION FUND	Locker Room Upgrades	\$ 46,200	\$ 17,203	37%	2023	Complete	\$17k spent on locker room counter/sink/mirror renovations completed. Exploring quotes for door replacements for the remaining \$29k.
208539-630170	Kathy M	PARKS & RECREATION	RECREATION FUND	Track Remediation	\$ 210,000	\$ 50,849	24%	2024	Complete	Complete.
208539-630173	Bryon W	PARKS & RECREATION	RECREATION FUND	Parking Lot Improvements 60%	\$ 50,000	\$ 17,100	34%	2024	Complete	\$17k spent on crack seal and restriping.
208539-640123	Kathy M	PARKS & RECREATION	RECREATION FUND	Rec Center Equip Replace	\$ 100,000	\$ 55,393	55%	2023	51%- 75% Complete	Still have outstanding PO and waiting on equipment delivery. Carry any outstanding balances.
208539-640156	Julie S	PARKS & RECREATION	RECREATION FUND	Recreation Center Cameras	\$ 3,900	\$ 2,154	55%	2023	76% - 100% Complete	Complete for 2024.
208539-640157	Kevin F	PUBLIC WORKS	RECREATION FUND	Recreation Center HVAC Replace	\$ 745,000	\$ -	0%	2023	Delayed	Funding will need to be shifted to Capital Fund, for 2025 Budgeted project. (620163 - Rec Ctr DeCarb) (RB)
				Fund 208 Total	\$ 1,220,100	\$ 156,823	13%			
210522-640001	Ember B/Nick P	OPEN SPACE	OPEN SPACE FUND	Machinery & Equipment	\$ 20,000	\$ -	0%	2024	Out to Bid	2024 Project that will be completed in Q4 2024.
210524-660081	Ember B/Nick P	OPEN SPACE	OPEN SPACE FUND	Trail Improvements	\$ 147,000	\$ 58,993	40%	2023	Close-out	OS staff installing animal and weather resistant and ADA trash cans.
210524-660279	Bryon W	OPEN SPACE	OPEN SPACE FUND	Soft Surface Trail Mgmt Plan	\$ 71,335	\$ -	0%	2021	Not Started	Waiting until after the Hecla fence and social trail restoration to be completed first. Likely 2025 for trail resurfacing.
210524-660300	Ember B/Nick P	OPEN SPACE	OPEN SPACE FUND	Emergency & Maintenance Access	\$ 105,000	\$ -	0%	2024	0 - 25% Complete	Bid complete. Contract selection on 10/30/24. Field work starts Q4.
210528-660277	Geoff N	PUBLIC WORKS	OPEN SPACE FUND	104th Empire Trail & Shoulder	\$ 162,694	\$ 2,223	1%	2021	Close-out	Project Complete and closed.
				Fund 210 Total	\$ 506,029	\$ 61,216	12%			
211511-630071	Bryon W	PARKS	PARKS FUND	Parks and Open Space Signs	\$ 29,888	\$ -	0%	2021	Not Started	Phase two to be installed likely Q1 2025.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annun of initial budget approval	Cumulative Project Progress	Current Notes on Project
211511-630101	Abby M	PARKS	PARKS FUND	Irrig Replacements & Improvs	\$ 478,478	\$ 14,681	3%	2021	76% - 100% Complete	Dec 2024 Council Consent to approve funding irrigation controller replacements.
211511-630157	Abby M	PARKS	PARKS FUND	Park Site Furnishing Replacement	\$ 1,500	\$ -	0%	2022	76% - 100% Complete	Staff to purchase amenity supplies for tables and benches.
211511-630162	Abby M	PARKS	PARKS FUND	Comm Park Irrigation Replacement	\$ 1,620	\$ 1,621	100%	2022	76% - 100% Complete	Final request on Dec Council Consent to purchase irrigation controller replacements.
211511-640000	Abby M	PARKS	PARKS FUND	Additions to Fleet - Parks (60%)	\$ 48,000	\$ 34,772	72%	2023	26% - 50% Complete	Carry forward all funds for 2025.
211511-640001	Abby M	PARKS	PARKS FUND	Machinery & Equipment	\$ 60,000	\$ 18,796	31%	2024	76%-100% Complete	utility gator to arrive Nov 2024. Line painter purchased for Athletic fields.
211511-660292	Abby M/ Bryon W	PARKS & RECREATION	PARKS FUND	Public Landscape Improvements	\$ 79,800	\$ 3,750	5%	2023	51%-75% Complete	40+ trees to be purchased and installed by Forestry. Process started Q3 finish Q4.
Fund 211 Total					\$ 699,286	\$ 73,620	11%			
221120-630015	Cameron/Vanessa/Austin/Ryder	COMM DEV/ECONOMIC VITALITY	URD FUND	Pymts fr Contr Fund-DELO Devel	\$ 212,301	\$ -	0%	2023	76% - 100% Complete	Project Complete and getting closed out, FA issued on 10/22/24. Final URA payment 33 sent for payment.
221120-630177	Vanessa Z/Austin B	COMM DEV/ECONOMIC VITALITY	URD FUND	Downtown Vision Plan Streetsca	\$ 150,000	\$ 126,979	85%	2024	In Design	Project approved by LRC in September 2024 and will be going to Council in November 2024.
Fund 221 Total					\$ 362,301	\$ 126,979	35%			
301103-620133	Kevin F	ADMINISTRATION	CAPITAL PROJECTS FUND	Building Energy Efficiency	\$ 370,461	\$ 998	0%	2021	51%- 75% Complete	Efficiency upgrades happening city-wide to include lighting, hot water heater replacement. Will carry over to 2025 and funds should be included w/ Decarbonization Plan.
301103-630167	Kevin F	ADMINISTRATION	CAPITAL PROJECTS FUND	Municipal Electrification	\$ 2,991,584	\$ 8,689	0%	2023	Delayed	This funding has been budgeted within the following 2025 decarb accounts, 620163 (Rec Ctr), 620165 (library), and 620162 (police), therefore it will not be carried forward within this account. (RB)
301103-640030	Kevin F	ADMINISTRATION	CAPITAL PROJECTS FUND / URD	Electric Vehicle Station Equip	\$ 26,400	\$ -	0%	2018	Delayed	City Hall EV station is in bidding and rescoping. On hold in order to incorporate into 2025 Decarbonization Plan. Grants have been applied for this scope.
301103-660025	Kurt K	ADMINISTRATION	CAPITAL PROJECTS FUND	Streetlights	\$ 107,058	\$ -	0%	2023	Close-out	Project complete. *Additional Research req'd, likely no carryforward in 2025*
301103-660293	Cameron F	ADMINISTRATION	CAPITAL PROJECTS FUND / URD	Downtown Streetlight Conversion	\$ 480,000	\$ 395,295	82%	2023	Complete	Final bill paid by LRC (to Capital Fund) (RB)
301173-650058	Paulina B	IT	CAPITAL PROJECTS FUND	City-Wide Telephone Syst Upgr	\$ 77,954	\$ 39,492	51%	2023	76% - 100% Complete	We have a few outstanding expenses left for this project, including upgrades to a conference room, and outstanding bills from recycling, and canceling our previous vendor.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annun of initial budget approval	Cumulative Project Progress	Current Notes on Project
301173-650099	Paulina B	IT	CAPITAL PROJECTS FUND	Storage, Server, Backup Refres	\$ 2,789	\$ 3,895	140%	2023	76% - 100% Complete	We recently installed the Library servers and all implementation of the project is complete. we will now use the leftover funding we have to recycle the old servers.
301173-650103	Paulina B	IT	CAPITAL PROJECTS FUND	City-Wide Security Additions	\$ 27,580	\$ 18,784	68%	2021	76% - 100% Complete	We continue to work with Rule4 for security audits and implementing a strong cyber security culture. This work is ongoing and going as planned.
301173-650116	Paulina B	IT	CAPITAL PROJECTS FUND	PC Replacement	\$ 35,000	\$ -	0%	2024	26% - 50% Complete	PC Replacement has begun. All computers for the 2024 year have been ordered (there is zero money left in this fund). We will be deploying roughly 70 computers to the city of Louisville for computer replacement.
301173-650120	Paulina B	IT	CAPITAL PROJECTS FUND	Replace Networking Switches	\$ 120,000	\$ 112,045	93%	2024	76% - 100% Complete	Will replace the last of the switches at the city by year end. This project is going as planned for scope schedule and budget.
301173-660258	Paulina B	IT	CAPITAL PROJECTS FUND	Middle Mile Fiber	\$ 94,221	\$ 40,000	42%	2019	76% - 100% Complete	We continue to drill along 104th to work to create redundancy in our fiber ring. All is going to schedule and as planned.
301191-620134	Kevin F	PUBLIC WORKS	CAPITAL PROJECTS FUND	City Hall Elevator Modernization	\$ 135,000	\$ -	0%	2022	On hold	On hold - waiting for direction on City Hall upgrades.
301191-620144	Kevin F	PUBLIC WORKS	CAPITAL PROJECTS FUND	City Services Roof Repair	\$ 35,000	\$ 145,031	414%	2023	Complete	Complete.
301191-640161	Meredyth M	ADMINISTRATION	CAPITAL PROJECTS FUND	Council Chambers Brdcst/AV Upg	\$ 175,000	\$ 142,847	82%	2024	Complete	Complete.
301191-640162	Kurt K	PUBLIC WORKS	CAPITAL PROJECTS FUND	Generators for Critical Facili	\$ 4,900,556	\$ -	0%	2024	Out to Bid	1st Q 2025 - 2027 depending on lead times for equipment.
301191-640165	Paulina B	IT	CAPITAL PROJECTS FUND	City Svcs Security Cam Replace	\$ 121,000	\$ 65,335	54%	2024	51%- 75% Complete	We had an issue with a transformer not providing the correct amount of power. We worked with several vendors and finally resolved the issue. This project is now back on track and we continue to install cameras each day.
301161-640000	Rob Z	COMM DEV	CAPITAL PROJECTS FUND	Motor Vehicle/Road Equipment	\$ 50,000	\$ 32,931	66%	2024	Complete	Complete.
301211-620116	Jeff F/Kevin F	POLICE	CAPITAL PROJECTS FUND	Police Dept Basement Restroom	\$ 137,257	\$ -	0%	2019	Close-out	CO was received in Oct 2024. Close out is in progress.
301211-640114	Rafael G	POLICE	CAPITAL PROJECTS FUND	FM Radio Stations	\$ 5,000	\$ 326	7%	2021	Close-out	Radio station discontinued in Q1 2024 and equipment will be liquidated. (RG)
301211-640145	Rafael G	POLICE	CAPITAL PROJECTS FUND	Taser Replacements	\$ 29,816	\$ 32,266	108%	2021	Close-out	Axon contract (5-year) approved by Council/moved to 2025-2026 general fund budget. (RG)
301211-650106	Rafael G	POLICE	CAPITAL PROJECTS FUND	Bi-Directional 700-800 Amplifier	\$ 187,000	\$ -	0%	2021	In Design	COO received for basement- project moving to In-design and will begin consultation work to select vendor and develop RFI/RFP process for improvement. Will seek to carry funds forward into 2025 for project (RG)

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annun of initial budget approval	Cumulative Project Progress	Current Notes on Project
301211-650107	Rafael G	POLICE	CAPITAL PROJECTS FUND	Communication Equip for EOC	\$ 29,500	\$ -	0%	2021	In Design	COO received for basement- project moving to In-design and will begin consultation work to select vendor and develop RFI/RFP process for improvement. Will seek to carry funds forward into 2025 for project. (RG)
301219-620120	Rafael G/Kevin F	POLICE	CAPITAL PROJECTS FUND	Police Dept Electrical Work	\$ 20,083	\$ -	0%	2019	Close-out	CO was received in Oct 2024. Project is close out is in progress
301219-620147	Rafael G/Kevin F	POLICE	CAPITAL PROJECTS FUND	Police/Court HVAC Replacement	\$ 300,000	\$ -	0%	2024	Delayed	This funding has been budgeted within the following 2025 decarb account, 620162 (police), therefore it will not be carried forward within this account. (RB)
301219-620148	Rafael G/Kevin F	POLICE	CAPITAL PROJECTS FUND	Police/Court Roof Replacement	\$ 274,000	\$ -	0%	2024	Delayed	This funding has been budgeted within the following 2025 decarb account, 620162 (police), therefore it will not be carried forward within this account. (RB)
301311-660202	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Railroad Quiet Zones	\$ 7,050	\$ 445	6%	2023	Complete	Complete.
301312-640001	Ben F	PUBLIC WORKS	CAPITAL PROJECTS FUND	Machinery & Equipment	\$ 32,720	\$ -	0%	2023	Close-out	Complete.
301312-660012	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Pavement Booster Program	\$ 6,787,100	\$ 3,999,799	59%	2022	Close-out	2024 work is complete and working toward close out.
301312-660022	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Concrete Replacement	\$ 108,000	\$ 111,752	103%	Annual	Close-out	2024 work is complete and working toward close out.
301312-660222	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	SH42 Corridor Improvements	\$ 7,880,608	\$ 775,492	10%	2023	In Design	Multi-Year contract with KH. Proceeding with 30% design for project.
301312-660280	Cameron F	PUBLIC WORKS	CAPITAL PROJECTS FUND	Street Lighting Safety Upgrade	\$ 32,289	\$ 23,284	72%	2021	51%- 75% Complete	2/3 of the light bases have been installed. Waiting on Light pole order for final install. 80% complete.
301312-660281	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Signal Cabinet Upgrades	\$ 85,000	\$ -	0%	Annual	In Design	Still working toward IGA with CDOT. 2025/2026 Budget CIP should cover project. This will likely return to General Fund.
301312-660294	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Pavement Crackseal	\$ 210,000	\$ 101,689	48%	2023	0 - 25% Complete	Complete.
301313-630140	Cameron F	PUBLIC WORKS	CAPITAL PROJECTS FUND / URD	Downtown Tree Grate Conduit Re	\$ 602,200	\$ 273	0%	2023	76% - 100% Complete	Downtown vision plan 75% complete - Finalizing plan and working towards adoption by LRC and Council. Funding for vision plan is 150k provided by LRC. No CF into 2025.
301313-630143	Bryon W	PUBLIC WORKS	CAPITAL PROJECTS FUND	Median Landscape Reno	\$ 830,581	\$ 7,106	1%	2023	In Design	Phase two delayed due to Xcel project on Dillon Rd. anticipated spring 2025 install.
301313-640000	Abby M	OPEN SPACE AND PARKS	CAPITAL PROJECTS FUND	Additions to Fleet - Parks (40%)	\$ 32,000	\$ -	0%	2023	Close-out	Close out.
301313-650118	Abby M	OPEN SPACE AND PARKS	CAPITAL PROJECTS FUND	Tree Inventory Software 50%	\$ 1,000	\$ -	0%	2024	Delayed	Reviewed by IT/GIS staff Q3 implementation Q4.
301313-660103	Adam B/Bryon W	OPEN SPACE AND PARKS	CAPITAL PROJECTS FUND	Median Improvements (& Playground Design)	\$ 125,064	\$ 80,987	65%	2022	76% - 100% Complete	design still wrapping up (delays to resolve public input concerns)
301313-660254	Kurt K	ADMINISTRATION	CAPITAL PROJECTS FUND / URD	Utility Undergrounding	\$ 1,180,000	\$ -	0%	2019	On hold	Xcel holds funds, no specific project identified at this time. No CF into 2025 anticipated.
301314-640001	Ben F/Abby M	PARKS & RECREATION /PUBLIC WORKS	CAPITAL PROJECTS FUND	Machinery & Equipment	\$ 104,620	\$ 33,885	32%	2023	51%- 75% Complete	Partial completion, working to conclude rest of purchases.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annun of initial budget approval	Cumulative Project Progress	Current Notes on Project
301511-630048	Adam B/Bryon W	PARKS & RECREATION	CAPITAL PROJECTS FUND	Playgrounds (60%)	\$ 1,594,115	\$ 257,020	16%	2022	26% - 50% Complete	Design for Sunflower and Enclave wrapping up. Anticipate construction in early 2025.
301511-630101	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Irrig Replacements & Improvs	\$ 452,168	\$ -	0%	2023	26% - 50% Complete	Dec 2024 Council Consent to approve funding irrigation controller replacements.
301511-630118	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Tennis Court Renovation	\$ 61,831	\$ 2,613	4%	2023	51% - 75% Complete	Carry forward remaining for 2025.
301511-630171	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Irrigation Pump Replacement	\$ 30,000	\$ -	0%	2024	0 - 25% Complete	Controllers and pump replacements to be presented to City Council early Dec.
301511-630172	Bryon W / Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Park Sign Replacement	\$ 18,000	\$ 15,208	84%	2024	76% - 100% Complete	Carry forward \$2,800 for future signs.
301511-630173	Bryon W	PARKS & RECREATION	CAPITAL PROJECTS FUND	Parking Lot Improvements 60%	\$ 150,000	\$ -	0%	2024	Complete	Work completed at both Community park and Cottonwood park in fall 2024. Billing in progress through public work's contracts \$146k encumbered.
301511-630174	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Splash Pad Mainfold Replacement	\$ 6,000	\$ 6,313	105%	2024	Complete	Complete.
301511-630175	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Sports Field Lighting	\$ 250,000	\$ 2,056	1%	2024	0 - 25% Complete	Meeting with vendor to review scope of work Nov. 2024
301511-630176	Bryon W / Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Tennis Court Rebuild	\$ 255,000	\$ 83,885	33%	2024	76% - 100% Complete	Mission green court rebuild completed fall 2024 for \$128k. Landscape restoration in progress with anticipated costs ~\$15k going forward into 2025 (sod replacement in spring).
301511-640163	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Ventrac Cab	\$ 9,637	\$ 9,637	100%	2024	Complete	Complete.
301511-640164	Sharon S	CULTURAL SERVICES	CAPITAL PROJECTS FUND	Library AV Replacement	\$ 60,000	\$ 48,425	81%	2024	51% - 75% Complete	Adding additional camera for City Council remote meetings.
301511-650117	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Tree Inventory Software 50%	\$ 1,000	\$ -	0%	2024	76% - 100% Complete	Software in review with Tech service.
301511-660292	Abby M/Bryon W	PARKS & RECREATION	CAPITAL PROJECTS FUND	Public Landscape Improvements	\$ 34,200	\$ -	0%	2023	26% - 50% Complete	Trees being planted in Q4 of 2024 and carry forward remaining funds.
301511-660301	Abby M	PARKS & RECREATION	CAPITAL PROJECTS FUND	Surfacing Improvements	\$ 18,000	\$ 5,625	31%	2024	0 - 25% Complete	Carry forward remaining for 2025 for surfacing improvements are Sports Complex playground and dog surfacing.
301524-660290	Bryon W/Nick	PARKS & RECREATION	CAPITAL PROJECTS FUND	Open Space/Trail Improvements	\$ 32,374	\$ -	0%	2023	Not Started	Waiting until Hecla fence project complete. likely delay until Q1 2025.
301537-620132	David D/ Bryon W	GOLF	CAPITAL PROJECTS FUND	Golf Maint. Facility Improvements	\$ 122,790	\$ 3,056	2%	2021	26% - 50% Complete	Design in progress.
301537-630115	David D/ Bryon W	GOLF	CAPITAL PROJECTS FUND	Cart Paths	\$ 198,103	\$ 4,999	3%	2024	76% - 100% Complete	Concrete completed fall 2024. billing in progress with PW for ~\$175k. Landscape restoration in progress <\$10k.
301537-630168	David B	GOLF	CAPITAL PROJECTS FUND	Short Game Area Upgrade	\$ 41,250	\$ -	0%	2023	On hold	On hold.
301537-630169	David B	GOLF	CAPITAL PROJECTS FUND	Putting Green Enlargement	\$ 5,000	\$ -	0%	2024	On hold	On hold.
301537-660299	Geoff N	PUBLIC WORKS	CAPITAL PROJECTS FUND	Coal Creek Lane Cul De Sac	\$ 175,000	\$ -	0%	2024	Complete	Project was completed in 2023 with paving program.
301537-670000	Cory P	PUBLIC WORKS	CAPITAL PROJECTS FUND	Water Rights	\$ 120,000	\$ 120,000	100%	2022	Complete	Complete.
301551-620036	Sharon/Kevin F	LIBRARY	CAPITAL PROJECTS FUND	Library Building Improvements	\$ 241,240	\$ 6,506	3%	2024	In Design	In Design in 2024. Project will go for RFP by EOY.
301551-620138	Sharon/Kevin F	LIBRARY	CAPITAL PROJECTS FUND	Children's Activity Room Improve	\$ 31,600	\$ 30,064	95%	2022	Complete	Final Inspection passed in Oct 2024. Project is complete.
301551-640158	Sharon/Kevin F	LIBRARY	CAPITAL PROJECTS FUND	Water Heater Replacement	\$ 30,000	\$ -	0%	2023	In Design	Will be incorporated into Decarb Scope in 2025.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annum of initial budget approval	Cumulative Project Progress	Current Notes on Project
301552-620113	Kevin F	MUSEUM	CAPITAL PROJECTS FUND	Historical Museum Structural	\$ 15,760	\$ 6,050	38%	2019	26% - 50% Complete	Chimneys have been rebuilt. New RFP for additional structural expected in Q4 2024
301553-620145	Sharon/Kevin F	LIBRARY/ MUSEUM	CAPITAL PROJECTS FUND	Fire Detection System	\$ 30,000	\$ -	0%	2023	In Design	Vendor secured and plans are in review by Fire Dept. Expected to complete in 2024, pending any supply issues.
301651-630137	Vanessa Z/Austin B	ECONOMIC VITALITY	CAPITAL PROJECTS FUND	Dwnntn Patio Prog Expansion	\$ 12,000	\$ -	0%	2022	On hold	Additional patio needs are being explored. More information will be known after the 2024 patio season and proposal for 2025 is discussed with the business community and City Council.
Fund 301 Total					\$ 32,745,559	\$ 6,780,763	21%			
501498-620146	Kevin F	PUBLIC WORKS	WATER FUND	NWTP HVAC Replacement	\$ 35,000	\$ -	0%	2023	On hold	On hold while design of the Admin building progresses. Construction scheduled for 2025. Will need to open forecast.
501498-640000	Greg V	PUBLIC WORKS	WATER FUND	Motor Vehicle/Road Equipment	\$ 561,349	\$ 23,235	4%	2023	51%- 75% Complete	Purchases are in process awaiting delivery and billing.
501498-640001	Ben F/Cory P	PUBLIC WORKS	WATER FUND	Machinery & Equipment	\$ 38,050	\$ -	0%	2023	51%- 75% Complete	Purchases are in process awaiting delivery and billing.
501498-640045	Justin F/Cory P	PUBLIC WORKS	WATER FUND	Meters	\$ 1,900,000	\$ -	0%	2023	Out to Bid	RFP to be advertised end of October. Bid opening end of November.
501498-640148	Justin F	PUBLIC WORKS	WATER FUND	Chemical Mixing Equip Replace	\$ 13,604	\$ -	0%	2022	Complete	Complete.
501498-640167	Justin F	PUBLIC WORKS	WATER FUND	WTP Chlorine Dioxide Replacement	\$ -	\$ 21,975	#DIV/0!	2024	In Design	Design underway.
501498-660141	Justin F	PUBLIC WORKS	WATER FUND	Filter Media Replacement-No WTP	\$ 616,000	\$ 7,738	1%	2023	0 - 25% Complete	Plant shutdown and contractor mobilization end of October.
501498-660182	Tyler T	PUBLIC WORKS	WATER FUND	Water Line Replacement	\$ 926,051	\$ 354	0%	2023	Complete	Complete.
501499-620119	Justin F	PUBLIC WORKS	WATER FUND	Utilities Electrical Assessment	\$ 172,316	\$ 56,975	33%	2020	Complete	Complete. Current Xcel rebates out of funds, potential Xcel rebate in 2025.
501499-620149	Justin F/Cory P	PUBLIC WORKS	WATER FUND	SCWTP Administration Bldg	\$ 2,300,000	\$ 117	0%	2024	In Design	Eidos awarded contract for arch. 30% design.
501499-620150	Justin F/Cory P	PUBLIC WORKS	WATER FUND	Harper Pump Station Improvement	\$ 200,000	\$ -	0%	2024	Delayed	Harper and Lateral combined into Raw Water Integration Project FY2028/29.
501499-630146	Cory P	PUBLIC WORKS	WATER FUND	Marshall Lake Sediment Control	\$ 350,000	\$ -	0%	2020	Delayed	Project is in coordination with FRICO (owner/operator of Marshall Lake). Delayed.
501499-650015	Paulina B/ Cory P	PUBLIC WORKS	WATER FUND	Computer-Hardware	\$ 79,000	\$ 37,046	47%	2023	51%- 75% Complete	Replacement underway.
501499-660190	Cory P	PUBLIC WORKS	WATER FUND	NCWCD-Windy Gap Firming Proj	\$ 512,000	\$ 969,832	189%	2021	51%- 75% Complete	Annual debt payment - Project schedule for completion in 2025.
501499-660231	Justin F/Cory P	PUBLIC WORKS	WATER FUND	Louisville Lateral Ditch Pipin	\$ 3,016,000	\$ -	0%	2024	Delayed	Harper and Lateral combined into Raw Water Integration Project FY2028/29.
501499-660236	Tyler T	PUBLIC WORKS	WATER FUND	SBR Ditch Lining	\$ 27,977	\$ 19,457	70%	2018	Complete	Complete.
501499-660284	Cory P/Justin F	PUBLIC WORKS	WATER FUND	Utility Master Plan (%)	\$ -	\$ 4,178	#DIV/0!	2022	Close-out	Working on final closeout.
501499-660289	Cory P	PUBLIC WORKS	WATER FUND	Raw Water Infrastructure	\$ 500,000	\$ -	0%	2021	Out to Bid	Easement acquisitions are underway.
501499-660295	Justin F	PUBLIC WORKS	WATER FUND	SCWTP Residual Management	\$ 5,882,738	\$ 68,264	1%	2023	In Design	Progressing with 30% design phase.
501499-670000	Cory P	PUBLIC WORKS	WATER FUND	Water Rights	\$ 250,000	\$ -	0%	2021	Complete	Purchasing water rights as they become available.
Fund 501 Total					\$ 17,380,085	\$ 1,211,134	7%			
502498-640000	Ben F	PUBLIC WORKS	WASTEWATER FUND	WWTP Vehicle & Equipment Replacements	\$ 516,214	\$ -	0%	2023	76% - 100% Complete	Vehicle purchase agreement, waiting delivery.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annum of initial budget approval	Cumulative Project Progress	Current Notes on Project
502498-660183	Tyler T	PUBLIC WORKS	WASTEWATER FUND	Sewer Utility Lines	\$ 151,627	\$ 9,606	6%	2017	Close-out	Close out. Final payment made.
502498-660296	Justin F	PUBLIC WORKS	WASTEWATER FUND	CTC Lift Station Improvements	\$ 175,265	\$ 46,101	26%	2023	In Design	Phase 1 improvements completed. Working on engineering design contract for Phase 2 improvements.
502498-660297	Tyler T	PUBLIC WORKS	WASTEWATER FUND	Sewer Pipeline Rehab/Replace	\$ 691,582	\$ 344,178	50%	2023	76% - 100% Complete	This project should close out by the end of the year. As of 10/22 project is about 80% complete.
502499-640001	Cory P	PUBLIC WORKS	WASTEWATER FUND	Machinery & Equipment	\$ 80,350	\$ 70,000	87%	2023	76% - 100% Complete	Fork lift purchase complete.
502499-640149	Cory P	PUBLIC WORKS	WASTEWATER FUND	Secondary Process Probes	\$ 50,000	\$ 7,610	15%	2021	76% - 100% Complete	Installation is 90% complete.
502499-640159	Tyler T	PUBLIC WORKS	WASTEWATER FUND	Sewer Service Lateral Backflow	\$ 130,000	\$ -	0%	2024	Not Started	This project will be moving to 2025 and will be bid with the water replacement project.
502499-660284	Cory P	PUBLIC WORKS	WASTEWATER FUND	Utility Master Plan (50%)	\$ 37,015	\$ 18,490	50%	2022	76% - 100% Complete	Final review.
502499-660285	Justin F	PUBLIC WORKS	WASTEWATER FUND	WWTP Solids Handling Upgrade	\$ 4,441,425	\$ 319,347	7%	2021	0 - 25% Complete	Mobilizing in October.
502499-660298	Paulina B	PUBLIC WORKS	WASTEWATER FUND	Fiber Optic Loop City Rd/Redtail	\$ 54,210	\$ -	0%	2023	On hold	Waiting on Red Tail development. Carryover 2024. Now that Red Tail has been approved we will work to determine the timing on fiber to the larger project.
Fund 502 Total					\$ 6,327,688	\$ 817,653	13%			
503499-630096	Tyler T	PUBLIC WORKS	STORMWATER FUND	Detention Pond Maintenance	\$ 623,784	\$ 67,618	11%	2021	76% - 100% Complete	This project is being advertised in the paper for final payment.
503499-630150	Tyler T	PUBLIC WORKS	STORMWATER FUND	Drainageway A1 at Garfield & C	\$ 962,824	\$ 80,000	8%	2020	Close-out	For financial purposes this project is closed out. Waiting on paperwork but no additional costs to occur.
503499-640000	Ben F	PUBLIC WORKS	STORMWATER FUND	Motor Vehicle/Road Equipment	\$ 103,061	\$ -	0%	2024	76% - 100% Complete	Vehicle purchase agreement, waiting delivery
503499-660273	Tyler T	PUBLIC WORKS	STORMWATER FUND	Storm Water Quality Master Pla	\$ 150,000	\$ -	0%	2024	0 - 25% Complete	2024 Stormwater Masterplan is now in progress.
503499-660287	Tyler T	PUBLIC WORKS	STORMWATER FUND	Storm Water Quality Master Plan	\$ 328,019	\$ 55,786	17%	2021	0 - 25% Complete	Construction for the SWQMP Pilot Project should begin in Q4 of 2024.
Fund 503 Total					\$ 2,167,688	\$ 203,404	9%			
520799-630168	David B	GOLF	GOLF COURSE FUND	Short Game Area Upgrade	\$ 41,250	\$ -	0%	2023	On hold	Initial phase.
520799-630169	David B	GOLF	GOLF COURSE FUND	Putting Green Enlargement	\$ 5,000	\$ -	0%	2024	On hold	Project on hold.
520799-630173	Bryon W	GOLF	GOLF COURSE FUND	Parking Lot Improvements 60%	\$ 50,000	\$ 46,500	93%	2024	Complete	Work completed summer 2024.
520799-640166	David B	GOLF	GOLF COURSE FUND	Used Golf Carryall/Range Pickr	\$ 8,000	\$ 7,500	94%	2024	Complete	Complete.
520799-650119	David B	GOLF	GOLF COURSE FUND	Range Servant/Select PI Hr/Sft	\$ 8,600	\$ 8,340	97%	2024	Complete	Complete.
Fund 520 Total					\$ 112,850	\$ 62,340	55%			
602120-650015	Paulina B	IT	TECHNOLOGY MANAGEMENT FUND	Computer-Hardware	\$ 75,000	\$ 12,168	16%	2023	51%- 75% Complete	PC Replacement has begun. All computers for the 2024 year have been ordered (there is very little money left in this fund but it will be used if new docs, keyboards, or mouse is needed). We will be deploying roughly 70 computers to the city of Louisville employees for computer replacement in the next 3 months.

2024 Quarterly CIP Update - Financial Info Current as of October 15, 2024

Account	Project Manager (POC)	City Department	Fund	Project Description	2024 Budget	2024 Expenditures	2024 % Spent YTD	Annum of initial budget approval	Cumulative Project Progress	Current Notes on Project
602120-650115	Paulina B	IT	TECHNOLOGY MANAGEMENT FUND	PW Electronic Review Conversio	\$ 16,849	\$ 5,358	32%	2023	76% - 100% Complete	Continued deployment of updated hardware to PW Engineering group.
Fund 602 Total					\$ 91,849	\$ 17,526	19%			
603211-640000	Rafael G	POLICE	VEHICLE REPLACEMENT FUND	Motor Vehicle/Road Equipment	\$ 278,550	\$ 275,048	99%	2021	76% - 100% Complete	Delays in police vehicle upfitting continue to occur, however, vehicles acquired in 2024 should be equipped by end of the year. Spending is at 99% for 2024. (RG)
603312-640000	Ben F	TRANSPORTATION	VEHICLE REPLACEMENT FUND	Motor Vehicle/Road Equipment	\$ 55,555	\$ -	0%	2023	0 - 25% Complete	Preparing bids.
603511-640000	Abby M	PARKS & OPEN SPACE	VEHICLE REPLACEMENT FUND	Motor Vehicle/Road Equipment	\$ 324,889	\$ 199,752	61%	2021	76% - 100% Complete	Complete.
Fund 603 Total					\$ 658,994	\$ 474,800	72%			
ALL FUNDS TOTAL					\$ 63,058,279	\$ 10,412,222	17%			

SUBJECT: REVENUE AND SALES TAX REPORTS - September 2024

DATE: NOVEMBER 21, 2024

PRESENTED BY: TRAVIS ANDERSON, REVENUE AND TAX MANAGER, JESS ZEAS, SALES TAX ACCOUNTANT/AUDITOR, MELISSA LUNDGREN CPA, CFE, SALES TAX ACCOUNTANT/AUDITOR II

SUMMARY:

Sales and Use Tax Collection Report – September 2024

Sales Tax: Increase MoM (September 2024 vs September 2023) by 12.8% for a total amount collected of \$2,083,911. IN-city businesses generated \$984,014 an increase of \$49,402 or 5.3%. Outside of the city businesses generated \$1,099,896, an increase of \$186,866 or 20.5%.

YTD Cumulative Performance: Year-to-date, sales tax revenue is below budget by 3.0% (\$531,268). However, compared to the same period in 2023, revenue has increased by 7.9%, \$1,234,996, resulting in a year-over-year growth for all taxes combined of 14.2%.

Consumer Use Tax: Consumer use tax collections for September 2024 amounted to \$195,461, reflecting purchases brought into the city without the corresponding sales tax.

Audit: Audit collections for September 2024 totaled \$32,066, bringing our year-to-date total to \$390,043.

Bag Tax: Q3,2024 Bag tax collected was \$24,996, is less when compared to the previous quarter, Q2, 2024 which was \$31,236.

Bag Tax Compliance: Compliance has remained relatively steady in Q3 2024 when compared to Q2 2024.

RECOMMENDATION:

Receive and file.

CITY OF LOUISVILLE

Cumulative Revenue History Report

Sales Tax

Through Month	Cumulative Budget	Cumulative Sales Tax - 2024	Cumulative Budget Var. %	Cumulative Sales Tax - 2023	Cumulative Var. % to PY
JANUARY	1,629,000	1,694,541	4.0%	1,568,367	8.0%
FEBRUARY	3,133,000	3,203,905	2.3%	3,108,097	3.1%
MARCH	5,281,000	5,356,409	1.4%	5,138,343	4.2%
APRIL	7,080,000	7,043,090	-0.5%	6,614,626	6.5%
MAY	8,975,000	8,774,925	-2.2%	8,455,656	3.8%
JUNE	11,367,000	11,009,153	-3.1%	10,478,860	5.1%
JULY	13,313,000	12,953,932	-2.7%	12,202,636	6.2%
AUGUST	15,275,000	14,850,821	-2.8%	13,852,094	7.2%
SEPTEMBER	17,466,000	16,934,732	-3.0%	15,699,736	7.9%
OCTOBER	19,372,000			17,259,776	
NOVEMBER	21,164,000			18,820,535	
DECEMBER	24,099,000			21,404,481	

Budgeted increase from last year's Actual Sales Tax **12.6%**

Other Taxes - Combined

Through Month	Cumulative Budget	Cumulative Use, Building, Auto, Lodging & Bag Tax - 2024	Cumulative Budget Var. %	Cumulative Use, Building, Auto, Lodging & Bag Tax - 2023	Cumulative Var. % to PY
JANUARY	582,583	536,250	-8.0%	560,385	-4.3%
FEBRUARY	1,165,167	1,000,218	-14.2%	993,191	0.7%
MARCH	1,747,750	1,649,250	-5.6%	1,677,120	-1.7%
APRIL	2,330,333	2,142,669	-8.1%	2,793,349	-23.3%
MAY	2,912,916	2,572,092	-11.7%	3,225,840	-20.3%
JUNE	3,495,500	5,225,545	49.5%	3,788,383	37.9%
JULY	4,078,083	6,413,208	57.3%	4,827,504	32.8%
AUGUST	4,660,666	6,923,667	48.6%	5,217,016	32.7%
SEPTEMBER	5,243,249	7,488,834	42.8%	5,690,526	31.6%
OCTOBER	5,825,833			6,211,504	
NOVEMBER	6,408,416			6,839,569	
DECEMBER	6,990,999			7,651,768	

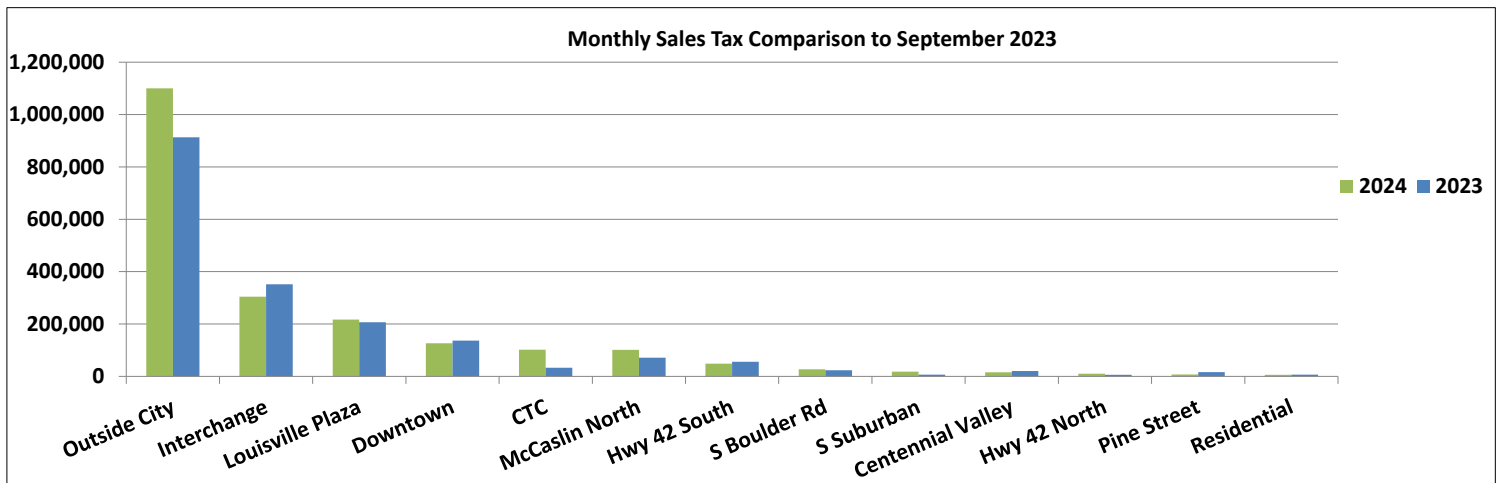
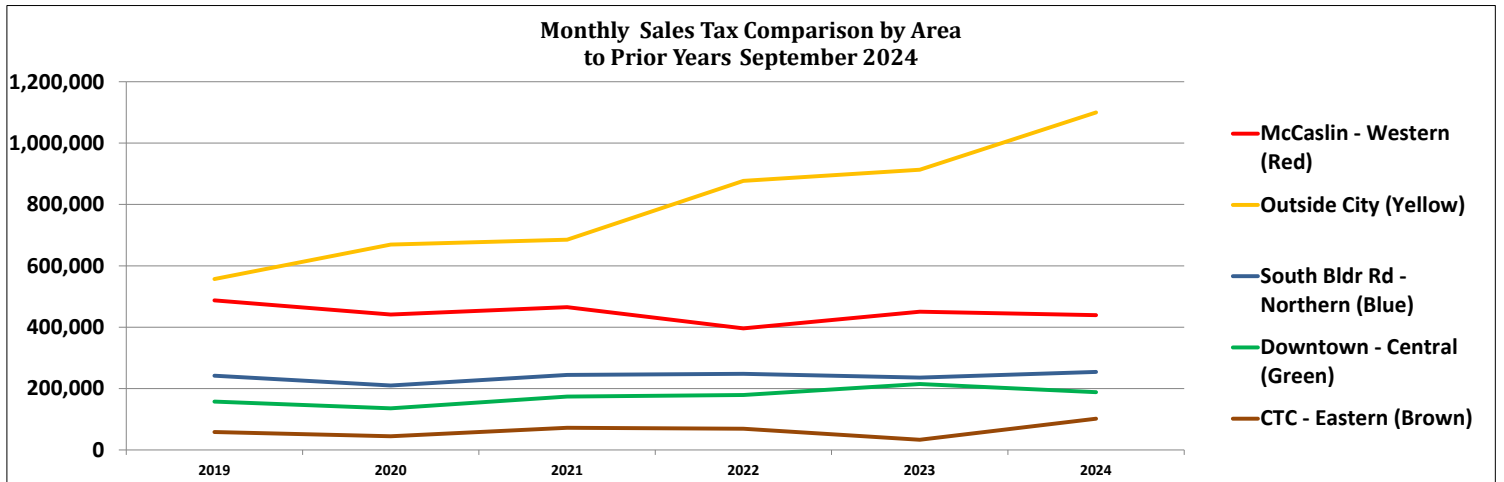
All Taxes - Combined

Through Month	Cumulative Budget	Cumulative All Tax Revenue - 2024	Cumulative Budget Var. %	Cumulative All Tax Revenue - 2023	Cumulative Var. % to PY
JANUARY	2,211,583	2,230,791	0.9%	2,128,752	4.8%
FEBRUARY	4,298,167	4,204,122	-2.2%	4,101,288	2.5%
MARCH	7,028,750	7,005,660	-0.3%	6,815,464	2.8%
APRIL	9,410,333	9,185,759	-2.4%	9,407,975	-2.4%
MAY	11,887,916	11,347,017	-4.5%	11,681,497	-2.9%
JUNE	14,862,500	16,234,698	9.2%	14,267,243	13.8%
JULY	17,391,083	19,367,139	11.4%	17,030,140	13.7%
AUGUST	19,935,666	21,774,488	9.2%	19,069,110	14.2%
SEPTEMBER	22,709,249	24,423,566	7.5%	21,390,262	14.2%
OCTOBER	25,197,833			23,471,280	
NOVEMBER	27,572,416			25,660,104	
DECEMBER	31,089,999			29,056,248	

CITY OF LOUISVILLE											
Revenue History											
2020 through 2024											
YEAR	MONTH	SALES TAX			USE TAX	BLDG USE TAX	AUTO USE TAX	LODGING TAX	AUDIT	Bag Tax	TOTAL
		MO. BUDGET	SALES TAX	VAR. %							
2024											
	JANUARY	1,629,000	1,694,541	4.0%	231,929	113,184	172,085	19,052	-	-	2,230,791
	FEBRUARY	1,504,000	1,509,364	0.4%	119,255	176,535	151,369	16,768	-	41	1,973,331
	MARCH	2,148,000	2,152,505	0.2%	204,957	242,799	120,150	40,658	9,269	31,199	2,801,538
	APRIL	1,799,000	1,686,680	-6.2%	106,868	175,582	160,095	27,918	21,152	1,805	2,180,099
	MAY	1,895,000	1,731,835	-8.6%	144,957	3,236	164,151	80,600	36,418	60	2,161,258
	JUNE	2,392,000	2,234,228	-6.6%	271,578	1,926,072	131,978	51,593	242,860	29,372	4,887,681
	JULY	1,946,000	1,944,779	-0.1%	134,428	790,889	190,082	61,022	11,209	33	3,132,442
	AUGUST	1,962,000	1,896,889	-3.3%	134,336	130,170	149,308	59,572	37,068	5	2,407,348
	SEPTEMBER	2,191,000	2,083,911	-4.9%	195,461	92,291	178,529	41,864	32,066	24,958	2,649,079
	OCTOBER	1,906,000									
	NOVEMBER	1,792,000									
	DECEMBER	2,935,000									
	YTD TOTALS	17,466,000	16,934,732	-3.0%	1,543,768	3,650,757	1,417,747	399,048	390,043	87,472	24,423,566
	2024 Adjusted Budget	24,099,000	24,099,000		3,239,333	1,548,333	1,700,333	403,000	-	100,000	31,089,999
	YTD Variance % to Prior Year	12.6%	7.9%		-41.3%	181.1%	10.9%	24.9%	14267.3%	-45.7%	14.2%
2023											
	JANUARY		1,568,367		155,955	238,897	157,506	8,027	-	-	2,128,752
	FEBRUARY		1,539,730		208,668	99,366	106,393	15,663	2,715	-	1,972,536
	MARCH		2,030,246		223,743	219,554	157,285	12,178	-	71,169	2,714,176
	APRIL		1,476,283		774,627	100,712	215,093	25,843	-	(46)	2,592,512
	MAY		1,841,030		154,813	100,612	130,404	46,617	-	46	2,273,522
	JUNE		2,023,204		223,473	101,731	129,621	55,112	-	52,606	2,585,746
	JULY		1,723,776		580,457	289,594	106,004	60,716	-	2,351	2,762,896
	AUGUST		1,649,459		84,672	105,041	156,199	43,180	-	419	2,038,970
	SEPTEMBER		1,847,642		223,587	43,341	119,898	52,083	-	34,601	2,321,151
	OCTOBER		1,560,040		98,476	174,305	201,959	44,457	-	1,782	2,081,018
	NOVEMBER		1,560,759		336,826	93,138	167,370	29,255	799	677	2,188,824
	DECEMBER		2,583,946		373,162	115,007	188,882	20,146	72,904	42,098	3,396,144
	YTD TOTALS		21,404,481		3,438,458	1,681,299	1,836,613	413,278	76,418	205,702	29,056,248
	Totals Post BAP Refund		21,299,674		3,123,008	1,681,299	1,836,613	413,278	76,418	205,702	28,635,991
	2023 Adjusted Budget		22,050,630		2,625,630	1,030,780	2,040,910	373,660	-	200,000	28,321,610
	Budget vs Actual Variance		-3.4%		18.9%	63.1%	-10.0%	10.6%		2.9%	1.1%
	YTD Variance *Post BAP		6.9%		17.8%	-55.5%	-3.3%	31.3%		8.9%	-0.5%
	YTD Variance % to Prior Year		7.4%		29.7%	-55.5%	-3.3%	31.3%		8.9%	1.0%
2022											
	JANUARY		1,290,514		176,432	130,345	128,149	3,109	208	-	1,728,758
	FEBRUARY		1,190,326		193,090	51,720	119,067	6,032	14,265	-	1,574,500
	MARCH		1,873,155		194,188	116,141	239,724	15,574	17,376	46,850	2,503,008
	APRIL		1,716,488		166,822	103,279	171,550	21,231	2,336	-	2,181,706
	MAY		1,596,606		141,953	156,057	162,552	37,751	817	-	2,095,736
	JUNE		1,977,923		363,695	166,434	145,676	30,068	-	50,020	2,683,797
	JULY		1,582,397		282,381	250,332	133,511	47,010	12,466	-	2,308,096
	AUGUST		1,732,722		170,194	577,453	169,804	63,940	8,651	-	2,722,763
	SEPTEMBER		1,769,359		333,062	1,252,503	155,205	22,131	-	46,134	3,578,394
	OCTOBER		1,469,642		176,355	329,917	214,840	42,562	15	-	2,233,332
	NOVEMBER		1,368,473		102,994	61,392	134,481	10,985	-	-	1,678,325
	DECEMBER		2,355,727		350,061	582,602	123,871	14,445	6,724	45,940	3,479,370
	YTD TOTALS		19,923,333		2,651,227	3,778,176	1,898,431	314,836	62,857	188,944	28,767,785
	2022 Adjusted Budget		20,145,920		2,386,940	1,532,520	1,914,660	319,480	-	101,250	26,400,770
	Budget vs Actual Variance		-1.1%		11.1%	146.5%	-0.8%	-1.5%		86.6%	9.0%
	YTD Variance % to Prior Year		9.1%		27.0%	54.8%	5.1%	16.0%		-33.9%	15.3%
2021											
	JANUARY		1,093,893		151,922	76,766	165,964	8,893	13,085	-	1,510,523
	FEBRUARY		1,048,733		123,647	175,248	141,326	9,311	9,343	-	1,507,607
	MARCH		1,473,421		187,196	497,955	118,578	12,589	1,431	-	2,291,171
	APRIL		1,447,875		92,613	880,417	156,795	13,198	3,434	-	2,594,332
	MAY		1,463,795		142,433	69,429	145,625	17,757	14,572	-	1,853,611
	JUNE		1,836,453		206,969	39,899	182,192	26,986	5,542	-	2,298,042
	JULY		1,460,976		121,088	(32,980)	144,891	38,956	15,499	-	1,748,430
	AUGUST		1,372,626		152,120	152,949	160,162	40,187	2,490	-	1,880,534
	SEPTEMBER		1,641,416		215,222	45,706	163,655	31,783	13,666	-	2,111,448
	OCTOBER		1,534,805		152,057	164,302	148,773	34,618	12,142	-	2,046,696
	NOVEMBER		1,503,261		162,041	156,565	144,254	23,667	1,145	-	1,990,933
	DECEMBER		2,377,087		379,832	214,495	134,883	13,526	2,814	-	3,122,637
	YTD TOTALS		18,254,341		2,087,139	2,440,753	1,807,098	271,471	95,163	-	24,955,964
	2021 Adjusted Budget		16,007,490		1,709,960	1,896,860	1,497,390	227,360	-	-	21,339,060
	Budget vs Actual Variance		14.0%		22.1%	28.7%	20.7%	19.4%		-	16.9%
	YTD Variance % to Prior Year		16.9%		39.3%	43.3%	19.3%	48.7%		-79.1%	19.0%
2020											
	JANUARY		1,146,885		139,124	167,476	143,490	20,259	10,328	-	1,627,562
	FEBRUARY		1,010,556		181,982	213,379	138,820	18,916	62,695	-	1,626,348
	MARCH		1,453,347		128,050	101,197	68,233	17,511	33,347	-	1,801,683
	APRIL		1,043,220		102,057	369,619	61,493	4,291	56,334	-	1,637,014
	MAY		1,104,718		86,298	182,958	52,846	7,772	34,308	-	1,468,899
	JUNE		1,620,670		135,567	62,081	152,603	13,238	126,571	-	2,110,730
	JULY		1,231,987		76,551	53,104	160,605	20,902	7,733	-	1,550,883
	AUGUST		1,176,398		83,836	53,404	155,256	24,833	26,419	-	1,520,146
	SEPTEMBER		1,500,877		105,141	136,333	145,388	18,154	48,695	-	1,954,587
	OCTOBER		1,274,200		123,011	36,568	192,352	17,622	7,756	-	1,651,508
	NOVEMBER		1,137,481		83,349	218,216	100,847	10,177	35,354	-	1,585,423
	DECEMBER		1,920,601		252,875	109,363	142,948	8,882	5,392	-	2,440,062
	YTD TOTALS		15,620,940		1,497,840	1,703,698	1,514,880	182,557	454,931	-	20,974,845
	2020 Adjusted Budget		14,616,360		1,189,540	1,895,060	1,041,660	181,890	-	-	18,924,510
	Budget vs Actual Variance		6.9%		25.9%	-10.1%	45.4%	0.4%		-	10.8%
	YTD Variance % to Prior Year		-2.9%		-12.9%	-18.4%	-12.7%	-59.9%		-67.1%	-10.6%

Monthly Sales Tax Revenue Comparisons by Area (September 2024)

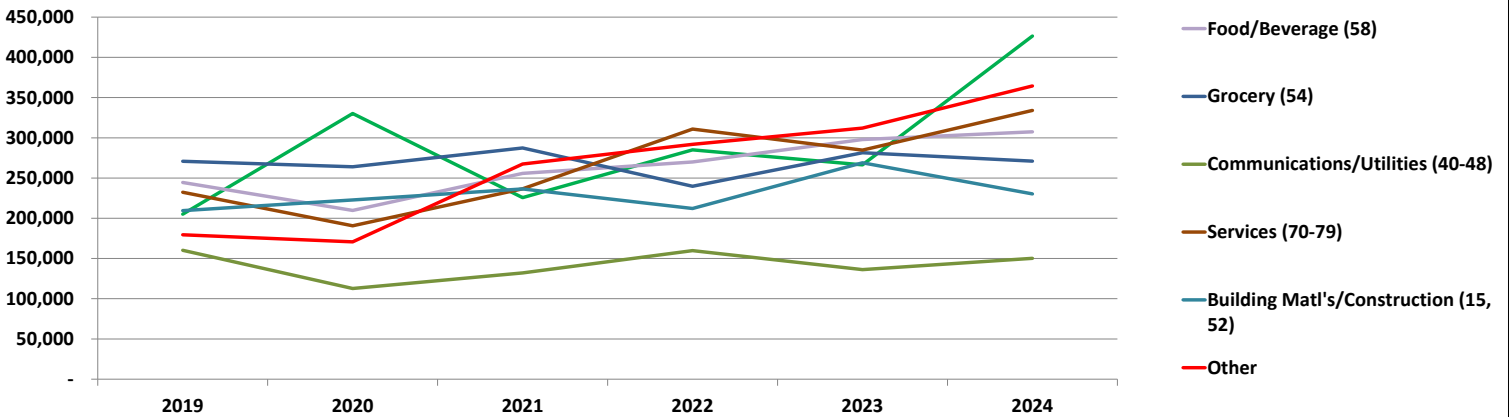
AREA NAME	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	% Of Total	% Change
Outside City	556,984	669,330	685,393	876,941	913,030	1,099,896	52.8%	20.5%
Interchange	364,843	359,468	369,918	296,201	352,049	304,333	14.6%	-13.6%
Louisville Plaza	186,767	184,891	207,541	206,145	206,658	217,020	10.4%	5.0%
Downtown	116,155	90,256	117,381	119,680	136,713	126,186	6.1%	-7.7%
CTC	58,277	44,768	72,085	69,289	33,198	101,838	4.9%	206.8%
McCaslin North	71,178	65,933	75,700	71,862	71,654	101,390	4.9%	41.5%
Hwy 42 South	31,669	36,617	45,208	50,269	55,617	48,502	2.3%	-12.8%
S Boulder Rd	42,802	18,705	25,600	32,935	23,369	26,924	1.3%	15.2%
S Suburban	14,047	13,172	15,041	14,854	6,350	17,951	0.9%	182.7%
Centennial Valley	37,393	2,529	4,756	13,264	20,585	15,843	0.8%	-23.0%
Hwy 42 North	12,193	6,449	11,496	8,785	5,863	10,333	0.5%	76.2%
Pine Street	7,074	5,131	6,530	4,744	16,115	7,459	0.4%	-53.7%
Residential	2,593	3,628	4,767	4,389	6,440	6,233	0.3%	-3.2%
Total Revenue	1,501,976	1,500,877	1,641,416	1,769,359	1,847,642	2,083,911		
% Of Change	20.4%	-0.1%	9.4%	7.8%	4.4%	12.8%		



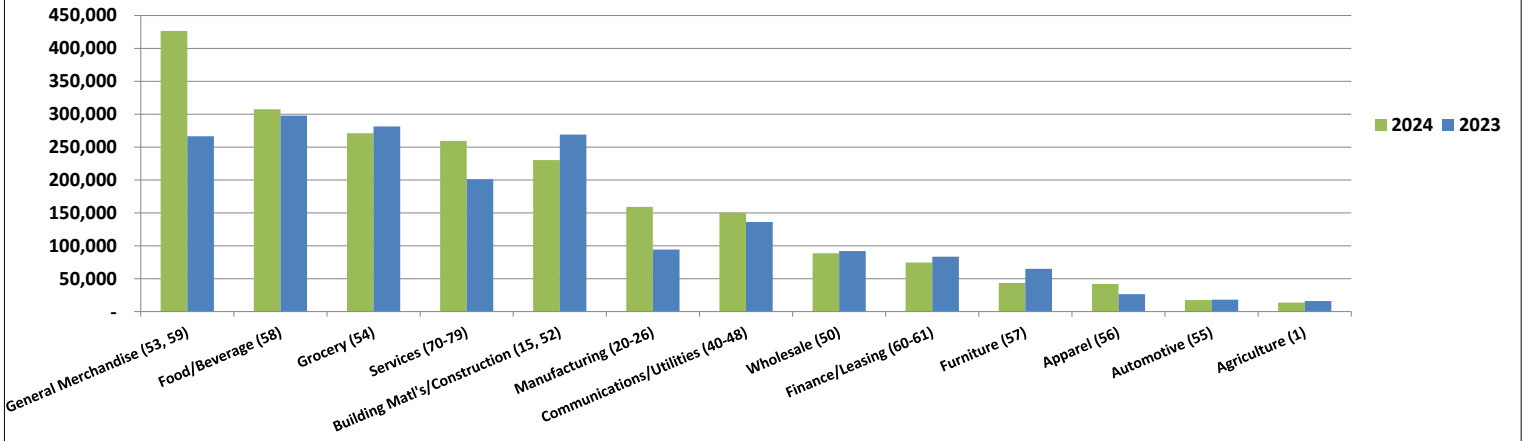
Monthly Sales Tax Revenue Comparisons by Industry (September 2024)

AREA NAME	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	% Of Total	% Change
General Merchandise (53, 59)	205,070	330,238	225,598	285,025	266,449	426,503	20.5%	60.1%
Food/Beverage (58)	244,520	209,742	255,798	269,951	297,875	307,466	14.8%	3.2%
Grocery (54)	270,899	264,001	287,376	239,770	281,385	271,009	13.0%	-3.7%
Services (70-79)	160,005	147,220	175,367	229,628	201,190	259,377	12.4%	28.9%
Building Mat'l's/Construction (15, 52)	209,481	222,835	236,523	212,173	268,946	230,256	11.0%	-14.4%
Manufacturing (20-26)	75,776	58,966	137,362	104,678	94,321	159,153	7.6%	68.7%
Communications/Utilities (40-48)	160,198	112,717	132,027	159,748	136,236	150,169	7.2%	10.2%
Wholesale (50)	43,420	41,208	53,119	65,909	91,926	88,653	4.3%	-3.6%
Finance/Leasing (60-61)	72,394	43,431	61,314	81,250	83,463	74,673	3.6%	-10.5%
Furniture (57)	28,042	42,174	33,829	74,165	65,028	43,471	2.1%	-33.1%
Apparel (56)	15,735	15,038	21,877	21,260	26,502	41,977	2.0%	58.4%
Automotive (55)	10,432	6,569	8,098	14,193	18,220	17,412	0.8%	-4.4%
Agriculture (1)	6,003	6,737	13,128	11,635	16,103	13,790	0.7%	-14.4%
Totals	1,501,976	1,500,877	1,641,416	1,769,384	1,847,642	2,083,911		
% Of Change	20.4%	-0.1%	9.4%	7.8%	4.4%	12.8%		

**Monthly Sales Tax Comparison by Industry
to Prior Years September 2024**

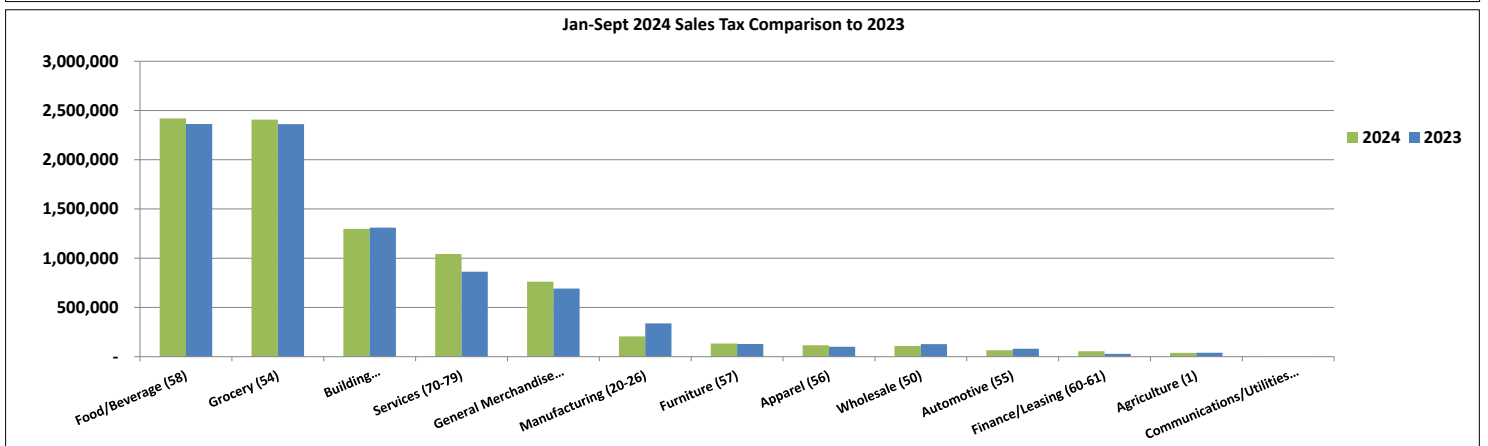
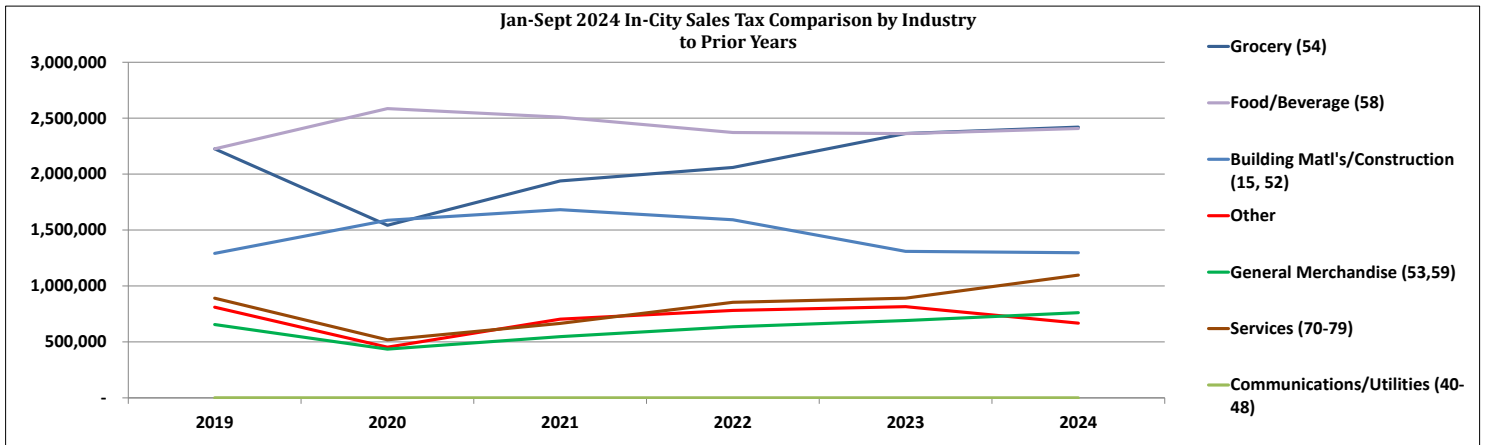


Monthly Sales Tax Comparison to September 2023



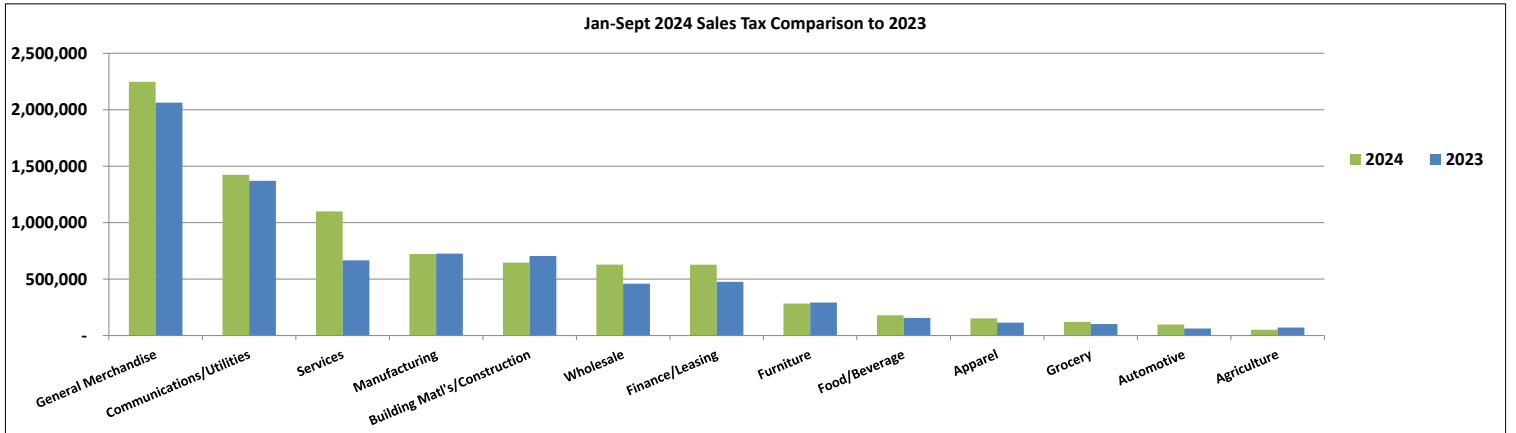
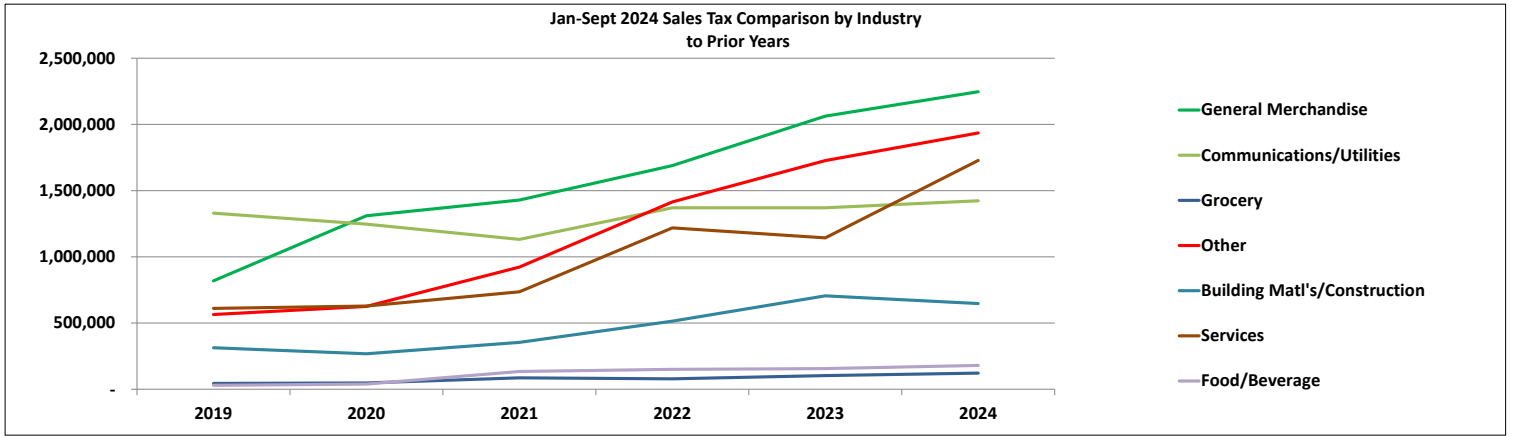
Sales Tax Revenue Comparisons by Industry - Inside City Area (Jan-Sept 2024)

INDUSTRY NAME	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	% Of Total	% Change
Food/Beverage (58)	2,077,103	1,542,859	1,938,951	2,059,483	2,362,890	2,420,247	28.0%	2.4%
Grocery (54)	2,225,836	2,585,726	2,508,970	2,371,871	2,362,048	2,407,765	27.8%	1.9%
Building Mat'l's/Construction (15, 52)	1,291,399	1,587,950	1,682,269	1,591,729	1,309,856	1,297,878	15.0%	-0.9%
Services (70-79)	847,567	540,454	655,721	842,056	862,539	1,042,676	12.0%	20.9%
General Merchandise (53,59)	655,559	435,779	547,879	636,067	691,326	761,523	8.8%	10.2%
Manufacturing (20-26)	478,354	165,394	343,871	353,104	337,738	205,452	2.4%	-39.2%
Furniture (57)	98,892	76,861	94,502	87,438	128,715	133,776	1.5%	3.9%
Apparel (56)	64,332	52,057	76,009	88,502	101,051	115,562	1.3%	14.4%
Wholesale (50)	70,167	60,604	78,595	113,825	127,203	108,616	1.3%	-14.6%
Automotive (55)	58,477	60,479	68,479	97,339	80,649	65,615	0.8%	-18.6%
Finance/Leasing (60-61)	43,615	(21,510)	9,504	12,142	28,423	54,779	0.6%	92.7%
Agriculture (1)	40,445	37,769	42,247	41,290	40,063	38,927	0.4%	-2.8%
Communications/Utilities (40-48)	830	499	353	362	467	395	0.0%	-15.3%
Totals	7,952,576	7,124,921	8,047,352	8,295,209	8,432,967	8,653,213		
% Of Change	-0.1%	-10.4%	12.9%	3.1%	1.7%	2.6%		



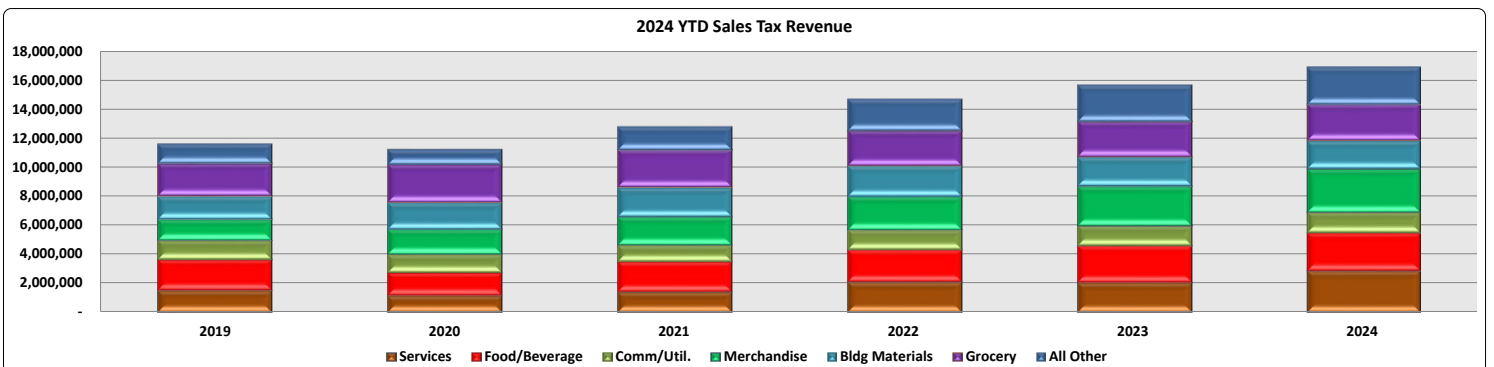
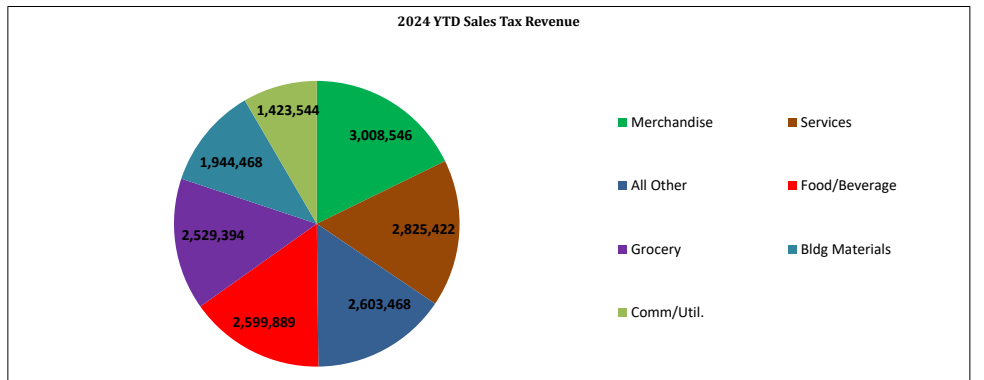
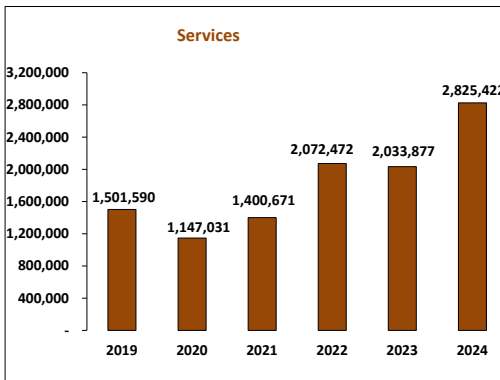
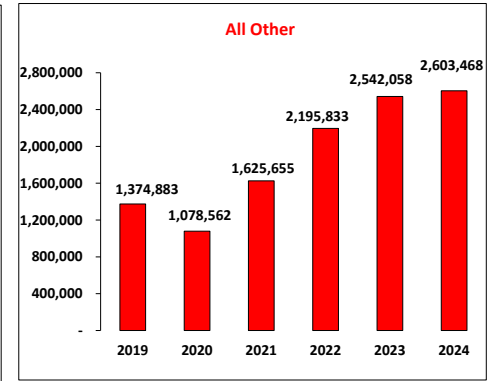
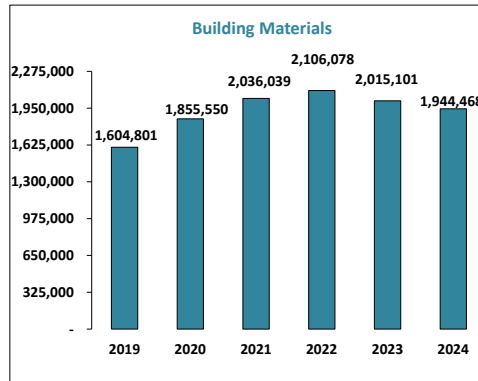
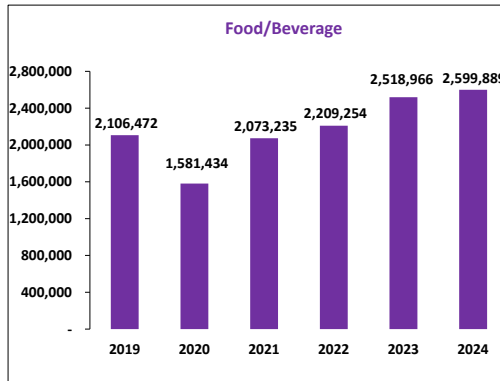
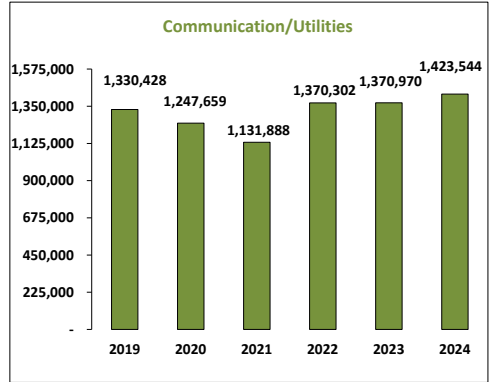
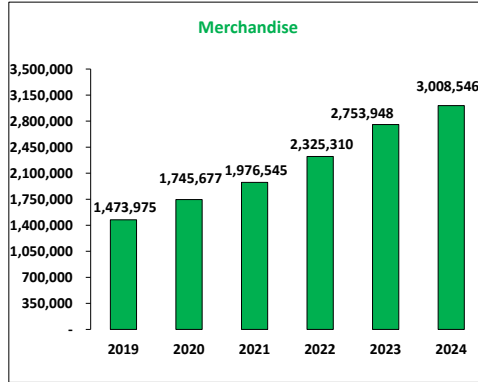
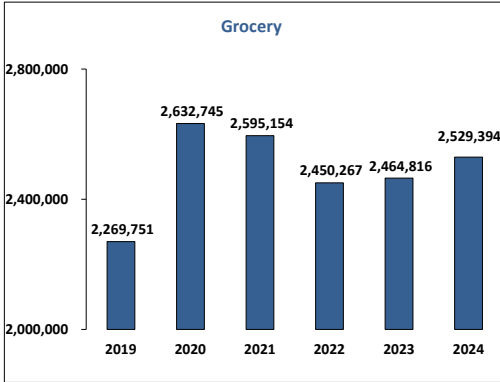
Sales Tax Revenue Comparisons by Industry - Outside City Area (Jan-Sept 2024)

INDUSTRY NAME	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Actual	% Of Total	% Change
General Merchandise	720,528	818,416	1,309,899	1,428,666	1,689,268	2,062,623	2,247,023	27.1%	8.9%
Communications/Utilities	1,110,585	1,329,598	1,247,160	1,131,535	1,369,940	1,370,503	1,423,149	17.2%	3.8%
Services	229,460	290,352	287,328	410,098	554,788	666,315	1,099,959	13.3%	65.1%
Manufacturing	124,466	205,778	164,935	297,974	587,517	726,166	722,158	8.7%	-0.6%
Building Matl's/Construction	221,807	313,401	267,600	353,769	514,348	705,245	646,589	7.8%	-8.3%
Wholesale	208,404	175,439	209,812	311,051	362,305	459,566	628,589	7.6%	36.8%
Finance/Leasing	333,839	320,056	340,757	325,347	663,487	476,600	628,007	7.6%	31.8%
Furniture	147,938	150,440	203,532	231,982	334,732	292,459	283,877	3.4%	-2.9%
Food/Beverage	12,343	29,369	38,575	134,285	149,721	156,076	179,643	2.2%	15.1%
Apparel	15,048	27,104	38,561	47,128	55,683	114,831	151,575	1.8%	32.0%
Grocery	29,934	43,914	47,020	86,185	78,396	102,768	121,629	1.5%	18.4%
Automotive	16	574	3	26	28,853	62,101	97,683	1.2%	57.3%
Agriculture	8,983	4,881	8,555	33,789	45,244	71,517	51,638	0.6%	-27.8%
Totals	3,163,350	3,709,324	4,163,737	4,791,836	6,434,281	7,266,769	8,281,519		
% Of Change	17.3%	17.3%	12.3%	15.1%	34.3%	12.9%	14.0%		



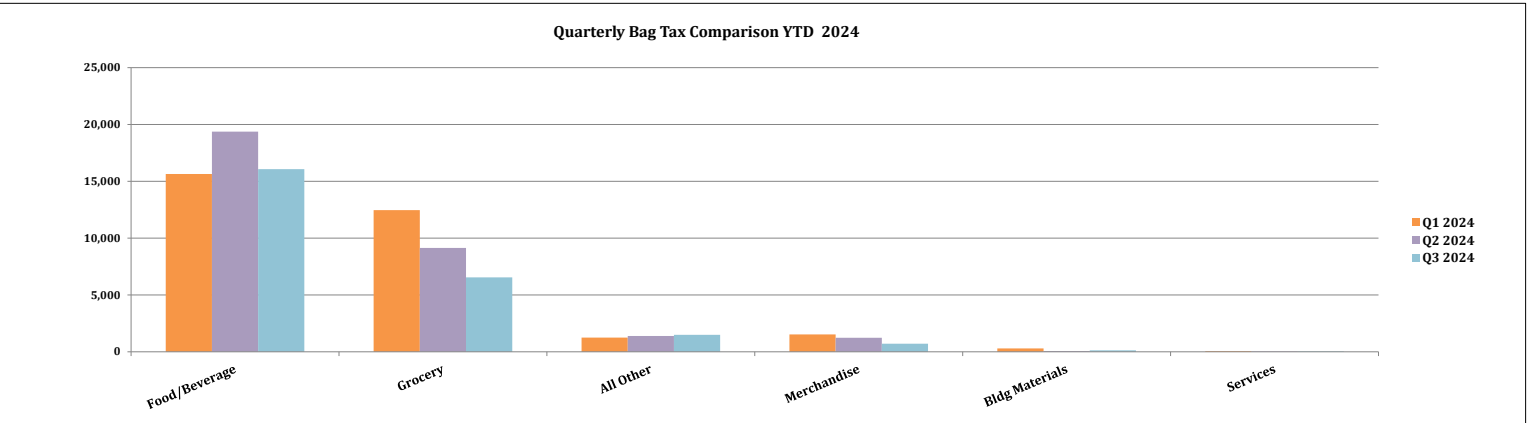
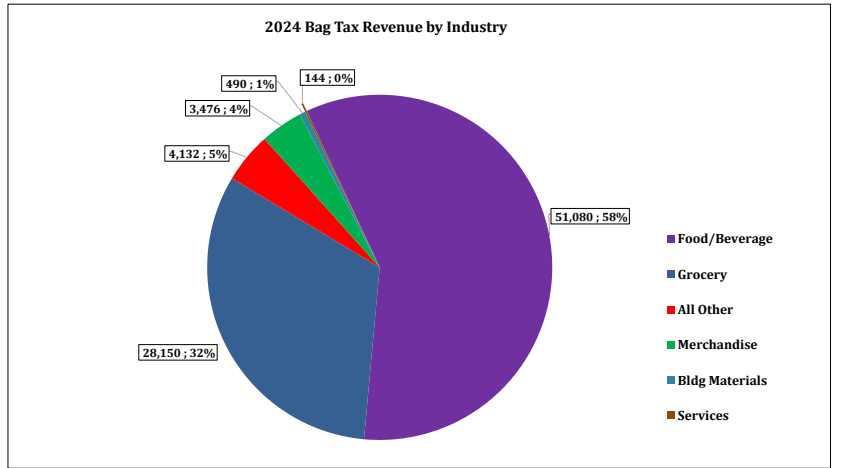
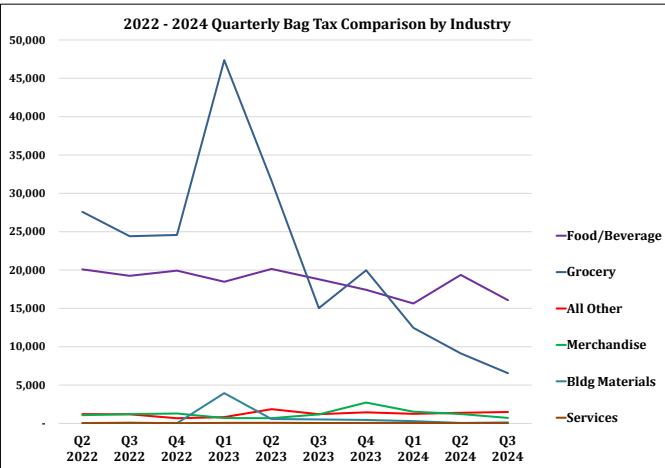
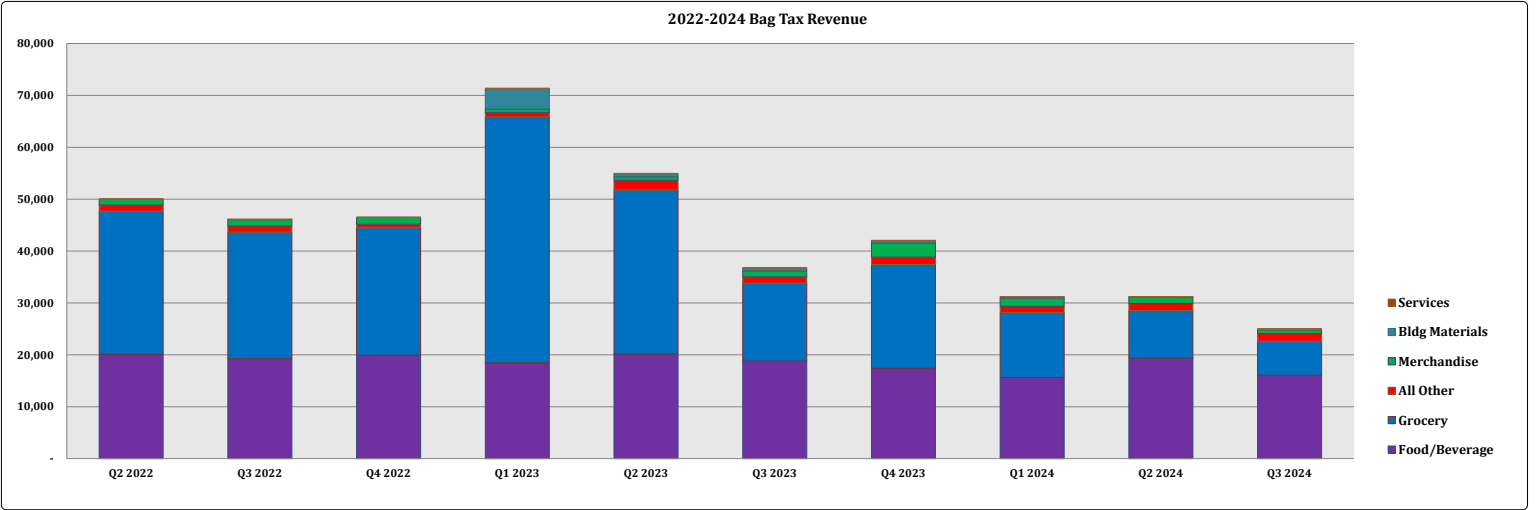
CITY OF LOUISVILLE
Revenue History by Industry (Jan - Sept 2024)

	2019	% Var	2020	% Var	2021	% Var	2022	% Var	2023	% Var	2024	% Var	% of Total
Merchandise	1,473,975	1.7%	1,745,677	18.4%	1,976,545	13.2%	2,325,310	17.6%	2,753,948	18.4%	3,008,546	9.2%	17.8%
Services	1,501,590	2.2%	1,147,031	-23.6%	1,400,671	22.1%	2,072,472	48.0%	2,033,877	-1.9%	2,825,422	38.9%	16.7%
All Other	1,374,883	16.2%	1,078,562	-21.6%	1,625,655	50.7%	2,195,833	35.1%	2,542,058	15.8%	2,603,468	2.4%	15.4%
Food/Beverage	2,106,472	2.8%	1,581,434	-24.9%	2,073,235	31.1%	2,209,254	6.6%	2,518,966	14.0%	2,599,889	3.2%	15.4%
Grocery	2,269,751	-4.2%	2,632,745	16.0%	2,595,154	-1.4%	2,450,267	-5.6%	2,464,816	0.6%	2,529,394	2.6%	14.9%
Bldg Materials	1,604,801	7.4%	1,855,550	15.6%	2,036,039	9.7%	2,106,078	3.4%	2,015,101	-4.3%	1,944,468	-3.5%	11.5%
Comm/Util.	1,330,428	19.6%	1,247,659	-6.2%	1,131,888	-9.3%	1,370,302	21.1%	1,370,970	0.0%	1,423,544	3.8%	8.4%
	11,661,900	4.8%	11,288,658	-3.2%	12,839,188	13.7%	14,729,516	14.7%	15,699,736	6.6%	16,934,732	7.9%	



**City of Louisville
Bag Tax Revenue Report**

	Q2 2022	Q3 2022	Q4 2022	Q1 2023	Q2 2023	Q3 2023	Q4 2023	Q1 2024	Q2 2024	Q3 2024	Total	QoQ % Var	% of Total
Food/Beverage	20,093	19,245	19,924	18,472	20,144	18,798	17,425	15,641	19,370	16,069	204,924	-17.0%	64.3%
Grocery	27,588	24,408	24,577	47,372	31,636	15,031	19,972	12,464	9,137	6,549	243,605	-28.3%	26.2%
All Other	1,210	1,189	677	826	1,859	1,203	1,444	1,249	1,389	1,495	13,672	7.6%	6.0%
Merchandise	1,077	1,217	1,294	700	680	1,178	2,722	1,530	1,232	714	13,413	-42.1%	2.9%
Bldg Materials	35	22	30	3,953	574	525	455	296	67	127	6,082	90.3%	0.5%
Services	44	94	33	75	77	56	65	60	42	42	649	0.4%	0.2%
	50,048	46,174	46,534	71,397	54,970	36,790	42,082	31,240	31,236	24,996	457,349	0.0%	



CITY OF LOUISVILLE							
Bag Tax Compliance							
Year	Period	Total Bag Tax coded businesses	Total Missing Filers	Total Business Compliance	Total Required Returns	Total Missing Returns	Total Return Compliance
2023							
	Q1	237	78	67%	732	162	78%
	Q2	262	139	47%	895	283	68%
	Q3	274	108	61%	921	233	75%
	Q4	182	62	66%	1094	207	81%
2024							
	Q1	164	56	66%	1184	215	82%
	Q2	151	49	68%	1281	237	81%
	Q3	146	49	66%	1343	222	83%

